



Brown Soil and Water Conservation District



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Minutes of the October 18, 2017 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 2:00pm by Vice-Chair Rathman.

PRESENT

1. Gary Rathman – Vice Chair
2. Clem Windschitl – Secretary
3. Jeff Nielsen – Treasurer
4. Greg Roiger – PRI
5. Melanie Krueger – District Manager
6. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist (exited at 3:35pm)

ABSENT

- ◆ Jack Vogel – Chair

AGENDA

- ◆ Motion was made by Windschitl and seconded by Nielsen to approve the agenda with the deletion of Treasurer's Report – September 2017 from the Consent Agenda and addition of FY17 Easement Delivery Grant Final Report under New Business.
Affirmative: Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed and District Manager answered questions about items on the Bills Report, the NACD Dues, and staff reports. A motion was made by Nielsen and seconded by Roiger to approve the Consent Agenda items as presented which included the September 20, 2017 Board Meeting Minutes, the Bills Report dated September 15, 2017 to October 13, 2017, the NACD 2018 Dues payment of \$100.00, and the Monthly Staff Reports dated September 15, 2017 to October 13, 2017.
Affirmative: Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger advised there are no new well reports or DNR water permits to report on. There was one WCA Notice of Decision issued for a sediment cleanout on a tributary to Mound Creek in Stately Township, Section 12.

NRCS REPORT

- ◆ Cottrell was out of office so he provided a written report that the group reviewed.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Van Thuyne reviewed a written board report with the group.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen was unable to attend today's meeting.

COST SHARE

- ◆ Reviewed the cost-share projects status report handout in detail. Krueger gave an update on the status of the flood relief grant extension requests and also advised there are about 11 potential projects that need to be site visited and surveyed yet this fall. A contract approval and a cancellation were then presented to the board for approval.
- ◆ A motion was made by Roiger and seconded by Windschitl to accept cancellation request by landowner, Clifford Lux, for contract FY16-07. The contract was for \$300.00 for one alternative tile intake in Eden 13 under FY16 State Cost Share grant.
Affirmative: Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve cost-share contract CAPSE-FY16-03 with Cottonwood Township, by Curt Helget, group spokesperson, for a lined waterway/outlet project in Cottonwood 17. Cost estimate is \$9,570.00 with cost share funding approved at 75% or \$7,177.50, whichever is less. SCTSA will be the technical representative. FY16 Capacity Grant Soil Erosion Cost Share funds will be encumbered for the project.
Affirmative: Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **FY17 Easement Delivery Grant Final Report:** Krueger reviewed the final grant financial report and expenditures. A motion was made by Windschitl and seconded by Roiger to approve the FY17 Easement Delivery grant financial report and authorize signature by Vice-Chair Rathman.
Affirmative: Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **MASWCD Annual State Convention:** A discussion was held on the MASWCD convention attendance, registration and hotel details. Staff will work with the Seifert's to coordinate their attendance and registration. Supervisor and staff attendance will be finalized at the next board meeting.
- ◆ **Outstanding Conservationist Banquet:** Discussed details about the banquet to be held in December for Outstanding Conservationist Seifert's. Krueger will move forward with planning the banquet as usual and will contact Seifert's for available dates.
- ◆ **2017 Quarter 3 Budget Review:** Reviewed the Quarter 3 budget report.
- ◆ **Office Rearrange & Asset Disposal:** Krueger advised details on the office layout rearrangements that were completed over the last month and the items that were disposed of and new purchases made. The computer/technology purchases made were as included in the 2017 budget and other office supplies were purchased as necessary for the staff's new work stations.

- ◆ **1W1P Watonwan Committee Members:** Krueger gave an update about the last two meetings attended for the Watonwan One Watershed One Plan grant project. Discussion was held on suggestions for people or associations to include in on the Advisory Committee. Krueger will be attending the next 1W1P Watonwan meeting on October 25 and will provide an update to the board at next month's meeting.

Van Thuyne exited at 3:35pm

- ◆ **Vote on 2017 MASWCD Resolutions:** The 2017 MASWCD Resolutions were reviewed and voted on. Staff will submit the ballot sheet to MASWCD by November 1 as required.
- ◆ **Personnel Committee – District Manager Review:** Personnel Committee members, Windschitl and Roiger, advised the outcome of District Manager's annual performance review held prior to the meeting. The recommendation of the committee is to increaseayscale by one grade level due to the increased workload, grant administration responsibilities, supervisory responsibilities of the job, and excellent performance overall. A motion was made by Windschitl and seconded by Roiger to accept the recommendation of Personnel Committee for aayscale increase to Grade 13, Step 5 effective on District Manager's annual anniversary date of 10/24/17.

Affirmative: Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **Meeting Reports:**

- ◇ Roiger attended the RCRCA board meeting on October 5 in Redwood and gave a report to the group on details of the meeting.

- ◆ **Upcoming Meetings/Events:** A motion was made by Windschitl and seconded by Roiger to attend and approve the following upcoming meetings/events:

- ◇ Thursday, November 2 – RCRCA Board Meeting, Pipestone (Roiger)
- ◇ Thursday, November 2 – RCRCA/Area II Legislative Gathering, Pipestone (Roiger)
- ◇ Friday, November 10 – Veterans Day Holiday Observed (office closed)
- ◇ Wednesday, November 15 – Brown SWCD Regular Board Meeting, 2:00pm

Affirmative: Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

Meeting Adjourned – 5:00pm

Secretary:  Date: 11-15-17