



Brown Soil and Water Conservation District



300 2nd Ave. SW • Sleepy Eye, MN 56085 • Phone: 507-794-2553

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Minutes of the November 15, 2017 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 2:05pm by Chair Vogel.

PRESENT

1. Jack Vogel – Chair
2. Gary Rathman – Vice Chair
3. Clem Windschitl – Secretary
4. Jeff Nielsen – Treasurer
5. Greg Roiger – PRI
6. Melanie Krueger – District Manager
7. Tony Berg – Brown County Commissioner Liaison Alternate
8. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist (exited at 3:45pm)

AGENDA

- ◆ Motion was made by Windschitl and seconded by Nielsen to approve the agenda as presented.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed and District Manager answered questions about the SCTSA invoice. A motion was made by Nielsen and seconded by Windschitl to approve the Consent Agenda items as presented which included the October 18, 2017 Board Meeting Minutes, the September 2017 Treasurer's Report, the October 2017 Treasurer's Report, the Bills Report dated October 14, 2017 to November 10, 2017, the SCTSA 2017 Grants Cash Match invoice of \$3,751.00, the MDA 2018 Nursery Stock Certificate Renewal payment of \$250.00, the MACDE 2018 Employee Membership payment of \$80.00, and the Monthly Staff Reports dated October 14, 2017 to November 10, 2017.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger advised there are no new items to report on for this meeting.

NRCS REPORT

- ◆ Cottrell was not able to attend but 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 Berg attended today's meeting as Commissioner Simonsen was unavailable. Commissioner Berg gave an overview of a few things happening with the solid waste landfill permits, the budget levy, the road projects and answered questions about buffer enforcement and ditch redeterminations.

COST SHARE

- ◆ Reviewed the cost-share projects status report handout and then Krueger presented contract cancellation and payments for board approval.
- ◆ A motion was made by Nielsen and seconded by Roiger to accept cancellation request by landowner, Arland Roiger, for contract FY16-04. The contract was for \$300.00 for one alternative tile intake in Stately 25 under the FY16 State Cost Share grant.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Windschitl to approve cost-share payment of \$1,500.00 for 5 intakes completed and accept cancellation of 1 alternative tile intake for contract FY16-06 with Ron Remus. This was for an Alternative Tile Intakes project where 5 of 6 have been completed in North Home 18 and landowner requested cancellation of 1. Bill Moldestad was technical representative. Final cost of the project came in at \$2,210.00. Payment will be made using FY16 State Cost-Share Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve cost-share payment of \$600.00 to Ron Remus for contract FY17-02. This is for an alternative tile intake project completed in Eden 25. Final cost of the project was \$870.00. Bill Moldestad was technical representative. Payment will be made using FY17 State Cost-Share Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve cost-share payment of \$3,812.50 to Lester Braulick for contract EM1-FY15-05. Final cost of the project came in at \$30,148.03. NRCS was technical representative. This is for a grade stabilization project that has been completed in Cottonwood 13. Payment will be made using FY15 Flood Relief Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **Outstanding Conservationist Banquet:** Discussion was held on the date and other planning details for the banquet scheduled for December 18.
- ◆ **Section 125 Cafeteria Plan:** Krueger advised the details and annual costs of a Section 125 Premium Only Plan for the district through TASC. This plan would allow pre-tax deductions to be done for an employee's share of health insurance premium and for an employee's contribution to their HSA account. Discussion was held. A motion was made by Roiger and seconded by Rathman to approve the setup of a Section 125 Cafeteria POP plan with TASC as presented.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

- ◆ **2018 Health Insurance Benefits:** Krueger reviewed the 2018 rates to continue the current health insurance plan and HSA benefits. Discussion was held. A motion was made by Nielsen and seconded by Windschitl to approve the continuance of 2018 Health Insurance plan with 100% employee coverage paid by the district and HSA contributions of \$100 per month per employee.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **MASWCD Annual State Convention:** Discussed attendance to the convention and completed forms for registration. A motion was made by Rathman and seconded by Roiger to spend up to \$50.00 on auction items for the MASWCD convention.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

Van Thuyne exited at 3:45pm

- ◆ **Tree Program Prices:** Discussion was held on a price increase of \$5.00 per bundle, holding the potted tree price at \$10.00, and holding the planting price at \$.50/tree with a \$100.00 in-county minimum and \$150.00 out-of-county minimum. A motion was made by Rathman and seconded by Windschitl to increase prices by \$5.00/bundle, hold potted tree prices and hold planting prices at \$.50/tree.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **District Manager – Gleisner Review:** Krueger met with Gleisner for an annual performance review and advised that performance level overall is excellent and her recommendation is to increase pay scale by one step. A motion was made by Roiger and seconded by Windschitl to approve District Manager recommendation on Gleisner review for a pay scale step increase effective annual anniversary date of 11/14/17.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **Meeting Reports:**

- ◇ Krueger attended a Watonwan 1W1P Steering Committee meeting in Mankato on October 25 and gave an update to the group.
- ◇ Roiger attended the RCRCA board meeting and legislative gathering in Pipestone on November 2. There were a small number of attendees, Jeff Strock was guest speaker, reviewed the 2018 proposed budget, and project payments were approved.

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

- ◇ Friday, November 17 – GBERBA Joint Policy/Technical Meeting, Mankato (Rathman, Nielsen if Rathman is unavailable)
- ◇ November 23 and 24 – Thanksgiving Holidays (Office Closed)
- ◇ Wednesday, November 29 – MASWCD Area VI Meeting, Waseca (Windschitl, Nielsen, Roiger, Rathman, Staff)
- ◇ December 3-5 – MASWCD Convention, Bloomington (Nielsen, Windschitl, Krueger, Gleisner)
- ◇ Thursday, December 7 – RCRCA Board Meeting, Redwood Falls (Roiger)
- ◇ Wednesday, December 20 – Brown SWCD Regular Board Meeting, 2:00pm

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

Meeting Adjourned – 4:35pm

Secretary: Clem Windschitl **Date:** 12-20-17