



Brown Soil and Water Conservation District



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

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An Equal Opportunity Employer

Minutes of the December 20, 2017 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 2:00pm 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. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist (exited 3:10pm)
8. Ben Cottrell – NRCS District Conservationist (exited 3:10pm)
9. Jeremy Maul – BWSR Board Conservationist
10. Dale Krystosek – BWSR PRAP Coordinator (exited 2:50pm)
11. Ben Meyer – BWSR Wetland Specialist (exited 2:50pm)
12. Mark Schnobrich – Area VI MASWCD President (entered 2:10pm, exited 3:45pm)
13. Dean Simonsen – Brown County Commissioner Liaison (entered 3:22pm, exited 5:10pm)
14. Amanda Wold – District Technician (entered 3:10pm, exited 3:32pm)

AGENDA

- ◆ Motion was made by Windschitl and seconded by Rathman to accept the agenda with one addition of, Guest – Mark Schnobrich, before Cost Share on the agenda.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

2018 PRAP – GUESTS, DALE KRSTOSEK AND JEREMY MAUL WITH BWSR

- ◆ Dale Krystosek, Ben Meyer, and Jeremy Maul from BWSR reviewed the PRAP program and fact sheet. Brown SWCD was selected for a 2018 Level II PRAP and they explained the four parts of the Level II review process and 60 day schedule of completion. Discussion was held. Staff will move forward with completing the necessary documentation and a draft report is scheduled for February's board meeting.

Mark Schnobrich entered at 2:10pm

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed. A motion was made by Nielsen and seconded by Rathman to approve the Consent Agenda items as presented which included the

November 15, 2017 Board Meeting Minutes, the November 2017 Treasurer's Report, the Bills Report dated November 11, 2017 to December 15, 2017, and the Monthly Staff Reports dated November 11, 2017 to December 15, 2017.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger advised that the DNR water permit for the Leavenworth Township cost share project had been received and there was one WCA No-Loss NOD for landowner in Bashaw 17 to scrape down an existing stock pond approximately 24 inches.
- ◆ **2018 WCA Agreement with Brown County:** Krueger reviewed the 2018 WCA Agreement and discussion was held. A motion was made by Rathman and seconded by Windschitl to sign the 2018 WCA agreement with Brown County.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

NRCS REPORT

- ◆ Cottrell advised he is working on CSP payments and processing 2018 EQIP applications. The Ultima job posting is still open and the Brown County NRCS will have a full time Soil Conservation Technician soon.
- ◆ **Annual Review of Civil Rights and Equal Opportunity Responsibilities:** Cottrell reviewed the Civil Rights and Equal Opportunity document with board members and asked them to sign the affirmation of review page. A motion was made by Roiger and seconded by Nielsen to authorize signatures on the Annual Review of Civil Rights and Equal Opportunity document.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Van Thuyne provided a written report and reviewed that with the group.

GUEST – MARK SCHNOBRICH

- ◆ Area VI President, Mark Schnobrich, attended the meeting and gave an update. He advised the Area VI dues were reduced, advised that all resolutions that were up for discussion at the MASWCD convention failed to pass, discussed the MASWCD 2018 dues and asked if anyone had questions. Some discussion was held on these items.

COST SHARE

- ◆ Reviewed the cost-share projects status report handout. Discussion was held on some of the projects and engineering services being utilized by the district.

Dale Krystosek and Ben Meyer exited at 2:50pm

- ◆ Krueger presented cost share contracts for approvals by the board.
- ◆ A motion was made by Roiger and seconded by Windschitl to approve cost-share payment of \$300.00 for 1 intake completed and accept cancellation of 3 intakes for contract FY17-01 with Haala Properties, LLLP. This was for an Alternative Tile Intakes project where 1 of 4 was installed in the contracted location of Home 32. The remaining 3 were not installed in Home 27 as contracted so therefore are to be cancelled. Bill Moldestad was technical representative. Final cost of the project came in at \$1,180.00. 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 \$7,453.13 to Paul Tauer for contract CAPRZM-FY16-01. This is for a streambank protection project completed in Bashaw 16. Final cost of the project was \$9,937.50. Bill Moldestad was technical representative. Payment will be made using the FY16 Capacity Grant Riparian Zone Management Cost Share funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ Krueger presented two new contracts with Gary Veenstra for approval:
 - ◇ CAPSE-FY16-04 with Gary Veenstra for a WASCOD project in Stately 14. Cost estimate is \$16,000.00 with cost share funding at 75% or \$12,000.00. Bill Moldestad will be the technical representative. FY16 Capacity Grant Soil Erosion cost share funds will be encumbered.
 - ◇ CAPSE-FY16-05 with Gary Veenstra for a WASCOD project in Stately 23. Cost estimate is \$5,000.00 with cost share funding at 75% or \$3,750.00. Bill Moldestad will be the technical representative. FY16 Capacity Grant Soil Erosion cost share funds will be encumbered.
 - A motion was made by Nielsen and seconded by Rathman to approve and enter into contract numbers CAPSE-FY16-04 and CAPSE-FY16-05 with Gary Veenstra as presented.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

Ben Cottrell and Dusty Van Thuyne exited at 3:10pm

Amanda Wold entered at 3:10pm

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

Dean Simonsen entered at 3:22pm

- ◆ **2018 AISP Work Plan:** Wold reviewed the 2018 AISP work plan with the group and highlighted activities she has planned. The plan was presented to and approved by the Commissioners at their December 19, 2017 meeting. Discussion was held and contact names for local sportsman and fishing groups were given.

Amanda Wold exited at 3:32pm

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave an update on current happenings at the County which included: 1) the commissioners officially adopted the levy at yesterday's meeting and it was a final 3.25% increase; 2) computer program purchases for 2018 are being looked into for the payroll and financial systems; 3) security system in the courthouse is being upgraded in 2018; 4) they are still waiting on permits for the landfill, and 5) ditch redeterminations scheduled for 2018 will start in January.

Mark Schnobrich exited at 3:45pm

- ◆ **2018 Farm Show Booth:** Krueger advised of booth rates and dates for the farm show and requested approval to sign up and pay for a booth for the 2018 show. A motion was made by Rathman and seconded by Nielsen to sign up for the farm show for 2018.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Watershed Specialist Training:** Krueger reviewed the training program details and requested approval for Andy Meyer to register for this training at a cost of \$840.00. A motion was made by Roiger and seconded by Windschitl to approve the Watershed Specialist Training for Andy Meyer for \$840.00.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

- ◆ **2018 Personnel Policy Changes:** Krueger reviewed the changes made by the County and approved by Commissioners to the 2018 Personnel Policy which include a 2% COLA payscale increase and an increase in funeral leave from 1 to 3 days for an employee's grandparent. Krueger also advised the IRS mileage rate for business has been announced at 54.5 cents per mile. A motion was made by Windschitl and seconded by Nielsen to accept and follow the County's 2018 Personnel Policy changes.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **Annual Planning Meeting:** Discussed and set date and location for the annual planning meeting to be held in January. Discussion was then held on any additional agenda topics requested for the meeting.

- ◆ **Meeting Reports:**

- ◇ Rathman attended the GBERBA Joint Policy/Technical meeting on November 17 and gave a report.
- ◇ Nielsen, Rathman, and Roiger attended the MASWCD Area VI meeting on November 29 and reported that dues were reduced, the guest speaker presented very good information and the scholarship program was adopted.
- ◇ Nielsen, Windschitl, and Krueger attended the MASWCD Convention December 3-5 and shared a report and the outcomes of the business meeting.
- ◇ Roiger attended the RCRCA board meeting on December 7 and gave a report.
- ◇ Rathman attended the SCTSA Board meeting December 19 and gave a report.

Simonsen exited at 5:10pm

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

- ◇ Monday, December 25 – Christmas Day Holiday (Office Closed)
- ◇ Monday, January 1 – New Year's Day holiday (Office Closed)
- ◇ Thursday, January 4 – RCRCA Board Meeting, Marshall (Roiger)
- ◇ Friday, January 12 – GBERBA Policy Meeting, Mankato (Windschitl)
- ◇ Monday, January 15 – Martin Luther King Day Holiday (Office Closed)
- ◇ Wednesday, January 17 – Brown SWCD Regular Board Meeting, 2:00pm
- ◇ January 16 – Annual Planning Meeting (January 23 if venue is unavailable)

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

Meeting Adjourned – 5:10pm

Secretary:  Date: 1-17-18