



Brown Soil and Water Conservation District



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Minutes of the March 13, 2018 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 9:30am by Chair Vogel.

PRESENT

1. Jack Vogel – Chair
2. Gary Rathman – Vice Chair
3. Clem Windschitl – Secretary
4. Jeff Nielsen – Treasurer
5. Melanie Krueger – District Manager
6. Dean Simonsen – Brown County Commissioner Liaison (exited at 11:25am)
7. Dustin Van Thuyne – PF/Farm Bill Wildlife Biologist II (exited at 10:30am)
8. Ben Cottrell – NRCS District Conservationist (exited at 10:30am)

ABSENT

- ◆ Greg Roiger – PRI

AGENDA

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

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed and the Treasurer's Report was discussed. A motion was made by Nielsen and seconded by Rathman to accept the Consent Agenda items as presented which included the February 13, 2018 Board Meeting Minutes, the February 2018 Treasurer's Report, the Bills Report dated February 8, 2018 to March 7, 2018, and the Monthly Staff Reports dated February 8, 2018 to March 7, 2018.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ District Manager advised there are no new items to report on.

NRCS REPORT

- ◆ Cottrell gave a verbal report to the group advising, 1) two new employees have started at his office, an Ultima Clerk and a Soil Con Tech, 2) he is moving forward with EQIP, CSP, and RCPP-EQIP applications and processes, 3) the NRCS and FSA plan to be at

and rent a booth for the farm show in 2019 and hope to have a cooperative effort with our offices for this event, and 4) he is beginning to work with the New Ulm FFA for some classroom outreach efforts.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Van Thuyne provided a written report and reviewed that with the group. He also advised he has accepted a new position with BWSR and his last day of work in Brown County as a PF Biologist will be April 3. Krueger advised that Pheasants Forever would like to post and hire a replacement as soon as possible, but would like to know if the Brown SWCD board supports that first. Discussion was held. Motion was made by Nielsen and seconded by Rathman to continue the PF Biologist position as it has been administered in the past. Manager will inform Tanner at PF of the board decision.

Affirmative: Vogel, Rathman, Windschitl, Nielsen

Opposed: None; Motion Carried

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave a report on current County business: 1) continue to work with the MPCA on the landfill expansion project; 2) still dealing with MNLARS problems at the license bureau; 3) a salary survey was done with other counties and a payscale change is being considered to decrease the amount of grade levels and steps on the county payscale system; 4) a meeting with Redwood County Commissioners to discuss the ditch redetermination plans for JD systems is scheduled for this week, and 5) Windschitl advised of the side inlet option for ditch system redeterminations and the group held discussion on that topic.

Cottrell and Van Thuyne exited at 10:30am

COST SHARE

- ◆ Reviewed the cost-share projects status report handout and then Krueger presented one contract for approval.
- ◆ A motion was made by Rathman and seconded by Windschitl to approve flood relief cost-share contract EM1-FY15-09 with Mike Tomschin for a Streambank Protection project in Bashaw 17. Cost estimate is \$12,000.00 with cost share funding approved at 75% or \$9,000.00, whichever is less. Bill Moldestad will be technical representative. FY15 Flood Relief Grant funds will be encumbered for the project.

Affirmative: Vogel, Rathman, Windschitl, Nielsen

Opposed: None; Motion Carried

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **Buffer Cost-Share Update and Authorize Return Funds:** Krueger gave an update on the outcome of the Buffer Cost Share program. Of the \$50,000.00 grant, a total of \$5,988.00 was encumbered for 17 projects with \$44,012.00 to be returned to the state since it was not encumbered. The board advised the district manager may use the TA funds for projects instead of staff time since the Buffer Grant is available to cover the technical work staff time on these projects. A motion was made by Nielsen and seconded by Windschitl to authorize the return of the FY18 Buffer Cost Share Grant funds of \$44,012.00 to BWSR.

Affirmative: Vogel, Rathman, Windschitl, Nielsen

Opposed: None; Motion Carried

- ◆ **FY18 SWCD Local Capacity Services Grant Amendment:** District Manager explained the grant amendment from BWSR for an increase of \$13,000.00 in capacity grant funds. A motion was made by Rathman and seconded by Windschitl to approve the capacity grant amendment for the additional \$13,000.00 and authorize chairman signature.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried
- ◆ **PRAP Report Comment Letter:** Reviewed the draft PRAP report comment letter prepared by District Manager. A motion was made by Nielsen and seconded by Rathman to authorize Melanie to sign the letter and send to BWSR as presented.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried
- ◆ **Conflict of Interest Procedures:** Krueger explained information learned and research done on Conflict of Interest procedures and forms. Discussion was held and the board would like Manager to draft a form to be reviewed and signed annually by the Supervisors and staff at the district.
- ◆ **FY17 SWCD Local Capacity Services Grant Final Financial Report:** Krueger explained the outcome and use of the FY17 Capacity Grant funds for the final financial report. A motion was made by Windschitl and seconded by Nielsen to authorize signature on the FY17 Capacity Grant Final Report.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried

Simonsen exited at 11:25am

- ◆ **District Manager Recommendation for 6-Month Staff Reviews:** Krueger advised that she held 6-month reviews with Meyer and Wold and gave her recommendation to the board that both employees had successful evaluations and employment with the SWCD should continue. A motion was made by Windschitl and seconded by Rathman to accept recommendation to continue employment with successful evaluations of Wold and Meyer as of their March 11, 2018 6-month date.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried
- ◆ **Meeting Reports:**
 - ◇ Windschitl and Rathman attended the GBERBA Policy/Technical meeting and drainage speaker event on March 9 and gave a report.
 - ◇ Vogel, Windschitl, and Krueger worked in the booth at the Farm Show on March 9 and 10 and gave a report.
 - ◇ Krueger gave a report on behalf of Roiger and Gleisner about the Area VI Chairman's meeting they attended February 22 in New Ulm and then gave a report about the Statewide Manager's meeting she attended in St. Cloud on February 28 and March 1.
- ◆ **Upcoming Meetings/Events:** A motion was made by Windschitl and seconded by Nielsen to approve/attend the following upcoming meetings/events:
 - ◇ Monday, March 19 – Cottonwood WRAPS Elected Official Meeting, Lamberton (Windschitl, Rathman, Nielsen, Krueger, Gleisner)
 - ◇ Tuesday, March 20 – SCTSA Board Meeting, Mankato (Rathman, Nielsen alternate)
 - ◇ Thursday, March 22 – MASWCD Area VI Meeting, St James (Windschitl, Rathman, Roiger, Krueger, Gleisner)
 - ◇ Friday, March 30 – Good Friday Holiday (office closes at noon)
 - ◇ Thursday, April 5 – RCRCA Board Meeting, Redwood (Nielsen)
 - ◇ Tuesday, April 10 – Brown SWCD Regular Board Meeting, 9:30am
 - ◇ Wednesday, March 21 – LTT Prairie Plan Meeting, Redwood (Rathman)

Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried

Meeting Adjourned – 12:39pm

Secretary: Clem Windschitl Date: 4-10-18