



Brown Soil and Water Conservation District



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Minutes of the April 10, 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. Greg Roiger – PRI
6. Melanie Krueger – District Manager
7. Dean Simonsen – Brown County Commissioner Liaison (exited at 10:52am)
8. Ben Cottrell – NRCS District Conservationist (exited at 10:52am)

AGENDA

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

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed. A motion was made by Nielsen and seconded by Rathman to accept the Consent Agenda items as presented which included the March 13, 2018 Board Meeting Minutes, the Bills Report dated March 8, 2018 to April 4, 2018, and the Monthly Staff Reports dated March 8, 2018 to April 4, 2018.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

TREASURER'S REPORT

- ◆ The March Treasurer's Report was reviewed. A motion was made by Rathman and seconded by Nielsen to approve the Treasurer's Report for March as presented.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ Discussion was then held on revisions to the Treasurer's Report format when grant staff time exceeds the personnel expenses for the month. Four examples were handed out and discussed. A motion was made by Nielsen and seconded by Windschitl to move forward with Treasurer's Reports monthly as shown in the exhibit C handout.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ District Manager advised a large packet of well reports was received in March from the MDH and most were from 2017. Discussion was held on how the board would like to receive this information going forward. Staff will move forward with presenting a full report of all well records received at next month's meeting as discussed. District Manager then advised of two amended irrigation permits issued by the DNR in Leavenworth and Mulligan Townships.

NRCS REPORT

- ◆ Cottrell gave a verbal report to the group advising, 1) he just completed his mid-year review with Gary Watson, 2) Watson announced he is retiring in August, 3) EQIP list is final but not public yet, 4) RCPP deadline is this Friday for two applications, 5) he has also been working on CSP interviews and CREP applications and 5) reminded everyone of next week's LWG meeting.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave an update on 1) the landfill permits, 2) approval of a jail cell remodel for safety purposes, and 3) the Wood Lake discussion with the DNR.

COST SHARE

- ◆ Reviewed the cost-share projects status report handout and then District Manager presented two contracts for approval.
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve flood relief cost-share contract EM3-FY16-02 with John Kuck for a Grade Stabilization project in Cottonwood 4 and 9. Cost estimate is \$19,470.00 with cost share funding approved at 100% or \$19,470.00 as per the grant policy for this type of project. SCTSA is technical representative for the project. FY16 Flood Relief Phase 3A Grant funds will be encumbered for the project.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Roiger to approve cost-share contract FY16-11 with Keith Braulick for a Grassed Waterway project in North Home 18. Cost estimate is \$2,750.00 with cost share funding approved at 75% or \$2,062.50, whichever is less. SCTSA is technical representative for the project. The FY16 State Cost Share Grant will be encumbered for \$900.00 and the FY17 State Cost Share Grant will be encumbered for \$1,162.50 for the project.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

Cottrell and Simonsen exited at 10:52am

UNFINISHED BUSINESS

- ◆ **Conflict of Interest Procedures:** Reviewed final draft of the Conflict of Interest form. The board would like this form to be reviewed and signed annually by each Supervisor and staff member beginning now and then each January thereafter. A motion was made by Roiger and seconded by Rathman to sign the Conflict of Interest form.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

NEW BUSINESS

- ◆ **FY18 Easement Implementation Grant:** Krueger presented the FY18 Easement Implementation Grant for signature. A motion was made by Nielsen and seconded by Windschitl to sign the easement implementation grant agreement.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Environmental Fair Donation:** District Manager gave an update on this year's Environmental Fair event and advised a request invoice was received for a \$500 donation to the event. A motion was made by Rathman and seconded by Nielsen to donate \$500 to the Environmental Fair.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **2018 Supervisor Elections:** Discussion was held and a letter reviewed from MASWCD about the upcoming 2018 Supervisor Elections. Two districts have terms that expire in 2018, District 3 and District 5. If existing Supervisors want to file for election, the filing period is from May 22 to June 5 this year. District Manager will publish a press release about the elections also.
- ◆ **Strategic Assessment:** Discussion was held on the recommendation from BWSR in the PRAP report to conduct a strategic assessment of the SWCD. The Board would like Krueger to look into the process and check with Katie Rasmussen of the Extension Service also and then report back at a later meeting.
- ◆ **2018 Quarter 1 Budget Review:** Reviewed the Quarter 1 budget report.
- ◆ **Managing the Human Resource Seminar – District Manager:** Krueger requested authorization to attend a two day seminar training on HR topics. The seminar is in St Cloud on May 9-10. A one night hotel stay, meals, and possibly mileage would be necessary travel expenses. A motion was made by Nielsen and seconded by Windschitl to authorize Melanie to attend the seminar.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **MASWCD Call for Resolutions:** Discussion was held on the annual MASWCD call for resolutions request. Krueger advised that none of the resolutions that are due to sunset this year were sponsored by Brown SWCD and there are no notes on file about resolution ideas discussed previously by the board. Discussion was held as to any new ideas for resolutions this year. None were given. If any Supervisor comes up with an idea they will inform District Manager for presentation at next month's meeting.
- ◆ **2017 Financial Statements Report:** Reviewed the 2017 Financial Statements Report. BWSR accepted the statements as presented and they are posted on our website.
- ◆ **2017 Audit:** An audit of 2017 financials is required per BWSR. Two audit bid request letters were sent. One firm, Peterson Company, responded with a bid for \$2,200. Discussion held. A motion was made by Windschitl and seconded by Rathman to accept the audit bid from Peterson Company for \$2,200.00.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Grant Reconciliations Reports:** Krueger advised on the outcome of three grant reconciliations that were done by BWSR on April 2. She advised that approval and signature on the financial reports for each of the three grants is requested by BWSR. A motion was made by Nielsen and seconded by Windschitl to authorize Jack to sign the three grant reconciliation financial reports for the FY15 Flood Relief grant, the FY16 Capacity grant, and the FY17 Capacity grant.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

- ◆ **Financial Report Signature Authority:** Krueger explained that a suggestion was made by BWSR to have the Board consider delegating signature authority for eLINK financial reports to District Manager. That way reports would not be delayed and could be completed immediately in the future. Krueger advised she could still advise of the outcome of grants on either her staff report or as an agenda item at the board meeting. Discussion was held. A motion was made by Rathman to delegate signature authority for eLINK financial reports to Melanie Krueger, District Manager, and have her report outcomes on her monthly staff reports. No second was made. Chair Vogel asked for a second three more times and none was given. Motion died for lack of second.
- ◆ **Meeting Reports:**
 - ◇ Nielsen, Rathman and Krueger attended the Cottonwood WRAPS Elected Officials meeting on March 19 in Lamberton and gave an update.
 - ◇ Rathman attended the SCTSA Board meeting in Mankato on March 20 and gave a report.
 - ◇ Rathman attended the Prairie Plan Meeting in Redwood on March 21 and gave a report.
 - ◇ Roiger, Rathman and Krueger attended the MASWCD Area VI meeting in St James on March 22 and gave a report on that meeting.
 - ◇ Nielsen attended the RCRCA board meeting on April 5 in Redwood and gave a report.
- ◆ **Upcoming Meetings/Events:** A motion was made by Windschitl and seconded by Roiger to approve/attend the following upcoming meetings/events:
 - ◇ Monday, April 16 – Local Work Group Meeting, SWCD office (Windschitl)
 - ◇ Thursday, May 3 – RCRCA Board Meeting, Marshall (no one is attending this month's meeting)
 - ◇ Tuesday, May 8 – Brown SWCD Regular Board Meeting, 9:30am
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
 Opposed: None; Motion Carried

Meeting Adjourned – 12:38pm

Secretary:  Date: 5-8-18