



Brown Soil and Water Conservation District



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

www.brownswcdmn.org

An Equal Opportunity Employer

Minutes of the May 8, 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. Ben Cottrell – NRCS District Conservationist

AGENDA

- ◆ Motion was made by Nielsen and seconded by Windschitl to approve 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 Windschitl and seconded by Nielsen to approve the Consent Agenda items as presented which included the April 10, 2018 Board Meeting Minutes, the April 2018 Treasurer's Report, the Bills Report dated April 5, 2018 to May 2, 2018, and the Monthly Staff Reports dated April 5, 2018 to May 2, 2018.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ District Manager advised of a WCA TEP Panel site visit in Linden 19 that Wold completed with Knisley to determine wetland boundary for tile setback and then advised an irrigation permit was issued to Cunningham for Stark 30 and that it is only valid if a WCA No-Loss determination is on file and up to date too.

NRCS REPORT

- ◆ Cottrell gave a verbal report to the group advising he is working on field work, WRP site visits, 1026 HEL requests, Arbor Day presentation was done with Gleisner, he gave a soils presentation to kindergarten class in Sherburne, the PF Biologist position was filled

and start date is May 14, he is attending the Agro-Forestry training next month, and Gary Watson plans to attend the board meeting next month.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen did not attend today's meeting. The group held discussion on the gravel pit permit recently declined by Commissioners and a ditch cleanout affecting a ROB seeding that was done previously.

COST SHARE

- ◆ Reviewed the cost-share projects status report handout and then District Manager presented contracts and amendments for approval.
- ◆ A motion was made by Roiger and seconded by Windschitl to approve Amendments to both Gary Veenstra cost share contracts for install by date changes. Vogel declared a conflict of interest and abstained from voting. Amendment 01 to Gary Veenstra contract CAPSE-FY16-04 for a WASCOB in Stately 14 changing the install by date from June 30, 2018 to December 15, 2018 and Amendment 01 to Gary Veenstra contract CAPSE-FY16-05 for a WASCOB in Stately 23 changing the install by date from June 30, 2018 to December 15, 2018.
Affirmative: Rathman, Windschitl, Nielsen, Roiger
Abstain: Vogel; Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Windschitl to approve flood relief cost-share contract EM2-FY16-02 with Patrick Hoffmann for a Streambank Protection project in Stark 4. Cost estimate is \$18,800.00 with cost share funding approved at 75% or \$14,100.00, whichever is less. SCTSA is technical representative for the project. FY16 Flood Relief Phase 2 Grant funds will be encumbered for the project.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Rathman to approve flood relief cost-share contract EM2-FY16-03 with City of Springfield for a Streambank Protection project in Burnstown 19. Cost estimate is \$22,000.00 with cost share funding approved at 75% or \$16,500.00, whichever is less. Bill Moldestad is technical representative for the project. FY16 Flood Relief Phase 2 Grant funds will be encumbered for the project.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Rathman to approve flood relief cost-share contract EM1-FY15-10 with Springfield Golf Club for a Streambank Protection project in Burnstown 19. Cost estimate is \$43,000.00 with cost share funding approved at 75% or \$32,250.00, whichever is less. Bill Moldestad is technical representative for the project. FY15 Flood Relief Grant funds will be encumbered for the project.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **Cell Phone:** Discussion held regarding adding a cell phone to the SWCD's Verizon plan. Krueger advised of estimated setup and annual costs. A motion was made by Rathman and seconded by Nielsen to approve setting up a cell phone on the Verizon account.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

- ◆ **SWCD Shirts for Staff:** Discussion was held regarding purchasing t-shirts, polo shirts, and sweatshirts for staff that would have the Brown SWCD logo on them and would be worn for site visits, meetings and events. A motion was made by Roiger and seconded by Nielsen to authorize spending up to \$600.00 total for staff for shirts.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **SWCD Pens:** Discussion held on whether to order more pens with the district logo on them as current supply is almost out. A motion was made by Windschitl and seconded by Rathman to spend up to \$300.00 on pens.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **July SWCD Manager's Meeting:** Krueger requested authorization to attend the two day Manager's Meeting in St. Cloud on July 24-25. She advised a \$25 registration fee applies, one night hotel stay, meals, and possibly mileage would be necessary travel expenses. A motion was made by Roiger and seconded by Rathman to authorize Krueger to attend the July Manager's Meeting.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Children's Water Festival:** Krueger advised a request was received from Nicollet SWCD to partner with them to help organize and host this event going forward as the BNC Environmental group no longer would be doing it. The majority of schools attending this event are from Nicollet and Brown counties. Discussion was held. Board advised District Manager to move forward with partnering up on this outreach and education event.
- ◆ **Well Reports:** Krueger advised information about research done on the well reports received from the MDH. An excel list showing the 65 records received was also handed out. Board advised that going forward when reports are received, staff should create the same type of excel list and that will be sufficient for reporting on the reports to the board.
- ◆ **Meeting Reports:**
 - ◇ Windschitl attended the Local Work Group meeting on April 16 in the SWCD office building. Cottrell was also there and facilitated the meeting. Both shared comments about the meeting and what priorities were set by the group.
- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Windschitl to approve/attend the following upcoming meetings/events:
 - ◇ Friday, May 11 – GBERBA Policy Meeting, Mankato (Windschitl)
 - ◇ Thursday, May 17 – MN River Congress, Mankato (Roiger)
 - ◇ Monday, May 28 – Memorial Day Holiday (office closed)
 - ◇ Thursday, June 7 – RCRC Board Meeting, Redwood (Nielsen)
 - ◇ Tuesday, June 12 – Brown SWCD Regular Board Meeting, 9:30am (All)
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

Meeting Adjourned – 11:42am

Secretary: Clara Windschitl Date: 6-12-18