



# 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 August 14, 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 (entered at 11:05am)
6. Melanie Krueger – District Manager
7. Andy Meyer – District Technician (exited at 10:42am)
8. Ethan Boertje – PF/Farm Bill Wildlife Biologist (exited at 10:42am)
9. Ben Cottrell – NRCS District Conservationist (exited at 10:42am)
10. Dean Simonsen – Brown County Commissioner Liaison (exited at 11:50am)

### AGENDA

- ◆ Motion was made by Nielsen and seconded by Windschitl to approve the agenda as presented.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen  
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 July 10, 2018 Board Meeting Minutes, the July 2018 Treasurer's Report, the Bills Report dated July 5, 2018 to August 8, 2018, and the Monthly Staff Reports dated July 5, 2018 to August 8, 2018.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen  
Opposed: None; Motion Carried

### WATER PERMITS/WCA REPORTS

- ◆ District Manager advised of 3 DNR water permits issued, 2 for public waters work cost share projects being installed and 1 was for dust control, and then advised for WCA that the restoration order process continues and 1 application was reviewed for tile installation near a wetland.

## **PF/FARM BILL WILDLIFE BIOLOGIST REPORT**

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

## **NRCS REPORT**

- ◆ Cottrell gave a verbal report advising that staff member, Janelle, continues with training this month, he worked at the Farmfest booth, he has been busy with meetings, he attended the Locally Led Workshop in Marshall, he is helping with CRP eligibility and plans, the CSP deadline is this Friday, he has several EQIP requests and site visits to work on, and then advised he has taken a new NRCS position in Iowa and his last day with Brown County NRCS will be September 30.

Simonsen entered at 9:58am

## **BUFFER PROGRAM REPORT**

- ◆ Meyer reviewed the Buffer Program update report provided and discussion was held.

## **COMMISSIONER COMMENTS**

- ◆ Commissioner Simonsen gave an update on today's Primary elections, the new election equipment, the budget meetings will be starting next week, road construction on the Highway 4 and 29 roundabout continues, and that a historian was hired for the bridge replacement project in Eden Township.

## **COST SHARE**

- ◆ Reviewed the cost-share projects status report handout, discussed the need to request extensions for all three flood relief grants and then District Manager presented contracts for approval.
- ◆ A motion was made by Nielsen and seconded by Windschitl to submit 1 year grant extensions requests to BWSR for the flood relief grants and authorize District Manager to sign the Amended Grant Agreements for the FY15 Flood Relief Grant, the FY16 Flood Relief Phase 2 Grant, and the FY16 Flood Relief 3A Grant.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen  
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve buffer cost share flat rate payment of \$90.00 to SS Eden Farm, Joyce Flock, for contract FY18-BCS-05. This is for a .3 acre native seed mix buffer strip that was installed in Eden 5. Payment will be made with FY18 Buffer Cost Share Grant funds.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen  
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Windschitl to approve cost-share contract FY17-04 with Mike Moldan for a WASCOP project in Leavenworth 15. Cost estimate is \$19,853.30 with cost share funding approved at \$5,118.98. The balance of the cost share is being provided through Federal/EQIP sources. NRCS will be technical representative. FY17 State Cost Share Grant funds will be encumbered for the project.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen  
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Windschitl to approve flood relief cost-share contract EM2-FY16-04 with Eric Johnson for a WASCOP project in Milford 32. Cost estimate is \$22,540.00 with cost share funding approved at 75% or \$16,905.00. SCTSA will be technical representative. FY16 Flood Relief 2 Grant funds of \$8,000.00 and FY16 Flood Relief 3A Grant funds of \$8,905.00 will be encumbered for the project.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen  
Opposed: None; Motion Carried

Cottrell, Boertje, Meyer exited at 10:42am

## NEW BUSINESS

- ◆ **MCIT Dividend Notice:** Reviewed the notice received from MCIT for the 2018 Dividend.
- ◆ **Newspaper Subscription Renewals:** District Manager requested authorization to renew the Sleepy Eye Herald and The Journal newspaper subscriptions and that going forward these bills can be paid as normal office expenses as budgeted. A motion was made by Rathman and seconded by Nielsen to renew the newspaper subscriptions.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen  
Opposed: None; Motion Carried
- ◆ **BWSR Academy Attendance:** District Manager requested authorization to register all staff at the end of the month to attend the BWSR Academy training in October. A motion was made by Windschitl and seconded by Rathman to register all staff for BWSR Academy during October 29-31 this year.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen  
Opposed: None; Motion Carried
- ◆ **Meeting Reports:**
  - ◇ Rathman gave a report on the GBERBA Policy/Technical meeting attended on July 13 in Mankato.

Roiger entered at 11:05am

- ◇ Windschitl, Krueger and Vogel shared a report about the Cottonwood WRAPS Public meeting attended on July 19.

## UNFINISHED BUSINESS

- ◆ **Tree Program Planting Services:** Discussion was held on whether to continue offering the tree program planting services for 2019 and at what charges for the service if it is continued. A motion was made by Windschitl and seconded by Rathman to continue the planting service for 2019 with the same rates as 2018.  
Affirmative: Vogel, Rathman, Windschitl  
Opposed: Nielsen, Roiger; Motion Carried

Simonsen exited at 11:50am

- ◆ **Personnel Committee Meetings for Staffing Plan:** Discussion was held regarding the staffing plan for the district due to Wold's resignation from the District Technician position. It was agreed that the Personnel Committee will meet up to 3 times to discuss potential options for a district staffing plan and report back at next month's meeting.
- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Nielsen to approve/attend the following upcoming meetings/events:
  - ◇ Wednesday, August 15 – Watonwan 1W1P Policy Committee, St James (Windschitl)
  - ◇ Monday, August 27 – Brown County Commissioners Budget Request, 2:00pm (Vogel, Krueger)
  - ◇ Monday, September 3 – Labor Day Holiday (office closed)
  - ◇ Thursday, September 6 – RCRCA Board Meeting, Marshall (Nielsen)
  - ◇ Tuesday, September 11 – Brown SWCD Regular Board Meeting, 9:30am (All)
  - ◇ Personnel Committee Meetings – up to 3 meetings prior to the next board meeting (Roiger, Windschitl, Krueger)  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

**Meeting Adjourned – 12:01pm**

Secretary:  Date: 9-11-18