



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 September 11, 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. Alan Gleisner – District Technician (exited at 10:28am)
7. Ethan Boertje – PF/Farm Bill Wildlife Biologist (exited at 10:28am)
8. Ben Cottrell – NRCS District Conservationist (exited at 10:28am)
9. Dean Simonsen – Brown County Commissioner Liaison (entered at 10:30am, exited at 11:20am)

ABSENT

1. 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. A motion was made by Nielsen and seconded by Rathman to accept the Consent Agenda items as presented which included the August 14, 2018 Board Meeting Minutes, the August 2018 Treasurer's Report, the Bills Report dated August 9, 2018 to September 5, 2018, and the Monthly Staff Reports dated August 9, 2018 to September 5, 2018.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ District Manager advised that the WCA restoration order process for Cottonwood 3 continues, the Water Planner/Wetlands Administrator, John Knisley, has resigned his position with the County, and the DNR Public Waters Work permit has been approved for the City of Springfield streambank project.

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 his start date for his new position in Iowa has been pushed back so his last day in Brown County is October 12, they have been busy with CRP work, Ethan handled most of it but he oversaw and signed off on the plans; CSP applications were all funded, he is still taking EQIP applications and doing site visits for new project requests, and he will be meeting with a survey company and landowners this week on six WRP sites that need to be re-surveyed and marked.

COST SHARE PROGRAM REPORT

- ◆ Gleisner reviewed the Cost Share Program Update report provided to the Board regarding current projects, potential projects, work completed so far in 2018, and work planned yet for 2018 and discussion was held.

COST SHARE

- ◆ Reviewed the cost-share projects status report handout and then District Manager presented contracts for approval.
- ◆ A motion was made by Nielsen and seconded by Windschitl to approve the \$100 MAWQCP incentive payment to Jack Vogel and authorize Vice-Chair Rathman to sign.
Affirmative: Rathman, Windschitl, Nielsen
Abstained: Vogel; Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Windschitl to approve GBERBA cost-share contract 319-TMDL-16-08-01 with Steve Michels for Cover Crops on 40 acres in Lake Hanska 26. Cost estimate is \$2,000.00 with cost share funding approved at 75% or \$1,500.00. Herman Bartsch will be technical representative. The GBERBA 319 TMDL grant will be encumbered for this project.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Windschitl to approve GBERBA cost-share contract 319-TMDL-16-08-02 with Bryon Christenson for Cover Crops on 65 acres in Lake Hanska 31. Cost estimate is \$3,250.00 with cost share funding approved at 75% or \$2,437.50. Herman Bartsch will be technical representative. The GBERBA 319 TMDL grant will be encumbered for this project.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried

Cottrell, Boertje, Gleisner exited at 10:28am

Simonsen entered at 10:30am

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave an update on 1) the overall budget is looking to be less than a 2% increase, 2) the Commissioners discussed the switch to a 13-step pay scale and ended up tabling it to next year for consideration, 3) they are considering replacement of some squad cars and purchasing a drone, 4) the local .5% sales tax has helped to get some road projects done, 5) the ROB ditch meetings continue and the seeding planned for last spring but delayed due to weather should get done in September, and 6) discussed the SWCD's budget request meeting on August 27th.

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **MCIT 2019 Estimated Contribution Notice:** Reviewed the notice received from MCIT for the 2019 estimated costs for property/casualty and workers' compensation coverage.
- ◆ **FY19 Local Capacity and Buffer Law Implementation Grant Agreement:** Reviewed details of the FY19 capacity and buffer grant agreement received from BWSR. A motion was made by Nielsen and seconded by Windschitl to authorize acceptance of the FY19 Capacity and Buffer grant agreement.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried
- ◆ **2017 Audit – Approve Management Letter and Draft Audit:** Reviewed and discussed the management letter and 2017 draft audit received from Peterson Company. A motion was made by Rathman and seconded by Nielsen to approve the management letter and draft audit.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried

Simonsen exited at 11:20am

- ◆ **District Manager Recommendation for Meyer Annual Review:** District Manager met with Meyer for his annual performance review and advised that performance level overall is great and gave her recommendation for a pay scale increase. A motion was made by Windschitl and seconded by Rathman to approve District Manager's recommendation for Meyer's annual review and pay scale increase with an effective date of 9/11/18, his annual anniversary date.
Affirmative: Vogel, Rathman, Windschitl, Nielsen
Opposed: None; Motion Carried
- ◆ **Personnel Committee Update on Staffing Plan:** Windschitl and Krueger gave an update on the Personnel Committee meetings held. Discussion was held on the options presented by the committee for the staffing plan and on the AIS consultant proposal submitted by Amanda Wold, Hygge Solutions. The consensus of the Board was to not move forward with contracting the AIS work and to move forward with rehiring the vacant position as is with a District Technician. The Board would like the committee to meet one more time in September to review and then present a final job description and hiring plan for final approval by the Board at the October board meeting.
- ◆ **Meeting Reports:**
 - ◇ Windschitl and Krueger gave an update on the Watonwan 1W1P Policy Committee meeting attended on August 15 in St James where officers were elected, by-laws were approved, and major milestones of the 1W1P and the consultant selection process were discussed.
 - ◇ Vogel and Krueger gave an update on the outcome of the Commissioner Budget Request meeting on August 27 in New Ulm advising they approved a \$2,000 increase in allocation for 2019.
 - ◇ Nielsen attended the RCRCA meeting on September 6 and shared an update where standard business items were handled, health insurance coverage was discussed and he reminded the group of the upcoming meetings scheduled.
- ◆ **Upcoming Meetings/Events:** A motion was made by Nielsen and seconded by Rathman to approve/attend the following upcoming meetings/events:
 - ◇ Wednesday, September 19 – GBERBA Policy Meeting, Mankato (Windschitl)
 - ◇ Tuesday, September 18 – SCTSA Board Meeting, Mankato (Nielsen)
 - ◇ Thursday, October 4 – RCRCA Board Meeting, Redwood Falls (Roiger)

- ◇ Tuesday, October 9 – Brown SWCD Regular Board Meeting, 9:30am (All, Nielsen will be absent for this meeting)
- ◇ Personnel Committee Meeting – 1 meeting prior to the next board meeting (Roiger, Windschitl, Krueger)
 - Affirmative: Vogel, Rathman, Windschitl, Nielsen
 - Opposed: None; Motion Carried

Meeting Adjourned – 12:55pm

Secretary: Clem Windschitl **Date:** 10-9-18