



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 January 23, 2019 Brown SWCD Annual Planning Meeting, Railway – Meeting Room, Sleepy Eye, MN

Meeting was called to order at 9:35am 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

AGENDA

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

ELECTIONS

- ◆ Vogel asked for nominations or motions for board positions. Discussion was held. Motion was made by Rathman and seconded by Windschitl to keep board positions the same with Vogel as Chair, Rathman as Vice-Chair, Windschitl as Secretary, Nielsen as Treasurer, and Roiger as PRI.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

SET BOARD MEETING DAY AND TIME

- ◆ Discussion was held on options for regular board meeting day and time. A motion was made by Rathman to keep meetings on the second Tuesday of the month at 9:30am and flex to 3:00pm when necessary. No second was made. Motion died for lack of a second. Further discussion was held. A motion was made by Roiger and seconded by Rathman to hold monthly board meetings at 4:00pm on the second Wednesday of each month.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

CONFLICT OF INTEREST FORM

- ◆ Reviewed the annual conflict of interest form. A motion was made by Nielsen and seconded by Windschitl to adopt the conflict of interest policy.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

DESIGNATE DEPOSITORY

- ◆ A motion was made by Windschitl and seconded by Nielsen to designate First Security Bank and SouthPoint Financial Credit Union as official depositories for the SWCD.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

2019 COMMITTEE ASSIGNMENTS

- ◆ Reviewed the 2018 Committee Assignments list and Krueger noted changes made for 2019. The Legislative Committee chair will now be Roiger. The Personnel Committee chair will now be Windschitl and the alternate will be Nielsen. All other committee assignments remained the same. A motion was made by Nielsen and seconded by Windschitl to accept the changes to the Committee Assignments for 2019.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

BUDGET STATUS

- ◆ **December Treasurer's Report:** Reviewed the December 2018 Treasurer's report.
- ◆ **2018 Budget vs Actual:** Reviewed the 2018 budget versus actual report.
- ◆ **2019 Proposed Budget:** Reviewed and discussed the 2019 proposed budget report. A motion was made by Rathman and seconded by Windschitl to adopt the 2019 proposed budget presented.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

DISCUSSION TOPICS

- ◆ **Organizations/Associations Review:** Reviewed the list of organizations/associations the district partners with, the amount of dues paid to them, if any, and discussion was held as to whether any changes were necessary for 2019. No changes were made at this time.
- ◆ **Comp Time Policy:** Discussed the policy on comp time and the pay scale for staff positions. The board would like to make sure the comp time policy follows labor standards and that the pay scale grade assigned to staff positions is accurate. Discussion was held on comparing to neighboring SWCDs policies. It was agreed to move forward with surveying neighbors to evaluate and compare our current policies.
- ◆ **Annual SWCD Newsletter:** Discussed how to move forward with the annual newsletter project. Options discussed were to continue as is with January distribution, consider a summer distribution instead, or consider a shorter newsletter two times per year in the winter and summer. Manager will research the options further and bring back recommendations to the board at the February or March meeting.
- ◆ **Current Status of District Programs:**
 - ◇ Cost Share: Reviewed and discussed the handout on current program status.
 - ◇ RIM/CREP: Reviewed and discussed the handout on current program status.
 - ◇ Buffer Program: Reviewed and discussed the handout on current program status.
 - ◇ AIS Prevention: Reviewed and discussed the handout on current program status.
 - ◇ Tree/WCA/WIA/Rain Gauge/Well Readings: Reviewed and discussed the handout on current program status.
 - ◇ Watershed Planning: Reviewed and discussed the handout on current program status.
- ◆ **2019 Goals from Supervisors and Staff:** Discussed the handout listing all of the 2019 short-term and long-term goals submitted from each of the Supervisors and staff.

2018 ACCOMPLISHMENTS REPORT

- ◆ Reviewed the 2018 Accomplishments report handout. A motion was made by Roiger and seconded by Nielsen to approve and publish the 2018 Accomplishments report.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

ANNUAL PLAN REVIEW

- ◆ Reviewed the Annual Plan document from 2018 and Krueger noted changes and edits to be made for 2019. A final plan will be presented for review and approval at the February Board Meeting.

Meeting Adjourned – 3:16pm

Secretary: Clem Windschitl Date: 2-13-19