



# 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 November 13, 2018 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 10:30am 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. Alan Gleisner – District Technician (entered 11:35am, exited 12:00pm)
8. Dean Simonsen – Brown County Commissioner Liaison (exited 12:00pm)
9. Jennifer Hahn – Middle MN WCPI Watershed Planner (exited 12:00pm)
10. Ethan Boertje – PF/Farm Bill Wildlife Biologist (exited 12:00pm)
11. Ray Hummel – Acting NRCS District Conservationist (exited 12:00pm)

### AGENDA

- ◆ Motion was made by Rathman and seconded by Windschitl to approve the agenda with the additions of MN River Congress under Meeting Reports and Middle MN WCPI Report by Jennifer Hahn after the NRCS Report on the agenda.  
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 Windschitl to accept the Consent Agenda items as presented, except D-1 which will be pulled to discuss separate. The items approved included the October 9, 2018 Board Meeting Minutes, the October 24, 2018 Special Board Meeting Minutes, the Bills Report dated October 4, 2018 to November 1, 2018, and the Monthly Staff Reports dated October 4, 2018 to November 1, 2018.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ Item D-1, NACD 2019 Dues Payment: Discussion was held on the amount of dues to contribute for 2019 and the letter that has been sent for the past several years regarding the reduced payment reasoning. A motion was made by Nielsen and seconded by Rathman to accept and pay NACD Dues of \$100.00 and send the letter again this year.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

### WATER PERMITS/WCA REPORTS

- ◆ District Manager advised of the water permit approved for the Pat Hoffmann cost share project and gave a brief update on the WCA Restoration Order in Cottonwood Township.

### PF/FARM BILL WILDLIFE BIOLOGIST REPORT

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

### NRCS REPORT

- ◆ Ray Hummel provided a written report and reviewed that with the group. He also advised that he is the Acting DC in Brown County for 120 days and plans to be here on Tuesdays and Thursdays.

### MIDDLE MN WCPI REPORT

- ◆ Jennifer Hahn provided handouts and gave a report on her Watershed Planner position and what the work plan is for the Middle MN WCPI program and what the focus areas are for conservation planning with landowners.

### COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave a report on the elections outcomes, advised the levy is at 2.2% and will be certified in December, the half percent sales tax renewal will be handled in January, the landfill permits are being worked on yet with the MPCA, and there are ditch redetermination meetings scheduled for this week.

Gleisner entered at 11:35am

### COST SHARE

- ◆ Alan Gleisner joined the meeting to give an update on the cost-share report handout advising of the status on projects. Discussion was then held regarding the possible need for extensions to the FY17 State Cost Share Grant and FY16 Capacity Grant due to the early freezing weather conditions that may prevent construction yet this year.
- ◆ A motion was made by Rathman and seconded by Windschitl to authorize District Manager to submit grant extensions and sign them, if needed for the FY17 Cost Share Grant and the FY16 Capacity Grant.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ District Manager presented contracts for approval.
- ◆ A motion was made by Roiger and seconded by Nielsen to approved flood relief cost-share contract EM3-FY16-05 with Michael Kuck for a Grade Stabilization project in Cottonwood 5. Cost estimate is \$51,924.80 with cost share funding approved at 100% or \$51,924.80 as per the grant policy for this type of project. SCTSA is technical representative for the project. FY16 Flood Relief 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 Windschitl to approve the install by date contract amendments for Hoffmann and Tomschin presented:
  - ◇ EM1-FY15-09, Mike Tomschin, Amendment for install by date to 12/1/19 from 12/15/18.
  - ◇ EM2-FY16-02, Pat Hoffmann, Amendment for install by date to 12/1/19 from 12/15/18.Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

- ◆ A motion was made by Windschitl and seconded by Roiger to approve the amendment for install by date to 12/1/19 from 12/1/18 for contract EM3-FY16-01 with Dwight Nilson.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

Boertje, Hummel, Hahn, Simonsen, Gleisner exited at 12:00pm

### UNFINISHED BUSINESS

- ◆ None

### NEW BUSINESS

- ◆ **MASWCD Convention:** District Manager handed out information packets to the Supervisors for the MASWCD Convention. Discussion was held on who is attending so manager can complete registration and regarding auction items to donate. A motion was made by Roiger and seconded by Nielsen to authorize Al Gleisner to attend the MASWCD State Convention.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◇ A motion was made by Rathman and seconded by Nielsen to authorize spending up to fifty dollars on auction items for the convention.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **Outstanding Conservationist Banquet:** Discussion was held on the date, location, plaque and attendees for the Outstanding Conservationist banquet to be held in December or January for the Veenstra's.
- ◆ **FY16 State Cost Share Grant Final Report:** District Manager advised on the outcome of the 2016 State Cost Share Grant. A motion was made by Rathman and seconded by Nielsen to authorize signature on the final FY16 State Cost Share Grant report.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **District Manager Recommendation on Gleisner Review:** District Manager shared her recommendations on Gleisner's two year performance review for a job title change and pay increase due to excellent performance, increased experience, and increased responsibilities. A motion was made by Windschitl and seconded by Nielsen to approve the title change to Senior District Technician and increase pay scale to Grade 12, Step 5 effective 11/14/18 anniversary date.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **District Technician Vacancy:** Discussion was held on filling the District Technician vacancy created due to Meyer's resignation from the SWCD. A motion was made by Rathman and seconded by Windschitl to delegate Personnel Committee to recommend hiring up to two District Technicians from the current application round.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **Meeting Reports:**
  - ◇ Rathman and Krueger gave an update on the Watonwan 2W2P committee meetings attended in St. James on October 17.
  - ◇ Rathman and Nielsen attended the RCRCA Legislative event on November 1 and gave a report to the group. Nielsen also reported on the board meeting attended just prior to the legislative event.
  - ◇ Nielsen attended the MN River Congress in New Ulm on November 8 and advised about 30 people attended and then gave a report of the meeting to the group.

- ◇ Rathman attended the GBERBA Policy/Technical meeting day on November 9 in Mankato and gave an update on the presentations given at the meeting.
- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Nielsen to approve/attend the following upcoming meetings/events:
  - ◇ Wednesday, November 14 – Watonwan 2W2P Policy Committee Meeting, St James (Windschitl)
  - ◇ November 22 and 23 – Thanksgiving Day Holidays (Office Closed)
  - ◇ November 26 and December 7 – Personnel Committee Meetings (Roiger, Windschitl, Krueger)
  - ◇ Tuesday, November 27 – MASWCD Area 6 Meeting, Fairmont (Windschitl, Nielsen, Roiger, Rathman, Gleisner)
  - ◇ Thursday, December 6 – RCRC Board Meeting, Redwood Falls (Nielsen)
  - ◇ Friday, December 14 – Brown SWCD Regular Board Meeting, 9:30am (All; rescheduled due to conflict with MASWCD Convention)
  - ◇ Personnel Committee Meeting for Krueger Annual Review, Date and Time to be determined by the committee (Windschitl, Roiger)
  - ◇ December 10-11 – MASWCD State Convention (Vogel and Nielsen, as registered)
    - Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
    - Opposed: None; Motion Carried

**Meeting Adjourned – 2:30pm**

Secretary:  Date: 12-19-18