



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 December 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
6. Melanie Krueger – District Manager
7. Dean Simonsen – Brown County Commissioner Liaison (entered 9:35am, exited 11:25am)
8. Ethan Boertje – PF/Farm Bill Wildlife Biologist (exited 10:30am)

AGENDA

- ◆ Motion was made by Roiger and seconded by Windschitl to approve the agenda with the addition of FY19 FBAP Grant Approval under New Business section of the agenda.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda items were reviewed. A correction to the minutes on page two is needed because Nielsen's name was missing. A motion was made by Nielsen and seconded by Rathman to make the correction to the minutes and approve the Consent Agenda items presented which included the November 13, 2018 Board Meeting minutes, the October 2018 and November 2018 Treasurer's Reports, the Bills Report dated November 2, 2018 to December 7, 2018, the MDA 2019 Nursery Stock Certificate Renewal payment for \$250.00, and the Monthly Staff Reports dated November 2, 2018 to December 7, 2018.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ District Manager reviewed the well records list handed out and advised there were no new water permits or WCA items to report on.

Dean Simonsen entered at 9:35am

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

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

NRCS REPORT

- ◆ Ray Hummel was unable to attend today's meeting but did provide a written report that the group reviewed.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen attended the meeting and gave an update on the budget meeting, license bureau remodel, potential state budget surplus, ROB meeting held with Redwood County to move forward on three ditch system redeterminations, and the CD3 meeting this week with landowners to review the engineer's improvement report and discuss options for improving the system.

COST SHARE

- ◆ Reviewed the cost-share status report handout and then District Manager presented contracts for approval.
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve payment of the GBERBA contract 319-TMDL-16-08-02 with Bryon Christenson for cover crops in Lake Hanska 32 with final cost of \$3,133.65 and cost share payment of \$2,350.24.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve the amendment for install by date on the GBERBA contract 319-TMDL-16-08-01 with Steve Michels for cover crops in Lake Hanska 26. The amendment changes the install by date from 11/1/18 to 11/1/19.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Windschitl to approve flood relief cost-share contract EM3-FY16-03 with Donald Schaefer for a Grade Stabilization project in Cottonwood 23. Cost estimate is \$39,340.00 with cost share funding approved at 100% or \$39,340.00 as per the grant policy. 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 Roiger and seconded by Rathman to approve the amendment to change the install by date to 12/1/19 and for additional funds of \$1,139.00 for contract EM3-FY16-04 with Mike Brandl for the Grade Stabilization project in Home 36.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Nielsen to approve the amendments to change the install by dates to 12/1/19 on the Springfield Golf Club, Eric Johnson, City of Springfield, John Kuck and Gary Veenstra contracts:
 - ◇ EM1-FY15-10, Springfield Golf Club, Streambank Protection, Burnstown 19, Amendment for install by date from 12/15/2018 to 12/1/2019
 - ◇ EM2-FY16-04, Eric Johnson, WASCOB, Milford 32, Amendment for install by date from 12/15/2018 to 12/1/2019
 - ◇ EM2-FY16-03, City of Springfield, Streambank Protection, Burnstown 19, Amendment for install by date from 12/15/2018 to 12/1/2019
 - ◇ EM3-FY16-02, John Kuck, Grade Stabilization, Cottonwood 4, Amendment for install by date from 12/15/2018 to 12/1/2019
 - ◇ FY17-05, Gary Veenstra, Terrace, Stately 9, Amendment for install by date from 12/15/2018 to 12/1/2019Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

- ◆ A motion was made by Rathman and seconded by Windschitl to approve cost share payments for the Krienke, Moldan and two Veenstra contracts listed:
 - ◇ FY17-03, Norman Krienke, 4 Alternative Intakes, Milford 19 and 31, Final cost of project was \$1,945.00 with cost share payment approved at \$1,200.00
 - ◇ FY17-04, Mike Moldan, WASCOB, Leavenworth 15, Final cost of project was \$21,096.50 with cost share payment approved at \$5,118.98 (EQIP is also funding a portion of the project cost)
 - ◇ CAPSE-FY16-04, Gary Veenstra, WASCOB, Stately 14, Final cost of project was \$16,000.00 with cost share payment approved at \$12,000.00
 - ◇ CAPSE-FY16-05, Gary Veenstra, WASCOB, Stately 23, Final cost of project was \$5,000.00 with cost share payment approved at \$3,750.00
 Affirmative: Rathman, Windschitl, Nielsen, Roiger
 Abstained due to potential conflict of interest: Vogel
 Opposed: None; Motion Carried

- ◆ A motion was made by Nielsen and seconded by Windschitl to approve the flat rate buffer cost share contract payments to Krzmarzick, Berkner, Schaefer, Blume and Wildt as listed:
 - ◇ FY18-BCS-04, Dorothy Krzmarzick, Prairieville 36, 2 acres, \$400.00 payment
 - ◇ FY18-BCS-06, Bryan Berkner, Home 31, .3 acres, \$60.00 payment
 - ◇ FY18-BCS-07, Bryan Berkner, Eden 19, .8 acres, \$160.00 payment
 - ◇ FY18-BCS-09, Lynn Schaefer, Linden 3, 1 acre, \$300.00 payment
 - ◇ FY18-BCS-10, Gloria Blume, Cottonwood 22 & 27, 1.5 acres, \$300.00 payment
 - ◇ FY18-BCS-11, Dennis Wildt, Eden 17, .5 acre, \$100.00 payment
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
 Opposed: None; Motion Carried

Ethan Boertje exited at 10:30am

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **FY19 FBAP Grant Approval:** District Manager reviewed the FY19 farm bill grant agreement information. A motion was made by Roiger and seconded by Windschitl to authorize the FY19 FBAP Grant Agreement.
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
 Opposed: None; Motion Carried
- ◆ **2019 Farm Show Booth:** District Manager advised dates of the show and cost for the booth. A motion was made by Windschitl and seconded by Nielsen to authorize District Manager to set up a 2019 Farm Show booth.
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
 Opposed: None; Motion Carried
- ◆ **Annual Planning Meeting:** Discussion was held about the location, date and agenda topics for the annual planning meeting in January.
- ◆ **Outstanding Conservationist Banquet:** Discussion was held to decide the date for the banquet in January. Monday, January 14 was the date agreed upon so manager will move forward with booking the Railway and sending invites.
- ◆ **2019 AISP Work Plan:** Discussed the draft work plan presented by District Manager. Some small edits were noted. A motion was made by Roiger and seconded by Windschitl to approve the 2019 AISP work plan with the small edits discussed.
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
 Opposed: None; Motion Carried

- ◆ **2019 Capacity Grant Funds:** Discussed options for using a portion of the 2019 capacity grant funds towards a second vehicle, trimble upgrade or cost share projects. A motion was made by Roiger and seconded by Nielsen to earmark a portion of the grant towards the purchase of a second vehicle.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

Dean Simonsen exited at 11:25am

- ◆ **Personnel Committee Recommendation on Krueger Review:** Roiger and Windschitl presented recommendations and discussed the review meeting held with Krueger for her two year performance review. Discussion was held. A motion was made by Roiger and seconded by Windschitl to accept the recommendation of the personnel committee to reclassify the District Manager job to a Grade 14 and to increase Krueger's wage to Grade 14, Step 6 effective 10/24/18 anniversary date.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **Personnel Policy – Comp Time:** District Manager reviewed the policy for comp time and advised she has almost hit the cap of 240 hours. Discussion was held on the policy and if the board wanted to make any revisions to the policy or set a new policy. Several options were discussed. A motion was made by Nielsen and seconded by Rathman to pay manager's comp time down to 80 hours carryover at the end of December and the new policy will set the end date of September 1 each year for the carryover cut-off date with 80 hours maximum carryover beginning 1/1/19 and staff is to be paid out for any comp time over 80 hours, up to the 240 hour cap, on September 1 each year.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **Section 125 Cafeteria Plan Renewal:** Krueger reviewed and requested approval to renew the plan. A motion was made by Roiger and seconded by Nielsen to adopt the Section 125 Cafeteria Plan and authorize District Manager to renew the plan for 2019 and pay the renewal fee of \$308.52 to TASC.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **2019 Health Insurance and HSA Benefits Renewal:** Krueger reviewed the rates and cost information for 2019 renewal of the HSA and Health Insurance benefits. A motion was made by Rathman and seconded by Windschitl to stay with the same insurance plan and HSA benefits and to renew for 2019.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **2019 Personnel Policy Changes:** District Manager advised of changes to the 2019 personnel policy approved by commissioners to the pay scale for a COLA increase and to the health insurance and HSA benefits for county staff, which doesn't affect the SWCD as we have our own health insurance and HSA benefits. A motion was made by Nielsen and seconded by Windschitl to adopt the 2019 county policy changes to pay scale.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

- ◆ **Personnel Committee Recommendation for District Technician Hiring:** The personnel committee advised their recommendation for hiring for the district technician vacancies. Discussion was held. A motion was made by Windschitl and seconded by Nielsen to approve recommendation of the personnel committee to offer District Technician positions to Applicant #7 and Applicant #4 at Grade 10, Step 1 starting wage, 6 month probation period and standard benefits with January 2019 start dates.

Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

◆ **Meeting Reports:**

- ◇ Windschitl attended the Watonwan 2W2P Policy Committee meeting and gave an update on the consultant, version for the plan, timeline and kick off meeting.
- ◇ Roiger, Nielsen and Rathman attended the MASWCD Area 6 meeting in Fairmont on November 27 and gave a report.
- ◇ Nielsen attended the RCRCA meeting on December 6 and gave an update on MCIT dam coverage, standard business items, GIS software purchases and the dredging project on Lake Redwood.
- ◇ Nielsen attended the MASWCD convention in Bloomington and updated the group on the resolution voting outcomes, election outcomes and other convention items.
- ◇ Windschitl attended the Bridging Brown County Legislative session on December 12 in Sleepy Eye and gave a report.

◆ **Upcoming Meetings/Events:** A motion was made by Nielsen and seconded by Windschitl to approve/attend the following upcoming meetings/events:

- ◇ Tuesday, December 18 – SCTSA Board Meeting, Mankato (Rathman)
- ◇ December 24 – Christmas Eve (close at noon) and December 25 – Christmas Day (office closed)
- ◇ January 1 – New Year’s Day Holiday (office closed)
- ◇ Thursday, January 3 – RCRCA Board Meeting, Marshall (Roiger, if able)
- ◇ Tuesday, January 8 – Brown SWCD Regular Board Meeting, 9:30am (All)
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

Meeting Adjourned – 2:18pm

Secretary:  Date: 1-8-19