



# 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, 2019 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 4:00pm by Chair Vogel.

### PRESENT

1. Jack Vogel – Chair
2. Gary Rathman – Vice Chair
3. Clem Windschitl – Secretary (exited at
4. Jeff Nielsen – Treasurer
5. Greg Roiger – PRI
6. Melanie Krueger – District Manager
7. Dean Simonsen – Brown County Commissioner (entered 4:10pm, exited 5:56pm)

### AGENDA

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

### CONSENT AGENDA

- ◆ Reviewed Consent Agenda items. A motion was made by Nielsen and seconded by Rathman to approve consent agenda items presented which included the September 11, 2019 Board Meeting minutes, the September 2019 Treasurer's Report, the October 2019 Treasurer's Report, the Bills Report dated September 5, 2019 to October 2, 2019, the Bills Report dated October 3, 2019 to November 6, 2019, the NACD Dues payment of \$100.00, Staff Reports dated September 5, 2019 to October 2, 2019, and Staff Reports dated October 3, 2019 to November 6, 2019.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

### WATER PERMITS/WCA REPORTS

- ◆ Krueger gave an update on three DNR Public Waters Work permit notifications received for Stately Township, advised status of the WCA violation in Cottonwood Township, advised on a new WCA application for a campground in Sigel Township by Clear Lake, and also advised that staff is working with BWSR wetland specialists and two landowners interested in wetland banking easements.

\*Simonsen entered at 4:10pm

### PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Krueger advised a new person has been hired for the position and will be starting full time in December.

### NRCS REPORT

- ◆ No report received from Kjorness.

### COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave an update on ditch repairs, tax forfeited properties, and the drone purchased by the county.

### COST SHARE

- ◆ Discussed the cost-share projects status report, the potential need for extending cost share grants, and then presented contracts for approval by the board.
- ◆ A motion was made by Rathman and seconded by Roiger to authorize District Manager to submit grant extensions and sign documents, if necessary, for the Flood Relief grants and State Cost Share grants.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Roiger to accept cancellation request by landowner, Steve Michels, for GBERBA contract 319-TMDL-16-08-01. This was a contract for cover crops in Lake Hanska 26. The GBERBA board accepted cancellation at their October meetings.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve cost-share contract FY18-01 with Keith Brekken for a WASCOD project in Lake Hanska 32. Cost estimate is \$8,250.00 with cost share funding of \$6,187.50 approved. SCTSA will be technical representative for the project. FY18 State Cost Share 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 amendments on the four projects presented from 12/1/19 to 12/31/19:
  - ◇ EM1-FY15-10, Springfield Golf Club, Streambank Protection, Burnstown 19, Amendment to install by date from 12/1/19 to 12/31/19
  - ◇ EM2-FY16-02, Pat Hoffmann, Streambank Protection, Stark 4, Amendment to install by date from 12/1/19 to 12/31/19
  - ◇ EM3-FY16-03, Don Schaefer, Grade Stabilization, Cottonwood 23, Amendment to install by date from 12/1/19 to 12/31/19
  - ◇ FY17-05, Gary Veenstra, Terrace, Stately 9, Amendment to install by date from 12/1/19 to 12/31/19Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

### UNFINISHED BUSINESS

- ◆ None

### NEW BUSINESS

- ◆ **2019 Quarter 3 Budget Review:** Reviewed the quarter three budget report.
  - ◆ **FY20 Capacity & Buffer Grant Agreement:** Discussed the grant agreement and memo from BWSR regarding the capacity grant distribution amounts for 2020 and 2021. A motion was made by Roiger and seconded by Windschitl to authorize signature on the grant agreement.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
  - ◆ **Outstanding Conservasionist:** Discussed the outstanding conservation banquet details and set a tentative date in December.
  - ◆ **MASWCD Convention:** Discussed attendance and an auction donation item for the MASWCD Convention in December. A motion was made by Rathman and seconded by Windschitl to authorize Jeff, Al, and Nicole to attend the state convention and to spend up to \$50.00 for an auction donation item.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
  - ◆ **2020 Health Insurance and HSA Benefits Renewal:** District Manager reviewed the rates to renew health insurance and HSA contributions for 2020. A motion was made by Roiger and seconded by Windschitl to renew the health insurance package for 2020.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
  - ◆ **2020 Section 125 Cafeteria Plan Renewal:** District Manager explained plan renewal and an estimated 2020 price. A motion was made by Nielsen and seconded by Windschitl to authorize renewal of the Section 125 Cafeteria Plan.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
  - ◆ **District Manager Recommendation on Staff Reviews:** Krueger advised a 6-month training phase review was completed with Schultz and recommendation is to continue employment with SWCD. A motion was made by Windschitl and seconded by Rathman to accept recommendation on 6-month staff review.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- Krueger advised an annual review meeting was completed with Gleisner and gave recommendation for increase effective anniversary date of 11/14/19. A motion was made by Nielsen and seconded by Rathman to approve manager's recommendation on Gleisner's annual review.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen  
Opposed: Roiger; Motion Carried
- ◆ **Personnel Committee Recommendation on District Manager Review:** Windschitl and Nielsen advised results of the annual review meeting held with Krueger for anniversary date of 10/24/19 and gave recommendation for a pay scale increase. A motion as made by Nielsen and seconded by Roiger to approve Personnel Committee recommendation on Krueger's annual review.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
  - ◆ **SWCD Clothing for Staff:** Discussed the purchase of SWCD clothing for staff. A motion was made by Roiger and seconded by Windschitl to authorize the purchase and spend up to \$500.00.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

\*Simonsen exited at 5:56pm

◆ **Meeting Reports:**

- ◇ Rathman attended GBERBA meetings on September 13 and November 8 in Mankato and gave a report to the group.
- ◇ Rathman attended a SCTSA board meeting September 17 in Mankato and gave an update.
- ◇ Windschitl and Krueger gave an update about the 2W2P meetings attended on September 30 and October 16 in St James and the group then discussed the operational arrangement options presented by MCIT.
- ◇ Nielsen gave a report on the RCRCA board meeting and annual legislative event he attended on November 7 in Belview.

\*Windschitl exited at 6:35pm

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

- ◇ Thursday, November 21 – MASWCD Area 6 Meeting, Franklin (Rathman, Nielsen, Windschitl, Staff)
- ◇ Thursday, December 5 – RCRCA Board Meeting, Redwood (Nielsen)
- ◇ December 8 – 10 – MASWCD Convention (Nielsen, Gleisner, Schultz)
- ◇ Wednesday, December 11 – Brown SWCD Board Meeting, 4:00pm (All)  
Affirmative: Vogel, Rathman, Nielsen, Roiger  
Opposed: None; Motion Carried

**Meeting Adjourned – 6:36pm**

Secretary:  Date: 12-11-19