



Brown Soil and Water Conservation District



300 2nd Ave. SW • Sleepy Eye, MN 56085 • Phone: 507-794-2553

www.brownswwcdmn.org

An Equal Opportunity Employer

Minutes of the January 8, 2020 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 4:03pm 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 (entered 4:10pm)

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

ELECTIONS

- ◆ Chair Vogel turned meeting over to Krueger. Krueger asked for nominations for board positions. A motion was made by Windschitl and seconded by Rathman to re-nominate the current board positions.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

Krueger turned meeting over to Chair Vogel.

SET BOARD MEETING DAY AND TIME

- ◆ Discussion held. A motion was made by Windschitl and seconded by Nielsen to hold board meetings on the second Wednesday at 4:00pm 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 accept the form and have Supervisors and staff sign.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

DESIGNATE DEPOSITORY

- ◆ A motion was made by Roiger and seconded by Nielsen to continue depositories at First Security Bank and SouthPoint Financial Credit Union for the SWCD in 2020.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

2020 COMMITTEE ASSIGNMENTS

- ◆ Reviewed the 2019 Committee Assignments list. Discussion held and determined no changes are necessary. A motion was made by Rathman and seconded by Nielsen to continue committee assignments for 2020 as is with no changes.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Reviewed items. A motion was made by Nielsen and seconded by Rathman to accept consent agenda items as presented including payment of the bills. The Consent Agenda items presented included the December 11, 2019 Board Meeting minutes, the Bills Report dated December 5, 2019 to January 1, 2020, the MCIT 2020 PC & WC Renewal Invoice payment of \$6,612.00, the MASWCD 2020 Membership Dues payment of \$3,819.80, the GBERBA 2020 Membership Dues payment of \$1,348.00, the MACDE 2020 Membership Dues payment of \$100.00, and the Staff Reports dated December 5, 2019 to January 1, 2020.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

*Simonsen entered at 4:20pm

WATER PERMITS/WCA REPORTS

- ◆ Krueger gave an update on 3 WCA items- wetland banking easements, status of the WCA violation in Cottonwood Township, and status of the potential WCA violation in Sigel Township.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed written report provided by Zilverberg.

NRCS REPORT

- ◆ Krueger advised comments received from Kjorness via email.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen advised on the following items- 1) Commissioners approved a slightly lower levy than anticipated in December, 2) board positions remain the same for 2020, 3) ditch spraying bids will go out soon and work will be mostly ground spraying this year, and 4) discussed ROB items on JD ditch systems.

COST SHARE

- ◆ Reviewed the cost-share report. Discussion held. Krueger presented one contract for payment approval.

- ◆ A motion was made by Rathman and seconded by Roiger to approve cost share payment of \$31,583.49 to Springfield Golf Club for flood relief contract EM1-FY15-10. This is for a streambank protection project in Burnstown 19 that has been completed. Final cost of project was \$42,111.32. Bill Moldestad was technical representative for the project. Final payment will be made using FY15 Flood Relief Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **2019 Quarter 4 Budget Review:** Reviewed the quarter four budget report.
- ◆ **2020 WCA Agreement with Brown County:** Reviewed the 2020 agreement. There are no changes from 2019. A motion was made by Windschitl and seconded by Roiger to sign the 2020 WCA Agreement between Brown County and Brown SWCD.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **FY19 Conservation Delivery Grant Final Report:** Reviewed the final grant report presented. A motion was made by Nielsen and seconded by Rathman to sign the final financial report for the FY19 Conservation Delivery Grant.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **2020 Personnel Policy & Pay Scale:** The personnel committee met on January 2 to review and discuss the 2020 policy changes. The committee recommends to accept and adopt the Brown County 2020 personnel policy and pay scale for Brown SWCD effective January 1, 2020. A motion was made by Nielsen and seconded by Windschitl to adopt the 13-step pay scale and personnel policy for 2020 as recommended by Brown County guidelines and the Personnel Committee.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **2020 Mileage Rate:** District Manager advised that the IRS announced a business rate of 57.5 cents per mile for 2020. A motion was made by Nielsen and seconded by Windschitl to adopt the IRS rate of 57.5 cents per mile for 2020.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Pay Equity Report:** Reviewed the draft pay equity report. A motion was made by Windschitl and seconded by Nielsen to approve the report and submit to State.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **District Manager Recommendation on Staff Reviews:** District Manager advised that annual performance reviews were completed for Remer and Schultz and gave the recommendation of a pay scale increase effective on their anniversary dates. A motion was made by Windschitl and seconded by Nielsen to approve recommendation of manager for a 1-step pay scale increase for staff reviews completed.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **SWCD Financial Statements & Audits:** Discussed memo from BWSR regarding changes to the financial statements and audit requirements for SWCDs.

- ◆ **2019 Audit Bid:** Discussed bid received from Peterson Company for 2019 audit services. A motion was made by Roiger and seconded by Windschitl to accept the bid from Peterson Company for 2019 audit services at the cost of \$2,750.00.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Annual Planning Meeting:** Reviewed details about the date and start time, and discussed the draft agenda for the annual meeting on January 28th.
- ◆ **Meeting Reports:**
 - ◇ Windschitl and Krueger gave a report on the December 18 2W2P Policy Committee meeting they attended in St James.
 - ◇ Rathman attended the Legislative Town Hall meeting on January 6 in Sleepy Eye and shared an update with the group.
- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Rathman to approve/attend the following upcoming meetings/events:
 - ◇ Friday, January 10 – GBERBA Policy Meeting, Mankato (Rathman)
 - ◇ Wednesday, January 15 – 2W2P Policy Committee Meeting, St James (Windschitl)
 - ◇ Tuesday, January 28 – Brown SWCD Annual Planning Meeting, Sleepy Eye, 9:00am at the Railway (All)
 - ◇ Thursday, February 6 – RCRC Board Meeting, Redwood (Nielsen)
 - ◇ Wednesday, February 12 – Brown SWCD Board Meeting, 5:00pm (All)
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

Meeting Adjourned – 5:40pm

Secretary:  Date: 2.20.20