



# Brown Soil and Water Conservation District



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

[www.brownsxcdmn.org](http://www.brownsxcdmn.org)

*An Equal Opportunity Employer*

## Minutes of the March 11, 2020 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 4:01pm 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. Tony Berg – Brown County Commissioner

### AGENDA

- ◆ Motion was made by Nielsen and seconded by Rathman to adopt the agenda as presented.  
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 approve the consent agenda items presented which included the February 20, 2020 Board Meeting minutes, the February 2020 Treasurer's Report, the Bills Report dated February 6, 2020 to March 4, 2020, and the Staff Reports dated February 6, 2020 to March 4, 2020.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

### WATER PERMITS/WCA REPORTS

- ◆ No items to report on this month.

### PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed written report provided by Zilverberg.

### NRCS REPORT

- ◆ Reviewed written report provided by Kjorness.

### COMMISSIONER COMMENTS

- Commissioner Berg gave an update about the landfill, ditch repairs, primary voting, road projects and then discussed questions about the CD44 feasibility meeting.

## COST SHARE

- ◆ Reviewed the cost-share report and then one contract was presented for approval.
- ◆ A motion was made by Nielsen and seconded by Windschitl to approve cost-share contract FY18-02 with Fred Hoffmann for a Grade Stabilization project in North Home 29. Cost estimate is \$11,520.00 for construction plus a \$450.00 flat rate for pre-construction cover on 3 acres with cost share approved at \$9,090.00 total which is 75% of construction estimate plus the flat rate for pre-construction cover. SCTSA is technical representative for the project. FY18 State Cost Share Grant funds of \$8,569.50 and FY19 State Cost Share grant funds of \$520.50 will be encumbered for the project.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

## UNFINISHED BUSINESS

- ◆ None

## NEW BUSINESS

- ◆ **AIS Contribution – 2020 Angling Buzz Project:** Discussed a request from Becker SWCD for a contribution of \$650.00 towards the 2020 AIS Angling Buzz project. A motion was made by Roiger and seconded by Windschitl to authorize contribution to the 2020 Angling Buzz project.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **AIS Program – 2020 SAV Work:** Manager gave an update on the options researched for completing vegetation surveys on Clear Lake this year as per the AIS framework plan. Wenck provided a quote to complete the survey work, data processing, and staff training. The area DNR Invasive Species Specialist has offered to complete the survey work with SWCD staff using DNR equipment. Manager recommended to complete the vegetation surveys with DNR this year. Both options were discussed. A motion was made by Nielsen and seconded by Rathman to work with DNR on the Clear Lake vegetation surveys this year.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **Credit Card Account:** Discussed the options for setting up a credit card account with SouthPoint Financial Credit Union. Either one card with the district name could be set up or four cards with the district and employee name could be set up. A motion was made by Nielsen and seconded by Windschitl to authorize one credit card for the SWCD credit card account with SouthPoint.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **Credit Card Policy:** Reviewed the draft credit card policy presented. A motion was made by Windschitl and seconded by Nielsen to accept the credit card policy presented.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **SCTSA FY20 Grant Match Invoice:** Krueger advised details about the invoice from SCTSA for a 2020 grants match amount of \$3,550. A motion was made by Rathman and seconded by Roiger to pay the FY20 SCTSA grant match invoice.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

- ◆ **MAWQCP Technical Assistance Funds:** Krueger requested authorization to submit a request to GBERBA for MAWQCP Technical Assistance Funds of \$6,000 which would cover staff time for promoting and working on that program with landowners. A motion was made by Windschitl and seconded by Rathman to authorize the request for MAWQCP Technical Assistance Funds.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **Copy Machine Purchase:** Discussion was held on the two quotes received from Marco and River Bend for a new copy machine. Manager confirmed the 2020 budget included a capital outlay line item that would cover this purchase and recommended to purchase the lower bid item through River Bend. A motion was made by Roiger and seconded by Nielsen to approve purchase of the Canon ImageRunner through River Bend as quoted for \$2,244.84.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **Board Letter to Legislators:** Reviewed the draft letter to legislators presented. Content of the letter was good, but the signature line needed to be changed so only the chairman signed, not each individual board member. Manager made the edit, both letters were signed by the chairman and will be mailed this week.
- ◆ **Meeting Reports:**
  - ◇ Krueger gave a report about the Farm Show on March 6-7 in New Ulm. Vogel and Berg also attended the farm show and shared comments with the group.
- ◆ **Upcoming Meetings/Events:** A motion was made by Roiger and seconded by Nielsen to approve/attend the following upcoming meetings/events:
  - ◇ Friday, March 13 – GBERBA Policy/Technical Meeting, Mankato (Windschitl)
  - ◇ Wednesday, March 18 – 2W2P Policy Committee Meeting, St James (Windschitl)
  - ◇ Tuesday, March 31 – MASWCD Area 6 Meeting, Winnebago (Roiger, Rathman, Nielsen, Windschitl)
  - ◇ Thursday, April 2 – RCRCA Board Meeting, Redwood (Nielsen)
  - ◇ Wednesday, April 8 – Brown SWCD Board Meeting, 4:00pm (All)  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

**Meeting Adjourned – 5:58pm**

Secretary: *M. Wainwright on behalf of Secretary*      Date: *5/13/2020*