



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 July 8, 2020 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
4. Jeff Nielsen – Treasurer
5. Greg Roiger – PRI
6. Melanie Krueger – District Manager
7. Alan Gleisner – District Technician
8. Nicole Schultz – District Technician
9. Dean Simonsen – Brown County Commissioner

AGENDA

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

CONSENT AGENDA

- ◆ Reviewed items. A motion was made by Windschitl and seconded by Rathman to accept the consent agenda items presented which included the June 10, 2020 Board Meeting minutes, the June 2020 Treasurer's Report, the Bills Report dated June 4, 2020 to July 3, 2020, and the Staff Reports dated June 4, 2020 to July 3, 2020.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ District Manager advised on six DNR water permits that were issued or amended over the past few months and gave an update on three WCA items.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed written report provided by Zilverberg.

NRCS REPORT

- ◆ Reviewed written report provided by Clarke.

*Gleisner and Schultz entered at 4:30pm

COMMISSIONER COMMENTS

- Commissioner Simonsen gave updates on the license bureau, advised they have been working through the process on some abandoned properties in the county, and also advised they are considering a full-time status for the emergency manager position.

COST SHARE

- ◆ Gleisner reviewed the cost-share report. Krueger advised they will be reviewing the grant RFP from BWSR to consider if a project and practice grant could be submitted. There were no contracts to present for approval this month.

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **AIS Program Update:** Schultz reviewed the AIS Program update report.
- ◆ **2020 Quarter 2 Budget Report:** Reviewed the quarter two budget report.
- ◆ **2020 Tree Program Report:** Discussed the 2020 tree program report presented.
- ◆ **Authorize 2021 Tree Program:** Discussed authorizing the 2021 tree program. The board would like staff to research and evaluate price increases in order to cover costs and prevent a loss before authorizing next year's program. A motion was made by Roiger and seconded by Nielsen to table until next month's board meeting.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Outstanding Conservationist 2020:** Discussion held on potential nominees for outstanding conservationist this year. A motion was made by Windschitl and seconded by Rathman to nominate Chris Schewe as 2020 Outstanding Conservationist.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **FY21 PF Partners Agreement:** Reviewed the agreement presented. A motion was made by Nielsen and seconded by Roiger to sign the FY21 partnership agreement with Pheasants Forever.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Purchasing Posts for Easements:** U-posts are needed to post boundaries on easements and are a reimbursable expense by BWSR. The posts can be purchased locally at Sleepy Eye Hardware. A motion was made by Roiger and seconded by Nielsen to authorize District Manager to purchase posts for easements as needed.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Highway 14 Tour Partnership:** Manager reviewed information about a request from Jennifer Hahn, Middle MN WCPI, to partner up on planning and sponsoring a potential soil health highway 14 tour stop in Lamberton next winter. A copy of the email was also provided. Discussion held. A motion was made by Nielsen and seconded by Roiger that district staff work with Jennifer Hahn to plan the Highway 14 soil health tour.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

- ◆ **Updated Master JPA Contract for Easement Work Orders:** District Manager explained the information received via email from BWSR about a new master JPA contract for easement work orders that would be received in the near future for signature and authorization via DocuSign. Discussed whether the board preferred the contract to be signed by District Manager or Chair Vogel. A motion was made by Nielsen and seconded by Roiger to authorize Melanie, District Manager, to DocuSign the revised JPA contract agreement.
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
 Opposed: None; Motion Carried
- ◆ **Office Furniture Purchase:** Discussion was held on whether to move forward with the capital outlay item budgeted to update the office furniture and layout in the SWCD office. The Board supports District Manager looking into and getting quotes to replace the office furniture and update the layout of the office as budgeted for 2020.
- ◆ **Meeting Reports:**
 - ◇ Rathman and Krueger gave a report on the SCTSA board meeting held via WebEx on June 16.
 - ◇ Nielsen advised he did not attend the RCRCA meeting on July 2 but did review the board packet provided and advised that bids for the Lake Redwood project disposal facility were submitted and that Mathiowetz Construction was the lowest bidder.
- ◆ **Upcoming Meetings/Events:** A motion was made by Windschitl and seconded by Nielsen to approve/attend the following upcoming meetings/events:
 - ◇ Friday, July 10 – GBERBA Policy Meeting (Rathman)
 - ◇ Wednesday, July 22 and Friday, August 7 – Personnel Committee Meetings (Windschitl, Nielsen)
 - ◇ Thursday, August 6 – RCRCA Board Meeting (Nielsen)
 - ◇ Wednesday, August 12 – Brown SWCD Board Meeting, 4:00pm (All)
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
 Opposed: None; Motion Carried

Meeting Adjourned – 5:55pm

Secretary: *Clem Windschitl* Date: 8-12-2020