



# 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 August 12, 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

### AGENDA

- ◆ Motion was made by Rathman and seconded by Nielsen to approve 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 accept the consent agenda items as presented which included the July 8, 2020 Board Meeting minutes, the July 2020 Treasurer's Report, the Bills Report dated July 4, 2020 to August 5, 2020, and the Staff Reports dated July 4, 2020 to August 5, 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 Clarke.

### COMMISSIONER COMMENTS

- Commissioner Simonsen was unable to attend the meeting.

## COST SHARE

- ◆ Reviewed the cost-share report and then presented a contract for board approval.
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve cost-share contract FY19-02 with Keith Brekken for a WASCOB project in Lake Hanska 32. Cost estimate is \$7,192.50 with cost share approved at \$5,394.38. SCTSA is technical representative for the project. FY19 State Cost Share grant funds will be encumbered for the project.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

## UNFINISHED BUSINESS

- ◆ **Authorize 2021 Tree Program:** Krueger advised she was unable to complete the cost evaluation for this meeting but will have it complete for the September meeting. A motion was made by Nielsen and seconded by Rathman to table discussion to the September meeting.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

## NEW BUSINESS

- ◆ **BWSR Academy:** Krueger advised that BWSR Academy is scheduled for October and asked for the board to authorize staff registration and attendance for the training event. A motion was made by Rathman and seconded by Windschitl to authorize staff to register and attend BWSR Academy in October.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **MASWCD Annual Convention & Award Programs:** Discussed the notice from MASWCD about the annual convention going virtual and cancellation of the annual awards program. A motion was made by Nielsen and seconded by Windschitl to postpone awards recognition for 2020 and incorporate local conservation stories into the annual newsletter.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **2019 Audit – Management Representation Letter:** Reviewed the management representation letter for the 2019 Audit. A motion was made by Rathman and seconded by Windschitl to authorize signature on the management representation letter for 2019 audit and submit to Peterson.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **MCIT 2020 Dividend Notice:** Reviewed 2020 dividend notice from MCIT.
- ◆ **FY21 CREP Grant Agreement:** Krueger reviewed grant details. A motion was made by Roiger and seconded by Nielsen to sign the FY21 CREP Grant Agreement.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **FY21 State Cost Share Grant Funds:** Krueger advised the FY21 State Cost Share grant funds were received on July 16, 2020 and asked if the board wanted to authorize to use all funds for projects as they have done the past few years. A motion was made by Nielsen and seconded by Rathman to utilize all FY21 State Cost Share grant funds received for project money and none for TA expenses.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

- ◆ **State Cost Share Policy:** Reviewed the state cost share policy on file for the district. A motion was made by Windschitl and seconded by Rathman to accept the state cost share policy reviewed and that it applies to the FY21 State Cost Share grant.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **Personnel Committee Hiring Recommendation:** The Personnel Committee gave a report about the hiring process and interviews conducted for the District Technician position and then gave a recommendation for hiring. Discussion was held. A motion was made by Windschitl and seconded by Nielsen to accept personnel committee recommendation to hire Luke Zilverberg for District Technician at Grade 10, Step 2 wage, standard benefits and 6-month probation phase with start date to be determined.  
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **2W2P Updates:** District Manager gave an update about 2W2P meetings and water plan program and advised of upcoming tasks for the SWCD board in September.
- ◆ **Meeting Reports:**
  - ◇ Rathman gave a report on the GBERBA Policy meeting attended July 10 via Webex.
  - ◇ Nielsen gave a report on the RCRCRA meeting attended August 6 via Zoom and also noted the annual November event is cancelled due to COVID restrictions.
- ◆ **Upcoming Meetings/Events:** A motion was made by Windschitl and seconded by Rathman to approve/attend the following upcoming meetings/events:
  - ◇ Wednesday, August 26 – 2W2P Policy Committee Meeting (Windschitl)
  - ◇ Monday, August 24 – County Commissioner Meeting – Budget Request (Nielsen)
  - ◇ Thursday, September 3 – RCRCRA Board Meeting (Nielsen)
  - ◇ Wednesday, September 9 – Brown SWCD Board Meeting, 4:00pm (All)
 Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

**Meeting Adjourned – 5:46pm**

Secretary:  Date: 9-9-2020