



# 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 September 9, 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. Clem Windschitl – Secretary
3. Jeff Nielsen – Treasurer
4. Greg Roiger – PRI
5. Melanie Krueger – District Manager
6. Dean Simonsen – Brown County Commissioner

### ABSENT

1. Gary Rathman – Vice Chair

### AGENDA

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

### CONSENT AGENDA

- ◆ Reviewed items. A motion was made by Nielsen and seconded by Roiger to accept the consent agenda items as presented which included the August 12, 2020 Board Meeting minutes, the August 2020 Treasurer's Report, the Bills Report dated August 6, 2020 to September 2, 2020, and the Staff Reports dated August 6, 2020 to September 2, 2020.  
Affirmative: Vogel, 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

- ◆ Report was not provided this month.

## COST SHARE

- ◆ Reviewed the cost-share report and then presented contracts for board approval.
- ◆ A motion was made by Windschitl and seconded by Nielsen to approve \$100 MAWQCP worksheet incentive payment to Darryl Schwartz.  
Affirmative: Vogel, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Windschitl to approve cost share payment of \$11,765.96 to Pat Hoffmann for flood relief contract EM2-FY16-02. This is for a streambank protection project in Stark 4 that has been completed. Final cost of project was \$15,687.95. SCTSA was technical representative for the project. Final payment will be made using FY16 Flood Relief Phase 2 Grant funds.  
Affirmative: Vogel, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Windschitl to approve cost share payment of \$1,389.39 to Gary Veenstra for state cost share contract FY17-05. This is for a Terrace project in Stately 9 that has been completed. Final cost of project was \$7,356.75 and federal funds were also contributed to this project. NRCS was technical representative for the project. Final payment will be made using 2017 State Cost Share Grant funds.  
Affirmative: Windschitl, Nielsen, Roiger  
Abstained due to potential conflict of interest: Vogel  
Opposed: None; Motion Carried

\*Commissioner Simonsen entered at 4:15pm

## COMMISSIONER COMMENTS

- Commissioner Simonsen gave an update about the budget process, advised some major ditch repairs are in process, and discussed delays with the ditch redeterminations scheduled for this year due to COVID, and answered questions related to highway work.

## UNFINISHED BUSINESS

- ◆ **Authorize 2021 Tree Program:** Discussed the tree program price evaluation handout put together by District Manager. The handout provided four different scenarios for price increase options in order to have a net profit versus loss for the program. A motion was made by Nielsen and seconded by Windschitl to authorize 2021 tree program with Scenario 4 price increases and to evaluate prices annually going forward.  
Affirmative: Vogel, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried

## NEW BUSINESS

- ◆ **MCIT 2021 Estimated Contribution Notice:** Reviewed notice from MCIT for the 2021 contribution estimates.
- ◆ **Draft 2019 Audit:** Reviewed the draft 2019 audit from Peterson and Company. A motion was made by Windschitl and seconded by Nielsen to accept the draft 2019 audit.  
Affirmative: Vogel, Windschitl, Nielsen, Roiger  
Opposed: None; Motion Carried
- ◆ **District Technician Position:** District Manager requested authorization for another round of the hiring process for the vacant District Technician position since the job offer made last month was declined and reviewed the planned timeline. A motion was made by Roiger and seconded by Nielsen to authorize the District Technician job posting and

to authorize the Personnel Committee to proceed with the hiring process and make a hiring recommendation to the Board at the October meeting.

Affirmative: Vogel, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

◆ **Final Draft Watonwan River Comprehensive Watershed Management Plan:**

Discussion was held on the draft Watonwan Watershed plan. A motion was made by Windschitl and seconded by Nielsen to approve the Final Draft Watonwan River Comprehensive Watershed Management Plan and submit to public hearing, to be held jointly with the County Board, and if no substantial comments are received at any of the six public hearings, for the Watonwan Watershed Planning Partnership Policy Committee to submit the final draft to BWSR/State.

Affirmative: Vogel, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

◆ **FY16 Flood Relief Phase 2 Grant Final Report:** Krueger reviewed grant details. A motion was made by Nielsen and seconded by Roiger to accept the FY16 Flood Relief Grant Phase 2 final report and authorize signature.

Affirmative: Vogel, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

◆ **2017 State Cost Share Grant Final Report:** Krueger reviewed grant details. A motion was made by Windschitl and seconded by Nielsen to accept the 2017 cost share grant final report and authorize signature.

Affirmative: Vogel, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

◆ **Office Furniture Purchase:** District Manager gave an update about the office furniture purchase she has been working on and advised she plans to bring final purchase details to the board for approval in October.

◆ **Meeting Reports:**

◇ Nielsen and Krueger gave an update on the budget request meeting with County Commissioners on August 24 in New Ulm.

◇ Melanie gave an update about the 2W2P Policy Committee meeting attended via Webex on August 26.

◇ Nielsen gave a report on the RCRCRA meeting attended September 3 via Zoom.

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

◇ September 11 – GBERBA Policy Meeting (Windschitl)

◇ September 22 – Commissioner Meeting - WRCWMP Public Hearing (Windschitl)

◇ September 22 – SCTSA Board Meeting (Rathman)

◇ Thursday, October 1 – RCRCRA Board Meeting (Nielsen)

◇ 2W2P Policy Committee – date to be determined (Windschitl)

◇ Personnel Committee – 2 meetings – dates to be determined (Windschitl, Nielsen)

◇ Wednesday, October 14 – Brown SWCD Board Meeting, 4:00pm

Affirmative: Vogel, Windschitl, Nielsen, Roiger

Opposed: None; Motion Carried

**Meeting Adjourned – 5:42pm**

Secretary: Melanie Krueger on behalf Date: 9/14/2020  
of Secretary