



Brown Soil and Water Conservation District



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

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An Equal Opportunity Employer

Minutes of the October 14, 2020 Brown SWCD Regular Board Meeting ~~Brown County Office Building, Sleepy Eye, MN~~

The board meeting was conducted via Zoom. All votes were taken by roll call.

Meeting was called to order at 3:59pm 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 Nielsen and seconded by Windschitl to approve the agenda as presented.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.

CONSENT AGENDA

- ◆ Reviewed Consent Agenda items which included the September 9, 2020 Board Meeting minutes, the September 2020 Treasurer's Report, the Bills Report dated September 3, 2020 to October 7, 2020, and the Staff Reports dated September 3, 2020 to October 7, 2020. A motion was made by Windschitl and seconded by Nielsen to approve the consent agenda items presented and authorize District Manager to sign documents on behalf of Secretary and Treasurer.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.

WATER PERMITS/WCA REPORTS

- ◆ Krueger advised of one livestock watering permit recently issued in Albin Township.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Zilverberg.

NRCS REPORT

- ◆ Reviewed report provided by Kjorness.

COMMISSIONER COMMENTS

- Commissioner was not present at the meeting.

COST SHARE

- ◆ Reviewed the cost-share report, presented a contract for approval and discussed grant extension requests for the 2018 and 2019 state cost share grants.
- ◆ A motion was made by Nielsen and seconded by Rathman to approve cost-share contract FY19-03 with Gary Veenstra and authorize District Manager signature for the contract. The contract is for a multiple WASCOB project in Stately 23. Cost estimate is \$106,500.00 for the project with state cost share grant funding approved at \$21,022.49, with total cost share assistance not to exceed 75% of total cost. The project is co-funded with Federal-EQIP funding. NRCS will be technical representative. FY19 State Cost Share Grant funds of \$6,265.49 and FY20 State Cost Share Grant funds of \$14,757.00 will be encumbered for the project.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Abstained due to potential conflict of interest; Windschitl- Yes
Motion Carried.
- ◆ A motion was made by Windschitl and seconded by Nielsen to authorize District Manager to submit grant extension requests and sign amendment documents for the 2018 and 2019 State Cost Share Grants.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **2020 Quarter 3 Budget Report:** Reviewed the quarter three budget report.
- ◆ **FY21 Capacity & Buffer Grant Agreement:** Reviewed the 2021 grant agreement and funding amounts. A motion was made by Nielsen seconded by Windschitl approve the FY21 Capacity and Buffer Grant Agreement for a total of \$150,359 and authorize District Manager signature.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.
- ◆ **GBERBA Draft Joint Powers Agreement:** Discussed the draft joint powers agreement and by-laws for GBERBA. Krueger will email both documents to Supervisors by the end of the week, they will review and submit comments to her by October 30, and then Krueger will submit all Brown SWCD comments to Kay Gross by November 9 as required.
- ◆ **Area VI Board of Directors Nominations:** Discussed the Area VI Board of Directors positions up for election this year and reviewed the process that will be utilized by Area VI for nominations and voting. None of the Brown SWCD Supervisors are interested in filing for Area VI Board of Director positions.
- ◆ **Upcoming Board Meetings:** Discussed and agreed upon dates, times, and meeting methods for the November and December board meetings.

- ◆ **Personnel Committee Hiring Recommendation:** The Personnel Committee gave a report about the hiring process 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 Jake Cleys for District Technician at Grade 10, Step 2 wage, standard benefits and 6-month probation phase with start date to be determined upon acceptance of job offer.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.
- ◆ **2020 MASWCD Resolutions:** Reviewed the 2020 MASWCD Resolutions. Each Supervisor gave their vote, District Manager tallied them on the ballot sheet and will submit the completed ballot sheet to MASWCD.
- ◆ **Meeting Reports:**
 - ◇ Windschitl gave an update about the GBERBA Policy meeting he attended on September 11.
 - ◇ Krueger gave an update about the SCTSA Board meeting held on September 22.
 - ◇ Nielsen gave a report on the RCRCA meeting attended October 1 via Zoom.
 - ◇ Windschitl and Krueger gave updates about the WRCWMP Public Hearing and 2W2P meetings attended over the past month. The water plan is on schedule to be approved by BWSR in December.
- ◆ **Upcoming Meetings/Events:** A motion was made by Windschitl and seconded by Roiger to approve/attend the following upcoming meetings/events:
 - ◇ November 5 – RCRCA Board Meeting (Nielsen)
 - ◇ November 20 – GBERBA Policy Meeting (Windschitl)
 - ◇ Personnel Committee – District Manager Performance Review (Windschitl, Nielsen) – date and time to be scheduled with the committee
 - ◇ Wednesday, November 18 – Brown SWCD Board Meeting, 4:00pm via ZOOM
 Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.

Meeting Adjourned – 6:00pm

Secretary: *M. Mauff* Date: *11/18/2020*
 on behalf of Secretary