



Brown Soil and Water Conservation District

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

www.brownsxcdmn.org

An Equal Opportunity Employer

Minutes of the November 18, 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 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. Dean Simonsen – Brown County Commissioner

AGENDA

- ◆ Motion was made by Nielsen and seconded by Windschitl to approve the agenda with the additions of Laptop Purchase and Newsletter Project.

Roll Call Vote:

Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes

Motion Carried.

CONSENT AGENDA

- ◆ Reviewed Consent Agenda items which included the October 14, 2020 Board Meeting minutes, the October 2020 Treasurer's Report, the Bills Report dated October 8, 2020 to November 6, 2020, the NACD Dues Payment of \$100.00, and the Staff Reports dated October 8, 2020 to November 6, 2020. A motion was made by Windschitl and seconded by Rathman 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 two public waters work permits notices received from DNR, gave an update on the construction work plans for WCA violation restoration work in Cottonwood Township, and reviewed the handout of well records received from the MDH.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Zilverberg.

NRCS REPORT

- ◆ A report was not provided this month.

COMMISSIONER COMMENTS

- Commissioner Simonsen gave an update about- 1) COVID operations at the county level, 2) advised ditch redetermination meetings have not been held recently due to COVID, 3) election work is complete, 4) there is some ditch repair work and clean outs occurring this fall, and 5) the 2021 levy will be finalized in December.

COST SHARE

- ◆ Reviewed the cost-share report. There were no contracts to present for approval this month.

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **Laptop Purchase:** District Manger requested authorization to purchase a laptop system for the third technician workstation to replace the desktop system and advised an estimate of \$2,000-\$3,000 total for the purchase. A motion was made by Windschitl and seconded by Nielsen to authorize purchase of laptop up to \$3,000.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.
- ◆ **Newsletter Project:** District Manager gave an update on the annual newsletter project advising the SWCD may need to contribute funds this year up to \$2,500 but the amount is dependent on final advertisers for the publication. Discussion was held and the consensus of the Board is to proceed with the project.
- ◆ **Area VI Board of Directors Voting:** Discussed the Area VI Directors Notes from Mark Schnobrich regarding the Board of Director's positions. A motion was made by Rathman and seconded by Roiger to support Area VI Director's proposal for the Area VI Director's to continue responsibilities until replaced.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.
- ◆ **MASWCD Annual Meeting:** Discussed the MASWCD Annual Meeting planned for December 8, the email from MASWCD with annual business items for the meeting and which Supervisors planned to attend on December 8.
- ◆ **Supervisor Election Results:** Discussed the results of this year's election for District 1, 2, and 4 Supervisor positions. The District 2 Supervisor position is still open because no one filed for election or write-in for the spot. Discussed how to proceed with vacancy appointment for District 2. A motion was made by Rathman and seconded by Nielsen to delegate Personnel Committee to work on District 2 Supervisor Recruitment and make recommendation to the full Board.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.
- ◆ **Office Furniture Update:** District Manger gave an update about the office furniture purchase and advised she is planning to request final approval for the purchase at the December board meeting.

- ◆ **2021 Health Insurance and HSA Benefits Renewal:** Discussed renewal details and reviewed the handout for the health insurance and HSA plans for 2021. A motion was made by Nielsen and seconded by Roiger to approve renewal of the health insurance plan and HAS contributions for 2021.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.
- ◆ **2021 Section 125 Cafeteria Plan Renewal:** Discussed renewal and reviewed handout for the cafeteria plan for 2021. A motion was made by Roiger and seconded by Windschitl to approve renewal of Section 125 Cafeteria Plan for 2021.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.
- ◆ **District Manager – Gleisner Review:** District Manger advised she held a Zoom meeting with Gleisner on November 17 for his annual performance review. It was a successful performance review and she recommends a 1-step pay increase effective anniversary date of November 14, 2020. A motion was made by Windschitl and seconded by Rathman to authorize District Manger’s recommendation for a pay scale step increase for Gleisner’s annual performance review.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.
- ◆ **Personnel Committee – Krueger Review:** The Personnel Committee met with Krueger on October 23 for her annual performance review as District Manager. They advised it was a successful review and recommend a 1-step increase in pay scale effective her anniversary date of October 24, 2020. A motion was made by Nielsen and seconded by Windschitl to approve the 1-step pay increase recommended by Personnel Committee.
Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.
- ◆ **Meeting Reports:**
 - ◇ Nielsen gave a report on the RCRCA meeting attended November 12 via Zoom.
- ◆ **Upcoming Meetings/Events:** A motion was made by Windschitl and seconded by Nielsen to approve/attend the following upcoming meetings/events:
 - ◇ Friday, November 20 – GBERBA Policy Meeting (Windschitl)
 - ◇ Thursday, December 3 – RCRCA Board Meeting (Nielsen)
 - ◇ Tuesday, December 8 – MASWCD Annual Meeting (Nielsen)
 - ◇ Wednesday, December 16 – Brown SWCD Board Meeting, 4:00pm (All)
 - ◇ Personnel Committee – up to 2 meetings with dates/times/methods to be determined (Windschitl, Nielsen)
 Roll Call Vote:
Nielsen- Yes; Rathman- Yes; Roiger- Yes; Vogel- Yes; Windschitl- Yes
Motion Carried.

Meeting Adjourned – 5:50pm

Secretary: *M. Niemi* on behalf Secretary Date: 12/16/2020