



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 January 13, 2021 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 4:15pm by Jeff Nielsen.

PRESENT

1. Craig Fischer – Chair
2. Mark Wellner – Vice-Chair
3. Brandon Anderson – Secretary
4. Jeff Nielsen – Treasurer
5. Greg Roiger – PRI
6. Melanie Krueger – District Manager

OATH OF OFFICE

- ◆ Elected and Appointed Supervisors, Brandon Anderson, Craig Fischer and Mark Wellner took the oath of office and Certificates of Election or Appointment were completed for each member.

AGENDA

- ◆ Motion was made by Fischer and seconded by Wellner to approve the agenda as presented.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

ELECTION OF OFFICERS

- ◆ A description of the duties for the Chair, Vice-Chair, Secretary, Treasurer, and PRI board positions was given.
- ◆ Nielsen asked for nominations for Chair. Fischer gave a nomination for himself as Chair. No other nominations were given.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ Nielsen turned the meeting over to Chair Fischer. Fischer asked for nominations for Vice-Chair. Wellner gave a nomination for himself as Vice-Chair and Roiger seconded the nomination. No other nominations were given.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ Fischer asked for nominations for Secretary. Nielsen nominated Anderson for Secretary and Wellner seconded the nomination. No other nominations were given.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

- ◆ Fischer asked for nominations for Treasurer. Nielsen gave a nomination for himself as Treasurer. No other nominations were given. A motion was made by Wellner to cease nominations with Nielsen as Treasurer and Roiger as PRI.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

2021 BOARD MEETING SCHEDULE

- ◆ Discussion held. A motion was made by Nielsen and seconded by Wellner to set regular board meetings for 4:15pm on the second Wednesday of each month.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

CONFLICT OF INTEREST FORM

- ◆ Reviewed the annual conflict of interest form. A motion was made by Nielsen and seconded by Anderson to accept the annual conflict of interest form for all staff and Supervisors that was presented at the meeting.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

DESIGNATE DEPOSITORY

- ◆ Discussed information for the district's deposit accounts. A motion was made by Roiger and seconded by Nielsen to continue with designated depositories for 2021 as First Security Bank and SouthPoint Financial Credit Union for the district.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

2021 MILEAGE RATE

- ◆ Discussed mileage rate information. A motion was made by Anderson and seconded by Nielsen to adopt the IRS business use mileage rate of 56 cents per mile for 2021.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

2021 COMMITTEE ASSIGNMENTS

- ◆ Discussion was held regarding committee assignments for 2021. A motion was made by Wellner and seconded by Nielsen to set committee assignments as discussed: Nielsen and Wellner as Personnel Committee; Wellner (main) and Nielsen (alternate) for RCRCA; Anderson (main) and Roiger (alternate) for GBERBA; Anderson (main) and Wellner (alternate) to SCTSA; and Roiger (main) and Nielsen (alternate) to Minnesota River Congress.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Consent Agenda items were presented for review. A motion was made by Nielsen and seconded by Anderson to approve the consent agenda items presented. The Consent Agenda items included the December 16, 2020 Board Meeting minutes, the December 2020 Treasurer's Report, the Bills Report dated December 12, 2020 to January 8, 2021, the MCIT 2021 PC & WC Renewal Invoice payment of \$6,663.00, the MASWCD 2021 Membership Dues payment of \$3,819.80, the GBERBA 2021 Membership Dues

payment of \$1,348.00, the MACDE 2021 Membership Dues payment of \$100.00, and the Staff Reports dated December 12, 2020 to January 8, 2021.

Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner

Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ No items to report on this month.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Zilverberg.

NRCS REPORT

- ◆ Reviewed report provided by Kjorness.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen was unable to attend the meeting.

COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the cost-share report and then presented contracts for approval.
- ◆ A motion was made by Nielsen and seconded by Wellner to approve cost share payment for the Brekken cost share project as presented.
 - ◇ FY19-02, Keith Brekken, WASCOB, Lake Hanska 32, Final cost of project was \$7,179.00 with cost share payment approved at \$5,384.25
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ A motion was made by Anderson and seconded by Nielsen to approve cost share contracts with Haala Properties and Haala Developments as presented.
 - ◇ FY21-01 with Haala Properties LLLP, Dave Haala, 4 Alternative Tile Intakes, Home 32. Cost estimate is \$1,600.00 with cost share approved at \$1,200.00. FY21 State Cost Share grant funds will be encumbered for the project.
 - ◇ FY21-02 with Haala Developments Inc., Dave Haala, 4 Alternative Tile Intakes, Home 32. Cost estimate is \$1,600.00 with cost share approved at \$1,200.00. FY21 State Cost Share grant funds will be encumbered for the project.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

NEW BUSINESS

- ◆ **2020 Quarter 4 Budget Report:** Reviewed the quarter four budget report.
- ◆ **FY20 Conservation Delivery Grant Final Report:** Reviewed the report presented. A motion was made by Nielsen and seconded by Anderson to approve the final grant report presented and authorize signature for the FY20 Conservation Delivery Grant.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **FY16 Flood Relief Phase 3A Grant Final Report:** Reviewed the report presented. A motion was made by Wellner and seconded by Nielsen to approve the final grant report presented and the return of \$7,540.21 in grant funds to BWSR and authorize signature for the FY16 Flood Relief 3A Grant report.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

- ◆ **Resolution to Adopt WRCWMP:** Discussed the WRCWMP resolution presented for approval. A motion was made by Anderson and seconded by Nielsen to approve the resolution to Adopt and Implement the Watonwan River Comprehensive Watershed Management Plan.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **2020 Audit Bid:** Discussed bid received from Peterson Company for 2020 audit services. A motion was made by Nielsen and seconded by Anderson to accept the bid of \$2,850 from Peterson Company for 2020 audit services.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **District Manager – Schultz Review:** District Manger advised she held a meeting with Schultz on January 13 for her annual performance review. It was a successful performance review and she recommends a 1-step pay scale increase effective anniversary date of January 14, 2021. A motion was made by Nielsen and seconded by Roiger to approve District Manger’s recommendation for a pay scale step increase for Schultz’s annual performance review.
Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **Bank Account Updates:** Discussion was held on which Board members to add to each bank account. Fischer will be added to First Security Bank and Nielsen will be added to SouthPoint Financial Credit Union. District Manager will draft resolutions for approval at the February board meeting.
- ◆ **Annual Planning Meeting:** Discussed whether to hold an annual planning meeting. It was agreed to continue with this annual meeting and this year’s meeting will be on January 27 at 4:15pm at the SWCD office building.
- ◆ **MN Campaign Finance Board:** Reviewed information for the board members that was received from the Minnesota Campaign Finance Board.
- ◆ **Meeting Reports:**
 - ◇ Nielsen gave a report on the January 7th RCRCA meeting he attended via Zoom.
- ◆ **Upcoming Meetings/Events:** A motion was made by Nielsen and seconded by Anderson to approve and attend the upcoming meetings/events:
 - ◇ Friday, January 15 – GBERBA Policy Meeting (Anderson)
 - ◇ Thursday, February 4 – RCRCA Board Meeting (Wellner)
 - ◇ Wednesday, February 10 – Brown SWCD Board Meeting, 4:15pm (All)
 - ◇ Wednesday, January 27 – Brown SWCD Annual Planning Meeting, 4:15pm at the SWCD building (All)
 Affirmative: Anderson, Fischer, Nielsen, Roiger, Wellner
Opposed: None; Motion Carried

Meeting Adjourned – 6:45pm

Secretary:  Date: 2/10/2021