



**Minutes of the April 7, 2021
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 4:25pm by Craig Fischer.

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
7. Dean Simonsen – Brown County Commissioner Liaison

ABSENT

1. None

AGENDA

- ◆ Motion was made by Nielsen and seconded by Wellner to approve the agenda presented.

Roll Call Vote:

Anderson- Yes, Fischer- Yes, Nielsen- Yes, Roiger- Yes, Wellner- Yes

Motion Carried

CONSENT AGENDA

- ◆ Discussed the Consent Agenda items presented which included the March 10, 2021 Board Meeting minutes, the March 2021 Treasurer's Report, the Bills Report dated March 4, 2021 to March 31, 2021, the CCMR Annual Contribution payment of \$25.00, and the Staff Reports dated March 4, 2021 to March 31, 2021. A motion was made by Nielsen and seconded by Anderson to approve the consent agenda items presented and authorize District Manager to sign documents on behalf of Secretary and Treasurer.

Roll Call Vote:

Anderson- Yes, Fischer- Yes, Nielsen- Yes, Roiger- Yes, Wellner- Yes

Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger gave an update about two public waters permit notices received from the DNR and a WCA item that Gleisner had reviewed this past month. Discussion was held on moving these informational items to staff reports. Supervisors prefer this informational item to remain as a separate item on the meeting agenda.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Zilverberg. His last day in the position will be April 9. Manager does not have a timeline yet for hiring a replacement but will report more at next month's meeting. Discussed moving this report to the Consent Agenda with staff reports. Supervisors prefer to leave this is a separate item and will reconsider once a replacement staff member is hired.

NRCS REPORT

- ◆ Reviewed report provided by Clarke.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen shared an update about the Auditor-Treasurer position possibly switching from elected to appointed due to an upcoming retirement. The Commissioners are in process of considering this change and would like to hear feedback from members of the public. He also advised there was a ditch authority committee meeting held yesterday.

COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the cost-share report and then presented contracts for approval.
- ◆ A motion was made by Anderson and seconded by Nielsen to approve Amendment 2 for an increase in funds to Gary Veenstra cost share contract FY19-03 and authorize District Manager to sign.
 - ◇ Amendment 2 for cost share contract FY19-03 with Gary Veenstra to increase cost share funds from \$21,022.49 to \$22,322.50. Cost share funds of \$1,299.76 became available in the FY19 State Cost Share Grant funds due to project slippage.
Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Roiger- Yes, Wellner- Yes
Motion Carried
- ◆ A motion was made by Nielsen and seconded by Anderson to approve cost share contract FY21-03 with Runck Family Farms and authorize District Manager to sign.
 - ◇ FY21-03 with Runck Family Farms for a Grassed Waterway in North Star 17. Cost estimate is \$17,317.00 with 75% cost-share of \$12,987.75. FY18 State Cost Share Grant funds of \$2,575.87 and FY21 State Cost Share Grant funds of \$10,411.88 will be encumbered for the project.
Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Roiger- Yes, Wellner- Yes
Motion Carried

NEW BUSINESS

- ◆ **2021 Quarter 1 Budget Report:** Reviewed budget report.
- ◆ **SCTSA FY21 Grants Match Invoice:** Reviewed information on the annual invoice from the SCTSA for grants match. A motion was made by Wellner and seconded by Nielsen to authorize payment of the SCTSA FY21 Grants Match Invoice for \$3,550.00.
Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Roiger- Yes, Wellner- Yes
Motion Carried

- ◆ **Records Retention Policy:** District Manager reviewed information about the records retention policy schedule presented and then discussion was held. A motion was made by Nielsen and seconded by Anderson to adopt the Brown SWCD Records Retention Schedule as presented.

Roll Call Vote:

Anderson- Yes, Fischer- Yes, Nielsen- Yes, Roiger- No, Wellner- Yes

Motion Carried

- ◆ **Meeting Reports:**

- ◇ Anderson gave a report on the GBERBA Policy Board meeting attended March 12.
- ◇ Anderson gave a report on the SCTSA Board meeting attended March 16.
- ◇ Nielsen, Wellner and Anderson gave a report about the MASWCD Legislative Briefing they attended on March 18.
- ◇ Fischer gave a report on the Area VI Chairs Planning meeting attended March 25.
- ◇ Roiger, Nielsen and Wellner gave a report on the Locally Led Conservation Webinar they attended on March 31.
- ◇ Wellner was unable to attend the RCRCA Board meeting on April 1.

- ◆ **Upcoming Meetings/Events:** A motion was made by Anderson and seconded by Nielsen to approve and attend the upcoming meetings/events:

- ◇ Thursday, May 6 – RCRCA Board Meeting (Wellner)
- ◇ Wednesday, May 12 – Brown SWCD Board Meeting, 4:15pm (All)

Roll Call Vote:

Anderson- Yes, Fischer- Yes, Nielsen- Yes, Roiger- Yes, Wellner- Yes

Motion Carried

Meeting Adjourned – 5:51pm

Secretary: Bruce Aro Date: 5/12/21