



## Minutes of the November 10, 2021 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 4:15pm by Mark Wellner.

### PRESENT

1. Mark Wellner – Vice-Chair
2. Jeff Nielsen – Treasurer
3. Greg Roiger – PRI
4. Melanie Krueger – District Manager

### ABSENT

1. Craig Fischer – Chair
2. Brandon Anderson – Secretary

### AGENDA

- ◆ Motion was made by Nielsen and seconded by Roiger to approve the agenda with the addition of Newsletter Project under New Business.  
Affirmative: Nielsen, Roiger, Wellner  
Opposed: None; Motion Carried

### CONSENT AGENDA

- ◆ Reviewed the consent agenda items which included the October 25, 2021 Board Meeting Minutes, the October 2021 Treasurer's Report, the NACD Annual Dues Payment of \$100.00, the Bills Report dated October 7, 2021 to November 3, 2021, and the Staff Reports dated October 7, 2021 to November 3, 2021. A motion was made by Nielsen and seconded by Roiger to approve the consent agenda items as presented.  
Affirmative: Nielsen, Roiger, Wellner  
Opposed: None; Motion Carried

### WATER PERMITS/WCA REPORTS

- ◆ Krueger gave an update on the WCA restoration order in Sigel 11 and advised on three new DNR permit notices received.

### PF FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Fore.

### NRCS REPORT

- ◆ Reviewed report provided by Clarke.

### COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen was not able to attend the meeting.

## COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the cost-share report and presented contracts for payment approval.
- ◆ Krueger presented a \$300.00 MAWQCP Worksheet and Certification Incentive payment contract with William Carda. The contract has been approved by Herman Bartsch, MAWQCP Area 6 representative. Once the Brown SWCD board approves, it will be forwarded to GBERBA for payment authorization. Motion was made by Nielsen and seconded by Roiger to approve the \$300.00 MAWQCP Incentive payment to William Carda.
  - Affirmative: Nielsen, Roiger, Wellner
  - Opposed: None; Motion Carried
- ◆ A motion was made by Roiger and seconded by Nielsen to approve cost share payments for contracts FY21-01 and FY21-02 as presented:
  - ◇ FY21-01, Haala Properties LLLP, 4 Alternative Tile Intakes, Home 32. Final cost of project was \$3,290.00 with cost share payment approved at \$1,200.00.
  - ◇ FY21-02, Haala Developments Inc., 4 Alternative Tile Intakes, Home 32. Final cost of project was \$2,932.40 with cost share payment approved at \$1,200.00.
    - Affirmative: Nielsen, Roiger, Wellner
    - Opposed: None; Motion Carried

## NEW BUSINESS

- ◆ **MASWCD Annual Convention:** Discussed MASWCD convention attendance, auction donation, hotel, and registration. A motion was made by Nielsen and seconded by Roiger to authorize Gleisner, Cleys, and Wellner to attend the MASWCD Annual Convention and spending up to \$75.00 towards an auction donation item.
  - Affirmative: Nielsen, Roiger, Wellner
  - Opposed: None; Motion Carried
- ◆ **Outstanding Conservationist:** Discussed the MASWCD convention attendance by Outstanding Conservationist, Don and Diana Schaefer, Krueger advised the plaque was ordered, and discussed local banquet options. A motion was made by Roiger and seconded by Nielsen to authorize Outstanding Conservationist MASWCD convention attendance and for staff to plan a local banquet in their honor.
  - Affirmative: Nielsen, Roiger, Wellner
  - Opposed: None; Motion Carried
- ◆ **GBERBA Funding Source Contract:** Reviewed the contract from GBERBA. A motion was made by Nielsen and seconded by Roiger to approve the Grant Proceed Disbursal Agreement with GBERBA.
  - Affirmative: Nielsen, Roiger, Wellner
  - Opposed: None; Motion Carried
- ◆ **FY22 Capacity & Buffer Grants Agreement:** Reviewed the grant agreement received from BWSR for the FY22 Capacity and Buffer Grants for a total amount of \$156,858. Motion was made by Nielsen and seconded by Roiger to approve the FY22 Capacity and Buffer Grants Agreement with BWSR.
  - Affirmative: Nielsen, Roiger, Wellner
  - Opposed: None; Motion Carried
- ◆ **2022 Health Insurance & HSA Benefits Renewal:** Discussed renewal rates and details for the health insurance plan and HSA contributions for 2022. A motion was made by Nielsen and seconded by Roiger to approve renewal of the health insurance plan and HSA contributions for 2022.
  - Affirmative: Nielsen, Roiger, Wellner
  - Opposed: None; Motion Carried

- ◆ **2022 Section 125 Cafeteria Plan Renewal:** Discussed renewal details of the cafeteria plan for 2022. A motion was made by Roiger and seconded by Nielsen to approve renewal of the Section 125 Cafeteria Plan for 2022  
Affirmative: Nielsen, Roiger, Wellner  
Opposed: None; Motion Carried
- ◆ **Personnel Committee – Hiring Recommendation:** The Personnel Committee gave a report about the hiring process conducted for the District Technician position and then gave their recommendation for hiring. Discussion was held. A motion was made by Roiger and seconded by Nielsen to approve personnel committee recommendation to hire Dru Larson for District Technician at Grade 10, Step 1 wage with standard benefits and a 6-month probation training phase, with start date to be determined upon acceptance of job offer.  
Affirmative: Nielsen, Roiger, Wellner  
Opposed: None; Motion Carried
- ◆ **District Manager – Staff Reviews:** District Manager advised that annual performance reviews were completed with Gleisner and Cleys and gave recommendation of a pay scale step increase effective on their anniversary dates. A motion was made by Nielsen and seconded by Roiger to approve District Manager’s recommendation of a pay scale step increase for Gleisner and Cleys annual performance reviews.  
Affirmative: Nielsen, Roiger, Wellner  
Opposed: None; Motion Carried
- ◆ **Reschedule December Board Meeting:** Discussed rescheduling next month’s board meeting from December 8 to December 15.
- ◆ **Newsletter Project:** Krueger gave an update on the annual newsletter project advising that Sleepy Eye Herald/Gannett staff has advised they will not be able to meet the timelines for the project and have requested to cancel and reconvene with the SWCD in January to discuss future plans for the newsletter. The group discussed some ideas for the newsletter and agreed to discuss and decide early next year.
- ◆ **Meeting Reports:**
  - ◇ Roiger and Wellner gave a report about the RCRCA board meeting and legislative event attended on November 4 in New Ulm.
- ◆ **Upcoming Meetings/Events:** A motion was made by Nielsen and seconded by Roiger to approve the upcoming meetings/events:
  - ◇ Friday, November 19 – GBERBA Policy/Technical Meeting (Roiger)
  - ◇ Thursday, December 2 – RCRCA Board Meeting (Wellner)
  - ◇ December 12 – 14 – MASWCD Convention (Wellner, Schaefer’s, Gleisner, Cleys)
  - ◇ Wednesday, December 15 – Brown SWCD Board Meeting, 4:15pm (All)  
(rescheduled from December 8)
  - ◇ Personnel Committee Meeting – Krueger Performance Review (Nielsen, Wellner)  
Affirmative: Nielsen, Roiger, Wellner  
Opposed: None; Motion Carried

**Meeting Adjourned – 6:00pm**

Secretary:  Date: 12/22/21