



**Minutes of the December 22, 2021
Brown SWCD Regular Board Meeting
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 4:19pm by Craig Fischer.

PRESENT

1. Craig Fischer – Chair
2. Mark Wellner – Vice-Chair (attended meeting via Zoom)
3. Brandon Anderson – Secretary
4. Jeff Nielsen – Treasurer
5. Melanie Krueger – District Manager
6. Jennifer Norton – CED, Brown County FSA (exited at 4:35pm)
7. Dean Simonsen – Brown County Commissioner (entered 4:50pm, exited 6:28pm)

ABSENT

1. Greg Roiger – PRI

AGENDA

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

Roll Call Vote:

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

Motion Carried

GUEST – JENNIFER NORTON, FSA

- ◆ Jennifer Norton, County Executive Director of the Brown County FSA office introduced herself and discussed CRP program information for Brown County.

*Norton exited at 4:35pm

CONSENT AGENDA

- ◆ Reviewed the consent agenda items which included the November 10, 2021 Board Meeting Minutes, the November 2021 Treasurer's Report, the Bills Report dated November 4, 2021 to December 8, 2021, and the Staff Reports dated November 4, 2021 to December 8, 2021. A motion was made by Nielsen and seconded by Wellner to approve the consent agenda items as presented.

Roll Call Vote:

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

Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger gave an update about the restoration order and two WCA applications.

PF FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Fore.

NRCS REPORT

- ◆ Reviewed report provided by Clarke.

COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the cost-share report and presented contracts for payment approval.
 - ◆ A motion was made by Nielsen and seconded by Anderson to approve cost share payments for contracts FY19-03 and FY21-03 as presented:
 - ◇ FY19-03, Gary Veenstra, 4 WASCOB, Stately 23. Final cost of project was \$133,561.08 with state cost share payment approved at \$22,322.25. The balance of the project cost is being funded through EQIP and landowner contributions.
 - ◇ FY21-03, Runck Family Farms Inc., Grassed Waterway, North Star 17. Final cost of project was \$10,999.50 with 75% cost share payment approved at \$8,249.63.
- Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried

*Simonsen entered at 4:50pm

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave an update about the levy which is scheduled to be approved next week, advised that the ROB process was finished up on some JD ditch systems with Redwood County, discussed a scale and office for the landfill, and advised the ROB process may not begin on other JD systems until late 2022 or 2023.

NEW BUSINESS

- ◆ **FY20 Capacity Grant Final Report:** Reviewed final grant report. A motion was made by Nielsen and seconded by Wellner to approve the FY20 Capacity Grant final report as presented.

Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried
- ◆ **CD Renewal:** Discussed renewal of the Certificate of Deposit account with SouthPoint Financial Credit Union. A motion was made by Anderson and seconded by Nielsen to renew to certificate of deposit for 12 months at current published rate.

Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried
- ◆ **2022 Farm Show Booth:** Discussed the annual farm show event. A motion was made by Wellner and seconded by Nielsen to authorize a booth for the 2022 farm show.

Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried
- ◆ **2022 WCA Agreement with Brown County:** Reviewed the annual WCA agreement with Brown County. A motion was made by Anderson and seconded by Nielsen to approve the 2022 WCA agreement with Brown County.

Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried

- ◆ **2022 AISP Work Plan:** Discussed the annual work plan presented for the AIS Prevention program. A motion was made by Anderson and seconded by Nielsen to approve the 2022 Aquatic Invasive Species Prevention Plan for Brown County as presented.
Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried
- ◆ **FY22/23 Programs & Operations Grant Agreement:** Reviewed the grant agreement details. A motion was made by Nielsen and seconded by Wellner to approve the FY22/23 Programs and Operations Grant Agreement with BWSR.
Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried
- ◆ **FY22/23 Cost Share Policy:** Discussed the cost share policy presented by manager. A motion was made by Nielsen and seconded by Anderson to approve the FY22/23 Erosion Control and Water Management Program Policy with one change as discussed – increase to 100% state and non-state funds on page 2.
Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried
- ◆ **Personnel Committee – District Manager Review:** Personnel Committee gave a recap of the annual performance review meeting held with Krueger on November 30 and gave recommendation for a pay scale step increase effective on anniversary date. A motion was made by Nielsen and seconded by Anderson to accept performance review report and accept recommendation for pay scale step increase effective anniversary date of October 24, 2021.
Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried
- ◆ **Comp Time Payout:** Discussed balance of comp time leave for District Manager and considered pay out options at the end of December. A motion was made by Wellner and seconded by Anderson to authorize pay out of all comp time hours to District Manager at the end of December – approximately 131 hours at this time.
Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried
- ◆ **2022 Personnel Policy & Pay Scale:** District Manger advised that Brown County has not approved the final 2022 Personnel Policy and Non-Union Pay Scale yet, but it is scheduled for review and approval at next week’s County Commissioner meeting. Discussion was held. A motion was made by Nielsen and seconded by Anderson to adopt the 2022 Personnel Policy and Non-Union Pay Scale as approved by Brown County Commissioners.
Roll Call Vote:
Anderson- Yes, Fischer- Yes, Nielsen- Yes, Wellner- Yes
Motion Carried
- ◆ **Board Meeting Schedule:** Discussed alternative days and times for the 2022 board meeting schedule. Final schedule will be decided at the next board meeting.
- ◆ **Annual Planning Meeting:** Discussed the annual planning meeting typically held in late January. The board would like to continue with this meeting so manager will start planning for this meeting and bring more information to the next board meeting.

- ◆ **Outstanding Conservationist Banquet:** Discussed venue and date options for the Outstanding Conservationist banquet hosted by the district. Manager will confirm a date with the Schaefer's and then coordinate the event and send out details to everyone.

*Simonsen exited at 6:28pm

- ◆ **Meeting Reports:**

- ◇ GBERBA meeting report not given because Roiger was absent from the meeting.
- ◇ Wellner gave a report about the December 2 RCRCA board meeting he attended.

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

- ◇ Thursday, January 6 – RCRCA Board Meeting (Anderson or Roiger, if available)
- ◇ Wednesday, January 12 – Brown SWCD Board Meeting, 4:15pm (All)

Roll Call Vote:

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

Motion Carried

Meeting Adjourned – 6:37pm

Secretary:  Date: 1/12/2022