



**Minutes of the January 12, 2022
Brown SWCD Regular Board Meeting
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 4:23pm by Craig Fischer.

PRESENT

1. Craig Fischer – Chair
2. Mark Wellner – Vice-Chair (entered 4:24pm)
3. Brandon Anderson – Secretary
4. Greg Roiger – PRI
5. Melanie Krueger – District Manager
6. Dean Simonsen – Brown County Commissioner

ABSENT

1. Jeff Nielsen - Treasurer

AGENDA

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

*Wellner entered at 4:24pm

ELECTION OF OFFICERS

- ◆ Discussion held on board positions. Preference is to rotate board positions on a 2-year cycle with election years. A motion was made by Wellner and seconded by Anderson to continue with current board positions for all Supervisors with Fischer as Chair, Wellner as Vice-Chair, Anderson as Secretary, Nielsen as Treasurer, and Roiger as PRI.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

2022 BOARD MEETING SCHEDULE

- ◆ Discussion was held on the current board meeting schedule and whether to continue as is or make changes to the meeting start time or day of week. A motion was made by Anderson and seconded by Roiger to set regular board meetings for 4:15pm on the second Wednesday of each month.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

2022 COMMITTEE ASSIGNMENTS

- ◆ Discussion was held and the preference is to continue with current committee assignments and consider rotating on a 2-year cycle. A motion was made by Anderson and seconded by Wellner to continue with current Committee Assignments for 2022.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

CONFLICT OF INTEREST FORM

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

DESIGNATE DEPOSITORY

- ◆ Discussed the district's bank account locations. A motion was made by Roiger and seconded by Wellner to continue with designated depositories for 2022 as First Security Bank and SouthPoint Financial Credit Union for the district.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

2022 MILEAGE RATE

- ◆ Reviewed IRS notice information about 2022 mileage rates. A motion was made by Anderson and seconded by Wellner to adopt the IRS business use mileage rate of 58.5 cents per mile for 2022.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Reviewed the consent agenda items presented which included the December 22, 2021 Board Meeting minutes, the December 2021 Treasurer's Report, the Bills Report dated December 9, 2021 to January 5, 2022, the MCIT 2022 PC & WC Renewal Invoice payment of \$6,307.00, the MASWCD 2022 Membership Dues Invoice payment of \$5,301.00, the GBERBA 2022 Membership Dues Invoice payment of \$1,510.00, the MACDE 2022 Membership Dues payment of \$100.00, and the Staff Reports dated December 9, 2021 to January 5, 2022. A motion was made by Anderson and seconded by Wellner to approve the consent agenda items as presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ No new items to report on this month.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Fore.

NRCS REPORT

- ◆ Reviewed report provided by Clarke.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave an update advising the levy was approved at a 4.9% increase, a COVID vaccination policy was approved for County employees, and mentioned supply chain issues impacting some purchases.

COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the cost-share report and presented a new contract for approval.
- ◆ A motion was made by Anderson and seconded by Wellner to approve cost share contract FY21-04 with John Maas as presented.
 - ◇ FY21-04 with John Maas for a Grassed Waterway in Home 14. Cost estimate is \$9,308.00 with 75% cost-share of \$6,981.00 approved. FY21 State Cost Share Grant funds of \$6,683.24 and FY22 State Cost Share Grant funds of \$297.76 will be encumbered. SCTSA will be technical authority on the project.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

NEW BUSINESS

- ◆ **2021 Quarter 4 Budget Report:** Reviewed the quarter four budget report.
- ◆ **FY21 Conservation Delivery Grant Final Report:** Reviewed the final grant report. A motion was made by Anderson and seconded by Roiger to approve the FY21 Conservation Delivery Grant final report as presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **FY18 State Cost Share Grant Final Report:** Reviewed the final grant report. A motion was made by Wellner and seconded by Anderson to approve the FY18 Cost Share Grant final report as presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **FY19 State Cost Share Grant Final Report:** Reviewed the final grant report. A motion was made by Anderson and seconded by Roiger to approve the FY19 Cost Share Grant final report as presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **FY20 State Cost Share Grant Final Report:** Reviewed the final grant report. A motion was made by Roiger and seconded by Wellner to approve the FY20 Cost Share Grant final report as presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **Annual Planning Meeting:** Discussed the date, time, location and agenda topics for the annual planning meeting which will be held on January 27 in the SWCD office building.
- ◆ **Meeting Reports:**
 - ◇ Anderson gave a report about the RCRCA board meeting attended on January 6.
- ◆ **Upcoming Meetings/Events:** A motion was made by Wellner and seconded by Anderson to approve and attend the upcoming meetings/events:
 - ◇ Friday, January 28 – GBERBA Policy Meeting (Anderson)
 - ◇ Wednesday, February 2 – Area VI Chairs Meeting (Fischer, Wellner- alternate)
 - ◇ Thursday, February 3 – RCRCA Board Meeting (Wellner)

- ◇ Thursday, January 27 – Brown SWCD Annual Planning Meeting, 12:30pm, SWCD building (All)
- ◇ Wednesday, February 9 – Brown SWCD Board Meeting, 4:15pm (All)
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

Meeting Adjourned – 5:45pm

Secretary:  Date: 2/16/2022