



**Minutes of the January 11, 2023
Brown SWCD Regular Board Meeting
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 4:25pm by Craig Fischer.

PRESENT

1. Craig Fischer – Chair
2. Brad Augustin – Secretary
3. Bill Eckstein – Treasurer
4. Rae Runck – PRI
5. Melanie Krueger – District Manager
6. Brian Braun – Brown County Commissioner Liaison

ABSENT

1. Mark Wellner – Vice-Chair

OATH OF OFFICE

- ◆ Newly elected supervisors, Brad Augustin, Bill Eckstein and Rae Runck took the oath of office and Certificates of Election were completed for each member.

AGENDA

- ◆ Motion was made by Augustin and seconded by Eckstein to approve the agenda.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

ELECTION OF OFFICERS

- ◆ Board positions and responsibilities were discussed.
- ◆ Fischer asked for Chair nominations. Motion was made by Augustin and seconded by Eckstein to nominate Fischer as Chair. Augustin made motion to cease nominations and cast unanimous ballot for Fischer as Chair, Eckstein seconded.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ Fischer asked for Vice-Chair nominations. Motion was made by Eckstein and seconded by Augustin to nominate Wellner as Vice-Chair. Eckstein made motion to cease nominations and cast unanimous ballot for Wellner as Vice-Chair, Augustin seconded.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ Fischer asked for Secretary nominations. Motion was made by Eckstein and seconded by Runck to nominate Augustin as Secretary. Eckstein made motion to cease nominations and cast unanimous ballot for Augustin as Secretary, Runck seconded.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ Fischer asked for Treasurer nominations. Motion was made by Augustin and seconded by Runck to nominate Eckstein as Treasurer. Augustin made motion to cease nominations and cast unanimous ballot for Eckstein as Treasurer, Runck seconded.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

- ◆ Fischer asked for PRI nominations. Motion was made by Augustin and seconded by Eckstein to nominate Runck as PRI. Augustin made motion to cease nominations and cast unanimous ballot for Runck as PRI, Eckstein seconded.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

2023 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 Augustin and seconded by Runck to set regular board meetings for 4:15pm on the second Wednesday of each month.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

2023 COMMITTEE ASSIGNMENTS

- ◆ Discussion was held regarding committee assignments for 2023. A motion was made by Runck and seconded by Eckstein to set 2023 committee assignments as discussed: Personnel Committee – Wellner, Eckstein; RCRCA – Eckstein (main), Wellner (alternate); GBERBA – Augustin (main), Runck (alternate); SCTSA – Runck (main), Augustin (alternate); Minnesota River Congress – Runck (main), Fischer (alternate); and Cottonwood-Middle MN 1W1P Policy Committee – Wellner (main), Eckstein (alternate).
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

CONFLICT OF INTEREST FORM

- ◆ Reviewed the annual conflict of interest form to be reviewed and signed by all Supervisors and staff. A motion was made by Augustin and seconded by Runck to accept the annual conflict of interest form for all staff and Supervisors.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

DESIGNATE DEPOSITORY

- ◆ Discussed the district's bank account locations and information. A motion was made by Eckstein and seconded by Augustin to continue with designated depositories for 2023 as First Security Bank and SouthPoint Financial Credit Union for the district.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

2023 MILEAGE RATE

- ◆ Discussed mileage rate information. A motion was made by Augustin and seconded by Runck to adopt the 2023 IRS business use mileage rate of 65.5 cents per mile.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Reviewed the consent agenda items presented which included the December 27, 2022 Board Meeting Minutes, the December 2022 Treasurer's Report, the Bills Report dated December 17, 2022 to January 6, 2023, the MCIT 2023 PC & WC Renewal invoice for \$6,003.00, the 2023 Membership Dues invoices totaling \$8,929.30, and the Staff Reports dated December 17, 2022 to January 6, 2023. Motion was made by Augustin and seconded by Eckstein to approve the consent agenda items as presented.

Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger gave an update on WCA program activities and DNR water permit notices.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed written report provided by Fore.

NRCS REPORT

- ◆ Reviewed written report provided by Kjorness.

COMMISSIONER COMMENTS

- ◆ Commissioner Braun gave an update about current Brown County activities.

COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the cost-share report and then presented a contract for approval.
- ◆ SCS2022-02, Gerald Mathiowetz, WASCOD (water and sediment control basin), Mulligan 17. Project cost estimate is \$21,094.70 with 100% cost-share being requested because state and non-state sources of funding are cost-sharing the project. EQIP is providing funds of \$10,757.00 and Brown SWCD contract would provide funds of \$10,337.70 through state cost-share grants (FY21 grant- \$2,327.24 and FY22 grant- \$8,010.46). NRCS will be technical provider for the project. Motion was made by Eckstein and seconded by Runck to approve SCS2022-02 cost share contract with Gerald Mathiowetz as presented.

Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

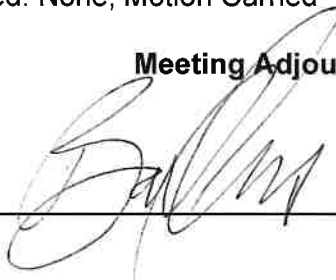
NEW BUSINESS

- ◆ **2022 Quarter 4 Budget Report:** Reviewed the quarter four budget report.
- ◆ **First Security Bank Resolution:** Reviewed Resolution 23-01 presented which updates authorized signers at First Security Bank. Motion was made by Augustin and seconded by Runck to approve First Security Bank Resolution 23-01 updating access to the Brown SWCD account to Craig Fischer, Melanie Krueger, and Bill Eckstein.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ **SouthPoint Financial Credit Union Resolution:** Reviewed Resolution 23-02 presented which updates authorized signers with SouthPoint Financial Credit Union. Motion was made by Eckstein and seconded by Augustin to approve SouthPoint Financial Credit Union Resolution 23-02 updating access to the Brown SWCD account to Melanie Krueger, Craig Fischer, and Rae Runck.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ **FY22 Conservation Delivery Grant Final Report:** Reviewed the final grant report prepared by manager. Motion was made by Augustin and seconded by Runck to approve the FY22 Conservation Delivery Grant final report as presented.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

- ◆ **FY23 Capacity & Buffer Grant Agreement:** Reviewed the capacity and buffer grant agreement from BWSR. Motion was made by Eckstein and seconded by Runck to approve the FY23 Capacity and Buffer Grant Agreement with BWSR.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ **FY23 Soil Health Cost Share Grant Agreement:** Reviewed and discussed the new soil health grant agreement and use of grant funds. Motion was made by Augustin and seconded by Eckstein to approve using all FY23 Soil Health Cost Share grant funds towards cost-share of projects and none for technical and administrative staff time.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
 - ◇ Motion was made by Runck and seconded by Eckstein to approve the FY23 Soil Health Cost Share Grant with BWSR as presented.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ **District Manager – Staff Review Recommendation:** District Manager conducted Larson’s annual performance review and gave a recommendation for board approval. Motion was made by Eckstein and seconded by Fischer to accept District Manager’s recommendation for a pay scale increase due to successful performance review and helping to cover increased workload at the district this past year due to staffing shortage.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ **Pay Equity Report:** Reviewed the pay equity report required by State of Minnesota every three years for job class data as of December 31, 2022. Motion was made by Augustin and seconded by Runck to approve the Pay Equity Report.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ **Annual Planning Meeting:** Discussed whether to hold an annual planning meeting this month or incorporate the items into future regular monthly board meetings. It was decided to move forward with a meeting this year on January 25, 2023 at 4:15pm.
- ◆ **Meeting Reports:**
 - ◇ None
- ◆ **Upcoming Meetings/Events:** A motion was made by Augustin and seconded by Runck to approve the upcoming meetings/events:
 - ◇ Friday, January 13 – GBERBA Policy Meeting, Mankato or Webex (Augustin, Runck)
 - ◇ Wednesday, February 1 – Area 6 Chairs Meeting, Zoom (Fischer)
 - ◇ Thursday, February 2 – RCRCA Board Meeting, Redwood (Eckstein)
 - ◇ Wednesday, January 25 – Brown SWCD Annual Planning Meeting, 4:15pm (All)
 - ◇ Wednesday, February 8 – Brown SWCD Board Meeting, 4:15pm (All)
 Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

Meeting Adjourned – 7:05pm

Secretary: _____



Date: _____

2-8-23