



**Minutes of the April 17, 2023
Brown SWCD Regular Board Meeting
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 4:16pm by Craig Fischer.

PRESENT

1. Craig Fischer – Chair
2. Mark Wellner – Vice-Chair
3. Brad Augustin – Secretary
4. Rae Runck – PRI
5. Melanie Krueger – District Manager
6. Brian Braun – Brown County Commissioner Liaison

ABSENT

1. Bill Eckstein – Treasurer

AGENDA

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

CONSENT AGENDA

- ◆ Reviewed the consent agenda items presented which included the February 8, 2023 Board Meeting Minutes, the February 2023 and March 2023 Treasurer's Reports, the Bills Reports dated February 4, 2023 to April 7, 2023, the SCTSA FY23 Grant Match Invoice for \$3,550.00, the CCMR Annual Contribution of \$25.00, the LHAA 2023 Membership Dues of \$30.00, and the Staff Reports dated February 4, 2023 to April 7, 2023. Motion was made by Wellner and seconded by Runck to approve the consent agenda items as presented.
Affirmative: Augustin, Fischer, Runck, Wellner
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger advised there are no new items to report on this month.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed written reports provided by Fore.

NRCS REPORT

- ◆ Reviewed written reports provided by Kjorness.

COMMISSIONER COMMENTS

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

COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the cost-share report. There were no contracts for approval this month.

NEW BUSINESS

- ◆ **2023 Quarter 1 Budget Report:** Reviewed the quarter one budget report.
- ◆ **Ratify Meetings Attended:** Due to cancellation of the March board meeting, a motion was requested to ratify meetings attendance for the purposes of paying Supervisor's Compensation. Motion was made by Wellner and seconded by Augustin to ratify meetings attended from March 9 through April 17 by Brown SWCD Supervisors.
Affirmative: Augustin, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **Personnel Committee – Hiring Recommendation:** The Personnel Committee members present gave a report about the hiring process conducted and then gave a hiring recommendation for the board's consideration and approval. Motion was made by Wellner and seconded by Fischer to approve Personnel Committee's recommendation to hire Katia Ostermann for a District Technician 1 position at Grade 4, Step 1 wage (non-negotiable) with standard benefits and a 6-month probation training phase with the start date to be determined upon acceptance of job offer.
Affirmative: Augustin, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **FY21 Capacity Grant Final Report:** Reviewed the final grant report summary. Motion was made by Augustin and seconded by Runck to approve the FY21 Capacity Grant final report as presented.
Affirmative: Augustin, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **Trimble Software Renewal:** Discussed annual software maintenance renewal costs and future hardware warranty annual costs for the Trimble TSC7. Motion was made by Wellner and seconded by Runck to authorize District Manager to purchase the annual software maintenance renewal for Trimble Access Software at the quoted price of \$490.50 from Frontier Precision.
Affirmative: Augustin, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **BCCWMA Grant:** Discussed signature authorities for the BCCWMA grant projects.
 - ◇ Motion was made by Runck and seconded by Wellner to authorize District Manager, Melanie Krueger, to approve contracts on behalf of Brown SWCD for grant C22-6969, Brown-Cottonwood Cooperative Weed Management Area projects.
Affirmative: Augustin, Fischer, Runck, Wellner
Opposed: None; Motion Carried
 - ◇ Motion was made by Augustin and seconded by Runck to authorize Alan Gleisner, District Technician, as Technical Assistance Provider for Brown SWCD projects funded through grant C22-6969, Brown-Cottonwood Cooperative Weed Management Area.
Affirmative: Augustin, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **Tree Planter:** Discussed selling the district's tree planter. Manager provided information on how to declare as surplus property and options for selling it and advised a fair market value needs to be determined. Discussion was held about utilizing the MinnBid auction site for selling the item. No action was taken at this meeting. Manager was directed to look into MinnBid for the sale of the tree planter and present final information for board approval at the May board meeting.

◆ **Meeting Reports:**

- ◇ Fischer and Runck shared details about the Highway 14 CLASIC event hosted on March 13 in Sleepy Eye.
- ◇ Augustin provided a report about the GBERBA Policy meeting attended on March 17 *Augustin exited at 6:00pm
- ◇ Runck was not able to attend the SCTSA Board meeting on March 21.
- ◇ Eckstein attended the RCRCA meeting in Redwood on April 6 and will provide a report at next month's meeting.
- ◇ Wellner gave a report about the Cottonwood-Middle MN 1W1P Policy Committee meeting attended by him and Eckstein on April 11 in Lamberton.

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

- ◇ Thursday, May 4 – RCRCA Board Meeting, Marshall (Eckstein)
- ◇ Wednesday, May 10 – Brown SWCD Board Meeting, 4:15pm (All)

Affirmative: Augustin, Fischer, Wellner

Opposed: None; Motion Carried

Meeting Adjourned – 6:10pm

Secretary: _____



Date: _____

5-10-23