



**Minutes of the August 9, 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 (exited 5:45pm)
3. Brad Augustin – Secretary
4. Bill Eckstein – Treasurer
5. Rae Runck – PRI
6. Melanie Krueger – District Manager
7. Brian Braun – Brown County Commissioner Liaison
8. John Shea – BWSR Board Conservationist

AGENDA

- ◆ Motion was made by Augustin and seconded by Wellner to approve the agenda with the additional items of 2022 Audit and John Shea, BWSR report.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Reviewed the consent agenda items presented which included the July 12, 2023 Board Meeting Minutes, the July 2023 Treasurer's Report, and the Bills Report dated July 8, 2023 to August 4, 2023. Motion was made by Wellner and seconded by Eckstein to approve the consent agenda items as presented.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

SWCD STAFF REPORTS

- ◆ Reviewed the staff reports provided by Krueger, Larson, and Ostermann.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Fore.

NRCS REPORT

- ◆ Reviewed report provided by Kjorness.

COMMISSIONER COMMENTS

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

JOHN SHEA – BWSR BOARD CONSERVATIONIST

- ◆ John Shea, BWSR Board Conservationist shared information about this year's legislative outcomes, including funding changes and statute changes, that will affect the SWCD's future workload and programs work.

COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the cost-share report and then presented a contract for approval.
- ◆ \$100.00 payment, MAWQCP Assessment Incentive, Kenneth Hanson. A motion was made by Eckstein and seconded by Runck to approve the \$100.00 MAWQCP incentive payment to Kenneth Hanson.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

NEW BUSINESS

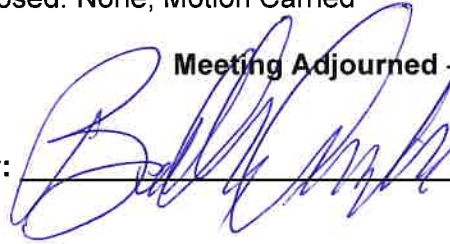
- ◆ **2023 Tree Program Report:** Discussed the 2023 tree program report.
- ◆ **2024 Tree Program Authorization:** Discussed the 2024 tree program authorization request by manager to continue the program at the same rates as 2023 and pre-order inventory in September. Motion was made by Augustin and seconded by Eckstein to authorize the 2024 tree program as requested.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **BWSR Academy:** Discussed the annual training event scheduled for October at Cragun's Resort in Brainerd and manager requested authorization to register staff to attend. A motion was made by Eckstein and seconded by Runck to authorize staff to attend the BWSR Academy training event.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **Outstanding Conservationist:** Discussed staff's recommendation for nominating an Outstanding Conservationist this year through the annual MASWCD awards program. Motion was made by Eckstein and seconded by Wellner to nominate Gene and Lori Zempel as 2023 Outstanding Conservationist.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **Personnel Committee – Hiring & Staffing:** Personnel Committee members gave an update on the hiring process and the new staff vacancy due to a staff member's recent resignation. The committee made a recommendation for job description changes and a recommendation for a new round of hiring process. Discussion was held.
 - ◇ Motion was made by Augustin and seconded by Wellner to update the minimum education qualifications within the District Technician 1, 2, and 3 job descriptions to: Degree (associates/bachelors) in agriculture, agronomy, biology, environmental fields of study, natural resources management, soils, or a closely related field;.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried
 - ◇ Motion was made by Eckstein and seconded by Runck to authorize Personnel Committee to proceed with hiring process to fill up to two District Technician positions with a level 1 or level 2 job description position and make a hiring recommendation to the Board for approval at a future board meeting.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

*Wellner exited at 5:45pm

- ◆ **2022 Audit:** Reviewed the management representation letter from Peterson Company for the 2022 audit work. Motion was made by Augustin and seconded by Runck to approve the Management Representation Letter for the 2022 audit.
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried
- ◆ **Meeting Reports:**
 - ◇ Augustin gave a report about the GBERBA Policy/Technical Joint meeting attended in Mankato on July 14.
 - ◇ Eckstein gave an update about the Policy Committee meeting attended in Springfield on July 19 for the Cottonwood-Middle MN 1W1P.
 - ◇ Wellner attended the RCRCA meeting in Redwood on August 3 and gave a report.
- ◆ **Upcoming Meetings/Events:** A motion was made by Augustin and seconded by Runck to approve the upcoming meetings/events:
 - ◇ Monday, August 14 – Brown County Commissioner Budget Request Meeting, New Ulm Courthouse, 11:45am (Krueger, Eckstein)
 - ◇ Wednesday, August 16 – Cottonwood-Middle MN 1W1P Policy Committee Meeting, Springfield (Wellner, Eckstein)
 - ◇ Thursday, September 7 – RCRCA Board Meeting, Marshall (Eckstein)
 - ◇ Wednesday, September 13 – Brown SWCD Board Meeting, 4:15pm (All)
 - ◇ Personnel Committee Meetings as needed (Eckstein, Wellner, Krueger)
Affirmative: Augustin, Eckstein, Fischer, Runck
Opposed: None; Motion Carried

Meeting Adjourned – 6:03pm

Secretary: _____



Date: _____

9-13-23