



**Minutes of the November 8, 2023  
Brown SWCD Regular Board Meeting  
Brown County Office Building, Sleepy Eye, MN**

**Meeting was called to order at 4:16pm by Mark Wellner.**

**PRESENT**

1. Mark Wellner – Vice-Chair
2. Brad Augustin – Secretary
3. Bill Eckstein – Treasurer
4. Rae Runck – PRI
5. Melanie Krueger – District Manager

**ABSENT**

1. Craig Fischer - Chair

**AGENDA**

- ◆ Motion was made by Runck and seconded by Eckstein to approve the agenda with one additional item of Job Title Change under New Business section.  
Affirmative: Augustin, Eckstein, Runck, Wellner  
Opposed: None; Motion Carried

**CONSENT AGENDA**

- ◆ Reviewed the consent agenda items presented which included the October 11, 2023 Board Meeting Minutes, the October 2023 Treasurer's Report, and the Bills Report dated October 7, 2023 to November 3, 2023. Motion was made by Eckstein and seconded by Runck to approve the consent agenda items as presented.  
Affirmative: Augustin, Eckstein, Runck, Wellner  
Opposed: None; Motion Carried

**SWCD STAFF REPORTS**

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

**PF/FARM BILL WILDLIFE BIOLOGIST REPORT**

- ◆ No report, position is currently vacant.

**NRCS REPORT**

- ◆ Reviewed report provided by Kjorness.

**COMMISSIONER COMMENTS**

- ◆ Commissioner Braun was not able to attend the meeting.

## COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the updated cost-share report and then presented contract for approval.
- ◆ SHCS2023-01, Ken Hanson, Cover Crop, Albin 26, 68 acres. Year one installed 9/21/23 and spot checked 11/3/23. Total cost share payment of \$6,705.48 from the FY23 soil health cost share grant. A motion was made by Augustin and seconded by Runck to approve SHCS2023-01 cost share payment of \$6,705.48 to Ken Hanson.  
Affirmative: Augustin, Eckstein, Runck, Wellner  
Opposed: None; Motion Carried

## NEW BUSINESS

- ◆ **Grant Updates:** Krueger provided an update on the FY21 Buffer grant work plan adjustment approval and a one-year extension of grant to 12/31/2024.
- ◆ **MASWCD Convention:** Discussed the upcoming MASWCD Annual Convention in December. Motion was made by Augustin and seconded by Eckstein to authorize Augustin, Eckstein and Larson to attend the MASWCD Annual Convention  
Affirmative: Augustin, Eckstein, Runck, Wellner  
Opposed: None; Motion Carried
- ◆ **Outstanding Conservationist:** Discussed upcoming events related to the district's Outstanding Conservationist recognition of the Zempels.
- ◆ **December Meeting Date:** Discussed rescheduling the December monthly board meeting due to MASWCD convention but it was decided to continue holding meeting on the regular scheduled date and time of Wednesday, December 13 at 4:15pm.
- ◆ **December Office Closure:** Discussed the possibility of closing the office for some or part of the work days the week of December 25 – 29 due to staff vacation leave plans and limited staffing to cover office. Final information will be provided at the next meeting.
- ◆ **2024 Health Insurance Benefits Renewal:** Discussed the health insurance benefits renewal information provided. Motion was made by Augustin and seconded by Runck to approve renewal of the health insurance benefits for 2024 as presented.  
Affirmative: Augustin, Eckstein, Runck, Wellner  
Opposed: None; Motion Carried
- ◆ **2024 Section 125 Cafeteria Plan Renewal:** Discussed the Section 125 Cafeteria Plan renewal information provided. Motion was made by Eckstein and seconded by Runck to approve renewal of the Section 125 Cafeteria Plan for 2024.  
Affirmative: Augustin, Eckstein, Runck, Wellner  
Opposed: None; Motion Carried
- ◆ **FY24/25 Conservation Contracts Program Policy:** Discussed the draft policy presented by manager for the FY24/25 Conservation Contracts Program grant funds. Motion was made by Eckstein and seconded by Augustin to approve the FY24/25 Conservation Contracts Program Policy as presented.  
Affirmative: Augustin, Eckstein, Runck, Wellner  
Opposed: None; Motion Carried
- ◆ **Job Title Change:** Manager recommended a job title change for the SWCD technician positions from District Technician to Conservation Technician (keeping the level 1, 2, and 3 job descriptions and just changing the word District to Conservation). Discussion held. Motion was made by Augustin and seconded by Runck to approve changing the job position titles from District Technician to Conservation Technician for the three technician job descriptions.  
Affirmative: Augustin, Eckstein, Runck, Wellner  
Opposed: None; Motion Carried

◆ **Meeting Reports:**

- ◇ Wellner, Eckstein and Krueger gave an update about the Cottonwood-Middle MN 1W1P meetings attended on October 18.
- ◇ Eckstein gave a report about the RCRCA Board meeting and Legislative Event attended in Slayton on November 2.

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

- ◇ Personnel Committee Meetings as needed (Eckstein, Wellner, Krueger)
- ◇ Friday, November 17 – GBERBA Policy/Technical Joint Meeting, Mankato (Augustin)
- ◇ Tuesday, November 28 – MASWCD Area 6 Meeting, Courtland (Wellner, Augustin, Eckstein, Runck, Staff)
- ◇ Thursday, December 7 – RCRCA Board Meeting, 9:00am, Redwood (Eckstein)
- ◇ December 12-13 – MASWCD Convention (Eckstein, Augustin, Larson)
- ◇ Wednesday, December 13 – Brown SWCD Board Meeting, 4:15pm (All)

Affirmative: Augustin, Eckstein, Runck, Wellner

Opposed: None; Motion Carried

**Meeting Adjourned – 6:03pm**

Secretary: \_\_\_\_\_



Date: \_\_\_\_\_

12-13-23