



**Minutes of the January 10, 2024
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. Bill Eckstein – Treasurer
5. Rae Runck – PRI
6. Melanie Krueger – District Manager
7. Brian Braun – Brown County Commissioner Liaison

AGENDA

- ◆ Motion was made by Eckstein and seconded by Augustin to approve the agenda with one additional item of 2024 WCA Agreement under the New Business section.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

ELECTION OF OFFICERS

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

2024 BOARD MEETING SCHEDULE

- ◆ Discussion was held on the board meeting schedule for 2024. Motion was made by Augustin and seconded by Eckstein to set regular board meetings for 4:15pm on the second Wednesday of each month.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

2024 COMMITTEE ASSIGNMENTS

- ◆ Discussion was held on committee assignments for 2024. Preference is to keep the same this year and consider rotating on a 2-year cycle. Motion was made by Augustin and seconded by Runck to continue with current Committee Assignments for 2024.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

CONFLICT OF INTEREST FORM

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

DESIGNATE DEPOSITORY

- ◆ Discussed the district's bank account locations and information. Motion was made by Runck and seconded by Augustin to continue with designated depositories for 2024 as First Security Bank and SouthPoint Financial Credit Union for the district.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

ELECTRONIC PAYMENTS AUTHORITY

- ◆ Discussed annual authorization of electronic payments to the District Manager. Motion was made by Runck and seconded by Eckstein to authorize District Manager to execute electronic fund transfer payments as needed for payment of Brown SWCD bills.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

SIGNATURE AUTHORITY

- ◆ Discussed authorization of signature authority to District Manager for grant reports and documents from BWSR through the eLINK system. Motion was made by Augustin and seconded by Runck to authorize District Manager as signature authority for all grant reports and documents through the eLINK system with BWSR.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

2024 MILEAGE RATE

- ◆ Discussed mileage rate information. Motion was made by Wellner and seconded by Runck to adopt the 2024 IRS business use mileage rate of 67 cents per mile.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Reviewed the consent agenda items presented which included the December 13, 2023 Board Meeting Minutes, the December 2023 Treasurer's Report, the Bills Report dated December 9, 2023 to January 5, 2024, the MCIT 2024 Renewal Invoice for \$6,915.00, and the 2024 Membership Dues Invoices to MASWCD and GBERBA for a total \$7,832.92. Motion was made by Eckstein and seconded by Runck 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 Botz.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ No report, position is currently vacant. Manager gave an update on the hiring process.

NRCS REPORT

- ◆ Reviewed report provided by Kjorness.

COMMISSIONER COMMENTS

- ◆ Commissioner Braun provided an update on recent activities at the County.

COST SHARE REPORT & CONTRACTS

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

NEW BUSINESS

- ◆ **NACD Dues:** Discussed increasing dues to NACD from \$100 to \$775 in order to gain access to the members only section of their website. Motion was made by Augustin and seconded by Wellner to authorize 2024 dues payment of \$775.00 to NACD.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **Resolution to Opt-Out – MN River Mankato 1W1P:** Discussed a resolution presented to opt-out of the water planning process for the Minnesota River Mankato one watershed one plan planning grant project that was approved. Motion was made by Augustin and seconded by Runck to approve Resolution 24-01: Resolution to Opt-Out Of The Minnesota River – Mankato Watershed One Watershed, One Plan project.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **Soil Health Staffing Grant:** Discussed the opportunity to submit a grant application for .5FTE to BWSR for the FY24 Soil Health Staffing Grant program. Motion was made by Runck and seconded by Augustin to authorize District Manager to submit a FY24 Soil Health Staffing Grant application to BWSR.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **2023 Quarter 4 Budget Report:** Reviewed the quarter four budget report.
- ◆ **2023 Final Budget & Financial Reports:** Reviewed the final budget report and the annual summary financial statement information report for 2023.
- ◆ **Health Insurance Contribution:** Discussed the information provided and manager's recommendation regarding a contribution by the district towards an enrolled employee's family/dependent coverage monthly health insurance premium. Motion was made by Augustin and seconded by Runck to approve a Brown SWCD contribution of 55% of the monthly health insurance premium cost for an employee's family/dependent coverage, if employee elects to enroll them in the district's health insurance plan.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **2024 Budget:** Discussed the budget for 2024 that was prepared by manager. Motion was made by Augustin and seconded by Wellner to approve the Brown SWCD 2024 Budget as presented.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried
- ◆ **Orientation Workshop Meeting:** Discussed the potential for a future workshop orientation based meeting. It was agreed to revisit the topic at February's meeting.
- ◆ **2024 WCA Agreement:** Reviewed the annual WCA agreement with Brown County. Motion was made by Wellner and seconded by Augustin to approve the 2024 WCA Agreement with Brown County.
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

◆ **Meeting Reports:**

◇ Eckstein gave a report about the RCRC Board meeting attended on January 4.

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

◇ Friday, January 12 – GBERBA Policy Meeting, 1pm, Mankato or Webex (Augustin)

◇ Wednesday, January 17 – Cottonwood-Middle MN 1W1P Policy Committee Meeting, 2pm, Springfield or Teams (Eckstein, Wellner)

◇ Thursday, February 1 – RCRC Board Meeting, 9:00am, Redwood (Eckstein)

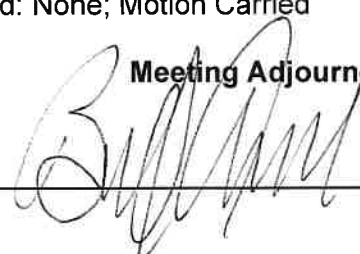
◇ Wednesday, February 14 – Brown SWCD Board Meeting, 4:15pm (All)

Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner

Opposed: None; Motion Carried

Meeting Adjourned – 6:17pm

Secretary: _____



Date: _____

2-21-24