



**Minutes of the February 21, 2024  
Brown SWCD Regular Board Meeting  
Brown County Office Building, Sleepy Eye, MN**

**Meeting was called to order at 4:13pm 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

**ABSENT**

1. Bill Eckstein - Treasurer

**AGENDA**

- ◆ Motion was made by Runck and seconded by Augustin 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 January 10, 2024 Board Meeting Minutes, the Bills Report dated January 6, 2024 to February 9, 2024, the SCTSA FY24 Grant Match Invoice for \$3,550.00, and 2024 Membership Dues Invoices for a total of \$595.00. Motion was made by Augustin and seconded by Runck to approve the consent agenda items as presented.  
Affirmative: Augustin, Fischer, Runck, Wellner  
Opposed: None; Motion Carried

**SWCD STAFF REPORTS**

- ◆ Reviewed the staff reports provided by Krueger, Larson, Botz, Olson and Spence.

**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 was not able to attend the meeting.

## **COST SHARE REPORT & CONTRACTS**

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

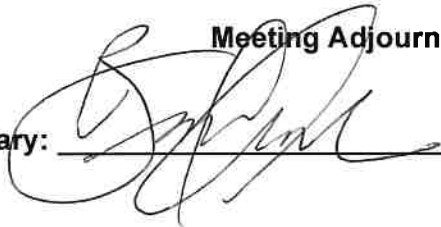
## **NEW BUSINESS**

- ◆ **MASWCD Legislative Events:** Discussed upcoming legislative events hosted by MASWCD. Motion was made by Wellner and seconded by Augustin to authorize Eckstein and Wellner to attend the 2024 MASWCD Legislative Webinar on March 4.  
Affirmative: Augustin, Fischer, Runck, Wellner  
Opposed: None; Motion Carried
- ◆ **Orientation Workshop Meeting:** Continued discussion of an orientation-based workshop for staff and Supervisors. It was agreed to not move forward at this time.
- ◆ **Brown SWCD Program Updates:** Reviewed the annual SWCD program updates.
- ◆ **2023 Accomplishments Annual Report:** Reviewed the annual accomplishments report for Brown SWCD. Motion was made by Augustin and seconded by Runck to approve the 2023 Brown SWCD Annual Accomplishments Report as presented.  
Affirmative: Augustin, Fischer, Runck, Wellner  
Opposed: None; Motion Carried
- ◆ **2023 Audit Bid:** Discussed the audit bid and engagement letter received from Peterson Company. Motion was made by Runck and seconded by Wellner to accept the bid of \$4,500 from Peterson Company for 2023 audit services.  
Affirmative: Augustin, Fischer, Runck, Wellner  
Opposed: None; Motion Carried
- ◆ **Brown SWCD Personnel Policy:** Discussed the Brown SWCD Personnel Policy Handbook developed with Ann Goering from Ratwik Roszak & Maloney. The Personnel Committee recommends approving the draft policy as presented. Also discussed the project costs with request for board approval.
  - ◇ Motion was made by Augustin and seconded by Wellner to adopt the Brown SWCD Personnel Policy Handbook as presented, to be in effect immediately.  
Affirmative: Augustin, Fischer, Runck, Wellner  
Opposed: None; Motion Carried
  - ◇ Motion was made by Runck and seconded by Wellner to approve payments to Ratwik, Roszak & Maloney for the personnel policy project up to \$3,500.00 total.  
Affirmative: Augustin, Fischer, Runck, Wellner  
Opposed: None; Motion Carried
- ◆ **District Manager Paid Leave Accruals:** Discussed manager's leave accruals and inability to use paid time off due to the needs of the district for the increase in staffing levels and office remodel project. Personnel Committee recommends waiving the vacation leave accrual cap through June 30, 2024 and paying out 40 hours of accumulated comp time at the end of this month and re-evaluate in May-June.
  - ◇ Motion was made by Wellner and seconded by Runck to temporarily waive the vacation leave accrual cap for District Manager through June 30, 2024.  
Affirmative: Augustin, Fischer, Runck, Wellner  
Opposed: None; Motion Carried
  - ◇ Motion was made by Wellner and seconded by Runck to authorize pay out of 40 hours of accrued comp time leave to District Manager on February 29, 2024.  
Affirmative: Augustin, Fischer, Runck, Wellner  
Opposed: None; Motion Carried

- ◆ **Office Remodel Update & Approve Expenses:** Manager gave an update on the office remodel project and requested authorization for electrician services, a phone system upgrade, and an IT assessment for the district.
  - ◇ Motion was made by Wellner and seconded by Augustin to authorize hiring Sleepy Eye Electric for the electrical and data wiring work needed for the office remodel project.
    - Affirmative: Augustin, Fischer, Runck, Wellner
    - Opposed: None; Motion Carried
  - ◇ Motion was made by Augustin and seconded by Runck to authorize purchasing and updating the SWCD's phone system to the Flex Voice VOIP system through Nuvera.
    - Affirmative: Augustin, Fischer, Runck, Wellner
    - Opposed: None; Motion Carried
  - ◇ Motion was made by Augustin and seconded by Wellner to authorize hiring Nuvera to complete a Network Risk Assessment.
    - Affirmative: Augustin, Fischer, Runck, Wellner
    - Opposed: None; Motion Carried
- ◆ **Meeting Reports:**
  - ◇ Augustin gave a report about the GBERBA Policy meeting attended on January 12.
  - ◇ Wellner gave a report about the Cottonwood-Middle MN 1W1P Policy Committee Meeting attended on January 17.
  - ◇ Eckstein attended the RCRCA meeting on February 1 but was not present to give a report at today's meeting.
  - ◇ Wellner gave a report about the Hwy 14 CLASIC workshop attended today in Lamberton.
- ◆ **Upcoming Meetings/Events:** A motion was made by Wellner and seconded by Augustin to approve the upcoming meetings/events:
  - ◇ Thursday, March 7 – RCRCA Board Meeting, 9:00am, Marshall (Eckstein)
  - ◇ Wednesday, March 13 – Brown SWCD Board Meeting, 4:15pm (All)
    - Affirmative: Augustin, Fischer, Runck, Wellner
    - Opposed: None; Motion Carried

**Meeting Adjourned – 5:59pm**

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



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

3-14-24