



**Minutes of the February 11, 2025
Brown SWCD Regular Board Meeting
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 10:32am 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

ABSENT

1. None

AGENDA

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

CONSENT AGENDA

- ◆ Reviewed the consent agenda items presented which included the January 14, 2025 Board Meeting Minutes, the Bills Report dated January 9, 2025 to February 5, 2025, the 2025 Membership Dues Invoices to NUASF, MN Soil Health Coalition, and MACDE for a total of \$200.00, and the SCTSA FY25 Grant Match Invoice for \$3,550.00. 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

- ◆ Discussed staff reports provided by Botz, Giefer, Krueger, Olson and Spence.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Ecker.

NRCS REPORT

- ◆ Reviewed report provided by Kjorness.

COMMISSIONER COMMENTS

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

COST SHARE REPORT & CONTRACTS

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

NEW BUSINESS

- ◆ **2024 Final Budget & Financial Reports:** Reviewed the final budget report and the annual summary financial statement information report for 2024.
- ◆ **2024 Accomplishments Annual Report:** Discussed the annual accomplishments report for Brown SWCD. This is posted on the SWCD website to meet BWSR's Annual Report grant agreement requirements. Motion was made by Eckstein and seconded by Runck to approve the 2024 Brown SWCD Accomplishments Annual Report as presented.
 - Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
 - Opposed: None; Motion Carried
- ◆ **2024 Audit Engagement Letter:** Discussed the audit fee and engagement letter received from Peterson Company for 2024 audit services. Motion was made by Runck and seconded by Wellner to accept the audit engagement letter and audit fee of \$5,000 from Peterson Company for 2024 audit services.
 - Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
 - Opposed: None; Motion Carried
- ◆ **Brown SWCD Personnel Policy Updates:** Discussed an estimate from Ratwik, Roszak & Maloney to complete updates to the district's personnel policy due to recent changes in the ESST law and other leave items within the policy. Motion was made by Wellner and seconded by Eckstein to authorize hiring Ratwik, Roszak, & Maloney for the estimated cost of \$600 to complete Brown SWCD Personnel Policy updates.
 - Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
 - Opposed: None; Motion Carried
- ◆ **2025 Budget - Revised:** Discussed the revised 2025 Budget presented with changes to Professional Services, Field Supplies, Office Supplies and Capital Outlay which manager explained in detail. If approved, this is the budget that will be published for 2025, not the one approved at last month's meeting. Motion was made by Eckstein and seconded by Augustin to approve the revised Brown SWCD 2025 Budget as presented.
 - Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
 - Opposed: None; Motion Carried
- ◆ **MASWCD Legislative Days:** Discussed the upcoming MASWCD legislative days events and whether or not the SWCD wants to send a letter to legislators. Noone plans to attend the March events but all agree a letter should be sent to legislators. Manager will draft one and present for approval at next month's meeting.
- ◆ **Hwy 14 Tour – CLASIC, Lambertton:** Discussed details about next week's Hwy 14 Tour – CLASIC, Lambertton workshop and whether any board members wanted to attend representing the SWCD. Eckstein, Runck, Augustin and Wellner are interested in attending. Approval will be listed as an upcoming meeting approved at end of meeting.
- ◆ **Meeting Reports:**
 - ◇ Fischer gave a report about the Area VI Chairs meeting attended on January 21.
 - ◇ Augustin gave a report about the GBERBA Policy meeting attended on January 24 in Mankato and also advised he was elected as Treasurer of the Executive Board so will now be attending those meetings in addition to the policy meetings.
 - ◇ Wellner, Augustin, Eckstein and Krueger discussed the MASWCD Legislative information from the webinar attended on February 4.
 - ◇ Eckstein gave a report about the RCRCA meeting attended February 7 in Marshall.
- ◆ **Upcoming Meetings/Events:** A motion was made by Wellner and seconded by Eckstein to approve the upcoming meetings/events:

- ◇ Friday, February 14 – GBERBA Executive Board Meeting, 1pm, Virtual or Windom (Augustin)
- ◇ Wednesday, February 19 – Cottonwood-Middle MN 1W1P Policy Committee Meeting, 1:00pm, Springfield (Wellner, Eckstein)
- ◇ Thursday, March 6 – RCRCA Board Meeting, 9:00am, Marshall (Eckstein)
- ◇ Monday, March 17 – Brown SWCD Board Meeting, 10:30am (All) (rescheduled from Tuesday, March 11)
- ◇ Wednesday, February 19 – Hwy 14 Tour – CLASIC, Lambertson workshop, 9:00am (Eckstein, Runck, Augustin, Wellner)
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner
Opposed: None; Motion Carried

Meeting Adjourned – 12:29pm

Secretary: _____



Date: _____

3-17-25