



WASECA

SOIL AND WATER CONSERVATION DISTRICT

105 22nd Avenue N.E.
Waseca, MN 56093
Phone (507) 835-4800

Approved Minutes

The meeting of the Waseca County SWCD Board of Supervisors was held at the Waseca Soil and Water Conservation District's meeting room on February 18, 2016. The meeting was called to order at 6:28 p.m. By Wayne Cords.

Members Present

Larry Hagen
Jessie Shaffer, Secretary
Todd Stencil, Treasurer
Wayne Cords, Chairman
Scott Hildebandt, Vice-Chair

Staff Present

Eric Gulbransen, District Manager
Adrienne Justman, Administrative Assistant

Others

Noel Frank, NRCS District Conservationist
Jim Smith, NRCS Technician
Cheri Brummund, Altima, NRCS
Kelly Hunt, Waseca County Water Resource Specialist

The agenda was reviewed and no changes were made. Motion was made by Stencil, seconded by Shaffer, to approve the agenda as written. Motion carried. All yes

Minutes of the January Board Meeting were distributed to the supervisors prior to the meeting. Motion was made by Hagen, seconded by Stencil, to approve the minutes as written. Motion carried. All yes.

Cash flow worksheet was reviewed. The treasurer's report dated January 2016 was presented to the Board for review. Motion was made by Shaffer, seconded by Stencil, to approve the Treasurers Report. Motion carried. All yes.

Bills: (See Attached) Motion was made by Hagen, seconded by Stencil, to approve payment for the presented invoices that total \$8,848.56. Motion carried. All yes.

Old Business

1. Meeting Reports – MN River Congress Action Board – Jan 26 – Jessie Shaffer attended this meeting. They discussed by-laws and other establishment needs. There was discussion about a 6 River Congress meeting on March 10th.

Le Sueur River Watershed Network – Shaffer attended this meeting. There was discussion about the flooding in New Richland and the possible project there. There was a decision to put the Bull Run Creek and Freeborn Lake projects on hold for the time being.

New Business

1. Kelly Hunt – Water Resource Specialist, Planning & Zoning – Kelly Hunt began by introducing herself to the Board. She has been working with Waseca County since June. She was involved with the updates to the county water plan and discussed the possibility of moving into the One Water One Plan program when it is time to update again. There was discussion about what the purpose of the water plan is how that affects the District. She also expressed a desire for the District and the County to work more collaboratively to accomplish the goals set out in the plan.
2. Resolution to adopt the County Water Plan – Gulbransen presented a resolution for the District to adopt the County water plan. After the resolution was read a motion was made by Hagen, seconded by Shaffer, to sign and adopt the County plan. Motion carried by voice vote, all yes.
3. Annual Approvals
 - a. Board Meeting Date and Time – The Board decided on the 3rd Thursday of the month at 6:30. Motion was made by Shaffer, seconded by Stencil. Motion carried by voice vote
 - b. Official Financial Institution – It was decided that 1st National Bank would be the official financial institution. Motion made by Stencil, seconded by Hildebrandt. Motion carried by voice vote.
 - i. After discussion it was decided that the account with United Prairie would be closed and those funds moved to 1st National Bank. Motion was made by Stencil, seconded by Hildebrandt, and carried by voice vote.
4. Flood Recovery Grant – Phase 3 – Gulbransen told the Board that he will be submitting project ideas for Phase 3 of the Flood Relief grant program and requested that if they had any suggestions for to please let him know by February 25.
5. TSA Grant Match - \$2,614.00 – Gulbransen presented the information for this grant to the Board. The grant requires matching funds. It was requested that the District contribute \$2,614.00 toward the required match. Motion was made by Shaffer, seconded by Hagen to approve this expense. Motion carried by voice vote.
6. LCCMR – Waseca Garden/Shoreline – SMLRP – Waseca SWCD 2013-0002 - \$16,820 – Gulbransen presented this contract for payment. The work has been completed and the needed invoices received. Motion was made by Shaffer, seconded by Hildebrandt, to approve this payment. Motion carried by voice vote.
7. Final Financial Reports – Motion was made by Shaffer, seconded by Stencil, to sign and submit final financial reports for the listed grants. Motion was carried by voice vote.
 - a. 2014 Easement Delivery - \$5,682.00
 - b. 2015 Conservation Delivery - \$18,986.00
 - c. 2015 Easement Delivery - \$5,521.00
8. Legislative Day at the Capital – Gulbransen presented the information about Legislative Day. Shaffer expressed an interest in attending the meetings with the Senators and Representatives.
9. MASWCD Leadership Institute for Problem Solving – March 2016- March 2017 – Gulbransen gave the Board the information about this training series.

New Business – Cont.

10. Cover Crops in SE Minnesota – March 8 – Steele County Community Center – Gulbransen presented the supervisors with the details of this meeting.
11. Waseca Pheasants Forever Banquet – March 5 – 5:30PM – Gulbransen gave the supervisors the details of this Banquet and sponsorship of Pheasants Forever. Motion was made by Hildebrandt, seconded by Stencel, to approve the cost of becoming a sponsor. Motion carried by voice vote.
12. Payroll Change – Justman presented a suggestion from Waseca County that payroll be handled in house beginning 2nd quarter. This will help to reduce confusion when reporting taxes for the District and also makes the District more independent. Justman presented Intuit Payroll online as an option for processing payroll and tax forms. Justman will be responsible for reporting State and Federal tax withholdings, as well as PERA contributions and reporting to Minnesota Unemployment Insurance. Motion was made by Hildebrandt, seconded by Stencel, to begin doing payroll in house as of March 19 2016. Motion carried by voice vote, all yes.
13. Updated Service Contract Rates – Justman presented the updated hourly rates for each position. The change in rates was due to raises given to the employees by the Steele SWCD Board following favorable reviews.
14. Local Capacity Building Grant – Grant Agreement – There was discussion about the draft work plan, specifically the proposed cover crop cost share and the possibility of being able to work with the County to do some water quality monitoring. Justman presented the grant agreement. Motion was made by Shaffer, seconded by Stencel, to sign and submit the agreement. Motion carried by voice vote.

Agency Reports:

Noel Frank reported that the application period for the Waseca Soil Conservationist position has closed but he has been given no information about the status of hiring anyone.

Jim Smith reported on the CRP acres that are expiring in MN and that the General CRP sign up is now going on. There has been a lot of interest due to the high rates.

Staff Reports:

Eric Gulbransen reported that he has been working on the draft Capacity funding work plan and attending a variety of meetings including one on soil health a buffers.

Justman reported that the eLink reporting has been completed. She has begun working on compiling the needed information for the 2015 Financial report and will be getting this information to the accountant.

Motion was made by Hildebrandt, seconded by Shaffer, to adjourn the meeting. Motion carried by voice vote.

February Bills

Steele Co. SWCD	Hours		3515.26
	Expenses/Mileage		189.00
Clemons Properties	February Rent		665.00
Jared J Dufault	Accounting		125.00
Trades Office Products	Office Supplies		46.79
Office of the State Auditor	Review of Financial Audit		105.00
NEBS.com	Checks	500	116.99
ABM Consulting	Website Hosting & Updates		200.98
NACD	2016 Membership		775.00
MASWCD	2016 Dues		3109.54
		Total	8848.56