



**WASECA**

## **SOIL AND WATER CONSERVATION DISTRICT**

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### **Approved Minutes October 20, 2016 Meeting**

The meeting of the Waseca County SWCD Board of Supervisors was held at the Waseca Soil and Water Conservation District's Meeting room on October 20, 2016. The meeting was called to order at 6:30 pm by Chairman, Wayne Cords.

#### **Members Present**

Larry Hagen  
Jesse Shaffer, Secretary  
Wayne Cords, Chairman

#### **Staff Present**

Eric Gulbransen, District Manager  
Adrienne Justman, Administrative Assistant  
Tyler Polster, District Technician  
Cheri Brummund, Office Assistant

The agenda was reviewed; The Annual Convention was added to New Business by Eric Gulbransen. Motion was made to approve the minutes with the adjustment by Jesse Shaffer, seconded by Larry Hagen. Motion carried. All yes.

Minutes of the September Board Meeting were given to the Board members for approval. A motion to approve the minutes was made by Larry Hagen and seconded by Jesse Shaffer. Motion carried. All yes.

The treasurer's report dated September 2016 was given by Adrienne Justman and reviewed by Board, along with the Cash flow worksheet. Motion to approve was made by Larry Hagen and seconded by Jesse Shaffer. Motion carried. All yes.

Bills: (see attached) Motion was made by Jesse Shaffer and seconded by Larry Hagen to approve payment for the invoices. Motion carried. All yes.

#### **Old Business:**

1. Ranger Payment: Discussion was made on Sales Tax information by Tyler Polster and Eric Gulbransen. It was established that a ST3 Form was not completed at time of sale. Tyler Polster will fill out the necessary paperwork at the Waseca County License Bureau Office.

#### **2. Meeting Reports:**

Jesse Shaffer reported on the following meetings and events she attended: 1) The Canon River Annual River Cleanup in Morristown. She stated that approximately 5000 pounds of garbage was cleaned out of the River. 2) Le Sueur Watershed Meeting in Pemberton. 3) Minnesota River Watershed Congress in Henderson. 4) Marsh Lake Project Meeting in Shakopee. 5) Watershed Leadership Meeting in Lanesboro. She gave a report of the MN River Basin Interagency Study. Discussion was made on land owners need to prove ownerships.

Wayne Cords reported that he and Scott Hildebrandt (Personnel Committee) interviewed and hired Cheri Brummund as Part time Office Assistant for the Waseca SWCD Office. She will be working 20 hours a week.

#### **New Business:**

1. 2017 Buffer Implementation Request: Eric Gulbransen presented the Board with the Clean Water Fund SWCD Buffer Implementation Request. The \$20,000 Buffer Implementation Accepted with the activities as discussed that will be carried out by SWCD. 1) Assistance to collect and forward issues identified by landowners or SWCD related to accuracy of DNR Buffer Maps. 2) Landowner outreach and information. 3) Adopt buffer recommendations for additional waters not mapped by DNR for inclusion in local water management plans. 4) Implement the now statewide excessive soil erosion provisions that protect downstream waters and property owners from negligent or absent soil and water conservation management practices. Larry Hagen made a motion to accept and Jesse Shaffer seconded. Motion carried. All yes.

2. Resolutions-Due 11/1: The resolutions packets were distributed to Board Supervisors present. Cheri Brummund will email Packet to Scott Hildebrandt and Todd Stencel, with note to come into sign ballot by next Wednesday, October 26, 2016. The Board Supervisors will email their ballots to Cheri Brummund by Wednesday, October 26, 2016. The ballot must be in the mail by Wednesday morning to ensure that it is received by MASWCD by the November 1<sup>st</sup> deadline. Jesse Shaffer made motion to accept and Larry Hagen seconded it. Motion carried. All yes.

3. Brake Controller for Truck: Discussion led by Eric Gulbransen to have a brake controller put in SWCD Pickup at \$125.00 to improve the ability of the performance of towing the trailer for Ranger. Larry Hagen made a motion to accept and Jesse Schaffer

seconded it. Motion carried. All yes.

4. Safety Deposit Box: A discussion was held on obtaining a safety deposit box for title and warranty paperwork safekeeping. After reviewing the costs of yearly box fees, a decision was made to purchase a fire proof safe for the office instead. Jesse Schaffer made motion to approve and Larry seconded it. Motion carried. All yes.

5. Calendar/Website: Tyler Polster is currently working on the Calendar and Cheri Brummund is currently working on the website update. The idea of adding the Tree Order Form to the website, Cheri Brummund will add it as soon as it available. A discussion of events such as the fairs, to have a booth at the Waseca County Fair and maybe working with Kelly Hunt to go together for a booth. Wayne Cords suggested that displays may be available from MPCA and the State Fair Ecology and from St. Peter showing area waterways. Wayne will look into getting information on it.

6. Annual Convention: Hotel and Convention Reservations must be in by November 15<sup>th</sup>. Information will be emailed to Supervisors.

**Agency Reports:** None

**Staff Reports:**

Tyler Polster reported on Easements that he has worked on, also the BWSR Academy he attended. He also reported on the Buffers Science and Design Symposium he attended, and explained that spot checks will have to be done along with visual computer information. Tyler also explained the usage of the new cell phone apps he is using to assist him in evaluations and measurements.

Adrienne Justman has been helping Cheri Brummund with getting acquainted with SWCD paperwork and duties. She also has been

Eric Gulbransen discussed the Flood damage reports and had turned in one for Paul Berry. This was the only one so far that had been turned in. Discussion on GBERBA- Ag Certification: 7 applied in Waseca County, 5 assessments were done and 0 were certified as of meeting date. He also reported on Capacity 17, CREP funding and also information on the Water Reuse State Advisory Group. Any ideas on water reuse are encouraged to be submitted. He has been out in the field.

Wayne Cords adjourned the meeting at 8:30 pm.

Next Board Meeting: November 17, 2016 at 6:30 pm.