



**WASECA**

**SOIL AND WATER CONSERVATION DISTRICT**

105 22nd Avenue N.E.  
Waseca, MN 56093  
Phone (507) 835-4800  
Fax (507) 835-7895

Approved Minutes of the January 18, 2017 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 January 18, 2017. The meeting was called to order by Chairman Wayne Cords at 6:30 pm.

**Members Present**

Todd Stencel, Treasurer  
Keith Morgan, Member  
Wayne Cords, Chairman

**Staff Present**

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

**Other**

Noel Frank-District Conservationist-NRCS  
Joel AliceaHernandez-Soil Conservationist-NRCS  
Jim Smith-Soil Conservation Technician, NRCS

Introductions were made as this is the first meeting that Keith Morgan attended as a new Board Member.

Wayne Cords and Keith Morgan took the Oath of Office as re-elected and newly elected Board Members of the Waseca Soil and Water Conservation District Board of Supervisors.

The January Agenda was reviewed and a motion to approve was made by Todd Stencel and seconded by Keith Morgan. All-Yes

Minutes of the December 2016 meeting were given to the members for approval. A motion to approve was made by Todd Stencel and seconded by Wayne Cords. All-Yes

The Treasurers report for December was given to the board for review. A motion to approve was made by Todd Stencel and seconded by Keith Morgan. All-Yes

Bills: (See attached) A motion to approve the January bills for payment except MASWCD Dues for \$2967.47(to be discussed at February Meeting)-was made by Keith Morgan and seconded by Todd Stencel. All-Yes

**Old Business:**

1. WCA Payment-Received in December: It was noted that the 2016 WCA payment was received December 27, 2016.

**New Business:**

1. Re-organization of the Board of Supervisors:
  - a. Chairman-Wayne Cords
  - b. Vice Chairman-Scott Hildebrandt
  - c. Treasurer-Todd Stencel
  - d. Secretary-Jessie Shaffer
  - e. Member-Keith Morgan

A motion to stay the same as previous positions with the exception of Keith Morgan replacing Larry Hagen as Member was made by Todd Stencel and seconded by Keith Morgan. All-Yes

2. Bank and check signing approvals:
  - a. Wayne Cords
  - b. Scott Hildebrandt
  - c. Todd Stencel
  - d. Jessie Shaffer
  - e. Keith Morgan
  - f. Tyler Polster

A motion was made to add Keith Morgan and Tyler Polster to the authorizations and remove Larry Hagen and Adrienne Justman. This decision was made to having one office personnel added to eliminate last minutes signature authorizations. There is still to be two signers on each check. Motion was made by Wayne Cords and seconded by Todd Stencel.

3. Committees and Appointments:

- a. Personnel: Scott Hildebrandt and Wayne Cords
- b. Budget & Planning: Keith Morgan and Wayne Cords
- c. County Water Plan: Todd Stencil
- d. GBERBA: Jessie Shaffer
- e. South Central Technical Service Area (SCTSA): Wayne Cords
- f. Waseca Lakes Association: Scott Hildebrandt
- g. Lake Elysian Association: Wayne Cords
- h. Commissioner Contact: Todd Stencil
- i. Cannon River Watershed Partnership: Keith Morgan
- j. Cannon River-One Watershed, One Plan: Keith Morgan
- k. Le Sueur River Watershed Network: Jessie Shaffer

A motion was made by Todd Stencil to approve all appointments and seconded by Keith Morgan. All-Yes

4. Annual Approvals:

- a. Board Meeting Date and Time: The date and time of the meetings were discussed and decision was made to change the date to the second Wednesday of the month at 6:30 pm. A motion to approve the change was made by Todd Stencil and seconded by Wayne Cords. All-Yes
- b. Compensation: (presently compensation was meeting 1-4 hours-\$65.00 and 4+ hours-\$75.00 with .535/mi for mileage) A motion was made to keep the same compensation and mileage with the exception of mileage to only change with the Federal mileage rate changes was made by Todd Stencil and seconded by Keith Morgan. All-Yes
- c. Official Financial Institution: A motion was made by Todd Stencil and seconded by Keith Morgan to stay with First National Bank. All-Yes
- d. Official Newspaper: A motion was made by Todd Stencil and seconded by Keith Morgan to remain with the Waseca County News as the Official paper. All-Yes
- e. Official Radio Station: A motion was made by Todd Stencil and seconded by Keith Morgan to remain with KOWZ as the Official Station. All-Yes

5. 2017 Draft Plan of Work:

- a. A copy of the draft was given to the members for review. It will be discussed at the February meeting.

6. 2017 Capacity Services Grant:

- a. Ideas of grant uses for Sampling with shared purchase of new equipment with Waseca County to be done at Bull Run and Iosco Township as possibilities. Eric Gulbransen will email members with more information and ideas in the next week. Tyler Polster also had ideas on using \$5000.00 for the Pictometry Program with Waseca County, which would aid him in conducting many surveys and inspections. A motion to approve was made by Todd Stencil and seconded by Keith Morgan. All-Yes

7. Auto Pay on Blue Cross and Blue Shield Insurance and Verizon Bills:

- a. Cheri Brummund explained that by having auto pay, we would be able to avoid late charges when due dates come to close to the board meeting dates and to get approvals and signatures on a short notice. Although due date with these companies have been change to the latest available, it would be more efficient to do auto pay. A motion by Todd Stencil to approve and seconded by Keith Morgan. All-Yes

8. Freeborn County Soil Health Winter Meeting 1/26 in Albert Lea:

- a. Eric Gulbransen spoke of the upcoming meeting and the benefits in attending for him and also Tyler Polster. The fee is \$20 per person. Todd Stencil moved to approve paying for Tyler Polster and Eric Gulbransen to go to the meeting, Keith Morgan seconded it. All-Yes

9. MASWCD Legislative Briefing and Day at the Capital 3/20-3/21. Tabled to February Meeting so more information can be gathered on the event.

10. Other: Tyler Polster had 3 Cover Crop Contracts to cancel, they were:

1. Contract #06(16)CC 81 Acres \$2430.00
2. Contract #08(16)CC 136 Acres \$4080.00
3. Contract #12(16)CC 40 Acres \$1200.00

Cancelations were due to the weather conditions and soil conditions made cover crop seedings impossible to get done. These two producers were very conscientious on preservation and one showed interest in trying again this year.

A motion was made by Todd Stencil to cancel the 3 contracts and seconded by Keith Morgan. All-Yes.

Agency Reports:

1. Noel Frank and Jim Smith gave reports on 2017 CSP Payments, e-equip projects, CSP, CRP and CREP projects.

Staff Reports:

1. Cheri Brummund mentioned the SWCD Website has been updated. New additions will be made as they are needed.

Meeting Reports: No meeting reports.

Todd Stencil made a motion to adjourn the meeting and Keith Morgan seconded it.

Meeting adjourned at 8:00 pm by Wayne Cords.

Next Board meeting is Wednesday, February 15, 2017 at 6:30 pm.

## January Bills

Steele County SWCD	Wages/Mileage		\$ 1,586.91
Clemons Properties	February Rent		\$ 665.00
Jared J Dufault	Accounting-Jan		\$ 150.00
Insurance	Health Ins-Feb		\$ 972.56
Community Bank of Owatonna	HSA-Health-Feb	283.33 ea	\$ 566.66
Verizon	Service-Feb	Plus taxes/fees?	\$ 68.33
Tri M Graphics	Postage/Calendars		\$ 769.60
Mn Counties Intergovernmental Trust	Workers Compensation		\$ 143.00
Waseca County	Insurance Tyler		\$ 1,877.36
<b>MASWCD 2016-17 Dues</b>	<b>Dues</b>		<b>\$ 2,967.47</b>
Cheri Brummund	Calculator		\$ 13.88
John's Service Garage LLC	Brake Controller		\$ 265.43

\$ 10,046.20
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Email approval of Jan Health Ins. \$972.56 and Jan Verizon bill \$34.27 from Wayne 1/16  
(will discuss at meeting)