



SOIL AND WATER CONSERVATION DISTRICT

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Approved Minutes of the March 8, 2018 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 March 8, 2018. The meeting was called to order by Chairman Wayne Cords at 6:30 pm.

Members Present

Wayne Cords, Chairman
Scott Hildebrandt, Vice Chairman
Todd Stencel, Treasurer (arrived late)
Jessie Shaffer, Secretary

Staff Present

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

Others Present

Doug Christopherson, Waseca County Commissioner
Hailey Byron, Waseca County Water Specialist

Review of March Agenda: The March Agenda was reviewed. A motion was made by Scott Hildebrandt to approve Agenda, it was seconded by Jessie Shaffer. All-Yes

Review of Minutes of February Meeting: The minutes of the February Meeting were reviewed. A motion made by to approve the Minutes was made by Scott Hildebrandt and was seconded by Jessie Shaffer. All-Yes

Review of February Treasurers Report: The February Treasurers Report was given to the Board members and reviewed. A motion by to approve was made by Jessie Shaffer and seconded by Scott Hildebrandt. All-Yes

March Bills: The Board was given the current March bills and reviewed. A motion to approve was made by Scott Hildebrandt and seconded by Jessie Shaffer. All-Yes

Old Business:

1. Manager update-An offer has been made by the Personnel Committee to Mark Schaetzke, with the provisions of \$30/hour, full family insurance coverage and \$283.33/month H S A and also to keep vacation accrued in Freeborn County. Mark has accepted the position. Start date for Mark will be April 16th. A motion to accept the hire was made by Scott Hildebrandt and seconded by Wayne Cords. Motion passed with 2 yes and Jessie Shaffer abstaining due to conflict of interest.
2. CREP Grant Agreement-The CREP Agreement was discussed and Scott Hildebrandt made a motion to accept and Jessie Shaffer seconded. All-Yes. Report signed.
3. Other

New Business:

1. BBR (Biennial Budget Request) BWSR due by April 12-Eric Gulbransen explained the request. It was determined that Eric Gulbransen and Haley Byron, Waseca County Water Specialist handle the request.
2. Annual Report Approval-The report was given to the Board for approval. Todd Stencel moved to accept the Annual Report and Scott Hildebrandt seconded. All-Yes.
3. Annual Financial Report Approval-The report was given to the Board for approval. Todd Stencel made a motion to accept the report with the edit of a typing error correction, Scott Hildebrandt seconded it.
4. Annual Performance Reviews for staff-Wayne Cords explained the Performance Reviews of Tyler Polster and Cheri Brummund. Cheri Brummund requested a title change from Office Assistant to Administrative Assistant. It was recommended that they both receive a step up and 2% COLA and title change ok. Todd Stencel made a motion to accept and Scott Hildebrandt seconded. All-Yes.
5. Revision of Section 13.3-Group Health Programs-Personnel Policy Handbook-to include provision for Family Coverage and H S A Program (individual max contribution per IRS per year)

The District participates in the cost of the group coverage by paying one hundred percent (100%) of the individual employee's (single/family) coverage. The District will also pay H S A up to 50% of individual single rate deductible only or the maximum allowable by IRS, regardless of single/family coverage status. Increases are per Board approval only. Ex: Single Deductible \$5000.00 X 50% = \$2500.00 Family Deductible \$8000.00 X 50%=\$4000.00 IRS Maximum \$3000.00. Maximum the District would pay is \$2500.00/year or \$208.33/month.

Additional insurance such as dental, eye, short term disability and long term disability will be sole responsibility of employee. These additional insurance premiums will be deducted from employee's regular payroll.

Scott Hildebrandt made a motion to table until next meeting and Todd Stencel seconded. All-yes.

6. HSA for Tyler & Cheri adjustment from \$283.33/month to \$277.08/month due to change in Insurance Plans.-denied-rate to stay the same.
7. Return of 2018 Buffer Cost Share Funds-\$30,000-Eric Gulbransen gave the explanation of the return of funds, stating that there was not enough landowner interest in projects. Todd Stencel moved to return funds and Scott Hildebrandt seconded. Financial Report and Returned funds signed.
8. Other-NACD Dues-Eric presented the information from NACD concerning dues. A motion by Wayne Cords to not contribute was made and Todd Stencel seconded. All-Yes.

Upcoming Meetings:

1. March 12, 9:30 AM-Waseca County Commissioners Meeting-PRAP Discussion-Doug Christopherson, Waseca County Commissioner, made a comment of date change. Cheri Brummund will check it out and email new date to Board.
2. March 12-13 MASWCD Day at the Capital
3. March 15, 10-3 Cover Crop Workshop, Le Center American Legion, Le Center, MN
4. March 15, 9:30-12:00-Soil Health Café Chat, American Legion, Lake Crystal, MN
5. March 22, 9:00-1:30 Area VI Meeting, St. James VFW, 4 Seventh St, St James, MN
6. March 24, 5:30 PM Pheasant Banquet, Farmamerica-Jessie Shaffer will be attending.
7. March 27-29 3029 Southeast MN Soil Health Workshops with *The Soil Guy*, Ray Archuleta (28th 10-3 Faribault American Legion)
8. Other

Supervisor/Meeting Reports: Jessie Shaffer reported on discussions on the Flood controls in New Richland.

Agency Reports: None

Staff Reports: Tyler Polster reported on tree sales for this spring, a little higher than last year's sales. Cheri Brummund reported on the Tree Open House, having only 5-7 attendees. Will advertise in other areas next year.

Adjourn: Meeting adjourned at 8:10 pm.

Next Board Meeting Thursday, April 12, 2018 at 6:30 pm.

March Bills:

Steele County SWCD	Wages/Mileage		\$ 2,523.74
Clemons Properties	Rent	Apr payment	\$ 665.00
Community Bank of Owatonna	Tyler-Cheri HSA	Apr Payment	\$ 566.66

\$ 3,755.40