



Waseca Soil and Water Conservation District

300 North State Street

Waseca, MN 56093

507-835-0603

www.wasecaswcd.org

Approved Minutes of the January 14, 2021 Waseca SWCD Board of Supervisors Meeting.

The Meeting of the Waseca County Board of Supervisors that was held at the Waseca County Community Meeting Room and also on 'Go to Meeting' webcam. This meeting room provided ample space for safe social distancing. The reason for this is due to the "Stay Safe" Order given by Governor Walz due to the COVID 19 Virus. The Meeting was called to order by Chairman Wayne Cords at 6:30 pm.

Oath of Office

Wayne Cords-took Oath of Office

Keith Morgan-took Oath of Office

Members Present

Wayne Cords, Chairman-on line

Todd Stencel, Treasurer-on line

Keith Morgan, Secretary

phone

Larry Muff, Member

Staff Present

Mark Schaetzke, District Manager

Cheri Brummund, Admin Assist

Tyler Polster, District Technician-

Others Present

Brad Krause, Waseca County Commissioner

Haley Byron, Waseca County Water Resource Specialist

Jennifer Mocol-Johnson, BWSR

Ciara Ahrens, NRCS Team Lead-on Phone

Review of the January Agenda: Larry Muff made a motion to approve the Agenda and Todd Stencel seconded. All-Yes

Review Minutes of the December Meeting: Larry Muff made a motion to approve the Minutes and Keith Morgan seconded. All-Yes

Review Minutes of the Special December, 23, 2020 Meeting: Todd Stencel made a motion to approve the Minutes and Larry seconded. All-Yes

Review December Treasurer's Report: Todd Stencel moved to approve the Treasurer's Report and Keith Morgan seconded. All-Yes

Bills: (see back) Keith Morgan made a motion to approve payment of the bills and Larry Muff seconded. All-Yes

Old Business:

1. Contracts not completed
 - a. Contract Tom Bauman 16(16) CC- either payback 150% or fulfill contract. - This contract has been completed and closed.
 - b. Contract Tom Bauman 19(16) CC- either payback 150% or fulfill contract. - Landowner has agreed to seed 20 more acres in 2021. Motion made to accept additional planting was made by Larry Muff and seconded by Todd Stencel. All-Yes.
2. Other

New Business:

1. Re-organization of Board of Supervisors:
 - a. Chairman-Keith Morgan nominated Wayne Cords for Chairman position and Todd Stencel seconded. All-Yes.
 - i. Wayne Cords made a motion to have all remaining officer positions remain the same, Todd Stencel seconded. All-Yes.
 - b. Vice Chairman (Scott Hildebrandt)
 - c. Treasurer (Todd Stencel)
 - d. Secretary (Keith Morgan)
 - e. Member (Larry Muff)
2. Annual Approvals
 - a. Bank-Larry Muff made a motion to keep Banking approvals the same, Keith Morgan seconded. All-Yes.
 - i. Wayne Cords + on line banking
 - ii. Scott Hildebrandt
 - iii. Todd Stencel
 - iv. Keith Morgan
 - v. Larry Muff
 - vi. Cheri Brummund + on line banking
 - b. Committees and Appointments-Wayne Cords made the motion that the 2020 committees and appointments remain the same with the exception of SCTSA and Larry Muff would take that position, Todd Stencel seconded. All-Yes.
 - i. Personnel
 - ii. Budget and Planning
 - iii. County Water Plan
 - iv. GBERBA
 - v. South Central Technical Service Area (SCTSA)
 - vi. Waseca Lakes Association
 - vii. Lake Elysian Association
 - viii. Commissioner Contact
 - ix. Cannon River Watershed Partnership
 - x. Cannon River-One Watershed One Plan
 - xi. Le Sueur River Watershed Network
 - xii. [Le Sueur River – One Watershed One Plan-NEW](#)-Keith Morgan made a motion to appoint Larry Muff being main Supervisor attending with Todd Stencel as a backup, Wayne Cords seconded. All Yes
 - c. Other Approvals-Wayne Cords made a motion to stay the same on all Annual approvals with the exception of Compensation mileage to change to .56/per mile (IRS standard), Larry Muff seconded. All-Yes.
 - i. Meeting Date and time
 - ii. Compensation
 - iii. Financial Institution

- iv. Newspaper
- v. Radio Station

3. Annual MN Sales Tax Payment approval of approximately \$1245.00-Keith Morgan made a motion to approve and Todd Stencil seconded. All-Yes.
4. Closing of 2018 Cost Share Grant-Todd Stencil made a motion to close and it be signed by alternate signer, Keith Morgan seconded. All-Yes. (Keith Morgan alternate signer)
5. Closing of 2019 Local Capacity Grant- Keith Morgan made a motion to close and it be signed by alternate signer, Todd Stencil seconded. All-Yes. (Keith Morgan alternate signer)
6. GBERBA Voucher for Waseca SWCD T/A Time on CWF-MDM-81-01 \$273.10-Larry Muff made a motion to approve the voucher and be signed by alternate signer (Keith Morgan alternate signer), Keith Morgan seconded. All-Yes.
7. GBERBA Voucher for Dan Roemhildt 319-TMDL-81-10 for \$3401.00-Keith Morgan made a motion to approve the voucher and be signed by alternate signer (Keith Morgan alternate signer) Larry Muff seconded. All-Yes.
8. MASWCD Dues \$3,485.75-Larry Muff made a motion to all payment and Todd Stencil seconded. All-Yes.
9. MCIT Insurance \$5,192.00 = WC \$2,616.00 Property \$2,576.00-Todd Stencil made a motion to approve payment and Keith Morgan seconded. All-Yes.
10. Data Practice Policy Members of Public & Data Practice Policy Data Subjects-need approval and adoption for address change on the policies & on the release forms. Last updates were June 14, 2018 (Policy) and November 2017 (forms) Larry Muff made a motion to approve and Keith Morgan seconded. All-Yes.
11. Minnesota Soil Health Coalition Membership \$25.00-Keith Morgan made a motion to approve and Larry Muff seconded. All-Yes.
12. SWCD Holiday Schedule vs County Holiday Schedule-Wayne Cords made the motion to accept the change from Columbus Day to the day after Thanksgiving, but to remain the same as what is in the Personnel Policy on all other holidays, and also is the continuation of closure policy to coincide with the County as was the previous agreement of NRCS. Keith Morgan seconded. All-Yes.
13. Open Sealed Bids for stove. No bids on chairs or file drawers.-2 bids were received. One was for \$20, the other was for \$50. A motion was made to award the stove to Tim Hansen, the \$50 bid by Larry Muff and seconded by Keith Morgan, All-Yes.
14. Approve Audit Bid of \$2900 from Peterson Company LTD for 2020 Annual Audit. Larry Muff made the motion to approve the \$2900 audit and sign the letter by alternate signature (Keith Morgan alternate signature), Keith Morgan seconded. All-Yes.
15. County Ditch 19 Project extension letter-Keith Morgan made a motion to approve with the contingency that it be approved by GBERBA, and to edit it if not approved by GBERBA, Larry Muff seconded. All-Yes.

Supervisor/Meeting Reports:

1. Keith Morgan reported on the Cannon 1W1P Meeting-on Zoom. He mentioned that the fees will be due in October, and that members really need to attend meetings.
2. Larry Muff had questions on the Boot Creek Project-Haley Byron provided answers about time involved in getting the project going.

Agency Reports/Commissioners:

1. Ciarra Ahrens reported that there are many programs ex: EQIP, Soil Health, CSP, CRP and RCCP she is striving to improve in Waseca County in 2021. She stated that there is monies there for Waseca County Landowners and she will try to get those programs going.

Staff Reports:

1. Tyler Polster reported on working on trees, conservation plans.
2. Mark Schaetzke wrote a summary of the meetings he has participated in. (see attached)
3. Cheri Brummund reported she has been working on the Annual Report, Newsletter, Plan of Work, E-Link entering, and year end reporting.

Adjourn:

Todd Stencil made a motion to adjourn the meeting and Keith Morgan seconded. All-Yes. The meeting was adjourned at 8 pm by Board Chairman, Wayne Cords.

Next Board Meeting: Thursday, February 11, 2021 at 6:30 pm.

Upcoming events:**January Bills:**

First National Bank	Tyler-Cheri-Mark H S A (\$283.33 ea)	Feb	\$ 849.99
Sportsman Stop	Truck Gas	Dec Gas-None	-
Personalized Printing	Calendars	Postage & Handling	\$ 1,058.38
Supervisor Vouchers	4th qtr 2020		\$ 1,197.34
Waseca County Auditor	4th qtr insurance		\$ 8,858.61
Waseca County Highway Dept	12 sign posts		\$ 140.40
Waseca County Highway Dept	32 sign posts		\$ 374.40
			\$ 12,479.12

2021 Reorganization Chart

2020	Position	2021
Wayne Cords	Chairman	Wayne Cords
Scott Hildebrandt	Vice Chairman	Scott Hildebrandt
Todd Stencel	Treasurer	Todd Stencel
Keith Morgan	Secretary	Keith Morgan
Larry Muff	Member	Larry Muff
	Check Signing Authority	
Wayne Cords	Check Signing Authority	Wayne Cords
Scott Hildebrandt	Check Signing Authority	Scott Hildebrandt
Todd Stencel	Check Signing Authority	Todd Stencel
Keith Morgan	Check Signing Authority	Keith Morgan
Larry Muff	Check Signing Authority	Larry Muff
Cheri Brummund	Check Signing Authority	Cheri Brummund
	On Line Banking Authority	
Wayne Cords	On Line Banking Authority	Wayne Cords
Cheri Brummund	On Line Banking Authority	Cheri Brummund
	Committees & Appointments	
Scott Hildebrandt	Personnel	Scott Hildebrandt
Wayne Cords	Personnel	Wayne Cords
Keith Morgan	Budget & Finance	Keith Morgan
Wayne Cords	Budget & Finance	Wayne Cords
Todd Stencel	County Water Plan	Todd Stencel
Wayne Cords	GBERBA	Wayne Cords
Wayne Cords	SCTSA	Larry Muff
Scott Hildebrandt	Waseca Lakes Assoc	Scott Hildebrandt
Wayne Cords	Lake Elysian Assoc	Wayne Cords
Todd Stencel	Commissioner Contact	Todd Stencel
Keith Morgan	CRWP	Keith Morgan
Keith Morgan	CR-1W1P	Keith Morgan
Larry Muff	LRWN	Larry Muff
NEW for 2021	LS-1W1P	Larry Muff & Todd Stencel
	Annual Approvals	
2nd Thurs 6:30	Meeting Date & Time	2nd Thurs 6:30
\$65/\$75 .575/mi	Compensation	\$65/\$75 .56/mi-IRS
First National Bank	Financial Institution	First National Bank
Waseca County News	Newspaper	Waseca County News
KOWZ	Radio Station	KOWZ

Holiday Differences

SWCD Holidays	Dates	Waseca County Holidays	Differences
New Year's Day	January 1	New Year's Day	
Martin Luther King Day	January – 3rd Monday	Martin Luther King Day	
President's Day	February – 3rd Monday	President's Day	
	—————	Good Friday	Extra
Memorial Day	May – Last Monday	Memorial Day	
Independence Day	July 4	Independence Day	
Labor Day	September – 1st Monday	Labor Day	
Columbus Day	October – 2nd Monday		Cty works that Monday
Veterans' Day	November 11	Veterans' Day	
Thanksgiving Day	November – 4th Thursday	Thanksgiving Day	
Friday after Thanksgiving	In Lieu of Columbus Day	Friday after Thanksgiving	In Lieu of Columbus Day
	—————	Christmas Eve 1/2 day	Extra
Christmas Day	December 25	Christmas Day	

By going with the County Holiday Schedule the SWCD will be adding 1 1/2 days of Holidays per year and exchanging Columbus Day for the day after Thanksgiving.

Notes a Change