



# **Waseca Soil and Water Conservation District**

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[www.wasecaswcd.org](http://www.wasecaswcd.org)

Approved minutes of the Waseca SWCD Board of Supervisors Meeting October 12, 2023. The Meeting of the Waseca County Board of Supervisors that was held at the Waseca County SWCD Office Area, 300 North State Street, Waseca. The October 12, 2023 Meeting was called to order by Chairman Wayne Cords at 6:30 pm.

## **Members Present**

Wayne Cords Chairman  
Larry Muff, Vice Chairman  
Keith Morgan, Treasurer  
Matt Sommers, Secretary  
Gregg Rosenthal, member

## **Staff Present**

Mark Schaetzke, District Manager  
Joe Edel, District Technician  
Cheri Brummund, Admin Asst

## **Others Present**

De Malterer, Waseca County Commissioner  
Doug Christopherson, Waseca County Commissioner

## **Review of the September Agenda**

- Mark Schaetzke asked to add \*2020 State Cost Share Grant Extension and also \*2021 Buffer Grant Extension.

Larry Muff made a motion to approve the agenda with the addition suggestion and Gregg Rosenthal seconded. All-Yes.

## **Consent Agenda**

1. September Minutes
2. Treasurer's Report
3. Approval of Bills

Matt Sommers made a motion to approve the consent agenda and Keith Morgan seconded. All-Yes.

## **Old Business:**

1. Work Hours-Personnel Policy change. (pg 8-9)

### *Section 7 – Hours of Work and Overtime*

#### *7.1 – Work Week*

*A normal work week shall consist of a forty (40) hour week, Monday through Friday.*

#### *7.2 – Lunch Breaks*

*The normal lunch period is a half (1/2) hour long. It is not part of the compensated work day. Full time employees shall receive two (2) fifteen (15) minute rest periods in each regular work shift, as designated by their supervisor. There is no accumulation of rest period time.*

#### *7.3 – Office Hours*

*Business hours for the District office are 8:00 a.m. to 4:30 p.m. (including the noon hour), Monday through Friday.*

#### *7.4 – Overtime*

1. *All employees shall be expected to respond to call for work outside of the regular hours, should it be deemed necessary by the District Manager.*

2. All hours worked over forty (40) hours per week, or on a Saturday, Sunday, or holiday, shall be considered as overtime for non-exempt employees.
3. Overtime will be paid in the form of compensatory time, and at the rate of one and one-half hours (1 ½) to be taken at a minimum of one hour for each overtime hour worked for non-exempt positions.
4. Any regular non-exempt employee who is separated from the District employment shall be paid for earned and unused compensatory time, at the hourly rate effective when separated.

#### 7.5 – Compensatory Time

1. Exempt employees are expected to work whatever time is necessary to complete their responsibilities. These employees generally determine their own work day, however, job duties must be completed and employee must be available to supervise.
2. Non-exempt employees shall earn compensatory time off, on a time and one half basis, for all hours worked in excess of forty (40) per week. Such compensatory time may be accumulated up to forty (40) per week. Non-exempt permanent part-time employees may accumulate hours over their scheduled work week not to exceed forty (40) hours per week and banking of flex hours not to exceed (40) hours. This will be compensated at straight time. Only hours worked on Saturdays, Sundays and Holidays would be compensated at one and a half times.
3. It is understood, that exempt employees may often be required to work hours in excess of the normal work day to fulfill job responsibilities. In recognition exempt employees shall earn compensatory pay, on a time and one half basis.

Larry Muff made a motion to table and further look into the changes the Melissa Sexton, County HR Director suggested for 'Hours of Work' section of the SWCD Personnel Policy. Matt Sommers seconded. All-Yes

#### 2. Social Media-Facebook

It has been suggested that the Facebook Page be started, but with a policy-procedure guidelines be drawn up before posting. Mark Schaetzke will be putting one together.

#### 3. Other

### New Business:

1. Suggested New Cash Flow Sheet-There are many areas that are being well defined, however the main request is that it does not show the unrestricted funds and exactly how much operating cash there is. These are not options for a Cash Flow Sheet. The request has been made for a definite "Balance Sheet" to be done. This is presently done on the 'Statement of Financial Position', however they would like it clearer.
2. 2024 Buffer Law Work Plan approval-Mark Schaetzke explained that the Work Plan for the 2024 Buffer Law has been approved. noted
3. Le Sueur Fiscal Agreement-Mark Schaetzke explained briefly about the Fiscal Agreement that will be given to each partner and require signatures.
4. FY 2024/25 Conservation Delivery Grant-Matt Sommers made a motion to approve, Larry Muff seconded. All-Yes
5. FY 2024/25 Conservation Contracts Grant- Matt Sommers made a motion to approve, Larry Muff seconded. All-Yes
6. Riparian Contract RF-2023-08 Cover Crops \$1200-Matt Sommers made a motion to recommend, Keith Morgan seconded. All-Yes
7. Riparian Contract RF-2023-03 Cover Crops \$5868-Matt Sommers made a motion to recommend, Larry Muff seconded. All-Yes
8. Soil Health Cost Share Contract #SH-2023-02 Cover Crops \$4800-Matt Sommers made a motion to approve and Larry Muff seconded. All-Yes.
9. 2023 MASWCD Annual Convention-Dec 11-13, full registration \$315, Wednesday Outstanding Conservationists Luncheon \$35 and Hotel \$109/night + tax-Larry Muff made a motion to approve anyone that wants to attend and Matt Sommers seconded. All-Yes.
10. Outstanding Conservationist Luncheon-Jackie would like information sent to her—there will be some family members attending—up to how many are we covering the cost of the luncheon-As in the past, we have paid for up to 2 meals for the Conservation Farmer-Wayne Cords suggested we continue to limit it to 2 meals. If others would like to attend, the cost would be their responsibility.
11. Rough Draft of Newsletter-any suggestions-noted-Let Cheri Brummund know if you have any changes or additions before next meeting.

12. Resolutions-must be submitted by November 1-the Board will be submitting their ballots individually on line.
13. Invitation for 2023 Waseca County 4-H Achievement Celebration, Sunday Oct 22 at The Mill Program and dessert are at no charge-If you would like the Meal, it is \$8 pd by 10/16-noted
14. Minnesota Soil Health Coalition December 4-5 Registration \$100 per person-Keith Morgan made a motion for Mark Schaetzke to attend and Matt Sommers seconded. All-Yes.
15. \*2020 State Cost Share Grant Extension for April 2024-Keith Morgan made a motion to accept and Matt Sommers seconded. All-Yes
16. \*2021 Buffer Law Extension for 1 year. Matt Sommers made a motion to approve and Keith Morgan seconded. All-Yes
17. Other-None

**Supervisor Reports:**

1. Larry Muff gave a brief report on the Le Sueur 1W1P information meeting he attended.

**Agency Reports:**

1. De Malterer, County Commissioner- spoke briefly on the Le Sueur 1W1P Meeting also mentioning that Steele County would like to join. She also stated that Eric Miller has been working on many aspects of the plans.
2. Doug Christopherson, Count Commissioner-gave an UDC (Unified Development Code) update. Also that the Senior Planner will be out of the Office through the end of the year. He also spoke on the Justice Center work session having ideas brought up of sharing facilities with Steele County. Mallory Malecek, Waseca NRCS District Conservationist, gave Joe and Mark a thank you for completing the CRP Plans in a timely fashion.

**Staff Reports:**

1. Joe Edel reported on working Riparian Plans and RIM Inspections and Trees.
2. Cheri Brummund stated that she had been working on the Newsletter and also trying to come up with spreadsheets to better help the Board to understand the Financial Statement as requested.
3. Mark Schaetzke report is attached.

**Adjourn** –Keith Morgan made a motion to adjourn the meeting and Larry Muff seconded. All-Yes. Meeting adjourned at 8:15 by Chairman Wayne Cords.

**Next Board Meeting Thursday, November 9, 2023 at 6:30 pm.**

**Upcoming Meetings:**

- October 24-26 BWSR Academy-Cragan's
- November 1 CRWJPB 9:00 Rice County Fair Grounds
- November 15 LS 1W1P Policy 9:00 am Waseca East Annex
- November 17 GBERBA Policy/Tech Meeting 9:30 Mankato
- December 5-6 Mn Soil Health Coalition-Mankato
- December 11-13 MASWCD Annual Convention-Double Tree Hotel, Bloomington

|                |                              |                    |              |
|----------------|------------------------------|--------------------|--------------|
| Keen Bank      | Joe-Mark H S A (\$300.00 ea) |                    | \$ 600.00    |
| Bock's         | Truck Gas                    |                    | \$ 121.00    |
| Waseca County  | Insurance                    | 3rd qtr            | \$ 9,036.03  |
| Cheri Brummund | Voucher 2023 CB4             | Mileage-Schools    | \$ 50.44     |
| Peak Computers | Inv#7898                     | Annual Domain Fees | \$ 264.00    |
| Supervisors    | 3rd qtr vouchers             |                    | \$ 1,921.05  |
|                |                              |                    |              |
|                |                              |                    | \$ 11,992.52 |

**9-18-23 – Area 6 District Manager's meeting – Nicollet**

Discussed various topics including how districts are handling compressed schedules and social media. MASWCD is considering a fee for service option for HR related policies. Major part of meeting was spent talking about TSA communication, workflow, and timelines. Considering starting an Area 6 employees meeting.

**LS 1W1P**

Staff working on WorkPlan budget and policy for the grant. Eric will be working on pollutant reduction estimates. Goal to have grant available in early 2024.

**RIM** – new RIM program for riparian and floodplains announced and open for applications. What is unique about this is that it has a 30 year option and a working lands option. The working lands allows consistent haying and grazing of the property.

**Cannon JPB**

Working on moving funds around as needed in 2021 grant and using 2023 grant. Making policy on CRP incentive grant – currently incentives of \$250/contract for a re-enrollment and \$500 for a new contract in addition to FSA payments. Planning to support the Hwy14 Soil Health Tour Owatonna stop again.

**WCA:**

Issued no loss decision for fire pit and patio next to Clear Lake. No net gain of material.

Noticed after the fact application for wildlife exemption and no-loss for one of the violations. Excavation in type 3 completed and excavation in type 2 proposed.

Noticed an application for wildlife exemption next to lake Elysian. Excavation in type 2 & 3 wetlands.

TEP meeting on application for sediment removal in Type 3 & 4 wetland, waterway/ditch through type 2/6 wetland, and catchment basin in Type 6 wetland.

Reviewed delineation application for Gaiter Lake – City of Waseca

Reviewed application for wildlife exemption for Dam replacement on Silver Lake

28 hours of effort in September (note three pay periods)