



Waseca Soil and Water Conservation District

300 North State Street
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Approved minutes of the Waseca SWCD Board of Supervisors Meeting September 14, 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 September 14, 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

Mallory Malecek, NRCS District Conservationist

Review of the September Agenda

Matt Sommers made a motion to approve agenda and Larry Muff seconded. All-Yes.

Consent Agenda

1. August 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.

Tabled to next month so more information can be obtained.

2. Social Media-Facebook

Tabled to next month so more information can be obtained

3. Other

New Business:

1. Civil Rights Responsibilities for Partners checklist-Mallory Malecek-NRCS

Mallory Malecek went over the Civil Rights Responsibilities Checklist with the Board and all signed

2. Memorial for Jurgen-Do we want to give a plant or do a memorial fund \$45. Visitation will be September 21, from 4-7 at State Street Chapel. (*Memorials are preferred to Jurgen Peters Scholarship Fund, Sacred Heart Catholic School or donor's choice.*)

Matt Sommers made a motion to give a plant and Larry Muff seconded. All-Yes

3. LS 1W1P

a. Resolution-Larry Muff made a motion to accept, Matt Sommers seconded. All-Yes

b. JPA-Matt Sommers made a motion to accept, Gregg Rosenthal seconded. All-Yes

c. Bylaws-Matt Sommers made a motion to accept, Gregg Rosenthal seconded. All-Yes

4. Riparian Funds Cover Crops

a. Contract RF-2023-03 Total \$5868.00

b. Contract RF-2023-04 Total \$2564.00

c. Contract RF-2023-05 Total \$ 992.00

d. Contract RF-2023-06 Total \$3060.00

e. Contract RF-2023-07 Total \$1648.00

Larry Muff made a motion to recommend all 5 Contracts and Matt Sommers seconded. All-Yes

5. State Cost Share Cancelation 5(20) - Well Sealing

Matt Sommers made a motion to approve cancelation and Gregg Rosenthal seconded. All-Yes

6. State Cost Share CS-2021-01 \$1000.00 – Well Sealing

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

7. 2023 Soil Health Cost Share Contract SH -2023-01 Total \$6,600 (over 3 years)

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

8. Cannon Application 23-WS-001 \$7500.00 - Strip Till

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

9. 2024 Buffer Grant \$20,000.00 for T/A

Matt Sommers made a motion to approve and Larry Muff seconded. All-Yes

10. BWSR-Legislative Session Changes-Noted

11. BWSR Academy October 24-26-Cragun's Conference Center, Brainerd-Registration \$225, Lodging \$191.12(2 nights) \$286.68 (3 Nights) Total per person \$416.12 (2 nights) or \$511.68 (3 nights) Joe Edel and Mark Schaetzke would like to attend. Matt Sommers made a motion to approve and Larry Muff seconded. All-Yes
12. Closing of 2021 SWCD Local Capacity Grant
Matt Sommers made a motion to approve and Keith Morgan seconded. All-Yes
13. Closing of 2023 SWCD Local Capacity Grant
Matt Sommers made a motion to approve and Keith Morgan seconded. All-Yes
14. Recap of Luncheon/Open House
Cheri Brummund gave a recap of attendance and total costs.
15. FYI-MCIT Estimate of Property/Causality \$2650 and Workers Comp \$2135 for 2024 (was Property/Causality \$2629 and Workers Comp \$2217 for 2023)-Noted
16. FYI-Final Audit Reports are available (Formal Bound Copies)-Noted
17. Other-None

Supervisor Reports:

1. Matt Sommers spoke with a landowner on Riparian Fund approvals through County. He was asked who contacts landowners when contracts are approved. Time lines will be checked out with the County Staff to clarify.
2. Gregg Rosenthal mentioned that the Sign on Highway 13 South has a tree in front of it that needs trimming.
3. Keith Morgan attended the Crop Meeting in Mapleton on Strip Till and No Till Practices.
4. Wayne Cords attended a meeting with County Administrator Michael Johnson and County Commissioners De Malterer and Doug Christopherson about the budget.

Agency Reports:

1. 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. Cheri Brummund reported she has been working the 75th Anniversary the Luncheon and Open House. She has also worked closing out the Two Capacity grants.
2. Joe Edel reported on working on NRCS CRP's and Riparian Plans and will be starting RIM Inspections.
3. Mark Schaetzke report is attached.

Adjourn –Matt Sommers 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, October 12, 2023 at 6:30 pm.

Upcoming Meetings:

September 22 – Le Sueur Policy Committee – Albert Lea – 10:00 am

September 22 – GBERBA Policy – Virtual - TBD

September 26 – South Central TSA– Mankato Service Center – 10:00 am

September Bills:

Keen Bank	Joe-Mark H S A (\$300.00 ea)		\$ 600.00
Bock's	Truck Gas	Truck Gas	\$ 175.63
Innovative Office	IN4299136	Office Supplies	\$ 61.52
Cheri Brummund	Voucher 2023 CB3	Mankato-Hobby Lobby & Michaels	\$ 73.97
Personalized Print	Inv#18558	Invitations	\$ 84.00
Janesville Journal	Ad		\$ 64.00
County News	Ad		\$ 86.00
Waseca Pioneer	Ad-quoted \$40	} Together on one invoice	\$ 80.00
NR Star	Ad-quoted \$40		
Infinity Catering	Inv#2308	75th Luncheon	\$ 716.19
			\$ 1,941.31

Manager's Report – September 2023

Wolcyn Tree farm tour – August 15th

Attended tour with Joe as part of Wolcyn's 50th anniversary. We were able to see the stock that we would be selling for our 2024 tree sale and see their growing operation.

Farmamerica Drainage field day – August 16th

Presentation on controlled drainage and tour of equipment at Farmamerica. Farmamerica is one of Discovery Farms new research sites. Four testing stations were installed. They will be getting baseline data for two years and then start to do controlled drainage to see what the impacts area. Equipment is measuring rainfall, temp, nitrate levels, phosphorus levels and additional info. Data is available real time at discovery farms website. Field day was well attended with about 40-50 attendees.

Cannon 1W1P

FY21 funds are encumbered and waiting for projects to be constructed. May ask for an extension if contractors not able to complete this fall or if conditions are too dry for construction. Amended FY23 workplan to meet areas of demand. Working on CRP incentive - \$30,000 available. Considering staff and board member clothing, tent, signage and other promotional items.

LS 1W1P

Eric has put together a first draft of some policy suggestions and workPlan suggestions. Staff have a draft of the fiscal agreement ready to present to the Policy Committee. These will be the next big steps to complete in the process of receiving Watershed Based Implementation Funds (WBIF).

Fishers and Farmers Grant

Good field day at Highland Farms by Mapleton. One signed contract in Blue Earth County and 6 interested producers who have not signed yet. 12 total available.

Budget discussion with County

Met with Michael, Wayne, De, and Doug. County is looking for more transparency in income and expense and more discussion on reserve balance with budget request.

RIM Applications

One additional application for 81 acres in RIM Wetlands in Vivian Township. We expect to hear if this one and the other application were accepted within a month.

WCA:

Assisted two landowners with applications and assisted with additional WCA related questions.

Coordinated one TEP meeting.

Two violations have had little progress in last month.

10 hours of WCA effort in August