



WASECA

SOIL AND WATER CONSERVATION DISTRICT

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

Approved Minutes

The meeting of the Waseca County SWCD Board of Supervisors was held at the Waseca Soil and Water Conservation District's meeting room on Dec. 11, 2014. The meeting was called to order at 6:30 p.m. by Bob Drager, Chairman.

Members Present

Bob Drager, Chairman
Larry Hagen, Treasurer
Scott Hildebrandt, Secretary
Jessie Shaffer

Staff Present

Dan Arndt, Manager
Darlene Kukuczka, Office Assistant

Others Present: Chris Hughes, BWSR

Motion by Scott, second by Larry to approve the agenda as distributed. Motion carried. All yes

Motion by Jessie, second by Scott to approve the minutes of Nov 13, 2014. Motion carried. All yes.

Cash flow worksheet was reviewed. The treasurer's report dated November, 2014 was presented to the Board for review. Motion by Scott, second by Jessie to approve the Treasurer Report and file for audit. Motion carried. All yes.

Bills: Motion by Scott, second by Larry to approve payment for the presented invoices that total \$4079.30. Motion carried. All yes.

Old Business

Area VI Meeting: Bob attended the meeting that was held Nov 19th in Courtland. He reported on the Nitrogen Reduction presentation; shared services discussions and members reviewed a handout presented by BWSR about district needs/work activities.

MASWCD Convention of Dec. 7-9: Jessie attended the convention on Tuesday. She reported on the sessions she attended and the presentation of awards. Outstanding Conservation Farmers, Janet Rudolph and Arlene Nelson were not able to attend the Convention.

CPL Grant Agreement #3-22434 with Clarence Guse: Request to cancel this DNR agreement. Motion by Scott, second by Larry to cancel the Clarence Guse project funded through DNR's CPL grant. Motion carried, all yes.

New Business

2013 District Audit Status: An audit on 2013 finances should have been done. BWSR is willing to waive this audit if the district board approves the waiver. An audit will have to be done on the 2014 finances as soon as it is feasible in 2015. Motion by Scott, second by Jessie to approve the waiver on a 2013 audit and complete one on 2014 finances. Motion carried, all yes.

MCIT Dividend Received of \$1013: It was noted that the deposit was for Property/Casualty of \$800 & Workers' Compensation of \$213.00

Office Lease Status: The five year lease with Clemon's Properties has expired. It was recommended not to take action on a new lease until an agreement has been made between USDA-NRCS and Clemon's Properties. The district will continue to pay on a monthly basis.

Darlene Kukuczka, retirement Items:

Health Insurance Policy procedure. Darlene will make payment of her health insurance premium to the SWCD prior to the first of each month. SWCD will then make payment of the premium to Waseca County. Waseca County will continue to be responsible for paying the monthly premium to the insurance company. Motion by Scott, second by Larry to accept this policy procedure as presented for continued health insurance coverage for Darlene. Motion carried, all yes.

2009 Health insurance deductible policy: The 2009 policy change was reviewed. Darlene requested reimbursement of \$300.00 of her 2014 medical expenses. Motion by Scott, second by Larry to approve payment of the \$300.00 out of pocket medical expense. Motion carried, all yes.

Payout of Darlene's accrued Annual and Sick Leave: Estimate of total leave is 200 hours. Motion by Scott, second by Jessie to approve payment to Darlene for the actual accrued sick and vacation leave. Motion carried, all yes.

Motion by Scott, second by Jessie to change Darlene's employment status to "Intermittent Hourly Employee" for 2015 in cooperation with a PERA phased retirement agreement. Motion carried, all yes.

Motion by Scott, second by Larry to pay Darlene \$27.30/hour in 2015. Motion carried, all yes.

2015 Bookkeeping Service by Jared Dufault, CPA: Consensus was to have Dufault present an agreement and include a payroll option.

Agreement for Services with Steele County SWCD: Dan presented the agreement with the 2015 changes which include: Management service for up to 60 hours per month at \$46.32/hour; Technical service of up to 32 hours per month at \$42.01/hour; Administrative service for up to 48 hours/month at \$22.05/hour in January and then \$26.11/hour for Feb. through December. Motion by Larry, second by Jessie to approve the contractual service agreement as presented. Motion carried, all yes.

Other New Business: Luncheon on Tuesday December 23rd for Bob Drager's supervisor retirement, Janet Rudolph and Arlene Nelson as 2014 Outstanding Conservationists and Darlene Kukuczka's retirement was planned.

Outstanding Farmers Awards: Contact Kim Foels for their March agenda to include the districts's 2014 Outstanding conservationists.

Agency Reports: Chris Hughes reported that the 2015 grant agreements with the district are now executed so work can begin on them. Four applications were recommended for the Targeted Watershed Demo program. Bull Run application from Waseca was not chosen. New grant applications will be reviewed and the list of recommendations for the BWSR board to act on will be available Jan. 10th. The BWSR board will make final approvals at their late January meeting.

Staff Reports: Darlene work activities included the finances, minutes, tree program with Eric and also some customers about purchasing trees, and general filing. GBERBA's joint Policy-technical meeting was held in November with high attendance. My retirement was discussed and may work short term into 2015 for GBERBA from my home until they get someone. Will be more discussion at their Dec. meeting.

Dan attended a commissioner's meeting with DNR forester Jim Wilson to pursue a county forest land management plan. An agreement with DNR and the county will be drafted just for Goose Lake park where DNR will get a % of sales and SWCD will help facilitate it. Dan and Laura will work on an overall county forest land management plan. He also attended two feedlot sight team visits. Scott volunteered to be a substitute for Dan if needed. Dan has also reviewed and approved about 50 CRP plans in the past few months.

Motion by Scott, second by Jessie to adjourn the meeting. Motion carried. All yes

Adjourn: The meeting was declared adjourned at 8:30 pm by Bob Drager, Chairman.

Next Board Meeting January 8, 2015 @ 6:30 p.m. at Waseca SWCD office.