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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 Feb 13, 2014. The meeting was called to order at 6:30 p.m. by Bob Drager, Chairman.

Members Present

Bob Drager, Chairman
Larry Hagen, Secretary
Wayne Cords

Staff Present

Darlene Kukuczka, Office Assistant

Motion by Wayne, second by Larry to approve the agenda as distributed. Motion carried.
Affirmative: All Opposed: None

Motion by Wayne, second by Larry to approve the minutes of Jan 9, 2014. Motion carried.
Affirmative: All Opposed: None

Cash flow worksheet was reviewed. The treasurer's report dated Dec, 2013 and Jan, 2014 were presented to the Board for review. Motion by Wayne, second by Larry to have December/year end reviewed by accountant then approve the Treasurer Reports and file for audit. Motion carried. Affirmative: All Opposed: None

Invoices: Motion by Wayne, second by Larry to approve the payment of the presented invoices: Office rent, truck license and Waseca county 4th quarter payroll of \$29322.35.
Motion carried. Affirmative: All Opposed: None

Supervisor reports:

Wayne reported on the electronic payroll system the county is implementing and the costs involved. Two supervisors will have to be assigned to sign and approve timesheets.

Staff report: Darlene reported on GBERBA's two new grants for technical assistance; one is for a LeSueur watershed technician, hired and housed at Blue Earth SWCD for the watershed. She assisted GBERBA coordinators with Elink reporting due 2-3-14. GBERBA's March meeting will include a session on the "one watershed" grant application process.

District work included finishing the USFWS grant, finance & schedule a meeting with accountant for year end details, Elink reporting, customers and tree program activities. RC&D is not finalized yet, as waiting for the lost refund check to get replaced.

Insurance: Marla continues to pay towards the health insurance premiums.

Tree Sales: Orders will be accepted in February. Advertising was done in local papers and The Buzz. Tentative pick up days will be May 1 & May 2nd.

BWSR FY13 Reporting and Web site updates: Chris Hughes had extended the district's reporting deadline and provided assistance with it. He also provided a list of items to be updated for websites.

Waseca County Payroll Service: The county provided a detail list of new expenses to the district for processing payroll for district employees. Motion by Wayne, second by Larry to approve set up and one quarter's cost for one employee. Motion carried. Affirmative: All Opposed: None

Contract for Services: Bookkeeping agreement by Jared Dufault was presented. The agreement was tabled due to questions about the cost of completing the year end financial report.
The first billing of \$275 for 1099 and Jan and Feb services was presented for payment.
Motion by Larry, second by Wayne to pay the invoice of \$275.00. Motion carried. Affirmative: All Opposed: None

NACD Dues Request: Motion by Wayne, second by Larry, not to pay membership dues to the National Association of Conservation Districts (NACD) for 2014.
Motion carried. Affirmative: All Opposed: None

2014 Budget: Darlene was instructed to update the 2014 budget with some options for services included.

Cannon River Watershed/Watershed applications – Review of the information from the Cannon River watershed was noted.

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

Next Board Meeting March 13th @ 6:30 p.m. at Waseca SWCD office.