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

#### **Members Present**

Bob Drager, Chairman  
Wayne Cords, Vice chair  
Larry Hagen, Treasurer  
Scott Hildebrandt, Secretary

#### **Staff Present**

Darlene Kukuczka, Office Assistant

#### **NRCS**

Noel Frank

**Others:** Commissioner Mike Hintz

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

Affirmative: All Opposed: None

Motion by Larry, second by Scott to approve the minutes of Feb. 13, 2014. Motion carried.

Affirmative: All Opposed: None

Cash flow worksheet was reviewed. Dec, 2013 and Jan, 2014 treasurer's reports were updated as requested. The treasurer's report dated Feb., 2014 was presented to the Board for review. Motion by Wayne, second by Larry approve the Treasurer Reports and file for audit.

Motion carried. Affirmative: All Opposed: None

Annual Finance report: The 2013 Year end financial report completed by the accountant was presented for review. Motion by Wayne, second by Larry to approve and submit the annual report to BWSR.

Motion carried. Affirmative: All Opposed: None

Invoices: Motion by Wayne, second by Larry to approve the payment for the presented invoices for office rent and bookkeeping. Motion carried. Affirmative: All Opposed: None

Commissioner report: Mike Hintz recommended that a supervisor should attend a commissioners meeting and provide an update on the status of district management. He reported that the harvesting of the walnut trees that the district had recommended was been slow and with changing of staffing it hasn't started yet.

NRCS: Noel reported that Dave Copeland, the new Area 6 Assistant State Conservationist Field Operations manager, is planning to attend Waseca SWCD's May meeting. EQIP sign up is underway with a few applications so far. The 2013 payments for the CSP program have been completed. A couple of RIM/WRP are in the final stages of the closing process.

Supervisor reports:

Wayne reported that he didn't get the opportunity to attend county payroll training.

He hopes to meet with other SWCD's to discuss management services.

Bob reported on discussions he had with Hugh Valiant and the need to clarify his duties for the district as a TEP member.

Staff report: Darlene reported that GBERBA's annual finance report was completed and she discussed their history of their fund balances. District work included meeting with accountant for year end details, revisions of Elink reporting and required attachments, website updates, customers and tree program activities.

BWSR FY13 Reporting: Motion by Larry second by Wayne to approve and sign the completed FY13 Conservation Deliver, Conservation Easement and Cost share Base grants financial reports.  
Motion carried. Affirmative: All Opposed: None

Contract for Services: Bookkeeping agreement with Jared Dufault includes completing the year end financial report. Motion by Wayne, second by Scott to approve and sign the agreement with Jared Dufault, CPA. Motion carried. Affirmative: All Opposed: None

2014 Budget: Consensus by members to use the tentative budget that was discussed and post it on the district web site, as required.

Letter to MASWCD: The request from MASWCD about the dues was discussed.

MCIT Insurance: An inventory of electronic data processing equipment is to be sent to MCIT.

Day at the Capital: It was noted that the legislative event is March 24 and 25<sup>th</sup>.

Elections: The letter from MASWD was reviewed about election options. Consensus was to continue with its standard process whereas the general public of the county can vote for supervisors in the general election.

Supervisor: News releases in local papers will be submitted seeking someone to fill the vacant supervisor position.

Adjourn: The meeting was declared adjourned at 8:25 pm by Bob Drager, Chairman.

Next Board Meeting April 10, 2014 @ 6:30 p.m. at Waseca SWCD office.