



**WASECA**

## **SOIL AND WATER CONSERVATION DISTRICT**

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### **Preliminary unapproved 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 November 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  
Jessie Shaffer

#### **Staff Present**

Dan Arndt, Manager  
Darlene Kukuczka, Office Assistant

**Others:** Mike Hintz, Waseca County Commissioner

Motion by Wayne, second by Jessie to approve the agenda as distributed. Motion carried. All yes

Motion by Wayne, second by Jessie to approve the minutes of October 9, 2014. Motion carried. All yes.

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

Bills: The expenses were reviewed. Motion by Wayne, second by Jessie to approve payment for the presented invoices that total \$17,996.53 Motion carried. All yes.

### **Old Business**

Conservation Landscapes, Preparation of Restoration Plan, \$2,200: Motion by Wayne, second by Jessie to pay the invoice of \$2200.00 to Conservation Landscapes for the work done. Motion carried, all yes.

2014 Elections: The results of the election for supervisors are: Todd Stencil for District 2, Jessie Shaffer for District 3, and Scott Hildebrandt for District 4. Waseca county auditor's office should be sending them information of paperwork to be completed. They will each take their oath of office at the January Waseca Soil and Water Conservation district meeting.

Area VI MASWCD Meeting - Bob Drager may attend the November 19<sup>th</sup> meeting.

Other Meetings: Wayne and Scott met with the Steele SWCD board at their monthly meeting on Nov. 12<sup>th</sup>.

### **New Business**

2015 Tree and Native Plant Sale Program: Continuation of the program and publication of it was discussed. A draft of the tree sales was reviewed. Motion by Wayne, second by Jessie to proceed with the tree and native plant sale program for 2015. Motion carried, all yes.

Nursery Dealers License: Motion by Wayne, second by Jessie to include this fee with the December bills. Motion carried, all yes.

2014 MASWCD Convention: Registration is due by November 21<sup>st</sup>. Motion by Wayne, second by Jessie to approve registration fees and related costs for any SWCD supervisors attending and to pay for two outstanding conservationist costs of the convention. Motion carried, all yes.

Draft Agreement for Services with Steele County SWCD: A draft was presented that Wayne, Scott and the Steele SWCD board had discussed at the Steele County SWCD board meeting. It includes an average of 15 hrs /week for management, 8 hrs/week for technical staff, and 12 hours/week for administrative assistance for 2015. Motion by Wayne, second by Jessie to approve the draft that was presented.  
Administrative assistance in Dec. 2014: Motion by Wayne, second by Jessie to approve up to 4 days of administrative assistance from Steele SWCD at the rate of \$20.05 per hour in the month of December. Motion carried, all yes.

**Darlene Retirement Items:**

Discussion was held about Darlene working temporarily into 2015 to assist in the workload transition. Health insurance and related administrative costs were discussed. Dan, Darlene and payroll staff of the county will meet Friday to clarify some of the issues. Insurance premium payment process was also discussed.

PERA retirement verification: In order for Darlene to work at reduced time into 2015, a phased retirement agreement form needs signing from an authorized district representative. A few issues need to be confirmed about this method yet. Motion by Wayne second by Jessie to authorize Dan Arndt to sign it after the issues have been resolved. Motion carried, all yes.

Bank Account: A change of signature authorization is needed for the bank account held at the United Prairie bank in Waseca. Motion by Wayne, second by Jessie to remove all previous signature authorizations and appoint Larry Hagen to be the only authorized signature for any United Prairie accounts. Motion carried, all yes.

Agency Reports: Mike Hintz received good feedback on the District's tour. He mentioned the project of tree harvesting in county parks. Dan reported that he and Laura talked about it and set up a meeting with a DNR forester.

Staff Reports: Dan attended a TEP meeting related to the installation of solar panels near wetlands and a proposed banking site. He looked at some sites with Todd in need of erosion control practices.

Darlene reported that district work activities included the minutes, finances, collect and submit MASWCD resolutions, election news releases, Web site updates, and work with Eric on trees. She attended GBERBA's October technical meeting and the Executive meeting was held via phone/email. Set up company, chart of accounts, vendors, etc... in the Quickbooks accounting software and doing data entry for all of 2014 finances.

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

Adjourn: The meeting was declared adjourned at 8:15 pm by Bob Drager, Chairman.

Next Board Meeting Dec 11, 2014 @ 6:30 p.m. at Waseca SWCD office.