



WASECA

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

SOIL AND WATER CONSERVATION DISTRICT

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 September 15, 2016. The meeting was called to order at 4:00 p.m. By Wayne Cords.

Members Present

Larry Hagen
Jessie Shaffer, Secretary
Wayne Cords, Chairman
Scott Hildebrandt, Vice-Chair

Staff Present

Eric Gulbransen, District Manager
Adrienne Justman, Administrative Assistant
Tyler Polster, District Technician

Others

Cheri Brummund, Altima
Noel Frank, NRCS
Kelly Hunt, Waseca County

The agenda was reviewed; one Cost Share Amendment approval was removed and a new Cost Share contract approval was added. Motion was made by Hildebrandt, seconded by Hagen, to approve the agenda with the adjustment. Motion carried. All yes

Minutes of the August Board Meeting were distributed to the supervisors prior to the meeting. Motion was made by Shaffer, seconded by Hildebrandt, to approve the minutes. Motion carried. All yes.

Cash flow worksheet was reviewed. The treasurer's report dated August 2016 was presented to the Board for review. Motion was made by Hagen, seconded by Hildebrandt, to approve the Treasurers Report. Motion carried. All yes.

Bills: (See Attached) There was discussion regarding the bill for the Ranger. There are a few accessories that were not delivered with the Ranger and the Board decided to hold on the payment of that bill until all parts have been delivered. Motion was made by Hagen, seconded by Hildebrandt, to approve payment for the invoices with the exception of the one for the Ranger. Motion carried. All yes.

Old Business

1. Buffer Update – Gulbransen presented the Board with a Buffer Law update. There will be a tracking tool designed by BWSR available to record the areas that have installed buffers that meet the requirements. The agencies that choose to utilize this tool will not have to do any additional reporting to BWSR. Gulbransen also stated that the DNR maps will be updated beginning of October and again beginning of January.
2. Meeting Reports – Jessie Shaffer reported the New Richland Citizen Board meeting that she attended. They discussed the timeline for future events as well as the history of the flooding problem. They set their current goal as providing more education to the public and keeping them updated on the progress of the project.

New Business

1. NRCS/SWCD Operational Agreement – Noel Frank spoke about this topic. He stated that NRCS is working on a template for an operational agreement with SWCD's to help recover the cost of the computer seats that are used. Each seat is approximately \$4,300 per year. At this time there are not many details available but a template is scheduled to be available in March 2018.
2. Cannon 1 Watershed 1 Plan application – The Cannon River watershed has been accepted in to the 1 Watershed 1 Plan program. There will be an initial meeting on October 3.
3. Waldorf Wellhead Protection Program – The comment period for this plan is open. There is a meeting planned for September of 2017.
4. MCIT 2017 Contribution Notice – Gulbransen presented the 2017 Contribution Notice to the Board. The amounts are as follows:
 - a. Property/Casualty - \$2,217
 - b. Workers Compensation - \$498
5. South Central TSA Capacity Building Plan – The South Central TSA is approaching the Districts to come up with the match for a grant that they received. The amount to each District is \$2,614. During the discussion Shaffer stated that she remembered discussing this at a prior meeting. It was decided that the meeting minutes would be check and payment would be made if it had been agreed upon at a previous meeting. If not it would be address at the October meeting.
6. Ranger Payment – As discussed previously in the meeting the Ranger was delivered but missing accessories. Motion was made by Hildebrandt, seconded by Shaffer, for Gulbransen to make payment as soon as all items are delivered. Motion carried by voice vote.
7. Bank Authorization Resolution – Hildebrandt presented an authorization resolution he received from the Bank. This resolution names those who have signing privileges and access to information. It was decided that Adrienne Justman and all Supervisors, except Larry Hagen who is retiring, will be named as signers. Motion was made by Hildebrandt, seconded by Shaffer, to approve the resolution. Motion carried by voice vote.
8. Cover Crop Cost Share – Polster presented the following contracts for approval
 - a. 13(16)CC – 88 Acres \$2,640
 - b. 14(16)CC – 120 acres \$3,600
 - c. 15(16)CC – 50 acres \$1,500Motion was made by Hagen, seconded by Hildebrandt, to approve the contracts. Motion carried. Wayne Cords abstained from voting.
9. State Cost Share – Polster presented the following cost share project for approval
 - a. 01(15)FR W+SCB \$8,023.13
 - b. Struck from AgendaMotion was made by Shaffer, seconded by Hagen, to approve the presented cost share project. Motion carried by voice vote.

Cheri Brummund excused herself from the meeting at this point.

10. Part-Time Office Position – Justman presented the information that the Supervisors had request at the August meeting. It was decided that the position would be a permanent part-time position which is eligible for all fringe benefits. The position would be for 20 hours per week with the starting wage being \$13.74 per hour. The position would be advertised in the office until September 22. Motion was made by Hildebrandt, seconded by Hagen to approve the position and advertising plan. Motion carried by voice vote.

The Board then decided to delegate the authority to hire to the Personnel Committee; Wayne Cord and Scott Hildebrandt. They will have the authority to hire the best candidate without further approval from the Board. Motion was made by Hagen, seconded by Hildebrandt, to delegate the authority to hire. Motion carried by voice vote.

11. Other – Gulbransen informed the Board that the NACD is looking for more Soil Health Champion candidates. He also informed them about the Steele County SWCD Tour to be held on Thursday 22nd of September.

Gulbransen reported on the Budget meeting with the county as well. Todd Stencel attended this meeting as well. There was discussion about the timber sale as well as the 2017 budget request. Gulbransen stated that all went well and he received a positive response from the commissioners.

Agency Reports:

Kelly Hunt reported that she has been working a lot on WCA. She stated that there will be a Water Plan Task Force meeting in mid-November. She also is attending an upcoming buffer symposium at the University of Minnesota.

Staff Reports:

Tyler Polster has been doing a lot of work on the cover crop cost share program. He has also been completing the RIM checks and assisting landowners with questions regarding the buffer maps and requirements.

Justman reported that she spent her time working on gathering the information about the par-time position as well as completing the basic office tasks such as payroll.

Eric Gulbransen stated that a significant amount of his time has been spent on WCA this month. He has also done some work in the field.

Meeting was adjourned by Wayne Cords.

September Bills

Steele Co. SWCD	Hours		3666.75
	Expenses/Mileage		154.98
Clemons Properties	September Rent		665.00
Jared J Dufault	Accounting		125.00
Sportsman Stop	Gas		43.54
Nates Outdoor Recreation	Ranger		8659.00
		Total	13314.27