



## NICOLLET SOIL AND WATER CONSERVATION DISTRICT

424 South Minnesota Ave.  
ST. PETER, MN 56082  
TELEPHONE (507) 931-2550  
FAX (507) 931-3792

# MINNESOTA SOIL AND WATER CONSERVATION DISTRICTS

Minutes of the Nicollet Soil and Water Conservation District, 424 South Minnesota Avenue, St. Peter, Minnesota, January 7, 2009.

Meeting was called to order by Chairman Kral at 6:00 P.M.

Members Present:      Chair, John Kral                      Vice-Chair, William Hohenstein  
                                 Secretary, Eldon Brown              Treasurer, Bruce Hulke  
                                 Member, Gerald Rodning

Others Present:      District Manager, Kevin Ostermann  
                                 District Technician, Blake Honetschlager  
                                 NRCS Acting District Conservationist, Brenda Tonn  
                                 NRCS Technician, Marie Lynch  
                                 NRCS Assistant State Conservationist, Kasey Taylor  
                                 BWSR Board Conservationist, Thomas Fischer  
                                 Nicollet County Commissioner, Judy Hanson

Oath of Office: Gerald Rodning, Bruce Hulke, and Eldon Brown took the oath of office.

Upon a motion by Hulke and seconded by Rodning, it was moved to approve the agenda as presented. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

Upon a motion by Brown and seconded by Hulke, it was moved to approve the minutes of the December 3<sup>rd</sup>, 2008 meeting. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

Upon a motion by Rodning and seconded by Hohenstein, it was moved to approve 22 paid bills for December 2008 totaling \$26,438.14. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

Upon a motion by Hohenstein and seconded by Brown, it was moved to approve the January Treasurer's Report subject to audit. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

### **Old Business:**

Kasey Taylor was here to talk to the board about Three Rivers RC&D. The District & County Dues are paid thru June of 2009.

**Board Reorganization:** Upon a motion by Rodning and seconded by Hohenstein, it was moved to leave the District positions as follows: Kral, Chair; Hohenstein, Vice- Chair; Brown, Secretary; Hulke, Treasurer; Rodning Member. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

**2009 Committee Assignments:** Upon a motion made by Brown and seconded by Hulke, it was moved to accept the 2009 Committee Assignments. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

**2009 Committee Assignments**

<b><u>Committee</u></b>		<b><u>Alternate</u></b>	<b><u>Meetings</u></b>
Zone 10	Bruce Hulke	Eldon Brown	Quarterly
Personnel Committee	John Kral	Gerald Rodning	Once a Year
Nicollet Co. Water Task Force	John Kral	Bill Hohenstein	Quarterly
Legislative	Jerry Rodning	Bill Hohenstein	
RC & D	Bill Hohenstein	Bruce Hulke	Quarterly
RIM Screening Committee	John Kral	Jerry Rodning	Once a Year
Budget Committee	Jerry Rodning	Eldon Brown	Once a Year
EQIP Committee	Bill Hohenstein	Eldon Brown	Once a Year

**Authorization to Sign Checks & Official Depository:** Currently Brown, Ostermann, & Honetschlager are authorized to sign checks. Upon a motion by Rodning and seconded by Hohenstein, it was moved to authorize Brown, Ostermann & Honetschlager to sign checks. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

**MASWCD Dues:** The District received its 2009 membership invoice from the Minnesota Association of Soil and Water Conservation Districts (MASWCD). Total dues for 2009 are \$2,750.00. Upon a motion by Brown and seconded by Hulke, it was moved to pay the 2008 dues to MASWCD in the amount of \$2750.00. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

**MCIT Renewal:** The District received invoices for insurance coverage thru the Minnesota Counties Insurance Trust (MCIT). Total amount for the insurance premiums are \$3,097.00. Upon a motion by Rodning and seconded by Hohenstein, it was pay the insurance premiums in the amount of \$3,097.00. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

**MASWCD Legislative Briefing & Day at the Capitol:** The Minnesota Association of Soil and Water Conservation Districts Briefing & Day at the Capitol will be held on February 23 & 24. Upon a motion by Brown and seconded by Rodning, it was moved to allow supervisors and staff to attend. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

**Chairperson's Meeting:** The annual Chairperson's meeting will take place on January 23<sup>rd</sup>, 2009 at the New Ulm Public Library. Upon a motion by Rodning and seconded by Hohenstein, it was moved to allow supervisors to attend. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

**State Cost Share:** Staff presented the 2007 Final Financial Report. Upon a motion by Hulke and seconded by Hohenstein, it was moved to accept the final cost share report for 2007 and forward to BWSR. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

Fiscal Year 2007

**FINAL FINANCIAL REPORT  
STATE COST-SHARE PROGRAM**

Nicollet Soil and Water Conservation District

**PLEASE USE ONE FORM PER COST-SHARE GRANT PROGRAM**

**Receipts**

1. Regular Statewide Cost-Share Base Grant	<u>\$20,082.00</u>	
2. Feedlot Water Quality Management Grant	<u>                    </u>	
3. Special Project	<u>                    </u>	
4. Other Allocation (Local Contributions)	<u>                    </u>	
<b>TOTAL RECEIPTS</b>		<u><b>\$20,082.00</b></u>

**Disbursements**

D1. Critical Area Planting	<u>                    </u>	
D2. Diversion	<u>                    </u>	
D3. Field Windbreaks	<u>                    </u>	
D4. Shelterbelt	<u>\$2,782.38</u>	
D5. Grassed Waterway	<u>\$1,425.00</u>	
D6. Wastewater and Livestock Management	<u>                    </u>	
D7. Filter Strips	<u>                    </u>	
D8. Sediment Basins	<u>\$11,936.49</u>	
D9. Streambank and Shoreland Protection	<u>                    </u>	
D10. Stripcropping	<u>                    </u>	
D11. Terraces	<u>                    </u>	
D12. Unused Well Sealing	<u>                    </u>	
Other Recognized Technical Practices	<u>                    </u>	
Please provide practice detail: _____		
Total Disbursements on Practices		<u>\$16,143.87</u>
Technical & Administrative Funds Used on Practices		<u>\$3,938.13</u>
Percentage of Cost-Share Funds Used for T&A		<u>19.6%</u>
<i>Technical &amp; Administrative Funds for Cost-Share Grant Divided by Total Cost-Share Program Disbursements Less Local Contributions (not to exceed 20%)</i>		

**TOTAL COST-SHARE PROGRAM DISBURSEMENTS** **\$20,082.00**  
*(Total Disbursements on Practices + T&A Funds Used on Practices)*

**\* AMOUNT DUE BWSR** **\$0.00**  
*(Total Receipts Less Total Cost-Share Program Disbursements)*



Please check the box if all Land and Water projects have been entered and are complete in eLINK.

This is to certify that the information is a true and accurate representation of the Cost-Share Program accounts for the fiscal year noted above. We believe our records are complete and subject to audit.

\_\_\_\_\_  
Bruce Hulke  
Signature of Conservation District Treasurer

\_\_\_\_\_  
1/7/2009  
Date

When returning program funds, please use the Returned Check form.

Make checks payable and mail to:  
Board of Water and Soil Resources  
520 Lafayette Road North  
St. Paul, MN 55155

Please forward completed form to your Board Conservationist.

Final Financial Report 08/2008

Cost-Share contract 8(08) for REBCO Pork Inc. is partially complete; final grading will be completed in the spring of 2009. Total cost of the project to day is \$13,743.26. They are requesting partial payment in the amount of \$1,000.00. Upon a motion by Hohenstein and seconded by Brown, it was moved to make a partial payment in the amount of \$1,000.00 from FY08. Ayes Brown, Hohenstein, Rodning, Hulke, Kral. Carried

The District received a request for cost share assistance from Mike Haas to install a Water & Sediment Control Basin. Upon a motion by Brown and seconded by Rodning, it was moved to table this request until we know how much 2008 cost share funds are available after project 8(08) is complete. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried

**CREP Cost Share:** CREP Contract #52-04-02-01 Arline Voges & Lynn Voges for spraying and mowing of the CREP Easement. Upon a motion by Rodning and seconded by Hulke, it was moved to certify the work was completed and forward it to BWSR for payment. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried.

**Natural Resource Conservation Service Report (NRCS):** Acting DC Brenda Tonn reported on the upcoming Living Snow Fence training on January 13 & 14.

**Staff & Other Reports:**

Tom Fischer reported on the upcoming Supervisor & Employee training. Annual Plan & Financial Report is due March 15<sup>th</sup>.

Judy Hanson reported that the county is looking a budget deficit in 2009.

**Next Meeting:** February 4, 2009 at 6:00 P.M.

**Adjourn:** Upon a motion by Hohenstein and seconded by Hulke, it was moved to adjourn the meeting. Ayes Brown, Rodning, Hohenstein, Hulke, Kral. Carried. Meeting adjourned at 7:25 P.M.

Approved: February 11, 2009

Eldon Brown  
Secretary

# Nicollet Soil and Water Conservation District

## YEAR END BUDGET REPORT

December 31, 2008

	CY Budget	Actual		Balance
	1/1/2008	Year to Date	Percent	
	12/31/2008	Expenditures/ Revenues	Used	
<b>Expenditures</b>				
Personal Services	\$ 88,050.00	\$ 90,326.08	Over	\$ (2,276.08)
Other Services & Charges	\$ 25,280.00	\$ 39,789.09	Over	\$(14,509.09)
Supplies	\$ 1,300.00	\$ 703.52	54%	\$ 596.48
Capital Outlay	\$ -	\$ -		\$ -
Rent	\$ 8,300.00	\$ 8,300.00		\$ -
Project Expense - District	\$ 9,500.00	\$ 16,062.52	Over	\$ (6,562.52)
Project Expense - State	\$ 21,082.00	\$ 17,599.01	83%	\$ 3,482.99
<b>Total Expenditures</b>	<b>\$ 153,512.00</b>	<b>\$ 172,780.22</b>		<b>\$(19,268.22)</b>
<b>Revenues</b>				
County	\$ 87,052.00	\$ 92,052.00	Over	\$ (5,000.00)
State	\$ 50,460.00	\$ 67,567.00	Over	\$(17,107.00)
Charges for Services Trees	\$ 12,000.00	\$ 20,096.63	Over	\$ (8,096.63)
Interest	\$ 4,000.00	\$ 9,884.52	Over	\$ (5,884.52)
Miscellaneous		\$ 3,075.36	Over	\$ (3,075.36)
District Reserves	\$ -	\$ -		\$ -
<b>Total Revenues</b>	<b>\$ 153,512.00</b>	<b>\$ 192,675.51</b>		<b>\$(39,163.51)</b>

**NICOLLET SOIL AND WATER CONSERVATION DISTRICT**

**MONTHLY TREASURER'S REPORT**

**January 1, 2009**

<u>PROGRAM</u>	<u>CASH BAL</u> <u>12/1/2008</u>	<u>RECEIPTS</u>	<u>DISBRMS</u>	<u>CASH BAL</u> <u>12/31/2008</u>
District Funds	\$ 129,005.47	\$ 463.28	\$ 1,288.00	\$ 128,180.75
Certificate of Deposit	\$ 171,564.28	\$ 0.00	\$ 0.00	\$ 171,564.28
County Funds	\$ 83,332.77	\$ 43,526.00	\$ 17,252.91	\$ 109,605.86
SWCD Service Grants	\$ 30,854.32	\$ 1,876.46	\$ 0.00	\$ 32,730.78
Cost-Share Work	<u>\$ 56,341.59</u>	<u>\$ 0.00</u>	<u>\$ 9,773.69</u>	<u>\$ 46,567.90</u>
<b>Total</b>	\$ 471,098.43	\$ 45,865.74	\$ 28,314.60	\$ 488,649.57

**Use of Cash**

Checking Acct.	\$ 73,961.12		\$ 91,186.57
Savings Acct.	\$ 225,573.03		\$ 225,898.72
Certificate of Deposit	\$ 171,564.28		\$ 171,564.28
<b>Total</b>	<u>\$ 471,098.43</u>		<u>\$ 488,649.57</u>

**Accounts Payable**

\$ 0.00

**Accounts Receivable**

\$ 0.00

Total Net Worth	\$ 488,649.57
Accts. Payable	\$ 0.00
Accts. Receivable	\$ 0.00
<b>Actual Net Worth</b>	<u>\$ 488,649.57</u>

January 7, 2009

Approved

Bruce Hulke

District Treasurer