

## AGENDA

NICOLLET SOIL AND WATER CONSERVATION DISTRICT

**Wednesday, December 14th, 2023**

**9:00 A.M.**

501 7<sup>th</sup> Street

Nicollet, MN 56074

- I. Call to Order
- II. Audience Participation
- III. Review of agenda: Additions – Cancellations
- IV. Minutes of November 1st, 2023 Meeting
- V. Bills Paid: November 2023
- VI. Treasurer's Report: December 2023
- VII. Old Business
- VIII. New Business
  - 1. MASWCD Annual Conference Report
  - 2. District Tech Position
  - 3. Earned Sick and Safe Time Policy
  - 4. Resolution to Revise the Personnel Policies, Rules & Regulations
  - 5. Resolution to Support a Middle Minnesota River (Mankato) Watershed 1W1P
  - 6. Cost Share
- IX. NRCS Report
- X. Supervisor & Staff Report
- XI. Other Business
- XII. Employee Reviews
- XIII. Next Meeting
- XIV. Adjourn



## MINNESOTA SOIL AND WATER CONSERVATION DISTRICTS

Minutes of the Nicollet Soil and Water Conservation District, 501 7<sup>th</sup> Street, Nicollet, Minnesota, December 14th, 2023.

Meeting was called to order by Chair – Annexstad at 9:00 A.M.

Members Present:     Chair, Eric Annexstad  
                              Vice Chair, Don Hermanson  
                              Treasurer, Tim Braun  
                              Secretary, John Kral  
                              Member, Bruce Hulke

Others Present:

                              District Manager, Kevin Ostermann  
                              Administrative Assistant, Judy Beetch  
                              District Technician, Blake Honetschlager  
                              NRCS, Jake Stich – Absent  
                              NRCS, Reyna Chavez  
                              County Commissioner, Kurt Zins  
                              Jeremy Maul, BWSR – Absent

Upon a motion by Hulke and seconded by Kral, it was moved to approve the agenda. Ayes Annexstad, Hermanson, Braun, Kral, Hulke. Carried.

Upon a motion by Braun and seconded by Hermanson, it was moved to approve the minutes of the November 1st, 2023 Meeting. Ayes Annexstad, Hermanson, Braun, Kral, Hulke. Carried.

Upon a motion by Hermanson and seconded by Hulke, it was moved to approve 36 paid bills for November 2023 totaling \$37,586.21 (Checking Account), and 0 paid bills for November 2023 (Grants Account). Ayes Annexstad, Hermanson, Braun, Kral, Hulke. Carried.

Upon a motion by Kral and seconded by Braun, it was moved to approve the December 2023 Treasurer's Report, subject to audit. Ayes Annexstad, Hermanson, Braun, Kral, Hulke. Carried.

**Old Business:**

**New Business:**

**MASWCD Annual Conference Report:** Ostermann reported that soil health was a hot topic. There will be \$25 million in state dollars available for staff statewide and a federal match for projects. Feb. 8<sup>th</sup> is the deadline to apply for funding and should know by April as to who will receive funding. There are a lot of questions not answered at this point. Hermanson brought information on a 3-day seminar for new employees put on by Central Lakes College. This might be of interest to any new hires we might acquire. No motion needed.

**District Tech Position:** A motion was made by Kral and seconded by Hermanson to offer Mackenzie Bratsch the District Tech position starting at \$28.77/hr. Ayes Annexstad, Hermanson, Braun, Kral, Hulke. Carried.

**Earned Sick and Safe Time Policy:** There is a new law in effect January 1, 2024 in which all employees will earn 1 hour of sick time for every 30 hours worked, up to 48 hours. Our policy is better than that so will not affect us. The first 48 hours of sick time will be credited to ESST. We will add the policy to our Personnel Policies.

**Resolution to Revise the Personnel Policies:** A motion was made by Hermanson and seconded by Hulke to approve a resolution to revise the current Personnel Policies, Rules and Regulations. Changes will include the new Earned Sick and Safe Time Policy, update the meal reimbursement amounts for work-related meals, and a change to sick leave paid out upon resignation. Ayes Annexstad, Hermanson, Braun, Kral, Hulke. Carried.

**Resolution to Support a Middle Minnesota River (Mankato) Watershed, 1WIP:** Upon a motion by Hermanson and seconded by Braun, the Board approved a resolution to support the Middle Minnesota River (Mankato) Watershed One Watershed, One Plan project, made up of Nicollet, Le Sueur, and Blue Earth Counties and SWCDs, and other local organizations. The SWCD will need both a staff and a Board member to participate in the Task Force and Policy Committee. Ayes Annexstad, Hermanson, Braun, Kral, Hulke. Carried.

**Cost Share:**

A request was presented to the Board for final payment on Clean Water Funds contract CWF 1(21). Financial assistance of \$19,233.90 for Nutrient Management on 244.24 acres at \$26.25 per acre/per year for 3 years was requested. Upon a motion by Hermanson and seconded by Kral, it was moved to approve payment on contract CWF 1(21) for \$19,233.90. Ayes Hermanson, Hulke, Kral, Braun, Annexstad. Carried.

The Board received a request for an Amendment on Clean Water Funds contract CWF 2(21). Financial assistance of \$53,068.00 was originally requested for construction of 3 Water and Sediment Control Basins. Due to additional tile connections and related connection work, the cost of the project installation increased by \$2,620.00. This amendment will increase the contracted amount from \$53,068.00 to \$55,688.00. Upon a motion by Braun and seconded by Hermanson, it was moved to approve the Amendment on contract CWF 2(21) and increase assistance to \$55,688.00. Ayes Hermanson, Hulke, Kral, Braun, Annexstad. Carried

The Board received a request for final payment on Clean Water Funds contract CWF 2(21). Financial assistance of \$55,688.00 for construction of 3 Water and Sediment Control Basins was requested. Upon a motion by Kral and seconded by Hulke, it was moved to approve payment on contract CWF 2(21) for \$55,688.00. Ayes Hermanson, Hulke, Kral, Braun, Annexstad. Carried.

A request for final payment on Clean Water Funds contract CWF 3(21) was presented to the Board. Financial assistance of \$42,361.25 for construction of 5 Water and Sediment Control Basins was requested. Upon a motion by Hermanson and seconded by Braun, it was moved to approve payment on contract CWF 3(21) for \$42,361.25. Ayes Hermanson, Hulke, Kral, Braun, Annexstad. Carried.

A request was presented to the Board for final payment on Clean Water Funds contract CWF 4(21). Financial assistance of \$7,717.50 for Nutrient Management on 98 acres at \$26.25 per acre/per year for 3 years was requested. Upon a motion by Hulke and seconded by Hermanson, it was moved to approve payment on contract CWF 4(21) for \$7,717.50. Ayes Hermanson, Hulke, Kral, Braun, Annexstad. Carried.

The Board was asked to approve final payment on Clean Water Funds contract CWF 5(21). Financial assistance of \$43,155.00 for Nutrient Management on 548 acres at \$26.25 per acre/per year for 3 years was requested. Upon a motion by Kral and seconded by Hermanson, it was moved to approve payment on contract CWF 5(21) for \$43,155.00. Ayes Hermanson, Hulke, Kral, Braun, Annexstad. Carried.

The Board received a request for final payment on Clean Water Funds contract CWF 6(21). Financial assistance of \$16,850.50 for construction of 3 Water and Sediment Control Basins was requested. Upon a motion by Hermanson and seconded by Braun, it was moved to approve payment on contract CWF 6(21) for \$16,850.00. Ayes Hermanson, Hulke, Kral, Braun, Annexstad. Carried.

**NRCS Report:** Reyna Chavez attended from NRCS. See attached report.

**Supervisor & Staff Report:** Hermanson encouraged folks to attend the MASWCD Annual Conference. Ostermann reported that the 7 Mile Creek Dam plans are 60% complete and should be done by Feb.1.

**Other Business:** None

**Employee Reviews:** The Personnel Committee met to discuss the annual review for the District Manager; the District Manager did the annual reviews for the staff. The County raised the pay scale 3% and implemented a \$1,500.00 performance supplement for those that are at the top of their pay scale. Upon a motion by Braun, which was seconded by Kral, the Board approved the reviews and wage increases for staff as recommended by the Personnel Committee and \$1,500.00 performance supplement for those at the top of the pay scale. Ayes Hulke, Annexstad, Hermanson, Kral, Braun. Carried.

**Next Meeting:** January 3<sup>rd</sup>, 2024 at 8:30 A.M.

**Adjourn:** A motion was made by Hermanson and seconded by Braum to adjourn the meeting. Meeting Adjourned at 10:25 A.M.

**Approved:** \_\_\_\_\_

Secretary

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**Nicollet SWCD**  
**Monthly Treasurer's Report**  
 December 1, 2023

	Nov 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Pioneer Bank	109,360.90
11000 · Pioneer Bank Grants	250,682.71
12000 · Pioneer Bank Savings	212,534.28
15000 · Pioneer Bank CD	153,036.92
<b>Total Checking/Savings</b>	725,614.81
<b>Total Current Assets</b>	725,614.81
<b>TOTAL ASSETS</b>	<b>725,614.81</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 · Unearned Revenue	
UR-Conservation Contracts 2024	15,651.00
UR-Conservation Contracts 2025	15,651.00
UR - Buffer Grant T&A	7,848.94
UR - BWSR 2021 Capacity	12,799.00
UR - BWSR 2022 Capacity	7,895.52
UR - BWSR 2023 Capacity	124,915.19
UR - Clean Water 2021	193,638.33
UR - Conservation Delivery 2024	19,224.00
UR - Conservation Delivery 2025	19,224.00
UR - Soil Health Cost Share	12,900.90
UR - Targeted Watershed	0.00
<b>Total 21000 · Unearned Revenue</b>	429,747.88
21100 · Direct Deposit Liabilities	-5,097.96
24000 · Payroll Liabilities	
24102 · Vision Insurance	-6.24
25500 · Sales Tax Payable	13.35
<b>Total 24000 · Payroll Liabilities</b>	7.11
<b>Total Other Current Liabilities</b>	424,657.03
<b>Total Current Liabilities</b>	424,657.03
<b>Total Liabilities</b>	424,657.03
Equity	
32000 · Retained Earnings	211,484.23
33000 · Assigned Compensated Absences	50,657.12
34000 · Assigned Building Maintenance	4,000.00
Net Income	34,816.43
<b>Total Equity</b>	300,957.78
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>725,614.81</b>

District Treasurer/Date

