

## AGENDA

NICOLLET SOIL AND WATER CONSERVATION DISTRICT

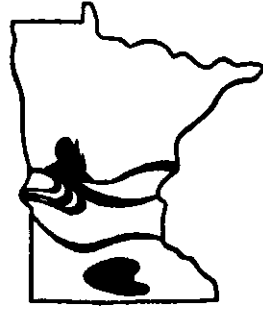
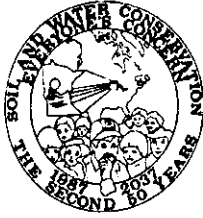
**Wednesday, December 2nd, 2020**

**8:30 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 September 2nd, 2020 Meeting
- V. Bills Paid: September 2020
- VI. Bills Paid: October 2020
- VII. Bills Paid: November 2020
- VIII. Treasurer's Report: October 2020
- IX. Treasurer's Report: November 2020
- X. Treasurer's Report: December 2020
- XI. Old Business
- XII. New Business
  1. NACD Dues
  2. MN Conservation Volunteer Donation
  3. MASWCD Resolutions Results/Business Meeting
  4. 2019 Financial Statements
  5. Close office for Christmas Eve
  6. Meetings by Zoom
- XIII. NRCS Report
- XIV. Supervisor & Staff Report
- XV. Other Business
- XVI. Employee Reviews
- XVII. Next Meeting
- XVIII. Adjourn



## NICOLLET SOIL AND WATER CONSERVATION DISTRICT

501 7<sup>th</sup> Street, PO Box 457  
Nicollet, MN 56074  
TELEPHONE (507) 232-2550

# MINNESOTA SOIL AND WATER CONSERVATION DISTRICTS

Minutes of the Nicollet Soil and Water Conservation District, 501 7<sup>th</sup> Street, Nicollet, Minnesota,  
December 2nd, 2020.

Meeting was called to order by Chair – Hulke at 8:32 A.M.

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

Others Present:  
District Manager, Kevin Ostermann  
District Technician, Eric Miller by Zoom  
District Technician, Blake Honetschlager by Zoom  
Administrative Assistant, Judy Beetch  
NRCS, April Sullivan by Zoom  
County Commissioner, John Luepke by Zoom

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

Upon a motion by Gieseke and seconded by Annexstad, it was moved to approve the minutes of the September 2nd, 2020 meeting. Ayes Hulke, Annexstad, Braun, Gieseke, Kral. Carried.

Upon a motion by Annexstad and seconded by Kral, it was moved to approve 39 paid bills for September 2020 totaling \$40,804.33; 31 paid bills for October totaling \$34,150.86 and 35 paid bills for November totaling \$36,572.53 (Checking Account), and 0 paid bills for September 2020; 0 paid bills for October 2020 and 0 paid bills for November 2020 (Grants Account). Ayes Hulke, Annexstad, Braun, Gieseke, Kral. Carried.

Upon a motion by Gieseke and seconded by Braun, it was moved to approve the October, November and December 2020 Treasurer's Reports, subject to audit. Ayes Hulke, Annexstad, Braun, Gieseke, Kral. Carried.

**Old Business:**

**New Business:**

**NACD Dues:** A motion was made by Kral and seconded by Annexstad to pay \$1,000 to the NACD for 2021 Annual Dues. Ayes Hulke, Annexstad, Braun, Gieseke, Kral. Carried.

**MN Conservation Volunteer Donation:** The District received a request for a donation to the MN Conservation Volunteer, a publication put out by the DNR which Board Members receive monthly. It was decided to increase the donation to \$150.00, up from \$100.00 last year. Upon a motion by Annexstad and seconded by Kral, it was moved to approve the donation. Ayes Hulke, Annexstad, Braun, Gieseke, Kral. Carried.

**MASWCD Resolutions Results/Business Meeting:** Due to COVID 19, the MASWCD Business Meeting will be virtual this year. The cost for Supervisors and Staff to attend is \$120.00. A motion was made by Annexstad and seconded by Braun to approve payment for the meeting. Supervisors will be paid for attending. Ayes Hulke, Annexstad, Braun, Gieseke, Kral. Carried.

**MACDE 2021 Dues:** Upon a motion by Gieseke and seconded by Braun, it was moved to approve payment of employee association 2021 MACDE Dues. Ayes Hulke, Annexstad, Braun, Gieseke, Kral. Carried.

**2019 Financial Statements:** The 2019 Financial Statements, prepared by Peterson Company, were distributed to the Supervisors. No motion needed.

**Close Office on Christmas Eve Day:** A request was brought to the Board to close the office on Christmas Day and give staff that day as a paid holiday. This would be in line with what Nicollet County is doing. A motion was made Kral and seconded by Gieseke to close on Christmas Eve and pay employees holiday pay. Ayes Hulke, Annexstad, Braun, Gieseke, Kral. Carried.

**Future Meetings by Zoom:** Due to a new Board Member starting in January, Ostermann thought it might be best to hold the January Meeting onsite, with just the Board Members and staff attending; guests could attend by Zoom. It will be voted on then as to whether the February meeting will be held via Zoom for everyone or if we will have a meeting. No motion needed.

**NRCS Report:** Sullivan's report was included in the meeting packets. She attended the meeting by Zoom and reported that the NRCS office is currently closed to the public.

**Supervisor & Staff Report:** Staff reports were included in the meeting packets.

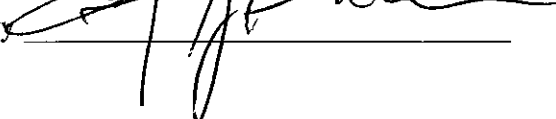
**Other Business:** Gieseke was awarded a plaque in recognition and thanks for years served on the Board. He was a Supervisor from 2009 to 2020.

**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. Upon a motion by Annexstad, which was seconded by Kral, the Board approved the reviews and wage increases for staff as recommended by the District Manager. Ayes Hulke, Annexstad, Braun, Gieseke, Kral. Carried.

**Next Meeting:** January 6th, 2021 at 8:30 A.M.

**Adjourn:** A motion was made by Braun and seconded by Annexstad to adjourn the meeting. Meeting Adjourned at 9:06 A.M.

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

Secretary  \_\_\_\_\_

**Nicollet SWCD**  
**Monthly Treasurer's Report**  
 October 1, 2020

	Sep 30, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Pioneer Bank	212,143.33
11000 · Pioneer Bank Grants	32,509.41
12000 · Pioneer Bank Savings	145,986.60
Total Checking/Savings	390,639.34
Accounts Receivable	
11001 · Accounts Receivable	96.64
Total Accounts Receivable	96.64
Total Current Assets	390,735.98
<b>TOTAL ASSETS</b>	<b>390,735.98</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 · Unearned Revenue	
UR - Buffer Grant T&A	1,827.23
UR - BWSR 2019 Capacity	21,677.71
UR - BWSR 2020 Capacity	121,989.59
UR - Conservation Delivery	19,224.00
UR - Cost Share 2020	10,570.12
UR - Cost Share 2021	12,862.00
UR - Targeted Watershed	0.00
Total 21000 · Unearned Revenue	188,150.65
21100 · Direct Deposit Liabilities	
21150 · Accrued Wages	7,284.00
Total 21100 · Direct Deposit Liabilities	7,284.00
24000 · Payroll Liabilities	
24102 · Vision Insurance	0.18
25500 · Sales Tax Payable	6.90
Total 24000 · Payroll Liabilities	7.08
Total Other Current Liabilities	195,441.73
Total Current Liabilities	195,441.73
Total Liabilities	195,441.73
Equity	
32000 · Retained Earnings	101,180.89
Net Income	94,113.36
Total Equity	195,294.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>390,735.98</b>

Dec 1, 20

**Nicollet SWCD**  
**Monthly Treasurer's Report**  
 November 1, 2020

	Oct 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Pioneer Bank	188,865.02
11000 · Pioneer Bank Grants	32,510.79
12000 · Pioneer Bank Savings	146,048.59
Total Checking/Savings	367,424.40
Accounts Receivable	
11001 · Accounts Receivable	96.64
Total Accounts Receivable	96.64
Total Current Assets	367,521.04
<b>TOTAL ASSETS</b>	<b>367,521.04</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 · Unearned Revenue	
UR - Area VI Training	5,000.00
UR - Buffer Grant T&A	1,827.23
UR - BWSR 2019 Capacity	21,677.71
UR - BWSR 2020 Capacity	121,931.66
UR - Conservation Delivery	19,224.00
UR - Cost Share 2020	10,570.12
UR - Cost Share 2021	12,862.00
UR - Targeted Watershed	0.00
Total 21000 · Unearned Revenue	193,092.72
21100 · Direct Deposit Liabilities	
21150 · Accrued Wages	7,284.00
Total 21100 · Direct Deposit Liabilities	7,284.00
24000 · Payroll Liabilities	
24102 · Vision Insurance	0.20
25500 · Sales Tax Payable	6.90
Total 24000 · Payroll Liabilities	7.10
Total Other Current Liabilities	200,383.82
Total Current Liabilities	200,383.82
Total Liabilities	200,383.82
Equity	
32000 · Retained Earnings	101,180.89
Net Income	65,956.33
Total Equity	167,137.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>367,521.04</b>

District Treasurer/Date

*Robby B. Glesch* 12-2-20

Dec 1, 20

**Nicollet SWCD**  
**Monthly Treasurer's Report**  
 December 1, 2020

	Nov 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Pioneer Bank	323,680.45
11000 · Pioneer Bank Grants	32,512.13
12000 · Pioneer Bank Savings	146,108.61
	502,301.19
<b>Total Checking/Savings</b>	502,301.19
<b>Other Current Assets</b>	
12001 · Undeposited Funds	96.64
	96.64
<b>Total Other Current Assets</b>	96.64
<b>Total Current Assets</b>	502,397.83
<b>TOTAL ASSETS</b>	502,397.83
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
21000 · Unearned Revenue	
UR - Area VI Training	5,000.00
UR - Buffer Grant T&A	19,027.23
UR - BWSR 2019 Capacity	21,677.71
UR - BWSR 2020 Capacity	121,624.00
UR - BWSR 2021 Capacity	126,291.00
UR - Conservation Delivery	19,224.00
UR - Cost Share 2020	10,570.12
UR - Cost Share 2021	12,862.00
UR - Targeted Watershed	0.00
	336,276.06
<b>Total 21000 · Unearned Revenue</b>	336,276.06
21100 · Direct Deposit Liabilities	
21150 · Accrued Wages	7,284.00
	7,284.00
<b>Total 21100 · Direct Deposit Liabilities</b>	7,284.00
24000 · Payroll Liabilities	
24102 · Vision Insurance	0.22
25500 · Sales Tax Payable	6.90
	7.12
<b>Total 24000 · Payroll Liabilities</b>	7.12
<b>Total Other Current Liabilities</b>	343,567.18
<b>Total Current Liabilities</b>	343,567.18
<b>Total Liabilities</b>	343,567.18
<b>Equity</b>	
32000 · Retained Earnings	101,180.89
Net Income	57,649.76
	158,830.65
<b>Total Equity</b>	158,830.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	502,397.83

District Treasurer/Date

*Robby B. Giesche* / 12/2/20