

## AGENDA

NICOLLET SOIL AND WATER CONSERVATION DISTRICT

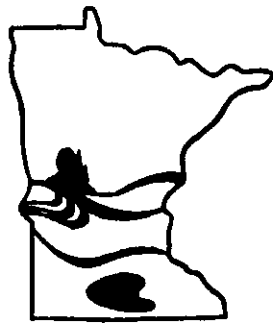
**Wednesday, January 3rd, 2024**

**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 December 14th, 2023 Meeting
- V. Bills Paid: December 2023
- VI. Treasurer's Report: January 2024
- VII. Old Business
- VIII. New Business
  1. Board Reorganization
  2. 2024 Committee Assignments/2024 Meeting Dates
  3. 2024 Mileage Rate
  4. 2024 Authorization to Sign Checks
  5. Official Depository
  6. MCIT Renewals/MASWCD 2024 Dues
  7. 2023 Audit
  8. Area VI Chairs Meeting
  9. Statement of Interest Changes
  10. Legislative Briefing/Day at the Capitol March 12 & 13
  11. Cost Share
- IX. NRCS Report
- X. Supervisor & Staff Report
- XI. Other Business
- XII. Next Meeting
- XIII. 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,  
January 3rd, 2024.

Meeting was called to order by Chair – Annexstad at 8:30 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  
District Technician, Blake Honetschlager  
Administrative Assistant, Judy Beetch  
Sibley SWCD Conservation Technician, Tara O'Brien  
NRCS, Reyna Chavez – Absent  
BWSR, Jeremy Maul – Absent  
County Commissioner, Kurt Zins

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

Upon a motion by Hermanson and seconded by Braun, it was moved to approve the minutes of the December 14th, 2023 meeting. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

Upon a motion by Kral and seconded by Hermanson, it was moved to approve 42 paid bills for December 2023 totaling \$239,131.74 (Checking Account), and 0 paid bills for December 2023 (Grants Account). Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

Upon a motion by Braun and seconded by Hulke, it was moved to approve the January 2024 Treasurer's Report, subject to audit. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

**Old Business:**

**New Business:**

**Board Reorganization:** Upon a motion by Hulke and seconded by Kral, it was moved to approve the Board positions as stated: Don Hermanson as Chair, John Kral as Vice Chair, Tim Braun as Treasurer, Bruce Hulke as Secretary and Eric Annexstad as Member. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

Hermanson lead the remainder of the meeting.

**2024 Committee Assignments:** Upon a motion by Braun and seconded by Kral, it was moved to accept the 2024 Committee Assignments. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

<b><u>2024 Committee Assignments</u></b>			
<b><u>Committee</u></b>	<b><u>Alternate</u></b>		<b><u>Meetings</u></b>
South Central SWCD TSA	Bruce Hulke	Tim Braun	Quarterly
Personnel Committee	Don Hermanson	Eric Annexstad	Once a Year
Legislative	Eric Annexstad		
Budget Committee	Tim Braun	Don Hermanson	Once a Year
EQIP Committee	Eric Annexstad		Once a Year
1W1P Rush River Lower MN	Eric Annexstad	Don Hermanson	Monthly
1W1P Middle MN Mankato	Don Hermanson	John Kral	Monthly

**2024 Meeting Dates:** A motion was made by Annexstad and seconded by Hulke to continue with the 2024 Meetings on the first Wednesday of the month (with the exception of the July meeting). The dates will be published on the website. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

### **2024 Nicollet Board Meeting Dates**

January 3rd	July 10th
February 7th	August 7th
March 6th	September 4th
April 3rd	October 2nd
May 1st	November 6th
June 5th	December 4th

**2024 IRS Mileage Rate:** The District received notice that the IRS Mileage Rate will be changed to 67 cents/mile, up from 65.5 cents/mile in 2023. Upon a motion by Kral and seconded by Annexstad, it was moved to change the mileage rate to 67 cents/mile effective 01-3-2024. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

**2024 Authorization to Sign Checks:** Currently Braun, Ostermann & Honetschlager are authorized to sign checks. Upon a motion by Hulke and seconded by Braun, it was moved to continue to give Braun, Ostermann and Honetschlager authority to sign checks. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

**Official Depository:** Currently, Pioneer Bank is the Official Depository. Upon a motion by Hulke and seconded by Kral, it was moved to continue with Pioneer Bank as the Official Depository. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

**MCIT Renewal/MASWCD Dues:** The District received and reviewed the invoice for insurance coverage through the Minnesota Counties Insurance Trust (MCIT). Total amount for the insurance premiums due is \$8,691.00. The Board also reviewed the MASWCD 2024 dues notice for \$7,077.92. Upon a motion by Braun and seconded by Hulke, it was moved to approve payment for MCIT for \$8,691.00 and MASWCD for \$7,077.92. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

**2023 Audit:** A motion was made by Annexstad and seconded by Kral to accept the bid of \$4,500.00 from Peterson & Company for the 2023 Financial Audit and authorize the District Manager to sign the agreement. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

**Area VI Chairs Meeting:** The SWCD has not received notice of when or where the Area VI Chairs Meeting will be held. We will make the Supervisors aware once we hear on date and location. No motion needed.

**Statement of Interest:** Ostermann reminded the Supervisors to fill out the Statement of Interest which is required for all public officials. No motion needed.

**Legislative Briefing/Day at the Capitol March 12 & 13:** A motion was made by Hulke and seconded by Annexstad to approve Supervisors and staff to attend and pay expenses for the Legislative Briefing and Day at the Capitol on March 12<sup>th</sup> and 13<sup>th</sup>. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

**Cost Share:** The Board received a request for final payment on contract 1W1P (1). Financial assistance of \$12,799.00 for construction of 4 Water and Sediment Control Basins was requested. Upon a motion by Braun and seconded by Annexstad, it was moved to approve payment on contract 1W1P (1) for \$12,799.00. Ayes Hermanson, Hulke, Kral, Braun, Annexstad. Carried.

**MADCE 2024 Dues:** A request was made that the Board approve payment for the MACDE 2024 dues which is \$25.00 for each employee. Upon a motion by Annexstad and seconded by Kral, approval was granted for payment for MADCE dues of \$25.00 per employee. Ayes Hulke, Annexstad, Hermanson, Braun, Kral. Carried.

**NRCS Report:** Report is attached.

**Supervisor & Staff Report:** Tara O'Brien, Conservation Technician from Sibley SWCD, shared what she has been working on. The Staff reports are attached.

**Other Business:** None

**Next Meeting:** February 7<sup>th</sup>, 2024 at 8:30 A.M.

**Adjourn:** A motion was made by Kral and seconded by Braun to adjourn the meeting. Meeting Adjourned at 9:50 A.M.

**Approved:** \_\_\_\_\_ Secretary Brian Hulke

**Nicollet SWCD**  
**Monthly Treasurer's Report**  
 January 1, 2024

Jan 9, 24

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Pioneer Bank	136,508.74
11000 · Pioneer Bank Grants	65,683.66
12000 · Pioneer Bank Savings	213,075.81
15000 · Pioneer Bank CD	153,036.92
<b>Total Checking/Savings</b>	568,305.13
<b>Accounts Receivable</b>	
11001 · Accounts Receivable	588.41
<b>Total Accounts Receivable</b>	588.41
<b>Other Current Assets</b>	
12001 · Undeposited Funds	785.98
<b>Total Other Current Assets</b>	785.98
<b>Total Current Assets</b>	569,679.52
<b>TOTAL ASSETS</b>	<b>569,679.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
21000 · Unearned Revenue	
UR-Conservation Contracts 2024	15,651.00
UR-Conservation Contracts 2025	15,651.00
UR - Buffer Grant T&A	7,489.22
UR - BWSR 2021 Capacity	12,799.00
UR - BWSR 2022 Capacity	7,895.52
UR - BWSR 2023 Capacity	96,535.16
UR - Conservation Delivery 2024	19,224.00
UR - Conservation Delivery 2025	19,224.00
UR - Soil Health Cost Share	12,571.46
UR - Targeted Watershed	0.00
<b>Total 21000 · Unearned Revenue</b>	207,040.36
24000 · Payroll Liabilities	
24102 · Vision Insurance	0.04
24205 · Medicare Company	172.63
24210 · Social Security Company	738.15
24215 · Medicare Employee	172.63
24220 · Social Security Employee	738.15
25500 · Sales Tax Payable	146.25
24000 · Payroll Liabilities - Other	1,106.00
<b>Total 24000 · Payroll Liabilities</b>	3,073.85
<b>Total Other Current Liabilities</b>	210,114.21
<b>Total Current Liabilities</b>	210,114.21
<b>Total Liabilities</b>	210,114.21
<b>Equity</b>	
32000 · Retained Earnings	211,484.23
33000 · Assigned Compensated Absences	50,657.12
34000 · Assigned Building Maintenance	4,000.00
Net Income	93,423.96
<b>Total Equity</b>	359,565.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>569,679.52</b>

District Treasurer/Date

