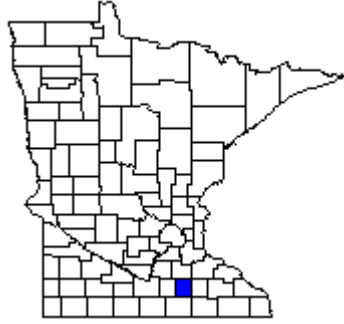


STEELE SOIL AND WATER CONSERVATION DISTRICT

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**MINNESOTA
SOIL and WATER CONSERVATION DISTRICTS**

The regular monthly meeting of the Steele County Soil and Water Conservation District Board of Supervisors was called to order by Chairman Dan Hansen at 7:15 p.m. on Wednesday, December 12, 2012 at the Conservation Office located at 235 Cedardale Drive SE, Owatonna, MN.

<u>SWCD Supervisors Present:</u>	<u>SWCD Staff Present:</u>	<u>Others Present:</u>	<u>Absent:</u>
Dan Hansen, Chrmn.	Dan Arndt	Jim Smith, NRCS	James Klecker, Reporter
Mark Ihlenfeld, Treasurer	Sue Condon	Bruce Kubicek, Commissioner	
Kyle Wolfe, Vice-Chrmn.	Eric Gulbransen		
Dave Melby, Secretary			

The December agenda was reviewed, Arndt added to New Business the following - #3. Employee Review; #4 Phased Retire; and #5. Other.

The November minutes were mailed to the Supervisors to be reviewed. Motion was made by Wolfe, seconded by Ihlenfeld to approve the minutes as written. Motion was carried by voice vote.

The November Treasurer’s Report (see attached) was read by Ihlenfeld. Motion was made by Wolfe, seconded by Melby to approve the October Treasurer’s Report. Motion was carried by voice vote.

Bills: (see attached.) Motion was made by Melby, seconded by Ihlenfeld to approve paying the bills as listed. Motion was carried by voice vote.

OLD BUSINESS:

1. 2012 MASWCD Convention Report: Ihlenfeld, Wolfe, Gulbransen and Condon attended the convention. Our Outstanding Conservation Farmer, Eileen Thompson and son Tim planned on attending, but could not. About \$6,000 was made on the silent auction and live auction. The proceeds go towards the MASWCD sponsored MN State Envirothon. All those who were in attendance reported on their meetings. SE MN MASWCD supervisors and employees will be charge of the 2013 convention. Steele Co. SWCD’s resolution was passed. Past MASWCD President Vern Wilker attended this year. Discussion followed. Signs for the Outstanding Conservation Farmers were discussed. Because of the cost, it was tabled in previous years. Commissioner Kubicek stated that maybe the county could help with the signs, as they can make their own.
2. 2013 County Budget Allocation: Arndt reported that the county has allocated the District \$124,165 for the year 2013. Hansen thanked Commissioner Kubicek for this increase in the District’s allocation.
3. Other: Ihlenfeld attended the RC & D meeting on November 26th: Ihlenfeld reported that the RC & D is still in its planning and organization status.

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NEW BUSINESS:

1. Gulbransen presented the following: Cost-share payment on 13(10)FC C. Johnson on a grassed waterway/side inlet repair. Total cost \$1,860; c-s cost \$1,395. Moved by Ihlenfeld, seconded by Wolfe to approve payment. Motion carried by voice vote. Cost-share payment on 15(10)FC Richard Bakken for Water and Sediment Basins with tile outlet. Total cost \$5,202.50; c-s \$3,000. Moved by Wolfe, seconded by Melby to approve payment. Motion carried by voice vote. An amendment to 14(10)FCA Mary Ann Mundt on a stream bank stabilization project. Amendment to increase the cost by \$1,363.27. Motion to approve the amendment made by Wolfe, seconded by Melby. Motion carried by voice vote. Payment on 14(10)FC Mary Ann Mundt in the amount of \$6,670.50 for stream bank stabilization. Motion was made by Wolfe, seconded by Melby. Motion carried by voice vote. Gulbransen reported that there may be some slippage on the 2010 Flood Grant that will need to be sent back to BWSR.
2. Arndt presented copies of letters to be sent to the Federal Legislators and Senators who are involved with drafting the 2012 Farm Bill. Motion was made by Melby, seconded by Wolfe to sign the letters and mail them as soon as possible.
3. Employee Review:
4. Phased Retirement:
5. Other:

Agency Reports: Commissioner Kubicek reported on attending the MN Counties Convention. Discussed were ideas about streamlining water permits.

Smith reported that there is another EQIP signup starting Jan. 18th and that there will be four sign-up periods between January to March of 2013.

Staff Reports: Condon reported the auctions at the MASWCD Convention raised over \$6,000 that will go toward the state Envirothon. Gulbransen reported on cost-share projects and that the District is taking tree orders. He also reported that he wrote a MN Conservation Core grant for an apprentice to work in the office next summer. Arndt reported that he met with the Owatonna Airport to discuss a possible living snow fence protecting the Owatonna Hospital and the airport.

Chrmn Hansen asked all to leave the room, except the supervisors, to discuss numbers 3 and 4 of the agenda.

Meeting reconvenes and Chairman Hansen turns the meeting over to the Personnel Committee, Wolfe and Ihlenfeld.

Annual Employee Review: Ihlenfeld and Wolf reported on the personnel committee meeting conducted this afternoon at 4 PM. Employee job performance evaluations were completed, and 2013 job plans were discussed. Wages and insurance benefits for 2013 were discussed. It was reported that an area VII District employee wage survey revealed that the Steele County SWCD wage scale is below the average of those Districts surveyed. Motion was made by Wolf, seconded by Melby to approve the following actions effective the first pay period in January 2013.

- Approve increasing the Districts overall wage scale by 5%
 - Approve the BCBS HSA Health Insurance renewal for Arndt and Gulbransen.
 - Approve renewal of Principal Insurance, disability, life, and dental for all employees
 - Approve paying 50% of the HSA deductible (\$1625/Ea.) for Arndt and Gulbransen.
 - Approve signing the Phased Retirement Agreement for Sue Condon for calendar year 2013.
 - Approve payment of the Medicare supplement parts C (health/dental), and D (drugs) for Sue Condon.
- Motion Carried By Voice Vote.

Motion was made by Ihlenfeld, seconded by Melby to adjourn at 9:00 p.m. the meeting. Motion carried.

Submitted by Sue Condon, District Admin. Sec.

ALL PREMIUMS ARE BASED ON MONTHLY RATES

2013 Positions	Insurance (health & dental)	2012 - Current Insurance	HSA Rate	2013 Renewal Rate	HSA Rate
Manager	BCBS	1031	3000	924	3250
Resource Con.	BCBS	534	3000	522	3250
Dist. Admin. Sec.	BCBS	889	3000	0	0
		2454	9000	1446	6500

Principal Ins.	Life, AD & D	Dep. Life	Disability	2012 - 2013- Current Insurance
Manager	20.63	9.40	62.50	92.53
Resource Con.	20.63	9.40	30.50	60.53
District Admin. Sec.	15.47	0	33.14	48.61

Dist. Admin. Sec. - Medicare

2013 Rates		2013 Rate	HSA Rate
Part C (Health)	BCBS-Senior Gold	215.00	0
Part C (Dental)	Landmark Dental	34.63	
Part D (Drug)	Humana Enhanced (PDP)	39.60	

TOTAL COST PER MONTH PER EMPLOYEE:

	2012 Monthly Cost	2013 Monthly Cost
Manager	1248.53	1151.95
Resource Cons.	719.53	717.95
Dist. Admin. Sec.	1062.61	337.84

