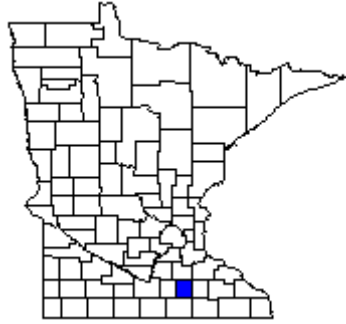


STEELE SOIL AND WATER CONSERVATION DISTRICT

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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 Kyle Wolfe at 7:00 p.m. on Wednesday January 14, 2015 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>
Dave Melby, Vice-Chrmn	Dan Arndt	James Smith, NRCS	Noel Frank, NRCS
Mark Ihlenfeld, Secretary	Adrienne Justman	Mark Schultz, Steele County Commissioner	
James Klecker, Treasurer	Eric Gulbransen	Jim Brady, Steele County Commissioner	
Dan Hansen, Reporter			
Kyle Wolfe, Chairman			

The January agenda was reviewed with no additions.

The December minutes were distributed to the Supervisors prior to the meeting. Kyle Wolfe was omitted on the list of those who attended the MASWCD Annual Convention. Motion was made by Melby, seconded by Hanson, to approve the minutes with Wolfe added to the list of those who attended the convention. Motion was carried by voice vote.

The December Treasurer’s Report was read by James Klecker. Motion was made by Hanson, seconded by Ihlenfeld to approve the December Treasurer’s Report. Motion was carried by voice vote.

Dan Arndt presented the Capital Expenditure Projection that had been created. This projection was created to establish a realistic timeline and budget for saving funds to replace the District truck, Ranger, No-till Drill and office equipment; which had been discussed at the December meeting. It was decided that \$650 would be placed into the Capital Replacement Fund monthly to be able to purchase a new truck in 2018. Motion was made by Klecker, seconded by Hanson, to move forward with this plan for saving funds. Motion carried by voice vote.

Adrienne Justman presented options for renewing the CD account for the 2015 year. It was decided that Owatonna Community Bank was the best option with an annual interest rate of .4%. Motion was made by Melby, seconded by Klecker, to renew as discussed. Motion carried by voice vote.

Bills: (See attached) Motion was made by Ihlenfeld, seconded by Klecker to approve paying the bills as written. Motion was carried by voice vote.

OLD BUSINESS

1. 2015 Calendar: 3,590 copies of the 2015 calendar were mailed out the week of December 29th. Dan reported that there have been several people who remarked on it and how much they like the calendar.
2. SWCD Supervisors Oath of Office: Mark Ihlenfeld and Kyle Wolfe were sworn in on January 5th along with other Steele County elected officials.
3. Other: Kyle attended a Cannon River Watershed Partnership meeting on January 12th. He reported that they had received a gift of \$88 thousand as recognition for all of the stormwater work that they have done.

NEW BUSINESS:

1. Reorganization of the Board of Supervisors: The Board was reorganized based on the 2 year rotation that has been established in the past. Positions are as follows:
 - Chairman – Dave Melby
 - Vice Chair – Mark Ihlenfeld
 - Secretary – James Klecker
 - Treasurer – Dan Hansen
 - Public Relations & Information – Kyle Wolfe

Motion was made by Klecker, seconded by Melby, to accept the positions as listed above. Motion carried by voice vote.

Dave Melby took over directing the meeting at this point.

2. Committees and Appointments: Committees and appointments were made as follows:
 - Personnel – Melby and Klecker
 - Budget and Planning – Hansen and Wolfe
 - SE Joint Powers Board – Ihlenfeld
 - RC&D – Ihlenfeld
 - County Water Plan Representative – Melby
 - Cannon River Watershed Partnership – Wolfe
 - Soil Health Committee - Hansen

Motion was made by Hanson, seconded by Klecker, to accept the committees and appointments as listed above. Motion carried by voice vote.

3. Annual Approvals and Designations: It was decided that there would be no changed from last year in these areas.
 - Board Meeting Date & Time – Second Wednesday of each month at 7pm
 - Primary Financial Institution – United Prairie Bank
 - Official Newspaper – Owatonna Peoples Press
 - Official Radio Station – KOWZ

Motion was made by Klecker, seconded by Wolfe, to accept these designations. Motion was carried by voice vote.

4. Supervisor Compensation: It was decided to maintain supervisor compensation at the same level as last year; \$60 for events under 4 hours, \$75 for over 4 hours, and the 2015 IRS maximum allowable rate for mileage reimbursement. Motion was made by Wolfe and seconded by Klecker to accept these rates. Motion carried by voice vote
5. 2015 Charges for Service: The charges for services will remain unchanged with the exception of the replacement tile probe tips. The cost to the District for these had increased so it is necessary to increase the charge. The new rate will be \$7.50 each before tax. Motion was made by Ihlenfeld, seconded by Klecker, to approve this change and the list of charges. Motion carried by voice vote.
6. SWCD Computer Upgrades: Adrienne Justman presented recommendations for computer upgrades based on the research that she completed. The best option for replacing the desktop computer that Dan Arndt uses is to purchase one through the NACD supplier. The new computer will cost \$653 and will be compatible with the USDA network. The best option for replacing the SWCD laptop is to purchase one through Best Buy. The laptop and the 2 year wear and tear protection plan will total \$1,279. Motion was made by Wolfe, seconded by Klecker, to approve these expenses. Motion carried by voice vote.
7. 2015 Draft Plan of Work: The Supervisors were presented with the draft of the 2015 Annual Plan of Work for their review. They were encouraged to contact Dan Arndt with questions, concerns, or recommendations before the February board meeting.
8. Freeborn County Soil Health Team Workshop: The workshop will be held at the Alber Lea fairgrounds on January 21st. Dan and Eric plan on attending. Motion was made by Wolfe, seconded by Ihlenfeld, to approve the cost of registration for any interested in attending. Motion carried by voice vote.
9. RC&D Meeting, January 26: The representative at large for RC&D had been Mary Larson. Bruce Kubicek had expressed interest in filling this position. Dan will be contacting him to establish if he still wants to fill this position.
10. Legislative Day at the Capitol: Legislative Day at the Capitol will be January 26 and 27. Any interested in attending were instructed to contact Adrienne before January 16 so registration could be sent. The Supervisors were presented with the 2015 MASWCD Legislative Platform for their review.
11. SE JPB Meeting: Dan Arndt and Mark Ihlenfeld are planning to attend the Southeast Joint Powers Board meeting on January 29th.

Agency Reports:

Jim Brady reported that the .5 cent tax will go into effect beginning April 1st and will be effective for 10 years. Mark Schultz inquired about how our county allocation was established. He also asked about the history and current status of the Steele/Waseca Agreement for Services. There was a discussion of the long term possibilities of this agreement.

Jim Smith reviewed the NRCS Civil Rights policy. He then reported that he had recently attended a two day EQIP training in Mankato. He said that there are 1,300 applications to be funded statewide.

Staff Reports:

Eric reported that he has a few landowners interested in signing up for projects. He also reported that tree orders are beginning to arrive but it so far has been slow.

Dan reported that there is a RIM sign up until the end of the month. He will be speaking with landowners next week. The current rate for a permanent easement is \$6,367 to \$7,272 per acre. The rates are based on the average sale prices for land in the area.

Motion to Adjourn: Motion was made by Klecker, seconded by Hansen to adjourn the meeting. Motion carried by voice vote.

Respectfully Submitted by,

A handwritten signature in cursive script that reads "Adrienne Justman". The signature is written in black ink and is positioned below the text "Respectfully Submitted by,".

Adrienne Justman,
Administrative Assistant

January Bills

Elan			
	Office Supplies	\$35.02	
	Waseca - Keys	\$20.14	
	Gas	\$148.01	
	Convention Hotel	\$490.14	
	Office Expense	\$41.62	\$734.93
Cedardale Dev.	Jan. Rent		\$619.20
Jaguar	Internet		\$39.95
MCIT			
	Workers Comp.	\$1,550.00	
	Liability Insurance	\$3,446.00	\$4,996.00
Peterson Company LTD	Audit		\$2,500.00
Tri-M Graphics	Postage for 2015 Calendar		\$1,598.50
MN State Auditor	Review of 2013 Audit		\$150.00
Pitney Bowes	Postage		\$200.00
		Total	\$10,838.58