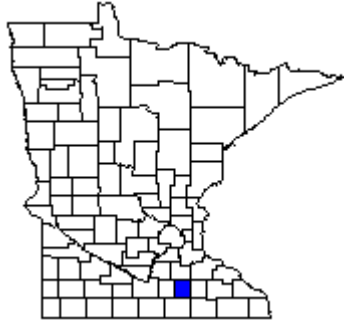


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**MINNESOTA  
 SOIL and WATER CONSERVATION DISTRICTS**

The regular monthly meeting of the Steele County Soil and Water Conservation District Board of Supervisors was called to order by Chairman Dave Melby at 7:05 p.m. on Thursday November 12, 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, Chairman	Eric Gulbransen	James Brady, Steele County Commissioner	
James Klecker, Secretary	Adrienne Justman		
Mark Ihlenfeld, Vice Chair	Adam Arndt		
Kyle Wolfe, Reporter			
Dan Hansen, Treasurer			

The November agenda was reviewed, a State Cost Share payment approval was added.

The October minutes were distributed to the Supervisors prior to the meeting. Motion was made by Wolfe, seconded by Klecker, to approve the minutes as written. Motion was carried by voice vote.

The October Treasurer’s Report was read by Dan Hansen. Motion was made by Ihlenfeld, seconded by Klecker, to approve the October Treasurer’s Report. Motion was carried by voice vote.

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

**OLD BUSINESS**

1. BWSR Academy – Gulbransen, Arndt, and Justman attended the BWSR Academy at Breezy Point. Gulbransen attended a variety of WCA related trainings to help improve his understanding of the rules and regulations. Arndt focused on RIM and grant writing. He reported that the sessions were very informative and helped familiarize him with the RIM program. Justman stated that the accounting trainings that she attended were very helpful and informative, especially regarding the new reporting requirements that are being put into place.
2. Meeting Reports – CRWP – Wolfe attended the CRWP meeting. He stated that the new director is working out well and getting up to speed on the current issues. He noted that there seems to be a shift in focus toward more on the ground projects rather than research based work. The use of the Busch grant is still under discussion. He also stated that the group is trying to reach out and spread awareness of their programs to a larger group.

**NEW BUSINESS:**

1. Employee Insurance – This is follow up from the 2016 Insurance Options discussion at the October meeting. The available options were reviewed with the Board. There was discussion about what other Districts and Steele County cover for their employee premiums, and what they offer for H.S.A. contributions. Arndt presented the Board with a spread sheet showing the employee and District costs in four different scenarios; under the current policy, offering 50% premium coverage, offering 70% premium coverage, and offering 100% premium coverage. The Board discussed the advantages and disadvantages of each option. A motion was made by Wolfe to have the new policy be that the District will cover 100% of the single premium and 70% of the family coverage premium. The District contribution to the employee's H.S.A for 2016 will be equal to 100% of the single coverage deductible. This motion was seconded by Klecker. Motion carried by voice vote.
2. Personnel Policy Update – Justman provided the Board with copies of the current Personnel Policy Handbook. She noted several places where updates need to be made and the Board discussed what adjustments to make. Motion was made by Hansen, seconded by Klecker, to make the discussed updates and have a draft for final approval at the December Board Meeting. Motion carried by voice vote.
3. Buffer Law and MAWQCP Grant Agreement – Gulbransen presented the agreement for these 2 grants. Motion was made by Klecker, seconded by Hansen, to approve signing the agreement. Motion carried by voice vote.
4. Flood Recovery Grant Received – Gulbransen informed the Board that the \$85,500 Flood Recovery grant was received. There was discussion about the projects that are eligible to receive funding through this grant.
5. Zumbro River Watershed Meeting – November 18 – Gulbransen presented the Board with information about this meeting to be held at Cascade Meadows in Rochester at 9:30 AM. Some of the topics that are going to be discussed and stressors in the watershed, trout streams, and the impact of Rochester and Oronoco.
6. District Capacity Funding Update – Gulbransen gave a brief update of the status of the District Capacity Funding. At this time BWSR is still requesting information about how Districts are planning to use this funding. There is a managers meeting planned for December 1 to discuss more details.
7. Cost Share Payment Approval – Larry Neubauer waterway – Total cost \$988.60, C-S \$741.45, Landowner cost \$247.15 – Motion was made by Wolfe, seconded by Ihlenfeld, to approve payment for the project. Motion carried by voice vote.

**Agency Reports:**

James Brady reported on his activity over the last month. He attended the Southeast Minnesota Water Resources strategic planning meeting; the main topic of discussion was establishing priorities for the upcoming year. Brady also reported that the County had to write off \$2.3 million for the Four Seasons Enterprise. He stated that going forward funds will be levied for this to keep the books cleaner.

Staff Reports:

Adam Arndt has spent his time working on a basin project and assisting Tyler Polster with work in Waseca.

Adrienne Justman reported that the 2016 Calendar is in progress and a draft should be received shortly.

Eric Gulbransen has been spending a lot of time working on WCA in both Steele and Waseca counties. He distributed the agenda for the 2016 MASWCD Annual Convention to the Supervisors. He also reported that the 2014 MCIT Annual report was available at the office in anyone was interested.

Motion to Adjourn: Motion was made by Klecker, seconded by Wolfe, 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 fluid and elegant, with a large initial 'A' and a long, sweeping underline.

Adrienne Justman,  
Administrative Assistant

November Bills

<b>MASWCD</b>	<b>2nd Half Dues</b>		<b>\$1,574.35</b>
<b>Community Bank</b>	<b>Adam H.S.A. Deposit</b>		<b>\$3,000.00</b>
<b>Community Bank</b>	<b>November H.S.A.</b>		<b>\$331.26</b>
<b>MN Ag Dept.</b>	<b>2016 Nursery license renewal</b>		<b>\$300.00</b>
<b>Eric Gulbransen</b>	<b>Mileage 70@.575</b>		<b>\$40.25</b>
<b>Adrienne Justman</b>	<b>Mileage 70@.575</b>		<b>\$40.25</b>
<b>Adam Arndt</b>	<b>Mileage 36@.575</b>		<b>\$20.70</b>
<b>Schlatter's Inc.</b>	<b>Tile Probes &amp; Tips</b>		<b>\$829.07</b>
<b>Elan</b>	<b>Employee Meals</b>	<b>\$ 57.70</b>	
	<b>Gas</b>	<b>\$ 187.27</b>	
	<b>Truck Maintenance</b>	<b>\$ 102.55</b>	
	<b>Office Supplies</b>	<b>\$ 69.88</b>	<b>\$417.40</b>
		<b>TOTAL</b>	<b>\$6,553.28</b>