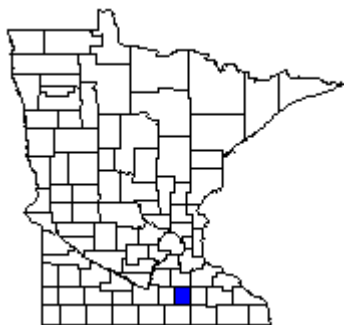


235 Cedardale Drive SE  
 Owatonna, Minnesota 55060-4417  
 Telephone (507) 451-6730 Ext. 3  
 Fax (507) 444-2421



**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 7:00 p.m. on Wednesday August 12, 2015 at the Conservation Office located at 235 Cedardale Drive SE, Owatonna, MN.

<b><u>SWCD Supervisors Present:</u></b>	<b><u>SWCD Staff Present:</u></b>	<b><u>Others Present:</u></b>	<b><u>Absent:</u></b>
Dave Melby, Chairman	Dan Arndt	Jim Brady, Steele County Commissioner	Mark Ihlenfeld, Vice Chair
James Klecker, Secretary	Adrienne Justman	James Smith, NRCS	
Dan Hansen, Treasurer	Eric Gulbransen	Noel Frank, NRCS	
Kyle Wolfe, Reporter	Adam Arndt		

The August agenda was reviewed with no additions.

Melby welcomed Adam Arndt to the meeting.

The July minutes were distributed to the Supervisors prior to the meeting. Melby noted a change that needed to be made to the section speaking about the decision to hire Adam Arndt and the conditions of his offer of employment. Motion was made by Hansen, seconded by Wolfe, to approve the minutes with the noted change. Motion was carried by voice vote.

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

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

**OLD BUSINESS**

1. Meeting Reports – Eric Gulbransen reported on the Southern Minnesota Ag Expo event, held on July 20 at the Rodney Krell Farm. He reported that there were a lot of demonstrations that took place. One of the main topics was buffers. There were approximately 200 people in attendance.

Gulbransen also reported on the County Board meeting that he attended on August 11. There was a presentation on the Buffer initiative. Gulbransen stated that there was not a lot of new information presented. The presentation was designed to mainly get the basic information out to a wider audience.

**NEW BUSINESS:**

1. BWSR FY2016 Grant Agreements –  
Conservation Delivery - \$20,014  
State Cost-Share - \$10,609  
Easement Delivery - \$2,516  
Dan Arndt presented the 2016 grant amounts and agreement to the board for review. Motion was made by Wolfe, seconded by Klecker, to approve and sign the presented agreement. Motion carried by voice vote.
2. 2014 Flood Grant Cost-Share program – Gulbransen presented the proposed cost-share program for the 2014 Flood Recovery grant to the board (see attached). Motion was made by Hansen, seconded by Klecker, to accept the program as presented. Motion carried by voice vote.
3. 2015 MCIT Dividend Notice – Dan Arndt presented the dividend notice to the board. The numbers are as follows:  
Worker's Compensation - \$665  
Property/Casualty - \$776
4. Fair Awards Program – August 18 – The awards program for the Conservation winners will be held at 2 pm at the show barn. Melby is planning to attend to present the winners with their certificates.
5. Fair Schedule – The supervisors discussed the schedule for the fair booth. Each committed to spending one evening at the booth as follows:  
Tuesday – Wolfe  
Wednesday – Ihlenfeld  
Thursday – Klecker  
Friday – Melby  
Saturday - Hansen
6. SWCD Governance 101 – September 16-17 – This conference is sponsored by MASWCD and is being held in St. Cloud. The purpose is to provide training for SWCD supervisors and staff to improve the function of their SWCD. The cost of registration is \$145 for the 2 day conference. Eric Gulbransen expressed interest in attending. Motion was made by Wolfe, seconded by Klecker, to pay for registration and hotel for Gulbransen and one supervisor. Motion carried by voice vote.
7. Approve Eric Gulbransen to sign bank account checks – Motion was made by Hansen, seconded by Wolfe, to add Eric Gulbransen as a signer on the Steele County Soil and Water Conservation District bank accounts. Motion carried by voice vote.
8. Approve estimated accrued leave payout for Dan Arndt – Adrienne Justman presented the estimated amount of \$10,784.52 for Dan Arndt's accrued leave payout. This amount was calculated based on the number of hours of leave he has accrued and how much of those hours are eligible for payout under the current personnel policy. The funds for this will come out of the CD held at Community Bank Owatonna. After discussion it was decided that the CD would be cashed out and deposited into the checking account. The funds remaining after the accrued leave payout would be left in the checking account for the remainder of the year. At the beginning of 2016 options for moving that money to a separate account will be reviewed. Motion was made by Wolfe, seconded by Hansen, to approve this as discussed. Motion carried by voice vote.

9. Other – Retirement Luncheon for Dan Arndt – A lunch will be held on Wednesday August 19 at noon to celebrate Dan Arndt’s retirement. Motion was made by Klecker, seconded by Wolfe, to have the District cover the cost of this luncheon. Motion carried by voice vote.
10. Other – Well Monitoring Contract – Eric Gulbransen presented the 2015 DNR well monitoring contract to the Board for approval. As in the past he will be monitoring 2 wells in the area and reporting the results to the MN DNR. Motion was made by Wolfe, seconded by Klecker, to approve this contract and work in cooperation with the DNR to monitor the assigned wells. Motion carried by voice vote.
11. Other – Brake controller for District Truck - Gulbransen informed the Board that in order to be in agreement with state law the District truck needs to be equipped with a brake controller due to the size of the trailer. Motion was made by Klecker, seconded by Wolfe, to have this installed. Motion carried by voice vote.
12. Other – Outstanding Conservation Farmer signs – Gulbransen informed the board that the District currently does not have any Outstanding Conservation farmer sign to give to the award winners. The last set were purchased from Sign Pro and turned out well. There was discussion about having a general sign vs. ones made with the winner’s names. It was decided to continue with the general ones similar to what was purchased last time. Motion was made by Klecker, seconded by Hansen, to allow the District to get quotes and authorize production of a new set of signs. Motion carried by voice vote.

Agency Reports:

Jim Brady reported on the Southeast Minnesota Water Resources Board meeting that he attended on August 8. The primary focus of the meeting was planning. Brady stated that they are looking for suggestions of issues that need to be addressed. Sinkholes and abandoned wells are two items that were discussed.

Jim Smith gave a brief report on the visit by Cathee Pullman, NRCS State Conservationist. She was looking for what she could do to help improve the agency. CRP contracts have been Jim Smith’s major project lately.

Staff Reports:

Adam Arndt started with the SWCD on July 27. He designed and constructed a class 5 waterway as well as working on CRP contracts. Approximately 100 have been completed so far.

Adrienne Justman reported that her primary focus has been getting materials ready for the fair booth. She also attended a Toolkit 8 training.

Eric Gulbransen had covered all of his topics already earlier in the meeting.

Dan Arndt reported on the RIM checks that have been completed. For the first time there are easements that are tax delinquent. He has been working with Gulbransen to ensure a smooth transition after his retirement. He stated that there has been some ongoing WCA activity and that Scott Goldberg will be following up on these issues.

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

August Bills

<b>Cedardale Dev. Co.</b>		<b>August Rent</b>			<b>\$619.20</b>
<b>Jaguar</b>		<b>Internet</b>			<b>\$39.95</b>
<b>H.S.A</b>					<b>\$331.26</b>
<b>Dan Arndt</b>		<b>Mileage 35 @ .575</b>			<b>\$20.13</b>
<b>Adrienne Justman</b>		<b>Mileage 35 @ .575</b>			<b>\$20.13</b>
<b>Elan</b>		<b>Gas</b>		<b>\$222.09</b>	
		<b>Office Supplies</b>		<b>\$13.95</b>	
		<b>Oats - Hospice</b>		<b>\$23.50</b>	
		<b>Fair Posters</b>		<b>\$39.00</b>	
		<b>Waseca - stamps</b>		<b>\$686.00</b>	<b>\$984.54</b>
<b>Pitney-Bowes</b>		<b>Postage</b>			<b>\$200.00</b>
				<b>Total</b>	<b>\$2,215.20</b>

Steele County Soil and Water Conservation District  
2014 Flood Recovery State Cost Share Program

Program for the time period starting when final signatures are acquired through December 31, 2017.

Proposed Practices for Sign up:

1. Erosion Control Structures
2. Storm water Control Systems (Waterways)
3. Terraces
4. Field Windbreaks
5. Strip-cropping
6. Diversions
7. Critical Area Stabilization
8. Stream, Lakeshore, and Roadside Stabilization

Starting and Finishing Dates for Erosion Control

Structures, Storm water Control Systems, and Critical Area Stabilization dates are July 1 and September 15.

Terraces dates are October 1 and December 1.

Limit of Cost sharing

The limit is 75% of the total estimated cost.

An additional limit is put on Water and Sediment control Basins and Terraces. The underground outlet (620) is not cost-shareable. Subsurface drains (606) and inlets will be cost-shared.

All applications will be reviewed and selected on a priority basis by the Steele County SWCD Board.

Adopted: