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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 7:00 p.m. on Wednesday November 9, 2016 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>
Mark Ihlenfeld, Vice Chair	Eric Gulbransen	Jim Brady, County Commissioner	
Dan Hansen, Treasurer	Adam Arndt		
Dave Melby, Chairman	Adrienne Justman		
Jim Klecker, Secretary			
Kyle Wolfe, Reporter			

The November agenda was reviewed, an upcoming Personnel Committee meeting was added.

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

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

Bills: (See attached) There was a bill received from Harland’s that was added to the monthly list. Motion was made by Hansen, seconded by Wolfe, to approve paying the bills with the addition. Motion was carried by voice vote.

OLD BUSINESS

1. BWSR Academy – Eric Gulbransen, Adam Arndt, and Adrienne Justman attended BWSR Academy this year. Gulbransen attended session on WCA and CREP. He spoke about the changes to the CREP payment structure that will be effective when the new program begins. He also informed the Board of the targeted practices and the acre limits that are going to be included in the program. Arndt attended sessions on WRAPS, RIM, Soils and CREP. Justman attended sessions on RIM, CREP, E-Link, and grant tracking.
2. 1 Watershed 1 Plan meeting – Gulbransen attended this meeting. He stated that they are beginning to get committees set and there has been a MOA draft put together for comments. Rice SWCD is going to be the fiscal lead for the program and Dakota SWCD is going to take the role of Technical lead.

OLD BUSINESS

3. Meeting Reports – RC&D – Ihlenfeld attended an RC&D field day looking at the effectiveness of grazing animals on control of terrestrial invasive plants. He stated that it was a very interesting meeting. There were about 30 in attendance, with about 2/3 of those being people related to park and recreation management. The meeting showed the techniques used and the effectiveness of the goats that had been used to control the buckthorn at the site. There was also a discussion about their effect on the desirable plants.

NEW BUSINESS:

1. 2017 Local Capacity grant ideas – Gulbransen requested that the Board be considering how they would like to see the District use the Local Capacity grant funds. A few ideas that were given included an office staff position to upgrade the filing system, program or need specific cost share, continuation of the cover crop cost share program, and a LED sign with the ability to display information.
2. Representatives for the Cannon and Cedar 1W1P – Gulbransen informed the Board that there has been a request for representatives to serve on the Advisory committees for both the Cannon and Cedar 1 Watershed 1 Plan programs.
3. Personnel Policy – Step Increase Dates – Justman informed the Board that at this time there is no date set in the Personnel Policy for when staff are eligible to receive a step increase. Traditionally it has been done at the hiring anniversary but this complicates the payroll. Staff requested that the policy be updated to state that step increases take place at the first pay period of the year pending a positive review and Board approval. There was discussion about the advantages and disadvantages of this and it was decided that the matter would be tabled until the December meeting when a draft of the updated Personnel Policy section(s) would be prepared for consideration.
4. New Equipment Purchase
 - Camera – Justman presented the Board with the estimate for an Olympus TG-4 Digital camera and a 4 year accidental protection policy.
 - The cost of an updated desktop computer was also presented to the Board.Motion was made by Hansen, seconded by Klecker, to approve the purchase of the new equipment. Motion carried by voice vote.
5. MASWCD Convention – The annual MASWCD convention will take place December 4-6. All staff intend to attend the event as well as Ihlenfeld and Klecker. Motion to approve the cost of registration and lodging, was made by Wolfe, seconded by Ihlenfeld. Motion carried by voice vote.
6. Personnel Committee – Meeting will be set for a time before the December Boar meeting to conduct annual personnel reviews.

Agency Reports:

Jim Brady reported that resumes for the open Extension position are being reviewed and interviews will begin shortly.

Staff Reports:

Adrienne Justman has been focused on the 2017 calendar primarily in addition to her other duties.

Adam Arndt reported that a majority of his time has been spend on project requests in both Steele and Waseca counties.

Eric Gulbransen reported that he has been working a lot on WCA. He also has spent time working on 1W1P, and addressing some easement concerns.

Motion to Adjourn: Motion was made by Klecker, seconded by Hansen, to adjourn the meeting at 8:40 PM. Motion carried by voice vote.

Respectfully Submitted by,



Adrienne Justman,
Administrative Assistant

November Bills

MASWCD	Dues Correction		\$594.78
Cedardale Development Co.	November Rent		\$619.20
Reinsurance Fee			\$117.45
Elan	Gas	\$53.05	
	Office Supplies	\$289.85	
	Hotel - Academy	\$93.17	
	Supplies	\$9.72	\$445.79
Nursery Stock Dealer License	2017 Renewal		\$350.00
Adrienne Justman	Mileage 70 @ .54		\$37.80
Eric Gulbransen	Mileage 70 @ .54		\$37.80
Adam Arndt	Mileage 35 @ .54		\$18.90
Harland's	Vehicle repair		\$369.17
		TOTAL	\$2,590.89