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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 6:58 p.m. on Wednesday December 14, 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	Noel Frank, NRCS	
Dave Melby, Chairman	Adrienne Justman	Jim Smith, NRCS	
Jim Klecker, Secretary		Joel Alicea, NRCS	
Kyle Wolfe, Reporter			

The December agenda was reviewed, no changes were made.

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

Joel Alicea, NRCS Soil Conservationist – Waseca, introduced himself and gave a brief history of his time with NRCS. He began as the Soil Conservationist in Waseca on November 28th and will be in the Steele office regularly for training purposes.

OLD BUSINESS

1. Annual MASWCD Convention – Mark Ihlenfeld, Jim Klecker, Eric Gulbransen, Adam Arndt, and Adrienne Justman attended the annual convention on December 5 & 6. All attended the NRCS/SWCD Operation Agreement informational session. Other sessions attended included 2017 Sales Tax update, Multi-purpose drainage, Priority setting, and Technical training program. All who attended reported that the sessions were beneficial. Bob and Marsha Heers attended the Conservation Farmer award luncheon on Tuesday.
2. Computer Update – The new computer that was approved has been delayed due to a change with the distributor. The computer will be coming as soon as the details are resolved.

OLD BUSINESS

3. Meeting reports – Mark Ihlenfeld attended a meeting with member from the SE MN Water Resources Board, RC&D, JPB, and BWSR. The meeting was intended to look at the possibility of having a centralized position to help oversee both the SE MN Water Resources Board and the RC&D.

Kyle Wolfe attended a CRWP meeting. He reported that they are posting to fill the coordinator position. He also reported that the wastewater funding that they had been receiving has come to an end. Lastly he stated that they are looking forward to being involved with the 1 Watershed 1 Plan project.

NEW BUSINESS:

1. 2017 Buffer Law grant agreement – Justman presented the grant agreement for the FY17 Buffer Law agreement. Motion was made by Wolfe, seconded by Klecker, to approve and sign the agreement. Motion passed by voice vote.
2. Cannon 1W1P MOA – Cedar 1W1P MOA – Gulbransen presented the memorandum of agreements for both the Cannon and the Cedar 1 Watershed 1 Plan projects. The agreements state that the Steele Co. SWCD will cooperate with the planning process and participate in implementing the new plan once completed. Each watershed would like to have a board member serve on the Policy Committee. Motion was made by Wolfe, seconded by Klecker, to approve signing the MOA of each 1W1P. Motion passed by voice vote.
3. State C-S payment approval
 - 2(15) Waterway, Total cost: \$1,469.87, Cost Share: \$1,102.40Motion was made by Ihlenfeld, seconded by Hansen, to approve payment on this contract. Motion carried by voice vote.
4. Cover Crop C-S payment approval
 - 1-16-cc, 80 acres, \$3,200
 - 2-16-cc, 75 acres, \$3,000
 - 3-16-cc, 80 acres, \$2,400
 - 4-16-cc, 80acres, \$2,400Motion was made by Hansen, seconded by Ihlenfeld, to approve payment on the above listed contracts. Motion carried by voice vote.
5. MCIT Dividend – 2016 dividend was received
 - Property/Casualty - \$1,165
 - Workers Comp - \$657
6. 2017 Steele/Waseca Agreement – Gulbransen presented the updated Steele/Waseca contract for services agreement. The hours and responsibilities have been updated as well as the hourly billing rates. Motion was made by Wolfe, seconded by Klecker, to approve the contract and send it to the Waseca Board for consideration. Motion was carried by voice vote.

NEW BUSINESS:

7. Personnel Policy Update – Step Increase Timing – Justman presented an update to the Personnel Policy stating when step increases will take place. This update was written based on the discussion during the November Board meeting. Motion was made by Klecker, seconded by Wolfe, to approve the update. Motion carried by voice vote.

Agency Reports:

Noel Frank reported that NRCS is going to have 16 counties with shared management. They are planning to reduce to 4 areas in the state. The Rochester area office will be remaining open. Frank reported that he has been spending his time getting Joel Alicea set up in the federal system and getting training started. He also reported that NRCS is planning to have a wetland team located in the Waseca office.

Jim Smith stated that he has been focused on training and site visits. He has been processing CSP payment paperwork as well. Smith reported that there is going to be a payment cap in effect for the 2018 CRP.

Jim Brady reported on a project on JD24. There was flood damage that is being repaired. He also reported on two meetings that he attended. First was to discuss land rent rates. Minnesota Department of Agriculture is pushing for rent to be set at \$149/acre. The second meeting was to discuss the rising tax rates.

Staff Reports:

Adrienne Justman has continued to work on the 2017 Calendar. She also attended a planning meeting for the 2017 Envirothon to be held at Farmer Park in May. Justman also stated that she has been working developing a new time tracking sheet that will meet the requirements that BWSR has set.

Adam Arndt had been working on the BuffCat reporting for BWSR. He also attended a Soil Health meeting, in addition to completing several site visits for projects next year.

Eric Gulbransen reported that he has been working an issue around Reed's Lake in Waseca. There has also been WCA activity in both counties. He also informed the Board that the ballots to elect the SE Co-Op directors was available if they were interested in placing their vote.

At this time the Personnel Committee met privately with the Board.

NEW BUSINESS:

8. Personnel Committee Report – After the Personnel Committee and Board discussion was completed everyone rejoined the Board. The Board decided that Adam Arndt would be moved up one step on the pay scale, Adrienne Justman would receive a 2 step increase and Eric Gulbransen would remain at his current rate. The District will match the county non-union COLA increase for 2017. Motion was made by Ihlenfeld, seconded by Hansen, to approve these changes. Motion carried by voice vote.

Motion to Adjourn: Motion was made by Klecker, seconded by Hansen, to adjourn the meeting at 8:50 PM. 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 above the printed name.

Adrienne Justman,
Administrative Assistant

December Bills

Cedardale Dev Co	December Rent		\$619.20
Jaguar	Internet		\$54.95
Verizon Wireless	Data Service		\$45.45
Peterson Company	2015 Audit		\$2,500.00
Schlatter's Inc	Tile Probes - 6 ft		\$63.22
Tree World	Plankskydd		\$467.28
Elan	Gas	\$107.42	
	Academy Meals	\$52.50	
	Academy Lodging	\$186.34	
	Camera/Accessories/Warranty	\$489.83	
	Supplies	\$21.37	\$857.46
No-Till Farmer	1 year subscription		\$37.95
Eric Gulbransen	105 Miles @ .54		\$56.70
Adam Arndt	55 Miles @ .54		\$29.70
Adrienne Justman	120 Miles @ .54		\$64.80
		TOTAL	\$4,796.71