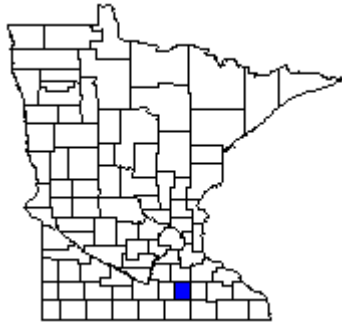


STEELE SOIL AND WATER CONSERVATION DISTRICT

235 Cedardale Drive SE
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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 September 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 Smith, NRCS	Kyle Wolfe, Reporter
Dan Hansen, Treasurer	Adam Arndt	Noel Frank, NRCS	
Dave Melby, Chairman	Adrienne Justman		
Jim Klecker, Secretary			

The September agenda was reviewed, no changes were made.

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

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

OLD BUSINESS

1. Fair Booth report – Supervisors reported that there was less activity at the fair booth this year during the times that there were present. Most people were signing up for the tree drawing but not looking at the information that was presented.
2. Buffer Update – Gulbransen presented a Buffer update to the Board. BWSR is launching a tool that can be used to track which waterways have buffers in place. Using this tool will eliminate the need to additional reporting. Gulbransen stated that the District plans to utilize this option. He also stated that the maps are scheduled to be updated October 1st and again January 1st.
3. Other – Meeting Reports – JPB Employee meeting – Ihlenfeld reported on the JPB Employee meeting that he attended. He reported that the JPB has completed its interviews for the Engineering Technician position and have offered the position to a very qualified candidate.

OLD BUSINESS

3. Continued – Meeting Reports – Glubransen reported on the Field Days that he attended with Tyler Polster, Jessie Shafer, and Adam Arndt. He stated that they were both very informative and had a good turnout from the public.

NEW BUSINESS:

1. 2017 Insurance Options – Gulbransen reported on the Meeting that was held with Beth Hanggi regarding the options for insurance for 2017. The District qualified for a 0% rate increase and due to that the employees are requesting to keep the same carrier and plan for 2017. Motion was made by Ihlenfeld, seconded by Klecker, to stay with current carrier and keep current plan. Motion carried by voice vote.
2. Operation Agreement – Noel Frank spoke about the NRCS/SWCD Operation agreement that is being discussed. NRCS is currently providing computer seats for SWCD employees. These cost approximately \$4,500 each. The plan is to have an operational agreement to help cover the cost of these seats. The template is due to be released in March 2017.
3. 2017 MCIT Rates – Gulbransen present the 2017 MCIT Insurance rates to the Board.
 - Property/Casualty - \$3,069
 - Workers Compensation - \$2,414
4. 2017 Rent Change – Gulbransen presented the 2017 lease agreement to the Board. The rent is increasing by \$97.20, and the cost of the garage is going to double. The Board questioned if the garage should be separate from the office lease since it is for District use only. They also requested that Gulbransen check into the cost of other storage options in town since there was going to be such a dramatic increase in cost.
5. 2017 Budget Meeting with County – October 11 – 4 PM – Gulbransen will be meeting with the county on October 11 to discuss the requested increase in the 2017 Budget.
6. BWSR Academy – October 24-26 – Gulbransen presented the information about BWSR academy and requested that the Board approve the cost of registration and hotel rooms. Motion was made by Hansen, seconded by Klecker, to approve this expense. Motion carried by voice vote.
7. MASWCD Meeting – There will be a state meeting on September 20 at 10AM in St. Paul for any that may be interested in attending.
8. SE MACDE Area 7 Meeting – September 21 – Gulbransen presented the agenda for the meeting. There are 3 Supervisors and a 3 staff members planning to attend. The motion was made by Ihlenfeld, seconded by Klecker, to approve the cost of registration. Motion carried by voice vote.
9. Cannon & Cedar 1 Watershed 1 Plan – Applications for both of these watersheds have been approved. There will be a meeting for the Cannon watershed on October 3. Gulbransen is planning to attend.
10. Cover Crop Cost Share – Arndt presented the following contract for approval. The grant that will be funding this contract is still awaiting approval from BWSR so the Board granted Gulbransen the authority to approve and sign this contract when the grant funds were available. Motion was made by Hansen, seconded by Klecker. Motion carried by voice vote.
 - 5-16-CC, 72 acres, \$2,160

NEW BUSINESS:

11. Flood Recovery Phase 3B Grant Agreement - \$17,875 – Justman presented the grant agreement to the Board. Motion was made by Klecker, seconded by Ihlenfeld, to approve and sign the agreement. Motion carried by voice vote.

12. Steele Co. SWCD Conservation Tour – The District is planning a tour for September 22. Gulbransen requested that the Board approve the expense for transportation, building and food. Motion was made by Klecker, seconded by Hansen, to approve these costs. Motion carried by voice vote.

Agency Reports:

Jim Smith reported that the CRP program is frozen due to nearing the maximum number of acres at a national level. A waterway that he was working on is still on hold due to the need for a cultural review. Smith reported that a wetland restoration that he was involved with has been completed.

Staff Reports:

Adrienne Justman completed the 2014 Audit and associated prep work in the last month. She also set up the fair booth and worked with the NRCS Ultima employee to begin the scanning of the group tile maps.

Adam Arndt has been completing the annual RIM easement checks as well as working with landowners on group tile agreement issues.

Eric Gulbransen showed the Board the thank you letter that was received from the 4H Fair winner. He informed the Board of an increase in his line of credit and the daily spending limit. He also presented information about an open house at the quarry, and a RC&D meeting on September 26 in Rochester.

Motion to Adjourn: Motion was made by Klecker, seconded by Ihlenfeld, to adjourn the meeting at 9:19 PM. Motion carried by voice vote.

Respectfully Submitted by,



Adrienne Justman,
Administrative Assistant

September Bills

Cedardale Dev. Co	September Rent			\$619.20
Ed's Repair Service	Truck repair			\$398.90
Elan	Gas		\$118.44	
	Meals		\$77.46	
	Battery		\$35.42	
	Office Supplies		\$57.62	
	Fair		\$402.04	
	Scanner		\$2,650.00	\$3,340.98
Eric Gulbransen	Mileage 217@.54			\$117.18
Adrienne Justman	Mileage 70@.54			\$37.80
Jaguar	Internet			\$54.95
				\$4,569.01