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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 6:57 p.m. on Wednesday January 11, 2017 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		Sarah Duke Middleton, Zumbro WD	

Dave welcomed Sarah Duke Middleton to the meeting.

The January agenda was reviewed, no changes were made.

The December 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 December 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 Ihlenfeld, seconded by Klecker, to approve paying the bills with the addition. Motion was carried by voice vote.

OLD BUSINESS

1. 2017 Calendar – Justman informed the Board that the 2017 calendar has been sent out and there are additional ones available at the office.
2. Dental Insurance Quotes – Gulbransen presented a new option for Dental insurance for District employees. The quote for the new insurance option is slightly less costly and offers an employee plus spouse option that is not available with the current insurance. Motion was made by Ihlenfeld, seconded by Klecker, to switch to the new plan. Motion passed by voice vote.

NEW BUSINESS:

1. Sarah Duke Middleton – Middleton spoke to the Board about the current status of the Zumbro WRAPS project. She stated that they are currently writing the drafts. The final meeting will be held in Oronoco at the People's Co-op on January 28. They plan to have the final draft ready to submit in March.
2. Reorganization of the Board of Supervisors – The standing rotation schedule was presented to the Board. Klecker stated that he was not interested in holding the Vice Chair position and requested that someone else take it. Hansen stated that he would accept the position. Beginning February 2017 the Board positions will stand as listed:
 - Chairman – Mark Ihlenfeld
 - Vice Chair – Dan Hansen
 - Secretary – James Klecker
 - Treasurer – Kyle Wolfe
 - PR&I – Dave Melby
3. Committees and Appointments – The 2017 committees and appoints will be as follows
 - Personnel – Ihlenfeld and Melby
 - Budget & Planning – Wolfe & Hansen
 - SE Joint Powers Board – Ihlenfeld
 - RC&D – Ihlenfeld
 - County Water Plan Rep – Melby
 - Cannon 1 Watershed 1 Plan Rep – Hansen
 - Cedar 1 Watershed 1 Plan Rep – Hansen
 - Cannon River Watershed Partnership – Wolfe
4. Annual Approvals and Designations
 - Meeting Date and Time – Beginning in March meetings will be held the 3rd Tuesday of the month at 7 pm
 - Primary Financial Institution – United Prairie Bank
 - Official Newspaper – Steele County Times
 - Official Radio Station - KOWZ
5. 2017 Supervisor Compensation – There was discussion about the state mandated maximum per diem. After discussion it was decided to increase the half day per diem to \$70. Mileage reimbursement will follow IRS standard. Motion was made by Hansen, seconded by Klecker. Motion passed by majority vote, 4 yes, 1 no.
6. Office/Garage Lease – Gulbransen presented the renegotiated rental rate for the garage to the Board. The new rate is \$160 per month, with a \$5 a year increase stipulation for the next 5 years. Motion was made by Klecker, seconded by Hansen, to accept this offer. Motion carried by voice vote.
7. 2017 Draft Plan of Work – Gulbransen presented the Draft Plan of Work to the Board. There was a discussion about the objectives of the District. Gulbransen stated that if anyone had recommendations about changes to please bring them to his attention.
8. Joint Planning Meeting with Waseca SWCD Board – The Waseca SWCD Board has requested a joint meeting. The Steele County SWCD Board discussed what they would like to cover at a joint meeting, the benefits to the landowners, and the pros and cons of the current arrangement. It was decided to revisit the subject at the February meeting.

NEW BUSINESS:

9. SE Joint Powers Board – January 31 – MPCA Conference Room – Gulbransen presented the information about this meeting. He and Ihlenfeld intend to attend.

10. Update 2017 Budget – Justman requested the Board’s feedback on updating the 2017 Budget. The Budget was set in June and an update would allow the District to present a more accurate budget given that the 2017 expenses are now better known. The Board agreed that this would be a benefit. It will be presented at the February meeting.

Agency Reports:

Jim Smith reported that Mary Radermacher has left FSA to take another position. He stated that the Equip applications have been scored and he is working on estimates for the next sign-up.

Jim Brady reported on multi agency meeting that he attended.

Staff Reports:

Adrienne Justman has begun grant reporting on eLink. She also reported that the 2015 Audit is complete and there are copies available for those who are interested.

Adam Arndt has been working on project estimates for next year. He reported that he has placed a couple of ads for the tree program in the local paper. He also stated that the buffer assessment was complete and letters would be sent out shortly.

Eric Gulbransen reported that the JPB annual dues doubled and they have requested an additional \$300 for local cash match for a grant. Gulbransen also reported that he had been given the opportunity to add more projects to the Flood Relief grant project list.

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,



Adrienne Justman,
Administrative Assistant

January Bills

Tri-M Graphics		2017 Calendar Postage		\$1,458.06
MCIT		Workers Comp Adjustment		\$388.00
Elan		Gas	\$111.75	
		Meals	\$102.98	\$214.73
Jaguar		Internet		\$54.95
Cedardale Development Co.		January Rent		\$716.40
Adrienne Justman		Mileage 70 @ .535		\$37.45
Bruce Kubicek		RC&D Meetings	\$240.00	
		Mileage	\$235.40	\$475.40
Eric Gulbransen		Mileage 96 @ .535		\$51.36
Cedardale Development Co.		Back-owed Rent June-December		\$680.40
			Total	\$4,076.75