

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 Mark Ihlenfeld at 7:00 p.m. on Tuesday September 12, 2017 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>
Mark Ihlenfeld, Chairman	Eric Gulbransen	Jim Smith, NRCS	
Dan Hansen, Vice Chair	Adam Arndt		
Dave Melby, Reporter	Adrienne Gransee		
Jim Klecker, Secretary			
Kyle Wolfe, Treasurer			

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 Wolfe, to approve the minutes as written. Motion was carried by voice vote.

The August Treasurer’s Report was read by Wolfe. Motion was made by Melby, seconded by Klecker, 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 Report – The supervisors reported on the activity at the fair booth. They stated that the banners were a good addition to the booth. The seed packets were also popular. The booth seemed to draw more attention that it has in past years.
2. Meeting Reports – Mark Ihlenfeld attended the Area Board Executive meeting. The primary reason for the meeting was to finalize plans for the upcoming area supervisor and employee meeting

**NEW BUSINESS:**

1. 2017 Resolution Packets – Adrienne Gransee distributed the resolution packets to the supervisors and requested that they return them at the October Board meeting.
2. State Cost Share Contract payment – 2-16 Total - \$5,447.06 C-S \$4,085.30 – Adam Arndt presented the voucher for payment on this contract. Motion was made by Melby, seconded by Klecker, to approve this payment. Motion carried by voice vote.
3. State Cost Share Contract Approval – 3-16 Total - \$1,800 C-S \$1,350 – Adam Arndt presented the new contract for approval. Motion was made by Wolfe, seconded by Hansen, to approve this contract. Motion carried by voice vote.
4. Private Ditch Buffer Policy – Adam Arndt presented the draft private ditch buffer policy. The board made a couple of suggestions including adding tile inlets to the areas that qualify for the program. Arndt will make the requested adjustments and it will be presented again at the October board meeting.
5. SE SWCD JPB Letter to NRCS – Soil Health Tech – Eric Gulbransen presented a letter that the JPB sent to NRCS seeking funding for the Soil Health Technician position. Currently close to 50% of the technicians time is being spent on federal programs and projects. Motion was made by Wolfe, seconded by Melby, to support the letter seeking funding. Motion passed by voice vote.
6. Professional and Technical Services Work Order – BWSR – Eric Gulbransen presented this new agreement. The contract lays out the responsibilities for of the SWCD in regards to easements. It also lays out the payment that the district can expect to receive. Motion was made by Klecker, seconded by Hansen, to approve and sign the contract. Motion carried by voice vote.
7. Buffer Law Preliminary Maps – Adam Arndt distributed a preliminary map marking the water ways that already have buffers. Currently, approximately 90% of the public waters and 885% of the public ditches are complete.
8. Ditch Inspector Proposal – Eric Gulbransen presented the draft proposal. The Board reviewed the proposal and made recommendations that a statement be added to clarify how the cost of equipment and supplies would be handled and they suggested having a separate hourly rate for spraying. The proposal will be amended and reviewed again at the next meeting.
9. FY18-19 Grant Agreement – Adrienne Gransee presented the grant agreement for the FY18 and FY19 BWSR grants. Motion was made by Melby, seconded by Klecker, to sign and submit the agreement. Motion carried by voice vote.
10. FY18 Local Capacity Work Plan – Adrienne Gransee presented a work plan for the FY18 Local Capacity grant. The plan includes a part time soil health position and funds for a cover crop cost share program. Motion was made by Wolfe, seconded by Klecker, to approve the work plan as presented. Motion carried by voice vote.

**NEW BUSINESS:**

11. 2018 Revised Budget – Adrienne Gransee presented the revised 2018 Budget that the Board requested. The revised budget showed a reduction in the income from the Steele/Waseca agreement and the resulting shift in where grant funds would be needed.
  
12. Other: Develop Waseca Proposal –We will develop a revised Steele/Waseca agreement to be presented to the Board at the next meeting.

Agency Reports:

James Smith reported that he has been reviewing EQIP applications. He also informed the board that CRP rates are going to be lowered beginning October 1. The maximum per acre will be \$250. He stated that there have been 190 CRP contracts approved so far.

Staff Reports:

Adrienne Gransee reported that her time has been spent preparing the fair booth, beginning work on the calendar, revising the 2018 budget, and working on the local capacity work plan. She also informed the Board that she would be attending the Governance training.

Adam Arndt reported that he has been working on completing the RIM easement inspections. He also ha been working on waterways. Arndt stated that he will be giving a soil health presentation recapping what the team has done during the year.

Eric Gulbransen informed the Board of the upcoming meetings and that there will be a meeting to discuss more details about the ditch inspector position.

Motion to Adjourn: Motion was made at 9:10 PM by Klecker, seconded by Wolfe, to adjourn the meeting. Motion carried by voice vote.

Respectfully Submitted by,



Adrienne Gransee,  
Administrative Assistant

September Bills

<b>Cedardale Dev. Co</b>	<b>September Rent</b>			<b>\$716.40</b>
<b>Jaguar</b>	<b>Internet</b>			<b>\$54.95</b>
<b>Elan</b>	<b>Gas</b>		<b>\$125.21</b>	
	<b>Meals</b>		<b>\$13.80</b>	
	<b>Fair</b>		<b>\$272.53</b>	
	<b>Office Supplies</b>		<b>\$10.73</b>	
	<b>Training</b>		<b>\$80.00</b>	<b>\$502.27</b>
<b>Verizon</b>	<b>Data Plan</b>			<b>\$45.45</b>
<b>Eric Gulbransen</b>				<b>\$74.90</b>
				<b>\$1,393.97</b>