

STEELE SOIL AND WATER CONSERVATION DISTRICT

235 Cedardale Drive SE  
Owatonna, Minnesota 55060-4417  
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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 October 10, 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                   | James Brady, County Commissioner   | Dave Melby, Reporter  |
| Dan Hansen, Vice Chair                  | Adam Arndt                        | Laura Ihrke, Steele County Auditor |                       |
| Jim Klecker, Secretary                  | Adrienne Gransee                  |                                    |                       |
| Kyle Wolfe, Treasurer                   |                                   |                                    |                       |
|   |                                   |                                    |                       |

The October agenda was reviewed, one new business item was moved to the beginning of the meeting.

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

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

Bills: (See attached) Motion was made by Wolfe, seconded by Klecker, to approve paying the bills. Motion was carried by voice vote.

**NEW BUSINESS:**

1. Steele County Ditch Inspector Proposal – Gulbransen presented an updated proposal to James Brandy and Laura Ihrke. There was discussion about what the renewal period would be and if there was some flexibility in the hourly rate that has been proposed. Laura Ihrke is going to do some research on how the current position is being handled and will provide that information to the District. There was also discussion about making a presentation to the County Board later in the year, or early next year, when it is closer to the end of the current contract.

**OLD BUSINESS**

1. Meeting Reports – Mark Ihlenfeld attended a RC&D meeting. He stated that they are looking for projects in the public and community areas, as well as private individuals. There was discussion about how to handle grants as they begin working more closely with the SE MN Water Resources Board. Ihlenfeld stated that at this time they are maintaining separate Boards but plan to have shared staff.

James Brady reported on the Zumbro Watershed District meeting that he attended. He reported that they have received a Schmidt grant but they are still looking for additional funding opportunities.

2. Eric Gulbransen reported that the streambank repair project in Medford has been delayed further. They are now looking at a November start date for the project.

**NEW BUSINESS:**

2. File Clean-up Project – Cheri Brummund – Cheri has completed the reorganization of the landowner files. There are still funds remaining in the grant that was budgeted for the project. Gulbransen is planning to use the remaining funds to keep Cheri working on a part time basis. She will be sorting and organizing older files. She will be following the retention schedule guidelines to determine which files should be retained and which ones can be removed.
3. Private Well Nitrogen Testing Program – Adam Arndt presented the information about the nitrogen testing program. The program is being run by the MDA, the District will be responsible for creating a list of private well owners in the selected townships; the District will also work with the chosen lab for distribution of the test kits. The District will be compensated for the time spent assisting with this program. Motion was made by Wolfe, seconded by Klecker, to assist with the program. Motion carried by voice vote.
4. Private Ditch Cost Share Policy – Eric Gulbransen reported that he had our BWSR Board Conservationist review the policy and will be making the recommended adjustments.
5. Waseca/Steele Agreement – Eric Gulbransen presented an adjusted Steele/Waseca agreement. The only changes were removing the Administrative Assistant information as they now have their own staff for those duties, and making minor adjustments to the duties of the manager and the technician. The Waseca Board has been discussing hiring their own manager. If they do this the hours that they need contracted would gradually decrease as the new manager becomes more comfortable in their position.
6. 2018 Meeting Date – There was discussion about setting the meeting time and date for 2018. If it is set now it can be advertised accurately in the 2018 calendar. There was discussion about having the meeting on the third Tuesday of the month at the same time. A motion was made by Klecker, seconded by Hansen, to hold it on this date and time. There was more discussion. This time and date works for most people but it was decided to hold off on the vote until all those affected were present.

**NEW BUSINESS:**

7. Other – Gulbransen presented the MASWCD annual convention information to the Board. There are currently 3 interested in attending.

Eric Gulbransen also spoke to the Board about the current standing Chad Billot's position. His current position is funded through Duck's Unlimited and the funding will be running out. Billot does a lot of the easement paperwork for the District. There is a funding option available through BWSR and there has been a proposal presented to write a grant to help keep his position active. Gulbransen will keep the Board up to date on the situation.

Staff Reports:

Adrienne Gransee reported on the Governance training that she attended. She also stated that work has begun on the 2018 calendar. Gransee also reported that she will be visiting the site that is being considered for the 2018 Envirothon event.

Adam Arndt reported that he completed the designs for the Waseca projects. He also has been working on regularly updating the buffer reporting for BWSR.

Eric Gulbransen reported on a groundwater training that he attended. He also stated that he has been working on WCA and inspecting the cover crops in Waseca. Gulbransen also told the Board that one of the wetland restoration orders that he wrote is being appealed.

Motion to Adjourn: Motion was made at 9:05 PM by Klecker, seconded by Hansen, to adjourn the meeting. Motion carried by voice vote.

Respectfully Submitted by,



Adrienne Gransee,  
Administrative Assistant

October Bills

|                          |   |               |                   |
|--------------------------|---|---------------|-------------------|
| <b>Cedardale Dev. Co</b> | <b>October Rent</b>                       |               | <b>\$716.40</b>   |
| <b>Verizon</b>           | <b>Data Plan</b>                          |               | <b>\$45.45</b>    |
| <b>Jaguar</b>            |   |               | <b>\$54.95</b>    |
| <b>Cedardale Dev. Co</b> | <b>Garage Rent</b>                        |               | <b>\$480.00</b>   |
| <b>Eric Gulbransen</b>   | <b>Mileage 105@.535</b>                   |               | <b>\$56.18</b>    |
| <b>Adrienne Justman</b>  | <b>Mileage 60@.535 &amp; Reimbursment</b> |               | <b>\$52.10</b>    |
| <b>Elan</b>              | <b>Hotel</b>                              | <b>168.56</b> |                   |
|                          | <b>Registration</b>                       | <b>60.00</b>  |                   |
|                          | <b>Postage</b>                            | <b>111.19</b> |                   |
|                          | <b>Office Expense</b>                     | <b>20.5</b>   |                   |
|                          | <b>Gas</b>                                | <b>124.9</b>  | <b>\$485.15</b>   |
|                          |   |               |                   |
|                          |   |               |                   |
|                          |   |               | <b>\$1,890.23</b> |