

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 November 14, 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, Chairman	Eric Gulbransen	James Brady, County Commissioner	
Dan Hansen, Vice Chair	Adam Arndt	David Copeland, BWSR	
Jim Klecker, Secretary	Adrienne Gransee		
Kyle Wolfe, Treasurer			
Dave Melby, Reporter			

The November agenda was reviewed, no changes were made.

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

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

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

**OLD BUSINESS:**

1. BWSR Academy – Eric Gulbransen and Adrienne Gransee attended BWSR Academy. Gulbransen reported that he focused on WCA training this year. Gransee stated that she attended sessions on year end financial reporting, grant tracking and reporting, and time tracking. Both reported that the training is very valuable and will be beneficial in the future.
2. Meeting Reports – Dan Hansen reported on the Zumbro Watershed Partnership meeting that he attended on October 12. He reported that guest speaker, Angela Smith, gave a very good presentation on the benefits of women in agriculture. She spoke about the value of women having ownership of the operation and an understanding of how things are run.

Hansen also reported on the Cannon River 1 Watershed 1 Plan policy meeting that he attended. The consultant gave an update and there were presentations from other Districts that are further along in the process.

**OLD BUSINESS Cont:**

Kyle Wolfe reported on the Cannon Rover Watershed Partnership finance meeting that he attended. He reported that they are beginning to struggle financially. They are pursuing grants and have an upcoming fundraiser. They are considering possible staff reductions.

Wolfe also reported on the Cannon River Watershed Partnership board meeting. They discussed the history of the organization and what they would like to see in the future for the mission or purpose of CRWP.

**NEW BUSINESS:**

1. Dave Copeland – Copeland spoke first about some changes to the Board of Water and Soil Resources staffing. They have hired Alyssa Cole as a Wetland Specialist. They also have hired 2 people to act as training engineers. Their job will be to coordinate technical training for SWCD and NRCS staff. Copeland also spoke about the staff added for agronomic practice training and the buffer enforcement technicians.
2. Cost Share Payment Voucher – Contract 3-16, Total \$1,513.02, CS \$1,125.00 – Adam Arndt presented this voucher for payment. The project was a side-inlet repair. Motion was made by Melby, seconded by Klecker, to approve the payment. Motion carried by voice vote.
3. FY14 Flood Grant Extension Request – Eric Gulbransen presented a Grant Extension request to the Board. The request will extend the length of the grant by 3 months. That time will allow us to ensure that all invoices for work completed have been received and allow us to make payments to those with contacts. Motion was made by Wolfe, seconded by Melby, to approve the extension request. Motion passed by voice vote.
4. Data Practices Policies and Information Release forms – Gransee presented the Data Practice Policies for both the subject of the data and the public. These policies lay out why the data may be collected, who can access it, and what the process is for requesting and receiving data. She also presented the associated information release and request forms. Motion was made by Klecker, seconded by Hansen, to approve the policies and forms pending the approval of the county attorney. Motion was carried by voice vote.
5. 2018 Medical Insurance – Gulbransen presented the best option for medical insurance to the Board. The plan is the same that has been in place for 2017 with a minor increase in premium. Other options had been presented to Gulbransen and staff but were more costly. Motion was made by Melby, seconded by Wolfe, to approve this plan for 2018. Motion carried by voice vote.
6. MASWCD Convention – Gransee requested a count of who was planning to attend the convention. Ihlenfeld, Wolfe, and Klecker all stated that they are planning to attend.
7. Accepting Credit Cards – Gransee presented information that she had gathered about accepting credit cards. There is a service that would allow the District to do this without any fees being charged to the District itself. There is a convenience fee charged to the card holder. Accepting credit cards is likely to reduce the number of outstanding invoices, especially for tree sales. Motion was made by Wolfe, seconded by Melby, to pursue this option for accepting credit cards. Motion carried by voice vote.

**NEW BUSINESS:**

8. Funding Request from Rice SWCD – Rice SWCD is seeking funding to bring in a speaker for a series of field days. They are requesting \$200 from each SWCD to help cover the cost. Motion was made by Wolfe, seconded by Klecker, to approve make a contribution to assist covering the cost of the speaker. Motion carried by voice vote.
  
9. 2018 Meeting Date – This was a continuation of the discussion from last meeting. The third Tuesday that had been discussed previously presented a problem. After discussion it was decided to keep the meetings on the second Tuesday of each month.

Staff Reports:

Adrienne Gransee reported on site visit that she made for Envirothon. The site is more spread out than ones that have been used in the past but should offer everything that we need and the organization is excited to have us. She also gave an update on the 2018 Calendar.

Adam Arndt reported that he has been monitoring the progress on the Medford project. He has also been working with Tyler Polster on a variety of projects in Waseca. He has also reported on the Soil Health team meeting that he attended.

Eric Gulbransen reported on an upcoming meeting that he has to see what responsibilities the District might be able to take over for the County. He also reported that Waseca has decided to hire a manager in 2018.

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

November Bills

<b>Cedardale Development Co.</b>	<b>November Rent</b>		<b>\$619.20</b>
<b>Jaguar</b>	<b>November Internet</b>		<b>\$54.95</b>
<b>Verizon</b>	<b>Data Plan</b>		<b>\$45.45</b>
<b>Elan</b>	<b>Gas</b>	<b>\$122.18</b>	
	<b>Office Supplies</b>	<b>\$37.86</b>	
	<b>Hotel - Academy</b>	<b>\$337.12</b>	
	<b>Supplies</b>	<b>\$85.89</b>	
	<b>Meals</b>	<b>\$4.30</b>	
	<b>Credit</b>	<b>-\$70.00</b>	<b>\$517.35</b>
<b>Nursery Stock Dealer License</b>	<b>2018 Renewal</b>		<b>\$350.00</b>
<b>Eric Gulbransen</b>	<b>Mileage 210 @ .535</b>		<b>\$112.35</b>
		<b>TOTAL</b>	<b>\$1,699.30</b>