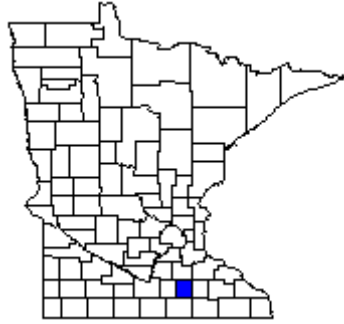


STEELE SOIL AND WATER CONSERVATION DISTRICT

235 Cedardale Drive SE
Owatonna, Minnesota 55060-4417
Telephone (507) 451-6730 Ext. 3
Fax (507) 444-2421



**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 Vice-Chairman James Klecker at 7:05 p.m. on Thursday, December 17, 2009 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>
James Klecker, Vice-Chrmn	Dan Arndt, Manager	Bruce Kubicek	Mark Ihlenfeld, Chrmn
Dan Hansen, Secretary	Eric Gulbransen	Noel Frank, NRCS	
Dave Melby, Reporter	Sue Condon, SWCD	Jim Smith, NRCS	
Kyle Wolfe, Treasurer			

The November minutes were sent to the Supervisors prior to the meeting. Motion was made by Hansen, seconded by Melby to approve the minutes as written. Motion was carried by voice vote.

The December agenda was reviewed and stays as it stands.

The November Treasurer’s Report (see attached) was read by Wolfe. Motion was made by Melby, seconded by Hansen to approve the November Treasurer’s Report. Motion was carried by voice vote.

Bills: (see attached.) Motion was made by Wolfe, seconded by Melby to approve paying the bills as listed. Motion was carried by voice vote.

OLD BUSINESS:

1. 2009 MASWCD Convention, Dec. 7-8, 2009: Ihlenfeld, Klecker, Arndt, Condon and Gulbransen attended the MASWCD Convention in Duluth. Each reported on the sessions they attended. Our resolution on CRP rental rates failed.
2. Other: Commissioner Kubicek reported on a CRWP meeting he attended. The group will receive \$35,000 over the next two years from the McKnight Foundation.

NEW BUSINESS:

1. 2010 Local Work Group Meeting: Frank reported that this work group meets annually and that special notices were sent out. During this meeting, the NRCS asks for input from other agencies as to what practices in Steele County are the priorities and how they should be ranked. EQIP’s main priorities in Steele County are soil erosion, water quality, and wildlife habitat. Discussion followed. It was decided to stay with last year priorities. The dock-it will be known in January.
2. Freedom of Information Act: Frank discussed the amendment to the 1619 Conservation Farm Security Act. Motion was made by Melby, seconded by Wolfe to allow Klecker, Vice-Chairman to sign this amendment. Carried by voice vote.
3. Grants Update: Arndt reported that all the grants have been sent in and now we wait to see if they have been approved.

NEW BUSINESS: (cont.)

4. RC & D meeting, November 23rd: Kubicek did not attend. Ihlenfeld did attend, but is not present to report. Will report at a later time. Our measure for invasive species was approved by the council. RC & D will be in need of a new chairman, as Wally Hildebrandt is stepping down from the chairman's position.
5. MCIT Dividend in the amount of \$1,736 has been received by the District.
6. FYI: Wally Hildebrandt as served as supervisor for Rice Co. SWCD for 50 years.
7. 2009 Employee Review: Hansen and Wolfe met with Arndt, Condon and Gulbransen earlier in the day to do employee reviews. This will be tabled until agency and staff reports are completed.

Agency Reports:

Commissioner Kubicek reported on attending a MN Counties Annual Convention. There will be a new position opening for a State Invasive Species Person.

Smith reported that he has been working mainly on organizing plans. There will be a general CRP sign-up sometime in 2010.

Bill Hunt, State NRCS Director will be retiring after 44 years with the NRCS.

Arndt reported that we received a thank you from our Conservation Trophy Winner, Asha Stenzel. Her project was on rain barrels and is featured in our 2010 Conservation Calendar.

Motion made at 8:00 to adjourn the meeting and proceed with the meeting after refreshments.

7. (continued) Annual Employee Review: Hansen and Wolfe reported on the personnel meeting conducted this afternoon at 4:00 p.m. Employee job performance evaluations were completed. A cost of living wage increase and health insurance benefits were discussed.

The current health insurance coverage costs for employees is increasing 23% for 2010.

Motion was made by Hansen, seconded by Melby to approve the following actions effective the first pay period in January.

- To change insurances from Health Partners to Assurant Health Insurance \$3500 deductible HSA.
- District to pay individual premium coverage for staff members.
- District to pay for 50% of the deductible in the amount of \$1,750.
- Approve the upcoming step increase for Eric Gulbransen in March.
- There will be no Cost of Living increases this year. Salaries will be frozen for one year.

Motion carried.

Meeting was adjourned.

Respectfully Submitted By:



Sue Condon, District Admin. Sec.

**Personnel Committee Meeting
December 17, 2009 - 4:00 p.m.**

Employee Committee: Dan Hansen and Kyle Wolfe

Staff: Dan Arndt, Manager; Sue Condon, Dist. Admin. Sec., Eric Gulbransen, District Tech.

Meeting Agenda:

1. Complete Job Performance Evaluations
2. Develop 2010 Job Plans
3. Review benefits:
 - Review 2009 MASWCDE Wage and Benefit Survey
 - Clarify Health Insurance Policy
 - Review 2010 Health Insurance Quotes
 - Review short term disability waiver
4. Review current pay schedule
5. Discuss 2010 wages and benefits.

Adjourn

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MINNESOTA
SOIL and WATER CONSERVATION DISTRICTS

12-17-09

Steele County Soil and Water Conservation District

Personnel Committee Meeting:

Supervisors, Dan Hansen and Kyle Wolfe met with staff on December 17, 2009 in the conference room at 4:00 p.m. In attendance were employees Dan Arndt, Sue Condon and Eric Gulbransen.

Job performance evaluations for Condon and Gulbransen were completed by Arndt and reviewed by the committee. Hansen and Wolfe completed Arndt's evaluation.

The employee's health insurance, Health Partners, renewal was reviewed and reflected an increase of 23%. Health insurance quotes from several other companies were reviewed. The committee and employees favored the Assurant High Deductible HAS plan based on coverage and cost savings.

A cost of living increase for 2010 was discussed with the consensus being that due to state funding cuts, a cost of living increase at this time is not possible. As for step increases, Gulbransen has his step increase to incur in March. This will be discussed at the board meeting.

Draft 2010 job plans for District employees was discussed.

Respectfully Submitted,

Daniel Arndt, Manager

12/17/2009			<u>STEELE COUNTY SWCD INSURANCE OPTIONS FOR 2010</u>			
	2009 HEALTH PARTNERS	2010 HEALTH PARTNERS RENEWAL	2010 Assurant Health Insurance - \$3500 deductible	SE MN Health CO-OP Annual fee/ monthly charge	BCBS	BCBS 2010 OPTIONS BLUE 100 HIGH-\$3000
EMPLOYEE SHARE						
HEALTH SAVING ACCT.	\$1,375.00	\$1,375.00	\$1,525.00		\$1,375.00	\$1,500.00
PREMIUM (1/4 INCREASE)	\$67.00					
EMPLOYER SHARE						
HEALTH SAVING ACCT.	\$1,375.00	\$1,375.00	\$1,525.00		\$1,375.00	\$1,500.00
PREMIUM	\$1,628.00	\$2,181.00	\$1,731.39			\$2,105.00
INCREASE		\$553.00	\$36.39			\$410.00
Premium increase		23% increase	2% increase			20% increase
TOTAL PREMIUM	\$1,695.00	\$2,181.00	\$1,731.39			\$2,105.00