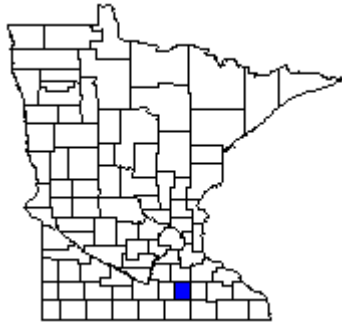


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**MINNESOTA
 SOIL and WATER CONSERVATION DISTRICTS**

The regular monthly meeting of the Steele County Soil and Water Conservation District Board of Supervisors was called to order by Dan Hansen at 5:00 PM on Tuesday November 12, 2019 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, Reporter	Adam Arndt	Kelly Burke, NRCS	
Dan Hansen, Chairman	Adrienne Gransee	Roger Wacek	
Jim Klecker, Secretary	Eric Gulbransen		
Kyle Wolfe, Vice-Chair			
Dave Melby, Treasurer			

The November agenda was reviewed, no additions were made.

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

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

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

OLD BUSINESS:

1. Meeting Reports –There were no meetings to report on.
2. Other – There were questions from the Board about the process following the sending of the letter to those landowners who still need to install buffers to meet the State regulations. Adam Arndt and Eric Gulbransen went through the process so that the Board knew what to expect moving forward.

NEW BUSINESS:

1. Manager Meeting – Nov. 19-20 – Brainerd – Eric Gulbransen requested approval from the Board to attend this Manager’s meeting. Motion was made by Ihlenfeld, seconded by Wolfe, to approve Gulbransen attending and the District covering the expenses of registration, hotel and meals. Motion carried by voice vote.

NEW BUSINESS:

2. FY17 Local Capacity Grant Extension – Gulbransen and Gransee walked the Board through what is remaining for funds in the FY17 Local Capacity grant. There is a plan in place for how these funds will be spent but there is some concern that the related bills will come after the expiration date of the grant. Staff requested that the Board allow them to request an extension and give Gulbransen the authority to sign the required forms for the extension. Motion was made by Melby, seconded by Wolfe, to approve the staff requests. Motion carried by voice vote.
3. Updated Audit Requirements – Gransee reported on new audit requirements that are going to be in place for SWCDs. All SWCD's will be required to do an annual financial audit. At the request of the Board Gransee will still complete an annual financial summary but will not be required to complete a formal financial report.
4. Strategic Planning Session – Gulbransen spoke to the Board about the possibility of having a strategic planning session to discuss and develop a strategy for the District moving forward. Gulbransen was given information about this by our BWSR Board Conservationist. The Board thought that the idea was worth pursuing and asked Gulbransen to look into it further.
5. Easement Payments – The District was requested to cover the cost of title fees for 2 easements that recently closed. The costs are reimbursable through BWSR. The total cost of the two easements is \$2314.00. Motion was made by Wolfe, seconded by Klecker, to approve the expense and submit the forms for reimbursement. Motion carried by voice vote.
6. MASWCD Convention – Dec. 8-10 – Gransee requested to get a count of those interested in attending the annual convention so that she could arrange for hotel rooms and complete registration. A motion was made by Klecker, seconded by Melby, for the District to cover the cost of registration, hotel and meals for those interested in attending. Motion carried by voice vote.
7. Building Lease – Gulbransen informed the Board of the new lease that is in place. The monthly rent, for both the office and the garage, will be increasing slightly beginning immediately. The new lease runs through March 2022.
8. Annual Review Date and December Board Meeting – There was a discussion regarding the December Board meeting and the annual staff reviews. The current Board meeting date falls on the same day as the end of the annual convention. After discussion it was decided that the Board meeting would be moved to December 17 at 5:00. The Personnel Committee will be meeting earlier in the day to conduct staff reviews. Motion was made by Klecker, seconded by Melby, to approve these changes. Motion carried by voice vote.

Roger Wacek spoke about using solar fields as alternative crop or pasture lands. This plan keeps the land productive and offers a benefit to those who manage the land.

Agency Reports

Kelly Burke reported that a Soil Conservationist has been hired for the Waseca office. She will also be the NRCS Soil Health Representative.

Staff Reports

Adam Arndt stated that he has been working on an updated address list that can be used for newsletters and the calendar. He has also been spending his time attending to the County Ditches and moving forward with the non-compliant buffers. He has completed field checks, taken photos and drafted letters to the landowners.

Adrienne Gransee reported on her time at BWSR Academy. Some of the big topics that came up are the need for an overall Policy book, the change to the audit requirements, and she had a chance to review and give input on the updates to sections of the SWCD Operational Handbook. She has also been spending time completing the 2020 calendar.

Eric Gulbransen reported that he continues to be busy with both WCA and the county ditches. He informed the Board that the clean out around 2 bridges has been completed.

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

Respectfully Submitted by,



Adrienne Gransee,
Administrative Assistant

November Bills

APPROVE BILLS:			
Cedardale Development Co.	November Rent		\$716.20
Jaguar	November Internet		\$54.95
Adrienne Gransee	Mileage 438 miles @ .58		\$254.04
Elan	Gas	\$145.61	
	Postage	\$7.25	
	Meals	\$20.38	
	Cell Phone	\$88.48	
	Office Supplies	\$173.49	\$435.21
Mower SWCD	BWSR Academy Hotel		\$148.18
Nursery Dealer Renewal			\$350.00
		TOTAL	\$1,958.58