



STEELE COUNTY
Soil and Water Conservation District

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www.steeleswcd.org

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 January 12, 2021 at the SWCD office located at 235 Cedardale Drive SE, Owatonna.

<u>SWCD Supervisors Present:</u>	<u>SWCD Staff Present:</u>	<u>Others Present:</u>	<u>Absent:</u>
Mark Ihlenfeld, Reporter	Eric Gulbransen	Dave Copeland, BWSR (attended by phone)	
Dan Hansen, Chairman	Adrienne Gransee	Kelly Burke	
Kyle Wolfe, Vice-Chair (attended by phone)	Adam Arndt	James Brady, Steele Co. Commissioner	
Dave Melby, Treasurer			
Mike Klecker			

The January agenda was reviewed, no changes were made.

The December minutes were distributed to the Supervisors prior to the meeting. There were no corrections needed. Motion was made by Ihlenfeld, seconded by Melby, to approve the minutes as presented. Motion carried by voice vote.

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

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

OLD BUSINESS:

1. Meeting Reports – 1 Watershed 1 Plan – Dan Hansen reported on the most recent 1W1P meeting. There were no changes to the standing officer positions. The position of treasurer was added and filled. They discussed the dues and approved the annual budget. They also discussed the possibility of finding a different option for legal counsel as they have not been satisfied with the current situation.

NEW BUSINESS:

1. Board Positions – Kyle Wolfe proposed keeping the Board positions as listed below for 2021, and having Mike Klecker take the position of Secretary. The reason for this proposal is that it will allow a smooth transition for the new Board member and maintain continuity moving into the new year. Motion was made by Wolfe, seconded by Melby. Motion carried by voice vote
 - Chairman – Dan Hansen
 - Vice Chair – Kyle Wolfe
 - Treasurer – Dave Melby
 - PR&I – Mark Ihlenfeld
 - Secretary – Mike Klecker

NEW BUSINESS:

2. Committees and Appointments – Committees and appointments were discussed and established as shown below. Motion was made by Ihlenfeld, seconded by Klecker, to approve the committees and appointments as discussed. Motion carried by voice vote.
 - Personnel – Dan Hansen & Dave Melby
 - Budget and Planning – Dave Melby & Kyle Wolfe
 - SE Joint Powers Board – Mark Ihlenfeld
 - RC&D – Mark Ihlenfeld
3. Annual Approvals and Designations – Each was discussed in turn, and no changes were made from 2020 (see below). Motion was made by Melby, seconded by Klecker to approve the designations as discussed.
 - Primary Financial Institution – United Prairie Bank
 - Official Newspaper – Steele County Times
 - Official Radio Station - KOWZ
4. Interim Covid-19 Leave Policy – The Board received a draft policy for their review prior to the meeting. The policy lays out how the District will handle if a staff member is required to take extended and unpaid leave directly related to Covid-19. There was discussion about the details included in the policy and how it would be utilized. Motion was made by Ihlenfeld, seconded by Melby, to approve the policy as presented. Motion carried by voice vote.
5. County Ditch Inspector Agreement – Gulbransen presented the 2021 agreement and reviewed the changes. There was discussion about the scope of the agreement and the reason for the updates. A motion was made by Melby, seconded by Wolfe, to approve the agreement. Motion carried by voice vote.
6. Annual Dues – The dues listed below were presented to the Board for approval. Motion was made by Klecker, seconded by Ihlenfeld, to approve paying these dues.
 - MASWCD - \$4,186.67
 - RC&D - \$300.00
7. IRS Mileage Rate for 2021 – Gransee informed the Board that the IRS mileage rate decreased from \$0.575 to \$0.56 for 2021.
8. Audit Bid – Gransee presented the bid from Peterson Company LTD for the 2020 financial audit. Motion was made by Melby, and seconded by Wolfe, to accept the bid and return the required paperwork to begin the audit process. Motion carried by voice vote.
9. Zumbro 1W1P Agreement – Gulbransen informed the Board that the organizers of the Zumbro 1W1P were reaching out to see what neighboring agencies are planning to offer support when a formal agreement is put together. The Board discussed what our responsibilities would be in the agreement. After discussion it was decided that the District would support the Zumbro 1W1P.

NEW BUSINESS:

10. Steele 4H Award Sponsor – Gulbransen presented the new layout for the 4H awards. They are going to be doing a virtual event and are offering 3 different sponsorship levels. Each level has a specified cost and the sponsor gets recognition based on the level that they choose. After discussion that Board decided that it would be best to go with the top level which had a \$190 sponsorship and included recognition during the event as well as over the radio prior to the event. Motion was made by Melby, seconded by Klecker, to approve this expenditure. Motion carried by voice vote.

Agency Reports

Dave Copeland said that there have been minimal changes for BWSR staff. They are still teleworking and do not see that changing in the immediate future. He stated that he has been working with both the Canon and the Cedar 1W1P on funding. He also reported that BWSR has opened a few positions to be filled.

James Brady stated that he is Board Chairman this year. He is planning to attend SWCD meetings when possible but it is likely that many will overlap with the County Board meetings.

Kelly Burkke gave the Board an update on the building status. At this time the doors are still closed to the public, unless an appointment is set. Staff is taking precautions, keeping social distancing in their workspaces and wearing masks when interacting with others. She also presented an overview of the program results for 2020.

Staff Reports

Adrienne Gransee stated that she has begun end of year work and grant reporting. She will have an updated financial for the Board at the next meeting.

Eric Gulbransen stated that WCA and ditch construction projects have been keeping him busy. He has also been working with CRACK, a collaboration of Ag related businesses and LGUs that is focused on education and outreach. Their current push has been for the Ag Water Quality Certification Program.

Adam Arndt has begun working on grant reporting. The tree and plant orders have begun to arrive and Arndt expects that will pick up speed quickly. He has also been completing buffer inspections.

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

Respectfully Submitted by,

A handwritten signature in cursive script that reads "Adrienne Gransee". The signature is written in black ink and is positioned to the left of the typed name.

Adrienne Gransee,
Administrative Assistant

January Bills

Cedardale Development Co.	January Rent		\$716.40
Cedardale Development Co.	1st Quarter Garage Rent		\$540.00
Elan	Postage	\$62.75	
	Plaque	\$37.59	
	Office Supplies	\$121.61	
	Gas	\$18.79	
	Cell phone	\$88.21	\$328.95
Tri-M Graphics	2021 Calendar		\$1,249.38
Adrienne Gransee	Postage Reimbursement		\$36.80
		Total	\$2,871.53