



STEELE COUNTY
Soil and Water Conservation District

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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 Thursday December 10, 2020 via Conference Call.

<u>SWCD Supervisors</u> <u>Present:</u>	<u>SWCD Staff</u> <u>Present:</u>	<u>Others Present:</u>	<u>Absent:</u>
Mark Ihlenfeld, Reporter	Eric Gulbransen	Dave Copeland, BWSR	
Dan Hansen, Chairman	Adrienne Gransee		
Kyle Wolfe, Vice-Chair	Adam Arndt		
Dave Melby, Treasurer			
Jim Klecker, Secretary			

The December agenda was reviewed, an item was added to the bills to be paid.

The November minutes were distributed to the Supervisors prior to the meeting. Motion was made by Klecker, seconded by Melby, to approve the minutes as presented. Motion carried by roll call vote.

The November Treasurer’s Report was read by Melby. Motion was made by Klecker, seconded by Wolfe, 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. Motion was carried by voice vote.

OLD BUSINESS:

1. Meeting Reports – MASWCD State Convention – Virtual – Mark Ihlenfeld, Kyle Wolfe, and Dan Hansen all participated in the State convention on December 8th. They reported that the keynote speaker was very interesting. He chose trust as his topic of presentation. They held elections for the new President and Vice-President as well as voting on the Resolutions submitted by Districts earlier in the year. In addition there was a general review of the budget.

NEW BUSINESS:

1. Shared Easement Specialist Agreement – Eric Gulbransen presented the 2021 shared position agreement with Freeborn SWCD to the Board. There was a slight increase in the quarterly cost to the District. Motion was made by Melby, seconded by Klecker, to approve the agreement. Motion carried by roll call vote.
2. Amendment to Cover Crop cost share contract 8-20-CC – Adam Arndt presented the contract. The landowner had decided to use a cover crop mix of less than 4 species so the cost share per acre needed to be reduced. Motion was made by Wolfe, seconded by Melby, to approve the amendment as presented. Motion carried by roll call vote.

NEW BUSINESS:

3. Cancellation of contract 2-19-CC – Adam Arndt presented the contract. The landowner had decided to not follow through with the contract. No payments had been made. Motion was made by Melby, seconded by Klecker, to cancel the contract. Motion carried by roll call vote.
4. Cover Crop Cost Share Payments – Adam Arndt presented the payments listed below for approval to pay. All had been checked and met requirements. Motion to approve payments was made by Wolfe, seconded by Klecker. Motion carried by roll call vote.
 - 1-18-CC, \$3200
 - 2-18-CC, \$3200
 - 3-18-CC, \$4800
 - 4-18-CC, \$4800
 - 5-18-CC, \$4800
 - 6-18-CC, \$6400
 - 1-19-CC, \$3200
 - 3-19-CC, \$3200
 - 4-19-CC, \$3200
 - 1-20-CC, \$3200
 - 2-20-CC, \$2400
 - 5-20-CC, \$2400
 - 6-20-CC, \$2400
 - 7-20-CC, \$2400
 - 8-20-CC, \$2400
5. Interim Leave Policy for Covid-19 – The Board was given a copy of the interim policy adopted at the April Board meeting. The policy is set to expire at the end of the year, same as the Federal expanded leave policy. The staff expressed concerns regarding not having a policy in place for how to handle extended leave when it is related to Covid-19. There was discussion about adopting a portion of the current policy and suspending a condition of unpaid leave that exists in the personnel handbook. These changes would only be applicable if someone was forced to be absent due to Covid-19. The Board agreed that having a plan in place would be a good idea and requested that a draft policy be presented at the January Board meeting.
6. Cedar-Wapsipinicon Agreement – Eric Gulbransen presented the agreement to the Board. The agreement outlines the Steele SWCD's role in the Cedar-Wapsipinicon Watershed Management plan. Motion was made by Melby, seconded by Klecker, to accept the agreement. Motion carried by roll call vote.
7. FY18 Local Capacity Financial Report – Adrienne Gransee presented the report to the Board. The report lists how the grant funds have been used to date. The two major areas of expenditure have been agricultural programs and education/outreach. Motion was made by Ihlenfeld, seconded by Wolfe, to accept the report and submit it to BWSR. Motion carried by roll call vote.
8. Medical Insurance – Information regarding the option for medical insurance were included in the packets sent to the Board members. The current insurance was increasing in price and the quality of the coverage was decreasing. The option selected was slightly higher in monthly premium but offered much better cover for the staff. Motion was made by Melby, seconded by Klecker, to switch to the new insurance option. Motion carried by roll call vote.
9. Annual Reviews – The Board and the Personnel Committee took time to review staff performance and consider the pay increase option presented by the Personnel Committee. After discussion it was decided that all staff would receive a 2% cost of living adjustment. In addition, Adrienne Gransee and Adam Arndt would each move up one step on the pay scale, and Eric would receive a 2.1% increase.

NEW BUSINESS:

10. Other – Eric Gulbransen informed the Board that Glen Roberson will be retiring for his position with the Goodhue SWCD.

Staff Reports

Adrienne Gransee reported that she has spent a fair amount of time working on grand reporting for 3rd quarter both in eLink and updating in QuickBooks. She also reported on a SWCD specific budget class that she attended. The class was very beneficial and should be helpful in future planning for the District.

Eric Gulbransen stated that the work load related to WCA has reduced while the ditch work, both repairs and cleaning requests, continue to occupy his time.

Adam Arndt stated that he has been in the field completing buffer reviews and checking on the status of the cover crop contract fields. He has also been addressing various county ditch requests.

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

Respectfully Submitted by,



Adrienne Gransee,
Administrative Assistant

December Bills

Cedardale Dev Co		December Rent		\$716.40
Jaguar		Internet		\$54.95
Adrienne Gransee		Mileage & Parking		\$94.25
Peterson Company LTD		Audit		\$3,000.00
Hanson Repair		Drill Maintenance		\$715.00
MN DMV		Trailer Registration		\$20.25
Elan		Gas	\$113.95	
		Postage	\$7.00	
		Phone	\$88.21	\$209.16
Freeborn SWCD		Easement Specialist		\$470.00
			TOTAL	\$5,280.01