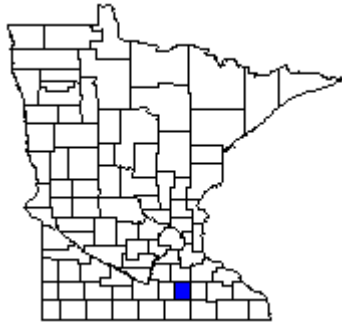


235 Cedardale Drive SE  
 Owatonna, Minnesota 55060-4417  
 Telephone (507) 451-6730 Ext. 3



**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 5:05 p.m. on Tuesday January 8, 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, Chairman	Adam Arndt	Jim Smith, NRCS	
Dan Hansen, Vice Chair	Adrienne Gransee		
Jim Klecker, Secretary	Eric Gulbransen		
Kyle Wolfe, Treasurer			
Dave Melby, Reporter			

The January agenda was reviewed, no changes were made.

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

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

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

**OLD BUSINESS:**

1. Changes to Buffer Compliance Check Policy – Eric Gulbransen reviewed the changes that had been recommended by BWSR. All were minor and do not change how the policy will function. Motion was made by Melby, seconded by Wolfe, to approve the policy. Motion carried by voice vote.

**NEW BUSINESS:**

1. Reorganization of the Board of Supervisors – There was discussion about the standard rotation that has been followed in the past and a couple of adjustments were made to the positions that each Board member would be taking on. There was a motion made by Wolfe, seconded by Ihlenfeld, to approve the positions as listed below. Motion carried by voice vote.
  - a. Chairman – Dan Hansen
  - b. Vice-Chair – Kyle Wolfe
  - c. Secretary – James Klecker
  - d. Treasurer – Dave Melby
  - e. PR&I – Mark Ihlenfeld

Dan Hansen took over the meeting as the new Chairman.

**NEW BUSINESS Con't:**

2. Committees and Appointments – The Board discussed the various committees and the organizations that the District appoints a supervisor to act as representative. Motion was made by Wolfe, seconded by Klecker, to approve the committees and appointments as listed below. Motion carried by voice vote.
  - a. Personnel Committee – Hansen and Melby
  - b. Budget and Planning Committee – Melby and Wolfe
  - c. SE Joint Powers Board – Ihlenfeld
  - d. RC&D – Ihlenfeld
  - e. Cannon 1 Watershed 1 Plan - Hansen
  
3. Annual Approvals and Designations – The Board discussed with staff how well the 2018 designations worked. Staff expressed that they are happy with the current arrangement. Motion was made by Klecker, seconded by Melby, to approve the designations as listed below. Motion carried by voice vote.
  - a. Primary Financial Institution – United Prairie Bank
  - b. Official Newspaper – Owatonna People’s Press
  - c. Official Radio Station - KOWZ
  
4. 2019 Supervisor Compensation and IRS Mileage Rate – There has been no legislative change to the maximum compensation rate for elected officials for the 2019 year. The IRS has raised the mileage rate to \$0.58 per mile. A motion was made by Melby, seconded by Klecker, to keep the supervisor compensation the same as 2018 and to adopt the updated IRS mileage rate. Motion carried by voice vote.
  
5. Cost-Share Payment Approvals – Adam Arndt presented the cost share vouchers listed below for payment approval. These projects were completed in partnership with the NRCS Equip program. Motion was made by Wolfe, seconded by Klecker, to approve payment on these contracts. Motion carried by voice vote.
  - a. 5-16, Total \$7,750, C-S \$1,330
  - b. 1-17, Total \$4,800, C-S \$1,002
  - c. 4-16, Total \$12,856, C-S \$1,728
  
6. Flexible Benefits Plan – Gulbransen presented the sample Flexible Benefits Plan to the Board and did some explaining about what it was and how the District would proceed in getting a plan established. There was discussion about why the plan was needed and if it was actually a requirement for the District to have on in place. It was decided to table the matter and do some more investigation into the issue.
  
7. MN Viewers Seminar – 1/17 – Morton - \$25 – Gulbransen and Arndt requested to attend this seminar so that they can become more familiar with the process involved when county ditches are redetermined. Motion was made by Ihlenfeld, seconded by Melby, to approve the cost of the seminar. Motion carried by voice vote.
  
8. Best Practices for Pollinators Summit – 3/7 – St. Anthony - \$20 – Gulbransen requested to attend this summit in order to become better informed about the current and upcoming practices to create better habitat for pollinators. Motion was made by Wolfe, seconded by Klecker, to approve the cost of the summit registration. Motion carried by voice vote.

**NEW BUSINESS Con't:**

9. 1/18 NRCS Shutdown – Gulbransen informed the Board that the current date that NRCS expects to shut down is January 18. The District will remain open after that time but may have limited access to information stored on the federal server.
10. Other – Roger Wacek – Gulbransen presented the Board with an article and letter that Roger Wacek had dropped off prior to the meeting. The letter was his response to the article about regenerative agriculture. He wanted to share the information with the Board.

**Agency Reports:**

Jim Smith reported that EQIP sign-ups are still open until January 18. He spoke about a future plan to allocate money on a more region specific basis. He informed the Board that Gary Kurer is currently the acting DC and the transition to Conservation Delivery teams has begun. Jim also spoke about the importance of civil rights and EEO. He informed those present that all of the information regarding the specific instructions for reporting problems is located in the front entry of the building.

**Staff Reports**

Adrienne Gransee informed the Board that the 2019 Calendar has been sent out. There was discussion about possibly looking into a different printer for the 2020 calendar. Gransee also informed the Board that she has been working on both the Annual report and the Annual plan of work and they should expect to see them prior to the February Board meeting. She also informed the board that she will be attending a planning meeting for the 2019 Envirothon on Jan 15.

Adam Arndt stated that he has begun working on grant reporting as well as taking care of the tree program. He has been doing some advertising through KOWZ and will have an article appearing in Sparks in the near future.

Eric Gulbransen stated that he has completed staff reviews. A fair amount of his time has been spent on WCA. He also has had time dedicated to reviewing the 1W1P proposal, attending soil health events, and becoming more familiar with the county ditch system.

At this time the Personnel Committee spoke privately with the Board. Staff rejoined them after their discussion was completed.

**NEW BUSINESS Con't:**

11. Personnel Committee Meeting – The Personnel Committee had conducted staff reviews prior to the Board Meeting. They reported the results of their reviews to the Board and made recommendations regarding COLA and step increases. The Board took their recommendation into consideration and decided on a 3% COLA and a 1 step increase for all staff. Motion was made by Klecker, seconded by Ihlenfeld, to approve the COLA and step increase. Motion carried by voice vote.

Motion to Adjourn: Motion was made at 6:20 PM by Klecker, seconded by Wolfe, to adjourn the meeting. Motion carried by voice vote.

Respectfully Submitted by,

A handwritten signature in cursive script that reads "Adrienne Gransee".

Adrienne Gransee,  
Administrative Assistant

January Bills

<b>Cedardale Development Co.</b>		<b>January Rent</b>		<b>\$716.40</b>
<b>Cedardale Development Co.</b>		<b>1st Quarter Garage Rent</b>		<b>\$510.00</b>
<b>Jaguar</b>		<b>Internet</b>		<b>\$54.95</b>
<b>Freeborn County SWCD</b>		<b>CREP Position</b>		<b>\$1,042.00</b>
<b>Tri-M Graphics</b>		<b>2019 Calendar</b>		<b>\$1,654.83</b>
<b>Elan</b>		<b>Convention Registration</b>	<b>\$2,071.75</b>	
		<b>Gas</b>	<b>\$56.04</b>	
		<b>Food</b>	<b>\$60.32</b>	<b>\$2,188.11</b>
<b>Eric Gulbransen</b>		<b>Mileage 85@.58</b>		<b>\$49.30</b>
<b>MN Secretary of State</b>		<b>Notary Commission Renewal</b>		<b>\$120.00</b>
			<b>Total</b>	<b>\$6,335.59</b>