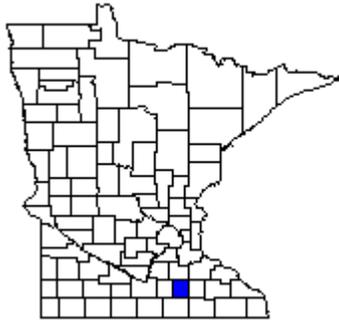


235 Cedardale Drive SE
 Owatonna, Minnesota 55060-4417
 Telephone (507) 451-6730 Ext. 3



**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 Dan Hansen at 7:00 p.m. on Tuesday June 11, 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	Jim Smith, NRCS	
Dan Hansen, Chairman	Eric Gulbransen	Kelly Burke, NRCS	
Jim Klecker, Secretary	Adrienne Gransee	James Brady, County Commissioner	
Kyle Wolfe, Vice-Chair		Roger Wacek	
Dave Melby, Treasurer			

The June agenda was reviewed, truck bids and the FY19ech Option were added to the agenda.

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

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

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

OLD BUSINESS:

1. Meeting Reports – RC&D – May 20 – Mark Ihlenfeld reported on this meeting. He stated that most of the meeting consisted of the standard monthly business. They did discuss the funding that they will be receiving from the administration of a national grant.

Cannon 1 Watershed 1 Plan – June 5 – Dan Hansen and Eric Gulbransen attended this meeting. They discussed the comments received on the plan as well as cost share policy structure, funding needs, and current funding levels.

NEW BUSINESS:

1. Tree Program Results – Adam Arndt presented the results of the tree program to the Board. The total number of trees sold had decreased slightly but there was a significant jump in the sale of the native flower packs. Arndt stated that he is planning to look into adding more options to the flower packs for next year. Overall, the sale went very smoothly and was successful.
2. 2020 Budget – Adrienne Gransee presented the 2020 Budget. There were some small changes, such as the ending of the PERA Aid that the District was receiving from the State. Gransee presented how she estimated the expenses related to personnel and benefits for 2020. After a bit of discussion a motion was made by Melby, seconded by Ihlenfeld, to approve the budget as presented. Motion carried by voice vote.
3. Resolutions – Eric Gulbransen presented 2 resolutions to the Board. One was a resubmission of the Tile Intake Buffer requirement resolution that was submitted a few years ago. The other was one requesting that private ditches also require buffers. The Board was happy with both. Motion was made by Ihlenfeld, seconded by Melby, to approve the resolutions and submit them for consideration at the June 28 Area Resolution meeting. Motion carried by voice vote.
4. New Manager Computer - \$1,256.68 – Eric Gulbransen’s laptop was damaged by a leak in the roof. As a result he needs a replacement. Motion was made by Wolfe, seconded by Melby, to order the replacement laptop. Motion carried by voice vote.
5. FY20 Groundwater Monitoring Contract – Adam Arndt presented the annual contract for Groundwater Monitoring. There were no changes to rates or to the locations that were being monitored. Motion was made by Ihlenfeld, seconded by Klecker, to approve signing the contract. Motion carried by voice vote.
6. 2019 Conservation Award Candidates – The list of candidates compiled in 2018 was distributed to the Board for review. Gulbransen requested that if there was anyone they would like to see added to the list that they contact him prior to the next meeting. The award winners will be chosen at the July Board meeting.
7. Flexible Spending Program – Pre-tax Premium Summary – Eric Gulbransen presented this document to the Board. It defines the requirements and restrictions for taking pre-tax deductions from an employee’s paycheck. Motion was made by Melby, seconded by Klecker, to approve and sign the document. Motion carried by voice voted.
8. Tablet & Router – The District has begun accepting credit card payments through Paypal. Doing this requires the use of either a phone or tablet. To ensure that there was always something available in the office to use Adrienne Gransee requested that she be able to purchase a tablet. She also requested to purchase a wireless router so that the tablet would have internet access. She presented the Board with the ones that she had selected after researching the available options. Motion was made by Wolfe, seconded by Klecker, to approve the purchases. Motion carried by voice vote.

NEW BUSINESS:

9. Fair Booth Promotional Items – Adrienne Gransee presented several options for promotional items that could be made to distribute at the fair booth. The Board selected 3 that they think will hold the most appeal. Wolfe requested that local option be looked at for production, in addition to the online options already reviewed. Gransee stated that she would look into the local options before placing an order. Motion was made by Melby, seconded by Wolfe, to set a \$1000 budget and authorize Gransee to make the purchase from the vendor of her choice. Motion carried by voice vote.

10. Legislative Update – Eric Gulbransen gave the Board a brief update on the results from the legislative session in regards to our grants funds. The base fund levels will not be changing. The local capacity grants will remain in the Clean Water Legacy fund. Levels for those grants will increase slightly and the way that the county match is divided will be done slightly differently than in past years.

11. Other – Truck Bids – Eric Gulbransen and Adam Arndt spoke to the Board about the truck. With the current workload being created by the county ditches having the additional truck has been very beneficial and they would like to keep it around for the time being. The Board agreed that if it is being used there is no reason to sell it at the present time. A motion was made by Ihlenfeld, seconded by Melby, to refuse all bids and take truck off the market. Motion carried by majority vote with Jim Klecker abstaining.

FY19 Cost Share Tech Option – Adrienne Gransee presented the tech option form to the Board. There were no changes from previous years. Form was signed and will be submitted to BWSR.

Public Comments – Roger Wacek read a paragraph from “The Uninhabitable Earth” The reading focused on the impact of global climate change.

Agency Reports:

Kelly Burke reported that Steele county has 3 current CSP applications. She stated that none of the EQIP applications were funded during this round. She also said that they have been working on CRP site assessments.

Jim Smith reported that much of his time has been spent working on project cost estimates and site assessments.

James Brady stated that the County Board has passed the appropriation requests for 2020. He also stated that the County is planning to sell 3 pieces of property.

Staff Reports

Eric Gulbransen reported that the ditches are continuing to require a lot of his attention as is WCA. There have been a variety of meeting that he has attended throughout the last month as well.

Adam Arndt reported that he also has been busy with the ditch system. He will be sending out non-compliant buffer letters shortly. In addition to those things, he has been working with contractors to get projects started, and represented the District at the 4H project night. He stated that there were 20 kids that attended.

Staff Reports

Adrienne Gransee reported that she has been working on the website and it is published and available to the public. There will still be regular updates to get all of the current information made available. The remainder of her time has been spent completing things such as the tree result report, the 2020 budget and completing the usual office and administrative needs.

Motion to Adjourn: Motion was made 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

June Bills

Cedardale Dev. Co	June Rent		\$716.40
Jaguar	Internet		\$54.95
Verizon	Cell Phone		\$85.76
Elan	Envirothon	\$336.59	
	Website	\$347.15	
	Tree Day Lunch	\$56.33	
	4-H Root Viewers	214.20	
	Gas	143.76	
	Postage	112.75	
	Meals	62.80	\$1,273.58
Anhorn's	Truck Accessories		\$1,474.49
		TOTAL	\$3,605.18