



MINNESOTA SOIL AND WATER CONSERVATION DISTRICTS



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The Board of Supervisors of the Kandiyohi Soil and Water Conservation District held its monthly meeting on Tuesday, January 14, 2020.

Vice Chairperson Hanson called the meeting to order at 2:30 p.m.

Present were Ron Dilley, Doug Hanson, Brandon Smith, and Donnel Williamson. Also present were Ellie Dittes, Conservation Technician, Sandy Laumer, Office Manager, Ryan Peterson, RIM Coordinator, Rick Reimer, District Administrator, Melanie Dickman, NRCS District Conservationist, Aaron Wilson, Pheasants Forever Farm Bill Biologist, and Gary Geer, Kandiyohi County Environmental Services. Absent: Jane Youngkrantz.

Hanson led the Pledge of Allegiance.

Vouchers were prepared.

Secretary's Report was presented. Motion by Dilley, second by Smith to approve the minutes of the regular meeting on December 17, 2019. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Smith read through the bills for reviewal and payments and presented the Treasurer's Report and Outstanding Bills as listed in the Agenda. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Smith, second by Dilley for all board members to remain in the same position for 2020. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Vice Chairperson Hanson led a discussion on volunteers to serve as our representative to other organizations and committees. Following is list for 2020:

- Personnel Committee- Hanson and Smith
- CROW South Rep- Youngkrantz CROW North Rep- Williamson
- Hawk Creek Watershed- Smith
- Chippewa River Watershed- Dilley
- Middle Fork Crow Watershed- Hanson
- Finance Committee- Dilley and Smith

Geer led discussion water plan funds which included:

- task force has dissolved, and County voted to transfer funds to SWCD
- County has received the funds for 2020 and he will process paperwork for funds to be transferred in the amount of \$12,023
- SWCD will also receive carryover funds from 2019 in the amount of \$4,996.43

- funds should be used for water quality projects or can be used towards education
- and projects were capped at \$3,000 or 50% of project.

Geer left the meeting at 2:47 p.m.

Dickman and Wilson entered the meeting at 2:50 p.m.

Dickman's NRCS report included deadline for Conservation Stewardship Program (CSP) payments to be made is January 31 and she is working on planning Soil Health Day at Ridgewater College.

Wilson's Conservation Reserve Program (CRP) Report included:

- busy when CRP signup started but is slowing down
- general CRP sign up deadline is February 28
- and continuous CRP sign up deadline is August 31.

Dickman and Wilson left the meeting at 2:55 p.m.

No contracts and agreements were presented.

Discussion was held on Job Approval Authority (JAA) and Individual Development Plan (IDP) paperwork. Peterson and Dittes paperwork were up to date and Reimer needs to update his paperwork.

Motion by Dilley, second by Smith to approve staffs Job Approval Authority (JAA) and Individual Development Plan (IDP) paperwork that was been presented in records. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Smith, second by Dilley to approve Printmasters bid for signs installed pending workplan changed and approved. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Smith, second by Williamson to approve 2019 Summary of Activities. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Smith, second by Dilley to approve 2020 Annual plan with changes to staff days. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Williamson, second by Dilley to approve the Internal Control Policy. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Laumer led discussion on getting internet for her laptop and after discussion at this time it will not be necessary to get internet for laptop.

Discussion was held on getting tablets for Supervisors and Laumer will check prices and bring information to next meeting.

Motion by Smith, second by Dilley to approve the 2020 Capacity workplan. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Dittes, Laumer, Peterson, and Reimer left the meeting at 3:30 p.m. while personnel reviews were discussed.

Dittes, Laumer, Peterson, and Reimer entered the meeting at 3:35 p.m.

Motion by Smith, second by Dilley to approve 2020 wage scale. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Smith, second by Williamson to approve step increases to Dittes, Laumer, and Peterson. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Hanson and Smith led discussion that staff should be completing CAA forms and bring the completed forms to the board meetings to review and thanked staff for their work.

Motion by Smith, second by Williamson for staff to receive 2 new shirts and Supervisors may get a shirt if needed. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Reimer's District Administrator Report included:

- attended the following meetings: North Fork Advisory and Policy; Hawk Creek Middle MN Advisory, Steering, and Policy; Chippewa Local Work Group; and Irrigation Clinic Meeting
- Willmar Lake and Golf Course Rd project;
- employee review
- having meeting with City of Willmar on projects
- 2 shelterbelt and 1 shoreline visits
- attended staff meeting
- Ag BMP Program Application
- submitted WCA end of year report to County and BWSR
- MASWCD Legislature Days will be March 24-25
- and discussed deadline to submit North Fork projects is January 31.

Motion by Smith, second by Dilley to approve Chippewa River Watershed Association Joint Powers Agreement. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Peterson's Staff Report included:

- putting together seed orders
- updated seed brochure
- got bids for purchasing and leasing tractors
- and worked on wetland design and has one more to complete.

Dittes Staff Report included:

- updating BuffCAT and sending letters to landowners on buffer cost share with new extension deadline
- Schueler Farms completed certification for MAWQCP
- Using MAWQCP funds to get new display which will be used at Soil Health Day

- Planning an open house to promote MAWQCP in March or April
- Talked to Ryan about CREP training and outreach
- Sent out Scholarship letters to school and emailed principals at local schools about poster contest
- Will be on Conservation Conversation on Feb 5 to promote Soil Health Day and helping plan the event
- And will be working with Laumer on putting agenda and documents on screen for meetings.

Motion by Smith, second by Dilley to pay 2020 MASWCD Dues in the amount of \$4,502. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Dilley, second by Williamson to pay MCIT insurance invoice in the amount of \$7,660. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Williamson, second by Smith to contribute \$150 to Area II Envirothon. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Smith, second by Williamson to use 2020 federal mileage rate in the amount of \$0.575. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Dilley, second by Smith to designate Home State Bank as our main depository. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Dilley, second by Williamson to designate West Central Tribune as our official newspaper. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion to accept bid from Peterson Company for 2019 audit in the amount of \$2,800. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

Motion by Smith, second by Williamson to pay MN SWCD Forestry dues in the amount of \$60. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Williamson. Motion carried.

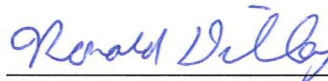
Laumer's Staff Report included:

- Copy of staff meeting minutes
- Copy of checklist form from Grants Reconciliation
- Completed pay equity report
- Working with Jason Weinerman and Linda Donnay on setting up board session on 2-5 yr budget
- Working with NRCS on planning Soil Health Day
- Working on Quarterly payroll taxes, year-end eLINK reporting, 1095-1094 forms; MCIT Payroll report, PERA Exclusion report, 1099's, billable rates, and will be mailing W-2's when completed
- and MCIT webinar on Thursday.

Hanson led discussion on 1W1P North Fork meeting which included: will be re-doing Memo of Agreement and it will need to be approved at the next meeting and discussed we will have to pay \$1,500 each year for 4 years.

Smith led discussion that the Hawk Creek meetings are going good and Phase 1 is wrapped up.

Motion by Smith, second by Williamson to adjourn the meeting. The meeting was adjourned at 4:12 p.m.



Ron Dilley, Secretary Date _____