



1005 High Avenue
Willmar, MN 56201
320-235-3906, Ext 3
www.kandiyohiswcd.org

MINNESOTA SOIL AND WATER CONSERVATION DISTRICTS

The Board of Supervisors of the Kandiyohi Soil and Water Conservation District held its monthly meeting on Tuesday, July 12, 2022 at the USDA Service Center.

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

Present at the meeting were Ron Dilley, Doug Hanson, Brandon Smith, Donnel Williamson, and Jane Youngkrantz. Also present were Melanie Dickman, NRCS District Conservationist, Ellie Faber, Conservation Technician, Margaret Johnson, District Manager, Sandy Laumer, Office Manager, Ryan Peterson, RIM Coordinator, and Steve LaCourt, Landowner.

Chairperson Hanson led the Pledge of Allegiance.

Chairperson Hanson read the Mission Statement: Our Mission is to encourage the wise use of land and to treat these resources in accordance with their needs for protection and improvement.

Vouchers were completed.

Motion by Smith, second by Youngkrantz to approve the agenda with addition of native shoreline buffer project. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Dilley to approve the minutes from the Special Meeting on June 1, 2022. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Youngkrantz, second by Smith to approve the minutes from the Regular Meeting on June 14, 2022. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Smith read through the bills for reviewal and payments, the Treasurer's Report and Outstanding Bills as listed on the agenda. Motion by Youngkrantz, second by Dilley to approve the Treasurer's Report. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Dickman's NRCS Report included: working on obligating funds for one Conservation Stewardship Program (CSP) application; taking Environmental Quality Incentive Program (EQIP) applications and completing designs and certifying payments; 3 Regional Conservation Partnership Program (RCPP) applications taken and ranked for variable rate irrigation; working on moving offices around; need to

start talking about new Memorandum of Understanding (MOU) for partnership agreement; and will be posting Soil Conservation position this summer.

Motion by Dilley, second by Williamson to approve payment for contract WP 2FY21 Pollinator Planting in the amount of \$3,000. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Youngkrantz to approve payment for contract WP 5FY20 well sealing in the amount of \$262.50. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Dilley, second by Youngkrantz to approve payment for contract 1FY20 pollinator planting in the amount of \$1,800. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Williamson, second by Dilley to approve contract 1FY21 shoreline buffer project in the amount of \$4,893.75. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Youngkrantz to approve NF 1FY22 Well Sealing Project in the amount of \$611.81. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, and Youngkrantz. Abstain Williamson. Motion carried.

No changes to the COVID-19 Office Policy.

Motion by Smith, second by Youngkrantz to authorize District Manager to work with Chairperson to sign the updated lease agreement when it comes available. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Williamson to approve the Pheasants Forever Local Partner Agreement. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Dilley, second by Youngkrantz to approve 2023 CREP Outreach and Implementation Agreement. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Williamson that the Kandiyohi Soil and Water Conservation District contract services with Revize for up to \$3,125 for Mitigation and ongoing hosting services. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Youngkrantz, second by Dilley that the Kandiyohi Soil and Water Conservation District support Consent Agenda use at the Regular meeting, and direct the District Manager to establish a procedure. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second Williamson to adopt the updated Credit Card Policy 201. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Dilley that the Kandiyohi Soil and Water Conservation District work with Bonnema Surveyors with an allocation up to \$700 for a survey of property lines at 1001 High Ave NE, Willmar. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Dilley, second by Youngkrantz that the Office Manager process payroll for the seasonal staff at the rate of \$20 per hour for all hours documented. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Youngkrantz, second by Williamson that the District Manager update the Article IX leave of absence to reflect 12 weeks paid leave for live birth or adoption. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Dilley, second by Youngkrantz to add the District Manager Margaret Johnson to be signer on Home State Bank checking and savings accounts. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Discussion was held on the work schedule for the Kandiyohi County Fair and staff discussed the theme of pollinators for the booth.

Johnson's District Manager Report included: discussion on statute obligations; 1W1P commitments and meetings; met with County Administrator in June; Finance Committee meeting; worked on Pheasants Forever Agreement; updated payroll services and policies; buffer law meeting with the County; attended virtual meeting with Revize on website; met with BWSR on Grants; Clean Water fund Proposals; attended Area 2 and WCTSA meetings; meetings with other District Managers; working on building lease agreement; received server bid; reviewing records retention schedule and will be going through files; reviewed 1W1P leads and meeting schedule; attended the Central MN 1W1P meeting; attended Kickoff meeting for South Fork 1W1P in Hutchinson; South Fork 1W1P update - attended virtual steering team meeting for South Fork; will be attending Chippewa 1W1P tour; and reviewed Action Plan from Moore Engineering.

Peterson's staff report included: completed and mailed application to BWSR for LGRWRP; met with TEP panel to review wetland determinations and completed vegetation review; attended Pints to Pollinator Event; will be attending Chippewa River 1W1P kick off bus tour; working on various cost share projects; finished seed program; had interview with WC Tribune for Parks to Prairie; completed Parks to Prairie seedings; had a couple of wild parsnip site visits; and had a site visit on a potential rain garden.

Faber's Staff report included: had three new farm assessments for MAWQCP process; conducted well checks; attended Kickoff meeting for South Fork 1W1P in Hutchinson; attended virtual steering team meeting for South Fork; attended Central MN Steering team meeting; conducted several shoreline visits; working on 2 rain garden projects; and working on getting volunteers to do plantings for Willmar Lake storm water project and Big Kandi Lake Shoreline Buffer.

Laumer's staff report included: worked on setting up new timesheets; worked with Peterson Company on 2021 Audit; sending seeding invoices as they get completed; attended Area 2 meeting; meeting with BWSR on Grants in June; attended virtual meeting with Revize on website; attended Administrative Session on June 28-29 in Brainerd; attended Pints to Pollinators Event; completed 2023 CREP workplan;

worked with HSB on getting District Manager added as a signer on accounts; 2021 workers comp audit resulted in receiving check for \$533; and worked on updating 2022 billable rates.

Motion by Smith, second by Dilley to approve the updates 2022 BWSR billable rates for June to December of 2022. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Williamson to approve new IRS mileage rate effective July 1 in the amount of \$0.625. Discussion was held. Voting in the affirmative were Dilley, Hanson, Smith, Williamson, and Youngkrantz. Motion carried.

Smith attended the Central MN 1W1P meeting and the bid from Peterson Company for the Audit was accepted; they entered into the grant agreement; and Resolution was passed that only the SWCD's can enter into contracts.

Discussion was held and Williamson will attend the next North Fork 1W1P meeting on August 3.

Chairperson Hanson thanked LaCourt for attending the meeting.

Motion by Smith, second by Youngkrantz to adjourn the meeting. The meeting was adjourned at 4:27 p.m.

Jane Youngkrantz, Secretary

Date