



KANDIYOHI  
SOIL AND WATER CONSERVATION DISTRICT  
**SWCD**  
1005 High Avenue  
Willmar, MN 56201  
320-235-3706, Ext. 3  
[www.kandiyohiswcd.org](http://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, May 16, 2023 at the Willmar USDA Service Center.

Chairperson Williamson called the meeting to order at 2:00 p.m.

Present at the meeting were Steve Friedlein, Brandon Smith, Donnel Williamson, and Jane Youngkrantz. Also present were Margaret Johnson-District Manager, Sandy Laumer-Office Manager, and Melanie Dickman-NRCS District Conservationist.

Chairperson Williamson led the Pledge of Allegiance.

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

A moment of silence was taken in memory of Board Supervisor Doug Hanson.

Motion by Youngkrantz, second by Smith to approve the agenda with the addition of 9g. FY2022 Watershed based implementation funding grant subcontract policy and procedure for North Fork Crow River Watershed Comprehensive Plan Implementation. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Youngkrantz, second by Friedlein to approve the consent agenda items:

- a. Draft Minutes April 18, 2023
- b. List of Checks

Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, Youngkrantz. Motion carried.

Motion by Youngkrantz, second by Friedlein to approve the Treasurer's Report. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Laumer handed out a list of outstanding bills to review. ,

Motion by Smith, second by Friedlein to approve Contract SWCD FY23-01 for Barr Engineering Proposal for feasibility study to evaluate possible stormwater BMPs at Uptown Willmar in the amount of \$25,000 from 2023 Capacity funds. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Discussion was held on the Willmar Chain of Lakes included: Peterson went on boat with Stantec collecting samples; County put together drone video when collecting samples; discussed core sample locations; final report should be available in July; and discussion on doing community outreach.

Motion by Youngkrantz, second by Smith to approve payment for Cost Share Contract CS 23-03 Well Sealing Project in the amount of \$500 from 2023 Cost Share funds. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Friedlein to approve the close out for 2021 SWCD Capacity Grant all funds have been spent. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Youngkrantz, second by Friedlein to approve Cost Share Contract NF-FY22-05 Well Sealing Project in the amount of \$2,500 from WBIF North Fork funds. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Discussion was held on Policy 508 Shoreland Policy, and changes will be made so no action was taken at this time.

Motion by Smith, second by Youngkrantz to cancel Policy 507 Recording Conservation Practices on Deeds. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Friedlein to approve Policy 502 District Cost Share for Well Decommissioning. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Smith, second by Youngkrantz to approve the updated Personnel Handbook with the discussed changes. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Discussion was held on the Board Supervisor Vacancy included: reviewed Statute 103C.305 General Election of Supervisors and staff will put together list of names of candidates for the position.

Discussion was held on leasing our tree planter and the consensus of the board was not to lease the tree planter.

Motion by Smith, second by Friedlein to allocate up to \$5,000 for replacement of two computers and a printer. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Discussion was held on the SWCD office space, and the Building Committee met last month, and Johnson will reach out to some contractors to get bids to remodel or put addition on the shed.

Discussion was held on the County Fair Booth and the decision was made to have booth in the Conservation Building this year.

Motion by Smith, second by Youngkrantz to allocate \$7,000 for a fence on the north side of the property lines at 1001 High Ave NE Willmar MN. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Motion by Youngkrantz, second by Friedlein to approve the FY2022 Watershed based Implementation Funding grant subcontract Policy and Procedure with Wright SWCD. Discussion was held. Voting in the affirmative were Friedlein, Smith, Williamson, and Youngkrantz. Motion carried.

Johnson's District Manager Report included: attended various 1W1P meetings; worked with Wright SWCD on sub agreement for WBIF funding; project development on 1W1P projects; reviewed BWSR Treasurer's Manual and investigated Unrestricted Fund balance; worked with staff and County on noncompliant buffer parcels; met with BWSR BC to discuss ongoing project fund needs; forwarded bill information from MASWCD to board; worked on RCPP project with landowner; worked with County and Landowner on project in road r.o.w.: Area II meeting is June 6<sup>th</sup> in Montevideo; unable to find candidate for shared water Plan Coordinator with Meeker SWCD; met with new County Administrator; attended Nitrate Clinic; completed updates to policy handbook; worked with USDA building owner on joint fence; helped with tree sales; organized transition for new vacancy for our supervisor position; met with County Auditor's office for new board supervisor; met with Building committee and reached out to two contractors; staff attended Earth Day at PWELC; finalized draft policy for wells, groundwater, and shoreland; Quarterly check in with Ryan and Ellie; reviewed RFP for LSOHF and met with Director of funds; attended State Technical Committee Inflation Reduction Act Information Event; attended court for subpoena; Moore Engineer Action Plan Handout; list of active projects handout; and discussion on her 1 year personnel review.

Dickman's NRCS Report included: working on Conservation Stewardship Program (CSP) assessments for Benson and Ortonville; 3 general Environmental Quality Incentive Program (EQIP) and 2 IRA-EQIPs were preapproved; working on Swift Regional Conservation Partnership Program (RCPP) irrigation; looking to hire 2 Soil Conservationists, admin person, and Soil Conservation Technician; and need to set a date for the Local Work Group Meeting.

Faber's Staff Report included: working on non-Complaint buffers; updating record keeping process for non-Complaint parcels; tree pick up went well; finished 3 tree plantings; selling and caring for trees; conducted quarterly well checks; presented Wildlife portion at Area II Envirothon; attended Earth Day at PWELC; providing technical assistance for people with shoreline questions; and was on the radio for Conservation Conversation on May 3<sup>rd</sup>.

Laumer's Staff Report included: worked with Johnson on RCPP Match Report; completed MCIT payroll audit; helped with Area 2 Envirothon; put together spreadsheet to track Landowners interested in Ag BMP Loans and will submit to State to get more funding; worked on paperwork for Cost Share on well sealing contracts; helping with tree orders; helped with tree pick up; billing for tree plantings as completed; putting together invoices for completed seedings; helping landowners with rain barrels; worked on monthly eLink reporting and website updates; updated information for 2021 Capacity Grant to close out the Grant; and uploaded the information for Peterson Company to start working on 2022 Audit this week.

Smith discussed that he attended a CMRWP meeting, and 2 projects were approved.

