

**Minutes of the Meeting of  
Kittson Soil & Water Conservation District Board of Supervisors  
Held on January 14<sup>th</sup>, 2009**

The Board of Supervisors of the Kittson Soil & Water Conservation District held its regular scheduled meeting on Thursday, January 14<sup>th</sup>, 2009, at the Kittson County Farm Service Agency meeting room located in Hallock, Minnesota.

Members present at the meeting included Chairman, Scott Klein; Vice Chairman, Greg Peterson; Secretary, Justin Dagen; Treasurer, Joe Wilebski; and Public Relations, Ron Anderson. Absent: None.

Others present at the meeting were District Manager, Darren Carlson; District Coordinator, Joanne Quiner; Program Coordinator, Shane Olson; Conservation Technician, Mark Larson.

Organizational meeting: District Manager Darren Carlson opened the organizational meeting. Carlson opened the floor for a nomination for the 2010 Chairman.

District Chairman: Upon a nomination by Dagen, seconded by Anderson, to name Scott Klein, Chairman, by a unanimous vote.

Vice Chairman: Upon a nomination by Dagen, seconded by Anderson, to name Greg Peterson, Vice Chairman, by a unanimous vote. Anderson turned the meeting over to Vice Chairman Peterson.

Secretary: Upon a nomination by Wilebski, seconded by Anderson, to name Justin Dagen, Secretary, by a unanimous vote.

Treasurer: Upon a nomination by Dagen, seconded by Anderson, to name Joe Wilebski, Treasurer, by a unanimous vote.

Public Relations: Upon a nomination by Wilebski, seconded by Dagen, to name Ron Anderson, Public Relations Director, by a unanimous vote.

The meeting was called to order by Chairman Klein.

The minutes of the December 10<sup>th</sup>, 2009, meeting was approved, upon a motion by Wilebski, seconded by Peterson, and unanimous vote of the supervisors.

Upon a motion by Dagen, seconded by Anderson and unanimous vote the treasurer's report was approved as presented by Quiner. Upon a motion by Dagen, seconded by Anderson, and unanimous vote, for check #2631 through #2673 for the amount of \$54,564.47 for the month of December was approved as presented by Quiner.

Accounts receivable 2009: Quiner reported \$20 accounts receivable from 2009.

Joanne Quiner gave the District Coordinator's report as follows:

CD's: Quiner said she moved expired certificates of deposit from American Federal Bank to Prime Security bank in Karlstad.

Mileage rates: Quiner reminded everyone that the IRS mileage rates decreased to 50 cents effective January 1<sup>st</sup>. Upon a motion by Peterson, seconded by Wilebski to approve the mileage rate at 50 cents retroactive to January 1, 2010.

Official Banks: Upon a motion by Dagen, seconded by Wilebski, and unanimous vote, to name American Federal Bank in Hallock, Marshall Bank in Hallock, and Prime Security Bank in Karlstad as Kittson SWCD's official banks.

Per Diem: Quiner wanted to point out that the Board should establish per diem for 2010. Upon a motion by Anderson, seconded by Dagen, to set per diem for the Board Chairman at \$75 per meeting; \$60 for half day meetings for regular Board members and \$120 for full day meetings.

Checks: Quiner has been teaching Carlson on how to write checks in Quickbooks, just in case she would happen to be gone.

Available Funds: The balances listed below are as of December 31<sup>st</sup>, unless otherwise noted: LWMP, \$0 County, \$5,028.98 SWCD; CLWP Dedicated Fund \$44,160; WCA, \$0 County, \$2,499.56 SWCD; Shoreland, \$0 County, \$589.71 SWCD; Feedlot, \$0 County, \$3,982.61 SWCD; SSTS, \$0 County, \$1,139.88 SWCD; and Beaver \$0.

Darren Carlson gave the District Manager's report as follows:

Zoning: Carlson attended the Zoning Committee meeting on December 21<sup>st</sup>. We discussed zoning for towers and wind turbines. There will be another meeting on January 25<sup>th</sup>.

CLWP: Carlson had a CLWP Meeting with Kittson County Board on December 15<sup>th</sup>. He provided a quick little fact sheet of what the SWCD has assisted with the last few years. The Board asked to see a map showing the sealed wells, possible unused/abandoned wells and known/used wells in the county.

CLWP Update: Seven plans were mailed to the BWSR Regional Supervisor Ron Shelito. BWSR will act on it within 90 days. Carlson said there will possibly be a meeting with BWSR sometime in February. If BWSR approves the plan, the county adopts the plan within 120 days. An adoption and implementation resolution is signed by the county and then sent to the BWSR Grants Specialist and BWSR Regional Supervisor.

Courthouse Safety meeting: Carlson attended another Courthouse Safety Meeting.

Administrators Meeting: Carlson attended the Courthouse Administrator's meeting on January 7<sup>th</sup>. They are currently receiving bids for a new cooling system for the building. The next meeting will be February 4<sup>th</sup>.

BWSR Focus Group: Carlson attended the BWSR Focus group meeting on January 13<sup>th</sup> in Thief River Falls.

NRBG: Carlson had a NRBG Meeting with Kittson County Board on January 5<sup>th</sup>. The Board would like to see an annual report from the SWCD/NRCS for 2009. The 2010 NRBG will be comprised of CLWP, \$20,921; WCA, \$18,737; Shoreland, \$3,016; and Feedlot , \$7,500 for a total of \$50,174. SSTS will be dispersed at a later date.

SSTS Report: Carlson completed the 2009 SSTS report and sent to MPCA. There were 3 trench systems, 1 mound system and 3 drain fields upgraded.

Shoreland: The 2009 Annual Shoreland Administrative Activities Report was submitted to DNR.

Beaver: Carlson says all the beaver program money has recently been spent. He says he will present the idea of another \$5,000 for the program to continue with BWSR Board Conservationist Chad Severts. Upon a motion by Wilebski, seconded by Dagen, to move \$5,000 from CLWP to a beaver program fund.

Clean Water Legacy: Carlson says we should know by end of January, if approved for CWF Grant funding.

Mark Larson gave the NRCS' report as follows:

FOIA: Larson presented some forms for Chairmen Klein to sign.

CSP: Larson talked about the CSP sign-up.

EQIP: Larson said an EQIP Telephone Conference for Local Work Groups was held on January 5, 2010. The sign-up will be held from February 1-28<sup>th</sup>. There are no big changes from previous signups and no payment docket yet.

Grazing workshop: Larson said there will be a grazing workshop held January 19-20<sup>th</sup> in Staples.

Food drive: Larson said a very successful food drive took place between Kittson SWCD, FSA and NRCS for the Kittson County food shelf. Kittson County collected the most throughout the entire state.

Martin Luther King Day: Larson said the office will be closed January 18<sup>th</sup> for Martin Luther King Day.

Native American Heritage month: Larson said January is Native American Heritage month.

Arc GIS: Carlson and Schwab will attend Arc GIS Training January 19-20<sup>th</sup>. Olson and Larson attended January 11-12<sup>th</sup>.

Crop Improvement Day: Larson will man the Crop Improvement Day booth on January 21<sup>st</sup>. Certificates for 5 potted evergreens will be given away at the end of the day.

Shane Olson gave the Program Coordinator's report as follows:

Staff meeting: Staff meetings were held on December 22<sup>nd</sup> and January 7<sup>th</sup>.

Newsletter: Olson says it will be sent down to Stephen the week of January 18<sup>th</sup>, as Dan Money has been on bereavement leave for his mother's funeral and has had several meetings so he hasn't been able to get his articles together.

RIM: Olson still has to complete some mapping of each RIM easement for BWSR.

AgBMP 2010 application and annual report: This report is due February 5<sup>th</sup>. Not sure how much money is available, however it will "seem" like we will be receiving at least \$58,500 on paper because of carry-over from last year for loan applications for BL-09 and KG-09.

Cost Share Authority: Olson needs to be appointed as Cost Share Authority for 2010. Upon a motion by Peterson, seconded by Dagen, and unanimous vote, to name Shane Olson Cost Share technical authority for Kittson County for 2010.

State Cost share: A couple landowners are interested in possibly sealing wells through EQIP and State Cost Share.

Tree Open House: Olson said we will hold a tree open house, on February 25<sup>th</sup>.

WCA Violations: CO Ben Huener, Bill Best and Olson met with Leon Olson, Glen Anderson and several other landowners regarding the CD23 wetland violation. Then the CO, Best and Olson looked at the Gary Johnson's violation. Olson is working on restoration orders for both of them.

Feedlot: Olson received all the feedlot re-registrations, which will be kept them on file here.

Feedlot Annual report: Olson completed the 2009 annual report and the 2010 work plan for MPCA.

Feedlot review: Olson says he will have a phone review with MPCA's Mike Sharp on January 19<sup>th</sup>.

eLINK: Olson is currently working on eLINK entries.

February Board meeting: The next Board meeting is scheduled for February 11<sup>th</sup>.

With no further business to come before the Board, the meeting was adjourned by Chairman Klein.

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Justin Dagen, Secretary