

*Helping Producers Implement
Best Management Practices
for Conservation Purposes in
Kittson County*



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**Minutes of the Meeting of
Kittson Soil & Water Conservation District Board of Supervisors
Held on January 13th, 2011**

The Board of Supervisors of the Kittson Soil & Water Conservation District held its regular scheduled meeting on Thursday, January 13th, 2011, at the Kittson SWCD office 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; Program Analyst, James Schwab; and Technician, Mark Larson.

Oath of office: 2010 Chairmen Klein swore in Justin Dagen and Ron Anderson who were recently re-elected.

Organizational meeting: District Manager Darren Carlson opened the organizational meeting. Carlson opened the floor for a nomination for the 2011 Chairman.

District Chairman: Upon a nomination by Dagen, seconded by Peterson, to name Scott Klein, Chairman, by a unanimous vote. Carlson turned the meeting over to Chairman Klein.

Vice Chairman: Upon a nomination by Wilebski, seconded by Dagen, to name Greg Peterson, Vice Chairman, by a unanimous vote.

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

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

Public Relations: Upon a nomination by Peterson, 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 9th, 2010, meeting was approved, upon a motion by Wilebski, seconded by Dagen, and unanimous vote of the supervisors.

Upon a motion by Peterson, seconded by Anderson and unanimous vote the treasurer's report was approved as presented by Quiner. Upon a motion by Peterson, seconded by Anderson, and unanimous vote, for check #2974 through #3005 for the amount of \$42,303.52 for the month of December was approved as presented by Quiner.

Accounts receivable: Quiner reported that Jim Schwab, Mark Larson, Shane Olson, Lowell Younggren and Dave Gorski have accounts receivable for 2010.

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

Available Funds: The balances listed below are as of December 31st, unless otherwise noted: LWMP, \$0 County, \$453.26 SWCD; CLWP Dedicated Fund \$24,160; WCA, \$5,000 County, \$2,620.28 SWCD; Shoreland, \$0 County, \$1,441.59 SWCD; Feedlot, \$2,500 County, \$0 SWCD; SSTS, \$2,000 County, \$2,769.48 SWCD; and Beaver \$0.

Mileage rates: Quiner reminded everyone that the IRS mileage rates increased to 51 cents effective January 1st. Upon a motion by Dagen, seconded by Peterson to approve the mileage rate at 51 cents retroactive to January 1, 2011.

Official Banks: Upon a motion by Wilebski, seconded by Peterson, 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 2011. Upon a motion by Dagen, seconded by Peterson, 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.

Audit: Quiner handed out the Audit report from Maiser accounting to all Board members.

W2's and W4's: Quiner handed out W2's and W4's to all Board members.

NACDE dues: Quiner presented the 2011 NACDE dues request. Upon a motion by Peterson, seconded by Dagen, and unanimous vote, to send NACDE \$500 for dues, just as we have for the past several years.

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

District Clerk position: Carlson mailed out the District Clerk's job opening announcement to the supervisors. The board tabled it until next meeting.

Administrator's meeting: Carlson attended a Courthouse Administrator's meeting on January 6th.

DNR Shoreland: Carlson completed the Annual Report and mailed on January 3rd.

MASWCD/CRP Contribution Work Agreements: Carlson completed 33 active CRP projects which involved writing plans, creating folders, status reviews and getting signatures. NRCS will pay \$480 per active plan and \$250 for 2 cancelled plans. He hopes to prepare folders and mail to producers shortly. An invoice will be submitted to MASWCD by January 14th. Checks will be mailed by MASWCD at the end of February. Carlson hopes there will be more work available in future CRP sign-ups.

Work Plan: Carlson mailed out the proposed 2011 Work Plan in the mail to the supervisors.

Clean Water Funds: On December 15, 2010, Carlson found out that the "Lake Bronson Watershed Runoff Reduction Project" was funded for \$100,000. Funding will be added on to CCRP payment for grass filter strips. A CWF meeting was held January 7th attended by Dan Money, Jim Schwab, Kelly Turgeon and Jim Kukowski, TRWD Board Member. They worked on a timeline on how to spend the money and prioritized smaller sub-watersheds in the Lake Bronson Watershed area. They will meet again January 26th. They will invite Roseau SWCD/NRCS/FSA to the meeting. Carlson said there was a Clean Water Fund Teleconference on January 11th. A brief project snapshot needs to be sent to BWSR by January 21st. A work plan needs to be submitted to BWSR by March 31st. If work plan is approved the SWCD will receive \$90,000. Remaining \$10,000 will be awarded upon approval of the final report submitted to BWSR after the completion of the project. All funds must be spent by December 31, 2012.

TMDL: Carlson attended a MPCA TMDL Meeting on December 15, 2010. The Joe River Watershed District is interested in Kittson SWCD doing the TMDL work for them as they do not have the staffing to do it. Upon a motion by Dagen, seconded by Wilebski, and unanimous vote, to charge \$40 per hour for TMDL work for the Joe River Watershed District. Carlson said the next TMDL meeting is January 26th at the Two Rivers Watershed District office. Minnesota Pollution Control Agency (MPCA) Total Maximum Daily Load (TMDL) for Joe River Watershed District (JRWD) MPCA has completed their Intensive Watershed Monitoring. They found out Joe River is impaired due to turbidity. MPCA will be awarding funding to consultants to do the leg work as to why, where, how, etc. it is being impaired. Preference for the MPCA is to give this money first to SWCD's and Watershed Districts and be the local leads instead of consultants. The starting date is July 1st. MPCA says \$250,000 to \$300,000 for a 4 year study. Monthly Invoices would be given to the Two Rivers Watershed District (TRWD) and would be paid by MPCA. Remaining portions of the TRWD will start in 2013 and may need assistance from the SWCD. Talk is down the road that Clean Water Funds may just look at these TMDL plans for funding and not grants that reference a work plan of an agency. Items that we are not comfortable in doing we can subcontract. The next meeting is January 26th at 10:30. Carlson asked if a Board Member would like to attend.

SSTS report: The SSTS Report for 2010 was completed on January 11th.

RC&D: Carlson presented the Board Member Certification for RC & D. Upon a motion by Dagen, seconded by Wilebski, and unanimous vote, to name Betty Younggren and Craig Spilde to the RC & D council for 2011. Deb Walchuck from Pembina RC & D would like to come to our February Board Meeting.

Website updates: Carlson says a ton of stuff needs to be submitted on the SWCD weblink by March 15, 2011.

Nutrient Management Plans: Carlson received additional information for the 2011 EQIP Docket. He found out that SWCD's cannot charge landowners a per acre rate for Nutrient Management Plans since being located with NRCS is a competitive advantage with access to files, clients walking in, computer program, etc. Carlson and Schwab recommend working with NRCS in a Contribution Work Agreement.

Kittson SWCD Drill Program: Carlson said the cost of the Brillion drill is \$18,650. It will arrive at the end of January or early in February. Carlson talked about a proposed contract, Fact Sheet and MN Revenue Certificate of Exemption. Upon a motion by Peterson, seconded by Wilebski, and unanimous vote, to charge \$75 per drop off of the drill and \$10 per acre charge for the drill.

Clean Water Grants: Carlson spoke with Chad Severts from BWSR. He said it looks like the Lake Bronson Watershed Runoff Reduction Project will be approved. Carlson should get an Official email from BWSR on December 15th. He said we should receive \$100,000 of the \$200,000 applied for.

DNR Waters surveys: Carlson attached a final worksheet that DNR Waters, Garry Bennett approved for Dan Money of the Two Rivers Watershed District and Carlson to use for surveys. Bennett would like to come up for the first couple of projects and make sure they are doing a good job.

Arc Map: Carlson handed out a map of 2010 Conservation Practices.

James Schwab gave the NRCS Program Analyst's report as follows:

Area Resource detail: Schwab said he will not be detailed anymore for the Area Resource position; however he will be detailed to Roseau in the upcoming months while their District Conservation is on maternity leave.

CSP payments: Schwab and Larson said they currently have 18 CSP applications. The deadline is January 21st.

EQIP: Schwab said there is no word of when the EQIP sign-up will begin.

WHIP: Schwab mentioned that he has a couple WHIP applications and hopes they purchase trees from Kittson SWCD.

Memorandum of Understanding: Schwab discussed the NRCS/SWCD Memorandum of Understanding.

Martin Luther King Day: Larson said the office will be closed January 17th for Martin Luther King Day.

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

Crop Improvement Day: Larson will man the Crop Improvement Day booth on January 20th. Certificates for 5 potted evergreens will be given away at the end of the day. Carlson will have brochures about the drill program.

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

Staff meeting: Staff meetings were held on December 16th and January 3rd.

eLINK: Olson has been entering annual information into eLINK recently.

AgBMP annual report: The annual application and report will be due sometime in February.

AgBMP applications: Not enough AGBMP funding at this time. The current loan applications are as follows: Sevrin Anderson (Air Seeder), Joel Lindegard (Air seeder) and Aaron Kirkeby (Air seeder).

Springbrook RIM/PL566: Nearly all the areas along the Springbrook coulee system have been enrolled in CRP. Olson has a couple left to get from FSA. Olson received deeds from Doug Wonnemberg, who bought the Roger Bogestad property to send them to BWSR. Next step is to get them to a title agent from the Fergus Falls area, as Roger Malm will not do them. Jensen Brother's, Mike and Gary, do not want to enroll into RIM and want to leave it in CRP, as CRP is now higher over the life of the contract than RIM lifetime easement.

Tree Open House: Olson said we will hold a tree open house, on February 10th.

Cost Share Authority: Olson needs to be appointed as Cost Share Authority for 2011. Upon a motion by Peterson, seconded by Wilebski, and unanimous vote, to name Shane Olson Cost Share technical authority for Kittson County for 2011.

State Cost share close out: Olson presented the FY06 and FY07 forms to fill out and send to BWSR for State Cost share closeout. Upon a motion by Wilebski, seconded by Peterson, and unanimous vote, to close out FY06 and FY07 State Cost share and send the forms to BWSR signed by Treasurer Wilebski.

State Cost share: Olson said he spoke with Bruce Gunderson about unused well sealing. Gunderson said he never made it to Daniel Remer's in Lancaster before freeze up. He said he had been to Clayton Westman's in Humboldt and determined it was not a well. Olson told him to contact Westman again because he had concerns with a neighbors well in Humboldt. Olson also received a State Cost application for the Kittson County Highway Department for a rip rap project which the Board tabled.

WCA violation: Olson said he has heard nothing new with the wetland violation on the Roseau County side, next to the Outdoor Classroom on CRP ground owned by Ron Mooney. Olson received another phone call that bulldozer work was being performed out there and Olson referred it to Scott Johnson of Roseau SWCD.

Trees: Olson said 9000 trees have been ordered for next year. He said about 1000 have been ordered so far.

Feedlot: Olson attended the MACFO quarterly meeting in Detroit Lakes on December 14th.

Newsletter: Olson said a newsletter will be prepared later this month to be sent out as soon as he gets articles from Mark Larson and Dan Money. A tree order form will be in it. Carlson completed articles for the Drill Program, Rain Gauge Program and the Web Site. Schwab has articles for WHIP, EQIP and CSP.

Envirothon: The first planning meeting will be held on January 19th at Jon's Bar and Grill in Halma. Carlson and Larson will attend if Olson is on paternity leave. Olson requested potato chips from Dagen.

February Board meeting: The next scheduled Board meeting is February 10th at 8 AM.

Personnel reviews: Chairmen Klein closed the meeting to discuss personnel reviews and wage negotiations.

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


Justin Dagen, Secretary