

*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 November 10<sup>th</sup>, 2011**

The Board of Supervisors of the Kittson Soil & Water Conservation District held its regular scheduled meeting on Thursday, November 10<sup>th</sup>, 2011, at the Farm Service Agency meeting room located in Hallock, Minnesota.

Members present at the meeting included Acting Chairman was Treasurer, Joe Wilebski; Secretary Justin Dagen, Public Relations, Ron Anderson Temporary Board member Joanne Quiner. Absent: Chairman, Greg Peterson. Vacant: Vice Chairman.

Others present at the meeting were District Manager, Darren Carlson; Administrative Clerk, Virginia Olson; Conservation Program Analyst, James Schwab; and Technician, Mark Larson.

The minutes of the October 13th, 2011, meeting was approved, upon a motion by Dagen, seconded by Anderson, and unanimous vote of the supervisors.

Upon a motion by Dagen, seconded by Anderson and unanimous vote of the supervisors the treasurer's report was approved as presented by V. Olson. Upon a motion by Anderson, seconded by Dagen, and unanimous vote, for check #3244 through #3263 for the amount of \$14,341.16 for the month of September was approved as presented by V. Olson.

Vacant Board Position: This position had been advertised with local newspapers and posted in various areas with no response. Joanne Quiner was contacted and she agreed to serve on the board until the next election which is in 2012. She is a resident of Hallock.

Accounts receivable: Accounts Receivable is current.

Virginia Olson gave the Administrative Clerk's report as follows:

CD's: V. Olson said Prime Security gave the highest interest rate of .90% and \$10,000 was transferred into American Federal Checking and \$22,906.38 returned to an annual CD.

BWSR Academy: V. Olson did attend the BWSR Academy on October 25<sup>th</sup> - 27<sup>th</sup> at Breezy Point. She reported that the many Sessions attended had a lot of information about Financial Reporting, e-Link, Basic Local Water Plan, Year-end financial reporting, Cost Share and RIM.

Severance Pay: Employee Handbooks were reviewed from years 1990 through 2003 which stated the maximum sick leave to be reimbursed for employees after ten years of service is 240 hours.

Outstanding Checks: Outstanding Checks-#2986 for \$392.14 on 12/14/2010, #3063 for \$345.31 on 4/6/2011, and #3151 for \$25.00 on 6/22/2011 were discussed. Motion made by Quiner seconded by Dagen and unanimous vote of the supervisors to rewrite the outstanding checks without stopping payment with American Federal.

Calculator Purchase: A motion was made by Dagen and seconded by Anderson and unanimous vote of the supervisors for the purchase of a sufficient calculator.

Year End Financial Assistance: Board discussed this need to get more information if a supervisor may assist with year-end and be reimbursed. Joanne is now on the board.

Available Funds: The balances listed below are as of October 31<sup>st</sup>, in our program records: CLWP, \$2066.01 SWCD; CLWP Dedicated Fund \$380.00; WCA, \$2,238.85 SWCD; Shoreland, \$1,324.97 SWCD; Feedlot, \$4,220.48 SWCD; SSTs, \$4,432.33 SWCD; Brillion \$1,225.01 SWCD; and Beaver \$380. Money currently at the County: \$12,506 CLWP, \$3,523 Feedlot, \$1,103 Shoreland, \$4,931 SSTs, \$1,170 WCA, and \$28,160 CLWP Dedicated Fund - District Manager makes a request for cash when need be. A question on the beaver funds about if \$380 was all that was left.

Jim Schwab gave the NRCS report as follows:

EQIP: Sign ups have begun and no new payment schedule is out yet.

CSP: Payments are being processed. Next year's funding is still not been finalized.

PL566: Project is in its final stages for design to be done in the middle of December. The next step is the permit which can

take up to 90 days. July 2012 is a goal for beginning construction on this project.

CRP: Both Jim Schwab and District Manager talked about the 50 new CRP contracts that have been approved for the Kittson SWCD to complete through a contract agreement.

National American Indian Heritage Month was mentioned.

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

Meetings/Trainings Attended:

Wetland Mitigation Meeting with Dale Krystosek (BWSR) for the East Farm, Inc. and Doug Nelson Farms in Klondike Township on October 17, 2011.

Area I Meeting in Ada on November 3, 2011 was attended by Kittson SWCD Staff.

Annual Convention December 4-6, 2011 will be attended by Darren Carlson- District Manager.

NRGB (Natural Resources Block Grant) Breakdown:

Requested funds on November 8, 2011 CLWP \$5000; WCA \$5,000 and CLWP Dedicated Funds \$2,500 from FY 2011 funds. FY 2011 funds were on an attachment sheet showing remaining with the county.

Motion requested for FY 2012 BWSR Grant Agreement (which begins 6-1-12) - Conservation Delivery = \$19,184; Easement Delivery = \$383 (sight visits for RIM easements); State Cost Share Base Grant - \$12,489 for a total of \$32,506. Motion made by Anderson seconded by Dagen and unanimous vote of the supervisors to approve FY 2012 BWSR Grant Agreement.

BWSR (Chad Severts Visit): Meeting was postponed and rescheduled for Tuesday, November 22, 2011.

WCA/Wetland Mitigation:

Wetland Mitigation Meeting with Dale Krystosek (BWSR) for the east Farm, Inc. and Doug Nelson Farms in Klondike Township on October 17, 2011.

Numerous aerial maps, soils map, cropping history, etc. made and sent to BWSR.

Before we will proceed any further with this mitigation investigation, our office needs official letters from the landowners giving us permission to review or release any further information. We are getting to a point in the process where the information being requested is pushing the FOIA rule.

FY2011 Clean Water Funds - Lake Bronson Watershed: Carlson attached a ledger for the participants as of now. A motion by Quiner seconded by Anderson and unanimous vote of the supervisors

to approve the following applications: Gary Carlson FY2011 - 06 for \$5,302, Bernice Kukowski FY2011-07 for \$6,890, Kurt Stneberg FY2011-08 for \$10,394, Ronald Mooney FY2011-09 for \$5,011 and Ronald Mooney FY2011-10 for \$4,594. Still waiting for Mark Prosser (FY2011-01) application and Wayne Cummins (FY2011-05) application. These people are participating in filter strips which would be planted next spring.

Floyd Doken is interested and will receive a proposal from the District Manager soon.

FY 2012 CWF: Carlson discussed the dollar amounts and who applied for 2012 Clean Water Funds for the boards information.

Kittson SWCD Tree Program:

A new tree order form and description sheet was shown to the board. Discussion of the trees that have been ordered as of November 10<sup>th</sup>, which are 8000 and more may need to be ordered later. Carlson will be checking on weed badgering since some discussion of this topic was addressed.

Fall Newsletter: By the end of November plans are to have the articles in and get the newsletter out by the middle of the month. Darren will be checking with various newspapers to check on the cost.

Kittson SWCD CRP Status Reviews: All sites have been completed. The plan is to offer this program next year for contracts that expire in 2013.

SWCD/NRCS Wetland Contribution Work Agreement: Work can begin. A ledger will be kept of the work the SWCD does and quarterly invoices will be mailed for payments.

CRP Contribution Work Agreements: Darren is keeping a ledger of all the work being done with CRP participants whose contracts expire in 2012. Most of them are CP-23A but there are also grass filter strip contracts and some field windbreaks. Plans are to do most of the work and make contracts. When the next CRP contribution Work Agreement in 2012 it will just be signatures on their plans. Currently he has 25 CP-23A's that he is working on.

State Cost Share Program: Work is still in progress on going through folders, adding aerial photos, conservation plans, etc.

Brillion Rental:

Tom Miesner (St. Joe Fraction 29) recently used the drill. Darren attached a ledger of the Brillion use this past year for a total of \$3,941.

Other:

November 11,2011 is Veteran's Day.

*Prairie Pothole Initiative Training in TRF on November 15, 2011.*

*Roger Dziengel Meeting on Trees on November 16, 2011 and Dennis Klopp would like to set up a Meeting on Tree planting.*

*November 24<sup>th</sup>, 2011 is Thanksgiving.*

*November 25, 2011 A/L for Darren.*

*November 29, 2011 Jeff Shira from MDA for the County Ag Inspection (seed vendors).*

*Annual Feedlot Report by 12/1/2011*

*Annual DNR Shoreland Report by 1/1/2012*

*Employee handbook*

*Performance Review*

*Two week pay periods*

*Direct Deposit*

*Health plan*

*December Board meeting:* The next regular scheduled Board meeting is December 8<sup>th</sup> at 8 AM.

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

*Justin Dagen by Virginia Olson*  
Justin Dagen, Secretary