

*Helping Producers Implement  
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Kittson County*



410 South 5<sup>th</sup> Street - Suite 106 - Hallock MN 56728 - Phone (218) 843 2619 - Fax (218) 843-2772 -  
nwmnswcd.org

**Minutes of the Meeting of  
Kittson Soil & Water Conservation District Board of Supervisors  
Held on October 13<sup>th</sup>, 2011**

The Board of Supervisors of the Kittson Soil & Water Conservation District held its regular scheduled meeting on Thursday, October 13<sup>th</sup>, 2011, at the Farm Service Agency meeting room located in Hallock, Minnesota.

Members present at the meeting included Chairman, Greg Peterson; Treasurer, Joe Wilebski; and Public Relations, Ron Anderson. Absent: Secretary, Justin Dagen. 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 September 9<sup>th</sup>, 2011, meeting was approved, upon a motion by Wilebski, seconded by Anderson, and unanimous vote of the supervisors.

Upon a motion by Anderson, seconded by Wilebski and unanimous vote of the supervisors the treasurer's report was approved as presented by V. Olson. Upon a motion by Anderson, seconded by Wilebski, and unanimous vote, for check #3206 through #3243 for the amount of \$18,793.90 for the month of September was approved as presented by V. Olson.

Accounts receivable: V. Olson reported that Shane Olson has accounts receivable for 2010.

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

CD's: V. Olson said one of the CD's will lapse and it will need to be renewed. She will need to check with local banks to find the best interest rate.

SWCD Governance 101: V. Olson did attend the SWCD Governance 101 on September 12-13<sup>th</sup> at Alexandria. She reported that there was a lot of information. She thanked the board for the opportunity.

BWSR Academy: V. Olson will attend BWSR Academy on October 25-27<sup>th</sup> at Breezy Point was approved, upon a motion by Wilebski and seconded by Anderson and unanimous vote of the supervisors.

NACD Membership: Discussion on the amount of money to send to NACD Membership. The amount of \$500 was approved upon a motion by Wilebski and seconded by Anderson and unanimous vote of the supervisors.

Available Funds: The balances listed below are as of September 30<sup>th</sup>, in our program records: CLWP, \$5,418.56 SWCD; CLWP Dedicated Fund \$24,160; WCA, \$3537.35 SWCD; Shoreland, \$1,324.97 SWCD; Feedlot, \$4,235.48 SWCD; SSTS, \$4,612.33 SWCD; Brillion \$1,225.01 SWCD; and Beaver \$500. Money currently at the County: \$12,506 CLWP, \$3,523 Feedlot, \$1,103 Shoreland, \$4,931 SSTS, \$6,170 WCA - District Manager makes a request for cash when need be.

Jim Schwab gave the NRCS report as follows:

CRP & EQIP: November 1<sup>st</sup> sign up for EQIP. Grazing guidelines are changing will be following Wisconsin & Michigan's guidelines. Payments for water line and tanks will be less for this sign up.

CSP: Sign up will be the same time as EQIP. The funding dollar amount is less.

PL566: Two weeks ago Jim was at a meeting with engineers and DNR staff discussing wetland mitigation on CRP land. Two Rivers Watershed is working with NRCS to do some wetland projects.

National Disability Awareness Month was mentioned.

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

MASWCD Convention: Carlson and Schwab will attend the MASWCD Convention December 4-6<sup>th</sup> at the Double Tree Hotel in Bloomington.

Trailer: New tires were put on the trailer the last week of September. Mesh gate needs repair. Need to do some rewiring work to be done before sending it out with Plotmaster next year. Discussion of purchasing a new trailer for the Plotmaster. The board will discuss this more in depth at a later date.

4-Wheeler: Gas was leaking brought it to Reed Stenmark for repairs have not received bill yet.

Nuisance Beaver Bounty Program: \$2,500 dollars has almost been spent. Earlier the board had approved (March 2011 Board Meeting) \$5,000 for this program. Board approved to transfer the remaining \$2,500 from the Dedicated CLWP fund, upon a motion by Wilebski and seconded by Anderson and unanimous vote of the supervisors.

FY2011 Clean Water Funds - Lake Bronson Watershed: Just received aerial photos, CRP-1, etc from Roseau FSA. Will need to get participants signature on the cost share contract and get it approved at the November Board Meeting. Ledger will be ready for the November Board meeting.

FY 2012 CWF: Carlson submitted 3 grants for CWF - Lake Bronson Watershed Project-Phase II (\$200,000); Red River of the North Watershed Runoff Reduction Project (\$150,000); Little Joe Diversion Runoff Reduction Project (\$165,000). He will find out which Grants will be funded in December or January.

Kittson SWCD Tree Program: We will be ordering trees this fall and have a tree order form to go out in this fall's newsletter. Darren plans to discuss with Jim and Mark about how many and which trees to order. Darren asked if a Board Member would be interested in being a part of this discussion? We will be keeping track of the tree order forms, tree inventory, tree plans, expenses, etc. Darren will be visiting with area landowners informing them of the trees/mats that can be ordered. Charges for the lathes was discussed of \$23.00 (tax included) approved upon a motion by Anderson and seconded by Wilebski.

BWSR Visit: Chad Severts will be here on Wednesday, October 19, 2011.

Fall Newsletter: By the end of October 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.

Area I Meeting: Darren and Virginia will be attending on November 3<sup>rd</sup>, 2011, upon a motion made by Wilebski and seconded by Anderson and unanimous vote of the supervisors

NRBG: FY 2011 funds were on an attachment sheet showing remaining with the county. Carlson also presented the proposed FY12 Natural Resources Block Grant funds as follows: LWMP, \$15,279; WCA, \$16,447; Shoreland, \$2,647; Feedlot, \$7,500; State Cost

Share \$12,489; SWCD Conservation Delivery \$19,184; RIM Delivery \$383; Kittson County Levy \$2,381 and SSTs, \$18,941.

Meetings/Trainings: Discussion on the Administrator's meeting October 12, 2011, the SWCD/NRCS Wetland Agreement Teleconference on September 13, 2011, and the Prairie Pothole Wetland Initiative Training in Alexandria on September 26-29, 2011.

Shane's Resignation & Annual Sick Leave Pay: Letter of Reprimand was given to him on 9/12/11. Shane gave his two week notice on September 15, 2011. Shane gave a written page of where all of his projects are. Need motion to approve his annual and sick leave pay. Outstanding bill for Shane was also mentioned. Upon a motion by Anderson seconded by Wilebski to have Shane pay his bill then he may receive his annual leave pay for 148.33 hours and 240 hours of sick leave. The board will be checking the policies and minutes for the remaining 14.75 hours of sick leave if it is to be paid or not.

New Program Coordinator Position: Discussion on what the board would like to do about the position, open it up immediately or wait until spring. Rename the program and/or new job duties? Darren will be discussing some of the job responsibilities and checking out what can be divided among current staff and what will be areas of need.

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.

Kittson SWCD CRP Status Reviews: All sites have been completed. Still need to send out a letter, aerial photo and invoice of the onsite findings to 10 landowners for 30 contracts. The plan is to offer this program next year for contracts that expire in 2013.

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 (hopefully) it will just be signatures on their plans. Currently he has 25 CP-23A's that he is working on.

Staff meeting: A staff meeting was held on October 4<sup>th</sup>, 2011.

MASWCD Resolutions: Numerous ones to go over. Board members had to leave due to prior commitments, so the meeting was adjourned.

Other: Pheasants forever Farm Bill Technician was discussed. Darren will talk with Chad Severts and get more information on this and bring it back to the board on November 10<sup>th</sup> meeting.

Chair Greg Peterson mentioned that there were good reports coming back from landowners about District Manager with the work on the CP-23A questions.

WCA: The board discussed who would be working with WCA. It was mentioned that they would discuss this more at the next board meeting.

WCA Ehlen violation: Charles Ehlen and Ron Anderson the board discussed this matter.

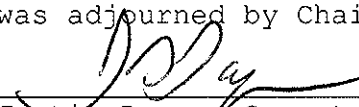
FY11 State Cost Share: Carlson received a cost share estimate from Bruce Gunderson for Bruce Weleski's well sealing application FY11-03 for \$415.00. Upon a motion by Wilebski, seconded by Anderson, and unanimous vote to encumber state cost share contract #FY11-03 for \$207.50 from State Cost share funds and \$103.75 from CLWP funds. Carlson said he has received a well sealing application from Joel Lindegard for \$630; Upon a motion by Anderson, seconded by Wilebski and unanimous vote to encumber state cost share contract #FY11-02 for \$315 from State Cost share funds and \$157.50 from CLWP funds. FY11-04 for \$2,733.23 for KCHD project was discussed. Carlson was going to talk to Bengston getting some more information about the project. Cheryl Sjodin well sealing FY11-01 has been done waiting for the invoice.

CAI: Jeff Siira of MDA has called and needs to be notified of new County Ag Inspector. The Board and staff discussed this issue, it was discussed to find out more information and talk it over at the November board meeting.

eLINK: eLINK is currently updated through August 31<sup>st</sup>, however not the hours spent.

November Board meeting: The next regular scheduled Board meeting is November 10<sup>th</sup> at 7:30 AM. Discussion was that the meeting should be held possibly in Karlstad.

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

  
Justin Dagen, Secretary