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410 South 5<sup>th</sup> Street - Suite 106 - Hallock MN 56728 - Phone (218) 843 2619 - Fax (855) 744-0398- [www.kittsonswcd.org](http://www.kittsonswcd.org)

**Minutes of the Meeting of  
Kittson Soil & Water Conservation District Board of Supervisors  
Held on Wednesday August 12<sup>th</sup>, 2020 at 8:00 AM at the Kittson County  
Courthouse**

The Board of Supervisors of the Kittson Soil and Water Conservation District held its regular scheduled meeting on Wednesday August 12<sup>th</sup>, 2020 at 8:00 AM at the Kittson County Courthouse. Members present included: Chairman CJ Peterson, Vice Chairman Joe Wilebski, Secretary Heather Peterson, and Public Relations, Sam Anderson. Missing was Treasurer Andrew Muir

Others present were; District Technician Justin Muller, District Technician Jeremy Benson, District Outreach Specialist Heather Donoho, and District Manager Jamie Osowski.

The minutes from the July 12<sup>th</sup>, 2020 board meeting were approved upon motion by Wilebski and seconded by H. Peterson and unanimous vote of supervisors.

The treasurers report from July 2020 were mailed out and presented to the board by District Manager Osowski. Upon discussion on the July 2020 financials, motion was made by H. Peterson and seconded by Anderson and unanimous vote of supervisors.

**New Business:**

The first order of new business was the new Kittson SWCD Covid-19 Policy including Governor Walz's Executive Order 20-81 for Face Coverings in Public Buildings. Jamie presented the policy and discussed the changes and how if there is a spike in cases and the courthouse plans to close to public again, the district will follow their lead. Upon discussion, motion was made by H. Peterson to approve the Covid-19 Face Coverings Policy as presented, motion was seconded by Wilebski and unanimous vote by supervisors.

The next topic of discussion was the Kittson County budget, Jamie reported to the board that last year the district asked for a 3% increase for County Ag Inspector and County Appropriations. Following discussion on potential projects and office needs, motion was made by H. Peterson to ask for a 3% increase from the county for County Ag Inspector and County Appropriations for 2021, motion was seconded by Anderson and unanimous vote of supervisors.

Next, Justin spoke to the board on the options of Drone's he had researched, Justin presented the board with a graph showing the differences in 3 drones. Upon discussion, the board would like Justin to research the option of purchasing a base drone to start with and then adding on the RTK option if we feel that would benefit us. The drone decision is tabled until the September board meeting.

Next, Jeremy spoke to the board on the option of purchasing a spreader seeder and drag to add on to the Kittson SWCD seeding service. Following the wet spring we had, it was impossible to get into some of the areas to seed buffers for landowners, this way we can seed the wet areas with the districts Ranger and help the landowner become compliant with the law. Jeremy received prices from Kittson Auto, Gullanders and Tractor Supply Company. Upon discussion, the board would like the district to purchase the spinner seeder at Gullanders for \$190.00 and the 6 foot drag from Tractor Supply Company for \$300.00, motion was made by Wilebski and seconded by Anderson and unanimous vote of supervisors.

Next, Jamie spoke to the board on a new Quickbooks laptop for the district, she had been in touch with Scott from Lakes County Service Coop and received 2 prices on laptops that would be capable for what it will be used for. Upon discussion, the board would like Jamie to choose the laptop she feels would best suit Quickbooks, motion was made by H. Peterson and seconded by Wilebski and unanimous vote of supervisors.

Jeremy presented to the board the option of purchasing a Webex plan for the increased need for virtual meetings due to Covid-19 and now Webex is now limiting meeting times to 50 minutes. Jeremy explained the options to the board and upon discussion of different options the board stated to purchase an annual package with 2 host options and the ability to allow others to schedule a meeting if needed, motion was made by H. Peterson and seconded by Anderson and unanimous vote of supervisors.

Jamie presented the quote for stand-up desks and a panel between Heather and Jamie's desks to comply with Covid-19 regulations. After discussion on the panel, it was decided that the extra height of the panel will make it difficult for Jamie to see when someone enters the office. The board would like to see the staff place Plexiglas between the desks for a temporary fix. Following discussion on the standup desks, Jamie will contact Connect Interiors, formally known as Hannahers for a revision to the quotation for standup desks, motion was made by Wilebski and seconded by H. Peterson and unanimous vote of supervisors.

Next, Justin spoke to the board on the hiring of an Engineer for Streambank projects in the county. Justin spoke to engineers at HDR and Houston Engineering and heard back from both, but neither gave him a cost of their services per hour. Upon discussion, motion was made by H. Peterson to leave the selecting of an engineer for the Kittson SWCD projects up to staff discretion as see fit, second was made by Wilebski and unanimous vote of supervisors.

**Staff Reports:** Jim was not able to attend the August Board meeting but provided a report that was presented by Jamie Osowski. All but 18 CLEARE 30 CRP contracts are completed and FSA will be bringing all CRP 1 forms over to him, all others are at FSA getting signatures. Jim has been working in Roseau County on field checks and has been getting them back to their office for plan writing. Kittson and Roseau Counties received Emergency haying and grazing, so he has been working on forage availability worksheets. Jim reported that he hasn't had much time lately to work on anything else, he will also be spending more time in Roseau training their Soil Conservationist on CRP plan writing. Jim stated that Kittson County had 1 EQIP contract accepted. Jim reported that there have been no changes to being open to public, as for now it is closed doors and meeting with producers in the hallway or outside if needed.

Heather gave an update on outreach events. She stated that she conducted 1 interview for the MAWQCP with Kris Folland and this video will hit Facebook, the website and You Tube on Saturday. Next, Heather reported on the Rural Beautification Award interview, the article will be in the newspapers this week and the video interview will be on Facebook, the website and You Tube this week. Heather reported that she has not heard back from Dave Hemmes on an interview date for Outstanding Conservationist yet, but he will be recognized as the 2020-2021 Kittson SWCD Outstanding Conservationist due to the MASWCD Convention being held virtually. Next, Heather reported on Story time that was held on August 4<sup>th</sup>, she stated they have 30 kids in attendance and gave an update on what she plans to do in September with Story Time. She updated the board on the Adopt a Tree program, Photo Contest, 4-H Outdoor adventure and the Minnesota Virtual Waterfest.

Justin gave his District Technician report, he reported on a Wetland Banking application he received for Deerwood 19. He stated that the landowner began this process in 2016 so it is a very long process. He reported that he hasn't heard anything new from Wagon Wheel Ridge on their application process. Next, Justin reported that he and Jeremy did Side Water Inlet training with NRCS for the JAA process. He also reported that he has been receiving some of the Chinese mystery seeds, he will be giving these to the MDA. He stated that they did finish up a couple Buffer seedings.

Jeremy gave the District Technician Report, he gave the board the Buffer Non-Compliance letters that the county signed and mailed out and presented them with the list of landowners and parcels that they were mailed to. He also presented the list of landowners not in compliance that are the Two Rivers Watershed jurisdiction. The lists totaled around 38 landowners total. Jeremy stated that the letter say they have 30 days from the date on the letter to call with a plan of action, if nothing is heard, the county will then send out a corrective action notice and the 11 months deadlines begins. Jeremy then gave an update on the 1W1P process, he stated that section 5 will be ready for the Policy meeting on August 20<sup>th</sup> but has not been through the CAC and TAC process yet. Jeremy has been working on developing a chart for section 6 and capital improvements. Jeremy asked the board if they had any ideas on how they would like to see Capital improvements defined in section 6. The board didn't have any suggestions currently.

Jamie gave her report, she stated that she has been working with Peterson Company on the virtual audit being held for FY 2019. She stated all documents have been submitted. Next, Jamie spoke to the board on meeting with Taylor Lindegard with the Kittson County Fair board to discuss changes with the contract for the fair building. Chairman Peterson stated that he will attend the meeting with staff. Jamie updated the board on upcoming trainings stating that BWSR Academy, MASWCD Annual Convention will be held virtually.

**The next board meeting will be held on Wednesday September 9<sup>th</sup> at 8 AM at Kittson County Courthouse.**



Heather Peterson, Secretary

9-9-2020

Date