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**Minutes of the Meeting of**

**Kittson Soil & Water Conservation District Board of Supervisors**

**Held on Wednesday January 11, 2017 at 8:00 AM at Kittson County Courthouse  
Meeting Room.**

The Board of Supervisors of the Kittson Soil & Water Conservation District held its regular scheduled meeting on January 11<sup>th</sup>, 2017 at 8:00 AM at the Kittson County Courthouse meeting room.

Members present at the meeting included: Chairman CJ Peterson; Vice Chairwoman, Heather Peterson; Treasurer, Joe Wilebski and Secretary, Justin Dagen. Absent was Public Relations, Ron Anderson.

Others present at the meeting were District Technician Jeremy Benson, District Technician, Justin Muller, and District Administrator Jamie Osowski, District Conservationist Jim Schwab and Soil Conservationist Michael Steinhauer. Guests included members of the Kittson County Fair board, Jeremy Folland and Mike Wollin.

The meeting began with a short visit with the Kittson County Fair board members present. The Kittson SWCD is looking at potentially putting a building at the fairgrounds for the storage of the 2 drills, tree planter and district four wheeler in the winter months. The fair board members received prices on the size buildings the district was looking at. With no cement a 40' x 60' building was \$35,000 and a 50' x 80' building was \$51,000. Cement would be \$7 a square foot. The staff and fair board stated cement would be needed. District will discuss numbers and let Jeremy know.

Organizational meeting: District Administrator Jamie Osowski called the Organizational meeting to order. Osowski opened the floor to a nomination for 2017 Chairman.

District Chairman: Upon nomination by H. Peterson and seconded by Wilebski, to nominate CJ Peterson, Chairman, by a unanimous vote.

District Vice Chairman: Upon Nomination by H. Peterson and seconded by Anderson, to nominate Joe Wilebski, Vice Chairman, by unanimous vote. Osowski turned the meeting over to Wilebski.

District Secretary: Upon nomination by Wilebski and seconded by Anderson, to nominate Heather Peterson, Secretary, by unanimous vote.

District Treasurer: Upon nomination by H. Peterson and seconded by Anderson, to nominate Justin Dagen, Treasurer, by unanimous vote.

District Public Relations: Upon nomination by H. Peterson and seconded by Wilebski, to nominate Ron Anderson, Public Relations, by unanimous vote.

The meeting was called to order by Wilebski.

The minutes from the December 14th, 2016, Board meeting were approved upon motion by H. Peterson and Seconded by Anderson and unanimous vote of supervisors to approve the December 2016 minutes.

Upon a motion by Snderson, seconded by H. Peterson and unanimous vote of the supervisors, the Treasurer's report was approved.

Jamie Osowski gave the District Manger report:

IRS Mileage: Jamie presented to the board that the current mileage rate by the IRS is 53.5 cents. Motion was made by H. Peterson and Seconded by Anderson to approve the 2016 mileage rates.

Official Banks: Jamie presented to the board that the official bank of the Kittson SWCD is American Federal Bank in Hallock. Motion was made by Anderson and Seconded by H. Peterson to keep the Official bank the same.

Per Diem for supervisors: Jamie presented to the board that the current Per Diem rates are \$75 for Chairman and \$65 for supervisors. All board members can be at the rate of \$75.00. Motion was made by H. Peterson and Seconded by Anderson to change all supervisors to \$75.00.

MASWCD Dues: Jamie presented to the board that the MASWCD dues have gone down from \$2310.12 to \$2205.18. Motion was made by H. Peterson and seconded by Anderson and unanimous vote of supervisors to pay the 2017 MASWCD Dues of \$2205.18.

Health Insurance: Discussion was had on the Group Health Insurance policy the district currently have. HSA contributions were discussed.

Reporting: Jamie stated that E-link reporting is due on February 1<sup>st</sup>, Pera Februray 28<sup>th</sup>, MCIT, February 5<sup>th</sup> and Year end finiacials March 15<sup>th</sup>.

Local Capacity Grant Agreement: Upon motion by Anderson and Seconded by H. Peterson, the 2017 Local Capacity Grant Agreement was apporved and signed by Vice Chairman Wilebski.

Kittson SWCD Open House: Jamie spoke to the board about the 2017 Kittson SWCD Open House held every February. With the Bowling Alley closing, we need to find a new catering company for soup and sandwiches. Jamie will contact Rachelle Donaldson to see if she can cater. The board requested holding the open house the same day as the Monthly Board meeting.

Quickbooks Training: Jamie presneted to the board that there is a Quickbooks training in Fargo in February and May. Jamie stated she would really like to attend this training as she feels she can learn a lot from the training. The training costs \$549.95. Motion was made by H. Peterson and Seconded by Anderson and unanimous vote of supervisors to allow Jamie to attend the Quickbooks training in Fargo.

District Apperal: Jamie reported that Universal Screenprint is having a special on ¼ zip pullovers. Jeremy currently does not have any Kittson SWCD apperal. Upon motion by H. Peterson and Seconded by Anderson and unanimous vote of supervisors to allow the staff to order the ¼ zip pullovers from Universal Screenprint.

Todd Nelson: Jamie reported that an amendement was needed for Todd Nelson's well sealing that was not performed in 2016 due to no well sealer available. The amendement will change the expiration date of the contract to December 31<sup>st</sup>, 2017. Motion was made by Wilebski and Seconded by H. Peterson to approve the amendement.

### **Jim Schwab gave the NRCS Report:**

CSP/EQIP: Michael is taking care of the CSP and EQIP for Kittson County. Michael is also helping out West Polk with contracts following their DC's retirement. Jim reported that early out on CSP is allowed but will have a payment reduction.

Area 1: Jim reported that he still has no boss following the retirement of Danny Weber. His acting boss is in the State Office, Jennifer Sweeny.

NRCS Computer: Jim spoke to the board about the computers for SWCD staff. Nothing is for sure at this time.

### **Justin Muller gave the District Technician Report**

WCA: Justin reported that he has been working on year end for WCA and working on a couple projects.

Feedlot: Justin reported that he has been working on year end reporting for Feedlot.

Buffers: Justin gave the board an update on the Buffer Law, Justin stated that the Buffers have been consuming the offices time. The office has seen 125 calls or stop in's, with some landowners being upset and some are ok with it. Justin reported that Jeremy and him will be attending Crop Improvement Day and will be giving an update. Justin also stated that we will be having a public meeting with the State Buffer Specialist on January 24<sup>th</sup> at the Hallock City Hall. Justin also updated the board on the March 31<sup>st</sup> date for the County and Watershed Districts to let the State know on enforcement. Justin stated he met with the Commissioners to visit with them and answer any questions they might have and they met with the Two River Watershed District as well. Kelly Bengtson from the Highway Department wants to have a county wide enforcement committee to discuss enforcement on a county wide basis. They will be meeting 1 time in the month of February and the SWCD would like to have 1-2 board members on the committee. Discussion was had on who from the board will sit on the committee. Justin also stated that the office is having Universal Screenprint print a 4' x 3' size map of the Buffer requirements, map should be available for Crop Improvement Day.

Other: Justin stated he attended a SSTS Meeting in TRF with the State.

### **Jeremy Benson gave the District Technician Report**

One Watershed One Plan: Jeremy spoke to the board about his meetings with the County and Watershed District. Jeremy stated that the TRWD is thinking about this resolution and will decide at their next meeting. Jeremy also stated that he met with the County Commissioners and they are on board with the 1W1P, Eric will send the counties resolution. Jeremy is also working in a time to meet with the Roseau County Commissioners. Marshall County backed out of the Two River 1W1P process as they have such a small area to work with.

MAWQCP: Jeremy reported that the Area Certification Specialist for our area is based out of the East Otter Tail office. His name is James Lahn. Jeremy spoke with the board on EQIP funding through MAWQCP.

Buffers: Jeremy spoke to the board about the Buffer Radio ad, the ad will be changed to promote the public meeting on January 24<sup>th</sup>.

Rainfall: Jeremy reported that there was an average of 1.5 inches of moisture in the month of December.

Ag BMP: Jeremy reported that he listened to an Ag BMP webinar.

Other: Jeremy reported that the Grand Forks County SCS Soil Health clinic will be held on February 23<sup>rd</sup> at the Ramada in Grand Forks.

2017 Local Capacity discussion was had following the brainstorming sessions that were held. Discussion was had on which topics the Kittson SWCD would like to see the next round of \$100K go towards. Staff and supervisors ranked their choices and discussion was had. The board discussed budgeting this toward the work plan.

Adult and Youth Outreach: \$20,000

Building: \$25,000

Pickup: \$10,000

Advertising (Signs, Radio) \$10,000

Tree Incentive Program: \$10,000

Staff Retention/Health Ins. \$25,000

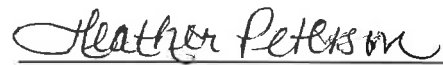
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\$100,000

This is a preliminary budget as questions still needed to be asked on a couple programs.

February Board Meeting: The February Board meeting is scheduled for Wednesday February 8th, 2017 at 8:00 AM in the Kittson County Courthouse meeting room. The Kittson SWCD Open House will follow this meeting.

With no further business to come before the board, the meeting was adjourned.



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Heather Peterson, Secretary