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**Minutes of the Meeting of**

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

**Held on Friday, July 10th, 2015 at 7:00 AM at the Kittson SWCD Office.**

The Board of Supervisors of the Kittson Soil & Water Conservation District held its regular scheduled meeting on July 10th, 2015 at 7:00 AM at The Kittson SWCD Office.

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

Others present at the meeting were District Manager, Darren Carlson; District Coordinator, Jamie Osowski, District Technician Justin Muller and NRCS District Conservationist; Jim Schwab and District Technician Jacob Swaney.

The minutes from the June 12<sup>th</sup>, 2015 Board minutes were approved upon motion by Wilebski and Seconded by H. Peterson and unanimous vote of supervisors.

Upon a motion by H. Peterson, seconded by Anderson and unanimous vote of the supervisors, the Treasurer's report was approved as presented by Jamie Osowski.

Jamie Osowski gave the District Coordinator report:

New Signs: Discussion was had on designing new signs for the piece of land in Pelan and also new signs when entering the county saying "Entering Kittson County Soil and Water Conservation District". Motion was made by H. Peterson and Seconded by Wilebski and unanimous vote of supervisors to replace the signs around the county, will receive quotes for these signs from Hanson Manufacturing.

Outstanding Conservationist: Jamie reported that she met with Kris Folland and has put a write up at the Fair Board that will be on display during the fair this weekend.

Audit: Jamie reported that the Kittson County 2014 financial audit will be held on July 29<sup>th</sup>.

Goldberg Ag BMP Loan: Josh and Kathleen Goldberg stopping in for an Ag BMP loan for a new Septic System on their property in Jupiter 17. Motion was made by H. Peterson and Seconded by Wilebski and unanimous vote of supervisors to approve the Goldberg Ag BMP Loan for \$5,100.

Darren Carlson gave the District Manager report

Trees: Darren reported that the tree shed has been cleaned out. All tree plantings got in except for Scott Nelson.

Brillion Drill: Darren reported that the Brillion use has slowed down since the last rainfall

Clean Water Funds: Darren stated that Seed tags and receipts will be coming in for the '12 and '13 CWF contracts. All 2012 funding has been spent and an extension can be requested for the funding for 2013 due to wet weather.

State Cost Share:

Scott Nelson Field Windbreak- Scott's site was too wet to plant this season, motion was made by H. Peterson and seconded by Wilebski and unanimous vote of supervisors to amend Nelson's 2015 State Cost Share Contract.

Steve Klopp Field Windbreak- Contract FY 13-07 and FY 13-08 were planted in Deerwood 34 on June 5<sup>th</sup> and contracts were signed for State Cost Share payment. Motion was made by Wilebski and Seconded by H. Peterson and unanimous vote of supervisors to approve payment of \$792.20 for both contracts to Steve Klopp.

Well Sealings: Darren updated the board on future well sealing's that have been discussed with John Leader. Todd Truedson, Loren Spilde, and Dean Stromgren.

E-Link: Darren reported that he had updated the E-Link reporting for Clean Water Funds and DNR Shoreland Closeouts.

District Manager Job opening: Darren reported that he has advertised for the job position in all local newspapers and sent it to the MACDE website.

Technical Approval Authority (TAA): Darren stated that he would like to see Justin have TAA for the Kittson SWCD. For Justin to receive this authority, he would need to perform so many projects on his own and have those jobs approved by Jim Schwab, then Jim will forward it on to Eric Anderson (ARC) who will give him Technical Approval Authority. For the time being, the district will continue to send any TAA requested to Darren in Marshall County.

Bank Signatures: Upon motion by H. Peterson and Seconded by Anderson and unanimous vote of the supervisors to allow Justin Muller signing authority of checks for the Kittson SWCD and remove Darren Carlson.

Timecards: Upon motion by H. Peterson and seconded by Wilebski and unanimous vote of supervisors to allow employees to approve each other's timecards for the time being until a district manager is hired.

Darren Carlson assisting: The board discussed the opportunity to have Darren assist the district with programs that he administered. It was discussed that phone calls and emails to Darren will be encouraged until a district manager is hired.

Marshall County- Kittson County Bike trail: Darren reported that he was contacted by Bill Craig with Marshall County to have a letter of approval written from the Kittson SWCD supporting the new bike trail that will run from near Viking MN to Marshall County Park to Lake Bronson State Park.

2016 Budget: Darren spoke to the board about the 2016 Budget for Kittson SWCD. The board discussed requesting another 3% increase to the budget.

SWCD Capacity Funding: The funding initiative was discussed and each SWCD in Minnesota will be receiving \$100,000. Informed the board to be brainstorming ideas for what we would like to see this money used for.

Justin Muller gave the District Technician Report

DNR Ob Well: Justin reported that a signature is needed for the district to continue the DNR Ob Well inspections. Motion was made by Wilebski and seconded by Anderson and unanimous vote of supervisors to continue the readings of the well for \$30 a month.

WCA: Justin reported that he is currently working on an Ag Banking project and also an application for a gas line. Justin also reported that he will be attending a week long Wetland Delineation course in Little Falls in September.

CAI: Justin reported that he will be attending the CAI short course at Thumper Pond July 13-15<sup>th</sup>. Dalmatian Toadflax spraying will be done by the Corp on July 27-28<sup>th</sup>.

Kittson County Fair: Justin reported that the fair booth is on display at the fair through Sunday. He also attended the Farm Safety seminar for children on Thursday and spoke to them about groundwater.

BWSR Update Meeting: Justin spoke to the board about the meeting with John Jaschke, gave an update on Buffers and the funding initiative.

Jim Schwab and Jacob Swaney gave the NRCS report:

Cultural Appreciation Month

CSP: Jim reported that there were no CSP application funded.

EQIP: Jim reported that there were 2 EQIP Applications funded for Kris Folland and Cody Schmaltz.

Danny Weber: Jim reported that Danny is working 4 hours a day. Still having therapy.

CRP Update: Jacob stated that he has been doing CRP field reviews.

Jacob's last day: Jim reported that Jacob's last day in the Hallock Field office will be August 14<sup>th</sup>, 2015.

July 2015 Board Meeting: The August board meeting is scheduled for August 14<sup>th</sup>, 2015 at 7AM.

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

Justin Dagen, Secretary

 Heather Peterson, Vice Pres.

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