

*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 Wednesday May 3<sup>rd</sup>, 2023, 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 May 3<sup>rd</sup>, 2023, at 8:00 AM at the Kittson County Courthouse. Members present included: Chairman CJ Peterson, Vice Chairman Andrew Muir and Treasurer Joe Wilebski, Secretary Carey Mortenson and Public Relations Sam Anderson.

Other's present were District Manager Jamie Osowski, District Technician Jeremy Benson, and District Conservationist Bonnie Hasbrouck

The minutes from the April 12<sup>th</sup> Board meeting and April 24<sup>th</sup>, 2023 Special board meeting were approved upon motion by Muir and seconded by Wilebski and unanimous vote of supervisors.

Due to the timing of the meeting, the April financials were not prepared for this meeting. Jamie will present them to the board at the June Meeting.

**New Business:**

Heather Donoho Resignation: Jamie presented the resignation from Heather Donoho to the board. Her last day with the Kittson SWCD will be June 9<sup>th</sup>. Motion was made by Muir and seconded by Wilebski and unanimously by board members to accept her resignation.

Advertising for District Outreach Position: Jamie discussed the job description for the position and asked if we want to keep it the same or make it more of a technician position. The board would like to keep the position the same and have the starting wages be \$20-\$26/ hour. Motion was made by

Wilebski and seconded by Mortenson and unanimously approved by board to begin advertising for District Outreach Position.

District Tech position: Jamie discussed the status of the District Technician job opening, she reported that they received a phone call with interest in the position and then received an application which was included in your packet. Jamie was wondering when we should offer him an interview. The board would like to offer him an interview within the next week. Jamie will contact the applicant and set up a time.

Staffing issues within busy season: Jamie stated that since they are unsure when new staff will be starting, the current staff already have vacations planned and were wondering how to navigate that issue if the other staff gets sick. The board stated to just do what we can and to not worry if that situation happens when both staff are out. Discussion was then had on what programs the board would like us to focus on and which programs we should put on hold until we are fully staffed. Discussion was also had on what programs and projects we should make sure Heather focuses on when she returns from leave.

TSA JPB Agreement: Jeremy reported on the changes that were made to the JPB agreement for the TSA. Motion was made by Muir and seconded by Mortenson and unanimous vote by supervisors to approve and sign the amended agreement.

Roseau River 1W1P adoption implementation: Jeremy presented the board with the Roseau River 1W1P plan. Upon motion by Muir and seconded by Anderson and unanimously by board, the Kittson SWCD adopted the Roseau River 1W1P plan.

### **Staff Reports:**

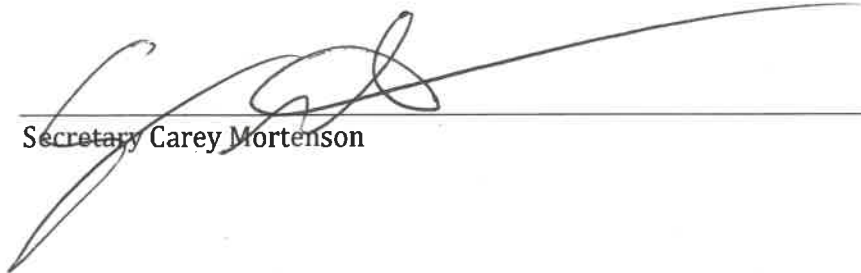
Bonnie presented the board with the annual civil rights MOA, she explained the process and had the board sign that they agree.

Heather is on maternity leave.

Jeremy gave his technician report, he reported that the next JPB meeting will be on May 11<sup>th</sup> at 9 AM. He stated that he fixed the Forest Stewardship contracts for numbers KWB22-21; 22-22. 22-24. The 25% of the cost share will come from district funds to cover the confusion on the contract when written with the landowner. Jeremy reported that there are a couple more NSLM contracts, KWB23-30 and KWB23-32. He stated that there are some surveys that the TSA has been working on in the next couple weeks and he completed the MPARS Permit for the Cory Wallenberg project and he is waiting to hear back from Stenmark's on which design they want to go with. Jeremy reported on WCA that the TEP will be meeting on the Karlstad Airport and gave an update to the board on the replacement plan for the project. There has been no news on Wagon Wheel Ridge currently. Jeremy stated that trees will be arriving the week of May 8<sup>th</sup> and tree plantings will begin after Jeremy returns from vacation. Jeremy updated the board on some SSTS Upgrade inquiries and stated that he contacted John Leader on a well sealing in the city of Halma.

Jamie gave her report, she gave an update on how much it will cost to demolish the boiler room, it is estimated at \$52,100.00. When the county commissioners came down, staff reminded them that we are willing to help fund this as well. There is no timeline on this portion of the project. Jamie gave the board an update on upcoming meetings and staff schedules.

**The next board meeting will be held on Wednesday June 14th, 2023, at 8 AM at the Kittson County Courthouse.**

  
Secretary Carey Mortenson

6-14-23  
Date