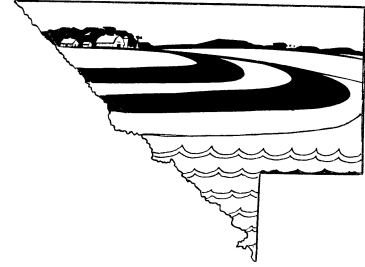


CHIPPEWA SOIL AND WATER CONSERVATION DISTRICT

629 NORTH 11TH STREET
COURTHOUSE
MONTEVIDEO, MINNESOTA 56265

Telephone 320-269-2696



Chippewa Soil and Water Conservation District Regular Board Meeting March 13, 2023

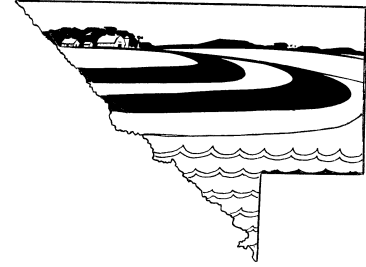
Minutes of the Chippewa Soil and Water Conservation District, Courthouse, NRCS/SWCD office, Montevideo, MN 56265.

1. Meeting was **called to order** by Board Chair Jerry Schwitters at 3:00 p.m.
 - Members **present**: Steve Jacobson, Jerry Schwitters, Michelle Overholser
2. Others **present**: SWCD staff: Desirae Jarett, Zach Bothun, Tom Sletta, Tom Warner; NRCS staff: Shantel Lozinski
3. M/S/P Overholser, Jacobson approve the agenda with addition. All in favor.
4. M/S/P Jacobson, Overholser approve the February meeting minutes. All in favor.
5. Bills were presented for ratification & payment.
6. Desirae gave a grant balance and bank account balance update and showed both quarterly and monthly. Board would prefer to see the quarterly sheet with the bank account balances added to it going forward.
7. **NRCS Report**-Shantel Lozinski:
 - NRCS monthly activities and updates reported include but are not limited to: attended U of M women's conference in Willmar; working on plans, cons plans, maps, and design sheets for preapproved EQIP for both Chippewa and Big Stone; keeping 1026s up to date for Chippewa and Big Stone; sent out practice reminder letters for Chippewa and Big Stone; screened CSP applications for 2023 classic sign up; attended WRE easement training in Willmar; and starting plan writing for CCRP. Shantel also notes that Dan Lussenhop with FSA will be doing the NASS crop reporting for the 2023 crop year; Big Stone NRCS is advertising for a GS7-9 position; and CRP general sign up ends the first part of April, rates have been increased in the last month.
8. **Staff Reports**-
 - **District Manager**: monthly activities and updates reported include but are not limited to: working with landowners and vendors on tree planting, fabric cost share and contract; went over cost share contract info with Tom Sletta for Jordahl project; contacted several landowners about possible erosion sites and fixes; filled out engineering assistance request form; talked with BWSR about several RIM sites; talked with landowner about volunteer tree removal, burns and food plots; worked on tile drain requests; completed paperwork for CSAH 4 reconstruction project, WCA TEP concurrence form; read over Peterson Ag Bank application; went over WCA procedure with Zach; discussed wetlands, township road, and WCA with township officer; sent WCA road info to township officer; drew up tree plans and took tree orders; contacted Montevideo City Manager and airport engineer about tree planting withing the fly zone area and contacted landowner and vendor about restrictions; set up appointments with Senator Lang and Representative Urdahl for Legislative Days; attended Area II meeting in Little Falls; lined up June Area II meeting venue; and went to SWCD staff meeting.
 - **Co-District Manager**: monthly activities and updates reported include but are not limited to: CRWA TAC meetings; completed annual report; worked on seed and seeding proposals and tree plans and orders; attended staff meeting, cover crop training; Business of Soil Health meeting, Chippewa County Hazard Mitigation meeting, and Legislative Briefing and day at the Capitol. Zach also noted that he is in the preliminary stages on a cover crop and no-till cost share contract with a landowner.

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- **District Technician:** monthly activities and updates reported include but are not limited to: worked on tree plans, tree orders, and nursery cancellations; worked on obtaining partial release for mortgage related to CREP easement; attended staff meeting, cover crop meeting, and cover crop webinars; and worked on cost share vouchers.
9. **Old Business**
- Desirae discussed audit bid requests. Per board request, Desirae sent audit bid requests to the companies that other SWCDs have utilized. Out of 8 requests sent, 3 responses were received, with 2 companies declining due to staff shortages and not taking on new clients. Peterson Company LTD gave an audit fee of \$3,500 plus an additional fee for lease amortization calculations and disclosures at \$175 per lease if needed. This is a \$468 increase from last year due to continued growth in grant tracking, new lease accounting standards, and inflationary increases.
 - M/S/P Overholser, Jacobson approved to sign engagement letter with Peterson Company LTD for the 2022 Audit. All in favor.
10. **New Business**
- Desirae and Zach discussed the district 3 vacancy and the supervisor policy.
 - M/S/P Jacobson, Overholser approve changes to supervisor policy and questionnaire as made on working document. All in favor.
 - Tom Sletta presented cost share contract 2023-1 for streambank stabilization in Tunsberg 2. Project total estimated cost is \$20,710. Cost share requested is \$15,532.50.
 - M/S/P Jacobson, Overholser approve cost share contract 2023-1 with cost share of \$15,532.50, not to exceed 75% of total project cost. All in favor.
 - Tom Sletta presented cost share contract 2023-2 for a field windbreak in Sparta 5. Project total estimated cost is \$11,739. Cost share requested is \$1,774.50.
 - M/S/P Jacobson, Overholser approve cost share contract 2023-2 with cost share of \$1,774.50, not to exceed 75% of total project cost. All in favor.
 - Area II meeting plans were discussed. The American Legion will cost \$150 to rent plus \$50 maintenance fee. For a two meat buffet with lemonade and coffee it will be \$13.50/plate. We can bring in donuts and cake. Registration costs would cover these expenses. Meeting will be held Tuesday, June 6. Dennis Fuchs and Tom Gregory of Stearns SWCD have some presenter ideas and were going to look into those options. Board suggested proceeding as discussed.
 - Zach discussed the CMRWP member contribution. Members have the option to pay \$15,000 up front or pay \$5000 each year for 3 years. This contribution is to cover the 10% match for the WBIF grant. Upon completion of the grant, these funds will either be rolled into match for another grant or will be paid back to each entity.
 - M/S/P Jacobson, Overholser approve to pay \$15,000 upfront for the WBIF match.
 - Resolutions were discussed. SWCD does not have any to bring forward at this time.
11. Desirae noted important upcoming dates for Pollinators, Pints, and Popcorn event and Area II Meeting.
12. **Adjourn**
- M/S/P Overholser, Jacobson motion to adjourn. All in favor.

Next Meeting: May 1, 2023 –Commissioner’s Room, Courthouse 3:00 P.M.

*****PLEASE LET OFFICE STAFF KNOW A.S.A.P. IF YOU WILL NOT MAKE IT TO THE MEETING*****