



**MINNESOTA
SOIL AND WATER CONSERVATION DISTRICTS**



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The Board of Supervisors of the Kandiyohi Soil and Water Conservation District held its monthly meeting on February 20, 2018 in the Ag Service Center.

Chairman Smith called the meeting to order at 10:00 a.m.

Present were Ron Dilley, Doug Hanson, Terry Schaefer, Brandon Smith, and Jane Youngkrantz. Also present were Ellie Dittes, Conservation Technician, Rick Reimer, District Manager, Ryan Peterson, RIM Coordinator, Sandy Laumer, Office Coordinator, Laura Merten, Pheasants Forever Farm Bill Biologist, Melanie Dickman, District Conservationist, and Tara Ostendorf, BWSR Board Conservationist.

Chairman Smith led the Pledge of Allegiance.

Vouchers were prepared.

Secretary's Report was presented. Motion by Youngkrantz, second by Hanson to approve the minutes of the regular meeting on January 16, 2018. Voting in the affirmative were Dilley, Hanson, Schaefer, Smith, and Youngkrantz. Motion carried.

Hanson read through the bills for reviewal and payments and presented the Treasurer's Report. Motion by Dilley, second by Schaefer to accept the Treasurer's Report and pay the outstanding bills as listed in the agenda. Voting in the affirmative were Dilley, Hanson, Schaefer, Smith, and Youngkrantz. Motion carried.

Motion by Dilley, second by Schaefer to pay cost share contract SWCD 7FY17 Emery Holum for shoreline stabilization in the amount of \$5,000. Discussion was held. Voting in the affirmative were Dilley, Hanson, Schaefer, Smith, and Youngkrantz. Motion carried.

Motion by Hanson, second by Schaefer to pay cost share SWCD 8FY17 Big Kandi Lake Association for shoreline project in the amount of \$1,000. Discussion was held. Voting in the affirmative were Dilley, Hanson, Schaefer, Smith, and Youngkrantz. Motion carried.

Laumer handed out copies of the 2017 Financial Statements and discussed the following: compared general fund balance and net position from 2016 to 2017; discussed negative net position balance; revenues were over \$500,000 so we will need an audit; and discussed district sales were down \$80,000 in 2017. Discussion was held to have a longer board meeting in March and do some strategic planning.

Motion by Hanson, second by Youngkrantz to approve 2017 Financial Statements, Notes to Statements, and Management's Discussion and Analysis (MDA). Discussion was held. Voting in the affirmative were Dilley, Hanson, Schaefer, Smith, and Youngkrantz. Motion carried.

Reimer's District Manager's Report included: attended shoreline workshop; discussed 1W1P 60 day notice public meeting at Middle Fork Crow River Watershed office on March 15 from 5-6 p.m.; attending 1W1P meeting tomorrow in St Cloud; attended Chippewa River technical meeting; discussed Chippewa meeting and their Accelerated Incentive Grant; worked with Big Kandi Lake Association on cedar revetments project; attended Wetland Drainage Conference; working on WCA Restoration and decision letters and survey; WCA slide review; working on cost share and capacity files; 4 windbreak site visits; 3 shoreline visits; attended TEP meeting; meeting with DNR on permit review; setting up Kandi Creek promo meeting; working with City of New London on project; newsletter has been sent out; and met with Josh Halvorson on moving lift station onto our property and discussed receiving compensation and putting rain garden in area.

Peterson's District Report included: have 1 easement agreement signed for CREP program; gave update on seeding program; will be placing an order for seed for landowners only getting seed from us; will be attending Mamre Township meeting for Holmberg Project; and led discussion on letter for an alteration request from Marcus Family to provide an access to the cropland portion of our land.

Motion by Youngkrantz, second by Hanson to support an amendment for an alteration request from Marcus Family to provide access to the cropland portion of their land. Discussion was held. Voting in the affirmative were Dilley, Hanson, Schaefer, Smith, and Youngkrantz. Motion carried.

Ditte's District Report included: was on radio last week; attending Hawk Creek workshop; working with Angelica from County on non-complaint checks; working on buffer cost share contracts; and will be contacting landowners with waivers.

Motion by Dilley, second by Schaefer to contribute \$150 to Area 2 Envirothon. Discussion was held. Voting in the affirmative were Dilley, Hanson, Schaefer, Smith, and Youngkrantz. Motion carried.

Laumer's District Report included: all funds have been spent on 2018 Conservation Delivery Grant and need signature on final financial report; will be reviewing Personnel Handbook and working on policy handbook with Reimer; working on updating timesheet; calculated 2018 billable rates and had BWSR look them over; completed eLINK reporting by February 1 deadline; information on Area 2 meeting March 15 in Morris; have appointment to update credentials on Linc Pass on February 27; working on updating reports on website; and going through old records and files and throwing out files that the Records Retention Schedule allowed.

Merten and Dickman entered the meeting at 11:10 a.m.

Merten's report included: helping landowners out with questions on seeding letters that FSA sent out; working on Conservation Reserve Program (CRP) eligibilities scenarios; and working on Walk in Access (WIA) sign ups.

Dickman's NRCS report included: working on Environmental Quality Incentive Program (EQIP) ranking; deadline for Conservation Stewardship Program (CSP) is March 2; Kandiyohi County will be in pilot program and FSA will be learning to take care of 1026's; 2 landowners from Rasmus Lake Project have not paid the contractors bills; Civil Rights review will be Friday and need 1 SWCD board member and 1 producer to participate; discussed Civil Rights Annual Review/Working Agreement and need signatures; still haven't hired ASSES and Ultima employee; held Local Workgroup Meeting this morning; and led discussion on the Farm Production and Conservation (FPAC) organization.

Dickman and Merten left the meeting at 11:35 a.m.

Ostendorf's BWSR report included: gave history on BWSR's policy to monitor cost share files and grants reconciliation; discussed cost share files should be monitored every 3 years and she recently monitored our cost files; non-compliance issues were found when reviewing files and a Level 2 cost share audit will be required; BWSR will be sending a letter and we will need to develop a corrective action plan; and board and staff will be required to go through training.

Motion by Schaefer, second by Youngkrantz to adjourn the meeting. The meeting was adjourned at 11:56 a.m.

Terry Schaefer 3-20-18
Terry Schaefer, Secretary Date