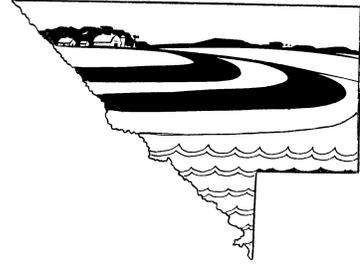


CHIPPEWA SOIL AND WATER CONSERVATION DISTRICT

629 NORTH 11TH STREET
COURTHOUSE
MONTEVIDEO, MINNESOTA 56265

Telephone 320-269-2139



Chippewa Soil and Water Conservation District Regular Board Meeting November 7, 2016

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

- Meeting was **called to order** by Chairman Calin Eisenlohr at 3 p.m.
- Members **present**: Schuler, Eisenlohr, Sunderland, Kittelson
- Others **present**: SWCD staff: Tom Warner, Desirae Sharp, Zach Bothun, Tom Sletta; NRCS: Shantel Lozinski

- M/S/P Kittelson, Sunderland approve the agenda/with additions.
- M/S/P Sunderland, Schuler approve the September minutes.

- The Treasurer gave the **Treasurer's report** and the supervisors placed it on file subject to audit and authorized payment of the bills as presented.

Old Business:

- Desirae introduced Tom Sletta, the Farmbill Technician recently hired by the SWCD.
- Desirae gave an update on cubicles, computers, phones.
 - Cubicles are installed. Installation took one day and went well.
 - Tom W. and Zach's computers have arrived and are with NRCS IT being programmed. Tom S.'s computer is hooked up as well as Charter internet for it. After some issues and troubleshooting we were able to set up an email for him as well.
 - Desirae is still working with Verizon to get our account updated so that we may get new phones. Because our account is so old there is not a "point of contact" on it which causes major issues.

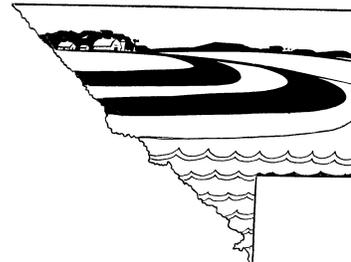
New Business:

- Tom W. discussed cost share contracts for Bryan Abel and Ardis Eckhoff (Carl VanRavensway).
 - M/S/P Sunderland, Kittelson approve the following cost share projects.
 - Ardis Eckhoff (land owner), Carl VanRavensway (land occupier), Sparta Section 5. DRAP cost share contract 14-4 to install a 638 water and sediment control basin. Total project cost estimate for this project is \$7145. Board approved 100% cost share.
 - Ardis Eckhoff (land owner), Carl VanRavensway (land occupier), Sparta Section 5. State cost share contract 17-1 to install a 600 terrace. Total project cost estimate for this project is \$18,964. This project is partnered with EQIP. Board approved \$3972 after EQIP is paid to get the project to 75% cost share.

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- Bryan Abel, Sparta Section 20, state cost share contract 17-2 for a 380 field windbreak. Total project cost is \$1692.50. Board approved cost share of \$1269.38 or 75%.
- Tom W. noted that we may need to return some cost share funds.
- Desirae discussed an NACD membership letter and an MACDE membership letter.
 - M/S/P Sunderland, Kittelson approve to become an NACD member at the \$775 level.
 - It was decided to pass on the MACDE membership.
- Desirae discussed the renewal of our tree license. The tree license is based on the previous years gross sales. This year's license will cost \$350.
- SWCD staff discussed the need to increase some tree prices due to increases at the nurseries. It was decided that all potted trees would increase \$1.
 - M/S/P Sunderland, Schuler approve to raise potted trees by \$1 each.
- Desirae noted the annual convention and discussed ideas for a conservationist gift. Three staff, three supervisors, and the conservationist of the year will be attending this year's annual convention December 4-6.
- Tom discussed letters from the City of Montevideo and the City of Maynard pertaining to well head protection areas.
- Desirae noted that health insurance for 2017 is increasing slightly by about 2%. Dental is changing to Delta Dental's premier policy and the plan will be decreasing \$5.05 per month.
- Copies of a proposed Data Practices Policy for Members of the Public and a proposed Data Practices Policy For Data Subjects were given to the board to review and make changes. Changes and approval of the policies will happen at a future meeting.
- Staff requested a clothing allowance for new meeting attire as well as field/office apparel.
 - M/S/P Sunderland, Schuler approve a \$175 clothing allowance per employee.
Apparel will be bought and embroidered at Jim's Clothing as they already have our logo on file.

Tom W. reported:

- Tom discussed his monthly activities that included but were not limited to: cost share work, BWSR Academy, site reviews for possible construction, surveying potential projects, Jordahl earthen diversion is complete, servicing drainage requests, received wetland bank plan concept document for ag bank site, working with MACCRAY superintendent about school project and getting a wetland delineation of site done, out in field looking at tree sites, drawing up plans/estimates, ordering trees, working with landowners to reseed a portion of their RIM site and read observation wells.

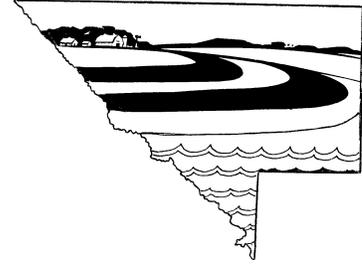
Zach Reported:

- Zach discussed his monthly activities that included but were not limited to: ordering fall seed orders, writing tree plans for CRP, doing equipment maintenance, read observation wells, attended area II meeting, attended HCWP Cover Crop Field day, doing buffer work with BuffCat tool. Working on seed and seeding proposals, CRP quotes and shapefiles, attached seed slinger to ATV and calibrated it, working on RIM easement work, did project surveying with Ross, did on site buffer measurements with landowners, has been training in

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Tom Sletta, attended BWSR academy, did some mid contract mowing for CRP, received new seeding rates practice standards for CRP (seed count vs pls lbs/acre so seed drill will need to have sprockets swapped out), did seeding, mulching, and crimping, handling landowner walkins, and has been trying to track time as well as possible towards the many different grants we have.

Tom S. Report:

- Tom discussed his monthly activities that included but were not limited to: installing cubicles and computer, learning the new Buff Cat tool, helped calibrate seed drill and seed slinger, looked at sites for erosion projects with Ross, attended BWSR academy, seeded 2 acres of CRP and seeded a buffer strip along a ditch, helped seed, lay straw and crimped it and layed coconut blanket and stapled down for Jordahl project, assembled a list of owners who are noncompliant and is busy getting maps of each area of the parcel that needs a buffer added.

Shantel's Report:

- Shantel covered MOU, Civil Rights for partners, civil rights statements, and justice for all poster.
- Shantel reported her monthly activities and updates that include but are not limited to: CSP re-enrollments (7 total plans), 1026s, carpets cleaned 9/16, follow up sites from this year's projects, 5% engineering spot check, fall erosion article to paper, CRP planning, flagging wetlands, flag/survey grass waterway EQIP/CSP deferrals, land locked CRP cover checks, full site visits for CRP/wetland restoration, EQIP planning for 2017, EQIP payments.
- Shantel gave an updated on the contracted employee situation.

OTHER:

Desirae noted important meeting dates as follows:

- Annual Convention: December 5-6, DoubleTree Bloomington

Next Meeting: December 12, 2016 9:30 a.m., Valentinos, Downtown Monte