



629 NORTH 11<sup>TH</sup> STREET  
COURTHOUSE SUITE 7  
MONTEVIDEO, MN 56265

PHONE: 320-269-2696

**Chippewa Soil and Water Conservation District  
Regular Board Meeting  
September 9, 2024**

Minutes of the Chippewa Soil and Water Conservation District, 629 N 11<sup>th</sup> ST, Suite 7, Montevideo, MN 56265.

1. Meeting was called to order by Board Vice Chair Michelle Overholser at 3:00 p.m.
  1. Members present: Steve Jacobson, Jerry Schwitters, Aaron Ahrenholz, Michelle Overholser
  2. Other present: SWCD Staff- Zach Bothun, Desirae Jarett, Tom Sletta
2. M/S/P Jacobson, Ahrenholz approve the agenda with additions. All in favor.
3. M/S/P Schwitters, Jacobson approve the August meeting minutes. All in favor.
4. Bills were presented for ratification and payment.
5. **Action Items:**
  1. Desirae discussed the Management Representation Letter for our audit.
    - M/S/P Ahrenholz, Jacobson approve Management Representation Letter as discussed. All in favor.
  2. Several investment options were discussed.
    - M/S/P Ahrenholz, Schwitters approve to allow Zach and Desirae to have authority to enter into CDs, money markets, and sweep accounts and to move funds as needed. They are instructed to put \$200,000 into a high interest CDs and put remaining funds into a money market or sweep account, which ever has higher interest and meets the needs of the District. All in favor.
  3. Zach and Desirae discussed American Disabilities Act changes in reference to websites. Streamline is offering to complete all the backend work necessary to be sure our website is ADA compliant however, the cost of their services will be increasing, and we need to choose a plan.
    - M/S/P Jacobson, Schwitters approve beginning with the basic package and have requested that staff look into other electronic payment sources. All in favor.
  4. Zach Bothun proposed several changes to the employee handbook.
    - M/S/P Jacobson, Ahrenholz approve all changes and updates as shown in presentation. All in favor.
6. **Discussion Items:**
  1. Zach discussed important upcoming events.
    - MASWCD Annual Convention-December 2-4, Double Tree by Hilton-Bloomington
      1. Jerry will attend December 2-3
    - Area II Meeting- October 3 8:30 a.m. @ Sioux Historic Pavilion in Ortonville
      1. Michelle will attend
    - BWSR Academy- October 29-31 @ Cragun's, Brainerd
7. **Staff Reports**
  1. District Manager: Monthly activities and updates reported include but are not limited to: attended CMRWP and CRWA TAC meetings to discuss work plans, cost share policy, project; attended a CMRWP JPB Meeting in Willmar; completed and submitted a Clean Water Fund Accelerated Implementation grant with Swift and Kandiyohi SWCDs; completed the MASWCD Leadership Program – Class 2024; volunteered at the State Fair “Dig It” soil health booth for the Minnesota Soil Health Coalition with Renville SWCD to share soil health strategies in rural MN with fair goers; planning



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- meetings, set-up, and put on the “Take Root in Soil Health” event in Renville County on August 28; WCA drainage requests—processed applications for solar site projects, Milan Bike Trail delineation, and reviewed wetland bank plans, held a Technical Evaluation Panel (TEP) meeting on an ag bank site to determine eligibility for initial wetland credit release; fall seeding proposals and seed orders, spring 2025 seeding schedule is filling up quickly; attended an Area II lead contacts meeting to discuss Area II business, WCTSA updates, and funding; check-in with Kanati Land Management on our soil health capacity grant and outreach strategies set to kick off this winter with outreach of SWCD programs and cost share to the local agronomists and crop consultants; put together a presentation for the Chippewa County Board about the SWCD’s 2025 proposed budget, a breakdown of our funding mechanisms, and some important considerations for funding the SWCD. Attended the county board meeting on September 3<sup>rd</sup>; worked with landowners on their cover crop contracts, reviewing seed mixes for meeting standards; Personnel Committee meeting on September 4<sup>th</sup>.
2. District Technician: Monthly activities and updates reported include but are not limited to: 92 RIM easement spot checks; RIM haying agreements and ownership change forms; buffer checks while doing RIM checks—found a few narrow spots, will send letters; met with landowners for 2025 tree planting plans, looked at a couple sites for tree failures; getting #'s ready for a tree order for next spring and a fabric order; mowing/tilling services; read the observation wells; soil health night out in Renville County; watched over rain garden project; WASCOB project will be starting in the next month; have 1 CREP application in process—working through mortgage subordination.
  8. M/S/P Schwitters, Jacobson move to close the meeting at 4:25 p.m. for performance review of district manager. All in favor.
  9. M/S/P Jacobson, Schwitters move to open the meeting at 5:21 p.m. All in favor.
  10. Adjourn.
    1. M/S/P Jacobson, Schwitters approve adjournment of meeting. All in favor.

NEXT MEETING: October 7, 2024—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\*\*\*