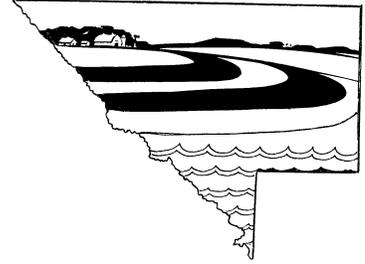


CHIPPEWA SOIL AND WATER CONSERVATION DISTRICT

629 NORTH 11TH STREET
COURTHOUSE
MONTEVIDEO, MINNESOTA 56265

Telephone 320-269-2139



Chippewa Soil and Water Conservation District Regular Board Meeting February 3, 2020

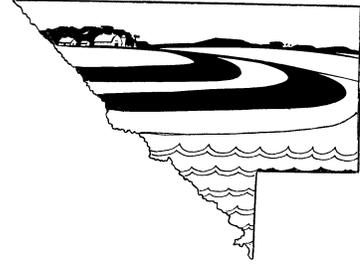
Minutes of the Chippewa Soil and Water Conservation District, Courthouse, NRCS/SWCD office, Montevideo, MN 56265.

1. Meeting was **called to order** by Board Chairman Calin Eisenlohr at 3 p.m.
 - Members **present**: Calin Eisenlohr, Steve Jacobson, Jeff Johnson, Michelle Overholser
 - Others **present**: SWCD staff: Desirae Jarett, Tom Warner; NRCS staff: Shantel Lozinski; Commissioner, Jeff Lopez
2. M/S/P Jacobson, Johnson approve the agenda/with additions. All in favor.
3. M/S/P Johnson, Jacobson approve the January minutes. All in favor.
4. 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.
5. **NRCS Report**-Shantel Lozinski:
 - NRCS monthly activities and updates reported include but are not limited to: annual report articles; CSP mods; CSP payments; farm program meeting; 1026s; and conservation desktop training. Shantel also discussed the 2020 CSP/2020 EQIP signups coming as well as an application for Emergency Watershed Protection Program (EWPP).
6. **Committee Meeting Reports**-none
7. **Staff Reports**-
 - **District Manager** monthly activities and updates reported include but are not limited to: cost-share contracts; talked with landowner about removing cost-shared project; wrote letter to planning commission about practice to be removed and payback of cost-shared funds; spoke with landowner about terrace repair; organized cost-share folders; wrote up tree plans/cost-estimates; talked to MN DOT about setback for trees; wrote several easement ownership change forms; talked with landowner about easement concerns- talked to BWSR engineer about landowner concerns; talked with new easement owner about site and the WIA program; worked on tile drain requests; completed site review of tract of land where a transmission tower is proposed; looked over wetland mitigation plan for landowner, signed, and forwarded; looked over wetland delineation report for stretch of Hwy 40; attended supervisor/staff workshop; worked on eLink reporting; and contacted surrounding SWCD's about meeting with legislators.
8. **Old Business**
 - Desirae discussed 5th grade field days and the Environmental Fair. Board would like responses from schools before deciding.
9. **New Business**
 - Desirae discussed changing the regular meeting location to the board room of the Chippewa County courthouse.
 - M/S/P Overholser, Johnson move to change the official meeting location to the board room of the Chippewa County courthouse. All in favor.
 - Desirae discussed the adoption of Robert's Rules of Order.

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- M/S/P Overholser, Jacobson move to adopt Robert's Rules of Order when conducting SWCD meetings. All in favor.
- Recommended policies (Supervisor Code of Conduct; Drug and Alcohol Policy; Consent for Pre-Employment, Random, Reasonable-Suspicion Drug Test, Reasonable-Suspicion Alcohol Test; Policy for Use of Computers, Internet Access System, and E-Mail; and No-Harassment Policy) were discussed. Board felt current supervisor and employee handbook covered all but the consent for drug/alcohol testing.
 - M/S/P Overholser, Johnson approve to adopt the Consent for Pre-Employment, Random, Reasonable-Suspicion Drug Test, Reasonable-Suspicion Alcohol Test. All in favor.
- Supervisor and Employee Handbook reconfiguration done by Jim Mulder was tabled to the next meeting as board would like to compare them first.
- Mission statement discussion was tabled to be discussed when more staff/supervisors are in attendance.
- Prioritizing district business was tabled to be discussed when more staff/supervisors are in attendance.
- Cost Share contract 19-1CS for V. Homme in 116-39-26 for a 657-wetland restoration was presented. Total project cost is \$21,982; cost share amount proposed is \$8,243.50.
 - M/S/P Jacobson, Johnson approve proposed cost share amount of \$8,243.50 for contract 19-1CS.
- Partnership with Chippewa County IT department to help the SWCD with IT tasks was discussed. IT department & auditor/treasurer will come up with an hourly billing rate and IT department will discuss with SWCD what tasks they can help with.
- A discussion was held with how to handle bad debts as well as how to handle customers wanting to make purchases although they have written-off debts with the SWCD. Board would like district manager to go to landowner's home to discuss debt. For purchases by customer with written-off debt, payment will be required up front. Staff is going to look for a bad debt policy.
- Envirothon was discussed.
 - M/S/P Jacobson, Johnson approve \$150 payment to the Envirothon. All in favor.
- JPA was discussed. Board would like to read through updated copy. New copy will be emailed to board.
- Legislative Days was discussed. Steve S. and Michelle will be attending.

10. Adjourn

Next Meeting: March 2, 2019 at 3 p.m., Board Room, Courthouse