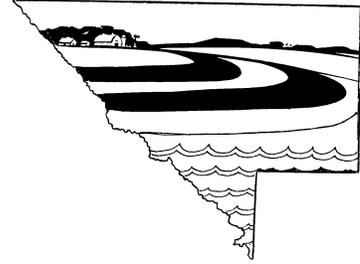


# CHIPPEWA SOIL AND WATER CONSERVATION DISTRICT

629 NORTH 11<sup>TH</sup> STREET  
COURTHOUSE  
MONTEVIDEO, MINNESOTA 56265

Telephone 320-269-2139



## Chippewa Soil and Water Conservation District Regular Board Meeting via Zoom May 13, 2020

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

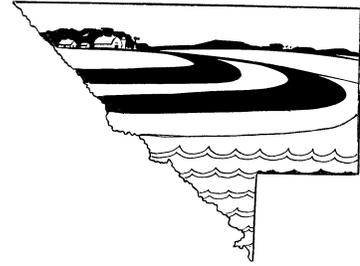
1. Meeting was **called to order** by Board Chairman Calin Eisenlohr at 3 p.m.
  - Members **present**: Calin Eisenlohr, Steve Jacobson, Steve Sunderland, Michelle Overholser
  - Others **present**: SWCD staff: Desirae Jarett, Zach Bothun, Tom Sletta, Tom Warner; NRCS staff: Shantel Lozinski; Commissioner, Matt Gilbertson; BWSR BC Jeremy Maul
2. M/S/P Sunderland, Jacobson approve the agenda. All in favor.
3. M/S/P Jacobson, Overholser approve the March meeting minutes and March emergency meeting minutes. All in favor.
4. Paid bills were presented for ratification.
5. Unpaid bills were presented to be paid.
  - M/S/P Sunderland, Jacobson approve to pay bills.
6. **NRCS Report**-Shantel Lozinski:
  - NRCS monthly activities and updates reported include but are not limited to: while working from home due to COVID-19, Shantel has been working on 1026's, eligibility and plan writing, working with the new conservation desktop software, and processing EQIP applications (25 applications). Shantel also discussed the emergency signup for the disposal of hogs as well as the new NRCS area teams.
7. **Committee Meeting Reports**-none
8. **Staff Reports**-
  - **District Manager** gave updates on several things. He discussed the current COVID-19 status, temporary Plexiglass barriers for the service counters and providing PPE, limited staff in the office and teleworking; office sanitation; and meetings cancelled due to COVID-19. Tom also gave an update on several projects and how they are coming along. Tom's monthly activities include but are not limited to: going through cost share folders, arranging tree pick up, planting trees, site inspections, tree plans, tree orders, tree pick up date, tile drain requests, ag bank sites, site visits for road improvement, clean out & spoil placement, solar garden, and wetlands. Completed delineation report and application for Pioneer Public TV tower location.
  - **Technical Manager** monthly activities and updates reported include but are not limited to: WebEx and Skype meetings, teleworking, steering team correspondence and assignments, obtained storage container quote and Trimble maintenance plan quote, completed MDA pesticide monitoring training, tree plans, orders, and planting, rototilling, seed orders, bulk order receipt, and seeding.
  - **District Technician** monthly activities and updates reported include but are not limited to: CREP proposals, RIM spotcheck letter, unloaded trees, got equipment ready, planted trees, buffer maps for Josh on compliant ditches, and updated new time tracker.
  - **Office & Financial Coordinator** monthly activities and updates reported include but are not limited to: made arrangements due to COVID (mail hold, figuring out handling checks/payments from home, ordering sanitary supplies, office/courthouse signage, meeting postponements, website updates, etc.);

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read COVID response information (FFCRA); reconciled bank statements; payroll & payroll reporting; tax withholding payments and quarterly reports; Skype meeting with BWSR; organized new time tracker and sent to employees; set up shareable files on Google Drive for staff; made arrangements with Tom for tree pick up day and mailed out pick up day packets & invoices; evaluated Q1 timesheets; filing project in the office; entered bills & made payments; MN Unemployment Insurance quarterly report; completed 2021 worker's comp payroll estimate & EDP inventory report for MCIT; posted receipts & payments in QB; eLink grant & hours worked reporting; crosstracked Q4 Farmbill hours; mailed tree & rototilling invoices; mailed easements; read through water monitoring information and training packets; watched webinar on MN SWCD & Paid leave requirements; listened to BWSR/NRCS/MASWCD Update teleconference; CREP elink reporting; set up Zoom meeting with MACDE & Sent out meeting information to board; agenda, minutes, treasurer's report/unpaid bills report & powerpoint for board meeting; and Zoom call test run.

## 9. Old Business

- Mission Statement and Supervisor & Staff handbook re-organization were tabled until we could meet in person again.
- Zach discussed the Chippewa River JPA. Tabled to next board meeting.

## 10. New Business

- Desirae discussed supervisor elections. Filing opens May 19 and closes at 5:00 p.m. on June 2.
- Zach discussed Frontier Precision maintenance plan quote.
  - M/S/P Sunderland, Jacobson approve to purchase maintenance plan and updates as quoted for Trimble unit.
- Zach discussed shipping container storage unit for seed storage at tree building site. Desirae discussed funding sources for the purchase.
  - M/S/P Jacobson, Sunderland approve purchase of shipping container.
- Tom Warner discussed the Walk in Access Joint Powers Agreement. Final draft was not ready. Minor changes to be made changing it from a yearly payment to a bi-annual payment.
  - M/S/P Jacobson, Sunderland approve Tom Warner to sign the JPA when it is ready pending no major changes other than the one noted.

## 11. Adjourn

**Next Meeting: July 6, 2019 at 3 p.m., Board Room, Courthouse**

**\*\*\*LOCAL WORK GROUP MEETING WILL BE HELD PRIOR TO THE REGULAR BOARD MEETING. IT WILL BEGIN AT 2:00 P.M.\*\*\***