

Soil & Water Conservation District

215 1st Avenue South, STE 104, Long Prairie, MN 56347 Phone: 320-732-2644

MINUTES FROM THE JANUARY 10, 2019 REGULAR BOARD MEETING

Chairman Williamson called the Thursday, January 10, 2019 meeting to order at 8:32 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Tom Williamson, Leland Buchholz, Kenny Pesta, Dale Katterhagen and Dan Whitney. Others present were: Tim Stieber, Division Director, Deja Anton, SWCD District Manager, Sarah Katterhagen, Program Coordinator, Lew Noska, Conservation Technician, Kevin Brown, Conservation Technician, Luke Thoma, Pheasants Forever, Russell Kleinschmidt, NRCS, Dave Kircher, County Commissioner, and Gary Kneisl, County Commissioner.

Missing: Chris Pence, BWSR.

The Pledge of Allegiance was recited.

Williamson asked if there were any additions to the agenda. **Katterhagen made a motion, seconded by Pesta to approve the agenda for January 10, 2019 regular board meeting with the additions of:**

⇒ Decisions Needed, Item 10: Approve District Manager to attend MASWCD manager training.

Affirmative: Williamson, Buchholz, Pesta, and Katterhagen. Motion Carried.

Williamson asked if there were any additions or corrections to the minutes from the December 13, 2018 regular board meeting.

Discussion: S. Katterhagen stated that Williamson contacted the office regarding a motion correction in naming supervisors who made and seconded; error has been corrected. **Buchholz made a motion, seconded by Katterhagen to approve the minutes as disbursed from the December 13, 2018 regular board meeting.**

Affirmative: Williamson, Buchholz, Pesta, and Katterhagen. Motion Carried.

Supervisor Dan Whitney entered the board meeting at 8:38 a.m.

Introductions were made.

Katterhagen, Williamson and Whitney read Oath of Office statement.

Katterhagen presented December's Program Summary. **Katterhagen made a motion, seconded by Pesta to accept December's program summary with receipts totaling \$14,711.73 and disbursements totaling \$290,691.70. Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.**

COST SHARE REPORT: Reviewed by Anton.

Buchholz made a motion, seconded by Katterhagen to approve the 2019 mileage rate for per diem reimbursements at \$0.58. Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.

Buchholz made a motion, seconded by Pesta to approve SWCD 2019 Annual Plan of Work. Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve 2019 Annual District fee schedule. Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.

Katterhagen made a motion, seconded by Pesta to approve Staples World as the official newspaper for Soil and Water. Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve the SWCD Board of Supervisors 2019 appointment as follows:

Liaison Committee:	Buchholz and Whitney
Planning Commission & Board of Adjustment:	Katterhagen
WCTSA Committee:	Pesta Alternate: Williamson
Water Plan:	Katterhagen
Local Work Group:	Pesta
SRWD 1W1P Committee:	Williamson Alternate: Buchholz

Discussion: Whitney asked what the liaison committee is: Stieber explained that the District is different than other Districts and is co-located with the County. Two Supervisors and two Commissioners meet at least one time per year to discuss agreement, issues, and other topics. It helps to keep both boards informed.

Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.

Katterhagen made a motion, seconded by Buchholz to approve accepting 2019 AIS funds from Todd County.

Discussion: Stieber added the SWCD has been implementing the AIS program for Todd County. Board agreed it's not necessary for a Supervisor to sit on the AIS committee, staff just need to report outcomes and activity in staff report or at a board meeting to keep the board informed. **Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.**

Buchholz made a motion, seconded by Katterhagen to approve paying MCIT invoice for SWCD Board coverage for a total of \$1,480.00. Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.

Katterhagen made a motion, seconded by Pesta to approve paying Annual MASWCD dues in the amount of \$3,410.98. Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.

No motion was made regarding Supervisors attending the Day at the Capitol event.

Katterhagen made a motion, seconded by Pesta to approve SWCD District Manager attending the MASWCD Manager's training. Affirmative: Williamson, Buchholz, Pesta, Whitney and Katterhagen. Motion Carried.

DISCUSSION

Discuss Policy Review: Anton handed out suggested polices for 2019- with recommendations on what policies should be created or amended. She would like feedback from the board prior to March's board meeting on which policies she should continue to develop.

Update on 2018 SWCD Audit: The Audit will take place during the week of January 22, 2019.

Update on SWCD Grant Reconciliation: Stieber noted any grant over \$50,000 requires a grant reconciliation. Todd SWCD will be having a grant reconciliation on January 28, 2019.

2019 Feedlot Meeting Update: The meeting will be March 20, 2019.

Discuss Liaison meeting date and topics: The meeting date will be February 19, 2019 at 12:30 p.m. Items of discussion include agreement, progress on an office for the District Manager and vehicle purchase.

Discuss date and topics for joint meeting with Todd County Commissioners: The joint meeting will be February 5, 2019 at 9:30 a.m. Items of discussion include: 2018 SWCD Annual Report, 2019 SWCD Annual Work Plan, and Feedlot inventory.

Discuss AIS Committee Meeting: The AIS committee meeting will be held on Monday, January 14, 2019. Items of discussion include 2018 highlights and 2019 AIS Annual plan of work.

Discuss Water Plan Committee and Local Work Group Meeting: The Water Plan committee and local work group meeting will be Friday, April 5, 2019 starting at 9:30 a.m.

Discuss Draft 2018 Annual Report: Anton presented the draft 2018 Annual Report. The board will vote on approval at the joint meeting with Todd County Commissioners on February 5th, 2019.

Discuss 2019 Conservationist Award: See handout from Anton.

Discuss 2019 Land Stewardship Award: Selection criteria, procedure and purpose: See handout from Anton.

REPORTS:

Commissioner Report: Commissioners' reported they will have an important meeting coming up regarding the Expo building.

Staff Reports: Anton reviewed technical projects on her staff report, and she will continue to list technical projects going forward. Brown reported he is entering 2018 inspections into tempo, working on the preliminary plan for Waltzing's projects, and completed Williamson survey. Noska reported he completed cost share spot checks that weren't completed, working on wetland requests, and reminded the board that the District has buffer cost share funds available. S. Katterhagen reported she will start prepping Audit materials for Stieber, and will start preparing for the grants reconciliation. Stieber reported he is working heavily on the Hollermann expansion.

Pheasant Forever Report: Thoma reported he is working on EQIP applications for the Honey Bee program and also is providing technical assistance to landowners.

There was a discussion on the CREP program.

NRCS Report: Kleinschmidt reported he is working on EQIP applications and status reviews.

1W1P Report: Williamson reported no meeting since the last board meeting. There will be a meeting coming up in the next few weeks.

BWSR Report: No report.

INFORMATIONAL: No informational topics were discussed.

Chairman Katterhagen adjourned the meeting at 11:34 a.m.

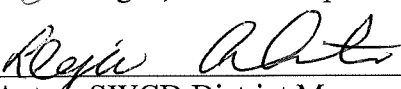
The board of Supervisors will be having a joint meeting with Todd County Commissioners on February 5, 2019 at 9:30 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, March 14, 2019 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.



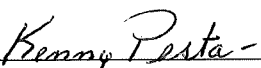
Sarah Katterhagen, Minute Prepare

3-14-19
Date



Deja Anton, SWCD District Manager

3-14-19
Date



Kenny Pesta, Secretary

3-14-19
Date