



MINUTES FROM THE OCTOBER 21, 2015 BOARD MEETING

The regular monthly board meeting of the East Otter Tail Soil and Water Conservation District was held on Wednesday, October 21, 2015 at 7:30 a.m. at the USDA Service Center Conference Room at 801 Jenny Ave S.W., Perham, MN.

The meeting was called to order by Chairperson Lyle Dittmann at 7:30 a.m.

Members Present:

Chairperson: Lyle Dittmann
Secretary: Dennis Reynolds
Treasurer: Marion Gill

Absent Members:

Vice Chairperson: Steve Inwards
Public Relations: Terry Greenwaldt

Others Present:

Acting District Conservationist: Ryan Antholz
District Manager: Darren Newville
Administrative Secretary: Chantal Tougas

Agenda

Introduction of Nathan Wiese, our new Irrigation/Nutrient Management Specialist, was made.

Motion made by Dennis Reynolds, seconded by Marion Gill to accept the Agenda as presented.
Opposed: None, motion carried.

Approve Board meeting Minutes: Motion made by Marion Gill, seconded by Dennis Reynolds to approve the previous month Board Meeting Minutes as presented. Opposed: None, motion carried.

Treasurer's Report: Motion made by Marion Gill, seconded by Dennis Reynolds to approve the Treasurer's Report as presented. Opposed: none, motion carried.

Bills Paid & Bills Payable: Motion made by Dennis Reynolds, seconded by Marion Gill to approve the Bills Paid and Bills Payable as presented. Opposed: None, motion carried.



Cost Share

WATER PLAN COST SHARE

10-WPSC, Bob Tangen; Corliss Township, Section 31, is requesting payment for cost share on a Well Sealing. The cost estimate was \$ 565.00 and cost share not to exceed \$ 300.00 or 75%, whichever is less. Payment is for \$300.00. Motion made by Dennis Reynolds, seconded by Marion Gill to approve payment. Opposed: none, motion carried.

6-WPSC, Jane Moe; Dora Township, Section 12, is requesting payment for cost share on a Well Sealing. The cost estimate was \$ 465.00 and cost share not to exceed \$ 300.00 or 75%, whichever is less. Payment is for \$300.00. Motion made by Marion Gill, seconded by Dennis Reynolds to approve payment. Opposed: none, motion carried.

STATE COST SHARE

3-CSW-2015, Tom and Judy Wollin; Candor Township, Section 24, is requesting cost share assistance on a Shoreline Buffer project. The total project cost estimate is \$ 2,165.00, cost share not to exceed \$1,623.75 or 75% whichever is less. Motion made by Marion Gill, seconded by Dennis Reynolds to approve the cost share assistance. Opposed: none, motion carried.

Agenda continued . . .

District Manager's Report: See attached report as written by Darren Newville.

District Conservationist's Report: See attached report as written by Ryan Antholz, Acting District Conservationist.

County Commissioner Report: Not present

Old Business

Department of Ag Update: See District Manager's report

TSA Update: The TSA currently receives \$125,000 from the State for technical and engineering with a 10% match by us. BWSR has an Accelerated Implementation Grant and an agreement with Area 8 which pays for



Mary's wages. Each TSA is to get an additional \$125,000, plus another \$115,000 over the next two years. Part of the discussion was how to spend these dollars and the options available.

EOT/Wadena SWCD Joint Meeting: The EOT SWCD and Wadena SWCD, as well as other interested parties met on Friday, October 9, 2015 at the Wadena County Courthouse to discuss finalizing the Memorandum of Agreement and Contract for Services between the two districts.

Changes were made to both documents. The Memorandum of Agreement had Number 5 added as well as some additional wording. Contract for Services also had some minor wording changes as well as some changes in Exhibit A. Motion made to accept the Memorandum of Agreement between the two districts by Lyle Dittmann, seconded by Dennis Reynolds. Opposed: none, motion carried.

Motion made by Marion Gill, seconded by Dennis Reynolds to accept the Contract for Services Agreement between the two districts. Opposed: none, motion carried.

New Business

Area 1 Meeting – Hallock, MN – The Area 1 meeting is scheduled for November 3, 2015 in Hallock, MN. Given the location of the meeting it was decided at this time that no one will be attending. Motion made by Dennis Reynolds, seconded by Marion Gill to authorize those who want to attend to be fully funded. This may require an overnight stay. Opposed: none, motion carried.

Annual Convention – MASWCD Annual Convention is December 6-8, 2015 in Bloomington, MN. At this time Lyle Dittmann, Marion Gill, Dennis Reynolds, and Darren Newville plan on attending. Some staff will attend, however, who attends has not been selected at this time. Motion made, for anyone who wishes to attend and the fees involved, by Marion Gill, seconded by Dennis Reynolds. Opposed: none, motion carried.

CD Matures: CD # 46702 in the amount of \$28,261.80 will mature on 10/22/2015. Motion made by Dennis Reynolds, seconded by Marion Gill to reinvest this CD for six months and then re-evaluate at that maturity date. Opposed: none, motion carried.

MDA Ag Water Quality Certification Joint Powers Agreement:

Darren Newville reviewed a proposal to have the EOT SWCD house a Regional Certification Specialist to support this program. Dennis Reynolds, Steve Inwards and Darren Newville attended a meeting in Parkers Prairie with MDA staff to discuss the proposal and what the Districts role would be. This would involve entering into a joint powers agreement with MDA and hiring a new staff person. The budget through June 30th of 2016 would be \$144,300.00.



Darren presented a position description for this position to the board.

Motion made by Dennis Reynolds, seconded by Marion Gill to authorize Darren Neville, District Manager, to sign the Joint Powers Agreement with MDA and act as the District Representative and to advertise and hire a an Area Certification Specialist to fulfill this agreement. Opposed: none, motion carried.

Personnel: Motion made by Marion Gill, seconded by Dennis Reynolds to accept Katelyn Haarsticks letter of resignation. Opposed: none, motion carried.

Darren presented a position description for a District Technician/Administrative Support Specialist Position. Motion made by Dennis Reynolds, seconded by Marion Gill to hire Elizabeth Reed, who is currently employed by the District in a temporary status, as a full time employee in this position. Her anniversary date will be the date she started in her temporary position. Opposed: none, motion carried.

Office Space Remodel: Additional office spaces are is needed. Motion made by Marion Gill, seconded by Dennis Reynolds authorizing the District Manager to forward in getting quotes from necessary contractors and accepting a bid to carry out this remodel. Opposed: none, motion carried.

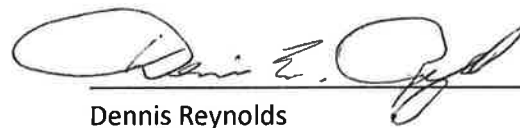
Drill Maintenance: The Haybuster is in need of new discs, shims, and bolts. The last time these were replaced was 2011. The estimate for parts is \$2,300.06. Motion made by Lyle Dittmann, seconded by Marion Gill authorizing staff to order the parts. Opposed: none, motion carried.

Public Comments: None

Adjourn: Meeting adjourned at 8:54 a.m.

UPCOMING MEETINGS AND TRAINING SESSIONS			
Training/Meetings	Location	Date	Attending
BWSR Academy	Breezy Point	October 27-29, 2015	All SWCD staff
AgBMP	Detroit Lakes	11/12/2015	Aimee Zimmermann
MASWCD Annual Convention	Bloomington	Dec 6-8, 2015	


 Chantal Tougas
 Administrative Secretary


 Dennis Reynolds
 Secretary

District Managers Report
October 21st, 2015
Submitted by Darren Newville

1. **Shoreland Program** – Gabe and Aimee continue to make site visits and getting cost-share vouchers and certifications done for projects that were completed. There have been a few more projects installed in the past few weeks with the installation season coming to an end. Gabe and Aimee are working on making sure all of the paperwork is completed and in the files. We have a good handle on the Community Partners grants and it looks like all of the funds should be used up next summer. Aimee and Gabe also made site visits with the TSA staff on some potential streambank stabilization projects.
2. **Irrigation Scheduler** – Brittney and Liz have been working on the years end irrigation reports. They have them all printed. We will be sending them out in the next few weeks with a survey and a letter that I will draft recognizing Arnie's retirement and the transitioning of Brittney, Nathan and Wade into that role.
3. **District/ Farm Bill Technician Position** – Mitch and Liz both assisted with writing CRP plans for the contribution agreement with MASWCD. They were able to write 42 plans that we were able to invoice for. The invoice was sent to MASWCD last week. Mitch and Liz also completed the RIM easement inspections we were scheduled to do this year.
4. **County Buffer Initiative** – Cassie has identified the areas needing buffers in Otter Tail, Leaf Lake, Girard, Henning, Folden, Elmo, Woodside, Parkers Prairie, and Eastern Townships. Letters will be sent to the landowners of these parcels when harvest season wraps up. Lakes and rivers/streams in Candor, Hobart, Gorman, Dora, Edna, Perham, Star Lake, Dead Lake, and Rush Lake townships have been digitized to reflect the normal water levels. Cassie is currently in the process of applying a 50 foot buffer to these waterbodies and identifying the areas not in compliance.
5. **County Ag Inspector Program** – Aimee has been working with Keaton from WOT SWCD to create a procedure for handling landowners/agencies that are continually not abiding to the weed law. We are dealing with a case in Inman Township where the landowner is refusing to control the thistles, despite several times saying that it'd be taken care of. Keaton has been discussing the case with the County Attorney to see if he'd like to pursue it.
6. **Township Private Well Nitrate Sampling Project** – All of the sample kits were sent out by the end of August with a return date of late September. We will soon be getting the compiled results from RMB labs. MDA will be analyzing the results to see if there are townships in the County that have levels above the threshold set in their Nitrogen Fertilizer Management Plan. We recently submitted the quarterly report and invoice to MDA.
7. **Wetland Conservation Act** – We continue to have requests for wetland projects and have been working with the TEP committee to view the sites. There is a large violation that was discovered in section 6 of Inman Township. There was a road built through a quarter mile of wetland. After meeting with the landowner it sounds like they would like to mitigate if possible as the road connects to a landlocked 40. We will work with them to either have it restored or to get the proper replacement plan in place.

- 8. Educational Events** – Aimee and Nathan assisted with the Perham 8th grade Nitrate Sampling day on October 13th. Aimee will be assisting with doing some Nitrate sampling with NYM School later today. On October 7th Chantal and Liz assisted with the Junior Envirothon in Fergus Falls.
- 9. Tree Program** – Our order for next year’s tree program has been placed. The order form will be finalized in the next few weeks and we will be getting it out so that we can start taking orders.
- 10. Fall Seeding** – Mitch has 75 acres of custom seeding to get done this fall. He is waiting for the window to start seeding. He also has 140 acres already lined up to seed next spring. He is in the process of getting quotes on replacing the Truax Drill with a Haybuster. We will be looking at that next month.
- 11. Weather Stations** – Nathan has ordered the replacement parts for the weather stations and will be working with Luke Stuewe, MDA, on the annual maintenance schedule.
- 12. BWSR Academy** – All of the staff will be attending the BWSR Academy next week. This is a three day training session that BWSR puts on annually. It is a great opportunity for the staff to learn about programs and network with the staff from other Districts.
- 13. Adaptive Ag Program** – Nathan, Brittney and Liz have done a lot of work prepping for and collecting corn stalk samples for this program. They had 52 fields and two Nitrogen test plots they collected samples in. All of the sampling is complete. We will now be focusing on selecting dates for the winter producer meetings and compiling the information into the reports for those meetings. The quarterly report and invoice was also sent in to MDA for this project.
- 14. Geological Atlas** – We met with the County Board October 6th and they approved moving forward on working with the Minnesota Geological Survey to complete an atlas for Otter Tail County. Our involvement will be working with a team to locate the wells that have a well log in the county on a map. There are about 11,000 wells that will need to be mapped. We will be working with WOT SWCD, the County Land and Resource Management Dept., and the County GIS Dept. on this project.
- 15. Decision Maker Workshop** - This was held in Parkers Prairie on October 7. Denny, Lyle, Brittney and I attended. This event was sponsored through the Red Eye, and Long Prairie Watershed groups. There were around 150 attendees.
- 16. EOT/Wadena Joint Meeting** – Thank you to those who attended the joint meeting on October 9th. It was a productive meeting and it allowed me to finalize the Memorandum of Agreement and Agreement for Services that we will review later in the meeting.
- 17. Feedlot Delegation** – The County Board decided to hold off on becoming delegated. They want to revisit the possibility again in the next few years.
- 18. Ag Water Quality Certification Program** – Denny, Steve and I met with representatives of MDA in Parkers Prairie on October 1st. They would like us to host a Certification Specialist out of our office. We will discuss this later in the meeting.