



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  
November 4, 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 Chair Calin Eisenlohr at 3:00 p.m.
  1. Members present: Steve Jacobson, Jerry Schwitters, Calin Eisenlohr, Michelle Overholser
  2. Others present: SWCD Staff- Zach Bothun, Desirae Jarett
2. M/S/P Jacobson, Schwitters approve the agenda with additions. All in favor.
3. M/S/P Schwitters, Overholser approve the September meeting minutes. All in favor.
4. Bills were presented for ratification and payment.
5. **Action Items:**
  1. Desirae discussed National Association of Conservation Districts (NACD) Membership.
    - M/S/P Schwitters, Overholser approve NACD membership at Gold Level in the amount of \$775. All in favor.
  2. Zach presented cost share contract and voucher for Contract 2024-1. Project is being paid by Chippewa SWCD 2022 and 2023 Local Capacity Funding. Total project cost is \$59,937.50 with a cost share amount of \$44,953.13. Due to the funding source end dates and uncertainty of upcoming meetings and project installation due to weather, District Manager is requesting approval to amend contract by up to 10% if needed as well as permission to pay out voucher when the project and paperwork are complete.
    - M/S/P Overholser, Jacobson approve. All in favor.
  3. District Manager requests approval to sign future vouchers and issue payment upon completion of installation. Board requests this to be tabled until the January organizational meeting.
6. **Discussion Items:**
  1. Desirae presented a grant balance update as of 9/21/24.
  2. Desirae gave an update on banking and investments balances as of 11/4/24.
  3. Zach gave an update on contract 2024-6. Cost Share amendment was approved by Zach via conversation with Board Chair. Contract was amended to \$2689.75 cost share by Chippewa SWCD due to more materials being needed. This was an increase of \$151.50 from the originally approved amount of \$2538.25.
7. **Staff Reports**
  1. District Manager: Monthly activities and updates reported include but are not limited to:
    - Used Annual Leave in September (16<sup>th</sup> – 20<sup>th</sup>, 23<sup>rd</sup> – 26<sup>th</sup>)
    - Attended Area II meeting in Ortonville on October 3<sup>rd</sup>
    - Pre-construction meetings for contracts 2024-1 and CMRWP Drainage Water Management project/contract
    - WCA drainage requests – working through new statute changes
      - Processed Peterson Ag Bank Credit Release Form for initial credit release



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- Issued Notice of Applications for a solar project NW of Walmart
  - Issued Notice of Decision for:
    - Fosso – Buss Final Delineation for Ag Wetland Bank
    - Hawk Creek Wetland Bank Mitigation Plan
  - DNR protected wetland violation in NE Chippewa County. DNR and USDA to lead enforcement. WCA will follow restoration order. Buffer law also comes into play and will need to be enforced.
  - Attended Technical Committee meetings for the CMRWP and CRWA
  - Contract folder management for contracts, checking seed tags, and checking in with landowners on installation status, and filling out vouchers.
  - Investment strategies and met with MinnWest Bank employees to discuss district funds and set-up sweep account, CD's, CDARS, and Positive Pay Online Banking Fraud Protection System.
  - All staff attended BWSR Academy on October 29-31<sup>st</sup> at Craguns Resort
  - Prepped equipment for fall seeding and acquired seed
  - Tree planting and seeding inquiries for next Spring
  - Put a riparian buffer enhancement plan together for the City of Montevideo / Lagoon Park to re-seed a native buffer and plant trees in the park with a goal to have the Kids in the Community event assist installation next spring
  - Contract folder review with BWSR Board Conservationist, Luke Olson
2. Important meeting dates were noted as follows:
1. MASWCD Annual Convention December 2-4, Double Tree by Hilton-Bloomington
  2. December meeting & lunch date and place will be either January 9 or 11 with an 11:00 a.m. start time at CCM Wellness Center. Watch for an email with confirmed date and time.
8. Adjourn.
1. M/S/P Schwitters, Jacobson approve adjournment of meeting. All in favor.

**NEXT MEETING: December 9, 2024 11:00 a.m. lunch with meeting to follow (11:30 a.m.) at the CCM Wellness Center's Mark W. Rekow Conference Room (1409 MN Hwy 7, Montevideo)**

**\*\*\*PLEASE LET OFFICE STAFF KNOW A.S.A.P. IF YOU WILL NOT MAKE IT TO THE MEETING\*\*\***