

**BIG STONE SOIL & WATER CONSERVATION DISTRICT
SUPERVISORS' MEETING – January 2, 2024
USDA Service Center, Ortonville MN**

The meeting was called to order by Chairman Morrill at 1:04 p.m.

The Pledge of Allegiance followed.

Supervisors present: Morrill, Dybdahl, Moen

Others present: Brett Baldwin, Tammy Neubauer, Dustin Hieserich – SWCD staff; Wade Athey - BSC Commissioner

Election of Officers/Re-Organization of District Officers: Election of Officers – Motion Moen, second Dybdahl, that officers remain in their position for 2024: Chairman Morrill, Vice Chairman Holker, Treasurer Moen, Board Member Reisdorph, Board Member Dybdahl, Secretary Neubauer. Passed unanimously.

Approval of Agenda: motion Dybdahl, second Moen, to approve the agenda, as presented. Passed unanimously.

Secretary's Minutes – motion Dybdahl, second Moen, to approve the minutes of December 5, 2023, meeting. Passed unanimously.

Treasurer's Report – after discussion, Tammy Neubauer will move \$50,000.00 from Minnwest Bank to Frandsen Bank. Motion Moen, second Dybdahl, to approve the Treasurer's Report and pay all bills presented. Passed unanimously

STRATEGIC PLANNING

- Buffer Compliance Update – Dustin Hieserich discussed the updates to BuffCat, and the areas of high water issues.
- UMRWD 1W1P – Staff reported that they met at the Watershed office to review a presentation by Houston Engineering for programs MS4Front and BEAST. Jared House with Grant SWCD presented his spread sheets to accomplish the project tracking that is comparable to the programs created and presented by Houston Engineering. The UMR 1W1P committees have not made a decision regarding the project tracking programs. The meeting was just informational.

OLD BUSINESS

- None

NEW BUSINESS

- Approval of Dues & Subscriptions - after discussion, motion Moen, second Dybdahl, to approve the following dues and subscriptions for 2024:

NACD	\$ 100.00
MASWCD	\$ 5460.39
SWMACDE	\$75.00
Area II dues	\$350.00 wait for invoice to arrive
Ortonville Independent	\$ 40.00
Northern Star	\$ 40.00
Pheasants Forever	\$250.00 sponsorship - hold
- Designation of Media and Depositories – motion Moen, second Dybdahl, to designate the Ortonville Independent, the Northern Star and KDIO Radio, as district media sources; Minnwest Bank, Ortonville, and Frandsen Bank, Clinton, as district depositories for 2024. Passed unanimously.

Committee Assignments –

- Personnel Committee – Morrill, Reisdorph
- Finance Committee – Dybdahl, Moen

- Pomme de Terre WD – Morrill, Reisdorph
- Bois de Sioux WD – Morrill, Moen
- Upper Minnesota River Watershed District 1W1P – Moen, Dybdahl
- Legislative – Moen
- Local Capacity – Morrill
- WCTSA Representative – Moen
- Assignment of Approval Authority for Staff: motion Moen, second Dybdahl, for the following approval authority given to the corresponding staff for 2024:
 - Walk in Access – Tammy Neubauer, Brett Baldwin, Dustin Hieserich
 - State Services Grants (State Cost Share, Conservation Delivery, Program Implementation) - Tammy Neubauer, Brett Baldwin, Dustin Hieserich
Passed unanimously.
 - CRP and Non-Structural/Ecological Practices – motion Moen, second Dybdahl, to give approval authority to Tammy Neubauer, Brett Baldwin, Dustin Hieserich. Passed unanimously.
 - Designation of Responsible Authority – motion Dybdahl, second Moen, to assign Tammy Neubauer as the Designated Responsible Authority. Passed unanimously.
- Supervisor Per Diem – Board supervisor per diem will remain at \$125 per meeting/or per day.
- Logo Clothing Allowance - motion Moen, second Dybdahl, to allot \$150 for each employee and supervisor for 2024; \$300 for new employees for district logo clothing. Passed unanimously.
- Date and Time Assigned to Board Meetings – motion Moen, second Dybdahl, to set date and time for Board of Supervisors’ meetings to the first Tuesday each month, at 1:00 p.m. Pass unanimously.
- 2024 District Cost Share Policy – after discussion and edits, motion Dybdahl, second Moen, to approve the 2024 District Cost Share Policy. Passed unanimously.
- Tree Planting Payment Policy – after discussion, motion Dybdahl, second Moen, to adopt the Big Stone SWCD tree planting policy of 50% down payment on tree planting projects before the trees will be ordered. Also in the policy, there will be a \$500 fee to landowners that do not have their planting area prepared when the District arrives to begin the planting. Passed unanimously.
- Big Stone SWCD Aid Policy – motion Dybdahl, second Moen, to adopt the Big Stone SWCD Aid Policy. Passed unanimously.
- Big Stone SWCD Employee Handbook/Policies – after review and discussion, motion Dybdahl, second Moen, to adopt and approve the presented BSSWCD Employee Handbook and Policies. Passed unanimously.
- Big Stone SWCD Debit/Credit Card Policy – motion Dybdahl, second Moen, to approve the presented BSSWCD Debit/Credit Card Policy. Passed unanimously.

Big Stone County Commissioners’ Report – Wade Athey, Big Stone County Commissioner, was present to give a report. He states that the Commissioners had their reorganization meeting today. The Commissioners approved and signed the engagement letter for the 2023 audit. Courthouse roof repair costs have been approved. EV update in the courthouse has been approved, with a grant. The County Attorney has requested to become part-time. The motion for the Attorney’s request has died. The Commissioners gave an update on dilapidated properties in the County.

NRCS Report – none

District Technician’s Report – Dustin Hieserich presented the District Technician’s report.

Programs Technician Report – Brett Baldwin presented the Programs Technician’s report.

District Manager’s Report – Tammy Neubauer presented the District Manager’s report.

Being there was no further business, the meeting was adjourned at 3:37 p.m.

Sincerely,

Tammy Neubauer
District Manager