



## SOUTHWEST PRAIRIE TECHNICAL SERVICE AREA

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### Meeting of January 8, 2019

#### **BWSR Conference Room-Marshall, MN**

**Attendance:** Russell Hoogendoorn, Staff; Mike Skoglund, Staff; Shelly Lewis, Murray; Kay Gross, Cottonwood; Jeff Johnson, Lac Qui Parle; Paul Posthuma, Murray; Daniel Christenson, Lincoln; Tom Muller, Cottonwood; Jerry Nelson, Yellow Medicine; Tyler Knutson, Yellow Medicine; Jason Beckler, BWSR; Chessa Frahm, Lac Qui Parle; Dawn Madison, Contractor Position; Brian Timm, Redwood.

Chairperson Deutz called the meeting to order at 10:05 a.m.

#### **Addition to Agenda:**

**Minutes:** A motion by [redacted] seconded by [redacted] to approve the September 12, 2018 minutes. Motion carried.

**Budget/Treasurer's Report:** Lewis gave an update of the budget and treasurer's report. The Budget/Treasurer's report is approved subject to audit.

#### **Employee Evaluations:**

**Personnel Policy update:** A motion was made by [redacted] seconded by [redacted] to approve the SWPTSA Personnel Policy. Motion carried.

**2019 cost of living adjustment:** A motion was made by [redacted] seconded by [redacted] to approve cost of living adjustment for 2019. Motion carried.

#### **Election of Officers:**

#### **Appointments -Committees 2019:**

**2019 Official Depositories:** A motion was made by [redacted] seconded by [redacted] to use Minnwest Bank in Slayton as the SWPTSA 2019 official depository. Motion carried.

**2019 Capitalization & Depreciation:** A motion was made by [redacted] seconded by [redacted] to set the 2019 capitalization threshold at \$5000.00 and use straight line depreciation. Motion carried.

**2019 Local Share:** A motion was made by seconded by to set the 2019 SWPTSA Local Share amount to \$3,400.00 per District. Motion carried.

**Contract for Services:** A motion was made by seconded by to approve the Contract for Services for Cottonwood as administrator and host district for the SWPTSA. Motion carried.

**Coordinator Report:**

**Contractor Position:** Dawn Madison updated the TSA Board on the training for the year.

**SWPTSA Staff Report:** The TSA Staff handed out reports on the projects being worked on to date. There are 190 projects being worked on with 50 projects ready for construction and 20 projects under construction. Mike discussed the design program for basins being outdated and trying to come up with a better system. There is new software that can be loaded on SWCD computers but only 1 person can be on at a time. The cost for the network license and in-house training is \$5,100.00 total. A motion was made by Muller seconded by Nelson to purchase the software in the amount of \$5,100.00 and take out of the Equipment Grant. Motion carried. Mike informed the TSA Board that he will be doing survey training at the BWSR Academy.

**BWSR Report:** Beckler updated the Board on the TSA Grants. BWSR is running about a month behind on the grants. The BWSR Board recently toured Rock/Nobles County. BWSR is looking at having TSA host managers meeting in the future.

**Other Business:**

**Next Meeting:** The SWPTSA Board will meet April, 2019 at 10:00 am at BWSR conference room in Marshall, MN.

The Chairman adjourned the meeting at p.m.

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Paul Posthuma  
Secretary SWPTSA

Date