

## SOUTHWEST PRAIRIE TECHNICAL SERVICE AREA

2740 22ND ST. SUITE #4

SLAYTON, MN 56172

OFFICE: (507) 836-6061 CELL: (507) 829-5359 FAX: (507) 836-6697

### Meeting of September 12, 2018

#### **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:** A motion was made by Muller seconded by Nelson to add discussing FY19 BWSR Grant Agreements. Motion carried.

**Minutes:** A motion by Johnson seconded by Nelson to approve the June 27, 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.

**Personnel Policy update:** The Board discussed the TSA personnel policy and the senior technician hours over the maximum hours. A motion was made by Christenson seconded by Nelson to update the policy to put maximum 900 hours PTO accumulated hours and to put a percent payout for death of an employee. Motion carried. A motion was made by Muller seconded by Johnson to buy down the Senior Technician's hours to 800 hours and pay into Def Comp on December 31, 2018. Motion carried. A motion was made by Christenson seconded by Muller to approve the SWPTSA Personnel Policy subject to changes with ratification from each member SWCD. Motion carried.

**USDA Natural Resource Conservation Service-Ratify Agreement:** A motion was made by Johnson seconded by Posthuma to ratify the USDA Natural Resource Conservation Service SWPTSA & USDA Soil Health Collaborative agreement. Motion carried.

**Ratify Contractor Position:** A motion was made by Nelson seconded by Muller to ratify the Contractor Position agreement. Motion carried.

**FY19 BWSR Grants:** A motion was made by Posthuma seconded by Nelson to approve signing the grant agreements when they become available and submit a workplan upon completion. Motion carried.

## **Coordinator Report:**

### **Update of the Southwest Prairie TSA Personnel and Operational Policies**

Policy Committee has reviewed and completed the TSA Personnel Policy Handbook with document out for review and adoption at September 12 Board Meeting.

Updating cost for the TSA was \$3,395.00 with half or \$1,697.50 being paid by the BWSR Performance Review and Assistance Program (PRAP).

### **NACD Grant – Technical Assistant Grant**

Grant has been approved with the TSA receiving \$125,000 with \$25,000 of match. Centrol has been working in three counties (Rock, Nobles and Murray); additional counties will be added as the program progresses. The TSA Engineering Staff has also been working through grant funds assisting with EQIP projects.

Policy guidelines have been sent to each SWCD.

### **NACD Grant – Collaboration**

The Collaboration Grant is moving forward with the development of a Work Plan and Agreement through NRCS. Shelly Lewis and Kay Gross participated in a webinar as an introduction to ezfedgrants program. eAuthorization is required for staff working with the program – Kay Gross has enrolled with Shelly Lewis to complete in the following week. We will work to meet with Dawn Madison in August to prep for the work on the grant – focus is on acquiring Cover Crop contracts and the completion of 6 Soil Health Field Days (2019-2010).

Policy guidelines, Statement of Work and Accomplishment Worksheet has been sent to each SWCD.

### **BWSR Nonpoint Engineering Assistance and Enhanced Shared Technical Services**

BWSR will be sending out Grant Agreements for FY19 Nonpoint Engineering Assistance (\$130,000) and Enhanced Technical Assistance (\$240,000).

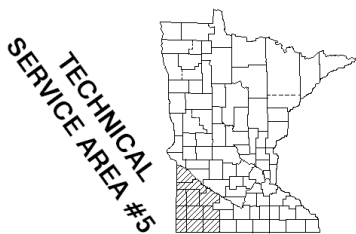
Request the approval of the FY19 BWSR NPEA and Enhanced Technical Assistance Grant Agreement when received by the Cottonwood SWCD.

FY19 Budget and Work Plan will be completed by the TSA Administrative and Financial Coordinators and sent out to the TSA Board and Member SWCDs.

**TSA Bill for Personnel Policy:** A motion was made by Christenson seconded by Muller to pay the TSA share of the bill for Personnel Policy in the amount of \$1,697.50. Motion carried.

**Contractor Position:** Dawn Madison updated the TSA Board on the training for the year. She worked with the SWCDs in training plans. There were group trainings which included drill/seeding, Hydrology, Cultural Resource, and Pollinator Habitat. She also had tech training which included survey practice, soil health, waterways, WSCOBS, and a field day in Rock County.

**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



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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 January 9, 2019 at 10:00 am at BWSR conference room in Marshall, MN.

The Chairman adjourned the meeting at 12:05 p.m.

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Paul Posthuma  
Secretary SWPTSA

Date