

- **Minutes of the Pipestone Soil and Water Conservation District Meeting  
January 4<sup>th</sup> at 1:00 p.m. EMS Building 811 5<sup>th</sup> Street Pipestone, Minnesota**

**Board Members Present:**

Ian Cunningham, Chairman  
Ken Christensen, Secretary / Treasurer  
Bill Folger, Programs  
Brad Kruisselbrink, PR & I

**Board Members Absent:**

Cal Spronk, Vice-Chair

**Others Present:**

Luke Johnson, Melissa Rosendahl, Kyle Krier, Kyle Kuphal, Laura DeBeer, Nicole Schwebach, Danielle Evers, Amanda Sandy, Levi Campion

Chairman Cunningham called the meeting to order at 1:05 p.m.

**A. Approve Agenda**

Motion made by Christensen to approve agenda as presented, seconded by Kruisselbrink.  
Affirmative: all. Oppose: none. Motion carried.

**B. Approval of Minutes**

Motion made by Kruisselbrink, seconded by Christensen to approve the minutes of the December board meeting. Affirmative: all. Oppose: none. Motion carried.

**C. Approval of Financial Report & Bills**

Christensen made a motion to file the financial reports and approve the payment of bills.  
Kruisselbrink seconded the motion. Affirmative: all. Oppose: none. Motion carried.

**New Business:**

**D. Oath of Office:**

- a. Amanda Sandy, county auditor, swore in two elected supervisors, Bill Folger and Brad Kruisselbrink.

**E. 2023 Committee Assignments and Election of Officers**

- a. Motion made by Christensen to approve the SWCD officers and committee assignments as presented, motion seconded by Kruisselbrink. Affirmative: all. Oppose: none. Motion carried. (2023 officer and committee assignment page attached)

#### **F. Financial Audit Report by MTCO**

- a. Matt Taubert with MTCO explained the findings of the 2021 Pipestone SWCD Audit via zoom. Motion by Christensen, second by Kruisselbrink to accept and file the 2021 audit. Affirmative: all. Oppose: none. Motion carried.

#### **G. SWCD Policy Review**

- a. Krier presented proposed changes to the Pipestone SWCD Program Policies for 2023. Folger made a motion to approve the policy changes. Kruisselbrink seconded the motion. Affirmative: all. Oppose: none. Motion carried. (Policy changes attached)

#### **H. Employee Review: Nicole Schwebach**

- a. Schwebach agreed to keep the meeting open during her review. Krier presented her review to the board stating that her review was favorable and suggested to the board that she receive a step increase as of 1/13/2023. Christensen made a motion to approve the review with a step increase, Kruisselbrink seconded the motion. Affirmative: all. Oppose: none. Motion carried.

#### **I. Laura's Resignation**

- a. DeBeer presented a letter of resignation. Folger made a motion to approve the resignation. Kruisselbrink seconded the motion. Affirmative: all. Oppose: none. Motion carried.

#### **County Commissioner Report:**

Johnson – Recently elected chair of research committee of AMC.

#### **Supervisor Reports:**

Cunningham – Personnel committee met this month.

Kruisselbrink – Nothing.

Folger – Nothing.

Christensen – Attended the 1W1P meeting. Spent about 2/3 of the funds. Over a million needed for projects in 2023. MS4 is the new software that may be available to map projects, feedlots, and other points for the 1W1P.

**NRCS Report:** There are 70 EQIP applications that need to be ranked. Made payments on 7 CSP contracts. 23 applications for 2023 CSP. Currently working on 25 structural projects with the SWCD.

**Manager's Report:** Krier shared the new job description stating it will be more on the technical side. The personnel committee is working on finalizing it. The IRS increased the standard mileage rate to 65.5 cents per mile. Drill report shows the number of producers using the drill did not change much but the number of acres seeded by producers roughly doubled.

**Danielle's Report:** For 2022 there were 30 applications for ag water quality certifications. 27 farm assessments were completed certifying 20 producers and awarding 27 endorsements. 2023 plans will include meeting with all 11 SWCD's to set goal and reaching out to local agronomists.

**Adjournment:**

There being no further business Chairman Cunningham declared the meeting adjourned.

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Ken Christensen, Secretary

# 2023 SWCD Board Positions & Committee's

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## Officers

Chairman - Cal Spronk

Vice Chair- Ken Christensen

Secretary / Treasurer- Bill Folger

Programs- Brad Kruisselbrink

PR & I- Ian Cunningham

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## SWCD Committees

Personnel – Cal Spronk  
Ken Christensen

Conservation & Zoning Liaison- Luke Johnson, County Commissioner  
Doug Nagel, County Commissioner  
Cal Spronk  
Ken Christensen

RCRCA- Primary: Brad Kruisselbrink  
Alternate: Ken Christensen

Missouri River 1W1P Primary: Ken Christensen  
Alternate: Brad Kruisselbrink

S.W. Prairie T.S.A. - Primary: Cal Spronk  
Alternate: Bill Folger

# PIPESTONE SWCD PROGRAM POLICIES 2023

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The following policies are hereby adopted and effective as of January 5<sup>th</sup>, 2023.

## BOARD

**Mission:** To Promote Conservation of Natural Resources through Education, Technical Assistance and Stewardship

**Committees:** The Chair and Vice Chair shall serve on the Personnel and Environmental Liaison Committees.

## ADMINISTRATIVE/PERSONEL

**Insurance:** A Minnesota Public Employees Insurance Program HSA single/family plan will be offered to all full-time employees. At a minimum all full time staff must be covered under the Single Health insurance plan that is offered. A \$625 single and \$1,050.00 family health insurance contribution will be provided to all eligible staff. Term life Insurance will be provided to all eligible employees at a coverage rate of \$25,000. Single or family dental insurance coverage is optional to eligible employees, costs for dental will be taken out of the monthly capped amount or deducted from the employee's wages. The employee will be responsible for any costs that may exceed the monthly capped amount. Capped funds provided that exceed the cost of Health and Dental Insurance are required to be put in an employee HSA account.

**Board Supervisor Compensation:** A supervisor shall receive compensation of \$50/day for each regular board meeting or other meetings held within Pipestone County. Supervisors who attend meetings outside of Pipestone County or all-day meetings will receive a compensation of \$125/day and may be reimbursed for expenses, including traveling expenses. A supervisor may also be reimbursed for the use of the supervisor's own automobile in the performance of official duties at a rate up to the maximum tax-deductible mileage rate permitted under the federal Internal Revenue Code. Maximum Per diem rate is \$125/day.

**Authorized Representative:** The SWCD Board of Supervisors hereby designates the Office Administrator, Kyle Krier, as the authorized representative of Clean Water Grants, Conservation Delivery, Easement Delivery MPCA SSTS, and other grants.

**Data Practices Representative:**

Pipestone SWCD Board of supervisors hereby appoints the Office Administrator, Kyle Krier, as the authorized data practices representative.

**Bank CD's/ Signature Cards:** The SWCD Administrator and Administrative Assistant shall be the authorized SWCD financial supervisors with authority to sign savings, CD's, and all other pertinent financial records. All SWCD staff are authorized to sign checks and all staff and district supervisors are authorized to use credit card.

**Employee Credit Cards:** On November 10, 2016 Calvin Spronk made a motion to allow all SWCD staff to have a credit card with a limit of \$1500 each and to cancel the SWCD Generic Card. Anna Mae Fritz seconded the motion. Affirmative: all. Oppose: none. Motion carried.

**Accounting:** Meulebroeck, Taubert & Co shall be the SWCD's designated accountant to perform required financial audit's which is due December 31<sup>st</sup> of each year. Kinner and Company will be the designated accountant to assist and oversee bank reconciliations and taxes.

**Mileage Rate:** The SWCD will utilize the Federal IRS mileage rate.

**Conservation Reserve program:**

All SWCD Staff are hereby authorized to sign the Conservation Reserve Program Conservation Plans on behalf of the Pipestone SWCD Board.

# PIPESTONE SWCD PROGRAM POLICIES

## 2023

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**Tree COOLER:** Pipestone Soil and Water do hereby agree to allow Pipestone County Emergency Management whereby the SWCD tree cooler be available in the event of a mass human fatality for use as temporary morgue. August 14, 2014

**Cell phones stipend:** 12-11-14 Motion to compensate each staff member that has a personal cell phone and utilizes that phone for work related purposes \$35 per month beginning January 1, 2015.

**Clothing Allowance:** SWCD Staff and Board members will be allotted up to \$150 every 2 years for clothing purchases printed or embroidered with the SWCD Logo. (ex. 1/1/2017-12/31/2018, 1/1/2019-12/31/2020)

### **COST-SHARE PROGRAM POLICIES**

#### **Percentage Rates**

##### **Conservation Practices**

**Practice priority:** Pipestone SWCD establishes that Conservation Practices which address erosion control shall rank highest in prioritization of cost-share funds, consideration will also be given to those projects which have the greatest reductions with the least costs.

**Cost-share rates:** Cost-share of conservation practices shall not exceed a maximum of 90% within High to Medium-High watershed and shall not exceed 75% within Medium to Low priority watersheds, unless funds are being used to repair practices after a natural disaster in which payment may be up to 100% of repair costs.

- Farmable terraces are allowed but will only be cost shared up to 90% of the estimated cost of a non-Farmable. Estimates based on TSA county averages.
- Cost share funds will be used for the actual diameter of tile needed for the project, and not the diameter desired by the cooperator. Tile length allowable shall be determined by acres treated.

**Pre-Construction Cover incentive:** Pipestone SWCD will offer producers who have cost-shared erosion control projects on crop land an incentive payment of \$100 per acre if area is planted to an early harvestable crop or destroy crop to allow for an expanded construction season. Maximum payment of \$1,000.

#### **Non-Structural Flat Rate**

##### **Cover Crops**

Flat rates will be used as an alternative to actual costs documented by receipts or invoices. Priority will be given to producers who have not previously installed cover crops and who are not enrolled in other incentive programs.

**Cover Crops:** Installation of cover crops must follow NRCS Practice Standard 340. The District will enter into one contract with each individual land occupier for 3 years of the practice. No tillage, with the exception of strip till and manure application, is allowed on planted acres until a reasonable beginning date of spring planting. Grazing by livestock is permitted any time it does not affect the initial development of plants.

**Rotation of Cover Crops:** Cover crops may be rotated within or to adjoining fields to allow cover crops to be planted on a specific crop provided acres are the same.

**Flat rate payments:** A flat rate of \$40 per acre per year will be paid in a one lump-sum payment after the initial year of installation and certified complete by the technical representative. The remaining years of the practice will be completed under the O&M plan and inspected annually by a technical representative. The maximum contract payment amount shall not exceed \$20,000.

# PIPESTONE SWCD PROGRAM POLICIES 2023

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## Strip-till or no-till

**Strip-till, no-till:** Must follow NRCS Practice Standard 329 Residue and Tillage Management, No-Till. No full-width soil disturbance may be performed from the time following harvest or termination of one cash crop through harvest or termination of the next cash crop in the rotation

**Flat rate payments:** A flat rate of \$30 per acre per year will be paid in a one lump-sum payment after the initial year of installation and certified complete by the technical representative. The remaining years of the practice will be completed under the O&M plan and inspected annually by a technical representative.

**\*\* Cost-share rates and policies will apply County wide and will be based on the active Missouri River Watershed Partnership Policy at time of application. Area's without High to Low watershed priority designations will receive a maximum cost-share rate of 75%.**

## AG BMP PROGRAM

**Eligibility:** All loan applications must be received prior to project completion or equipment purchase. Tillage, Tractors, Skid loaders, Pay loaders, and all other questionable equipment loans require board approval.

**Loan Limits:** The maximum loan amount shall be \$200,000 without board approval.

## TREE PROGRAM

### **Replacement policy:**

- Only trees planted by SWCD may be replaced.
- Original replacement sizes not guaranteed.
- Trees will not be replaced where site conditions were poor and there was no effort to properly ensure root to soil contact.
- Trees will not be replaced due to extreme weather conditions, rodents, wildlife, or negligence.
- Trees will only be replaced within 1yr of the planting date and at a 50% discount rate from the retail price of the tree.

**Demolition:** SWCD will contribute up to 100% but not to exceed \$500 per acre for tree removal provided new trees are planted where they were removed.

**Cost-share:** Program eligibility will be determined by use of the State Cost-share docket. Funding is on a first come basis. All Cost-share applications must be received prior to project completion.

## WETLAND CONSERVATION ACT

### **WCA Resolution #1-2008, 10/2/2008:**

The Board of Supervisors delegates that decision authority for exemption, no loss, wetland boundary and type, replacement plan, sequencing determination, and wetland banking determination are place with the Office Administrator, Kyle Krier.

## SSTS PROGRAM

# PIPESTONE SWCD PROGRAM POLICIES

## 2023

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**Grants:** Applicants must authorize the release of their 10-40 tax document to the Pipestone County Soil and Water Conservation District for the purpose of determining the adjusted gross income for a grant on a septic system. The approval of this grant is based on the conditions that the adjusted gross income of the property owner/owners, is equal to or less than the low or very low income level for the number of persons being claimed on the applicant's tax statements as shown below. Other requirements include that the owner/owners reside in the residence and do not transfer the land within 5 years. Grant dollars will not be given out to homeowners that build or plan to build a new house. Grant dollars will be given out on a first come first serve basis. Grant payments shall be paid after submittal of all bills and final system inspection and approval. Grant amounts will be at a rate of 50% not to exceed \$7,500 for households in the low income category and at a rate of 75% not to exceed \$10,000 for households in the very low income category based on the USDA housing loan eligibility tables ([USDA Rural Development](#)) with a 2% annual cost of living adjustment. Grant amounts will be paid to the homeowner after the certificate of compliance has been issued by the Pipestone County Conservation & Zoning Office.

**Eligibility:** Program eligibility will be determined by use of the USDA housing loan eligibility tables. Funding is on a first come basis. All Grant applications must be received prior to project completion.

**Payment Authorization:** Administrative Staff members are authorized by the SWCD Board to approve applicant eligibility and make grant payments to landowners and/or contractors.

### WELL SEALING PROGRAM

**Cost-share:** Pipestone SWCD will cost-share on well sealing's up to 90% of the total cost, not to exceed \$800 payout per well without board approval.

**Eligibility:** Funding is on a first come basis. All cost-share applications must be received prior to project completion.

### BUFFERS

**Grant:** Native Buffer Incentive: Pipestone SWCD will pay producers installing stream and ditch buffers 100% up to \$100 per acre for the cost of native grasses to seed buffers. Seed receipts will be used to determine eligibility and payment amounts; other program cost-share funding received for seeding will be reduced so payment will not exceed 100%.

**Compliance Plan:** PIPESTONE SWCD MONITORING PLAN FOR BUFFER COMPLIANCE TRACKING. §103F.48 RIPARIAN PROTECTION AND WATER QUALITY PRACTICES. To ensure riparian protections continue to exist, compliance tracking of *all parcels in Pipestone County subject to the Buffer Law will be monitored at least once every three years* starting November 2, 2018 and upon release of new, updated, aerial imagery. Means of compliance tracking may include, but is not limited to: use of available imagery sources, field visits, etc... At any point in time, the SWCD may complete compliance spot checks at random and for any reason, conduct field reviews, handle complaints whenever necessary, and issue a validation of compliance if requested.

**Eligibility:** Funding is on a first come basis. Funds will be utilized from the current year's NRBG Land Water Management Water Sample funds.

### EDUCATION PROGRAM

**Bussing:** Pipestone SWCD will pay bussing costs for schools that attend the Environmental Fair when requested.

### SRAM



# PIPESTONE SWCD PROGRAM POLICIES

## 2023

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**Grant:** Landowners who agree to enter into a contract, will receive \$80/acre/year on enrolled pastureland for the lifetime of the contract (10 years). Payment will be delivered in a one-time lump sum during the first year of the contract. Enrolled acres of pastureland shall not be grazed April 1<sup>st</sup> through September 30<sup>th</sup> but can be hayed once during the summer beginning after June 15<sup>th</sup> as long as a 4"-6" stubble height is maintained at all times. Hay bales should be removed before inclement winter weather prevents removal which at no time shall be later than November 15<sup>th</sup>. The SWCD will be granted access and allowed to inspect the SRAM acres enrolled on the property listed above throughout the lifespan of the program. Vegetative spot checks to verify program compliance will be conducted at various times during the contract term on land enrolled in the program.

**Cost-share:** The cost-share rate using only 319-grant funds for the project on areas within the contract area is 75% of the total eligible installation project costs and will not exceed this amount. All cost-sharable items must be contiguous to the contract area and a part of the same pasture system. The cost-share rate using only 319-grant funds for the project on areas outside of the contract area is 50% not to exceed \$200 per acre of the contracted number of acres for eligible installation project costs. Areas outside of the contracted area may include land within or outside of our priority watershed areas that will have a positive impact on the project. Projects may partner with and utilize other funding sources to increase their cost-share rate to a maximum of 90% of total eligible installation project costs on areas within the contracted area and a maximum of 75% of total eligible installation project costs on areas outside of the contracted area. All invoices and receipts must be submitted to the SWCD in order to be eligible for cost-share reimbursement.

**Eligibility:** Eligibility for a SRAM contract and project funding is currently limited to those landowners who own riparian pastureland and pastureland within the 100-year floodplain immediately adjacent to the Pipestone, Split Rock, or Mound Creeks and their tributaries within designated HUC12 watersheds. Eligible pastureland must also be actively grazed or grazed within five out of the last ten years. A minimum buffer width of 30 feet and a maximum buffer width of 120 feet or extent of 100-year floodplain with 10% round out will be used to determine eligible acres of the buffer. If more than 10% round out is needed to create a practical application, those applications will be discussed and approved on a case by case basis.

The designated HUC12 watersheds are as follows:

|                  |              |                   |              |              |              |
|------------------|--------------|-------------------|--------------|--------------|--------------|
| Pipestone Creek: | 101702031301 | Split Rock Creek: | 101702031601 | Mound Creek: | 101702040109 |
|                  | 101702031302 |                   | 101702031602 |              |              |
|                  | 101702031303 |                   | 101702031603 |              |              |

## Groundwater Quality Nitrate Reduction Pipestone

**Practice Priority:** Priority is given to crop production within a high and very high vulnerable area within a DWSMA (Drinking Water Supply Management Area) that provides benefits to multiple water quality concerns including surface and groundwater impacts.

**Cost Share Rates:** Three-year annual installation of cover crop must follow NRCS Practice Standard 340 for an incentive rate of \$40.00 per acre per year. Three-year installation of perennial vegetation shall follow NRCS Practice Standard 327 or 512 for an incentive rate of \$200.00 per acre. Payment will be delivered in a one-time lump sum during the first year of the contract.

**Cost Share:** Pipestone will provide incentive rates for a minimum of 10 acres and a maximum amount of incentive dollars to an individual land occupier will be \$50,000.