

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 January 5, 2022

Webex

Attendance: Russell Hoogendoorn, Staff; Mike Skoglund, Staff; Shelly Lewis, Murray; Kay Gross, Cottonwood; Allen Deutz, Lyon; Tom Muller, Cottonwood; Daniel Christenson, Lincoln; Chessa Frahm, Lac qui Parle; Dawn Madison, Contract Position; Doug Bos, Rock; Jake Harrison, Staff; Jason Becker, BWSR; Paul Posthuma, Murray; Jeremy Daberkow, Jackson; Dan Bartosh, Jackson; Rick Maurer, Redwood; Dale Sterzinger, Lincoln; Jeanne Prescott, Redwood; Kyle Krier, Pipestone; John Shea, Nobles; Tyler Knutson, Yellow Medicine; Roger Hoff, Rock.

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

Additions to Agenda: None added

Minutes: A motion was made by Christenson seconded by Muller to approve the minutes of June 9 and September 8, 2021. 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.

Election of Officers & Personnel Committee: A motion was made by Muller seconded by Hoff to keep the same officers for 2022 as follows: Allen Deutz-Chairman, Tom Muller-Vice Chairman, Paul Posthuma-Secretary/Treasurer. Motion carried.

A motion was made by Muller seconded by Hoff to have the following appointment to committees for 2022 as follows:

Personnel-Deutz, Muller, Posthuma

Executive-Officers

Motion carried.

Personnel Committee update on Employee Evaluations & 2022 COLA: A motion was made by Muller seconded by Posthuma to approve a 2.5% COLA and the following step increases for 2022:

Jake Harrison 2022 (16D to 16E) next move 2024

Russ Hoogendorn-2022 (19J to 19K) next move 2026

Mike Skoglund-2022 (17J to 17K) next move 2026

Motion carried.

2022 Capitalization threshold and straight-line depreciation: A motion was made by Muller seconded by Christenson to set capitalization at \$5,000.00 threshold and use straight line depreciation for 2022. Motion carried.

2022 SWPTSA official depositories: A motion was made by Muller seconded by Posthuma to use Minnwest Bank in Slayton for the 2022 TSA Depository. Motion carried

Ratify grant agreements: A motion was made by Hoff seconded by Daberkow to ratify the FY19 NPEA and ESTS grants to extend the date to December 31, 2022. Motion carried.

Contract Position update:

2021 Year in Review Report

Over the past year the individual skill training I have worked with staff on includes I&E and practice placement, RUSLE2, Watershed Analysis, Program details, ArcMap usage, Waterways and WASCB design in EFT, ECS JAA, file assembly and notes, Survey skills, SH practice planning and application, and plan development. BWSR training staff continue to create practice specific webinars for trainings, so my role includes providing introductory skills before taking on these trainings or once they have a training often newer techs need some support as they begin to apply these skills. Some group trainings were held but up until late fall were conducted outside in a variety of counties.

Area 5 technical training team

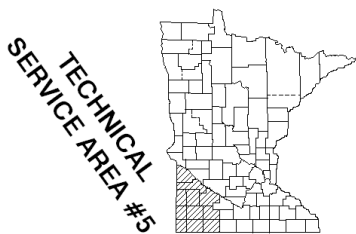
I assisted the A5 technical team by providing and tracking the AG101 Prerequisites during the spring and assisted the team in organizing and putting on the field day in August in Nobles County. Additional field trainings are in the planning stages. Training Participants thus far include NRCS and SWCD staff from Cottonwood, LQP, Redwood, Yellow Medicine, Rock, Jackson, Pipestone, TSA, Lyon, and Lincoln counties.

Soil Health/Outreach

I assisted the Pipestone SWCD/Rock SWCD & SH Team in organizing and hosting a field day in July. Helped Rock SWCD with soil health testing. Had in field hands on learning opportunity on estimating corn yields with Doug Bos. I attended Cottonwoods first planning mtg to begin a soil health team of producers in this county. I attended both Yellow Medicine and Lac Qui Parle outreach events. Assisted/attended Rock County Fairs rainfall simulator demonstration. Also, gave presentation on behalf of SWCD and Doug Bos at New Vision annual meeting/Truterra mtg. in Worthington.

Training

Training is still primarily one on one type in person training. Completed 4 New employee training plans. Worked with 3 technicians on their first EFT waterway and WASCOD survey, and designs. These designs are intended to be used for eventual Engineering JAA requests. Worked with one individual on assembly of plans for Certified planner final step. Held training on cover crop id for forages used in grazing systems with Justin Fruechte of Millborn Seeds.



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Held training/learning opportunity for Haney and PLFA test review with Shane New and Grant and Dawn Breitzkreutz.
 Held A5 tech training with assistance from Mike and Ben and talked about UTV/ATV GPS survey setup with area techs.
 Held A5 Tech trng- with assistance from TSA Eng. staff (Russ, Mike and Jake) WASCB stakeout training in Yellow Med Cty.
 Held follow up stakeout and checkout trainings in YM, Lincoln, and Rock county with technical staff.

JAA Update

Many technical staff have attained or updated new JAA this past year. Engineering takes times to complete full plans including implementation and checkout, so these staff have been diligently working on this for a while to attain their approval authority. Ecological has also been a focus with one individual also working on their conservation planner certification. Most offices now have representation that has ecological or engineering JAA now within our area.

County	Ecological JAA	Engineering JAA	Cert. Consv. Planner
Cottonwood	1- New JAA, 1-updated JAA	1-ENG design completed	1-in progress
Jackson	1 new employee, 1 new JAA	1 new JAA	
Lac qui Parle	2 new JAA	1-ENG design in progress	
Lincoln	2-new employee	2-ENG designs in progress	
Lyon	1-new employee 1-3-22	1 JAA, 1 in progress	
Murray	1 new employee		
Nobles	new employee- PF biologist	1-new JAA	
Pipestone	3-new JAA	1-existing JAA	
Redwood	2 existing JAA	2 existing JAA	
Rock	1 update, 1 new employee 1/3/22	1-new JAA	
Yellow Medicine	1-New JAA, 1-existing JAA		
TSA	Dawn waiting on update	3 CETs have JAA, 1-Contract	1-Certified Conservation Planner

Coordinator Report:

2020 NACD – Technical Assistance Grant

Quarterly reports have been completed by for July – September, unfortunately we did not get all our funds expended and will move into the next quarter.

2021 NACD – Technical Assistance Grant Application

We have received our first round of funding, unfortunately we have reported for July – September zero activity on spending grant funding and match funding.

TSA Engineering Staff

We will discuss hiring at our at our January TSA Board Meeting. Personnel review information been sent out to all SWCDs with a reply date of December 3, 2021. Reviews will be completed before the start of the January 5 TSA Board Meeting.

Soil Health/Training Contract Position

Dawn Madison is continuing to work with District staff in gaining Job Approval Authority and also working with the Administration on reporting the NACD grants. Dawn is working with local local staff on their job approval authority and assisting with area trainings and soil health events.

MAWQCP Technical Assistance

The MN Department of Agriculture has secured funding through NRCS for a Regional Conservation Partnership Program (RCPP) Grant and have designated funding for technical assistance. These funds can be expended for staff assisting TSA staff in completing a projects as long as the final approval is completed by someone with Job Approval Authority (JAA).

Any District or TSA staff working on these projects are eligible for assistance funding at your calculated hourly rate including salary, benefits and leave (all facilities and administration costs cannot be reimbursed). Worksheets are being sent to each District Manager. Questions on this can be directed to Danielle Evers or Kay Gross.

TSA Manager Meeting

Meeting will be planned for early 2022.

TSA Board Meeting

The next schedule TSA Board meeting will be held at 10:00 a.m. Wednesday, January 5, 2022 at the Southwest West Central (SWWC) Cooperative Meeting Room, 1420 E College Drive, Marshall, MN 56258.

WE WILL NOT BE DOING A WEBEX OPTION FOR THIS MEETING – PLEASE MAKE SURE YOU SUPERVISOR OR ALTERNATE IS AWARE OF THE MEETING.

Personnel reviews will start at 8:30 a.m. prior to the meeting.

SWPTSA Staff Report: The TSA emailed their 2021 year-end report per county. The report shows TSA staff time distribution per practice for 2021. The TSA has completed 91 projects in the year 2021. There are 160 projects on the current list with 71 of them under construction or ready for construction.

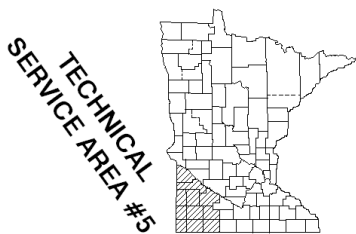
The Board discussed equipment needed by TSA. A motion was made by Muller seconded by Hoff to approve purchasing an updated controller at a cost around \$6,600.00. Motion carried.

A motion was made by Muller seconded by Hoff to approve the purchase of a Drone in the amount up to \$7,000.00. Motion carried.

BWSR Report: Beckler updated the Board on BWSR putting on a spring training on March 29, 2022, via the web. According to the forecast there will be a general fund surplus. There may be some increase funding for programs. BWSR is started to fill some position vacancies. The eLink reporting needs to be done by February 1, 2022.

Other Business: A motion was made by Muller seconded by Christenson to add funds in the amount of \$2,038.97 to the training account to make the total \$4,000.00. Motion carried. The funds will be taken out of the TSA Fund Balance with no state funds being used.

Next Meeting: The SWPTSA Board will meet at 8:30 a.m. via WebEx on Wednesday, March 2, 2022.



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The Chairman adjourned the meeting at 11:50 a.m.

Paul Posthuma
Secretary SWPTSA

Date