

**POPE SOIL & WATER CONSERVATION DISTRICT  
MEETING Minutes**

**Supervisory Board Meeting 7:00 am April 19, 2016**

**Meeting site: USDA Service Center,  
1680 N. Franklin Avenue  
Glenwood, MN 56334**

**Meeting Minutes:**

**Attendance:** Keith Nygaard, Tom Talle, Randy Pederson, Mike Billehus, Dan Langseth (MDA), Holly Kovarik, Kelly Erickson, Tom Sletta, Jessica Oldakowski, Nicole Zimmerman, and Commissioner Paul Gerde

**Absent:** D. Gary Reents and Jeff Hellerman

1. The meeting was called to order at 7:00 am by President Talle.
2. There were a few additions made to the agenda.
3. Consent Agenda (approved by one motion)-*President*

a) *March 2016 Board Meeting Minutes*

b) *Resolutions-NONE*

<u>Number</u>	<u>Description</u>

c) *Contract/Applications for Approval*

<u>Number/Name</u>	<u>Description</u>	<u>Total Application \$\$</u>
Sauk River Resource Quantification and Data Automation	LCCMR grant application	\$150,000

d) *Appropriations/Payments-None*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	S.E.H.	Survey for City of Glenwood project	\$13,320	City of Glenwood AIG
2.	Houston Engineering	City of Glenwood Modeling	\$1,345.00	City of Glenwood AIG
3.	Bakko Bros	Drill repairs	\$4,433.76	Sales Program
4.	UofM	Rosholt research	\$4,378.25	MDA Rosholt grant

e) *Grant Payment/Project Approvals-*

<u>Contract Code</u>	<u>Grant Name</u>	<u>Landowner</u>	<u>Type of Project</u>	<u>Project Location</u>	<u>Amount</u>	<u>Payment</u>
WS02-16	LWM	Anita Oeltjen	Well Sealing	Westport Twp	\$500.00	
S16-02	DNR Shoreline	James & Estelle Dzandzara	Shoreline Restoration	WBL Twp	\$4,600.00	

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S16-01	DNR Shoreline	Lloyd and Rwanda Campbell	Shoreline Restoration	Minnewaska Twp	\$6,200.00	
S16-03	DNR Shoreline	Robert and Dana Citrowske	Shoreline Restoration	Leven Twp	\$4,600.00	

**Nygaard made a motion to approve the consent agenda items as presented and Pederson seconded the motion. The motion passed with all in favor.**

**4. Commissioner Update-Paul Gerde**

- New County Coordinator hired Bradley Albert from Washington
- Discussed broadband issues with the board.
- CRWP Annual meeting was held and there was discussion about a 1W1P application.
- Participated in a conference call regarding buffers-compensation for counties and being able to opt out of enforcement were two issues discussed.
- Our ditches in Pope County are 90% buffered already.
- Extension should have their position filled by June 1<sup>st</sup>.

**Nicole Zimmerman gave her updated to the board.**

- Attending CRP training in Morris on April 19, 2016.
- Walk In Access meeting attended.
- Presented for poster contest done at schools with Kovarik. We will judge posters at the next board meeting. We All Need Trees-This is the theme this year.
- Will participate in Glacial Hills Education Day on May 13.
- Assisting with tree planting and pickup day.
- Farmbill Quarterly report was submitted for reimbursement \$10,295.888.
- Working on general CRP sign up and will need to start working on re-enrollments.

**5. Old Business**

- a) Kovarik provided an update that ten applications were received for the Hydrologist Intern position and 5 for the Technician Intern position. There were 3 interviewed for the Technician Intern position and 7 for the Hydrologist Intern position. Offers have been extended and accepted by Thomas Sletta (Technician Intern) and Mitchell Hartwig (Hydrologist Intern) at \$12.00 per hour. Thomas Sletta started on April 18<sup>th</sup> and will be with the SWCD through the first part of November. Mitchell will start around May 16 and will go back to school around the third week in August.
- b) Biennial Budget Request was submitted-Kovarik shared the two reports submitted. Pope SWCD has parts of the Natural Resources Block Grant the County receives directly and has submitted reports for this and the rest of the grants we receive directly. A full copy of the reports were reviewed by the board. **Pederson made a motion to approve the BBR reports and Nygaard seconded the motion. The motion passed with all in favor.**
- c) Legislative Days updates-board should have received MASWCD platform via email-Kovarik shared a few additional updates received regarding legislation and legislative days. Kovarik and Oldakowski attended the event.

**6. New Business**

- a) Resolutions Discussion-It is time to compile resolutions for the June Area II meeting. Kovarik did not have any resolutions to bring forward at this time.

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- b) 2016 Staff Billable Rates for approval-District Manager \$57.36, Sales Program Technician-\$54.82, Farmbill Technician-\$41.96, and Technician-\$41.96-**Pederson made a motion to approve the billable rates and Nygaard seconded the motion. The motion passed with all in favor.** These are the rates established using BWSR's calculator spreadsheet to establish billable rates and includes overhead expenses for each position. This is the rate that will be used effective January 1, 2016.
- c) Pederson and Reents are up for elections-filing period May 17 to May 31<sup>st</sup>
- d) Dan Langseth-MDA Rosholt grant and research update was provided to the board.
- He is working on an extension through the end of this calendar year.
  - Sampling began the week of April 11.
  - The plots have been tilled and he is working on adding cover crops.
  - There will be a new graduate student this year Natalie Ricks.
  - Josh Stamper will be doing an additional research plot and this was installed in late March.
  - He discussed the upgrade of the linear system and pump. The pump is included in this next grant agreement. They are wanting to include some of the expense for the rest of the upgrade in the extension agreement and maybe some match from the SWCD.
  - The Field Day has been set for August 11<sup>th</sup> at Rosholt.
  - He discussed preliminary results from the township testing program.
- e) Massey Payment \$23,100 due **Nygaard made a motion to pay the \$23,100 for the tractor and Billehus seconded the motion. The motion passed with all in favor.**

## 7. Reports

- a) **Treasurer Report**-Billehus made a motion to approve the treasurer report and Pederson seconded the motion. The motion passed with all in favor.
- i. Monthly Checking Account Report #11247
  - ii. Monthly Savings Account Report #870903
  - iii. Treasurer Report (3 year comparison)
- c) Holly Kovarik, Manager
1. Legislative Updates were discussed with the board.
  2. Tangen Clean Water Fund Project update was given-construction should begin in the next few weeks and all permits have been secured through the County. **Pederson made a motion to approve up to \$5,000 additional cost share out of the Lake Minnewaska Phase II project and Billehus seconded the motion. The motion passed with all in favor.** The additional cost is due to the addition of a rat guard.
  3. Johnson Bros WASC OB encumber funds to project-**Nygaard made a motion to approve CWF16-01 Lake Emily Targeted grant for Johnson Bros \$3,023.55 for a water and sediment control basin project. Billehus seconded the motion. The motion passed with all in favor.**
  4. Gary Smith WASC OB encumber funds to project-**Nygaard made a motion to approve CWF16-02 Lake Emily Targeted grant for Gary Smith \$36,987.56 for a water and sediment control basin project. Billehus seconded the motion. The motion passed with all in favor.**

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5. Biennial Budget Request will be coming up for FY18-19-Approved earlier on the agenda.
6. Annual Report presentation given to County Commissioners on April 12. (Nygaard, Talle, and Reents attended with Kovarik)
7. Area II meeting update was given and discussion was had about our hosting in June. The board directed Kovarik to set the meeting to be held at the Minnewaska House on June 22<sup>nd</sup>.
8. City of Glenwood updating their wellhead protection plan-Kovarik shared the letter she submitted to the City.
9. Approve letter of support to Chippewa River Watershed project for 1W1P Request for Proposal-**Pederson made a motion to authorize Kovarik to write a letter of support for the 1W1P process for the Chippewa River Watershed Project but to also include language to encourage the change of the Joint Powers Board structure to include SWCDs along with Counties. In addition to note our desire to delay the start if the CRWP is selected due to our work with the North Fork of the Crow River Watershed project. Billehus seconded the motion. The motion passed with all in favor.**
10. Minnesota Ag Water Quality Certification updates 8 signed applications-3 nearing completion to be certified.
11. New Board Conservationist in the near future-Greg Berg has been hired as a BC and will eventually transition to our BC.
12. **Pederson made a motion to approve sending Jessica Oldakowski to the DNR Stream training this summer the cost for the registration is \$1,000. Nygaard seconded the motion. The motion passed with all in favor.**

d) Kelly Erickson, Technician

1. Wetland Conservation Act-Hoff Township there was a washout, reviews of planning commission projects, Silver Beach Road.
2. Rosholt water issue he is working on fixing.
3. Working on the drill repairs and built a scalper for the tree planter.
4. Tiller Discussion-**Nygaard made a motion to approve the purchase of the Farm King tiller at a price of approximately \$2,200 and authorized staff to make the purchase. Pederson seconded the motion. The motion passed with all in favor.**
5. DNR Observation Well Program changes are coming. We will not have to monitor some of the wells every month-download of data 4 months per year.
6. Tree's are in! Tree pickup was the 15<sup>th</sup> and 16<sup>th</sup> of April-Planting will begin right away.

e) Nicole Zimmerman, Farmbill Technician-see report above

1. Farmbill Quarterly report submitted \$10,295.88 Accounts Receivable
2. 2016 Poster Contest Theme/Approve student for Long Lake Conservation Camp \$425.00

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3. Walk In Access Enrollment March 1<sup>st</sup> and June 1<sup>st</sup> 2016

f) Jessica Oldakowski, District Technician

1. Presentation on Shoreline projects planned for spring implementation was given to the board. There are three shoreline restorations being implemented this spring.
2. Buffers progress was discussed.
3. RIM-There are several contract updates and processing that has been done regarding the RIM program.

g) Veronica Kurfmann, FSA-no report

h) Jeff Hellerman, NRCS-no report

**8. Board Member Meeting Reports-no report**

**9. Upcoming Meetings:**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
5-17-19	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

**10. FYI Items-none**

**11. Adjourn-Nygaard made a motion to adjourn the meeting at 10 am. Billehus seconded the motion. The motion passed with all in favor.**

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