

POPE SOIL & WATER CONSERVATION DISTRICT
MEETING Minutes
 Supervisory Board Meeting 7:00 am December 20, 2016

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

Meeting Minutes:

Attendance: Tom Talle, D. Gary Reents, Keith Nygaard, Randy Pederson, Mike Billehus, Commissioner Paul Gerde, Holly Kovarik, Kelly Erickson, Nicole Brede, Jessica Oldakowski, Dan Langseth (MDA) and Jeff Hellerman (NRCS)

1. The meeting was called to order at 7:10 a.m. by President Talle and the Pledge was recited.
2. There were no additions and corrections to the agenda.
3. Consent Agenda (approved by one motion)-*President*

a) **November 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>
P17-0153	2017 Buffer Law	\$25,000

d) **Appropriations/Payments-None**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	RMB	Lake Reports	\$2,500	various
2.	West Central TSA	Engineering Services	\$13,806.45	\$5,346.90 MAHS-FY14 \$3,056.13 MAHS III \$2,368.16 St CS 15 \$1,043.42 Lake Emily 16 \$1,991.84 MAHS 2
3.	Peterson Company	Audit	\$2,050.00	General Fund
4.	Houston Engineering	City of Glenwood Project	\$3,980.00	City of Glenwood AIG

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>

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WS06-16	LWM	David Brehm	Well Sealing Project	Glenwood Section 34	\$371.25	\$371.25
CWF16-04	Lake Emily CWF Phase I	Nick Danielson	WASCOB	Benwade Section 9	\$5,296.59	\$5,296.59
CWF02-16	Minnewaska	O'Rourke/Ihnen	WASCOB	Benwade Section 36	\$18,633.75	\$18,633.75
CWF16-04	Lake Emily Phase I	Tom Beuckens (partial payment)	WASCOB	Blue Mounds Section 3	\$45,932.03	\$45,932.03

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

4. Commissioner Update-Paul Gerde

- Congratulated the SWCD on District of the Year.
- Shared information about Pope Douglas Solid Waste.
- Attended the AMC Conference
- Truth in Taxation hearing no one attended and they are in process to set their final budget.

5. Old Business

a. MDA Rosholt Report-*Dan Langseth*

- Shared information about the Irrigation Clinic there were 67 in attendance. The event went well.
- The Internship position has been posted and applications are being received.
- **Reents made a motion to approve the Joint Powers Agreement extending the contract for two years for work at Rosholt once it is received. Kovarik is authorized to sign the contract and share the contract with the chair. Nygaard seconded the motion. The motion passed with all in favor.**

b. RMB Lake Reports, Lakeshed Reports, and Pope County Summary Reports-The reports were shared with the board this information will be posted on the SWCD website and has been shared with our County partners.

6. New Business

None

7. Reports

a) **Treasurer Report- Mike Billehus made a motion to approve the monthly treasurer report as presented and Randy 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. Construction updates were shared. There was only one project that did not get finished in the fall.

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2. 1W1P North Fork of the Crow WD Governance Discussion-Kovarik shared the information provided by the CROW for the governance discussion. **Randy Pederson made a motion that a Joint Powers Collaboration would be the option at this time supported by Pope SWCD. Gary Reents seconded the motion. The motion passed with all in favor. Kovarik will share this with the 1W1P planning group.**
3. Positions are posted (Technician Intern and Hydrologist Intern)
4. DNR Working Lands Agreement Amendment-**Gary Reents made a motion to approve the amendment to the agreement which only adds a project and funding. Mike Billehus seconded the motion. The motion passed with all in favor.**
5. 2017 Plan of Work document was shared with the board. **Keith Nygaard made a motion to approve the plan of work document and Randy Pederson seconded the motion. The motion passed with all in favor.**
6. MCIT Dividend Payment \$2,224.00
7. Peterson Company Financial Statements 2015 are still be processed. They will be provided to the board once the final copy is completed.
8. MDA Quarterly Draw \$29,050-We have submitted our 3 quarter draw and we are waiting for reimbursement.
9. Area II Envirothon Donation \$150-**Keith Nygaard made a motion to approve the donation request and Mike Billehus seconded the motion. The motion passed with all in favor.**
10. MASWCD State Conference Updates were provided.
11. MAWD Meeting Panel Update was given. Kovarik participated on a panel discussing 1W1P plan for the North Fork of the Crow River Watershed.
12. Irrigation Clinic was held and was well attended as described earlier.
13. Governors Water Summit January 27th, Keith Nygaard and Tom Talle expressed interest in attending.
14. MASWCD Leadership Meeting January 25th St Cloud Kovarik has been asked to present at the meeting.
15. 2017 Meeting Schedule was shared with meetings being held on the third Tuesday of the month at 7:00 a.m. **Randy Pederson made a motion to approve the schedule as presented and Keith Nygaard seconded the motion. The motion passed with all in favor.**
16. CRP Announcement in Pope County December 22nd-Kovarik shared details about a CRP Announcement to be held on December 22nd.
17. Grants updates
 - 2016 Conservation Delivery-(Closed Out Final Report)-**Keith Nygaard made a motion to approve the report and Randy Pederson seconded the motion. The motion passed with all in favor.**
 - 2016 Easement Delivery (Closed Out Final Report)-**Randy Pederson made a motion to approve the report and Keith Nygaard seconded the motion. The motion passed with all in favor.**

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- 2014 Pope County Sub Watershed Water and Sediment Control Basin Project (Closed Out Final Report)-This grant project report is in progress.
- 2015 City of Glenwood AIG (half way point) expended \$89,906.57- Kovarik will be working on reporting to ask for the next 40%.

d) Kelly Erickson, Technician

1. Wetland Conservation Act-1 violation and working on year end reporting.
2. Sales Program Updates-4 potential plans in the works and grass seed will be more expensive. Completed repairs on the pickup and a battery for the Buick. We have three producers signed up now for Irrigation Management.
3. Side by Side-3 estimates have been received \$7,900 at Tanks, \$9,600 Eric Motor Sports, \$10,000 John Deere-The board continues to discuss this but no decision has been made.

e) Nicole Zimmerman, Farmbill Technician

1. CRP updates-Working reenrollments, CP38 Acres have been increased, shared details about the new CLEAR program.
2. Farmbill program updates-recent contribution agreement approved
3. New CLEAR Program

f) Jessica Oldakowski, District Technician

1. RIM payments being processed for two projects, and working on grazing plans.
2. CWMA program updates-working on the annual report for the next meeting.
3. Buffer implementation updates-discussion about the buffer law language and the ordinance changes.
4. Shared that she will be completing Watershed Specialist Training in 2017

g) Jeff Hellerman, NRCS

- 36-1026's in backlog at this time.
- 13 CSP Contract Renewals in process.
- 30 Active CSP contracts in the County.
- 49 EQIP applications and at this time only about 50% have been submitted for funding. January 20th is the deadline for this.
- Working on project payments for projects completed.
- Mark Kulig AC is moving and will no longer be with the MN NRCS.

8. Board Member Meeting Reports-Randy Pederson shared information about the 1W1P meeting coming up in early January. He also shared information about the Scenic Byway and the Glacial Ridge Trail meetings.

9. Closed Session for Performance Review of Manager and Performance System and Staff Performance reviews and Manager Recommendations-Nygaard made a motion to go into closed session for performance reviews discussion and performance pay system discussion and Randy Pederson seconded the motion. The motion passed with all in favor.

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Keith Nyaard made a motion to reconvene the meeting and Randy Pederson seconded the motion. The motion passed with all in favor.

Gary Reents made a motion to approve a 5% pay increase for Oldakowski, Brede, and Erickson effective the pay period including January 1st. Randy Pederson seconded the motion. The motion passed with all in favor.

Gary Reents made a motion to approve a 7% pay increase for Kovarik. Randy Pederson seconded the motion. The motion passed with all in favor.

The board heard in closed session from Sara Noah consultant on the preliminary details for the Pay Performance System being developed for the SWCD. No action was taken on the information at this time.

10. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
1-17-2016	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

11. FYI Items

- Invited to Present at Irrigator Conference February 16th 2017
- Lake Emily Phase II was funded \$162,500 contracts will come in 2017

12. Adjourn-Keith Nygaard made a motion to adjourn at 11:25 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.

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