

POPE SOIL & WATER CONSERVATION DISTRICT
MEETING Minutes
Supervisory Board Meeting 7:00 am October 15, 2013
Meeting site: USDA Service Center,
1680 N. Franklin Avenue
Glenwood, MN 56334

Supervisors Attendance: Keith Nygaard, Randy Pederson, Tom Talle, Mike Billehus, and D. Gary Reents
Staff Attendance: Holly Kovarik, Grant Bullemer, and Kelly Erickson
Guests Present: Commissioner Paul Gerde

Meeting Agenda:

1. The meeting was called to order by President Nygaard at 7:00 a.m.
2. District Manager Kovarik was asked by President Nygaard to explain the new agenda format and specifically the consent agenda. Kovarik explained that the consent agenda can save the board time if items in the packet are reviewed in advance which are included on the consent agenda. The board discussed and decided that the financial reports should remain on the regular part of the agenda. Kovarik will make this modification for next month's meeting agenda. The board agreed by consent to try the new format and adjust as necessary as the concept become more familiar.
3. President Nygaard asked for corrections or additions to the agenda. The one adjustment was the pulling of the treasurer report items from the consent agenda. **Supervisor Reents made a motion to approve with the change to the consent agenda and Pederson seconded the motion. The motion passed with all in favor.**
4. **Consent Agenda (approved by one motion)-President Nygaard**

○ **Resolutions-NONE**

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

○ **Contracts for Approval-NONE**

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

○ **Appropriations/Payments**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	Verizon	Internet	\$35.01	
2.	Red Horizon	Wishek disc and Tractor rental	\$1,057.26	Charges for Services
3.	Pope County Tribune	Monthly website advertisement	\$20.00	
4.	Brownies Tire	Tire repair	\$19.26	
5.	Integra	Phone lease	\$58.39	
6.	Century Link	Weather station Westport	\$73.62	MDA Grant
7.	Villard Implement	Massy Tractor Service	\$854.28	

Kelly Erickson discussed the payment to Villard Implement with the board he negotiated a reduced bill.

○ **Grant Payment/Project Approvals-NONE**

<u>Contract Code</u>	<u>Grant Name</u>	<u>Landowner</u>	<u>Type of Project</u>	<u>Project Location</u>	<u>Amount</u>

Supervisor Talle made a motion to approve the consent agenda items which included Payments 1-7 to Verizon, Red Horizon, Pope County Tribune, Brownies Tire, Integra, Century Link, and Villard Implement. Supervisor Reents seconded the motion. The motion passed with all in favor.

5. Old Business

- Supervisor Pederson passed around the meeting minutes for discussion for the meetings held on 9/17/13 and 9/6/13. **Supervisor Reents made a motion to approve the minutes as prepared and Supervisor Billehus seconded the motion. The motion passed with all in favor.**
- Staff discussed with the board the challenges for day to day operations due to the federal government shutdown.

6. New Business

- **Draft Credit Card Policy-District Manager Kovarik**- Kovarik explained the need for a credit card policy and asked for discussion from the board on the draft. A change was recommended under category IV. Maximum Credit Limit.
 - a. District Company Credit Cards shall be issued to the District Manager and Technician responsible for the sales programs. The maximum dollar limit per credit card shall be set at \$2,000 for both individuals.
 - b. Cenex Fuel Credit Cards shall be issued to the two Technicians. The technician responsible for the sales program shall have a maximum dollar limit per card set at \$2,000 and the other Technician shall have a maximum limit per credit card of \$500.

Supervisor Pederson made a motion to approve the Credit Card Policy with the additions/clarifications as stated above and authorized Holly Kovarik for a company business card and Grant Bullemer for a Cenex Gas Card. Supervisor Talle seconded the motion. The motion passed with all in favor.

- **Approve expenditure approval authority for Holly Kovarik**- The board discussed approval authorities and amounts for the District Manager. **Supervisor Talle made a motion to approve \$1,000 approval authority on expenditures and anything over that amount could be approved with chair approval as necessary in the event that prior approval could not be attained in emergency types of events. Otherwise other expenditures would and should be submitted prior to the expenditure for the board's approval at a regular scheduled meeting. This would be done on a trial basis and adjusted as necessary. Supervisor Reents seconded the motion. The motion passed with all in favor.**
- **Approve Eagle Bank Corporate Resolution/Signature Cards**-Supervisor Pederson made a motion to approve the revised corporate resolution and signature cards for Eagle Bank and the addition of the new individuals to the card including Holly Kovarik and Tom Talle. Supervisor Talle seconded the motion. The motion passed with all in favor.
- **MAWCD Annual Meeting**
 - i. **Resolutions Packet**-The Supervisor reviewed the resolutions individually and voted. Supervisor Reents made a motion to approve the resolutions to be submitted as each individual voted. Supervisor Pederson seconded the motion. The motion passed with all in favor.

Paul Gerde, County Commissioner Report- Commissioner Gerde needed to leave the meeting early due to another County board meeting. The board asked Commissioner Gerde to give his report at this time before the Resolutions were completed. He provided the following updates:

- The Chippewa River Watershed Project had asked the Counties to write a letter to the MPCA about the slow approval on the work plan for the 8 Lake TMDL study. It has been over a year since this report was sent in.
- The County is negotiated with four labor unions right now.
- The parking lot next to Public Health has not been paved and there is discussion on if the entire area should be paved.
- Commissioner Gerde shared his insights about the County payment process which is bi-monthly. He also shared that each vehicle has its own company gas card which belong in each vehicle.
 - ii. The board discussed attendance to the MAWSCD Conference and related expenses.
Supervisor Reents made a motion to approve any staff or board members that would like to attend the conference and the applicable costs. Supervisor Pederson seconded the motion. The motion passed with all in favor. Those who indicated their intent to attend included: Holly Kovarik, Grant Bullemer, Keith Nygaard, D. Gary Reents, and Kelly Erickson.
- **Kelly Erickson, District Technician** asked if he could give his report early.
 - WCA-Mr. Modlin had his hearing on 10/8/13. The Judge dismissed his motion.
 - **Supervisor Billehus made a motion to approve the application from Tim Foslein to buy wetland credits for .1 acres of wetland at a 1:1 ratio. The site was delineated by NRCS. Supervisor Pederson seconded the motion. The motion passed with all in favor.**
 - **Supervisor Talle made a motion to approve the application from Randy Ihnen to buy wetland credits for .4 acres of wetland at a 1:1 ratio. Supervisor Billehus seconded the motion. The motion passed with all in favor.**
 - Erickson shared information on the Ken Moe violation and shared photos as an item for the board's information if they were to receive a call from someone. This individual has a restoration order that has been issued and will need to be enforced. He has to remove a significant amount of sand that he placed in a wetland within the city limits of Long Beach.
 - He attended a TEP meeting on September 20th and discussed 3 different WCA issues: Modlin, Stensby, & Jensen, Moe.
 - Rosholt Farm growing season is complete it has been too wet to harvest the beans. The weather station is not functioning properly and he is working with the MDA to get it fixed. The water pipes will need to be drained soon.
 - The sales program has a few fall dormant seedings to complete as soon as the soil temperature allows.
 - The clipping was finished before October 1st.
 - There was a tractor rented from Red Horizons to do some tillage on a project in Lake Johanna TWP.
 - The observation wells were reviewed as well as the rainfall data for September.
 - All RIM site reviews were conducted between Erickson and Bullemer. A little paperwork remains to be finished.

7. Reports

Holly Kovarik, District Manager-

- Assisted with Clean Water Fund Grant Application for WASCOB in three subwatersheds.
- Reviewed the DNR Shoreline Grant with Bullemer and conducted a site visit on one of the sites.

- Reviewed new application for DNR Shoreline Grant and will assist Bullemer with writing of the application.
- Payroll
- Reviewed CWMA program with Barry Bouwman
- Meeting Lindy Ekola on DNR Shoreline Grant
- Meeting with new Planning and Zoning Director Amanda Strommer
- Met other P& Z staff
- Court regarding Modlin Case
- Land Stewardship Project tour of sites
- General organization activities

Kovarik asked the board for some direction and general expectations. The board agreed by general consensus to apply for grants as they come up and that staff has the authority to apply. The information regarding the application should be brought before the board for discussion and approval as soon as possible. All applications submitted for grants should be consistent with the Comprehensive Water Plan and the Mission of the organization.

There was discussion about upcoming personnel reviews. It was agreed on by the general consensus of the board that this year the employee committee shall remain given the short time the new District Manager has been on staff. Kovarik will work with the employees to set goals and objectives for 2014 and to prepare for the performance reviews with the personnel committee which will be conducted in December 2013 in conjunction with Kovarik and the Employee committee. The meeting will need to be noticed as this is a standing committee and Open Meeting Laws apply.

- **Grant Bullemer, District Technician**-Bullemer discussed the Clean Water Fund Grant Application submitted in the amount of \$316,000 for WASCOD within 3 subwatersheds. This will fund 30 basins working with six landowners. There were a total of 163 applications in the state totaling \$42 million of the possible \$8 million available in this category. The application should be competitive based on the prioritized details in the water plan and the 8 Lake TMDL project. President Nygaard thanked staff for their efforts in getting an applications submitted.

Bullemer discussed the existing DNR Shoreline Grant and that there are four projects with plans that are set up to be implemented next spring. The grant ends June 30, 2014. Staff is confident that the projects will be implemented prior to this deadline. The staff intends to execute another grant application for continued shoreline work through the DNR. This application is due in early November.

He conducted some of the RIM site reviews.

- **Dave Jungst, TMDL Land Specialist**-No Report
- **Jeff Hellerman, NRCS District Conservationist**-No Report
- **Grant Herfindahl, FSA**-No Report

8. Board Member Meeting Reports

- Supervisor Pederson commented on his meeting regarding the Glacial Ridge Trail their next meeting will be held on the 4th Monday of the month in Sunberg.

- Supervisor Reents commented on the recent Citizen Advisory Committee meeting for the Sauk River Watershed District. There was discussion about the bypass event on Lake Osakis which had an impact on the water quality. The Comprehensive Watershed Management Plan should be completed by the end of 2013.

9. Financial Report-The board discussed that it would be beneficial to have some notes on the financial statements to point on certain items of interest. Kovarik will begin doing this for the November board meeting.

- Treasurer Report
- Monthly Checking Account Report #11247 as of September 30, 2013
- Monthly Savings Account Report #870903 as of September 30, 2013
- September 2013 Profit and Loss Statement
- September 30, 2013 Balance Sheet
- Profit & Loss Budget vs. Actual Report January through September 2013
- September Treasurer Report (2013, 2012, 2011)

A motion was not made to approve the treasurer report by the board. This will be added to the November board meeting.

10. Items for the Next Agenda-The board suggested that a project for this winter would be to update the personnel policy handbook. Areas to note were: probationary time period, sick and vacation leave payouts)

11. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
11-19-13	Pope SWCD Regular Board Meeting	Pope County USDA Service Center	7:00 a.m.
12-1 to 12-3	MAWSCD Annual Meeting	Bloomington MN	
12-17-13	Pope SWCD Regular Board Meeting	Pope County USDA Service Center	7:00 a.m.

12. FYI Items-None

13. Adjourn-Supervisor Pederson made a motion to adjourn and Supervisor Billehus seconded the motion. The motion passed with all in favor.

Initials

Keith Nygaard: _____

Mike Billehus: _____

Tom Talle: _____

Randy Pederson: _____

D. Gary Reents: _____

