

**POPE SOIL & WATER CONSERVATION DISTRICT  
MEETING MINUTES  
Supervisory Board Meeting 7:00 am March 18, 2014**

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

**Attendance:** D. Gary Reents, Randy Pederson, Mike Billehus, Keith Nygaard, Kelly Erickson, Holly Kovarik, Grant Bullemer, Jeff Hellerman, Maggie Karschnia (Minnesota Land Trust), Dave Jungst (Ducks Unlimited), Paul Gerde (Pope County Commissioner)

Tom Talle Absent

**Meeting Minutes:**

1. The meeting was called to order by President Nygaard at 7:10 a.m. and the pledge of allegiance was recited.
2. Manager Kovarik asked that a few items be added to the agenda. Pederson moved to approve the agenda with the additions and Reents seconded the motion. The motion passed with all in favor.
3. Consent Agenda (approved by one motion)-President

a) February 2014 Meeting Minutes

b) **Resolutions-NONE**

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

c) **Contracts for Approval**

<u>Number</u>	<u>Description</u>
C14-8185	Pope Co. Sub Watershed Water & Sediment Control Basin Project
18136-501	Conservation Corps Site Agreement 2014

d) **Appropriations/Payments-NONE**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.				
2.				

e) **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>

Reents made a motion to approve the Consent Agenda items as presented and Pederson seconded the motion to approve items a.) February Minutes and c.) CWF contract for the Pope Co. Sub Watershed Water & Sediment Control Basin Project and Conservation Corps Site Agreement). The motion passed with all in favor.

4. Old Business

a) **Minnesota Land Trust**- Maggie Karschnia

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The Minnesota Land Trust has approached the Pope SWCD for partnering to implement more conservation for every application completed the SWCD will receive \$200. The program was discussed in more detail.

- b) **Area II Meeting Update**- *Kovarik/Nygaard/Reents*  
An update was provided to the board members and staff that did not attend the Area II meeting.
- c) **Intern Recruiting Updates**- *Kovarik*  
The internship postings close on the 21<sup>st</sup> of March. By the April meeting these positions should be filled and an update will be shared with the board on the accepted offers.
- d) **Bonanza Valley GWMA**- *Kovarik*  
Pope Soil and Water Conservation District has been asked to participate on this committee. Kovarik will participate in these meetings and Kelly will be attending intermittently based on the topic for that month's meeting. The board will be kept apprised on this as the meetings are held.

**5. New Business**

- a) **2013 Wetland Reserve Program Update**-*David Jungst*  
Dave Jungst provided a report on WRP a total of 477 acres between seedings, restorations and prescribed burns were conducted by staff in 2013.
- b) **Stewardship Week**-*Kovarik*  
April 27 to May 4 2014 has been designated as Soil Stewardship Week. Notification was sent to 27 churches in Pope County notifying them about Stewardship Week. This year's theme: "DIG DEEPER: Mysteries in the soil."
- c) **2014 Poster Contest**- *Kovarik*-  
Materials have been sent to Glacial Hills Elementary, BBE, and Minnewaska 5<sup>th</sup> and 6<sup>th</sup> grade teachers and presentations are scheduled in April. Posters will be due in May and the board will select the overall poster winner at the May board meeting. This year's theme is "DIG DEEPER: Mysteries in the soil." We will be presenting to about 300 students in the month of April.
- d) **Spring 2014 Newsletter**-*Kovarik*  
A newsletter went out in March.
- e) **Contractor Workshop** *Kovarik*  
A workshop has been scheduled March 28<sup>th</sup> for excavators and contractors working with our agency on implementing projects. Details of the workshop will be shared with the board. A report on the outcome from the meeting will be shared at the April meeting.
- f) **Irrigation Management Program** *Kovarik*  
The board discussed our existing program and concurred with the staff recommendation to have pricing at \$250 for the first field and \$175 for each additional field. The program will continue with Kelly doing the field work and Holly completing some of the paperwork. Advertising will be done to try to get more involvement from producers and at this time it is the recommendation of staff that we don't have enough participation to warrant a staff position. This will be revisited as the deadline for grant applications approaches.
- g) **Rainbarrel Pre-Order Program** *Kovarik*  
There will be a pre-order offered again for rainbarrels 20 more were spoken for.
- h) **Well Sealing**- *Kovarik*

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Kovarik discussed with the board the well sealing program. Materials will have to be generated for the program to enroll sites. It was decided to allocate \$2,500 of each annual waterplan allocation toward well sealing. **Reents made a motion to set \$2,500 for the annual budget for well sealing and Pederson seconded the motion. A not to exceed rate of \$500 per well and up to 75% cost share was established for the program criteria. The motion passed with all in favor.**

i) **Pope Co Community Expo**- Kovarik

The Community Expo will be held on April 4<sup>th</sup> and the SWCD will have a booth. Kovarik discussed some additional banners that should be displayed. **Pederson made a motion to set a budget of not to exceed \$1,000 from the 2013 Water Plan funding for educational displays on erosion both agricultural and urban that will be used to promote conservation consistent with the waterplan priorities. Reents seconded the motion. The motion passed with all in favor.**

j) **2014 Elections**- Kovarik

There was discussion about the upcoming election and filing.

k) **Septic Ordinance Update**- Kovarik

Kovarik shared that the septic ordinance is being updated and that she attended a meeting regarding this. The County is required to do so in order to not lose state funding for the septic program.

**6. Reports**

a) **Treasurer Report**-Kovarik reviewed items I, ii, and iii with the board Pederson made a motion to approve them as presented and Billehus seconded the motion. **The motion passed with all in favor.**

- i. Monthly Checking Account Report #11247 as of February 28, 2014
- ii. Monthly Savings Account Report #870903 as of February 28, 2014
- iii. February Treasurer Report (2014, 2013, 2012)
- iv. 2013 Year end and financial reporting requirements (included as well in Newsletter)
- v. Financial Statements Final-**Reents made a motion to approve the yearend financial statements final version and Pederson seconded the motion. The motion passed with all in favor.**
- vi. Revised budget will need to be prepared for 2014. –Kovarik explained that a revised budget will need to be prepared. The board will be presented a revised budget at a later meeting for discussion. This is necessary since the allocation from the county did not change and the adopted budget reflects what was requested but not what was actually received.

b) Paul Gerde, County Commissioner-I report was not given. He had to leave the meeting to get to the County Board meeting.

c) Holly Kovarik, Manager

1. Chippewa SWCD 60<sup>th</sup> Anniversary & Retirements were shared with the board.
2. Farm Stoen Supply Meeting update was given there was good attendance and a strong focus was shared on the WASCOB project work and promoting implementing these projects.
3. Pete Gilbertson Tree Tribute was discussed. Kovarik will work with Valnes to coordinate using a tree already planted out front with a plaque to be dedicated with the Gilbertson family in June.

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4. CHS Dividend received was \$204.37 for 2013.
5. **Billehus made a motion to approve Gordy Moen's contract for FY2014\_01 WASCOB \$2,242 and Pederson seconded the motion. The motion passed with all in favor.**
6. Kovarik provided an update on outstanding Accounts Receivable which is about \$20,000 yet. There is several assignment of payments that are outstanding and awaiting for the federal government to allocate funding to pay.
7. Kovarik shared that a special project with the UofM will likely have a tour in July highlighting projects in Pope County. More information will be provided to the board as it is available.
8. The CROW Watershed Organization would like to come to our meeting in April to discuss the one watershed one plan concept and they are looking for a letter of support.
9. **Reents made a motion to approve the Cooperative Weed Management Program contract and have the president sign it once it is available. Pederson seconded the motion. The motion passed with all in favor.**

d) Grant Bullemer, Technician

1. Provided a Walk In Access Program update was given there are currently 560 acres and 6 contracts in place in Pope County.
2. He attended RIM training and the program is working toward being more grazing friendly.
3. There may be a CREP III in the future.

e) Grant Herfindahl, FSA-He provided an update on the Farmbill Programs which there is nothing definite yet with the requirements. Sara Erdman will be working with CRP. They are working on hiring a temporary employee to fill in for the work Linda did. There is still a hiring freeze.

f) Kelly Erickson, Technician-Nothing else to report.

g) Jeff Hellerman, NRCS District Conservationist

1. Discussed some Farmbill changes. 24-1026 compliances that have had written responses. Reviewing CRP that has mid contract management, 4 CSP applications, 16-EQIP applications with several WASCOB projects in the works.

**Reents made a motion to have Minnesota Land Trust develop a contract for discussion by the board at the next board meeting. Pederson seconded the motion. The motion passed with all in favor.**

7. **Board Member Meeting Reports**-Pederson reported that he attended the Glacial Ridge Trail meeting and work continues on the website updates.

8. **Items for the Next Agenda**

9. **Upcoming Meetings:**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
3-18-14	Pope SWCD Regular Board Meeting	Pope County USDA Service Center	7:00 a.m.
3-24/25	Legislative Days @ Captiol	St. Paul	

10. **FYI Items**

Legislative Day Materials were discussed D. Gary Reents and Holly Kovarik will attend on behalf of the organization.

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11. Adjourn-Reents made a motion to adjourn at 9:45 a.m. and Pederson seconded the motion.

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Manager

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Date

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President

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Date