

POPE SOIL & WATER CONSERVATION DISTRICT
MEETING MINUTES
 Supervisory Board Meeting 7:00 am November 19, 2013
 Meeting site: USDA Service Center,
 1680 N. Franklin Avenue
 Glenwood, MN 56334

Meeting Minutes:

1. The meeting was called to order by President Keith Nygaard at 7:05 a.m.
2. A few items were added to the agenda. A motion was made by Talle and seconded by Pederson to approve the agenda. The motion passed with all in favor
3. Consent Agenda (approved by one motion)-*President Nygaard*
 - a) October 15, 2013 Meeting Minutes
 - b) **Resolutions-**

<u>Number</u>	<u>Description</u>
01-13	Approval to Purchase Pens
02-13	2014 MACDE Membership Approval for Bullemer, Erickson, and Kovarik
03-13	Approve Quickbooks Payroll Subscription
04-13	2014 Sales Program Prices
05-13	Approval for Holly Kovarik to be PERA Authorized Administrator on Account
06-13	Approval for Holly Kovarik to be Nationwide Retirement Authorized Administrator on Account

c) **Contracts for Approval-NONE**

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

d) **Appropriations/Payments**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	Moe Farms	Rental of Mower	\$2,320.00	Charges for Services

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>

Gary Reents made a motion to approve the consent agenda except for Resolution 04-13 which was pulled by President Nygaard for more discussion. Randy Pederson seconded the motion. The motion passed with all in favor.

Kelly Erickson discussed with the board the 2014 SWCD Order Form including the tree pricing. The prices have not been raised in over 7 years. The charges for services and profit margin were discussed with the board. There was a \$0.20 per tree increase on the deciduous trees.

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There was a suggestion to change mowing, cultivation, grass seeding atv, and grass seeding no-till drill to call for pricing on the price list. **Randy Pederson made a motion to approve the order form for the services and grass call for pricing. Tom Talle seconded the motion. The motion passed with all in favor.**

Kelly Erickson and Holly Kovarik will do some analysis to determine a recommendation to present to the board regarding the profit margin on custom work.

4. Old Business

- a) Manager Kovarik provided some information regarding the breakfast and final plans for the MASWCD Annual Conference which will be held December 1-3rd.
- b) Pope County Sub Watershed WASCOD Project Proposal Submitted-Bullemer/Kovarik
Grant Bullemer gave some background information on the grant application. **Gary Reents made a motion to approve the grant application for the CWF WASCOD project. Mike Billehus seconded the motion. The motion passed with all in favor.**

5. New Business

- a) **Rent Payment Discussion**- Kovarik
Manager Kovarik shared that we were a little behind on these payments and there is a check that has not cleared the bank. She is working on resolving this matter with Valnes.
- b) **Minnesota Department of Agriculture Grant Reimbursement Request**-Manager Kovarik
provided information on the reimbursement request submitted for the last quarter for the Rosholt Research Farm.
- c) **Monthly Supervisor Timesheets Discussion**-Manager Kovarik explained that each Supervisor should fill in their timesheet monthly.
- d) **Minnesota State New Hire Reporting Guidelines**-Manager Kovarik
The SWCD is required to re-submit new hires each time there is a lapse of payroll processed on an individual after 60 days. Submitting this quarterly means staff would have to report the Supervisors as a new hire every time payroll is processed.
- e) **National Association of Conservation District Dues**- Kovarik
To discuss payment of annual dues.-Randy Pederson moved to pay the NACD dues \$775.00. Tom Talle seconded the motion. The motion passed with all in favor.
- f) **Mission Statement Discussion**- Kovarik
The Supervisors were provided information to begin thinking about the organizations Mission Statement.
- g) **Septic Abatement Funding Discussion**- Kovarik
I would like to discuss this funding that we are currently administering. Tom Talle made a motion to transfer the funding and project back to the County. Mike Billehus seconded the motion. The motion passed with all in favor.
- h) **Tastefully Simple Funding Discussion**- Kovarik

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Gary Reents made a motion to pay Glenwood and Beyond approximately \$1,500 for the raingarden project installed from the Tastefully Simple Grant. Randy Pederson seconded the motion. The motion passed with all in favor.

i) **DNR Shoreline Habitat Grant Application**-Bullemer/Kovarik

Staff has prepared and submitted an application to the DNR for additional Shoreline Restoration projects. We will provide an overview of the proposed project. Grant Bullemer discussed the current shoreline projects in the works. The grant project is \$57,400 in total that was submitted to conduct Score Your Shore (Minnewaska, Reno, Gilchrist, Amelia), restore 4 sites, and plant materials. **Randy Pederson moved to approve the DNR Shoreline Habitat Grant application that was submitted and Mike Billehus seconded the motion. The motion passed with all in favor.**

j) **Pope County Water Plan Discussion**-Kovarik

Manager Kovarik explained that she had met with County staff and together they are working on elements in the water plan and hope to have a committee/task force meeting early in 2014.

k) **Technical Approval Authority**-Kovarik/Bullemer

Approval of Technical Approval Authority for Grant Bullemer to sign Conservation Plans- **Randy Pederson moved to approve Resolution #07-13 for Grant Bullemers Technical Approval Authority as presented and Gary Reents seconded the motion. The motion passed with all in favor.**

l) **State Cost Share Payments**-Kovarik/Bullemer

Discussion regarding payments for projects. Grant Bullemer and Kelly Erickson worked on Keith Nygaards reimbursement request for the project. **Randy Pederson made a motion to approve the payment for a cost share project in the amount of \$2,575.77 FY12-04 WASC0B project for Keith Nygaard. Tom Talle seconded the motion. The motion passed with Keith Nygaard abstaining.**

m) **Holiday Gathering**-Kovarik

Discussion regarding a Holiday gathering. The board by general consensus gave staff direction to set a Christmas gathering in early January.

6. Reports

a) **Treasurer Report**-

Tom Talle made a motion to approve the Treasurer report as presented items 6. (a) i-iv. Mike Billehus seconded the motion. The motion passed with all in favor.

- i. Monthly Checking Account Report #11247 as of October 31, 2013
- ii. Monthly Savings Account Report #870903 as of October 31, 2013
- iii. Profit & Loss Budget vs. Actual Report January through October 31, 2013
- iv. October Treasurer Report (2013, 2012, 2011)

**The treasurer report will be handed out at the board meeting.*

b) **Paul Gerde, County Commissioner**

Commissioner Gerde provided an update on the hog barn that was recently approved. He shared information from the fair board meeting which there was \$150,000 grant to put up a building.

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There was a committee established to look at a building.

c) **Holly Kovarik, Manager**-(provided written report in packet) Other items discussed with the board included:

1. Kovarik shared that she would be taking some vacation early in 2014 and this would conflict with the board meeting date in January. The board agreed by general consensus to set the board meeting in January for the 14.
2. BWSR Academy Food Reimbursements/Policy Discussion-Kovarik explained that she would bring a policy forward at a future board meeting for discussion and approval.
3. Stevens SWCD has submitted a reimbursement request for the waterfest. **Supervisor Talle made a motion to approve the reimbursement of \$2,171.99 to Stevens SWCD for the water fest expenses. Supervisor Pederson seconded the motion. The motion passed with all in favor.**

d) **Grant Bullemer, Technician**-(provided written report in packet) Other items discussed with the board included:

1. He shared that there is one corrective action that will be sent out on a RIM project.

e) **Kelly Erickson, Technician**-He has a WCA restoration order that is being worked on located on south shore of Lake Emily. We are waiting to hear further details on the lawsuit with Gary Modlin. The DNR Fish Hatchery parking lot will be re done. He attended BWSR academy. All of the custom seeding and fall dormant seeding have been completed. The larger mower from Moe's worked out well. The 02 chevy truck needs tires. This is within staff approval authority so in the next month we will schedule these to be replaced. Westport farm has been winterized.

f) **Jeff Hellerman, NRCS District Conservationist**

1. Gilchrist Watershed EQIP Funding has been announced.
2. He shared his written report with the board on the work accomplished this past month including CRP, CSP, WRP, EQIP, and new staff hiring updates.

g) **Grant Herfindahl, FSA**

1. There is currently no Farm Bill and no go ahead on CRP
2. He is currently doing shared management in Douglas County for 3 days a week.
3. Linda Schroeder will be retiring in January 2014.

7. **Board Member Meeting Reports**-Supervisor Pederson shared that he had a Glacial Ridge Trail meeting and they meet once a month in Sunberg.

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>
12-1 to 12-3	MASWCD Annual Meeting	Bloomington MN	
12-17-13	Pope SWCD Regular Board Meeting	Pope County USDA Service Center	7:00 a.m.

10. **FYI Items**

11. **Adjourn**-The meeting was adjourned by Chairman Nygaard.

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Initials

Keith Nygaard: K.N.

Mike Billehus: MB

Tom Talle: TT

Randy Pederson: RP

D. Gary Reents: ~~DR~~ DRK

ORIGINAL