

**POPE SOIL & WATER CONSERVATION DISTRICT
MEETING MINUTES
Supervisory Board Meeting 7:00 am December 17, 2013**

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

Meeting Minutes:

1. The meeting was called to order by Chairman Nygaard and the Pledge of Allegiance was recited.
2. Chairman Nygaard asked for additions or corrections to the agenda. Supervisor Talle made a motion to approve the agenda as presented and Supervisor Pederson seconded the motion. The motion passed with all in favor.
3. Consent Agenda (approved by one motion)-*President Nygaard*

a) November 19, 2013 Meeting Minutes

b) **Resolutions-NONE**

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

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.	Glenwood Chamber	2014 Membership	\$125.00	

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>
	MDA Grant	Stearns SWCD	Education		\$2,519.20

Supervisor Reents made a motion to approve the consent agenda items a through e as presented. Supervisor Talle seconded the motion. The motion passed with all in favor.

4. Old Business

a) The board members and staff discussed the MASWCD conference that was held in Bloomington December 1-3. Overall the conference was very good based on the feedback from those that attended the meetings.

b) **Tastefully Simple Funding Discussion- Kovarik**

Kovarik explained that the funding was to be paid out of a Tastefully Simple Grant for a Glenwood and Beyond project. Initially the board had approved a \$1,500 payment for the project but after some research the final payment was made in the amount of \$2,200 which reflects the amount applied for and received for this project. Supervisor Pederson made a motion to approve the revised payment amount of \$2,200 to Glenwood and Beyond for the rain garden project recently completed. Supervisor Reents seconded the motion. The motion passed with all in favor.

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c) **2012 Audited Financial Statements-Kovarik**

*The financial statements were discussed as they were prepared and submitted. **Supervisor Talle made a motion to approve the final 2012 Audited Financial Statements and Supervisor Pederson seconded the motion. The motion passed with all in favor.***

d) **Mission Statement Discussion- Kovarik**

Kovarik discussed with the board that materials were provided in their packets in November that they should review. This information and notes will be compiled once turned in at the next meeting and then will be compiled. Once we have this completed we can begin to discuss any revisions necessary to the mission statement.

e) **Sales Profit Margin Discussion-Kovarik/Erickson**

Erickson provided an overview of the sales history over the past 5 years. A more in depth analysis will be conducted and a presentation will be shared at a future meeting.

5. New Business

a) **BWSR Cooperative Weed Management Grant- Kovarik**

*Kovarik explained the components of the recently submitted application. A total of \$15,000 was applied for 2014-2015. This is the maximum amount allowed for each application. The CWMA has made significant strides in treating wild parsnip and some of the other invasives. The District should find out in early 2014 if the funds are awarded. We would then need to go through the recruitment process to hire an intern for the project. **Supervisor Talle made a motion to approve the grant application for the CWMA project for \$15,000 for 2014-2015 as presented. Supervisor Reents seconded the motion. The motion passed with all in favor.***

b) **Conservation Corps Apprentice Grant Application- Kovarik**

*Kovarik explained the Conservation Corps Apprentice Application. The application submitted was for an intern that would work on a special project as identified in the water plan to conduct an inventory of buffers on our public drainage systems and alternative tile intakes. In addition to work on a voluntary sign up of interested individuals for alternative intakes for future grant applications. The secondary work for the intern would be assisting with the CWMA program and educational efforts. **Supervisor Pederson made a motion to approve the application for the Conservation Corps Apprentice for 2014 as presented and submitted and Supervisor Reents seconded the motion. The motion passed with all in favor.***

c) **4-H Shooting Sports Donation Request- Kovarik**

The board discussed the request for a donation. However there are not any funds at this time for this type of request.

d) **Staff Performance Management-Kovarik**

Kovarik discussed some of the templates and process that will be utilized for working with staff performance.

e) **Employee Handbook (DRAFT)- Kovarik**

Kovarik discussed a draft employee policy handbook that the supervisors should review. A

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presentation will be given at a future meeting showing the differences from the old handbook to this revised version.

f) **Holiday Gathering**-Kovarik

The tentative date for the USDA Christmas party is January 15th. The final invitation will be mailed out when it is ready.

g) **2014 Meeting Schedule**-Kovarik

*There was discussion regarding the draft 2014 meeting schedule. **Supervisor Pederson made a motion to approve the schedule as prepared and Supervisor Talle seconded the motion. The motion passed with all in favor.***

6. Reports

a) **Treasurer Report**-Kovarik explained the treasurer report to the board including a) i through a) iv.

Supervisor Talle made a motion to approve the treasurer report subject to audit and Supervisor Reents seconded the motion. The motion passed with all in favor.

- i. Monthly Checking Account Report #11247 as of November 30, 2013
- ii. Monthly Savings Account Report #870903 as of November 30, 2013
- iii. Profit & Loss Budget vs. Actual Report January through November 30, 2013
- iv. October Treasurer Report (2013, 2012, 2011)

b) Paul Gerde, County Commissioner-Commissioner Gerde provided an update on the AMC conference that he attended in which he went to a few workshops. He also shared some of the current challenges the Minnesota River Board has been going through. They will be out of money the end of 2013 and the discussion and option that the members of the Chippewa River Watershed Project board approved was option D) to dissolve the organization. The County also conducted the truth in taxation hearing. He shared that likely the SWCD will neither see an increase nor a decrease in the allocation.

c) Holly Kovarik, Manager-shared that the monthly report was included in the board packet.

1. She shared that she would be giving a presentation at an upcoming Rotary Meeting.
2. Received WRP Reimbursement from MASWCD \$7,500
3. MCIT Dividend Payment \$4,288

d) Grant Bullemer, Technician-shared that the monthly report was included in the board packet.

1. Glen Menze RIM Contract # 61-04-87-01A Corrective Action –**Supervisor Reents made a motion to approve the RIM corrective action for Glen Menze and Supervisor Pederson seconded the motion. The motion passed with all in favor.**
2. **Supervisor Reents made a motion to approve a payment for Minnewaska Title for a project being completed by Kurt Amundson in the amount of \$1,89.50. This will be reimbursed by the state. Supervisor Pederson seconded the motion. The motion passed with all in favor.**

e) Kelly Erickson, Technician-shared that the monthly report was included in the board packet.

f) Jeff Hellerman, NRCS District Conservationist provided a monthly report to the board including updates on compliance issues, CRP, CSP, WRP, and EQIP.

g) Grant Herfindahl, FSA-no report

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- 7. Board Member Meeting Reports-none
- 8. Items for the Next Agenda-none noted
- 9. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
12-17-13	Pope SWCD Regular Board Meeting	Pope County USDA Service Center	7:00 a.m.
1-14-13	Pope SWCD Regular Board Meeting	Pope County USDA Service Center	7:00 a.m.

10. FYI Items

- 11. Supervisor Talle made a motion to adjourn the meeting at 9:00 a.m. and Supervisor Pederson seconded the motion. The motion passed with all in favor.

Initial

K.N.
DKR
SSJ
RP
MB