

**POPE SOIL & WATER CONSERVATION DISTRICT
MEETING MINUTES**

Supervisory Board Meeting 7:00 am January 14, 2014

 **ORIGINAL**

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

Board Members: D. Gary Reents, Tom Talle, Mike Billehus, Randy Pederson, Keith Nygaard
Staff: Holly Kovarik, Grant Bullemer, and Kelly Erickson
Guests: Jeff Hellerman, NRCS
Commissioner Paul Gerde
Amanda Strommer, Pope County Planning and Zoning

Meeting Minutes:

1. The meeting was called to order at 7:12 a.m. by President Nygaard.
2. D. Gary Reents made a motion to keep the officers as is and Mike Billeus seconded the motion. (President-Keith Nygaard, Vice President-Mike Billehus, Secretary-Randy Pederson, Treasurer-Tom Talle) The motion passed with all in favor.
3. Appointments to Special Committees/Representatives were made by President Nygaard as follows for 2014:
 - a) Employee Committee: D. Gary Reents and Randy Pederson
 - b) Budget Committee: Tom Talle and Keith Nygaard
 - c) Glacial Ridge Trail: Randy Pederson
 - d) Water Plan: Mike Billehus
4. There were a few additions noted by staff. Supervisor Talle made a motion to approve the agenda with additions as presented and Supervisor Reents seconded the motion. The motion passed with all in favor.
5. Consent Agenda (approved by one motion)-President

a) December 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.	MASWCD	Dues	\$1966.50	General
2.	MCIT	Insurance	\$6863.00	General

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>

Supervisor Reents made a motion to approve the consent agenda items. Supervisor

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Talle seconded the motion. The motion passed with all items on the consent agenda being approved.

6. Old Business

a) **Employee Handbook**- Kovarik

A presentation was given to go over the revised Employee Handbook and compare to the previous version. **Supervisor Billehus made a motion to approve the employee handbook as presented and Supervisor Reents seconded the motion. The motion passed with all in favor.** This employee handbook revision supersedes any other handbooks previously adopted by the organization.

Amanda Strommer the new director for the Land and Resource Management Office gave a brief update to the board. She shared information about the SSTS program and current funding for loans and projects. She also talked about updates that she will be doing to the ordinances.

b) **1 Watershed 1 Plan Press Release**-Kovarik

The board discussed a press release about the 1 Watershed 1 Plan approach. No formal comments have been submitted by the organization at this time.

c) **Mission Statement Discussion**- Kovarik

The board agreed by consensus that the mission statement was too long and staff were directed to come up with a revised version for presentation to the board to be discussed at another meeting.

d) **Sales Trends & Profit Margin Discussion**-Kovarik/Erickson

A presentation was given sharing the history of the sales program since 2007-2013.

7. New Business

a) **Land Stewardship Project**- Kovarik

We have been approached for additional space for LSP staff. This was discussed with the board. There was no action taken as LSP will be approaching FSA first to see if they have space for this staff person.

b) **Facility Rental**- Kovarik

*Discussion regarding building rental for 2013/2014 for tree distribution. **Supervisor Reents made a motion to pay rent to Kelly Erickson for sales program materials storage in the amount of \$750 for 2014. Supervisor Talle seconded the motion. The motion passed with all in favor.***

c) **Annual Items**- Kovarik

- i. 2014 Agency Objectives-DRAFT tabled
- ii. 2014 Calendar of Events-DRAFT tabled
- iii. 2014 Budget tabled
- iv. Newsletter publication approval quarterly-**Supervisor Talle made a motion to approve a quarterly newsletter publication in 2014 and Supervisor Billehus seconded the motion. The motion passed with all in favor.**

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d) **Employee Review/Committee Report-Kovarik**

*Kovarik discussed the recommendation from the employee committee regarding recently conducted employee reviews. **Supervisor Talle made a motion to approve a 3% wage increase (\$0.59) effective the 1st pay period in January for Kelly Erickson after completing a favorable review. Supervisor Reents seconded the motion. The motion passed with all in favor.***

e) **Discuss MDA Rosholt Internship Posting Kovarik**

*The board and staff discussed an internship position for the MDA project at the Rosholt Research Farm. **Supervisor Pederson made a motion to post the MDA Rosholt Internship position and Supervisor Billehus seconded the motion. The motion passed with all those in favor.***

8. Reports

a) **Treasurer Report-** The treasurer report was tabled till the February meeting till all year end adjusting entries were finished.

- i. Monthly Checking Account Report #11247 as of December 31, 2013
- ii. Monthly Savings Account Report #870903 as of December 31, 2013
- iii. Treasurer Report (2013, 2012, 2011)-2013 December report will be handed out. Year-end adjustments are still being done.

b) Paul Gerde, County Commissioner-Commissioner Gerde discussed with the board an upcoming Committee of the Whole Meeting where the Nature Conservancy will be giving a report. He also talked about the feedlot workshop, hazard mitigation plan, and the west central community action group.

c) Holly Kovarik, Manager

1. Area II Sr. Envirothon donation-**Supervisor Reents made a motion to approve a donation for 2014 to the JR and SR Envirothon in the amount of \$150. Supervisor Pederson seconded the motion. The motion passed with all in favor.**
2. The board asked staff to post for the upcoming Bonanza Valley DNR groundwater meeting. This meeting will be held at the Belgrade High School January 22nd.
3. The Pope County Allocation will be the same in 2014.
4. Staff completed a quarterly report to MDA for the grant and has submitted for reimbursement for activities conducted.
5. The SWCD has been slated to receive half of the Clean Water Fund grant submitted in October by staff. This will be officially approved by BWSR at the January 28th, 2014 board meeting.

d) Grant Bullemer, Technician

1. Bullemer shared that he will be attending a Farmbill training.
2. PCPR Banquet/Booth-**Supervisor Talle made a motion to approve the expenditure for a booth and for up to two staff members to attend the event. Supervisor Pederson seconded the motion. The motion passed with all in favor.**
3. There will be a Simon Lake meeting coming up on the 23rd that Bullemer will attend.

e) Kelly Erickson, Technician-

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1. A brief description of a wetland creation project was discussed for Earl Hauge.
 2. Minnewaska Township has a ditch that needs cleaning but there is not WCA concern as long as the spoil is removed or spoil is place on spoil.
- f) Jeff Hellerman, NRCS District Conservationist-No report
g) Grant Herfindahl, FSA-no report

9. Board Member Meeting Reports-Supervisor Pederson reported that there wasn't a meeting for the Glacial Ridge Trail this past month.

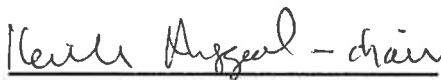
10. Items for the Next Agenda

11. Upcoming Meetings:

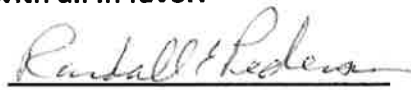
<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
1-14-13	Pope SWCD Regular Board Meeting	Pope County USDA Service Center	7:00 a.m.
1-15-14	Christmas Party	Classic Co. Brooten MN	6:00 p.m.
2-18-14	Pope SWCD Regular Board Meeting	Pope County USDA Service Center	7:00 a.m.

12. FYI Items-none

13. Adjourn-Supervisor Pederson made a motion to adjourn at 9:30 a.m. and Supervisor Billehus seconded the motion. The motion passed with all in favor.



President/Date



Secretary/Date