

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

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

**ATTENDANCE:**

<b>Board:</b>	Keith Nygaard, Tom Talle, Randy Pederson, D. Gary Reents, Mike Billehus
<b>Staff:</b>	Holly Kovarik, Kelly Erickson, Grant Bullemer
<b>Guests:</b>	Paul Gerde (County Commissioner), Mark Kulig (NRCS)

1. The meeting was called to order at 7:05 a.m. by President Nygaard.
2. Kovarik asked to add a few items to the agenda as presented. Reents made a motion to approve the agenda with the additions and Pederson seconded the motion. The motion passed with all in favor. The board and staff introduced themselves.

3. **Consent Agenda (approved by one motion)-President**

a) January 2014 Meeting Minutes

b) **Resolutions-**

<u>Number</u>	<u>Description</u>
01-14	Eastern Red Cedar Tree Policy
02-14	Approve Cooperative Weed Management Internship Posting

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.				
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>

Talle made a motion to approve all of the consent agenda items. Pederson seconded the motion. The motion passed with all in favor.

4. **Old Business**

a) **Mission Statement Discussion-** Kovarik

The staff has come up with a revised mission statement for consideration by the board.

**Promote, guide, and provide technical assistance for conservation of land and water through project implementation.**

Reents made a motion to approve the new mission statement and Billehus seconded the motion. The motion passed with all in favor.

5. **New Business**

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a) **Pay Equity Reporting**-Kovarik

An update on the pay equity report was provided to the board. **Pederson made a motion to approve the report as submitted by staff and Reent seconded the motion. The motion passed with all in favor.**

b) **Legislative Day at the Capitol**-Nygaard/Kovarik

The 2014 Legislative Day at the Capitol was discussed with the board. **Reents made a motion to approve staff and board attendance at the Legislative Day at the Capitol including expenses applicable. Talle seconded the motion. The motion passed with all in favor.**

c) **Annual Items**- Kovarik- *(These items were included in the January board packet. Staff has reviewed and will provide recommendations at the meeting.)* **Pederson made a motion to approve items 5.c. i-iii as presented. Reents seconded the motion. The motion passed with all in favor.**

i. *2014 Agency Objectives-DRAFT*

ii. *2014 Calendar of Events-DRAFT*

iii. *2014 Budget*

iv. *Annual Report of Activities (Elink reports)*-Kovarik discussed the year end activity reports submitted in elink. **Billehus made a motion to approve the reports as presented by staff. Pederson seconded the motion. The motion passed with all in favor.**

d) **Sauk River Watershed District Plan Hearing**-Kovarik

The SRWD will hold a public hearing on their comprehensive watershed plan on February 20, 2014. Public comments are being taken. Kovarik discussed the plan with the board. The consensus of the board was that no formal comments were necessary at this time on the direction of the plan.

e) **Minnesota Land Trust** Kovarik

The Minnesota Land Trust has approached the Pope SWCD for partnering to implement more conservation for every application completed the SWCD will receive \$200. If we are interested in this program we will need to enter into a contract. The program was discussed and an invite should be extended to this group to attend our next meeting and give a presentation. Kovarik will follow up and schedule their attendance at the next meeting.

f) **Area II Meeting** Kovarik

MASWCD Area II will be holding a meeting in March. Nygaard, Reents, and Pederson indicated attendance at the meeting but will let Kovarik know by the end of the week. Staff and supervisor attendance should be submitted.

g) **SWCD Handbook** Kovarik

Adoption of SWCD Operational Handbook as the Pope SWCD Operational Handbook (Drafted by BWSR) was discussed by Kovarik. **Talle made a motion to approve the adoption of the SWCD Operational Handbook as the Pope SWCD Operational Handbook. Pederson seconded the motion. The motion passed with all in favor.**

**6. Reports**

- a) **Treasurer Report**-Kovarik discussed the treasurer report with the board. This included all year end adjusting entries that were made and the grants that were deferred into 2014. **Talle made a motion to approve items 6.a. i-iii on the Treasurer report. Pederson seconded the motion. The**

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**motion passed with all in favor.**

- i. Monthly Checking Account Report #11247 as of December 31, 2013-Tabled at January board meeting.
- ii. Monthly Savings Account Report #870903 as of December 31, 2013 –Tabled at January board meeting.
- iii. December Treasurer Report (2013, 2012, 2011)
- iv. Monthly Checking Account Report #11247 as of January 31, 2014
- v. Monthly Savings Account Report #870903 as of January 31, 2014
- vi. January Treasurer Report (2014, 2013, 2012)-**Talle made motion to approve items 6.a. iv-vi on the treasurer report as presented by Kovarik. Reents seconded the motion. The motion passed with all in favor.**
- vii. 2013 Year end and financial reporting requirements-The draft financial statements were distributed to the board and the overall financial picture was discussed with the board. The official financial statements will be available by the March 18<sup>th</sup> board meeting. Kovarik asked for the board to approve the financial reports as presented and authorize her to submit the full financial statements to meet the March 15<sup>th</sup> reporting deadline. **Talle made a motion to approve submitting the reports with notification and approval from the president. Pederson seconded the motion. The motion passed with all in favor.**

b) Paul Gerde, County Commissioner-Paul Gerde discussed the Nature Conservancy will be attending a meeting soon. He shared some information on the County updating the septic ordinance. The County board had a retreat where they looked at a variety of challenges in the future. The County Wetland bank is running out of credits to sell.

c) Kelly Erickson, Technician-He discussed the Gobblers of Glacial Ridge Turkey banquet and a donation to be made of gift certificates as has been done in years past. **Reents made a motion to approve the donation and Pederson seconded the motion. The motion passed with all in favor.**

d) Holly Kovarik, Manager

1. Clean Water Partnership Position-Kovarik discussed with the board the need with the current workload to post for a temporary full-time grant funded position under the CWP grant. **Reents made a motion to post the position and Pederson seconded the motion. The motion passed with all in favor.**
2. Cooperative Weed Management posting-Kovarik shared that the SWCD was successful in attaining this grant. The position will need to be posted for the work. **Billehus made a motion to post the internship for the CWMA program and Talle seconded the motion. The motion passed with all in favor.**
3. MDA Postings was approved at the last meeting and Kovarik shared that the deadline to submit an application is March 21<sup>st</sup>.
4. Department of Natural Resources Grant-Kovarik shared that the SWCD was successful in receiving another shoreline restoration grant. A contract should be available at an upcoming meeting for approval by the board.
5. Irrigation Position-Kovarik shared that she had some preliminary discussions with Stearns SWCD about a joint position for assisting with Irrigation and the Irrigation Management program. There isn't a current grant that will fund this program and the District will need to wait till this fall when the Clean Water Fund is opened up again.

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6. Conservation Corps Grant-Kovarik shared with the board that we were successful in our grant application for assistance with a Conservation Corps Apprentice. A site application agreement will be brought to the board at a later meeting for approval.
  7. Training-Kovarik shared that the staff are going through training with NRCS to work toward gaining some construction approval Technical Approval Authority and to be able to design water and sediment control basin structures. Kovarik thanked the NRCS for their partnership and assistance as we get up to speed on this work.
  8. Space-Kovarik discussed with the board that we have some space concerns for one intern and if we add another temporary grant funded position. Kovarik will work with Herfindahl and Hellerman to discuss the current space conditions and draw a schematic of the current and future space needs by the SWCD. Land Stewardship Project is currently using the one office on the FSA side. Kovarik will discuss with LSP if it is possible to share the same space. We want to continue to be a good partner but our organization does have additional space needs due to current workload. The board suggested that the FAC group work this issue out and come back to them with a solution.
  9. Bonanza Valley GWMA Meeting was discussed with the board and the board expressed concern about not being represented on the committee. Staff should continue to attend these meetings and provide the information back to the board.
  10. Basement-Kovarik shared that she has been working on organization of the files in the basement along with disposal of items that are beyond the record retention period. There is a lot of work to do to organize the basement.
  11. Pete Gilbertson a long time employee of the SWCD passed away recently. The board discussed a tribute in his memory. Kovarik will discuss planting tree on the property with Valnes and a possible dedication of it at a later date.
  12. Conflict of Interest and Disclosure forms have all been submitted.
  13. Glacial Lakes Environmental Trust Fund Meeting update was provided to the board. There will be some work that will need to be done to share the SWCD message more with the public, commissioners, and others.
  14. Chippewa River Watershed project received some new grant funding and Pope County projects can qualify.
- e) Grant Bullemer, Technician-nothing additional to report
- f) Jeff Hellerman, NRCS District Conservationist/Mark Kulig  
He is working on civil rights stuff right now and that will continue over the next month. He encouraged the board to support Soil and Water Conservation Society membership for staff. The remainder of his report was handed out to the board for review.  
Mark Kulig reported on the following:
- There have been some staff changes in the area.
  - A new Farmbill was signed on the 7<sup>th</sup> of February with some changes to programs. Those changes are not fully known at this time.
- g) Grant Herfindahl, FSA-No report
- h) Board Member Meeting Reports**-Randy Pederson gave a report on the Glacial Lakes Trail and that a meeting was held recently. The main work discussed at the meeting was updating the website.

Talle gave an update on the Simon Lake Meeting and the work they are doing on invasive species

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control. There were a fair number of grazers in attendance at the meeting.

**i) Items for the Next Agenda**

**j) 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.

**k) FYI Items**

- l) Adjourn-Pederson made a motion to adjourn at 10:30 a.m. and Billehus seconded the motion. The motion passed with all in favor.**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date