

POPE SOIL & WATER CONSERVATION DISTRICT
MEETING MINUTES
Supervisory Board Meeting 7:00 am August 19, 2014

ORIGINAL

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

Meeting Minutes:

Attendance: Keith Nygaard, Mike Billehus, Tom Talle, Randy Pederson, D. Gary Reents, Kelly Erickson, Holly Kovarik, Grant Bullemer, Jeff Hellerman, Luke Johnson, Nicole Zimmerman, Terrence Chastan-Davis, Dan Langseth (MDA), and Commissioner Paul Gerde

1. The meeting was called to order at 7:05 by President Nygaard and the Pledge was recited.
2. Talle made a motion to approve the agenda as presented and Pederson seconded the motion.
Motion passed with all in favor.
3. Consent Agenda (approved by one motion)-*President*

a) **July 2014 Board Meeting Minutes**

b) **Resolutions-NONE**

<u>Number</u>	<u>Description</u>
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c) **Contract/Applications for Approval-None**

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

d) **Appropriations/Payments-None**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	Houston Engineering	Terrain Analysis Work	\$6,168.00	CWF AIG Grant
2.	Chippewa River Watershed Project	Monitoring		MPCA Clean Water Partnership

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>
WS06-14	Local Water Plan	Jason Wildman	Well sealing contract approval	Leven Twp Sect 7	Not to exceed \$500 or 75% of the Total Cost of \$750.00
WS01-14	Local	Keith Naig	Well	Langhei	\$262.50

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	Water Plan		sealing payment approval	19	
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Holly Kovarik pulled d. (2) Chippewa River Watershed Project Monitoring because there wasn't a dollar amount entered in the agenda.

Pederson made a motion to approve the consent agenda items: July 2014 meeting minutes, Houston Engineering bill for analysis work \$6,168.00 and the two Grant Projects Jason Wildman Well Sealing Contract, and Keith Naig Well Sealing Payment. Reents seconded the motion. The motion passed with all in favor.

Talle made a motion to approve the Chippewa River Monitoring Payment of \$4,762.38 for the Clean Water Partnership grant. Pederson seconded the motion. The motion passed with all in favor.

4. Commissioner Update-Paul Gerde

- Discussed a meeting he attended with the Sauk River Watershed District and County representatives.
- Shared that the County is doing a new flyover for the Pictometry.
- He sits on the benefits committee and they are going up 37% but should have gone up 54% based on use.
- County Program Aid was cut by \$174,000.
- He discussed rainbow rider transit situation. They are limiting to a five mile radius and need drivers.

5. Old Business

a) **MASWCD Awards Programs/Outstanding Conservationist- Kovarik**

The board by general consensus selected Halls Farms for the Outstanding Conservationist of the Year Award. Staff has been authorized to submit this application and have the president sign to meet the deadline on August 22, 2014. No further awards are being planned to be submitted at this time.

b) **State Cost Share Program Updates - Kovarik**

Staff provided an update and presentation on the finished projects and closing of cost share grants and reporting.

1. *Richard Oeltjen/Al Bryce WASCOB project-Reents made a motion to approve funding for Oeltjen/Bryce WASCOB project contract CWF02+14 through the Clean Water Fund Sub-watershed project not to exceed \$7,532.66. Pederson seconded the motion. The motion passed with all in favor.*

6. New Business

a) **Returned Check Fee-Kovarik**

We discussed a policy for returned checks. Reents made a motion to charge a \$20.00 fee for

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returned checks and to make this a standing policy. Billehus seconded the motion. The motion passed with all in favor.

- b) **Strengthening Your SWCD: Taking Charge of your Strategic Direction** -Kovarik
Discussed attending training September 10-11 in Baxter, MN. Pederson made a motion to approve any staff or board members attendance at the training including registration, meals, hotel, and mileage. Talle seconded the motion. The motion passed with all in favor.
- c) **Area II Meeting September 2**-Kovarik
Discussed attendance at the upcoming Area II meeting in Sauk Centre on September 3, 2014. Board members Talle, Reents, and Nygaard indicated that they would attend with Kovarik. Staff will complete the registration as directed.
- d) **2015 BWSR Grants Discussion**- Kovarik
Discussed current grants opening through Clean Water Fund and potential proposals with the board. Reents made a motion to apply for grants through the Clean Water Fund and that proposals are consistent with the goals and objectives in the water plan. Staff will review the materials with the chairman prior to final submittal. Pederson seconded the motion the motion passed with all in favor.
- e) **Budget Discussion**- Kovarik
Discussed the 2015 budget and process. Our meeting with the County board to discuss our allocation is on September 2nd at 10:00. Kovarik discussed that a full budget will be brought at a later date and that the forecast for sales in 2013 is down but is consistent with the 6 year average. The County Allocation should meet one FTE that of the Manager position but is about 30% short which means that this position must be met through grants. A 1 to 1 match is required for the Wetland Conservation Act function which was delegated by the County in the 90's to the District. The District has met the 1 to 1 match through sales revenues in the past. It is the recommendation of Kovarik that the District pursue a County Allocation of \$62,500 plus the additional WCA match of \$15,581. This would be a total of \$78,081 requested at the budget meeting.

The County also passes through the Natural Resources Block Grant funding for the water plan funding (1/2 only \$7,547.50), and the Wetland Conservation Act funding \$15,581.

Total amount coming from the county would be:

- *County Allocation \$62,500*
- *WCA Match \$15,581*
- *NRBG Water Plan pass through \$7,547.50*
- *NRBG WCA pass through \$15,581*
- ***TOTAL FUNDING THROUGH COUNTY PROPOSED FOR 2015 \$101,209.50***

For the purposes of the County board meeting the only increase requested is \$15,581 grant match for WCA and \$400 additional to the County Allocation. The total increase for WCA and the County Allocation is \$15,981 and is the additional amount that the County would need to determine if

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this would be an increase to their general levy or would be funded by other means for 2015.

Talle made a motion to approve the recommendation made by Kovarik to set the 2015 request to the County at \$62,500 for the Allocation and the WCA match of \$15,581. In addition to approve the continued request for the pass through funds for WCA \$15,581 and the water plan of \$7,547.50. Pederson seconded the motion. The motion passed with all in favor. Kovarik will work on a total budget proposal with the budget committee and present a full 2015 budget proposal at a future meeting.

7. Reports

a) Treasurer Report-Talle made a motion to approve the treasurer report items 7. A. i-vi as presented by Kovarik. Pederson seconded the motion. The motion passed with all in favor.

- i. Monthly Checking Account Report #11247 as of June 30, 2014***
- ii. Monthly Savings Account Report #870903 as of June 30, 2014***
- iii. June Treasurer Report (2014, 2013, 2012)***
- iv. Monthly Checking Account Report #11247 as of July 31, 2014***
- v. Monthly Savings Account Report #870903 as of July 31, 2014***
- vi. July Treasurer Report (2014, 2013, 2011)***

c) Holly Kovarik, Manager

- 1. MCIT Training will be coming up and Kovarik would like to attend. Reents made a motion to approve sending Kovarik to the MCIT training with the applicable expenses. Pederson seconded the motion. The motion passed with all in favor.**
- 2. Thank you from Amberly Bengtson was passed around to the board.**
- 3. UofM Bus Tour updates were shared with the board. The tour went well with good feedback on the sites visited. This included a WASCOB project, shoreline restorations, and the cover crop and grazing sites that the Land Stewardship Project is working on. There were about 50 people in attendance on the bus tour.**
- 4. Fair Booth updates were provided over 30 samples were analyzed for nitrates on Saturday. There were two booths and there was ok foot traffic. The interns staffed the booth during the fair during peak times.**
- 5. Rosholt Field Day Updates were provided there were about 135-150 people at the field day. The U of M provided updates on the study work being done under the grant.**
- 6. North Fork of the Crow 1 Watershed 1 Plan Meeting was held and Kovarik attended. We will have several meetings on this planning effort over the next year or so as we develop a 1 Watershed Plan.**
- 7. Performance Appraisals discussion regarding staff was moved to the end of the meeting.**
- 8. Water Fest and Conservation Day was discussed. The Water Fest is September 12 and the Conservation Day is October 2nd. Staff is working on preparation for these two events.**

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9. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
9-2-14	Pope County Budget Meeting to present SWCD budget request	Courthouse	10:00 a.m.
9-16-14	Pope SWCD Regular Board Meeting	Pope County USDA Service Center	7:00 a.m.

10. Adjourn –Talle made a motion to adjourn the meeting and Pederson seconded the motion. The meeting was adjourned at 10:30.

Randall E Pederson

Secretary

9-16-14

Date

Kirk Pappal - chair Pope SWCD

President

9-16-14

Date

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d) Grant Bullemer, Technician

- Working on NRCS spot checks for WRP there were 12 total and we will be reimbursed \$500 per inspection.
- CRP re-enrollment is happening and plans are due on September 19th.

e) Kelly Erickson, Technician

1. Modlin WCA Case was discussed and council is working on the appeal. MCIT will cover the cost of the appeal.
2. Steve Schuerman Wetland Banking proposal was discussed
3. Captains has a wetland delineation that is being worked on.
4. Arlen Stensby site on lake Emily was discussed as well. The board discussed this at length. **Billehus made a motion that it is not unreasonable to allow access with a 4-wheeler to the site. Talle seconded the motion. The motion passed with all in favor.**

f) Nicole Zimmerman, Cooperative Weed Management Intern

- She is continuing to spray Knapweed, tansy, and scouting fields.

g) Luke Johnson, Rosholt Research Project Intern

- He is sampling every week and has participated in the field and there is an additional field day with Winfield on August 28th.
- Dan Langseth gave an update to the board on the work at Rosholt. He shared information about targeted nitrate well testing that Pope County has several that the MDA is looking to partner with a local agency to administer. **Reents made a motion to be the sponsor entity for the targeted township work with the MDA. Talle seconded the motion. The motion passed with all in favor.** Kovarik was directed to work with the MDA to get the necessary paperwork completed.

h) Terrence Chastan-Davis-*He gave his final internship presentation to the board.*

i) Grant Herfindahl, FSA

-No report

j) Jeff Hellerman, NRCS

1. Local Work Group update was provided to the board as well as updates on CRP, CSP, WRP, EQIP, and training.

8. Board Member Meeting Reports

Pederson gave a short update on the Glacial Lakes Trail meeting and the work to connect several trail areas.

The board closed the meeting to discuss the performance appraisal for Grant Bullemer.

The board opened the meeting following the closed session for the performance appraisal discussion for Grant Bullemer and the recommendations from Kovarik.

Reents made a motion to approve a \$1.00 increase for Grant Bullemer and to make this effective the pay period including his hire date and to officially take him off of probationary status. Pederson seconded the motion. The motion passed with all in favor.