

POPE SOIL & WATER CONSERVATION DISTRICT
MEETING MINUTES
Supervisory Board Meeting 7:00 am December 16, 2014

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

ATTENDANCE: Keith Nygaard, Randy Pederson, Tom Talle, Grant Bullemer, Paul Gerde, Mike Billehus, D. Gary Reents, Kelly Erickson, Jeff Hellerman, and Holly Kovarik

1. The meeting was called to order by President Nygaard at 7:05 a.m.
2. A couple of items were added under Kovarik's report and by general consent the agenda was adopted by the board.
3. Consent Agenda (approved by one motion)-*President*

a) **November 2014 Board Meeting Minutes**

b) **Resolutions-NONE**

<u>Number</u>	<u>Description</u>
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c) **Contract/Applications for Approval**

<u>Number/Name</u>	<u>Description</u>	<u>Total Application \$\$</u>
CWF03+14	Don Opdahl WASCOB	\$29,497.50
CWF04+14	Mike Billehus WASCOB	\$31,286.25

d) **Appropriations/Payments-None**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.				
2				

e) **Grant Payment/Project Approvals-**

<u>Contract Code</u>	<u>Grant Name</u>	<u>Landowner</u>	<u>Type of Project</u>	<u>Project Location</u>	<u>Amount</u>

Reents made a motion to approve the consent agenda and projects listed and Pederson seconded the motion. The motion passed with all in favor.

4. **Commissioner Update-Paul Gerde**

- He will be attending the Bonanza Valley Groundwater Meeting in Paynesville this week.
- Paul Wymar will be leaving Chippewa River Watershed project for MPCA.
- Held the Truth in Taxation hearing with only a few members in attendance.
- Shared updates on the building repairs needed for the courthouse.
- They will address the AIS resolution today.
- He attended an AMC meeting.
- Legislators will be coming to the County Board meeting this morning.
- Halls Farm will recognized by the board at the meeting this morning.

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5. Old Business

a) **MASWCD Convention updates** Kovarik

Staff and board members in attendance at the convention gave updates. Halls Farm was selected as the MASWCD 2014 Outstanding Conservationist of the Year!

b) **Credit Collection Update** - Kovarik

The one account that had been outstanding was settled with the landowner this past week. The rest of the Accounts Receivable is more recent and totals about \$8,000 which is significantly down from 2013 year end.

6. New Business

a) **State Cost Share Closeouts/Elink Reporting Updates**-Kovarik

*Kovarik provided details on the 2012 State Cost Share Close out and asked for approval of the final financial report. The project spent \$18,698.75 in agriculture practices, \$5,856.25 in shoreline practices, and will return \$1,350.00 to the state unspent. The total grant award was \$25,905.00. **Talle made a motion to approve the close out as submitted by Kovarik. Pederson seconded the motion and the motion passed with all in favor.***

*Kovarik provided details on the 2013 State Cost Share Close out and asked for approval of the final financial report. The project spent \$22,208.53 in agricultural practices and will return \$3,696.47 in unspent funds of the total grant award of \$25,905.00. **Talle made a motion to approve the close out as submitted by Kovarik and Pederson seconded the motion. The motion passed with all in favor.***

Kovarik provided updates on the 2014 funds which only a small amount remains unspent at the end of 2014. 2010 Cooperative Weed Management Program has been closed out as well and reporting in elink has been completed. We have funding that we are waiting to receive we only received the first 50% and now that reporting is complete the remaining 50% has been requested. 2014 Cooperative Weed Management still needs to be reviewed and there will be some entries before year end.

b) **Legislative Briefing Day @ Capitol**-Kovarik

Discussed upcoming legislative days January 26-27 the board will need to notify Kovarik if they plan to attend.

7. Reports

a) **Treasurer Report**-Talle made a motion to approve the treasurer report. Reents seconded the motion. The motion passed with all in favor.

- i. Monthly Checking Account Report #11247 as of November 30, 2014
- ii. Monthly Savings Account Report #870903 as of November 30, 2014
- iii. November Treasurer Report (3 year comparison)
- iv. Billable wages to projects status

c) Holly Kovarik, Manager

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1. Conservation Corps Apprentice Application-**Pederson made a motion to approve the Conservation Corps application as included in the packet. Reents seconded the motion. The motion passed with all in favor.**
2. Christmas party was discussed and a central location is preferred.
3. Health Insurance was discussed. The Affordable Health Care Act has changed the rules on how we can offer health insurance stipends pretax. We have two employees who are taxed and one that in the past was providing proof that it was going for health insurance but did not need to be taxed. This is no longer allowed under the new law and took effect in 2014. We will make necessary adjustments in the last payroll of the year to take care of this. Moving forward anyone on the District's plan must have the stipend taxed. Kovarik offered that an adjustment should be made to reflect that now the employee will have less due to the tax requirement to use for health insurance. Commissioner Gerde shared that the County for Family coverage provides around \$780. Kovarik offered as a suggestion to increase the stipend for employees to \$800. **Billehus made a motion to change our health insurance policy for any District employee to offer \$760 per month less taxes to be compliant with the Affordable Health Care Act. Pederson seconded the motion. The motion passed with all in favor.** It was noted that the last time the District adjusted this stipend amount was 2006 or prior.
4. National Water Quality Initiative Gilchrist- was moved to Hellerman's report.
5. Chippewa River Watershed Project updates were shared. Paul Wymar the scientist who has done monitoring in the past has accepted a job with MPCA.
6. Bonanza Valley Groundwater updates has been shared via email. There were no additional questions. A meeting will be held Wednesday the 17th in Paynesville.
7. 2013 final audit will be discussed next month after Talle has had time to review the final documents.
8. IRS Mileage rate has increased as of January 1st to 57.5cents per mile. **Reents made a motion to adjust the mileage rate and Pederson seconded the motion. The motion passed with all in favor.**
9. MCIT Insurance premium for 2015 was discussed and there are no significant changes from 2014. **Reents made a motion to approve and pay \$7,026 and Pederson seconded the motion. The motion passed with all in favor.**

d) Grant Bullemer, Technician-

- 8 CRP contracts that will be wrapped up before he leaves.
- He is working on some RIM payments and processing the paperwork for this.
- He submitted his resignation to the board for approval and will be done the 31st of December. He is leaving for a position in St. Paul with BWSR. A formal written resignation should be submitted to Kovarik before he leaves. **Talle made a motion to accept his resignation and Pederson seconded the motion. The motion passed with all in favor.**

e) Kelly Erickson, Technician

1. Modlin-discussed the case and that the appeal was lost and the application

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was approved by BWSR.

2. Hauge-a restoration order was sent to the landowner by certified mail on the 12th of December.
3. He has 5 tree plans and 2 grass plans in the works for 2015.
4. Has had a lot of WCA work this past month.

f) Grant Herfindahl, FSA-No report

g) Jeff Hellerman, NRCS

- Only a couple of 1026 forms working on.
- CSP paperwork and the renewal of the existing contracts form 2010 are in progress right now for another 5 years.
- The Gilchrist area has an additional \$320,000 for projects and LSP is going to help in promotion to see if we can get more work accomplished in this area of the County.
- Working on WRP burn plans and setting up a schedule.
- The NRCS now has to provide a receipt of service with everyone that comes into the office.

8. Board Member Meeting Reports-none

Kovarik asked the board to address the resolution 05-14 to recognize the 2014 Outstanding Conservationists of the Year Halls Farm. **Talle made a motion to approve resolution 05-14 and Billehus seconded the motion. The motion passed with all in favor.**

9. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
1-20-15	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

10. FYI Items-none

11. Adjourn-Billehus made a motion to adjourn the meeting at 8:50 a.m. and Pederson seconded the motion. The board and staff then went to the Courthouse for the presentation with the County Commissioners of the award to the Halls Family.

12. Presentation of Award to Halls Farm with County Commissioners (on agenda at around 9:00 a.m.) Courthouse

 1-20-15

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