

**POPE SOIL & WATER CONSERVATION DISTRICT**  
**MEETING MINUTES**  
Supervisory Board Meeting 7:00 am January 20, 2015

ORIGINAL

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

**Attendance:** Holly Kovarik, Kelly Erickson, Randy Pederson, Commissioner Paul Gerde, Tom Talle, Mike Billehus, Keith Nygaard, and Randy Pederson

**Meeting Minutes:**

1. The meeting was called to order by President Nygaard and the Pledge of Allegiance was recited at 7:05 a.m.
2. Keith Nygaard and Mike Billehus read their oath of office for beginning their new terms of office with the SWCD.
3. Re-organization of the board-Tom Talle made motion to approve the elections and committee appointments as follows: Tom Talle President, Keith Nygaard Vice President, Randy Pederson Secretary, Mike Billehus Treasurer, and Gary Reents Public Relations. Committee appointments: West Central Technical Service Area Keith Nygaard as representative and Mike Billehus alternate, Budget Committee Tom Talle and Mike Billehus, and Personnel Committee Randy Pederson and Gary Reents. Randy Pederson seconded the motion. The motion passed with all in favor.
4. Additions/or corrections to the agenda items-President Keith Nygaard made a motion to approve the agenda with additions and Pederson seconded the motion. The motion passed with all in favor.
5. Consent Agenda (approved by one motion)-President

a) **December 2014 Board Meeting Minutes**

b) **Resolutions-NONE**

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

<b><u>Number/Name</u></b>	<b><u>Description</u></b>	<b><u>Total Application \$\$</u></b>

d) **Appropriations/Payments-None**

	<b><u>Payee</u></b>	<b><u>Description of Payment</u></b>	<b><u>Amount</u></b>	<b><u>Payment Code/Description</u></b>
1.	Chippewa River Watershed Project	Monitoring	\$10,835.71	MPCA CWP
2	MASWCD Dues	Dues	\$2,248.70	Conservation Delivery

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

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

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

**6. Commissioner Update-Paul Gerde**

- Kittleson is the chair and Wagner was appointed vice chair.
- He attended the groundwater meeting.
- There was discussion about structure at the Chippewa River Watershed project meetings and they have invited BWSR to their next board meeting and plan to bring the local work group into the meeting in March. Jennifer and Kylene are covering Paul's duties based on funding.
- Pope Douglas Solid Waste there was a reorganization meeting held.
- Land and Resource Management office has a new fee schedule to cover septic system costs of the paperwork in the zoning office.

**7. Old Business**

a) **2015 Plan of Operations** Kovarik

*Discussed the plan of operations. Nygaard made a motion to approve the 2015 Plan of Operations and Pederson seconded the motion. The motion passed with all in favor.*

b) **Farm Bill Position Updates** - Kovarik

*Kovarik discussed the employee hiring process to fill the vacancy left by Grant Bullemer. There were 22 applicants with 10 being interviewed. An offer was made to Britta Haseman to fill the vacancy and she has accepted the position as it was advertised starting at \$14.00 per hour plus benefits. Her first day of employment is scheduled for January 30, 2015 and she will be attending the Farmbill Assistance meeting right away.*

**8. New Business**

a) **WCTSA Delegates**-Kovarik

*This was discussed under the re-organization of the board.*

**9. Reports**

a) **Treasurer Report**-I am working on finalizing but I have adjusting entries for year-end that I am trying to complete before closing out the year.

- i. Monthly Checking Account Report #11247 as of December 31, 2014
- ii. Monthly Savings Account Report #870903 as of December 31, 2014
- iii. December Treasurer Report (3 year comparison)
- iv. Billable wages to projects status

Kovarik explained that there is a lot of work to be done yet and that the treasurer report should be tabled to allow for year-end processing to be completed including the adjusting entries for each grant. **Billehus made a motion to table the treasurer report**

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till the February meeting. Pederson seconded the motion. The motion passed with all in favor.

c) Holly Kovarik, Manager

1. Conflict of Interest was distributed to the board. They should fill this in and return as soon as it is finished.
2. 1 Watershed 1 Plan North Fork of the Crow updates were provided to the board. A meeting is coming up where more details will be shared on the next steps. A representative from the board will need to be selected in the future to serve on the policy committee.
3. County Board Annual Progress Meeting was held and Kovarik provided an updated on progress on projects. A full copy of the powerpoint shared is included with the board members information packets.
4. Bonanza Valley Groundwater Meeting update was shared any email correspondence received is being forwarded to the board members.
5. Training for staff will be completed including ArcGIS, RUSLE, and WEPS, and onboarding for the new hire Britta Haseman. Kelly Erickson is also being trained on tree and grass practices in order to gain conservation planning technical approval authority.
6. Employee review updates- Kovarik provided the board with an update on Kelly Erickson personnel review. It is her recommendation based on a favorable review and the past years performance to authorize a performance pay increase and including cost of living increase in the amount of \$1.01. A cost of living increase is also being recommended for fulltime staff at 2% for 2015 effective the pay period including January 1<sup>st</sup>. **Billehus made a motion to approve the performance pay increase and cost of living increase as recommended by Kovarik. Pederson seconded the motion. The motion passed with all in favor.**
7. Area II Envirothon donation-**Nygaard made a motion to donate \$150 to the Envirothon and Pederson seconded the motion. The motion passed with all in favor.**
8. Easement Implementation Grant Amendment was discussed by the board. **Nygaard made a motion to approve the grant amendment in the amount of \$2,000 and Pederson seconded the motion. The motion passed with all in favor.**
9. Trailer-Kovarik and Erickson discussed with the board the need for an enclosed trailer. Staff will complete some research and bring details back to a later meeting.

d) Kelly Erickson, Technician

1. Modlin-nothing new to report at this meeting.
2. He is working on tree plans, sales, training, toolkit, and tree inventories.
3. There are some availability issues with basswood and ponderosa pine.

e) Grant Herfindahl, FSA

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- He is working on getting 900 farms signed up by the end of February.
- There has been no discussion of a general CRP signup yet.
- There is a new COC member Nick Pooch.
- He cannot hire for 6 months following Mary Radermacher leaving her position in Pope. He is working on hiring a temp in the Alexandria office.

f) Jeff Hellerman, NRCS shared his report in a written format to the board.

**10. Board Member Meeting Reports**

- Randy Pederson shared that he went to a Glacial Ridge Trail meeting and that they just printed brochures.

**11. Upcoming Meetings:**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
2-17-15	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

**12. FYI Items**

- Keith, Kelly, and Holly are registered for Legislative Days January 26-27 at the Capitol.
- W-2s will be distributed at the meeting.
- Internships have been posted for the MDA project at Rosholt and the CWMA project. They will close on February 27<sup>th</sup>.
- Accountant will be here on the 29<sup>th</sup> of January to begin the preparation of the financial statements for 2014.

**13. Adjourn-Nygaard made a motion to adjourn and Billehus seconded the motion. The motion passed with all in favor at 8:45 a.m.**

Keith Nygaard Pope SWCD Vice-Chair      3-19-15

Randy Pederson PSWCD Sec      3-19-15