

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

 **ORIGINAL**

Supervisory Board Meeting 7:00 am April 21, 2015

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

**Meeting Minutes:**

Attendance: Keith Nygaard, Tom Talle, D. Gary Reents, Mike Billehus, Jessica Oldakowski, Justin Lineman, Holly Kovarik, Kelly Erickson

1. The meeting was called to order by President Tom Talle at 7:00 a.m.
2. Introduction of new staff-Jessica Oldakowski was welcomed by the group.
3. There were no additions or corrections to the agenda.
4. Consent Agenda (approved by one motion)-President
  - a) March 2015 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>

d) **Appropriations/Payments-None**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	MCIT	Deductible for claim on Modlin case	\$2,500	WCA funding
2	Stearns SWCD	CCA Updates	\$1,799.55	MDA Rosholt grant

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>
CWF01+15	Lake Minnewaska Phase II	Mike Johnson	WASCOB	Blue Mounds 1	\$39,281.25
CWF02+15	Lake Minnewaska Phase II	Mike Johnson	Waterway	Blue Mounds 1	\$2,336.85
CWF03+15	Lake Minnewaska Phase II	Richard Gregerson	Waterway	Blue Mounds 1	\$4,673.70

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CWF04+15	Lake Minnewaska Phase II	Richard Gregerson	Grade Stabilization Structure	Blue Mounds 1	\$10,965.00
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Keith Nygaard made a motion to approve the consent agenda and Mike Billehus seconded the motion. The motion passed with all in favor.

**5. Commissioner Update-Paul Gerde-not in attendance**

Erickson discussed a few items with the board as Commissioner Gerde was not able to be in attendance at the meeting. He shared that comments are now being taken on the Pope County Hazard Mitigation plan.

**6. Old Business**

a) **Intern update-** Kovarik

*Kovarik updated the board on the recent interns hired. Jessica Oldakowski was hired as the CWMA intern and Amanda Conaway was hired as the MDA intern at Rosholt. Jessica started this past Monday the 13<sup>th</sup> of April and Amanda will start on May 11<sup>th</sup>. The Conservation Corps intern will start the end of May.*

**7. New Business**

a) **MASWCD Resolutions-**Kovarik

*Discussed presentation of resolutions for the meeting to be held in June. There are no resolutions to be presented at this time.*

b) **Rosholt MDA project-**Kovarik

*Discussed recent meetings regarding Rosholt, extension agreement, rake, irrigation workshop (next winter), and irrigation system upgrades. The SWCD staff have been working on an extension to the current agreement with MDA for the research at Rosholt. There was discussion about upgrades to the irrigation equipment with variable rate nozzles. The SWCD board by consensus was supportive but grant funds would be needed to support the expense. The board was made aware of the intent to have an event sometime next winter as a part of the project.*

c) **Request for Proposal for City of Glenwood Project** Kovarik

*Discussed and approved sending out a request for proposal for the City of Glenwood Clean Water Fund project. **Reents made a motion to approve the Request For Proposal document to be posted on the website for proposals due by May 15<sup>th</sup> at 4:00 p.m. Pederson seconded the motion. The motion passed with all in favor.** The responses will be shared at the next board meeting on May 19<sup>th</sup>.*

d) **Grant Work Plans-** Kovarik

*To discuss and approve the work plans for the grants recently received. **Reents made a motion to approve the workplans as presented in the packet and Billehus seconded the motion. The motion passed with all in favor.***

e) **Agreement with Chippewa River Watershed-** Kovarik

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*To discuss and approve agreement for coordinated work under grant received by Chippewa River Watershed Project. **Billehus made a motion to approve the agreement as presented in the packet with the Chippewa River Watershed project for the Clean Water Fund project in the Lake Simon/Gilchrist Twp part of the county. Nygaard seconded the motion. The motion passed with all in favor.***

f) **Billable Rates** Kovarik

*Kovarik provided a copy of the 2015 billable rates for staff as determined using the BWSR rate calculator. **Billehus made a motion to approve the following rates \$57.12 (Manager), \$51.48 (Technician), and \$36.38 (Technician). Pederson made a motion to approve the billable rates. The motion passed with all in favor.***

**8. Reports**

a) **Treasurer Report-**

- i. Monthly Checking Account Report #11247 as of March 31, 2015 --TABLED
- ii. Monthly Savings Account Report #870903 as of March 31, 2015 March Treasurer Report (3 year comparison) ---TABLED
- iii. Profit and Loss 2014 Year End --**Reents made a motion to approve the profit and loss statement for 2014 as presented and Pederson seconded the motion. The motion passed with all in favor.**

c) Holly Kovarik, Manager

- 1. Conservation Plans are being completed for landowners by District staff per request for appropriation permits, and the MDA Corporate Farming reports for a deadline of April 15. Haseman and Kovarik have completed about 4 in total combined.
- 2. Update on spring construction—Construction has begun on projects this spring and if the weather cooperates should be wrapped up before the next meeting.
- 3. Worked on RIM Conservation Plan Update and funds request for Chris Novagratz—A Conservation plan update was submitted to the state for the Chris Novagratz project by Kovarik.
- 4. BWSR is reviewing Hoverud's request.
- 5. Quickbooks was updated to 2015 version.
- 6. Clean Water Council—Kovarik was approached to apply for the Clean Water Council vacancy. Kovarik discussed this with the board as this would be a commitment of one meeting a month in the cities and would take Kovarik out of the office. Kovarik wanted to make sure that the board was ok with the submittal of her application. By general consensus of the board they were ok with submitting an application and were supportive of her doing so.

d) Kelly Erickson, Technician

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1. Trees are coming in tomorrow with pickup the end of the week.
2. Wetland Conservation Act –Discussed with the board the current changes done regarding the wetland that Earl Hauge had impacted. This has not yet been resolved and Erickson will keep the board updated.
3. Tree/grass planting-15 plans being currently designed
4. Irrigation Management-5 more irrigation pivots than last year's numbers

e) Britta Haseman, Farmbill Technician

1. Re-enrollments 48 continuous contracts for re-enrollment and 32 general contracts for re-enrollment that she is working on.
2. There has been no word on a general signup.
3. Submitted 3 applications for Walk in Access.
4. Worked on a RIM/WRP Conservation Plan for a project.
5. Poster Contest (Presentations made to schools)-completed presentations to 3 schools for the poster contest. The board agreed by general consent that staff should narrow down the posters for the board to review at the meeting. Britta will take the lead on this.

f) Jessica Oldakowski, CWMA Intern-Jessica introduced herself to the board.

g) Grant Herfindahl, FSA-No report

h) Jeff Hellerman, NRCS-Justin Linder from Todd County was present for the board meeting in Jeff Hellerman's absence due to vacation. He has been working on 24 EQIP ranking and there are also about 20 CSP applications that he is working on. There were 1700 CSP applications statewide with only about 400 of them getting funded this last round. It will be highly competitive. There is a new state conservationist Kathy Pohman she has been with NRCS for 28 years.

**9. Board Member Meeting Reports-**There was a glacial ridge trail meeting.

**10. Upcoming Meetings:**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
5-19-15	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

**11. FYI Items**

- Stewardship Week will be held April 26-May 3, 2015 with the theme Local Heroes'—Your Hardworking Pollinators. Materials were sent to approximately 30 churches.
- Tree pickup will be held the 24<sup>th</sup> and 25<sup>th</sup> of April. Letters have been sent out and the pickup will be held at Kelly Erickson's.
- Had booths/staff at the Gobbler's of Glacial Ridge Banquet/Pope County Pheasant Restoration Committee and Community Expo to promote programs.
- Attended Farm Bureau meeting to discuss buffers.
- Water Fest will be held September 11<sup>th</sup> and Conservation Day will be held October 1<sup>st</sup>.

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- Envirothon will be held April 22<sup>nd</sup>
- MCIT payroll audit and Electronic Data Processing report completed.
- SWCD staff completed step to attain Linc Pass for security clearance on computers.
- Fixed windshield in truck. Deductible was \$500 per occurrence the cost to fix was only \$213.00. We had the windshield fixed and just paid for it without going through insurance.
- Modlin claim has been closed out total expenses \$44,446.19.
- Attended Sales and Use Tax Training (Holly)/GIS Training (Kelly and Britta)

**12. Adjourn-Nyaard made a motion to adjourn the meeting and Billehus seconded the motion. The motion passed with all in favor.**



5-19-15



5-19-2015

