

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

Supervisory Board Meeting 7:00 am May 19, 2015

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

**Meeting Minutes:**

Attendance: Tom Talle, Randy Pederson, Keith Nygaard, D. Gary Reents, Mike Billehus, Paul Gerde, Holly Kovarik, Kelly Erickson, Britta Haseman, Jessica Oldakowski, Amanda Conaway

1. President Talle called the meeting to order at 7:05 a.m. and the Pledge of Allegiance was recited.
2. Introduction of new staff were made. Amanda Conaway was hired as the new intern for Rosholt.
3. Additions/or corrections to the agenda items-President
4. Consent Agenda (approved by one motion)-President

a) April 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.	CHS	Seed and fertilizer for Rosholt	\$2,093.83	MDA Rosholt project
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>	<u>Payment</u>
CWF01+15	Lake Minnewaska Phase II	Mike Johnson	WASCOB	Blue Mounds 1	\$39,281.25	X
CWF02+15	Lake Minnewaska Phase II	Mike Johnson	Waterway	Blue Mounds 1	\$2,336.85	X
CWF03+15	Lake Minnewaska Phase II	Richard Gregerson	Waterway	Blue Mounds 1	\$4,673.70	X

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CWF04+15	Lake Minnewaska Phase II	Richard Gregerson	Grade Stabilization Structure	Blue Mounds 1	\$7,753.87	X
CWF03+14	Lake Minnewaska Phase I	Don Opdahl	WASCOB	Blue Mounds 1	\$24,053.25	X
CWF01+14	Lake Minnewaska Phase I	Don Opdahl	WASCOB	Blue Mounds 1	\$18,093.75	X
CWF02+14	Lake Minnewaska Phase I	Richard Oelten/Al Bryce	WASCOB		\$3,203.00	X

Randy Pederson made a motion to approve the consent agenda as presented except the Oeltjen/Bryce project which was pulled for further discussion. Gary Reents seconded the motion. The motion passed with all in favor.

Keith Nygaard made a motion to pay the CWF 02+14 Oeltjen/Bryce cost share once the technical approval on the project has been certified. Randy Pederson seconded the motion. The motion passed with all in favor.

**5. Commissioner Update-Paul Gerde**

- Commented on the project he completed last summer and how well it is functioning.
- Discussed buffers in general.
- Rainbow Rider has hired a new assistant director and ordered some new buses.
- CRWP meeting was held and they discussed the Simon Lake drawdown.
- Prime West was discussed and this includes 13 counties and could possibly include the SWCD.
- There is a vacancy on the HRA/EDA board.

**Kelly Erickson report moved earlier on agenda.**

He has about 5 tree planting sites left, 3 need weed fabric yet and grass seed will be delivered this week. There are several irrigation water management sites that we are setting up. The new trailer has been purchased and has a new logo as well as the car and truck. He has also been busy with the wetland conservation act with a TEP meeting scheduled later this week on the Hauge and JD4 projects specifically. More details will be shared later.

**6. Old Business**

a) **Intern update-** Kovarik

*Updated the board on summer intern hiring process and employees hired. The Conservation Corps intern hired is Joe Ayres-Johnson and he will begin his duties next week.*

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

*Discussed and approved final consultant selected and approve entering into an agreement for the work. Nygaard made a motion to approve the contract with Houston Engineering as recommended by the staff based on the scoring from the Request For Proposals. Pederson seconded the motion. The motion passed with all in favor.*

**7. New Business**

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a) **Dave Jungst Update**

*Provided an annual presentation to the board on the progress with WRP in the county.*

b) **Summer Tour & Event**-Kovarik

*Discussed the upcoming tour to be held on June 12<sup>th</sup> starting at Captains and tour projects around Lake Minnewaska.*

c) **Lake Emily CWF project**- Kovarik

*Discussed progress and work plan amendment request with board. **Reents made a motion to approve the work plan amendment to include the additional sub watersheds to the north bringing in flow from the connection of the ditch. Billehus seconded the motion. The motion passed with all in favor.***

d) **Area II Meeting**- Kovarik

*The Area II meeting will be held on June 10<sup>th</sup> in Glenwood at Lakeside. We will need to determine who will attend. Talle, Reents, Nygaard, and Pederson will attend with staff and Kovarik will get them registered.*

***Nygaard made a motion to approve signing the contract for the MDA targeted township project with RMB and authorized Tom Talle to work with Kovarik to finalize and sign. Pederson seconded the motion the motion passed with all in favor.***

***Pederson made a motion to encumber funding to the Bowlin shoreline restoration of \$3,500 from the DNR Shoreline Restoration grant. Nygaard seconded the motion. The motion passed with all in favor.***

**8. Reports**

a) **Treasurer Report**

- i. Monthly Checking Account Report #11247 as of March 31, 2015
- ii. Monthly Savings Account Report #870903 as of March 31, 2015
- iii. March Treasurer Report (3 year comparison)

**Billehus made a motion to approve the March Treasurer report i-iii. Nygaard seconded the motion. The motion passed with all in favor.**

- iv. Monthly Checking Account Report #11247 as of April 30, 2015
- v. Monthly Savings Account Report #870903 as of April 30 2015
- vi. April Treasurer Report (3 year comparison)

**Billehus made a motion to approve the April Treasurer report iv-vi and Pederson seconded the motion. The motion passed with all in favor.**

c) **Holly Kovarik, Manager**

- 1. The state denied Hoverud request.
- 2. 1 watershed 1 plan meeting updates were provided. The group is working on the workplan and the policy committee will be starting to meet soon.
- 3. Completed a planting plan for the Glenwood Retirement home stormwater plan.

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4. JD4 has scheduled maintenance planned and the ditch authority is actively pursuing cleaning through Lake Ellen. The board consensus was the least impact to the area was the preferred method.
5. Bonanza Valley Groundwater Management project and discussion about Irrigators legislation proposed recently for additional study.
6. Pope County Hazard Mitigation Plan-comments were submitted and distributed to the SWCD supervisors. We can discuss if you have any questions.
7. COLA Meeting will be held today at 4 p.m. and a person on staff will attend.
8. Minnewaska Lake Association Meeting was attended. The group is considering a donation for our project work on South Shore. We have been invited to have a booth at the summer banquet.
9. Computer-The district staff needs another laptop for the interns to use.  
**Billehus made a motion to purchase and Pederson seconded the motion. The motion passed with all in favor. A budget was set of not to exceed of \$1,300 and Kovarik will purchase with use of grant funding if possible.**
10. Rosholt updates
11. Donation to Waterfest from water plan funds-**Reents made a motion to donate water plan funds of \$1,000 to the water fest event. Nygaard seconded the motion.**
12. RIM easement discussion we have about 100 inspections to complete.
13. NRCS lease-the board discussed space with the staff. There is currently inadequate space for staff on the NRCS/SWCD side and the office FAC committee will need to meet to decide who has what space.

d) Kelly Erickson, Technician-discussed earlier on agenda

1. Wetland Conservation Act
2. Tree/grass planting status
3. Irrigation Management

e) Britta Haseman, Farmbill Technician

1. Farmbill grant agreement amendment for approval-**Nygaard made a motion to approve the amendment adding \$5,343.00 and 247 hours and Pederson seconded the motion. The motion passed with all in favor.**
2. **Reents made a motion to approve the Farmbill assistance grant application for 2016 and Pederson seconded the motion. The motion passed with all in favor.**
3. Re-enrollments are in progress.
4. Jim Bailey approached Britta Haseman regarding a well sealing project which had already been done. Kovarik had already discussed this with Bailey and told him it was ineligible do to being completed already. The board by general consensus agreed it was already done and could not be reimbursed with the funding the District has and would go against the current policy.

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5. Poster Contest (Presentations made to schools)-moved to the end of the meeting.

- f) Jessica Oldakowski, CWMA Intern provided a report. She has been planting, worked on tour packets, weed of the week articles, and has been researching oak wilt.
- g) Amanda Conaway, MDA Rosholt project Intern-She has been working on sampling and is learning the new Hach unit for sampling.
- h) Grant Herfindahl, FSA-no report
- i) Jeff Hellerman, NRCS-see attached report.

9. **Board Member Meeting Reports**-Randy Pederson attended the Glacial Ridge Trail meeting and they are working on their website and new brochures.

10. **Select Poster Contest Winners and approve attendance for overall winner to Long Lake Conservation Camp**

1.	Lilian Peters	Glacial Hills
2.	Janelle Jordall	Glacial Hills
3.	Devin Kenneth Mikel	Glacial Hills
1.	William Tenson	BBE
2.	Emily Kern	BBE
3.	Hillary Prentice	BBE
1.	Britta Nelson	MAHS
2.	Kristen Glover	MAHS
3.	Julia Kuehne	MAHS
Overall 1	Britta Nelson	MAHS
Overall 2	William Tenson	BBE
Overall 3	Kristen Glover	MAHS

Nygaard made a motion to approve the awards as selected and to send the Overall winner to Long Lake Conservation Camp with the registration fee paid by the District. Reents seconded the motion. The motion passed with all in favor.

11. **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.

12. **FYI Items**

- Proceeding with placement of sign outside of the MnDot right-of-way. We had been working on a permit for the past year to place the sign next to the USDA sign. The sign was purchased in 2014. We will be placing the sign on the North West corner of the building in the next couple of weeks.

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- Put logo on newly purchased enclosed trailer, fixed logo on truck, and put new logo on car. We have one vehicle left to get the logo fixed on it. We will do this when the weather gets better and the trees are officially all planted. The total cost was under \$1,000 with the trailer decals being the most expensive.
- Construction is complete on the projects along CO Rd 18 for this spring.
- Completed a reimbursement request to MDA for \$4,253.19 for the Rosholt research work for the 1<sup>st</sup> quarter.
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13. Adjourn-Pederson made a motion to adjourn and Billehus seconded the motion. The motion passed with all in favor.

Jim Lee 6-16-15      6-16-15

Randy Pederson 6-16-15      \_\_\_\_\_