

POPE SOIL & WATER CONSERVATION DISTRICT
MEETING Minutes
Supervisory Board Meeting 7:00 am January 19, 2016
Meeting site: USDA Service Center,
1680 N. Franklin Avenue
Glenwood, MN 56334

 ORIGINAL

Meeting Minutes:

Attendance: Tom Talle, Keith Nygaard, Randy Pederson, Gary Reents, Mike Billehus, Paul Gerde, Jeff Hellerman, Holly Kovarik, Nicole Zimmerman, Jessica Oldakowski

1. The meeting was called to order by President Talle at 7:00 a.m.
2. There were no additions or corrections to the agenda as it was presented.
3. Election of Officers -President *Nygaard made a motion to keep the officers the same as in 2015. Pederson seconded the motion. The motion passed with all in favor.*
4. Appointment to Special Committees (Budget/Personnel)-President Nygaard made a motion to keep all special committee appointments the same as in 2015. Pederson seconded the motion. The motion passed with all in favor.
5. Consent Agenda (approved by one motion)-President
 - a) December 2015 Board Meeting Minutes
 - b) Approve the IRS Mileage Rate for 2016 54 cents per mile
 - c) Resolutions-NONE

<u>Number</u>	<u>Description</u>
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d) Contract/Applications for Approval

<u>Number/Name</u>	<u>Description</u>	<u>Total Application \$\$</u>
DNR Working Lands Initiative	Administration of WLI project grant	\$10,321.70

e) Appropriations/Payments-None

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	Houston Engineering	City of Glenwood WQ Assessment	\$4,039.50	City of Glenwood AIG grant
2.	MASWCD	Dues	\$2,717.13	General fund
3.	RMB Lab	MDA Targeted township testing project	\$10,569.06	MDA Targeted Township Testing Project

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f) **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>

Reents made a motion to approve the consent agenda items as presented and Nygaard seconded the motion. The motion passed with all in favor.

6. **Commissioner Update-Paul Gerde**

- Discussed year end reorganization for the county. Wagner is chair and Gerde is Vice Chair.
- They had a presentation on human trafficking.
- They are continuing to hire a county coordinator.

7. **Old Business**

- a) 1W1P Meeting Updates-Discussion on selection of consultant-Kovarik shared that Houston Engineering has been hired to do the plan for the North Fork of the Crow. They are looking at draft zonation results from the DNR right now.
- b) Irrigation Clinic Follow-up-Staff shared highlights of the meeting. A survey was completed by participants and the results were shared with the board.

8. **New Business**

- a) 2016 Calendar of Events-Nygaard made a motion to approve the calendar and the meeting schedule as presented including moving the February meeting to the 18th and Pederson seconded the motion. The motion passed with all in favor.
- b) 2016 Meeting Schedule
- c) Approve hiring of seasonal staff-Reents made a motion to approve hiring an intern and directing staff to make the notices to hire. Pederson seconded the motion. The motion passed with all in favor.
- d) Campaign Finance and Disclosure paperwork needs to be completed.
- e) AIS Survey was shared with the board.
- f) Office staffing discussion-Kovarik asked the board to hire a second intern. Pederson made a motion to hire seasonal staff and directed staff to notice the position. Nygaard seconded the motion. The motion passed with all in favor.
- g) Clean Water Summit Meeting February 27
- h) Year End/Audit set for February 2

9. **Reports**

- a) **Treasurer Report**-Reents made a motion to approve the treasurer report subject to audit. Billehus seconded the motion. The motion passed with all in favor.
 - i. Monthly Checking Account Report #11247
 - ii. Monthly Savings Account Report #870903
 - iii. Treasurer Report (3 year comparison)
- c) Holly Kovarik, Manager
 1. Grant Reporting Status for approval:
 - BWSR 2015 Conservation Delivery-fully expended/close out
 - BWSR 2016 Conservation Delivery-Progress Report to meet 2/1 deadline
 - BWSR 2014 CWF Sub-watershed WASCOB Grant-Progress Report 2/1

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deadline and second 40% requested **\$50,760.00**

- BWSR 2015 CWF AIG Lake Emily Prioritization-Progress Report 2/1 deadline and second 40% requested **\$15,263.20**
- BWSR 2014 Cooperative Weed Management-Fully expended/close out request second half **\$7,500**
- BWSR 2015 Wetland Conservation Act-Fully expended close out
- BWSR 2016 Farmbill Assistance-last quarter reimbursement requested **\$13,367.34**
- DNR 2014 Shoreline Restoration Grant-Request reimbursement for work in 2015 -**\$4,225**
- BWSR 2015 Easement Delivery-Fully expended and closed out
- BWSR 2016 Easement Delivery-Progress Report Submitted to meet 2/1 deadline
- BWSR 2016 MAWQCP-Progress Report Submitted to meet 2/1 deadline **\$1,800**
- BWSR 2016 State Cost Share-Progress Report Submitted to meet 2/1 deadline
- BWSR 2015 City of Glenwood AIG-Progress Report Submitted to meet 2/1 deadline
- BWSR 2015 Minnewaska Phase II-Progress Report Submitted to meet 2/1 deadline
- BWSR 2016 Buffer Compliance -Progress Report Submitted to meet 2/1 deadline
- MDA Targeted Township Testing Project-Final Report Submitted 1/20 deadline **\$13,910.83**
- MDA Rosholt Lysimeter Project-Quarterly report submitted 1/20 deadline **\$9,219.89**
- MPCA CWP Semi Annual Report-**This is one report I am still working on and will try to have something by the meeting on Tuesday to share. Billehus made a motion to approve the grant reports as shared and Nygaard seconded the motion. The motion passed with all in favor.**

2. Conservation Corps Apprentice not awarded for 2016-FYI
3. Christmas gathering to be held on January 29th at Muddy Boot-FYI
4. Cihlar/Peterson Cost Share Project Payment Approvals **Nygaard made a motion to approve payment authorization for the Cihlar project NTE \$11,284.62 based on final technical certification of the engineer. Pederson seconded the motion. The motion passed. Reents made a motion to approve the payment to the Peterson project NTE \$15,990 based on the final technical certification of the engineer. Billehus seconded the motion. The motion passed with all in favor.**

d) Kelly Erickson, Technician

1. Wetland Conservation Act working on a permit after the fact to delineate a

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wetland.

2. CRP inquires
3. Trees are ordered again with Stevens.
4. Completed training including pesticide applicator liscense.
5. Finished WCA reporting.
6. Made a presentation at Irrigation Clinic

e) Nicole Zimmerman, Farmbill Technician

1. Farmbill meeting attended.
2. PCPR banquet represented district.
3. Currently a General CRP sign up.
4. Finished 4th Quarter Farmbill Report and Pesticide applicator training.

f) Jessica Oldakowski, District Technician

1. Pesticide applicator training
2. Farmbill meeting attended.
3. Preparing for Township annual meeting.
4. Working on buffer master list.
5. Has one township left to review for buffers.
6. Working on several RIM/WRP projects.
7. Finalizing 3 shoreline plans.

g) Grant Herfindahl, FSA-No Report

h) Jeff Hellerman, NRCS

1. 1 1026 compliance.
2. Working on several EQIP projects that require structures.
3. CRP sign up in progress.
4. CSP working on payments.
5. Feb 12th deadline for conservation plans and engineering.
6. Working on WRP payments.
7. Civil Rights day Martin Luther King Day discussed review of civil rights.
8. Discussion about February meeting. **Nyaard made a motion to approve moving the February meeting to the 18th. Pederson seconded the motion. The motion passed with all in favor.**
9. Area II meeting will be held in early April.

10. Board Member Meeting Reports-no reports

11. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
2-18-16	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

12. FYI Items

- There will be a CREP signup.
- 2015 MCIT Dividend was \$1,604.00.

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- Submitted donation for \$150.00 for Envirothon per adopted 2016 budget.
- Legislative Days at Capitol March 21-22nd, 2016
- W-2s/W3s/1099/1096 forms completed

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



2-24-16



2-24-16