

**POPE SOIL & WATER CONSERVATION DISTRICT
MEETING MINUTES**
Supervisory Board Meeting 7:00 am October 17, 2017

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

Attendance: Holly Kovarik, Kelly Erickson, Jessica Oldakowski, Nicole Brede, Dalton Herrboldt, Commissioner Paul Gerde, Jeff Hellerman, Keith Nygaard, Mike Billehus, Tom Talle, D. Gary Reents, Randy Pederson

1. The meeting was called to order by President Talle at 7:02 a.m. and the pledge was recited.
2. Kovarik presented a few additions to the agenda.
3. Consent Agenda (approved by one motion)-*President*

- a) *September 2017 Board Meeting Minutes*
- b) *Resolutions-NONE*

<u>Number</u>	<u>Description</u>

- 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.	Science Museum	Water fest	\$1,100	Water fest
2.	Marloo Mill Pond	CWMA	\$1,403.50	CWMA 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>	<u>Payment</u>

Randy Pederson made a motion to approve the consent agenda and Keith Nygaard seconded the motion. The motion passed with all in favor.

4. Commissioner Update-*Paul Gerde*
 - Reported that the county has set the preliminary levy at no increase.
 - They just completed an exit interview for their audit and the county is in good condition. He also mentioned that Rainbow Rider also went through an audit.
 - Mentioned that the Chippewa River Watershed project will be held a meeting to discuss the 1W1P planning process with BWSR and there was good discussion. They will be inviting in SWCDs to the next meeting.
5. Old Business

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- a. West Central Technical Service Area contract updates were shared with the board. The WCTSA committee will be meeting at the MASWCD convention in December and there will be updates to the contracts that we reviewed last month. Kovarik will provided the updated contracts when the WCTSA sends them for our review. We anticipate this for our November or December meeting. Kovarik encouraged our delegates for the WCTSA to attend the annual convention.

6. New Business

1. Chippewa River Watershed Meeting October 20th information in packet to discuss SWCDs and CRWP organizational structure- Kovarik shared information with the board regarding an upcoming meeting with the Chippewa River Watershed on October 20th. Kovarik is unable to attend. It was determined that Randy Pederson from the board and Jessica Hoheisel will attend to represent the SWCD. The board discussed language presented to help our representatives and to formulate a position by our SWCD. **D. Gary Reents made a motion to approve the following language: “The SWCD’s represented within the Chippewa River watershed would like to formally request that one SWCD Board Member from within each county within the watershed be allowed to sit on the Chippewa River Board as a full voting member. The SWCDs would also like to see the current Local Work Group formalized by being classified as a Technical Advisory Committee (TAC), with their recommendations brought to the Chippewa River watershed board for approval. As a part of this, the SWCDs will hold the contracts and the CRWP Board will act as a pass through for grant monies, with the SWCDs being responsible for all site inspections in their respective counties. We SWCDs feel this will formalize the process through which SWCDs interact with the Chippewa River Watershed Project and the Chippewa River Board, and allow for a stronger partnership between all parties involved. We are asking you to modify the joint powers agreement. Randy Pederson seconded the motion. The motion passed with all in favor.**
2. District Employee of the Year information was shared with the board.
3. 2018 Sales Program Order Form updates were shared with the board. We would like to update the order form on a couple of items including planting charges fabric installation charges increased \$0.10. **Randy Pederson made a motion to approve the changes to the order form for 2018 and D. Gary Reents seconded the motion. The motion passed with all in favor.**
4. 2018-2019 Cooperative Weed Management grant application was completed and submitted the grant totals \$15,000. We now have to wait until we get approval from BWSR. Kovarik will include the application in the next packet.

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5. NACD Dues \$775.00-D. Gary Reents made a motion to approve the dues payment to NACD and Mike Billehus seconded the motion. The motion passed with all in favor.

7. Reports

a. Treasurer Report-Mike Billehus made a motion to approve the treasurer report and Randy Pederson 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)
- b) Holly Kovarik, Manager
- Sauk River 1W1P meetings have started.
 - Clean Water Council Meeting updates were shared with the board.
 - 2018 Budget process/appropriation meeting were shared with the board. The draft budget will be ready for discussion at the November meeting. There are several things that we do not have answers on yet in order to set our official budget including the Rosholt funding which is currently in limbo for 2018.
 - Postage process was discussed. We are longer on USDAs postage meter. The SWCD will use stamps that we will purchase from the post office. We do not mail enough items to warrant a postage meter at this time.
 - Operational Agreement/Cooperative Working Agreements have been approved for the upcoming year.
 - North Fork Crow River 1W1P updates were shared with the board. We are in the final stages of the planning exercise and are on track to have this finished in early 2018.
 - Fall Construction updates: Johnshoy, Schaeffer, Reugemer, Murken, Johnson were given to the board.
 - Construction Projects in final planning stages: Johnshoy, Woodke, Wrolson, Zavadil were shared with the board.
 - New Surveys initiated for fall-Schaefer, Nissen, Lundebrek, Amundson, Johnshoy/Vanluik, Reents, Maus
 - Buffer Cost Share Contracts executed:
 - BCS01-17 Mark Schumann 1.5 acres \$175
 - BCS02-17 Randy Wildman .5 acres \$125.00
 - BCS03-17 Lecy Companies Inc 7.2 acres \$1,800
 - BCS04-17 Keith Johnson 1.5 acres \$375
 - BCS05-17 Ann Ellefson 2.5 acres \$625
 - BCS06-17 Joan Maus/Gerry Maus 4.0 acres \$1,000
 - BCS07-17 Gerry Maus 1.0 acres \$250

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-BCS08-17 Jackson Family Trust 1.5 acres \$375

Keith Nygaard made a motion to approve technical approval authority for practices 512, 327, 393, and 643 to Jessica Hoheisel and Kelly Erickson in order to sign the cost share paperwork for buffer cost share implementation. D. Gary Reents seconded the motion. The motion passed with all in favor. Kovarik will be the administrative sign off for the processing of these payments and contracts.

- c) Kelly Erickson, Technician
 - Wetland Conservation Act-We have had 12 contacts this month for this program. The work has included mitigation, delineation review, and a slide review.
 - Sales Program Updates-We discussed the tree order form updates and has been working on a few tree plans. There are a few buffers and CRP seeding projects as well.
 - Attended Water Fest and Conservation Day.

- d) Jessica Hoheisel, District Technician
 - RIM program-nothing new to report
 - CWMA program-nothing new to report
 - CREP Information general-We do not have any sign ups at this time.
 - Buffer implementation updates-She has been working on staking several project sites.

- e) Dalton Herrboldt, District Technician Intern
 - He has been working out at Rosholt and completing some educational articles and attended conservation day.

- f) Jeff Hellerman, NRCS- He has about 15-20 1026 determinations in the works that have not been finalized. He has one EQIP structural practice being designed this fall. Melissa is completing several prescribed grazing checks this fall. There are several CSP contracts he has been working on as well. He is continuing shared management in Swift County.
- g) Laurie Aaberg, FSA-no report
- h) Nicole Brede, SWCD Technician-She has to complete 308 site checks for the 2018 reenrollment and Melissa will be doing a few as well. This will take several weeks to finish before the snow comes this winter.

8. Board Member Meeting Reports

-no report

9. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>

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11-21-2017	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.
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10. FYI Items-none

11. Adjourn-Keith Nygaard made a motion to adjourn the meeting at 8:30 a.m. and Mike Billehus seconded the motion. The motion passed with all in favor.



11-21-17



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