

**POPE SOIL & WATER CONSERVATION DISTRICT
MEETING Minutes
Supervisory Board Meeting 7:00 am March 20, 2018**

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

Attendance: Commissioner Paul Gerde, Keith Nygaard, Randy Pederson, Holly Kovarik, D. Gary Reents, Kelly Erickson, Mike Billehus, Jessica Hoheisel, (Tom Talle absent)

1. **Call To Order & Pledge of Allegiance-*President Talle***
The meeting was called to order by President Talle at 7:00 a.m.
2. **Additions/or corrections to the agenda items.**
3. **Consent Agenda (approved by one motion)-*President***

a) *February 2018 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>
FY2018 FY2019 Local Capacity	Amendment	\$22,750

d) **Appropriations/Payments-None**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.				

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>

A motion was made by Randy Pederson to approve the consent agenda. D. Gary Reents seconded the motion. The motion passed with all in favor.

4. **Commissioner Update-*Paul Gerde***

- Mentioned the upcoming Bonanza Valley Groundwater meeting
- Mentioned that Kylene was retiring from the Chippewa River Watershed project
- Mentioned that the County is working on bids for resurfacing of 23 and 29.
- Mentioned that the first phase of the bathroom remodel project has started at the courthouse.

5. **Old Business**

- a. Building Remodel Discussion Updates-Kovarik shared with the board that the space needs really are around 900 to 1,000 square feet. We would like to keep the side we are currently occupying (834 square feet) plus an additional storage area that would be no larger than 12'x12'. This was what was shared with the landlord. We are waiting to hear back on designs and if USDA is ready to proceed. The board agreed by consensus that this was a starting point and that as thing move forward we can discuss what our needs are further.

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The board also agreed that this is not our final numbers and that we will likely continue to negotiate. Kovarik and the committee will continue to work as needed with the landlord and report back to the board.

- b. MASWCD Legislative Days/Area II Meeting/WCTSA Meeting Updates-Kovarik and board members that attended provided updates on the meetings.
- c. Annual Report-Kovarik provided a report to the board. **Randy Pederson made a motion to approve the Annual report as presented and Mike Billehus seconded the motion. The motion passed with all in favor.** Kovarik provided the year-end financial statements to the board for review and approval. **Mike Billehus made a motion to approve the year-end financial statements and Randy Pederson seconded the motion. The motion passed with all in favor.**
- d. 2017 Sales Program Presentation-Kovarik/Erickson-A presentation was given to the board on the sales program. Sales have been down due to low program enrollment.
- e. Intern updates-Rachel Holmes has been hired as the Rosholt intern and she will start on May 14th. Kovarik shared her recommendation to the board for the new hire and that the second internship would not be filled. The majority of the extra work is in the month of May and June and the other two interviewees were not able to start till June. Erickson has been exploring seasonal help options. More details will be provided on this option later.
- f. Rosholt Farm updates-Staff provided updates on the current efforts being worked on to prepare for spring. Kelly is taking a larger leadership role on the day to day functions at the farm. We will be coordinating a lot of that work that was previously done by Dan Langseth. Kovarik is continuing to work with MDA on an amendment. There was discussion about the irrigator upgrade, lawnmower upgrade, and some potential costs associated with these purchases. There will be more information on this as we work through the details with the MDA.
- g. Sauk River Watershed 1W1P Memorandum of Agreement was discussed. **Mike Billehus made a motion to approve the agreement contingent on the County approving the agreement and D. Gary Reents seconded the motion. The motion passed with all in favor.**

6. New Business

1. Rosholt LCCMR-Kernza study proposal-Kovarik is continuing to work on this proposal with the UofM and Stearns SWCD. A copy of the application will be provided at a later meeting. This will create a new plot at the research facility with Kernza.
2. Wetland Conservation Act updates of Resolutions-Kovarik and Erickson shared that we need to update our resolutions with the County on the delegation and acceptance of the WCA responsibilities to the SWCD. Staff will work on getting this process moving forward.
3. Internship Position postings-details were shared earlier in the agenda.
4. 2017 Year End Financial-The board discussed and approved this item earlier on the agenda.
5. Gary St. Aubin WCA Replacement Plan Application-**D. Gary Reents made a motion to approve the replacement plan application as presented and Mike Billehus seconded the motion. The motion passed with all in favor.**
6. Appoint a representative to attend the public hearing for NFCRW 1W1P April 16th-**Randy Pederson made a motion that he could go to the hearing as the representative for the Pope SWCD for the North Fork Crow River 1W1P public**

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hearing on April 16th. Mike Billehus seconded the motion. The motion passed with all in favor.

7. Reports

a. Treasurer Report-February reports-**Mike Billehus made a motion to approve the treasurer report and Gary Reents 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

- NACD EQIP/Watershed/RCP/1W1P Grants-general details of this upcoming potential opportunities were shared with the board.
- Gilchrist/Simon Lake/ CWF and new grant updates-Kovarik/Hellerman shared that they participated in a meeting with CRWP on this project. There were previous grants in this same area and interested landowners have already been approached and projects already implemented. There are very few projects in process in the current subwatershed for this project. There has been some suggestions to expand the area to the north and Kovarik/Hellerman conducted a review of the parcels in that subwatershed. There are very few livestock producers in this subwatershed. This information was provided to Chippewa River Watershed project staff. They intend to do some exploration of landowners in the subwatershed area to see if projects can be identified. This grant expires the end of 2018.
- CRWP Joint Powers Agreement Meeting Updates-There was discussion about an upcoming meeting inviting a representative from Pope SWCD's board to discuss a potential Joint Powers Agreement with the other counties and SWCDs in the Chippewa River watershed. The board discussed who the representative would be. Mike Billehus indicated he would think about it. Randy Pederson said he could go potentially as well but if the meetings were on a Friday that could be a conflict. Billehus will let Kovarik know what he decides.
- North Fork of the Crow 1W1P Info Meeting March 27th at 6:00 p.m. at NFCRWD office in Brooten
- NFCRW 1W1P public hearing April 16th at 5:30 p.m. in Litchfield at Courthouse
- Employee Training Plans-FYI-These are due in April and will take some time to complete.
- NRCS Planning meeting in St. Paul this was postponed from March. This is tentatively on Kovarik's calendar.

c) Kelly Erickson, Technician

- Wetland Conservation Act program updates were shared with the board.
- Sales Program Updates were shared.

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- Tree Pickup Set for April 27th and 28th
 - Kelly shared the irrigation quote for the upgrade with the board.
 - There was discussion about upgrading the lawnmower.
 - Kelly shared details about the job description left by Dan Langseth for the work at Rosholt. Staff has been working on the details and who has what responsibilities.
- d) Jessica Hoheisel, District Technician
- Buffer program update was shared with the board. She is working on cross referencing expiring CRP with buffer requirements.
 - CREP Update-We have one official CREP contract.
 - RIM SWAP update-The review of this proposal has been moved to April by the BWSR board.
 - RIM Conservation Plan Concerns were shared with the board.
- e) Nicole Brede, District Technician
- Walk in Access updates were shared. She is working on re-enrollment.
 - CRP-This is till on hold till April 1st.
 - Poster Contest Updates-theme is Watersheds are Our Home-She has scheduled appointments at the schools to go through the presentation. We will judge posters at our May board meeting.
 - Computer Discussion-**D. Gary Reents made a motion to authorize purchase of a computer not to exceed \$2,000. Randy Pederson seconded the motion. The motion passed with all in favor.**
- f) Jeff Hellerman, NRCS
- He provided an update on EQIP they have 7 preapproved applications. There are 3 RCPP EQIP applications. He is working on CSP annual payments and contract modifications. There are 7 CSP applications for 2018 and March 2nd was the deadline. Letters for expiring CSP were sent out.
- g) Laurie Aaberg, FSA
- Provided updates on ARCPLC, Certification, CRP, Staffing, mid contract maintenance letters, and that the continuing resolution will expire on Friday the 23rd of March.

8. Board Member Meeting Reports-none

9. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
4-17-18	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

10. FYI Items-none

11. Adjourn-Randy Pederson made a motion to adjourn the meeting at 9:30 a.m. and Gary Reents seconded the motion. The motion passed with all in favor.

12. Local Work Group Meeting was held.

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Justin Lee

4-17-18

Randy Pederson

4/17/18