



MEETING Minutes

Supervisory Board Meeting 7:00 am
December 18, 2018

Attendance: Tom Talle, Randy Pederson, Keith Nygaard, Mike Billehus, Commissioner Paul Gerde, Randy Mittness (in coming board member), Jessica Hoheisel, Jeff Hellerman, Kelly Erickson, Nicole Brede, and Laurie Aaberg

1. The meeting was called to order at 7:05 a.m. by President Talle and the Pledges were recited.
2. Additions/or corrections to the agenda items were made.
3. Consent Agenda (approved by one motion)-*President*

a) *November 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>
Pope SWCD Rosholt Farm Nutrient Mgmt JPA	Agreement for funding for Nutrient Mgmt research at Rosholt Farm	\$280,000
Pope SWCD Rosholt Farm Irrigation Mgmt JPA	Agreement for funding for Irrigation mgmt. at Rosholt Farm	\$40,000

d) Appropriations/Payments-None

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	WCTSA	Qtr 3 Invoice	\$5,792.40	Various grants
2.	Houston	Leven, Villard, Amelia, Gilchrist project	\$8,764.00	FY18 Capacity
3.	Houston	City of Glenwood BMP	\$3,487.94	2015 City of Glenwood Project

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>

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



MEETING Minutes
Supervisory Board Meeting 7:00 am
December 18, 2018

Randy Pederson made a motion to approve the Houston invoices for the City of Glenwood project in the amount of \$8,510 and directed the staff to pay. Keith Nygaard seconded the motion. The motion passed with all in favor.

Kovarik reminded the board to fill out their Campaign Finance Reporting information that should have been sent to them in the mail.

4. Commissioner Update-*Paul Gerde*

- a. He mentioned that the County will be approving the levy at 1.99 although he hoped it would go down.
- b. He mentioned that there was an approval for an easement on the county board meeting agenda.
- c. He shared that there is a road and bridge meeting coming up as well as a Chippewa River Watershed project board meeting.

5. Old Business

- a. Building Remodel Updates were shared with the board. The landlord and USDA have reached an agreement on the new lease. Kovarik presented the new lease agreement for the boards consideration which would be between the Pope SWCD and Valnes. Kovarik shared that this lease would be in effect through July 31, 2019 at our current rate of \$850 per month. Valnes (landlord) has indicated it is the intent to start the remodel and proposed addition in the Spring of 2019. The board discussed the proposal which includes assuming the entire space on the east end of the building. The Pope SWCD will also have a storage room in the back of the office and will share 1/3 of the break room, conference room, and hallways. The total new square footage is 1,239'. The agreement presented included the new lease starting August 1, 2019 for 1,239' at \$1,755.25 per month. The SWCD currently pays \$850 per month for about 600'. Kovarik shared that the rent expense would be captured in our billable rate calculations for staff overhead expenses in 2019 at the new rates. There was concern from the board about the rent doubling however they did recognize that the SWCD would now have more space. NRCS will be moving to the west end of the building and occupy space with Farm Service Agency. The Pope SWCD space will have paint, new carpet, new blinds, and new lighting. **Mike Billehus made a motion to approve the lease extension and new lease as presented and Randy Pederson seconded the motion. The motion passed with all in favor.**
- b. MASWCD Convention December 9-11 highlights were shared with the board. Those that attended included Kovarik, Erickson, Nygaard, Reents, and Pederson.
- c. SRWD CD6 Ditch Assessment for Rosholt Research Farm update-Kovarik shared that the Ditch Assessment Benefit was not removed from the Research Farm however the Ditch Authority would abate the assessment if requested. Their concern would be if the property ever was sold and was no longer owned by a public entity that it should then be a benefitted property.
- d. City of Glenwood BMP 26 updates/City Meeting/Final Invoices-Kovarik shared that the expenses for the project will not exceed the \$12,000 budget approved by the board. The final report is complete and can be gone over in greater detail at another meeting. A copy of the report



MEETING Minutes
Supervisory Board Meeting 7:00 am
December 18, 2018

was shared with the board. This information will help when it comes time to put together an application for grant funding to implement projects.

- e. **Mission Statement: Mike Billehus made a motion to approve the mission statement. Randy Pederson seconded the motion. The motion passed with all in favor.**

Conservation, Protection, and Enhancement of Pope County's Natural Resources.

- f. 2019 Budget was shared again with the board. There were not adjustments made to the previously presented budget. **Mike Billehus made a motion to approve the budget and Randy Pederson seconded the motion. The motion passed with all in favor.**
- g. Rosholt JPA Agreements-To approve agreements and authorize Kovarik to sign within MDA DocuSign when received. **Keith Nygaard made a motion to authorize Kovarik to sign the official agreements when received for both Joint Powers Agreement with the MDA. Randy Pederson seconded the motion. The motion passed with all in favor.**

6. New Business

1. 2019 Local Capacity Grant Workplan was shared with the board. Kovarik provided details of the budget which include funding for staff to work on buffers, erosion and sediment control practices, and urban storm water practices; cost share for shoreline or urban practices, and some equipment replacement. The equipment in mind was the car as discussed at a previous board meeting. **Randy Pederson made a motion to approve the 2019 Local Capacity Grant Workplan as presented. Keith Nygaard seconded the motion. The motion passed with all in favor.**
2. Authorize purchase of replacement computer-**Keith Nygaard made a motion to authorize Kovarik to replace the computer as discussed with a budget not to exceed \$2,500 and Randy Pederson seconded the motion. The motion passed with all in favor.**
3. Authorize opening Rosholt/Technician Trainee job notice-The board by general consensus authorized Kovarik to open the position.
4. Targeted Conservation Practices in the East Branch Chippewa River watershed proposal (PTMapp) partnered with Swift SWCD-**Keith Nygaard made a motion to approve this work and budget to be paid from the 2018 Local Capacity grant pending the Swift SWCDs approval. Randy Pederson seconded the motion. The motion passed with all in favor. (\$28,525 total project cost-\$18,030 Pope SWCD share/\$10,495 Swift SWCD share)**
5. MPCA Surface Water Assessment grant details were shared with the board by Hoheisel and Kovarik. There is a total of 5 sites in Pope County 3 stream sites and 2 lake sites. The Pope SWCD staff is working on submitting to do this work in 2019-2020. There is no in kind needed for this agreement. The final submitted proposal will be shared with the board the deadline to submit is this following Friday. **Randy Pederson made a motion to direct staff to submit the agreement to do this work and Mike Billehus seconded the motion. The motion passed with all in favor.**

7. Reports



MEETING Minutes
Supervisory Board Meeting 7:00 am
December 18, 2018

a. Treasurer Report- Mike Billehus made a motion to approve the treasurer report as presented subject to audit and Keith Nygaard 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

- Minnesota Ag Water Quality Invoiced 3rd Quarter \$64.67 and 4th Quarter \$2,554.47
- Irrigation Clinic Planning Underway-March 21st, 2019 is the date that has been selected. Kovarik is working with the steering committee on presenters and agenda topics.
- Working on Annual Report/Annual Plan which will be shared with the board at another meeting.
- Year-end reporting/Grant processing is being worked on which includes several reports. The board will start seeing grant reports included in their packets. If more detail is wanted the grant folders will be brought to the meeting for further inspection.
- Fall Construction update:
 - a. Wrolson Farms/Leona Kramer-completed and submitted to CRWP/MPCA for payout 12/12/2018
 - b. Woodke Basin Locations-postponed till 2019 due to freeze up
 - c. Todd and Tom Johnshoy-completed and paid out
 - d. Kurt VanLuik-completed and paid out
 - e. Bruce Zavadil-postponed till 2019 due to freeze up
 - f. Kevin Lundebrek-completed and paid out
 - g. Gerry Maus-completed and paid out
 - h. Kurt Amundson-partially completed/authorize payment 12/18/2018 \$11,219.50 Total 75% Cost Share \$8,346.75 Keith Nygaard made a motion to authorize the payment of \$8,346.75 which is a partial payment for the project. The project will be finished in the spring of 2019. Randy Pederson seconded the motion. The motion passed with all in favor.
 - i. Steve Schaefer-partially completed and paid-buffer seeded/intakes to be constructed in 2019 due to freeze up. \$480.00
 - j. Daniel Schaefer-completed and paid out \$430.00
- Personnel Reviews and Recommendations-Randy Pederson made a motion to authorize a 2% pay increase to be applicable for the first pay period in 2019 including January 1st. Kovarik provided a report that all staff will have a performance review completed and that there are no performance concerns at this time. Keith Nygaard seconded the motion. The motion passed with all in favor.



MEETING Minutes

Supervisory Board Meeting 7:00 am
December 18, 2018

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- Grant Reporting Completed:
-2019 Local Water Management-no funds spent in 2018
- c) Kelly Erickson, Technician
- Wetland Conservation Act program updates
-USS Monarch LLC approval on wetland determination. Keith Nygaard made a motion to approve concurrence with the wetland determination. Randy Pederson seconded the motion. The motion passed with all in favor.
-He shared updates on WCA program items for the month included: Hauge project, Long Beach project, and Minnewaska Township.
 - Sales Program Updates-He has equipment stored for the winter months. He has about 3-4 tree sites in planning right now.
 - He attended the MASWCD conference and has completed Observation Well Monitoring this month.
- d) Jessica Hoheisel, District Technician
- CWMA Program Annual Report-*attached*
Hoheisel gave the annual report on this grant. The grant was \$15,000 and most of the grant was able to be utilized only about \$1,600 was not. She stated that about 6-7 articles were published. There were biological controls used on a couple of sites. There were 16.5 miles and 142 acres of right of ways sprayed in Pope County. There were 400 acres sprayed in Swift County. There was an emphasis on wild parsnip and leafy spurge treatment. We had 6 contracts for pasture management and 75% of the actual cost was covered through the grant for cost share.
 - Buffer Program Annual Report-*verbal*
There are 7,000 parcels affected in Pope County for the buffer law. There are 81 parcels that need verification. There are 69 parcels with waivers on file. The county is sitting just under 98% compliant and she will have another round of letters that will go out this winter to landowners that we have not yet heard from.
 - Rosholt update-She is working on transferring the data to Fabian at the University and to the Minnesota Department of Agriculture. She shared that the Hach machine needs to be serviced and that she is coordinating this with the MDA and Hach.
 - RIM-She is working on a variety of things for RIM but vegetative cover upgrades are on hold due to no funding. There have been a few ownership changes.
 - Attended training for the Trimble.
- e) Nicole Brede, District Technician



MEETING Minutes
Supervisory Board Meeting 7:00 am
December 18, 2018

- CRP-update on work completed-She is waiting on the Farmbill to be passed but in the meantime has been working on eligibility and preparing for this year.

f) Jeff Hellerman, NRCS

He shared the framework for 1026 review which is now handled out of Fergus Falls by a Wetland Compliance team. He also shared that HEL determinations are handled by this crew as well.

He has 2 CSP 2018 payments to finish processing.

There is 1 new CSP application.

There are 28 EQIP applications for 2019.

He is processing 2 payments for WRP and 1 new application for WRE.

He mentioned that there will be Conservation Planner training in late July or early August of 2019 located in part in Pope County.

g) Laurie Aaberg, FSA

She mentioned that there may be a government shutdown starting this following Friday.

The Farmbill has passed but has not been signed yet by Trump.

8. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP policy meetings, Glacial Lakes Trail-updates were provided to the board. The North Fork Watershed IWIP hasn't met since the last board meeting.
- Mike Billehus-Chippewa River Watershed Board Meeting-He did not attend this meeting. The updates were shared by Commissioner Gerde earlier on the agenda.
- D. Gary Reents-Sauk River Watershed IWIP Policy Committee meetings-they have not met yet, but the Advisory committee has been meeting. -No report by Gary as he was not at this board meeting.

9. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
1-15-18	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

10. Kovarik Personnel Review-Closed Session for performance review-The board by consensus closed the meeting for the performance review of the District Manager. (10:05 a.m.)

The meeting was opened by consensus of the board following the District Managers review. (10:30 a.m.) Keith Nygaard made a motion to approve the performance of the District Manager noting that it exceeds expectations on the performance evaluation form and identifying that she is eligible for a 2% increase for the pay period including January 1st. Mike Billehus seconded the motion. The motion passed with all in favor.

11. FYI Items



MEETING Minutes
Supervisory Board Meeting 7:00 am
December 18, 2018

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- a. Water Plan Waiver was approved by BWSR December 2018.
 - b. Received Reimbursement from Prairie Lakes Coop for Irrigation cord repair from West Central Irrigation and Wildman Electric.
 - c. Received 2nd half of rent from Prairie Lakes Coop
12. Adjourn-Keith Nygaard made a motion to adjourn the meeting at 10:30 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.

Keith Nygaard

1-15-19

Randy Pederson

1-15-2019

POPE SOIL & WATER



*Meeting site: USDA Service Center,
1680 N. Franklin Avenue
Glenwood, MN 56334
BA-Board Action
I-Information*

MEETING Minutes
Supervisory Board Meeting 7:00 am
December 18, 2018
