

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

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

Attendance: Keith Nygaard, Tom Talle, Randy Pederson, Mike Billehus, D. Gary Reents, Kelly Erickson, Holly Kovarik, Nicole Brede, Jessica Hoheisel

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

a) *January 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>

d) **Appropriations/Payments-None**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	Frontier Precision	Annual subscription	\$1,462.05	

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 items as presented and Randy Pederson seconded the motion. The motion passed with all in favor.

4. **Commissioner Update-Paul Gerde**-No report

5. **Old Business**

a. **Rosholt Research Farm facilitated discussion/JPA updates-Kovarik**

Kovarik provided an update to the board on the facilitated meeting held in Sauk Centre. The event had a good variety of industry, landowners, agency professionals, and researchers in attendance. The information gathered will help guide the development of the long range plan for Rosholt and hopefully reinvigorate current partnerships and add new ones. The District has been told that the Minnesota Department of Ag has a renewed commitment to the current research trial and that a 2 year agreement and update to the JPA is in process. Kovarik is working with MDA staff to finalize those details and a new agreement should be ready for discussion in later spring.

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b. West Central Technical Service Area Meeting updates-Kovarik

Kovarik attended a meeting with other lead staff in the West Central Technical Service Area. This meeting was held to discuss the Joint Powers Agreement and a presentation was given by MCIT. Each entity that has a contractual relationship (JPA, MOA, etc.) have differences. The WCTSA agreements are in process for revisions and a few SWCDs are questioning some of the liability for unemployment claims as an example. MCIT helped to sort out some of these questions and more information will come to our board later this spring. The WCTSA will meet at the Area II meeting in March and the hope is to have more updates at that meeting. The WCTSA is also working on applying for a few grant opportunities. We also had an NRCS representative in attendance and there was discussion about contribution agreements for work in our watershed.

6. New Business

1. Building Remodel Discussion/Appoint Building Committee

Kovarik shared that she had a discussion with the landlords who would like to see our building remodel project begin. There was discussion about space needs. Stevens SWCD in their recent remodel project went up to 1,500 square feet of space. This seemed like a lot of space to the board and would nearly double our current amount of paid space. The Pope SWCD currently pays for 600 square feet of space. They are also provided some space for the Farmbill Technician by NRCS for work we do on CRP. If we remodeled the building NRCS and FSA would be co-located. The SWCD would like to assume the space on the east side of the building where we are currently located. That space is about 834 square feet. Kovarik expressed the need for storage of files that need to be retained for historical purposes. They were stored in the basement in the past but since the mold concern are now stored in the cold storage shed. This shed was for seed not files. A comment was made by a board member that it would be ok to store these files in cold storage. After a considerable amount of discussion the board left the current number of area needed something equal to or less than the number given by Stevens 1,500 sq. feet but that this would be a starting point in the discussion for our space needs. This would give some direction to Kovarik as she works with the landlord on our space needs. It was clear that we wanted the 834 square feet of our current space and that there would be some debate on how much additional for storage would be needed or necessary. Keith Nygaard and D. Gary Reents volunteered to be on the building committee for additional discussion on this topic.

2. North Fork of the Crow 1W1P presentation-Kovarik

Kovarik provided a presentation and handouts of the over 500 page plan to the board. She walked the board through the main components of the plan including the implementation schedule and how the SWCD would utilize the planning documents. The plan is also linked on our website and we are in the middle of the 60 day comment period. We will have a public hearing and information meetings in the next coming months on the plan. The planning group will now be working on governance, annual budget, and cost share policies to begin the implementation of the plan. Kovarik will provide and update once more information on this is available.

3. PTMapp Final subwatershed in 8 Lake TMDL area

Kovarik provided a proposal for finishing the 8 Lake TMDL lake areas utilizing PTMapp. A quote was provided by Houston Engineering in the amount of \$31,800.

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The Pope SWCD started running this modeling effort to eventually include all the 8 lakes that were included in the TMDL study which are a major portion of the planning priorities in the Pope Co. Comprehensive Water Plan. This final subwatershed includes: Leven, Villard, Amelia, and Gilchrist Lakes and is mostly in Pope County with a little portion of the subwatershed up into Douglas. The prioritization will be focused on the lakesheds in this process.

Kovarik shared how the PTMapp process has worked in the North Fork Crow 1W1P process and the prioritization has been done to the subwatershed outlet scale. By completing the assessments now we will then have more detail prioritization and targeting for these lakes. The base information will also help in the long term when the Chippewa River watershed begins 1W1P. Kovarik shared that this funding would come from the 2018 District Capacity funding and would be put into the budget. Staff had been waiting for an AIG Grant and were prepared to apply but that option did not exist this past year. **D. Gary Reents made a motion to approve the proposal and authorized Kovarik to enter into a contract with Houston Engineering to finish this work. Randy Pederson seconded the motion. The motion passed with all in favor.**

4. **Set EQIP Local Work Group meeting March 20th 9:15 a.m.**-By general consensus the board set the LWG meeting for this date and time at the Pope SWCD/USDA Service Center meeting room.
5. **MASWCD Area II Meeting- March 15th** -D. Gary Reents and Keith Nygaard expressed interest in attending. Kovarik will register them for the meeting.
6. **Legislative Days @ Capitol March 12-13th** Randy Pederson expressed interest in attending along with Jessica Hoheisel and Holly Kovarik. Kovarik will get everyone registered.
7. **Rosholt LCCMR-Kernza study proposal**
The Pope and Stearns SWCDs are working together on a new research plot with Kernza and applying through LCCMR for funding. This plot would start in 2019 if awarded and would be new to the Rosholt Farm. Staff are working with researchers now on developing the application and budget. A final copy of the application will be brought to the board for review when assembled.
8. Annual Report will be ready for the March meeting for discussion. The board by general consent directed Kovarik to work with Mike Billehus on the Financial Reports for year end and the annual report and to submit them by the 3/15/18 deadline.
9. **Internship Position postings**-Kovarik has posted two internship positions with the postings closing on March 16th. Kovarik will work with MDA staff on the hiring of the interns. She will provide an update at the March meeting once this has been completed.

7. Reports

a. Treasurer Report-December and January reports-**Mike Billehus made a motion to approve the treasurer reports for December and January 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)

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b) Holly Kovarik, Manager

- **Houston Engineering/Sustain/Looking for operations in our County/Private Companies to Pay for Environmental Uplift-**
Kovarik provided general information about this future opportunity.
- Dalton Herrboldt Training to be reimbursed by Swift SWCD was submitted it totaled around \$800. Kovarik has discussed the arrangement with the Swift SWCD Administrator and they will reimburse the Pope SWCD for this training expense.
- WCTSA 4th Quarter Billing \$12,385.46
- CRWP 4th Quarter Billing \$3,606.78
- CRWP Gilchrist Project updates
- SRWD CD 6 project 4th Quarter Billing \$564.75
- Stearns MAWQCP Billed 4th \$1,454.41
- **MAWQCP Updates/Possible event-** Kovarik shared that MDA has mentioned holding an event in the West Central Area and will be coordinating with her on this sometime early this spring. More information will be shared with the board once it is available.
- **SRWD 1W1P Updates-**Kovarik shared that we are in the process of developing the Memorandum of Agreement for the planning exercise. Stearns County Attorney, Stearns SWCD/County, and SRWD are working on some of the language concerns and a draft will be made available in the next month or so. We need to finish the MOA first then we complete the workplan, and then the funding will begin. It is after these steps that our board will appoint a member to sit on the policy committee. This is when the actual planning process would begin. The SRWD 1W1P process began last fall.
- **NFCRWD 1W1P Updates-**Kovarik shared that the TAC group met and has begun discussion on cost share policy, annual budget, and governance. The group will need to determine a governance structure yet. The state intends to provide \$640,000 to implement this plan. The public hearings and information meetings are being set for this spring and it is the goal to have the plan approved by BWSR by early summer.
- Irrigation Clinic Account Balance \$2,282.71
- Water Fest Account Balance \$7,691.25
- **Grant Reporting-Keith Nygaard made a motion to approve the reports as provided in the board packet. D. Gary Reents seconded the motion. The motion passed with all in favor.** Kovarik will get all of these posted on the website to meet our reporting requirements.

2015 City of Glenwood	Interim Report	\$598.01 Deferred
2015 Lake MAHS II	Interim Report	\$25,759.90 Deferred
2016 State Cost Share	Final Report	\$9,878.11 Deferred/last payment

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		should clear in January
2016 Local Capacity Services	Final Report	CLOSED OUT
2016 Lake Emily I	Interim Report	\$66,896.78 Deferred
2016 Lake MAHS III	Interim Report	\$62,437.79 Deferred
2016 Pope Swift CWMA	Final Report	CLOSED OUT-Final Payment \$1,500
2017 Local Water Mgmt	Final Report	CLOSED OUT
2017 State Cost Share	Interim	\$7556.78 Deferred
2017 Local Capacity Services	Interim	\$33,654.46 Deferred
2017 Lake Emily II	Interim	\$81,250 Deferred
2018 Buffer C/S	Interim	\$36,015.50 Deferred
2018 Buffer Law	Interim	NEW 2018
2018 Conservation Delivery	Interim	NEW 2018
2018 State Cost Share	Interim	NEW 2018
2018 Local Capacity	Interim	NEW 2018
2019 Conservation Delivery	Interim	NEW 2018
2019 State Cost Share	Interim	NEW 2018

- c) Kelly Erickson, Technician
- **Wetland Conservation Act**-This past months activities included a whistleblower and applications. We did not have a TEP meeting.
 - **Sales Program Updates**-He is working on selling for spring work. He discussed with the board the needs to update some of the tie down straps for the trailer in order to be safe. The board by general consent authorized staff to work on purchasing chains and new equipment to ensure that our equipment is secured properly while transporting.
 - He has signed up 3 landowners for irrigation management services.
- d) Jessica Hoheisel, District Technician

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- **Chippewa River Watershed Meetings updates**-She attended the monthly meeting with the CRWP board and provided updates to the Pope SWCD board. She also attended with Kovarik the Local Work Group meeting. There is continued discussion about the JPA process and to modify the existing agreement to include SWCDs. There currently is not a draft agreement. The last CRWP board meeting included discussion about the JPA and their intention to invite in SWCD staff and board members to a meeting to be held on March 16th. Hoheisel shared that an invite will be forthcoming for board member and the office staff to attend this meeting. The board discussed who would attend from the board and Randy Pederson will attend on behalf of Pope SWCD along with staff. Hoheisel also shared that there is some movement by the CRWP to model the Pomme deTerre River JPA working arrangement. This is the direction that SWCDs continue to share is the desired model. The board discussed once again their position on 1W1P application and that their previous motion stands. The pre-work with the JPA and governance will streamline the process. It has been taking up to a year in the other 1W1P processes to get the MOA or Joint Powers arrangements in place. The grant funding is not released until these agreements are done and a workplan is finalized. This means no funds come from the state until this pre-work is accomplished. If we work on this pre-work we will be ready for the application period in 2019. It was also noted that these processes are very time consuming and the Pope SWCD is already involved in the Sauk River 1W1P process and in the final stages of the North Fork Crow 1W1P process. The board concurred with these reasons and also reiterated their support for the program in general just their desire to not submit an application at this time. Staff will provide more information after their meeting on March 16th and that meetings outcomes. The board also mentioned that sharing challenges might be necessary at some point to help the CRWP board understand the SWCDs perspective. They directed Kovarik to take the draft letter with from the January meeting. Kovarik did not send a formal letter but the letter discussed was the basis from which Hoheisel shared the Pope SWCD position at that CRWP board meeting.
- **Buffer program update**- Jessica has been working on the continued effort with landowners regarding the implementation of their buffers.
- **Buffer Cost Share Updates**-authorize staff to send back unencumbered **Keith Nygaard made a motion to authorize staff to send back funds if all funds had not been encumbered by the deadline for the buffer cost share and Randy Pederson seconded the motion. The motion passed with all in favor.** funds
- **CREP Update**-She shared that we have 1 application approved for 80 acres total. She plans to send out more correspondence to landowners regarding CREP in order to promote the program.
- **RIM SWAP Proposal**-Hoheisel and Kovarik shared that the board will need to take an official position on the proposal heard at the January meeting. The resolution and letter were updated to reflect this and were provided to the board for review and approval. **Keith Nygaard made a motion to**

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Keith Bygones 3-20-18
vice-chair Pope SWCD

Randy Pederson 3-20-18
Secy SWCD

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approve the request and updated resolution for the RIM SWAP Proposal and to submit it with the requirements to BWSR for review. Mike Billehus seconded the motion. The motion passed with all in favor.

- e) Nicole Brede, District Technician
 - **Walk in Access**-The enrolled sites will need to reenroll this year. She is working on contacting the landowners now.
 - **CRP**-The program continues to be on hold. Letters have been sent out to general CRP sites with and upgrade of cover and they are working on quotes.
 - **Poster Contest**-“Watersheds are your Home” is the theme. She is working on the presentation and scheduling visits at the three school Districts. We will have the posters for viewing at the May board meeting to pick the winners.
- f) Jeff Hellerman, NRCS
 - CSP 1 2017 payment left
 - March 2nd applications are due for CSP
 - EQIP 11 applications planned
 - RCCP 3 applications planned that already have MAWQCP
 - WRP there are 5 Management Plans
 - 1WRP project construction for this spring
 - Annual Partnership discussion and the Civil Rights paperwork were discussed and the board by general consent signed the forms.
 - Discussed the upcoming Local Work Group Meeting scheduled for the March 20th board meeting.
- g) Laurie Aaberg, FSA-no report

8. Board Member Meeting Reports

9. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
3-20-18	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

10. FYI Items

- Winter Newsletter has been distributed
- Letters from MASWCD thanking for participation in Governors Water Summit

11. Adjourn –Mike Billehus made a motion to adjourn the meeting at 10:15 a.m. and Keith Nygaard seconded the motion. The motion passed with all in favor.