

**POPE SOIL & WATER CONSERVATION DISTRICT**  
**MEETING Minutes**  
**Supervisory Board Meeting 7:00 am April 17, 2018**

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

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

1. The meeting was called to order by President Talle at 7:05 a.m. and the Pledge was recited.
2. Additions/or corrections to the agenda items were made.
3. Consent Agenda (approved by one motion)-*President*
  - a) *March 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>
Bruce/Jordan Zavadil/Erlandson CWF16-07 Lake Emily	2 WASCOS 75% cost share	\$11,719.50
Kurt VanLuik CWF 16-08 Lake Emily	1 WASCOS 75% cost share	\$8,052.75
Todd and Tom Johnshoy CWF 16-09 and 17-01 Lake Emily	4 WASCOS 75% cost share	\$17,630.36

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 Keith Nygaard 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*

- Mentioned annual highway report and that they are inventorying projects
- Their board approved the resolutions for the Wetland Conservation Act.
- They were given an update on the main street project.
- He provided information on the changes with the Chippewa River Watershed project. They are discussing the hiring of a project coordinator.

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**5. Old Business**

- a. Rosholt Farm MDA Grant/Prairie Lakes Coop updates-Kovarik and Erickson provided updates on the Rosholt Research Farm. Prairie Lakes Coop will not renew their contract in 2019. Kovarik and Erickson are working with MDA on the revised contract that will include funding for a lawnmower and irrigation upgrade. We hope to have more details on this soon. Kovarik shared that the quarterly report has to be finalized first in order to know where we are at currently then we can estimate what will be needed to do the work the remainder of the year.
- b. Chippewa River Watershed project Board and LWG meeting discussions-Kovarik and Hoheisel provided updates on the meetings attended. The Chippewa River Watershed board has asked that a representative from each SWCD board attend their meeting. **D. Gary Reents made a motion to appoint Mike Billehus as the Pope SWCD representative to the Chippewa River Watershed meeting representative and Randy Pederson seconded the motion. The motion passed with all in favor.** The Chippewa River Watershed board discussed a job description and indicated that the SWCDs would be able to provide feedback on the job description content. They are intending to try to fill the vacancy soon. It was also shared that the organization is currently having financial distress. The funding they currently have has specific intended purposes and funding for staff will greatly diminish later this year. The counties will be discussing possibly providing some financial assistance to meet the budget needs until year end. It is not certain how those discussions will go with each respective County. There has been continued discussion about the Joint Powers Agreement and 1 Watershed 1 Plan. The group has an understanding that getting an organizational agreement in place to work together is all pre-work to this planning process. It was shared that this will take some time to work through an agreement process with all the entities that would need to be involved. There has not been any formal action taken at this time on a Joint Powers Agreement.
- c. Dean Paulson erosion project discussion-Kovarik shared that after the discussion with Commissioner Gerde and staff at USFWS that things are moving again on this project. Kovarik and engineering staff have met with the landowner, DNR, USFWS, FSA, and are working on setting up appointments with the Army Corps of Engineers and the County. Kovarik stated that there will be at least 6 agencies to navigate through and obtain permits from for this project. There will need to be a follow up survey completed and we are intending to get that accomplished as soon as we can. She will keep the group informed.

**6. New Business**

1. Rosholt LCCMR-Kernza study proposal-submitted-**D. Gary Reents made a motion to approve the proposal as submitted and Randy Pederson seconded the motion. The motion passed with all in favor.**
2. Wetland Conservation Act updates of Resolution to accept jurisdiction was discussed. We will adopt this resolution after the County delegates the responsibility. They will be meeting to discuss at one of their next meetings.
3. 2018-2019 Biennial Budget Request Submitted Pope SWCD-Kovarik submitted this year's request. **Keith Nygaard made a motion to approve the report submitted both the Pope SWCD BBR and the WCTSA BBR and Randy Pederson seconded the motion. The motion passed with all in favor.**
4. WCTSA BBR-approved above.

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5. 2018 Resolution process was shared with the board. **Keith Nygaard made a motion and Randy Pederson seconded the motion to complete a resolution to increase per diem for the board members. The motion passed with all in favor.** They stated that it is a commitment and that if a person works that a \$75 per diem does not compensate at a rate equal to the loss from the income from their job. Kovarik will work on a draft resolution for the next meeting to discuss.
6. Sauk River Watershed Conservation Initiative-There will be a planner position housed in Stearns SWCD to assist in Conservation Planning. Stearns SWCD is going to use this position to fill a vacancy in the near future of a staff person that will be retiring. The position is open currently and more information will come on how work flow will work within this working arrangement.
7. Chippewa River Watershed Conservation Initiative-The group has met a couple of times and has discussed alternatives to hiring one person that would be housed in Douglas SWCD. A few of the SWCDs would like to build their own capacity and would like to have the funding available for their staff not a temporary staff person. The conversation is continuing and a consensus has not yet been reached. The group has posed several questions to BWSR and we are waiting for responses before a decision is made. Kovarik will keep the board updated on this item as we learn more.
8. Sauk River Watershed 1W1P items for discussion: Bylaws, Advisory List, work plan, Request for proposal with scoring, and appoint representative-meeting to be scheduled in April-**Keith Nygaard made a motion to approve the current draft of the bylaws, advisory list, work plan, and request for proposal with scoring and to appoint D. Gary Reents as our representative in the Sauk River 1W1P process. Mike Billehus seconded the motion. The motion passed with all in favor.**
9. Area II leadership discussion-need people to serve in roles was discussed with the board.

## 7. Reports

**a. Treasurer Report**-March reports-**Mike Billehus made a motion to approve the treasurer report as presented subject to audit 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

- NACD EQIP Grant for an Engineering Technician with TSA was approved
- Finished IDPs reporting for the Glenwood office and that was submitted to BWSR.
- Irrigation Specialist position was filled by Vasudha Sharma she will start duties July 1<sup>st</sup>.
- Rainfall Monitoring information for volunteers were distributed
- Finished reporting on grant programs:
  - 2017 State Cost Share Fund
  - 2018 Local Capacity Funding

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-2017 Local Water Management

- Wetland Conservation Act/Local Water Management grant 2018 updates
- Lawn Mower Equipment transferred to Pope SWCD
- Bonanza Valley Groundwater Management meeting was held updates
- Nitrogen Fertilizer maps have changed
- North Fork of the Crow 1W1P Info Meeting update was provided. The informational meeting was well attended in Brooten.
- NFCRW 1W1P public hearing April 16<sup>th</sup> at 5:30 p.m. in Litchfield at Courthouse update-The public hearing was well attended.
- Payment completed for Johnson project
- Bid received for Wrolson project/permit process has started
- Ed Murken Shoreline project is progressing. The site is challenging and we are having trouble securing a contractor.
- 2016 Lake Emily grant updates were shared with the board. These programs are starting to have all the funds encumbered and a lot of work will be finalized soon and brought before the board to execute contracts.
- She had to get her linc pass updated.

c) Kelly Erickson, Technician

- Wetland Conservation Act program updates-11 different contacts to review. He has a potential violation he is reviewing based on a whistleblower complaint. The TEP will be discussing the site.
- **Keith Nygaard made a motion to approve the Aquila Community Garden wetland delineation and that they concur with the report for the proposed solar garden.**
- Sales Program Updates-The trees are coming in and pickup is scheduled for April 27<sup>th</sup> and 28<sup>th</sup>.
- There will be 8 tree plans this spring.
- He picked up rain barrels for inventory.
- He had to update his linc pass.
- We have 4 pivots contracted.
- There are 2 sites to hand plant this spring.
- We have hired a seasonal staff person, Rick Faenrich.

d) Jessica Hoheisel, District Technician

- Buffer program update-There are several sites seeded last fall that will be verified this spring. She is working on maps for Nicole to do the staking this spring. There are about 38 parcels that will need to be staked this spring and the list is growing some.
- RIM projects are being worked on with cover updates.
- The RIM/SWAP proposal has been moved from the BWSRs agenda to the May meeting.
- The Cooperative Weed Management grant needs to be authorized to sign. **Randy Pederson made a motion to authorize Kovarik or Hoheisel to sign the agreement when it is provided. Mike Billehus seconded the**

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**motion. The motion passed with all in favor. A copy will be provided to the board.**

- She has been working on some educational stuff including the community expo.
  - She has been completing some training including Soils and RUSLE.
- e) Nicole Brede, District Technician
- Walk in Access sign up is till April 27<sup>th</sup> we have only 1 application.
  - CRP-We have been meeting to plan for CRP when the program opens up. Currently the program does remain on hold. They are continuing to work on eligibility.
  - She has been working on the Poster Contest, training for CREP, and will be trained at Rosholt.
  - She also completed the Soils and RUSLE training this past month.
- f) Jeff Hellerman, NRCS-no report-He is no longer shared management with Swift Co.
- g) Laurie Aaberg, FSA-no report

**8. Board Member Meeting Reports**

-no updates

**9. Upcoming Meetings:**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
5-15-18	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

**10. FYI Items**

- Community Expo Thank you
- Nicole's computer was purchased
- Tree pickup April 27<sup>th</sup> and 28<sup>th</sup>

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



5-15-18

 Sec.

5-5-18

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