



MEETING Minutes
Supervisory Board Meeting 7:00 am
February 19, 2019

Attendance: Randy Mitteness, Keith Nygaard, Tom Talle, Randy Pederson, D. Gary Reents, Holly Kovarik, Nicole Brede, Jessica Hoheisel

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

a) *January 2019 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>
Easement Delivery	Base grant for assisting with program implementation	\$9,450
2019 Buffer Law/2019 Capacity	Amendment	\$47,750

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>

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

4. Commissioner Update-*Paul Gerde-no report*
5. Old Business
 - a. Dean Paulson project update was given to the board. Kovarik shared that she has secured match to meet the 25% requirement for the grant. She has also been working on the 6 permits. All these permits are in process. The work will be done mid to late summer.
6. New Business



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1. 2019 Annual Plan of Work was presented to the board for review and approval. D. Gary Reents made a motion to approve the 2019 Annual Plan of Work as presented. Randy Mitteness seconded the motion. The motion passed with all in favor.
2. 2018 Annual Report was presented to the board for review and approval. Keith Nygaard made a motion to approve the 2018 Annual Report. Randy Pederson seconded the motion. The motion passed with all in favor.
3. Legislative Days March 5-6-The board discussed the Legislative Days event. Kovarik and Hoheisel plan to attend. Board member Randy Mitteness offered to go to the event. He will be the representative from the board. Kovarik will get him registered. Kovarik explained the intent is to go down for the day and attempt to get all appointments set for the 5th and return home after the legislative briefing.
4. 2018 Peterson Company Engagement letter for audit was shared in the packet for approval. Randy Pederson made a motion to approve the 2018 Peterson Company for the audit at a cost of \$2,700. D. Gary Reents seconded the motion. The motion passed with all in favor. We no longer must have them come and do a more formal financial statement preparation by March 15th. They will do the complete audit later this summer and final financial statements will be prepared at that time. A profit and loss statement will meet the needs for the March 15th financial reporting deadline.
5. Conflict of Interest Forms were filled out by the board members and returned to the County Coordinators office.
6. Irrigation Clinic Scheduled for March 21, 2019 9:00 to 2:30 at Prairie Woods Environmental Learning Center the postcards should be in the mail this week.

7. Reports

a. Treasurer Report- December 2018 and January 2019

- i. Monthly Checking Account Report #11247
- ii. Monthly Savings Account Report #870903
- iii. Treasurer Report (3 year comparison)

Kovarik went over the 2018 Profit and Loss statement as it was included in the board packet. D. Gary Reents made a motion to approve the draft profit and loss statement for 2018 subject to the formal audit later this year. Keith Nygaard seconded the motion. The motion passed with all in favor.

D. Gary Reents made a motion to approve the December 2018 Treasurer report. Randy Mitteness seconded the motion. The motion passed with all in favor. The December 2018 Treasurer report was tabled at the previous meeting to allow staff time to finish the year end reporting.

D. Gary Reents made a motion to approve the January 2019 Treasurer report. Randy Pederson seconded the motion. The motion passed with all in favor.

b) Holly Kovarik, Manager

- WCTSA Lead Staff Meeting attended-The board by general consensus discussed Keith Nygaard and Randy Mitteness (alternate) as our representatives for the WCTSA board.



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- Community Expo Booth will be in April and the Pope SWCD is registered for the event.
- North Fork Crow IWIP updates were shared with the board. Kovarik discussed the prioritization maps and criteria discussed for the RCPP and that the Fiscal Host is Wright County and the Coordinator will be the CROW for the IWIP project.
- Chippewa River submitted in-kind documentation for 319 grant in the amount of \$104,898.35
- Presented to the House Water Division on SWCDs
- Presented at Minnesota Erosion Control Conference
- Year-end reporting/Grant processing/Website Reporting has been completed.
- Cost Share Program logs (ACTIVE 2019)-Kovarik provided current copies of the grant program logs for the boards review.
 - 2018 State Cost Share
 - 2019 State Cost Share
 - 2018 Buffer Cost Share
 - 2016 Lake Minnewaska Phase III
 - 2016 Lake Emily Phase I
 - 2017 Lake Emily Phase II
 - 2018 Lake Emily Phase III
- Grant Reporting Completed:
 - 2015 BWSR CWF City of Glenwood AIG-CLOSED \$15,200 final payment
 - 2018 BWSR Local Capacity-Interim
 - 2018 Local Water Management-FINAL
 - 2017 Lake Emily Targeted-INTERIM

Randy Pederson made a motion to approve the reports as submitted. Keith Nygaard seconded the motion. The motion passed with all in favor. Kovarik noted that these reports were included in the board packet and will be put up on the website as required for year end reporting.
- Kovarik discussed with the board setting up the 2019 Local Workgroup meeting. The board agreed by general consensus to hold the meeting after our board meeting on March 19, 2019. Kovarik will discuss this with Jeff Hellerman our DC and get the meeting notice out.

c) Kelly Erickson, Technician

- Wetland Conservation Act program updates were shared with the board.
 - (2) Boundary and type determination Nokomis Energy project-D. Gary Reents made a motion to approve the boundary and type determination and concur with the TEP. Keith Nygaard seconded the motion. The motion passed with all in favor.



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-Dean Paulson Joint Application Form was shared with the board on this project. Erickson shared that this is a no loss project and will actually restore the wetland that is currently degraded because of the gully. **Randy Pederson made a motion to approve the no loss determination and concur with the TEP. Randy Mitteness seconded the motion. The motion passed with all in favor.**

- Sales Program Updates-nothing new to report.
- He is working on another solar garden project by Villard which includes an ag exemption.
- He is working with SRWD on a ditch repair project for JDI, CD6, and CDII.
- He is current on his comp time.

d) Jessica Hoheisel, District Technician

- CWMA Update-She has been working on establishing a steering committee meeting to go over cost share contracts, policies, and timelines. The grant will fund similar activities in 2019 including right of way treatment for parsnip and thistle in pastures.
- SWAG Update-We have received the final executed JPA agreement. Purchases for equipment can happen after March 1st.
- Buffer Update-She has created letters that will be sent out in the next month to get people to come in and finalize the status on their sites. She has only not heard from 2-3 landowners.
- She has attended filter strip training, seed mix training, completed 2 cover crop contracts for EQIP, and has gotten the Rosholt Hach machine serviced.
- She finished her annual reports for her programs.

e) Nicole Brede, District Technician

- Gobblers of Glacial Ridge Event will be coming up and Nicole will be going to the event. We will also have a booth.
- Pope County Pheasant Restoration Event will be coming up as well and Nicole plans to go. We will have a booth at the event.
- Farmbill Program Updates-She has been working on cover crop EQIP contracts, filter strip training, seed training, CREP training, poster contest preparation, and there is no news on the Farmbill details.

f) Jeff Hellerman, NRCS-no report

g) Laurie Aaberg, FSA-no report

8. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP policy meetings, Glacial Lakes Trail-there have been no new meetings.



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- Randy Mitteness-Chippewa River Watershed Board-The meeting was cancelled due to poor weather. There was discussion by the board about attendance. The board by consensus decided that Randy should still attend the meetings and report back.
- D. Gary Reents-Sauk River Watershed IWIP Policy Committee Meetings-He was unable to attend the last meeting. Kovarik shared details from the Advisory Committee. That group has been working on a mission statement and priorities in the last couple of meetings.

9. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
3-19-18	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

10. FYI Items-Erickson mentioned the buick and that we are having issues with the vehicle. The vehicle did not start when staff attended a recent training. They ended up leaving the vehicle there. It currently is not starting. Erickson is researching vehicle replacement options. This information will be brought to a meeting later this spring for a decision.
11. Adjourn-Keith Nygaard made a motion to adjourn. Randy Pederson seconded the motion. The motion passed with all in favor.

Keith Nygaard - vice-chair Pope SWCD

Randy Pederson secret. Pope SWCD 3-19-17

