



MEETING Minutes
Supervisory Board Meeting 7:00 am
January 15, 2019

Attendance: Tom Talle, Randy Pederson, Keith Nygaard, Randy Mitteness, Holly Kovarik, Kelly Erickson, Jeff Hellerman, Nicole Brede, Jessica Hoheisel

1. The meeting was called to order by President Talle at 7:04 a.m.
2. Reorganization of the board-Randy Mitteness made a motion to approve the offices as follows: Chair-Tom Talle, Vice Chair-Keith Nygaard, Secretary-Randy Pederson, Treasurer-D. Gary Reents, and Public Relations-Randy Mitteness. Keith Nygaard seconded the motion. The motion passed with all in favor.
Kovarik will get new signature cards from the bank to update them with the new information.
3. Appointment to Committees (Budget, Personnel, Chippewa River Watershed, North Fork Crow River Watershed, and Sauk River Watershed)-By general consensus of the board the following committee appointments were made:

Budget-Tom Talle and D. Gary Reents
Personnel-Keith Nygaard and Randy Pederson
Chippewa River Watershed-Randy Mitteness
North Fork Crow River IWIP-Randy Pederson
Sauk River IWIP-D. Gary Reents

4. Additions/or corrections to the agenda items were made.
5. Consent Agenda (approved by one motion)-*President*

- a) *December 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.	MASWCD	Dues	\$2,862.44	General
2.	Regents of the UofM	Research Plot	\$24,850.00	MDA Rosholt Grant
3.				

- e) *Grant Payment/Project Approvals-*



Meeting site: *USDA Service Center,
1680 N. Franklin Avenue
Glenwood, MN 56334*
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<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. Randy Pederson seconded the motion. The motion passed with all in favor.

Randy Pederson made a motion to approve the invoice from the West Central Technical Service Area engineering. The invoice will be paid out of several grants this totaled \$9,155.35. Keith Nygaard seconded the motion. The motion passed with all in favor.

6. Commissioner Update-*Paul Gerde*

No report

7. Old Business

- a. Dean Paulson project-Randy Pederson made a motion to encumber \$89,260.50 plus \$1,000 for the permit from FY 2016 Lake Minnewaska sub watershed grant and the remainder of the funding from the Glacial Lakes Environmental Trust Fund. Keith Nygaard seconded the motion. The motion passed with all in favor. Kovarik shared that an additional \$19,124 in match will yet be needed for the grant and she is exploring a couple of options. She will report back to the board when she has more details to share.

8. New Business

1. 2019 MCIT Coverage-\$9,556.00/Workers Comp Audit \$1035-Keith Nygaard made a motion to approve the MCIT coverage documents and the payments noted. Randy Pederson seconded the motion. The motion passed with all in favor.
2. 2019 Staff Billable Rates were discussed and shared. Randy Mitteness made a motion to approve the following billable rates: Kovarik \$64.19, Erickson \$55.81, Hoheisel \$54.45, and Brede \$45.82. Randy Pederson seconded the motion. The motion passed with all in favor. Kovarik explained that the billable rates are established using the BWSR rate calculator and is a look back at the previous year's actual expenditures.
3. Board Member Presentation-The Board of Supervisors of the Pope SWCD took this time to present Mike Billehus with an appreciation plaque for his years of service to the organization. Mike served from 2012 through 2018. His term expired at the end of the year and Randy Mitteness was elected starting on January 1, 2019.

9. Reports

a. Treasurer Report- (DRAFT FORM) Still finalizing year end grant reports-Randy Mitteness made a motion to table the treasurer report. Keith Nygaard seconded the motion. The motion passed with all in favor. The report was table to allow staff to finish year end processing. The finalized report will be included in the next month's meeting packet for approval.

- 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

- North Fork Crow River Watershed IWIP Updates were shared with the board. There is a meeting coming up and more will be discussed about RCPP funding, the workplan, appointment of a fiscal agent and plan coordinator.
- SRWD CD6 4th Quarter \$82.66 AR
- MAWQCP 4th Quarter \$646.70 AR
- MDA CWMA Final Report \$13,552.42 spent-FINAL
- Reimbursement for Easement processing submitted \$2,000
- MDA Rosholt 4th Quarter submitted \$33,625.89 AR
- Year-end reporting/Grant processing details were shared with the board. Kovarik provided a report of the billable time tracking by person for the board to see. Kovarik also prepared reports for the sales program 2019-2018.
- Grant Reporting Completed: -Keith Nygaard made a motion to approve all the reports as prepared. Randy Pederson seconded the motion. The motion passed with all in favor. These reports will be linked onto the Pope SWCD website to meet reporting requirements as well.
 - 2018 State Cost Share-INTERIM
 - 2018 Conservation Delivery-FINAL
 - 2017 State Cost Share-FINAL
 - 2019 State Cost Share-INTERIM
 - 2015 Lake Minnewaska Phase II-FINAL \$15,000 AR
 - 2018 Wetland Conservation Act-FINAL
 - 2018 Buffer Cost Share-INTERIM
 - 2019 Wetland Conservation Act-INTERIM
 - 2016 Lake Minnewaska Phase II-INTERIM
 - 2017 Local Capacity-INTERIM
 - 2018 Lake Emily-INTERIM

c) Kelly Erickson, Technician

- Wetland Conservation Act program updates were shared with the board. A decision will be brought to the board on a solar garden near Lake Malmedahl. He mentioned that the 2003 Chevy truck needed to be repaired. He shared that we are exploring doing spraying for the cooperative weed management program. There will be more details on this shared at a future meeting. He completed observation well monitoring. He has checked on Rosholt and has started to sign up pivots for the Irrigation Water Management program.
- Sales Program Updates were shared. He has a few tree planting sites currently in planning stages.

d) Jessica Hoheisel, District Technician-CWMA report has been submitted we are just waiting on cleared checks. We did not spend roughly \$1,500 of the grant. The grant for 2018 was \$15,000. We have been awarded a grant for 2019 which will be \$12,000. She has been



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working on getting a mailing prepared to send to landowners who she has not heard from on their buffers. She stated that we are about 98% compliant. She has been working on the RIM program and on the Schmidgall/Carruthers Swap. She has also worked with landowners on ownership changes. She has been also working on a cover crop plan assisting NRCS. This will help staff attain additional job approval authority. She has been working on the details for the Surface Water Assessment Grant. More information will be shared with the board when an official contract is ready for approval. **Keith Nygaard gave Kovarik and Hoheisel the authority to sign the agreement electronically when it is received. Randy Pederson seconded the motion. The motion passed with all in favor.**

e) Nicole Brede, District Technician-She shared that there is no new Farmbill. She has been working on eligibility but with the shutdown there is limited work that can be done. She attended Trimble training, filter strip training, Farmbill training, and pesticide training. She is also working on a couple of EQIP cover crop plans and is working on the presentation and materials for the poster contest. She has also been working on the display in the office to update it with program information.

f) Jeff Hellerman, NRCS-He said there is less than 10 1026's in process right now. He stated that he has 4 CSP contracts to finish for 2018 payments. He said there is a new Farmbill. He stated that they currently have 31 EQIP applications and that is consuming a fair amount of their time. He has 12 applications for grazing, several cover crop plans, a few WASCObS and an ag waste. There will be some engineering spot checks coming up.

g) Laurie Aaberg, FSA-no report

10. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP policy meetings, Glacial Lakes Trail-He shared that they did not have a Glacial Lakes Trail or North Fork meeting since the last SWCD meeting.
- VACANT-Chippewa River Watershed Board-He did not attend this meeting.
- D. Gary Reents-Sauk River Watershed IWIP Policy Committee Meetings-He was not here to share regarding the last meeting. Kovarik did attend an advisory meeting recently and they are beginning the planning process with a visioning process.

11. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
2-19-18	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.

12. FYI Items

- a. 2019 IRS Mileage rate is \$0.58
- b. December 31, 2017 Financial Report submitted to OLA copies of bound copies available
- c. W-2s/W-3s/1099s/1096s completed



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13. Adjourn-Randy Pederson moved to adjourn the meeting at 8:55 a.m. and Randy Mittness seconded the motion. The motion passed with all in favor.

Randy Pederson Sec 2-19-19

Steve L. Sen 2-19-19

POPE SOIL & WATER



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