



## MEETING Minutes

Meeting will be held at the Keith Nygaard's heated shop 27820 180<sup>th</sup> Street, Starbuck, MN 56385  
Supervisory Board Meeting 7:00 am  
December 15, 2020

Attendance: Keith Nygaard, Tom Talle, Randy Pederson, Holly Kovarik, Randy Mitteness (in person) on Zoom was Commissioner Paul Gerde, D. Gary Reents, Kelly Erickson, Nicole Brede, and Jessica Hoheisel

1. The meeting was called to order by President Talle at 7:04 a.m. and the Pledge of Allegiance was recited.
2. The meeting agenda was approved by general consensus.
3. Consent Agenda (approved by one motion)-*President*

a) *November 2020 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>
Confirmation Request of Engineering Services WSN	City of Glenwood Ravine project	\$25,750

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-NONE*

<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>

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

4. Commissioner Update-*Paul Gerde*

He mentioned that a drainage hearing was held virtually.

5. Old Business

- 2021 Budget-Randy Mitteness made a motion to adopt the budget for 2021 as presented and Randy Pederson seconded the motion. The motion passed with all in favor.
- 2020 MASWCD Annual Meeting recap was shared. Everyone thought the virtual meeting went as well as could be expected. We had all five board members attending the virtual event.

6. New Business



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- Employee Handbook Updates-Randy Pederson made a motion to approve the handbook updates as presented and Randy Mitteness seconded the motion. The motion passed with all in favor.
- Families First Coronavirus Response Act: Employee Paid Leave Rights was discussed with the board. A resolution 01-2020 was prepared with COVID-Emergency policies and authorizations for the District Manager. Randy Pederson made a motion to approve the resolution and Randy Mitteness seconded the motion. The motion passed with all in favor.
- Sauk River Watershed Collaborative Agreement was mentioned to the board. There will be a few minor modifications to it, and it won't be ready for approval till early 2021.
- Discuss Seasonal Staffing-Keith Nygaard made a motion to authorize Kovarik to post a seasonal internship for the Rosholt Research Farm and Randy Pederson seconded the motion. The motion passed with all in favor. Kovarik shared that two interns will be needed, and Kimberly will be returning for another season.
- Discuss Performance Increases-This was moved to the end of the agenda.
- Sauk River WD CD6 and CD11 and JD1 Hearing on repair set for December 22, 2020
- Legislative Days Discuss Alternatives-It was discussed that Kovarik should work to invite legislators via Zoom to a Board meeting. We will not have a typical legislative day's event in 2021 due to the pandemic.
- Chippewa River Watershed Association Pubic Participation Plan was shared with the group. It will be reviewed and discussed for approval at their next JPB meeting.
- Chippewa River Watershed Association One Watershed One Plan Resolution was discussed with the board. The goal is to apply for a One Watershed One Plan grant in 2021.

### 7. Reports

- a. Treasurer Report D. Gary Reents made a motion to approve the Treasurer Report as presented and Keith Nygaard seconded the motion. The motion passed with all in favor.
  - ii. Monthly Checking Account Report #11247
  - iii. Monthly Savings Account Report #870903
  - iv. Treasurer Report (3-year comparison)
- b) Holly Kovarik, Manager
  - CRWP 3<sup>rd</sup> Quarter Invoice \$4,125.58
  - Projector was purchased
  - Trimble Annual Subscription was paid
  - Staff Reviews have all been completed.
  - End of Year and End of Quarter prep
  - East Branch of Chippewa CWF Application and Lake Minnewaska Phase IV CWF Application Status was shared with the board. We will be receiving both grants. Kovarik will work on the workplans and hopefully have a contract for the boards approval in January.

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- MDA JPA Rosholt Irrigation Nitrogen Interaction agreement executed extends grant to 12/31/2022 and adds \$50,000
- MDA JPA Rosholt Nitrogen Study agreement executed extends grant to 12/31/2022 and adds \$285,000
- Irrigation RCPP application resubmitted

c) Kelly Erickson, Technician

- Sales Program Updates-He has 5 plans in the works with more inquiries. The machinery has all been winterized. He has worked on some ag learn training.
- He completed observation well monitoring.
- WCA -The Gilchrist violation is complete. A mentioned Hauge's restoration order and extension to spring. He has not complied with the order as of the board meeting.
- Kelly discussed two applications from the North Fork Crow Watershed District for repairs on Branch 7 of JD1 and Branch 6 of JD1 they are both a no loss. **Keith Nygaard made a motion to approve to approve the 2 no loss applications as presented, and Randy Pederson seconded the motion. The motion passed with all in favor.**

d) Jessica Hoheisel, District Technician

She helped complete cost share inspections on projects. She has been working on training. She has been doing buffer site checks and working on compliance on a couple of sites. She finished up the reporting for the SWAG monitoring grant. She mentioned Norm Nissen and Tim Kannegieser's buffer project sites. Norm Nissen has been issued a notice of non-compliance as his buffer has been tilled up. She shared the chemical has been moved to the new storage location. Her computer finally came and has been set up. She has been working RIM ownership changes. She has been working with the City of Glenwood on the Ravine project and WSN on preparation of their scope for the next phase. She has created a raingarden fact sheet.

e) Nicole Brede, District Technician

She completed her review and is working on getting caught up after being out of the office for leave.

f) Jeff Hellerman, NRCS

He shared that he has been mostly teleworking. They are working on wetland determinations and HEL requests. EQIP 2021 27 current applications that rank high and 7 ranked as medium. Melissa and Jeff are working on planning. CRP they have been going out and certifying sites.

g) Laurie Aaberg, FSA- no report

### 8. Board Member Meeting Reports

- a. Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail -no report
- b. Randy Mitteness-Chippewa River Watershed Board & staff update-There will be some changes to the board. He mentioned that there will possibly changes in the accounting.



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**c. D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-no report**

**9. Upcoming Meetings:**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
1-19-21	Pope SWCD Regular Board Meeting	TBD	7:00 a.m.

10. Closed Session for Performance Review of District Manager-Randy Mitteness moved to go into closed session at 8:45 a.m. for the performance review of the District Manager. Keith Nygaard seconded the motion. The motion passed with all in favor.  
 Keith Nygaard made a motion to open the meeting at 9:32 at the completion of the performance review of the District Manager. Randy Pederson seconded the motion. The motion passed with all in favor.  
 Keith Nygaard made a motion to recognize the final comments from the performance review of Holly Kovarik. The board stated that Kovarik is well respected and is doing an outstanding job in her position and received the highest rating for her review. Randy Mitteness seconded the motion. The motion passed with all in favor.  
 Kovarik discussed with the board performance increases for staff with what was budgeted 1.5% for all staff applicable. Randy Mitteness made a motion to approve the 1.5% increase effective the pay period including January 1<sup>st</sup>, 2021. Keith Nygaard seconded the motion. The motion passed with all in favor.  
 Keith Nygaard made a motion to approve cell phone stipend increases for Kelly Erickson to \$25 per month and Holly Kovarik \$25 per month and Nicole Brede and Jessica Hoheisel at \$15 per month. This is considered additional compensation and is taxable. Randy Pederson seconded the motion. The motion passed with all in favor.  
 Randy Mitteness made a motion to authorize ½ day of administrative leave on Christmas Eve and New Years Eve for staff. Randy Pederson seconded the motion. The motion passed with all in favor. If USDA closes the office, we will follow suit according to our policy handbook.
11. FYI Items
12. Public Comment
13. Adjourn-Keith Nygaard made a motion to adjourn the meeting and Randy Mitteness seconded the motion. The motion passed with all in favor.