



MEETING Minutes

**Supervisory Board Meeting 7:00 am
January 21, 2020**

Attendance: Holly Kovarik, Kelly Erickson, Nicole Brede, Jessica Hoheisel, Commissioner Paul Gerde, Cory Walker (NRCS), Jeff Hellerman (NRCS), Keith Nygaard, Tom Talle, Randy Pederson

1. The meeting was called to order by President Talle and the Pledge of Allegiance was recited.
2. Reorganization of the Board was discussed and tabled because only 3 board members attended this meeting. Keith Nygaard made a motion to table this agenda item and appointment to committees as well as official approval of newspaper publications and bank accounts till the February meeting. Randy Pederson seconded the motion. The motion passed with all in favor.
3. Appointment to Special Committees-tabled see above
4. Approve official newspaper for publications/ bank accounts-tabled see above
5. Approve the Agenda
6. Consent Agenda (approved by one motion)-President
 - a) *December 2019 Board Meeting Minutes*

b) *Resolutions-None*

<u>Number</u>	<u>Description</u>

c) *Contract/Applications for Approval-NONE*

<u>Number/Name</u>	<u>Description</u>	<u>Total Application \$\$</u>
Peterson Company Engagement Contract for 2019 Audit and Year End	Year End and Audit Prep	2,775.00

d) *Appropriations/Payments-None*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	WCTSA- Benton SWCD	Engineering Services	\$5,279.98	2017 Lake Emily/SRWD CD6
2.	MCIT Insurance	Insurance	\$11,643.00	General Fund
3.	MASWCD	Dues	\$3,049.42	General Fund
4.	UofM	Rosholt Nitrogen Cover Crop study	\$25,000	MDA JPA grant



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Glenwood, MN 56334*
BA-Board Action
I-Information

MEETING Minutes

Supervisory Board Meeting 7:00 am
January 21, 2020

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 Keith Nygaard seconded the motion. The motion passed with all in favor.

7. Commissioner Update-*Paul Gerde*

- He mentioned the board is discussing the Chippewa JPA this morning.
- He also mentioned that the North Fork of the Crow River Watershed District boundary was approved which expanded to an additional 4,400 acres.

8. Old Business

- 2020 City of Glenwood Clean Water Fund Projects and Practices Grant \$292,500/2020 Lake Minnewaska Targeted project phase IV-Kovarik shared that the City of Glenwood project was funded and the Lake Minnewaska Phase IV was not funded. An agreement will be coming for the one grant and will be brought before the board for approval. A workplan will need to be completed and staff will complete that as identified in the grant application.
- 2020 MAWQCP Promotion Grant \$24,442.34-Kovarik stated that this was funded and an agreement will be coming from Stearns SWCD in the next month or so to do this work.
- Chippewa River Watershed Association JPA/Updates on status of work-Kovarik shared that a revised draft of the agreement has been sent to the partners. The County is reviewing it this morning and the Pope SWCD will have time at our February meeting to officially approve the agreement after the County has reviewed it. The agreement will be sent out again to the board for their final review.
- Earl Hauge Project/Resolution Continuation of Discussion-This was tabled till February so that the full board could continue to discuss the agenda item.

9. New Business

- NEW 2020 IRS Mileage rate 57.5 cents per mile was shared with the board.
- 2020 Billable Rates for approval -Keith Nygaard made a motion to approve the billable rates as discussed by staff and Randy Pederson seconded the motion. The motion passed with all in favor.
- New Sales Tax rate 7.375% 1/1/2020-Kovarik shared that the City of Glenwood now has a sales tax that will need to be collected.
- Sauk River Watershed Agreement & Joint meeting with County Board Discussion-Randy Pederson made a motion to authorize staff to coordinate a joint meeting to discuss agreements and IWIP with the Commissioners. Keith Nygaard seconded the motion. The motion passed with all in favor.

10. Reports

- a. Treasurer Report- Keith Nygaard made a motion to table the treasurer report till February when the full board and treasurer are in attendance to review. Randy Pederson seconded the motion. The motion passed with all in favor.
 - ii. Monthly Checking Account Report #11247
 - iii. Monthly Savings Account Report #870903



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January 21, 2020

iv. Treasurer Report (3-year comparison)

b) Holly Kovarik, Manager

- Work on Data Request received and Kovarik has been working with MCIT on the request.
- W2s and 1099s completed and send out.
- Quarterly reports are being completed. Kovarik also mentioned that we do have to complete the Pay Equity report for 2019. The board by general consensus agreed that staff are authorized and should complete all reports to meet the deadlines which includes the Pay Equity Report.
- Reported match for NFCRW IWIP \$1,313.66 was submitted.
- 4th quarter billable reporting completed
- Grant Reporting: Randy Pederson made a motion to approve all the grant reports as identified below and submitted to state agency approval. Keith Nygaard seconded the motion. The motion passed with all in favor. Kovarik will submit reports online to meet our website reporting requirements.

Grant	Accounts Receivable	Status
MDA Rosholt Nitrogen Cover Crop	\$35,002.34	4 th quarter report to be submitted by 1/31/2020
Stearns SWCD Kernza LLCMR study	\$210.00	4 th quarter report submitted
MDA Rosholt Irrigation Methods	\$886.70	4 th quarter report submitted
Becker Samples	\$342.55	4 th quarter report submitted
SRWD CD6 Project	\$254.22	4 th quarter submitted
2018 Lake Emily Targeted	DEFERRED	Interim report 4 th quarter
2017 Lake Emily Targeted	DEFERRED	Interim 4 th quarter report
MPCA SWAG	\$2,710.54	4 th quarter report submitted
2019 Wetland Conservation Act		Final Report Closed Out
2020 State Cost Share	DEFERRED	Interim Report



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Supervisory Board Meeting 7:00 am
January 21, 2020

2020 Local Capacity	DEFERRED	Interim Report
2020 Buffer Initiative Grant	DEFERRED	Interim Report
2020 Conservation Delivery	DEFERRED	Interim Report
2019 Conservation Delivery		Final Report Closed Out
2019 Farmbill CREP Agreement	\$1,147.30	4 th Quarter report submitted
2016 Lake Emily Targeted Grant	\$28,750	Final Report Closed Out
2018 Buffer Cost Share		Final Report Closed Out
2019 State Cost Share	DEFERRED	Interim Report
MDA CWMA	\$1,713.81	Final Report Expenditures will happen early 2020 to finalize grant
2019 Local Water Management		Final Report Closed Out
2016 Lake Minnewaska Phase III	DEFERRED	Interim Report
2019 Easement Delivery	\$9,500	Final Report Closed Out
MDA Rosholt Irrigation Nitrogen Interaction	\$6,946.86	4 th quarter report submitted
2018 State Cost Share	DEFERRED	Interim Report
2019 Local Capacity Funding	DEFERRED	Interim Report
2018 Local Capacity Funding	DEFERRED	Interim Report

c) Kelly Erickson, Technician

- Sales Program Updates were shared with the board. There are a few tree varieties with availability issues. He has one pivot confirmed for Irrigation Water Management in 2020.
- WCA items-Keith Nygaard made a motion to approve the Viceroy Community Garden no loss application as submitted and recommended by



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Supervisory Board Meeting 7:00 am
January 21, 2020

staff. There are no wetlands on the site. Randy Pederson seconded the motion. The motion passed with all in favor.

- Kelly mentioned that he has also reviewed the tax forfeited properties sent over from the county for the wetland conservation act.

d) Nicole Brede, District Technician

- She mentioned a few updates about CRP and upcoming training for staff.

e) Jessica Hoheisel, District Technician

- SWAG grant updates were submitted at year end.
- CWMA grant will have a few expenditures at year end and to close out the grant. Randy Pederson made a motion to authorize staff to make the expenditures and to close the grant out as needed. Keith Ngyaard seconded the motion. The motion passed with all in favor.

f) Jeff Hellerman/Cory Walker, NRCS

- Cory Walker mentioned all the CSP payments that were made. There were about 30 completed at year end.
- CRP is open including a general signup and those will continue into February.
- He shared updates on staffing levels in his area and all vacancies in our area should be filled soon.
- There was some discussion about Job Approval Authority based on questions by the board. He provided some information about Job Approval Authority and reasons that it is needed or not needed to perform certain jobs within the SWCD or NRCS.

g) Laurie Aaberg, FSA

11. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail - he provided an update on the status of the agreement for the North Fork of the Crow River IWIP. There were not many changes since this was last discussed with the board. Pope SWCDs share would be \$500 toward the Coordinator position in 2020. He was not able to go to the Glacial Ridge Lakes Trail meeting.
- Randy Mitteness-Chippewa River Watershed Board & staff update-The meeting was canceled due to weather.
- D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-He was out of town on vacation when the last policy committee meeting was held.

12. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
2-18-2020	Pope SWCD Regular Meeting	USDA Service Center	7 a.m.



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Supervisory Board Meeting 7:00 am
January 21, 2020

13. FYI Items

- CREP Contractor Workshop to be held in February 12, 2020 in Glenwood

14. Public Comment-none

15. Adjourn-Keith Nygaard made a motion to adjourn at 8:30 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.

[Handwritten signature]

2-18-20

Randy Pederson

2-18-2020
