

MEETING MINUTES

Meeting will be held at the Keith Nygaard's heated shop 27820 180th Street, Starbuck, MN 56385
Supervisory Board Meeting 7:00 am
November 17, 2020

Attendance: Keith Nygaard, Tom Talle, D. Gary Reents, Randy Pederson, Randy Mitteness, Kelly Erickson, Holly Kovarik
 (By phone:) Jessica Hoheisel, Lynda Ponting, and Commissioner Paul Gerde

1. The meeting was called to order by Chairman Talle at 7:08 a.m.
2. There were no additions to the agenda.
3. Consent Agenda (approved by one motion)-*President*

a) *October 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>
MDA Rosholt IXN JPA	Irrigation Nitrogen Study Dr. Vasudha Sharma extension 12/31/22 UofM \$30,000	\$20,000
MDA Rosholt Nitrogen JPA	Nitrogen Study Fabian Fernandez extension 12/31/2022 *plus pass through to UOFM \$214,500	\$70,500

d) *Appropriations/Payments-None*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	WSN	Plans for Ravine Repair	\$1,305.00	City of Glenwood grant
2.	University of Minnesota	MDA Nitrogen Study	\$26,500	MDA JPA Nitrogen Study
3.	University of Minnesota	MDA IXN Study	\$2,500	MDA JPA IXN Study
4.	Peterson Co	Audit 2019	\$2,775.00	general

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>
WS02-20	LWM	Merlyn and Jackie Ast	Well sealing	Gilchrist 20		\$500.00



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Keith Nygaard made a motion 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*

- He shared a growing concern for the COVID-19 cases increasing in the County.
- He stated ½ a million has been distributed in CARES funding.
- He mentioned the upcoming Chippewa River Watershed Association meeting.

5. Old Business

- The 2019 Audit Complete/Submitted to state and a bound copy was provided to the board members.
- COVID-19 Office Updates were shared with the board. FSA is using a rotation to have a person that could come back to the office sooner if we have a confirmed case. NRCS will telework some but it is not mandatory at this time. Pope SWCD staff have been discussing if we implement a rotation. If we did this, we could possibly have someone back in the office sooner. The other option would be that we would just telework for the 14 days when it happens. Concerns were shared about access to files and good internet when teleworking is used. Kovarik will continue to update the board if we do have to adjust work schedules.

6. New Business

- Watershed Innovations Grant Letter of Support (Fabians Plot)-Kovarik shared this information in the packet. This will supplement the work in the Nitrogen plot. When a final application is received it will be shared with the board.
- 2021 Annual Plan of Work was reviewed by the members. **D. Gary Reents made a motion to approve the 2021 Annual Plan of Work and Randy Mitteness seconded the motion. The motion passed with all in favor.**
- 2021 Board meeting Schedule- **Keith Nygaard made a motion to approve the 2021 Board Meeting schedule and Randy Pederson seconded the motion. The motion passed with all in favor.** Kovarik noted that we may need to adjust meeting locations based on the pandemic.
- 2020 Inspections completed 28 site visits by Jessica Hoheisel and Holly Kovarik. There were only minor things to address with a couple of sites. Staff noted burrowing creatures in structures, berms that seedings did not take, and Hicken bottom structures needing to be reinstalled. Staff has sent out inspection reports to landowners.
- 2021 Budget Draft-tabled till the end of the meeting
- Pope SWCD NRCS MOA for approval-Kovarik shared this agreement to cooperate and coordinate with NRCS. **Randy Pederson made the motion to approve the Pope SWCD NRCS MOA and Keith Nygaard seconded the motion. The motion passed with all in favor.**
- 2021 MASWCD Annual Meeting Business Items were shared in the packet for the board members. Kovarik has not received details how to join the meeting yet. The convention will be held virtually in 2020. The meeting will be on December 8th starting at 9 till noon.
- Rosholt Soybeans sold \$2,462.55
- Rosholt Corn sold \$6,998.67
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7. Reports

- a. Treasurer Report D. Gary Reents made a motion to approve the treasurer report subject to audit. 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
 - RMB \$500 Scope of Work 2020 Lake Report update was shared with the board. She will utilize general fund dollars to get this report current.
 - Reported Outreach and Education for North Fork RCPP report
 - 2021 Buffer Initiative Work Plan completed
 - Participated in Virtual BWSR Academy Training
 - 2021 Order Form is out
 - Fall 2020 Newsletter Completed
 - Becker Irrigation Methods 3rd quarter invoice \$3,344.83
 - Rosholt Irrigation Methods 3rd quarter invoice \$1,468.00
 - MDA Rosholt IXN Study 3rd quarter invoice \$2,500
 - Sent correspondence to County on FY 2021 Budget and Appropriations request
 - AFREC IXN study Rosholt and Becker Staff YTD Invoiced \$19,685.64
 - AFREC IXN study Rosholt and Becker lab expense YTD Invoiced \$3,890.22
 - MDA Rosholt Nitrogen Study 3rd quarter Invoiced \$35,487.98
 - Quarterly Reporting
 - Paul Freeman project-authorize staff to execute payment \$7,652 Buffer Cost Share and 2018 state cost share for tile installation not to exceed \$18,082.75 approved -Randy Mitteness made a motion to authorize the payment for the completed project not to exceed as it was bid. Keith Nygaard seconded the motion. The motion passed with all in favor.
 - Velde/Branch/Feigum payment approval project completion-Randy Pederson made a motion to approve payment Velde/Branch NTE \$4,488.56 out of the 2017 and 2018 Lake Emily grants as encumbered in their contracts and Randy Mitteness seconded the motion. The motion passed with all in favor. Keith Nygaard made a motion to approve the payment to Feigum NTE \$38,717.32 out of the 2017 and 2018 Lake Emily grants as encumbered in their contracts. Randy Mitteness seconded the motion. The motion passed with all in favor.
 - Manure Management Soil Health Virtual Field Day set January 7, 2021
 - MAWQCP Cost share reimbursement/follow-up on applications (3 producers close to final certification)



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- Easement Program Reimbursement \$4,425.00
 - Kovarik reviewed the budget with the board members. The budget will be adopted at the December meeting.
 - **Randy Mitteness made a motion to authorize Kovarik to close out the 2018 Buffer Cost Share grant and the 2017 Lake Emily grant and Randy Pederson seconded the motion. The motion passed with all in favor. Kovarik will work on finalizing expenditures and reporting to close out these grants.**
- c) Kelly Erickson, Technician
- Sales Program Updates-He has about 75 to 80 acres of a fall dormant seeding to complete. The new price list is out.
 - Rosholt has been winterized and the crop is off.
 - He mentioned the bumpers on the 2002 and 2003 trucks are rusted out and are being fixed.
 - He completed the observation well monitoring.
 - WCA-He mentioned a violation on lake Scandi to the board that is being worked out with the landowner.
- d) Jessica Hoheisel, District Technician
- 3rd Quarter SWAG Report Invoiced \$4,928.51 (10% retainage) amount to receive \$4,435.66
 - Kannegiesser BCS23-17 \$1,000 cancel contract-D. Gary Reents made a motion to accept the cancellation of the Kannegiesser Buffer Cost Share Contract BCS23-17. Randy Pederson seconded the motion. The motion passed with all in favor.
 - Mentioned that she has been working with a couple of landowners on buffer compliance.
 - Meeting held with City staff on Ravine stabilization project (possible contract and construction in FY2021)-Shared details that a contract will hopefully be ready to be approved with the City to encumber project funds in early 2021. She has been working on a raingarden fact sheet.
 - Update provided to City Council on Ravine stabilization project
 - Completed cost share inspections
 - She has been working on RIM ownership changes.
 - She is working on RIM cover updates.
 - She assisted with seedings and moving drills this fall.
 - Completed training with BWSR Academy
 - She has been working on trainings for her Individual Development Plan.
- e) Jeff Hellerman, NRCS
- The CSP deadline is November 16th.
 - He is working on 2021 payments for CSP.
 - CRP site checks were completed for re-enrollments.



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- He is working on new CRP sites.
- Working on wrapping up EQIP 2020 payments
- November 20th is the EQIP signup deadline

f) Laurie Aaberg, FSA -no report

8. Board Member Meeting Reports

- a. Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail - No meetings yet
- b. Randy Mitteness-Chippewa River Watershed Board & staff update-He mentioned the CRWP meeting coming up later this week. The board discussed our member to the CRWA JPB and an alternative. **Randy Pederson made a motion to have Randy Mitteness as our representative on the board and Keith Nygaard as our alternate. D. Gary Reents seconded the motion. The motion passed with all in favor.**
- c. D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update -He mentioned that the plan is out on public comment and there is a meeting coming up in December.

9. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
12-15-20	Pope SWCD Regular Board Meeting	TBD-The board decided to wait to see how conditions are closer to the meeting time.	7:00 a.m.

10. FYI Items

11. Public Comment

12. Adjourn-Keith Nygaard made a motion to adjourn the meeting. Randy Mitteness seconded the motion. The motion passed with all in favor.