



MEETING Minutes

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334
Supervisory Board Meeting 7:00 am
December 21, 2021

Attendance: Tom Talle, D. Gary Reents, Randy Pederson, Randy Mitteness, Keith Nygaard, Holly Kovarik, Kelly Erickson, Nicole Brede, Jeff Hellerman, Cade Steffenson, Lynda Ponting, John Hansel

1. The meeting was called to order and the pledge was recited at 7:10 a.m. by the Chairman Keith Nygaard.
2. Randy Mitteness made a motion to approve the agenda as presented with additions and Tom Talle seconded the motion. The motion passed with all in favor.
3. Consent Agenda (approved by one motion)-*President*
 - o *November 2021 Board Meeting Minutes*
 - o *Resolutions-None*

<u>Number</u>	<u>Description</u>
05-2021	Recognition of Nathan and Angie Walter Outstanding Conservationists
06-2021	Declared Holiday Policy
07-2021	Vacation Policy

- o *Contract/Applications for Approval-None*

<u>Number/Name</u>	<u>Description</u>	<u>Total Application \$\$</u>

- o *Appropriations/Payments*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	WSN	Engineering	\$1,006.25	City of Glenwood O&M

- o *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>
CWF18-03	2018 Lake Emily	Nathan Johnson	WASCOB	WBL 21		\$91,656.90
CAP01-19	2019 Local Capacity	Jeff Trunnel	Critical area planting	Leven 13		\$300.00

The board members pulled resolution 06-2021 and 07-2021 for further discussion. Randy Pederson made a motion to approve all the other consent agenda items as presented and D. Gary Reents seconded the motion. The motion passed with all in favor.

4. Commissioner Update-*Paul Gerde-no report*
5. Old Business
 - o Wetland Conservation Act PRAP review-*Cade Steffenson (BWSR)/Lynda Ponting BWSR 8 a.m. on agenda* -The board waited to address this item until 8 a.m. on the agenda.



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- 2022 Budget was discussed as was included in the packet. The adjustments made in this budget were comparing previous years. Kovarik shared this includes a 10% pay increase which is cost of living and step increase for staff.
 - C.O.L./Performance Increases discussion-Kovarik shared that this year the recommendation is a 10% increase for staff. The past several years of information along with comparing with other SWCDs and our County information was shared with the board.
 - The discussion also included resolution 06-2021 Declared Holiday Policy and 07-2021 Vacation Policy revisions. Kovarik shared that she reviewed what our County has for a holiday policy. These additional days off will mirror our County policy with the addition of day after Thanksgiving, Christmas Eve, and New Years Eve as added benefits for staff. She shared that since the NRCS had moved the other side of the building that there were less people to ensure that someone was in on our side of the office on these days. The days are very slow with little to no one coming in for business. The addition of these days off will mean a lot at staff retention and attracting new talent to work for our SWCD. The vacation policy was revised to 3-8 years would accrue 6 hours of leave per pay period and 9-14 would accrue 7 hours per pay period. This would break up that 10-year time span and does mirror policies from other SWCDs in our area.
 - Randy Mitteness made a motion to approve the budget with pay increases, resolution 06-2021 Declared Holiday Policy, and resolution 07-2021 Vacation Policy as presented, and Tom Talle seconded the motion. The motion passed with all in favor.
6. New Business
- Sale of Probe Truck to University-Kovarik shared that the University of Minnesota approached the SWCD about purchasing the probe truck. They had not been using the truck and it does need some maintenance. Kovarik recommends that the truck be sold to them at what we paid for it \$1,000. Tom Talle made a motion to approve the sale of the truck and Randy Mitteness seconded the motion. The motion passed with all in favor.
 - Job Descriptions discussion-Kovarik shared the three job descriptions in the packet. They include: Conservation Technician, Habitat Resource Specialist, and Resource and Outreach Technician. Kovarik shared that duties were moved around on programs with Nicole Brede assuming many of the programs that Hoheisel held in the past with the exception of a few programs. Nicole Brede's new job description is Habitat and Resource Specialist. Her time will be spent as follows per the job description: 25% RIM/CREP, 30% conservation planning, 25% MAWQCP, 5% CWMA, 10% Buffer Law, 5% Other duties as assigned. Kovarik shared that Kelly Erickson's position changed very little and the new title is Conservation Technician for his position. The duties break down as follows: 40% Sales and Service Programs, 30% WCA, 15% Rosholt, and 15% other duties as assigned. The new position job description is called a Resource & Outreach Technician. The duties include: 30% buffers, stormwater, rain gardens, and other urban practices; 20% Rosholt, 25%



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education and outreach, 5% assist with MAWQCP, 10% Soil Health, 10% other duties as assigned. Kovarik shared the 2020 workload analysis that provided some insight on the percentages assigned with each of the program duties in the job description.

Kovarik shared that the adjusted job description and new title reflect workload in the future. It will be important to shift some of the current workload from the Manager to other staff. This was reflected in the job description created. The final job description that was unchanged is for the summer internship posting at Rosholt and we will hire up to 2 interns this upcoming season. D. Gary Reents made a motion to approve the job descriptions as shared and to go ahead and post the position openings for the intern and for the fulltime staff. Randy Mitteness seconded the motion. The motion passed with all in favor.

- Reminder to file for Campaign and Finance Public Disclosure in January
- Phone additional compensation increase for fulltime staff to \$30 per month-Randy Mitteness made a motion to approve the \$30 per month stipend to fulltime staff. Randy Pederson seconded the motion. The motion passed with all in favor.
- Seasonal staff vacation and sick leave and holiday pay prorated based on hours worked addition to policy-Randy Mitteness made a motion to approve the addition of sick leave, vacation, and holidays prorated for seasonal staff be added to the policy. Randy Pederson seconded the motion. The motion passed with all in favor. Kovarik shared that this addition to the policy will cost us very little but creates a nicer benefit for seasonal staff and may help us to attract talent to work for the SWCD.
- Sales Program Analysis-Kovarik shared this year's sales program analysis presentation to the board.
- Impaired Waters De-listings-Kovarik shared the delisting's in Pope County. She specifically Outlet Creek which will be featured by BWSR in an upcoming article.
- Christmas Party-Kovarik asked about having a party this year as we have in the past. It was discussed that we also include USDA members. Brede did some research and Wednesdays work the best and the Minnewaska House is available. The board agreed to hold the Christmas part on January 12, 2022 at the Minnewaska House. Staff will work on coordinating.

7. Treasurer Report-D. Gary Reents made a motion to approve the treasurer report as presented and Randy Pederson seconded the motion. The motion passed with all in favor.

- Monthly Checking Account Report #11247
- Monthly Savings Account Report #870903
- Treasurer Report (3-year comparison)

8. Reports

- Holly Kovarik, Manager
 - Quarterly invoicing is being completed now. There is a lot of reporting now until February 1st.



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- Chippewa and Sauk Watershed Conservation Planner Positions are coming to an end-grant is winding down.
 - Cenex Business Card is being discontinued beginning December 31, 2021. Staff will begin to use the company credit card instead and will not look to replace this credit card at this time.
 - Cenex Voyager Fleet Card discussion-The board decided to not apply for a card at this time per staff recommendations.
 - Met with the Boy Scouts
 - Unemployment Claim was made and was just an item for the board's information.
 - Sauk River Watershed IWIP
 - *Fiscal Agent Agreement-no action to be taken at this time.
 - Grant Reporting updates: -Tom Talle made a motion to approve the following grant reporting and Randy Mitteness seconded the motion. The motion passed with all in favor.
 - *2019 Local Capacity Verification Audit/Closing Out
 - *2021 State Cost Share Closed Out Final
 - *2021 Conservation Delivery Closed Out Final
 - Authorize staff to make payments at year end on grants for close out-Randy Mitteness made a motion to approve Kovarik to work on any year end expenditures and closing out of grants. Randy Pederson seconded the motion. The motion passed with all in favor.

Wetland Conservation Act PRAP review-Cade Steffenson (BWSR)/Lynda Ponting BWSR 8 a.m. on agenda was addressed at this time on the agenda. Cade Steffenson gave a presentation on the findings from this requested review of the SWCD implementation of the Wetland Conservation Act program and implementation. Steffenson noted that this was a request made by staff and the board to do a review because of scrutiny of a citizen. The SWCD staff and board welcomed a self-requested review of our procedures and implementation of the Wetland Conservation Act. There were 6 performance standards reviewed. The overall outcome of the review is noted in a final report that was presented to the SWCD Board. Cade Steffensen and Lynda Ponting both noted that there were minor administrative corrections to make but nothing was noted as being major mistakes. They also went on to note that the SWCD staff that work with the implementation of the law are doing their jobs correctly. Kovarik shared that the suggestions made in the audit will be implemented including a time and date stamp as examples.

- Kelly Erickson, Technician

- Erickson noted that he had talked with Commissioner Gerde. Gerde mentioned that the board had a long agenda including the final budget, County Ditch 15 discussion, and their 5-year road plan.
- Sales Program Updates-Erickson shared he has 12 tree plans so far and is already having some tree availability issues. He had some fall tillage he completed.
- He mentioned that Albert Koppen had a stroke and was a major help with items at the Rosholt Research Farm. The SWCD may have to think about other ways to get work accomplished there.



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- He completed the observation well monitoring.
 - WCA: Schaefer, Hauge-He mentioned that the Schaefer project discussed at the previous meeting has two appeals. The first is from the landowner and the second is from USFWS. These appeals go to BWSR now. He shared that Earl Hauge's court date is now in January. There is no other further updates on this item. He shared that State Hwy 15 Highway Department project has a boundary and type determination and delineation report submitted. Erickson asked for the board to approve as presented. **D. Gary Reents made a motion to approve the report and Randy Pederson seconded the motion. The motion passed with all in favor.** He also mentioned he met with a landowner in Baycrest.
 - Nicole Brede, District Technician
 - Buffer Updates-Nicole shared updates with the board on buffers. The board was provided a copy of information on the Norm Nissen Notice of Noncompliance. He has exceeded his 11-month grace and is still non-compliant. There has been extensive work to try to get this landowner into compliance. The County has issued him his penalties that will be assessed and accrue until he is compliant. Nicole mentioned Tim Kannegiesser and that his NON has been submitted which will start his 11-month grace. She shared that Darwin Jackson is also considered non-compliant and has been given an extension because the operator is now working with the SWCD. He has until July 25, 2022 to get his buffer seeded.
 - RIM-She is working on paperwork for a tree planting.
 - CWMA final application submitted
 - CWMA final report-She is working on submitting the final report and writing the summary.
 - She shared that the 2022 Poster Contest theme is Healthy Soils Healthy Life.
 - She shared that David Edmunds is now certified.
 - She mentioned her performance review, training, and attendance at meetings.
 - Jeff Hellerman, NRCS-He provided an updated on CSP, CRP, and EQIP work that is being done at this time.
 - Alexander Fellbaum, FSA CED-He provided a quick update on programs. He mentioned the livestock forage program, CRP Continuous Sign ups, disaster programs, and CFAP. He shared that they are still at 25% staffing levels due to COVID numbers.
9. Board Member Meeting Reports
- Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail -He shared that they had a meeting and one item discussed with expansion of the North Fork watershed area.
 - Randy Mitteness-Chippewa River Watershed Board & staff update-he shared an update on the November meeting held and that we are working on the start of a IWIP planning effort that will kick off soon.



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- o D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-He shared that the fiscal agent agreement has a few edits and that they discussed the grant agreement.

10. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
1-18-2022	Pope SWCD Regular Board Meeting	USDA Service Center Building	7:00 a.m.

11. FYI Items

- 2021 MCIT Dividend \$2,608 AR

12. Public Comment-none

13. Manager’s Performance Review-Randy Pederson made a motion to close the meeting to go into closed session for the Manager’s Performance Review. Tom Talle seconded the motion. The motion passed with all in favor. 9:08 a.m.

Tom Talle made a motion to come out of closed session and Randy Pederson seconded the motion. The motion passed with all in favor. 9:25 a.m.

Randy Mitteness made a motion to approve Holly Kovarik’s performance review and agreed with her self-assessment and notations on employee comments on her performance appraisal and request. D. Gary Reents seconded the motion. The motion passed with all in favor.

14. Adjourn-Tom Talle made a motion to adjourn the meeting at 9:30 a.m. and Randy Mitteness seconded the motion. The motion passed with all in favor.

Keith Aycock - Pope SWCD chair 1-18-22

Randy Pederson Sec 1-18-22