

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
 February 16, 2021

Attendance: In person: Holly Kovarik, Jeff Hellerman, Keith Nygaard, Randy Pederson, Tom Talle On Zoom: Commissioner Paul Gerde, Laurie Aaberg, Nicole Bede, Jessica Hoheisel, Kelly Erickson, D. Gary Reents, and Randy Mitteness

1. President Nygaard called the meeting to order and the Pledge of Allegiance was recited at 7:05 a.m.

2. The agenda was approved by general consensus.

3. Consent Agenda (approved by one motion)-President

a) January 2021 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>

d) Appropriations/Payments

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	WSN	City of Glenwood Ravine project	\$1,594.00	City of Glenwood CWF
2	WCTSA	Engineering	\$1,239.64	various

e) 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>
GL01-2021	City of Glenwood	Robbie Hyland	Raingarden	Waska12	\$382.50	

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

4. Commissioner Update-Paul Gerde

- He mentioned a presentation from a conservation fund group.
- He mentioned TNC bought 80 acres in Rolling Forks township and that will be given to USFWS.
- He shared information about a resolution that they will be considering on the clean car standards.
- He mentioned that Sauk River Watershed District is proposing to bond \$2.7 million on a ditch project in Pope County.

5. Old Business



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- Cell Phone Policy-review of draft policy revision
<https://www.minnesotasafetycouncil.org/traffic/handsfree.cfm>
www.mcit.org/resource/risk-management-for-motor-vehicles/ Discussion of wireless communications devices and vehicles can be found on pages 10 and 25
 Kovarik provided an update on the policy before the board. The old policy to be deleted and the new language are included in the packet. Kovarik read the proposed change to the policy. Tom Talle made a motion to approve the revision to the policy to allow for a handsfree option and Randy Mitteness seconded the motion. The motion passed with all in favor.
- Discussion on Sauk River Plan and hearing and meeting with Commissioners-PowerPoint will be reviewed (email sent out with link to plan on 2/2/2021-Kovarik went through the presentation included in the packet. She provided an update on the status of the plan.
- Memorandum of Cooperative Agreement discussion for Sauk River Partnership-This will be brought for approved after the plan has been approved by the state.
- Sauk River Resolution 01-2021 to submit SRCWMP to BWSR for Review-D. Gary Reents made a motion to approve the resolution 01-2021 to submit the plan to BWSR for review. Randy Pederson seconded the motion. The motion passed with all in favor.

6. New Business

- 2020 Annual Report-Kovarik went through the Annual Report Publication as provided to the board in the packet. Randy Pederson made a motion to approve the Annual Report and Tom Talle seconded the motion. The motion passed with all in favor.
- 2020 Workload Analysis-Kovarik presented the information to the board and the forward look of projected workload for 2021. A copy of this information is included in the packet.
- 2020 Sales Program Analysis-Kovarik provided an update on the review of the program to the board and a copy is included in the packet.
- Buffer Program Update-moved to later the agenda.
- County Conflict of Interest-Kovarik mentioned that the board members need to fill out these forms.

7. Reports

- a. Treasurer Report-Randy Pederson made a motion to approve the report pending the Treasurer's review. Randy Mitteness 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

- Status of Internship-Kovarik shared that the opening closed yesterday, and she will be reviewing applications and will have more to report next month. Kimberly DeMorrett will be returning for another season.
- Quarterly reports-Kovarik is still finalizing some year-end reports.



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- Grant Reporting: Randy Mitteness made a motion to approve the reports and Randy Pederson seconded the motion. The motion passed with all in favor.

2020 Local Water Management	Final Report	Closed Out
2020 State Cost Share	Interim Report	

- Kovarik mentioned being on a federal surplus equipment list and if this should be something, she should resubmit our information. The board agreed that this would be a good idea.
 - Kovarik mentioned that Earl Hauge has submitted a grievance against Pope Soil and Water Conservation District and has asked for an investigation by the Board of Water and Soil Resources. She shared she is working with our Board Conservationist, Jason Weinerman and will be discussing this with him hopefully later today. Mr. Hauge is currently working on a restoration order on one of his parcels where he has a Wetland Conservation Act Violation.
 - Kovarik shared that we were awarded a \$5,000 Minnesota Department of Agriculture grant for Cooperative Weed Management. These contracts are executed electronically now. She asked the board to authorize her to sign the contract. Randy Pederson made a motion to authorize Kovarik to sign the contract for the CWMA grant and Tom Talle seconded the motion. The motion passed with all in favor.
- c) Kelly Erickson, Technician
- Sales Program Updates-He is working on 4 tree plans that are official. He has a few others in the works. He shared that some tree varieties are not available. He has been working on grass plans and may have a raingarden project. He does not have an irrigation contract signed yet.
 - He has reviewed tax forfeited properties for the Wetland Conservation Act.
 - He has reviewed a project trail in Barsness Park.
 - He has worked on a cattle pass/culvert project in Gilchrist Township.
 - He did a site visit for Dotty Radil on some stormwater concerns.
 - He has been completing training.
 - He had an inquiry from PLC about seed for Rosholt for 2021.
- d) Jessica Hoheisel, District Technician
- She has completed reports for the annual report.
 - She has completed the buffer review with only 4 parcels currently noncompliant.
 - She has done a few articles for the paper for the Stormwater grant project.
 - She has been working on a targeted mailing
- e) Nicole Brede, District Technician



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- She is working on MAWQCP program with about 4 landowners.
 - She has been completing trainings.
 - She has been working on a sign up for Walk In Access coming up soon.
 - She has been working on the Poster Contest and will be going into the schools in the next couple of months.
 - She is preparing information for a virtual Water Fest event.
 - She is working on a CREP interest.
 - She completed annual reports
- f) Jeff Hellerman, NRCS
- EQIP and CSP has been the primary focus for NRCS staff right now.
 - He shared that CRP workload will increase soon with the general sign up.
 - Nygaard asked about staffing levels with NRCS. He shared that this has improved.
- g) Laurie Aaberg, FSA
- She shared program updates. Arc PLC is due March 15th. She mentioned the CFAP program, and Quality Loss Assistance Program.
 - Laurie shared that she has announced her retirement effective April 9th.
 - She shared office status and that we are in Phase I currently.

8. Board Member Meeting Reports

- a. Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail- There was nothing new to report.
- b. Randy Mitteness-Chippewa River Watershed Board & staff update-Kovarik provided a quick update. There is a meeting coming up this Friday. The group has been working on reorganizing. The new members will all be appointed now this month and so we will elect officers and start discussing the Bylaws. The rest of the meeting will be updates on the status of things for the Chippewa River Watershed group.
- c. D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-Gary provided an update that once the plan is submitted to BWSR it will be quiet for this group for several months. They have 90 days to review and then we have 120 days to adopt after their review.

9. **Upcoming Meetings:** Kovarik mentioned that if we move to Phase II by the next meeting, we could use the conference room. She asked comfort level of the board members in doing this. By consensus of the board if we move to Phase II by the next meeting, it will be held in our meeting room. Staff will report from the door at their designated time. All will socially distance in the conference room and will wear masks.

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
3-16-21	Pope SWCD Regular Board Meeting	TBD	7:00 a.m.

10. **FYI Items-**Kovarik asked the board members how the new speaker was working. It was agreed that this was an improvement.



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11. Public Comment-none

12. Adjourn-Tom Talle made a motion to adjourn the meeting at 8:25 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.

Tom Talle mentioned he will not be here for the meeting in March.

Keith Nygaard ^{POPE SWCD} chair 3-16-21

Randy Pederson 3-16-2021

