



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
January 19, 2021

(Social distancing will be maintained. Masks are mandatory. Staff that do not have major action items or reports will join the meeting via the Zoom option.)

Attendance: Keith Nygaard, D. Gary Reents, Randy Pederson, Randy Mitteness, Tom Talle, Jeff Hellerman, Holly Kovarik On Zoom: Jessica Hoheisel, Nicole Brede, Kelly Erickson

1. **The meeting was called to order at 7:30 a.m. by Chairman Talle and the Pledge of Allegiance was recited.** The meeting was delayed in starting due to computer issues. The computer started adding updates and took a long while to finally start up.
2. **Reorganization of the Board-**The board discussed officer positions and it was discussed that the officers would be as follows: Keith Nygaard Chairman, Tom Talle Vice Chairman, Randy Pederson Secretary, and D. Gary Reents Treasurer. **Randy Mitteness made a motion to approve the positions and Randy Pederson seconded the motion. The motion passed with all in favor.**

Watershed Appointments- Randy Mitteness Chippewa, D. Gary Reents Sauk River, Randy Pederson North Fork Crow River, West Central II TSA appointments: Keith Nygaard main representative and Randy Mitteness is the alternate-D. Gary Reents made a motion to approve these appointments as discussed and Randy Pederson seconded the motion. The motion passed with all in favor.

3. **Approve the Agenda-**Randy Mitteness made a motion to approve the agenda and Randy Pederson seconded the motion. The motion passed with all in favor.
4. **Consent Agenda (approved by one motion)-President**

- a) *December 2020 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-None*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	MCIT	Insurance	\$11,717.00	General
2	MASWCD	Dues	\$3,049.42	General
3.	UofM	IXN study	\$2,500	MDA Rosholt IXN grant
4.	UofM	Nitrogen study	\$25,000	MDA Rosholt Nitrogen grant

- e) *Grant Payment/Project Approvals-NONE*



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<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>

D. Gary Reents made a motion to approve the consent agenda as presented and Randy Mittenness seconded the motion. The motion passed with all in favor.

5. Commissioner Update-*Paul Gerde-no report*

6. Old Business

- Cell Phone Policy-discussion of allowance of handsfree devices-Kovarik shared that after adoption of the policy last month there was discussion by staff about allowance of a handsfree option. The board discussed adjusting the policy to allow for a handsfree device option. It was mentioned that we want to do what is allowed within the law. Kovarik shared that when we implement a policy like this requiring equipment that could be an expense that the SWCD would cover. We would define this information in the policy. Kovarik shared that if the board agreed she would revise the policy and bring it for approval at the February meeting. The policies reviewed from multiple SWCDs had both types of policies. Some SWCDs adopted a policy that allow handsfree options and others were like our current policy with no allowance of using cell phones while operating SWCD equipment and vehicles. The board by general consensus agreed to have Kovarik adjust the policy to allow for a handsfree option and bring that to the next board meeting for adoption.
- County Appropriation and pass through funds to remain the same-Kovarik shared that the County Coordinator informed her that the appropriations and pass through funds to the SWCD will remain the same in 2021.

7. New Business

- Approve Official Newspaper for publications-Randy Pederson made a motion to approve the Pope County Tribune as our official paper for publications. D. Gary Reents seconded the motion. The motion passed with all in favor.
- Approve location of bank accounts-Tom Talle made a motion to keep the bank accounts at Eagle Bank. Randy Mittenness seconded the motion. The motion passed with all in favor.
- Review MCIT Insurance Coverage -Kovarik shared a few adjustments recently to our schedules. This included removing Barry Boumans property from the schedule. We are no longer storing chemical at his place. The chemical is now at Rosholt. She also mentioned that new flood plain maps came out which affect the location for tree pickup and where we have equipment sometimes at Kelly Erickson's. MCIT indicates that if any part of the parcel is in a flood plain in certain categories that flood insurance would not be applicable. It would not cover. Kelly's site has always had flood plain on it. Therefore, we have not had flood insurance for the site. The floodplain has changed. It was mentioned that if you have floodplain on your property that you should contact your insurance company to see how they would handle it related to flood insurance. Our risk is minimal for Pope SWCD and we will just be aware of the situation at this point and time.



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- Peterson Company proposal 2020 Audit and Financial Statement Preparation \$2,875-D. Gary Reents made a motion to approve the Peterson Co Proposal for the 2020 Audit and preparation of financial statements. Tom Talle seconded the motion. The motion passed with all in favor.
- WCTSA Representative and Alternate Appointment-This was already discussed earlier on the agenda.
- IRS Mileage rate 56 cents in 2021-Kovarik shared that we have a standing motion to follow the IRS Mileage rate. It was also noted that this is a decrease from 2020.
- MAWQCP Promotion and Enhanced Funding through MDA and Stearns SWCD authorize to staff to enter into a contract when provided. Randy Mitteness made a motion to authorize staff for the MAWQCP and CWF grants to execute the contracts when they arrive. Randy Pederson seconded the motion. The motion passed with all in favor.
- Clean Water Fund Grants authorize staff to execute contract when provided
- 2021 Billable Rates were discussed. Kovarik provided a little background on the billable rates for staff calculations for 2021. The rates are as follows: Kovarik \$65.82, Erickson \$58.43, Hoheisel \$51.87, and Brede \$51.00. She shared that some went up and some went down. Training was significantly less in 2020. It also considers leave time. Kovarik also noted less administrative time which is billed to the County Appropriation this also changed the billable rate for Kovarik's staff time. D. Gary Reents made a motion to approve the billable rates as provided by Kovarik for staff for 2021. Tom Talle seconded the motion. The motion passed with all in favor.
- North Fork Work Plan for IWIP funds-Kovarik provided updates on the status of the North Fork partnership which they are working on a workplan for the next allotment of funding. We will possibly have some eligible areas for this funding cycle.
- Sauk River IWIP public hearing and status-Reents and Kovarik provided updates on the status of the Sauk River IWIP. The public hearing will be virtual and is set for January 28th. There is a notice in the paper this week. Kovarik shared she is on the agenda with the County Commissioners in February to talk about the Memorandum of Cooperative Agreement (MOCA) and the plan. The SWCD Board will receive the same information in February. We will need to adopt both the plan and agreement next month.
- Chippewa River Watershed Association updates-Randy Mitteness and Kovarik provided updates on the CRWA. The group is continuing to reorganize. The two existing grants are being finished and final reports will be done in the next month. The group is working on a workplan for \$25,000 to implement action items from the recently adopted Public Participation Plan. The main priority will be a shared information site and website update. The group will reorganize next month and has designated Eagle Bank as where accounts for the CRWA will be transferred too.

8. Reports

- a. Treasurer Report-D. Gary Reents made a motion to approve the treasurer report as provided and Randy Pederson seconded the motion. The motion passed with all in favor.
 - ii. Monthly Checking Account Report #11247



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- iii. Monthly Savings Account Report #870903
- iv. Treasurer Report (3-year comparison)

b) Holly Kovarik, Manager

- W-2's/1099's is being completed. W2s have been distributed already. 1099's should be finished this week.
- Quarterly reports are almost done. Minnesota Withholding and Unemployment remain for end of quarter reports.
- Manure Management and Soil Health Field Day Follow up-109 registered/60 shown on call. Kovarik and Nygaard shared their thoughts on the meeting and training. Anyone can view both the in-field application as well as the entire training by going to our website or Facebook page. Mitteness indicated he also watched the meeting which was mostly for liquid manure application and did not apply to him. Everyone thought the event worked out well and the information was useful.
- COW Meeting set with Commissioners on Sauk River IWIP Plan and Memorandum of Cooperative Agreement to approve in February
- Sauk River WRAPS 4th Quarter Invoice \$348.15
- MAWQCP 4th Quarter Invoice \$1,306.43
- CRWP WRAPS 4th Quarter Invoice \$4,369.29
- Paid North Fork Collaborative Agreement invoice for 2020 of \$625.00-The group discussed that for the North Fork group this is a payment by the SWCD and the County.
- Rosholt IxN and Nitrogen Studies JPA's fully executed for 2021-2022
- 2021 East Branch CWF Grant and 2021 Lake Minnewaska Targeted CWF Grant workplans completed annual interim reporting completed as well.
- Grant Reporting:

2020 Conservation Delivery	Final Report Closed Out	
2021 State Cost Share	Interim Report	
2020 Wetland Conservation Act	Final Report Closed Out	
2021 Local Water Management	Interim Report	
2021 Wetland Conservation Act	Interim Report	
2021 Conservation Delivery	Interim Report	
2021 Buffer Initiative	Interim Report	
2021 Local Capacity Services	Interim Report	

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2018 Buffer Cost Share	Final Report Closed Out	
2017 Lake Emily Targeted	Final Report Closed Out	AR \$16,250
2021 Farmbill CREP	Interim Report	AR \$5,465
2020 City of Glenwood Stormwater	Interim Report	
MPCA SWAG	Final Report	AR \$2,173.90 MPCA retains 10% actual AR=\$1,956.51
2020 Buffer Initiative	Interim Report	
2018 Lake Emily	Interim Report	
2019 Local Capacity	Interim Report	
2020 Local Capacity	Interim Report	
Rosholt Nitrogen Study	Final Report	AR \$27,422.88
Irrigation Methods	4 th quarter report	AR \$353.08
AFREC IXN	4 th quarter	AR \$6,514.10
LCCMR Kernza	4 th quarter	AR \$8632.42

D. Gary Reents made a motion to approve these reports as submitted and Randy Mitteness seconded the motion. The motion passed with all in favor. Kovarik shared that the reports were attached in their packet for review and had available all the grant folders with attached documentation for inspection if the board wanted to look at something specific. The chart above reflected if reports were interim or a close out and if there was a reimbursement it was noted in the third column and on the treasurer report document. Kovarik shared that there may be some small refinements to the numbers. Rosholt 4th quarter invoices were submitted but she shared that the staff person who review this is currently out of the office. She hopes to work through that soon and will know if any adjustments need to be made.

c) Kelly Erickson, Technician

- Sales Program Updates-He has 2 tree plans sold for spring.
- WCA-He completed the annual report document which is included in the packet.
- He completed the water use report for Rosholt.
- He has been completing online trainings.
- He has been out of the office using up comp time.

d) Jessica Hoheisel, District Technician

- She has been reviewing 2020 imagery for buffer compliance and is about done.
- She has finished her billable.
- She is working on annual reports.
- She is completing virtual training.
- She has been out some for personal reasons.
- She finished reporting for the MPCA SWAG grant.



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- e) Nicole Brede, District Technician
- She has been working on preparation for the poster contest and the theme is Healthy Trees Healthy Community.
 - She is working on a virtual waterfest.
 - She has been working on trainings.
 - She is working on annual reports for her programs.
 - She has new information regarding the Walk In Access program and a sign up.
 - She has been working on Ag Water Quality Certification Program.
- f) Jeff Hellerman, NRCS
- CRP Field checks and status reviews
 - CSP is 100% certified
 - EQIP Applications are mostly water and sediment control basins, cover crops, no till, and grazing.
 - He has been doing onsite visits because the office is closed to appointments.
- g) Laurie Aaberg, FSA-no report

9. Board Member Meeting Reports

- a. Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail - nothing further to report.
- b. Randy Mitteness-Chippewa River Watershed Board & staff update-nothing further to report.
- c. D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-Gary shared more about the public comment process and the responses provided. The rest of this information was shared earlier on the agenda.

Kovarik brought up an audio system for discussion for these types of meetings. Those who attend our board meetings now via the Zoom option are not able to hear those in person well. Kovarik shared that staff that do not have major items needing board discussion or action for the meeting are not going to the meeting in person and are joining currently via the Zoom option. The group tried a phone conference system last fall and that works for the person closest to the phone but everyone else is hard to hear. We have used Zoom the past two months for those attending virtually and that works but once again the audio doesn't work well unless you are close to the computer. It is not the ideal set up in either situation. Kovarik shared that getting an audio system could help solve this but didn't want to invest in something that would not be used later or if it was too costly. We all hope that we will be able to be meeting in person soon, but no one would have ever believed a year ago that we would have been doing our meetings like this for so long. Kovarik asked the board if she should go a head and purchase a system or if they would like her to research and bring that back to the board for consideration next month. The board members asked her to bring back this information to next months meeting. We know that several SWCDs are meeting just like we are, in a shed. A system may still have challenges with the shed and echo and we won't know for sure how well that will work until we have one to try. Kovarik asked about their thoughts on having all staff at the meeting which would leave the office empty and not all would have actionable items for the board to report on. Staff do have monthly work reports to share but not all activity in that month would have items needing action by



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the board. The board agreed by general consensus that we would still limit who was in person based on what they had for reporting and action needed by the board. The location of the next meeting will be determined as we get a little closer. The board discussed their preference for in person meetings and Nygaard offered that his shop could be used again for next month's meeting.

10. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
2-16-21	Pope SWCD Regular Board Meeting	TBD	7:00 a.m.

11. FYI Items

- Remember to complete your Campaign and Finance Disclosure Board Statement by January 25, 2021
- Oath of Office was completed on 1/4/2020 for D. Gary Reents and Randy Pederson at the Pope County Courthouse along with the County Commissioners and other local elected officials.

12. Public Comment- none

13. Adjourn- Randy Mitteness made a motion to adjourn the meeting at 8:36 a.m. and Tom Talle seconded the motion. The motion passed with all in favor.

Keith Nygaard Pope SWCD
Chair 2-16-21

Randy Pederson 2/16/21

