



MEETING Minutes

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334
 Supervisory Board Meeting 7:00 am
 November 16, 2021

Attendance: Keith Nygaard, Tom Talle, D. Gary Reents, Randy Pederson, Randy Mitteness, Holly Kovarik, Kelly Erickson, Nicole Brede

1. The meeting was called to order at 7:05 a.m. by the Chairman Keith Nygaard and the Pledge was recited.
2. The agenda was approved by consensus with additional items.
3. Consent Agenda (approved by one motion)-*President*
 - o *October 2021 Board Meeting Minutes*
 - o *Resolutions-None*

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

- o *Contract/Applications for Approval-None*

<u>Number/Name</u>	<u>Description</u>	<u>Total Application \$\$</u>
P22-7030 2022 CREP Outreach and Implementation	CREP Program	\$13,808
Stearns Professional Services Agreement	LCCMR Grant	\$61,000

- o *Appropriations/Payments*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	UofM	Rosholt MDA Nitrogen Study	\$28,000	MDA JPA
2.	WSN	Engineering for City Ravine	\$10,353.84	City of Glenwood Stormwater
3.	WCTSA	Engineering	\$9,935.01	Various
4.	Peterson Company	Audit 2020	\$2,875.00	General fund
5.	UofM	Rosholt IXN Study	\$5,000	MDA JPA

- 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>
CS02-2021	State Cost Share	Roger Shike	Shelterbelt Renovation	Bangor Section 2		\$15,000 partial payment



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Tom Talle made a motion to approve the consent agenda items as presented by Kovarik. Randy Mitteness seconded the motion. The motion passed with all in favor.

4. Commissioner Update-*Paul Gerde-no report*
5. Old Business
 - COVID updates/discussion-Kovarik shared the drafted resolution #04-2021 for consideration by the board. Randy Mitteness made a motion to approve the resolution #04-2021 COVID Policies. Randy Pederson seconded the motion. The motion passed with all in favor. Clients may be in Pope SWCD office space by appointment. The board will meet in the conference room and follow the protocol outlined in the resolution.
 - CREP funding for 2022 was mentioned and the board approved the contract earlier on the agenda.
 - Nick Danielson project from 1999 update-Kovarik provided an update on the Danielson site and that USFWS met onsite with Reiffenberger and Kovarik. It looks like there may be a resolution in process which will include replacement of the Hicken bottom structures at a certain elevation.
 - Randy Mitteness EB01-2021 payment 75% of cost not to exceed \$8,850.03-D. Gary Reents made a motion to approve the cost share payment once everything is complete from NRCS and Randy Pederson seconded the motion. The motion passed with all in favor.
6. New Business
 - Fixed Asset Schedule 2020-Kovarik shared the fixed asset schedule for review. D. Gary Reents made a motion to approve the schedule and Randy Pederson seconded the motion. The motion passed with all in favor.
 - 24 Project Inspections Completed by Staff
 - 2022 Board Meeting Schedule-Tom Talle made a motion to approve the meeting schedule as presented and Randy Mitteness seconded the motion. The motion passed with all in favor.
 - 2022 Annual Plan of Work and Calendar of Events-Randy Mitteness made a motion to approve the Annual Plan of Work and Calendar and Randy Pederson seconded the motion. The motion passed with all in favor.
 - 2022 Local Capacity, Buffer Law, and Buffer Law Supplemental Workplan as submitted. Tom Talle made a motion to approve the workplans as submitted and Randy Pederson seconded the motion. The motion passed with all in favor.
 - 2021 State Cost Share Closeout-D. Gary Reents made a motion to closeout the 2021 State Cost Share and Randy Mitteness seconded the motion. The motion passed with all in favor.
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.



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

8. Reports

- Holly Kovarik, Manager
 - Attended FAC meeting
 - Quarterly Invoicing
 - MDA Nitrogen Study AR \$43,069.55
 - LCCMR Kernza AR \$11,263.58
 - Attended two session from BWSR Academy training-Quickbooks & Photo taking
 - WCTSA Needs Assessment Subcommittee meeting
 - SRW Collaborative Education Subcommittee meeting
 - BWSR PRAP Coordinator Interview Panel participated in.
 - Clean Water Council is setting calendar for FY24-25 and process on recommendations.
 - MDA CWMA 2021 Final Report submitted \$5,000 AR
 - CWF Breakout Session at Convention-I will be facilitating a breakout session and will have a few minutes at the business meeting on Tuesday morning to talk to the group.
 - 2022 Budget was discussed. Kovarik shared that many grant agreements are coming in now. She has been reviewing information locally. It will likely be suggested a 3% increase and an increase to the health insurance stipend.
 - Job Descriptions coming in December
 - Kovarik shared that she has submitted a progress report for the next 40% for the Stormwater grant.
 - Randy Mitteness made a motion to approve the partial payment to the City of Glenwood \$70,862.75 and to approve the submittal of the progress report. Randy Pederson seconded the motion. The motion passed with all in favor.
 - Chippewa River Watershed Association AR \$1,200.08 for 3rd quarter was submitted.
 - Soybeans were sold \$635.08 and the corn was sold for \$13,726.87.
- Kelly Erickson, Technician
 - Sales Program Updates- He is working on 7 tree plans, and 1 spring seeding.
 - WCA: Schaefer, Hauge-He mentioned that we have seen a draft of the audit. This will be presented to the board at our next meeting. He mentioned reviewing tax forfeited properties for WCA. The board discussed the Schaefer proposal for the Wetland Conservation Act. Randy Mitteness made a motion to concur with the TEP and to set an elevation of 1083.85 with the following conditions. The SWCD Staff shall monitor the install of the inlet and will monitor the site. The landowner will also need to apply and have a



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hydrology study would be needed if pattern tile is implemented or any lowering of the inlet elevation is suggested. These actions may have impacts to the adjacent wetland and those impacts would need to be mitigated under WCA. Randy Pederson seconded the motion. Motion passes 3-1 with D. Gary Reents opposed.

- He is working on a notice of application on a road project.
- He has been working on harvest at Rosholt we will have some expenses to pay for equipment use and combining for at the farm.
- Nicole Brede, District Technician
 - Buffer Updates were shared with the board. We have about 6 that are in certain stages of the process for enforcement.
 - RIM-She shared that there were two letters submitted to the state one for Michael Hoverud and the other for Mary Hamre. These sites were either hayed or grazed without our office knowing. There were some provisions for haying and grazing of RIM.
 - Authorize staff to submit MDA CWMA grant due in December-Randy Mitteness made a motion to authorize staff to submit the application when it is due. Tom Talle seconded the motion. The motion passed with all in favor.
 - She shared updates on the MAWQCP program.
 - She attended BWSR Academy, and survey training. She has participated in a few meetings such as the Sauk River Education Committee. She assisted at Rosholt. She completed cost share inspections. She is learning Buffcat reporting and will be learning CWMA reporting. She has been working on some conservation plans for a few landowners for MAWQCP funding.
- Jeff Hellerman, NRCS-no report
- Alexander Fellbaum, FSA CED-no report

9. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail -The next meeting is scheduled for December 1st.
- Randy Mitteness-Chippewa River Watershed Board & staff update-The Chippewa meeting is on Friday of this week. The group is working on the workplan, budget, and timeline in order to get the grant executed.
- D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update - There is a meeting in December.

10. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
12-21-21	Pope SWCD Regular Board Meeting	TBD	7:00 a.m.



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11. FYI Items

- Fall Newsletter completed and sent out
- 2020 Audit Completed bound copies for board members available.
- Resolutions submitted
- Registered for convention Holly Kovarik, Keith Nygaard, Randy Pederson, Randy Mitteness, and Outstanding Conservationists
- D. Gary Reents indicated we should register him as well for the convention. The board also discussed the auction and who was going to get donations for the auction.
- Kovarik mentioned that the Outstanding Conservationist presentation will happen on December 9th at the Commissioners meeting more details to come on the official time.
- Computer arrived that was ordered.

12. Public Comment - none

13. Adjourn - Randy Pederson made a motion to adjourn at 8:45 a.m. and D. Gary Reents seconded the motion. The motion passed with all in favor.

Keith Nygaard

12-21-21

Randy Pederson

12-21-21

