



MEETING Minutes

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334
Supervisory Board Meeting 7:00 am
December 20, 2022

Attendance: Keith Nygaard, Randy Pederson, Randy Mitteness, Tom Talle, D. Gary Reents, Kelly Erickson, Nicole Brede, Kimberly DeMorett, Jaden Hunter, Commissioner Paul Gerde, Alex Fellbaum, Jeff Hellerman, Earl Hauge

1. The meeting was called to order by President Nygaard at 7:00 a.m.
2. D. Gary Reents made amotion to approve the agenda and Randy Pederson seconded the motion. The motion passed with all in favor.
3. Consent Agenda (approved by one motion)-*President*
 - o *November 15, 2022 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>

- o *Appropriations/Payments*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	Peterson Company LTD	Audit	\$3,150.00	General
2.	NACD Dues	Dues	\$775.00	General
3.	Houston Engineering	Engineering for City of Lowry Project	\$1,172.50	2021 Capacity

- o *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>

Tom Talle 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 mentioned the tax in truth hearing. He attended the AMC conference. He mentioned the Border to Border grant for high speed internet. He mentioned they will finalize the budget on December 23rd.
5. Old Business
 - o MASWCD Convention Recap was given by the members that attended. It was shared all resolutions passed but one.

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- 2023 Budget-Budget Committee Update-D. Gary Reents made a motion to approve the budget as presented and Randy Mitteness seconded the motion. The motion passed with all in favor.
 - 2023 Annual Plan of Work-Randy Pederson made a motion to approve the 2023 Annual Plan of Work as presented and Tom Talle seconded the motion. The motion passed with all in favor.
 - Write In Information from elections was shared.
 - 2023 Lake Emily Watershed BMP Targeted Implementation Phase IV \$362,500 Awarded (ranked 17 out of 47)-Randy Mitteness moved to approve staff to finish the workplan and grant agreement when it is available. Randy Pederson seconded the motion. The motion passed with all in favor.
 - 2023 East Branch grant Not Awarded missed by 1 (ranked 20 out of 47)
6. **New Business**
- 2022 MCIT Dividend \$1,939
 - WSN Scope of Work for Ravine Project Site #2 Upstream from 5th Street SE and 6th Ave Intersection (BMP #8 in City wide Study)-D. Gary Reents made a motion to approve this project scope not to exceed \$44,160 to be paid out of the 2020 City of Glenwood Stormwater Clean Water fund grant. Tom Talle seconded the motion. The motion passed with all in favor.
 - Minnesota Department of Agriculture Joint Powers Agreements-Tom Talle made a motion to authorize Kovarik to sign and approve the agreements when they are available. Randy Mitteness seconded the motion. The motion passed with all in favor.
 - 2023 Department of Natural Resources Conservation Partner Legacy Grant Application-Randy Mittness made a motion to authorize Kovarik to submit a grant application for this work in partnership with the City of Glenwood and the Buckthorn Brigade. Randy Pederson seconded the motion. The motion passed with all in favor.
 - Christmas Party Information has been distributed.
 - Personnel Committee Update was provided. The budget was already approved that included a 10% pay increase including step and cost of living to fulltime staff applicable effective the pay period including January 1st.
7. **Treasurer Report**-D. Gary Reents made a motion to approve the treasurer report 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
 - Letter of Support Submitted to County for Lidar
 - Updated Verizon Jet Pack was purchased.
 - Pay Equity Reporting will happen again in 2023

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- City of Lowry Survey was completed.
- Seasonal Staffing discussion-Kovarik shared that the work load will remain the same at Rosholt in 2023. She suggested hiring two interns again. **Randy Pederson made a motion to post the internship for two positions and Tom Talle seconded the motion. The motion passed with all in favor.**
- RIM AR \$500
- Grant Reports-Tom Talle made a motion to approve the reports and D. Gary Reents seconded the motion. The motion passed with all in favor.
 - 2023 Conservation Delivery Interim Defer \$18,592
 - 2022 Conservation Delivery Final Close Out
 - 2022 DNR CPL Barsness Park Grant Interim Report Submitted project 85% Complete
 - 2023 Local Capacity Interim Defer \$85,807.69
 - 2023 Buffer Initiative Interim Defer \$21,500
 - 2023 Soil Health Cost Share Interim Defer \$14,175
 - 2023 Local Water Management Interim
 - 2023 Wetland Conservation Act Interim
 - 2021 Audit-Randy Mitteness made a motion to approve the audit and **Randy Pederson seconded the motion. The motion passed with all in favor.**
 - Kovarik shared that Elink will be updated in March of 2023.
 - Kovarik shared that Quickbooks will be migrated to an online platform by May of 2023.
- Keith Nygaard left the meeting at 8:05 a.m. The meeting was turned over to the Vice Chair Tom Talle.
- Kelly Erickson, Conservation Technician
 - Sales Program Updates-He shared that the 10% sales discount orders deadline has passed. He currently has 3 tree plans he is working on with 5 more leads.
 - WCA-Schaefer, Hauge
 - Erickson provided an update on the Hauge TEP recommendation. Notices of Decision for Hauge Application-We considered the Application in two parts. 1. The proposal for a replacement plan for placing a crossing in the waterway. This was recommended for approval by the LGU as described in the Notice of Decision (12-22-2022) with conditions. 2. A request for a maintenance exemption for a ditch cleanout. This recommendation was for denial by the LGU as described in the Notice of Decision (12-22-2022). **D. Gary Reents made a motion to approve the findings and recommendations of the TEP and Randy Mitteness seconded the motion. The motion passed with all in favor.**

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- Randy Mitteness made a motion to table the Schaefer decision to the January meeting. Tom Talle seconded the motion. The motion passed with all in favor.
 - He shared there are two violations in Barsness Township. The second violation was the result of trying to correct the first violation.
 - He has a whistleblower complaint he has been working on in Rolling Forks Township.
 - He has been working on a project in the City of Starbuck for the Wetland Conservation Act.
 - He completed observation wells in December.
 - He has been working on Irrigation Water Management.
 - He is working on JAA and Ag Learn.
- Kimberly DeMorett, Resource and Outreach Technician
 - Rosholt is all closed up for the season. The data was sent to the researchers.
 - She has been working on trainings.
 - She shared details about the Leadership Training she has been attending.
 - She worked on her performance commitment plan.
 - She is going to be working on a display for the Irrigators Association Convention.
 - Nicole Brede, Habitat Resource Specialist
 - She has been working on her billable tracking.
 - She has been working with Jaden on the buffer work.
 - She has been working on her training for JAA.
 - She is learning the RCPP Irrigation program and there are 4 contracts.
 - There is a RCPP Irrigation and RCPP MAWQCP sign up that just ended.
 - She is working on her end of the year review paperwork.
 - She is also learning about a new habitat program HELP for RIM which is for pollinators.
 - Jaden Hunter, Intern
 - He completed site checks for the buffer law. There are a total of 10 that will be noticed to BWSR and the County. He has written the non-compliance letters.
 - He has worked on a mailing list for the target area in Pope County in the North Fork Crow River Watershed. This area will be targeted for cost share on well sealing. There are about 243 letters that will be mailed to landowners in this area. The letters will be prepared to mail in early 2023.
 - Jeff Hellerman, NRCS
 - He is working on NRCS payments.
 - He completed as builts and they have been certified by the engineers.



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- He is developing plans for 2023 EQIP and the initial planning with the producer. He has been working on a lot of trainings lately.
- Alexander Fellbaum, FSA CED
 - He is working on a new program.
 - ArcPLC signup
 - Brian Wildman was reelected last week.

9. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail-No report.
- Randy Mitteness-Chippewa River Watershed Board & staff update-There was no meeting so no report.
- D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update -He shared there was a meeting on the 17th and there were 4 projects approved 3 in Todd and 1 in Stearns. He did not have minutes yet to share as they were not up yet.

10. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
1-17-2023	Pope SWCD Regular Board Meeting	USDA Service Center Building	7:00 a.m.

11. FYI Items

- 12. Public Comment**-Earl Hauge addressed the board at this time. He was there to provide feedback on the Application he submitted. It was shared with him that the decision was already made earlier on the agenda. That determination was shared with him. The ditch clean out was denied. The culvert was approved with conditions see description above and on the Notice of Decision approved by the LGU. This Notice of Decision will be sent to the landowner.
- 13. Closed Session to conduct Performance Review of Manager**-Randy Mitteness made a motion to go into closed session for the review of the District Manager at 8:37 a.m. Randy Pederson seconded the motion. The motion passed with all in favor.
 Randy Mitteness made a motion to come out of closed session at 9:24 a.m. and Randy Pederson seconded the motion.
 Randy Pederson made a motion that Kovarik had an exceeds expectations rating on her performance and is eligible for the 10% increase approved in the 2023 budget. Randy Mitteness seconded the motion. The motion passed with all in favor.
- 14. Adjourn**-Randy Mitteness made a motion to adjourn the meeting at 9:27 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.

POPE SOIL & WATER



BA-Board Action
I-Information

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