

MEETING Minutes

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334
 Supervisory Board Meeting 7:00 am
 March 15, 2022

Attendance: Holly Kovarik, Kelly Erickson, Kimberly DeMorett, Keith Nygaard, Randy Pederson, Randy Mitteness, D. Gary Reents, Commissioner Paul Gerde

1. The meeting was called to order by President Nygaard at 7:00 a.m. and the Pledge of Allegiance was recited.
2. A couple of additional items were added to the agenda under the Managers report.
3. Consent Agenda (approved by one motion)-*President*
 - o *February 15, 2022 Board Meeting Minutes*
 - o *Resolutions-None*

<u>Number</u>	<u>Description</u>
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- o *Contract/Applications for Approval-None*

<u>Number/Name</u>	<u>Description</u>	<u>Total Application \$\$</u>
Cooperative Weed Management 2022	CWMA grant	\$15,000

- o *Appropriations/Payments*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.				

- 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>
WS01-22	LWM	Daniel and Yvonne Dean	Well Decommissioning	WBL 13	\$500.00	

Randy Mitteness 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 shared about the discussion on the Highway 17 road project proposed for work in 2023.
 - He shared a draft logo update from the County.
 - He shared that Swift County may redetermine all of their ditches and that this would affect a few joint ditches in Pope County with Swift County.
5. Old Business
 - o Interns hired: Sarah Zellmer and Jaden Hunter-Kovarik shared that these individuals will start as soon as the conditions are ready at the research farm and they will be here for the duration of the season.



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- 2022 Legislative Days at Capitol recap-The board discussed the Legislative Days and that we were able to meet with all three of our legislators. There was good conversation about our SWCD work and the SWCD Aid Bills before the legislature.
 - Irrigation Clinic Recap-Kovarik shared that everything is set for this event on Thursday with about 55 currently registered for the event.
6. New Business
- Rosholt Spring Planning updates-Kovarik shared that our staff has been meeting with the researchers to plan for the upcoming season. Kimberly and Kelly are working on their respective parts of getting things prepared for the season. Many of the supplies are ordered and have already arrived. Kelly is working on the fertilizer and seed orders needed for the site.
 - Chippewa River Watershed Association updates-Kovarik shared an updated on the planning effort. The TAC is currently working on the Land and Resource Narrative, Participation Plan, and Draft Issue Statements. She also shared that the details are set for the Kickoff Meeting on April 5th at the Minnewaska House.
 - 2021 Annual Report was distributed and was reviewed in detail at the Legislative Days last week with board members. We are using a different printer this time.
 - USDA Civil Rights was reviewed by the board members and with Jeff Hellerman. D. Gary Reents made a motion to approve the USDA Civil Rights and Randy Mittenness seconded the motion. The motion passed with all in favor. The board members signed the document for NRCS.
 - Tree pickup dates set April 29-30
 - Local Work Group Meeting 2022-The SWCD Board members discussed keeping this the same as we have done in the past and to hold a meeting locally.
 - Poster Contest Theme was shared with the group. The staff are working with the schools.
 - Stewardship Week April 24- May 1 "*Healthy Soil: Healthy Life*"
 - Chippewa River Watershed One Watershed One Plan Kick Off meeting April 5th at the Minnewaska House
 - Rosholt Field Day set for August 18, 2022
 - CPL Grant Discussion-Randy Pederson made a motion and D. Gary Reents seconded the motion to authorize staff to work on a grant application on behalf of the group. The motion passed with all in favor.
 - Computer Updates-Authorize purchase-Kovarik shared that she has reviewed our computer schedule and her computer is at the age it should be considered for replacement. We also have a few laptops that are older and were purchased in 2014 and 2015. Kovarik asked that she have the ability to update those computers and she will reach out for estimates. The USDA computers are typically less than \$2,500. Randy Mittenness made a motion to authorize Kovarik to work on updates on computers that are older. Randy Pederson seconded the motion. The motion passed with all in favor.
 - Kernza Plot Annual Report was distributed via email. The University will work on a fact sheet for this information to be used with the general public.



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- Quarterly Per Diems will be worked on at the close of the quarter.
7. ***Treasurer Report***- D. Gary Reents made a motion to approve the treasurer report as submitted and Randy Mitteness 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
 - BWSR Spring Training is coming up the end of the month and staff are planning to attend.
 - RMB Lake Report Updates project is underway to update the two-page fact sheets. This should include data through 2021 and will be complete early this summer.
 - Plat Book advertisement completed and will be in the new plat book.
 - Palmer Creations printing newsletter
 - Planner Training is being completed by all staff.
 - End of the quarter preparations
 - Authorize to close out the 2018 Lake Emily grant-Randy Pederson made a motion to authorize Kovarik to close out the 2018 Lake Emily grant. Randy Mitteness seconded the motion. The motion passed with all in favor. It was noted that there will be slippage. Kovarik has some staff time and engineering time this quarter that will be utilized but due to project timing we will have to return some of the funds.
 - Purchased new fire extinguishers for the trucks.
 - CWC Meetings going back in person in April.
 - Be Kind donation request-Randy Mitteness made a motion to approve a donation to pay for trees. Randy Pederson seconded the motion. The motion passed with all in favor.
 - Kevin Lundebrek WASCOP project in Minnewaska Township-Randy Mitteness made a motion to approve the project with the Township and Lundebrek and authorized Kovarik to work with the landowners and contractor to encumber the funds once a bid is received. The funds would be encumbered from the Lake Minnewaska 2021 grant. Randy Pederson seconded the motion. The motion passed with all in favor.
 - Kelly Erickson, Conservation Technician
 - Sales Program Updates were given to the board. He has 10 tree plans secured for the spring.
 - WCA: Hauge Hearing and Next Steps are that we are headed to a pre-trial hearing. Kelly mentioned a WCA review on County Highway Aid 3 by Cyrus.



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- Review tree planter safety/safety during spring work-The board and Kovarik reviewed the annual tree planter safety and directed Erickson to have this conversation with seasonal staff.
 - Planner Training-Erickson has been working on planner training so he can attain some JAA for Irrigation practices.
 - Erickson shared he has been working on getting seed prices and herbicide and pesticide application estimates for some of the plots as requested by the researchers. Erickson mentioned the AgSense equipment, which was previously installed on the irrigator, but a subscription was not renewed. We are working to get this up and running again. The MDA has agreed this fee could be paid for out of the grant funds. There will need to be coordination on how it is set up as Vasu and our office will need access to the Ag Sense. Vasu will load the prescriptions remotely. Kelly will still need to go out on site to start the machine but he will be able to see if the machine is still running by using the system. It is possible that this could save a few trips to Rosholt for Erickson.
 - He attended the IAM Annual meeting in Freeport.
- Kimberly DeMorett, Resource and Outreach Technician
 - Planner Training she has been working on.
 - Education and Outreach
 - Poster Contest-She has been working with Brede on setting up a PowerPoint presentation for going into the schools. They have confirmation from BBE and MAHS to participate. Glacial Hills was approached but they have not responded to us.
 - Stewardship Week is coming up in April and she will be working on distribution of information to the churches.
 - Water Fest donations will be an item worked on this spring as well.
 - Rosholt -She has been working on supply orders and setting up data tracking sheets for the research farm.
 - Nicole Brede, Habitat Resource Specialist-Nicole had attached a written report. She was absent from the meeting.
 - Attended PCPR Banquet 360 people in attendance.
 - Planner Training/ESCS Training
 - MAWQCP
 - RIM
 - Jeff Hellerman, NRCS-provided his report earlier on the agenda.
 - Alexander Fellbaum, FSA CED-no report. Kovarik shared that the door is currently open to the public.

9. Board Member Meeting Reports



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- o Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail -The policy committee met on March 2nd and they elected officers. The group approved the IWIP 2022-2023 workplan.
- o Randy Mitteness-Chippewa River Watershed Board & staff update-There will be a public meeting held on April 5th. There was nothing further to report at this time.
- o D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update - There was no meeting held this last month.

10. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
4-19-22	Pope SWCD Regular Board Meeting	USDA Service Center Building	7:00 a.m.

11. FYI Items

12. Public Comment

13. Adjourn-Kovarik reminded the board that she will be on vacation March 19-27th. She shared that there is a pay period in the middle of that time frame. The board agreed by general consensus that Kovarik should cut payroll and distribute this early to staff on March 18th before she leaves on vacation. It was understood that this was an early dispersal but that this would work the best as no one else is trained on doing payroll in QuickBooks. **Randy Mitteness made a motion to adjourn the meeting at 7:55 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.**

14. Area II Meeting March 15th, 2022 hosted by Stevens- The board and staff will adjourn and attend the Area II meeting in Stevens County.

Randy Pederson 4-18-22

Ken S. Nygaard 4-19-22

