



**MEETING Minutes**

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334  
 Supervisory Board Meeting 7:00 am  
 December 19, 2023

Attendance: Holly Kovarik, Christopher Borash, Kimberly DeMorett, Nicole Brede, Keith Nygaard, Tom Talle, D. Gary Reents, Randy Pederson, Randy Mitteness, Jeff Hellerman

1. The meeting was called to order by Chairman Nygaard at 7:00 a.m.
2. Approve the Agenda-Randy Mitteness made a motion to approve the agenda with the additions stated by Kovarik. Randy Pederson seconded the motion. The motion passed with all in favor.

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

- o *November 21, Board Meeting Minutes*
- o *Resolutions-None*

<u>Number</u>	<u>Description</u>
05-2023	Resolution to Rescind Delegation of the Wetland Conservation Act
04-2023	Resolution to Adopt and Implement the Sauk River Watershed Management Plan 2024-2025 Biennial Workplan

- o *Contract/Applications for Approval-None*

<u>Number/Name</u>	<u>Description</u>	<u>Total Application \$\$</u>

- o *Appropriations/Payments-None*

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

- 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>

Kovarik pulled the meeting minutes to note a correction that the Pope SWCD will not sell Amur Maple. This was an error found. D. Gary Reents made a motion to approve the consent agenda items with the correction to the November 21, 2023 meeting minutes. Tom Talle seconded the motion. The motion passed with all in favor.

4. Commissioner Update-Paul Gerde
  - He shared information about the budget and truth in taxation hearing.
5. Old Business
  - o January 10, 2024 Christmas Party Minnewaska House details were sent out to the board members. Please RSVP if you intend to attend.
  - o Convention Updates-The board members shared updates about sessions attended at the Convention. There was a session on soil health that several members of the board



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attended and they discuss the programs and funding available. There is interest from the SWCD board to pursue some of these grant opportunities.

- MCIT Outstanding Loss Ratio information was shared with the board.
- CWF Grant Applications Updates were shared with the board. The SWCD did not get awarded funding for the two applications submitted at this time. It is the intent of the SWCD to apply for a Soil Health CWF grant for staff. The RFP is currently open.
- 2024 Budget/C.O.L./Health Insurance Stipend/Performance-moved to the end of the agenda
- Corn Harvest Rosholt \$7,813.83
- Soybean Harvest Rosholt \$6,875.93
- 2024 Annual Plan of Work-Randy Mitteness made a motion to approve the 2024 Annual Plan of Work and Randy Pederson seconded the motion. The motion passed with all in favor.

### 6. New Business

- Campaign Finance Reporting information was shared with the board members. They need to report by the end of January.
- 2024 AFREC IXN Trial Budget Applied \$31,093.05-Tom Talle made a motion to approve the application information as submitted and D. Gary Reents seconded the motion. The motion passed with all in favor.
- CAP01-20 Baycrest Homeowners Association Extension 11/01/2024-Randy Mitteness made a motion to approve CAP01-20, M05-21, and M06-21 contract time extensions for Baycrest and David Peters. Randy Pederson seconded the motion. The motion passed with all in favor.
- David Peters M05-21 Contract Extension 12/31/2024
- David Peters M06-21 Contract Extension 12/31/2024
- Barsness Park CPL Contractor Payments Approval-D. Gary Reents made a motion to authorize the payment to the contractor for the Phase I project completion \$52,666. The City of Glenwood was invoiced for \$2,666 and the grant reimbursement will be \$50,000. Tom Talle seconded the motion. The motion passed with all in favor.
- Per diems are due for the end of the quarter. Kovarik provided the reimbursement form for the board members to fill out.
- MCIT Dividend \$1,155
- LCCMR Kernza Trial 2<sup>nd</sup> and 3<sup>rd</sup> Quarter AR \$19,881.47

### 7. Treasurer Report-D. Gary Reents made a motion to approve the treasurer report subject to audit 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



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- Holly Kovarik, Manager
  - Fall Construction-Kovarik provided an update on projects and final payments. There are several payments to finish on projects discussed. Randy Mitteness made a motion to authorize Kovarik to finish up all project payments needed on fall construction for 2023. Randy Pederson seconded the motion. The motion passed with all in favor.
  - Grant/Program Reporting will be starting now with a deadline of 2/1/24.
  - The sick and safe time policy changes were discussed. Kovarik shared a template that the County will be using and she shared the changes that this would entail for our policy handbook. Randy Pederson made a motion to approve the policy revisions presented and D. Gary Reents seconded the motion. The motion passed with all in favor.
  - Randy Mitteness made a motion to approve the new IRS mileage rate of \$0.67 and Tom Talle seconded the motion. The new rate is effective 1-1-24. The motion passed with all in favor.
  - Kovarik presented a Notice of Decision for the City of Glenwood Ravine project. The decision is for an exemption and no loss for the project as the activity will have a temporary impact on the wetlands. Randy Mitteness made a motion to approve the NOD as presented and Randy Pederson seconded the motion. The motion passed with all in favor.
  - There was a discussion about an intern possibly coming back for the 1 year position we have discussed for primarily helping at Rosholt. This will be a rehire situation so we are not posting the position at this time.
  - Wetland Conservation Act
    - Olson Restoration Order Satisfactory Completion
    - Moe Restoration Order Appealed
    - Matthew Laubauch NOD-pulled more information is needed.
    - James and Sharon Van Alstine NOD-D. Gary Reents made a motion to approve the no loss application and Tom Talle seconded the motion. The motion passed with all in favor.
  -
  
- Kimberly DeMorett, Resource and Outreach Technician-  
Rosholt Research Farm:
  - Finished water nitrate re-analysis of all Nitrogen study weeks that had quality control issues
  - Finished Becker IxN nitrate analysis
  - Finished neutron probe data entries into excel
  - Sent all electronic research data to the researchers for end of year/season
  - Did inventory of research supplies stored and available for next year
  - Put away all equipment/paperwork from Rosholt for the season. Closed the lab.



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Completed performance review for 2023.

Completed required security computer training online.

Took well depth electronic and hand readings on 28 observation wells in the county for the DNR well observation program. Updated the well location photos and directions.

- Nicole Brede, Habitat Resource Specialist
  - RIM
    - Jeff Aslakson- working with landowner on getting cost share for seed.
    - Ben Munsch – Interest in RIM Floodplains sign up
    - Working with BWSR on eligibility and mapping
    - Richard Staples- Request to remove 1 ac. of land from easement. Working on what the process looks like with the state.
    - Dennis Martinson- Working with landowner to collect files to collect cost share with BWSR
  - CREP/CRP
    - John Gregory- Approved
    - Waiting for state to complete Title work on their end, our next step will then be to upgrade Conservation Easement with landowner and get paperwork signed by mortgage company.
  - CWMA
    - Notified we will not be getting CWMA Grant Funding w/ Dept. of Ag.
  - Ag Water
    - Troy Schmidkee –Reviewing again their request to restore wetland on west side of easement.
  - Buffers
    - Flagging buffer- Darwin Jackson
    - Site requested to be reflagged by new renter
    - Sent to County-Sent Verification of Compliance to county for buffers
    - Solvie, Solvie, Nissen, Falkner, Malyon, Wilson, Gregory, Johnson
    - Other
  - Sales- Start mapping for tree plantings (work on w/ Chris)- Tebrake
  - Cost Share Site Inspections
    - Murken- Shoreline Restoration
    - sent Letters and Inspection Forms to All Landowners Inspected
  - Prepare for end of year Review, billable tracking, training and holiday party organizing.
- Christopher Borash, Conservation Technician (see attached)
  - He is working on training.
  - He attended the Convention.
  - Rosholt harvest has been completed. The equipment has been winterized. The reanalysis has been completed. He brought the 3010 to the repair shop.



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- He has been working with landowners on tree sales. He is prepping for an open house event.
- He is getting trained on shelterbelt planning.
- He assisted and was cross trained on surveying with staking a buffer site.
- Jeff Hellerman, NRCS  
He shared they are working on payment processing right now.
- Alexander Fellbaum, FSA CED

**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-No report
- D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-No report

**10. Upcoming Meetings:**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
1-16-23	Pope SWCD Regular Board Meeting	USDA Service Center Building	7:00 a.m.

**11. FYI Items-None**

**12. Public Comment-None**

**13. Closed Session for Performance Review of District Manager-Randy Mitteness made a motion to go into closed session at 8:48 a.m. for the purpose of conducting the annual performance review the manager and staff and Randy Pederson seconded the motion. The motion passed with all in favor.**

Randy Mitteness made a motion to reopen the meeting at 9:36 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.

Randy Pederson made a motion to approve a favorable review for Kovarik and that she is eligible for a performance increase and the cost of living. D. Gary Reents seconded the motion. The motion passed with all in favor.

**14. 2024 Budget/C.O.L./Health Insurance Stipend/Performance-moved to the end of the agenda-**

- Kovarik went through the updates to the budget since the November presentation. This budget has a 7.3% increase for staff including performance increase and cost of living increase. Kovarik made updates to reduce the income on funding no longer coming for the Wetland Conservation Act and adjusted for the LCCMR grant funding that will sunset in 2024. This budget includes an increase to the health insurance stipend of \$1,000 per month per employee. This budget also includes a one-year full time position with benefits for assisting with Rosholt and other SWCD work throughout the year. Randy Mitteness made a motion to approve the 2024 Budget an expenditures as described and shared in the board packet. Randy Pederson seconded the motion. The motion passed with all in favor.



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15. Adjourn-to County Commissioner meeting for presentation of Outstanding Conservationist Award-A motion was made by Randy Mitteness to adjourn at 9:38 a.m. Tom Talle seconded, and the board and Kovarik went to present the Outstanding Conservationist award at the courthouse right after the meeting concluded. The motion passed with all in favor.

Keith Suggard

1-25-24

Randy Pedersen

1-16-24