



MEETING MINUTES

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334

Supervisory Board Meeting 7:00 am

January 17, 2023

Attendance: Holly Kovarik, Kelly Erickson, Kimberly Demorett, Nicole Brede, Keith Nygaard, Tom Talle, D. Gary Reents, Randy Pederson (absent), Randy Mitteness, Commissioner Paul Gerde, Jeff Hellerman

1. The meeting was called to order by President Nygaard at 7:02 a.m.
2. Approve the Agenda-Randy Mitteness made a motion to approve the agenda and Tom Talle seconded the motion. The motion passed with all in favor.
3. Election of Officers (*oath of office was done on 1/3/23 with County officials*)

The board discussed officer positions and Randy Mitteness made a motion to keep the officers the same. Tom Talle seconded the motion. The motion passed with all in favor. Chair-Keith Nygaard, Vice Chair-Tom Talle, D. Gary Reents-Treasurer, and Randy Pederson-Secretary

4. Appointments to Committees

- o Budget (*2022 appointees D. Gary Reents and Keith Nygaard*)
- o Personnel (*2022 appointees Randy Pederson and D. Gary Reents*)
- o North Fork Watershed Collaborative (*Randy Pederson, D. Gary Reents alternate*)
- o Sauk River Watershed Collaborative (*D. Gary Reents, Randy Pederson alternate*)
- o Chippewa River Joint Powers Board (*Randy Mitteness, Keith Nygaard alternate*)

Randy Mitteness made a motion to approve the committee appointments for 2023 and keep them the same as 2022 and noted above on the agenda. Tom Talle seconded the motion. The motion passed with all in favor.

5. Approve of Annual Items

- o Official Newspaper for publications-Pope County Tribune
- o Official Bank-Eagle Bank for both savings and checking accounts
D. Gary Reents made a motion to approve the official bank and newspaper for the Pope SWCD for 2023. Randy Mitteness seconded the motion. The motion passed with all in favor.

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

- o *December 20, 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.	MCIT	Insurance	\$7,214.00	General fund

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2.	MCIT	Workers Comp	\$3,867.00	General fund
3.	MASWCD	Dues	\$5,151.88	General fund
4.	UofM	Nitrogen Study	\$25,000	MDA JPA
5.	UofM	IXN Study	\$2,500	MDA JPA

○ **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>

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

7. Commissioner Update-Paul Gerde

- He shared the levy was set at a 4.9% increase.
- They appointed Russ Anacker to the Planning Commission.
- Gordy Wagner is the Chair.
- The two new Commissioners began their duties.
- He shared an update on the broadband project.

8. Old Business

- 2023 Annual Plan of Work revisions were reviewed with the board. D. Gary Reents made a motion to approve the revisions and Randy Mitteness seconded the motion. The motion passed with all in favor.
- 2023 Lake Emily Watershed BMP Targeted Implementation Phase IV \$362,500 Awarded (ranked 17 out of 47) Workplan-Randy Mitteness made a motion to approve the workplan as presented and Tom Talle seconded the motion. The motion passed with all in favor.
- 2023 Department of Natural Resources Conservation Partner Legacy Grant Application Submitted-D. Gary Reents made a motion to approve the application as submitted and Tom Talle seconded the motion. The motion passed with all in favor.

9. New Business

- Legislative Days March 7th and 8th -Tom Talle, Randy Pederson, and Randy Mitteness along with Holly Kovarik will likely attend and the plan would be a day trip to the cities on the 7th of March.
- D. Gary Reents mentioned the Treasurer Training that he will attend with Kovarik.
- MASWCD Area II Meeting February 7th Kovarik mentioned that board members should let her know soon if they plan to attend so she can get them registered.
- Campaign Finance Disclosure due in January for board members was mentioned and that this needs to be done before the end of the month.
- Christmas Party Information has been distributed will be January 20th.
- Peterson Company LTD Engagement Letter and Audit \$3,650 plus \$175 per lease amortization calculation 2022 Info was shared with the board. Randy Mitteness

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made a motion to approve the engagement letter and audit proposal and D. Gary Reents seconded the motion. The motion passed with all in favor.

- Rosholt Intern Notice deadline 2/17/2023 was distributed to members for their information. It is our intent to hire two again for the upcoming season.
- Discuss Local Work Group Meeting-The board members discussed the Local Work Group meeting and setting this for after the April meeting.

10. **Treasurer Report**-Randy Mitteness made a motion to approve tabling of the treasurer report and D. Gary Reents seconded the motion. The report is being tabled to finish year end processing of grants. The motion passed with all in favor.

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

II. Reports

- Holly Kovarik, Manager
 - Quarterly billable is being worked on.
 - Quarterly reports are being completed.
 - Personnel Items will be discussed at the end of the agenda.
 - Payments for completed projects are being reported on all grants at year end.
 - Compiling information for Annual Report
 - Sauk River CWMP Progress and Updates were shared with the board. The group is starting to work on the next workplan. Pope County is not a priority right now in the plan. We will be having a discussion in March to compare regulation across the watershed.
 - Chippewa River CWMP Progress and Updates were shared with the board. The group is starting to have sections of the plan to review. The group is setting some goals and there will be more homework items in 2023. The JPB will be meeting on the 20th of January.
 - North Fork CWMP Progress and Updates were shared with the board. Jaden prepared a mailing and flyer which we will be distributing in 2023 in a portion of the watershed in Pope. This direct mailing will be for well sealing projects.
 - 2021 Audit Copies are ready for distribution and were provided to the board.
 - W-2's Distributed need to finish 1099's and have been distributed.
 - MCIT Payroll Audit has been completed.
 - 2023-2024 MDA Nitrogen Study Grant Contract Executed
 - 2023-2023 MDA Irrigation X Nitrogen Study Grant Contract Executed
 - City of Glenwood 5th and 6th Stormwater Project Agreement executed
 - RIM Rates Survey information provided by the Assessor was shared with the board. This information has been sent into BWSR to inform the RIM rates discussions they are having now.
 - Authorize to continue close out of projects and reporting to meeting deadlines and post reports if needed -This BA will take care of all in yellow that will need to be reported by 1/31/2023 deadline D. Gary Reents made a motion to authorize Kovarik to

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continue to close out projects and make payments necessary to meet reporting requirements by 1/31/2023. Tom Talle seconded the motion. The motion passed with all in favor.

- Authorize to update signature card - Tom Talle made a motion to add Nicole Brede to the signature cards at Eagle Bank on our accounts. Randy Mittenness seconded the motion. The motion passed with all in favor.
- Irrigation RCPP AR 4th Quarter \$1682.18 working on completing report
- North Fork Crow IWIP AR 4th Quarter \$290.70 working on completing report
- Chippewa WRAPS AR 4th Quarter \$635.94 working on completing report
- Chippewa IWIP AR 4th Quarter \$4,098.29 working on completing report
- 2022 Local Water Management Grant closing out working on completing report
- 2021 Lake Minnewaska CWF Grant working on completing report
- 2021 East Branch Chippewa River CWF Grant working on completing report
- 2021 Local Capacity Grant working on completing report
- 2022 Local Capacity Grant working on completing report
- Need to set billable rates for 2023 - Randy Mittenness made a motion to approve the following billable rates for staff in 2023. Kovarik-\$80.52, Brede \$60.06, Erickson \$74.62, and Demorett \$50.49. D. Gary Reents seconded the motion. The motion passed with all in favor.
- Need to do PERA Exclusion Report-need to complete
- Payroll Data Request for Workers Comp Report-need to complete
- Pay Equity Report-need to complete
- Fabian Fernandez has a new trial, and we may be bringing forward a proposal soon in regards to his inquiry. Details were not available yet currently.
- Grant Reports
 - 2022 Wetland Conservation Act Closed Out
 - 2021 Buffer Initiative Closed Out
 - 2020 Local Capacity Interim Defer \$66,703.49
 - 4th Quarter MN Ag Water Certification AR \$2,728.23
 - Farmbill CREP 4th Quarter \$213.53 AR
 - 2022 State Cost Share Defer \$12,818.86
 - 2022 Buffer Law Supplemental Defer \$10,000
 - 2022 Buffer Law Defer \$20,865.55
 - 2020 City of Glenwood Defer \$58,072.79
 - LCCMR Kernza AR 4th Quarter \$2,969.53
 - 2023 State Cost Share \$19,177.00 Defer
 - Rosholt Nitrogen Study 4th Quarter AR \$32,233.45
 - Rosholt IXN trial \$4,2000 AR
 - Water Festival fund balance at year end has been calculated.



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- Irrigation Clinic fund balance at year end has been calculated.
- Kelly Erickson, Conservation Technician
 - Sales Program Updates
 - WCA-Schaefer, Hauge-Kelly shared information about a WCA application that he had needing to be approved for the Schaefer project. The recommendation of the TEP is to deny the application as presented. **D. Gary Reents made a motion to approve the TEP recommendation to deny the application and Randy Mitteness seconded the motion. The motion passed with all in favor.**
 - 1 new application for a rebuild on County Road 15
 - The 2022 WCA report he provided information to complete annual reporting.
 - He mentioned the Freeman restoration order is still in progress.
 - He is working on grass and tree plans.
 - He shared an update that he is working on two IWM plans for 2 pivots.
- Kimberly DeMorett, Resource and Outreach Technician-no report
 - Irrigation Clinic March 6th Greenwald Pub
 - Irrigators Conference Freeport February 16th
 - At training now for Leadership the next two days
- Nicole Brede, Habitat Resource Specialist
 - Buffer Report-Nicole provided an update on buffer reviews. There are a total of 8 landowner sites she is going to finalize and send to the County and BWSR.
 - She is working on the RCPP Irrigation program enrollment and details which started with 6 applications and as of now is narrowed to 1 high priority. She is awaiting the landowner to return phone calls.
 - RIM and Cost Share Inspections she completed.
 - She assisted in submitting the quarterly CREP report.
 - Training
 - She is working on a tree plan for Vanluik.
 - She is working on annual report items for her programs.
- Jeff Hellerman, NRCS-No report
- Alexander Fellbaum, FSA CED-no report

12. 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-The group is going to be reorganizing this month and there will be several new members.



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- o D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-He shared that they are working on the Citizen Survey and that he has a meeting coming up in February.

13. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
2-21-2023	Pope SWCD Regular Board Meeting	USDA Service Center Building	7:00 a.m.

14. FYI Items-None

15. Public Comment-None

16. Tom Talle made a motion to go into closed session to discuss employee performance at 10:00 a.m. and D. Gary Reents seconded the motion. The motion passed with all in favor. Randy Mitteness made a motion to come out of closed session at 10:35 a.m. and D. Gary Reents seconded the motion. The motion passed with all in favor.

17. Adjourn-Randy Mitteness made a motion to adjourn the meeting at 10:36 a.m. and D. Gary Reents seconded the motion. The motion passed with all in favor.
