



MEETING Agenda

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

Supervisory Board Meeting 7:00 am

July 18, 2023

Attendance: Randy Mitteness, Randy Pederson, D. Gary Reents, Keith Nygaard, Tom Talle, Commissioner Paul Gerde, Kimberly DeMorett, Alex Fellbaum, Jeff Hellerman

1. The meeting was called to order at 7:00 a.m. by Chair Nygaard and the Pledge of Allegiance was recited.

2. Approve the Agenda-Randy Mitteness made a motion to approve the agenda with the one addition of the TSA invoice. D. Gary Reents seconded the motion. The motion passed with all in favor.

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

- o *June 20, 2023, 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>
232063 DNR OB Well Agreement	2023-2024	\$3,180 NTE

- o *Appropriations/Payments-None*

<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
I. WSN	5 th and 6 th project	\$6,169.43	2020 City of Glenwood Grant

- 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>
Emily 02-2021	2023 Lake Emily	Minnesota Ag Engineering LLC Troy Schmidke	638 Lined Waterway	WBL 17	?? waiting modification from NRCS	
	2023 Lake Emily	Les Kalina	WASCOB	Reno 1		\$13,253.25
WS02-2023	LWM	Keith Nygaard	Well Sealing	MAHS 7	\$500.00	

Tom Talle made a motion to approve the consent agenda items as presented pulling the Minnesota Ag Engineering item from it. Randy Mitteness seconded the motion. The motion passed with all in favor.

D. Gary Reents made a motion to approve the Minnesota Ag Engineering project cost share not to exceed 75% out of the Lake Emily 2023 CWF project. She shared that we are waiting on a modification from the federal cost share amount and then can execute a



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contract with the landowner. Randy Mitteness seconded the motion. The motion passed with all in favor.

4. Commissioner Update-*Paul Gerde*

- Broadband project is in process.
- Budge process will be starting.
- Bids from the Fremand project approved and the building will come down after Waterama.

5. Old Business

- Rosholt Updates/Irrigation System/mowing discussion-Kovarik shared updates at Rosholt. She purchased a new weed eater to replace the other one that was not functioning. She worked with Nygaard to fix the guard on one of the lawnmowers. She worked with West Central Irrigation to fix a leak on the irrigation system. She also worked with West Central over the past 3 weeks on the system update we had been coordinating on. After some time we were informed that the update did not work for a linear machine and still allow us to do variable rate applications. They had already put the new panel on and set up the Ag Sense and it took a few weeks to get the old panel put back on and the system operational for variable rate again. The system could do a uniform application. We have not received any invoice yet and if we do this will be disputed. Kovarik shared that Mason Stewart, Kimberly DeMorett, and herself were out at Rosholt troubleshooting the irrigation system a lot. Vasu Sharma was a huge help as was Jake Wildman.
Kovarik shared that there seems to be something installed by the Baileys for a stop. We are not sure if it is fully operational or not. They were no longer getting that assistance from West Central Irrigation. They were instead working with Modern Farm. Staff will check into that further. It was mentioned D. Gary Reents had conversations with Ricky Fisher about the farm.
- AgSense bill disputed. Kovarik shared that this update was not needed then since we could not use variable rate technology.
- Rosholt Field Day August 17th is set for this years field day. The AFREC group will be in attendance. Kovarik will be doing some checking with the cattlemen on the meal.
- No Till Drills posted for sale/1 sold-fixes for welding approve payment for assistance. One drill is sold and we are waiting for Bakkos to call and tell us when they want to pick it up. We will likely need to use Midwest Machinerys loading dock.
- Lawnmower guard approve payment for welding-Kovarik shared that Nygaard has been helping with these items and encouraged him to provide a bill and we will pay for his services.
- Outstanding Conservationists discussion was had. D. Gary Reents made a motion to select Joe and Melanie Cihlar as this years Outstanding Conservationists. Randy Pederson seconded the motion. The motion passed with all in favor.
- Sales Program updates were shard with the board. Kovarik shared she has been talking about preorder of trees with Douglas SWCD staff. She shared information about drill rental agreements and discussed options for updates to this program.



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Kovarik will draft a rental agreement for the next meeting agenda to discuss with the option of delivery and pick up by the landowner. Kovarik shared that laminating instructions for calibration as well as other instructions on the machine would be helpful for a user. Keith talked about the two attachments to hook the drills together. He removed them from the old drill and they need repairs. It would be helpful when the new drill comes to bring both drills to the welder and he can fit these attachments to that new drill. Kovarik will bring a price list to the next meeting as well for 2024.

- Conservation Technician Job Posted we have one application as of right now. The board indicated to repost the vacancy till filled. We can also revisit at the August board meeting. Kovarik asked about Health Insurance information from the County and if it would be possible to have our staff a part of that system. Commissioner Gerde told Kovarik that the County Administrator would be a good contact for this. Kovarik will reach out to see what may be possible.
- DCD Trial 1st half \$4,000 AR has been submitted for reimbursement.
- Forbords Payment process MAWQCP FA grant has been completed.
- Newsletter was distributed.

6. New Business

- 2024/2025 LWM \$20,607 (Pope SWCD has been receiving) and WCA \$21,271
- State Holiday Update-will need to update employee handbook to call Christopher Columbus Indigenous Peoples Day-**Randy Pederson made a motion to make the update in the employee handbook. D.Gary Reents seconded the motion. The motion passed with all in favor.**
- Pope County Fair Nitrate Clinic Set for August 4th Noon to 4 Industrial Building
- Irrigation Water Management discount discussion. Kovarik shared that at least one of our landowners has complained about lack of timely reports and indicated a discount. **Randy Mitteness made a motion to authorize Kovarik the ability to negotiate with the landowner. Tom Talle seconded the motion. The motion passed with all in favor.** Kovarik shared that Erickson had one report out just before he left, and Brede was able to get one out last week. She did tell those landowners that she is learning the program. That did seem to help. Kovarik shared that she is doing a good job and now has everything set up and reports should now come out timelier.
- Trucks new tires ordered for 2003, 2002, 2017 and other repairs. This will be done this week. **D. Gary Reents made a motion to approve the maintenance and Randy Mitteness seconded the motion. The motion passed with all in favor.**
- GMC Acadia Air Conditioner repair scheduled.
- 2024 Appropriation Request Tuesday August 8th (afternoon)-Kovarik explained that she has entered a 10% increase in the base appropriation and 1:1 match for the Wetland Conservation Act program implementation. She noted that amounts for the state grants for WCA and Local Water Management are a little more. **Randy Mitteness made a motion to approve the Appropriation Request and Randy Pederson seconded the motion. The motion passed with all in favor.**



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- BWSR CWF Grant applications open-intend to apply for the East Branch other areas being discussed. Kovarik shared intentions for the next round of Clean Water Fund Grants. These applications are due in August.
 - Bank Accounts/Signature Card updates-Randy Mitteness made a motion to open a new checking account and to close the old checking account. The signers on the account remain the same for the new account Holly Kovarik (Manager), Nicole Brede (Technician), Randy Pederson (Secretary), and D. Gary Reents (Treasurer). The old account will remain open until checks have all cleared. We will transition to the new checking account once the new checks are received. Tom Talle seconded the motion. The motion passed with all in favor.
7. Treasurer Report-D. Gary Reents made a motion to table the treasurer report. Randy Mitteness seconded the motion. The motion passed with all in favor. Kovarik had not attached the treasurer report document and the 3-year comparison. She will distribute this for the board to review and then approve the report at the next meeting.
- Monthly Checking Account Report #11247
 - Monthly Savings Account Report #870903
 - Treasurer Report (3-year comparison)
8. Reports
- Holly Kovarik, Manager
 - Billable Tracking
 - Close Out Buffer Law Supplemental Grant \$10,000-Randy Mitteness made a motion to approve the Buffer Law supplemental grant and the Soil Health grant. Randy Pederson seconded the motion. The motion passed with all in favor.
 - FY23 Soil Health Grant Closed Out \$14,175
 - Farmbill CREP Quarterly Report \$7,070 AR
 - WCA
 - Starting 2024 Budget Process more details coming from state on funding in next couple of months
 - Agassiz orders were reviewed and we did find a couple that were not invoiced. They have now been invoiced.
 - Sauk River CWMP working on refining work plan is what this group is currently working on.
 - MAWQCP 2nd Quarter \$1,858.89 AR
 - DNR OB Well FY23 AR \$2,220.00 Closed
 - 2020 City of Glenwood 2nd Quarter \$6,394.64
 - WCA 2nd Quarter \$4,682.49
 - Hosted Managers Meeting 6/29
 - Chippewa River Watershed CWMP Internal Review comments by July 31st. A copy was printed for the two Pope JPB members and distributed to them at the



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meeting. It was encouraged to look at the plan. The copy was provided to everyone.

- Kimberly DeMorett, Resource and Outreach Technician -see her attached report.
- Nicole Brede, Habitat Resource Specialist-see her attached report.
- Jeff Hellerman, NRCS-They are working on certifying practices for payment. They are working on CSP applications and irrigation water management and CRP. Staff are going to be assigned to other office for the short term due to vacancies.
- Alexander Fellbaum, FSA CED talked about FSA programs and there were not a whole lot of details available yet on programs. There are no upcoming deadlines. They are working on CRP.

9. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail-No report but did mention the upcoming open house.
- Randy Mitteness-Chippewa River Watershed Board & staff update-nothing additional from what has already been reported.
- D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-nothing new than what was already reported.
- Chippewa River Watershed updates/Pomme de Terre vacancy shared services discussion-Kovarik shared that there are a few Technical Advisory Committee members wanting to discuss a shared Coordinator role between the Chippewa and the Pomme deTerre. This is not what we had already approved for the Chippewa. We had been discussing a position here at Pope SWCD with maybe part of their duties working on the Chippewa River Watershed Plan. Then this position could be used for other programs. We are not done with the planning, so it has not been something we have made final decisions on. **D. Gary Reents made a motion that we are not in favor of a shared position with the Pomme deTerre at this time and would like to stay with our original plan for this role housed in Pope County. We have been preparing for this and have the space for this position. Randy Pederson seconded the motion. The motion passed with all in favor.**

10. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
8-15-23	Pope SWCD Regular Board Meeting	USDA Service Center Building	7:00 a.m.
8-17-23	Rosholt Field Day	Westport MN	9:00 a.m.



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11. FYI Items
 12. Public Comment
 13. Adjourn-The meeting was adjourned at 9:03 a.m.

Kees Aggen

8-15-23

Randy Pederson

8-15-23