



## MEETING MINUTES

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

**Supervisory Board Meeting 7:00 am**

**June 20, 2023**

Attendance: Keith Nygaard, Randy Pederson, Tom Talle, D. Gary Reents, Holly Kovarik, Kimberly DeMorett, Nicole Brede, Jeff Helleman, Alex Fellbaum, Commissioner Paul Gerde, Jason Weinerman Absent: Randy Mitteness

1. The meeting was called to order by Chair Nygaard at 7:00 a.m. The Pledge of Allegiance was recited.
2. Randy Pederson made a motion to approve the agenda. Tom Talle seconded the motion. The motion passed with all in favor.
3. Consent Agenda (approved by one motion)-*President*.

- *May 16, 2023, Board Meeting Minutes*

- *Resolutions-None*

<u>Number</u>	<u>Description</u>

- *Contract/Applications for Approval-None*

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

- *Appropriations/Payments-None*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	WSN	Engineering	\$6,233.00	2020 City of Glenwood

- *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>
NF-FY20-38	NFWBIF	Jeff Henriksen	Well Sealing (2)	GL 34		\$700.00
M07-01	2021 MAHS CWF	Don Opdahl	WASCOB	BM 12		\$12,455.25
EB08-2021	2021 East Branch CWF	Mark Nelson	WASCOB	RF 33		\$35,166.68
EB08-2021	2021 Capacity	Mark Nelson	WASCOB	RF 33		\$1,423.30
CAP02-2022	2022 Capacity	Roger Hippe	WASCOB	Benwade 26	\$6,968.37	
Emily 02-2021	2023 Lake Emily	Minnesota Ag Engineering LLC Troy Schmidke	638 Lined Waterway	WBL 17	?? waiting on bid	
SH05-2023	2023 Soil Health	Linda Engebretson	Shelterbelt	NP 29		\$826.88



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SH04-2023	2023 Soil Health	Tyler Erdman	Shelterbelt	Hoff 14		\$655.13
SH01-2023	2023 Soil Health	Josh VanLuik	Shelterbelt	Walden 1		\$3,631.20
SH03-2023	2023 Soil Health	John Boekcner	Shelterbelt	NP 28		\$808.50
SH02-2023	2023 Soil Health	Mark Erdahl	Shelterbelt	RF 10		\$2,021.25

D. Gary Reents made a motion to approve all consent agenda items except the Minnesota Ag Engineering project. The paperwork was not fully ready at the time of the meeting. Randy Pederson seconded the motion. The motion passed with all in favor.

#### 4. Old Business

- Update on Bailey agreement and damage to Fabians DCD trial-Kovarik shared an update on the status of the Bailey agreement that was terminated. D. Gary Reents visited with Matt Bailey a couple of times. It is our understanding they are working with Modern Farm in Sauk Centre to put stops on the machine. It has been communicated that they cannot run the machine on the property both in writing and verbally in our conversations with Matt. Fabians crew has been out on site to assess the damage. Kovarik has apologized to Fabian that this happened.
- Area II Meeting/WCTSA Reports-Kovarik and the board members in attendance shared an update on the items discussed at the meeting. The main parts of the meeting were discussing outcomes from the Legislative Session.
- Poster Contest Update-Kovarik shared that our second-place overall poster winner will be going to camp and is registered Kaylee Martin. She is excited to attend.

#### 5. Commissioner Update-*Paul Gerde*

- He shared information about the new Veterans Officer Jeff Stewart.

#### 6. New Business

- 2000 and 2001 No Till Drills sell-The board discussed selling the drills. **Randy Pederson made a motion to authorize Kovarik to work with Gary or Keith and sell the drills. Tom Talle seconded the motion. The motion passed with all in favor.** It was suggested to check with Bakko Bros on what they would be worth and then to post on places like Facebook Marketplace, Tractor House and Craigs list as examples.
- Legislative Session Summary was shared with the board. We do not have all the details yet. Grants may come out a little later than normal. We will have a little bump in water plan funding and wetland conservation act funding. We do not know what that number is yet. **D. Gary Reents made a motion to approve resolution 01-2023 SWCD Aid requirements and Randy Pederson seconded the motion. The motion passed with all in favor.**
- Outstanding Conservationists Begin Discussion 2023 will be tabled till the July meeting. Due to staffing changes Kovarik has not had time to work with NRCS to put together a list for 2023.

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- Resignation from Kelly Erickson effective June 15<sup>th</sup>, 2023. This resignation was shared with the board.
  - Discussion on Strategic Planning with Jason Weinerman facilitating example from Swift SWCD-The board set a 3-hour strategic planning meeting for the end of July. The date selected was July 25<sup>th</sup> at 7:00 a.m. at the USDA Service Center in Glenwood. Kovarik will post this meeting for Open Meeting Law requirements.
  - Status of Kelly Ericksons workload-Kovarik shared the information gathered from Erickson prior to his last day and the status of the work.
  - Assignment in the interim of adjustment to workload-Kovarik shared that in the interim workload has been split amongst staff. Kovarik-WCA and Sales, Nicole-drills, irrigation water management, Kimberly-Rosholt, precipitation monitoring, OB Wells programs. Kimberly, Mason and Holly Irrigation at Rosholt, and Mason will assist with drill rentals.
  - Discussion about staffing-Kovarik shared concern about workload in early fall when the interns go back to school. The group discussed various options and reviewed a few different job descriptions including a trainee and a fulltime conservation technician position. The job description was edited to remove the rainfall monitoring and the observation well program and to add them to Kimberly's job description. D. Gary Reents made a motion to post the fulltime vacancy with the 2 modifications mentioned. Randy Pederson seconded the motion. The motion passed with all in favor. The position will be posted right away and we will have it close on July 21<sup>st</sup>.
  - Per Diems 2<sup>nd</sup> Quarter need to be handed in.
  - DCD Budget \$8,000 proposed to UofM waiting on approval.
  - Signature Cards Updates-Tom Talle made a motion to approve the signature card updates. This will be updating the signers on the checking and savings accounts and on the safe deposit box at Eagle Bank and removing Kelly Erickson. The signers on the account should be Holly Kovarik, Randall Pederson, D. Gary Reents, and Nicole Brede. Randy Pederson seconded the motion. The motion passed with all in favor.
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
    - Trees unsold about 150 approximately.
    - Attended Sauk Implementation Team Meeting update
    - Attended North Fork TAC meeting update
    - Gregg Weller Alternative Intake Project payment approval when invoice is received. Randy Pederson made a motion to authorize the payment

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approval for this project once all paperwork is received. Tom Talle seconded the motion. The motion passed with all in favor.

- June 13 9:00 a.m. County Commissioner Meeting Annual Report updates were shared with the board. The meeting went well a recap of the meeting is in this weeks paper.
- Mike Thompson Project-authorize payment to Swift SWCD for Cost Share \$63,275.69 NTE what is encumbered but no more than 75% Randy Pederson made a motion to approve the payment and D. Gary Reents seconded the motion. The motion passed with all in favor.
- Billable Tracking is being worked on as we get to the end of the quarter.
- Close Out Buffer Law Supplemental Grant -Tom Talle made a motion to authorize Kovarik to close out the Buffer Law Supplemental grant and Randy Pederson seconded the motion. The motion passed with all in favor.
- Chippewa River Watershed Association 2022 Audit has been completed. Kovarik has shared with the CRWA partners. She asked if there were questions and if the full board wanted to see the audit.
- May 2023 State Cost Share Spot Check was shared with the board. This went well and only one suggested form was mentioned that should be added to the paperwork work. This form is called the Technical Assessment. Jason Weinerman also shared a few thoughts from his review. There were no concerns and he shared that everything was in order.
- WCA-Kovarik shared that she was out with the wetland specialist on a project site and is working on stepping into this workload until we have a replacement hired.
- Sales Program Updates were shared with the board.
- Vacation June 30<sup>th</sup>-July 7<sup>th</sup> and will be without cell service. Kovarik is planning so that all items are covered while she is out. Nicole Brede will be point of contact in her absence.
- DNR OB Well Program AR \$2,220.00 FY23 Reported
- Ag Sense upgrade to Irrigation system installed 6/14/23-We are working through that process.
- Starting 2024 Budget Process more details coming from state on funding in next couple of months.

- Kimberly DeMorett, Resource and Outreach Technician
  - See attached report for details-She shared an update on work at Rosholt. She shared an update on her leadership training.
- Nicole Brede, Habitat Resource Specialist
  - She provided a written report. She shared updates that one buffer did not get seeded but the rest were. We have 2 sites working through enforcement.
- Jeff Hellerman, NRCS
  - They are working on certifying practices.



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- They are working with new engineering staff on design of projects.
- John Becker is the new Civil Engineer.
- Melissa and Nicole have been working on Irrigation Water Management.
- We discussed climate smart and Inflation Reduction Act workload that may be coming.
- We mentioned that the MAWQCP RCPP project pool looks good for Pope Co. Kovarik worked with NRCS staff on 2 applications for erosion control projects with reduced or no till and cover crops. More information will be shared as we find out if they are funded.

- Alexander Fellbaum, FSA CED
  - He shared they are working on acreage reporting with landowners.
  - There was a General CRP sign up.

### 9. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail -He shared that they had a policy committee meeting. He shared information about an Open House event on August 3<sup>rd</sup>. He shared updates on the funding and goals that have been met by the partnership.
- Randy Mitteness-Chippewa River Watershed Board & staff update-Randy was not here but the group is continuing to plan. The draft plan is close to release for internal review. Due to conflicting schedules the June JPB meeting was canceled.
- D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-He shared that there is a tour coming up. He shared that the group is working to refine the biennial workplan. He shared updates on the citizen norm survey. They had responses from 89 different zip codes. He shared details about the Sauk Tracking Tool which will be made by Stearns. He shared that the water quality calculations will be done using a different method.

### 10. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
7-18-23	Pope SWCD Regular Board Meeting	USDA Service Center Building	7:00 a.m.

### 11. FYI Items-none

### 12. Public Comment-none

### 13. Adjourn-Randy Pederson made a motion to adjourn the meeting at 9:30 a.m. and D. Gary Reents seconded the motion. The motion passed with all in favor.