



MEETING MINUTES

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334
Supervisory Board Meeting 7:00 am
March 21, 2023

Attendance: Randy Mitteness, Randy Pederson, Tom Talle, D. Gary Reents, Keith Nygaard, Holly Kovarik, Kelly Erickson, Nicole Brede, Kimberly DeMorett, Melissa Behrens, Jeff Hellerman

1. The meeting was called to order by the Chairman at 7:02 a.m.

2. Randy Mitteness made a motion to approve the agenda with additions from Kovarik. D. Gary Reents seconded the motion. The motion passed with all in favor.

3. Consent Agenda (approved by one motion)-*Chairman*
 - o *February 21, 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>
61-22-W099	2023 Easement Delivery	\$9,700
206140	Walk In Access	\$2,000

- o *Appropriations/Payments*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.				
2.				

- 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>
SH01-23	FY23 Soil Health	Josh Vanluik	Shelterbelt	Walden 1	\$3,631.20	
M04-21	2021 Lake Minnewaska	Nick Houle	Shoreline Restoration	MAHS 24		33,900.00
SH01-2023	2023 Soil Health	Josh Vanluik	Shelterbelt	Walden 1	\$3,631.20	
SH02-2023	2023 Soil Health	Mark Erdahl	Shelterbelt	Rolling Forks 10	\$2,021.25	

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

4. Commissioner Update-*Paul Gerde-no report*

5. Old Business



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- Legislative Days March 7th updates were shared with the board. D. Gary Reents and Kovarik attended Legislative Days along with the Swift SWCD members. Meeting was held with Representative Franson and Anderson and Senator Westrom.
- Job Posting Updates-Hire of Mason Steward & Abigail Meyer were made and we have one interview later today of another candidate.
- MDA CWMA Grant-This grant will be discussed later by Brede.
- DNR CPL Barsness Park Phase II Awarded Authorize Execution of Contract with DNR and City of Glenwood-Tom Talle made a motion to authorize Kovarik to get these agreements signed and fully executed when it arrives and to send the other agreement to the City of Glenwood. Randy Pederson seconded the motion. The motion passed with all in favor.
- Pay Equity Report Update was shared with the board. There are no concerns from the report that was received, and we are in compliance.
- 2023 Soil Health Grant Update Authorize to execute agreements once plans are finalized and meet requirements/amendment to shift funds between categories (couple of landowner projects contracts not ready for this meeting ...Engebretson and Erdman) Boeckner waiting for landowner response to sign. D. Gary Reents made a motion to authorize Kovarik to sign the agreements once they are finalized and meet the requirements. Randy Mitteness seconded the motion. The motion passed with all in favor.

SH03-2023	2023 Soil Health	John Boeckner	Shelterbelt	New Prairie Section 28	\$844.13
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6. New Business

- March 15th Treasurer Training Reents and Kovarik update-Kovarik and Reents shared information about the training that they attended. Kovarik has made a request to provide access electronically for the Treasurer to be able to view bank statements online as a part of this meeting.
- At this point in the meeting Kovarik provided the 2022 Review of the Pope SWCD finances. The report is unaudited currently. Income breakdown by % -12% County, 7% Local, 72% State, 8% Charges for Services, 1% Other. Expenditures breakdown by %-3% Cost of Goods, 7% District Operations, 35% Personnel, 3% Other, 4% Capital Outlay, 2% District Project Expenditures, 2% Local Project Expenditures, and 3% Project Expenditures State. Information was shared on competitive vs non-competitive percentages-36% Competitive grants, 59% Non-competitive grants, and 5% Charges for Services. District Funds Available as of 12/31/2022 with Accounts Receivable: 495,907.69. It was discussed that we have about a 12- month operating reserve which is within the range suggested for our type of organization.

7. Treasurer Report-D. Gary Reents made a motion to approve the treasurer report as presented. 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)



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8. Reports

o Holly Kovarik, Manager

- Compiling information for Annual Report which has now been distributed and is included in the packet.
- AFREC 1st Quarter Report AR \$4,965.63
- 1st Quarter Billable Tracking
- Annual SAMS Registration for Business with the Federal Government
- MNDRIIVE Environment Grant Letter of Support for Fabian Fernandez work at Rosholt
- New computer \$2,180.06 (previously approved)
- 2021 Lake Minnewaska Grant requesting next 40% once Houle payment processed \$94,000. Tom Talle made a motion to approve the Houle partial payment and Randy Pederson seconded the motion. The motion passed with all in favor.
- Authorize to sign Docusign Agreements on behalf of the organization. -Kovarik shared that a lot of the agreements are now coming electronically via Docusign technology. This usually has a window of time that the agreement must be signed. Kovarik asked the board to authorize her to sign the agreements when they come. Most of these grant agreements are for state funding and the board will still be made aware and see these agreements. D. Gary Reents made a motion to authorize Kovarik to sign the agreements when received and to provide notice and a copy to the board so that they remain informed and can approve. Randy Pederson seconded the motion. The motion passed with all in favor.
- 2022 Annual Report Publication- Kovarik went through the highlights in the report. Randy Mitteness made a motion to approve the Annual Report publication as presented. Randy Pederson seconded the motion. The motion passed with all in favor.
- 2022 Unaudited Financial Reports-this information was reviewed earlier on the agenda.
- 2022 Workload Analysis was tabled till the April meeting. Kovarik had hoped to have this finished but this report was not yet ready for the boards review.
- Irrigation System update for VRI AgSense working on approvals for bid \$10,629.60 for this upgrade. -D. Gary Reents made a motion to approve the purchase of the upgrade to the Irrigation System and to utilize general funds if needed due to lack of grant funds available. Randy Mitteness seconded the motion. The motion passed with all in favor. The estimated cost is \$7,460.23 for the Ag Sense equipment upgrade to the system.
- Tom Talle made a motion to approve the agreement with the University of Minnesota for the AFREC funding for the Irrigation Nitrogen Study that Dr. Vasudha Sharma does. This agreement will be coming soon and having approval from the board will allow Kovarik to sign the agreement once



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received. Randy Mittenness seconded the motion. The motion passed with all in favor. The agreement will be like the past couple of years. More information will be provided once the agreement is received.

- Kovarik shared information in the packet for the Irrigation Management Program. Erickson had asked Kovarik if changes should be made to the pricing structure for the program. This is why this is being brought to the board for discussion. Erickson shared he has 5 pivots for 2023 with 3 producers. The current pricing has been \$250 for the first field and \$175 for the additional fields. Kovarik shared that the past 3 years that this service has been supported via grant funds through the 2020 Capacity grant. This grant will be exhausted soon. (*Capacity support 2022-\$3,974.84, 2021-\$2,002.63, 2020-\$2,118.92*) Kovarik shared the real cost for the program in 2022 was \$4,949.84. There were only 4 pivots as storm damaged a 5th pivot so that one was not included. Income for the service through the sales program was \$925.00. The board discusses this program each year along with the other sales programs. D. Gary Reents made a motion to charge \$350 for the first pivot and \$250 for the second pivot. The board also set a goal of 10 pivots for 2023. Tom Talle seconded the motion. The motion passed with all in favor. It was discussed that we will revisit the program again later this year.
- Kelly Erickson, Conservation Technician
 - Sales Program Updates
 - 10 tree plans, 5 tree plans being reviewed.
 - He is working on a few grass plans.
 - He has some interest in drill rentals.
 - IWM was already discussed on the agenda. He has two plans in a review.
 - He finished training for his Level I Conservation Planner Status and is now a Level I Conservation Planner. The next steps are to develop plans for review to attain Job Approval Authority for practices.
 - Rosholt
 - He checked on the irrigation system.
 - WCA
 - He is working on a restoration order.
 - He has 1 ag producer mitigation.
- Kimberly DeMorett, Resource and Outreach Technician (see attached written report)
- Nicole Brede, Habitat Resource Specialist (see attached written report)
- Jeff Hellerman, NRCS



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- EQIP is taking most of his time this month. We had 12 contracts and there are some that will be cost shared with the SWCD funding. More will be discussed on NRCS work during the Local Work Group meeting following the SWCD meeting.
- Alexander Fellbaum, FSA CED-no report

9. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail-Randy shared that there will be a meeting held on March 30th at the Eagles Club. He cannot attend.
- Randy Mitteness-Chippewa River Watershed Board & staff update-Randy provided an update to the board about the Pollinators, Pints, and Popcorn event coming up and that they are reviewing sections of the plan.
- D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update- no updates this time the last meeting for the policy committee was in February.

10. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
4-18-23	Pope SWCD Regular Board Meeting	USDA Service Center Building	7:00 a.m.

11. FYI Items-none

12. Public Comment-none

13. Adjourn-Randy Mitteness made a motion to adjourn the meeting at 9:09 a.m. Randy Pederson seconded the motion. The motion passed with all in favor.

14. Local Work Group Meeting after the Pope SWCD Board Meeting adjourns at approximately 9:15 a.m.

Kent Dygoual

4-18-23

Randy Pederson

4-18-23

