



**MEETING Minutes**

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334  
**Supervisory Board Meeting 7:00 am**  
**April 16, 2024**

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

1. The meeting was called to order by the Chair at 7:00 a.m.
- 2.
3. The agenda was approved by general consensus of the board.
4. Consent Agenda (approved by one motion)-*President.*

- o *March 26, 2024 Board Meeting Minutes*
- o *Resolutions-None*

| <u>Number</u> | <u>Description</u> |
|---------------|--------------------|
|               |                    |

- o *Contract/Applications for Approval-*

| <u>Number/Name</u>     | <u>Description</u> | <u>Total Application \$\$</u> |
|------------------------|--------------------|-------------------------------|
| 2024 Soil Health Grant |                    | \$480,000                     |

- o *Appropriations/Payments-None*

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

- 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> |
|----------------------|-------------------|------------------|------------------------|-------------------------|---------------|----------------|
|                      |                   |                  |                        |                         |               |                |

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

5. Commissioner Update-*Paul Gerde-no report*
6. Old Business
  - o Irrigation Clinic update was shared with the board. There were 45 people in attendance at the event held in Douglas County. It might be our turn to host next time. D. Gary Reents attended and talked about a presentation from RDO that was very beneficial.
  - o Educational Programming Updates will be shared later on the agenda under staff reports.
7. New Business
  - o Tree Pickup April 26<sup>th</sup> 9-6-Borash provided an update to the board regarding tree pick up and how we are going to do it this year. There are at least 12 orders that appointments were made for pick up because of the number of potted trees purchased.



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Tree pick up letters went out last week. Trees are coming in this week and early next week.

- Replacement Computer-Kovarik shared information about her computer on the USDA system and the other computer she uses for Quickbooks. Both computers are due to be updated. Kovarik explained that the computer she had purchased to replace her computer on the USDA system was set up for Christopher. She asked for the board to authorize to purchase these computers. The Quickbooks laptop gave an error message last week that it was running out of space. **D. Gary Reents made a motion to authorize the purchase of the two computers. Randy Mitteness seconded the motion. The motion passed with all in favor.**
- 2024 PRAP Update-BWSR staff at our May meeting. Kovarik went through the checklist that was included in the board packet. The board will get a full report next month from the state. She explained that board members and others should be getting surveys from the state and should take time to fill those out.
- Stewardship Week is coming up April 28<sup>th</sup>-May 5<sup>th</sup>. DeMorett is working on a press release and sharing information with the churches.
- 2024 Resolution process has opened. Kovarik asked the board if there were any resolutions that they would like to have staff prepare. There were none at this time brought forward. We will discuss this again in May.
- Elections-Kovarik shared information from the Auditors office regarding Elections. D. Gary Reents and Randy Pederson are up for election this year. It was discussed that the Auditor would like the SWCD board to discuss and approve language to describe the Districts that have a city split by the Township line. Below in italics is the suggested language that the Auditors office would like to use for the advertising purposes. **Randy Pederson made a motion to approve the suggested language describing the Districts and the Nomination District Resolution Form if needed (#04-2024). The motion passed with all in favor. Kovarik will provide an update after she has had a chance to visit with someone from the state.**

- #1 *Townships - New Prairie, White Bear Lake, Minnewaska, and the portion of Glenwood Township west of State Hwy 104; Cities – Cyrus, Starbuck, Long Beach, and the portion of the City of Glenwood west of State Hwy 29/N Franklin St/State Hwy 104.*
- #2 *The portions of Glenwood Township and the City of Glenwood east of State Hwy 29/N Franklin St/State Hwy 104.*
- #3 *Townships - Westport, Grove Lake, Chippewa Falls, Bangor, Rolling Forks, Gilchrist and Lake Johanna; Cities – Westport, Sedan and the portion of Villard located east of 160th Ave/Grove Lake Ave.*
- #4 *Townships - Walden, Blue Mounds, Barsness, Hoff, and Langhei.*
- #5 *Townships - Nora, Ben Wade, Reno and Leven; Cities – Farwell, Lowry, and the portion of Villard located west of 160th Ave/Grove Lake Ave.*

8. **Treasurer Report**- D. Gary Reents made a motion to approve the treasurer report as presented and Randy Mitteness seconded the motion. The motion passed with all in favor. The board mentioned that staff should explore CDs right now that interest rates are good. Kovarik will check into this information and report back to the board.

- Monthly Checking Account Report #11247



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10. Board Member Meeting Reports

- o Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail-no report
- o Randy Mitteness-Chippewa River Watershed Board & staff update-Kovarik shared that the CRWA is having the public hearing on April 19<sup>th</sup> on the plan. The group is working now on implementation information that will be needed.
- o D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update- There wasn't a meeting so there was nothing further to provide an update on.

11. Upcoming Meetings:

| <u>Meeting Date</u> | <u>Meeting Description</u>      | <u>Meeting Location</u>      | <u>Meeting Time</u> |
|---------------------|---------------------------------|------------------------------|---------------------|
| 5-21-2024           | Pope SWCD Regular Board Meeting | USDA Service Center Building | 7:00 a.m.           |

12. FYI Items-none

13. Public Comment-none

14. Adjourn-Randy Mitteness made a motion to adjourn the meeting at 9:10 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.

*Randy Pederson*

5-21-24

*Randy Pederson*

5-21-24



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

### 9. Reports

- Holly Kovarik, Manager
  - Billable tracking for the 1<sup>st</sup> quarter is being worked on right now.
  - Commissioners Meeting Sauk River Collaborative resolutions-Kovarik attended the County board meeting where the Commissioners discussed the three resolutions.
  - Soil Health Grant Update-Kovarik shared that we were awarded the grant. She is working on the items needed for the workplan. **Randy Mitteness made a motion to authorize Kovarik to sign the agreement and Tom Talle seconded the motion. The motion passed with all in favor.**
  - Conservation Cooperative Working Lands Update-Kovarik shared that we were awarded this grant to work on the CRP planning and promotion.
  - Kovarik shared the conflict noted for the Area II meeting. It was suggested that maybe the Vice Chairman will have to chair the meeting instead. The board members all indicated their intention to register for the event. We are hosting it at the Minnewaska House.
  - Tractor Repairs-Randy Mitteness made a motion to approve the invoices from Joe's Truck and Tractor Repair 3010 \$6,767.49 and the Massey \$2,067.83. Tom Talle seconded the motion. The motion passed with all in favor.
  - Kovarik mentioned that BWSR will be holding a staffing meeting here on June 5<sup>th</sup>. We will be touring a few of our project sites in the area. Kovarik will provide more details when we get a little closer.
- Kimberly DeMorett, Resource and Outreach Technician report was included in the board packet.
- Nicole Brede, Habitat Resource Specialist report was included in the board packet.
- Christopher Borash, Conservation Technician report was included in the board packet. He shared additional information on equipment preparations for spring work.
- Mason Stewart, Conservation Technician report was included in the board packet.
- Jeff Hellerman, NRCS-Jeff shared that they have been working on CSP and EQIP projects. He shared that Melissa has been working on CRP plans.
- Alexander Fellbaum, FSA CED-He shared that they have been working on CRP certifications and CRP batching. FSA is also sharing the cost of the new office refrigerator with Pope SWCD. The old one was failing and needed to be replaced.