



**MEETING MINUTES**

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334  
 Supervisory Board Meeting 7:00 am  
 August 20, 2024

Attendance: Randy Pederson, Randy Mitteness, Keith Nygaard, Tom Talle, D. Gary Reents, Holly Kovarik, Chris Borash, Kimberly DeMorett, Nicole Brede, Jeff Hellerman

1. **Call To Order & Pledge of Allegiance**-The meeting was called to order by the Chairman Keith Nygaard at 7:02 a.m. The Pledge of Allegiance was recited.
2. **Consent Agenda (approved by one motion)-President.**
  - o *July 16, 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>
253087	DNR CPL Grant Barsness Park Phase III	\$50,000
P25-0541	Soil Health Delivery Grant	\$80,000

- o *Appropriations/Payments-None*

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	WCTSA	Engineering 2 <sup>nd</sup> quarter	\$10,454.63	various
2.				

- 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 and D. Gary Reents seconded the motion. The motion passed with all in favor.

3. **Commissioner Update**-Paul Gerde-no report
4. **Old Business**
  - o Non-Structural & Structural Cost Share Policy was discussed. D. Gary Reents made a motion to approve the policy and Randy Mitteness seconded the motion. The motion passed with all in favor.
  - o 2024 Outstanding Conservationist Discussion-Randy Pederson made a motion to approve submitting the application once prepared by staff and Tom Talle seconded the motion. The motion passed with all in favor.



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- 2025 Appropriation Meeting Follow up-Kovarik, Nygaard, and Pederson provided an update on the meeting with the commissioners. The meeting went well.

### 5. New Business

- 2025 Budget Discussion set budget committee meeting-Nygaard and Reents suggested picking a meeting date in September in the early morning to meet.
- City of Glenwood Contract for Services DNR CPL Grant Buckthorn Phase III Project- **D. Gary Reents made a motion to approve the contract as presented and Randy Mitteness seconded the motion. The motion passed with all in favor.**
- 75<sup>th</sup> Anniversary Event-The board by consensus discussed having this presentation and open house with cake at the end of our next board meeting. Kovarik will work on setting this up with Jason Weinerman from BWSR.
- Remove trees from front of office-Kovarik shared that the landlord would like to remove the trees from out front of the office. The board had no concerns regarding the removal of these trees. There were previously installed to demonstrate the different varieties we carry in our sales program.

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

### 7. Reports

- Holly Kovarik, Manager
  - The end of quarter reporting is being worked on.
  - Billable Tracking has been completed for all staff.
  - CRWA Updates
    - BWSR Central Region Subcommittee Presentation went well with few questions.
    - TAC discussions were shared with the board. The group has decided on a budget currently and this will be presented to the JPB.
  - AVL Annual Meeting Presentation August 1<sup>st</sup> 2024-Kovarik attended the meeting and provided general information about programs. There were about 30 people in attendance.
  - Projects approve staff to execute contracts- City of Glenwood, Cihlar, Johnsrud, Weller-D. Gary Reents made a motion to approve staff to execute contracts for these projects as the bids and information are available to do so. Randy Pederson seconded the motion. The motion passed with all in favor.
  - CWC Stakeholder Comments WBIF and GRAPs programs were shared with the board. They were submitted to the Clean Water Council.



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- Reported acres of trees planted to NWTF for tree planter.
  - MAWQCP 2<sup>nd</sup> Quarter AR \$539.21
  - DCD AR \$4,000
  - LCCMR Kernza 2<sup>nd</sup> Quarter AR \$5,870.97
  - LCCMR Plot Fee AR \$900
  - North Fork TAC Meeting attended.
  - Community Expo March 29, 2025
  - Audit Scheduled September 11<sup>th</sup> and staff will be working to prepare for the audit.
  - MDA Nitrogen Study 2<sup>nd</sup> quarter AR \$56,165.24
  - MDA IXN Study 2<sup>nd</sup> quarter AR \$11,750
  - MCIT Update was shared with the board noting a few changes to the policy.
  - WCA Updates changes in legislative changes August 1-Kovarik shared in general an example of how this has changed with new legislation that took effect August 1<sup>st</sup>.
- Kimberly DeMorett, Resource and Outreach Technician
    - Nitrate Clinic Follow up-21 samples that were analyzed at the fair.
    - Rosholt Field Day had about 30 people attend the event and the event went well.
    - The Water Fest is set for September 13<sup>th</sup>.
    - She has been working on the Rosholt reports and now working more at Rosholt with Abby going back to school.
  - Nicole Brede, Habitat Resource Specialist
    - She mentioned that they have 96 inspections that need to be done this fall.
    - She is working on CRP plans with approximately 4 left to complete.
    - She is working on her JAA.
    - She shared she is working on John Gregor's CREP paperwork.
  - Christopher Borash, Conservation Technician
    - He attended a training for Irrigation in July.
    - He is working on his level 1 Conservation Planner status with few classes left.
    - He shared updates on tree and grass sales.
    - He has been getting a few shelterbelt calls.
    - He has also been having a few drill rentals. We do have a repair on the one drill now that needs to be done.
    - He assisted on a site visit to Norm Nissens buffer.
    - He has been working on training on practice standards.
    - He assisted with preparations for the Rosholt Field Day.
    - The Irrigation system had to be repaired a knuckle went out on the machine.



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- He has been working on repairs for the 02 and 03 Chevy vehicles.
  - Mason Stewart, Conservation Technician-no report
  - Abigail Meyer, Intern final day was August 15<sup>th</sup>, 2024. No report.
  - Jeff Hellerman, NRCS
    - He shared that NRCS just got two new vehicles.
    - He shared the deadline for applications for EQIP and CSP is September 6<sup>th</sup>.
    - He mentioned that they have been working on CRP status reviews.
  - Alexander Fellbaum, FSA CED-no report
- 8. 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-No report.
  - D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-he shared that there are some workplan revisions that were discussed. The group is going to be moving forward with a consultant to do the regulatory review. He shared information on the CRP incentive payment program available in the Sauk.
  - Gary also reported on his Governance 101 training that he attended. He felt that we are doing a good job based on what he learned.
- 9. Upcoming Meetings:**
- | <u>Meeting Date</u> | <u>Meeting Description</u>      | <u>Meeting Location</u>      | <u>Meeting Time</u> |
|---------------------|---------------------------------|------------------------------|---------------------|
| 9-17-2024           | Pope SWCD Regular Board Meeting | USDA Service Center Building | 7:00 a.m.           |
- 10. FYI Items**
- 2024 MCIT Dividend Notice Workers Comp \$1,035
  - NACD Annual Report 2023 available for review
- 11. Public Comment-none**
- D. Gary Reents made a motion to delegate the authority to the District Manager to execute grant agreements. Randy Mitteness seconded the motion. The motion passed with all in favor. The board discussed that most agreements are now coming electronically. The board will still be made aware of all agreements and contracts, but the District Manager has the authority to sign all agreements to keep the process moving. This has been the policy previously as well, but the board renewed the motion at this meeting based on the training that Reents attended.**
- 12. Adjourn-Randy Mitteness made a motion to adjourn the meeting at 8:49 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.**



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*Kurt Syguel*

*9-17-24*

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*Randy Johnson*

*9-17-24*

