



## MEETING Minutes

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

Attendance: Holly Kovarik, Christopher Borash, Mason Stewart, Kimberly DeMorett, Keith Nygaard, Tom Talle, D. Gary Reents  
Randy Pederson, Randy Mitteness, Jeff Hellerman, Alex Fellbaum

Correction  
Absent

1. The meeting was called to order at 7:02 a.m. by President Nygaard.
2. A motion was made by Randy Mitteness to approve the agenda and Tom Talle seconded the motion. The motion passed with all in favor.
3. Consent Agenda (approved by one motion)
  - o *January 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>
2023 Soil Health Grant	BWSR CWF Soil Health Grant	\$480,000
Pheasants Forever	Conservation Cooperative Working Lands Grant Application Submitted	\$30,000
MASWCD	CRP Sign Up Conservation Plans Certifications and status reviews	\$40,200
MOSH Grant	Soil Health Education grant split equal between Irrigation Clinic and Rosholt Field Day	\$2,000

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>

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



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

### 5. Old Business

- Campbell Project Release from Contract-Randy Mitteness made a motion to approve the release of the Campbells from their Shoreline Project Contract upon receipt of their payment. D. Gary Reents seconded the motion. The motion passed with all in favor.
- MDH Safe Drinking Water Horizon Public Health Grant-Horizon Public Health applicant-Pope, Douglas, Grant, Stevens, Traverse Counties targeted SWCDs partners-Kovarik shared that there is a proposal being worked on and more details will be shared later. D. Gary Reents made a motion to partner with them on the application and Randy Mitteness seconded the motion. The motion passed with all in favor.
- Norm Nissen Buffer Enforcement Update-Kovarik provided a brief update on the status of the enforcement. The court date is coming up soon and they are discussing the fines and may settle. She will provide more details when they are available.

### 6. New Business

- Peterson Co Engagement Letter for 2023 Audit \$5,000-Randy Mitteness made a motion to approve the Peterson Co quote and Letter of Engagement for the audit for 2023. Tom Talle seconded the motion. The motion passed with all in favor.
- Holly Kovarik Conservation Planner Level 1 Approval-D. Gary Reents made a motion to approve the Conservation Planner Level 1 status for Kovarik as presented and Tom Talle seconded the motion. The motion passed with all in favor.
- Legislative Days March 12-13th-Keith Nygaard, Holly Kovarik and D. Gary Reents will participate.
- Area II Meeting Hosted by Benton March 6<sup>th</sup> registration. It was discussed to get registered for this event if interested. There will be no cost due to the sponsorships received.
- IAM Conference February was attended by Stewart and Borash. We had a booth display at that event.
- 2024 Billable Rates-Tom Talle made a motion to approve the 2024 billable rates for staff. Randy Mitteness seconded the motion. The motion passed with all in favor.
  - Manager \$79.10
  - Habitat Specialist \$57.74
  - Conservation Technician \$47.93
  - Resource & Outreach Technician \$52.17
  - Conservation Technician II \$47.10
- Sales Program Report 2023 was provided by Kovarik.
- Authorize Trimble Training-Randy Mitteness made a motion to approve the training and D. Gary Reents seconded the motion. This will be a budget of about \$2,000 for the trimble training. The motion passed with all in favor.



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- Approve submittal of BWSR CWMA grant-D. Gary Reents made a motion to authorize staff to submit the application and Tom Talle seconded the motion. The motion passed with all in favor.
  - Approve submittal of DNR CPL Grant Phase III Buckthorn project-Tom Talle made a motion to approve the submittal of the application and Randy Mitteness seconded the motion. The motion passed with all in favor.
  - BWSR Central Region Tour (May) focus on Lake Minnewaska work. Kovarik shared that we may be a part of this tour and we will let the board know if they do decide to feature projects in Pope.
  - Conservation Tour Discussion-The board and staff discussed a tour this year. There was no decision made and we will discuss this with staff to determine if this could work with our other workload this year.
  - Rosholt Field Day August 15<sup>th</sup>-Kovarik shared that the field day date has been set.
  - Legislative Day Appointments-Kovarik shared that appointments have been set for March 12<sup>th</sup> with Anderson and Westrom. We are still working on an appointment time for Fransen.
  - Irrigation Clinic Set March 28<sup>th</sup> -Kovarik shared that the clinic details are set. She indicated that the board should register if they would like to attend.
  - 2023 Annual Report was shared with the board. D. Gary Reents made a motion to approve the annual report and Randy Mitteness seconded the motion. The motion passed with all in favor.
7. Treasurer Report-December 2023 and January 2024-D. Gary Reents made a motion to approve the December 2023 report as revised and Tom Talle seconded the motion. The motion passed with all in favor. D. Gary Reents made a motion to approve the January 2024 report as presented. Tom Talle 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
    - Grant/Program Reporting-Randy Mitteness made a motion to approve the reports as presented and Tom Talle seconded the motion. The motion passed with all in favor.
      - MDA Nitrogen Study 4<sup>th</sup> Quarter AR \$41,237.77
      - 2023 Local Water Mgmt. Close Out \$7,547.50
      - 2023 State Cost Share Defer Interim Report \$17,833.98
      - 2022 Local Capacity Interim Defer \$40,845.85
      - 2020 City of Glenwood Grant Interim Defer \$18,274.18
      - 2024 Conservation Delivery Interim Defer \$18,592



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- 2023 Wetland Conservation Act Closed \$31,162
- 2023 Lake Emily Phase IV Defer \$21,763.23
- Irrigation RCPP In-kind 4<sup>th</sup> Quarter \$58,459.62
- Becker VRI 4<sup>th</sup> Quarter AR \$2,663.00
- AFREC 4<sup>th</sup> Quarter AR \$5,669.03
- LCCMR Kernza 4<sup>th</sup> Quarter AR \$2,559.56
- MDA Rosholt Nitrogen 4<sup>th</sup> Quarter AR \$4,500
- 2023 Local Capacity Defer \$85,767.42
- 2021 Lake Minnewaska Defer \$47,124.80
- Year End Journal Entries: Deferred Revenue, Due to and Due from Other Government are done.
- W2/1099 Reporting has been completed. We did utilize Peterson company to finish the federal reporting online. This was new all the W2s and 1099s had to be reported online. It took staff a fair amount of time to get approval to do so.
- PERA Annual Exclusion Report has been completed.
- PCPR Donation of 2 rain gauges for their annual banquet.
- Sauk River Habitat and Protection Outdoor Heritage Fund project meeting attended by Kovarik.
- Sauk River CWMP Implementation Team Meeting attended by Kovarik. D. Gary Reents made a motion to approve the reallocation of funds for JD2, the 20% T&A to be able to be used or shifted for other projects that have an overrun, and the supplemental funding proposal for the Sauk River Collaborative group. Randy Mitteness seconded the motion. The motion passed with all in favor.
- Draft Strategic Plan Report Received-Kovarik has not had time to review. She will discuss with the board at a future meeting.
- Kimberly DeMorett, Resource and Outreach Technician
  - She shared updates about the Rosholt Research Farm and planning for spring work.
  - She assisted with completion of quarterly reports for the plots.
  - She has been assisting with the planning of the Irrigation Clinic.
  - She has been preparing for the Poster Contest this year's theme is May the Forest Be With You.
  - She is working on Stewardship Week materials.
  - She has completed annual reporting.
  - She has made updates to the Rosholt and SWCD displays.
  - She has been doing Ag Learn Training.
- Nicole Brede, Habitat Resource Specialist-no report
- Christopher Borash, Conservation Technician



**POPE SOIL & WATER**



BA-Board Action  
I-Information

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