



MEETING Minutes

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

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

1. The meeting was called to order by President Nygaard at 7:01 a.m.
2. Approve the Agenda-Randy Mitteness made a motion to approve the agenda and Randy Pederson seconded the motion. The motion passed with all in favor.
3. Election of Officers-Randy Mitteness made a motion to leave the officers the same. Keith Nygaard-President, Tom Talle-Vice President, D. Gary Reents-Treasurer, and Randy Pederson-Secretary. Tom Talle seconded the motion. The motion passed with all in favor.
4. Standing Committees-D. Gary Reents made a motion to approve the standing committee representation the same as noted for 2023. Randy Mitteness seconded the motion. The motion passed with all in favor.
 - o Watersheds: North Fork 2023 Appointees Randy Pederson, Sauk, 2023 Appointees D. Gary Reents, and Chippewa 2023 Appointees Randy Mitteness)
 - o Glacial Ridge Trail (2023 Appointee Randy Pederson)
 - o Budget (2023 Appointees Keith Nygaard and D. Gary Reents)
 - o Personnel (2023 Appointees Randy Pederson and D. Gary Reents)
5. Approve Annual Items: Official Newspaper, Official Bank-Randy Pederson made a motion to approve the Pope County Tribune as the official paper and Eagle Bank as our official bank. Randy Mitteness seconded the motion. The motion passed with all in favor.
6. Consent Agenda (approved by one motion)-President.
 - o December 19, 2023 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>
61-23-W099	Easement Delivery MJPA	\$9,700
2024-2025 MAWQCP Stearns Agreement	Funding for staff implementation of the program	\$40,800



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o Appropriations/Payments-

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code/Description</u>
1.	MCIT	Insurance	\$11,503.00	general
2.	MASWCD	Dues	\$6,538.40	general
3.	WCTSA	Engineering	\$17,909.07	Various
4.	UofM	Rosholt IXN	\$2,750	Rosholt IXN study
5.	UofM	Rosholt MDA	\$30,000	Rosholt MDA study
6.	NACD	Dues	\$775.00	Dues

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.

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

8. Old Business

- o Gretchen Erickson MAHS student was job shadowing our staff. She was at the office two times over the past month.
- o Conservation Technician I, Conservation Technician II, Resource & Outreach Technician, and Habitat Specialist Job Description revisions-Kovarik shared the updates to job descriptions. D. Gary Reents made a motion to approve the job descriptions as presented and Randy Pederson seconded the motion. The motion passed with all in favor.

9. New Business

- o Mason Stewart hired 1/10/24 started.
- o Legislative Days March 12-13th the board members discussed going down on the 12th. We would not get hotel rooms.
- o Area II Meeting Hosted by Benton March 6th-Randy Mitteness and Randy Pederson have indicated wanting to attend at this time. We will also revisit this at the next meeting.
- o IAM Conference February staff will attend, and we will have a booth. It will be held on February 15th.
- o 2024 Billable Rates-were tabled till the February meeting. They were not ready for discussion at this time.
- o Poster contest-Kovarik explained the conflict we have and timing for the selection of our poster winners. Randy Mitteness made a motion to delegate the selecting of the winners for 2024 to staff due to schools being released on May 24th this year. The Pope SWCD Board meets on the 21st and that would be challenging to



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present the awards. Randy Pederson seconded the motion. The motion passed with all in favor.

- MDH Grant Private Well Testing for the City of Villard-The Board members discussed this grant opportunity and the request from a citizen to apply for the funding for the City of Villard. Currently the request has come forward from a citizen with no indication of support from the City of Villard. Kovarik shared that this area of the watershed is listed as a low priority in the Sauk and Chippewa plans at this time. There are sensitive soil types in this area. Kovarik asked the board for direction where they want staff resources spent with this background information. D. Gary Reents made a motion that due to staff time and resources that the Pope SWCD will not apply for this grant at this time and would like to see the City of Villard coming forward to support a grant application like this. Tom Talle seconded the motion. The motion passed with all in favor.
- Soil Health Grants-Kovarik described the grant opportunities open for soil health funding the Climate Smart Grant and the BWSR CWF grant. D. Gary Reents made a motion to approve applying for the CWF BWSR Soil Health grant as there is a longer-term commitment and to not apply for the Climate Smart grant. Randy Pederson seconded the motion. The motion passed with all in favor.
- DNR CPL Phase III-Tom Talle made a motion to approve assisting with a phase III grant and Randy Pederson seconded the motion. The motion passed with all in favor. Kovarik will work on writing this grant application.

10. Treasurer Report-D. Gary Reents made a motion to approve the report. Kovarik shared that the December report will be brought forth again in February for approval again when all the grants have been reported. Randy Mitteness 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)

11. Reports

- Holly Kovarik, Manager
 - Billable-Kovarik shared that all billable tracking has been finished for the year.
 - 2024 & 2025 LWM/WCA Invoicing Pope Co \$10,303.50 and \$5,000 each year AR
 - Employee Policy Manual Updated
 - Grant/Program Reporting
 - 2025 Wetland Conservation Act Interim Report (\$5,000 Pope SWCD)
 - 2024 Wetland Conservation Act Interim Report (\$5,000 Pope SWCD)
 - 2024 Local Water Management Interim Report (\$10,303.50 Pope SWCD)
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- 2022 DNR Conservation Partner Legacy Grant \$50,000 AR CLOSED OUT
- 2023 DNR Conservation Partner Legacy Grant Interim
- Pope-Stevens Water Fest Defer \$1,348.63
- Irrigation Clinic Defer \$3,346.49
- MDA Nitrogen Study 4th Quarter AR \$41,237.77
- MDA IXN 4TH Quarter AR \$4,500
- LCCMR Kernza 4th Quarter AR \$2,559.56
- Becker VRI 4th Quarter AR \$91.10
- AFREC Rosholt 4th Quarter AR \$6,028.01
- AFREC Becker 4th Quarter AR \$2,461.39
- 2022 Buffer Law Defer \$8,931.30
- 2023 Buffer Law Defer \$21,500.00
- 2024 Buffer Law Defer \$20,000
- 2020 Local Capacity Defer \$44,643.73
- 2023 Lake Emily Defer \$21,763.23
- 2024 Conservation Delivery \$9,304.98 Defer
- CRWA One Watershed One Plan 4th quarter AR \$3,261.06
- 2025 Conservation Delivery \$18,592 Defer
- 2024 Conservation Contracts Defer \$22,716
- 2025 Conservation Contracts Defer \$22,716
- MAWQCP AR 4th Quarter \$1,286.34
- **Randy Mitteness made a motion to approve the grant reports and discussed and Randy Pederson seconded the motion. The motion passed with all in favor.**
 - City of Glenwood Invoiced \$2,666 AR Buckthorn Project
 - MN Habitat Management Payment \$52,166.00 Phase I Barsness Park Buckthorn Project
 - 2023 Wetland Conservation Act Closing Out-waiting on annual report form updates from the state expenditures fully reported.
 - **D. Gary Reents made a motion to approve the last three grant reports above and Randy Mitteness seconded the motion. The motion passed with all in favor.**
- Kimberly DeMorett, Resource and Outreach Technician
 - Rosholt Supply Order completed.
 - Assisted with the tree open house event.
 - Completed billable tracking and review paperwork.
 - Updated brochures for nitrate clinic kit.
 - Assisted with Irrigation Clinic preparations.



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- Finished observation well monitoring and precipitation reporting.
- Rosholt grant reporting at year end.

- Nicole Brede, Habitat Resource Specialist
 - Kovarik shared the written report for Brede. She has been working on RIM/CREP project updates. She has one CREP that is approved. She has signed up for pesticide applicator training. She has been working on buffer compliance. She also worked on her year end review, and goal setting.

- Christopher Borash, Conservation Technician
 - He has been working through the MNC3 training courses. He has been working on design of shelterbelts. He will begin training with Grant Pearson on MAWQCP. He has registered for the IAM Conference and will attend and work in the booth with Mason. He has been checking on the shed at Rosholt. He has been working on tree sales and there has been a steady flow of landowners.

- Mason Stewart, Conservation Technician
 - Mason started on 1/10/24. He has been working on training his first several days working.

- Jeff Hellerman, NRCS-He shared that they are working on projects for EQIP and they have a deadline this week. There is a potential government shut down this week as well.

- Alexander Fellbaum, FSA CED-CRP opened last Friday, and the deadline is July 31st. He shared other program updates and deadlines including ARC/PLC which has a March 15th deadline. Their office is funded through Friday. A government shutdown is possible of an agreement is not reached.

12. 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-The Chippewa Watershed Plan is out for public comment till February 27th.
- D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-no report.

13. Upcoming Meetings:

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
2-20-24	Pope SWCD Regular Board Meeting	USDA Service Center Building	7:00 a.m.



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14. FYI Items-Kovarik shared that she had just received notification from BWSR that the Mike Moe appeal was denied.
 15. Public Comment-none
 16. Adjourn-Randy Mitteness made a motion to adjourn the meeting at 8:53 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.

Kendryggal

2-20-24

Randall Pederson

2-20-24