



MEETING Minutes

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334

Supervisory Board Meeting 7:00 am

September 17, 2024

Attendance: Holly Kovarik, Kimberly DeMorett, Nicole Brede, Keith Nygaard, Tom Talle, D. Gary Reents, Randy Pederson, Randy Mitteness, Jason Weinerman, Jeff Hellermann, Paul Gerde, Alex Fellbaum, Tim Douglass, Representative Paul Anderson, Senator Torrey Westrom, David Iverson, and Dave Thompson

1. Call To Order & Pledge of Allegiance-The meeting was called to order by President Nygaard at 7:00 a.m. The Pledge of Allegiance was recited.

Kim DeMorett gave her report to the board at this time on the agenda. She has been working out at the farm more this month with Abbie going back to school. She has been sending in the precipitation monitoring information to the university. She has been working with landowners on well sealing contracts. She has been planning the water fest this year.

2. Consent Agenda (approved by one motion)-President.

- o *August 20, 2024- Board Meeting Minutes*

- o *Resolutions-None*

<u>Number</u>	<u>Description</u>
06-2024	Sauk River Collaborative CRP Workplan FY2025
07-2024	Sauk River Collaborative CRP Workplan FY2024
08-2024	2024 SWCD Aid Resolution

- o *Contract/Applications for Approval-*

<u>Number/Name</u>	<u>Description</u>	<u>Total Application \$\$</u>

- o *Appropriations/Payments-None*

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

A motion was made by D. Gary Reents to approve the consent agenda items as presented. Randy Pederson seconded the motion. The motion passed with all in favor.

3. Commissioner Update-Paul Gerde

4. Old Business

- o 2024 Outstanding Conservationist Submitted-Richard and Victoria and Paul and Josie Syverson -Kovarik shared that the application has been submitted by the deadline.
- o 2022 Local Capacity Grant Closed Out-Kovarik shared that she is working on close out of this grant. She will provide more details once BWSR has had an opportunity to respond.
- o Strategic Plan Review-Jason Weinerman BWSR-Jason provided an overview of the strategic plan as it is currently drafted. The group agreed to have the next month to

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review and read the plan and bring any suggested edits to the October board meeting. The intent would be to have this plan approved then at the November meeting.

- Pope & Stevens County Water Fest September 13th-The Pope and Stevens SWCDs hosted the water fest event with over 300 6th grade students participating from 7 different school districts.

5. New Business

- 75th Anniversary Event to be held at end of SWCD Board meeting guests invited- Kovarik shared that legislators, Commissioners, the newspaper, the City, and others had been invited to the 75th Anniversary event. A cake was ordered, and an informal open house will be held for the rest of the day.
- Area II Meeting October 3rd Ortonville-registrations-The group discussed the Area II meeting and who would attend. Kovarik will work on getting the registrations submitted.
- Pope and Stevens County Conservation Day September 26-Kovarik shared that staff are working on preparing for the next educational event. This is for 5th grade students held at SWELL.
- MASWCD Convention Registration December 2-4th-The group discussed the convention and who would attend. Kovarik will work on the registrations for board and staff.
- 2023 Audit Updates-Kovarik shared that the audit is in process and the accountants were here on the September 11th. Once the draft audit are prepared it will be shared with the board members.
- Fixed Asset Schedule set threshold at \$5,000-D. Gary Reents made a motion to approve setting the threshold at \$5,000. Randy Mitteness seconded the motion. **The motion passed with all in favor.**
- Approve computer replacements-2 computers on USDA system needing to be updated currently (life expectancy of computer per schedule is 5 years) -Kovarik shared that it was time to replace two computers. Mitteness asked if we had budgeted for this. Kovarik shared that we had but would check and report that back to the members. **Randy Mitteness made a motion to approve the replacements per our equipment schedule and Randy Pederson seconded the motion. The motion passed with all in favor.**
- Vehicle replacement discussion for budget-The group discussed if we should replace one of the trucks this year and put that in the budget for discussion. It was agreed at this point to include this in the draft budget for consideration.
- Discussion about 2023 year-end and set aside of funding for vehicle replacements-The group discussed that if we have a favorable year end that we would put more into the vehicle replacement fund.
- The group discussed and by general consensus approved staff attendance and expenditures for BWSR Academy.

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6. Treasurer Report-D. Gary Reents made a motion to approve the treasurer report and 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)
7. Reports
 - Holly Kovarik, Manager
 - 2023 State Cost Share Extension 12/31/2025
 - CRWA Updates
 - Plan Approved
 - Resolutions Submitted by all partners
 - Workplan/Budget-There are a couple of refinements that will be discussed by the board.
 - Review of Agreements by attorney-The CRWA needs to have an independent review of the agreements. A quote has been received from Rinke Noonan. The CRWA JPB will be discussing and potentially approving this expenditure at the next meeting.
 - Cost share policy-The group is still discussing cost share policy.
 - Moe WCA Update-Kovarik shared that they had met with Mr. Moe and this violation will now be an acceptable exemption under the new law changes that happened on August 1st.
 - Grant Reporting updates-Glenwood United Parish well sealing payment voucher has been received. Randy Mitteness made a motion to make the payment per the agreement of \$50.00. Randy Pederson seconded the motion. The motion passed with all in favor. This project is being paid out of FY 24 Local Water Management funds. Randy Mitteness made a motion to encumber funds to Robert Majerus for a well sealing 75% not to exceed \$750 per well. D. Gary Reents seconded the motion. The motion passed with all in favor. Randy Mitteness made a motion to approve a well sealing for Schaffer Family not to exceed 75% or \$750 per well. Randy Pederson seconded the motion. The motion passed with all in favor. It was also agreed that Kovarik could sign the agreements if needed.
 - ArcGIS Pro Training 2 days in Fergus Falls-Kovarik attended this training in Fergus Falls.
 - Open Meeting Law Updates-Kovarik shared that during closed sessions we will need to record those portions of the meeting and have a secure way to save those files. She will do more checking into how we proceed to meet this requirement.
 - Kimberly DeMorett, Resource and Outreach Technician -see report earlier on the agenda
 - Nitrate Clinic Follow up
 - Approve Robert Majerus Well Sealing

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- Approve Swartz Well Sealing

- Nicole Brede, Habitat Resource Specialist-She shared that she has been working on a few RIM easements, finishing the CREP project for Gregory, and preparing for inspections of about 100 sites. She shared that Sauk River notified her that we have a buffer violation, and she has been working on training.
- Christopher Borash, Conservation Technician-He shared he has been working on training, he has had several drill rentals. He has been working on a few tree plans. He has been working on a couple of Minnesota Ag Water Quality Assessments and Irrigation Water Management on two pivots this season. He has been assisting at Rosholt as needed.
- Mason Stewart, Conservation Technician-He has been working on sampling at Rosholt, training, and educational events like the water fest this past month.
- Jeff Hellerman, NRCS-He shared that there are 51 EQIP applications and the deadline was September 6th, 2024. He mentioned the soil health assessment training in Starbuck on October 4th at the Wulf Farm. They are preparing for year end. They are working on certification of payments right now mainly EQIP.
- Alexander Fellbaum, FSA CED-He shared they have been working CRP and that the fiscal year end is coming shortly.

8. Board Member Meeting Reports

- Randy Pederson-North Fork Watershed IWIP meetings & staff update, Glacial Lakes Trail-He mentioned that they did not have a meeting this past month. The Glacial Lakes Trail will be meeting next month.
- Randy Mitteness-Chippewa River Watershed Board & staff update-He shared that they have a meeting coming up on Friday and that the rest of the details were reported earlier on the agenda.
- D. Gary Reents-Sauk River Watershed IWIP Committee meetings & staff update-He shared that there was nothing to report this month.

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



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12. Adjourn-A motion was made to adjourn the meeting at 9:04 a.m. and Randy Pederson seconded the motion. The motion passed with all in favor.
13. Open House Celebration 75th Anniversary Pope SWCD
