POPE SOIL & WATER CONSERVATION DISTRICT

BA-Board Action
I-Information

MEETING MINUTES

Meeting will be held USDA Service Center at 1680 Franklin Street North, Glenwood, MN 56334
Supervisory Board Meeting 7:00 am**Note change to summer hours**
May 19, 2026

Attendance: Keith Nygaard, Tom Talle, Randy Pederson, Randy Mitteness, Tom Talle, Jeff Hellermann, Holly Kovarik, Katie Disrud, Nicole Brede, Mason Stewart, Wesley Siira, Kimberly DeMorett

1. Call To Order & Pledge of Allegiance-*President Keith Nygaard*-The meeting was called to order at 7:00 a.m. by President Nygaard. The Pledge of Allegiance was recited.
2. Introductions of New Staff were made. Two seasonal staff have been hired for work at Rosholt (Andrew Schmitt and Allie Lemke) and our fulltime vacancy was filled for a Conservation Technician (Wesley Siira).

3. Approve Agenda-A motion was made by Randy Mitteness to approve the agenda with the additions added by Kovarik and Randy Pederson seconded the motion. The motion passed with all in favor.

4. Consent Agenda (approved by one motion)-*President.*
   - *April 21, 2026 Meeting Minutes*
   - *Resolutions-None*

Number	*Description*
02-2026	Guidelines on Use of SWCD Aid Payments

   - *Contract/Applications for Approval-None*

Number/Name	*Description*	*Total Application $$*

   - *Appropriations/Payments-None*

	Payee	Description of Payment	Amount	Payment Code/Description
1.				
2.				
3.				

   - *Grant Payment/Project Approvals-*

Contract Code	Grant Name	Landowner	Type of Project	Project Location	Amount	Payment
61-1-6	Soil Health Practices (RCPP)	----	329 No Till	------	64.1 acres $2,243.50	

   - *Grant Program Reports*

Grant Name	Report Type	Payable or Receivable	Amount
MDA ITC	1st Qtr	AR	$4,500
MDA Nitrogen Study	1st Qtr	AR	$36,053.64

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CRWA FY 24 WBIF	1st Qtr	AR	$31,657.96

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

5. Commissioner Update-*Paul Gerde- no report*
6. Old Business
   - Tree Planter Discussion-**Randy Mitteness made a motion to approve purchase of a new tree planter and to sell the old tree planter and gave staff authority to complete this work. Randy Pederson seconded the motion. The motion passed with all in favor. Kovarik shared that the funding that will be used will be the Conservation Contracts grant.**
   - Annual Report will be provided for review and approval at the June meeting.
   - Resolutions were discussed from the Managers meeting held.
   - Computer updates were mentioned with the board. Kovarik is exploring how we will be able to sanitize Christopher's computer and then have it reformatted by our local IT for use by the seasonal staff.
   - Local Work Group Meeting moved to June 23rd-Kovarik reviewed that this meeting will be moved to the same meeting date as the next board meeting.
   - Safety Policies were discussed and reviewed- **Randy Mitteness made a motion to approve the policy as distributed by Kovarik and Randy Pederson seconded the motion. The motion passed with all in favor.**

7. New Business
   - Lawn and Driveway are going out of business. Vicky Dosdall is retiring. We did stock up on staples at a discounted price because they are going out of business.
   - Pope SWCD Annual Report to Commissioners 7-14-26
   - Pope SWCD Budget Meeting Commissioners 8-11-26
   - Spring/Summer Potluck was set for June 18th
   - Flatbed Trailer Discussion-Kovarik shared that the one flatbed trailer has not been in use and needs repairs. The group discussed selling as is. **Randy Mitteness made a motion to have staff work on selling the flatbed trailer and Randy Pederson seconded the motion. The motion passed with all in favor.**
   - June Board Meeting was adjusted to June 23rd at 7:00 a.m.
   - County Fair Advertising/Booth-**Randy Pederson made a motion to approve the booth expense/advertising for the fair of $300. Randy Mitteness seconded the motion. The motion passed with all in favor.**
   - Area II meeting registration June 17, 2026, Douglas SWCD hosting-Kovarik discussed the next Area II meeting and Keith, Randy P, Randy M, all indicated they would like to be registered for the event.
   - CD Renewal-**Randy Mitteness made a motion to renew the CD at the 4% interest rate for another 6 months. Randy Pederson seconded the motion. The motion passed with all in favor.**

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8. *Treasurer Report*-March-**Randy Mitteness made a motion to table the treasurer report for the treasurer to be present to review. D. Gary Reents was unable to make the meeting as he was not feeling well. Randy Pederson seconded the motion. The motion passed with all in favor.**
    - Eagle Bank Monthly Checking Account Report
    - Eagle Bank Monthly Savings Account Report
    - Eagle Bank CD
    - Glenwood State Bank Monthly Savings Account Report
    - Treasurer Report (3-year comparison)
9. **Reports**
    - Holly Kovarik, Manager
        - NACD Conservation Delivery Survey information was shared with the board.
        - Billable Tracking is being worked on for the 1st quarter
        - 1099 Reporting threshold has changed to a $2,000.
        - Sauk River Watershed Fiscal Agent Changes are in progress. The new fiscal agent will be Stearns Conservation District.
        - Shirt with Logo for New Fulltime Staff-**Randy Mitteness made a motion to set a budget for staff of $100 for new work attire. Randy Pederson seconded the motion. The motion passed with all in favor.**
        - Election Information was shared with the board. The filing period opens today through June 2nd.
        - Haats Update was shared with the board. The project has been completed.
        - CRWA Audit is being worked on right now.
        - Pope SWCD Audit is being worked on right now.
        - Sales Program Updates were shared with the board. We do not have many trees remaining. The drills have been moving, and we are beginning to work on grass seeding sites.
        - Rosholt Updates were shared with the board.
        - Buckthorn Phase IV Project invoice has been received. **Randy Pederson made a motion to authorize Kovarik to process the payment to MN Habitat Management per agreement and to work on the final reporting for the grant. Randy Mitteness seconded the motion. The motion passed with all in favor.**
        - Construction Project Contracts: Knoblauch, Davidson/Lagred-**Randy Mitteness made a motion to approve the Davidson/Lagred project payment not to exceed what has been encumbered and authorized staff to complete the work. Randy Pederson seconded the motion. The motion passed with all in favor. Randy Mitteness made a motion to approve the Knoblauch project payment not to exceed what is in the contract and authorize staff to complete the paperwork. Randy Pederson seconded the motion. The motion passed with all in favor.**

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- Watershed Meetings: CRWA SRW, NFCRW-Kovarik shared updates from the watershed meetings attended.
  - CRWA-FY26 WBIF Grant Agreement Approved & 1st received

- Kimberly DeMorett, Resource and Outreach Technician (see attached report)
  - Poster Contest Results-were moved to the end of the agenda.
  - Reno Lake Monitor-Kimberly explained what she will be doing as the Reno Lake Monitor this season.
  - She shared our written report on activities completed this month.
- Nicole Brede, Habitat Resource Specialist (see attached report)
  - Managing Invasives for a Resilient Landscape Grant Application-**Randy Mitteness made a motion to approve the submission of a grant application and Randy Pederson seconded the motion. The motion passed with all in favor.**
- Mason Stewart, Conservation Technician
  - RCPP Soil Health Applications/Contracts-**Randy Pederson made a motion to approve the contracts and payments as discussed and noted in minutes below and authorized staff to make payments. Randy Mitteness seconded the motion. The motion passed with all in favor.**
  - Lea No Till Certified
  - Moe No Till Certified
  - Carlson No Till Certified
- Katie Disrud, Watershed Planner & Outreach Coordinator (see attached report) **Randy Mitteness made a motion to approve the non-accredited option for the clinic as described by staff. Randy Pederson seconded the motion. The motion passed with all in favor.** She provided an update on her work over the past month.
- Wesley Siira, Conservation Technician -He provided a quick introduction of himself and shared what he has been working on.
- Jeff Hellerman, NRCS-He shared updates on federal programs and mentioned that Cole Montgomery will be acting as Team Lead and Cory Walker will be working in another role for 120 days.
- Shannon Groetsch, FSA CED was unable to attend the meeting. Marybeth Walker provided a quick update on programs with FSA.

10. Board Member Meeting Reports
    - Randy Pederson-North Fork Watershed 1WIP meetings & staff update, Glacial Lakes Trail -no report
    - Randy Mitteness-Chippewa River Watershed Board & staff update-report provided by Katie earlier on the agenda.
    - D. Gary Reents-Sauk River Watershed 1WIP Committee meetings & staff update-no report
11. Upcoming Meetings:

Meeting Date	Meeting Description	Meeting Location	Meeting Time

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5-19-26	Pope SWCD Board Meeting	USDA Service Center Building	7:00 a.m.****
6-23-26	Pope SWCD Board Meeting	USDA Service Center Building	7:00 a.m. ****
6-17-26	Area II Meeting	Douglas County hosting	

12. FYI Items-Legislative update
13. Public Comment-none
14. Poster Contest Judging-Randy Mitteness made a motion to select the following winners in the poster contest and to send the overall winner to Long Lake Conservation Camp. Randy Pederson seconded the motion. The motion passed with all in favor.
    - Results Minnewaska 1st Henley Walsh, 2nd Trinity Mahoney, 3rd Cecilia Fleury
    - BBE 1st Alayni Worms, 2nd Monica Brower, 3rd Emma Radermacher
    - Glacial Hills 1st Emily Anderson, 2nd Kinley Lund, 3rd Jemma Schuster
    - Overall 1st Henley Walsh, 2nd Trinity Mahoney, 3rd Alayni Worms
15. Adjourn-Keith Nygaard adjourned the meeting at 9:17 a.m.

Keith Nygaard 6-23-26

Randy Pederson 6-23-26