

**POPE SOIL & WATER CONSERVATION DISTRICT
MEETING MINUTES
Supervisory Board Meeting 7:00 am December 21, 2010**

**Meeting site: USDA Service Center,
1680 N. Franklin Avenue
Glenwood, MN 56334**

Supervisors: Mark Halls, Keith Nygaard, Gary Reents, Randy Anderson, Ralph Peterson
SWCD Staff: Kelly Erickson, Matt Fischer, Luan Johnsrud
Guests: Paul Gerde, Pope County Commissioner, Tom Talle

Meeting Agenda:

1. Meeting called to order by Chairman, Keith Nygaard at 7:15 a.m...
2. Motion by Ralph Peterson, second by D. Gary Reents to approve current agenda with the following addition; close the meeting for Board of Supervisors only toward the end of the meeting. Carried.

Mark Halls entered at 7:20 a.m.

3. Motion by Ralph Peterson second by D. Gary Reents, to approve November 16, 2010 meeting minutes as sent. Carried.

4. Old Business

- o MASWCD Annual Convention December 5-7th Attendee Reports. Ralph Peterson, D. Gary Reents, Randy Anderson, Kelly Erickson and Luan Johnsrud attended the convention. Ralph Peterson is the Area II representative on the MASWCD Board. The Board met after the convention-there is 3 new MASWCD Board members for 2011. A MASWCD Board retreat has been scheduled for January 10 & 11, 2011. Some SWCD staff and supervisors will be attending the NACD annual meeting January 30-February 2, 2011, Nashville. 2011 is MASWCD's 75th Anniversary. Ralph indicated that the Area II meeting will be March 3rd and that the speaker would give a presentation on filtering.
- o Pope SWCD staff and supervisors will not attend the NACD annual meeting in Nashville this year.
- o Review Annual Work Plan-goals accomplished, what do we need for 2011
Luan passed out the Draft 2011 Annual Work Plan for review. Supervisors were advised to review the plan and bring suggestions to the January 2011 Board meeting. Clarification: Melissa Behrens, NRCS, has completed nutrient management specialist training; Matt Fischer, Pope SWCD, completed Conservation Planning training.

5. Reports-

- o Paul Gerde, County Commissioner
Paul attended the Pope 8 Lake TMDL meeting December 14, 2010. As a result of this meeting, Paul requested that the County pay for a meeting with Kurt Deter to discuss options for JD 2. The County Commissioners approved paying for this meeting and instructed Donna Quandt to arrange for this meeting.
The Truth in Taxation meeting was held December 14th. The levy for 2011 will be 4.99%. Appropriations were presented; Pope SWCD will remain the same under this budget presentation, however the final budget will not be approved until the December 28th Commissioners' meeting.
Attended the Rural County Caucus meeting; there are big changes coming especially in Ag and Rural Development. Access to Broad Band is a big topic. How do we stabilize land prices?

Public safety-There is discussion to consolidate dispatchers.

Rainbow Rider has received all 7 new busses. The busses were funded 100% by federal stimulus money. They are working well.

- o Kelly Erickson, Technician

Attended the MASWCD State Convention.

Attended a meeting with project partners for Rosholt Farm December 15th. The group discussed the 2011 work plan. Next meeting scheduled for February 22nd.

Continuing to work on grass and tree plans for 2011.

Had a tank heater installed on the 3020 so that it could be used during installation of the lysimeters at Rosholt Farm in November.

Reviewed five WCA issues.

- o Matt Fischer, SWCD Wildlife Technician

Staked a new RIM/WRP buffer project with Kelly on December 18th.

Working with Andy Rice Stevens SWCD, on CRP wetland contract located in Stevens County. One of the landowners administers all of his property in Pope County.

Participated in WCA TEP meeting with Kelly.

Completed title work on 2 RIM easements so that they can be processed. Invoice submitted to BWSR to reimburse Pope SWCD for the cost incurred.

Completed 25 CRP Conservation Plans-we had been approved for 24. Motion by Ralph Peterson, second by D. Gary Reents to sign and submit the request for payment for this activity to MASWCD for payment. Carried.

Matt completed Conservation Planning training December 1, 2010. He needs Board approval to sign the contracts on behalf for SWCD. Motion by D. Gary Reents, second by Mark Halls to authorize Matt to sign CRP contracts on behalf of Pope SWCD. Carried.

Matt requested using sick leave instead of vacation time to attend his fiance's father's funeral. Motion by D. Gary Reents, second by Ralph Peterson that Matt use sick leave for funeral leave. Carried.

Pope SWCD received notice to renew Kelly's commercial applicator's license. Luan was directed to check on the status of Matt's license and renew if needed.

Randy Anderson entered at 7:50 am

6. Financial Report-Current Bills. November-December, 2010

Randy attended the Anti-Fraud presentation at the MASWCD Convention. We are doing several things correct; keeping voided checks, checking all payroll amounts. Another suggestion was that we invoice everything. He will make additional recommendations at the January 2010 Board meeting. . Randy will make an appointment with Luan in January to help close out the books and make ready for the yearend audit.

Motion by Randy Anderson, second by D. Gary Reents to accept the Treasurer's Reports as presented. Carried

Reports-continued

- o Luan Johnsrud, Office Manager

Attended MASWCD State convention sessions.

Participated in an MCIT webinar explaining injured employee return to work plans.

Continued to input information on eLink for CWL program. Completed eLink report for Cooperative Weed Management Area. This program was completed August 31m 2010.

Coordinated and attended the 8 Lake TMDL Implementation Planning Committee meeting. Per Tim James, MPCA, we can continue to submit invoices for payment, however we have reached the 90% payment mark and will not receive any more money until the project is completed.

Completed AgLearn security training in December; submitted completion certificate to NRCS in Fergus Falls.

Reviewed and updated the report for 2010 Goals and Objectives and List of Activities that were to be accomplished by year end so it's ready for Staff and Supervisor review. Updated the 2011 Goals and Objectives and List of Activities reports for BWSR. Both reports/plans are due at BWSR by March 15th.

Attended Truth in Taxation meeting; allocation listed same as 2010, \$69,000.00.

Clean Water Legacy; extension was approved at the May 18, 2010. Signed the document and return it to BWSR. Requested another extension from BWSR for encumbered projects not completed due to weather conditions.

Completed one Conservation Corps apprenticeship proposal to assist with the PSCWMA and WRP programs; considering applying for another apprentice to share with NRCS and FSA. Ralph Peterson encouraged Luan to apply for another apprenticeship position. Pope SWCD will be notified in January if we will be allowed to host an apprentice and work with the Conservation Corps to finalize a work plan for the individual.

- Craig Bower, NRCS

CSP signup continues through January 7th. Twenty landowners are on the list.

Currently paying out 2010 CSP contracts.

Craig, Matt and Luan participated in a CRP Contribution Agreement teleconference with St. Paul NRCS and MASWCD staff.

Attended the Pope County 8 Lake TMDL Implementation Planning committee meeting December 14th.

Completed 5% file status reviews.

- Ralph Peterson, WesMin RC&D/Glacial Trail

Glacial Ridge Trail is working with the museum to gather information for Trail signage.

Ralph passed around an example for one of the signs. New Glacial Trail brochures have been ordered and are coming soon.

Wes Min has installed a dry hydrant in Gilcrest Township. Bremer Bank is interested in the dry hydrant project; however they are not sure if they will be able to be a partner.

There is still money available for projects in the Tastefully Simple Grant program. We are encouraged to apply for additional programs.

Lead Lions will host a grazing tour again in 2011.

WesMin will have a winter meeting at the Kelly Inn, St. Cloud. A Board Leadership Academy training will be part of this meeting.

WesMin annual meeting is scheduled for February 16th. Pope SWCD will be the host for the annual meeting in 2012.

- Closed meeting for board members at 9:45am.

- Reconvene meeting with staff at 10:00 am.

7. New Business

- Motion by Ralph Peterson, second by Randy Anderson to pay the \$400.00 2011 annual dues to WesMin RC&D 2011. Carried.

- Motion by Randy Anderson, second by D. Gary Reents to appoint Ralph Peterson as the Pope SWCD representative to WesMin RC&D Board of Directors. Carried.

- Luan sent out 8 letters requested proposals for the 2010 Audit and year-end financial statement preparation. Mr. James Maiser, CPA, was the only proposal returned.

- Motion by Randy Anderson, second by Mark Halls to signed the BWSR Natural Resource Block Grant Program Allocation & Contribution Plan. Carried.

- Ralph Peterson and D. Gary Reents scheduled staff evaluations for January 6, 2011 beginning at 1:00pm. in the event of inclement weather, January 7th is set as the alternative date.

- Day at the Legislature February 28th & March 1st-Luan was directed to take care of arrangements.
- The Board thanked Mark Halls for his years of service and presented him with a plaque. Luan will take care of publicity.
- Motion by Randy Anderson, second by Mark Halls to sign an extension for the Native Buffer cost share grant that expires December 31, 2010. Carried. Luan is follow up with BWSR to request the extension.
- Reviewed list of CWL projects with encumbered funds that were not completed by December 31, 2010. Luan and Matt have submitted a list of projects to BWSR and requested an extension. Presented CWL contract to the Board: CWL-08+116, CWL08+137, CWL08+138, CWL08+139, CWL08+140, CWL08+141, CWL08+143, CWL08+144, and CWL08+145. Motion by D. Gary Reents, second by Randy Anderson to pay 9 CWL invoices as presented and encumber the CWL funds for the projects not completed by December 31, 2010. Carried

8. Motion by Ralph Peterson, second by D. Gary Reents to adjourn at 10:00 a.m. Carried