

**POPE SOIL & WATER CONSERVATION DISTRICT  
MEETING MINUTES  
Supervisory Board Meeting 7:00 am January 18, 2011**

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

**Supervisors:** Keith Nygaard, Gary Reents, Ralph Peterson, Tom Talle **Absent:** Randy Anderson

**SWCD Staff:** Kelly Erickson, Matt Fischer, Luan Johnsrud

**Guests:** None

**Meeting Agenda:**

1. Keith Nygaard, Chair, called the meeting to order at 7:12a.m.
2. Motion by Ralph Peterson, second by Tom Talle to approve the agenda as revised. Carried
3. Motion by Ralph Peterson, second by D. Gary Reents to approve December 21, 2010 meeting minutes as sent. Carried.
4. Old Business
  - Review 2010 Annual Work Plan goals accomplished as presented. Staff will complete program information and submit to BWSR for review. Motion by D. Gary Reents second by Ralph Peterson to submit 2010 Annual Work Plan as corrected. Carried.
  - Review 2011 Work Plan for additions/corrections. Discussed Item #7, conservation tillage. Add lakescaping to item #7 for 2011. Expand Conservation Tillage as suggested and consider having a field day highlighting strip till practice. Consider promoting alternatives to commercial fertilizer- such as distiller's grain (7% nitrogen), corn gluten meal or soybean meal (9%nitrogen). Suggested adding pictures to the plan when items are completed. Motion by Ralph Peterson, second by Tom Talle to submit the 2011 Work Plan to BWSR as revised. Carried. If we are to add pictures to the report, we will need a camera. We have been using the NRCS camera, but that is getting old and not always dependable. The Board advised staff to contact Dean Schmidt at WesMin RC& D to suggestions and present options at the February meeting. Luan is to contact commercial lawn care providers to attend a meeting with the Pope SWCD Board of Supervisors to discuss commercial lawn care, especially along water.
  - Luan made appointments with Representative Paul Anderson and Senator Joe Gimse for Day at the Legislature is February 28 and March 1. Keith, Kelly, Matt, Ralph and Luan will attend the Legislative Briefing Monday evening and meetings with the Legislators.
5. Reports-
  - Kelly Erickson, Technician  
Attended the Pope County COW meeting December 28<sup>th</sup>. Pope SWCD will receive a \$69,000.00 allocation for 2011. Attended the COW meeting January 11th with Matt and Luan to listen to discussion on the Chippewa River and CD2 diversion project. Sent one letter to a landowner regarding a potential WCA violation. Completed and submitted 2010 water usage report for Rosholt Farm. Met with the WCA TEP committee to discuss potential development project. Staff from the Army Corps of Engineers also attended this meeting. Met with Personnel Committee January 6th. Tree sales continue; higher grass sales expected.

Discussed drill and equipment maintenance/budget with the Board. The 2011 budget includes separate line items for vehicle and equipment maintenance. Motion by Ralph Peterson, second by D. Gary Reents to purchase tires for the 2002 truck. Estimated cost \$432.00. Motion Carried. Also check on the cost of a hitch and brake kit for the 2002. Discussed removing the topper-its wearing out.

- Matt Fischer, SWCD Farm Bill Technician  
General CRP plans were completed by the end of the year.  
Completed WEPS (wind erosion prediction system) training with NRCS staff .  
Assisted with yearend WCA report.  
Completed eLink reports for projects completed to date for CWL program. CWL work group will not meet until March 2011. An extension for the existing projects not completed in the fall of 2010 has been requested. Presented CWL08+142 and CWL08+122, inspection of unpermitted manure storage basins, for approval. Motion by D. Gary Reents, second by Tom Talle to pay the cost share for these two projects. Motion Carried.  
Attended the TMDL Implementation Planning committee meeting January 11<sup>th</sup>.  
Matt will make arrangements to meet with two landowners for to review their plan for a RIM/WRP project.  
Met with the Personnel Committee January 6<sup>th</sup>.
- Luan Johnsrud, Office Manager  
Completed W-2s and 1099 with supporting documentation, 4<sup>th</sup> quarter 2010 reports submitted. Working on year end information for James Maisner, CPA. Mr. Maisner will be in our office January 20<sup>th</sup>.  
Submitted 4<sup>th</sup> Quarter 2010 Rosholt Farm report and invoice to MN Dept. of Ag.  
Continued to fine tune the 2011 budget.  
Met with the Personnel Committee January 6<sup>th</sup>.  
Coordinated TMDL Stakeholder's meeting January 11<sup>th</sup> at Pizza Ranch in Glenwood.
- Craig Bower, NRCS  
NRCS gearing up for 2011 programs. Deadlines for WHIP, MRBI set for 2-11-11; EQIP organic practices 3-2-11; no date set for EQIP. CSP extended to Friday 1-14-2011. Completed WEPS training. Will participate in a Teleconference for EQIP and CSP January 12<sup>th</sup>.  
CSP contract payments will be finished up this month.  
Ross Reiffenberg, JPB engineer and new MRBI tech, Ben Ruley, stopped in last week to meet and great plus review a project.  
NRCS Grazing Specialist working on 6-7 projects in Pope County.  
MRBI funding paid on 1 large project in eastern Pope County.  
Mrnack EQIP project submitted for modification.
- Grant Herfindahl, FSA  
County Committee meeting discussed general CRP signup-not sure when the signup period will begin. And estimated 3600 acres are set to expire in 2011.  
Still working on lease for office space. FSA will be advertising for office space with NRCS and SWCD advertising at the same time. Efforts to continue to cohabitate office space are expected.  
SURE program-continue to process disaster assistance for farms that experienced a 10% loss on any 1 crop per farmer in 2009.  
Spent 2 days at the Organic Conference. Interesting experience.
- Ralph Peterson, WesMin RC&D  
Dry hydrant installed at Lake Johanna.  
Jenny Lake project in progress.

Wes Min RC&D will host its Annual Meeting at the Alexandria Public Works building, February 16<sup>th</sup>. Speakers will present information on landscaping and forestry. This meeting is open to the public. Tickets are \$25.00

Wadena Tree Planting project is moving along. A student intern has been hired to GPS sites to be planted. \$25,000 has been raised to plant trees on public land in Wadena. Leader Lions will host a grazing workshop in 2011.

Pope SWCD has been awarded \$1000.00 for WesMin and Tastefully Simple for a rain barrel project.

WesMin RC&D completed their audit and budget planning session.

NRCS may give money to RC&D to spread around counties for projects. Douglas and Pope will not be able to access this money because they have Tastefully Simple funding.

WesMin RC&D will be updating their By-Laws in 2011; board leadership sessions scheduled for February 9<sup>th</sup>; annual conference set for May 11, 2011; Annual North Central Regional RC&D Conference is scheduled for September 14 & 15.

6. Financial Report-Current Bills. December, 2010-January 2011 presented by Luan. Motion by Keith Nygaard, second by Ralph Peterson to accept the Treasurer's Report as presented. Motion Carried.

#### 7. New Business

- Keith Nygaard and Tom Talle were sworn in to office as Pope SWCD Supervisors January 4<sup>th</sup> at the Pope County courthouse. Luan will swear in Randy Anderson during the February Board meeting.
- Election of Officers for Pope SWCD Board of Supervisors  
Motion by Ralph Peterson, second by Tom Talle to elect D. Gary Reents as Pope SWCD Board Chair position. Motion Carried.  
Motion by Ralph Peterson, second by Tom Talle to elect Keith Nygaard as Vice-Chair for the Pope SWCD Board of Supervisors. Motion Carried.  
Motion by Ralph Peterson, second by Tom Talle to elect Randy Anderson as Treasurer. Motion Carried.  
Motion by D. Gary Reents, second by Keith Nygaard to elect Ralph Peterson as Secretary. Motion Carried.  
Motion by Ralph Peterson, second by D. Gary Rents to elect Tom Talle to Public Relations position. Motion Carried.
- Area II 2011 Envirothon Sponsorship requested. Motion by Ralph Peterson, second by Keith Nygaard to pay the \$150.00 donation requested and seeks funding from local wildlife groups to cover this cost. Motion Carried.
- Memorandum of Agreement for Sauk MRBI Technical Assistance presented. Motion by Ralph Peterson, second by Tom Talle to sign the Sauk MRBI Technical Assistance MOA. Motion Carried.
- NACD membership dues are \$775.900 annually. Motion by Ralph Peterson, second by Keith Nygaard to pay the 2011 annual dues. Motion Carried.
- MASWCD dues are \$1895.00 annually. Motion by Ralph Peterson, second by Keith Nygaard to pay the 2011 annual dues. Motion Carried.
- Pay Equity Implementation Report reviewed. Pope SWCD is in compliance with DOER payroll guidelines.
- 21th Annual Alexandria Area Ag Show-February 8 & 9, 2011-no action

- Upper MN River Valley Buy Fresh Buy Local Directory sponsorship \$25.00 request. Motion by Keith Nygaard, second by Tom Talle to send \$25.00 toward sponsorship. Motion Carried.
- 8. Personnel Committee-- Staff Annual Review Report and Recommendation for 2011. Keith Nygaard Acting Secretary.
  - Motion by Tom Talle, second by Ralph Peterson to move Kelly Erickson to grade 5, Step 7, \$37576.00 (\$18.06/hour) with medical benefits of \$8400.00 annually. Motion Carried. Keith Nygaard abstained from vote.
  - Motion by Keith Nygaard, second by Tom Talle to move Luan Johnsrud to grade 4, step 5, \$31720.00 (\$15.20/hour) with medical benefits of \$8400.00 annually. Motion Carried.
  - Motion by Tom Talle, second by Ralph Peterson to move Matthew Fischer to grad 5, step 5 \$35489.00 (\$17.06/hour) with annual medical benefits \$8400.00. Motion Carried.
  - Also: Pope SWCD will pay PERA employer matching benefit of 7.25% per 2011 guidelines; Employee PERA deduction will be 6.25% in 2011. All payroll increases are retroactive to January 1, 2011.

Meeting Adjourned.