

POPE SOIL & WATER CONSERVATION DISTRICT
MEETING AGENDA
Supervisory Board Meeting 7:00 am February 15, 2011

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

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

Meeting Agenda:

1. Meeting called to order at 7:00 a.m. by Vice Chair, Keith Nygaard.
2. Motion by Ralph Peterson, second by Tom Talle to approve the current agenda. Carried.
3. Motion by Ralph Peterson, second by Randy Anderson to approve the January 18, 2011 meeting minutes as presented. Carried.
4. Financial Report presented and discussed. Motion by Randy Anderson, second by Ralph Peterson to approve the treasurer's report and 2011 Budget as presented.
Mr. Maisner has completed the 2010 Financial Statement. The board will review the report at the March 2011 regular meeting.
5. Old Business
 - Randy Anderson was sworn in by Luan Johnsrud as Pope SWCD Supervisor for District 4.
 - Clean Water Legacy grant agreement Extension to June 30, 2011 was signed so that encumbered projects could be completed in the spring.
6. Reports-
 - Paul Gerde, County Commissioner
The Pope-Stevens Veterans Service officer received a grant to purchase and paint a new van. The van is used to provide transportation to area veterans for appointments.
Pope-Douglas committee received a grant to purchase a recycling trailer. The trailer will be parked in Tom's Food Pride in Glenwood and Starbuck parking lots one day per week. The trailer will be manned so that garbage isn't dumped into the trailer.
Townships continue to receive a gas tax refund; the threshold remains the same to receive this refund. The addition to the courthouse is on schedule. There will be a short delay from the supplier for the the delivery of the brick facing. However, this is not expected to delay the entire project.
Paul spent the Day at the Capitol last week. They attended an AMC meeting first, then met with Rep. Paul Anderson and Senator Joe Gimse. Both legislators said to expect cuts at the county level. If there are cuts to county funds, the county has the option to cut expenses and/or raise the mill rate. The most likely outcome is a combination of both.
 - Kelly Erickson, Technician
Completed research for a ball hitch for the 2003 pickup. The estimates were from \$750-800 for parts, labor and installation. The board suggested two additional shops to get estimates for installation and present to the Board in March.
Attended recertification training in St Cloud for the chemical applicators license renewal.
Tree pick-up will be April 29 & 30 to coincide with Arbor Day.
Put new tires on the '02 Pickup and put the old tires on the trailer.
Discussed the location for the weather station with Jim Freilinger, MN Dept of Ag, Prairie Lakes Coop and West Central Irrigation. It appears that the best spot would be in the south west corner of the lot. West Central Irrigation would like to put up a sign in the same location as the current sign with room for partners' information. WCI would be willing to make this investment at their own expense. We tracked down the landline phone company that serves Westport, so we'll check on the cost of adding service at Rosholt Farm. There are existing phone lines, but we're not sure if they are operational.
Drove up the Fargo with Matt and Luan to apply for LincPass cards February 3rd.

Submitted 2 bids for RIM/WRP projects.

DNR will be closing three wells and drilling one new well. Pope SWCD is paid by DNR per well. The DNR is interested in drilling another well to monitor water table levels and water availability in Glenwood/Leven Townships.

Kelly, Matt and Luan attended the 8 Lake TMDL Implementation Committee meeting February 8th. Kelly handed out a letter to the board of supervisors. After review, Ralph Peterson made the motion to table further discussion until the full board is present and close the meeting to discuss the use of the federal wage scale table. Randy Anderson second the motion. Carried.

Paul Gerde left at 8:30 a.m.

- Matt Fischer, Farmbill Technician
 - Completed Information Security Awareness & Rules of Behavior Training.
 - Completed 3 Continuous CRP contracts. All were CP23a wetland restorations totaling 80.6 acres.
 - General CRP signup announced to begin March 14th through April 15th. Internet informational meeting scheduled for March 7th.
 - Received final easement documents for 2 riparian buffer easements and waiting for two landowners to sign them.
 - Completed pre-survey meeting for Peterson/Larson RIM/WRP easement and conservation plan for Cook Waterfowl Foundation easement.
 - Conducted a slide review of a site near Lake Amelia for WCA issues.
 - Presented Clean Water Legacy contracts for approval; CWL08+113: \$10,000.00, CWL08+119, \$1,650; CWL08+126: \$1,650. Motion by Randy Anderson, second by Tom Talle to pay CWL contracts as presented. Carried.
 - Reviewed a gully washout with Kelly that is going into Lake Minnewaska. Will pursue further in the spring with Area II JP Engineers.
 - Attending MN Walk-In Access Program Technical Assistance Request for Information training today. SWCDs that provide T&A to landowners will be reimbursed \$21.63 /hour for their time.
- Luan Johnsrud, Office Manager
 - Prepared for 2010 Year end with Mr. Maisner. Report included with board packet.
 - Sent out W-2s and 1099s; submitted supporting documents to Social Security and the State of Minnesota; completed quarterly reports for payroll and sales & use taxes.
 - Reviewed BWSR eLink to update grant reports due February 1st.
 - Completed 2010 Goals and Objectives and submitted the report to BWSR. . Completed revisions per January Board meeting for the 2011 Goals and Objectives. Both are due March 15th to BWSR.
 - Reviewed the 2011 SWCD budget with Randy Anderson. Proposed budget included in Board packet for review. Due at BWSR March 15, 2011.
 - Participated in an MCIT webinar – liability insurance review.
 - Completed MCIT Worker's comp payroll audit and submitted to MCIT as required.
 - Attended FAC meeting with Grant Herfindahl, FSA, Craig Bower, NRCS and Darlene Nolan, FSA. Still no word on advertising for a new lease.
 - Submitted semi-annual report for the MPCA- TMDL project. Project to be completed by June 30, 2011. We are on target for completion of the project.
 - Coordinated and attended the 8 Lake TMDL Implementation Planning Committee meeting.
 - Sent letters to businesses that have advertised in our newsletter in the past. Advertisements will be \$75 for a 2X2 ad and \$100 for 2X4 ad; four newsletters per year.
 - Received notice that both Conservation Corps apprenticeship proposals were accepted. Work plans are due March 15th for the interns. CCA will post applications on their website February 18th. We can expect someone assigned to us and ready to report for work by May 23rd. One apprentice will be assigned to assist with the PSCWMA and WLI projects, the other will be helping in the office.
 - Met with Barry Bouwman, Luke and Ross, Stearns SWCD, to review the feedlot water quality project. We have not received the grant agreement for this project yet, so until we have that in place, we will not be spending very much time or money on this project.
 - Typed up weekly staff meeting minutes for distribution.
 - Distributed MASWCD information for Day at the Capitol February 28th and March 1st.

Requested permission to attend Administrator's Training March 23-24th. Motion made by Ralph Peterson, second by Tom Talle to pay for Luan to attend the training. Carried.

- Craig Bower, NRCS
 - Made a presentation at the Glenwood Rotary meeting in February.
 - Open obligation review completed for the quarter. Four contracts required an audit and status reviews or modifications.
 - Completed 2 HEL/wetland determinations for FSA compliance.
 - Submitted 3 CSP pay requests; this completes all of our 2010 crop year annual payments. Sign-up deadline for 2011 CSP is January 21st.
 - February 11th was the deadline for WHIP and MRBI. Five applications were received for WHIP, no applications received for MRBI.
 - Legal surveys ordered for 3 WRP applications accepted for contracts.
 - NRCS Grazing Specialist is working with 2 additional cooperators for planning rotational grazing.

- Ralph Peterson, WesMin RC&D/Glacial Trail
 - Smokey timbers project is moving along smoothly
 - The model T tour will be held again in 2011. There is discussion to open the tour to later model vehicles so that there is more participation.
 - The Wadena Tree Planting project is moving along. Two interns have been hired to assist with GPS mapping and planting designs to the community.
 - NRCS plans to award and estimated \$9,000 to divide between 9 counties, Pope and Douglas will be omitted due to the Tastefully Simple money, for projects assistance.
 - WesMin RC&D annual meeting will be held February 16th in Alexandria. The guest speaker is Lindberg Ekola, Forest Resource Council, to promote and protect unique landscape, especially forested areas. The by-laws will be reviewed at this meeting as well.
 - The WesMin RC&D Board is working with the Non-profit Assistance Fund to conduct a risk assessment and budget reviews. The Board has also attended a Leadership Academy session.
 - Glacial Ridge Trail is talking about sponsoring bus tours in the fall of 2011. The tour would include visiting sites such as the Nature Conservancy in Ordway Prairie.
 - New brochures have been printed and are ready to distribute. Their website has been updated.
- 7. New Business
 - Motion by Randy Anderson, second by Ralph Peterson to participate in the Minnewaska Area High School Go Green community outreach event. Carried.
 - Motion by Ralph Peterson, second by Tom Talle to join the Glenwood Chamber of Commerce as a pilot program and participate in their 2011 Expo. Carried.
 - Reviewed the 2011 Calendar of Events. Motion by Ralph Peterson second by Randy Anderson to approve the 2011 Calendar of Events and submit to BWSR. Carried. Suggested reviewing on a monthly basis to keep us on track for the year.
- 8. Motion by Ralph Peterson, second by Tom Talle to adjourn at 9:45 a.m. Carried