



## **Board of Supervisors Regular Meeting Wednesday, April 15, 2020**

**Due to COVID-19 concerns this meeting was held electronically.**

### **Meeting Minutes**

The regular meeting of the Becker Soil and Water Conservation District Board of Supervisors was held via videoconference on Wednesday April 15, 2020 at the USDA Ag Center Building located at 809 8th Street SE, Detroit Lakes, MN.

Those present at the USDA Ag Center Building were Staff members District Administrator Peter Mead, Office Manager Deana Westberg and NRCS District Conservationist Ed Musielewicz. Via video conferencing were Supervisors Travis Schauer, Tony Beck, Eugene Pavelko and Michelle Andresen and SWCD Soil & Water Technician Ed Clem and County Commissioner Barry Nelson.

**Call to Order** Chairman Schauer called the meeting to order at 8:32 a.m.

#### **Approval of Agenda and Consent Agenda Items**

(March 18, 2020 Regular Meeting Minutes; Employee Program Reports)

Motion (Beck, Pavelko) to approve the consent agenda items including the March meeting minutes and employee program reports. Affirmative: Unanimous. Carried.

#### **COVID-19 Response**

Update on District & Partner Operations

- Due to the Government Stay at Home order, staff are working from home and practicing social distancing best we can.
- Musielewicz reported that the doors are locked to the public and only a few employees alternate working in the office to cover the phone calls, voice mail messages, mail and packages delivered.
- Field work is still being conducted by appointment - weather permitting.
- Discussion on the district employees using administrative leave, annual leave and/ or sick leave for nonwork time during the Stay at Home order. Decision was made to allow District Administrator Mead to use his discretion as needed.

Tree Season Precautions & Protocols

- The annual tree order will begin arriving on week of April 20th.
- Over 200 orders to be picked up on April 24<sup>th</sup>, May 1<sup>st</sup> & 2<sup>nd</sup>.
- Personal Protective Equipment was obtained for the staff to safely wrap and organize the tree orders.
- The Tree postcards will be mailed this week with the designated date and time block to pick up their tree order using a curbside method developed by Mead. The postcard also states that for our safety and theirs, our staff will be unable to assist with loading, so please plan accordingly.
- Signage has been ordered which will be placed on the roadsides to help direct traffic and instruct the tree customers where and what to do on the tree pickup day.

- With this new tree curbside pickup method, only a few employees will be necessary to help direct traffic.
- All tree sales need to be prepaid and no new sales on the day of pickup.
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#### AIS Prevention Contingencies

- AIS Program Coordinator Koenig will begin interviewing and hiring the needed AIS Inspectors.
- Training dates to certify the Inspectors have not been rescheduled by the DNR yet.
- Tentative date of June 1<sup>st</sup> to start the Inspectors this year.
- Due to the delayed start date, the budgeted payroll savings may be used to purchase a used pickup, AIS equipment and more informational signage and display kiosks at boat access sites.

#### **Financial Reports**

Mead reviewed the Treasurers Report and Bills for Approval.

Motion (Beck, Andresen) to approve the March Treasurer's Report and April bills for payment.

Affirmative: Unanimous. Carried.

#### **Reports**

Administrators Report was given by Peter Mead.

- Mainly working from home as instructed so meetings are all telephone or web based.
- 1W1P steering committee and advisory meetings for Wild Rice, Buffalo Red and Red Eye.
- Natural Resource Management meeting discussing the Holiday Beach project.
- BWSR Manager meeting
- PTMApp meetings
- International Waters Institute meeting
- BWSR and Houston Engineering meeting working with the NRCS costs and GIS Software.
- Weekly district staff Microsoft Team web meetings to keep everyone working efficiently
- TSA staff Microsoft Team web meeting

Everyone is doing their part to adhere to the new staffing patterns and working from home. For the most part, business is going on as usual.

#### **Open Forum**

Jerome Flottesmesch retired March 31<sup>st</sup> so a replacement is being sought out to fill this vacancy.

#### **Local EQIP Workgroup**

Tuesday June 9<sup>th</sup> at 9:00 AM was selected as the date for the virtual 2020 Local Workgroup meeting

#### **Grants and Agreements**

2020 NACD Technical Assistance Agreement

- This grant was renewed again for 2020
- Includes wages for one existing employee plus supporting staff - also covering Mahnomen and Perham.

National Fish & Wildlife Foundation (NFWF) Grazing Land Management Application

- The need has been identified at 1W1P meetings to produce grazing plans
- After discussion, board agreed to proceed with the application process

Motion (Beck, Andresen) to enter into the NACD Agreement and apply for the NFWF Grazing Land Management Application as presented. Affirmative: Unanimous. Carried

DNR Aquatic Behavioral Change Grant

- Targets parcel owners to increase dock and equipment awareness
- Will be monitored by AIS Coordinator

Motion (Pavelko, Beck) to enter into and apply for the DNR Aquatic Behavioral Change Grant as presented. Affirmative: Unanimous. Carried

**Clean Water Legacy Vouchers for Approval**

#CWL-7-TD, Todd Andresen, Fence/use Exclusion-Final-Total Project Cost: \$1,753

Motion (Beck, Pavelko) to approve the Clean Water Legacy Vouchers as presented. Affirmative Pavelko, Beck, Schauer: Andresen abstained from voting. Carried

**Clean Water Legacy Applications for Approval**

#CWL-10-WR, Jerred Jirava, Water & Sediment Control Basins-Total Project Cost: \$73,751 Cost Share: \$31,771

#CWL-12-TD, Todd Andresen, Full Season Cover Crop-Total Project Cost: \$3,500

#CWL-59-LP, Delrae Zurn, Critical Area Planting-Total Project Cost: \$9037 Cost Share: \$6,778

#CWL-60-LP, Jim Synder, Rain Garden-Total Project Cost: \$4,772 Cost Share: \$3,579

#CWL-61-LP, Richard Taylor, Shoreline Stabilization-Total Project Cost: \$4,045 Cost Share: \$2,022

#CWL-62-LP, David & Matt Gadberry, Critical Area Planting-Total Project Cost: \$7,029 Cost Share: \$5,272

#CWL-63-LP, Wayne Gadberry, Critical Area Planting -Total Project Cost: \$5,871 Cost Share: \$4,403

Motion (Pavelko, Beck) to approve the Clean Water Legacy Applications as presented. Affirmative Pavelko, Beck, Schauer: Andresen abstained from voting. Carried

**State Cost Share Applications for Approval**

#SCS-20-1, Tim Lehrke, Full Season Cover Crop-Total Project Cost: \$2,162

#SCS-20-2, Heidi Harstad, Field Windbreak-Total Project Cost: \$480 Cost Share: \$292

Motion (Andresen, Beck) to approve the State Cost Share Vouchers as presented. Affirmative: Unanimous. Carried

**Adjourn**

Seeing no further business, Chairman Schauer adjourned the meeting at 10:05 am.

**Approved by Michelle Andresen, Board Secretary**

**5/20/2020**