



Board of Supervisors Monthly Meeting  
Wednesday October 19, 2022  
USDA Service Center Conference Room  
809 8th Street SE, Detroit Lakes, MN 56501

### Meeting Minutes

#### Supervisors Present:

Eugene Pavelko, Chair  
Michelle Andresen, Vice-Chair  
Tony Beck, Treasurer  
Travis Schauer, Public Relations

#### Staff Present:

Bryan Malone, District Administrator  
Deana Westberg, Office Manager  
Christy Johnson, Office Assistant  
Ed Clem, Program Technician  
Adam Mortenson, Program Technician  
Max Rykhus, Conservation Planning Technician  
Ed Musielewicz, NRCS District Conservationist.

#### Absent:

Curt Ballard, Secretary

Chairman Pavelko called the meeting to order at 8:31 a.m.

#### Agenda and Consent Agenda Items

September 21, 2022 Regular Meeting Minutes; Employee Program Reports

**Motion (Beck, Andresen) to approve the September meeting minutes and employee program reports. Affirmative: Unanimous. Carried.**

**Motion (Andresen, Beck) to approve the Agenda and Consent Agenda. Affirmative: Unanimous. Carried.**

#### Financial Reports

##### Treasurers Report and Bills for Approval

Malone reviewed the Treasurers Report and Bills for Approval

**Motion (Schauer, Andresen) to approve the August Treasurer's Report and September Bills for Approval. Affirmative: Unanimous. Carried.**

##### Certificate of Deposit Details

Deana Westberg provided copies of the current CD Investments activity log. Two CDs automatically renewed on 09/19/2022 and 10/03/2022 at 36 month 3.16%. We waited until the end of the 10-day grace period before renewing to get the best rate. The 2 CD's that were renewed in April and May of 2022 at .50% were withdrawn with a small penalty and reinvested on 10/12/2022 at 36 month 3.16%.

##### 2021 Audit

Malone reviewed the draft copy of the 2021 Audit. No yearend auditor adjustments, findings or adjustments were made.

**Motion (Schauer, Beck) to approve the 2021 Audit as presented. Affirmative: Unanimous. Carried.**

### Health Care Savings Plan

Malone read the current language of the Becker SWCD Employee Handbook Severance Pay in regard to employees receiving 100% of employee severance to the HCSP. This 2-year HCSP contract with Minnesota State Retirement System was due to be renewed in September 2022. No changes suggested.

**Motion (Beck, Andresen) to approve the HCSP for another 2 years. Affirmative: Unanimous. Carried.**

### 2023 Tree Program Prices

Malone informed the Board that our tree prices are lagging behind other Districts in the area. It was recommended to increase the prices but in order to do so would be a significant increase. Discussion concluded that the District catch up now as opposed to dragging it out over multiple years. A twenty percent increase in prices is needed to catch up.

**Motion (Beck, Schauer) to increase the 2023 Tree Program Prices by twenty percent and charge each tree individually as opposed to the average cost. Affirmative: Unanimous. Carried.**

### Reports

#### Conservation Planning Technician:

Max Rykhus reported his last day is Friday October 21<sup>st</sup> and will begin as an Area Conservation Engineering Technician with the NRCS on Monday October 24<sup>th</sup>. He is happy to report that he will still be available to help the SWCD with some projects and training.

**Motion (Beck, Andresen) to accept the resignation of Max Rykhus. Affirmative: Unanimous. Carried.**

#### Program Technician:

Adam Mortenson reported that he wrapped up the CRP season September 30<sup>th</sup>. EQIP is next. Also working on Buffer corrective action notices. Has completed 2 Leadership Training sessions.

#### District Administrator Bryan Malone:

**1W1P** – Attended the Policy Committee meeting for the Otter Tail River. The plan has been submitted for its official 60 day review on September 29th. Otter Tail Technical Advisory Committee met and reviewed the last couple of draft sections in the plan before it was sent out. Will review Tasks and Target dates during the meeting. Steering committee met to begin developing the WBIF workplan. Attended the Redeye Technical Advisor Committee meeting.

**Projects** – Wes and Bryan met with J Okeson to review final plans on Chippewa Shores Drive in Holmesville Township. Created Cost-share project inspection list for Logan and Brandon. Sent proposal to County to use ARPA funds for SSTS Upgrade Grant program. Sent bid notices for the 2 SSTS Upgrade grant project coming up. Cost-share vouchers for Huwe, Yliniemi, B. Nelson, J. Nelson, D. Rousu,

**Grants** – Received grant agreement for the Soil Health grant of \$14,175. Worked on reimbursement request to MASWCD for CRP contribution agreement. Submitted work plan for Future of Farming, Capacity and Buffer Law.

**Meetings and Other** – Attended County NRM meeting and Department Head meeting. Area 1 MASWCD meeting planning committee. Read through the MASWCD resolutions. Helped at the Forestry station for the Junior Envirothon. End of the quarter means quarterly reports for NACD, DNR Farm bill, MAWQCP, RCPP, and others. Met with Ed, Deana and Christy to analyze tree prices for 2023.

**TSA** – Attended TSA Host District Manager Meeting. Met with Jeff Haverland, Deana and Peter Nelson to discuss employment terms. Deana and I met with Mary Steinlicht also. Matt Fischer and Bryan met with MCIT again to review risk assessment. RRVCSA Board meeting on October 6th. Reviewed all the agreements developed over the last couple months. The Board approved hiring an attorney to review the agreements for the TSA. They are now with Ann Goering for review. Should have them back by October 24th. Completed the MASWCD PRAP Report and submitted in elink.

**Open Forum** - Nothing to discuss

#### **Conservation Planning Technician**

Will start the recruitment process to fill Max's position.

## Cormorant Lakes Watershed District

Technician Assistance Discussion - Suggested that Bryan have Cormorant Watershed reach out to Pelican River Watershed, with assistance or shadowing opportunities available at the Becker SWCD.

## Agreements

### NRCS Cooperative Agreement

Unfunded Coop Agreement of shared services between the NRCS and Becker SWCD for 01/01/22 – 12/31/24 was reviewed and discussed.

**Motion (Beck, Schauer) to approve the NRCS Cooperative Agreement. Affirmative: Unanimous. Carried.**

### Wild Rice-Marsh WBIF

Malone reviewed the \$1,371,259 Wild Rice-Marsh 1W1P Watershed Based Implementation Fund grant agreement. Phil Doll is the Plan Coordinator, and the Fiscal Agent is the Wild Rice Watershed.

**Motion (Schauer, Andresen) to approve entering into the Wild Rice-Marsh WBIF Agreement. Affirmative: Unanimous. Carried.**

### Soil Health Cost-Share

Malone reviewed the BWSR Soil Health Cost-Share grant, and the list of eligible practices and cost share percentages were discussed. Each district will receive \$14,175.00. A draft policy will be developed by the next board meeting.

**Motion (Beck, Schauer) to approve entering into the Soil Health Cost-Share Agreement. Affirmative: Unanimous. Carried.**

## MASWCD

Resolutions were reviewed and discussed. Board Supervisors made their individual votes for each proposed resolution and the 2022 Resolution Ballot will be combined and sent by email.

## 75<sup>th</sup> Anniversary

Will begin working on design for programs, invitations, RSVP cards with Claire after construction season is over. Also working on an outdoor sign for the end of a driveway, to give to our conservationist of the year. A new practice we hope to do annually. Christy asked for volunteers for roles at the banquet. Curt Ballard was recommended for the invocation. Michelle Andresen volunteered for greeter/registration duties. There will also be an emcee (possibly broken up to various board members throughout the evening) which may include drawing and handing out door prizes. The door prize donation letters have been sent to possible donors and it was approved to have some Becker SWCD logo merchandise as a few of the door prizes.

## Local Water Management

### Otter Tail River 1W1P Tasks & Target Dates

Malone gave an update on the Otter Tail 1W1P. The 60-day review ends November 29<sup>th</sup>. The Memorandum of Agreement (MOA) to implement the plan and the Bylaws were reviewed and discussed.

**Motion (Beck, Schauer) to approve the Otter Tail 1W1P Memorandum of Agreement for Plan Implementation. Affirmative: Unanimous. Carried.**

### Otter Tail River Watershed Bylaws

**Motion (Andresen, Beck) to approve the Otter Tail River watershed Bylaws as presented. Affirmative: Unanimous. Carried.**

## Cost Share

### SSTS Upgrade Grant Application

- SSTS-01-2023, DaDu, Subsurface Sewage Treatment System – Total Project Cost: \$17,000.00  
Very low-income eligibility – 100% cost-share not to exceed \$15,000.00

**Motion (Schauer, Andresen) to approve the SSTS Upgrade Grant Application as presented.**

**Affirmative: Unanimous. Carried**

Clean Water Legacy Applications

- CWL-95-LP, RoMu, Shoreline Stabilization- Total Project Cost \$2,550.83  
50% Cost Share \$1,275.42
- CWL-96-LP, ThMo, Shoreline Stabilization - Total Project Cost \$1,714.41  
50% Cost Share \$857.21
- CWL-97-LP, StJa, Shoreline Stabilization - Total Project Cost \$1,925.24  
50% Cost Share \$962.62

**Motion (Schauer, Beck) to approve Clean Water Legacy Applications as presented. Affirmative: Unanimous. Carried.**

Clean Water Legacy Vouchers

- CWL-89-LP, MaPe, Conservation Cover - Total Project Cost \$306.80  
75% Cost Share \$230.10
- CWL-01-FFBC, JaNe, No-Till - Total Project Cost \$29,467.20  
100% Flat Rate \$29,467.20
- CWL-03-FFBC, BrNe, Cover Crop - Total Project Cost \$20,481.60  
100% Flat Rate \$20,481.60

**Motion (Andresen, Schauer) to approve Clean Water Legacy Vouchers as presented. Affirmative: Unanimous. Carried**

State Cost Share Contract Cancellation

- SCS-21-9, DeRo, Grade Stabilization– Total Project Cost \$2,000.00  
Contract Cancellation \$1,500.00

**Motion (Beck, Schauer) to approve State Cost Share Contract Cancellation as presented. Affirmative: Unanimous. Carried.**

Watershed Based Implementation Fund Application

- 1W1P-06-BR, JiOk, WASCBS - Total Project Cost \$26,140.14  
75% Cost Share \$19,605.11

**Motion (Andresen, Beck) to approve the Watershed Based Implementation Application as presented. Affirmative: Unanimous. Carried**

Watershed Based Implementation Fund Voucher Amendment

- 1W1P-06-RE, GIYI, Ag Waste Closure – Increased Project Cost of \$2,511.00  
Amended Total Project Cost \$17,211.00

**Motion (Schauer, Beck) to approve State Cost share amendment as presented. Affirmative: Unanimous. Carried.**


Watershed Based Implementation Fund Voucher

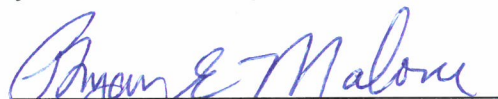
- 1W1P-06-RE, GIYI, Ag Waste Closure - Total Project Cost \$22,948.00  
75% State Cost-Share \$17,211.00

**Motion (Beck, Schauer) to approve the Watershed Based Implementation Voucher as presented. Affirmative: Unanimous. Carried**

Adjourn

Seeing no further business, Chairman Pavelko adjourned the meeting at 11:03 am.

  
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Board Secretary  
11-16-22  
Date

  
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District Administrator  
11/16/2022  
Date