



Board of Supervisors Monthly Meeting
Wednesday November 16, 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
Wes Drake, District Engineer
Ed Musielewicz, NRCS District Conservationist

Guests:

Mike Yrjo, West Otter Tail Engineering Technician
Don Bajumpaa, East Otter Tail Watershed Coordinator & Planner

Absent:

Curt Ballard, Secretary

Chairman Pavelko called the meeting to order at 8:30 a.m.

Agenda and Consent Agenda Items

October 19, 2022 Regular Meeting Minutes; Employee Program Reports

Motion (Beck, Schauer) to approve the October meeting minutes and employee program reports. Affirmative: Unanimous. Carried.

Motion (Andresen, Beck) to approve the Revised 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 October Treasurer's Report and November Bills for Approval. Affirmative: Unanimous. Carried.

2023 Tree Program Prices

Malone reviewed the 2023 Tree Order form prices.

Advised that tree prices should be increased by 20% but at an average price of \$55.00 per bundle as opposed to the individual species increases as previously approved.

Motion (Schauer, Beck) to approve the 2023 Bareroot Tree Prices at \$55.00 per bundle. Affirmative: Unanimous. Carried.

Reports

West Otter Tail Engineering Technician:

Malone introduced Mike Yrjo, who is employed by WOT SWCD, and will be working with the South Pod Engineering Services Districts.

District Engineer:

Wes Drake talked about the new time tracking spreadsheet and how it benefits grant tracking.

District Administrator Bryan Malone:

1W1P – Otter Tail River Plan official 60 day review ends on November 29th. Steering committee will meet again on the 16th to continue developing the WBIF workplan. Public Hearing will be held December 15th. Don Bajumpaa and Bryan presented the final draft plan to the County Board on Nov. 1st. They approved the resolution to submit the plan to BWSR and the MOA for implementation. Met with PRWD and CLWD to discuss shared staff to implement the Otter Tail Plan.

Projects – DuVall and Schmidt SSTS projects were completed. Okeson project on Chippewa Shores Drive in Holmesville Township as also completed. Haven't heard the results of the proposal to the County to use ARPA funds for SSTS Upgrade Grant program. Developing Cost-share vouchers for the meeting. Working on a tree order for the County Hwy Dept new campus.

Grants – Need to complete the workplan for Soil Health grant of \$14,175. Requested extension to the FY20/21 state cost-share grant.

Meetings and Other – Attended BWSR Academy. Good to see everyone again. BWSR put together some good sessions. Many time there two at the same time I wanted to go to. I presented for the "Many hands make light work" session and told the TSA 1 story and how the PRAP process helped us get workload analysis to help us along the way. Working on final version of the new plat book. Will present the TSA report at the Area meeting on the 15th. Attended the County Department Head Meeting. Presented the SWCD budget to the County Finance Committee. FAC meeting Nov. 1st.

TSA – RRVCSA Board Meeting Nov. 3rd. We are getting close to the finish line with both the agreements and our start date of January 1, 2023. Received revised agreements from Ann Goering a few days before the meeting. Organized the list of equipment and where it will be distributed along with a disposal list too. Next meeting scheduled for Nov. 30th. SWCDs will be reviewing and hopefully approving all the agreements at their November meetings.

Open Forum – Deana brought up the possibility of providing health insurance for the employees. Questions and discussion regarding the advantages and disadvantages of providing health insurance versus a taxable stipend. More research will be done.

Cost Share

SSTS Upgrade Grant Vouchers

- SSTS-01-2022 GeSc, SSTS Upgrade – Total Project Cost: \$6,100.00
50% cost-share \$3,050.00
- SSTS-01-2023 DaDu, SSTS Upgrade – Total Project Cost: \$17,000.00
Very low-income eligibility – 100% cost-share not to exceed \$15,000.00

Motion (Beck, Schauer) to approve the SSTS Upgrade Grant Vouchers as presented. Affirmative: Unanimous. Carried

Clean Water Legacy Vouchers

- CWL-94-LP AnSo, Conservation Cover - Total Project Cost \$891.38
50% Cost Share \$445.69
- CWL-95-LP RoMu Shoreline Stabilization - Total Project Cost \$1,802.27
50% Cost Share \$901.13
- CWL-96-LP ToMo, Conservation Cover - Total Project Cost \$1,564.96
50% Cost Share \$782.48

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

State Cost Share Amendment

- SCS-21-3 Jiji, Well Sealing – Project planned for 2023

Motion (Beck, Andresen) to approve State Cost Share contract SCS-21-3 Amendment. Affirmative: Unanimous. Carried

State Cost Share Vouchers

- SCS-20-11 ChEr, Well Sealing – Total Project Cost \$575.00
50% Cost Share \$287.50
- SCS-20-12 ChEr, Well Sealing – Total Project Cost \$575.00
50% Cost Share \$287.50
- SCS-20-13 DuEr, Well Sealing – Total Project Cost \$2,000.00
Maximum payment Cost Share \$750.00
- SCS-21-2 Jiji, Well Sealing – Total Project Cost \$1,275.00
50% Cost Share \$637.50

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

Watershed Based Implementation Fund Voucher

- 1W1P-01-WR GaFo, Cover Crop - Total Project Cost \$17,414.80
Flat Rate State Cost-Share \$17,414.80

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

Contract Cancellations

- SCS-20-09 DaHu, Cover Crop – Cancelled Total Project Cost \$3,457.35

Motion (Schauer, Andresen) to approve the Contract Cancellation as presented. Affirmative: Unanimous. Carried

- 1W1P-01-RE DaHu, Hayland Planting – Cancelled Total Project Cost \$2,000.00
Payment of \$1,273.60
Malone presented the contract holder's written request to cancel the contract due to poor stand establishment during the dry summer season we experienced in 2022. Hayland plantings are required to be maintained for 5 years. This contract was maintained for one year.

Motion (Schauer, Andresen) to approve the Contract Cancellation and set repayment at 4/5 the cost-share amount. Affirmative: Beck Abstained. Carried

MASWCD

Convention Schedule and arrangements. Confirmed Supervisors Andresen, Beck, and Schauer will be attending (Ballard had confirmed via phone).

75th Anniversary

Christy presented the door prize donations received so far. Advised she will be meeting with Claire Olson later this week to incorporate 75 years into our logo for shirts to be embroidered for all current staff and supervisors to wear at the event.

RRVCSA Agreements

Joint Powers Agreement

Bryan read through the attorney revised Joint Powers Agreement (JPA) for Red River Valley Conservation Service Area (RRVCSA). All 16 Districts need to approve this agreement separately.

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

GIS Services Agreement

- Bryan highlighted the Attorney changes to the GIS Services agreement
- 10-year term agreement through December 2033
- Discussed reporting and duties
- Discussed using the NPEETA funds and equipment
- The TSA board approved this agreement

Mary Steinlicht Agreement

- Bryan read through the Attorney approved agreement
- Agreement begins January 1, 2023
- Mary resigns from RRVCSA on 12/31/2022 and begins with Becker SWCD on 1/01/2023.
- All Annual, Sick, Comp and years of service transfer to Becker SWCD on January 1, 2023.

Motion (Beck, Andresen) to approve the GIS Services and Mary Steinlicht Agreements as presented. Affirmative: Unanimous. Carried

South Pod Agreement

- Bryan highlighted the Attorney changes to the South Pod Shared Engineering Services Agreement between Becker SWCD, East Otter Tail SWCD, Grant SWCD, Traverse SWCD, and West Otter Tail SWCD.
- Funded by the RRVCSA NPEETA grant
- Expiration date of December 31, 2024
- Scope of services provided by Becker SWCD
- Scope of services provided by WOT SWCD
- Duties of the RRVCSA
- Equipment transferred to Becker and WOT SWCDs

Motion (Schauer, Beck) to approve the South Pod Agreement. Affirmative: Unanimous. Carried

Cost-Share Policy

Soil Health Grant

- \$14,175 Grant
- No cropping history is needed to qualify.
- Tree planting practices with emphasis on Windbreak/Shelterbelt Establishment and Restoration
- Also includes Conservation Cover (327) and Native Grass Plantings.
- 75% with a limit of \$3,500.00/contract
- 10-year contracts

Motion (Beck, Andresen) to approve the Soil Health Cost-Share Policy. Affirmative: Unanimous. Carried.

Contract Non-compliance

Discussion regarding Contract non-compliance involving WASCBS and Buffers. Buffer installation allowed landowner 90% cost-share on all practices installed. During practice inspection this fall the buffer has been eliminated. Bryan to figure the difference between the 75% and 90% at 150% penalty (as the contract states) payback and bring the information to next month's board meeting.

Cormorant Lakes & Pelican River Watershed Districts

- Bryan met with Cormorant Lakes and Pelican River Watershed Districts to discuss a shared Technician position
- Discussion regarding the shared Technician position:
 - Improve collaboration between the 3 LGU's
 - Increase shoreland program project development
 - Learn more about the permitting process
 - Learn more about stormwater management plans
 - Training Time
 - What can be accomplished with this plan?
 - Set up as a 3 year agreement similar to our engineering agreements

Local Water Management

Otter Tail River 1W1P Resolution

Bryan reviewed the 1W1P Otter Tail Resolution in support of 1W1P Submittal to BWSR.

Motion (Beck, Schauer) to approve the Otter Tail River 1W1P Resolution to submit the plan to BWSR for approval. Affirmative: Unanimous. Carried.


Otter Tail River 1W1P Final Draft Plan Presentation

Don Bajumpaa, EOT Watershed Coordinator & Planner thanked Bryan and Michelle for their planning participation.

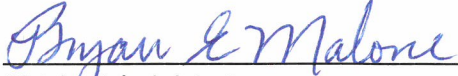
Don presented a PowerPoint with highlights of the 4 committees, public participation, and primary and secondary focus areas. Don advised on the Formal Open Meeting on December 15th and their hopes to have everything in place by spring.

Adjourn

Seeing no further business, Chairman Pavelko adjourned the meeting at 11:36 am.



Board Secretary
12-21-22
Date



District Administrator
12/21/2022
Date