



Board of Supervisors Monthly Meeting
Wednesday March 15, 2023
USDA Service Center Conference Room
809 8th Street SE, Detroit Lakes, MN 56501

Meeting Minutes

Supervisors Present:

Eugene Pavelko, Chair
Tony Beck, Treasurer
Travis Schauer, Public Relations
Curt Ballard, Secretary

Staff Present:

Bryan Malone, District Administrator
Deana Westberg, Office Manager
Christy Johnson, Office Assistant
Brandon Dahring, Resource Technician
Ed Musielewicz, NRCS District Conservationist

Absent:

Michelle Andresen, Vice-Chair

Guests:

None

Chairman Pavelko called the meeting to order at 8:34 a.m.

Agenda and Consent Agenda Items

Feb 22, 2023, Regular Meeting Minutes; Employee Program Reports

Motion (Beck, Schauer) to approve the February meeting minutes and employee program reports. All in favor, motion carried.

Add Building Lease Update to Agenda.

Motion (Beck, Schauer) to approve the Revised Agenda and Consent Agenda. All in favor, motion carried.

Financial Reports

Treasurers Report and Bills for Approval

Malone reviewed the Treasurers Report and Bills for Approval

Motion (Schauer, Ballard) to approve the February Treasurer's Report and March Bills. All in favor, motion carried.

Billing Rate

Malone presented and explained the 2023 Billable Rate worksheet. Billable rates ranged from \$52.00 - \$92.00.

Motion (Ballard, Schauer) to approve the 2023 Billing Rate. All in favor, motion carried.

Supervisor's Quarterly Expense Report

Motion (Schauer, Beck) to approve the Q1 Supervisors Meetings and expenses for Approval. All in favor, motion carried.

Cost Share

Clean Water Fund Applications

- CWF-05-FFBC BaViFa, Cover Crop – Total project Cost \$34,896.00
Flat Rate \$34,896.00

Motion (Beck, Schauer) to approve the Clean Water Fund Application as presented. All in favor, motion carried.

Soil Health Cost-Share Applications

- SHCS-23-04 GaPe, Windbreak Establishment – Total project Cost \$2,048.00
75% Cost Share \$1,535.00

Motion (Ballard, Beck) to approve the Soil Health Cost Share Application as presented. All in favor, motion carried.

Local Water Management

Otter Tail CWMP Agreement for Services

East Otter Tail will be the fiscal agent of the Otter Tail River Watershed Based Implementation Funding Grant. Becker will bill East Otter Tail quarterly for services. The agreement totals \$344,500 and expires 12/31/2025.

Motion (Schauer, Beck) to approve the Otter Tail CWMP Agreement for Services. All in favor, motion carried.

Shared Position with PRWD & CLWD

Malone met with PRWD and CLWD to further discuss shared staff to provide project development for the Otter Tail Plan. He developed a position description, job ad and announcement which is currently being reviewed by PRWD and CLWD.

75th Anniversary

Reviewed the Program with the Board – Just waiting on booklets, everything else is in place. Christy requested the board members arrive at 4:30 pm to begin greeting guests.

Equipment & Services

Rototiller, Truck & Trailer – Rototiller is available and could be here before spring. After much discussion on trucks and trailers, it was suggested that Travis Schauer assist Brandon with the procurement of the truck and trailer.

Motion (Beck, Ballard) to approve the Purchase of a Rototiller, Truck & Trailer within the \$45,000.00 budget. All in favor, motion carried.

Job Approval Authority

Program Technician – Adam Mortenson has been granted Job Approval Authority from NRCS and requests the same Job Approval Authority from the board.

Motion (Beck, Ballard) to approve the Job Approval Authority for Program Technician, Adam Mortenson. All in favor, motion carried.

NRCS - Local Work Group

The Local Work Group meeting will be held Thursday March 23rd at the Detroit Lakes Police Station from 9:00 – 11:00 am. NRCS is requesting at least 1 staff member and 1 board supervisor from each office in the Team area to attend.

MASWCD

Area 1 Meeting March 21st in Mahnommen

Open Forum

There was a building lease invitation for bids ad in Detroit Lake's Saturday newspaper for 13,000+ square feet of office space needed to accommodate the field office staff and NRCS area office staff.

Staff Reports

NRCS District Conservationist – Ed Musielewicz

Musielewicz reviewed the NRCS Civil Rights Responsibilities for Partners. The board affirmed and signed the annual review.

District Administrator - Bryan Malone

1W1P – Had to redo the Wild Rice WBIF grant agreement as the funds were sent to us instead of the WRWD, who is the fiscal agent. Met with PRWD and CLWD to further discuss shared staff to implement the Otter Tail Plan. Developed a Position Description, job ad and Announcement. Met with the Redeye Advisory committee and the progress report shows we are making good progress.


Projects – Working on getting bids for a couple of pit closures in the Redeye watershed for Terry Paurus and Gordon Keranen. Submitted Flicek SSTS upgrade design out for bids again. Some interest in the Soil Health cost-share program for tree planting as we have 4 plans working through for the spring.

Meetings and Other – Awards, plaques, booklet, presentations, etc. for the 75th Anniversary take up a fair amount of time. Met with the Holiday Inn to review our space for the Banquet. Area 1 meeting planning committee getting the agenda put together. Northwest Association of Conservation District Employee meeting. LCCMR tree planting project for the Redeye River to promote forest management plans. Area Technical Training Team meeting to discuss training session for this year. Attended the NRM meeting for the County.

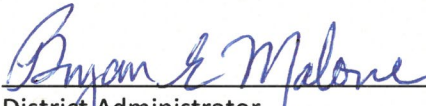
TSA – Attended unemployment hearings. Met with BWSR staff and Engineering staff to catch up on how things are going so far. Provided more information to Pennington SWCD for grant tracking.

Adjourn

Seeing no further business, Chairman Pavelko adjourned the meeting at 11:19 am.



Board Secretary
04/19/23
Date



District Administrator
4/19/2023
Date

