



Board of Supervisors Meeting
Tuesday December 19, 2023
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
Curt Ballard, Secretary
Travis Schauer, Public Relations

Staff Present:

Bryan Malone, District Administrator
Christy Johnson, Office Assistant
Ed Musielewicz, NRCS District Conservationist

Guests Present:

Jim Joy – Representative District 4B
Rob Kupec – Senator District 4
Krista Knudsen - Representative District 5A

Chairman Pavelko called the meeting to order at 8:40 a.m.

Agenda and Consent Agenda Items

November 15, 2023 Meeting Minutes and Staff Reports

Motion (Beck, Andresen) to approve the November meeting minutes and staff reports. All in favor, motion carried.

December 19, 2023 Agenda and Consent Agenda

Motion (Ballard, Andresen) to approve the 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 (Ballard, Andresen) to approve the November Treasurer's Report and pay the December Bills. All in favor, motion carried.

Supervisor's Quarterly Expense Report

Motion (Beck, Andresen) to approve the Q4 Supervisors meetings and expenses for Approval. All in favor, motion carried.

Envirothon Donation

The Area 1 Southern Envirothon committee is requesting \$600 from each participating SWCD in 2024.

Motion (Beck, Andresen) to approve \$600 for the 2024 Area 1 Southern Envirothon Donation. All in favor, motion carried.

Cost Share

Clean Water Legacy Application

- CWL-04-TDII KiFa, Conservation Cover – Project Cost \$1,500.00; Flat Rate Cost Share \$1,500.00.

Motion (Beck, Ballard) to approve the Clean Water Legacy Application as presented. All in Favor, motion carried.

Clean Water Legacy Amendments

- CWL-37-TDII LuSt, WASCBS – Amend installation date from 12/31/23 to 06/01/24.
- CWL-05-FFBC BaViFa, Cover Crop – Amend completion date from 12/1/23 to 12/31/24.
- CWL-03-TDII JeNE, WASCBS - Amend amount at 90% of the contractor's bid instead of estimate; increase \$10,834.20 for total of \$33,102.90.

Motion (Ballard, Beck) to approve the Clean Water Legacy Amendments as presented. All in Favor, motion carried.

Clean Water Legacy Vouchers

- CWL-17-WR FoFa, WASCBS - Project cost \$37,121.05; 90% Cost Share \$29,971.35
- CWL-08-FFBC TiLe, Cover Crop - Project cost \$19,160.04; Flat Rate Cost Share \$19,160.04
- CWL-03-FFBCII GiFa, Cover Crop- Project cost \$35,609.15; % Cost Share \$35,609.15
- CWL-17-TDII JeNe, WASCBS - Project cost \$36,781.00; 90% Cost Share \$33,102.90
- CWL-04-TDII KiFa, Conservation Cover - Project cost \$1,500.00; Flat Rate Cost Share \$ 1,500.00

Motion (Andresen, Beck) to approve the Clean Water Fund payments as presented. All in Favor, motion carried.

State Cost Share Amendment

- SCS-22-3 TrSc, WASCBS – Additional \$1,096.64 needed for a total \$4,341.39.
- SCS-21-11 StMe WASCB – Additional \$431.35 needed for a total of \$1,931.25.

Motion (Beck, Andresen) to approve the State Cost Share Amendment as presented with Schauer abstained, motion carried.

State Cost Share Vouchers

- SCS-21-3 Jiji, Well Decommissioning – Project Cost \$2,352.50; 50% Cost Share with a maximum payment of \$750.00
- SCS-21-10 NiZu, Well Decommissioning – Project Cost \$3434.53; Cost Share with a maximum payment of \$750.00
- SCS-21-11 StMe, WASCB – Project Cost \$2,575.00; 75% Cost Share \$1,931.25
- SCS-21-12 BrGi, Livestock Shelter – Project Cost \$8,900.00; EQIP \$2950.56, 75% Cost Share \$3724.00
- SCS-22-3 TrSc, WASCBS – Project Cost \$78,88.77; EQIP \$2758.50 50% Cost Share \$4,341.39

Motion (Andresen, Beck) to approve the State Cost Share Vouchers as presented with Schauer abstaining, motion carried.

Watershed Based Implementation Fund Applications

- 1W1P-09-OT CiDL, Windbreak – Estimated Cost \$3,689.00; 75% Cost Share \$2,766.75
- 1W1P-10-OT DaOe, Forest Management – Estimated Cost \$580.00; 75% Cost Share \$435.00

Motion (Ballard, Beck) to approve the Watershed Based Implementation Fund Applications as presented. All in favor, motion carried.

Watershed Based Implementation Fund Amendments

- 1W1P-01-BR ToZu, WASCBS – Amend installation date from 12/31/23 to 06/01/24; additional \$18,125.42 amended for new total \$117,641.33.
- 1W1P-02-BR JeNe, WASCBS – Amend installation date to 12/1/24.
- 1W1P-03-BR GrGr, WASCBS – Amend installation date to 12/01/24.
- 1W1P-13-BR KeOI, WASCBS – Another \$2,552.86 needed for an additional 100 feet of tile and reshaping an outlet. Total amount shall be \$13,617.36.

- 1W1P-02-RE RoGe, Prescribed Grazing – Amended contract installation date from 11/1/23 to 12/31/24.
- 1W1P-05-BR VaJi, WASCBS – Additional \$4,368.38 amended, new total \$79,267.89.

Motion (Beck, Schauer) to approve the Watershed Based Implementation Fund Amendments as presented. All in favor, motion carried.

Watershed Based Funding Vouchers

- 1W1P-05-BR VaJi, WASCBS – Total Project Cost \$ 173,952.48; 50% Cost Share \$79,267.89
- 1W1P-09-BR ToAn, Pasture/Hay – Total Project Cost \$1,604.36 ; Flat Rate Cost Share \$1,604.36
- 1W1P-10-BR RoWi, WASCBS – Total Project Cost \$36,836.80 ; 90% Cost Share \$13,204.28
- 1W1P-11-BR ShFa, WASCBS – Total Project Cost \$52,020.79; 90% Cost Share \$7,544.50
- 1W1P-12-BR TjSc, WASCBS – Total Project Cost \$49,173.40; 90% Cost Share \$27,434.06
- 1W1P-13-BR KeOl, WASCBS – Total Project Cost \$33,705.50; 75% Cost Share \$13,617.36
- 1W1P-03-OT ChWa, Cons. Cover – Total Project Cost \$3,507.63; 75% Cost Share \$2,630.73
- 1W1P-04-OT JuHe, Cons. Cover – Total Project Cost \$5,411.85; 75% Cost Share \$4,058.89
- 1W1P-05-OT PaBe, Cons. Cover – Total Project Cost \$1,829.17 ; 75% Cost Share \$1,371.88
- 1W1P-06-OT JaHa, Cons. Cover – Total Project Cost \$8,673.39; 50% Cost Share \$4,336.69

Motion (Beck, Ballard) to approve the Watershed Based Funding payments as presented with Schauer and Andresen abstaining, motion carried.

Board Retreat

The Board retreat will be held February 20, 2024, at Holiday Inn Detroit Lakes with the Board meeting beginning at 8:30, followed by employee annual reports, lunch and a team building activity.

MASWCD

Convention and Resolution Report

Malone reported on the resolutions that passed and did not pass. Advised that our Outstanding Conservationist enjoyed and appreciated the honor of being recognized at the event.

Policy Development

Construction Incentive Proposal

Malone shared the beginning thoughts he and Wes had come up with for incentivizing landowners to complete construction during the summer months. Will keep the board updated as things come together.

Sick and Safe Time

Malone presented a draft policy drafted by an attorney for another SWCD to add to the current policy handbook. An updated policy is required to be in place by January 1, 2024. The Board advised to conduct more research and suggest more changes in the future.

Motion (Ballard, Beck) to approve the Sick and Safe Time changes as presented. All in Favor, motion carried.

Personnel Committee

The committee reported on the meeting held the week prior recommending to follow the federal 2024 COLA and to increase the Flex Benefit by \$100 per month.

Motion (Schauer, Beck) to approve the 2024 COLA once it is announced and the \$100 Flex Benefit increase. All in Favor, motion carried.

Performance Appraisals

Malone advised he was working to get the performance appraisals done for the office.

Soil Health Grant

BWSR has a Grant RFP for increasing Soil Health staffing capacity. Discussions are taking place with neighboring SWCDs with the possibility of sharing staff.

Legislators

Jim Joy – representative District 4B

Rob Kupec – Senator District 4

Krista Knudsen – Representative District 5A

Introductions were made and Malone reminded them that we could be their resource for questions that come up during the Legislative session. Discussion over several different conservation concerns in our area was had. The Board and Legislators posed for a photo.

Open Forum

Malone advised CET Claire Olson is looking to do less field work and more office work. There is a need for project coordination and suggested changing the position to a Project Coordinator and listing an open CET position for the south pod to be based in Becker SWCD. The position change would take effect the beginning of the year and the CET position opening would be advertised immediately.

Motion (Andresen, Ballard) to approve the new positions as presented. All in Favor, motion carried.

Staff Reports

Brandon Dahring – Resource Technician

- 18 Individual Seeding Jobs
- Roughly 160.5 Acres Seeded
- 152.5 Hours on the Tractor

Highlights

- No AC From end of May- September
- Rear tires just about fell off the tractor.
- Didn't break anything major.
- Didn't get in trouble with DOT.

Different mixes

- Hay Mix - 2
- Grazing Mix - 3
- Native Grass Mix - 2
- Native Grass & Forb Mix -4
- Native Monarch Mix - 1
- Custom Native Mix -1
- Buffer/Filter Strip Mix -- 4
- Test Plots (10 Species) - 1

Miles Hauled Tractor/Drill

- Roughly 753 Miles

Acre Meter on Drill vs Actual

- 188.5 acres Vs 160.5 acres
- Calibrated at least 140 times

No till vs Worked Ground

- | | |
|---|--------------------|
| • No-Till Row Crop Residue – 6 | No-till Total: 8.5 |
| • Dug w/ Previous Row Crops - 8 | |
| • Dug w/ Previous Sod or Pasture – 1.5 | Dug Total: 9.5 |
| • No- Till Hay/pasture Inter-seed – 2.5 | |

District Administrator - Bryan Malone

1W1P – Prepared for and presented to the Wild Rice Policy Committee meeting on November 27th in Ada. Also submitted the workplan in elink for the CRP sign up incentive in the Wild Rice for \$100 per acre. The FY21 grant has been extended to expire 12/31/2024. Attended the Crow Wing River

Watershed Technical Advisory Committee meeting in Staples. Attended Otter Tail and Redeye planning committee meetings also. The Redeye WBIF grant was extended also, along with the Buffalo-Red.

Projects – Met with Jeff Gillespie regarding WASCB embankment removal. Since the practice was not recorded and he didn't receive the payments, there was no leverage for us but we met with him on site to discuss possibilities. He is not going to reinstall. Helped stake a tree planting that would be rototilled for next spring. 1 AgBMP loan applications for SSTS. Brandon returned the tractor and fit the drill and tiller in the shop for the winter. DNR is putting together the order for tree planters. Hopefully will have that unit by spring. Spent a fair amount of time putting together amendments and vouchers for cost-share payments.

Education – Friends of Tamarack NWR hosted another session after meeting with the teachers that Christy attended. The Area Technical Training Team will meet the end of November to discuss training priorities for 2024. With all the funding coming for soil health practices, we may be ramping up on that.

Meetings and Other – Worked on employee performance appraisals, revised position descriptions, put together the Job announcement and application for the Office Manager opening and met with the personnel committee. Working on Sick Leave policy update that is required by January 1st. Attended the MASWCD Convention Dec 11-13. Lots of funding available for soil health practices coming our way from both Federal and State sources. Valhalla Resort was appreciative of the honor bestowed on them during the event.

TSA – Prepared and gave an update to the MASWCD Area 1 meeting. Using our workload analysis and inputting new WBIF allocation amounts, we have gone from needing 9 engineering FTEs to 12 for the whole area.

Adjourn

Seeing no further business, Chairman Pavelko adjourned the meeting at 12:16 am.

Curtis R. Ballard
Board Secretary
01-17-24
Date

Bryan E. Malone
District Administrator
1/17/2024
Date

