



Board of Supervisors Monthly Meeting  
Wednesday January 17, 2024  
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  
Ed Clem, Resource Technician  
Ed Musielewicz, NRCS District Conservationist

#### Guests:

Scott Pearson, MN DNR Hydrogeologist  
Senator Steve Green

Chairman Pavelko called the meeting to order at 8:28 a.m.

#### Agenda and Consent Agenda Items

December 19, 2023, Regular Meeting Minutes; Employee Program Reports

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

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

#### Organizational

##### Election of Officers-

Chair- Michelle Andresen

**Motion (Beck, Pavelko) to approve Michelle Andresen as Chair. All in favor, motion carried.**

Vice Chair – Curt Ballard

**Motion (Beck, Pavelko) to approve Curt Ballard as Vice Chair. All in favor, motion carried.**

Secretary – Travis Schauer

**Motion (Beck, Ballard) to approve Travis Schauer as Secretary. All in favor, motion carried.**

Treasurer – Tony Beck

**Motion (Pavelko, Ballard) to approve Tony Beck to remain as Treasurer. All in favor, motion carried.**

Public Relations – Gene Pavelko

**Motion (Beck, Ballard) to approve Gene Pavelko as Public Relations. All in favor, motion carried.**

### Committee Appointments

Personnel Committee - Travis Schauer & Michelle Andresen

Budget Committee - Tony Beck & Gene Pavelko

TSA Committee - Gene Pavelko & Curt Ballard as Alternate

1W1P Ottertail Policy Committee - Michelle Andresen

1W1P Redeye Policy Committee - Tony Beck

1W1P Wild Rice Marsh Policy Committee - Travis Schauer & Curt Ballard as Alternate

1W1P Buffalo Red Policy Committee - Gene Pavelko

1W1P Crow Wing Policy Committee – Tony Beck

MASWCD Forestry – Michelle Andresen & Travis Schauer

### Authorized Representative & Signature Authority

**Motion (Beck, Ballard) to approve Bryan Malone, as authorized representative for grant agreements. Bryan Malone, Deana Westberg and Ed Clem with financial signature authority. Tony Beck also retains financial authority as Treasurer. All in favor, motion carried.**

### Official Financial Institution

**Motion (Beck, Ballard) to continue using Bremer Bank for daily checking and savings transactions and to utilize Midwest Bank for CDs and other savings investments. All in favor, motion carried.**

### Official News Publication

**Motion (Beck, Ballard) to remain with the DL Tribune for legal public notices and conservation announcements. Monthly meetings are posted to the web and in the USDA building. 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 December Treasurer's Report and January Bills. All in favor, motion carried.**

### Mileage Rates

2024 Mileage rate was reviewed. The SWCD follows the federal IRS rates. As of January 1, 2024, the rate is 65.5 cents per mile.

**Motion (Schauer, Ballard) to approve using the IRS rate for mileage. All in favor, motion carried.**

### 2023 Audit Agreement

Board approves to keep Peterson Company for the FY2023 Financial Audit for \$4,500.00.

**Motion (Ballard, Beck) to approve signing the Peterson Co FY2023 Financial Audit Agreement. All in favor, motion carried.**

### DNR tree planter agreement

\$7,396.00 agreement with DNR to cover the purchase of a tree planter.

### RIM Easement Agreement

Joint Powers Agreement for RIM \$2,500.00; \$50.00 per easement inspection.

### Wild Rice CRP Incentives Pilot Agreement

\$30,000.00 1W1P based incentives, giving \$100.00 per acre to sign up for continuous CRP in a priority area.

**Motion (Ballard, Schauer) to approve the DNR tree planter, RIM Easement and Wild Rice CRP Incentives Agreements. All in favor, motion carried.**

### Soil Health Staff Support Grant

Application is due February 8, 2024. Hubbard SWCD approached Malone about a shared position with 50% or more focus on forestry. Hubbard SWCD has a forester on staff. Also talk about partnering with a co-op for an agronomist to help promote our programs.

### Cost Share

#### State Cost Share Applications

- SCS-24-01 TiHi, Windbreak – Total Project Cost: \$2,421.00; 75% Cost Share \$1,815.75
- SCS-24-02 BoJa, Windbreak - Total Project Cost: \$9,300.00; 75% Cost Share \$3,055.00 & \$3,920 EQIP

**Motion (Beck, Schauer) to approve the State Cost Share applications as presented. All in favor, motion carried.**

#### Watershed Based Implementation Voucher

- 1W1P-08-OT DaST, Forest Stewardship Plan– Total Project Cost: \$680.00  
75% Cost Share \$510.00

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

#### Clean Water Legacy Application

- CWF-05-FFBCII JaHe, Cover Crop and Prescribed Grazing– Total Project Cost: \$10,500.00  
Flat Rate Cost Share \$10,500.00

**Motion (Schauer, Ballard) to approve the Clean Water Legacy application as presented. All in favor, motion carried.**

### Board Retreat

Regular Board Meeting and Retreat is scheduled for Tuesday February 20<sup>th</sup> at the Holiday Inn. Regular board meeting at 8:30 am, followed by annual reports from staff, lunch, and a team building activity.

### Equipment

#### Vehicle

Discussion on selling the 2006 Chevy and getting a vehicle with more passenger capacity for meetings etc.

### Policy

#### Early Construction Incentive

Malone presented the Summer Construction Incentive. The goal is to encourage summer construction of structural ag practice such as WASCBs, Grassed Waterways or other Grade Stabilization structures. Any landowner that has not had a cancelled contract in the past would be eligible.

#### **Standard Cost-Share Contract:**

**75%** - If completed by December 1<sup>st</sup> of year one.

**60%** - If completed by December 1<sup>st</sup> of year two

#### **Enhanced Cost-Share Contract:**

A higher rate of financial assistance is provided if all resource concerns are addressed to the field where structural practices are planned. (Typically, the installation of a buffer along a waterbody)

**90%** - If completed by November 1<sup>st</sup> of year one.

**75%** - If completed by December 1<sup>st</sup> of year one.

**60%** - If completed by December 1<sup>st</sup> of year two.

**Crop Rotation Incentive:**

Provide a **\$200 per acre incentive payment** to summer fallow with cover crop following construction, plant spring small grain or annual/perennial forages making construction possible without crop damage earlier in the year.

**90%** - If completed by September 1<sup>st</sup> of year one. Incentive payment is forfeited if not completed by this date.

**75%** - If completed by December 1<sup>st</sup> of year one.

**60%** - If completed by December 1<sup>st</sup> of year two.

**\*Maximum of 80 acres**

**Cancellation** – All contracts for structural ag practices will be cancelled if not completed by December 1<sup>st</sup> of year two. Contract holder will be limited to 50% cost-share on future contracts addressing the same resource concern.

A contract will also be cancelled if construction stakes are moved without the engineer or engineer's representative on site.

**Construction Year** – the installation date of the original contract will be considered year one. One amendment shall be allowed for an extension into year two.

Becker SWCD Board of Supervisors reserves the right to extend contract installation dates due to unforeseen circumstances. For example: an extremely wet weather pattern that does not allow for construction to occur.

**Motion (Beck, Ballard) to approve the Summer Construction Incentive as presented. All in favor, motion carried.**

**Becker County Groundwater Atlas**

Scott Pearson, MN DNR Hydrogeologist introduced himself and presented paper copies of the new Becker County Groundwater Atlas. Presented a slide show describing the different aspects of the new atlas and advised of a Becker County Groundwater Atlas Workshop February 27, 2024, held at the Detroit Lakes Police Department at 1pm.

**Legislators**

Senator Steve Green-

Malone started introductions around the table. Malone thanked Senator Green for helping to pass the SWCD Aid package through legislation as a stable funding source for SWCDs and advised the SWCD office can be a resource for information. Senator Green asked clarifying questions on some local conservation practices and was given answers from the board members and staff.

**Open Forum**

Nothing to discuss.

**Reports**

District Administrator - Bryan Malone

**1W1P** – There is \$7.75 million available in additional WBIF funds to be delivered to those CWMPs that have FY22-23 grant agreements. We submitted a request for the Buffalo-Red in the amount of \$775,000 (\$1.5 million total submitted by all partners). In the Wild Rice, we submitted for \$133,000 (\$1.6 million total) and in the Otter Tail, we proposed \$390,000 (\$900,000 total). Since we hold the grant agreement for the Wild Rice Plan, I put together the request form and sent it to Brett Arne for his signature before sending it to the State office. Attended the Crow Wing River Watershed Technical Advisory Committee meeting in Staples. We are on the task to have a draft plan by mid-summer and Watershed Based funding about a year from now.

**Projects** – Along with Ed M, and other staff we met with Terry Kohler and his WASCB plans. We also met with Tom and Kyle Bergren on two project locations. We also reviewed a preliminary plan with Don Goering. 1 SSTS AgBMP loan application was completed in December for \$18,840. In 2023, there were 4 loans completed for \$58,198 and all were for SSTS. There 11 applications approved for \$217,858 but only those 4 were completed. I also attended the MDA annual training for the AgBMP Loan program and submitted the application for 2024 funding. Adkins made good on their contract language and charged only by the hour. We received the grant agreement for the DNR is putting together the order for tree planters. Hopefully will have that unit by spring.

**Education** – Presented on Hodge Podge for our December edition. Friends of Tamarack NWR hosted another session in January.

**Meetings and Other** – Attended the County Board meeting where Scott Pearson, DNR Hydrogeologist presented the Becker County Groundwater Atlas. The local half day workshop will be February 27th at the DL Police station. Worked on employee performance appraisals, put together the Engineering Technician Job announcement and ranked the applications for the Office Manager. Five interviews are set for the week of January 19th. Working on a proposal for Soil Health Capacity and a possible shared position for forestry and soil health. Met with Christy and Deana on the Grant log.

**TSA** – Gearing up for the Year End report. Once we get through our first year after the reorganization, hopefully this will all be smooth. Matt Fischer has scheduled a “RRVCSA Pod Managers and Staff get together” on February 20th with BWSR to see how things are going. Met with Christy and Deana on the RRVCSA grant logs.

**Training**

Supervisor Training

February 15 Fergus Falls or February 16 Crookston

MCIT Open Meeting Law

Malone, Westberg, Johnson, Beck, Ballard, Pavelko and Schauer attended the live webinar MCIT provided from 11:00 – 11:45 A.M. to address the ability to appear at open meetings remotely in various scenarios. Copy of the slides can be found in the SWCD Board Minutes 3 ring binder.

**Policy**

Emergency Sick and Safe Leave

Malone presented the newest version of the Sick Leave Policy adding the MN Statute 181.9445 for Earned Sick and Safe Time effective January 1, 2024.

**Motion (Schauer, Beck) to approve the revision of the Sick Leave Policy as presented. All in favor, motion carried.**

**Adjourn**

Seeing no further business, Chairman Pavelko adjourned the meeting at 12:07 pm.

Travis Schauer

Board Secretary

20 Feb 2024

Date

Bryan T Malone

District Administrator

2/20/2024

Date

