



**Board of Supervisors Monthly Meeting**  
SWCD/NRCS Conference Room  
USDA Service Center

**Tuesday, March 15, 2024**  
**Meeting Minutes**

**Supervisors Present:**

Michelle Andresen, Chair  
Curt Ballard, Vice Chair  
Tony Beck, Treasurer  
Gene Pavelko, Public Relations

**Staff Present:**

Bryan Malone, District Administrator  
Jamie Bischoff, Office Manager  
Deana Westberg, Office Manager  
Christy Johnson, Office Assistant  
Logan Riedel, Resource Technician  
Ed Clem, Resource Technician

**Absent:**

Travis Schauer, Secretary

**Guests:**

Howard Mooney, Private Consultant of Howard Forestry, LLC  
Barry Nelson, County Commissioner  
Ed Musielewicz, NRCS

Chair Andresen called the meeting to order at 8:31 a.m.

**Agenda and Consent Agenda Items**

February 20, 2024, Regular Meeting Minutes; Employee Program Reports

**Motion (Beck, Pavelko) to approve the February 2024 meeting minutes and employee program reports. All in favor, motion carried.**

**Motion (Beck, Pavelko) 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 (Pavelko, Ballard) to approve the February 2024 Treasurer's Report and March Bills for Approval. All in favor, motion carried.**

**Billing Rates**

Malone explained the process in which we calculate the billable rates.

**Motion (Ballard, Beck) to approve the 2024 Billing Rates. All in favor, motion carried.**

**Office Manager Signing Authority**

New Office Manager, Jamie Bischoff will need signing authority at our financial institutions to conduct business and sign checks.

**Motion (Beck, Ballard) to assign Jamie Bischoff signing authority. All in favor, motion carried.**

### Supervisor's Quarterly Expense Report

The Supervisor's reviewed and signed their quarterly expense report.

**Motion (Pavelko, Ballard) to approve the Q1 Supervisors Meetings and expenses for approval. All in favor, motion carried.**

### Financial Assistance Policy

#### Big Cormorant Lake Area Foundation

##### Shoreland Restoration Cost-Share

Riedel gave a presentation to the Big Cormorant Lake Area Foundation regarding shoreland projects, cost-share information and partnerships. The Foundation would like to offer an incentive to landowners on the lake. The Supervisors would like to see this partnership work with a signed agreement. The Board asked Malone to prepare an agreement to be reviewed at the next board meeting.

##### SWCD Reimbursement

Bryan asked if we should charge a fee for the extra work in the office. The Supervisors agreed this was a good idea and would like to see it stated in the agreement.

### Forest Management Policy

Our cost-share policy was revised in February excluding 2C contracts from receiving cost-share for forest management plans and Consulting forester Howard Mooney expressed concerns with those changes. He was invited to present information regarding SFIA vs. 2C Program and his recommendation to the Board to include 2C contracts for cost-sharing. The Cost-Share information will be discussed at the next board meeting.

### Shoreland Restoration Policy

At the February meeting, the Board revised the cost-share rates relating to Shoreland Restoration. Malone recommended that additional clarification be added. After much discussion, it seemed best to follow our existing policy for structural practices such as WASCBS. Technicians develop a full Resource Management System (RMS) for the parcel. If a landowner agrees to the technician's plan which has multiple practices, they could be granted up to 90% cost-share. If the landowner only agrees to one practice such as shoreland restoration, the landowner will receive up to 75% cost-share.

**Motion (Beck, Pavelko) to provide 90% cost-share to shoreland projects that incorporate a RMS plan and 75% cost-share to those implementing a partial RMS plan. All in favor, motion carried.**

### Cost Share

#### Clean Water Fund Application

CWL-10-FFBC JaCh Cover Crop Project cost \$5,197.62; Flat Rate Cost Share \$5197.62

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

#### Watershed Based Funding Applications

1W1P-13-OT ChOk, WASB's - Project cost \$18,879; 90% Cost Share \$10,973.00; EQIP \$6,018.00

**Motion (Schauer, Beck) to approve Watershed Based Funding Application as presented. All in favor, motion carried.**

#### Watershed Based Funding Voucher

1W1P-10-OT DaOe, Forest Management - Project Cost \$604.00; 75% Cost Share \$435.00.

**Motion (Pavelko, Beck) to approve Watershed Based Funding payment as presented. All in favor, motion carried.**

### Grant Agreements

#### NACD – FY23 Technical Assistance Grant

We were awarded \$111,184.00.

**Motion (Ballard, Beck) to accept the NACD grant. All in favor, motion carried.**

#### PF – Working Lands Cooperative

Pheasants Forever awarded \$30K for us to assist landowners implement wildlife practices on working lands. This grant is effective April 1, 2024 and ends June 30, 2025.

**Motion (Beck, Ballard) to approve and accept the Pheasants Forever Working Lands Cooperative grant. All in favor, motion carried.**

### **Soil Health Roundtable**

#### **Program Review**

Seventeen producers were in attendance. The discussions were effective. The evals from this roundtable came back successful. There was conversation about hosting a roundtable discussion in the Wolf Lake area next year.

### **NRCS – Ed Musielewicz**

#### **Civil Rights Responsibilities for Partners**

Ed explained that there are no changes to civil rights responsibilities this year. The Supervisors signed the annual acknowledgement form.

### **MASWCD**

#### **Area Meeting Highlights**

Highlights from the Northwest Area 1 meeting held in Mahanomen on March 19, 2024 were discussed.

### **Open Forum**

- The tree planter we ordered has been cancelled due to unforeseen issues. We will not have a new three point tree planter in time for this year's planting season but still have our old pull behind to use.
- Bryan provided an update on the miscommunication regarding a shoreland project completed last summer: The specifications of the project are being reviewed. Bryan received the invoices and will discuss the details with those involved in the project.

### **Staff Reports**

#### **District Administrator - Bryan Malone**

**1W1P** – Prepared an agenda for the Wild Rice Planning Committee meeting. At that meeting, discussed the FY24 WBIF allocation and how to split the funds between LGUs. Also gearing up for the CCRP incentive payment once the batching period ends the middle of the month. The supplemental funding needed to be sorted out too. Ended up with about \$65,000 for projects and staff time. Attended the Crow Wing River Watershed Technical Advisory Committee meeting in Staples, reviewed the draft Goals and priority lakes. The Redeye Policy committee met in Wadena for the first time in a couple years. Accomplishments were presented to them.

**Projects** – Wes, Ed and Bryan met with Travis at the Fair Grounds to evaluate the stormwater runoff and potential storage areas. Met with two landowners on their WASCB and Grade Stabilization projects. Spent a fair amount of time figuring out the possible solutions to the cost-share contract miscommunication on the shoreland project. Many emails back and forth. Met with a landowner to sign his cost-share contract. Assisting with the Envirothon Forestry test. Prepared a landowners cost-share voucher.


**Personnel** – Our Program Technician has been offered a job with NRCS in Detroit Lakes. He plans to work for us until the end of May. The job announcement will advertise until April 5th. Also readvertised for the Engineering Technician and expanded our advertising to the colleges and Jobs HQ.

**Meetings and Other** – Applied for a Pheasants Forever Cooperative Working Grant and were successful! Attended the Becker County Comprehensive Plan workgroup session. The local half day workshop for the Becker County Groundwater Atlas was February 27th at the DL Police station. Attended the MASWCD Legislative priority webinar. Karl presented the new AIS agreement to the County Board, and Bryan went along. Prepared for the Soil Health Roundtable and held a successful event. There were 17 producers and a lot of good discussion. Logan and Bryan met with the Big Cormorant Lake Area Foundation on the possibility of them providing extra funding to those landowners installing shoreland restoration projects on Big Cormorant Lake. MCIT held a series of Human Resource webinars and caught the last one about doing reference checks.

**TSA** – Spent a lot of time preparing for the February 29th meeting in Mahanomen preparing the agenda, revising the 2024 agenda and found a glitch in the financial report that we needed to consult with our auditor Michael Peterson. New ways of doing things and are still figuring them out!

**Adjourn**

Seeing no further business, Chairman Andresen adjourned the meeting at 10:55 a.m.

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
District Administrator

15/may 2024  
Date

4/17/2024  
Date