



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

Thursday, July 18, 2024
Meeting Minutes

Supervisors Present:

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

Staff Present:

Bryan Malone, District Administrator
Jamie Bischoff, Office Manager
Christy Johnson, Education/Outreach Coordinator
Karl Koenig, AIS Coordinator
Wes Drake, District Engineer
Ed Musielewicz, NRCS

Guests:

Barry Nelson, Becker County Commissioner

Call to Order

Chair Andresen called the meeting to order at 8:37 a.m.

Agenda

Approval of Agenda

Motion (Beck, Ballard) to approve the July agenda. All in favor, motion carried.

Minutes

Approval of Meeting Minutes – June 20, 2024 - Regular Meeting Minutes

Motion (Schauer, Pavelko) to approve the June 2024 meeting minutes. All in favor, motion carried.

Financial

Treasurers Report and Bills for Approval

Bischoff presented the Treasurers Report and Bills for Approval.

Motion (Ballard, Schauer) to approve the June 2024 Treasurer's Report and July Bills to pay. All in favor, motion carried.

Preliminary 2025 Budget Discussion

Preliminary budget was due to Becker County July 15th. Bryan reviewed the preliminary budget numbers with the board. Malone stated the approval of the 2025 proposed budget will be on the agenda for the August meeting.

Cost Share

Clean Water Fund Application

CWL-12-FFBC AIBe, Cover Crops: Flat rate payment of \$32,529.60

Motion (Pavelko, Beck) to approve the Clean Water Fund application CWL-12-FFBC. All in favor, motion carried.

Clean Water Fund Voucher

CWL-05-TD MaFa, WASCBS: Project Cost to date \$152,160.30 partial payment \$136,944.27

Motion (Beck, Schauer) to approve the partial payment for voucher CWL-05-TD. All in favor, motion carried.

Watershed Based Funding Applications

1W1P-03-WR JeJi, WASCBS: Project Cost \$87,263.41; 90% Cost Share \$78,537.06

1W1P-21-OT SaBa, Cons Cover: Project Cost \$3,486.35; 75% Cost Share \$2,614.76

Motion (Ballard, Pavelko) to approve the Watershed Based Funding applications. All in favor, motion carried.

Watershed Based Funding Vouchers

1W1P-15-BR KeFa, WASCBS: Project cost \$217,101.28; EQIP \$115,668.60; 90% Cost Share; Partial Payment \$97,722.55

Motion (Pavelko, Beck) to approve the 1W1P-15-BR Voucher payment. All in favor, motion carried.

State Cost-Share Vouchers

SCS-24-03 KeBr, Windbreak Est.- Project cost \$1,054.94; 75% Cost Share \$791.21

SCS-24-05 RiHo, Windbreak Est.- Project cost \$533.04; 75% Cost Share \$399.78

Motion (Schauer, Ballard) to approve the State Cost-Share Vouchers. All in favor, motion carried.

AIS Management Grant Payments

Karl explained the process for determining who will receive grant funding for the control of curly leaf pond weed. The required documentation was presented with his checklist which includes a request letter, a map showing the area being treated, a copy of the permit, and a paid invoice. He stated that both the Pelican River Watershed District and the Toad Lake Association submitted all the required documents and recommended payment.

Motion (Pavelko, Beck) to approve AIS management grant payments of \$4,000 to Pelican River Watershed District and the Toad Lake Association. All in favor, motion carried.

Education and Outreach

2024 Outstanding Conservationist Selection.

Malone presented four names that he and Musielewicz discussed. Tim and Angie Lehrke were recommended for the 2024 selection.

Motion (Pavelko, Schauer) to select Tim and Angie Lehrke as the 2024 Outstanding Conservationist for Becker SWCD, pending their acceptance of the award. All in favor, motion carried.

Policy

Financial Assistance – Bid process, Contracting, Minutes

We discussed various aspects of the bid process, contracting, flat rate, and minutes.

Furthermore, it was discussed the ability to approve an application and it could be paid without further board action unless it needs an amendment. The voucher payment would become part of the bills to approve. Wes and Bryan will provide formal policy suggestions for next month's meeting.

Technology Allowance

Bryan will provide a formal policy suggestion regarding the technology stipend for next month's meeting.

Personnel

Work from home request

Work from home request was received from the Program Coordinator, Claire Olson for 6 months starting in September 2024 and ending early March 2025. Malone and Olson have developed a work plan with an evaluation of effectiveness at mid-term.

Program Technician

Jim Rorah, Program Technician, has turned in his letter of resignation. His last day is July 26th. This position opening will be advertised on several sites.

Comprehensive Watershed Management Planning

Crow Wing River Plan Summary

Malone presented a summary of the Crow Wing River draft plan. The plan has been approved by the Policy Committee to begin the formal 60-day review process. The public hearing will be held October 17th in Staples.

Equipment

AIS Decontamination unit

Karl has a decontamination unit that we could sell as it is outdated and is no longer in use. Karl will talk to Barry, county commissioner, about the steps in selling it.

Vehicle

Karl mentioned that he would recommend selling the Subaru that has 170,000 miles. Malone updated the board regarding the purchase of a 2023 Ford F150.

Motion (Pavelko, Beck) to approve selling the AIS vehicle and the decontamination unit. All in favor, motion carried.

Open Forum

No items presented

Staff Reports

Bryan Malone - Administrator

1W1P – Completed my review and submitted comments for the Crow Wing River plan draft.

The Advisory committee met on July 3 to review comments and the Policy Committee will meet on July 24th to officially begin the 60-day formal public comment period.

Projects – Visited the Lyle Pederson property on Two Inlets Lake with Wes and Claire for possible stream stabilization project. One AgBMP Loan application for septic system installation. Preparing the project inspection list to ensure the status of 1, 5 and 9 year projects. Completed the invoice for the DNR Ob well payment.

Personnel – Completed the Soil Health Staffing Agreement with Hubbard SWCD. Claire and I will meet with them on July 19th. Jamie posted the Engineering Technician position again on our usual sites and added a couple new sites to the list.

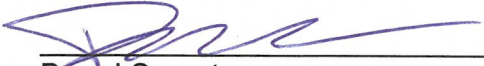
Meetings and Other – The end of the quarter means lots of time spent preparing reports for NACD, TSA, all the WBIFs, DNR, BWSR mid term reports on grants >\$500K, etc. Jamie and I met with Bremer Bank and they presented services that may be useful for us. Have not heard or seen the ad in the paper regarding new bids for Office Space. Attended the CLWD Advisory Committee Meeting. Sent payment requests to the County for our first half allocation and AIS. Jamie and I took care of the new CDs approved at the last Board meeting. Attended the County

NRM meeting. Received quotes for a new vehicle and decided on a Ford this time. Started preparing the FY25 budget for the SWCD. WCA TEP meeting had lots on the agenda with replacement plans.

TSA – Developed the FY25 Proposed budget for our Board Meeting on July 31st. Will be preparing the agenda and other materials for that meeting over the next couple of weeks.

Adjourn

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



Board Secretary

District Administrator

20 Aug 2024
Date

Date