



**Board of Supervisors Monthly Meeting**  
SWCD/NRCS Conference Room  
USDA Service Center  
**Wednesday, March 20, 2025**  
**Meeting Minutes**

**Supervisor's 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, Office Assistant  
Ed Musielewicz, NRCS District Conservationist  
Ethan Bachmann, Engineering Technician  
Ed Clem, Soil & Water Resource Technician  
Brandon Dahring, Resource Technician

**Guests:**

Calin McArthur, White Earth Natural Resources Hydrologist

**Call to Order**

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

**Agenda**

Andresen called for approval of the agenda.

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

**Minutes**

February 19, 2025 meeting

**Motion (Schauer, Ballard) to approve February 19, 2025 minutes. All in favor, motion carried.**

**Financial**

**February 2025 Financial Treasurers Report and Bills**

Bischoff presented the February 2025 Treasurers Report and March bills.

**Motion (Ballard, Schauer) to approve the February 2025 Treasurer's Report and March bills to pay. All in favor, motion carried.**

**Supervisor's Quarterly Expense Report**

Bischoff presented the quarterly supervisor's expense report.

**Motion (Pavelko, Beck) to approve the first quarter 2025 supervisor's expenses. All in favor, motion carried.**

## **Financial Assistance**

### **Soil Health Practices Policy.**

Malone provided a policy recommendation for the BWSR Soil Health Practices Grant. Practices include Cover Crops, Pasture/Hay Planting, Nutrient Management, Conservation Cover, No-Till, Pollinator Plantings. A five-year lifespan for Pollinator, Pasture/Hayland and Conservation Cover. Practices capped at 160 acres. RCPP only allows one-year contracts but if producers are interested in additional years, they must be on the same acreage as the previous year. Payment rates were discussed.

**Motion (Ballard, Schauer) to approve the Soil Health Practices Policy for practices and payments of \$40 per acre for cover crops and no-till, \$235 per acre for Pasture and Hayland Planting, \$330 per acre for pollinator plantings, \$220 per acre for conservation cover, \$32 per acre for nutrient management with a maximum of 160 acres each year. All in favor, motion carried.**

## **Cost-Share**

### **State Cost Share Applications**

SCS-25-01 PaOk, Windbreak - Cost estimate - \$1,942.00; 75%; Cost Share \$971.00

SCS-25-02 SpDa, Windbreak - Cost estimate - \$1,980.00; 75%; EQIP \$287, Cost Share \$1,198.00

SCS-25-03 LyLe, Windbreak - Cost estimate - \$4,784.00; 75%; Cost Share \$3,588.00

SCS-25-04 TrSc, Windbreak - Cost estimate - \$8,704.00; 75%; Cost Share \$6,528.00

SCS-25-05 PaOk, Windbreak - Cost estimate - \$8,708.00; 75%; EQIP \$2,735, Cost Share \$3,796.00

**Motion (Pavelko, Beck) to approve the State Cost Share applications. All in favor, motion carried. Schauer abstained from voting.**

### **Watershed Based Implementation Applications**

1W1P-23-BR CuLa, Forest Mgmt. – Cost estimate - \$920.00; 75%; Cost Share \$690.00

1W1P-24-BR KiFa, WASCBS - Cost estimate - \$162,604.75; EQIP \$22,501, 90%; Cost Share \$45,459.27

1W1P-24-OT RyOI, WASCBS - Cost estimate - \$22,669.02; 75% Cost Share \$17,001.77

1W1P-05-WR ToSh, Forest Mgmt. - Cost estimate - \$2,300.00; 75%; Cost Share \$1,725.00

1W1P-25-OT KeFa, Conservation Cover - Cost estimate - \$4,533.05.00; 75%; Cost Share \$3,399.79

**Motion (Beck, Ballard) to approve the Watershed Based Implementation Applications. All in favor, motion carried. Schauer abstained from voting.**

## **Retreat Follow up**

### **Core Values**

Malone presented the Core Values feedback with a March 24 deadline for the staff and board to submit contributions. Plan is to have a final version to approve at the April meeting.

## **Personnel**

### **Engineering Technician**

Malone introduced Ethan Bachmann to the board. Ethan gave a brief overview of his background. The board members each introduced themselves and welcomed Ethan.

### **Personnel Committee Update**

Chair Andresen suggested a personnel committee meeting with each staff member on neutral territory to go over any concerns, suggestions and ideas regarding organizational structure.

### **Resource Technician**

Logan provided his resignation. His last day is Friday March 21, 2025. It was advised not to advertise this position until the position description was reviewed for revision with possible combination of duties.

### Private Lands Biologist

Phil Doll provided resignation. His last day is Friday March 21, 2025. It was advised not to advertise this position until the position description was reviewed for revision with possible combination of duties.

**Motion (Ballard, Schauer) to accept the resignations. All in favor. Motion carried.**

### Handbook update, Compensation Study & Organizational Structure

Malone presented options for a consultant to update the Personnel Policy handbook and another consultant to do the Compensation Study. There is a PRAP grant available from BWSR for up to \$10,000.00 to assist with these expenses. Brett Arne, BWSR BC is available to assist with the organizational structure discussions.

**Motion (Ballard, Schauer) to apply for the PRAP grant to begin the Handbook Update and the Compensation Study. All in favor. Motion carried.**

### Grant Agreements

#### RIM

Work order 03-25-W001 \$5,000 Work Order.

#### U of MN

MOSH - Soil Health Bus Tour for \$20,000.00

BWSR -Soil Health Bus Tour grant agreement through MTTT for \$10,565.00

**Motion (Beck, Ballard) to approve the grant agreements. All in favor. Motion carried.**

### Education & Outreach

- Soil Health Roundtable - Held in Sebeka on March 18<sup>th</sup> in partnership with Hubbard SWCD & Wadena SWCD. 30 attendees, 22 producers representing 14 farms.
- Local Weed Inspector training was held in Callaway March 13<sup>th</sup>. Brandon Gill provided an interactive and successful training event.
- Ag in the Classroom was held for area 4<sup>th</sup> graders. Logan, Owen, and Matt educated approximately 300 students.
- Envirothon meeting was held in Fergus Falls that resulted in several volunteers being found for the upcoming event.

### MASWCD

Next meeting is scheduled for June 17, 2025 in Mahnomen, MN.

### Open Forum

Calin McArthur, Hydrologist from White Earth Natural Resources introduced himself. He explained where his expertise, background and experiences have come from. Currently, he was learning how the different boards worked. His duties included permitting high-capacity water appropriation permits.

### Staff Reports

**1W1P** – Prepared for the Wild Rice Planning Team meeting and now preparing for the Policy Committee meeting on March 24<sup>th</sup>. Attended the Redeye Policy Committee meeting on March 10<sup>th</sup>. The FY21 grant expired December 31<sup>st</sup> for the Redeye and will be going through a BWSR PRAP to evaluate how we did.

**Projects** – Met with NRCS staff on unfunded EQIP applications and how they could possibly be funded with the Soil Health Practices RCPP. One application for a SSTS Upgrade Grant. Attended the Local Work Group meeting in Moorhead with the Detroit Lakes NRCS/SWCD Team. We received an AgBMP Loan application for a no-till drill.



**Personnel** – Lots of changes in the last month. We interviewed three candidates for the Engineering Technician position and offered it to Ethan Bachmann. He started with us on March 10<sup>th</sup>. Continued working with Jeff Hrubes, BWSR Clean Water Specialist on our Core Values exercise and should have something to share at the Board meeting. Preparing job announcements for the Resource Technician and Private Lands Biologist positions. Brennan Steele will be our intern this summer. He stopped by to meet us and get acquainted with the office.

**Meetings and Other** – Received the grant agreements from the MTTC and MOSH for the Soil Health Bus Tour. Made a site visit with Ed M to Sebeka for the Soil Health round table that will be held March 18<sup>th</sup> and continue to plan for that. Presented on what Becker SWCD has to offer to Beginning Farmers in Lake Park. This was organized by FSA. Attended the Soil Health Practices Grant (RCPP) meeting to learn about the details of that program. They are waiting for confirmation from NRCS about funds being available before sending grant agreements. The Local Weed Inspector Training was March 13<sup>th</sup> in Callaway.

**TSA** – Prepared for and held the TSA meeting in Mahanomen on February 27<sup>th</sup>. They approved the revised budget for 2025 and heard 2024 accomplishment reports from Mary, Wes, Mike, Logan, Matt and Justin. The next meeting is July 30, 2025. Also met with Engineering staff, BWSR and District Managers to discuss how things are going in Area 1 and if any changes are needed. Things seem to be going well. BWSR hosts a TSA Host District Manager meeting held virtually twice a year.

#### **Future Meeting Dates**

Wednesday, April 16<sup>th</sup>, Thursday, May 22<sup>nd</sup>, and Wednesday, June 25<sup>th</sup>

#### **Adjourn**

Hearing no further business, Chair Andresen adjourned the meeting at 11:01 p.m.

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

16 Apr 2025  
\_\_\_\_\_  
Date

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

4/16/2025  
\_\_\_\_\_  
Date