



**Board of Supervisors Monthly Meeting**  
SWCD/NRCS Conference Room  
USDA Service Center  
**Wednesday, April 16, 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

**Guests:**

Barry Nelson, Becker County Commissioner  
Brett Arne, BWSR Board Conservationist

**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, Schauer) to approve the agenda. All in favor, motion carried.**

**Minutes**

March 20, 2025 meeting minutes.

**Motion (Pavelko, Ballard) to approve the March 20, 2025 minutes. All in favor, motion carried.**

**Financial**

**March 2025 Financial Treasurers Report and Bills**

Bischoff presented the March 2025 Treasurers Report and April bills.

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

**Crow Wing WBIF Agreement for Services**

The BWSR grant agreement with Crow Wing SWCD as the fiscal agent became effective April 3<sup>rd</sup> so we can start charging time to that grant after that date for planning and encumbering funds for projects. Malone presented the agreement between Becker SWCD and Crow Wing SWCD for our allocation of funds and our responsibilities. Malone presented the Fiscal Agent

Agreement to the board stating that he sent it to the County Attorney, Brian McDonald for review. This item is for information only as we are going to wait to for approval of the agreement until we hear from Attorney McDonald and other County Attorneys that are reviewing it.

**Motion (Pavelko, Schauer) to approve the Crow Wing WBI Agreement for services. All in favor, motion carried.**

### **Financial Assistance**

#### **2025 Cost-Share Policy Update**

Malone provided a policy recommendation streamlining the cost-share policies by practice instead of by grant. It also included the removal of some old policies and inclusion of others that had not been in the compilation previously.

**Motion (Ballard, Schauer) to approve the 2025 Cost-Share Policy update. All in favor, motion carried.**

### **Cost-Share**

#### **Clean Water Fund Applications**

CWF-11-FFBCII MiRu, Cover Crop, Flat Rate \$31,406.40.

CWF-13-FFBC DeSc, Cover Crop, Flat Rate \$9,515.86

**Motion (Ballard, Beck) to approve the Clean Water Fund applications. All in favor, motion carried.**

#### **Watershed Based Implementation Applications**

1W1P-25-BR DeSc, Prescribed Grazing, cost estimate \$25,312.44, 75% cost share \$18,984.33

1W1P-26-OT MaPr, Conservation Cover, cost estimate \$5,625.67, 75% cost share \$4,219.25

1W1P-27-OT ChBl, Forest Management Plan cost estimate \$1,490, 75% cost share \$1,117.15

1W1P-29-OT WaZi, Conservation Cover, cost estimate \$3,171.81, 75% cost share \$2,378.86

1W1P-30-OT AlEn, Forest Management Plan, cost estimate \$1,900.00, 75% cost share \$1,425.00

1W1P-31-OT ShEc, WASCB, cost estimate \$33,176.61, 90% cost share \$7,357.94 & EQIP contribution of \$22,501.00

CW-25-01 BiEc, Forest Management Plan, cost estimate \$962.00, 75% cost share \$721.50.

1W1P-28-OT MaBr-Tu, Conservation Cover, cost estimate \$4,649.01, 75% cost share \$3,486.76

1W1P-32-OT MiRu, Prescribed Grazing, cost estimate \$83,868.20, 75% cost share \$62,901.15

1W1P-33-OT ReDu, Conservation Cover, cost estimate \$4,627.20, 75% cost share \$3,470.40

**Motion (Schauer, Beck) to approve the Watershed Based Funding applications. All in favor, motion carried.**

#### **State Cost-Share Applications**

SCS25-05 ToBe, Windbreak Establishment, cost estimate \$2,791.00, 75% cost share \$2,093.00

SCS-25-06 KiWi, Windbreak Establishment, cost estimate \$7,444.00, 75% cost share \$5,583.00

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

### **Personnel**

#### **Core Values**

Malone updated that the board regarding the core value exercise. He will ask the board and staff to review the final input and vote on the short phrase for each value.

#### **NRCS:**

The probation employees that were let go, have been reinstated but now have taken the DRP plan. Matt Preis also took the DRP plan. Lawrence Metter, Rangeland Management Specialist, who was stationed in the Perham Field Office is transferring to our office permanently beginning April 23<sup>rd</sup>.



### Organizational Structure

Malone explained to the board that he met with the staff individually regarding restructuring the organizational chart. He also listened to any concerns they may have shared and anything else they had to offer. Malone has not yet put together themes or ideas from those meetings. Next month he hopes to have that report ready for the board.

### PRAP Application

Bryan shared the application he submitted to BWSR for the \$10,000 PRAP grant. If this is approved, it will assist us in revising our personnel policy handbook, assist with the organizational structure, complete a compensation study, update our job descriptions and possibly our own pay scale. We will be working with attorney, Ann Goering from Ratwik, Roszak & Maloney and Tessia Melvin with David Drown Associates. The cash match the District will need to complete this process is \$8,125. In-kind match could be up to \$7,017.80.

**Motion (Beck, Schauer) to move forward with PRAP application, the services that Ann Goering and David Drown Associates will provide. All in favor. Motion carried.**

### WCA

The Board approved the LL Ranch banking plan with the condition that they contact the White Earth Nation to ensure no cultural resources are in that area. LL Ranch made that contact multiple times without a response from the White Earth Tribe. As a result, the conditions were met.

**Motion (Ballard, Beck) to approve the LL Ranch Banking plan to move forward. All in favor. Motion carried.**

### Projects

#### Upper Buffalo River Restoration

After much discussion, Malone will email Kristine to ask her to attend our next board meeting to present on the project and answer any questions.

### MASWCD

Resolutions will need to be made before our next meeting and approved at our May board meeting. If we move forward with the resolution, it will be submitted for the Area 1 meeting on June 17, 2025.

### Open Forum

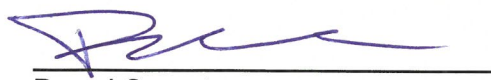
- The tractor lease from Adkins has been signed. The tractor itself and the lease are the same as last year.
- Brett Arne, BWSR, stated he had no bad news for the state budget so far and that the legislators should adjourn on May 19, 2025.

### Staff Reports

Malone sent his report out with the packet and was reviewed beforehand and there were no further questions.

### Adjourn

Hearing no further business, Chair Andresen adjourned the meeting at 11:16 p.m.

  
Board Secretary

  
District Administrator

22 May 2025  
Date

5/22/2025  
Date