



Board of Supervisors Meeting
SWCD/NRCS Conference Room
USDA Service Center
Tuesday, July 15, 2025
Meeting Minutes

Supervisor's Present:

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

Staff Present:

Bryan Malone, District Administrator
Jamie Bischoff, Office Manager
Christy Johnson, Outreach Coordinator
Wes Drake, District Engineer
Claire Olson, Program Coordinator
Owen Reding, Shoreline Technician
Ethan Bachmann, Engineer Technician
Brennan Steele, Summer Intern
Ed Clem, Soil & Water Resource Technician

Guests:

Ed Musielewicz, NRCS District Conservationist
Todd Andresen, Landowner

Call to Order

Chair Andresen called the meeting to order at 8:36 a.m.

Agenda

Andresen called for approval of the agenda with the removal of Watershed Based Funding Cost-share application CW-25-04 LyPe, streambank stabilization.

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

Minutes

June 25, 2025 meeting minutes were reviewed.

Motion (Beck, Pavelko) to approve the June 25, 2025 meeting minutes. All in favor, motion carried.

Financial

June 2025 Financial Treasurers Report and Bills

Bischoff presented the June 2025 Treasurers Report and July bills.

Motion (Pavelko, Schauer) to approve the June 2025 Treasurer's Report and July bill payments. All in favor, motion carried.

DNR Farm Bill Assistance

Malone presented the DNR Farm Bill Assistance agreement for beginning 7/1/2025 through 6/30/2027. This agreement reimburses the SWCD for the time district staff spend assisting NRCS with Farm Bill program contracts.

Motion (Beck, Ballard) to approve the DNR Farm Bill Assistance Agreement as presented. All in Favor, motion carried.

SSTS Cost-Share Policy

Currently the cost-share policy is 50% cost-share up to \$7,500 for low-income applicants and 100% cost-share for very low-income applicants. System upgrade project costs were reviewed from the last 3 years. The board discussed whether the policy thresholds needed to be updated based on the information presented. No changes were made.

Cost-Share

Watershed Based Funding Applications

1W1P-41-OT KeHa, Forest Management Plan; Project cost \$1,134.00; 75% cost-share; \$850.00
CW-25-05 JoJo, Forest Management Plan; Project cost \$878.00; 75% cost-share; \$658.50.

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

State Cost-Share

SCS-25-07 ChOk, Field Border; Project cost \$2,649.69; 75% cost-share; \$1,987.27.

Motion (Beck, Pavelko) to approve the State Cost-Share application. All in favor, motion carried.

Education and Outreach

Outstanding Conservationist Selection

A list of possible choices was reviewed and the standout for project implementation was Blue Line Farms, Tom & Tyler Trieglaff.

Motion (Ballard, Schauer) to select Blue Line Farms as the 2025 Outstanding Conservationist. All in favor, motion carried.

Personnel

Outreach Coordinator

Christy submitted her resignation letter and her last day of employment is July 17, 2025. Bischoff will post the Outreach Coordinator job announcement on Monday, July 21, 2025.

Handbook Update

Many updates to the Personnel Policy Handbook were recommended by Ann Goering. The vast majority were due to national and state statutes that had been passed in recent years that had not been incorporated into our handbook yet.

Motion (Beck, Ballard) to adopt the Handbook as recommended by Ann. All in favor, motion carried.

Organizational Structure

Malone will discuss with Ann Goering whether additional changes need to be made to the handbook if the organizational structure presented was adopted. The timeline for implementing the new organizational structure is expected to be at the next board meeting.

CLWD & PRWD Shared Services Agreement

The agreement changes how we invoice Cormorant Lakes Watershed and Pelican River Watershed for shared Shoreland Technician hours moving forward. It will be for actual hours worked as opposed to splitting the match equally. There will be less emphasis on permitting with the new agreement.

Motion (Schauer, Ballard) to approve the revised CLWD & PRWD Shared Services Agreement. All in Favor, motion carried.

Open Forum

The prevailing wage resolution approved at the Area 1 meeting was sent to our area legislators by Malone he shared some of their responses. Engineer Drake shared the response he received from the DLI. The Board clarified that the decision at the June meeting meant that until BWSR or DLI provided official instructions, Becker SWCD will continue doing business as usual. The board requested that Justin Hanson, BWSR Assistant Director or Brett Arne, BWSR BC, be invited to the next board meeting.

Ed Musielewicz presented the flyer for Sandy Soils, Irrigation and Soil Health Tour - White Earth. Ray Archuleta will be presenting at Tim & Angie Lehrke's Farm on July 25th.

Easements

Boundary/Land Exchange Proposal

Jim Quittschriber requested to modify his RIM easement to remove 3.27 acres from one area and add 8.72 in another. He is willing to upgrade the vegetation in the proposed addition at his own expense. None of the easement area includes native grasses at this point so this would be an added benefit to the easement. With SWCD board approval the modification request is sent to BWSR for their approval.

Motion (Schauer, Pavelko) to approve the Quittschriber RIM Easement Boundary/Land Exchange Proposal. All in favor, motion carried.

MASWCD

Stewardship Submit

Governance and Leadership Essentials

Malone presented the information. If any Board Supervisors would like to attend this training, they are to inform Malone or Bischoff.

District Manager Professional Development

The board encouraged Malone to attend this professional development training. Malone will review the training dates and inform the board at the next meeting whether he can attend all seven sessions.

Staff Reports

Administrator, Bryan Malone presented his monthly report.

Next Board Meeting Date

Wednesday, August 20, 2025

Adjourn

Hearing no further business, Chair Andresen adjourned the meeting at 11:04 a.m.



Board Secretary


District Administrator

20 Aug 2025

Date

9/29/2025

Date