



**Board of Supervisors Meeting**  
SWCD/NRCS Conference Room  
USDA Service Center  
**Wednesday, October 15, 2025**  
**Meeting Minutes**

**Supervisor's Present**

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

**Staff Present**

Bryan Malone, District Administrator  
Jamie Bischoff, Office Manager  
Kody Crabtree, Outreach Coordinator  
Dayton Talbert, DL High School Intern

**Absent**

Travis Schauer, Secretary

**Call to Order**

Chair Andresen called the meeting to order at 8:32 a.m.

**Agenda**

Andresen called for approval of the agenda.

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

**Minutes**

The September 29, 2025 meeting minutes were reviewed.

**Motion (Ballard, Beck) to approve the September 29, 2025 meeting minutes. All in favor, motion carried.**

**Financial**

**September 2025 Treasurers Report and October Bills**

Bischoff presented the September 2025 Treasurers Report and October bills.

**Motion (Ballard, Pavelko) to approve the September 2025 Treasurer's Report and to pay October bills. All in favor, motion carried.**

**2024 Audit – Representation Letter**

Malone reviewed the 2024 draft audit with the board. The board did not have any questions at this time.

**Motion (Pavelko, Ballard) to discuss this topic at the next board meeting. All in favor, motion carried.**

discussed holding payment until satisfactory work is completed or until deadlines are met. Malone will keep the board updated.

### **MASWCD**

#### **Resolutions**

The board supervisors reviewed, discussed and voted on each of the 12 resolutions. Crabtree recorded their votes and will submit each of them on the website before November 1.

#### **MASWCD Area Meeting November 18<sup>th</sup>**

Malone reminded the board about the MASWCD Northwest Area 1 Meeting in Mahanomen set for November 18.

#### **Convention Registration**

Bischoff discussed the registrations and hotel reservations for the MASWCD convention taking place December 1-3, 2025.

### **Open Forum**

No business was presented during open forum.

### **Staff Reports**


Bryan Malone, Administrator, presented his monthly report

### **Next Board Meeting Date**

Wednesday, November 19, 2025

### **Adjourn**

Hearing no further business, Chair Andresen adjourned the meeting at 11:05 a.m

  
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Board Secretary

  
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District Administrator

19 Nov 2025  
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Date

11/19/2025  
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