



Board of Supervisors Meeting
SWCD/NRCS Conference Room
USDA Service Center
Wednesday, November 19, 2025
Meeting Minutes

Supervisor's Present

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

Staff Present

Bryan Malone, District Administrator
Jamie Bischoff, Office Manager
Kody Crabtree, Outreach Coordinator

Guests

Barry Nelson, Becker County Commissioner
Ariel Arno, Conservation Planner Technician
Ed Musielewicz, NRCS District Conservationist
Brett Arne, BWSR Board Conservationist

Absent

Curt Ballard, Vice Chair

Call to Order

Chair Andresen called the meeting to order at 8:30 a.m.

Agenda

Andresen called for approval of the agenda.

Motion (Beck/Pavelko) to approve the November 19, 2025 agenda. All in favor, motion carried.

Minutes

October 15, 2025 meeting minutes were reviewed.

Motion (Beck/Schauer) to approve the October 15, 2025 meeting minutes. All in favor, motion carried.

Financial

2025 Treasurers Report and November Bills

Bischoff presented the October 2025 Treasurers Report and November bills.

Motion (Schauer/Pavelko) to approve the October 2025 Treasurer's Report and to pay the November 2025 bills. All in favor, motion carried.

2024 Audit

Bryan handed out copies of the 2024 audit and went through findings and concerns with the report.

Discussed the segregation of duties that was listed as a concern and pointed out that a majority of the pages are about PERA liabilities.

Motion (Beck/ Schauer) to approve the 2024 audit. All in favor, motion carried.

FY26/27 NRBG Grant Agreement

Bryan informed the Board that we received 2 years of funding for use in 2026 and 2027.

Motion (Beck/Schauer) to approve the FY26/27 NRBG Grant Agreement. All in favor, motion carried.

Cost Share

Watershed Based Implementation Amendments

All contracts have a completion date of 12/1/2025 and are working on their projects for completion in 2026. Recommend amending all completion dates to 12/1/2026.

1W1P-25-BR DeSc, Prescribed Grazing	1W1P-23 BR CuLaTr, Forest Management
1W1P-47-OT RuWi, Forest Management	1W1P-43-OT LoMu, Well Sealing
1W1P-41-OT KeHa, Forest Management	1W1P-27-OT ChBl, Forest Management
1W1P-23-OT CrSh, Forest Management	1W1P-48-OT WiGu, Critical Area Planting
1W1P-04-WR ScHo, Forest Management	CW-25-02 TiHe, Prescribed Grazing
CW-25-03 ScSt, Forest Management	

Motion (Pavelko/Beck) to approve the Watershed Based Implementation Amendments extending their completion dates to 12/1/2026. All in Favor, motion carried.

Clean Water Fund Amendments

CWF-02-BW MoTr, WASCBS; Increase the allocated amount of \$102,967.50 by \$2,348.63 for a total of \$105,316.13

CWF-06-TDII JiOL, WASCBS; Increase allocated amount of \$113,544.45 by \$4,095.20 for a total of \$117,739.65

Motion (Schauer/Beck) to approve CWF-06-TDII and table CWF-02-BW until further information is received. All in Favor, motion carried.

Clean Water Fund Vouchers

CWF-02-BW MoTr, WASCBS; Project Cost \$140,421.50; 75% cost-share; \$105,316.13

CWF-06-TDII JiOL, WASCBS; Project Cost \$130,710.72; 90% cost-share; \$117,739.65

Motion (Schauer/Beck) to approve payment of the original allocated amount of contract CWF-02-BW of \$102,967.50 and final payment of contract CWF-06-TDII of \$117,739.65. All in Favor, motion carried.

Personnel

David Drown & Associates Report – Tessia Melvin

Tessia Melvin from David Drown & Associates appeared virtually before the Board to discuss the different job descriptions and new pay scale.

Paid Family & Medical Leave

Jamie explained what she learned at BWSR academy and brought up our options to have the employer cover all the expenses or share with the employee.

Motion (Shauer/Beck) to pay 90% of the allotted 0.66% that SWCD is required to pay (.60% of the .66%) and the employees would pay 10% (0.06% of the 0.66%) of the Paid Family & Medical Leave. All in Favor, motion carried.

Policy Handbook Update

Bryan talked about reimbursements and asked to change the policy handbook for employees to use their District credit card and turn in receipts and remove the verbiage regarding per diems.

Motion (Shauer/Beck) to remove the per diem and revise the policy to have employees use the District credit card and turn in receipts for their expenses. All in Favor, motion carried.

Promotion

Radio Branding Campaign

Ariel discussed having a radio ad campaign to boost our SWCD presence in the area. She presented costs associated with that promotion.

Motion (Shauer/Beck) to approve the radio branding campaign. All in Favor, motion carried.

Local Water Management

Crow Wing River CWMP – Amended MOA

The White Earth Nation has requested to join the Implementation of the Crow Wing CWMP. The County Attorney has reviewed the revised agreement including WEN and found no concerns.

Motion (Shauer/Pavelko) to approve the revised Crow Wing River CWMP Implementation Agreement to add White Earth Nation to the group. All in Favor, motion carried.

MASWCD

Area Meeting Recap

Bryan talked about prevailing wage that was brought up at the area 1 meeting by Justin Hanson, BWSR. He discussed the resolution for conservation projects to be exempt from prevailing wage. It may be best to think of an amendment for that resolution at the annual MASWCD convention.

Convention Schedule and Arrangements

Jamie talked about hotel check-ins, who's driving, and evening meal arrangements for the convention.

Open Forum

Nothing to report

Staff Reports

Bryan Malone, Administrator, presented his monthly report

Next Board Meeting Date


Wednesday, December 17, 2025

Adjourn

Hearing no further business, Chair Andresen adjourned the meeting at 11:17 a.m.



Board Secretary



District Administrator

17 Dec 2025

Date

12/17/2025

Date