



Board of Supervisors Meeting
SWCD/NRCS Conference Room
USDA Service Center
Tuesday, January 20, 2026
Meeting Minutes

Supervisor's Present

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

Staff Present

- Bryan Malone, District Administrator
- Jamie Bischoff, Office Manager
- Kody Crabtree, Outreach Coordinator
- Ed Musielewicz, NRCS District Conservationist
- Brandon Dahring, Resource Technician

Call to Order

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

Agenda

Andresen called for approval of the agenda.

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

Minutes

December 17, 2025 meeting minutes were reviewed.

Motion (Beck/Schauer) to approve the December 17, 2025 meeting minutes. All in favor, motion carried.

Organizational

Election of Officers

There was discussion as to the process of rotating officers.

Motion (Schauer/Andresen) to elect the current offices as they were in 2025. All in favor, motion carried.

Committee Appointments

Discussion was held on the need to change any committee appointments.

Motion (Beck/Ballard) to keep committee members the same as 2025. All in favor, motion carried.

Authorized Representative(s)

Bryan discussed who can sign checks and asked if there was any need to change for 2026.

Motion (Schauer/Beck) to have the authorized representative(s) remain the same for 2026. All in favor, motion carried.

Official Financial Institutions

Jamie noted that Midwest Bank and Old National are our financial institutions and recommended they remain the same for 2026.

Motion (Beck/Schauer) to maintain Midwest Bank and Old National Bank financial institutions. All in favor, motion carried.

Official News Publisher

The Detroit Lakes Tribune as our same official news publisher for 2025.

Motion (Ballard/Beck) to have the Detroit Lakes Tribue as the news publisher for 2026. All in favor, motion carried.

Financial

2025 Treasurers Report and December Bills

Bischoff presented the December 2025 Treasurers Report and January bills.

Motion (Schauer/Ballard) to approve the December 2025 Treasurer's Report and to pay January 2026 bills. All in favor, motion carried.

2026 Fee Schedule

The board discussed keeping the same prices on everything except the seeding and drill rates for 2026 which will be brought up again during the February meeting.

Motion (Schauer/Ballard) to maintain the 2025 fees for services for 2026 and further discuss the seeding and drill rates at the February meeting. All in favor, motion carried.

Milage Rate

Bryan discussed adjusting the mileage rate to the IRS rate.

Motion (Schauer/Ballard) to adopt the IRS milage rate. All in favor, motion carried.

Soil Health Practices Grant Agreement

Bryan stated that we have requested an additional \$120,000 Soil Health Practices grant as the original \$180,000 has been encumbered.

Motion (Ballard/Beck) to enter into the Soil Health Practices Grant Agreement with BWSR for \$120,000. All in favor, motion carried.

FY2025 Audit Agreement

Peterson Company LTD provided and Audit agreement of \$5,800 for our 2025 audit.

Motion (Ballard/Schauer) to approve the agreement with Peterson Company LTD. All in favor, motion carried.

MN Campaign Finance Report Form

Bryan reminded the Board that if they haven't received it already, they will soon and will need to fill it out and return to the State.

Ag In the Classroom Donation

Bryan mentioned that we haven't gotten an official request yet but we should very soon. The SWCD has donated in the past. Michelle recommended that we donate the same as last year.

Motion (Beck/Ballard) to donate the same amount to Ag in the Classroom as last year. All in favor, motion carried.

2025 AgBMP Loan Program

Bryan stated that this was a low interest program and had 4 loans last year. The total amount that we spent was \$142,257 for one no-till drill and 2 septic systems.

Tractor Services Cost Analysis

Brandon Dahring – Resource Technician, shared his breakdown of last years tractor services cost. The board proposed new rates for seeding and drilling. It was decided that the board will revisit those fees at the February board meeting.

Cost Share

Watershed Based Implementation Application

CW-25-13 ViOl, Forest Management Plan

Motion (Pavelko/Schauer) to approve the Watershed Based Implementation application CW-25-13. All in Favor, motion carried.

Soil Health Delivery Application

SHD-25-02 ToTo, Windbreak Establishment

Motion (Pavelko/Ballard) to approve the Soil Health Delivery Application SHD-25-02. All in Favor, motion carried.

State Cost Share Application

SCS-26-01 AnOs, Livestock Shelter

Motion (Ballard/Pavelko) to approve the State Cost Share Application SCS-26-01. All in Favor, motion carried.

Board Retreat

The board retreat will be held at the Holiday Inn on February 18th beginning at 8:30. We will review our Mission/Vision statement as part of the day.

Personnel

Reorganization and wages

Bryan talked about implementing the new structure and wages.

Intern, Apprentice, Program Tech, and Resource Tech positions

Bryan informed the Board that the Intern, apprentice and Program Tech will be advertised in February and that interviews for the Resource Tech will be held February 6th.

Open Forum

N/A

Staff Reports

Bryan Malone, Administrator, presented his monthly report

Next Board Meeting Date

Wednesday, February 18, 2026

Adjourn

Hearing no further business, Chair Andresen adjourned the meeting at 10:33 a.m.



Board Secretary



District Administrator

18 Feb 2024

Date

2/18/2026

Date