

**MINUTES**  
**Board of Supervisors Meeting**  
**November 25, 2020**  
**Grant Soil & Water Conservation District**  
**712 Industrial Park Blvd., Elbow Lake, MN 56531**

Chairman Larson called the meeting to order at 9:00 am.

Members present: Randy Larson, Chairman

Paul Groneberg, Vice-Chairman

Odell Christenson, Treasurer

Don Dally, Personnel Director (Via Zoom)

Others present: Brent Gulbrandson, Jared House, and Nicole Sumstad, Grant SWCD

**October 22, 2020, meeting minutes:** Motion was made by Groneberg, seconded by Christenson to approve the October 22, 2020, meeting minutes. Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.

**Treasurer's Report:** Motion was made by Dally, seconded by Groneberg to approve the Treasurers Report as read. Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.

**Correspondence**

1. **MASWCD Annual Convention:** MASWCD will be holding their annual convention December 8, 2020, from 9am – 12 pm. For board members it will be held via Zoom and You Tube live for employees of the Districts. Groneberg will be attending for the board as Gulbrandson, House, and Sumstad will also attend for employees.
  
2. **Soil Management Summit:** Soil Management Summit (FKA Conservation Tillage Conference) will be held December 15-16, 2020, via webinar, from 9am – 12:50pm. Groneberg and Larson

will attend for the board. The Pomme de Terre River Association has funds available for interested parties wanting to attend.

- 3. MASWCD Area 1 Meeting:** Larson, Groneberg, Christenson, and Dally attended as well as Gulbrandson, House, and Sumstad. Discussion: there was no nomination or a vote for a new chairman. BWSR did a review on the FY budget.

### New Business

- 1. Pomme de Terre Report:** House reported that the Joint Powers Board is working together on a workplan for the \$717,000.00 in CWMP grant funds. The targeted plan for Grant SWCD will be the Christina /Pelican Lakes watershed and then move down the river.
- 2. Bois de Sioux – Mustinka Report:** House reported that there will be a public meeting on November 30, 2020, via zoom, to address the public on the Comprehensive Watershed Management Plan. House told the board that all parties in the partnership need to pass a resolution stating they approve of the policy committee submitting the CWMP to the state for final approval. Groneberg made a motion, seconded by Christenson to approve the resolution to recommend the Policy Committee of the Bois de Sioux-Mustinka Comprehensive Watershed Management Plan submit the plan for state approval. Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.
- 3. Chippewa River Report:** House reported that the Joint Power Board agreed to include the surrounding SWCDs. They are in the process of writing bylaws. They are also needing to vote in the new board members but are waiting for January 2021. And it is likely that Pope SWCD will be granted to coordinate and be the fiscal host.
- 4. Nicole Sumstad personnel policy and accounts approval:** Dally made the motion, Groneberg seconded to accept the personnel policy for Nicole Sumstad. Affirmative: Larson, Groneberg, Christenson and Dally. Opposed: None. Motion carried.

Groneberg made the motion with second by Dally to add Nicole Sumstad as contact for all office accounts (including a credit card with a limit of \$2,500.00), bank accounts (including signing of checks), and personnel accounts. Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.

- 5. Pheasants Forever position:** House has reached out to PF on getting someone to help with the CRP/CCRP workload. This position would be paid 90% by the NRCS, PF, and State. The District would be responsible for the 10%, which would be approximately \$10,000.00 per FY. Christenson made a motion for House and Gulbrandson to keep looking into this, Groneberg

seconded. Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.

6. **Office lease extension:** House had spoke with William Meyer, JSW Investments LLC, and reached an agreement to extend the lease from January 1, 2021, until December 31, 2023, in the same amount of \$10,735.00 per year. Dally made the motion to sign the lease agreement, Christenson seconded. Affirmative: Larson, Groneberg, Christenson and Dally. Opposed: None. Motion carried.
7. **Annual Budget review:** House presented the tentative 2021 Annual Budget. House added that personnel services are budgeted for four employees along with the PF position. Christenson moved to approve the budget, Groneberg seconded. Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.

House also requested the board look into adopting a Fund Balance Policy to give the administrative staff a financial target. Larson stated this was a good idea. House will write a draft policy and bring it to either the January or February 2021 board meeting.

8. **CRP/CCRP update:** Gulbrandson discussed that there are 85 contracts up for renewal and general sign up is from January 4, 2021 to February 12, 2021. Looks like a slight increase in annual rental rates.
9. **Paul Moore- Finished cost share project:** Gulbrandson addressed the board that this project is inspected and completed.
10. **Gulbrandson – JAA approval and review:** Gulbrandson informed the board that he has been working on this since 2017 but now has gotten everything needed to move forward. Gulbrandson requested the board approve his JAA and forward to NRCS. Groneberg made the motion, Christenson seconded for the board to sign the approval for Brent Gudbranson's JAA. Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.
11. **NRCS update. MOA approval:** House went through a MOA agreement proposal from NRCS. This is a continued general agreement of how the offices work together. Christenson made the motion to sign the NRCS MOA agreement. Dally seconded. Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.

Motion was made by Groneberg, second by Dally to pay the October 17th – November 20th, 2020 bills (check numbers #13671-13693). Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.

Dally moved to adjourn the meeting at 10:32 am, Groneberg seconded. Affirmative: Larson, Groneberg, Christenson, and Dally. Opposed: None. Motion carried.

***\*December Board Meeting will be Monday, December 21<sup>st</sup>,2020, at 9:00 am.***