

## Mower County Soil and Water Conservation District

Minutes of the Mower County Soil and Water Conservation District on April 10, 2025. Held at 1408 21<sup>st</sup> Ave NW, Austin, MN.

Meeting was called to order by Randy Smith, Board Chairman.

Supervisors Present: Randy Smith                      Jim Kellogg  
                                 Rod Moe    Jay Soltau

Staff Present:                      Cody Fox, District Manager  
   Jeanne Crump, Office Manager

Others Present:                      Polly Glynn, Mower County Commissioner  
   Leanna Smeby, NRCS  
   Annie Gunness, BWSR (Zoom)

### Agenda:

Add Resolutions to Discussion Items. Moe made a motion to approve the April agenda with addition. Soltau seconded the motion.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

### Secretary Report:

Kellogg made a motion to approve the minutes of the March 13, 2025, board meeting. Moe seconded the motion.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

### Treasurer Report:

#### Budget Report/Checks Payable:

The March budget report and April payables report were reviewed with the board. Soltau made a motion to approve the budget report, payables report, April payroll, and to transfer money as needed. Moe second the motion.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

### BWSR Report, Annie Gunness:

Gunness updated on the RCPP Soil Health grant waiting to hear from NRCS and upcoming grant opportunities.

### NRCS Report, Leanna Smeby:

Smeby updated the board on the Minnesota NRCS annual report, CSP, miscellaneous programs and current staffing.

### Commissioner Report, Polly Glynn:

Glynn updated the board on County items to include; the resignation of Trish Harren, County Administrator, and filling her position, the new county engineer, Mitch Wenum, along with summer projects.

Action Items:

Cost Share:

Cedar Wapsi WBIF:

Contract #	Funding Source	Contract/ Payment Approval	Landowner	Twp/Sect	Project	Total Cost Share Rate/Other	Total Estimate/ Cost/ Cost per year	Total Cost Share/ Incentive Payment	Date	L/O Cost
CW24-24-25	Cedar-Wapsi 1W1P	PAYMENT	Cole Hughes	Lansing 36	Well Sealing	50% not to exceed \$1500	\$2,570.00	\$1,285.00	4/10/2025	\$1,285.00
CW24-25-02	Cedar-Wapsi 1W1P	CONTRACT	Francis D. Guiney Rev Fam	Red Rock 32	WASCOB	95% + \$3000 Cover	\$73,805.00	\$73,114.75	4/10/2025	\$3,690.25
CW24-25-03	Cedar-Wapsi 1W1P	CONTRACT	David Weness	Clayton 32	Waterway	90%	\$3,295.00	\$2,965.50	4/10/2025	\$329.50

Moe made a motion to approve the well sealing cost share payment of \$1285.00 for Cole Hughes at 50% not to exceed \$1,500.00. Funding for the well sealing cost share will come from the FY24/25 Cedar Wapsipinicon WBIF grant. Soltau seconded the motion.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

Soltau made a motion to approve the WASCOB cost share contract for Francis D Guiney Revocable Family Trust at \$70,114.75, 95% of the total cost of \$73,805.00, plus an additional pre-conservation cover payment of \$300.00/acre for up to 10 acres (\$3,000.00). Funding for the WASCOB project will come from the FY24/25 Cedar Wapsipinicon WBIF grant. Kellogg seconded the motion. Due to its size, the Cedar Wapsi policy committee approved a 95% cost share for this project at their meeting on Aug 7, 2024.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

Moe made a motion to approve the waterway cost share contract for David Weness at \$2,965.50, 90% of the total cost of \$3,295.00. Funding for the waterway project will come from the FY24/25 Cedar Wapsipinicon WBIF grant. Kellogg seconded the motion.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

Root River WBIF:

Contract #	Funding Source	Contract/ Payment Approval	Landowner	Twp/Sect	Project	Total Cost Share Rate/Other	Total Estimate/ Cost/ Cost per year	Total Cost Share/ Incentive Payment	Date	L/O Cost
RR24/25-25-03	Root River 1W1P	CONTRACT	Dave Severson	Pleasant Valley 8	Waterway	90%	\$17,603.00	\$15,842.70	4/10/2025	\$1,760.30
RR24/25-25-04	Root River 1W1P	CONTRACT	Mark Carman	Bennington 4	Waterway	90%	\$21,967.00	\$19,770.30	4/10/2025	\$2,196.70
RR24/25-25-05	Root River 1W1P	CONTRACT	Mike Souhrada	LeRoy 25	Waterway	75%	\$20,502.00	\$15,376.50	4/10/2025	\$5,125.50

Soltau made a motion to approve the waterway cost share contracts for Dave Severson at \$15,842.70, 90% of the total cost estimate of \$17,603.00 and Mark Carman at \$19,770.30, 90% of the total cost estimate of \$21,967.00. Funding for these projects will come from the FY24/25 Root River WBIF grant. Kellogg seconded the motion.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

Moe made a motion to approve the waterway cost share contract for Mike Souhrada at \$15,376.50, 75% of the total cost estimate of \$20,502.00. Funding for this project will come from the FY24/25 Root River WBIF grant. Kellogg seconded the motion.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

**Job Description Updates:**

Fox explained the updated job description for Paul Hunter. The board held discussion. Kellogg made a motion to approve the updated job description for Paul Hunter, with a change in job title to Technical Manager. Hunter will move to grade 9, step 7. This will go into effect on April 18, the beginning of the next pay period. Soltau seconded the motion.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

**Year End Fund Designation:**

2024 YEAR END FUND BALANCE DESIGNATION	
	2024
Fund Balance January 1	\$ 1,015,879
Increase/Decrease in Fund Balance as of December 31	\$ 181,125
<b>Year End Fund Balance</b>	<b>\$ 1,197,004</b>
Minus Assigned Funds	
-Compensated Absences December 31	\$ 73,028
-Equipment Replacement December 31	\$ 209,498
-Health Insurance Increase Set Aside- (\$20,000 in 2022 & \$9,000 added in 2023)	\$ 29,000
<b>Total Year End Assigned Funds</b>	<b>\$ 311,526</b>
<b>Total Year End Unassigned Fund Balance</b>	<b>\$ 885,478</b>
<b>1 Year Expenditures</b> - based on year end district operations expenditures on the Budgetary Comparison Schedule (see year end financial statements)	<b>\$ 885,164</b>
<b>Total Unassigned Fund Balance minus 1 year Expenditures</b>	<b>\$ 314</b>

Fox explained the fund balance increase from year end 2024. The board held discussion on the fund balance designation. Kellogg made a motion to move \$17,000 to the equipment replacement fund and approve the 2024 fund balance designation. Soltau seconded the motion. Affirmative: Smith, Kellogg, Moe, Soltau  
Opposed: None

**Policy Updates:**

Fox talked about the changes made in the Policy for Cost Share & Program Assistance, under ARPA Soil Health. Soltau made a motion to approve the changes made. Kellogg seconded the motion.

Affirmative: Smith, Kellogg, Moe, Soltau

Opposed: None

**Discussion Items:**

**Orchard Creek Bids:**

Fox explained that bids will be coming in for the Orchard Creek project.

**Southeast Groundwater Protection:**

Fox talked about the letter of support that he sent for the Southeast Groundwater Protection Bill.

**Resolutions:**

The board talked about the MASWCD resolutions. There are no resolutions being proposed by Mower this year.

**Staff Report (See Attached)**

The Staff Report and all programs were reviewed.

**Supervisor Reports:**

Smith updated the board on the NACD convention he attended.

Meeting was adjourned. The next board meeting will be held Thursday, May 8, 2025, at 8:00 a.m.

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_