



Board of Supervisors Meeting
SWCD/NRCS Conference Room
USDA Service Center
Detroit Lakes, MN 56501
Wednesday, September 16, 2026
Meeting Minutes

Supervisor's Present

- Michelle Andresen, Chair
- Tony Beck, Treasurer
- Travis Schauer, Secretary
- Curt Ballard, Vice Chair

Staff Present

- Bryan Malone, District Administrator
- Jamie Bischoff, Office Manager
- Kody Crabtree, Outreach Coordinator
- Ed Musielewicz, NRCS District Conservationist
- Hailey Olson, Resource Technician
- Lawrence Mettler, Rangeland Management Specialist

Absent

- Gene Pavelko, Public Relations

Call to Order

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

Agenda

Andresen called for approval of the agenda.

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

Minutes

August 19, 2026 meeting minutes were reviewed.

Motion (Ballard/Beck) to approve the August 19, 2026 meeting minutes. All in favor, motion carried.

Financial

August 2026 Treasurers Report and September Bills

Bischoff presented the August 2026 Treasurers Report and September bills.

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

Supervisor's Quarterly Expenses

Jamie advised the board members to add and sign the payment voucher for their reimbursements.

Motion (Beck/Ballard) to approve board member reimbursements. All in Favor, motion carried.

FFBC Cost-Share Policy

Bryan reported that the Future of Farming grant is approaching its expiration at the end of the year and noted that there are remaining funds available. He proposed removing the current 160-acre limitation in an effort to utilize more of the grant funding.

Motion (Ballard/Beck) to remove the contract limit of the 160 acres. All in Favor, motion carried.

MDA – Soil Health Equipment Grant

Bryan mentioned that Ariel, Kody, and Brandon worked on submitting the Soil Health Equipment grant through the MDA. The grant would cover 50% of the cost of a new no-till drill just like we have.

Cost Share

Clean Water Fund Application

CWF-16-FFBC JaNe, Cover Crop/No-Till – 320 acres – \$72,518.40

Motion (Beck/Ballard) to approve the Clean Water Fund Application CWF-16-FFBC. All in Favor, motion carried.

Soil Health Delivery Application

SHD-25-07 AIBi, Cover Crop – 600 acres – \$15,000.00

Motion (Beck/Ballard) to approve the Soil Health Delivery Application SHD-25-07. All in Favor, motion carried.

Septic System Fix-Up Applications

SSTS-26-04 JaCa, SSTS – Cost Estimate \$15,950.00 – 100% Cost-Share – \$15,000 max

Motion (Schauer/Ballard) to approve the Septic System Fix-Up Application SSTS-26-04. All in Favor, motion carried.

State Cost-Share Application

SCS-26-04 DwHa, Well Sealing – 75% Cost-Share – \$1,462.50

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

Watershed Based Funding Applications

1W1P-10-WR MiRe, Well Sealing – Cost Estimate \$1,685.00 – 75% cost-share NTE \$1,000.00

1W1P-11-WR SaRo, Cover Crop – 75 acres – Flat rate payment of \$2,625.00

CW-25-26 AISE, Well Sealing – Cost Estimate \$1,725.00 – 75% cost-share NTE \$1,000.00

Motion (Ballard/Beck) to approve the Watershed Based Funding Applications. All in Favor, motion carried.

CRP Incentives

WR-CRP-20 DuEr, Cons. Cover – 8.51 acres – \$851.00

WR-CRP-21 DuEr, Cons. Cover – 4.57 acres – \$457.00

Motion (Beck/Schauer) to approve the CRP Incentive Applications. All in Favor, motion carried.

Watershed Based Funding Cancellation

1W1P-61-OT InFa, Cover Crop – 33.8 acres – \$1,183.00

CW-25-23, Cover Crop – 106 acres – \$2,650.00

Motion (Schauer/Beck) to approve the cancellation of the Watershed Based Funding contracts 1W1P-61-OT and CW-25-23. All in Favor, motion carried.

MASWCD

Annual Convention Registration

Jamie reviewed the handout for the MASWCD annual convention and noted that the registration deadline is November 13th. She requested confirmation of board member attendance so she can complete the registrations.

Personnel

Paid Family and Medical Leave

Jamie reviewed the SWCD contribution percentages for the paid medical/family leave program, noting that the current District contribution rates are 0.60% and 0.06%. She has three proposed changes for 2027. First, adopting the Minnesota state-recommended rates, where the SWCD contributes 0.44% and the employee contributing 0.22%. Secondly, changing the minimum leave increment from one full day to half-day increments (4 hours). Lastly, changing the extended leave from continuous leave to intermittent leave so that employee can return to work when they are capable. Jamie will bring back the final draft to the board next month for approval.

JAA – Conservation Planner

Bryan noted that Conservation Planner, Ariel Arno has completed the requirements for obtaining job approval authority in 4 practices. This has been reviewed and approved by the NRCS Area Resource Conservationist Dusty Jasken that she is knowledgeable in these areas. Malone requested board approval of these certifications to finalize this authorization.

Motion (Schauer/Beck) to approve the job approval authority for Conservation Planner Ariel Arno. All in Favor, motion carried.

Open Forum

No business was brought forth at open forum.

Staff Reports

Hailey Olson – Resource Technician

Hailey reviewed her work with the SSTS Fix-Up Fund and presented a slideshow highlighting recent activities. She reported receiving 22 responses from the 55 mailers sent to owners of failing septic systems and showed the geographic distribution of participating practices within the county. She also provided an overview of the new shoreline brochure and discussed upcoming projects.

Ed Musielewicz – District Conservationist

Ed provided an overview of several projects he has worked on this year, including WASCB installations, monitoring monarch butterfly populations, and EQIP cover crop initiatives.

Bryan Malone, Administrator

Bryan presented his monthly report.

Next Board Meeting Date

Propose Thursday, October 15, 2026

Motion (Beck/Schauer) to approve the change of date for the next board meeting to Thursday October 5, 2026. All in Favor, motion carried.

Adjourn

Hearing no further business, Chair Andresen adjourned the meeting at 10:56 a.m.



Board Secretary



District Administrator

15 Oct 2026

Date

10/15/2026

Date

