



# **PENNINGTON SWCD RESOLUTION AND BOARD MEETING**

**(Held at the USDA/SWCD Meeting Room and  
Via Zoom Video Conferencing)**

**October 19, 2023**

**8:00 A.M.**

## **Supervisors Present:**

Linda Hanson, Chair  
ADawn Nelson, Vice-Chair (via Zoom)  
Kevin Wilde, Secretary  
Greg Hilgeman, Treasurer  
Ricky Peterson, PR

## **Staff Present:**

Peter Nelson, District Manager  
Barb Molskness, District Coordinator  
Larissa Fitzgerald, District Technician  
Donna Christianson, Assistant District Coordinator  
Logan Handyside, Engineer  
Justin Muller, Engineering Technician  
Nico Bennett, NRCS  
Micah Ranum, Farm Bill Biologist  
Kyle Dahlquist, Conservation Corps Apprentice

## **Guest:**

Grant Nelson, Ag Services Coordinator  
Matt Fischer, BWSR

## **Absent:**

Bryanna Grefthen, Water Resource Specialist  
Erika Olson, Resource Technician

The meeting was held at the USDA/SWCD Meeting Room and via Zoom Video Conferencing. Linda Hanson, Chair, called the meeting to order at 8:09 a.m. Linda completed a roll call of all supervisors and staff and welcomed guests.

**Ricky made a motion, seconded by Greg to approve the revised agenda. All in favor, motion carried.**

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The 2023 MASWCD Resolutions were read and discussed. Pennington supervisors voted to approve, disapprove, or discuss/amend each of the resolutions. The certified 2023 Resolution Ballot will be emailed to Sheila Vanney by November 1st.

**Greg made a motion, seconded by Kevin to approve the September 21, 2023, meeting minutes. All in favor, motion carried.**

Barb reviewed the September 2023 Financial Report. **Greg made a motion, seconded by Ricky to approve the September 2023 Financial Report. All in favor, motion carried.**

Peter reviewed the quarterly North Pod Report with the Board. All Districts within the North Pod area are now using the engineers for projects. The report showed billings and disbursements were higher than past months. This is due to an extra pay period this quarter.

Barb reviewed current interest rates for the CD that expires on 10/30/23 at Border Bank. After some discussion, **ADawn made a motion, seconded by Greg to roll the expiring CD #5870 into a 5.15% 12-month CD Special at Border Bank. All in favor, motion carried.**

\*\*\*Barb summarized the 2022 draft audit for the Board. There was a slight change required with the 2022 audit. The auditors determined the dollars from the RRVCSA should not have been recorded as “income due from other Governments” at the end of the year. The fund balance will be corrected to read \$526,197.28 to reflect the change. **Greg made a motion, seconded by Ricky to approve the 2022 draft audit as presented by Peterson Company Ltd. All in favor, motion carried.**

**Ricky made a motion, seconded by Kevin to approve payment of the following bills:**

<b>Sjoberg’s</b>	<b>\$ 66.95</b>
<b>Pennington County</b>	<b>\$ 463.62</b>
<b>RMB Labs</b>	<b>\$ 1,046.53</b>
<b>BWSR Academy</b>	<b>\$ 1,350.00</b>
<b>Verizon</b>	<b>\$ 95.68</b>
<b>Chase Card Services</b>	<b>\$ 3,704.89</b>
<b>TRF Times</b>	<b>\$ 508.18</b>
<b>Minnesota IT Services</b>	<b>\$ 59.88</b>
<b>Lakes Country Service Co-op</b>	<b>\$ 467.74</b>
<b>Innovative</b>	<b>\$ 431.97</b>
<b>School Specialty</b>	<b>\$ 229.00</b>
<b>Polk County Fair Board</b>	<b>\$ 250.00</b>
<b>Marshall County Fair Board</b>	<b>\$ 250.00</b>
<b>Norman SWCD</b>	<b>\$ 145.98</b>
<b>Ron Kalinoski</b>	<b>\$ 200.00</b>
<b>Scott Waldal</b>	<b>\$ 150.00</b>

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**Waylon Hirst** \$ 100.00

**All in favor, motion carried.**

Northern Bank needed an updated signature form signed by Peter, Linda, Greg, and Donna for their files. The document authorizes these four individuals to sign financial documents on behalf of the Pennington SWCD. It also names Peter Nelson as the person responsible for managing the entity. The document was signed during the meeting by the four individuals.

**Ricky made a motion, seconded by Kevin to pay the following percent-based State Cost-share contract for a well sealing:**

**FY23-02 \$375.00**

**All in favor, motion carried.**

**Greg made a motion, seconded by ADawn authorizing the District Manager to enter into and sign the FY2024 & FY2025 State of Minnesota BWSR SWCD Programs & Operations Grant Agreement totaling \$65,074.00. The grant agreement includes Conservation Contracts, formerly known as State Cost-share, P24-0276 and P25-0147 and Conservation Delivery P24-0186 and P25-0057. The grant agreement expires on December 31, 2025. All in favor, motion carried.**

**Ricky made a motion, seconded by Kevin to approve Larissa Fitzgerald's Job Approval Authority for (380) Windbreak/Shelterbelt Establishment and Renovation, (484) Mulching, (490) Tree/Shrub Site Prep, and (612) Tree/Shrub Establishment (see attached for job classes.) All in favor, motion carried.**

The new Minnesota Earned Sick and Safe Time (ESST) Law will take effect on January 1, 2024. The new law states companies must give 1 hour of ESST for every 30 hours worked up to a maximum of 48 hours each year. ESST can carry over accrued but unused time into the following year up to a maximum of 80 hours. The SWCD's current sick leave covers this requirement, however the Employee Handbook will need to be updated with this new employment policy.

The ATV and Trailer agenda items were tabled.

Discussion took place about developing a new District logo. ADawn stated the cost of adding a new logo to all the items the District has its logo on can add up quickly, so it would be best to incorporate it slowly. Erika had gotten a quote from Red Canoe, the company that developed and printed our banners. It would take approximately 20-25 hours to develop the logo at a cost of \$65.00/hour. **ADawn made a motion, seconded by Ricky approving Red Canoe to proceed with the development of a new logo. All in favor, motion carried.**

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**Greg made a motion, seconded by Kevin approving payment of \$85.00 for booth space at the 2024 Home, Sport, & Family Show. All in favor, motion carried.**

Two pictures were submitted for October's photo contest. The Board chose the "Sunset Off Long Bridge" photo submitted by Debra Hoversten as the winner.

Two announcements were made:

- The Area I Meeting will be held at the shooting Star Casino in Mahanomen on November 21<sup>st</sup>. Pennington is the host District for this meeting. The 75<sup>th</sup> Anniversary Video will be used for our program.
- The State Convention will be held on December 11-13, at the Double Tree Hotel in Bloomington. Greg Homme, our Outstanding Conservationist, has been invited to attend. Anyone interested in attending should register and make their hotel reservations as soon as possible.

BWSR will be accepting Soil Health funding requests starting in November. The grant includes \$25 million for practices and \$12 million for staffing positions. Peter will chat with the other managers around the area to get their thoughts on how to use these dollars and where staff could be housed.

The Outreach position has been posted for three weeks without receiving any applications. The Board asked Peter to update the job posting with a starting wage of \$20.00 or more, based on experience.

Employee reports were available for review.

The NRCS report was available for review.

The Farm Bill Biologist report was available for review.

Grant Nelson's report was available for review.

The next Board meeting will be held at the USDA/SWCD Meeting Room on November 16<sup>th</sup>, at 9:00 a.m.

**Greg made a motion, seconded by Ricky to adjourn. All in favor, motion carried.**

The meeting adjourned at 11:49 a.m.

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Kevin Wilde, Secretary