



**PENNINGTON SWCD BOARD MEETING
(Held at the USDA/SWCD Meeting Room and
Via Zoom Video Conferencing)
October 20, 2022
8:30 A.M.**

Supervisors Present:

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

Staff Present:

Peter Nelson, District Manager
Barb Molskness, District Coordinator
Larissa Fitzgerald, District Technician
Erika Olson, Resource Technician
Donna Christianson, Outreach Coordinator
Nico Bennett, NRCS

Guest:

Grant Nelson, Ag Services Coordinator
Logan Handyside, TSA Engineer
Justin Muller, TSA Engineering Technician
Jeff Haverland, TSA Engineering Technician

Absent:

Bryanna Grefthen, Water Resource Specialist
Jill Fejszes, Farm Bill Biologist

The meeting was held at the USDA/SWCD Meeting Room and via Zoom Video Conferencing. Ricky Peterson, Chair, called the meeting to order at 8:34 a.m. Ricky completed a roll call of all supervisors and staff and welcomed guests.

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

The 2022 MASWCD Resolutions were read and discussed. Pennington supervisors voted to approve, disapprove, or discuss/amend each of the resolutions. The certified 2022 Resolution Ballot will be emailed to Sheila Vanney by November 1st.

Linda made a motion, seconded by ADawn to approve the September 15, 2022, meeting minutes. All in favor, motion carried.

Barb reviewed the September 2022 Financial Report. **ADawn made a motion, seconded by Kevin to approve the September 2022 Financial Report. All in favor, motion carried.**

Barb summarized the 2021 draft audit for the Board. **Greg made a motion, seconded by ADawn to approve the 2021 draft audit as presented by Peterson Company Ltd. All in favor, motion carried.**

ADawn made a motion, seconded by Linda to approve payment of the following bills:

Sjoberg's	\$ 66.95
Marco Technologies	\$ 94.24
RMB Lab	\$ 1,425.50
School Specialty	\$ 630.40
Conservation Corps	\$ 1,875.00
MN IT	\$ 60.05
Chase Card Services	\$ 3,739.04
Lakes Country Service	\$ 2,672.78
RMB Labs	\$ 1,106.42
Verizon	\$ 75.52
RRVCSA	\$ 1,822.29
MN IT	\$ 60.94
The Times	\$ 245.38
Houston Engineering	\$ 4,356.00
Houston Engineering	\$ 4,448.00

All in favor, motion carried.

Linda made a motion, seconded by ADawn to pay the following percent-based State Cost-Share contract for two well sealings:

FY22-06 \$700.00

All in favor, motion carried.

ADawn made a motion, seconded by Kevin to pay the following percent-based BWSR SSTS Upgrade Grant and MPCA SSTS Upgrade Grant contract for a mound system:

SSTS FY21-02 \$13,816.69

All in favor, motion carried.

ADawn made a motion, seconded by Kevin to approve the following percent-based SSTS Upgrade Grant contract for a mound system:

SSTS FY21-03 \$9,584.88

All in favor, motion carried.

ADawn made a motion, seconded by Linda to table the contract amendment on the TRF Streambank Project until the next meeting. All in favor, motion carried.

Linda made a motion, seconded by ADawn to table the Greenwood/Wenzlaff payment on the TRF Streambank Project until the next meeting. All in favor, motion carried.

A Building Committee comprised of supervisors and staff will be organized to work on plans for a new SWCD building to be built in 2023. Ricky and Linda volunteered to be part of the committee.

The north pod RRVCSA Engineering staff comprised of Engineer Logan Handyside, Engineering Technician Justin Muller, and Engineering Technician Jeff Haverland was introduced to the Board.

Pennington SWCD plans to hire the north pod engineering staff January 1, 2023. Draft agreements have been drawn up for the transfer. The following discussions took place:

- The Agreement for Engineering Services outlines the responsibilities and obligations of each SWCD for the engineering services provided by Pennington SWCD. Pennington SWCD will use the BWSR billing rate formula to determine the cost of engineering services charged. General administration time will be divided equally by the nine northern districts. The document was sent to each of the nine northern district managers to be reviewed and/or signed by their boards. Mahnomon SWCD has chosen not to sign the agreement until Jeff has signed the Terms of Employment Agreement. Kittson SWCD, Marshall SWCD, and Red Lake SWCD have signed the agreement. East Polk SWCD is having their attorney review it.

- The MOA between the RRVCSA and Pennington SWCD provides the transfer of Non-Point Engineering and Enhanced Technical Assistance (NPEETA) funds from the RRVCSA to Pennington SWCD for shared engineering services between Kittson, Roseau, Marshall, Pennington, Red Lake, West Polk, East Polk, Norman, and Mahnommen Counties. The Board reviewed the document. The Board would like the wording on item #4 and item #5 under “The RRVCSA Agrees to” changed to read 64% which is 9/14 of the districts active in the RRVCSA.
- Logan Handyside stated he was overall satisfied with his Terms of Employment Agreement. He requested additional language that Pennington would honor the RRVCSA offer for employment starting January 1, 2023.
- Justin Muller indicated he was satisfied with his Terms of Employment Agreement.
- Jeff Haverland had concerns with his Terms of Employment Agreement. He is questioning job security and wants to have an attorney look over the agreement before he decides to sign it.
- Peter stated the health insurance stipend will need to be raised to \$850.00 for all SWCD employees starting January 1, 2023. This will be sent to the Personnel Committee for advisement.

The full TSA Board will meet on November 3rd to discuss and approve changes.

Greg made a motion, seconded by Linda to approve the Lakes Country Service Cooperative Agreement in the amount of \$8,018.33. All in favor, motion carried.

ADawn made a motion, seconded by Greg approving payment of \$76.50 for booth space at the 2023 Home, Sport, & Family Show and authorizing Donna to sign the ST-19 Operator Certificate of Compliance form. All in favor, motion carried.

Three photos were submitted for the October photo contest. The first photo of three deer in the park was submitted by Annea Harmon. The second photo of a duck was submitted by Cheryl Scott. The third photo of a harvest eve sunset was submitted by Bill Carrington. After some discussion, the Board voted for Bill Carrington’s photo as the winner. Bill will receive a gift card and his photo will be entered in a grand prize drawing held at the end of October.

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Announcements:

- The Area I SWCD Meeting will be held at the Shooting Star Casino in Mahanomen on November 15th.
- The MASWCD Annual Convention and Trade Show will be held at the Double Tree Hotel in Bloomington on December 12-14.

Employee reports were reviewed.

NRCS report was reviewed.

Logan Handyside, TSA Engineer, reported on the projects the TSA Engineering Staff is currently working on.

Grant Nelson reported on his current activities.

The next Board meeting will be held on November 17th at the USDA/SWCD Conference Room at 9:30 a.m.

ADawn made a motion, seconded by Linda to adjourn. All in favor, motion carried.

The meeting adjourned at 12:16 p.m.

ADawn Nelson, Secretary