



PENNINGTON SWCD BOARD MEETING
(USDA/SWCD Conference Room)
December 19, 2024
9:00 A.M.

Supervisors Present:

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

Staff Present:

Peter Nelson, District Manager
Donna Christianson, District Coordinator
Larissa Fitzgerald, District Technician
Bryanna Grefthen, Water Resource Specialist
Marisa Newton, Outreach Coordinator
Taylor Lebeck, Pheasants Forever
Logan Handyside, Engineer
Justin Muller, Engineering Technician
Matt Sorvig, Conservation Technician
Thane Espe, NRCS Soil Conservationist

Guests:

Grant Nelson, Ag. Services Coordinator
Tom Wold, Newly Elected Board Member
John Burkel, State Representative

Absent:

Nico Bennett, NRCS District Conservationist

The meeting was held at the USDA/SWCD Conference Room. Linda Hanson, Chair, called the meeting to order at 9:07 a.m. Linda completed a roll call of all supervisors and staff.

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

ADawn made a motion, seconded by Ricky, to approve the November 21, 2024, meeting minutes. All in favor, motion carried.

Donna presented the November financial report. Quickbooks has yet to correct the profit and loss issue. Financials are up to date despite this issue. ADawn made a motion, seconded by Ricky, to accept all Financial Reports. All in favor, motion carried.

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

Sjobergs	\$66.95
Chase Card Service	\$5,661.14
Lakes Country Service Co-op	\$646.48
Office of MNIT Services	\$59.98
Marco	\$64.49
Verizon	\$105.76
Peterson Company LTD	\$450.00
Peterson Company LTD	\$4,500.00
Times/Watch	\$518.00
Speed's Auto Service	\$104.35

All in favor, motion carried.

ADawn made a motion, seconded by Greg to approve payment of the Side Water Inlet cost-share contract;

FY22-08	\$5,185.50
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All in favor, motion carried.

ADawn made a motion, seconded by Kevin to approve the payment of the Weed Management cost-share contract;

WMFY22_03	\$500.00
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All in favor, motion carried.

ADawn made a motion, seconded by Ricky to approve the payment of the Weed Management cost-share contract;

WMFY22_05	\$500.00
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All in favor, motion carried.

ADawn made a motion, seconded by Greg to approve the Streambank and Shoreline Protection cost-share contract;

PSWCD_RLRWBIF_12	\$111,539.00
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All in favor, motion carried.

ADawn made a motion, seconded by Ricky to amend the deadline of the Side Water Inlet cost-share contract; FY22_RLRWBIF_01_PSWCD from 12/31/2024 to 12/31/2025.

All in favor, motion carried.

ADawn made a motion, seconded by Kevin to amend the deadline of the Side Water Inlet cost-share contract; PSWCD_TRWBIF_01, from 12/15/2024 to 12/15/2025.

All in favor, motion carried.

The Personnel Committee provided recommendations on wage increases and hiring Kari Moyer as the Assistant District Coordinator. It was decided to delay hiring for the Resource Technician and wages be dispersed to existing staff wage increases. Position duties would be dispersed among staff as well. ADawn made a motion, seconded by Greg to approve the wage increase starting pay period 1 in 2025.

It was proposed to no longer follow USDA Administrative Leave and increase vacation accrual rate. Other leave options were discussed. ADawn made a motion, seconded by Greg to increase Vacation Leave accrual by 1 hour per pay period for each District staff in place of administrative leave. All in favor, motion carried.

ADawn made a motion, seconded by Ricky to approve the carry over of Donna's full Vacation Leave accrual. All in favor, motion carried.

Peter presented recent district highlights to representative John Burkel.

State Representative, John Burkel gave an update on state legislation. "It's going to be a wild ride.."

Ricky made a motion, seconded by ADawn to hire Kari Moyer as the Assistant District Coordinator, starting January 27, 2025, at \$30.00 / hour. All in favor, motion carried.

ADawn made a motion, seconded by Kevin to accept the NRCS/SWCD Cooperative Agreement renewal. All in favor, motion carried.

ADawn made a motion, seconded by Ricky to accept the Pheasants Forever Local Contribution Agreement of \$6,500 divided between Pennington SWCD, West Polk SWCD, Red Lake County SWCD, and the Red Lake Watershed District. All in favor, motion carried.

Discussion to move to QuickBooks Enterprise from QuickBooks Online was tabled until January's board meeting.

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ADawn made a motion, seconded by Kevin to increase the deciduous tree bundle price from \$50.00/bundle to \$57.00/bundle. All in favor, motion carried.

ADawn made a motion, seconded by Ricky to approve a \$50 reward for the Franklin Middle School Science Fair winner.

ADawn made a motion, seconded by Ricky to approve payment to host the Science Museum at Challenger Elementary.

Bryanna and Larissa gave an overview of the State Convention which they attended the first week of December.

Thursday, February 6th at 9:00 am was the proposed date and time for the 2025 Planning Meeting. A draft agenda was reviewed.

The time and date of monthly board meetings for 2025 was discussed. Board meetings will continue to be held on the third Thursday of every month at 9:00 am.

“A Lone Buck” was voted as the November photo contest winner. The photo was taken by Cindi Kilen.

Employee reports were reviewed.

NRCS report was reviewed.

Pheasants Forever report was reviewed.

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

The meeting adjourned at 12:56 pm.

The next board meeting will be held at the SWCD/USDA conference room on January 16, 2025, at 9:00 am.

Kevin Wilde, Secretary