

PENNINGTON SWCD BOARD MEETING
Red Lake Watershed District Meeting Room
Thursday, December 16, 2021
1 P.M.

AGENDA

- 1:00** **Call to Order**
 Approve Agenda
 Minutes
 Financial:
- **November Report**
 - **Approve Bills**
 - **Thief River SWI and Cover Crop**
 - **Joe Hruby Payment**
- 1:15** **Legislators**
- 2:00** **Personnel Committee Report**
- **Wage Review**
- 2:30** **Job Approval Authority (JAA) Bryanna**
 State Convention Report
 Planning Meeting Update
 2022 Board Meeting Time and Date
- 3:00** **Review Employee Reports**
 NRCS Report
 Correspondence
- 4:00** **Adjourn**



Happy Birthday
Ricky - December 24th



PENNINGTON SWCD BOARD MEETING
(Held at Pennington County Government Center
and Via Zoom Video Conferencing)
November 18, 2021
1:00 P.M.

Supervisors Present:

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

Staff Present:

Peter Nelson, District Manager
Barb Molskness, District Coordinator
Larissa Fitzgerald, District Technician
Bryanna Grefthen, Water Resource Specialist
Matthew Sorvig, Resource Technician
Donna Christianson, Outreach Coordinator
Jill Fejszes, Farm Bill Biologist
Nico Bennett, NRCS (via Zoom)

Absent:

ADawn Nelson, Secretary

The meeting was held in Meeting Room A of the Pennington County Government Center and via Zoom Video Conferencing. Ricky Peterson, Chair, called the meeting to order at 1:03 p.m. Ricky completed a roll call of all supervisors and staff and asked if there were any visitors joining the meeting.

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

Greg made a motion, seconded by Kevin to approve the October 21, 2021, meeting minutes. All in favor, motion carried.

Barb reviewed the October 2021 Financial Report. **Kevin made a motion, seconded by Greg to approve the October 2021 Financial Report. All in favor, motion carried.**

November 18, 2021, Minutes

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

Marco Technologies	\$ 48.43
Sjoberg's	\$ 66.95
Chase Card Services	\$ 1,078.82
Verizon	\$ 60.24
RMB Lab	\$ 1,041.00
Houston Engineering	\$ 2,203.81
MN IT Services	\$ 59.83
Peterson Company Ltd.	\$ 2,925.00
Innovative	\$ 172.32
School Specialty	\$ 47.00
RRV Conservation Service Area	\$ 373.86
HDR Engineering	\$ 1,047.84

All in favor, motion carried.

Greg made a motion, seconded by Linda to pay the MN Department of Ag's 2022 Nursery Stock Dealer Certificate Renewal invoice in the amount of \$350.00. All in favor, motion carried.

Greg made a motion, seconded by Kevin to pay the following percent-based Buffer Cost-share contract:

BFY18-07 Lynn Hammer \$11,791.87

All in favor, motion carried.

Greg made a motion, seconded by Linda to pay the following percent-based Red Lake River Watershed Based Implementation Funding Cost-share contract for SWI's installed on JD25:

RLR_FY18-01 Pennington County \$29,563.95

All in favor, motion carried.

Linda made a motion, seconded by Kevin to pay the following percent-based State Cost-share contract for three SWI's:

FY18-10 Clyde Sorenson \$7,694.93

All in favor, motion carried.

Kevin made a motion, seconded by Linda to pay the following percent-based State Cost-share contract for one SWI:

FY18-07 Everett Ault \$2,239.76

All in favor, motion carried.

November 18, 2021, Minutes

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

FY18-09 Kevin Wilde \$ 250.00

All in favor, motion carried.

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

FY19-02 Tom Harlow \$ 250.00

All in favor, motion carried.

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

FY19-04 Mishawn Homme \$ 250.00

All in favor, motion carried.

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

FY19-05 Tim Hruby \$ 250.00

All in favor, motion carried.

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

FY19-06 Steve Olson \$ 250.00

All in favor, motion carried.

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

FY18-08 Jason Potucek \$ 250.00

All in favor, motion carried.

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

FY19-01 Kjell Johnsrud \$ 250.00

All in favor, motion carried.

Linda made a motion, seconded by Greg to use the following prices for tree sales in 2022:

Increase the cost of potted black hills spruce trees from \$12.00 to \$14.00 per pot.

Keep the conifer tree price at \$55.00 for a bundle of 25.

Keep the deciduous tree price at \$45.00 for a bundle of 25.

Keep the matting price at \$.60 per foot installed.

All in favor, motion carried.

November 18, 2021, Minutes

Greg made a motion, seconded by Kevin to increase the price of tree tubes from \$3.50 to \$4.00 each. All in favor, motion carried.

Kevin made a motion, seconded by Linda to increase the price of stakes from \$1.50 to \$2.00 each. All in favor, motion carried.

MASWCD State Convention details were discussed. None of the supervisors can attend. Staff attending will be Peter, Bryanna, and Larissa. **Linda made a motion, seconded by Greg authorizing staff to purchase, at their discretion, some hand-crafted wood items for the MASWCD auction. All in favor, motion carried.**

2022 Planning Meeting ideas:

- ✓ Ask Rob Sip from the Red River Management Board to speak on water quality funding.
- ✓ Ask Dr. Jim Mulder to speak on well-functioning boards.
- ✓ Invite other boards to speak.
- ✓ Have Matt Fischer and Peter Nelson team up to speak about 1W1P for a better understanding of what it is all about (history, funding, long term, etc.).

The Board's top two choices were: 1. Matt Fischer and Peter Nelson
 2. Rob Sip

Greg made a motion, seconded by Linda to purchase \$30.00 Hugo's gift cards for the rainfall monitors. All in favor, motion carried.

Linda made a motion, seconded by Kevin authorizing Matt to award a \$50.00 cash prize to the Science Fair candidate that relays the best conservation message in their project. All in favor, motion carried.

Peter will check with ADawn and Linda to schedule a date for the Personnel Committee to meet.

Employee reports were reviewed.

NRCS report was available to be read in the Board packet.

Correspondence articles included:

- An article from Wildlife Forever naming Curt Quesnell the 2021 Clean Drain Dry Ambassador of the Year.
- An article from the Furrow Magazine highlighting Linda and Mike Hanson's dairy operation.

November 18, 2021, Minutes

The next Board meeting will be held in the Red Lake Watershed District Meeting Room on December 16th, at 1 p.m.

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

The meeting adjourned at 3:56 p.m.

ADawn Nelson, Secretary

Pennington SWCD
Balance Sheet
As of November 30, 2021

Accrual Basis

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
Checking (N)	
Cash Petty	25.00
Checking (N) - Other	9,837.87
Total Checking (N)	9,862.87
Investments	
Money Market Savings (N)	1,410,158.74
CD#2001227952 (8/17/22) N	15,002.55
CD#2001245743 (5/12/22) N	36,806.14
CD#30003595 (5/27/2022) B	35,585.06
CD#30005458 (3/2/22) B	10,987.16
Total Investments	1,508,539.65
Total Checking/Savings	1,518,402.52
Accounts Receivable	
Accounts Receivable	43,077.48
Total Accounts Receivable	43,077.48
Total Current Assets	1,561,480.00
TOTAL ASSETS	1,561,480.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Unearned Revenue (Deferred)	
AIS	-1,188.61
Buffer Cost-share - 2018	109,136.97
Buffer Law - 2021	12,869.30
Conservation Delivery 2021	856.98
Conservation Delivery 2022	18,710.00
District Capacity - 2020	102,415.07
District Capacity - 2021	126,794.00
CWF '19 TRF Stream. Stab. Proj.	202,390.17
CWF '20 TR Grade Stab/CCrop	82,154.50
CWF 96 Outlet Phase 2	235,465.90
NRBG 2020 SSTS Upgrade	6,704.73
2021 SSTS Upgrade	21,225.00
NRBG - SSTS	6,598.39
NRBG - Shoreland	1,286.58
NRBG - WCA	185.98
Riparian Aid	149,644.79
State Cost-share - 2019	3,358.73
State Cost-share - 2021	3,479.08
State Cost-Share - 2022	11,038.00
Total Unearned Revenue (Deferred)	1,093,125.56
Total Other Current Liabilities	1,093,125.56
Total Current Liabilities	1,093,125.56
Total Liabilities	1,093,125.56
Equity	
Fund Balance	431,989.00
Net Income	36,365.44
Total Equity	468,354.44
TOTAL LIABILITIES & EQUITY	1,561,480.00

Pennington SWCD
Check Register
November 2021

Date	Num	Name	Memo	Debit	Credit	Balance
Checking (N)						9,163.63
Cash Petty						25.00
Total Cash Petty						25.00
Checking (N) - Other						9,138.63
11/01/2021	7489	Sjoberg's Cable TV	Internet		66.95	9,071.68
11/01/2021	7490	DNT Holdings LLC	Rent		685.29	8,386.39
11/08/2021			Funds Transfer	10,000.00		18,386.39
11/08/2021	7491	Marco Technologies ...	INV9242300		48.43	18,337.96
11/09/2021		QuickBooks Payroll ...	Created by Payroll S...		9,573.75	8,764.21
11/10/2021		Christianson, Donna M	DD \$1,543.27	0.00		8,764.21
11/10/2021		Fitzgerald, Larissa L	DD \$1,632.25	0.00		8,764.21
11/10/2021		Grefthen, Bryanna C	DD \$1,470.61	0.00		8,764.21
11/10/2021		Molskness, Barbara J.	DD \$1,682.12	0.00		8,764.21
11/10/2021		Nelson, Peter A	DD \$1,728.21	0.00		8,764.21
11/10/2021		Sorvig, Matthew L	DD \$1,517.29	0.00		8,764.21
11/12/2021	EFT	MN Depart. of Reven...	6273917		620.00	8,144.21
11/12/2021	EFT	PERA	9384-00		1,591.75	6,552.46
11/12/2021	EFT	US Department of Tr...	41-0996595		3,481.50	3,070.96
11/12/2021	EFT	MN State Retirement...	98945-01		210.00	2,860.96
11/16/2021	7492	AREA I SWCD's	Area I Meeting		126.00	2,734.96
11/19/2021	7493	Olson, Steve	FY19-06		250.00	2,484.96
11/19/2021	7494	Hruby, Tim	FY19-05		250.00	2,234.96
11/19/2021	7495	Homme, Mishawn	FY19-04		250.00	1,984.96
11/19/2021	7496	Johnsrud, Kjell	FY19-01		250.00	1,734.96
11/19/2021	7497	Potucek, Jason	FY18-08		250.00	1,484.96
11/19/2021	7498	Wilde Kevin	FY18-09		250.00	1,234.96
11/19/2021	7499	Harlow, Tom	FY19-02		250.00	984.96
11/22/2021			Funds Transfer	20,000.00		20,984.96
11/22/2021	7500	Chase Card Service	Credit Card		1,078.82	19,906.14
11/22/2021	7501	Verizon Wireless	Inv 989213216		60.24	19,845.90
11/22/2021	7502	RMB Lab	INV D024057		1,041.00	18,804.90
11/22/2021	7503	Houston Engineering...	INV 56782		2,203.81	16,601.09
11/22/2021	7504	Office of MN IT Servi...	INV W21100474		59.83	16,541.26
11/22/2021	7505	Peterson Company, ...	INV 24842		2,925.00	13,616.26
11/22/2021	7506	Innovative	IN3547367		172.32	13,443.94
11/22/2021	7507	School Specialty	INV 208128988545		47.00	13,396.94
11/22/2021	7508	RRV Conservation S...	2022-10		373.86	13,023.08
11/22/2021	7509	HDR Engineering, Inc.	1200385189		1,047.84	11,975.24
11/23/2021		QuickBooks Payroll ...	Created by Payroll S...		9,573.76	2,401.48
11/23/2021	7511	Marco Technologies ...	INV 9337903		69.85	2,331.63
11/23/2021	7512	Nelson, Peter	Cell reimb.		35.00	2,296.63
11/23/2021	7513	Christianson Donna	Cell reimb.		35.00	2,261.63
11/23/2021	7514	Sorvig, Matt	Cell reimb.		35.00	2,226.63
11/23/2021	7515	Grefthen, Bryanna	Cell reimb.		35.00	2,191.63
11/23/2021	7516	Fitzgerald, Larissa	Cell reimb.		35.00	2,156.63
11/23/2021	7517	Barb Molskness	Cell reimb.		35.00	2,121.63
11/23/2021			Funds Transfer	50,000.00		52,121.63
11/23/2021			Deposit	3,679.48		55,801.11
11/24/2021	7510	Bennett, David F.	Payroll		201.64	55,599.47
11/24/2021		Christianson, Donna M	DD \$1,543.26	0.00		55,599.47
11/24/2021		Fitzgerald, Larissa L	DD \$1,632.27	0.00		55,599.47
11/24/2021		Grefthen, Bryanna C	DD \$1,470.60	0.00		55,599.47
11/24/2021		Molskness, Barbara J.	DD \$1,682.11	0.00		55,599.47
11/24/2021		Nelson, Peter A	DD \$1,728.23	0.00		55,599.47
11/24/2021		Sorvig, Matthew L	DD \$1,517.29	0.00		55,599.47
11/24/2021	7520	Pennington County	RLR_FY18-01 JD 25		29,563.95	26,035.52
11/24/2021	7521	Hammer Lynn	BFY18-07		11,791.87	14,243.65
11/24/2021	7519	Sorenson, Clyde	FY18-10		7,694.93	6,548.72
11/24/2021	7518	Ault Ev	FY18-07		2,239.76	4,308.96
11/29/2021	EFT	MN Depart. of Reven...	6273917		630.00	3,678.96
11/29/2021			Funds Transfer	10,000.00		13,678.96
11/29/2021	EFT	PERA	9384-00		1,591.74	12,087.22
11/29/2021	EFT	US Department of Tr...	41-0996595		3,528.22	8,559.00
11/29/2021	EFT	MN State Retirement...	98945-01		210.00	8,349.00

Pennington SWCD
Check Register
November 2021

Date	Num	Name	Memo	Debit	Credit	Balance
11/30/2021			Deposit	1,500.00		9,849.00
11/30/2021			Service Charge		11.13	9,837.87
Total Checking (N) - Other				95,179.48	94,480.24	9,837.87
Total Checking (N)				95,179.48	94,480.24	9,862.87
TOTAL				95,179.48	94,480.24	9,862.87

Pennington SWCD
Deposit Detail
November 2021

Type	Num	Date	Name	Account	Amount
Deposit		11/19/2021		Money Market Savings...	29,748.00
			BWSR	Conservation Delivery 2...	-18,710.00
			BWSR	State Cost-Share - 2022	-11,038.00
TOTAL					-29,748.00
Deposit		11/23/2021		Checking (N)	3,679.48
			Rondorf, Jordan	Permit Fees	-25.00
Payment	16402	11/01/2021	East Polk SWCD	Undeposited Funds	-54.47
Payment	5371	11/03/2021	Kittson Co. SWCD	Undeposited Funds	-17.37
Payment	12336	11/12/2021	Red Lake Soil & Water ...	Undeposited Funds	-4.16
Payment	39180	11/12/2021	Red Lake Watershed Di...	Undeposited Funds	-3,524.01
Payment	20049	11/12/2021	Norman SWCD	Undeposited Funds	-54.47
TOTAL					-3,679.48
Deposit		11/27/2021		CD#30003595 (5/27/20...	133.68
				Misc. Revenue Interest	-133.68
TOTAL					-133.68
Deposit		11/30/2021		Checking (N)	1,500.00
			MCIT	Vehicle Expense	-1,500.00
TOTAL					-1,500.00
Deposit		11/30/2021		Money Market Savings...	239.08
				Misc. Revenue Interest	-239.08
TOTAL					-239.08

Pennington SWCD
Account QuickReport
As of November 30, 2021

Type	Date	Memo	Split	Amount	Balance
Investments					1,568,418.89
Money Market Savings (N)					1,470,171.66
Transfer	11/08/2021	Funds Transfer	Checking (N)	-10,000.00	1,460,171.66
Deposit	11/19/2021	Deposit	-SPLIT-	29,748.00	1,489,919.66
Transfer	11/22/2021	Funds Transfer	Checking (N)	-20,000.00	1,469,919.66
Transfer	11/23/2021	Funds Transfer	Checking (N)	-50,000.00	1,419,919.66
Transfer	11/29/2021	Funds Transfer	Checking (N)	-10,000.00	1,409,919.66
Deposit	11/30/2021	Interest	Misc. Revenue Inte...	239.08	1,410,158.74
Total Money Market Savings (N)				-60,012.92	1,410,158.74
CD#2001227952 (8/17/22) N					15,002.55
Total CD#2001227952 (8/17/22) N					15,002.55
CD#2001245743 (5/12/22) N					36,806.14
Total CD#2001245743 (5/12/22) N					36,806.14
CD#30003595 (5/27/2022) B					35,451.38
Deposit	11/27/2021	Interest	Misc. Revenue Inte...	133.68	35,585.06
Total CD#30003595 (5/27/2022) B				133.68	35,585.06
CD#30005458 (3/2/22) B					10,987.16
Total CD#30005458 (3/2/22) B					10,987.16
Total Investments				-59,879.24	1,508,539.65
TOTAL				-59,879.24	1,508,539.65

BILLS

*Marco Technologies	(copier)	\$69.85
*Sjoberg's	(internet)	\$66.95
Skalsky Electric, Inc.		\$141.37
Myron Corp.	(pocket calendars)	\$380.30
Chase Card Service	(credit card)	\$1,419.38
Verizon	(iPads and surveying equip)	\$65.24
Houston Engineering	(TRF Streambank Stab)	\$4,147.00
MN IT Services	(phone)	\$61.09
HDR Engineering, Inc.	(CD96)	\$5,065.74
Frontier Precision	(Trimble software hardware renewal)	\$1,273.50

***Post Approvals**

INVOICE**HoustonEngineering Inc.****Remit to:**1401 21st Ave N, Fargo, ND 58102

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Mr. Peter Nelson

Pennington County (MN) Soil & Water Conservation
District

201 Sherwood Avenue South

Thief River Falls, MN 56701

December 9, 2021

Invoice No: 0057309

Due Date: January 8, 2022

Project R006934-0005 **Thief River Falls Streambank Stabilization Projects****Work Performed:****Phase 001)** Plan QA/QC, and final plan development.**Phase 002)** Plan QA/QC, and final plan development.**Phase 003)** Culvert structure drainage area determination, culvert structure alternatives and associated cost estimates for meeting with SWCD and City, update access route when determining to leave culvert structure in place, staking accesses route, finalize plans with access update, plan QA/QC, and final plan development.**Professional Services through November 27, 2021**

Phase 001 Hartz Park

Professional Personnel

	Hours	Rate	Amount
Project Engineer	.50	179.00	89.50
Engineer I	7.00	129.00	903.00
Totals	7.50		992.50
Total Labor			992.50
Total this Phase			\$992.50

Phase 002 Greenwood

Professional Personnel

	Hours	Rate	Amount
Project Engineer	.50	179.00	89.50
Engineer I	6.25	129.00	806.25
Totals	6.75		895.75
Total Labor			895.75
Total this Phase			\$895.75

Phase 003 Wenzloff

Professional Personnel

	Hours	Rate	Amount
Project Engineer	3.25	179.00	581.75
Engineer I	13.00	129.00	1,677.00
Totals	16.25		2,258.75
Total Labor			2,258.75
Total this Phase			\$2,258.75

\$ 4,147.00

2:50 PM

12/15/21

Accrual Basis

Pennington SWCD
Transaction Detail By Account
 January 1, 2019 through December 15, 2021

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Wenzloff									
Check	04/16/2021	7287	Houston Engineerin...	Invoice 00532...	CWF '19 ...		Checking (N)	620.00 ✓	620.00
Check	05/20/2021	7328	Houston Engineerin...	Inv 53718	CWF '19 ...		Checking (N)	3,904.73 ✓	4,524.73
Check	06/21/2021	7360	Houston Engineerin...	Wenzloff	CWF '19 ...		Checking (N)	3,612.25 ✓	8,136.98
Check	09/23/2021	7446	Houston Engineerin...	Invoice 55790	CWF '19 ...		Checking (N)	225.75 ✓	8,362.73
Check	10/22/2021	7479	MN DNR Ecological ...	Permit 2021-3...	CWF '19 ...		Checking (N)	1,000.00	9,362.73
Total Wenzloff								9,362.73	9,362.73
Total CWF 2019 TRF Stream. Stab. Proj								58,315.34	58,315.34
Total Project Expense-State								58,315.34	58,315.34
TOTAL								58,315.34	58,315.34

Checks to Houston
TRF Streambank

MN DNR - 3000
 \$ 55,315.34

\$ 69,375
 - 55,315.34

Balance: \$ 14,059.66

PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Joe Hruby 689-5678

Contract No.: TRSWI_FY20-04

Address: 25857 180th St. NE

City, State, Zip: Goodridge, MN

56725

Total Amount

Authorized: \$7,875.00 % Approved: 75% (state) 75% (state & non-state)
(from contract)

Item	Quantity	Unit	Unit Price	Cost
Pipes	120	feet	\$19.71	\$2,365.20
Scraping	19	hours	\$140.00	\$2,660.00
Backhoe and Blading	20	hours	\$112.50	\$2,250.00
Rock, Hauling, fabric				\$1,700.00
Aprons (Not installed as of 12/16/21)				
Seeding and mulching				

PROJECT COST: **\$8,975.20**

I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.

Payee Signature

Date

PAYMENT AND CERTIFICATION INFORMATION

- A. Type of request (partial or final): Partial
- B. Total cost of practice to date: \$8,975.20
- C. Eligible amount (total cost x % approved): \$6,731.40 (state) \$6,731.40 (state & non-state)
- D. Total other state payment amount:
- E. Total non-state payment amount:
- F. Total previous partial payments:
- G. Maximum payment amount: \$6,731.40

Amount Approved for This Voucher:

\$6,731.40

(cannot exceed Total Amount Authorized)

Technical Certification

I certify that an inspection has been performed and as-built received and that the items identified under the Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications.



Technical Assistance Provider

12/16/21

Date

Administrative Certification

I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the contract identified.

Administrative Sign-off

Date

Hruby Road Service
25857 180th St
Goodridge, MN 56725
218-681-3931



INVOICE

BILL TO
NRCS

INVOICE # 1281
DATE 12/15/2021
DUE DATE 01/14/2022

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Culverts and Aprons	1	2,765.01	2,765.01
	Scraping	19	140.00	2,660.00
	Backhoe	10	120.00	1,200.00
	Rocks and Hauling	1	1,500.00	1,500.00
	Fabric	1	200.00	200.00
	Blading	10	105.00	1,050.00

Thank you for your business.

BALANCE DUE

\$9,375.01

STATEMENT

Pennington County Highway Dept.
250 125th Avenue NE
Thief River Falls, MN 56701

INVOICE NO: 9-I
INVOICE DATE: 9/10/2021

SOLD TO:

Joe Hruby
25857 180th Street NE
Goodridge, MN 56725

Previous Balance	\$	-
Current Charges	\$	2,765.01
Payments	\$	-
New Balance	\$	2,765.01

Quantity	Unit	Date	Description	Unit Price	Amount
80	Feet	9/10/2021	15" Pipe	\$ 16.50	\$ 1,320.00
2	Each	9/10/2021	15" Aprons	\$ 101.33	\$ 202.66
40	Feet	9/10/2021	24" Pipe	\$ 26.13	\$ 1,045.20
1	Each	9/10/2021	24" Aprons	\$ 197.15	\$ 197.15

Total Due \$ 2,765.01

If any questions Please call
Lori Marquis 218-683-7017

Make Checks Payable to:
Pennington County Treasurer
%Pennington County Hwy Dept.
250 125th Avenue NE
Thief River Falls, MN 56701

Bryanna Grefthen SKILLS MATRIX WORKSHEET

Name: Bryanna Grefthen
 Concurred by: Peter Nelson

Title: Water Resource Specialist
 Title: District Manager

Location: THIEF RIVER FALLS FO
 Date: 12/10/2021

ETHICS STATEMENT

In exercising Job Approval Authority as shown below, I agree to utilize my assigned technical approval authority only for work that I am competent and qualified to perform. Economic, social, cultural and environmental impacts will be considered before a conservation practice is recommended. I will seek assistance from others when complicating factors warrant.

I also understand that conservation practices can have negative effects on some resources. I agree to consider the impacts of practices on all resources before recommending their use.

Employee signature:

Date:

Conservation Practice	Lead Discipline	Controlling Factor	Units	Job Class						MAX APPR AUTHORITY			Approved by	date
				I	II	III	IV	V	VI	I and E /Planning	Design /Dev	Const /Install		
410 Eng Grade Stabilization Structure	CED-DE	F1. Side Inlets to Drainage Ditch (Net Drop) (3)	Feet	6	8	10	12*	16*	All*	1	1		Cassie Ahmed	12/6/2021
	CED-DE	F2. Side Inlets to Drainage Ditch (Pipe Diameter)	Inches	12	18	24	36*	48*	All*	2	2		Cassie Ahmed	12/6/2021

Minnesota Association of Soil and Water Conservation Districts

2021 RESULTS OF PRE-CONVENTION RESOLUTION BALLOTING

The pre-convention resolution balloting process is a means to limit debate on the floor of the convention on resolutions for which the membership has strong agreement for or against. The following apply:

- If 66 percent of all supervisors whose ballots are received vote to APPROVE a resolution, the resolution will be deemed as moved and seconded for adoption at the annual meeting.
- If 66 percent of all supervisors whose ballots are received vote to DISAPPROVE a resolution, it will automatically be rejected, with no further action at the annual meeting.
- If 34% of all supervisors whose ballots are received vote to BRING THE RESOLUTION TO THE CONVENTION FLOOR FOR FURTHER DISCUSSION OR AMENDMENT, it will be brought to the MASWCD annual meeting for further action. This provision overrides the first two, in the event this condition and one of the above conditions are both met.

A total of 368 supervisors participated in 2021 pre-convention balloting.

Resolution Number and Title	Votes to Approve	Votes to Disapprove	Votes to Discuss	Pre-Convention Balloting Results	Convention Action
1 Minnesota Wetland Conservation Agency Coordination	88.74%	4.40%	6.87%	moved & seconded for adoption	P
2 State Cost-Share for Septic System Replacement	38.74%	45.33%	15.93%	discuss	F
3 Increased State Cost-Share for Well Sealing	65.11%	23.63%	11.26%	discuss	F
4 Job Approval Authority Coordination	86.50%	6.89%	6.61%	moved & seconded for adoption	P
5 Public Water Inventory Map Re-Addition Public Hearings	83.01%	6.03%	10.96%	moved & seconded for adoption	P
6 Outdoor Heritage Funds for Private Shoreline Projects	64.01%	18.13%	17.86%	discuss	P
7 BWSR Continued Forestry Support	91.46%	3.03%	5.51%	moved & seconded for adoption	P
8 Private Forest Management MOU and BWSR Forest Conservation Program	83.47%	6.34%	10.19%	moved & seconded for adoption	P
9 Local-State-Federal Partnership on Forestry in Minnesota	76.86%	9.92%	13.22%	moved & seconded for adoption	P
10 Contact List of Locally-Active Conservation Groups to Increase Legislative Effectiveness	35.26%	38.84%	25.90%	discuss	F
11 Cost Sharing for Removal of Tile Intakes	72.02%	14.68%	13.30%	moved & seconded for adoption	P
12 Climate-Smart Agriculture	79.61%	11.85%	8.54%	moved & seconded for adoption	P
13 Right of Way Vegetative Management	81.87%	9.34%	8.79%	moved & seconded for adoption	P
14 Increased Payment Rate for Easement Delivery	76.10%	8.79%	15.11%	moved & seconded for adoption	P

Hurt
B.
Iron
C.

Water Plan

- Red Lake River: Held a Planning Workgroup meeting on December 8th to review the 2022 Annual Plan, discuss priority areas and prepare for the advisory and policy committee meeting. The partnership is eligible for another round of funding (\$1,071,149) in 2022. Met with the RLWD to go over 2018 financials as that grant is done the end of the year. There will be a Red Lake River 1W1P Advisory and Policy Committee on December 15th.

SSTS

- Received a memorandum from BWSR on the income guidelines for the septic upgrade grant and will update the income guidelines for the Board to act on.
- Organizing permit paperwork and getting tank installation numbers for end of the year reporting.

Projects

- Met with the City and HEI to discuss the Hartz Park, Greenwood, and Wenzloff projects. HEI has a final cost-estimate and we'll enter into a contract with the City. Conducted a site visit to discuss project access for the Wenzloff project.

WCA

- Attended a TEP meeting to review the Golf Course Delineation. The TEP agreed with the delineation. It was encouraged by the Corps that the project impact less than 0.5 acres of wetlands to stay under certain Corps requirements.

Other

- Completed the 2022 Local Capacity Workplan and the Buffer Workplan
- Attending the MASWCD Convention December 12th – 14th
- Took time off December 1st – 7th
- Conducted employee evaluations
- Started on newsletter articles

Upcoming

- December 21st – 2018 Red Lake River Watershed-Based Funding grant reconciliation
- My sister is getting married in Florida and I'll be off December 27th – January 5th

BARB'S BOARD REPORT

December 2021

Financial:

- There was a lot of follow-ups from the last board meeting, mainly spending money. I paid the following contracts:
 - Steve Olson, Tim Hruby, Mishawn Homme, Kjell Johnsrud, Jason Potucek, Kevin Wilde and Tom Harlow for State Cost-Share well sealing.
 - Lynn Hammer, Buffer Cost-share, and Clyde Sorenson and Ev Ault for State Cost-share pipes.
 - Pennington County for RLR 1W1P pipes, JD25.
 - Letters were prepared for Peter's signature, and payments were recorded in our logs.
- Bills were paid as approved at the board meeting.
- I entered the audited 2020 financial information into the Dashboard template that keeps a summary of expenditures and revenues for each year. It also calculates how long the district could survive on their Fund Balance if all funding sources were cut off. Ours came out at 9.6 months, which is an acceptable number.
- Program logs were updated for all Clean Water Fund grants, Capacity, Buffer Program, Buffer C/S, SSTS Upgrade, AIS, Feedlot, Shoreland, Riparian Aid and State Cost-Share grants.
- Payroll was completed for Pay Periods 23 and 24.
- Payroll tax withholdings and deferred compensation were deposited.
- November bank statements were reconciled for savings and checking.
- Unearned Revenue transactions for November were completed.
- I prepared the November Financial Report.
- Billed for 1W1P: Clearwater, Red Lake and Thief.
- Bank Deposits were made.
- Money was transferred out into checking as needed.

Other:

- Worked on a newsletter article regarding trees. Also contacted few landowners to incorporate some tree testimonials in the write-up.
- The Nursery Dealer License renewal was completed and submitted.
- Submitted the Deceased/Retired Staff and Supervisor form to MASWCD. They print it on a program for the convention awards luncheon.
- Helped prepare the board agenda and sent out board packets.
- Had time off over the Thanksgiving holiday.

Board Meeting
December 16, 2021

Matthew Sorvig

Resource Technician

Buffers/Ditches

- Continue to check buffers and remove parcels from the APO list that have been corrected
- Working on mailings for APO's to be sent to expired CAN parcels

Survey

- As-built survey for Joe Hruby SWI's
- Helped survey a site in Marshall County. We will bill Marshall for my time.
- Put together a SWI design folder for Cassie to review for my JAA in construction/installation

MISC.

- Emailed science fair coordinator that the district will have a \$50 award for the best conservation-based project
- Wrote newsletter articles on JD 25, Drone grant, Hudson project and buffer update.
- Employee evaluation with Peter
- Took pictures of tree rows for the newsletter with the drone
- Put the ranger away for the winter

Upcoming

- Christmas
- New Years

Board Report

December 2021
Larissa Fitzgerald
District Technician


Tree Program

- Continuing to work on tree plans
- 2 landowners signed up for EQIP for tree plantings
- Mailed out more tree plans and letters to landowners for potential 2022 tree plantings
- ~8 tree plantings on the docket for spring!

WCA

- Golf Course 18th Fairway Project
 - TEP meeting November 30th to discuss the wetland delineation. All TEP members concurred with the delineation
 - Wrote up TEP findings report to share with County Board
 - Took the recommendation to approve the delineation to the County Board meeting via phone December 14th
 - Sent out signed Notice of Decision

Others

- Vacation November 22-26 
- Did some desk and cabinet cleaning
- Attended the MASWCD convention December 12-14

Upcoming

- Presenting to Challenger kids with Matt Jan or Feb
- Happy Holidays!



December Board Report

Date: December 16, 2021

Bryanna Grefthen, Water Resource Specialist

AIS

- Pricing out signposts for the new landing signage. Plan for spring installation at 9 sites
- Followed up on emails for 2022 AIS opportunities and looking into new ideas/items

Feedlot

- Completing required continuing education credits for 2021 with UMN Manure Management Plan course and the new MPCA CFO training modules
- Year-end reporting surveys and meetings
- Completing files for year-end review with Molly and Taylor
- Composed newsletter article for Donna on benefits of windbreaks around feedlots/pasture

CWMA

- Submitted application for MDA FY22 grant to be used for equipment purchase or contracted services
Apply for funding to purchase buckthorn removal tools. Application was reviewed by Kyle Jore
- Worked on the inventory map in ArcGIS online to get ready for posting on website and Facebook
- Wrote Facebook/website post announcing completion of the noxious weed inventory
- Notified and asked for input from CWMA on the completed inventory and shared our reports
- Final reporting/newsletter article announcement for completion of MDA FY21 grant

Water Monitoring

- Measured DNR observation wells (11/19)– All showed noticeable increase in water levels. Except for one well (which is about a foot lower than this time last year), most of the water levels are very similar to the November 2020 levels. Still on the lower end of a 5-year average for November, but within about a foot range
- Reviewed and made comments on 2021 monitoring data spreadsheet for the MPCA
- Helped Peter update the Red Lake River 1W1P 2022 Annual Plan
- Winterized water monitoring equipment

Other

- Prepared for and had JAA Meeting with Cassie A, area engineer (11/23)
- Completed as-built survey for partial payment for Joe Hruby with Matt
- Contacted landowner interested in SWIs in Star township
- Completed newsletter articles for Donna
- MASWCD Convention in Bloomington (12/12-14)
- Red Lake River 1W1P Advisory and Policy Committee Meeting (12/15)
- It is officially Christmas in the office!

Upcoming

- MDA Grant Closes (12/31)
- WRAC Meeting (1/10/22)
- MACDE Meeting (1/10/22)
- Hydrology Training Webinar (1/18 & 20)

Board Report for December

Donna Christianson, Outreach Coordinator

My report is very short this month as I have taken quite a few days off for my father's funeral and burial. I want to thank you all for the beautiful plant that was given to me in remembrance of my dad. It means so much to me.

Facebook Posts – Farm Couple Retreat and Noxious Weed Inventory.

Website – Posted information about the Farm Couple Retreat, Noxious Weed Inventory, updated the meeting date, and posted minutes.

NW MN AgBMP Loan Area –The NW MN AgBMP Loan Area has 6 pending loans not funded by MDA totaling \$538,160.00 and 4 applications on the waiting list totaling \$314,850.00. Sent an email to AgBMP officers and staff letting them know the annual AgBMP training sessions will be held January 5th from 8:30 a.m. – 12:00 p.m. and again on January 10th from 8:30 a.m. – 12:00 p.m.

Videos – Working on different videos taken with the GoPro to complete the requirements of the grant.

Drainage DB – Started scanning documents for Ditch 68. It's taking a lot longer than expected to scan the documents as many of them are very old and fragile.

Newsletter – Staff has submitted their articles for the newsletter to me. I've just started working on the newsletter and hope to send it out by the third week of January.

Farm Couple Retreat – Supplied contact information to Monica McConkey from Eyes on the Horizon Consulting in advance of a Farm Couples Retreat that is being sponsored by Extension, the MN Dairy Initiative and MDA. Bryanna and I mailed out 41 flyers to farm couples throughout the county inviting them to the Farm Couple Retreat at the C'mon Inn on February 11-12.

SWCD Administrative Assistance:

Set up (2) Zoom meetings (TRF Golf Course and RLR Planning Workgroup Mtg).

Typed Board Minutes.

Answered phones for the SWCD staff.

NRCS Administrative Assistance:

Obtained producer signatures for CSP payments as folks came into the office.

Entered 49 CSP payments in the NRCS tracker.

Entered (1) 1026 into NRCS wetland spreadsheet.

Answered phones for the NRCS staff.



December 2021 Report

Jillian Fejszes, Farm Bill Biologist

Trainings/Meetings:

- 11/18- West Polk, Marshall and Pennington SWCD Board Meetings
- 11/25-26- Thanksgiving Holiday
- 11/30- East Central MN Sharptail Grouse Habitat Team Meeting (Teams)

Ongoing Work:

- Talked to 7 landowners
- Completed 3 CRP contract revisions and 7 eligibilities for West Polk CRP
- Visited 8 sites for CRP status reviews and 1 site to check on seeding
- Completed 8 status reviews for Marshall CRP cost share
- Worked with a Pennington landowner to submit an EQIP application for a pollinator planting
- Completed my first CRP plan for the new signup- for a West Polk contract
- Updating spreadsheets for CRP enrollment in each county and looking at what was renewed
- Working on spreadsheets for eligibility for sites coming out in 22 to give to FSA soon
- Completed activity reporting for November
- Completing training and webinars I didn't get to earlier and working towards Conservation Planner certification.

Upcoming:

- 12/9- Glacial Ridge Prairie Core Cisma Meeting- Teams
- 12/9- Prairie Reconstruction Initiative Virtual Field Day
- 12/15- Marshall SWCD Board Meeting
- 12/16- West Polk and Pennington SWCD Board Meetings
- 12/24-1/2- Off for Holidays and Vacation



December 8th, 2021

NRCS Board Report

CSP –

- 35 CSP renewal applications – All are assessed and ranked - waiting to hear if any are funded
- **PAYMENTS PAYMENTS PAYMENTS**
- 84 payments - 8 payments left to process
- 5 deferred payment to 2022

EQIP -

- **PAYMENTS PAYMENTS PAYMENTS**
- 2022 Application acceptance deadline is Nov 19th

RCPP-EQIP –

- Payments – 1 payment left waiting on AGI to clear

CONTRACT MANAGEMENT –

- Continually working on modifications, planning, and contract maintenance along with payments.

OTHER – COVID - 19

1. Maximum telework is strongly encouraged to the extent possible.
2. All FPAC facilities are required to maintain staffing at 50% of employees or less.
3. Masks are required
4. Safety of employees is #1 priority.

- 1026 Request
- HEL workload

CIVIL RIGHTS – None observed

Respectfully submitted,
Nico Bennett
District Conservationist