



PENNINGTON SWCD BOARD MEETING

**(Held at the American Legion
and via Zoom Video Conferencing
due to Covid-19 and Governor's
Peacetime Emergency Order)**

January 21, 2021

10:00 A.M.

Supervisors Present:

Ricky Peterson, Vice-Chair

Linda Hanson, Secretary

Greg Hilgeman, Treasurer

ADawn Nelson, Supervisor Elect

Staff Present:

Peter Nelson, District Manager

Barb Molskness, District Coordinator

Bryanna Grefthen, District Technician

Matthew Sorvig, Resource Technician

Donna Christianson, Outreach Coordinator

Guest Present:

Bryan Malone, Becker County SWCD District Manager

Absent:

Brenda Szymanski, Chair

Jill Fejszes, Farm Bill Biologist

Nico Bennett, NRCS

The meeting was held at the American Legion and via Zoom Video Conferencing. Ricky Peterson, Vice-Chair, called the meeting to order at 10:06 a.m.

Ricky completed a roll call of all supervisors and staff and asked if there were any visitors joining the meeting. All supervisors present, except for Brenda Szymanski. All staff present except for Jill Fejszes and Nico Bennett. Guest present, Bryan Malone.

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

Introductions were made.

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The Oath of Office was read and signed by ADawn Nelson, Greg Hilgeman, and Linda Hanson.

ADawn made a motion, seconded by Greg to approve the December 15, 2020, meeting minutes. All in favor, motion carried.

Barb reviewed the December 2020 receipts and disbursements. **Greg made a motion, seconded by ADawn to approve the December 2020 receipts and disbursements. All in favor, motion carried.**

Linda made a motion, seconded by ADawn to approve the 2020 audit bid from Peterson Company LTD. in the amount of \$2,925.00. All in favor, motion carried.

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

Chase Card Service	\$ 933.10
TRF Times	\$ 46.25
Marco Technologies	\$ 31.57
RRVCSA	\$ 5,000.00
Sjoberg's	\$ 66.95
Verizon	\$ 50.16
Innovative Office Supply	\$ 111.13
School Specialty	\$ 428.07
Becker SWCD	\$ 1,713.78
MN IT Services	\$ 60.40

All in favor, motion carried.

Greg made a motion, seconded by ADawn to approve payment of the following dues:

Area 1 SWCD	\$ 150.00
MASWCD	\$ 3,036.44
Lakes Country Service Co-op	\$ 106.00
MACPZA	\$ 80.00

All in favor, motion carried.

Greg made a motion, seconded by ADawn designating Northern State Bank, Wells Fargo, and Border State Bank as "Official Depositors" for 2021. All in favor, motion carried.

Greg made a motion, seconded by ADawn to set the supervisor compensation at \$75.00 per meeting. All in favor, motion carried.

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Linda made a motion, seconded by ADawn to use the IRS standard mileage rate of \$.56 per mile for mileage reimbursement. All in favor, motion carried.

Greg made a motion, seconded by ADawn to make a partial payment for nine SWI's installed on the following percent-based Buffer cost-share contract:

BFY18-53 Kelly Lundeen \$11,571.00

All in favor, motion carried.

Linda made a motion, seconded by ADawn to make the final payment on the following percent-based Thief River Grade Stabilization and Cover Crop Implementation cost-share contract:

TRSWI_FY20-03 Paul Srnsky \$ 600.00

All in favor, motion carried.

The 2021 Planning Meeting will be held at the American Legion and via Zoom Video Conferencing on Thursday, March 4th, from 9:00 a.m. – 11:30 a.m. Agenda items to be discussed:

- Introduction of the SWCD history, mission, and staff to the two new County Commissioners
- Review supervisor responsibilities
- Reorganization of staff and job descriptions
- TSA reorganization

The Board decided to cancel the SWCD Banquet this year due to COVID-19. A summer tour incorporating aspects of the banquet with an outdoor meal and awards is being considered.

The NW MN AgBMP Loan Area currently has 23 applications on its waiting list totaling almost \$2 million dollars. To control the backlog, a few different alternatives were suggested by AgBMP Board members during their January meeting. Ranking applications was one option. Each of the six SWCD's in the loan area was sent a spreadsheet to prioritize different project categories and associated purchases to be discussed during the next NW MN AgBMP Loan Area Meeting in February. After a lengthy discussion, the Pennington Board decided on the following ranking:

1. Septic Systems
2. Ag Waste
3. Wells
4. Conservation Tillage
 - 4-1. No-till Drill
 - 4-2. Strip-till Equipment
 - 4-3. Combine Tracks
 - 4-4. Vertical Tillage
 - 4-5. Sprayers with GPS or Technology Improvement
 - 4-6. Chopping Corn Head

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A draft Memorandum of Agreement between Pennington SWCD and Pennington County for the Drainage Record Modernization Database Project was presented to the Board for approval. A recommendation was made to change paragraph B, item #1, to read:

“Provide the local match for the BWSR Local Capacity Grant for expenses used for Drainage Database setup fee, training, and maintenance fee”. **ADawn made a motion, seconded by Linda to sign the Memorandum of Agreement between Pennington SWCD and Pennington County for the Drainage Record Modernization Database Project that includes the amendment to paragraph B, item #1. All in favor, motion carried.**

Peter explained the draft changes made to the District Technician, the Water Resource Specialist, and the District Manager job descriptions. Some of the current duties of the District Manager would be designated to the District Technician and the Water Resource Specialist, while other new duties would be added to the District Manager job description. Bryanna’s job title would change to Water Resource Specialist and a new District Technician would be hired.

ADawn made a motion, seconded by Linda approving the revised changes to the District Technician job description. All in favor, motion carried.

ADawn made a motion, seconded by Linda to advertise for the District Technician position. All in favor, motion carried.

ADawn made a motion, seconded by Greg approving the changes to the Water Resource Specialist and District Manager job descriptions. All in favor, motion carried.

After reviewing the quotes for a new 1-ton pickup, **ADawn made a motion, seconded by Greg to accept the quote for the Dodge 1-ton pickup in the amount of \$38,865.00 making sure the vehicle comes with running boards and a color choice before purchasing it. All in favor, motion carried.**

Peter notified the Board that Brenda Szymanski wants to resign from the Board. A replacement would need to be found and appointed.

Discussion took place regarding the Treasurer position. All members of the Board agreed once a supervisor has been appointed Treasurer, they should remain Treasurer throughout their years of service. This initiative helps maintain stability with the finances.

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Election of officers took place. Ricky called for nominations for Chair. Ricky Peterson was nominated. Hearing no further nominations, **Greg made a motion, seconded by ADawn to have nominations cease and the Secretary cast a unanimous ballot for Ricky Peterson, Chair. All in favor, motion carried.**

Ricky called for nominations for Vice-chair. Linda Hanson was nominated. Hearing no further nominations, **Ricky made a motion, seconded by ADawn to have nominations cease and the Secretary cast a unanimous ballot for Linda Hanson, Vice-chair. All in favor, motion carried.**

Ricky called for nominations for Secretary. ADawn Nelson was nominated. Hearing no further nominations, **ADawn made a motion, seconded by Greg to have nominations cease and the Secretary cast a unanimous ballot for ADawn Nelson, Secretary. All in favor, motion carried.**

Ricky called for nominations for Treasurer. Greg Hilgeman was nominated. Hearing no further nominations, **Linda made a motion, seconded by ADawn to have nominations cease and the secretary cast a unanimous ballot for Greg Hilgeman, Treasurer. All in favor, motion carried.**

Ricky called for nominations for Public Relations. Brenda Szymanski was nominated. Hearing no further nominations, **Greg made a motion, seconded by ADawn to have nominations cease and the secretary cast a unanimous ballot for Brenda Szymanski, Public Relations. All in favor, motion carried.**

Ricky appointed the following committees for 2021:

Personnel	Linda and ADawn
Ag BMP	ADawn
Budget	Greg and Ricky
WRAC	Ricky
RRVCSA	Linda
Red Lake River 1W1P	Linda
Thief River 1W1P	Ricky
Clearwater 1W1P	Greg

Two separate repair bids were presented to the Board for the garage door. The first quote of \$2,800.00 included replacing the garage door with the same type of door and fixing the damage to the cooler. The second quote of \$4,300.00 included replacing both garage doors with insulated doors, a new walk in door, and fixing some damage on the northwest outside corner of the garage. An extra \$1,200 would have to be added to fix the cooler. **ADawn made a motion, seconded by Greg to accept the second bid of \$4,300.00 to have both garage doors replaced with insulated doors, have a new walk in door**

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installed, fix the damage on the northwest outside corner of the garage, and to pay the extra \$1,200 to fix the cooler. Total for the repairs comes to \$5,500.00. All in favor, motion carried.

ADawn made a motion, seconded by Linda authorizing the purchase a scanner for use on the Drainage Record Modernization Database Project in an amount not to exceed \$1,200.00. All in favor, motion carried.

A Memorandum of Agreement between the USDA-NRCS and Pennington SWCD was presented to the Board. The working agreement promotes the importance of the two agencies to work together to identify technical and financial locally led conservation needs to landowners and others in the district. The MOA remains in effect until mutually modified or terminated. **ADawn made a motion, seconded by Linda to approve the Memorandum of Agreement between the USDA-NRCS and Pennington SWCD. All in favor, motion carried.**

Peter reported on the proposed reorganization of the Technical Service Area (TSA). In this proposal, the counties would be split into a northern and southern area. The north and south areas would each have an engineer and technician employed by an SWCD. The GIS Specialist would remain a TSA employee. More information regarding the cost of hiring an engineer and funding sources is still needed. If hiring an engineer isn't feasible, the work could be contracted to a private engineering firm. The Board liked the idea of hiring an engineer but tabled the discussion until further information is obtained.

Employee reports were reviewed.

NRCS report was reviewed.

No new correspondence to review.

The next Board meeting will be Thursday, February 18th, at 10 a.m. Venue to be determined.

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

The meeting adjourned at 1:17 p.m.

Linda Hanson, Secretary