



**PENNINGTON SWCD BOARD MEETING  
(Held at the USDA/SWCD Meeting Room and  
Via Zoom Video Conferencing)  
November 17, 2022  
9:30 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  
Bryanna Grefthen, Water Resource Specialist  
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

The meeting was held at the USDA/SWCD Meeting Room and via Zoom Video Conferencing. Ricky Peterson, Chair, called the meeting to order at 9:40 a.m. Ricky completed a roll call of all supervisors and staff and welcomed guests.

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

**Greg made a motion, seconded by Kevin to approve the October 20, 2022, meeting minutes. All in favor, motion carried.**

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

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

<b>Sjoberg's</b>	<b>\$ 66.95</b>
<b>Myron Manufacturing</b>	<b>\$ 368.95</b>
<b>Marco Technologies</b>	<b>\$ 86.37</b>
<b>Ron Kalinowski</b>	<b>\$ 150.00</b>
<b>Darrin Arveson</b>	<b>\$ 100.00</b>
<b>Scott Waldal</b>	<b>\$ 150.00</b>
<b>Waylon Hirst</b>	<b>\$ 50.00</b>
<b>RMB Lab</b>	<b>\$ 1,282.84</b>
<b>Chase Card Services</b>	<b>\$ 3,774.70</b>
<b>Verizon</b>	<b>\$ 75.52</b>
<b>RRVCSA</b>	<b>\$ 408.01</b>
<b>The Times</b>	<b>\$ 130.68</b>
<b>Speed's Auto</b>	<b>\$ 275.30</b>
<b>MN IT</b>	<b>\$ 60.66</b>

**All in favor, motion carried.**

**ADawn made a motion, seconded by Kevin to pay a renewal donation fee of \$50.00 for the MN Conservation Volunteer magazine. All in favor, motion carried.**

**ADawn made a motion, seconded by Kevin to pay the MN Department of Ag's 2023 Nursery Stock Dealer Certificate Renewal invoice in the amount of \$350.00. All in favor, motion carried.**

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

**FY22-01 \$350.00**

**All in favor, motion carried.**

**Greg made a motion, seconded by ADawn to pay the following percent-based BWSR SSTS Upgrade Grant and MPCA SSTS Upgrade Grant contract for a mound system pending a certificate of compliance from a licensed inspector:**

**SSTS FY21-03 \$9,584.88**

**All in favor, motion carried.**

**Greg made a motion, seconded by ADawn to pay the following percent-based Red Lake River Watershed Based Implementation Funding Cost-share contract for the installation of a SWI:**

**FY20\_RLRWBIF\_03\_PSWCD           \$ 3,150.00**

**All in favor, motion carried.**

Due to some additional work (installation of rock riprap, extra topsoil, and a rock chute for concentrated flow) required to complete the Greenwood/Wenzlaff Streambank Projects, an amendment is needed to increase the project amount from \$208,385.00 to \$227,159.12. This increase changes the Districts 75% cost-share amount from \$156,288.75 to \$170,369.34. **ADawn made a motion, seconded by Kevin approving Amendment 1 on contract FY19CWF-01 for the work and cost increase required to complete the Greenwood/Wenzlaff Streambank Projects. All in favor, motion carried.**

**ADawn made a motion, seconded by Kevin to pay the final payment on the following percent-based Clean Water Fund Cost-share contract for work completed on the Greenwood/Wenzlaff Streambank Projects:**

**FY19CWF-01       \$55,475.15**

**All in favor, motion carried.**

**ADawn made a motion, seconded by Kevin approving the Resolution to Adopt and Implement the Middle Snake Tamarac Rivers Watershed Comprehensive Watershed Management Plan. All in favor, motion carried.**

**ADawn made a motion, seconded by Greg to approve the Clearwater River Watershed Comprehensive Watershed Management Plan Implementation Agreement. All in favor, motion carried.**

**Greg made a motion, seconded by Kevin approving Amendment 1 on contract TRSWI\_FY20-05 extending the expiration date from 12/15/2022 to 12/01/2023. All in favor, motion carried.**

Logan Handyside stated he was satisfied with his Terms of Employment Agreement. **ADawn made a motion, seconded by Kevin approving the Memorandum of Agreement between the Red River Valley Conservation Service Area, Pennington Soil and Water Conservation District, and Logan Handyside for Initial Offer of Employment. All in favor, motion carried.**

Justin Muller stated he was satisfied with his Terms of Employment Agreement. **ADawn made a motion, seconded by Kevin approving Memorandum of Agreement between the Red River Valley Conservation Service Area, Pennington Soil and Water Conservation District, and Justin Muller for Initial Offer of Employment. All in favor, motion carried.**

Jeff Haverland stated he still has concerns with his Terms of Employment Agreement and that he was not going to sign it. He reviewed his concerns with the Board. All of Jeff's grievances are based on his employment with the TSA not the Pennington SWCD. Peter will work with Bryan Malone to set up a TSA Executive Committee Meeting with Jeff before the next full TSA Board Meeting on November 30<sup>th</sup>, to discuss any points that are still at large. **ADawn made a motion, seconded by Kevin approving Memorandum of Agreement between the Red River Valley Conservation Service Area, Pennington Soil and Water Conservation District, and Jeff Haverland for Initial Offer of Employment with a 5% wage increase. All in favor, motion carried.**

The North Pod Shared Engineering Services Agreement 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 wording has been changed to reflect the transfer of \$73,102.42 for fiscal year 2022 and \$112,500 for fiscal year 2023 of NPEETA funding. It also includes \$80,000 for the purchase of equipment. ADawn was apprehensive with the wording of paragraph 2B which states "either party may terminate this agreement, with or without cause, by providing the other party thirty calendar days written notice." The wording brought about further discussion. **Greg made a motion, seconded by Linda approving the North Pod Shared Engineering Services Agreement. Greg, Linda, and Kevin voted in favor, ADawn voted against. Motion carried 3 to 1.**

The Amended Joint Powers Agreement for the Red River Valley Conservation Service Area incorporates a couple of changes to the original agreement:

- An SWCD name change from Mar-Bel to Marshall SWCD
- Voting status changed from unanimous to majority vote of members present

**Greg made a motion, seconded by ADawn approving the Amended Joint Powers Agreement for the Red River Valley Conservation Service Area. All in favor, motion carried.**

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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. **Greg made a motion, seconded by Linda to approve the Agreement for Engineering Services. All in favor, motion carried.**

**ADawn made a motion, seconded by Greg to use the following pricing guide for tree sales in 2023:**

- **Conifers – \$60.00 for a bundle of 25**
- **Deciduous – \$50.00 for a bundle of 25**
- **Black Hills Spruce pots – \$15.00 per pot**

**All in favor, motion carried.**

The MASWCD Annual Convention and Trade Show will be held at the Double Tree Hotel in Bloomington on December 12-14. There won't be an auction this year. December 1<sup>st</sup> is the registration deadline. Staff members attending this year include Peter, Bryanna, Larissa, and Erika.

The 2023 Planning Meeting will be held in February from 9 a.m. – 12:00 p.m. Date and venue to be determined. Meeting topics ideas:

- ✓ Office and space layout for the new building
- ✓ 75<sup>th</sup> Anniversary planning
- ✓ New North Pod engineering staff

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

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

Barb reviewed a list of 75<sup>th</sup> Anniversary ideas. Some of the ideas included the banquet, a summer tour, a fair parade float, a history book, a video, tree giveaways, and the list continues. Lots of fun events and items to celebrate 75 years of conservation.

The Personnel Committee will meet at the USDA/SWCD Meeting Room on Thursday, December 8<sup>th</sup>, at 1:00 p.m.

Employee reports were reviewed.

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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.

Correspondence:

- An article was published by MASWCD emphasizing how grateful we are to have such a diverse, knowledgeable, and dedicated Board of Supervisors serving Pennington County.

The next Board meeting will be held on December 15<sup>th</sup> at the Red Lake Watershed District Meeting Room at 9:00 a.m.

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

The meeting adjourned at 1:05 p.m.

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ADawn Nelson, Secretary