



**PENNINGTON SWCD BOARD MEETING
(USDA/SWCD Conference Room)
March 21, 2024
1:00 P.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
Bryanna Grefthen, Water Resource Specialist
Larissa Fitzgerald, District Technician
Erika Olson, Resource Technician
Logan Handyside, Engineer
Justin Muller, Engineering Technician
Kyle Dahlquist, Conservation Corps Apprentice
Nico Bennett, NRCS

The meeting was held at the USDA/SWCD Conference Room. Linda Hanson, Chair, called the meeting to order at 1:02 p.m. Linda completed a roll call of all supervisors and staff.

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

ADawn made a motion, seconded by Greg to approve the February 15, 2024, meeting minutes. All in favor, motion carried.

Donna reviewed the February 2024 Financial Report. It was requested to create a 6 month operating budget and consider moving additional funds from Investor Savings into a new CD at the next board meeting. Border Bank currently has a 7-month CD at 5.05%. **ADawn made a motion, seconded by Greg to approve the February 2024 Financial Report. All in favor, motion carried.**

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

Minnesota IT Services	\$ 60.02
Sjoberg's	\$ 66.95
Chase Card Service	\$ 1,013.10
Lakes Country Service Coop	\$ 467.74
Marco	\$ 66.15
Minnesota IT Services	\$ 59.59
Verizon	\$ 95.68
The Times	\$ 4,025.14
Robin Hood/Quick Print	\$ 212.00
Science Museum	\$ 965.00
Red Canoe	\$ 1,625.00

All in favor, motion carried.

Peter presented an itemized list of spring field supplies needed for the North Pod and the District, including items such as lath, hubs, flags, ribbon, markers, waders, printer ink, spare trailer tires, and TSC 7 batteries. **Ricky made a motion, seconded by ADawn to approve the purchase of the proposed field supplies totaling \$1,070.50 for the North Pod and \$125 for the District, plus taxes, licensing, and shipping and handling, which was not included in the total price. All in favor, motion carried.**

Minnesota Soil Health Coalition is an organization to provide information, support, and networking for producers who are or wish to implement soil health practices. Members of the Minnesota Soil Health Coalition have access to a mentor network, specialist list, and receive information and assistance on soil health field days. **Greg made a motion, seconded by Ricky to approve the Minnesota Soil Health Coalition business membership for \$25/year. All in favor, motion carried.**

Greg made a motion, seconded by ADawn to authorize up to 3 staff to the attend the University of Minnesota Cover Crop Academy in Crookston for \$75/person. All in favor, motion carried.

The 2024 Annual Plan and Revised Budget was reviewed. The Board requested 3 changes; separate #3 into two action items on page 10, update the new goal to "Promote and Implement Practices that Utilize the Principles of Soil Health" on page 2 and 10, and update the engineering hours on page 15. **ADawn made a motion, seconded by Greg to approve the 2024 Annual Plan and Revised Budget with the requested amendments. All in favor, motion carried.**

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ADawn made a motion, seconded by Ricky to approve the following percent-based Red Lake River WBIF Cost-Share Contract for the installation of a lined waterway or outlet project:

PSWCD_RLRWBIF_5 \$17,185.00

All in favor, motion carried.

Greg made a motion, seconded by Kevin to approve the following percent-based Subsurface Sewage Treatment System Contract for a septic system upgrade:

SSTS FY_23_01 \$16,500.00

All in favor, motion carried.

The Conservation Technician job description was reviewed. **ADawn made a motion, seconded by Greg to approve the Conservation Technician job description. All in favor, motion carried.**

Ricky made a motion, seconded by Kevin to advertise for the new Conservation Technician. All in favor, motion carried.

QuickBooks desktop version is ending in May and will be switched to QuickBooks Online. QuickBooks Online Advanced is \$2,400/year plus the Elite Payroll Features for \$1,500/year for a total of \$3,900/year to utilize QuickBooks Online. There is a 50% discount for the first year 1st year. QuickBooks Online provides several beneficial features that will reduce staff time related to the payroll process. **ADawn made a motion, seconded by Kevin to approve the switch to utilize QuickBooks Online. All in favor, motion carried.**

Peter provided an update on Red Lake River 1W1P Performance Review and Assistance Program (PRAP) process. The Watershed-Based Performance Standards Checklist was reviewed. Surveys have been sent to all planning workgroup members, advisory committee, policy committee, and other partners to assess the water management functions and partnerships of the Red Lake River Partnership.

Greg made a motion, seconded by ADawn to approve incorporating the Health Care Saving Account Policy to the Employment Policy Handbook. All in favor, motion carried.

The Board reviewed and discussed the counteroffer of the Outreach Coordinator candidate. **ADawn made a motion, seconded by Greg to decline the counteroffer and present the original offer as the final offer. All in favor, motion carried.**

The Banquet cost estimate was reviewed. There will be a cash bar offered during the event at no additional cost. Grant Nelson will be the emcee. The color scheme is navy blue. The

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banquet has been advertised in the paper. The menu includes pork tenderloin, red potatoes, green beans, a croissant roll, Caesar salad, and cheesecake. Door prizes include 10 spruce trees and 2 baskets of local items.

ADawn made a motion, seconded by Ricky to approve up to \$100 for the purchase of bird feeder and seed to be given away as drawing prizes at the Home, Sport, & Family Show. All in favor, motion carried.

Donna requested authorization from the Board to reserve a fair booth this year for \$150 plus the \$8 parking pass. **ADawn made a motion, seconded by Kevin to authorize staff to reserve fair booth space. All in favor, motion carried.**

Donna reported that Long Lake Conservation Camp this year is July 21st-25th and requested authorization to reserve 2 spots for the 2024 camp. The cost is \$495 per camper. **Ricky made a motion, seconded by ADawn to sponsor 2 campers at Long Lake Conservation Camp on July 21st-25th. All in favor, motion carried.**

6 pictures were submitted for March's photo contest. The Board chose the photo of the full moon on a frosty night in Polk Centre township submitted by Andrea Bak as the winner.

Employee reports were available for review.

The NRCS report was available for review.

Micah Ranum's report was available for review.

Grant Nelson's report was available for review.

Correspondence:

- Highlights from the AREA 1 Meeting held on March 19th were discussed.

The next Board meeting will be held at the USDA/SWCD Meeting Room on April 18th at 1:00 p.m.

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

The meeting adjourned at 3:41 p.m.

Kevin Wilde, Secretary