

Pomme de Terre River Association  
Joint Powers Board Meeting  
USDA ARS Soils Lab  
October 7, 2016  
**MEETING MINUTES**

Board members present for regular meeting: Paul Groneberg, Rod Wenstrom, Joe Berning, Joe Fox, Paul Barsness, Clint Schuerman, Jeanne Ennen. Others present: Jared House, Watershed Coordinator; Chris Staebler, Stevens SWCD; Paul Wymar, MPCA; Joe Montonye, Grant SWCD.

Vice Chair Wenstrom called the regular meeting to order at 9:05 a.m. and conducted roll call.

1. The agenda was approved on a motion by Joe Berning. Second by Paul Barsness. Passed unanimously.
2. Joe Fox moved to approve the minutes from the July meeting. Second by Clint Schuerman and all member voting aye, the motion passed.
3. Joe Berning moved to accept the resignation of Jared House. Second by Clint Schuerman and all members voting aye, the motion passed. Joe Montonye reported for the personnel committee which met Monday to discuss the position description and job announcement for the Watershed Coordinator, upon the resignation of Jared House. His last day is today, October 7. The personnel committee and the TAC made revisions to the two documents and presented drafts for the JPB to approve. The job posting will be open until November 1. The TAC will meet the next day and review applications and give the personnel committee input on ranking the applications for interviews. The personnel committee will meet at 12:30 November 2 to go over applications. Joe Berning moved to approve the revised position description and job announcement. Second by Paul Groneberg, passed unanimously. Vice Chair Wenstrom temporarily appointed Jared House to the personnel committee to assist with the hiring process.
4. Financial Matters
  - a. The Treasurer's Report was approved unanimously on a motion by Paul Barsness and second by Paul Groneberg
  - b. Joe Fox moved to approve the bills to pay, as presented. Second by Joe Berning. Passed unanimously.
  - c. Paul Barsness moved to approve the 2015 audited financial statements. Second by Jeanne Ennen. Passed unanimously.
5. Jared gave updates on existing grants.
  - a. There are two large outstanding projects with funding encumbered in the 2014 CWF grant. Because of this, Jared has requested a grant extension from BWSR. Joe Fox moved to approve the extension of the grant period to December 31, 2017. Second by Joe Berning. Passed unanimously.
  - b. Districts are spending technical and project development funds against the 2015 CWF. The funding for the dam project related to this grant is being secured and project construction should start next spring.
  - c. HEI is continuing to work on the hydro-conditioned DEM and we will use a portion of the 2016 CWF grant to pay for this.
  - d. The 2014 federal 319 grant period goes through August 2018. Jared will be requesting the seventh reimbursement today. Project funding is all pre-encumbered. Monitoring for this year is complete and Jared has the grant report almost completed. There's some funding available for the watershed coordinator to complete monitoring next year.
  - e. The 2016 federal 319 budget and work plan have been submitted and are being processed by the EPA.

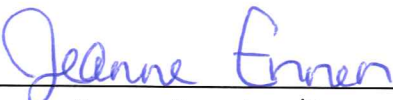
- f. The One Watershed One Plan application was approved and we will receive \$250,000 for writing a plan. There will be a meeting for LGUs on October 17.
6. The TAC met earlier this week. Joe Montonye reported on what hasn't already been covered in the meeting. He recommended the board conduct an exit interview with Jared. This will take place at the start of the personnel committee meeting on November 2.
7. Jared has begun to put lesson plans online for teachers to be able to use and will continue to add to this. He's been to some field days and completing monitoring as well. He's meeting with counties and SWCDs to give updates. He'll be a presenter at the Pope and Stevens Water Fest next week. Jeanne Ennen moved to approve costs associated with sending Jared to the MN Wetland Habit Management Workshop. Second by Joe Berning. Passed unanimously.
9. Paul Wymar, MPCA, reported on upcoming monitoring and a potential SWAG grant we can use. He showed all MPCA grants available through 2021. He discussed staffing and hiring concerns and noted that he can train the new watershed coordinator to do monitoring activities. Paul Barsness moved to remove the temporary designation and position end date from the position announcement. Wording will be: "Full time position dependent on grant acquisitions." Second by Jeanne Ennen. Passed unanimously.

Jeanne Ennen moved to assign Grant SWCD staff member Jared House temporary signing authority for PDTRA association documents (grant agreements, project approvals, other items normally signed by the Watershed Coordinator), until a new Watershed Coordinator is hired, and to remove him from the bank account signature cards. Second by Paul Groneberg. Passed unanimously.

Jared thanked the board for this opportunity and Vice Chair Wenstrom thanked Jared for his good work as well.

The meeting was adjourned at 10:50 a.m. The next meeting will be held November 4, 2016 at 9:30 a.m.

Respectfully submitted,

  
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Jeanne Ennen, Secretary/Treasurer

  
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Date