

POMME DE TERRE RIVER ASSOCIATION
Joint Powers Board Meeting
USDA ARS Soils Lab
January 13, 2017
MEETING MINUTES

Chair Swenson called the meeting to order at 9:30 a.m. and conducted roll call.

Supervisors present: Clint Schuerman, Paul Barsness, Jeanne Ennen, Paul Groneberg, Keith Swanson, Keith Englund, John Lindquist, Joe Fox, Rod Wenstrom. Others present: Stephanie Adams, Watershed Coordinator; Jared House, Grant SWCD; Paul Wymar, MPCA.

Paul Barsness moved to approve the Agenda as amended. Second by Paul Groneberg, and all members voting aye, the motion passed.

Joe Fox moved to approve the minutes from the previous meeting. Jeanne Ennen seconded. Passed unanimously.

Jeanne Ennen moved to approve the employment contract with Stephanie Adams, Watershed Coordinator. Paul Barsness seconded. Passed unanimously.

Rod Wenstrom moved to approve the Treasurer's Report as presented. Second by Clint Schuerman. Passed unanimously.

Paul Groneberg moved to approve the bills to be paid as presented. Second by Joe Fox. Passed with Jeanne Ennen abstaining from the vote.

Stephanie gave the board estimates for new tires on the Ford Ranger. Paul Barsness moved to approve the purchase of four tires warrantied to 60,000 miles from R&B Tire. Second Rod Wenstrom. Passed unanimously.

The budget committee will meet January 23, 2017 at 3:00 at ARS for a work session. Budget committee includes Chair Keith Swanson, Vice Chair Rod Wenstrom, Secretary/Treasurer Jeanne Ennen, John Lindquist, Keith Englund, Bill Kahlar, Chris Staebler and Steph Adams.

Paul Barsness moved to approve a contract with Peterson Company Ltd to complete the 2016 financial statements. Joe Fox seconded. Passed unanimously.

GRANT UPDATES

- 2014 CWF grant has been extended until December 31, 2017. There are some projects unpaid but all funding is currently encumbered.
- 2015 CWF grant expires 12/31/18. Districts are currently spending project development and technical assistance funding and are reimburse quarterly. The only project funded with this grant is the Drywood Creek dam project that's been in the works and should be started spring

2017. Jared has requested permission from Grant SWCD to continue work on this project going forward.

- 2016 CWF grant funding is being used to fund PTMApp development, which is in the final stages. They are waiting for comments from the counties on questions they had with the model. A new computer was purchased to be able to handle this app and there is some funding remaining for project coordinator salary as well.
- 2017 CWF grant work plan has been drafted. According to Pete Waller, the grant agreements may come out as early as next week. The work plan includes funding for project development and technical assistance tied to projects funded through federal 319 grants. There is also money for watershed coordinator salary, a small amount for outreach, and funding for two large projects in Swift and Stevens counties. John Lindquist moved to approve the work plan as presented. Second by Keith Englund. Passed unanimously. Joe Fox moved to approve the 2017 CWF grant agreement, contingent on grant language remaining the same as in the past, and to give Keith Swanson signing authority for the grant agreement. Jeanne Ennen seconded. Passed unanimously.
- 2014 federal 319 grant funds are tied to the 2015 CWF grant. All funding is currently encumbered or pre-encumbered.
- 2016 federal 319 grant agreement has been received. Currently, Jared is the only one in Swift portal with permission to sign this grant agreement. Steph will have authority to sign off on reports, etc in the future. Joe Fox moved to approve this grant agreement and give Jared House signing authority on this grant agreement. Second by Paul Groneberg. Passed unanimously.
- SWAG grant includes money for some equipment purchases and rental, staff time, and monitoring expenses. Monitoring will occur over the next two years. Two other grants are tied to this monitoring. Jared detailed staffing costs over the next few years. Paul/MPCA has suggested a part time technician to do monitoring activities and the board is considering this possibility.
- The One Watershed One Plan project will need a TAC committee developed that includes state agency personnel in addition to current TAC members. The current TAC is looking at the best option for this.

Stephanie gave a coordinator's report. Her first day was 1/4/17. She has been working with Jared to meet other staff and learn about grant tracking and other job duties. She would like to complete a 14-week watershed specialist online training developed by UofM, BWSR, MASWCD, and others. Cost is \$835. Jeanne Ennen moved to approve the cost expenditure for this training. Second by Rod Wenstrom. Passed unanimously.

ANNUAL ASSOCIATION REORGANIZATION

- Meeting will be held the second Friday of each month, at either 9 or 9:30 a.m. Motion by Paul Barsness, second by Joe Fox. Passed unanimously.
- John Lindquist moved to authorize bi-weekly payroll. Second by Jeanne Ennen. Passed unanimously.
- Joe Fox moved to adopt the current federal mileage reimbursement rate of \$0.535/mile as the Association's reimbursement rate. Second by Paul Groneberg. Passed unanimously.
- Clint Schuerman moved to designate Riverwood Bank as the official depository. Second by Paul Groneberg. Passed unanimously.
- John Lindquist moved to designate the Grant County Herald for official publication of legal notices. Second by Rod Wenstrom. Passed unanimously.

- Paul Barsness moved to give check signing authority to Watershed Coordinator Steph Adams, Sec/Treas Jeanne Ennen, Chair Keith Swanson, Vice Chair Rod Wenstrom, and fiscal agent representative Chris Staebler. Second by Paul Groneberg. Passed unanimously. Rod Wenstrom moved to approve use of a debit card on the primary checking account by Steph Adams, with the \$500 limit per transaction as per association policy. Second by Paul Barsness. Passed unanimously.
- Jeanne Ennen move to give Steph Adams authority to sign off on grant documents on behalf of the JPB (excluding new grant agreements), prior to board approval if necessary. Second by Clint Schuerman. Passed unanimously.
- Chair Swanson appointed the following to the budget committee: Chair Keith Swanson, Vice Chair Rod Wenstrom, Secretary/Treasurer Jeanne Ennen, county commissioners John Lindquist and Keith Englund, TAC Chair Bill Kalar, Watershed Coordinator Steph Adams, and Fiscal Agent representative Chris Staebler.
- Chair Swanson appointed the following to the personnel committee: Chair Keith Swanson, Vice Chair Rod Wenstrom, Secretary/Treasurer Jeanne Ennen, county commissioners Joe Berning, Joe Fox, Keith Englund and John Lindquist, SWCD representative Paul Barsness, TAC representative Greg Lillemon, Host Facility representative Matt Solemsaas, and Watershed Coordinator Steph Adams.
- The full board will serve as policy committee.

Jared gave an update on TAC activity recently. They have worked to encumber project funding and are working on determining who will be part of the 1W1P technical committee.

Paul Wymar noted that his updates were covered elsewhere during the meeting. No other agency representatives were present.

Rod noted that there was a house bill introduced to rescind the buffer law.

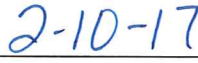
The next meeting will be held Friday February 10, 2017 at 9:30. The budget committee will meet at 9 a.m. prior to the regular meeting.

The meeting was adjourned at 11:25 a.m.

Respectfully submitted,



 Jeanne Ennen, Secretary/Treasurer



 Date

