

Pomme de Terre River Association
Joint Powers Board
Meeting Minutes
Friday, June 11, 2021

Personnel committee members present: Rod Wenstrom, Jeff Klages, Jeanne Ennen, Keith Englund.
Others present: Micayla Lakey, Watershed Coordinator; Matt Solemsaas, Chris Staebler, Stevens SWCD;
Danny Tuckett, Big Stone SWCD.

The personnel committee met at 8:00 a.m. prior to the regular meeting to conduct a performance review of Micayla Lakey. There was no committee meeting held in October 2020 to conduct a one-year review upon her employment anniversary. A raise was approved after the 6-month employment mark, at the April 2020 meeting.

The TAC met yesterday and Matt Solemsaas and Danny Tuckett were present to give a summary of their discussion. They recommended the current work schedule be continued with another review in six months. The TAC had some recommendations regarding improvements needed in performance. They would like to meet with Micayla after the July TAC meeting to clarify what the TAC's expectations are. There really hasn't been a meeting to discuss this in the past.

The JPB talked about another review in October rather than six months from now, to get back on track with a yearly review schedule based on employment anniversary date.

Jeff Klages moved to recommend that the JPB leave Watershed Coordinator salary and work schedule as they are until a performance review is conducted prior to the regular board meeting in October 2021.
Jeanne Ennen seconded. Passed unanimously.

Chris asked for clarification on payments made to the SWCDs. The committee stated that, as has been past policy, payments can be made outside of board meeting approvals because there are contracts in place which state the JPB will reimburse SWCDs for this work. This is already approved, similar to how payroll is approved on an annual basis rather than every pay period. Moving forward, once districts submit invoices for projects, payments will be made within 2 weeks. Once Micayla requests quarterly time reimbursement invoices, SWCDs will have two weeks to submit invoices and payments will be made within 2 weeks after that.

Regular meeting was called to order at 8:30.

Board members present: Rod Wenstrom, Jeff Klages, Jeanne Ennen, Keith Englund, Dave Lonergan, Paul Barsness, Paul Groneberg. Present virtually: Dan Morrill, Ken Johnson.

Others present: Micayla Lakey, Watershed Coordinator; Matt Solemsaas, Chris Staebler, Stevens SWCD;
Danny Tuckett, Big Stone SWCD. Others present virtually: Pete Waller, BWSR; Bob Guetter, NRCS.

Minutes from the previous meeting were approved unanimously on a motion by Keith Englund and second by Jeanne Ennen.

The Agenda was unanimously approved on a motion by Jeff Klages and second by Paul Barsness.

The Treasurer's Report was unanimously approved on a motion by Paul Groneberg and second by Keith Englund.

Jeanne Ennen moved to approve the Bills to Pay. Second by Paul Barsness. Passed unanimously.

Coordinator's Report

Funding Overview

- There will be some slippage from encumbered projects and the TAC is working to find a project which can use remaining funding before the 2016 Federal 319 grant expires in August of 2020. For the outreach funding available, Jeanne suggested that we could use some funding for printed materials to go to county fairs this year. Could also have a booth at Hort Night and the county fairs.
- WRAPS grant has been extended one year. There was some budget rearrangement and the total grant amount is about \$20,000 less than it originally was. Funding will be spent on some events and public outreach as well as subcontracted lake reports that RMB Labs is working on currently.
- Grant agreement amendment is ready to sign for the 2019 CWF. The TAC has recommended that the JPB sign this, which will allow for a one-year extension of this grant. Jeanne Ennen moved and Keith Englund seconded that this amendment agreement be approved. Passed unanimously.
- We have a couple large projects in Stevens that will use a lot of the project money available in the 2019 Federal 319 grant.
- The first half of the WBIF funding has been received. Some Coordinator staff time has been spent but most of this funding has not been spent yet.

See written report

- Micayla outlined what she has been working on recently. There was an information request regarding the North Turtle Lake project that's in progress. Jeanne mentioned that we should put something in the by-laws regarding data requests and that we can charge for time and copy costs associated with such requests.
- Next TAC July 7 will be in person. The next JPB meeting will be July 9.

WBIF Contracts for Services

Contracts have been signed by each of the SWCD boards. Keith Englund moved to approve these contracts and Jeanne Ennen seconded. Passed unanimously.

JPB Committee Review

There was a discussion about the structure of the JPB personnel and budget committees. Micayla gave a presentation with some details about what has been on record (by-laws and past minutes) and how the committees have been composed in the past. Rod had some concern about the current imbalance of representation on the current personnel committee. With the change in executive committee members, there should potentially be a change to committee members to allow for representation by all districts/counties.

The board agreed that going forward, committees should change every two years with the executive committee elections, or as needed because of personnel changes. It was generally agreed that each committee will include the Executive Committee and will have at least one member from each county/SWCD, as well as one TAC representative and one Fiscal Agent representative. The Watershed

Coordinator will also serve on the budget committee. The by-laws currently state that the budget committee will be comprised of at least three county commissioners.

Current Committee representation, as was moved at the February 2020 meeting, is:

Budget Committee: Executive committee, commissioners from Swift and Otter Tail counties, Fiscal agent, TAC chair, and PDT Coordinator.

Personnel Committee: Executive committee, commissioners from Otter Tail, Swift, Big Stone, and Douglas counties, TAC chair, and fiscal agent representative.

TAC Report

The TAC met yesterday viz Zoom. Their next meeting will be in person. Danny asked for clarification on who to notify if the TAC has future concerns. He was directed to contact the personnel committee first as opposed to bringing issues to a JPB meeting.

The Personnel Committee met this morning prior to the regular meeting. There were some concerns from the TAC regarding correspondence with and performance of the Watershed Coordinator. On the recommendation of the committee, Jeff Klages moved to leave Watershed Coordinator salary and work schedule as they are until a performance review is conducted prior to the regular board meeting in October, 2021. Jeanne Ennen seconded. Passed unanimously.

Agency Reports

Pete Waller reported for BWSR and summarized legislative and state budget activity.

Bob Guetter, NRCS, has requested involvement in our TAC and JPB meetings. He gave a short introduction. He is the Detroit Lakes Team Lead. Otter Tail is one of the counties he oversees. He just wants to see what we are involved with and what ways he can assist our board.

Next meeting will be held at 8:30 a.m. July 9 at the Morris Fire Hall.

Adjourned 9:25 a.m.

Respectfully submitted,

Jeanne Ennen, Secretary/Treasurer

Date