

Pomme de Terre River Association
Joint Powers Board
Meeting Minutes
Friday, October 8, 2021
Morris Fire Hall, Morris MN

The personnel committee convened at 8:00 a.m.

Present: Joe Fox, Rod Wenstrom, Paul Groneberg, Paul Barsness. Present via Webex: Jeanne Ennen. Others present: Micayla Lakey, Watershed Coordinator; Chris Staebler, Stevens SWCD; Andy Albertsen, TAC representative. Others present via Webex: Jared House, TAC representative.

Andy Albertsen gave a report on behalf of the TAC regarding the Watershed Coordinator's performance. They gave a list of items which they recommend occur between now and the end of December. At the January JPB meeting. Andy presented a copy of a formal written warning letter which TAC Chair Danny Tuckett created based on what was written in the Employee Handbook. The TAC recommends the JPB issue this formal letter. The TAC would also like to make sure the Watershed Coordinator knows she should approach them with any and all questions as she attempts to navigate job duties.

Jared House also gave input on some of the things which have improved and which have not approved. Communication now has improved and is going well.

Paul Barsness moved to follow the TAC recommendations. Second by Paul Groneberg. Unanimously approved. Discussion: The full board will take action on the recommended plan during the regular meeting. Paul Groneberg asked the Watershed Coordinator to comment with her opinion on what the TAC reported. She noted that the list she was given for the October TAC meeting was difficult to complete as she had some other events in September. She does feel she can contact TAC members with questions as needed, but feels it's sometimes unclear who she should approach. Joe Fox mentioned he feels the TAC should have been notified more quickly and there is fault on both sides. Jared and Andy felt the TAC has followed the timeline for what they wanted to happen since July. Jeanne Ennen mentioned there is fault on all sides and the TAC should give reports to the board after each of their monthly meetings now through December, so the JPB can re-assess and act at their January meeting.

The personnel committee adjourned at 8:25 a.m.

The budget committee convened at 8:30 a.m.

Committee members present: Joe Fox, Rod Wenstrom, Jeff Klages, Ken Johnson. Committee members present via Webex: Jeanne Ennen. Others present: Micayla Lakey, Watershed Coordinator; Chris Staebler, Stevens SWCD; Andy Albertsen, TAC representative; Kurt Mortenson, Paul Barsness, Paul Groneberg. Others present via Webex: Jared House, TAC representative, Keith Englund.

The budget was drafted and reviewed last month and again at this meeting. Jeanne asked about potentially increasing the Fiscal Agent fee, as it has not been changed since inception. This would be a contract revision request the Stevens SWCD would bring to the JPB rather than a decision by the JPB. If a request is made, the JPB would like to see a report of time spent and cost per hour to justify the increase.

A budget will be brought to the full board for approval in November.

The budget committee adjourned at 8:55 a.m.

Chair Wenstrom convened the regular meeting at 9:00 a.m.

Present: Joe Fox, Rod Wenstrom, Paul Groneberg, Jeff Klages, Ken Johnson, Kurt Mortenson, Paul Barsness. Present via Webex: Jeanne Ennen, Keith Englund, Dan Morrill. Others present: Micayla Lakey, Watershed Coordinator; Chris Staebler, Stevens SWCD; Andy Albertsen, TAC representative. Others present via Webex: Jared House, TAC representative; Reed Peterson, Grant SWCD.

Kurt Mortenson moved to approve the agenda as amended. Joe Fox seconded. Passed unanimously.

Minutes from the last meeting were unanimously approved on a motion by Jeff Klages and second by Paul Groneberg.

Joe Fox moved to approve the Treasurer's Report. Second by Jeff Klages. Passed unanimously.

Paul Groneberg moved to approve the bills to pay. Second by Kurt Mortenson. Passed unanimously.

PERSONNEL COMMITTEE REPORT

Andy Albertsen and Jared House represented the TAC and gave a summary of their recommendations, which the personnel committee reviewed and recommended the JPB accept. A formal written warning letter was drafted by TAC chair Danny Tuckett, and a list of requirements/expectations was also drafted and referenced in the letter. Through December, Micayla will be required to: work in the office full time, keep daily activity log, submit weekly reports to TAC regarding what is being worked on and what was completed, submit more in depth Coordinator's Report for the TAC meeting, complete the activities outlined during July and October meetings. The TAC also recommends a pay freeze until a re-evaluation is completed at the January JPB meeting. The TAC recommends that the JPB issue the written warning to the Watershed Coordinator.

Jeff moved to accept and implement the TAC's recommendations regarding the issuance of a written warning to the Watershed Coordinator regarding her job performance. Joe Fox second. Approved unanimously.

BUDGET COMMITTEE REPORT

The budget committee discussed the draft budget and will bring a budget for approval at the November meeting. Jeanne Ennen

Micayla should approach each county in June with a re-affirmation of the budget request that will be made for the next year. 2022 will be the second year of a three-year request.

COORDINATOR'S REPORT

Funding overview

The final invoice has been submitted and all reimbursements have been received for this grant. Micayla will be submitting the final written report within the next week.

The WRAPS grant expires next June. Outreach Materials funding will cover an annual meeting which will be held later this year. There is some funding left for sub-watershed reports being completed by RMB Labs. She is waiting for the final submission on these.

2019 CWF grant is fully encumbered and there is a small amount of staff and LGU time to be used. This expires at the end of next year.

The 2019 Federal 319 grant is almost all encumbered. No projects have been completed to date. This will expire in August of 2023 and should be spent well ahead of that. Using funding early from existing grants will allow us to begin using WBIF funding for projects going forward. There is also funding for outreach, staff and LGU time remaining.

2021 WBIF had it's first project encumbered recently. We are trying to spend project time in grants which. LGUs have started using time toward this grant in Q3 2021. The board looked at the types of projects that are being funded.

Other Activities

She presented sessions at two education events for grade school students in September.

She is starting to plan an annual meeting to be held in November or December of this year.

She attended a work group meeting for the Lake Christina area.

TAC REPORT

Andy reported that the TAC had a Cost share contract workbook training at their last meeting. Paul Wymar from MPCA will be presenting to the TAC WRAPS grant progress during their next several meetings. A subcommittee is being formed to work on a ranking and tracking spreadsheet to be used on upcoming grants.

AGENCY REPORTS

None present.

Next meeting will be November 12 at 9:00 a.m.

Meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Jeanne Ennen, Secretary/Treasurer

Date