

**Pomme de Terre River Association
Personnel Committee & JPB Meetings
January 20, 2022
8:30 a.m. Morris Fire Hall & via WebEx**

Chair Wenstrom called the personnel committee meeting to order at 8:30 a.m.

Board members present: Jeanne Ennen, Joe Fox, Rod Wenstrom, Paul Barsness, Paul Groneberg. Others present: Matt Solemsaas, Chris Staebler, Stevens SWCD; Micayla Lakey, Watershed Coordinator. Present via WebEx: Jared House, TAC Chair (left meeting at 8:40).

Jared House reported on a TAC meeting held on 1/7/2022 regarding the Watershed Coordinator's performance. The TAC feels there has been a lot of improvement in the Watershed Coordinator's performance in the past few months. He noted two areas for continued growth, but communication and some other issues identified earlier had a lot of improvement. She was asked to fill out an employee questionnaire for the Board to consider as part of her annual review and they recommended her attendance at an upcoming watershed training through the U of M. The TAC recommends a cost of living increase to be determined by the board, retroactive to January 1, 2022.

The personnel committee received copies of the TAC's discussion and her answers to the questionnaire. They reviewed this questionnaire, which was drafted from a document Swift SWCD provided. The board also discussed the TAC committee notes and recommendations. Groneberg noted her excellent performance on the soil health team. The board also received a letter from BWSR thanking her for her assistance with the local implementers group they have formed. The board asked Micayla to leave while they further discussed her performance and salary recommendations for the board to consider. Joe Fox moved to recommend to the board an increase of \$1 per hour retroactive to January 1, 2022, with a six-month update between the JPB, TAC and Micayla. Second by Paul Barsness. Passed unanimously.

The regular meeting was called to order at 9:00.

Board members present: Jeanne Ennen, Joe Fox, Rod Wenstrom, Paul Barsness, Paul Groneberg, Kurt Mortenson, Jeff Klages, Keith Englund, Ken Johnson, Dan Morrill, Dale Schlieman. Others present: Matt Solemsaas, Chris Staebler, Stevens SWCD; Micayla Lakey, Watershed Coordinator. Others present via WebEx: Pete Waller, BWSR; Paul Wymar, MPCA; Jared House, TAC Chair; Walt Gessler, DNR.

Minutes from the November meeting were unanimously approved on a motion by Jeff Klages and second by Keith Englund.

Jeanne Ennen moved to approve the agenda. Second by Keith Englund. Passed unanimously.

Annual Board Reorganization

Election of officers

- Paul Barsness moved to nominate Rod Wenstrom as Chair. Second by Jeanne. Hearing no other nominations, a unanimous ballot was cast electing Rod Wenstrom as Chair.
- Jeanne Ennen moved to nominate Joe Fox as Vice Chair. Second by Paul Barsness. Hearing no other nominations, a unanimous ballot was cast electing Joe Fox as Vice Chair.

- Jeff Klages moved to nominate Jeanne Ennen as Secretary/Treasurer. Second by Paul Groneberg. Hearing no other nominations, a unanimous ballot was cast electing Jeanne Ennen as Secretary/Treasurer.
- Jeff Klages moved to appoint existing committee members as 2022 representatives. Second by Paul Groneberg. Passed unanimously.
 - 2022 Personnel Committee: Chair Rod Wenstrom (WOT SWCD Supervisor), Vice Chair Joe Fox (Swift Commissioner), Secretary/Treasurer Jeanne Ennen (Stevens Commissioner), Paul Groneberg (Grant SWCD Supervisor), Paul Barsness (Douglas SWCD Supervisor), TAC Chair Jared House (Grant SWCD), and Fiscal Agent representative Matt Solemsaas (Stevens SWCD).
 - 2022 Budget Committee: Chair Rod Wenstrom (WOT SWCD Supervisor), Vice Chair Joe Fox (Swift Commissioner), Secretary/Treasurer Jeanne Ennen (Stevens Commissioner), Jeff Klages (Big Stone Commissioner), Ken Johnson (Grant Commissioner), TAC Chair Jared House (Grant SWCD), Fiscal Agent representative Chris Staebler (Stevens SWCD), Micayla Lakey (Watershed Coordinator).
 - 2022 TAC Committee composition remains the same: one SWCD representative and one county staff representative from each of the six counties. 2022 Chair is Jared House.
- Jeanne Ennen moved to set a monthly meeting on the second Friday of each month, at 9:00 a.m. November through March and 8:30 a.m. April through October, at the Morris Fire Hall. Second by Dan Morrill. Passed unanimously.
- Keith Englund moved to designate Riverwood Bank in Morris as the official depository of the PDTRA. Second by Paul Barsness; motion passed unanimously.
- moved to approve check signing authority to the current Executive Committee of Rod Wenstrom, Jeanne Ennen, and Joe Fox, as well as Watershed Coordinator Micayla Lakey and Fiscal Agent representative Chris Staebler. Second by . Passed unanimously.
- Jeanne Ennen moved to authorize payment and electronic deposit of bi-weekly payroll. Dan Morrill seconded. Passed unanimously.
- Keith Englund moved to allow Micayla Lakey, Watershed Coordinator, or her successor, and Chair Rod Wenstrom as authorized signors for legal documents of the PDTRA. Second by Paul Barsness. Passed unanimously.
- Joe Fox moved to set standard mileage reimbursement rate to coincide with the federal rate for the year, currently \$0.585 per mile. Second by Paul Groneberg. Passed unanimously.

Treasurer's Report approved on a motion by Keith Englund and second by Kurt Mortenson. Passed unanimously.

Paul Barsness moved to pay the bills. Second by Dan Morrill. Passed unanimously.

Coordinator's Report

Micayla summarized the funding overview as of 12/31/2022. The WRAPS grant is about half spent. This expires in June of this year. The 2019 CWF grant project funding is fully encumbered. We have a small amount of LGU funding that will be spent in the near future. The 2019 319 grant project funding has a majority of the funding encumbered. This is still staff time, LGU time and outreach funding available. That grant expires at the end of next year. There will be more projects encumbered but a small amount of funding is currently encumbered through the 2022 WBIF grant. LGU and staff time are just beginning

to be spent. She reviewed funding spent and available in each county as far as staff time and project funding.

The annual meeting held on November 30 was well attended. The keynote speaker was well received.

The subcontracted subwatershed report draft is under review by the TAC and those are getting closer to being able to be completed.

There was a local implementers' discussion held December 22 and Micayla presented a flow chart of how our financial and contracting process works. The board received a letter of appreciation for her presentation.

WRAPS subcommittee met and is planning an early spring soil health training.

She attended a BWSR grant training earlier this month. They covered a lot of how WBIF funding should be spent, tracked and reported.

She is working on year-end grant reporting and compiling 2021 Quarter 4 reimbursement requests from the SWCDs and counties.

A TAC subcommittee is meeting to develop a spreadsheet to track expenses related to the WBIF.

Personnel Committee Report

The board considered the personnel committee's recommendation to give the watershed coordinator a \$1 per hour raise, retroactive to January 1, 2022. Joe Fox moved to approve a \$1/hour raise retroactive to January 1, 2022 with a six-month update coordinated between Micayla, the JPB and the TAC. Keith Englund seconded. Passed unanimously.

TAC Report

At the last TAC meeting, the committee discussed the subwatershed reports that are contracted through RMB Labs. There are many comments from the TAC about inconsistencies and inaccuracies in the report that leave this report un-useable as it is. They will continue to work with the contractor on this. The TAC is also working on getting a localized online access for grant reporting and tracking spreadsheets. They're also talking about how to track the pace of progress on the PDT watershed plan. A ranking sheet has been developed for potential projects and they are fine-tuning that to include financial tracking as well.

Agency Reports

- Paul Wymar had nothing further to add from the MPCA. Ennen inquired about a lawsuit regarding county ditches in a neighboring county and how that might affect our work.
- Pete Waller, BWSR, recommended looking at the purchase of an external mic to help with virtual meetings. The BWSR board is planning to approve a \$1M grant at their meeting this month (25% match required). He listed off some of the types of projects that can be funded through this grant. Projects must have a 25-year lifespan.

Marsh Lake Project Update

Walt Gessler, DNR, spoke via WebEx, and gave a presentation about the progress on the Marsh Lake Project. He gave a summary of project purpose and timeline to date. He reported on results seen to date, project cost, and partners involved.

The next meeting will be held February 11, 2022 at 9:00 a.m. in the Morris Fire Hall or via WebEx. The board directed Micayla to purchase an external microphone.

The meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Jeanne Ennen, Secretary/Treasurer

Date

DRAFT