



TITLE: REGULAR MONTHLY BOARD MEETING MINUTES

DATE: DECEMBER 7, 2021

1. ATTENDANCE:

Chairman Stuart Christian called the December 7, 2021 meeting to order at 8:00 AM at the District Office. Other managers attending were Don Andringa, Clayton Bartz, Craig Engelstad, and JJ Hamre. One staff member was present Donna Bjerk – Administrative Assistant.

2. APPROVAL OF THE AGENDA:

A **Motion** was made by Manager Bartz to approve the agenda, **Seconded** by Manager Engelstad. **The Motion was carried.**

3. MINUTES:

A **Motion** was made by Manager Hamre to approve the minutes from the November 3, 2021 as presented, **Seconded** by Manager Engelstad. **The Motion was carried.**

4. FINANCIAL REPORT:

A **Motion** was made by Manager Hamre to dispense the reading of the Treasurer's Report and approve the Treasurer's Report for November, **Seconded** by Manager Engelstad. **The Motion was carried.**

The managers reviewed their expense reports and reported on activities for the month. The following bills were reviewed:

Anders Valley Publishing	73.14
Anderson, Bottrell, Sanden & Thompson	1,155.00
Donna Bjerk	91.42
EcoLab	150.00
First Community Credit Union	362.06
Garden Valley Telephone Company	225.08
Houston Engineering	15,705.80
JC & J Trucking	32,480.00
Mahnomen County SWCD	17,096.41
Marco	549.36
Otter Tail Power Company	147.22
Red River Watershed Mgmt Board	52,833.00
Rosebud Township	1,170.00
Sarah Wise	48.00
Todd's Landscaping	55.00
Wild Rice Electric	130.88

TOTAL

122,139.94

A **Motion** was made by Manager Engelstad to approve and pay the bills with a total of \$122,139.94 **Seconded** by Manager Andringa. **The Motion was carried.**

A **Motion** was made by Manger Bartz to approve the unpaid bills. Seconded by Manager Hamre. **The Motion was carried.**

5. ADMINISTRATOR REPORT:

Bear Park: Joe Miller removed the dam this past weekend.

MAWD Program and Project of the Year submittal: The Sandhill River Watershed won project of the Year.

Staff Training: Bjerk attended a one-day MS Word class.

Vesledahl Wetland Banking Project: A meeting with Legislators, BWSR and MnDOT is set for December 13, 2021 at 1 PM at the district office. The managers were provided copies of the state's proposals for the managers to review.

The managers had much discussion on this. The managers would like to meet at 11:00 a.m. December 13, 2021 to discuss before the meeting in more depth. Manager Bartz noted that the state should have kept it up as they were supposed to do in the original plan, and nothing has been done. Manager Christian stated the best-case scenario would be to get a legal ditch system in place for the Vesledahl Wetland project and to let BWSR take it. It was added that possibly Hermann or the attorney be present, or at the least be available for a phone call if needed. **A Motion** was made by Manager Bartz to meet at 11:00 A.M. on December 13, 2021 before the meeting to have further discussion, it was **Seconded** by Manager Engelstad. **The Motion was carried.**

Building Project: A draft evaluation report was provided to the managers. The managers were asked to provide feedback.

Incremental Buffer Law: Swenby stated in her report that it is her tentative plans to have this wrapped up early into the calendar year.

Project Team: The project team met on November 18. Minutes from the meeting and the slides that were presented at the meeting were given to the managers.

SHAC: The Sand Hill Advisory Committee met on November 18. The SHAC has recommended Manager Christian to serve another term. The managers were given watershed summary report Swenby prepared for the Advisory Committee.

Strategic Planning Session: The managers were offered multiple dates for the strategic planning session that was approved last month. The Managers chose the date January 18 with an alternate of January 19 if conflict occurs for Swenby. Managers chose February 1 for the February date, to coincide with the regular meeting. A **Motion** by Englestad to accept those dates. **Seconded** by Hamre. **The Motion was carried.**

6. ACTION ITEMS.

One Watershed One Plan: The managers were asked to review the draft MOA and assign a delegate and alternate to serve on the committee.

A **Motion** was made by Engelstad to approve the MOA and appoint Manager Andringa as the district representative to serve on the Policy Committee . **Seconded** by Manager Hamre. **The Motion was carried.**

A **Motion** was made by Manger Andringa to approve Manager Engelstad to serve as the alternate for the Policy Committee, **Seconded** by Manager Bartz. **The Motion was carried.**

Employee Evaluations: A pay increase for Swenby was established couple years ago. Swenby has asked for feedback on her performance and would like to know areas she can improve to better serve the district. Manager Andringa stated he was impressed with Swenby's performance and knowledge of the Watershed.

Bjerk began January 1, 2021 at \$14.00 per hour. At the time, the committee decided that said after she gets in the training that they suggested the pay would be evaluated. Bjerk has completed the training. Swenby conversed with Chairman Christian and stated she felt that Bjerk has been a good fit for the district. Swenby noted that Bjerk is flexible, willing to come when she can, does not waste time, and will do anything is asked of her. Swenby suggested a pay increase to \$15-\$16 per hour for this year. For the tasks the district asks of her, Swenby did not feel that it is unreasonable. Next year, she would suggest going back to a percentage for increases.

A **Motion** was made by Manager Andringa to approve a pay increase to \$16.00 per hour for Bjerk beginning January 1, 2022, **Seconded** by Manager Engelstad. **The Motion was carried.**

7. OTHER BUSINESS

The managers received information from the Minnesota Association of Drainage Inspectors, the FDRWG, the USLID, and the Drainage Work Group.

8. PERMITS:

No Permits were brought before the board.

9. ADJOURNMENT:

The next regular meeting will be held Wednesday, January 12, 2022, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Engelstad to adjourn the meeting at 9:20 AM, **Seconded** by Manager Bartz. **The Motion was carried.**

Donna Bjerk, Administrative Assistant

JJ Hamre, Secretary