



629 NORTH 11TH STREET
COURTHOUSE SUITE 7
MONTEVIDEO, MN 56265

PHONE: 320-269-2696

**Chippewa Soil and Water Conservation District
Regular Board Meeting
November 3, 2025**

Minutes of the Chippewa Soil and Water Conservation District, 629 N 11th St., Suite 7, Montevideo, MN 56265.

1. Meeting was called to order by Board Chair Michelle Overholser at 3:00 p.m.
 1. Members present: Michelle Overholser, Jerry Schwitters, Aaron Ahrenholz, Calin Eisenlohr
 2. Others present: SWCD Staff- Zach Bothun, Desirae Jarett; County Commissioners- Kurt Stranburg and Matt Gilbertson
2. M/S/P Eisenlohr, Ahrenholz approve the agenda with corrections/additions. All in favor.
3. M/S/P Ahrenholz, Eisenlohr approve the September meeting minutes. All in favor.
4. Bills were presented for ratification and payment.
5. **Action Items:**
 1. Zach discussed the proposal that was submitted for the CMRWP Admin/Coordinator Proposal. CMRWP JPB has not yet made a decision.
 2. Zach and Desirae presented proposed pay scale to the board. Tabled to December meeting.
 3. Desirae presented the grant balance update as of the end of Quarter 3.
 4. Desirae presented the 2024 Audit and requested approval and signature on the management representation letter.
 - M/S/P Schwitters, Ahrenholz move to accept the audit and management representation letter. All in favor.
 5. Desirae discussed Minnesota Paid Family Medical Leave (MN-PMFL) updates. Staff requests the ability to “top off” MN-PMFL payments with earned Annual Leave/Sick Leave hours. Intermittent leave increments after first 480 protected hours were discussed. Intermittent leave will be required to be used in 1-hour increments following the protected hours. Notification procedure was discussed. Person requesting to use MN-PMFL will notify District Manager, if unable to reach District Manager, then Board Chair. Notification can be via verbal (in person), phone, text or email. Desirae also supplied board and staff notice of MN-PMFL beginning January 1, 2026. All present staff and board acknowledged and signed receipt of notification.
 - M/S/P Ahrenholz, Eisenlohr motion to allow ability to “top off” with earned Annual Leave/Sick Leave hours, 1-hour intermittent leave increments as discussed, and notification procedure as discussed. All in favor.
 6. Desirae requested to maintain NACD membership at gold status.
 - M/S/P Eisenlohr, Schwitters approve \$775 gold status NACD membership. All in favor.
6. Discussion Items:
 1. December Meeting
 - Date/Time: December 17 3:00 p.m. meeting 5:00 p.m. presentation and social hour to be held at Toppers Warehouse
7. Upcoming events were noted.
8. SWCD office/staff update report was given Zach Bothun. Report is on file in the office.
9. No other pertinent information to discuss.
10. Adjourn.
 1. M/S/P Schwitters, Eisenlohr approve adjournment of meeting. All in favor.

**NEXT MEETING: December 17, 2025 at Board meeting at 3 p.m. at Topper’s Warehouse, 311 State Road, Montevideo
Annual Presentation and Social Hour to begin at 5 p.m.**

*****PLEASE LET OFFICE STAFF KNOW A.S.A.P. IF YOU WILL NOT MAKE IT TO THE MEETING*****