



Minutes

Central Minnesota River Watershed Partnership Joint Powers Board Meeting

May 4, 2022

1:30 PM

Kandiyohi County Rescue Squad Building

Joint Powers Board Members Present:

Supervisor Brandon Smith (Kandiyohi SWCD)
Supervisor Dean Schroeder (Renville SWCD)
Commissioner David Hamre (Renville County)
Commissioner Corky Berg (Kandiyohi County)
Commissioner Candice Jaenisch (Chippewa County)
Supervisor Dr. Kathryn Kelly (Renville SWCD, alternate)

Staff Members Present:

Zach Bothun (Chippewa SWCD)
Scott Refsland (Renville County)
Holly Hatlewick (Renville SWCD)
Eric Van Dyken (Kandiyohi County)
JoAnn Blomme (Chippewa County)
Ellie Faber (Kandiyohi SWCD)
Heidi Rauenhorst (Hawk Creek Watershed Project)
Mark Hiles (BWSR)

1. Chair Hamre called the meeting to order at 1:30 pm and began introductions.
2. Chair Hamre asked for additions and the approval of the agenda. A motion to approve the agenda was made by Comm. Jaenisch and seconded by Supv. Schroeder.

Motion Carried Unanimously (Yes-5, No-0)

3. Chair Hamre asked for the approval of the April 6, 2022 Joint Powers Board minutes. A motion to approve the minutes was made by Comm. Berg and seconded by Supv. Schroeder.

Motion Carried Unanimously (Yes-5, No-0)

4. Central MN Cost Share Policy Contracting and Delegation Language - Zach Bothun presented the

proposed final draft of the CMRWP Cost Share Policy that had previously been discussed and remanded back to staff for additional clarification and alteration of language regarding contract holding delegation. A motion to approve and adopt the Cost Share Policy was made by Supv. Smith and seconded by Supv. Schroeder.

Motion Carried Unanimously (Yes-5, No-0)

5. Scoring, Ranking, and Tracking Tool – Final Draft Review – Zach Bothun and Holly Hatlewick provided an overview of the work completed in particular by Kyle Richter to finalize the Scoring, Ranking, and Tracking Tool which will not only help determine which projects should receive funding and at what levels, but will also record results for later reporting. A motion to approve and adopt the Scoring, Ranking, and Tracking Tool was made by Comm. Jaenisch and seconded by Comm. Berg.

Motion Carried Unanimously (Yes-5, No-0)

6. CMRWP Updates – Holly Hatlewick provided information on the following topics:
 - a. Official Address – The official address of the CMRWP is proposed to be the address of the Renville County Environmental Services Department.
 - b. Insurance/Audit Estimates – Holly is working to finalize these estimates. MCIT will be the likely insurance provider.
 - c. Banking – Staff proposes to open an account with Hometown Bank of Olivia.
 - d. Partner Allocation – Holly noted that there will need to be a partner financial allocation determined soon in order to pay for costs incurred in this formative year.
 - e. eLINK and Work Planning – Holly is working to get the necessary account established in eLINK so that the Work Plan can be completed.

Following discussion of these matters, two motions were made and passed as follows: A motion to approve the Renville County Environmental Services Department’s address as the official address of CMRWP and to approve Hometown Bank of Olivia as the banking operation for the CMRWP was made by Comm. Jaenisch and seconded by Supv. Smith.

Motion Carried Unanimously (Yes-5, No-0)

A motion to request \$1,500 from each partner organization for initial costs was made by Comm. Jaenisch and seconded by Supv. Schroeder. Discussion included the fact that Holly Hatlewick will prepare and submit invoices for each partner organization.

Motion Carried Unanimously (Yes-5, No-0)

7. Services Agreement Update – Heidi Rauenhorst reported that the JPB of the Hawk Creek Watershed Project approved the Services Agreement offered by the CMRWP JPB. Broad appreciation was expressed for the partnership between the organizations moving forward.

8. Financial/Budget Update and Closeout – JoAnn Blomme provided an update and circulated a budget balance sheet showing final balance after all bills have been paid. Mark Hiles reported that any unused money from this planning process will revolve back into the fund for new planning processes. A motion to approve the final budget closeout report was made by Supv. Smith and seconded by Comm. Jaenisch.

Motion Carried Unanimously (Yes-5, No-0)

9. Other Business and next meeting –

- a. Discussion occurred on the need to designate authorized signatories for checks over \$75,000. A motion to designate the Chair (currently Comm. Hamre), the Vice-Chair (currently Supv. Sunderland), and the Secretary (currently Supv. Smith) of CMRWP JPB and staff of accounting firm Conway, Deuth, and Schmiesing (CDS) as authorized signatories. Checks will require two signatures.

Motion Carried Unanimously (Yes-5, No-0)

- b. A motion to authorize the application for a credit card to be used by Plan Coordinator Heidi Rauenhurst for appropriate costs incurred in plan coordination was made by Supv. Smith and seconded by Supv. Schroeder.

Motion Carried Unanimously (Yes-5, No-0)

- c. The next JPB meeting is scheduled for June 1, 2022 at 1:30 pm. The meeting will be held in the Multipurpose Room of the Kandiyohi County Health and Human Services Building.

10. Adjournment - The meeting was adjourned on a motion by Comm. Berg and a second by Supv. Schroeder.