THE PELICAN RIVER WATERSHED DISTRICT OF BECKER AND OTTERTAIL COUNTIES

MINUTES OF THE REGULAR MONTHLY MEETING

March 24, 2020 via Teleconference

On March 13, 2020, Governor Walz declared a peacetime emergency under Minn. Stat. § Chapter 12 – Emergency Management due to the COVID-19 pandemic. The District determined an in-person meeting was not practical or prudent because of the health pandemic. The Regular Managers’ Meeting was held via teleconference pursuant to Minn. Stat. §13D.021. Public notice and information for attending the teleconference were posted on the outside doors of the District’s place of business, website, social media, and the monthly packet email list.

Managers Present: Kral, Okeson, Haggart, Michaelson, Deede, Jasken, Imholte
Managers Absent: None
Staff: Administrator Guetter, Mortenson
Consultants: Attorney Skoyles, Engineer Mackowick- Wenck Associates (5:10 PM)
Advisory Committee: None Others: None

The Regular Managers’ meeting was called to order by President Kral at 5:02 PM.

DECLARATION OF EMERGENCY.

Consent to President Kral’s Pelican River Watershed District Proclamation and Declaration of Emergency signed on March 23, 2020. Attorney Skoyles reviewed the Emergency Declaration purpose and need and recommended the Board consent to the Declaration of Emergency pursuant to Minn. Stat.§ Chapter 12.29, subd.1. Motion to consent to the Pelican River Watershed District Proclamation and Declaration of Emergency and extends the Emergency Declaration effective March 24, 2020 for a period of time until the State of MN is no longer operating in a state of emergency or otherwise directed by the Governor, enacted legislation, or subsequent Board of Managers Order. (Imholte, Michaelson); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, unanimously approved (attached hereto).

CONSENT AGENDA.

Motion to approve the March Agenda, March Administrator’s Report, Secretary’s Report –February 20, 2020 Regular Minutes; March 2020 Rules/Permitting Report, and March 2020 Ditch Inspector’s Report (Deede, Haggart); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede-AYE;Jasken- AYE, carried unanimously.

COMMITTEE REPORTS.

Personnel Committee (Haggart, Okeson, Kral) – Nothing to report.
Citizen Advisory Committee – Nothing to report.

OLD BUSINESS.

a. Rice Lake Update – Guetter reviewed the MN DNR fisheries request to modify the current structure designs for fish passage. The Managers noted the plans went to bid last year with no comment from the MN DNR and questioned the need for fish passage due to lack of supporting data. They were concerned that any changes at this point would negatively impact the project construction schedule. The District will be requesting a grant extension once the RMP is approved by BWSR. Motion to notify the MN DNR that the time period to spend the grant funds is limited, design changes would require additional funds, and the inclusion of fish passage is the responsibility of the MN DNR (Michaelson, Jasken); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously.


c. Manager Compensation Rate. The managers will take this matter up at a future in-person meeting.
TREASURER’S REPORT.

a. Approval of March 2020 Claims. Treasurer Michaelson presented the March bills. Motion for payment of the March 2020 expense claims as presented (Check #14714-14717 and EFT 1250-1256) in the amount of $8,358.86 (Michaelson, Imholte); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously (attached hereto).

b. March Fund Transfers. Treasurer Michaelson recommended transferring $25,000 to cover the monthly payments and expenses. Motion to transfer $25,000 from the Bremer Bank savings account to the checking account (Michaelson, Deede); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously.

c. Financial Report. The January-February 2020 Revenues and Expenses Report was reviewed by the managers. Motion to approve the Jan-Feb 2020 R & E Report (Michaelson, Jasken); Roll Call Vote: Kral - AYE; Imholte AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously. The report will be filed for audit.

NEW BUSINESS.

a. 2020 Work Plan, 2020-29 Ten-Year Monitoring Plan, 2020 Monitoring Plan. The draft plans were sent out in the February Meeting Packet and posted on the District’s website. Guetter stated when the District resumes “in-person” meetings, the plans will be reviewed in more detail and updates can be made. Mortenson received comments on the 10-Year Monitoring Plan from Manager Deede, MPCA, and Red Lake Watershed District and made revisions. Motion to approve the PRWD 2020 Annual Work Plan, 2020-29 Monitoring Plan and 2020 Monitoring Plan (Michaelson, Haggart); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously (attached hereto).

b. PRWD COVID-19 Infectious Disease Continuity of Operations Plan. Guetter stated the plan follows the League of MN Cities plan guidelines and was reviewed by Attorney Skoyles. These are unprecedented times and the document may be subject to change due to State and Federal mandates. Motion to approve the PRWD COVID-19 Infectious Disease Continuity of Operations Plan (Imholte, Jasken); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously (attached hereto). We will continue our operations as required by Minn. Statutes § with critical services such as Rules, Data Practice requests, etc.

c. PRWD Renewal Authorization for the MN State Post-Employment Health Care Savings Plan (HCSP). This is a health care savings plan funded by employee payroll deduction (no District match). The plan renewal is for a three-year period. Motion to approve the renewal of the MN State Post-Employment Health Care Savings Plan Agreement (HCSP) (Haggart, Okeson); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously (attached hereto).

PUBLIC FORUM. No members of the public were present on the teleconference.

ATTORNEY REPORT. Skoyles reported she has been assisting staff to navigate through the COVID-19 government operations requirements to keep the District compliant with statutory requirements. Guetter and Skoyles have been attending League of MN Cities daily webinars on COVID-19 operations.

ENGINEER REPORT. Mackowick on the Midtown Development plan revision for modifying the iron sand treatment filters to include inspection plates. The District is waiting to receive updated volume calculations, designs to include inspection ports, and an updated maintenance plan. Additional review fees were charged to cover the engineer review.
ANNOUNCEMENTS. Kral reminded the Managers the MAWD Summer Tour is cancelled (June).

ADJOURNMENT. Motion to adjourn the meeting at 6:12 PM, (Kral, Okeson); Roll Call Vote: Kral - AYE; Imholte AYE; Okeson- AYE; Michaelson- AYE; Haggart AYE; Deede- AYE; Jasken- AYE, carried unanimously.

Respectfully Submitted,
Janice Haggart, Secretary

Meeting Approved: _______________________________
<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/25/2020</td>
<td>EFT1250</td>
<td>40.00</td>
</tr>
<tr>
<td>03/25/2020</td>
<td>EFT1251</td>
<td>52.08</td>
</tr>
<tr>
<td>03/25/2020</td>
<td>EFT1252</td>
<td>62.51</td>
</tr>
<tr>
<td></td>
<td></td>
<td>154.59</td>
</tr>
<tr>
<td>03/16/2020</td>
<td>ACH</td>
<td>30.00</td>
</tr>
<tr>
<td>03/25/2020</td>
<td>EFT 1253</td>
<td>278.75</td>
</tr>
<tr>
<td>03/25/2020</td>
<td>EFT 1254</td>
<td>1,299.58</td>
</tr>
<tr>
<td>03/25/2020</td>
<td>EFT 1255</td>
<td>675.00</td>
</tr>
<tr>
<td>03/25/2020</td>
<td>EFT 1256</td>
<td>300.68</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,554.01</td>
</tr>
<tr>
<td>03/24/2020</td>
<td>14715</td>
<td>61.95</td>
</tr>
<tr>
<td>03/24/2020</td>
<td>14714</td>
<td>1,140.27</td>
</tr>
<tr>
<td>03/24/2020</td>
<td>14716</td>
<td>4,365.00</td>
</tr>
<tr>
<td>03/24/2020</td>
<td>14717</td>
<td>83.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5,650.26</td>
</tr>
<tr>
<td>3/5/2020</td>
<td>EFT 1241-1243</td>
<td>4,357.91</td>
</tr>
<tr>
<td>3/6/2020</td>
<td>EFT 1244-1246</td>
<td>2,276.71</td>
</tr>
<tr>
<td>3/9/2020</td>
<td></td>
<td>2,208.66</td>
</tr>
<tr>
<td>3/19/2020</td>
<td>EFT 1247-1249</td>
<td>4,357.90</td>
</tr>
<tr>
<td>3/31/2020</td>
<td></td>
<td>1,611.10</td>
</tr>
<tr>
<td>3/31/2020</td>
<td></td>
<td>2,076.88</td>
</tr>
<tr>
<td>3/31/2020</td>
<td></td>
<td>675.00</td>
</tr>
<tr>
<td>3/31/2020</td>
<td></td>
<td>2,460.00</td>
</tr>
</tbody>
</table>

**Total March Expenses:** $ 28,412.02
PELICAN RIVER WATERSHED DISTRICT PROCLAMATION
AND DECLARATION OF EMERGENCY

WHEREAS, the virus named “SARS-CoV-2,” is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person and which causes a disease named “coronavirus disease 2019,” commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death; and

WHEREAS, on January 21, 2020 the first case of COVID-19 was detected in the United States; on March 6, 2020 the first case of COVID-19 was detected in the State of Minnesota; and as of March 16, 2020, there are thirty-five known cases of COVID-19 in Minnesota; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize and all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, as of March 23, 2020 the World Health Organization Situation Report confirmed a total of 334,981 cases of COVID-19 in over 190 countries, including 14,652 deaths; and as of March 23, 2020 a total of 235 cases of COVID-19 have been reported in Minnesota; and

WHEREAS, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19, which include cancelling or postponing in-person events that involve more than fifty people for eight weeks; and

WHEREAS, the staff of the Pelican River Watershed District has been preparing for weeks, working diligently with local, state, and federal partners to maintain situational awareness and respond to COVID-19; and

WHEREAS, additional local cases will trigger a more aggressive public health response and are predicted to impact residents of the District and those who work in or travel through it, including District employees; and the need for social distancing, school closings, and quarantine methods to stop the spread of COVID-19 is expected to cause significant challenges; and

WHEREAS, the District Administrator and the Board of Managers find that this situation threatens the health, safety, and welfare of the citizens of the community and will cause a significant impact on the ability of public safety personnel to address any immediate dangers to the public as a result of COVID-19; and

WHEREAS, the District Administrator and the Board of Managers find that traditional sources of financial aid, assistance and relief will not be able to compensate for the potential impact of COVID-19,
and have determined that the necessary resources to respond to and recover from this pandemic will exceed those resources available within the District, and additional resources will be needed from Becker County and state and federal sources.

**NOW, THEREFORE, PRESIDENT KRAL OF THE PELICAN RIVER WATERSHED DISTRICT PROCLAIMS, DECLARES, REQUESTS, AND DIRECTS AS FOLLOWS:**

1. Under the authority given by Minnesota Statutes, Section 12.29, declares that a local emergency exists within the District, effective March 24, 2020, with all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12.

2. Directs District Staff to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the Pelican River Watershed District.

3. Directs all District staff to operate and support the response to this incident, under the direction and coordination of the District Administrator, including implementing new employee protocols, strategies, and processes to ensure that public services are maintained.

4. Directs the District Administrator and other appropriate staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Becker County, the State of Minnesota, and the Federal government, as needed.

5. Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the Pelican River Watershed District, and other advisory commissions of the District are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the District shall be conducted by telephone or other electronic means, and hereby directs District staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the Board of Managers to resume in-person meetings.

6. Requests that the Board of Managers address the situation and this declaration at its monthly meeting on March 24, 2020. This emergency declaration shall continue for a period of three (3) days from its effective date of March 23, 2020, unless further extended by or with the consent of the Board of Managers pursuant to Minnesota Statutes, Section 12.29, subd. 1.

7. Orders that this declaration be given prompt and general publicity and that it be filed promptly by the District.

Dated this 23rd day of March, 2020

[Signature]

Dennis Kral
Pelican River Watershed District
COVID-19 Infectious Disease Continuity of Operations Plan
Adopted March 24, 2020

March 13, 2020 – Governor Walz, Minnesota Declares “Peacetime Emergency” pursuant to Minn. Stat. § Chapter 12 – Emergency Management
March 18, 2020 – President Trump signed the Federal Families First Coronavirus Response Act

1. The District needs to protect its available workforce in order to maintain government services while doing its part to contain the outbreak and reduce its impact on public health. Depending upon the severity of the outbreak, some of these measures may be implemented gradually or not at all.

2. The decision for implementing any level of the COVID-19 Infectious Disease Continuity of Operations Plan rests with the Administrator as directed by the PRWD Board of Managers, and its designee(s) and are authorized to take other appropriate emergency actions directed or recommended by the federal and state government or health organizations, or deemed necessary by Becker County or City of Detroit Lakes emergency management authorities, and to take those actions deemed necessary to protect the public health and safety.

3. As authorized by the MN Governor’s Declarations, Minn. Stat. §12.31 and Minn. Stat. §12.32, to the extent that normal state laws and District policies and procedures impede an efficient response or compliance with federal and state directives or recommendations, the Administrator, PRWD President, and designees are authorized to suspend compliance with those laws, policies, and procedures to the extent permitted. Decision-makers should use advice from appropriate state and federal agencies such as the Centers for Disease Control (CDC), Minnesota Department of Health (MDH), and the Minnesota Department of Homeland Security and Emergency Management (MSEM) to make decisions about plan implementation.

4. Meetings of the Board of Managers will be conducted as outlined in the District’s “Policy for Meetings Conducted Via Interactive Television/Technology Purpose (Minn. Stat. §13D.02) or by Telephone or Other Electronic Means (Minn. Stat. §13D.021) adopted November 15, 2018. If the meetings of the Board of Managers are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minn. Stat. § Chapter 12, the meetings shall be conducted by telephone or other electronic means, and that District staff be directed to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minn. Stat. §13D.021, until such time as it is no longer impractical or imprudent for the District Board of Managers to resume in-person meetings.

5. This plan authorizes a District interim sick leave extension bank of up to 10 days for employees presenting with COVID-19 symptoms, or other by arrangement as agreed to by the Board of Managers.

6. On March 18, 2020, President Trump signed the federal government Families First Coronavirus Response Act which authorizes temporarily expanding the Family and Medical Leave Act (FMLA) and the Emergency Paid Sick Leave Act (Division E), effective around April 2, 2020 and will sunset on Dec. 31, 2020 to address concerns around COVID-19. Division E requires the District to provide employees two weeks of paid sick leave (at their full regular rate) if they are unable to work or telework because they need to quarantine or seek a diagnosis or preventive care for coronavirus. However, two-thirds of the employee’s regular rate must be paid to care for a family member who has been quarantined or advised by a health care provider to self-quarantine or to care for a child whose school has closed or whose child care provider is unavailable, due to the coronavirus. Full-time employees are entitled to two weeks (80 hours) and part-time employees are entitled to the typical number of hours they work in a two-week period. The amount paid is capped at $511 per day ($5,110 in the aggregate) for personal sick leave and $200 per day ($2,000 in the aggregate) for leave to care for others. Any unused paid leave granted by the act does not carry over into 2021.
Pelican River Watershed District  
COVID-19 Infectious Disease Continuity of Operations Plan  
Updated March 19, 2020

**Response One: Preparation**: putting in place policies, procedures, equipment, supplies, and technology during a pandemic to maintain highest levels of customer service possible to the public. Develop and update an Operations Continuation Plan and policies. Recommended actions include:

- **Identify PRWD Critical Services/Functions during the COVID-19 State of Emergency pandemic**
  - **Board Meetings** – conduct critical business (financial, program related authorizations); Meetings may be conducted via telephone or skype following MN Statutes. Ensure Open Meeting Law requirements are adhered to during the state of emergency.
  - **Permitting Program** – (site visits, application processing, approval) no in-person meetings – encourage electronic processing.
  - **Monitoring Program**
  - **Rice Lake Project**
  - **Projects 1B, 1C, and LMP-01 – Aquatic Plant Management**
  - **Financial**. QuickBooks related (payroll, bills, etc.) – review protocol updates; Be prepared to issue paper checks if needed. All Board Manager Officers are signatories.
  - **Reports** – Board Packet Information, Annual Report, Emails, Facebook and website updates, meetings via skype, answering machine set up to take messages.
  - **Data Requests** – check the prwdinfo@arvig.net email on a daily basis; respond to requests remotely if possible, otherwise stagger or use off-hours to go into office and collect data and make copies as necessary (10-business day response time remains in effect).

- **Implement Social Distancing Sequencing to mitigate spread of virus**
  - **Decrease social contacts** in office (limit in-person meetings, meeting for lunch in a break room; staff meetings, increase physical spacing between employees (> 6 feet; separate offices).
  - Limit non-essential work travel.
  - Consider taking turns staffing the office/teleworking to increase social distancing.

- **Develop communications.** Notify residents, businesses and other stakeholders of potential changes in PRWD services using remote technology tools including email, website, Facebook, radio; post information on Wells-Fargo outside doors.

- **Know where to find local and updated information on COVID-19 and local trends of COVID-19 cases.**

- **Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.**
  - Consider regular health checks (temperature, respiratory symptom screening of staff and public if feasible); require workers who are ill to stay home.

- **Communicate with Staff Preventative Actions/Supplies/Environmental Cleaning**
  - Establish notification requirements from employees who have potentially been exposed to the infectious disease.
  - Ensure hand hygiene supplies are readily available in building – soap, disposable disinfectant wipes, tissues, no-touch receptacles, hand sanitizer.
  - Instruct employees to clean their hands often following CDC guidelines.
  - Clean and disinfect frequently touched surfaces daily. Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
  - Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.

- **Review PRWD Personnel Policies in relation to preventative health measures and pandemic-related employment policies:**
  - Follow CDC COVID-19 Recommendations – social distancing, hand washing, no handshaking, or as updated.
  - Under MN Law – PRWD may ask employee if experiencing influenza-like symptoms (fever, chills, and a cough or sore throat) – All information about illness is confidential medical record (compliance with State/Federal); may not inquire about underlying medical conditions; however if employee volunteers medical condition, such information will be kept confidential.
  - PRWD will not penalize, discharge, discipline employees for missing work due to COVID-19 or care for a minor or adult family member who MDH recommends isolation or quarantine. This employment protection is available for 21 workdays.
- FMLA Act provides employees job-protected, unpaid leave for family and medical reasons, which may include COVID-19 where complications arise and are entitled to continued insurance coverage (monthly stipend) under the same terms as existed before FMLA leave is taken.
- Any employee with disabilities that affect risk for contracting COVID-19 or being harmed if the virus is contracted, may request "reasonable accommodations" who are subject to the Americans Disability Act /or the MN Human Rights Act (telework or paid/sick/unpaid leave may be a reasonable accommodation).
- Consider an interim COVID-19 sick leave extension up to 10- days for employees with COVID-19 symptoms or contraction of the virus.

**Response Two:** COVID-19 threat is sufficiently severe and to be prepared for the possibility of staff and other shortages. Recommended actions include:

- **Cancel outside meetings or events as necessary** – review on daily/hourly basis; depending upon severity of the outbreak, some measures may be implemented gradually or not at all. PRWD may be on "Stand ready" to implement measures but may choose not to implement the more drastic measures.
- **Update communications.** Notify residents, businesses and other stakeholders of potential changes in PRWD services using remote technology tools including email, website, Facebook, radio; post information on Wells-Fargo outside doors.
- **Office Closure to the Public**– Coordination with bank building and other government offices or as directed by State and Federal government.
- **Implement preventative health measures and Interim COVID-19 extended sick leave policies** and notify employees and Board of Managers the policies are in effect (including the Interim COVID-19 sick leave extension)
- **Board of Managers’ Meetings.** Meetings may be conducted via telephone or video conferencing as outlined in MN State Statutes and in the District’s policy for conducting meetings via telephone and electronic means (Nov 15, 2018)
- **Implement telecommuting or remote work policies** for designated positions as appropriate and devote resources to most Critical Services/Functions as Identified in Phase One. All meetings and contacts will be conducted via email, phone, or web-conferencing; Staff may work remotely from home; ensure staff has access to computer/internet if working remotely; stagger work schedules as needed.
- **Implement back-up staffing plans as needed such as split scheduling, reduced hours of operation, and minimum staffing levels.** If warranted assignment of duties outside of job description may be necessary; Overtime – Administrator Authorize if down to one person if necessary. Enlist Dick or managers if necessary; if Administrator out on sick leave, staff should notify Dennis Kral, Orrin Okeson for sick leave approval.

**Response Three:** Extensive Outbreak in Becker County and within District Staff and resources are exhausted. Recommended actions include:
- Close/discontinue all non-essential services as identified by Federal and State government.
- **Implement quarantine measures as recommended by MDH or by Federal and State government.**
- Implement available aid, contracted services (temp), and other emergency contracts to continue operations.
- Continue communication with staff, colleagues and the community, operations and services may be temporarily impacted or cutback such as permitting, etc.
What to do if you feel ill? At the first sign of illness, you should not come in to work or upon arrival to work or become sick during the day, you should separate yourself and leave work immediately to avoid exposing coworkers and should stay home until you are completely recovered, or until the pandemic flu virus has been ruled out. You should cover your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available). You should notify the Administrator of your illness, or if the Administrator is out of the office due to illness, notify the PRWD President, Dennis Kral. Per the CDC’s guidance, the District will generally NOT require a doctor’s statement during the COVID–19 pandemic as medical facilities are likely to be extremely busy and unable to provide such documentation in a timely manner. This includes a medical certification required for Family and Medical Leave Act (FMLA) purposes.

What to do if you’ve been exposed to the virus? If you have been in contact with someone who is suspected of having the virus, you should report this information to your supervisor and stay home until the pandemic virus has been ruled out for the original contact person or for you or until you have recovered fully from the flu. Refer to CDC guidance for how to conduct a risk assessment of their potential exposure. If an employee is confirmed to have COVID–19, employers should inform fellow employees of their possible exposure to COVID–19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

When you can return to work? If you have symptoms of acute respiratory illness you should stay home and not come to work until you are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever–reducing or other symptom–altering medicines (e.g. cough suppressants).

Administrator authority to send ill employees’ home. As always, the Administrator has the authority to require an ill employee to leave the workplace, as a safety consideration for the health of other employees. While the Administrator should not make judgments about a medical diagnosis, they may rely on symptoms to make a determination to send an employee home. (Coronavirus symptoms are respiratory in nature and may include fever, cough and shortness of breath.) You are encouraged to telework (when feasible), particularly if you have an underlying medical condition.

What will happen with your Monthly Stipend? If you are eventually forced to use unpaid leave due to a pandemic related illness or complication thereof, PRWD will continue to pay the monthly supplemental benefit for up to a three–month period.

What will happen with regards to employee travel? You should check yourself for symptoms of acute respiratory illness before starting travel or if you become sick while traveling, you should notify the Administrator and promptly call a healthcare provider for advice if needed. Work–related travel may be suspended temporarily during the COVID–19 pandemic.

How will the District communicate with employees? E-mail and website postings will likely be our primary means of contact, but please make sure the Administrator has up to date contact information for you (e.g., phone cell number).

What Preventative Measures should you take? Please follow the CDC and MN Department of Health Recommendations.

Sick Leave Policy. PRWD current policy on sick leave allows an employee to use sick leave “when you have been exposed to a contagious disease of such a nature that your presence at the work place could endanger the health of others with whom you would come into contact.” It also allows use of sick leave to care for injured or ill children, spouses, fathers, fathers–in–laws, mothers, mothers–in–laws, stepparents, grandparents, grandchildren, sisters or brothers. The Sick leave policy is flexible and consistent with public health guidance and that employees are aware of these policies.

Interim COVID–19 Extended Sick Leave. The District is providing an interim COVID–19 extended sick leave pay bank of up to 10 days, if you are under quarantine, present with COVID–19 symptoms, or contract the COVID–19 virus.

What will happen if all your sick leave is exhausted? If your interim COVID–19 extended sick leave and your regular accrued sick leave runs out or is insufficient and you do not have any paid leave available through the PRWDs paid leave programs, other arrangements may be made by the District Board of Managers.
Pelican River Watershed District
Renewal Authorization Minnesota State
Post-Employment Health Care Savings Plan (HCSP)

HCSP Plan Renewal: The Pelican River Watershed District Board of Managers hereby approve renewing for a three-year period, the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota Statement Retirement System’s Trust and Plan Documents and authorizes all benefit earning employees to participate in the HCSP.

All funds collected by the District on the behalf of the employee will be deposited into the employee’s Post-employment health care savings plan account.

Employee Contributions:
Employees have agreed to contribute to the Post Employment Health Care Savings Plan as follows:
   Employees with 0-5 years of service shall contribute $50 per pay period.
   Employees with 6 or more years of service shall contribute $100 per pay period.

Severance:
Benefit earning employees shall contribute 100% of their sick leave payout directly to the HCSP, as outlined in the Pelican River Watershed District Personnel Policy upon termination of employment. Upon the death of an employee, the severance payout would be made directly to their beneficiary or estate.

Pelican River Watershed District
Motion to approve the HCSP Contract Renewal for a three-year period as outlined above and the HCSP Contract Renewal Agreement attached hereto (Haggart, Okeson); Roll Call: Kral-AYE; Imholte-AYE; Okeson-AYE; Michaelson-AYE; Haggart-AYE; Deede-AYE; Jasken-AYE, carried unanimously.
Date Approved: March 24, 2020 Board of Managers Meeting

Tera Guetter, Administrator