

MINUTES OF THE YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT

Ag Service Building, Clarkfield, Minnesota

December 27, 2007

I. The regular meeting was called to order by Chairperson Menno Fokken.

II. Those present:

Chairperson – Menno Fokken

District Manager - Lou Ann Nagel

Vice Chairperson – Dennis Kruger

Co. Commissioner – Gary Johnson

Secretary – Norris Peterson

Treasurer – Burton Kuehn

P. R. & I. – Steve Hubbard

III. Business

Motion Norris Peterson, seconded by Burton Kuehn to approve the minutes of the regular meeting which was held on November 29, 2007. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

The treasurer's report was received as read and filed for audit.

Motion by Steve Hubbard, seconded by Dennis Kruger to pay all bills and payroll for the month of December. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

JOB DESCRIPTIONS: Motion by Norris Peterson, seconded by Burton Kuehn to make the following changes to job descriptions:

Education Coordinator

#7 Change from "Develop and Maintain SWCD Website" to "Assist with SWCD Website as directed by District Manager"

Administrative Assistant

#17 – Change from "Assist in Maintaining SWCD's Website" to "Assist with developing and maintaining SWCD Website."

District Manager

#4 – Add: Handle the administrative aspects of the Blind Intake Program

#10 – Add: Develop and Maintain SWCD's Website

Because of Kurt Johnson's workload and the fact that Jared's position is based on 75% of his time for Farm Bill Assistant – it is suggested that job descriptions and titles be changed as follows:

Farm Bill Assistant – Change Job Description Title to Technician/Farm Bill Assistant

Add: Administer technical aspects of the Blind Intake Program.

#9 - Change from "Assist in performing technical and engineering functions" to "Perform technical and engineering functions."

Engineer Technician – Change Job Description title to Technician

#1 – Change from "Perform technical and engineering functions" to "Assist in performing technical and engineering functions."

Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

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PAY EQUITY POINTS: Motion by Norris Peterson, seconded by Dennis Kruger to approve changing the points for pay equity due to the changes in the job descriptions. Points are changed as follows:

	<u>2007</u>	<u>2008</u>
District Manager	295	295
Technician	262	262
Technician/Farm Bill Assistant	236	262
Administrative Assistant	183	183
Education Coordinator	177	177

Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

PAY SCALE AND WAGE INCREASES: Motion by Norris Peterson, seconded by Burton Kuehn to approve the County's nonunion pay scale as the SWCD's pay scale and approve pay increases of \$1.25/hour for the District Manager, both District Technicians and the Administrative Assistant. The Education Coordinator's pay increase will be \$.25/hour. Employees will be put on the following grade and step:

Education Coordinator	Grade 9	Step 4
Administrative Assistant	Grade 10	Step 7
Technician/Farm Bill Assistant	Grade 15	Step 2
Technician	Grade 15	Step 4
District Manager	Grade 16	Step 4

According to the years of service the District Manager and the Administrative Assistant should be at step 12 and the Technician should be at step 5. However, financially the SWCD cannot make that adjustment in one year. Therefore, this adjustment will be made in the years to come. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

PAY EQUITY REPORT: Motion by Dennis Kruger, seconded by Steve Hubbard to approve the Pay Equity Report. This report will be submitted after December 31, 2007 when the total payroll for 2007 can be included on the report. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

DC REPORT: No DC Report this month.

BLIND INTAKE PROGRAM: Motion by Norris Peterson, seconded by Steve to approve the Blind Intake Contract #07-11 with James Barber for installing 5 intakes. Cost Share will be based on \$100/intake for a total of \$500.00. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

Motion by Burton, seconded by Norris Peterson to make payment for the following blind intake contracts:

#06-07 with Mark Hruby for the installation of 2 intakes at \$100/intake for a total of \$200.00

#07-07 with Allyn Bendix for the installation of 4 intakes at \$100/intake for a total of \$400.00

Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

STATE COST SHARE: Motion by Norris Peterson, seconded by Dennis Kruger to approve the following State Cost Share Contracts:

#08-07	Michael Verhelst	Farmstead WB	1.7 acres	Norman - Section 27	75%	\$1,685.00
#08-08	Scott Berg	Farmstead WB	.7 acres	Lisbon - Section 32	75%	\$3,337.00
#08-09	Charles Timm	Field Windbreak	1700 feet	Sandnes - Section 20	75%	\$940.00
#08-10	Todd Schuler	Farmstead WB	1.3 acres	Sandnes - Section 18	75%	\$1,293.00
#08-11	Tom Gorder	Terrace	850 feet	Norman - Section 28	75%	\$715.00
#08-12	David Hacker	Grass WW	3 acres	Florida - Section 13	75%	\$1,930.00
#08-13	Chad Lozinski	Farmstead WB	1.4 acres	Swede Prairie-Sec 20	75%	\$1,005.00

Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

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Motion by Steve Hubbard, seconded by Norris Peterson to approve payment for State Cost Share Contract #08-02 with Menno Fokken for the installation of a terrace system for \$4,183.00. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, and Burton Kuehn. Negative: none. Abstained from voting was Menno Fokken. Motion carried.

Motion by Steve Hubbard, seconded by Norris Peterson to authorize up to \$5,000.00 to be added to the Fiscal Year 2008 State Cost Share Program. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

PRAIRIE COUNTRY RC&D: Motion by Dennis Kruger, seconded by Burton Kuehn to appoint Norris Peterson to serve as a Prairie Country RC&D Director for 2008. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

Motion by Steve Hubbard, seconded by Burton Kuehn to authorize the District Manager and the Administrative Assistant to issue a check, after the first of the year, in the amount of \$1,000.00 to Prairie Country RC&D for the 2008 dues. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

Motion by Burton Kuehn, seconded by Dennis Kruger to authorize the supervisors and/or staff to attend the Prairie Country RC&D Annual Meeting to be held on January 9th. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

NRCS COMPUTER SYSTEM HOOKUP: Motion by Norris Peterson, seconded by Steve Hubbard to tentatively approve the SWCD paying for one computer to be hooked up to the NRCS system after October 1, 2008. This approval is based on the understanding that NRCS will be paying for the SWCD to have one additional computer hooked up to their system. The SWCD would then have two computers on the NRCS system. SWCD understands that the cost for the one hookup would be approximately \$3,000.00/year. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

ANNUAL PLAN: Motion by Burton Kuehn, seconded by Dennis Kruger to approve the 2008 Annual Plan with changes as agreed to. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

ANNUAL BUDGET: Motion by Norris Peterson, seconded by Steve Hubbard to approve the 2008 Annual Budget. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

WCA REPORT: The monthly WCA Report was reviewed at this time.

REPAIR OF VAN: Motion by Norris Peterson, seconded by Dennis Kruger to approve Clarkfield Automotive to repair the transmission on the van. The estimated cost is \$1,853.00. Affirmative: Steve Hubbard, Dennis Kruger, Norris Peterson, Burton Kuehn, and Menno Fokken. Negative: none. Motion carried.

DAILY DIARIES: Diaries were looked at this time.

Norris Peterson gave a RC&D report at this time.

Burton Kuehn gave a RCRCRCA report at this time.

Menno Fokken gave a report on the State Convention at this time.

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Distributed the following to the supervisors for their review:

1. MASWCD Accomplishments 2007 and 2007 Convention Wrap-Up
2. Copy of SWCD Guidebook Draft developed by BWSR

The next board meeting is scheduled for January 24th at 5:30 p.m.

Motion by Steve Hubbard, seconded by Norris Peterson to adjourn. Meeting adjourned.

Yellow Medicine SWCD Supervisor

Date