



WASECA

SOIL AND WATER CONSERVATION DISTRICT

105 22nd Avenue N.E.
Waseca, MN 56093
Phone (507) 835-4800

Final Approved Minutes

The meeting of the Waseca County SWCD Board of Supervisors was held at the Waseca Soil and Water Conservation District's meeting room on March 12, 2015. The meeting was called to order at 6:30 p.m. by Wayne Cords, Chairman.

Members Present

Wayne Cords, Chairman
Larry Hagen
Jessie Shaffer, Secretary
Todd Stencel, Treasurer – arrived 6:42 p.m.
Scott Hildebrandt, Vice Chair

Staff Present

Dan Arndt, Manager
Adrienne Justman, Administrative Assistant

The agenda was reviewed and no changes were required. Motion was made by Shaffer, second by Hagen, to approve the agenda as written. Motion carried. All yes

Minutes of the February Board Meeting were distributed to the supervisors prior to the meeting. Motion was made by Hagen, second by Shaffer, to approve the minutes as written. Motion carried. All yes.

Cash flow worksheet was reviewed. The treasurer's report dated February 2015 was presented to the Board for review. Motion was made by Shaffer, second by Hagen, to approve the Treasurers Report. Motion carried. All yes.

Bills: (See Attached) Motion was made by Hildebrandt, second by Hagen, to approve payment for the presented invoices that total \$3,305.89. Motion carried. All yes.

Old Business

1. GBERBA Meetings – Feb. 13 & 25 – Shaffer attended these meetings. The meeting on February 13 was the Executive meeting. There was discussion about the BWSR grants that they did not receive and how to improve future grant applications. The major aspect that was discussed is that BWSR wants to see the real results of the project spelled out in simple language. The open bookkeeper position was also discussed.

The meeting on the 25th was the Technical meeting. There was discussion about grant writing and how to improve the applications. There was also discussion about the request for assistance from the LeSeuer Network Watershed District.

Todd Stencel arrived at the meeting.

2. County Commissioners meeting – February 17th – Stencel attended this meeting. He was given the opportunity to introduce himself and expressed interest in developing a good working relationship with the County and Commissioners on behalf of the Waseca Soil and Water Conservation District.
3. Tree Day – February 18 – Arndt reported to the board about the Tree Day that was held at the office. He reported that there were a few landowners that stopped in and currently there were 60 orders. There was discussion about how to draw more attention to the tree program next year.

4. Watershed Summit – February 28 – Shaffer attended this meeting in Bloomington. There was a presentation by Darrel Gerber, from the Freshwater Society. There was discussion about funding changes that need to happen to allow SWCD's to successfully merge. They also discussed the One Watershed One Plan program. The proposed Buffer Initiative and the current laws were also discussed. Cords was able to elaborate more on the Buffer Initiative.

New Business

1. 2014 Annual Report – The Board members were given the 2014-2015 Annual packet. Arndt presented the 2014 Annual Summary Report to the Board. Then Justman presented the highlights of the 2014 Financial report that was prepared by the Auditor. It was discussed that the County Commissioners should receive a copy of the packet. Motion was made by Hildebrandt, seconded by Stencel, to accept the Financial report as presented and submit it to BWSR. Motion carried by voice vote, all yes.
2. BWSR Grant Closeout – 2014 Conservation Delivery ID: P14-2147 \$18,896.00 – The funds for this grant were spent as of the end of 2014. A final financial report needs to be submitted to BWSR to closeout the grant. Motion was made by Hildebrandt, seconded by Stencel, to approve signing the report and submitting it to BWSR. Motion carried by voice vote, all yes.
3. Legislative Report – Arndt reported on the current Legislative update from MASWCD. He stated that currently File 1158 was the most supported stable funding option proposed. This one will provide \$11 million annually to help support Soil and Water Conservation Districts. The funds will be distributed through BWSR as increased grant funds.
4. New supervisor training – April 10 – Arndt presented information about a new training that BWSR is considering. The training will be geared toward new SWCD supervisors. They are looking for suggestions about specific topics that should be covered and the number of supervisors potentially interested. Two of the Waseca supervisors expressed interest in this type of training.
5. Todd Peipho last day with NRCS – March 25 – Todd Peipho has accepted a position with the DNR as a Hydrologist and will be leaving March 25. Arndt told the Board that there will be a luncheon held at the Steele Service Center on March 17 at noon and all are welcome to attend. There was discussion about a way to show the SWCD's appreciation for the work Todd has done in the County. It was decided that a \$35 gift, to be given at the luncheon, would be appropriate. Motion to approve this expense was made by Stencel, seconded by Hildebrandt. Motion carried by voice vote, all yes.

Jessie Shaffer excused herself from the meeting at this point.

6. Technician Application – Schedule Personnel Committee Meeting – There are 22 applicants for the Technician position. Arndt presented the process for the applications and interview process. The applications will each be scored and then ranked based on those scores. The top 5-6 applicants will be given interviews. During the interview each member of the Personnel Committee and Dan Arndt will score the applicant based on their answers to the questions asked. Those scores will be looked at and the best candidate for the position will be chosen. Interviews will be held on Wednesday, March 25.
7. Personnel Policy Revision – The Leave and Benefit sections of the current Personnel Policy were sent to the Supervisors prior to the meeting for review. The following changes (see below) were decided upon based on discussion by the Board and recommendations by Dan Arndt. Motion to accept the changes was made by Stencel, seconded by Hildebrandt. Motion carried by voice vote, all yes.

Annual Leave Policy –

Current - 10.1 – Eligibility and Allowance

Regular full-time and part-time employees shall accrue vacation benefits. Vacation is granted for the purpose of the employee’s recreation, and no employee shall be permitted to waive vacation for the purpose of receiving double pay. Vacation accrual shall conform to the following schedule:

<u>Seniority</u>	<u>Vacation Accrual Rate</u>
0 to 3 Years of Service	8 hours/month: Jan-Nov, 16 hours in Dec
More than 3 years but less than 15	13 hours/month: Jan-Nov, 17 hours in Dec
More than 15 years	17 hours/month: Jan-Nov: 21 hours in Dec

Revised - 10.1 – Eligibility and Allowance

Regular full-time and part-time employees shall accrue vacation benefits. **Regular part-time employees shall have their vacation benefits prorated.** Vacation is granted for the purpose of the employee’s recreation, and no employee shall be permitted to waive vacation for the purpose of receiving double pay. Vacation accrual shall conform to the following schedule:

<u>Seniority</u>	<u>Vacation Accrual Rate</u>
0 to 3 Years of Service	4 hours/pay period
More than 3 years but less than 15	6 hours/pay period
More than 15 years	8 hours/pay period

Current - 10.4 – Accumulation of vacation

Vacation time may be accumulated to a maximum of 280 hours.

Revised - 10.4 – Accumulation of vacation

Unused vacation may be accumulated for employees in succeeding years. The maximum number of vacation hours an employee may carry over into the first full pay period of January is 240 hours (30 days). Vacation hours in excess of the limitation by the beginning of the first full pay period of the year will be lost.

Sick Leave Policy –

Current - 11.2 – Sick leave determination

One (1) workday of sick leave shall be granted for each calendar month of employment, except for December in which two (2) workdays of sick leave shall be granted. There will be no limit on the accumulation of sick leave.

Revised - 11.2 – Sick leave determination

Regular full-time employees will earn sick leave at the rate of 4 hours per pay period. Regular part-time employees will have their sick leave prorated. Employees will be allowed to accumulate sick leave up to 480 hours.

Group Health Insurance –

Current - 13.3 – Group health programs

The District provides a group health program for its employees. All regular and regular part-time employees are eligible, upon completion of forms, for group coverage within one (1) month of the date of their employment. The District participates in the cost of the group coverage by paying one hundred percent (100%) of the individual employee’s coverage.

The employee electing the group dependent coverage shall contribute the charge by regular payroll deduction, less any contribution towards this insurance which may be approved by the District Board. Group coverage includes life insurance, accidental death and dismemberment insurance and surgical and major medical insurance.

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Holidays –

Current - 9.1 – Holidays recognized and observed

The following days shall be recognized and observed as paid legal holidays. The office will be closed on these days:

New Year’s Day	January 1
Martin Luther King Day	January – 3 rd Monday
President’s Day	February – 3 rd Monday
Good Friday	Friday before Easter
Memorial Day	May – Last Monday
Independence Day	July 4
Labor Day	September – 1 st Monday
Columbus Day	October – 2 nd Monday
Veterans’ Day	November 11
Thanksgiving Day	November – 4 th Thursday
Christmas Eve (1/2 day)	December 24
Christmas Day	December 25

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Agency Reports:
None Made

Staff Reports:

Justman reported on her time in Waseca. Primarily her time has been spent on basic office duties, assisting with the tree program, as well as preparing the Personnel Policy and annual reports.

Arndt reported on 2 feedlot site meetings that he attended during the last month.

Adjourn: Motion was made by Hildebrandt, seconded by Stencel, to adjourn the meeting. Motion carried by voice vote, all in favor. Meeting was adjourned at 8:10 pm.

March Bills

Steele Co. SWCD	Contract Hours	2186.75	
	Expenses/Mileage	329.14	2515.89
Jared Dufault	Bookkeeping		125.00
Clemons Properties	March Rent		665.00
		Total	3305.89