

SE SWCD TECHNICAL SUPPORT JPB
Monday, January 31, 2011
Cascade Meadows Wetlands & Environmental Science Center
Rochester, MN
9:30 A.M.

VOTING MEMBERS PRESENT: John Jaeger-Goodhue, Jim Gebhardt-Mower, Paul Uecker-Olmsted, Robert Duban-Rice, Mark Ihlenfeld-Steele, Thomas Gosse-Wabasha, Rudy Spitzer-Winona.

OTHERS PRESENT: Dawn Bernau-Fillmore, Donna Rasmussen-Fillmore, Glen Roberson-Goodhue, Dorothy Miller-Olmsted, Floyd Whitaker-Olmsted, Steve Pahs-Rice, Marlow Mielke-Winona, Kate Bruss-JPB Engineer, Peter Fryer-JPB Engineer, Mary Kells-BWSR.

Chairperson Ihlenfeld called the meeting to order at 9:55 a.m. A quorum is present.

I. AGENDA

Motioned by John Jaeger seconded by Rudy Spitzer to approve the Agenda. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Uecker. Opposed: None. Motion passed.

II. INTRODUCTIONS AND BACKGROUND

Those present introduced themselves and shared what County they were from. Glen gave an overview of the recent and future changes of the SE SWCD Tech Support JPB.

III. ORGANIZE JPB FOR 2011

1. Election of Officers

Motioned by Jim Gebhardt seconded by Thomas Gosse to cast a unanimous ballot for Pam Mensink for Chair. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Uecker. Opposed: None. Motion passed.

Motioned by John Jaeger seconded by Thomas Gosse to cast a unanimous ballot for Paul Uecker for Vice-Chair. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Opposed: None. Abstained: Uecker. Motion passed. Newly elected Vice-Chair Paul Uecker took over as acting Chair.

Motioned by Mark Ihlenfeld seconded by Jim Gebhardt to cast a unanimous ballot for John Jaeger for Treasurer. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Spitzer, Uecker. Opposed: None. Abstained: Jaeger. Motion passed.

The Host District Manager will remain Secretary for the JPB as directed in the "Operations and Policy Procedures". No election was held

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Minutes

2. Appointment of all Committees

Those present reviewed and discussed the committee member list. Robert Duban volunteered to take Bob Borchert's position on the personnel committee. Jen Dankers had previously agreed to take Tim Terrill's position on the personnel committee if needed. The executive committee was adjusted with the new Chair, Pam Mensink and Vice Chair Paul Uecker. Motioned by Thomas Gosse, seconded by John Jaeger to adopt the agreed upon changes to the committee members. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Uecker. Opposed: None. Motion passed. (See attached for details)

IV. SECRETARY'S REPORT

1. Approve Minutes of July 28, 2010 Regular Meeting

Motioned by Thomas Gosse, Seconded by Robert Duban to approve the July 28, 2010 Regular Meeting Minutes as printed. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Uecker. Opposed: None. Motion passed.

2. Approve Executive Committee Minutes October 5, 2010

Motioned by Thomas Gosse seconded by Robert Duban to approve the October 5, 2010 Executive Committee Meeting Minutes as presented. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Uecker. Opposed: None. Motion passed.

V. COMMITTEE REPORTS

1. Clean Water Legacy/EPA 319 Grant Update

A. Nutrient Management Grant Update
Glen Roberson discussed the Nutrient Management Grant update received from Fillmore and Rice SWCD's (see attached for details). Also noted the new Clean Water Legacy Grant for \$161,616 that will allow for the continuation of the two Nutrient Management positions, which requires a local cash match that will be discussed under "REPORTS". No action was taken.

B. Feedlot Technician Update

Glen Roberson reviewed and updated those present on the two new feedlot technician positions funded by a \$183,000 CWF grant. Funds will be sub-contracted to the Dodge and Wabasha SWCD's, who will be the employer and are in the process of hiring now. Workload will be coordinated and directed by JPB staff throughout the 11 County area. No action was taken.

2. Personnel Committee

Glen Roberson informed those present that the Personnel Committee had met on January 26, 2011 to conduct JPB personnel reviews with Kate Bruss, Peter Fryer and Jason Rochester. The committee's recommendations were reviewed and discussed by those present. Training and equipment needs were also discussed. Glen Roberson explained that the Goodhue SWCD recently decided to hire a consultant to review the Goodhue SWCD staffs job

descriptions and reevaluate their scoring and placement on the wage scales. Mary Kells suggested that it might be a good idea to have the job descriptions and wage scales reevaluated for the JPB staff at the same time.

3. Finance Committee

The Finance Committee did not meet prior to this meeting. No action was taken.

VI. ACTION ITEMS

1. Approve Committee Reports and Act on Recommendations

I. Personnel Committee

A. Approve 2011 Wage Scale.

Motioned by John Jaeger seconded by Rudy Spitzer to approve the Personnel Committee recommendations as discussed, including a 1% Cost of Living increase. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Uecker. Opposed: None. Motion passed.

B. Action on JPB Staff Salary Step/Cost of Living Increases

Motioned by Thomas Gosse seconded by Mark Ihlenfeld to approve the JPB Salary Step recommendations as listing in the Personnel Committee Report. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Uecker. Opposed: None. Motion passed.

C. Action on Job Description and Wage Scale Reevaluation

Motioned by Rudy Spitzer and seconded by John Jaeger to authorize the Personnel Committee to update the JPB position job descriptions and to authorize the Chair to approve a contract with consultant to reevaluate the JPB positions and bring a recommendation back to the full JPB for any Range or Step changes. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Uecker. Opposed: None. Motion passed.

VII. REPORTS

1. Nutrient Management Grant Update

Dawn Bernau explained the fee schedule she has adopted starting January 1, 2011 for preparing and updating nutrient management plans and meeting the new Grant match requirements. Currently Fillmore SWCD charges \$300 for a new NMP and \$100 to update an existing NMP; \$50 for a new 'mini' NMP and \$25 for an updated 'mini' NMP. It was also noted that she is nearing her workload capacity and may not be able to accept many more NMP requests.

Steve Pahs stated that Katherine Richards will be charging the same rates but they would not start charging until the new grant period begins. No action was taken.

2. JPB Workload

Peter Fryer gave a summary of progress and the different types of projects the JPB is currently working on. No action was taken.

VIII. ADJOURNMENT

Motioned by John Jaeger seconded by Rudy Spitzer to adjourn the meeting. Voting affirmative: Duban, Gebhardt, Gosse, Ihlenfeld, Jaeger, Spitzer, Uecker. Opposed: None. Motion passed.

The meeting was adjourned at 12:06 p.m.

Respectfully submitted,



17-27-2011

Glen Roberson

Secretary

ATTACH: Committee List

Nutrient Management Grant Update

Personnel Committee Recommendations