

SE SWCD TECHNICAL SUPPORT JPB

Tuesday, January 31, 2017

Minnesota Pollution Control Agency Conference Room

Rochester, MN

9:30 A.M.

MINUTES

VOTING MEMBERS PRESENT: Larry Scherger-Dodge, Kathy Tesmer-Fillmore, Paul Heers Jr.-Freeborn, John Jaeger-Goodhue, Jim Gebhardt-Mower, Paul Uecker-Olmsted, Jim Purfeerst-Rice, Jerry Welke-Root River, Mark Ihlenfeld-Steele, Tom Gosse-Wabasha, Bill Rowekamp-Winona

OTHERS PRESENT: Adam King-Dodge, Mark Gamm-Dodge County Zoning, Donna Rasmussen-Fillmore, Mark Schaetzke-Freeborn, Kate Bruss-JPB Engineer-Goodhue, Glen Roberson-Goodhue, Chris Wagner-Goodhue, Justin Hanson-Mower, Chris Nelson-JPB Technician-Olmsted, Skip Langer-Olmsted, Dorothy Miller-Olmsted, Steve Pahs-Rice, Jason Rochester-JPB Technician-Root River, Dave Walter-Root River, James Brady-Steele County Commissioner, Matt Kruger-Wabasha, Terri Peters-Wabasha, Daryl Buck-Winona, Pete Fryer-JPB Engineer-Winona, Steve Jacob-Winona County Commissioner, Mark Root – Winona, Adam Beilke-BWSR, Dave Copeland-BWSR, Shaina Keseley-BWSR

The meeting was called to order at 9:32 a.m. by Chairman Heers. A quorum is present.

I. AGENDA

Motioned by Larry Scherger seconded by Tom Gosse to approve the Agenda as presented. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Motion passed.

II. INTRODUCTIONS AND BACKGROUND

Those present introduced themselves and shared what County they were from. Glen Roberson reviewed with those present the Minnesota SWCD Technical Service Areas in Minnesota.

III. ORGANIZE JPB FOR 2017

1. Election of Offices

A. Chairman – Mark Ihlenfeld nominated Larry Scherger for Chairman of the JPB.

Being there were no other nominations, Motioned by Tom Gosse seconded by Mark Ihlenfeld to cast a unanimous ballot for Larry Scherger for Chairman. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Tesmer, Uecker, Welke. Opposed: None. Abstained: Scherger. Motion passed.

Larry Scherger took over the duties of Chairman at this point.

B. Vice Chairman – Mark Ihlenfeld nominated Jim Gebhardt for Vice Chairman of the JPB.

Being there were no other nominations, Motioned by Paul Heers seconded by John Jaeger to cast a unanimous ballot for Jim Gebhardt for Vice Chairman. Voting Affirmative: Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Abstained: Gebhardt. Motion passed.



C. Treasurer – Jim Gebhardt nominated John Jaeger for Treasurer of the JPB. Being there were no other nominations, Motioned by Jim Gebhardt seconded by Paul Heers to cast a unanimous ballot for John Jaeger for Treasurer. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Abstained: Jaeger. Motion passed.

D. Secretary – The Host District manager will remain Secretary for the JPB as directed in the “Operations and Policy Procedures”. No election was held.

2. Appointment of all Committees

Chairman Scherger appointed the Committee members for 2017 as discussed.

IV. SECRETARY’S REPORT

1. Approve Minutes of the July 27, 2016 Regular Meeting

Motioned by Tom Gosse seconded by Paul Heers to approve the July 27, 2016 Board Meeting Minutes as printed. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Motion passed.

2. Action to Affirm Executive Committee Actions From December 7, 2016

Motioned by Tom Gosse seconded by Paul Heers to affirm the Executive Committee actions from their December 7, 2016 meeting. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Motion passed.

V. COMMITTEE REPORTS

1. Personnel Committee

Glen Roberson reviewed with those present the Personnel Committee Report from their January 25, 2017 meeting. (See attached for details) He also discussed the revised Position Description pertaining to Chris Nelson’s position, Health Insurance Benefits and the 2016 and proposed 2017 wage scales for the JPB employees.

2. Finance Committee

Glen Roberson reported that the Finance Committee did not meet prior to this meeting.

3. Executive Committee Meeting

Glen Roberson reviewed with those present the Executive Committee Special Meeting Report from December 7, 2016. (See attached for details)

4. TSA and Local JPB Reorganization Update

Glen Roberson reviewed with those present the Minutes from the SE MN Water Resources Board Meeting held on January 9, 2017 concerning the TSA and Local JPB reorganization plans. (See attached for details)



5. Supplemental Grants

Glen Roberson reviewed with those present the accomplishments of the Nutrient Management Grant with Fillmore and Rice SWCD's, the Nitrogen BMP Grant, the CWF2013 Technical Grant for the JPB Engineering staff and the Feedlot Technicians located at the Dodge and Wabasha SWCD's, the Soil Health Grant, the LCCMR Cover Crop Grant, the MN Ag Water Quality Certification program, and the RCPP Grant: Lower Mississippi River Feedlot Management. No action was taken.

Chairman Scherger recessed the meeting at 11:15 a.m.

Chairman Scherger called the meeting back to order at 11:25 a.m.

VI. ACTION ITEMS

1. Approve Committee Reports and Act on Recommendations

- A. Approve 2017 Wage Scale with Cost of Living Increase
- B. Action on JPB Staff Salary Step
 - i. Pete Fryer
 - ii. Jason Rochester
 - iii. Kate Bruss
 - iv. Chris Nelson
- C. Health Insurance Recommendations
- D. Job Description Change: Chris Nelson
- E. Equipment/Software Recommendations

Motioned by Paul Uecker seconded by Tom Gosse to approve all the Personnel Committee recommendations as discussed. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Motion passed.

2. Action to Approve Fiscal Year 2016 Financial Audit When Complete

Motioned by Tom Gosse seconded by Jim Purfeerst to authorizing the Finance Committee to approve the Fiscal Year 2016 Financial Audit when completed. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Motion passed.

3. Action on 2018 Enhanced Shared Technical Services, Part 2 P16-8844, \$115,000.00 Grant

Action was tabled until the July 2017 Board Meeting.

4. Action on Administrative Costs/Dues Recommendations for 2017

Action on Administrative Costs and recommendations for increased 2017 dues was tabled until the July Board Meeting. The Finance Committee was also instructed to meet before the July meeting to explore alternative funding to eliminate the need for additional dues which would come from the SWCD's.

5. Action to Authorize JPB to Sign RCPP Grant and Sub Agreements

Motioned by Paul Uecker seconded by Tom Gosse to authorize the Chairman to sign the RCPP Grant and Sub Agreements when received. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Motion passed.



6. Authorize Exploration of Option B Share Administration with the SE Water Resources Board
Justin Hanson reviewed with those present the various options discussed at the SE MN Water Resources Board meeting held on January 9, 2017. (See attached for details)

Motioned by Paul Uecker seconded by Jim Gebhardt to continue discussions concerning shared administration of the TSA with the SE MN Water Resources Board. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Motion passed.

7. Other

Motioned by Paul Uecker seconded by Jim Gebhardt authorizing the Chairman to sign the MAWQCP Sub-Agreements with the SWCD's for the \$55,000.00 Technical/Promotion activities when they are developed. Voting affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Motion passed.

VII. REPORTS

1. Other

There were no other reports at this time.

VIII. ADJOURNMENT

Motioned by John Jaeger seconded by Kathy Tesmer to adjourn the meeting. Voting Affirmative: Gebhardt, Gosse, Heers, Ihlenfeld, Jaeger, Purfeerst, Rowekamp, Scherger, Tesmer, Uecker, Welke. Opposed: None. Motion passed.

The meeting was adjourned at 11:56 a.m.

Respectfully submitted,

 7-31-2017 approved

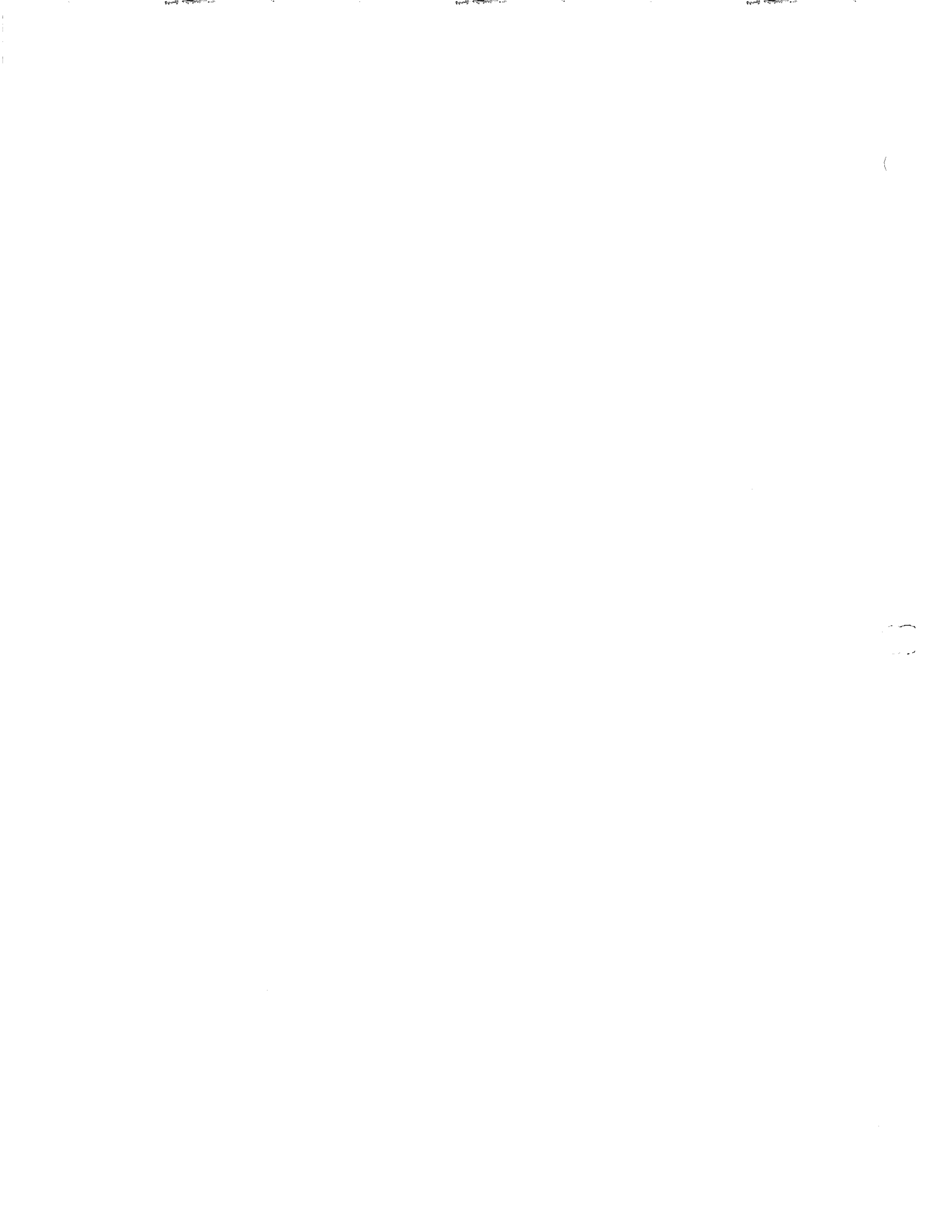
Glen Roberson
Secretary

ATTACH: Personnel Committee Report
Executive Committee Report
SE MN Water Resources Meeting Minutes
Shared Administration Options



Officers & Committees

Officers:	2017	
Chair	Larry Scherger	Freeborn SWCD
Vice-Chair	Jim Gebhardt	Mower SWCD
Secretary (Not Elected)	Glen Roberson	Goodhue SWCD
Treasurer	John Jaeger	Goodhue SWCD
Committees:		
Personnel	Mark Ihlenfeld	Steele SWCD
	Jim Gebhardt	Mower SWCD
	Jim Purfeerst	Rice SWCD
	Daryl Buck	Winona SWCD
	Glen Roberson	Goodhue SWCD
Finance	John Jaeger	Goodhue SWCD
	Paul Uecker	Olmsted SWCD
	Thomas Gosse	Wabasha SWCD
	Steve Pahs	Rice SWCD
	Glen Roberson	Goodhue SWCD
Prioritization	Bill Rowekamp	Winona SWCD
	Larry Scherger	Dodge SWCD
	Paul Heers Jr	Freeborn SWCD
	Pete Fryer	JPB Engineer
	Jason Rochester	JPB Technician
Executive	Larry Scherger	Chair
	Jim Gebhardt	Vice Chair
	Paul Heers, Jr.	Member At Large (Appointed by Chair)
CTAC COMMITTEE	John Jaeger	Goodhue SWCD
	Jim Gebhardt	Mower SWCD (Alternate)
Organizational	Executive Committee: plus	
	Glen Roberson	JPB Secretary
	Eric Gulbranson	Steele SWCD Manager
	Adam Bielke (Advisor)	BWSR



Committees 2017

		SWCD											
		Dodge	Fillmore	Freeborn	Goodhue	Mower	Olmsted	Rice	Root River	Steele	Wabasha	Winona	JPB Staff
Officers	2017												
Chair	Larry Scherger	X											
Vice chair	Jim Gebhardt					X							
Treasurer	John Jaeger				X								
Secretary	Glen Roberson				X								
Personnel Committee													
Supervisor	Mark Ihlenfeld									X			
Supervisor	Jim Gebhardt					X							
Supervisor	Jim Purfeerst							X					
	Glen Roberson				X								
	Daryl Buck											X	
Finance Committee													
Supervisor	John Jaeger				X								
Supervisor	Paul Uecker						X						
Supervisor	Thomas Gosse										X		
	Glen Roberson				X								
	Steve Pahs							X					
Prioritization Committee													
Supervisor	Bill Rowekamp											X	
Supervisor	Larry Scherger	X											
Supervisor	Paul Heers Jr			X									
	Pete Fryer												X
	Jason Rochester												X
Executive Committee													
Supervisor	Larry Scherger	X											
Supervisor	Jim Gebhardt					X							
Supervisor (Member @ Large)	Paul Heers, Jr.			X									
CTAC Committee													
Supervisor	John Jaeger				X								
Supervisor	Jim Gebhardt - Alternate					X							
Organizational	<i>Executive Committee: plus</i>												
	Glen Roberson				X								
	Eric Gulbranson									X			
	Adam Bielke (Advisor)												



SE SWCD TECHNICAL SUPPORT JPB

Personnel Committee Report

January 25, 2017

The meeting was called to order at 1:00 PM at the Goodhue SWCD Conference Room in Goodhue MN. Present were: Jim Gebhardt (Mower Supervisor), Mark Ihlenfeld (Steele Supervisor), Daryl Buck (Winona), Glen Roberson (Goodhue), Jason Rochester, Kate Bruss, Chris Nelson, and Pete Fryer.

The FY2017 budget and proposed 2017 Wage Scale were reviewed, as we are at the half way point of FY2017. This included equipment purchases, use of the 2016 & 2017 Enhanced Shared Technical Service Grants that require 25% match, and status of the shared Wetland Conservation Act (WCA) effort with 3 local SWCDs.

The Committee also reviewed the following items:

- 2016 Project Accomplishment Report that was recently submitted to BWSR.
- Local JPB Reorganization / Cooperation efforts with the SE Water Resources JPB and RC&D Council.
- Technical Service Area (TSA) reorganization meetings that started in December of 2016 and will conclude around July of 2017.
- The \$500 member Dues increase that was approved at the July 2016 JPB meeting.
- The member Dues additional increase proposal that is on the January 31 2017 JPB Agenda.
- Health Insurance renewal for JPB staff, and possible use of an alternative plan for next year such as Public Employees Insurance Program (PEIP)
- With the increase in JPB complexity and funding, that our current schedule of 2 full JPB meetings per year be reviewed. Quarterly meetings may be needed for now. This may change depending on reorganization effort progress.

Staff reviews were completed with Chris Nelson, Jason Rochester, Kate Bruss and Pete Fryer. All staff received favorable reviews.

Equipment needs were reviewed. We are in good shape for now with the recent purchases. Minor repair is needed on the 1997 Chevy 1500 (heater fan control on Kate's truck). Also, Pete Fryer requested a 'stand up desk' for his work station.

The Personnel Committee noted again that maintaining quality staff is very important to the future of this JPB. Noted that Pete Fryer has added new responsibilities that include Project Prioritization, Staff Management and Training that are not currently in his position description. Chris Nelson was hired with the intention of adding 'training coordination' to his job description. Jason Rochester is very interested in adding additional responsibilities including being the 'technical coordinator' for the JPB on 1W1P initiatives. The following is recommended:

- A. *Approve the 2017 wage scale that includes a 2.0% Cost of living increase over the 2016 scale.*
- B. *Approve the following changes:*
 - i. *Pete Fryer: update Job Description to include Project Prioritization / Staff Mgmt / Training with a possible Range change for 2018.*
 - ii. *Chris Nelson: update Job Description to include Training Coordination with a change to Range 26.*
 - iii. *Jason Rochester: increase his Salary Step to better align with pay of other staff. Consider a Job Description addition and possible salary Range change if other duties such as JPB Technical Coordinator for 1W1P becomes a reality, and act on this at a future meeting.*

(SA)

- C. *Approve the JPB staff Step increases, retroactive to Jan. 1, 2017:*
- i. *Pete Fryer: Range 32, Step 15 (was Range 32, Step 15)*
 - ii. *Jason Rochester: Range 24, Step 12 (was Range 24, Step 8)*
 - iii. *Kate Bruss: Range 30, Step 9 (was Range 30, Step 8)*
 - iiii. *Chris Nelson: Range 26, Step 9 (was Range 24, Step 13)*
- D. *No changes be made to the Health Insurance JPB Policy, and that we provide the BCBS \$2000/\$4000 HSA Policy.*
- E. *Authorize the purchase of a stand up work station accessory for Pete Fryer. Estimated cost of about \$500.*

The meeting was adjourned at 4:45 PM
Glen Roberson, Secretary / Host District Manager

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PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

1. Investigate potential project sites, evaluate project feasibility and assist with project prioritization and scheduling.

Priority	A
% of Time:	25
Discretion	A

Tasks:

- a) Conduct site investigations, in cooperation with appropriate project participants, to identify critical site conditions, constraints and related opportunities.
- b) Supervise or conduct data research efforts to identify pertinent available information.
- c) Supervise or conduct topographic surveys, soils investigations or other data collection necessary for feasibility studies
- d) Conduct or supervise feasibility studies, in cooperation with other project team members, to evaluate alternative solutions, including preliminary designs and estimated costs. Document and disseminate the results of these studies appropriately.
- e) Based on feasibility study results, assist SWCD staff and landowners with the identification of an appropriate course of action, including project prioritization and scheduling.

Performance Indicators:

- 1) Site investigations, data research, data collection and feasibility studies are conducted in an effective and efficient manner, in cooperation with team members and information providers.
- 2) Feasibility studies reflect appropriate base data, design standards, technical analyses and cost estimates that are well documented and effectively conveyed to landowners, lead SWCD staff and other interested parties.
- 3) Effective technical assistance is provided for project prioritization and scheduling.

2. **Prepare final designs and construction documents for eligible BMPs.**

Priority: A
% of Time: 40
Discretion: A

Tasks:

- a) Prepare or supervise the acquisition of supplemental base data required for final design.
- b) Utilize sound engineering principles, design standards and methods to prepare or supervise the preparation of final project designs and associated construction plans, specifications and cost estimates, in cooperation with project team members. Both manual and Computer-aided drafting methods are utilized, as available and appropriate.
- c) Coordinate with lead Engineer to certify engineering reports, plans and specifications.
- d) Provide appropriate technical assistance to landowners and project leaders for acquisition of permits or other authorization required for project implementation.
- e) Provide technical assistance to project leaders and landowners for preparation of construction contract agreements and selection of construction contractors, if necessary.

Performance Indicators:

- 1) Construction plans and specifications reflect appropriate base data, design standards and methods, are efficiently developed in cooperation with project team members, and are compatible with funding eligibility and availability.
- 2) Appropriate job approval authority is utilized for certification of technical reports and construction plans and specifications.
- 3) Sound and timely technical assistance is provided for the acquisition of necessary permits or other authorizations.
- 4) Construction cost estimates utilize an appropriate bid schedule and reasonably reflect actual construction costs.
- 5) Sound technical assistance is provided for construction contract agreement preparation and contractor selection, as necessary and appropriate.

3. Provide technical assistance to landowners, SWCD technicians and SWCD managers for construction management and inspection.

Priority	A
% of Time	15
Discretion:	A

Tasks:

- a) Provide or supervise technical assistance for any necessary modifications of designs or specifications during construction, including change orders and contract modifications, if necessary.
- b) In cooperation with lead Engineer, ensure that plans and specifications are revised, as appropriate, when design changes are made during construction.
- c) Perform or supervise construction inspection in a timely and cost effective manner to ensure that the final product meets or exceeds the requirements of the construction plans and specifications.

Performance Indicators:

- 1) Ensuring that change orders or contract modifications are cost effective and compatible with applicable design standards, funding eligibility and funding availability.
- 2) Construction inspection is performed in a timely, technically sound and cost effective manner, commensurate with project complexity.
- 3) As-built construction drawings reflect all changes made during construction.
- 4) All project components are reviewed, approved, and signed by the lead Engineer or other qualified technical authority.

4. Provide technical assistance to the conservation partners (SWCDs, NRCS and BWSR) and other clientele for effective program management (planning, prioritizing, integration and delivery).

Priority: B
% of Time 10
Discretion: B

Tasks:

- a) Help coordinate technical assistance provided by the conservation partners and private consultants.
- b) Provide effective technical leadership and supervision to help build highly capable project teams.
- c) Help build strong working relationships between the conservation partners, participating landowners, contractors and other clientele.
- d) Assist the conservation partners with the identification of training and program delivery improvement needs and solutions.
- e) Assist with the development and delivery of training programs and improved procedures to build, integrate and deliver the technical capacity of the conservation partners and private consultants.
- f) Provide information and assistance to BWSR and MDA staff responsible for administration of applicable state funding.

Performance Indicators:

- 1) Strong working relationships are developed and maintained with the conservation partners, participating landowners, contractors and other clientele.
- 2) Effective technical leadership and supervision is provided to help building highly capable project teams and to effectively integrate and manage technical assistance programs.
 - a. Appropriate information and assistance is provided to BWSR and MDA staff responsible for applicable program administration.

5. Provide Training Coordination to the conservation partners.

Priority: B
% of Time 10
Discretion: B

Tasks:

55

- a. Assist with training needs inventory throughout Technical Service Area in coordination with Area Technical Training and Certification Team.
- b. Assist with development and updating of training plans for conservation partners
- c. Develop, organize and deliver formal and informal training on conservation engineering BMP's, equipment and software programs
- d. Ensure conservation partners are updated on available training opportunities for new or existing employees.
- e. Provide feedback to training participants and management

Performance Indicators:

- 1) Constructive and beneficial contributions to Area Technical Training and Certification Team Strategy.
- 2) Training organization and delivery is effective, timely and aligned with district priorities.
- 3) Conservation partners are informed of available training opportunities.
- 4) Records of training participants are collected for employee and management use.

RELATIONSHIPS

This position serves in a technical leadership role for the applicable JPB and has substantial responsibilities to coordinate technical assistance efforts with the member SWCDs, working within the policies and procedures of the JBP and the host SWCD. Substantial coordination is necessary with the other conservation partners (NRCS and BWSR) to ensure effective integration and management of technical assistance delivery. Strong working relationships with program and project team members, participating landowners, contractors, regulators and other clientele are necessary for effective and efficient delivery of technical assistance. When serving as a technical consultant, the position holder may provide differing levels of technical leadership and supervision of SWCD technicians or other project team members to foster effective teamwork. The position holder supports SWCD staff with project management/leadership functions, but generally is not the primary contact person with participating landowners.

KNOWLEDGE, SKILLS AND ABILITIES

Sound knowledge of the current principles and practice of engineering are required. Desired areas of expertise include hydrology, hydraulics, surveying, agronomy, geology, soil science, soil mechanics, structures and related sciences. Knowledge and experience in the areas of erosion control, feedlot pollution abatement and other agronomic conservation practices is highly desirable. A working knowledge of contract administration for construction is also highly desirable, as is a working knowledge of the use of computer-aided design and drafting software and total station surveying equipment.

The position holder must be able to effectively communicate orally and in writing with landowners, design team members, construction contractors and other clientele. Written and oral reports need to have an appropriate level of detail and quality to be easily understood and trustworthy. Negotiation skills are also necessary to help resolve conflicts that may arise with regard to project designs, potential project impacts (known or perceived) and construction.

Sound leadership, supervision and coordination skills are necessary for effective team building technical assistance and project implementation. The position holder must be capable or working with people who have variable interest and expertise.

This position requires a valid driver's license, physical capability to carry equipment over rough terrain and the ability to perform outdoor work in all seasons of the year.

PROBLEM SOLVING

This position holder is expected to be able to analyze technical problems and formulate effective solutions in cooperation with others involved in the accordance with appropriate design standards. The employee should know when and how to find any additional expertise needed to solve technical problems.

FREEDOM TO ACT

The position holder will work under the technical supervision of the lead Engineer. However, design methods and standards should be compatible with NRCS standards, as well as the applicable policies and procedures of the project funding source.

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Wage scale 2016 2%

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
		JPB 2016 Projected Wage Scale (includes 2% Cost of Living over 2015 Wage Scale)																	
3	4	Pre Step	step one	step two	step three	step four	step five	step six	step seven	step eight	step nine	step ten	step eleven	step twelve	step thirteen	step fourteen	step fifteen		
5	6	Range	12.38	13.00	13.65	14.33	15.05	15.80	16.28	16.77	17.27	17.79	18.32	18.69	19.06	19.44	19.83	20.23	
7	8		13.65	14.33	15.05	15.80	16.59	17.42	17.95	18.48	19.04	19.61	20.20	20.60	21.02	21.44	21.86	22.30	
9	10		15.05	15.80	16.59	17.42	18.30	19.21	19.79	20.38	20.99	21.62	22.27	22.71	23.17	23.63	24.11	24.59	
11	12		16.59	17.42	18.30	19.21	20.17	21.18	21.81	22.47	23.14	23.84	24.55	25.04	25.54	26.05	26.58	27.11	
13	14		18.30	19.21	20.17	21.18	22.24	23.35	24.05	24.77	25.51	26.28	27.07	27.61	28.16	28.73	29.30	29.89	
15	16		20.17	21.18	22.24	23.35	24.52	25.74	26.52	27.31	28.13	28.97	29.84	30.44	31.05	31.67	32.30	32.95	
17	18		22.24	23.35	24.52	25.74	27.03	28.38	29.23	30.11	31.01	31.94	32.90	33.56	34.23	34.92	35.61	36.33	
19	20		24.52	25.74	27.03	28.38	29.80	31.29	32.23	33.20	34.19	35.22	36.27	37.00	37.74	38.49	39.26	40.05	
21	22		27.03	28.38	29.80	31.29	32.86	34.50	35.53	36.60	37.70	38.83	39.99	40.79	41.61	42.44	43.29	44.16	
23	24		29.80	31.29	32.86	34.50	36.22	38.03	39.18	40.35	41.56	42.81	44.09	44.97	45.87	46.79	47.73	48.68	
25	26								1yr. 3%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 2%	1yr. 2%	1yr. 2%	1yr. 2%		
27	28	6 mo. 5%	1yr. 5%	1yr. 5%	1yr. 5%	1yr. 5%	1yr. 5%	1yr. 5%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 2%	1yr. 2%	1yr. 2%	1yr. 2%	1yr. 2%	

Salary 2016 2%

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Salary Analysis, Calendar 2016 projected based on JPB pay scale										
3	Includes eligible steps and 2% Cost of Living Increase										
4	Employee	Step	Wage	Yearly	FICA (6.2%)	PERA (7.50%)	Medicare	Total			
5											
6	Pete	32 - 15	\$48.68	\$101,645.98	\$6,302.05	\$7,623.45	\$1,473.87	\$117,045.35	\$1,100.00		
7	Kate	30 - 9	\$38.83	\$81,072.49	\$5,026.49	\$6,080.44	\$1,175.55	\$93,354.98			
8	Jason	24 - 8	\$28.13	\$58,735.48	\$3,641.60	\$4,405.16	\$851.66	\$67,633.90			
9	NEW Tech	24 - 13	\$31.67	\$16,531.62	\$1,024.96	\$1,239.87	\$239.71	\$19,036.16			
10	Totals		\$147.31	\$257,985.58	\$15,995.11	\$19,348.92	\$3,740.79	\$297,070.39			
11											
12	Based on :										
13	3% COLA every year 2004-2009, 2% 2010, 0% 2011, 3% 2012-2013, 1% 2015										
14											
15											
16											
17											
18											
19											
20											

5.53% 2005
6.00% 2006
6.25% 2007
6.50% 2008
6.75% 2009
7.00% 2010
7.25% 2011
7.5% 2015

5/2

Wage scale 2017 2%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	JPB 2017 Projected Wage Scale (includes 2% Cost of Living over 2016 Wage Scale)																
2																	
3	Range	Pre Step	step one	step two	step three	step four	step five	step six	step seven	step eight	step nine	step ten	step eleven	step twelve	step thirteen	step fourteen	step fifteen
4	14	12.63	13.26	13.92	14.62	15.35	16.12	16.60	17.10	17.61	18.14	18.68	19.06	19.44	19.83	20.22	20.63
5	16	13.92	14.62	15.35	16.12	16.92	17.77	18.30	18.85	19.42	20.00	20.60	21.01	21.43	21.86	22.30	22.74
6	18	15.35	16.12	16.92	17.77	18.66	19.59	20.18	20.78	21.41	22.05	22.71	23.16	23.63	24.10	24.58	25.07
7	20	16.92	17.77	18.66	19.59	20.57	21.60	22.25	22.91	23.60	24.31	25.04	25.54	26.05	26.57	27.10	27.64
8	22	18.66	19.59	20.57	21.60	22.68	23.81	24.53	25.26	26.02	26.80	27.60	28.16	28.72	29.29	29.88	30.48
9	24	20.57	21.60	22.68	23.81	25.00	26.25	27.04	27.85	28.69	29.55	30.43	31.04	31.66	32.30	32.94	33.60
10	26	22.68	23.81	25.00	26.25	27.56	28.94	29.81	30.71	31.63	32.58	33.55	34.22	34.91	35.61	36.32	37.04
11	28	25.00	26.25	27.56	28.94	30.39	31.91	32.87	33.85	34.87	35.91	36.99	37.73	38.49	39.26	40.04	40.84
12	30	27.56	28.94	30.39	31.91	33.50	35.18	36.24	37.32	38.44	39.60	40.78	41.60	42.43	43.28	44.15	45.03
13	32	30.39	31.91	33.50	35.18	36.94	38.79	39.95	41.15	42.38	43.65	44.96	45.86	46.78	47.72	48.67	49.64
14			1yr. 5%	1yr. 5%	1yr. 5%	1yr. 5%	1yr. 5%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 2%	1yr. 2%	1yr. 2%	1yr. 2%	1yr. 2%
15		6 mo. 5%	1yr. 5%	1yr. 5%	1yr. 5%	1yr. 5%	1yr. 5%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 3%	1yr. 2%	1yr. 2%	1yr. 2%	1yr. 2%	1yr. 2%
16																	
17																	

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Salary 2017 2%

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Salary Analysis, Calendar 2017 projected based on JPB pay scale										
3	Includes eligible steps and 2% Cost of Living Increase										
4	Employee	Step	Wage	Yearly	FICA (6.2%)	PERA (7.50%)	Medicare	Total	Longevity Pay		
5									\$5 Month @ end of scale		
6	Pete	32 - 15	\$49.64	\$103,655.46	\$6,426.64	\$7,774.16	\$1,503.00	\$119,359.26	\$1,160.00		
7	Kate	30 - 10	\$40.78	\$85,155.50	\$5,279.64	\$6,386.66	\$1,234.75	\$98,056.56			
8	Jason	24 - 12	\$31.66	\$66,111.54	\$4,098.92	\$4,958.37	\$958.62	\$76,127.44			
9	Chris	26 - 9	\$32.58	\$68,017.13	\$4,217.06	\$5,101.28	\$986.25	\$78,321.72			
10	Totals		\$154.66	\$322,939.63	\$20,022.26	\$24,220.47	\$4,682.62	\$371,864.98			
11											
12	Based on :										
13	3% COLA every year 2004-2009, 2% 2010, 0% 2011, 3% 2012-2013, 1% 2015, 2% 2016-17										
14											
15											
16	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 5.53% 2005 6.00% 2006 6.25% 2007 6.50% 2008 6.75% 2009 7.00% 2010 7.25% 2011 7.5% 2015 </div>										
17	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> was R24-14 </div>										
18	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> was R24-9 </div>										
19											
20											

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**SE SWCD Technical Support JPB
Executive Committee Special Meeting
Wednesday, December 7 2016
Conference Room A, 2122 Campus Drive SE, Rochester MN
1:00 PM**

Voting Members Present: Paul Heers, Jr. (JPB Chair & Freeborn SWCD Supervisor), Larry Scherger (JPB Vice-Chair & Dodge SWCD Supervisor)

Others Present: Glen Roberson (JPB Secretary & Host Manager, Goodhue SWCD)

Area 7 District Manager Meeting Attendees: Justin Hanson (Mower), Adam King (Dodge), Terri Peters (Wabasha), Mark Schaetzke (Freeborn), Donna Rasmussen (Fillmore), Dave Walter (Root River), Daryl Buck (Winona), Eric Gulbransen (Steele), Skip Langer (Olmsted), Adam Bielke (BWSR), Dave Copeland (BWSR), Ed Lenz (BWSR), Shaina Keseley (BWSR), Chris Nelson (SE SWCD Tech Support JPB) .

Purpose: To review and approve Amendments to the Joint Powers Agreements for two programs (Nitrogen BMP and MN Ag Water Quality Certification Program) between the MN Department of Agriculture and the SE SWCD Tech Support JPB. To authorize the Chair to approve and sign related sub-agreements to our local partners. To review and support the local priority screening criteria for the RCPP Small Feedlot fix grant with BWSR.

Background: These Amendments will provide the JPB with the resources necessary to continue two programs for the 2017, and to give guidance on the RCPP Small Feedlot Fix Grant.

Actions:

The meeting was called to order by Chair Heers at 1:10 PM. Introductions were made, and Glen Roberson provided an overview of the items on the Agenda.

1. Motion by Larry Scherger, second by Paul Heers to Approve the MN Ag Water Quality Certification Program State of MN Joint Powers Agreement Amendment #2 for \$260,156.40 to Swift Contract #99772; between the MN Department of Agriculture and the SE SWCD Tech Support JPB, and to Authorize the JPB Chair to sign this Agreement; and related Sub Agreements with Local Partners with the following funding amounts: Winona SWCD \$122,500, Whitewater JPB \$29,500, Olmsted County \$5,394.40, Wabasha SWCD \$43,462, and JPB Administration \$4300. Voting Affirmative: Heers, Scherger. Opposed: None. Motion Passed.
A discussion was held on how to best use and allocate \$55,000 for SWCD promotional and technical activities. No action was taken, and Roberson was directed to put this item on the Agenda for the January 2017 JPB meeting for a decision.
2. Motion by Larry Scherger, second by Paul Heers to Approve the Nitrogen BMP State of MN Joint Powers Agreement Amendment #3 for an anticipated \$156,797 to Swift Contract #86805; between the MN Department of Agriculture and the SE SWCD Tech Support JPB, and to Authorize the JPB Chair to sign this Agreement; and related Sub Agreements with Local Partners with the following estimates: Fillmore SWCD \$82,280, Wabasha SWCD \$24,138, MN Extension Service \$42,914, and JPB administration \$7468. Voting Affirmative: Heers, Scherger. Opposed: None. Motion Passed.
3. Discussion was held on the RCPP Small feedlot Fix Grant with BWSR, and a local Priority Ranking Proposal put together by Dave Copeland with local input. There was general agreement supporting this Proposal. Roberson was directed to have our local RCPP committee review this item; and develop a Cost Share Rate Policy for the January 2017 JPB meeting for a decision, along with an action item to authorize sub agreements with local SWCDs that are awarded cost share funding through this program.

4. Discussion was held on the recent meetings with the SE Water Resources JPB, RC&D Director, and the SE SWCD Tech Support JPB on possible cooperative efforts and/or reorganization. All parties see advantages to this effort, and future meetings are planned. An update will be provided at the January 2017 JPB meeting.
5. Motion by Larry Scherger, 2nd by Paul Heers to Adjourn. Voting Affirmative: Gebhardt, Heers. Opposed: None. Motion Passed.

The meeting was adjourned at 2:16 PM.

Respectfully submitted,

Glen Roberson
Secretary

P:\SE SWCD JPB\Word Documents\Executive Committee\Exec Committee minutes December 7 2016.docx

**Southeast Minnesota Water Resources Board
Minutes from January 9, 2017 Meeting**

Commissioners Present: Rodney Peterson (Dodge County), Jake Gillen (Rice County), Duane Bakke (Fillmore County), Gary Peterson (Fillmore County), Brad Anderson (Goodhue County), James Brady (Steele County), Tim Gabrielson (Mower), Steve Jacob (Winona), Rich Hall (Wabasha county). Others present: Linda Dahl (SEMWRB), Mark Gamm (Dodge County), Beau Kennedy (Goodhue County), Glenn Roberson (Goodhue SWCD and TSA Admin), Terry Lee (Olmsted County), Justin Hanson (Mower SWCD), Adam Beilke (BWSR), Shaina Keseley (BWSR), Sheila Harmes (Winona County).

Meeting called to order by Chair Commissioner Brady at 9:00 a.m.

Item 1. Approve January 9, 2017 Agenda: Motion by Brad Anderson to approve the agenda, seconded by Jake Gillen; motion passed unanimously.

Item 2. Election of Officers:

Motion by Steve Jacob to nominate James Brady as Chair, seconded by Jake Gillen; motion passed unanimously. Motion by Duane Bakke to cast unanimous ballot and elect James Brady as Chair, second by Steve Jacob; motion passed unanimously.

Motion by Duane Bakke to nominate Brad Anderson for Vice Chair, seconded by Jake Gillen; motion passed unanimously. Motion by Jake Gillen to cast unanimous ballot and elect Brad Anderson as Vice Chair, seconded by Tim Gabrielson; motion passed unanimously.

Item 3. Approve Minutes of November 14, 2016 Board Meeting: Motion by Brad Anderson to approve the November 14, 2016 Minutes, seconded by Tim Gabrielson; motion passed unanimously.

Item 4. Approve October and November 2016 Budget vs Actual: Motion by Rodney Peterson to approve the October and November 2016 Budget vs. Actual, seconded by Brad Anderson; motion passed unanimously.

Item 5. Recommend Approve Rent Agreement with Fillmore County for SEMW1 Position: Motion by Brad Anderson to approve the rent agreement with Fillmore County, seconded by Jake Gillen; motion passed unanimously.

Item 6. Approve Receipt of Auditors financial statement: Motion by Jake Gillen to approve auditors financial statement, seconded by Tim Gabrielson; motion passed unanimously.
Note: Board requested clarification of line #6156 and status of "other post-employment benefits".

Item 7. Executive Director's Report: Linda Dahl provided a written report for activities including advisory committee recommendations for regional organization. Linda Dahl provided overview of committee's analysis of alternatives that led to a recommendation to pursue "Option B" calling for shared Director services with SE SWCD Technical Support JPB. Motion by Brad

Anderson to further explore Option B with SE SWCD Technical Support JPB, seconded by Rodney Peterson; motion passed with a vote of seven "ayes" and one "nye".

Motion by Rodney Peterson to allow Director to work less than 40-hours per week at her discretion; seconded by Tim Gabrielson; motion passed with seven "ayes"; one commissioner abstained.

Item 8. Motion to Adjourn: Motion by Rodney Peterson to adjourn the meeting, second by Jake Gillen; motion passed unanimously. Meeting adjourned 11:45 a.m.

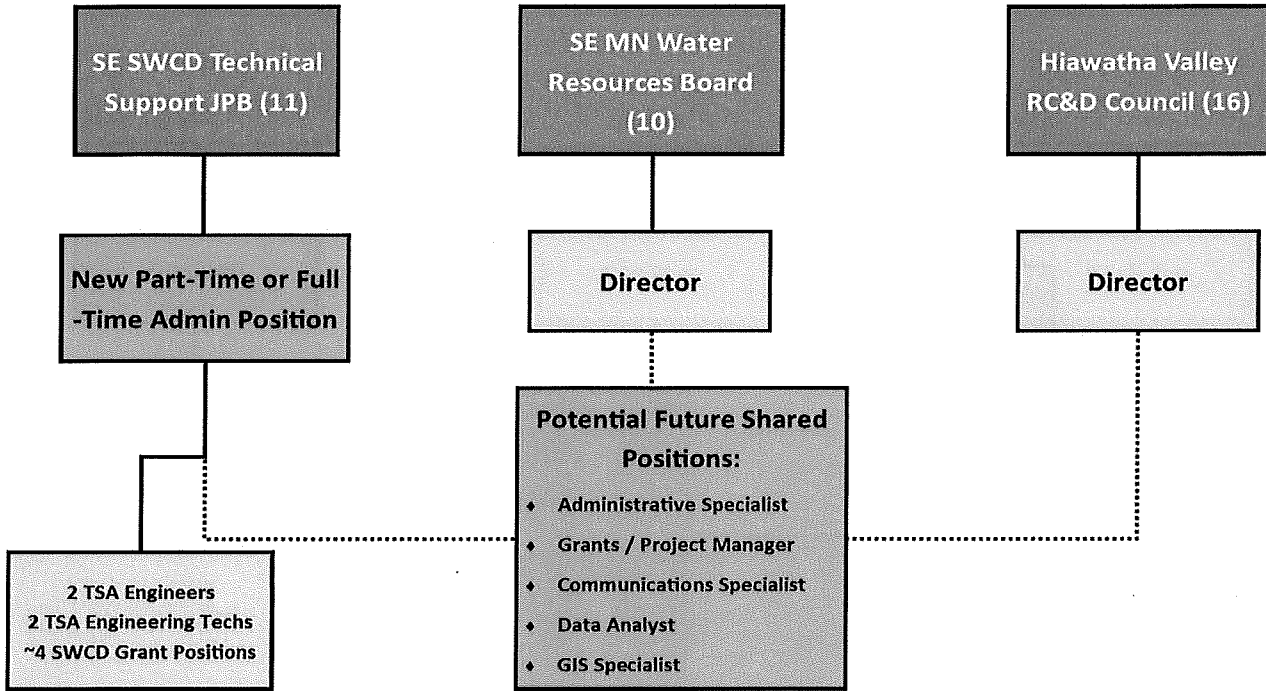
Respectfully submitted,
Mark Gamm, Dodge County Environmental Services Director

Approved: _____ Date: _____
Chairperson

Attest: _____ Date: _____

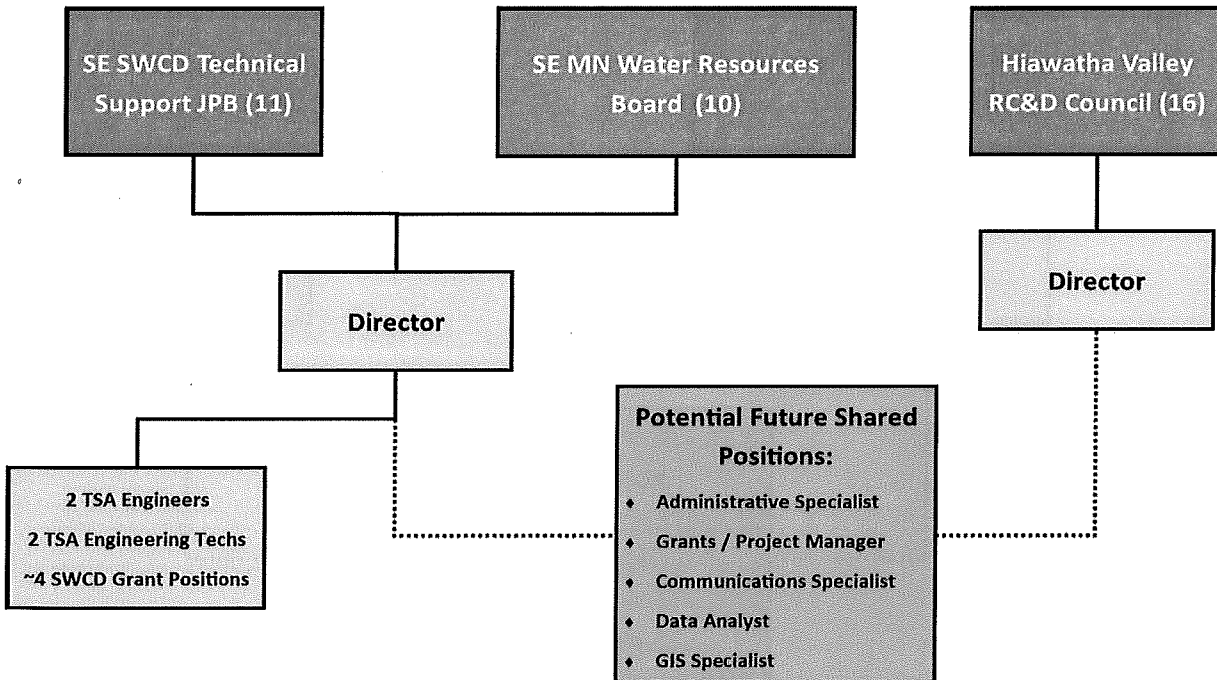
OPTION A

No Organizational Change; Admin Position for TSA



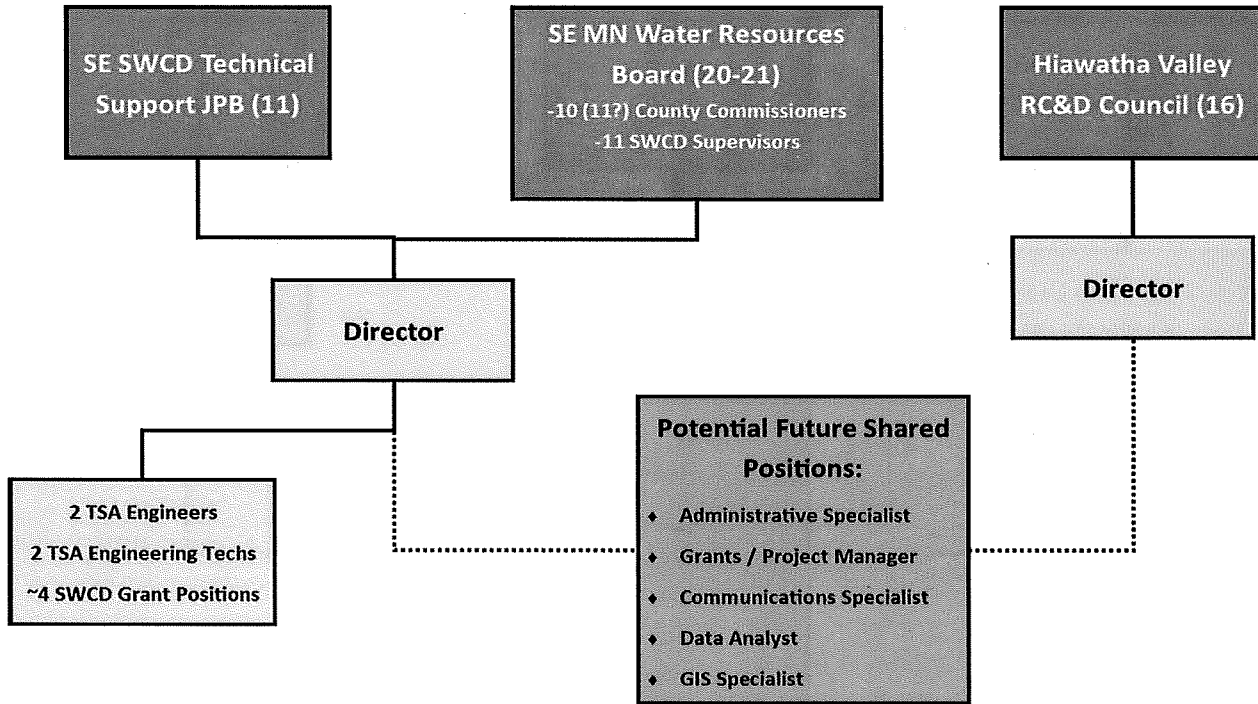
OPTION B

Shared Management; TSA and WRB stay the same



OPTION C

Shared Management; TSA stays same, SEMWRB expands membership



OPTION D

TSA & WRB Replaced by One Combined JPB (with broader mission?)

