

# SE SWCD TECH. SUPPORT JPB MEETING MINUTES

January 28, 2020

**LOCATION:** Rochester Public Utilities Conference Room  
4000 E River Road NE  
Rochester, MN

**VOTING MEMBERS PRESENT:** Larry Scherger-Dodge, Kathryn Tesmer-Fillmore, Paul Heers Jr-Freeborn, John Jaeger-Goodhue, James Gebhardt-Mower, Paul Uecker-Olmsted, Jerry Welke-Root River, Mark Ihlenfeld-Steele, Chuck Fick-Wabasha, Bill Rowekamp-Winona

**Others Present:** Adam King-Dodge, Laura Christensen-Fillmore, Brenda Lageson-Freeborn, Glen Roberson-Goodhue, Delane Krier-Goodhue, Beau Kennedy-Goodhue, Justin Hanson-Mower, Skip Langer-Olmsted, Steve Pahs-Rice, Dave Walter-Root River, Erik Gulbransen-Steele, Terri Peters-Wabasha, Daryl Buck-Winona, Peter Fryer-JPB Engineer, Kate Bruss-JPB Engineer, Jason Rochester-JPB Engineering Technician, Adam Beilke-BWSR, Dave Copeland-BWSR

## CALL MEETING TO ORDER

*The meeting was called to order at 9:30 a.m. by Chairman Jim Gebhardt.*

### **I. AGENDA**

*Motioned by Uecker, seconded by Heers to approve the Agenda as printed.*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

### **II. INTRODUCTIONS AND BACKGROUND**

*Those present introduced themselves and shared who they represent.*

### **III. ORGANIZE JPB FOR 2020**

#### **1. Election of Officers**

- A. Chairperson (Jim Gebhardt, Mower SWCD, incumbent)
- B. Vice Chair (Jim Purfeerst, Rice SWCD, incumbent)
- C. Treasurer (John Jaeger, Goodhue SWCD, incumbent)
- D. Secretary (Not elected, Host District Manager)

*Motioned by Heers, seconded by Ihlenfeld to re-elect the current slate of officers for 2020 as stated above.*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

#### **2. Appointment of all Committees (Chairperson)**

- A. Finance Committee
- B. Personnel Committee
- C. Prioritization Committee
- D. Executive Committee

*Chairman Gebhardt appointed the Committee members for 2020 as discussed (see attached).*

### **IV. SECRETARY'S REPORT**

#### **1. Action on Minutes of July 30, 2019 Regular Meeting**

*Motioned by Uecker, seconded by Jaeger to approve the July 30, 2019 Regular JPB Meeting minutes as printed.*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

2. Action to Affirm Executive Committee Actions from September 26, 2019

*Motioned by Scherger, seconded by Rowekamp to approve the September 26 2019 Executive Committee Special Meeting minutes as printed.*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

3. Action to Affirm Executive Committee Actions from October 8, 2019

*Motioned by Ihlenfeld, seconded by Scherger to approve the October 8 2019 Executive & Personnel Committee Meeting minutes as printed.*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

**V. COMMITTEE REPORTS**

*Glen Roberson presented the following Committee Reports: No actions were taken at this time.*

1. Personnel Committee (January 23, 2020)
2. Finance Committee: (Did not meet since July 2019.)  
Budget for 7/1/19-6/30/2020 has ~ \$54,000 shortfall. Discuss options
3. Executive Committee Meeting: Sept 26 & October 8, 2019.
4. Grants
  - A. NPEA Base Grant: 2020
  - B. Enhanced Technical Service Grants.
  - C. Technical Training & Certification Grant (\$10,000)
  - D. Soil Health Grant: USDA NRCS.
  - E. RCPP Grant: Lower Mississippi River Feedlot Management Original \$820,000 & \$520,000 Amendment to the Current Grant & \$260,000 2020 Grant.
5. Area Technical Assistance Workload & Needs: How to get it done

**VI. ACTION ITEMS**

1. Approve Committee Reports and Act on Recommendations

Personnel Committee

- A. Approve 2020 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. Action on Payroll & Time Sheet Reporting Schedule. Add language to personnel policy "All employees shall be paid by direct deposit on the Friday 7 days after the end of a 2 week pay period, beginning in March 2020."
- D. Action on Equipment / Software Recommendations.
- E. Health Insurance (No action needed, addressed by Exec. Mtg 10/8/2019).

*Motioned by Tesmer, seconded by Jaeger to approve the Personnel Committee Report and Recommendations as presented in the (see attachment)*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

2. Action on Budget for 7/1/19-6/30/2020 has ~ \$54,000 shortfall.

*Motioned by Uecker, seconded by Jaeger to approve the Budget for 7/1/19-6/30/2020 that includes a shortfall of \$54,000 as presented, and directing staff to meet with local partners to gather more information on the deficit and ways of long term funding going forward, and to bring this to a special meeting of the Finance Committee in March of 2020, with a special meeting of the Full Board to follow in Early April 2020..*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

3. Action on Administrative Costs for RCPP Feedlot Grant: Reimburse Goodhue SWCD for Allowable Expenses.

*Motioned by Scherger, seconded by Tesmer to approve the Administrative Costs for RCPP Feedlot Grant: Reimburse Goodhue SWCD for Allowable Expenses including \$8134.50 for RCPP Feedlot Grant Administrative work and \$10,000 JPB Administrative work.*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

4. Action to Authorize JPB Chair to Sign New RCPP Grant Agreements.

*Motioned by Jaeger, seconded by Heers to approve the Authorization of JPB Chair to Sign New RCPP Grant Agreements when received.*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

5. Action on Amendment to RCPP Sub Agreement with Dodge SWCD; Add Funding to Original Agreement for the Currier Brothers Project.

*Motioned by Scherger, seconded by Jaeger to approve the Amendment to RCPP Sub Agreement with Dodge SWCD; Add \$46,984.22 Funding to Original Agreement for the Currier Brothers Project for plan updates including updated wall design and pit reconfiguration for a total of \$232879.89.*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

6. Action to Authorize Host Manager to Sign RCPP Feedlot Sub Agreements for Eligible Planning Costs for Producers Applying for 2020 Implementation EQIP RCPP Cost Share.

*Motioned by Heers, seconded by Ihlenfeld to Authorize the Host Manager to Sign RCPP Feedlot Sub Agreements for Eligible Planning Costs for Producers Applying for 2020 Implementation EQIP RCPP Cost Share.*

*Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

## VII. REPORTS

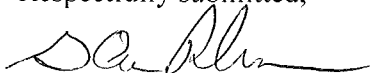
1. Other - none.

## VIII. ADJOURNMENT

*Motioned by Fick, seconded by Heers to adjourn the meeting. Voting affirmative: Scherger, Tesmer, Heers, Jaeger, Gebhardt, Uecker, Welke, Ihlenfeld, Fick, Rowekamp. Opposed: None. Motion passed.*

Meeting was adjourned at 11:50 a.m.

Respectfully submitted,



Glen Roberson  
Secretary

## SE SWCD Tech. Support JPB

### Officers:

2020

Chair	Jim Gebhardt	Mower SWCD
Vice-Chair	Jim Purfeerst	Rice SWCD
Treasurer	John Jaeger	Goodhue SWCD
Secretary (Not Elected)	Glen Roberson	Goodhue SWCD

### Committees:

<b>Personnel</b>	Mark Ihlenfeld	Steele SWCD
	Kathy Tesmer	Fillmore SWCD
	Jim Purfeerst	Rice SWCD
	Daryl Buck	Winona SWCD
	Glen Roberson	Goodhue SWCD
<b>Finance</b>	John Jaeger	Goodhue SWCD
	Paul Uecker	Olmsted SWCD
	Larry Theismann	Wabasha SWCD
	Terri Peters	Wabasha SWCD
	Glen Roberson	Goodhue SWCD
	Pete Fryer	JPB Engineer
<b>Prioritization</b>	Bill Rowekamp	Winona SWCD
	Larry Scherger	Dodge SWCD
	Paul Heers Jr	Freeborn SWCD
	Pete Fryer	JPB Engineer
	Jason Rochester	JPB Technician
<b>Executive</b>	Jim Gebhardt	Chair
	Jim Purfeerst	Vice Chair
	Paul Heers, Jr.	Member At Large (Appointed by Chair)
<b>CTAC COMMITTEE</b>	John Jaeger	Goodhue SWCD
	Jim Gebhardt	Mower SWCD (Alternate)
<b>Organizational</b>	Executive Committee: plus	
	Glen Roberson	JPB Secretary
	Eric Gulbranson	Steele SWCD Manager
	Adam Bielke (Advisor)	BWSR

SE SWCD TECHNICAL SUPPORT JPB  
**Personnel Committee Report**  
January 23, 2020

The meeting was called to order at 10:00 AM at the Olmsted SWCD Conference Room in Rochester MN. Present were: Kathy Tesmer (Fillmore Supervisor), Mark Ihlenfeld (Steele Supervisor), Daryl Buck (Winona), Glen Roberson (Goodhue), Kate Bruss, Chris Nelson, Pete Fryer, and Jason Rochester. Jim Purfeerst (Rice Supervisor) was not able to attend.

Glen reviewed the Agenda Packet with the group. The FY2020 budget and proposed 2020 Wage Scale were reviewed, as we are at the half way point of FY2020. Also reviewed the TSA workload, SE Area Technical needs & opportunities, Billable Rate worksheets and Elink reporting status.

The current Budget shows that we are about \$54,000 short of being fully funded by existing State Grants & local dues (currently \$1000 per member SWCD). The current budget includes \$14,000 to support the Soil Health Position at the Fillmore SWCD (Dean's truck is owned by the JPB). Discussed options to balance the budget, including: Increased dues, prioritizing projects that have technical funding paid to JPB, arrange with 1W1P entities to pay for technical assistance during their implementation. Glen noted that BWSR has special reporting requirements if funds originate from Local Capacity & certain other State Grants (Adam Beilke will provide more details at the full JPB meeting on January 28 2020).

The Committee also reviewed the following items:

- Health Insurance changes were approved at the October 8 2019 Executive / Personnel Committee meeting for JPB staff.
- Payroll timing will be adjusted to allow 1 week for time sheets to be submitted before payments are issued.

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

Training will include attending a Statewide Engineers meeting with NRCS this summer, the Driftless Symposium later this winter in La Crosse, and possible Streambank training for Chris Nelson.

Equipment needs were reviewed. Chris Nelson requested a 'Hands Free' transmitter that would allow cell phone calls while driving his work truck. A budget should be developed to replace work computers, with Kate's likely to be replaced by a Laptop with Docking station. Staff are also looking at purchasing 'Modeling Software' with an anticipated cost of ~\$1200. With the budget shortfall, we will continue to use our existing vehicles until major issues arise and try to allow budget flexibility to replace them at that time.

The Personnel Committee noted again that maintaining quality staff is very important to the future of this JPB. The following is recommended:

- A. *Approve the 2020 wage scale that includes a 2.75% Cost of living increase over the 2019 scale.*
- B. *Approve the JPB staff Step increases, retroactive to Jan. 1, 2020:*
  - i. *Pete Fryer: Range 34, Step 13 (was Range 34, Step 12)*
  - ii. *Jason Rochester: Range 24, Step 15 (was Range 24, Step 14)*
  - iii. *Kate Bruss: Range 32, Step 10 (was Range 32, Step 9)*
  - iiii. *Chris Nelson: Range 26, Step 12 (was Range 26, Step 11)*

The meeting was adjourned at 1:40 PM  
Glen Roberson, Secretary / Host District Manager