

**Becker Soil and Water Conservation District
Board of Supervisors Special Meeting
Thursday, January 31, 2013**

The special meeting of the Becker Soil and Water Conservation District Board of Supervisors was held at 8:00 a.m. on Thursday, January 31, 2013, in the Conference Room of the Ag Center Building, 809 8th St. S.E., Detroit Lakes, Minnesota.

Those present were supervisors Duane Grossman, Tony Beck, Don Lefebvre, Kathy Stenger, Jerome Flottemesch, Dist. Administrative Asst. Ginger Flynn, newly hired Dist. Administrative Asst. Jen Wentz, and Dist. Administrator Brad Grant.

The meeting was called to order at 8:07 a.m. by Chairman Beck.

Clean Water Legacy (CWL) Grant – Brad presented the 2012 CWL grant agreement for signing. The grant is for \$398,000 for projects in western Becker County over the next three years. Due in St. Paul by February 15th along with the completed work plan.

Motion (Stenger, Lefebvre) to approve the application and agreement with the State of Minnesota for grant funding of \$398,000 and authorize Chairman to sign. Affirmative: Unanimous. Carried.

Employee Handbook – a review of the Employment Policy Handbook was presented on the overhead projector and changes were made as discussed during the meeting. A few of the main points discussed are as follows:

- An acronym handout was given to all by Ginger
- There was additional discussion regarding the establishment of committees for Finance and Personnel with further discussion to be completed by Brad and Ginger for any additional committees needed
- A Personnel Evaluation Review form should be added for both the Administrator and employees
- A Definitions page should be added
- The completed Handbook, including all format and typing changes, shall be reviewed for approval during the February Board meeting

Other Non-Action Items

- Our role as a holding/disbursement office for the Bad Medicine Lake grant preparation has increased significantly. We had originally decided on a 15% fee.
- We've been working with the Lindows through a partnership with their Township to slow down the spread of invasive species. Discussion continued regarding our purpose and position on this issue.
- Discussed with Supervisor Jerome Flottemesch a possible date for the next Red River Valley Conservation Service Area JPB meeting. As Chairman of the JPB, Jerome felt the JPB board meeting should be held prior to Ginger's retirement, the MASWCD Area meeting is not yet set and will be after Ginger is gone. Jerome set March 13th as the date

for the next RRVCSA JPB meeting. Ginger will check to see if any conflicts exist with other SWCD's in the area regular meetings.

- Brad noted that his plans to retire have not changed. The supervisors discussed timelines for filling his position—announcement preparation, advertising, applications, and interviews. Ginger and Brad will prepare an announcement and email out to the supervisors for review before publishing. The supervisors would like the ad to run starting on Feb. 10th through Feb. 22nd. The closing date to receive applications will be Friday, March 1, at 4:30 p.m., with a possible committee review to filter applications during the week of March 4.

Motion (Stenger, Grossman) to approve the advertisement of the District Administrator's position with a closing date to receive applications of March 1, 2013. Affirmative: Unanimous. Carried.

- The Area I Envirothon was also discussed. Some discussion has taken place amongst some Districts' staff of changing the Envirothon funding. Will be discussed at the upcoming Area I employees' training. Staff will keep the supervisors informed in case they wish to discuss this at the Area I MASWCD supervisors meeting.

Being no further business; Motion (Grossman, Flottesmesch) to adjourn at 11:03 a.m. Affirmative: Unanimous. Carried.

Approved: Don Lefebvre, Becker SWCD Secretary

Date: February 20, 2013