* **Minutes of the Pipestone Soil and Water Conservation District Meeting**

**January 14th 9:00 a.m. at EMS building Pipestone, Minnesota**

**Board Members Present:**

Ken Christensen, Chairman

Bill Folger, Vice-Chairman

Ian Cunningham, Secretary/Treasurer

Larry Fenicle, Programs

Cal Spronk, PR&I

**Board Members Absent:**

None

**Others Present:**

Les Nath, Luke Johnson, Tyler Reisch, Kyle Krier, Melissa Rosendahl, Kyle Kuphal

Chairman Christensen called the meeting to order at 9:05 a.m.

**Oath of Office:**

Tyler Reisch, county auditor, swore in two of the three elected supervisors, Ken Christensen and Ian Cunningham.

1. **Approve Agenda**

Motion made by Fenicle, seconded by Cunningham to approve the agenda as presented. Affirmative: all. Oppose: none. Motion carried.

1. **Approval of Minutes**

Motion made by Cunningham, seconded by Folger to approve the minutes of the December board meeting. Affirmative: all. Oppose: none. Motion carried.

1. **Approval of Financial Report & Bills**

Cunningham made a motion to accept and file the financial reports and approve the payment of bills. Fenicle seconded the motion. Affirmative: all. Oppose: none. Motion carried.

**Oath of Office:**

Tyler Reisch, county auditor, swore in the final elected supervisor Cal Spronk.

**New Business:**

1. 2021 Committee Assignments and Election of Officers
   1. Motion made by Cunningham to approve the SWCD officers and committee assignments as presented, motion seconded by Spronk. Affirmative: all. Oppose: none. Motion carried. (2021 officer and committee assignment page attached)

Chairman Folger then took over the meeting.

1. Employee Reviews: Laura DeBeer and Nicole Schwebach
   1. Krier presented Schwebach’s review to the board stating that her review was favorable and suggested to the board that she receive a step increase as of 1/13/2021. Krier presented DeBeer’s review to the board stating that her review was favorable and suggested to the board that she receive a step increase as of 1/4/2021. Spronk made a motion to approve both reviews with step increases. Cunningham seconded the motion. Affirmative: all. Oppose: none. Motion carried.
2. SWCD Policy Review
   1. Rosendahl presented the program policy with a change to the sentence under the Accounting section in which the policy states the SWCD’s annual audit will be completed by February 1st of each year. The annual audit is now due by December 31st of each year. Cunningham made a motion to approve this change in the Pipestone SWCD Program Policy. Spronk seconded the motion. Affirmative: all. Oppose: none. Motion carried.
   2. Rosendahl presented a change in the SWCD Employee Policy in regards to sick and vacation time accrual. To better mirror what the employees are following the change will read that from your beginning date of employment until the completion of your 5th year of employment an employee will accrue 8 hours of sick and vacation time each month. Beginning the 6th year of employment until the completion of the 10th year of employment the accrual rate will be 10 hours each month and the beginning of the 11th year to completion of the 15th year the accrual rate will be 12 hours per month and the beginning of the 16th year of employment and then on the accrual rate will be 14 hours per month. Christensen made a motion to approve this change in the Pipestone SWCD Personnel Policy. Spronk seconded the motion. Affirmative: all. Oppose: none. Motion carried.
3. Pay Equity – Case Maintenance
   1. Krier informed the board that the pay equity annual report has been submitted.
4. Rent contract with City of Pipestone
   1. Krier presented the new 3-year lease with the city. The current lease calls for rent of the 993 square foot office space in 2021 to be $980.00, 2022 will be $1,010.00 and 2023 will be $1,040.00.

**County Commissioner Report:**

Johnson – Attended the online presentation for Industry Day on the lake dredging project. Bids for the project open on January 21, 2021 and close February 11, 2021. The final levy for the county of 1% was approved. Johnson became the elected chairman of the county commissioners.

Nath – Was elected vice-chairman of the county commissioners. The sheriff’s office air handling system will cost approximately $70,000.00 to update.

**Supervisor Reports:**

Cunningham – NACD convention will be virtual this year and the registration fee is $50.00. Since the Pipestone SWCD is a platinum donor there are 5 complimentary registrations that come with that for anyone to use. The 2022 NACD convention location is set for Orlando. Mentioned all the evidence of soil erosion in the area that occurred with the December 23rd wind storm.

Christensen – nothing

Fenicle – attended the RCRCA meeting

Spronk – attended the TSA meeting virtually. A lot of conservation projects happened with such a dry fall.

Folger – nothing

**Manager’s Report:**  Elink reporting is due February 1st, 2021. Schwebach is working on the 319 grant which will be ready to begin this spring. We have four years to spend the funds. One application for RCPP submitted. MASWCD virtual legislative briefing day set for March 18th, 2021.

**Adjournment:**

There being no further business; Chairman Folger declared the meeting adjourned.

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Larry Fenicle, Secretary

**2021 Proposed SWCD Board Positions & Committee’s**

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***Officers***

Chairman - Bill Folger

Vice Chair- Ian Cunningham

Secretary / Treasurer- Larry Fenicle

Programs- Cal Spronk

PR & I- Ken Christensen

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***SWCD Committees***

Personnel – Bill Folger

Ian Cunningham

Conservation & Zoning Liaison- Luke Johnson, County Commissioner

Les Nath, County Commissioner

Bill Folger

Ken Christensen

RCRCA- Primary: Larry Fenicle

Alternate: Ken Christensen

Missouri River 1W1P Primary: Ken Christensen

Alternate: Larry Fenicle

S.W. Prairie T.S.A. - Primary: Cal Spronk

Alternate: Bill Folger