

Mower County Soil and Water Conservation District

Minutes of the Mower County Soil and Water Conservation District on April 8, 2020.

This meeting was held remotely via Zoom video. Hanson led the check-in.

Meeting was called to order by Randy Smith, Board Chairman.

Supervisors Present: Jim Gebhardt
Jon Erichson
Randy Smith
Jim Kellogg
Micah Peterson

Staff Present: Justin Hanson, District Manager
Jeanne Crump, Administrative Assistant

Others Present: Brian DeVetter, NRCS
Gary Kurer, NRCS
Dave Copeland, BWSR

Agenda:

Erichson made a motion to approve the April agenda. Gebhardt seconded the motion.

Crump led a roll call of votes.

Affirmative: Gebhardt, Erichson, Smith, Peterson

Opposed: None

Secretary Report:

Erichson made a motion to approve the minutes of the March 11, 2020 board meeting.

Peterson seconded the motion.

Crump led a roll call of votes.

Affirmative: Gebhardt, Erichson, Smith, Peterson

Opposed: None

Treasurer Report:

Checks Payable:

The treasurers and payables reports were reviewed with the board. Erichson made a motion to approve the treasurers and payables reports, April payroll and to transfer money as needed. Peterson second the motion.

Crump led a roll call of votes.

Affirmative: Gebhardt, Erichson, Smith, Peterson

Opposed: None

Erichson made a motion to approve that April and May monthly checks be signed by Hanson and Crump. Gebhardt seconded the motion.

Crump led a roll call of votes.

Affirmative: Gebhardt, Erichson, Smith, Peterson

Opposed: None

NRCS Report:

DeVetter and Kurer updated the board on NRCS Programs, to include; the current office staffing rotation, spring construction, wetland team, EQIP, CRP and CSP.

Action Items:

Set New Date for Local Work Group:

Erichson made a motion to set the new date for workgroup meeting for June 10 at 8:00am at the Ag Service Center. If it is not possible to have the meeting in the building, the meeting will be conducted remotely via Zoom. Gebhardt seconded the motion.

Crump led a roll call of votes.

Affirmative: Gebhardt, Erichson, Smith, Peterson

Opposed: None

Kellogg entered the Zoom meeting.

Remote Meeting Resolution:

Hanson explained the resolution for holding remote meetings during the Covid 19 pandemic period. Erichson made a motion to approve the resolution for the Mower SWCD to remotely host and act on business of the district through online link and telephone until such time as it is no longer a health risk to the public, board and staff. Peterson seconded the motion.

Crump led a roll call of votes.

Affirmative: Gebhardt, Erichson, Smith, Kellogg, Peterson

Opposed: None

Sick Leave Policy:

In order to provide clarity on the definition of sick leave eligibility in the Employee Handbook, Hanson proposed an update to the Sick Leave Policy in the Handbook. Kellogg made a motion to update the sick leave policy to reflect conditions below:

Sick leave usage shall be recorded on the employee's time sheet. Sick leave may be authorized for the following reasons:

- i. Illness, disability or injury to the employee, causing absence from work.
- ii. Need by the employee for acute medical or dental care.
- iii. Illness or injury to the employee's child, adult child, spouse, or parent, and up to 160 hours annually for the illness or injury of the employee's grandchild, sibling, mother-in-law and father-in-law, or stepparent, subject to Minnesota Statutes, section 181.943 (as amended).
- iv. Pregnancy related health care and incapacity.
- v. An employee may use sick leave for themselves, and a combined total of 160 sick leave hours annually under this subdivision and (iii) for the relatives listed in iii, for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking as defined in 181.943 (as amended).

Employees claiming sick leave for themselves or family members may be required to file competent written evidence of the qualifying event.

Erichson seconded the motion.

Crump led a roll call of votes.

Affirmative: Gebhardt, Erichson, Smith, Kellogg, Peterson

Opposed: None

TSA Dues for 2020:

Hanson and Gebhardt talked about the Area 7 Technical Service Area dues increase for 2020. Erichson made a motion to approve the dues increase of \$2500 for 2020. Peterson seconded the motion.

Crump led a roll call of votes.

Affirmative: Gebhardt, Erichson, Smith, Kellogg, Peterson

Opposed: None

Staff Update on COVID 19:

Hanson updated the board on the in office/working from home staffing during the COVID 19 pandemic.

Commissioner Report:

No report.

Discussion Items:

Chair Designation of Handbook Committee:

Hanson explained that the Personnel and Policy Handbooks need updating.

Erichson was designated to work with Hanson during this process.

Tree Season and Plan:

Crump talked about the 2020 tree distribution that will take place April 23-24 at Runnings in Austin and the changes that are being made to make it safer during the COVID 19 pandemic.

May Meeting:

The board agreed to plan to conduct the May board meeting remotely.

Supervisor Reports:

Chairman Report:

Nothing added.

Staff Report (See Attached):

The Staff Report and all programs were reviewed.

Meeting was adjourned. The next board meeting will be remotely, May 13, 2020 at 8:00 a.m. unless otherwise stated.

APPROVED _____ DATE _____