

Soil & Water Conservation District

215 1st Avenue South, STE 104, Long Prairie, MN 56347 Phone: 320-732-2644

MINUTES for SPECIAL MEETING of the SWCD Board of Supervisors held on February 14, 2019

- Meeting opened at 8:34 a.m. by Buchholz
Present: Katterhagen, Pesta, Buchholz, Kneisl, Anton
Absent: Williamson; Whitney
- Pledge
- Motion by Katterhagen to approve agenda; 2nd by Pesta. *Approved*

Discussion Item 1:

The board studied the 2015 **Service Agreement between the County of Todd and the Todd Soil and Water Conservation District. (See Attachment 1 with areas of specific interest highlighted in yellow.)**

Anton explained her understanding of the hiring process: Liaison committee>Personnel> if no changes are made to the duties, job is posted; if changes are made, the job description goes through a Springstead Study and then on to the Board for final vote prior to posting> liaison committee interviews top applicants>Hire is made

Kneisl clarified that the primary need was for a Planning & Zoning Administrator.

Pesta clarified that we now have a District Manager for the SWCD and that position is responsible for the management of the SWCD.

Buchholz explained that with the SWCD District Manager being a new position, there may be impacts to the job description of the Director as the previous Director oversaw all components of both the SWCD and Planning & Zoning. The SWCD's primary concern is that the hands of the District Manager should not be "tied" by language previously appointing a specific job assignment to the Director

Katterhagen questioned whether a division was necessary, do we need a director?

Anton responded that it was her understanding that remaining under the Division umbrella, protected the SWCD as an interest and supported office of the County. Said Division would need a Director, of sorts. TSWCD staff are considered employees of the County.

Pesta stated that the purpose of a District Manager was to answer to the SWCD Supervisor's, not the County Board.

Anton added that the County Board may want to re-examine the responsibilities of the Director as with the hiring of the SWCD District Manager, the responsibilities of the Division Director have been significantly reduced by as much as half.

Members read through the job description and made revisions (in red) to clarify where the duties of the Director and the SWCD District manager intersect. (See Attachment 2.) *Two areas in blue were areas Anton found after the fact that may need revisions.*

Buchholz emphasized the importance of maintaining the reputations of both the SWCD and the County.

He expressed a hope that the County Administrator would be present at the Liaison meeting and Ogren- HR, if possible.

Anton informed Board that Ogren requested members of the interview committee.

Pesta requested that Katterhagen and Lee be the appointed interview members and that two SWCD Board members should always be on the interview committee.

Katterhagen said he was not on the liaison committee that Lee and Whitney were.

Pesta made a motion to appoint Katterhagen and Buchholz to the interview committee for the remainder of the year.

Katterhagen 2nd. *Approved*

Buchholz requested to add appointments to the interview committee in each January Board Meeting Agenda.

Discussion Item 2:

Anton explained the County –wide need for a certified Nutrient Management position. A grant through Area 2 has already been obtained to cover the costs of the position and would be managed just like any other grant. The position would be a three year position. The Division does have space to house this position. The position would benefit primarily Todd and Morrison Counties but any Area two County could seek assistance from this position.

Buchholz expressed that it would be good for Todd to have a leadership role in Area 2 and this is one way to make it possible.

Kneisl asked if the position required prior expertise and previous experience in Nutrient Management.

Anton responded yes, that the new hire would need to be certified as a Technical Service Provider.

Kneisl asked who would conduct the hiring of the individual.

Anton responded- it would go through County process.

Kneisl asked if the position would be union.

Anton responded- no, she did not believe it would be as this is a grant funded position.

Anton would complete the job description and bring it to the Liaison Committee- if the Liaison committee thought it viable, it would be on the agenda for the February 25th Personnel committee for review. She did not want to go through any further efforts until after the Liaison committee.

Buchholz asked for further comments. None heard.

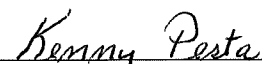
Buchholz adjourned the meeting at 10:10 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on **Thursday, March 14, 2019 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.**

Deja Anton, Minute Prepare



Deja Anton, SWCD District Manager



Kenny Pesta, Secretary

Date

3-14-19

Date

3-14-19

Date