



## SOUTHWEST PRAIRIE TECHNICAL SERVICE AREA

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### Meeting of September 7, 2016

#### **BWSR Conference Room-Marshall, MN**

**Attendance:** Menno Fokken, Yellow Medicine; Russell Hoogendoorn, Staff; Mike Skoglund, Staff; Shelly Lewis, Murray; Kay Gross, Cottonwood; Jeff Johnson, Lac Qui Parle; Allen Deutz, Lyon; Ralph Heiling, Redwood; Paul Posthuma, Murray; Daniel Christianson, Lincoln; Dave Bucklin, Cottonwood; Jim Knipps, Nobles; John Shea, Nobles.

Chairperson Deutz called the meeting to order at 10:05 a.m. Chairperson called for additions and/or corrections to the agenda. No items were added.

**Minutes:** A motion by Fokken seconded by Johnson to approve the June 29, 2016 minutes. Motion carried.

**Budget/Treasurer's Report:** Shelly gave an update of budget and treasurer's report. A motion was made by Knipps seconded by Heiling to accept the budget and treasurer's report as presented subject to audit. Motion carried.

**Personnel Meeting:** The Personnel committee met on August 31, 2016 to review the TSA staff. A motion was made by Johnson seconded by Christianson to approve the personnel review of Foerster and Matthys giving both of them good reviews, to approve completion of their probationary period, and request a step increase retroactive to their sixth month anniversary date. They will both be moved to the next step on the TSA pay scale in the amount of \$18.62/hour. Motion carried. A motion was made by Johnson seconded by Christianson to move all evaluations to January every year for evaluating all employees at the same time. Motion carried.

**BWSR Verification:** The BWSR verification has been completed on the TSA. There were 2 findings and 4 observations. A Corrective Action Response was sent to Julie Krebs, Grants Compliance Specialist Board of Water and Soil Resources.

**Amendment-Sub Watershed Grant:** The amendment for extending the expiration of the TSA Sub Watershed Grant has been approved.

**Furniture/Equipment Purchases:** The TSA is looking at Standing Stations at a cost of \$450.00-\$500.00/desk for a total of around \$2,000.00 for 4 desks and 1 office chair. A motion was made by Fokken seconded by Christianson to approve purchasing the 4 standing stations and a chair. Motion carried.

A discussion followed regarding plat books. There is a company that makes plat books at a cost of \$20.00/book.

The TSA staff requested a tile probe & shovel be purchased for each employee at a cost around \$40.00/each. A motion was made by Posthuma seconded by Knipps to purchase the 4 sets of plat books, tile probe and shovel for each TSA employee. Motion carried.

The next items discussed were the use of cell phones, mifi purchase and reimbursement to the TSA Employees. A motion was made by Knipps seconded by Fokken to go with the staff recommendation subject to approval by personnel committee on a policy cell phone usage reimbursement and to purchase a jetpack MiFi. Motion carried.

**Personnel Policy:** Kay is still working on the personnel policy for the TSA. It should be completed for the January 2017 meeting.

**SWPTSA Staff Report:** The TSA Staff handed out reports on the projects being worked on to date. There are over 130 projects being worked on. There were 11 projects finished since the last meeting.

**Next Meeting:** The next SWPTSA meeting will be on Wednesday, January 11, 2017 at 10:00 a.m. at BWSR conference room in Marshall, MN.

The Personnel meeting will be held on January 4, 2017.

A motion was made by Fokken seconded by Christianson to adjourn the meeting at 11:10. Motion carried.

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Paul Posthuma  
Secretary SWPTSA

Date