

## SOUTHWEST PRAIRIE TECHNICAL SERVICE AREA

2740 22ND ST. SUITE #4

SLAYTON, MN 56172

OFFICE: (507) 836-6061 CELL: (507) 829-5359 FAX: (507) 836-6697

### Meeting of January 1, 2017

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

**Attendance:** Russell Hoogendoorn, Staff; Mike Skoglund, Staff; Shelly Lewis, Murray; Kay Gross, Cottonwood; Jeff Johnson, Lac Qui Parle; Allen Deutz, Lyon; Paul Posthuma, Murray; Daniel Christianson, Lincoln; Tom Muller, Cottonwood; John Shea, Nobles; Cal Spronk, Pipestone; Jerry Nelson, Yellow Medicine; Delon Clarksean, Yellow Medicine.

Chairperson Deutz called the meeting to order at 10:00 a.m. Chairperson called for additions and/or corrections to the agenda. The 2016 Final Financial NPEA Grant was added.

**Minutes:** A motion by Posthuma seconded by Christianson to approve the September 7, 2016 minutes. Motion carried.

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

**FY2016 Final Financial:** A motion was made by Christianson seconded by Johnson to approve the FY2016 Final Financial Report for the NPEA Grant. Motion carried.

**Personnel Meeting:** The Personnel committee met on January 4, 2017 to review the TSA staff. A motion was made by Johnson seconded by Christianson to approve the personnel review of Foerster, Matthys, Skoglund, and Hoogendoorn giving all of them good reviews, to approve a 2% COLA for 2017 to all employees and a step increase to Foerster and Matthys. Motion carried.

**Election of Officers for Calendar Year 2017:** A motion was made by Muller to nominate Allen Deutz as Chairperson, asking 3 times and hearing none a motion was made by Christianson seconded by Posthuma to cease nominations and cast a unanimous ballot. Motion carried. A motion was made by Johnson to nominate Tom Muller as Vice Chairman, asking 3 times and hearing none a motion was made by Nelson seconded by Posthuma to cease nominations and cast a unanimous ballot. Motion carried. A motion was made by Muller to nominate Posthuma as Secretary/Treasurer, asking 3 times and hearing none a motion was made by Johnson seconded by Muller to cease nominations and cast a unanimous ballot. Motion carried.

**Appointments to Sub-Committees 2017:** A motion was made by Christianson seconded by Johnson to keep the committees the same. Motion carried. The appointments to the sub-committees are as follows: Personnel Committee (Deutz, Knips, and Muller), Executive Committee (Officers).

**2017 Depositories for TSA Funds:** A motion was made by Spronk seconded by Muller to keep Minnwest Bank Slayton as the 2017 depository for the SWPTSA funds. Motion carried.

**Capitalization & Depreciation:** A motion was made by Johnson seconded by Christianson to set the capitalization threshold at \$5,000.00 and use straight-line depreciation. Motion carried.

**Grant Match for 2017:** The TSA 2017 match requirements and designated funding source for TSA Engineering Assistance are as follows:

| Grant                 | Amount           | Match Requirement   |
|-----------------------|------------------|---------------------|
| NPEA Grant            | \$150,000        | 10% \$15,000        |
| Enhanced Part 1 Grant | \$125,000        | no match            |
| Enhanced Part 2 Grant | <u>\$115,000</u> | 25% <u>\$28,750</u> |
| Total                 | \$390,000        | 43,750              |

Per District Contribution-  $\$43,750/11 = \$3,978.00$

A motion was made by Muller seconded by Spronk to request \$3,978 from each District for 2017. Motion carried.

**2017 TSA Contracts:** A motion was made by Spronk seconded by Posthuma to approve the following TSA Contracts:

Contract for Services-Administrator & Host District-Cottonwood

Contract for Services-Rock SWCD to house the SWPTSA Engineer

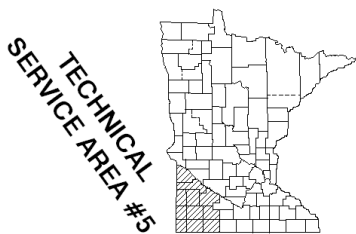
Contract for Services-Murray SWCD to house the SWPTSA Senior Engineer Technician & Junior Engineer Technician

Motion carried.

**Personnel Policy Update:** A working draft has been completed for the TSA Personnel Policy Handbook. A copy of the handbook was given to policy board members at the meeting and will also be sent to each SWCD office. A motion was made by Spronk seconded by Nelson to approve the personnel committee to meet and review the policy. Motion carried.

**2017 Employee Contribution for Insurance:** The current TSA contribution for insurance is \$1,000 for family health insurance and \$500 for single health insurance. A discussion followed regarding the insurance premium going up. A motion was made by Spronk seconded by Muller to pay \$1,200 for family health insurance and \$600 for single health insurance. Motion carried.

**SWPTSA Staff Report:** The TSA Staff handed out reports on the projects being worked on to date. There are 35 new projects being worked on and 33 projects constructed. The TSA handed out their year-end report. A discussion followed regarding the Auto Cad Civil 3D. The subscription is yearly for Mike & Russ. The 2 TSA technicians cost to purchase the license is \$6,255/each. A motion was made by Johnson seconded by Spronk to purchase 2 license for the TSA technicians, 2 subscription renewals at \$975.00/each and to allow purchasing the renewal every year upon due up to \$1,500/ea. Motion carried.



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**BWSR Report:** Beckler updated the TSA Board on different deadlines for the SWCDs which included eLink reporting, work plans, one watershed one plan. CREP 3 will be out next week. There will be a new Supervisors training in March or April.

**Next Meeting:** The next SWPTSA meeting will be on Wednesday, March 29, 2017 at 10:00 a.m. at BWSR conference room in Marshall, MN.

The Chairman adjourned the meeting at 11:54 a.m.

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Paul Posthuma  
Secretary SWPTSA

Date