

## **DISTRICT SPECIAL BOARD MEETING**

Thursday, October 22, 2019

8:30 A.M.

Conservation Building

912 Houston Street

Preston, MN 55965

### **Minutes**

MEMBERS PRESENT: Tim Gossman, Brian Hazel, Bob Pickett, Kathy Tesmer, Travis Willford

MEMBERS ABSENT: None.

OTHERS PRESENT: Laura Christensen, Sue Wiegrefe

Gossman called the meeting to order at 8:43 a.m. A quorum is present.

#### **I. AGENDA**

Motioned by Willford and seconded by Hazel to approve the agenda. Affirmative: Tesmer, Pickett, Willford, Hazel, Gossman. Opposed: none. Motion carried.

#### **II. TREASURER'S REPORT (none)**

#### **III. CONSENT AGENDA**

Motioned by Tesmer and seconded by Hazel to approve the following consent agenda items:

A. Consider payment of Minnesota Valley Testing Laboratories (MVTL) invoice in the amount of \$2,122,00 via MDA N BMP Outreach grant.

Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

#### **IV. REPORTS (none)**

#### **V. OLD BUSINESS**

A. Consider Baker Tilly Classification/ Compensation study report

Gossman opened by stating the Board needs to establish whether they feel the report is valid given the time elapsed, the response rate, and the methodology employed.

Christensen reported on the input she had received from staff during her one-on-one meetings with them:

- The consensus in the best options are either 1 or 2
- They especially felt the years of service/ (employed at Fillmore SWCD) was not valid as it may not reflect total years of experience
- another suggested using TSA rates as comparables (for Willis Goll)
- it is unrealistic to expect there to be a comparable position reported for all employees
- the subject was brought up that accounting for our larger size of office is difficult to factor in, especially for administrative positions

Hazel noted that in particular the Water Management Coordinator and District Administrator positions have seen greatest turnover and might merit a bump in step or grade.

Gossman: We need to ensure fairness relative to outside world but also fairness among Fillmore employees.

Concerns with report:

- How were rates for employees without comparable reports determined?
- Why is there such a great disparity in Technicians' wage rates?
- Baker Tilly doesn't seem to have same assessment of value of our employees as Board does
- Board needs to pick a complete Option, not pick and choose by position. The 3<sup>rd</sup> party is what gives objectiveness to the process

Special Board meeting was scheduled for 8:30 a.m. on November 7, 2019

Christensen was tasked with:

- o Christensen was tasked to confer with Baker Tilly and ask them to develop a hybrid option that addresses our concerns. She will then discuss with Gossman prior to special board meeting.
- o asking a lawyer or accountant if it is legal/customary to pay back pay to individuals no longer in the employment of the District
- o And... to assess any new proposal for how it would impact the budget in the next few years

Tesmer noted that the terms used in the Job Titles may need to be reviewed. Specialist seems to be quite narrow in scope and Coordinator and Technician can be ambiguous. Willford questioned if rates/grades/steps should be correlated with sign-off ability on project designs (JAA).

## **VI. NEW BUSINESS**

- A. Consider HSA Contributions to Fillmore SWCD staff participating in District-offered health insurance

Wiegrefe was asked to locate the minutes of the meeting in September or October of 2017 where the previous decision was recorded and distribute to the group via email.

Tesmer noted that in a recent meeting on Joint Powers Board (JPB) compensation the decision was to contribute \$1,000/yr. for individuals and \$1,500/yr. for family policies.

No vote was taken.

B. Consider amendment to Fillmore SWCD Personnel Policy Handbook policy 1.2 Probationary Period

Christensen noted according to above policy employees in the probationary period (12 months from Date of Hire) are only eligible for a Cost of Living Allowances (COLA) increase but no increase in base wage rate

Gossman: noted that in this case there is a special adjustment to all wages and it would be appropriate to pass an exception to the policy when the new pay scale is adopted.

No vote was taken.

**VII. ACCOUNTS PAYABLE (none)**

**VIII. ADJOURNMENT**

Motioned by Hazel and seconded by Tesmer to adjourn the meeting. Affirmative: Pickett, Tesmer, Willford, Hazel, Gossman. Opposed: none. Motion carried.

The meeting was adjourned at 11:58 a.m.

Respectfully Submitted,

Bob Pickett