

**Minutes of the Special Meeting of the Board of Managers
Of the Two Rivers Watershed District
Held: December 16, 2015 @ 8:00 a.m.**

The Board of Managers of the Two River Watershed District held their regular meeting beginning at 8:00 a.m. on Wednesday, December 16, 2015 at the District Office located in the Kittson County Courthouse in Hallock, Minnesota.

Managers present included, Secretary Daryl Klegstad, Treasurer Darrel Johnson, Allen Brazier, & Gary Johnson. President Roger Anderson, Vice President Jim Kukowski, and Paul Olsonawski were absent.

Others present included District Administrator Dan Money, District Technician Matt Thompson, and Attorney Jeff Hane.

The meeting was called to order by Treasurer Johnson. The purpose of the special meeting was noted to discuss employee salaries and also to discuss the Rules of the Two Rivers Watershed District.

Employee Wage Review:

Discussions were carried forward from the December 1, 2015 regular meeting, where the matter was of employee review and wages was discussed and tabled. The recommendations of the personnel committee were reviewed and discussed. Manager Brazier indicated the committee recommends a 13.8% increase for the Technician, re-naming the position to "Head Technician", and a 3% increase for the Administrator. Insurance offered to employees would remain the same as 2015, a \$500 per year clothing allowance would be instituted for each employee, cell phone allowance would remain the same for the Administrator and for the Technician would be changed from \$10/month to \$80/month, annual leave (vacation) for both positions would be based upon years of service (2.25 days/month for the Administrator and for the Technician 1.75 days/month).

Brazier stated the reason for the disparity in percent increase was that the committee would like to see the salaries closer together than they currently are and that the recommendation was not based upon any comparable salary information or data, rather the Committee simply picked a number that they felt was adequate. District Administrator Money handed out a salary survey that was done by the Minnesota Association of Watershed Districts, and also information regarding both positions that he had obtained from the member watershed districts of the Red River Watershed Management Board. He stressed that in order to be fair to both employees, salaries should be based upon a classification of job duties and years of service, and be comparable to similar jobs within the area.

Discussion was held with regard to a 'step' scale for each position, job descriptions and duties, and the current employment policies of the District. A **motion** was made by Brazier and **seconded** by D. Johnson to accept the recommendations of the personnel committee. The **motion failed upon a 2 -2 vote**. A **motion** was then made by Klegstad and **seconded** by G. Johnson to offer the personnel committee's recommendation for the Technician position and to offer the committee recommendation for the Administrator position with the exception that it be a 5% increase rather than a 3% increase. The **motion was approved upon a 3-1 vote**.

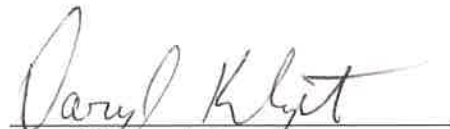
The personnel committee would like to work on a new pay step scale that will reflect current wages and be adaptable to reflect cost of living changes. They would also like to review and make changes to job duties for each position. Both the District Administrator and the Head Technician were directed to review their job duties and present to the Board a revised draft job description for the two positions.

Rules of the Two Rivers Watershed District:

The Board of Managers took up the issue of after the fact permit fees, how to deal with permit applications and permit violations, enforcement of the Rules, and other procedural items with regard to permits. Several recent case studies were discussed, with some being relatively easy to deal with but others more involved and in need of specific directions from the Board on how to handle each situation. Attorney Hane and Administrator Money offered their technical recommendations, and it appears that most of the changes the Board would like to see can be dealt with in the 'policies' section of the Rules. Therefore, the Board can discuss and approve any proposed changes at their Annual Meeting, and will not need to go through a complete Rules revision. It was decided to table the matter until the Annual Meeting, to be held on January 6th, 2016. J. Hane and D. Money will provide a draft of the proposed changes to be discussed and acted upon at the annual meeting.

With no other matters to come before the Board of Managers, the meeting was adjourned.

Attest:


Daryl Klegstad, Secretary


Darrel Johnson, Treasurer