

**POPE SOIL & WATER CONSERVATION DISTRICT
SPECIAL BOARD MEETING MINUTES
7:00 am July 29, 2013
Meeting site: USDA Service Center,
1680 N. Franklin Street
Glenwood, MN 56334**

Supervisors: Mike Billehus, Keith Nygaard, Gary Reents, Tom Talle

SWCD Staff: Matt Fischer

Guests:

Meeting Agenda:

1. Chair Nygaard called the meeting to order at 7:05 a.m.
2. Motion by Billehus, second by Talle to accept the agenda as presented. Carried.
3. Motion by Reents, second by Billehus to close meeting at 7:10 a.m. to discuss staffing. Carried.
4. Motion by Reents, second by Talle to hire Matt Fischer as Pope SWCD District Manager. Carried.
5. Motion by Billehus, second by Talle to accept Job Description for District Manager as written by Fischer dated July 2013. Carried. (See Attached)
6. Motion by Talle, second by Reents to raise Fischer's pay \$1.00/hour starting August 1, 2013. Carried.
7. Chair Nygaard opened the meeting at 7:35 a.m.
8. Motion by Reents, second by Billehus to approve Job Descriptions for District Technician, Farm Bill Technician, and Administrative Assistant as written by Fischer dated July 2013. Carried. (See attached)
9. Motion by Talle, second by Reents to approve Job Announcements for Farm Bill Technician and Administrative Assistant as printed. Carried. (See attached)
 - o Fischer will distribute through MASWCD, MACDE, Pope SWCD website, local newspapers, college websites, and other sources as he sees fit
10. Motion by Talle, second by Billehus to approve Cooperative Weed Management contract PSCWMA10-05, thistle control for Mary Hamre in the amount of \$771.76. Carried
11. Motion by Reents, second by Talle to approve final payment for PSCWMA10-05 in the amount of \$771.76. Carried.
12. Motion by Billehus, second by Reents to approve Cooperative Weed Management contract PSCWMA10-06, thistle control for Pat Rathke in the amount of \$750.00. Carried.
13. Motion by Talle, second by Reents to acquire a Jetpack from Verizon wireless for internet on the laptops not on the USDA system. Carried.
 - o The device is free with a 2-year contract and the price is \$50/month for 5 mb of data. This will be very useful for summer interns and possibly the Administrative Assistant. If the service is only needed during the summer, it can be suspended when not needed at no charge.
14. Motion by Reents, second by Billehus to adjourn the meeting at 8:20 a.m. Carried.