

**POPE SOIL & WATER CONSERVATION DISTRICT
SPECIAL BOARD MEETING MINUTES
7:00 am August 6, 2013
Meeting site: USDA Service Center,
1680 N. Franklin Street
Glenwood, MN 56334**

Supervisors: Mike Billehus, Keith Nygaard, Gary Reents, Randy Pederson, Tom Talle
SWCD Staff: Matt Fischer
Guests: Jeff Hellermann – NRCS DC

Meeting Agenda:

1. Chair Nygaard called the meeting to order at 7:08 a.m.
2. Fischer presented his resignation letter to the Board. (See attached)
3. Discussed Job Announcement for District Manager
4. Motion by Pederson, second by Billehus to approve Job Announcement as written by Fischer dated August 2013 with changes as discussed. Carried. (See attached)
 - o Fischer will make changes as discussed and distribute to local newspapers, Pope SWCD website, MASWCD, and MACDE, and others as he sees fit
5. Discussed Hiring process
 - o Fischer, Kelly Erickson, and Hellermann will screen applications for Farm Bill Technician and Administrative Assistant and bring list of qualified applicants to Board Meeting on August 20th.
 - o Board and staff will select candidates to interview at Board Meeting on August 20th.
 - o Fischer will contact applicants to schedule interviews for Friday, August 23rd.
 - o Fischer, Erickson, and Hellermann will screen applications for District Manager.
 - o Personnel committee and staff will meet early the week of August 26th to select candidates to interview
 - o Someone yet to be determined will contact applicants to schedule interviews for a date unknown at this time
 - o Fischer's last day will be August 23rd, but he will try to make it back for the interviews.
6. Motion by Reents, second by Talle to adjourn the meeting at 7:54 a.m. Carried.