Managers present: Brad Kramer, Al Bakken, Mick Delger, Gary Pestorious and Dan DeBoer

Managers absent: Joe Pacovsky and Mike Hanson

Chairman Pestorious called the Special Meeting to order June 25, 2019 at 8:30 a.m. at the Shell Rock River Watershed District, 214 West Main St., Albert Lea, MN 56007.

Manager DeBoer offered the following motion:
  Move to approve the consent agenda as follows:
  a. Minutes of the June 11, 2019 Personnel Committee Meeting
Manager Kramer seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

Manager DeBoer offered the following motion:
  Move to approve the agenda with the following additions:
  1. Motion to Approve Project Partnership with Pheasants Forever for North American Wetlands Conservation Act (NAWCA) Grant
  2. Resolution 2019-13 Initiate Fountain Lake Pioneer Lakeshore Restoration
Manager Delger seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

Administrator Henschel explained the project partnership between the SRRWD and Pheasants Forever for the North American Wetland Conservation Act (NAWCA) grant for $1,000,000 that will be used for a wetland acquisition.

Manager Delger offered the following motion:
  Move to approve Project Partnership with Pheasants Forever for North American Wetlands Conservation Act (NAWCA) Grant.
Manager Bakken seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

Administrator Henschel discussed the Pioneer Park Restoration project. The LSOHC grant funded restoration will include in-lake habitat features, lake shore grading, and enhancement.
Manager Kramer offered the following motion:
  Move to introduce Resolution 2019-13 as follows:

Resolution 2019-13
Fountain Lake Pioneer Lakeshore Restoration
WHEREAS, the Shell Rock River Watershed District Board of Managers (“Board of Managers”) pursues the mission of implementing reasonable and necessary improvements to the water-related and other natural resources within its boundaries;

WHEREAS, the Shell Rock River Watershed District (the “District”) is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the “Plan”);

WHEREAS, project goals and objectives set forth in the Plan include:

- Maintain water quality and clarity in Fountain Lake;
- Improve and enhance habitat;
- Prevent further erosion on lakeshore;
- Improve and enhance game fish habitat.

WHEREAS, the District has identified a potential project in Fountain Lake Pioneer Lakeshore Restoration to restore wildlife habitat and lakeshore stabilization, consistent with the goals of the Plan;

WHEREAS, the project would restore and enhance habitat;

WHEREAS, in addition to restoration and enhancement, the potential project will increase structure within the lake;

WHEREAS, the District has pursued a comprehensive watershed approach to reduce sedimentation and improve water quality including filter strips, rock inlets, nutrient management systems, water and sediment basin installations, rough fish management practices, installation of fish barriers, septic system inspections, stream bank and ditch restoration projects and the installation of rain gardens.

THEREFORE be it hereby resolved that the Shell Rock River Watershed District:

Sec. 1: Initiates “Project No. 2019-02 Fountain Lake Pioneer Lakeshore Restoration”
Sec. 2: Authorizes District Staff to negotiate appropriate professional services agreements to promote and complete Fountain Lake Pioneer Lakeshore Restoration efforts.
Sec. 3: Authorizes District Staff and the District’s attorney to negotiate with area landowners for any necessary easement or fee title acquisition, subject to approval by the Board.
Sec. 4: Authorizes District Staff to conduct work as needed to present this project to the Board for review and public hearing as required by law.

Manager DeBoer seconded the motion.
On a roll call vote, the following managers voted in favor of said resolution: Delger, Kramer, Bakken, DeBoer, and Pestorious. Chairman Pestorious declared the resolution passed.
Administrator Henschel explained the request for $7,500,000 in state bond funding for continued restoration and dredging of Fountain Lake.

Manager Delger offered the following motion:

Move to introduce Resolution 2019-14 as follows:

 Resolution 2019-14
 Bonding fund Application

WHEREAS, The Shell Rock River Watershed District Board of Managers (“Board of Managers”) pursues the mission of improving water quality within its boundaries;

WHEREAS, The Shell Rock River Watershed District (the “District”) is charged with implementing the Shell Rock River Watershed District Watershed Management Plan (the “Plan”);

BE IT RESOLVED that the Shell Rock River Watershed District (hereinafter referred to as “Authorized Official” or “District”) acts as legal sponsor for the project contained in the 2020 Bonding Request application for Fountain Lake Sediment Dredging (the “Project”) to be submitted on June 28, 2019 and that Authorized Official is hereby authorized to apply to the State of Minnesota (the “State”) for funding of this Project on behalf of the District.

BE IT FURTHER RESOLVED that the District has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate acquisition, maintenance and protection of the proposed Project.

BE IT FURTHER RESOLVED that the District has not violated any Federal, State, or local laws pertaining to fraud bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of the application by the State, the Authorized Official may enter into an agreement with the State for the above-referenced Project, and that the District certifies that it will comply with all applicable laws and regulations as stated in the contract agreement.

NOW, THEREFORE BE IT RESOLVED that Andy Henschel, Administrator for the Shell Rock River Watershed District, is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the District.

I CERTIFY THAT the above was adopted by the Board of Managers of the Shell Rock River Watershed District on June 25, 2019.

Manager DeBoer seconded the motion.

On a roll call vote, the following managers voted in favor of said resolution: Delger, Kramer, Bakken, DeBoer, and Pestorious. Chairman Pestorious declared the resolution passed.

Program/Project Manager, Courtney Phillips, discussed the BWSR Targeted Watershed Wasmoen-Pickerel Lake Wetland Restoration. With the approval of the plans and an established project, the
SRRWD put the project out for bids. Two bids were received. Due to a conflict of interest, Manager Bakken recused himself from discussion and abstained from voting.

Manager DeBoer offered the following motion:

Move to award Jensen Excavating and Trucking LLC as the Contractor for the Wasmoen-Pickerel Lake Wetland Restoration.
Manager Kramer seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

Technical Specialist, Scott Christenson, discussed the easement agreement for the LSOHC funded restoration on the west side of Pickerel Lake.

Manager DeBoer offered the following motion:

Move to approve Pickerel Lake Site 12 Easement Agreement.
Manager Delger seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

During Manager’s Items, Manager Delger discussed the Personnel Committee’s performance reviews and wage adjustments. These recommendations were the work that the board began nearly a year ago to determine accurate job descriptions and fair, competitive pay for the District employees. Given the restructuring of jobs in the office and additional duties in early 2018, SRRWD board committed to a third-party job and salary survey by Noah & Associates. The survey was completed in October 2018 and in May 2019 the board approved new job descriptions and salary structure.

Personnel Committee recommends that the SRRWD Board approve performance review and wage survey adjustments effective July 1, 2019 as follows:

1. Education/Outreach Coordinator and Administrative Assistant
   a. 4% Performance Review Increase
2. Financial Tech II
   a. 4% Performance Review Increase
3. Technical Specialist I
   a. 15% Wage Survey Adjustment
   b. 4% Performance Review Increase
4. Program/Project Manager I
   a. 15% Wage Survey Adjustment
b. 4% Performance Review Increase
5. District Administrator
   a. 4% Wage Survey Adjustment
   b. 4% Performance Review Increase

Manager DeBoer offered the following motion:
   Move to approve Personnel Committee Recommendations on Performance Reviews and
   Wage Adjustments as presented Effective July 1, 2019.
Manager Bakken seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.

The next board meeting is scheduled for July 9, 2019 at the City Council Chambers.

Manager Bakken offered the following motion:
   Move to adjourn the meeting.
Manager Delger seconded the motion.
After discussion, a vote was taken and the motion was unanimously approved.