

BROOKINGS COUNTY CONSERVATION DISTRICT BOARD OF SUPERVISORS
SPECIAL MEETING
WEDNESDAY, JULY 27, 2016 8:00 AM
LOCATION: BCCD BUILDING

Present: Jerry, John, Darrel, Rick, Joel.

Meeting was called to order by Joel at 8:00 a.m.

Board discussed the update of the Personnel Policy Manual which was completed by Teree A. Nesvold, Deputy States Attorney in Brookings County.

John made motion to approve the Personnel and Safety Manual, Rick 2nd the motion. After discussion, the motion was approved.

Board reviewed the Health Insurance program available to the employees.

Joan and Jon have decided to not participate in the BCCD State Health Insurance Program that is available. Therefore, a motion was made by Darrel and 2nd by Joel that BCCD will provide a Benefit Contribution to each full time employee towards their own personal insurance expense of \$300.00 per month. Motion was approved.

Board reviewed the full time employees' wages.

Joan: A motion was made by Rick and 2nd by John to increase her wage to \$24.00/hour and that this is based on a 36 hour work week. Overtime will not be paid unless Joan works over 40 hours in a given pay cycle. She will continue to have Friday afternoons off. Motion carried.

Jon: A motion was made by Rick and 2nd by John to increase his wage to \$23.00/hour and that this is based on a 40 hour work week. Motion carried.

Pay increases to be effective 1-1-2016.

Board discussed the facility at 130 42nd St. (Shop).

Landscaping: Jon to visit with some of the part time employees to see if they can clean up the current landscape areas by the building and north of the shop. The board agreed that the larger planter area north of the shop could be removed and planted to grass. New wood chips should be added if needed in the planted areas.

Clean up: Board would like electric poles to be moved south of the shop and mow this area. The office should be cleaned by Kay again ASAP and the dehumidifier needs to be started in the office area with a hose to drain into the floor drain and leave running to reduce the humidity.

Motion was made to adjourn meeting at 9:50am by Jerry and 2nd by Rick. Motion carried.

Next meeting is on Tuesday August 2nd at 8:15 a.m.

John D. Heylens

Recording Secretary