



Blue Earth County

Soil & Water Conservation District

1160 South Victory Drive, Suite #5
Mankato, MN 56001
(507) 345-4744
(507) 345-6036

Approved Minutes of Special Meeting July 26, 2018

Supervisors Present: Chairman: Emily Javens, Vice-Chairman: John Rollings, Treasurer: John Shanahan, Secretary: Carol Krosch, and PR&I: William Gardner

Staff Present: District Manager: Jerad Bach

Guests: None

Proceedings: Meeting called to order by Vice-Chairman Rollings at 5:00 p.m.

Pledge: All present said the Pledge of Allegiance.

HOUSEKEEPING

Agenda: Gardner moved to approve the agenda, seconded by Krosch. **Motion adopted.**

OPEN COMMUNICATIONS

Guests: None

NEW BUSINESS

Position Vacancy: Bach reviewed the position announcement that was put together for the Administrative Specialist along with the tasks and duties of all staff positions. Javens arrived and took over Chair duties at 5:30. The board reviewed and discussed the position announcement. Gardner moved to approve the starting pay range of \$18 - \$24 depending on experience, seconded by Rollings. **Motion adopted.** The board discussed and made adjustments to the rest of the position announcement. Rollings moved to approve the administrative specialist position announcement for posting with a closing date of August 17, 2018, seconded by Krosch. **Motion adopted.**

Adjourn: There being no further business Javens adjourned the meeting.

- * Meeting adjourned at 6:31 pm
- * Next regular meeting will be held August 9, 2018
- * Minutes submitted by Jerad Bach, District Manager

Approved Date: _____ Carol Krosch, Secretary _____

Approved Date: _____ John Rollings, Vice-Chair _____