

Cordry-Sweetwater Conservancy District
Board of Directors Meeting
December 15, 2020, Via Zoom

1. **Board Members Present:** Herb Benshoof, Josh Edwards, Pat Sherman, Jay Nogan, Matt Petersen, and Ted Adolay
2. **Board Members Absent:** Chad Crimmins
3. **Also, Present:**
 - a. **Staff:** Josh Hawley, Jimmy Green, Brittany Bay, Nick Johann
 - b. **CSCD Attorney:** Roger Young
 - c. 10 Freeholders via Zoom
4. **Welcome:** Mr. Benshoof called the meeting to order at 7:05 PM
5. **Meeting Agenda Modifications:**
 - a. **Mr. Benshoof added approval of Performance Increases under New Business (8e)**
6. **Approval of Minutes:**

MOTION: Mr. Nogan moved to approve the November 17, 2020 Board meeting minutes, as submitted, seconded by Mr. Sherman. Motion passed unanimously.

7. **Freeholder Concerns:**
 - a. No Freeholder concerns expressed

8. **Management Reports:**

- a. **Acting Conservancy Manager/ Superintendent**

1. Mr. Hawley summarized the CSCD Board of Director election policies for the upcoming District Area 5 election. The absentee ballot, Affidavit of Legal Freeholder, and instructions will be available in the upcoming newsletter, at the office, and online on the website. Mr. Young suggested the Board approving the Election Committee.

MOTION: Mr. Sherman moved to approve Jim Ray, Alison Randolph, and Dennis Cameron as members of the Election Committee, seconded by Mr. Adolay. Motion passed unanimously.

- b. **Financial Manager:**

1. Mrs. Bay summarized the fund report. The balance at the end of November is \$1,764,719.56.

MOTION: Mr. Sherman moved to approve the financial report after the date is corrected to November and subject to audit, seconded by Mr. Petersen. Motion passed unanimously.

2. Mrs. Bay summarized the appropriation report and monthly claims list. The unexpended remaining balance for 2020 is \$190,317.24 or 10.10% remaining. Mr. Nogan asked about returned payments in Invoice Cloud. Mrs. Bay explained the charges that we expend to the customer for returned payments.

MOTION: Mr. Sherman moved to approve the monthly claims subject to audit; seconded by Mr. Nogan. Motion passed unanimously.

3. Mrs. Bay presented Resolution 2020-14: Transfer of Funds.

MOTION: Mr. Sherman moved to approve Resolution 2020-14, seconded by Mr. Edwards. Motion passed unanimously.

c. Chief Deputy:

1. Chief Deputy Green summarized his report. Officer Green is working with Sheriff Southerland to find a full-time officer. The deadline for applications is December 16, 2020. The “Shop with a Cop” for Brown County kids will be on December 20th, anyone wishing to donate can do so at the CSCD Office.

9. Commission Reports:

a. Building:

1. Mr. Sherman summarized the building applications.

MOTION: Mr. Sherman moved to approve building applications 20-128, 20-129, 20-130, 20-131, 20-133, 20-135, and 20-136 for approval from the CSCD Board contingent upon lot owners obtaining all permits required by Brown County and meeting all conditions by the Building Commission, seconded by Mr. Nogan. Motion passed unanimously.

2. Mr. Johann had 136 building applications this year, a new record in his 6-year tenure. Road restrictions have been pushed back to 11:59pm on December 23rd. Mr. Johann is working on getting delinquent septic letters mailed out. Mr. Johann has two fence applications that he would like for the Building Commission to talk and vote on the two applications via email since there is no January commission meetings. The Board congratulated Mr. Johann on his new baby girl born on December 1st. Mr. Sherman thanked Nick for his great job in helping Freeholders make improvements to their lots.

b. Ecology:

1. Mr. Edwards summarized the Ecology report.

c. Security:

1. Mr. Petersen is ready to move forward on the purchase of a new police vehicle with funds from 2020. Mr. Hawley received the quote today for the vehicle and to fit it with all necessary equipment. The quote did not contain a proposed trade-in value for the car the District is going to trade in.

MOTION: Mr. Petersen moved to approve purchase of the quoted vehicle and necessary equipment not to exceed \$40,500, seconded by Mr. Nogan. Motion passed unanimously.

d. Roads:

1. Mr. Hawley submitted the Roads minutes.

e. Water:

1. Mr. Hawley submitted the water utility's 2021 budget for Board review.

10. Unfinished Business:

a. Finance Committee Applications

- i. Mr. Benshoof said the Board is still reviewing the applications and will announce the committee at the January 9th, 2021 Annual Meeting. The Board is nearing completion of the application for the Advocacy Committee and soon will post it on the website.

11. New Business:

a. Approval of Commission meeting times/ dates

MOTION: Mr. Petersen moved to approve the list of Commission meeting times/ dates for 2021, seconded by Mr. Sherman. Motion passed unanimously.

b. Resolution 2020-13: Setting 2021 Salaries

MOTION: Mr. Edwards moved to approve Resolution 2020-13, seconded by Mr. Nogan. Motion passed unanimously.

c. Approval of 2021 Professional Services Contract.

- i. Mr. Young submitted his contract for approval. The cost of his services will remain the same as 2020. Mr. Benshoof thanked Mr. Young for his hard work for the District in 2020.

MOTION: Mr. Petersen moved to approve Roger Young's professional services contract for 2021, seconded by Mr. Adolay. Motion passed unanimously.

d. Approval of Josh Hawley as Conservancy Manager effective January 1, 2021

MOTION: Mr. Nogan moved to approve Josh Hawley as the Conservancy Manager effective January 1, 2021, seconded by Mr. Edwards. Motion passed unanimously.

e. Approval of 2020 Performance Increases

MOTION: Mr. Edwards moved to approve a \$1,000 performance bonus to Nick Johann, Brittany Bay, and Judy Surface and a \$2,000 performance bonus to Josh Hawley, seconded by Mr. Sherman. Motion passed unanimously.

12. Board Members Concerns

- a. Mr. Nogan said it could be his last Board meeting with an upcoming election for his seat. He said his time has been enjoyable. Mr. Hawley stated his appreciation for Mr. Nogan. Mr. Benshoof expressed his gratitude for the great job Mr. Nogan has done this year.
- b. Mr. Sherman thanked all the employees of the District for their hard work in what has been a very difficult year. Mr. Benshoof agreed and appreciates the staff's efforts.
- c. Mr. Edwards expressed his appreciation of the Board for giving up their time to the District. He expressed his respect for all the Board members despite differences in opinions and that his time on the Board has been a great learning experience and wished everyone a Happy Holiday.

13. Adjourn

MOTION: Mr. Petersen moved to adjourn, seconded by Mr. Edwards. Motion passed unanimously.

The meeting adjourned at 7:49 pm.

Respectfully submitted,

Jay Nogan, Board Secretary

Date Submitted: