

Watershed Committee of the Ozarks, Inc.

Work Session Meeting Minutes

September 27, 2016

Watershed Center

2400 E. Valley Water Mill Rd.

Springfield, MO 65803

Board Chair Eric Dove called the regular Board of Directors meeting to order at 5:03pm. Those in attendance and constituting a quorum were:

Board Members Present: Eric Dove (Chair), Laura Greene (Vice Chair), Dan Hoy (Secretary), Karen Spence, Bridget Dierks, Jason Hainline

Staff Present: Mike Kromrey, Kelly Guenther, Jeff Birchler, Stacey Armstrong

Others Present: Tim Smith (Deputy City Administrator), Chris Coulter (County Administrator), Roddy Rogers (Manager, Water Resource Projects, City Utilities)

1. Request for Additional Items—None.

2. Corporation Business

a. Meeting Minutes — Minutes from the August Work Session and Monthly Meeting and were reviewed. Mr. Hoy moved to accept the minutes. Mr. Hainline seconded. Carried 5-0.

b. Financial Reports — Ms. Guenther reviewed the August financials including Balance Sheet, P&L Previous Year Comparison that includes total income and expenses and total profit year to date, and Cash Flow Summary with a running budget 2016. Mr. Dove said he would like to see this in graph form and explained the graph. Ms. Guenther said she would present that format next month. Mr. Hainline moved to approve the financials. Ms. Spence seconded. Carried 6-0.

c. Tree City USA Policy — Mr. Kromrey asked the board for endorsement of the Tree City USA Policy. The sponsor representatives said they were okay with WCO supporting the Policy. Ms. Dierks explained Tree City USA likes to get support letters every year and bring those to City Council as a reminder of what they do and their importance. Ms. Dierks made a motion for WCO to endorse the Tree City USA Policy. Ms. Spence seconded. Carried 6-0.

d. FLSA compliance and policy review—Mr. Kromrey handed out the verbiage changes to WCO policies due to FLSA changes that were reviewed by an employment lawyer at Husch Blackwell. Mr. Kromrey said three of the staff will now be considered as Non-Exempt and required to keep a timesheet that includes time in, lunch in and out, and time out. Also, these workers can no longer work over 40 hours in one week with out getting paid time and a half. Comp time has been used in the past and taken later, now that time will need to be used in same forty-hour week. Ms. Guenther said the new timesheet created was approved as well. Mr. Kromrey noted two spelling errors in the hand-outs that he will correct. Ms. Spence made a motion to approve the new policy. Ms. Dierks seconded. Carried 6-0.

3. Updates

a. Sponsor updates — Mr. Coulter said all is going well at the County and the staff really enjoyed participating in Day of Caring at the Watershed Center. He said he would know more in a few weeks if it is feasible to put the sales tax on the ballot in April or August of next year. Mr. Rogers said the chromium found in the water supply was in trace amounts. The Tri-State Annual Water Conference is October 20-21 at the Darr Center. Mr. Smith didn't have any updates.

b. Staff Updates—Mr. Kromrey said he had a great trip to Alaska and thanked the staff and board for the time off and taking care of things while he was gone. Mr. Dove said right before Mr. Kromrey left, he applied for a grant through the HDR Foundation. The proposal is for solar panels to be installed in the parking lot. Mr. Kromrey said he also submitted a

grant for \$30,000 to continue to help with habitat improvements. Another grant is part of the DNR damage fund where \$500,000 is on the table. WCO jointly applied with the City, JRBP and Ozark Greenways. WCO would use the money as match for the Little Sac grant. Mr. Kromrey said Ms. Armstrong is finishing up the Our Missouri Waters project and will take over the Little Sac grant. He said staff of CU, the City and County are welcome to attend the Land Ethic Leaders training to be held at the Watershed Center November 15-16. Ms. Armstrong said the Our Missouri Waters contract was extended to October 31st, then she will transition full-time to the 319 grant. She was able to update three fact sheets through the Our Missouri Waters project including these topics: springs, sinkholes and streams. The Medicine Take Back event is October 22nd from 10am-2pm. Mr. Birchler said business is booming and he is very busy with over 30 field trips and outreach events in September and October is looking to be just as busy.

Other Business — None

Meeting adjourned 6:00pm
Minutes submitted by Kelly Guenther

Attachment A: approved FLSA policy language

Compensation and Overtime—Management of personal and their work duties should strive for a balance which promotes success within a 40 hour work week. As per the Fair Labor Standards Act (FLSA), employees making less than the FLSA salary threshold for exemption are categorized as “Non-Exempt” employees. Non-Exempt employees are entitled to overtime pay for hours worked in exceedance of 40 hours a week. The employer (WCO) will pay one-and-a-half times the employee’s regular rate of pay for overtime. Employees should work to avoid overtime through scheduling, and employees must acquire prior, written approval for overtime from the Executive Director.

Time-Keeping and Breaks—All WCO employees are responsible for recording time worked on a timesheet provide by the employer. Employees are allowed one hour off during the day for lunch. This hour may be taken at any time during the day (between 8:00 and 5:00) and should be recorded on the timesheet. Two fifteen minutes breaks are allowable during the day, but do not need to be recorded. Regardless of the time of day, checking and responding to voicemails, text messages, and email is time which should be recorded as time worked.