COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: June 13, 2016
AGENDA NUMBER: 23
ITEM: TJ Helgeson Employment Situation

AGENDA: Discussion

ACTION REQUESTED

BACKGROUND
On June 2 Staff was asked to place this item on the agenda. The following are issues and concerns that were requested be addressed

ISSUES/CONCERNS
Employment Situation: Tyler Helgeson is 32 years old and was hired by the District 12/7/09 (6.5yrs). Helgeson is a Full Time Regular employee. His position is as Water Quality Specialist and is paid commensurate with his 6.5 years of service ($31.6443 per hour). As reviewed and discussed at the May 23 Board meeting he is due for a raise in July 2017 to $32.6891/Hr.

<table>
<thead>
<tr>
<th>Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/7/09 – 7/6/10</td>
<td>Perm FT</td>
</tr>
<tr>
<td>7/6/10 – 12/1/10</td>
<td>FLPMA</td>
</tr>
<tr>
<td>12/1/10 – Present</td>
<td>Perm FT</td>
</tr>
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</table>

Health Situation and Work Capability: In May 2015 Helgeson experienced a recurrence of a health situation. During that time he maintained his FT status by using his accrued FTO. While productivity was partially compromised, Helgeson continued to meet all deadlines for reports and work both in the office and in the field. His work on both the PCA Watershed Restoration and Protection Strategy (WRAP) and the Federal Total Maximum Daily Load (TMDL) received compliments and accolades from not only both State and Federal Agencies but has been used as an example statewide.

In 2016, the Administrator allowed TJ to work from home to save time on his commute and make better use of his time, talents and energy. Helgeson has remained a FT employee. Using his FTO for needed Dr appointments when he works less than 80 hours per PPD.

Helgeson dials into the office most days to touch base with staff (Admin, O&M and PGR) and professional services personnel (Mostly GIS and Engineering). Work assignments have become more project based, however, Helgeson maintains several
ongoing responsibilities that are tended to on a regular basis. Helgeson has yet to miss a deadline or product.

Work Products available for review include
1. Monthly water watch – Included in monthly staff report involves statistical interpolation of the rain gauge network within the watershed
2. Annual Watershed Assessment – Part of the District’s annual report and condition evaluation. Also included as an input to annual O&M Budgeting. The assessment will be part of the program review and budget discussion at the June 27 Board meeting
3. The WRAP – Available on the District web site although there may still be final revisions
4. The TMDL – On the District web site. Under second review by EPA Technical Section. There will be revisions
5. Water Quality Chapter Amendment of the Comprehensive Plan – Still in Rough Draft form. Board should see DRAFT for Public Review in August
6. Comprehensive Lake Management Plan for Ham Lake – Review draft will be available by the End of June. Board will see a copy in July for public review
7. Whole Lake EQM Treatment for Crooked Lake – Helgeson was critically involved in working with the DNR and the Crooked Lake Assoc consultant in providing the information and attending meetings with DNR and other parties needed for the DNR AIS and fisheries sections to approve the treatment. The permit was approved in May, the treatment occurred last week. Helgeson will be involved in the follow up monitoring and evaluation.
8. Subwatershed water quality model – When the TMDL is approved the District will need to develop an implementation plan, be able to model changes that occur on the subwatershed or minor subwatershed basis and coordinate with the cities. In 2016 Helgeson has presented to the District’s TAC and been in touch with TAC members.

**Work Load & Plan**
Helgeson has several projects scheduled for 2016. Several will carry over to 2017.

<table>
<thead>
<tr>
<th>Project</th>
<th>Nature</th>
<th>Estimated Hours</th>
<th>Pct of Remaining 2016 Time</th>
<th>ETA</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIS Management Plan</td>
<td>Project</td>
<td>500</td>
<td>48%</td>
<td>Oct, 16</td>
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<tr>
<td>Coord AIS Detection/Early</td>
<td>Operational/</td>
<td>80</td>
<td>4%</td>
<td>Before Nov</td>
</tr>
<tr>
<td>Detection</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tech Assist to Crooked &amp; Ham</td>
<td>Operational/</td>
<td>24</td>
<td>1%</td>
<td>Dec</td>
</tr>
<tr>
<td>Lake Assocs.</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>Nature</td>
<td>Estimated Hours</td>
<td>Pct of Remaining 2016 Time</td>
<td>ETA</td>
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<td>-------------------------</td>
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</tr>
<tr>
<td>Water Watch</td>
<td>Operational/ Ongoing</td>
<td>24</td>
<td>1%</td>
<td>Dec</td>
</tr>
<tr>
<td>Ditch 54 Subwatershed Plan</td>
<td>Project</td>
<td>250</td>
<td>24%</td>
<td>May, 17</td>
</tr>
<tr>
<td>Ditch 44 Subwatershed Plan</td>
<td>Project</td>
<td>250</td>
<td>24%</td>
<td>May, 17</td>
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**TJ Presence:** A direct request has been made for TJ to present to the Board at this meeting. A prior family commitment prevents that from happening at this meeting.

**Potential Future Change in Work Responsibilities:** As the District fully arrives in the water quality era, the Water Quality Coordinators position will carry with it several responsibilities that are both project and operationally based resulting in a more than full time position

1. Assess and monitor watershed conditions and trends, and enter data into a District database.

2. Work with State, local governments, and other interests to identify watersheds as priorities for protection and management and for improvement.

3. Coordinate watershed priorities and resource management activities within the Watershed District to attain Comprehensive plan goals and objectives for watershed condition.

4. Cooperate with other agencies, groups, and individuals whose plans or proposals affect watershed condition within the Watershed District.

5. Maintain a watershed improvement needs inventory in a District database.

6. Identify priority watersheds for restoration; develop and approve prescriptions and plans for a watershed improvement program. Delegate the development of detailed prescriptions and plans to Program Coordinators when expertise is available within the District staff.

7. Ensure that funded watershed condition improvement projects are accomplished and that treatment measures are implemented as prescribed and approved.
8. With concerned agencies and groups, develop and forward for approval appropriate contracts, memorandums of understanding, and cooperative agreements that govern the assessment, improvement, and monitoring of watershed condition.

9. Conduct water resource inventories and investigations, prepare prescriptions and investigation reports for water resource protection and improvement.

10. Ensure that the proper type and level of technical water and related support service and expertise is applied and scheduled in a timely manner to the planning, implementation, quality control and monitoring of all management activities.

11. Cooperate with other water resource agencies for water measurements on Watershed District System lands.

12. Maintain liaison with representatives of local State and Federal agencies on watershed management matters, including Watershed District System water use and water quality protection.

13. Establish monitoring programs which will provide information on the results of management activities.


15. Provide Assessment and Program information developed through the Comprehensive, and sub-watershed plans, as requested by the Board or District Administrator.

16. Coordinate development and review of the Assessment and Program with Program Coordinators, State and local agencies or other agencies, and landowners.

17. Work with the District Administrator and Public and Governmental Relations Coordinator on public involvement activities.

PRIOR DECISIONS

2016 Budget Conversations: During budget conversations last year, staff expressed frustrations and concerns with the current monitoring efforts. Four options were discussed at that time:

1. Assuming the monitoring responsibilities in-house by potentially re-assigning
   a. work or
   b. adding staff

2. Continue to contract with the ACD,
3. A mix.

The evaluation of those options and their associated costs and effectiveness are scheduled to be part of either the program review preliminary budget discussion or the re-evaluation of professional services on June 27.

OPTIONS

RECOMMENDATION
None