

BLPRD Harvest Committee Meeting Notes  
Tuesday, November 17, 2020 – 9:00 AM  
Packwaukee Town Hall

Present: Gary Kershaw, Joe Dion, Linda Huggett, Bill Lewis

Absent: Ed Schams, Larry Haygood, Bernie Sosinsky, Sara and Robert Scheel

Topics for Discussion

A. Job descriptions

B. Work hours

C. Work rules

D. Pay scale

E. Hiring process

Harvest meetings will be held in segments so that specific subjects are discussed at each meeting.

Discussion on topics:

Time deadlines need to be put into place so that we are ready for the 2021 harvest season. Job descriptions and applications will be separated out into individual jobs to identify accountabilities of the job. In the past, harvest operator, transport operator, and truck driver were combined.

Job descriptions, work rules, employee handbook, work hours, work pay, etc will be revised and sent out to Harvest committee members for review. Approval to submit to the board will be conducted at the next harvest meeting.

Pay scales for new harvest operators, transport operator, and truck driver will start at \$12 per hour with an increase of \$1 after the probationary period. Second year starting wages at \$14. Experience and productivity will justify wages.

Pay scale for mechanic and crew supervisor would be \$19 per hour each.

Preseason starting April 5 and ending May 17 for repairing and testing equipment.

Labor last year for preseason was 700-750 hrs. More productivity is needed.

Harvest season timeline would be May 24 to September 6. Post season would be week of September 13. Three days to take equipment out, get cleaned up, and put on trailer.

Final wages for the 2021 season would be \$64,500 maximum which is in budget based on 32 hours per week following the above pay scale and time line.

Most of the 2020 season ran 4 cutters. The 4<sup>th</sup> cutter did not start for 2 weeks. Gary asked Bill about the 4<sup>th</sup> cutter in the past. Bill stated there was no need for the for the 4<sup>th</sup> cutter and the crew should be able to work up the lake on the east side. Gary stated if we would have had the cutter in at the beginning, we would have had a better cutting year since we were unable to start until June 1. The chain of command did not warrant a good cutting season. Joe stated that one of the comments made this past year was that the 4<sup>th</sup> cutter cut too much by the causeway. Putting a plan together upfront will assist in a better cutting season.

Discussion continued that there is a need for more buckets for repairs and needs to be broken out more. Each machine

should have its own bucket to identify repairs. Crew supervisor should handle receipts and enter under purchase orders.

At the end of the work week, supervisor was signing time cards. Only time anyone else should be touching the employee time card is at the end of the work week for supervisor to submit to the bookkeeper. Work rules and employee handbook revisions need to be completed so that employees are held accountable.

Supervisor should be driving service truck to fuel. No reason for mechanic to help. Mechanic position is 100% preseason and on call during harvest service with 100% post season.

The machine on causeway has been bent 4-5 years. It was shimmed on one side to make it look straight. Same machine was crooked and required weights to balance. Takes time to correct repairs. Aquarius did assess their equipment and it is uncertain whether they looked at all the machines.

Linda was told to call to find out which employees were coming back during the 2020 season. No applications were submitted. Motion was made to hire staff from last year at board meeting. No paperwork was found for last season. Gary stated we were fortunate we were able to hire 3 new people. First pick does not always work. Accountability is important.

Employee handbook is something new. Job descriptions, applications, employee handbooks, work rules, etc will be out on the website in January so that applications can be received in a timely manner to begin with preseason work. Crew supervisor to be hired first to assist in hiring and organizing work. No one will be given the rehire without going through the application and process. The better work force you have, the better things will work. Have to have backups available,

There's a lot to be done between now and spring. Some meetings will be held on Saturdays to accommodate harvest committee.

Work rules will be revised and kept. Work rules/handbook/hours are important as well as more realistic pay scale.

In the past, employees would tie up service truck to run for parts out of local area. This year Gary did the running for parts. There is no need to have an employee being paid to pick up parts out of the area.

Work week is 32 hours per week with Fridays as makeup day if rain day(s) and make adjustments afterwards. Overtime will be paid in excess of 40 hours per state law. This will be added to the work rules.

By the time we get to September, we are out of money. Things can be done for 2021 to make harvesting more efficient.

By balancing some things out, there will be less complaints. West side is pretty straight forward where the operator is at all times. East side needs to be balanced more possibly starting at different points each year. In the past, cutting started from the causeway to dredge bank. Bill suggested starting at Buffalo Lake Lodge. There would need to be some cutting on the way down. A request to DNR will be made to cut earlier than June 1. The water should come up when dam is closed on May 20. Main channels would be the only part to cut before June 1 if approved by DNR. Shorelines cannot be cut until spawning occurs.

#### Establish next meeting

Sat, December 5, 2020 at 9:00 am – Packwaukee Town Hall  
Allotted meeting time 2 hours.

Note: The Buffalo Lake Harvest Committee will require 6' social distancing and mandatory face coverings and asking anyone attending the meeting to bring their own face covering as none will be provided. Please do not attend if you have had a cough or fever in the last two weeks.