



**BOARD MEETING MINUTES - Regular Meeting**

Date: January 3<sup>rd</sup>, 2011  
Location: 14855 Highway 10  
Elk River, MN 55330

Members Present: Larry Goenner, Chair  
Jason Selvog, Vice Chair  
Douglas Hipsag, Treasurer  
Roger Nelson, Secretary  
David Berg, Reporter

Others Present: DeAnna Doran, Sherburne District Manager  
John Riebel, Sherburne County Commissioner  
Gerry Maciej, Benton District Manager  
Mary Monte, NRCS

Meeting was called to order by Goenner at 8:33 a.m.

**Regular Agenda**

**1. Pledge of Allegiance**

**2. Review and approval of agenda**

- Nelson made a motion to approve the agenda with the stated additions:

Move item #7, Oath of Office to 1(a) and add Major Watershed Project – Subcontracts to item #21(a).

Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg

Opposed: None

Motion Carried

Oath of Office was taken by Board members

### **3. Minutes of the December 13<sup>th</sup> meeting**

- Nelson made a motion to approve the minutes of the December 13<sup>th</sup>, 2010 meeting. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

### **4. Treasurer's Report**

Hipsag read the Treasurer's Report

- Nelson made a motion to approve the Treasurer's report of November 30<sup>th</sup>, 2010. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

### **5. Approve paying Bills and Supervisor's vouchers**

Goenner and Hipsag approved submitted Supervisor's vouchers and signed check numbers 5063 through 5079 totaling \$26,082.81 prior to the meeting.

- Nelson made a motion to approve paying bills and supervisor's vouchers as submitted. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

### **6. NRCS Report**

Monte distributed her report and discussion was had.

### **7. Oath of Office**

Moved to item #1 (a)

### **8. Election of Officers**

- Nelson made a motion to nominate 2011 officers rather than rotate positions. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

- Nelson made a motion to nominate Larry Goenner as Chair. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg

Opposed: None

Motion Carried

- Nelson made a motion to nominate Jason Selvog as Vice Chair. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg

Opposed: None

Motion Carried

- Goenner made a motion to nominate Roger Nelson as Secretary. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg

Opposed: None

Motion Carried

- Nelson made a motion to nominate Doug Hipsag as Treasurer. Selvog seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg

Opposed: None

Motion Carried

- Nelson made a motion to nominate David Berg as Reporter. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg

Opposed: None

Motion Carried

## **9. 2011 Committee Assignments**

2011 Committee assignments were designated.

## **10. Designation of Financial Institution**

Doran noted that two banks needed to be designated as funds are still being transferred between banks.

- Nelson made a motion to designate Sherburne State Bank of Becker, MN and Klein Bank of Big Lake, MN as the SWCD's Financial Institution for 2011. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

### **11.2011 Supervisor Compensation**

- Nelson made a motion to approve the 2011 supervisor compensation rate at \$65.00 per day. There was no second to the motion. Motion failed.
- Hipsag made a motion to approve the 2011 supervisor compensation rate at \$55.00 per day regardless of the number of meetings and to remove the \$25.00/hr rate for non-meetings. Berg seconded the motion. Doran noted that a 4/5 vote was required to change the bylaws in the supervisor handbook.

Affirmative: Goenner, Selvog, Hipsag, Berg  
Opposed: Nelson  
Motion Carried

### **12. Approve 2011 Budget**

2011 budget was distributed and discussion was had.

- Hipsag made a motion to approve the 2011 budget as submitted. Nelson seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

### **13. Approve 2011 District Annual Plan**

Doran stated that she and staff had met and updated previous plan with new programs and policies that have been implemented.

- Nelson made a motion to approve the 2011 District Annual Plan as submitted. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

### **14. Approve 2011 Position Annual Plans**

Doran stated that she and staff had met and updated previous position plans with new programs and policies that have been implemented.

- Nelson made a motion to approve the 2011 position annual plans as submitted. Selvog seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

## 15. Annual Employee Reviews and 2011 Salaries

- a) Doran noted that all reviews were completed and reviewed with the Personnel Committee and discussed what Sherburne County employees are following for 2011 salary increases and furloughs and recommended the SWCD follow the County's policies.
- Hipsag made a motion to approve 2011 salaries as submitted with no cost of living adjustment, step increase of 4.3% if below job rate, up to 2.4% if above job rate and no one can exceed maximum of pay range, with a voluntary furlough of up to 120 hours. Berg seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

## 16. Insurance and mileage reimbursement rate for 2011

Discussion was had regarding health insurance options in lieu of reimbursement. Doran noted that she is following up with the County regarding their health plan.

- Hipsag made a motion to approve the 2011 insurance reimbursement rate of \$1.95 per hour, per employee; not to exceed \$4,056 per year. Nelson seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

- Hipsag made a motion to approve \$.51 for the 2011 mileage reimbursement rate. Nelson seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

## 17. 2011 meeting schedule and time

- Nelson made a motion to have SWCD Board meetings the first Monday of each month at 8:30 a.m. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg  
Opposed: None  
Motion Carried

## **18.2011 Supervisor payment schedule**

- Nelson made a motion to approve a monthly payment schedule by check. Selvog seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg

Opposed: None

Motion Carried

## **19.2011 Direct Deposit for Supervisors**

Discussion was had regarding direct deposit. No action was taken.

## **20.2011 Mid-MN Mississippi River RC&D Council – 2011 Annual Plan**

Discussion was had regarding the 2011 annual plan.

## **21. Supervisor picture**

### **(a) Major Watershed Project – Subcontracts**

Doran noted that as fiscal agent we are required to pay partners in accordance with stated contracts while waiting for receipt of subcontracts from partners.

- Nelson made a motion to approve partner payments pending receipt of subcontracts. Contracts must be received no later than April 1<sup>st</sup>, 2011. After April 1<sup>st</sup>, 2011, payments will be held until receipt of subcontract. Hipsag seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg

Opposed: None

Motion Carried

## **22. Correspondence and upcoming events**

Discussion was had regarding upcoming events and schedules.

## **23. Adjourn**

- Hipsag made a motion to adjourn the meeting. Nelson seconded the motion.

Affirmative: Selvog, Hipsag, Nelson, Berg

Opposed: None

Motion Carried

Meeting was adjourned at 10:04 a.m.

Next regular meeting is scheduled for February 7th, 2011 at 8:30 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by

  
\_\_\_\_\_  
Signature

2-7-11  
\_\_\_\_\_  
Date

Roger Nelson, Secretary