



BOARD MEETING MINUTES - Regular Meeting

Date: January 4, 2010
Location: 14855 Highway 10
Elk River, MN 55330

Members Present: Debra Seeley, Chair
Leander Schlosser, Vice Chair
Larry Goenner, Secretary
Douglas Manthei, Treasurer
Douglas Hipsag, Reporter

Others Present: John Riebel, Sherburne County Commissioner
Mary Monte, NRCS District Conservationist
DeAnna Doran, Sherburne District Manager
Mark Basiletti, Water Resource Specialist
Bill Bronder, Resource Conservationist
Gina Hugo, Resource Conservationist
Tiffany Determan, Watershed Coordinator
Francine Larson, Administrative Assistant

The meeting was called to order at 1:15 p.m. by Chair Debra Seeley

Regular Agenda

1. Pledge of Allegiance

2. Review and approval of the January 4th, 2010 Agenda

- Goenner made a motion to approve the January 4th Agenda with the stated additions added accordingly. Hipsag seconded the motion

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

3. Minutes of November 30th, 2009 meeting

- Schlosser made a motion to approve the Minutes of the November 30th, 2009 meeting as submitted. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

4. Treasurer's report of November 30th, 2009

Manthei read the Treasurer's Report.

- Schlosser made a motion to approve the Treasurer's report of November 30th, 2009 and to pay bills totaling \$57,887.27. Goenner seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

5. Approve paying bills and Supervisors Vouchers

Manthei and Schlosser approved and signed check numbers 3378 through 3402 prior to the meeting.

Goenner made a motion to approve the signing the checks as presented.

Schlosser seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

6. Supervisor Reports:

Manthei discussed meetings attended. Manthei attended The Tribute to Agriculture luncheon and asked at that next year the supervisors be announced and recognized. Manthei also attended the staff holiday party for the first time and noted that it was a very enjoyable evening.

Schlosser discussed meetings attended. Schlosser discussed his participation at the MASWCD convention and brought back pamphlets for the other supervisors to review. Schlosser attended the Elk River Watershed Association meeting. Schlosser found information for a grant writing workshop for Doran to attend as well as a NRCS book of accomplishments.

7. NRCS Report

Mary Monte, NRCS Conservationist, reviewed her report. No handout was given.

8. Commissioner Workshop Presentation

Bronder, Hugo, Determan, Basiletti, and Larson entered the meeting at 1:50 p.m. to give the Board a view of the presentation that was to be given at the County Commissioners Workshop on January 6th, 2010. Staff presented a detailed PowerPoint presentation.

- a. Meeting was adjourned at 2:43 for a break.
- b. Meeting reconvened at 2:56 p.m. and was called to order.

9. Supervisor Handbook

Doran brought forward proposed changes to the Supervisor handbook that were submitted by the County Attorney's office and supervisors and asked for Board approval.

- Manthei made a motion to not approve supervisor handbook and to discuss changes first. Schlosser seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

Manthei requested discussion on an increase in compensation for the supervisors. Manthei stated that some supervisors are attending more meetings than others and should be compensated for their time on a three tier system. Hipsag questioned if this was the right time for an increase.

Schlosser stated that there had not been a raise in compensation since 1994 and that Sherburne is actually below what other SWCD's are compensated for. Manthei stated that supervisors attending meetings need to bring reports back to the other supervisors and in the past 20 years, nothing has been done. Seeley disagreed and stated that there had been many accomplishments over the last 20 years Schlosser stated that the current Board needs to work together and share duties and responsibilities.

Hipsag brought up the addition to the handbook of supervisors being allowed to attend any meetings they deem necessary. He felt this was inappropriate and that is what committees are for.

County Commissioner Riebel recommended that this was not an appropriate time for a compensation increase.

- Manthei made a motion to approve the supervisor handbook with the exception of the per diem tier system. The per diem would remain the same, at \$55.00 with the hourly rate going from \$10.00 to \$25.00. Hipsag seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

10. Election of Officers

Mathei made a motion to nominate Schlosser to be Chair, since the new handbook states that the positions will be on a rotation basis. Schlosser seconded the motion. The election of officers would be as follows:

Chair – Leander Schlosser
Vice Chair – Larry Goenner
Secretary – Doug Manthei
Treasurer – Doug Hipsag
Reporter – Debra Seeley

The Board noted that the rotation would be annual and 2011 will follow the same rotation: Reporter moving to Treasurer, Treasurer moving to Secretary, Secretary moving to Vice Chair, Vice Chair moving to Chair and Chair moving to Reporter.

Affirmative: Schlosser, Manthei, Goenner, Hipsag
Opposed: Seeley
Motion Carried

11. Committee Assignments

Manthei made a motion to approve committee assignments. Hipsag seconded the motion. The 2010 committee assignments will be:

Planning/Marketing: Schlosser and Manthei
MN SWCD Forestry: Hipsag
Personnel/Policy: Seeley and Goenner - alternate: Schlosser and Manthei
Public Relations/Information/Education: Hipsag – alternate: Seeley
Plant Materials Site: Goenner – alternate: Seeley
Water Plan Advisory: Schlosser – alternate: Manthei
Elk River Joint Powers Board: Schlosser – alternate: Manthei
Metro Conservation District Joint Powers Board: Manthei – alternate: Goenner
Mid-Minnesota Mississippi River RCD: Schlosser – alternate: Goenner
Financial/Budget: Manthei and Hipsag – alternate: Schlosser
Supervisor Policy Handbook: Hipsag and Goenner alternate: Seeley, Manthei, and Schlosser.

Affirmative: Schlosser, Manthei, Goenner, Hipsag, Seeley
Opposed: None
Motion Carried

12. Supervisor Training

A supervisor training was presented by Jason Weirnerman from BWSR regarding policies and procedures. Questions were answered at the end of the training.

13. Designation of Financial Institution

Manthei made a motion to designate Sherburne State Bank as the financial institution for 2010 with the condition that other banks are looked at for financial opportunities as well. Goenner seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

Doran requested a letter be written to Sherburne State Bank to allow her to have access to the Sherburne SWCD financial information. Until a letter is sent, she cannot receive information regarding the SWCD's financial affairs. Doran stated that she would not be a signer on the account, but be able to access records to bring necessary information to the Board.

- Manthei made a motion to approve the letter to Sherburne State Bank. Hipsag seconded the motion.

Affirmative: Schlosser, Manthei, Goenner, Hipsag, Seeley
Opposed: None
Motion Carried

14. Set 2010 supervisor compensation

Schlosser noted that this had already been established and move on to the next agenda item.

15. Approve 2010 Budget

Doran noted that the budget had been submitted to the county due to deadlines. Doran met with the finance committee before submittal and had asked to receive the final approval from the Board.

- Goenner made a motion to approve the 2010 budget as submitted. Manthei seconded the motion

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

16. Approve Annual Plan

Doran mailed the 2010 Annual Plan in the Board packets. Doran explained that she, staff and NRCS met and made changes/additions to the plan.

- Seeley made a motion to approve the 2010 Annual Plan. Hipsag seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

17. Approve Position Plans

Doran mailed the staff position plans for 2010 in the Board packets for review.

- Manthei made a motion to approve the 2010 employee Position Annual Plans. Hipsag seconded the motion.
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Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

18. Annual employee reviews

Doran explained that she met with each employee for their reviews. Doran expressed her concern that the personnel committee hasn't seen the reviews yet. Seeley asked if there was any staff concern having their reviews with a new manager that has only been here a short time. Doran stated she had not gotten any indication of concern and that she would like the Board to approve the reviews. Hipsag asked that the new personnel committee meet before the next meeting to look over the reviews and give the Board a report.

- Seeley made a motion to have the new personnel committee review the employee reviews before the next Board meeting. Goenner seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

19. Set 2010 staff salaries

Doran informed Board that the budget that was submitted to the County reflects wage freezes for 2010 with a one week furlough. Doran noted that this has been discussed with the staff.

- Seeley made a motion to approve the 2010 salaries with a one week furlough. Hipsag seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

20. Set insurance rate and mileage reimbursement rate for 2010

There was discussion regarding the current rates for insurance and mileage. County Commissioner Riebel mentioned following the IRS mileage guidelines for 2010. Doran was asked to research the possibility of using county vehicles. County Commissioner Riebel stated there might be a possibility of use, but the county would need advance notice.

- Goenner made a motion to keep the insurance rate the same at \$1.95 and the mileage rate coincide with the 2010 IRS standard rate of \$.50. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

21. Flexitour schedule/Comp time/Sick Leave/Severance Pay/Annual Leave

Doran discussed the proposal to implement a flexitour schedule with working hours being between 6AM-6PM and a 24 hour carry over, comp. time with a 16 hour maximum to be added to the handbook and start in 2010.

- Manthei made a motion to approve the additions to the handbook. Goenner seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

22. Employee Handbook

Doran asked the Board to discuss the Annual Leave, Sick Leave and Severance Pay policies. Doran submitted to the Board copies of emails from other districts and what their policies are to see if Sherburne is in line with other districts. County Commissioner Riebel expressed that the SWCD sick leave and severance pay is much higher than the county's and recommended that the supervisors change the current policy in place. Hipsag noted this should be a benefit to employees, since the SWCD carries no disability insurance. Manthei stated that sick leave is not a benefit, it is there to use when employees are sick. Manthei stated he would like Doran to research disability policies and to bring back some quotes before the next meeting.

- Seeley made a motion to keep current Annual Leave, Sick Leave and Severance Pay policies in place and approve the current employee handbook with stated additions with the condition that Doran research employee benefit plans and bring back to the Board for review at the next scheduled meeting. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

23. DNR Grant Approval

Doran asked for approval for Hugo to participate in the proposed State of Minnesota DNR Grant agreement (FY – 2010 Contract No. B36650 for \$1,250.00). Doran explained this would be an excellent opportunity for Hugo to document her time and provide accurate cost information to the Board regarding costs associated with Forest Stewardship Plans.

- Seeley made a motion to approve the State of Minnesota DNR Grant agreement. Goenner seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

24. Forest Management Plans

A request for discussion was made regarding Forest Management Plans. With the Rural Preserve Tax Program deadline, it is expected that the need to write Forest Management Plans could increase. Doran noted by Hugo participating in the DNR Grant Agreement, again we could document actual costs and have better information to make future decisions regarding charges for plan writing.

- No action was taken.

25. LRP and CWR Grant Program

Doran discusses the opportunity to work with Anoka SWCD and asked for approval to schedule a meeting identify projects for the LRP and CWR Grant Program. The grant program would make \$50,000 of cost-share available to Sherburne.

- Seeley made a motion to approve the meeting to seek projects for the LRP and CWF Grant Program. Goenner seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

26. Free Well Nitrate Testing Clinic

Doran would like approval to have the clinic on March 25th, 2010 at the Sherburne County Public Safety in Zimmerman.

- Seeley made a motion to approve the date for the Nitrate Testing Clinic. Goenner seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

27. Elk River Watershed Clean up Day

Doran asked for approval to have the ERWSA clean up day on October 9th, 2010.

- Seeley made a motion to approve the date for the ERWSA clean up day. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

28. Workshop – Minnesota Waters

Doran asked for approval for Determan to approve a Minnesota Waters workshop. The cost would be \$10.00.

- Seeley made a motion to approve Determan attending the workshop. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

29. Nature Talks – Education Program

Doran asked for approval to participate with other agencies on the Rural Living Task Force in an informal bi-monthly class for Sherburne County Landowners. The cost would be \$2.00 per person, unless otherwise stated on the course agenda. Manthei express his concern on the cost and if it would be enough to cover expenses. Doran stated this was a starting point and that is why cost would be stated on the course agenda.

- Seeley made a motion to approve the Sherburne SWCD to participate in Nature Talks education program. Hipsag seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

30. BWSR Self- Assessment Review

Doran informed the Board that BWSR had met with the staff and will be attending the next scheduled meeting to review the self-assessment results.

31. QuickBooks Purchase – Enhanced Payroll

Doran notified the Board that she approved the purchase of the Enhance Payroll Software for \$149.61. By approving this purchase, we saved \$100.00 by not going through the software company.

32. Updated Contact List

Doran stated that she would email an updated contact list to the Board.

33. Rural Preserve Conservation Management Plan

Doran explained the draft copy of the SWCD's proposal to write Conservation Management Plans. Doran asked that Bronder and Hugo be appointed as Plan Writers and the SWCD be allowed to do a "test run" to document the process and time.

- Goenner made a motion to allow the SWCD to do a "test run" for the Rural Preserve Tax Program to document the process and time associated with Conservation Management Plan writing. Hipsag seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag
Opposed: None
Motion Carried

34. Audit Review

Doran let the Board know that the Audit review will be scheduled at the next meeting.

35. Fee Schedule for Services

Doran discussed a fee brochure will be put together and submitted for approval at the next meeting. Doran would like to take the brochure with her as she will be attending city and township meeting to introduce herself and promote the SWCD's provided services.

36. Staff Reports

Supervisors reviewed the submitted staff reports. Manthei noted questions and he would discuss with Doran at a later time.

37. Adjourn

- Schlosser adjourned the meeting without objection.

The meeting was adjourned at 6:19 p.m.

Next regular meeting is scheduled for February 8th, 2010 at 9:00 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Signature

Date

Doug Manthei, Secretary