



BOARD MEETING MINUTES - Regular Meeting

Date: February 08, 2010
Location: 14855 Highway 10
Elk River, MN 55330

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

Others Present: DeAnna Doran, Sherburne District Manager
Tim Wilson, NRCS
Gerry Maciej, Benton District Manager
Mark Basiletti, Water Resource Specialist
Francine Larson, Administrative Assistant
Dorothy Moores, Klein Bank
Donna Hotten, Klein Bank
Keith Porter, Mayer, Porter, Beinhorn & Rowe, LTD

Regular Agenda

1. Finance Committee – Training and discussion
 - Klein Bank was present to review and implement appropriate documentation to set-up account information. Pledging securities, FDIC insurance, resolution, and business check cards were discussed. Klein bank exited the Finance Committee meeting at 9:10 a.m.
 - Training proceeded with all Supervisors in attendance. Approved checks, Supervisor vouchers, and employee timecards were signed and explained to the Treasurer.

The meeting was called to order at 9:48 a.m. by Chair Schlosser

2. Pledge of Allegiance

3. Review and approval of the February 8th, 2010 Agenda

- Manthei made a motion to approve the February 8th agenda with the stated additions of FOIA added in under agenda item #8, additional workshop approval added under agenda item #17 and Doran's additions added as agenda item #25. Hipsag seconded the motion

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

4. Minutes of January 4th, 2010 meeting

- Goenner made a motion to approve the Minutes of the January 4th, 2010 meeting as submitted. Manthei seconded the motion.

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

5. Treasurer's report of December 31st, 2009

Doran and Hipsag read the Treasurer's Report.

- Seeley made a motion to approve the Treasurer's report of December 31st, 2009. Goenner seconded the motion.

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

6. Approve paying bills and Supervisors Vouchers

Manthei, Schlosser and Hipsag approved and signed check numbers 3403 through 3423 prior to the meeting.

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

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

7. Supervisor Reports:

Schlosser asked the Personnel Committee if there were any comments or issues regarding the employee reviews. Seeley and Goenner stated reviews were completed and approved with no issues. Doran stated that the option was give to the employees to attend the committee meeting, but all declined. Manthei asked about her transition in as manager, which Doran stated the transition was a smooth process and any issues that did come up were addressed at the time and this was discussed with the Personnel Committee.

Manthei read his report. He stated that he attended a Rural Preserve meeting. He also stopped by the Assessor's office after the county workshop meeting to discuss tax base for the Rural Preserve program. Manthei and Schlosser looked

at potential buildings for the SWCD and stated he had pictures available. Manthei attended an informational meeting regarding potential bank opportunities with Schlosser, Goenner, and Hipsag. He also attended the ERWSA meeting and a Metro SWCD meeting and discussed our opportunity to work with Anoka County and how other SWCD's that moved out are doing. Manthei attended the Livonia Township meeting and discussed the grants that they received.

Schlosser read his report. He stated that he has been contacted numerous times from the Senators and Representatives regarding the Rural Preserve Program and a conference call that will be available to discuss the program. Maciej stated that if you have been to the capitol previously, emails would be received. Schlosser read an email that he received from Tim Wilson regarding WAE hours. Schlosser expressed his concern on how this will effect furlough hours. Maciej stated that they take advantage of the WAE hours and it has no bearing on the district. The hours are separate from the SWCD.

Tim Wilson, NRCS entered the meeting at 10:00 a.m.

Doran informed the Board that some employees still have furlough hours to use and when they work for NRCS, they are a NRCS employee. Wilson stated that he wants his managers to offer hours to SWCD staff because there would be no training expense. Doran and Monte would be responsible for making the decision for the use of WAE hours.

8. NRCS Report

The FOIA was presented to the Board and Doran requested the Board approve and sign the documents. Doran and Wilson explained this allows the SWCD to have access to files and records, but the SWCD has to follow guidelines regarding releasing information. Manthei opposed due to not having time to read the document before signing.

- Gonner made a motion to approve signing the FOIA agreement. Seeley seconded the motion.

Affirmative: Seeley, Schlosser, Goenner, Hipsag

Opposed: Manthei

Motion Carried

Wilson presented an award to the Sherburne SWCD reflecting 65 years of partnership and service.

9. Amended minutes of the November 9th, November 30th meeting

Doran explained she had to amend the minutes to reflect required information that was previously missed and this was a BWSR recommendation.

- Goenner made a motion to approve the amended minutes of November 9th, November 30th, and January 22nd special meeting meetings. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Goenner, Manthei, Hipsag

Opposed: None

Motion Carried

10. Minutes of the January 22nd Special Meeting

Doran added January 22nd special meeting minutes to agenda item #9.

11. Designate meeting time and schedule for 2010

Doran explained that this was missed in the first meeting of the year and we need to designate a time and schedule. Doran explained that the county attorney was contacted regarding using the previously stated time of 9 a.m. from the original Supervisors handbook, since no stated time or date had been set in the January 4th, 2010 meeting. Doran also explained for the SWCD, a morning meeting would be better to have staff available if needed to attend the meeting and any day during the week would be fine, as long as the meetings are not on Thursdays, since these are payroll days. Also, some of the SWCD staff arrive to work at 6 a.m., and this could lead to a long day.

Seeley stated that the 3 p.m. was the consensus of the board previously. Manthei stated that 9 a.m. was a more convenient time for him. Maciej stated that the Board should take into consideration the Commissioners schedule before setting the date. Schlosser noted that having a later meeting could lead to staff overtime. Doran stated that having an earlier schedule was necessary because she needed to be available in the mornings in case staff absence. Schlosser agreed a 9 a.m. meeting was better for him. Goenner stated his schedule could change in the near future. Currently the 9 a.m. time is more convenient, but this could change in a month.

- Manthei made a motion to approve the meeting schedule to be 9 a.m. on the first Monday of the month. Schlosser seconded the motion for discussion.

Hipsag stated an afternoon meeting was more convenient for him. Seeley stated that the afternoon meeting was more convenient for her because she has a job, even though elected officials are allowed the time off. Seeley also stated that she has been taking vacation time to attend SWCD activities. Manthei stated that previously, the Supervisors have not had adequate training and changes need to be made and everyone needs to be more involved. Schlosser noted that questions were asked and the answers received were incorrect. The supervisors need to work together with the upcoming changes.

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

Schlosser noted that to change supervisor handbook policy, a 4/5 vote is needed. The meeting times will be 9 a.m. on the first Monday of each month.

Goenner stated he would like to revisit the time in a few months and re-evaluate the needs of the Board.

12. Disability Insurance

Doran stated she received a quote for short term and long term disability insurance. She stated that she is still currently working on the employee handbook and is waiting for a response from the County Attorney's office as well as County Human Resources. Doran stated the additions to the handbook and requested the handbook be tabled until the District hears from the County Attorney.

13. Personnel Handbook

Doran discussed the handbook as it related to agenda item #12.

14. 2008 audit review

Mayer, Porter, Beinhorn & Rowe, LTD. Joined the meeting via conference call at 11:05 a.m. and discussed the results of the 2008 audit. Keith Porter discussed the each page and what the results mean to the District. Porter discussed the recommendations that need to take place in the future as well as past internal procedures. Seeley exited the meeting at 11:30 a.m. Porter exited the meeting via conference call at 11:47 a.m.

Manthei stated that he would like to meet with Seeley and any other Board members to discuss their differences and asked Doran to set up the meeting.

15. New building/office opportunities

Schlosser indicated that he has been looking for office locations. He contacted a Meyer Commercial to help in the search. There is no cost to have the agent help in the search. Currently, we need to contact the current landlord to see if he can accommodate our needs and possibly renegotiate our current lease rate. Manthei distributed a sheet discussing his questions he had regarding new building opportunities. Manthei asked Wilson what NRCS rules need to be followed when it comes to moving. Wilson stated NRCS is currently in the process of reviewing their lease agreement and the rates are very competitive because of the current market. Maciej noted his current lease payment and the terms. Wilson noted that FSA and NRCS must stay together if there is a potential move and noted that they are waiting to receive a market survey. There are

requirements regarding location that FSA and NRCS need to follow. Maciej asked that the Board take into consideration that Sherburne and Benton share an employee, and not to get too far ahead in the process and to let Doran research the building opportunities with FSA and NRCS. Schlosser noted the need to promote the District and the services it provides as well as being proactive in addressing the District's needs because of future budget cuts. Wilson noted that USDA takes into consideration customer access to the building. Schlosser stated that the lease will be renewing and we need to make sure we are being proactive. Doran restated the importance of letting the managers' work together in researching on how to move forward.

- Manthei made a motion to approve Meyer Commercial as the District's commercial real estate agent. Hipsag seconded the motion.

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

16.2010 Fee Schedule

Doran asked the Board to approve the proposed 2010 fee schedule, as she has upcoming meetings that she would like to distribute at township meetings.

- Goenner made a motion to approve the 2010 fee schedule as presented. Hipsag seconded the motion

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

17. Approval for Staff to attend Minnesota Shade Tree Short Course

Doran asked that staff be allowed to attend the Shade Tree Short Course as well as the DNR sponsored workshop in Stearns County.

- Manthei made a motion to approve the staff attending the trainings and workshops stated. Goenner seconded the motion.

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

18. Supervisor Training

Doran asked that the training be moved to the end of the agenda, and if there is time, we would include it at the end of the meeting.

Goenner requested that if there were any issues that needed to be addressed, we do it now, as Goenner would have to leave. Doran explained there was one

issue she would like Goenner to stay for and would need to have Mark Basiletti attend the discussion. Wilson exited the meeting at 12:22 p.m. Basiletti entered the Board meeting at 12:23 p.m.

Basiletti discussed the Landscape Restoration Program Grant. The grant has \$1,000,000.00 available to the Metro SWCD's. Each district is to receive \$50,000.00 each. Basiletti discussed that there is \$6,000.00 available to cover staff time and the match being in-kind or cash. Basiletti asked the Board for approval on how to charge for LRP hours. Schlosser stated that Basiletti has the authority to negotiate the best deal for the District and work with the cities that are interested in the project. Schlosser stated it is important to get the projects on the ground.

- Manthei made motion to give authority to Basiletti to negotiate the best deal for the District when it comes to the LRP grant and cities interested in the project. Goenner seconded the motion.
- Affirmative: Schlosser, Manthei, Goenner, Hipsag
- Opposed: None
- Motion Carried

Goenner exited the meeting at 12:42 p.m.

19. Staff Reports

Staff reports were distributed in Board packets for review.

20. Organizational Chart regarding communication

Doran stated the importance of communication and chain of command. BWSR noted the importance of this in a previous meeting. Schlosser stated the Board is there to enforce policy decisions, the manager carries out policy and staff reports to the manager. Schlosser noted an open door policy regarding contact with the manager. Doran requested that deadlines be established regarding research projects. Doran stated that it is her job to work for the supervisors and that was why she was hired, to research any questions or concerns and provide the results. Doran stated boundaries, expectations, and communication are important. Schlosser stated it was important to have open communication. Doran stated it was important to communicate and not double our efforts. Maciej stated that it is important for a Board to have complete faith in their Manager to manage the staff and run the office. Maciej also stated that open communication is important and allowing the Manager to do their research and bring back information to the Board at the next regular meeting, or call a special meeting if necessary. Doran stated that she would put together an organizational chart for the next meeting.

21. Accounting Procedures Manual

Doran explained that during a meeting with BWSR regarding the District Self-Assessment, it was noted the requirement to have an accounting manual. Doran included a copy of the proposed accounting manual in the Board packets.

22. Grant Updates

Doran discussed grants that were approved and declined. Doran noted that there were grant approvals to the District totaling approximately \$210,000.00. Doran also let the Board know that staff is currently working on a grant for 2011 that totals approximately \$100,000.00 and she will bring it to the Board at the March meeting.

23. Supervisor Business Cards/email accounts

Doran asked the Supervisors to contact Francine regarding their business cards and email accounts. Once information is received, she can finalize the project and give the supervisors their business cards.

Doran asked the Board for approval to advertise for the tree sale. Doran stated she would only do local advertising or possibly look at a bulk mailing and keep the expense to a minimum. Francine Larson entered the meeting at 1:10 p.m. to discuss the options the Supervisors have regarding their email account and business cards. Larson exited the meeting at 1:14 p.m.

Hipsag made a motion to approve Doran advertising for the 2010 tree sale. Manthei seconded the motion.

- Affirmative: Schlosser, Manthei, Hipsag
- Opposed: None
- Motion Carried

Doran discussed with the Board the brochures she will be handing out when attending future township meetings. Schlosser referenced the importance of promoting the District.

Manthei stated that he would like all Board members whose term will be up in the future, to let the Board know if they will be running again. This will eliminate the Board having to find someone to fill the position with short notice.

Doran informed the Board about the current equipment storage situation. Doran let the Board know that she has contacted the County regarding potential storage and office opportunities and is still waiting hear back.

Schlosser asked Doran about her office furniture. Doran stated some of it is in tough shape and would like the opportunity to research the cost for a new desk or check what Benton County has.

Hipsag made a motion to allow Doran to research the cost of new office furniture and check what Benton County has available. Schlosser seconded the motion.

- Affirmative: Schlosser, Manthei, Hipsag
- Opposed: None
- Motion Carried

Doran distributed additional correspondence regarding Supervisor vouchers and had Board approved documents signed.

24. Adjourn

Schlosser adjourned the meeting without objection at 1:35 p.m.

Next regular meeting is scheduled for March 1st, 2010 at 9:00 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Signature

Date

Doug Manthei, Secretary