



## BOARD AMENDED MEETING MINUTES - Regular Meeting

Date: March 1, 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  
Ewald Petersen, Sherburne County Commissioner  
Mary Monte, NRCS  
Gerry Maciej, Benton District Manager  
Mark Basiletti, Water Resource Specialist (11:03 - 11:12)  
Ron Shelito, MN Board of Water & Soil Resources (9:37 – 10:05)  
Jason Weirnerman, MN Board of Water & Soil Resources (9:37 – 10:05)  
Larry Seeley, Clear Lake Resident

### Regular Agenda

#### **1. Pledge of Allegiance**

#### **2. Review and approval of agenda**

Doran indicated that there were additions to the agenda. Schlosser suggested the additions be added in after agenda item# 10.

- Seeley made a motion to approve the agenda as submitted with stated additions being added after agenda item# 10. Manthei seconded the motion.

Affirmative: Seeley, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

#### **3. Minutes of the February 8<sup>th</sup> meeting**

- Manthei made a motion to approve the minutes of the February 8<sup>th</sup>, 2010 meeting. Hipsag seconded the motion.

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

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

Hipsag read the Treasurer's Report

- Goenner made a motion to approve the Treasurer's report of January 31<sup>st</sup>, 2010 and to pay bills totaling \$45,397.09. Seeley seconded the motion.

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

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

Manthei, Schlosser and Hipsag approved submitted Supervisor's vouchers and signed check numbers 3424 through 3429 totaling \$6,486.61 prior to the meeting.

- Manthei made a motion to approve the signing the checks as presented. Seeley seconded the motion.

#### **6. Supervisor's reports**

Seeley discussed that staff have been working with Clear Lake Park in regards to the Native Buffer grant for prescribed burning on the native prairie.

Manthei attended a water planning meeting and reviewed topics discussed during the meeting. Manthei discussed future meetings that the County will address locating wells in the County. Manthei also attended the Livonia Township meeting and reviewed topics discussed. Manthei addressed future budget concerns that have been discussed at township meetings he has attended.

#### **7. NRCS Report**

Monte reviewed her report. Monte discussed program updates, technical assistance, trainings/meetings and the submitted news release regarding program sign-ups. A handout was distributed.

Monte also requested approval for the annual contribution agreement between Sherburne SWCD, USDA, and NRCS. The purpose of the agreement is to have a common purpose of helping to bring about the conservation and wise use of land, water, wildlife, and related resources. NRCS will contribute funds not to exceed the amount contributed by the District up to \$660.00.

- Seeley made a motion to approve the contribution agreement between the Sherburne SWCD and NRCS. Hipsag seconded the motion. Manthei opposed due to not having time to review the agreement.

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

### **8. Supervisor Training**

Supervisor training was replaced with the BWSR Self-Assessment results. Jason Weinerman and Ron Shelito were present to discuss the results with the Board. The results stated that customer and vendors were very pleased with the services the Sherburne SWCD provides to the County. It was noted that were internal changes that needed to be addressed at the time this self-assessment was completed. Schlosser stated that many of the changes had already been addressed and implemented. Weinerman and Shelito exited the meeting at 10:05 a.m.

### **9. Lease meeting review**

Doran discussed a recent meeting with FSA, NRCS, and the current landlord. Doran stated that all are working together on the future lease that will expire in February 2011. Lease policy and procedures were discussed and all agreed to update each other at the next scheduled meeting which will be determined.

### **10. MASWCD Day at the Capitol**

Doran shared her experience regarding the legislative briefing and day at the capitol. Doran expressed to the Board the need for supervisor attendance at next year's MASWCD Day at the Capitol event. She discussed her meetings she had with legislators, as well as the guidance other SWCD's provided during the day.

#### **A. Additions to the agenda**

1. Benton County District Manager, Gerry Maciej came to the Sherburne SWCD Board to ask for administrative assistance. Due to economic issues, the Benton Project Assistant position had to be eliminated. Maciej asked that Sherburne allow their current Administrative Assistant to provide services at \$24.00/hour on an as needed basis. Maciej also stated that he and Doran would work with County Attorneys to provide a contract regarding these administrative services.

- Goenner made a motion to work with Benton in regard to their administrative needs, but would like the partnership reviewed in six months. Hipsag seconded the motion.

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

#### **2. Reimbursement to Tiffany Determan for tax filing**

Doran asked to reimburse Determan for \$175.00 for having to file her taxes twice due to software error.

- Seeley made a motion to approve reimbursement to Determan for \$175.00. Hipsag seconded the motion.

Affirmative: Seeley, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

### **3. 2010 Annual Tour Date**

Doran announced the date for the 2010 Tour would be August 24<sup>th</sup>, 2010.

### **4. Sheriff Newsletter**

Doran passed around the recent newsletter that was emailed. Sheriff Joel Brott provided a space on the newsletter regarding the annual tree sale.

### **5. Work load meeting**

Doran distributed a document covering the 2010 estimated work load for all employees.

### **6. Approve Gina and Bill to be Plan Writers and Plan Approvers**

Doran asked that Gina Hugo and Bill Bronder be approved as the Conservation Management plan writers and approvers.

- Goenner made a motion to approve Hugo and Bronder as plan writers and approvers. Hipsag seconded the motion..

Affirmative: Seeley, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

### **7. GIS Maintenance Agreement**

Doran asked for approval to pay \$253.44 for software updates and maintenance on the District's GIS equipment.

- Goenner made a motion to approve payment of \$253.44 for the GIS maintenance agreement. Seeley seconded the motion.

Affirmative: Seeley, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

### **8. Klein Bank Cash management Agreement**

Doran notified the Board that Chair Schlosser had signed the Cash Management Agreement for our new account that had been set up.

### **9. Administrative Training – Approval to attend**

Doran asked approval for she and Francine to attend an administrative training in Alexandria with an overnight stay. Total cost would be \$241.98.

- Seeley made a motion to approve administrative training and overnight stay for Francine and DeAnna. Manthei seconded the motion.

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

#### **10. Report on the LRP Stormwater Retrofit Grant/Approve to work with both cities**

Mark Basiletti asked to Board to approve that we work with both St. Cloud and Elk River in regard to the SRP grant opportunity through Anoka SWCD.

- Goenner made a motion to approve Sherburne SWCD work with both St. Cloud and Elk River. Seeley seconded the motion.

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

Basiletti also asked the Board set policy on the number of quotes he should receive for engineering services for NPEAP funded projects. The Board stated that there was no need to set policy on this item, but asked that Basiletti pursue three (3) quotes per NPEAP project. No action was taken.

#### **11. Advertising for the Tree Sale**

Doran asked for approval to spend \$1,500.00 for advertising in the local paper for the annual tree sale.

- Goenner made a motion to approve advertising at a cost of \$1,500.00. Seeley seconded the motion.

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

#### **12. Ability to receive payments by credit card**

Doran asked for approval to set-up payments by credit card for the District's annual sales.

- Manthei made a motion for approval to set-up payments by credit card. Hipsag seconded the motion.

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

### **13. Personnel Handbook**

Doran asked that the agenda# 13 be tabled until the next meeting.

- Personnel handbook tabled

### **14. 2010 Elections – who will be running**

Discussion was held regarding 2010 elections.

### **15. CWF – Children’s Water Festival**

Schlosser discussed with the Board of an offer to participate in the 2010 Children’s Water Festival at the Minnesota State Fair Grounds in September 2010. He asked to Board to approve participation.

- Manthei made a motion to approve participation in the 2010 Children’s Water Festival. Hipsag seconded the motion.

Affirmative: Seeley, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

### **16. Organization Chart of Communication**

Doran presented to the Board an organizational chart regarding communication. She explained this was something that the BWSR Self-Assessment determined was missing. Doran asked for approval for this document to be an addendum to all SWCD policy handbooks.

- Goenner made a motion to approve the organization chart regarding communication and be made an addendum to all SWCD policy handbooks. Seeley seconded the motion.

Affirmative: Seeley, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

Goenner exited the meeting at 11:36 a.m.

### **17. Set policy on number of quotes for engineering services for NPEAP funded projects**

This agenda item was addressed under item#10.

### **18. Grant Updates**

Doran updated the Board on notifications of grants that were accepted and would notify the Board when final paperwork is received.

### **19. Staff Reports**

Staff reports were previously submitted in the Board packets. There were no questions regarding the reports.

## **20. Adjourn**

Schlosser adjourned the meeting without objection at 11:41 p.m.

Next regular meeting is scheduled for April 5th, 2010 at 9:00 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by

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Signature

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Date

Doug Manthei, Secretary