



BOARD MEETING MINUTES - Regular Meeting

Date: April 5th, 2010
Location: 14855 Highway 10
Elk River, MN 55330

Members Present: Leander Schlosser, Chair
Larry Goenner, Vice Chair
Douglas Manthei, Secretary (8:00 – 9:52)
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
Tiffany Determan, Watershed Coordinator (8:17 – 8:37)
Mark Basiletti, Water Resource Specialist (9:10 – 9:17)
Jason Weinerman, MN Board of Water & Soil Resources

Regular Agenda

1. Pledge of Allegiance

2. Review and approval of agenda

Manthei indicated that there were additions to the agenda, meeting time and meeting schedule due to holidays. Schlosser suggested the additions be added in after agenda item# 8. Manthei also requested to move agenda item #23, Computer/Building/Equipment Storage Update. Schlosser moved item#23 to item#9, A. Doran stated approval for Windslamm software and grant application to NPEAP be added. Schlosser added under agenda item#13.

- Manthei made a motion to approve the agenda as submitted with stated additions. Seeley seconded the motion.

Affirmative: Seeley, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

3. Minutes of the March 1st meetings

- Seeley made a motion to approve the minutes of the March 1st, 2010 meetings. Manthei 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 February 28th, 2010 and to pay bills totaling \$41,155.09. Seeley seconded the motion.

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

5. Approve paying Bills and Supervisor's vouchers

Schlosser and Hipsag approved submitted Supervisor's vouchers and signed check numbers 3433 through 3452 totaling \$11,324.80 prior to the meeting.

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

6. Supervisor's Training – Tiffany Determan

Determan gave an update on the Elk River Watershed Association, with an Annual Report that highlighted the 2009 accomplishments, implementation projects, monitoring activities, TMDL's, Education, and future projects. A handout was provided.

7. Mississippi-St. Cloud Major Watershed Project

Determan also discussed the opportunity for the Sherburne SWCD to act as the fiscal agent for the Mississippi-St. Cloud major Watershed Project. There will be agreements with local partners to collect field data, develop an implementation plan, and conduct public outreach and education activities.

- Seeley made a motion to approve Sherburne SWCD be the fiscal agent for the Mississippi-St. Cloud Major Watershed Project. Hipsag seconded the motion.

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

8. Supervisor's Reports

Manthei attended a MACD meeting at Cabela's in Rogers, the MCD meeting, ERWSA meeting, Livonia Township meetings and reviewed who attended and what items were discussed.

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

Hipsag requested a signature stamp for signing checks and paperwork.

- Seeley made a motion to approve a signature stamp be purchased for Hipsag. Goenner seconded the motion.

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

Commissioner Peterson noted that it would be wise to check with the SWCD's financial institution to make sure this is an approved process. Doran stated that she would follow up with the bank.

A request was made to move the meeting time to 8 a.m. Manthei stated the Board should meet every other month, twice a month. Manthei stated 8:30 would be a better time for him. Schlosser has no issues with either time. Hipsag stated that the Board needs to keep the monthly schedule due to budget issues. Manthei stated maybe a consent agenda would be more appropriate, to save time.

Hipsag made a motion to move the meeting time to 8:30 a.m. and end at 11:00 a.m. with the understanding a second meeting may need to be scheduled. Seeley seconded the motion.

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

9. NRCS Report – Revised Contribution Agreement

Monte reviewed with the Board the revised contribution agreement and asked for approval. Doran stated that it had been submitted to the county attorney for review and approved. The agreement is 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.

- Seeley made a motion to approve the contribution agreement between the Sherburne SWCD and NRCS. Goenner seconded the motion.

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

- A. Agenda item#23 Computer/Building/Equipment Storage
Doran reviewed her meeting with FSA and NRCS regarding lease requirements. Doran contacted the County regarding future space opportunities, which there are none currently or in the future. Doran contacted the County IS Director about the possibility of utilizing the County's computer network. A follow-up meeting will be scheduled in two weeks. Doran stated that the Public Works Department has offered equipment storage space at the Becker location. Doran will be following up the department on when the potential co-locating could be possible. Doran contacted the County regarding the possibility of using County vehicles, which currently there are none. Doran was told to contact the Sheriff's Department regarding forfeited vehicles as a possibility.

10. Tree Donation to Cub Scout Pack#11

Doran stated that Cub Scout Pack#111 is requesting 200 bare root trees to be donated for plating at Orono Park to reduce wind and noise. Doran asked for approval to donate 200 trees.

- Seeley made a motion to approve the donation of 200 bare root trees to the Cub Scout Pack#111. Hipsag seconded the motion.

Affirmative: Seeley, Goenner, Hipsag, Manthei

Opposed: None

Motion Carried

11. Engineering Quotes for Clean Water Fund projects

Engineering quotes for the Clean Water Fund projects were received and Basiletti asked for approval to accept the Bogart Pederson quote for \$4,580.00 for the Lake Fremont Shoreline project and to accept BDM quote for \$5,100.00 for the Morton Avenue and Park and Rec. Site Bioretentions.

- Seeley made a motion to accept the Bogart Pederson quote for \$4,580.00 for the Lake Fremont Shoreline project and to accept BDM quote for \$5,100.00 for the Morton Avenue and Park and Rec. Site Bioretentions. Goenner seconded the motion.

Affirmative: Seeley, Goenner, Hipsag, Manthei

Opposed: None

Motion Carried

12. Approve requesting funds from the Clean Water Fund Projects, Metro Conservation District

Basiletti explained that the Board had approved the engineering quotes and that approval was needed to request the engineering funds for the Clean Water Fund Projects from the MCD.

- Goenner made a motion to approve requesting for the engineering funds for the Clean Water Fund Projects. Seeley seconded the motion.

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

13. LRP Retrofit Assessment Agreements with St. Cloud & Elk River

Doran explained that the contract from St. Cloud was received and that approval was needed to sign the contract so Basiletti can move forward with the Retrofit Assessments.

- Seeley made a motion to approve signing the Retrofit Assessment agreement with the City of St. Cloud. Manthei seconded the motion.

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

Doran asked for approval to sign the contract with the City of Elk River when it is returned to the SWCD.

- Goenner made a motion to allow Doran to sign the contract if it is returned by the City of Elk River, with no issues. Manthei seconded the motion.

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

Doran asked approval to purchase Windslamm software for the LRP Retrofit Assessment projects for \$350.00. Doran noted that a reimbursement would be applied for through Non Point Engineering & Assistance Program (NPEAP).

- Hipsag made a motion to approve the purchase of the Windslamm software for \$350.00 Seeley seconded the motion.

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

14. LCCMR Grant Proposal

Doran asked for approval to submit the grant to LCCMR totaling \$237,140.00 that will be due April 8th. The grant will address utilizing diseased trees for biomass and energy production.

- Manthei made a motion to approve the grant submittal to the LCCMR. Seeley seconded the motion.
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Affirmative: Seeley, Goenner, Hipsag, Manthei
Opposed: None
Motion Carried

15. Personnel Handbook

Doran asked the Personnel Handbook be tabled until the next meeting.

- Tabled

16. Administrative Assistant – Hourly Wage

Doran asked that the Administrative Assistant's wage be increased from \$18.23/hr to \$19.69/hr, due to change in duties and location. Currently, the Administrative Assistant position is being shared with Benton County, in Foley. Sherburne is charging Benton County an hourly rate of \$24.00/hr. The wage increase would cover additional mileage costs and expenditures that come with the new job description and duties. Doran stated the total wage increase for the term of the contract (six months) would be \$2,475.20. Doran stated that a contract has been drafted and is waiting for approval from the Benton County attorney's office.

Schlosser stated that the Administrative Assistant is working for two Districts and should be compensated for the additional responsibility.

Maciej and Doran stated that the position sharing has transitioned nicely, and they are continuing to adjust to each other's District needs.

Manthei stated that he would take four to six motions to approve the hiring process for Benton County to use Sherburne's administrative assistance. Doran stated that it was approved at the previous month's meeting. Manthei stated he disagreed with the wage increase and asked Benton to pay a 15% fee to be the fiscal agent. Schlosser stated that Benton already is paying a fee to utilize Sherburne's administrative services and she is working for two different Districts. Seeley stated that the amount being billed to Benton makes up for the pay increase. Manthei stated Sherburne County is paying for the administrative position and with budget cuts coming, raises should not be happening. Commissioner Peterson stated that Commissioner Riebel was opposed to the wage increase due to future budget cuts.

Doran stated that the Sherburne SWCD has already implemented a mandatory one week furlough, as well as wage freezes. Doran noted that the partnership with Benton County is not only helping them, but bringing in revenue to the District. Doran explained that the Administrative Assistant miles cannot be determined at this point. Doran also noted that the current position's wage increase will be compliant with the pay scale that was used previously to determine each position's grade level and step increases.

Goenner stated that the current Administrative Assistant was hired at full time with more experience to replace the previous part-time position.

Schlosser stated we have to remember this is creating income for the District which will help with future budget cuts.

- Seeley made a motion to approve the wage increase for the administrative position due to additional duties and mileage costs with a review at the end of the six month contract. Goenner seconded the motion.

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

17. Klein Bank – Transferring of funds

Doran asked for approval for herself and Francine Larson to transfer funds to the new bank account.

- Goenner made a motion to approve Doran and Larson to electronically transfer funds to Klein Bank. Seeley seconded the motion.

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

18. LRP Hours

Doran asked for approval to purchase 125 hours through 2010 for the LRP Retrofit Assessment Project.

- Hipsag made a motion to approve purchase of 125 LRP Retrofit Assessment Project hours at \$40.00/hr. Seeley seconded the motion.

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

19. 2010 Elections – Who will be running

Discussion was held regarding the 2010 elections.

20. Grant Updates

No discussion. Information was distributed in Board packets.

21. Staff Reports

No discussion. Staff reports were distributed in Board packets. Schlosser noted the possibility of the Watershed Coordinator taking on the responsibility of modeling and look at this as a future opportunity as a source of income.

22. Correspondence

No discussion.

23. Computer/Building/Equipment Storage Update

Moved under agenda item#9

24. Motion to close meeting

The meeting will be closed as permitted by the section 13D.05, subdivision 3(a), to evaluate the performance of the District Manager, DeAnna Doran, as it relates to her current probationary status. This is being conducted as her six month review and is required as it was stated in the original contract dated October 19, 2009.

- Goenner made a motion to close the meeting. Seeley seconded the motion.

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

25. Closed meeting. District Manager Performance Evaluation.

26. Motion to open the meeting

- Goenner made a motion to open the meeting at 10:35 a.m. Seeley seconded the motion.

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

27. Adjourn

Schlosser adjourned the meeting without objection at 10:37 a.m.

Next regular meeting is scheduled for May 3rd, 2010 at 8:30 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Signature

Date

Doug Manthei, Secretary