



BOARD MEETING MINUTES – Regular Meeting

Date: April 6, 2009
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, Supervisor

Others Present: Mark Basiletti, Interim District Manager
Gina Hugo, Resource Conservationist
William Bronder, Resource Conservationist
Mary Monte, NRCS District Conservationist
Francine Larson, Administrative Assistant

The meeting was called to order at 3:00 p.m. by Chair Debra Seeley

Regular Agenda

1. Review and approval of the April Agenda of the Regular Board Meeting

Bronder asked to add an additional item to the agenda (4a).

- Schlosser made a motion to approve the April Agenda with addition. Goenner seconded the motion. All ayes, motion carried.

2. Minutes of March 2, 2009 Regular Meeting

- Goenner made a motion to approve the March Meeting Minutes. Manthei seconded the motion. All ayes, motion carried.

3. Treasurer's report of February 28, 2009

Manthei read the Treasurer's report.

- Schlosser made a motion to approve the Treasurer's report for February 28, 2009 and to pay 42 bills totaling \$185,137.93. Goenner seconded the motion. All ayes, motion carried.

4. BWSR State Cost Share, #FY08-03 ~ Miller/Morris, Amend maximum cost share amount to \$4,983.00

- Schlosser made a motion to approve the amended maximum cost share amount to \$4983.00. Manthei seconded the motion. All ayes, motion carried.

4a. Lake Shore Drive Project #0901

Bronder presented a State Cost Share Contract with the City of Big Lake for Lakeshore stabilization.

- Manthei made a motion to approve a maximum cost share of \$7,923.00 for the project, with the exception that larger rocks are used, recover as many rocks from the lake as possible, and yearly maintenance is provided for the next 15 years. Schlosser seconded the motion. All ayes, motion carried.

5. Prairie Restoration Cost Share: New Contract #PF01-09, Lars Carlson ~ \$150.00

- Schlosser made a motion to approve \$150.00 for contract #PF01-09. Goenner seconded the motion. All ayes, motion carried.

6. NRCS report

Mary Monte, NRCS District Conservationist, reviewed her written report, a copy was distributed. Monte reported that the NRCS and the SWCD's training needs are to be completed by April 24, 2009. The SWCD supervisors need to sign SWCD employee's registration requests prior to the April 24th deadline. Monte also reported that she will be participating in the Earth Day event at the Twin Lakes Elementary School on April 17, 2009.

- Goenner made a motion to approve Bronder's meeting registration. Hipsag seconded the motion. All ayes, motion carried.

7. Technical Reports

Bronder and Hugo reviewed their written reports with the Board, Larson read Determan's Technical Report; copies are attached.

Bronder discussed the current WCA activities, including completing a wetland delineation for a landowner on Sandy Lake, and an on-site visit for another landowner on Ann Lake to see if the landowners proposed activity would impact a wetland, it was determined that it would not.

Bronder discussed his attendance at the County Technical Evaluation Committee (TEP) meeting and the proposed road project plan for 120th Street in Livonia Township.

Bronder reported that he and Hugo surveyed damage to a local landowners property caused by high spring water levels, it was suggested he install a culvert at the wetland boundary elevation.

Bronder reported on the Summer Water Use Workshop held on March 28th. Participants expressed an interest in learning more about irrigation efficiency. Bronder suggested the SWCD should follow-up with additional District participation in developing programs to encourage more efficient watering and or changes in landscaping.

Hugo discussed the results of the Nitrate Clinic held on March 5th at the Palmer Town Hall. The total samples provided were considerably less than previous years, possibly due to the location of the clinic. Seven percent of this year's samples had a nitrate reading over 10ppm (the threshold for the drinking water standard).

Hugo discussed her attendance at the Shade Tree Conference held at Bethel University and expressed that the lectures and presentations she attended were good refreshers.

Hugo reported the forestry work she has provided for landowners during the month and the EQIP contract review of a landowners prescribed grazing and fencing practices. Hugo also reported an initial on-site visit to a landowner on Lake Fremont that is interested in applying for 319 funds to install a raingarden and a shoreland buffer.

On June 26th Hugo will be presenting a brief introduction on the function of raingardens and proper planting technique to a group of summer school students that will be helping to install an infiltration trench/raingarden project in the city of Becker.

Larson read Determan's Technical Report for March 2009.

Determan prepared a summary on the 1st TMDL public meeting held on March 19th at the Palmer Township Hall.

March 20th began the first TMDL sampling round, Determan has remained steadily busy by gathering TMDL data by sampling and gauging stream flows

8. Manager's Reports

Basiletti reported the SWCD's activities which included development of a program journal and the generated monthly reports, along with a new timesheet for the SWCD employees.

Basiletti reported on the recent truck repair, tree sale advertising, the District Technician position advertising and the MPCA's request for the SWCD to handle invoicing of the project consultants for the TMDL Study.

Basiletti reported on the MASWCD Area IV meeting he attended and discussed the Data Privacy Act and how it will affect the SWCD.

Basiletti also discussed his concerns in regards to the renewal of the District Managers Position. The board expressed an interest in hiring Basiletti as the District Manager, and requested further information regarding wage expectation be sent to the board and to be discussed at the May 4th board meeting.

Basiletti reported that he gave a presentation at the Briggs Lake Chain Association workshop on April 4th regarding shoreland restoration.

9. NRCS ~ Freedom of Information Act

Monte discussed the Federal Statute which allows any person the right to obtain federal agency records unless the records (or part of the records) are protected from disclosure by any of the nine exemptions contained in the law. Monte distributed information regarding the Freedom of Information Act, The Privacy Act, and Section 1619 of the Farm Bill. Copies are attached. The board expressed concerns with the Federal Statute and how it will affect the SWCD and requested more information. Monte will bring the Board's questions and concerns to the next DC meeting held April 7th, 2009.

Old Business

10. Grant Agreement with City of St. Cloud Public Utilities ~ \$11,220.00

The grant will fund production and mailing of the Elk River Watershed "Currents".

- Goenner made a motion to approve signing the City of St. Cloud Public Utilities Grant agreement. Manthei seconded the motion. All ayes, motion carried.

11. Purchase materials for Twin Lakes School Education Program ~ \$230.00

- Goenner made a motion to approve the purchase of materials for the Twin Lakes School Education Program up to \$250.00. Hipsag seconded the motion. All ayes, motion carried.

12. DNR Forest Stewardship contract

- Schlosser made a motion to approve the DNR Forest Stewardship contract for 2010 based on the terms stated in the contract. Hipsag seconded the motion. All ayes, motion carried.

New Business

13. Proposed program for non-dormant alfalfa seeding

Bronder presented a proposal for testing non-dormant alfalfa as a potential cover crop in a corn/bean/potato rotation. Two 2 acre sites (irrigated crop land) will be selected, the district will provide the seed, planting, and maintenance. A \$2000.00 donation from Bill Bronder will be used to compensate landowners for the use of their land.

- Manthei made a motion to approve the non-dormant alfalfa seeding. Goenner seconded the motion. All ayes, motion carried.

14. Position Description for Resource Conservationist

Basiletti distributed the job description for the Resource Conservationist position.

- Goenner made a motion to approve the job description for the Resource Conservationist position. Hipsag seconded the motion. All ayes, motion carried.

15. District Technician interviews: selection of candidates; set interview committee and schedule

Basiletti reported that 60 resumes were received and reviewed for the District Technician position. Basiletti with help from Bronder and Determan narrowed the candidates down to 6. Seeley, Schlosser, Hipsag, Bronder and Basiletti will conduct interviews on April 16th and 20th beginning at 4:15 p.m.

- Goenner made a motion to approve appointing an interview committee of Seeley, Schlosser, Hipsag, Bronder and Basiletti. Manthei seconded the motion. All ayes, motion carried.

16. New employee time sheets and reports

Basiletti distributed copies of the updated SWCD employee timesheet and reports generated from the timesheets. Schlosser expressed his approval of the summary.

Basiletti suggested continuing to provide the board with quarterly summary reports. The board agreed.

17. Minnesota Data Practices Act: Resolution to appoint the Responsible Authority (RA) and the Compliance Officer for SWCD data.

Basiletti recommended the same person be appointed for both the RA and the Compliance Officer.

- Goenner made a motion to approve appointing the District Manager the Responsible Authority and the Compliance Officer for SWCD data. Manthei seconded the motion. All ayes, motion carried.

18. 2009 Budget Revisions

Basiletti distributed the revised budget and discussed the changes made; 1) removed \$10,383 severance pay fund, 2) increased Native Buffer Cost Share Revenue and Expense from \$0.00 to \$42,900.00, 3) increased WCA Enforcement from \$10,250.00 to \$18,250.00, 4) changed Community Education to Other Education and increased to \$600.00, 5) added RLTF expense with a balance of \$100.00, 6) increased website funds from \$300.00 to \$400.00, 7) added Equipment Expense with a balance of \$585.00.

- Schlosser made a motion to approve the revised budget. Manthei seconded the motion. All ayes, motion carried.

19. 2008 Financial Statement

Basiletti discussed the financial statement that was mailed to the SWCD Board prior to the meeting. Schlosser expressed concerns with several points on the financial statement and requested more information and clarification. Seeley suggested appointing a financial committee of Schlosser and Manthei to work with Basiletti on resolving the boards concerns.

20. Correspondence

Basiletti distributed correspondences

- Manthei made a motion to adjourn. Goenner seconded the motion. All ayes, motion carried.

The meeting was adjourned at 6:45 p.m.

Next regular meeting is scheduled for May 4, 2009 at 3:00 p.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Signature

Date

Larry Goenner, Secretary