



BOARD MEETING MINUTES – Regular Meeting

Date: May 4, 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 (3:00 - 3:28)
Gina Hugo, Resource Conservationist (4:00 - 4:55)
William Bronder, Resource Conservationist (4:00 – 5:38)
Tiffany Determan, Watershed Coordinator (4:00 – 5:00)
John C. Riebel, Sr., Sherburne County Commissioner
Jason Weinerman, BWSR Board Conservationist
Francine Larson, Administrative Assistant
Larry Seeley, Clear Lake Resident

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

Regular Agenda

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

Manthei submitted a revised agenda.

2. Doug's comments to the board.

Manthei discussed his and Schlosser's findings during recent attendance at other SWCD Board meetings and their research into SWCD District Policies and Procedures.

Basiletti distributed a letter of intent to the board. Basiletti no longer wishes to be appointed to the District Manger position, but will remain Interim Manager until a District Manager is hired at which time he would like to return to his former position of Water Resources Specialist.

- Manthei made a motion to approve the revised Agenda. Goenner seconded the motion. All ayes, motion carried.

Schlosser discussed making changes to the Minutes of April 6, 2009 Regular Meeting.

Item #13 ~ the words “private party” should be changed to William Bronder. Schlosser also noted that the district cannot accept a donation without a written explanation of funds, and suggested William Bronder present a letter of explanation at the next meeting.

- Goenner made a motion to rescind the motion made at the April 6, 2009 regular meeting to accept a donation from William Bronder for a non-dormant alfalfa seeding project. Manthei seconded the motion. All ayes, motion carried.

3. Second board meeting set for the month

Manthei and Schlosser suggested adding an additional meeting per month. Schlosser suggested every other Monday.

Wienerman suggested a workshop with BWSR and the Supervisors to discuss the roles of the Board of Supervisors. The “Better Communication Workshop” was scheduled for Monday May 18, 2009 from 7:00 – 9:00.

a. 2 board meetings per month

- Schlosser made a motion to approve scheduling additional board meetings for every other Monday. Manthei, Hipsag, Goenner ayes; Seeley nay, motion carried.

Schlosser suggested an updated meeting schedule be prepared.

Schlosser requested Larson to provide information regarding Bank Signature Cards at the next meeting.

b. Start earlier ~ no motion

c. Have meetings a different day of the week ~ no motion

d. End meeting at 5:00 p.m.

- Manthei made a motion to adjourn regular board meetings at 5:00 p.m. Schlosser seconded the motion. All ayes, motion carried.

4. Workshops set for each meeting

Schlosser and Manthei suggested reserving time on each agenda to discuss workshops.

- Schlosser made a motion to add workshops to the future board meetings. Manthei seconded the motion. All ayes, motion carried.

5. Personal Audit

Manthei suggested having an accountant review Wendy Beliveau and Judy Shermak’s severance package. ~ no motion

Schlosser made a motion to have a financial audit. Manthei seconded the motion. ~ motion withdrawn

- Hipsag made a motion to invite Jim Maiser to the June 1st, 2009 Board Meeting. Goenner seconded the motion. All ayes, motion carried.

- a. Wage freeze ~ Tabled
- b. Comp time freeze ~ Tabled

6. Financial Audit

- a. Check signing by all SWCD supervisors and take staff off ~ no motion
- b. Audit to be done by the state ~ no motion
- c. Audit to be done by Keith Porter (Beinhorn & Company, Staples, MN) ~ no motion

7. District Manager position moved to a closed meeting ~ no motion

8. District Technician position ~ Tabled

- a. old agenda, No. 5, 6, 7, 8, 9, 10, 11 and 13 tabled to the next meeting.

#7(old agenda) Training: request to attend the Minnesota Waters Conference, Watershed coordinator

Determan requested board permission to attend the Minnesota Waters Conference held in Rochester, MN on 5/7/09 & 5/8/09. The total cost to attend the conference is \$228.97, which includes attendance and lodging.

- Hipsag made a motion to approve payment of \$228.97 for Determan's attendance and lodging for the conference. Goenner seconded the motion. All ayes, motion carried.

#10(old agenda) Authorize termination of the Central Minnesota SWCDs (cluster5) Joint Powers Board and designate a Supervisor and alternate to sign the termination.

Bronder read the termination resolution to the board.

- Schlosser made a motion to approve to adopt the resolution. Manthei seconded the motion. All ayes, motion carried.

9. Minutes of April 6, 2009 regular meeting.

Discussed previously in the meeting. Refer to #2

10. Treasurer's Report of March 31.

Manthei read the Treasurer's report

- a. Goenner made a motion to approve the Treasure's report for March 31, 2009 and to pay 47 bills totaling \$43,472.76. Schlosser seconded the motion. All ayes, motion carried.

11. Better Communication Workshop

Discussed previously in the meeting. Refer to #3

Wienerman requested Larson to handle posting the open meeting.

12. Discuss Bill's letter (#9 old agenda)

Bronder sent a letter to the supervisors requesting the board to rescind the motion made at the January meeting regarding employee attendance during the board meeting.

- Hipsag made a motion to allow staff to attend the entire board meeting and request the staff to provide written technical reports prior to the board meeting. Goenner seconded the motion. All ayes, motion carried.

Schlosser requested the Board Meeting packets be sent out earlier than the Wednesday before the board meeting.

13. Discuss Mark's letter

Basiletti sent a letter to the supervisors regarding the interviews for the District Technician.

Seeley suggested Basiletti contact the County Attorney to determine who is authorized to sign checks.

Riebel suggested Basiletti contact Roxanne in the County Human Resource Department regarding the correct hiring/interviewing procedure and report back to the board his findings.

Seeley suggested tabling Basiletti's letter of intent to the June 1, 2009 meeting.

Goenner presented thank you letters to the board for a signature. The thank you letters are to the Boy Scouts and the Cargil Kitchen for their help with recent SWCD projects.

14. Correspondence

Larson distributed correspondences

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

The meeting was adjourned at 5:38 p.m.

Next regular meeting is scheduled for June 1, 2009 at 3:00 p.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Signature

Date

Larry Goenner, Secretary