



## BOARD MEETING MINUTES - Regular Meeting

Date: July 12th, 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  
Tiffany Determan, Watershed Coordinator, 8:35am – 9:00am  
Mark Basiletti, Water Resources Specialist , 10:21am – 10:27am

Meeting was called to order by Schlosser at 8:33 a.m.

### Regular Agenda

#### 1. Pledge of Allegiance

#### 2. Review and approval of agenda

- Seeley made a motion to approve the agenda as submitted. Goenner seconded the motion.

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

#### 3. Minutes of the June 7th meeting

- Goenner made a motion to approve the amended minutes of the June 7th, 2010 meeting. Manthei seconded the motion.

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

#### 4. Treasurer's Report

Hipsag read the Treasurer's Report

- Seeley made a motion to approve the Treasurer's report of May 31st, 2010. Manthei seconded the motion.

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

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

Schlosser and Hipsag approved submitted Supervisor's vouchers and signed check numbers 3505 through 3521 totaling \$11,710.09 prior to the meeting.

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

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

**6. Supervisor's Training – Tiffany Determan**

Determan review preliminary results from the TMDL study and review upcoming public meeting dates.

**7. Supervisors Reports**

Seeley discussed that she and staff continue to meet with Clear Lake Park in regards to the Native Buffer grant. Seeley also attended the Pollinator Day event and participated in building bird houses. Manthei attended the Area 4 tour as well as attended township meetings and the ERWSA meeting. Manthei updated the Board on the total hours he has worked since the beginning of the year.

**8. NRCS Report**

No report was distributed.

**9. Preliminary 2011 Budget**

Budget discussion was had regarding the proposed budget for 2011 and asked for approval to submit to the County Administrators office. Manthei stated he felt additional cuts from the budget were necessary. Doran noted that the District has already implemented furloughs, wage freezes, shared staff, conversion to a PTO system, and the elimination of severance packages. Doran stated that the District will continue to supplement with additional grants and charge for services that have previously been provided at no cost.

- Goenner made a motion to approve the proposed 2011 budget for submittal to the County Administrators office. Hipsag seconded the motion.

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

**10. Approve Cost Share Payments**

Doran asked for Board approval to pay cost share payments for Contract #NB 1-100-01 for \$746.00 to Patrick Suiter.

- Seeley made a motion to approve contract# NB 1-100-01 for \$746.00 to Patrick Suiter. Hipsag seconded the motion.

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

### **11. Engineering quote for engineering services, Elk River Stormwater BMP's**

Doran asked the Board to approve the updated quote that will include staking and construction oversight.

- Seeley made a motion to approve the BDM Consulting quote for \$4,200 for the Metro Conservation Districts, Non-Point Source Engineering Assistance Program Funds. Hipsag seconded the motion.

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

### **12. Anoka Conservation District/Sherburne SWCD Stormwater Retrofit Analysis Agreements**

Doran requested the Board approve the agreements with Anoka Conservation District regarding the Stormwater Retrofit Analysis Agreements for Mississippi River – St. Cloud and Elk River. Doran stated they have been reviewed by the County Attorney's office and will need to be submitted to ACD.

- Goenner made a motion to approve the agreements as presented. Seeley seconded the motion.

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

### **13. Outstanding Conservation Cooperator**

Doran submitted 3 candidates and asked a decision be made on who should be submitted as the Sherburne Outstanding Conservation Cooperator of the year. A candidate was selected and Doran will notify the candidate, Jim Ridgeway.

- Mathei made a motion to submit Jim Ridgeway as the Sherburne Outstanding Conservation Cooperator of the year. Seeley seconded the motion.

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

#### **14. MN DNR Ground Water Level Monitoring Well Agreement**

Doran requested approval to enter into the annual agreement with MN DNR that pays \$2,010 per year to perform OB Well Measurements.

- Manthei made a motion to accept the MN DNR Ground Water Level Monitoring Well agreement. Hipsag seconded the motion.

Affirmative: Seeley, Hipsag, Manthei, Goenner

Opposed: None

Motion Carried

#### **15. AgBMP Loan application approval**

Doran requested approval for a design that has been completed and the applicant has received an estimate from a licensed installer. The application is for \$10,659.

- Manthei made a motion to approve the loan application for \$10,659.00. Seeley seconded the motion.

Affirmative: Seeley, Hipsag, Manthei, Goenner

Opposed: None

Motion Carried

#### **16. Annual Tour**

Doran requested a budget of \$2,500.00 for the 2010 Annual Tour. It will be expected that the SWCD will have in attendance of approximately 100 people.

- Seeley made a motion to approve the requested tour budget. Goenner seconded the motion.

Affirmative: Seeley, Hipsag, Manthei, Goenner

Opposed: None

Motion Carried

#### **17. Tree Climbing Certification**

Manthei made a motion to table item 17 until further information was received. Hipsag seconded the motion.

- Tabled

#### **18. Strategic Plan**

Doran requested approval for the 2010 – 2015 Strategic Plan.

- Goenner made a motion to approve the Strategic Plan as submitted. Hipsag seconded the motion.

Affirmative: Seeley, Hipsag, Manthei, Goenner

Sherburne Soil & Water Conservation District Regular Board Meeting July 12th, 2010

Opposed: None  
Motion Carried

**19. District Capacity/SWCD of the Year Award**

Doran asked the Board to complete submitted paperwork and return as soon as possible so they can be submitted by the August 22<sup>nd</sup> deadline.

**20. Staff Reports**

Discussion was had regarding staff reports.

**21. Correspondence**

Doran stated grant contract#B45505 for \$375.00 was received from the DNR and she would like approval to enter agreement. This would cover approximately one Stewardship plan.

- Hipsag made a motion to accept the Information and Education Stewardship Grant with the Department of Natural Resources. Seeley seconded the motion.

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

**22. Adjourn**

Schlosser adjourned the meeting without objection at 11:00 a.m.

Next regular meeting is scheduled for August 2nd, 2010 at 8:30 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by

---

Signature

---

Date

Doug Manthei, Secretary