



BOARD MEETING MINUTES - Regular Meeting

Date: September 12, 2011

Location: 14855 Highway 10
Elk River, MN 55330

Members Present: Larry Goenner, Chair
Jason Selvog, Vice Chair
Doug Hipsag, Treasurer
Roger Nelson, Secretary
David Berg, Reporter

Others Present: Bill Bronder, Sherburne SWCD Interim District Manager
Mary Monte, NRCS
Gerry Maciej, Benton SWCD District Manager (arrived at 8:32)
Jason Weirnerman, BWSR (arrived at 8:32)
Francine Larson, Sherburne Staff
Tiffany Determan, Sherburne Staff (8:40 a.m. – 8:50a.m.)
Gina Hugo, Sherburne Staff (8:40 a.m. – 8:50a.m.)
Frances Gerde, Sherburne Staff (8:40 a.m. – 8:50a.m.)

Meeting was called to order by Goenner at 8:28 a.m.

Regular Agenda

1. **Pledge of Allegiance**
2. **Updated Supervisor Picture for Annual Convention Poster**
Updated pictures were taken after the meeting.
3. **Review and approval of agenda**
 - Nelson made a motion to approve the agenda as submitted with stated additions. Hipsag seconded the motion.

Additions:

16. (A) Approve Pheasants Forever cost share assistance contract #PF05-11, Sobiech - Pariseau for \$72.87.

(B) Approve Native Buffer cost share payment for contract #NB36-10, Fred Talbot for \$1422.00.

(C) Approve amendment to extend completion date of cost share contract #CWF2010-3-1.

(D) Approve submittal of Clean Water fund Application 2012

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

4. Minutes of the August 1st, 2011 Regular meeting

- Nelson made a motion to approve the minutes of the August 1st, 2011 meeting. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

5. Minutes of the August 11th, 2011 Emergency meeting

- Hipsag made a motion to approve the minutes of the August 11th, 2011 emergency meeting. Selvog seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

6. Treasurer's Report

Hipsag read the Treasurer's Report.

- Nelson made a motion to approve the Treasurer's report as of July 31st, 2011. Berg seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

7. Approve paying Bills and Supervisor's vouchers

Hipsag and Selvog approved submitted Supervisor's vouchers and signed check numbers 5278 through 5295 totaling \$59,070.81 prior to the meeting.

- Nelson made a motion to approve paying bills and supervisor's vouchers as submitted. Berg seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

8. Staff Reports

Staff reviewed monthly reports with the Board.

9. NRCS Report

Monte distributed her report and discussion was had regarding program updates, technical assistance, and monthly activities.

10. Klein Bank Resolution

Larson distributed the updated Klein Bank Resolution and Signature Card.

11. Klein Bank Signature Card

- Berg made a motion to approve the updated Klein Bank Resolution and Signature Card. Selvog seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

12. Clean Water Fund Contract – CWF2010-4, Union Church

- Nelson made a motion to approve Clean Water Fund Contract #CWF2010-4, Union Church. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

13. Contractor quotes for Union Church Rain Gardens

- Nelson made a motion to accept the low bid from Klein Landscaping for construction of Union Church Rain Gardens. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

14. Contractor quotes for Warzecha Streambank erosion control engineering

- Nelson made a motion to accept the low bid from Wenck Associates, Inc. for streambank erosion control for the Warzecha project. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

15. Consider application for NPEAP funding for Warzecha streambank erosion control engineering

- Berg made a motion to approve the application for NPEAP funding for Warzecha Streambank erosion control engineering. Nelson seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

16. Native Buffer Contract – NB35-10, Steve Gilmore for \$841.00

- Nelson made a motion to approve Native Buffer Contract #NB35-10, Steve Gilmore for \$841.00. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

(A) Approve Pheasants Forever cost share assistance contract #PF05-11, Sobiech - Pariseau for \$72.87.

- Nelson made a motion to approve Pheasants Forever cost share assistance contract #PF05-11, Sobiech - Pariseau for \$72.87. Selvog seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

(B) Approve Native Buffer cost share payment for contract #NB36-10, Fred Talbot for \$1422.00.

- Hipsag made a motion to approve Native Buffer cost share payment for contract #NB36-10, Fred Talbot for \$1422.00. Berg seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

(C) Approve amendment to extend the completion date of cost share contract #CWF2010-3-1.

- Berg made a motion to approve the Amendment to extend the completion date of cost share contract #CWF2010-3-1. Nelson seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None
Motion Carried

(D) Approve submittal of Clean Water fund Application 2012.

Bronder explained that the District was contacted by the City of St. Cloud and asked to submit a FY2012 CWF grant application for rain gardens, shoreline buffer, and slope stabilization projects located in Sherburne County. At Maciej's request the Raymond Park rain garden project was added to the application.

- Nelson made a motion to approve submittal of Clean Water fund Application including the Benton project. Berg seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

17. Rural Preserve Property Tax Program – State Claims Update

Bronder discussed the letter received from the MN Department of Revenue regarding the Sherburne SWCD's State Claims request. The claim request has been denied. Bronder suggested sending a letter to the RPPTP participants explaining the reason for denial and how it will impact them.

18. Quality Incentive Payment for Forest Stewardship Plan

Bronder informed the Board that the District has received a \$100.00 incentive payment for Hugo's work on a Forest Stewardship Plan.

19. 2010 Audit Update

Bronder informed the Board that the 2010 Audit report has been sent to the State Auditor's office for final approval. Approval of the audit may not happen until the end of the year.

20. BWSR Academy – Lodging

- Nelson made a motion to approve payment of BWSR Academy registration for three staff members and lodging for two staff members. Selvog seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None

Motion Carried

21. 2012 Tree Sale

Bronder distributed the 2012 Tree Sale order form, stating that the District did not increase the prices for the 2012 tree sale.

- Nelson made a motion to approve the 2012 Tree Sale Order form. Selvog seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

22. Extend Conservation Corp Intern Position

- Nelson made a motion to hire Frances Gerde at \$13.00 per hour as a temporary employee of the District, up to \$2,700.00. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

23. 2011 Annual Dinner

Bronder discussed the District Staff's suggestion of returning to hosting an annual meeting rather than combining our award ceremony with other agencies.

- Hipsag made a motion to schedule the Annual Dinner for Wednesday October 19th at 6:00 pm with a budget of \$1,500.00. Berg seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

24. Reprint the Common Lake Shore Weed ID Guide

- Hipsag made a motion to reprint 1000 copies of the updated Common Lake Shore Weed ID guide and sell them at \$8.00 each plus sales tax. Nelson seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

25. Annual Convention budget approval

Bronder discussed the 2011 MASWCD Annual Convention.

- Nelson made a motion to approve the \$150.00 donation to the Annual Convention for the Hospitality Room. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

- Nelson made a motion to approve paying luncheon fees for the Sherburne County speakers on Monday, December 5th at the MASWCD Convention. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

26. District Manager Position Update – Personnel Committee

Larson discussed the resume procedure and the number of applicants received. Goenner discussed the recommendation of the Personnel Committee.

- Nelson made a motion to put the hiring process on hold until the 2012 budget has been approved keeping Bronder as Interim District Manager and requesting Larson send notifications to the finalists. Berg seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

27. Benton Admin Services

Discussion was had regarding the continuation of Administrative Services provided to Benton SWCD. Due to staffing constraints the District can no longer provide the amount of Administrative Services requested in accordance with the terms of the District Administration Agreement between Sherburne SWCD and Benton SWCD.

- Nelson made a motion to submit a 30 day cancelation of Administrative Services notice to Benton SWCD. Larson will provide training and payroll administrative assistance during the transition period. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

28. Supervisor Reports

Supervisors reviewed previous month's activities. Maciej reported on the recent RC& D meeting.

29. Correspondence

30. Adjourn

- Nelson made a motion to adjourn. Selvog seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg
Opposed: None
Motion Carried

Meeting was adjourned at 10:46 a.m.

Next regular meeting is scheduled for October 3rd, 2011 at 8:30 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by


Signature

11-27-11
Date

Roger Nelson, Secretary