



BOARD MEETING MINUTES – Regular Meeting

Date: September 28, 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, Reporter

Others Present: John C. Riebel Sr., Sherburne County Commissioner
Kathy Heaney, Sherburne County Attorney (3:05 - 5:25)
Todd Schoffelman, Assistant Sherburne County Attorney (3:15 - 4:17)
Tim Wilson, NRCS Assistant State Conservationist (4:17)
Mary Monte, NRCS District Conservationist (4:17)
Mark Basiletti, Interim District Manager (4:40)
DeAnna Doran, District Manager Candidate
Francine Larson, Administrative Assistant

The meeting was called to order at 3:03 p.m. by Chair Debra Seeley

Regular Agenda

1. Review and approval of the September 28th Agenda

Move #10) District Manager candidate before #9) Supervisor Report

- Schlosser made a motion to approve the September 28th Agenda with the change. Manthei seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Hipsag, Seeley

Opposed: None

Motion Carried

2. Minutes of the August 31st, September 9th, September 14th, and September 15th, 2009 Meetings

- Schlosser made a motion to approve the Minutes of the August 31st, September 9th, September 14th, and September 15th, 2009 meetings as submitted. Goenner seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Hipsag, Seeley

Opposed: None

Motion Carried

3. Treasurer's report of August 31st, 2009

Manthei read the Treasurer's report

- Goenner made a motion to approve the Treasurer's report of August 31st, 2009 and to pay 69 bills totaling \$46,851.97. Schlosser seconded the motion.

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

4. Approve paying bills

Manthei reviewed, approved and signed check numbers 3306 through 3325 prior to the meeting.

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

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

5. Approve Supervisor's September Vouchers

The Supervisor's submitted their September vouchers to Manthei prior to the start of the meeting. Manthei reviewed and signed the Supervisor's vouchers. Checks will be issued at the October 19th, 2009 meeting.

- Schlosser made a motion to approve the Supervisor's September Vouchers. Manthei seconded the motion.

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

6. Motion to close meeting according to Minnesota Statutes, Chapter 13D; follow up on Supervisor Schlosser's letter

- Schlosser made a motion to close the meeting at 3:15 p.m. Hipsag seconded the motion.

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

7. Closed meeting. Kathleen Heaney report to the Board.

8. Motion to open the meeting

- Goenner made a motion to open the meeting at 4:15 p.m. Schlosser seconded the motion.

Affirmative: Schlosser, Goenner, Hipsag, Manthei, Seeley
Opposed: None

Motion Carried

9. District Manager candidate

Seeley presented an employment contract to DeAnna Doran for the District Manager Position with a starting salary of \$50,000.00 per year. A review will be performed upon completion of a 6 month probationary period. DeAnna Doran accepted the position; her starting date is October 14th, 2009.

Computer Security Clearance paperwork and fingerprints will need to be completed prior to the starting date; She will be reimbursed for her time.

- Goenner made a motion to offer DeAnna Doran the District Manager's Position as an "at will" contract employee with a starting salary of \$50,000.00 with a 6 month probationary period. Manthei seconded the motion.

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

- Schlosser made a motion to approve DeAnna Doran's attendance at the 3-day 2009 BWSR Academy and payment of the \$90.00 registration fee. Manthei seconded the motion.

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

10. Supervisor Report; Doug Manthei

Manthei distributed a list of suggested budget reducing options. The staff plans to attend the October 19th meeting to discuss budget reduction options.

- Manthei made a motion to have the staff prepare a presentation to present to the County Board at a County Workshop to promote the Sherburne SWCD. Goenner seconded the motion.

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

- Goenner made a motion to meet with Benton SWCD at the Palmer Town Hall on October 28, 2009 at 6:00 p.m. Manthei seconded the motion.

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

11. Supervisor's Report: Doug Hipsag and Larry Goenner - Update on the Supervisor Policy Handbook

Tabled to allow input from DeAnna Doran.

12. NRCS Report

Mary Monte, NRCS District Conservationist, reviewed her written report, a copy was distributed.

Seeley asked Monte and Wilson to introduce themselves and to briefly discuss NRCS's duties for DeAnna Doran.

13. Request for Tiffany to attend the U of MN Water Resources Center Conference 10/26 and 10/27 at \$295.00.

- Hipsag made a motion to allow Tiffany Determan to attend the U of MN Water Resource Conference on 10/26 and 10/27 at \$295.00. Schlosser seconded the motion.

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

14. Request for NPEAP funds for engineering costs: Tim Lynch's shoreland protection - \$600.00

Tabled

15. Request for Cost Share: State Cost Share program Tim Lynch, #FY01-01, Shoreland Protection, \$5,127.00.

Tabled

Schlosser requested that the landowner shows evidence of septic system compliance as per county zoning permit requirements.

16. Lease agreement with Structural Buildings

The Board requested Basiletti contact the current landlord to discuss insurance increases and a three month lease option.

- Schlosser made a motion to agree to pay the October rent subject to changes made to the lease agreement. Goenner seconded the motion.

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

17. District Self Assessment: Board comments and approval.

- Schlosser made a motion to approve submittal of the District Self Assessment. Goenner seconded the motion.

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

18. Correspondence

Basiletti distributed the correspondence.

19. Adjourn

- Seeley adjourned the meeting without objection

The meeting was adjourned at 5:30 p.m.

Next regular meeting is scheduled for October 19th, 2009 at 3:00 p.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Signature

Date

Larry Goenner, Secretary