



## BOARD MEETING MINUTES - Regular Meeting

Date: October 3, 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  
John Riebel, Sherburne County Commissioner  
Mary Monte, NRCS (8:30 - 9:10a.m.)  
Gerry Maciej, Benton SWCD District Manager (arrived at 8:32)  
Jason Weinerman, BWSR  
Francine Larson, Sherburne Staff  
Tiffany Determan, Sherburne Staff (8:40 a.m. – 9:00a.m.)  
Frances Gerde, Sherburne Staff (8:40 a.m. – 9:00a.m.)

Meeting was called to order by Goenner at 8:30 a.m.

### Regular Agenda

#### 1. Pledge of Allegiance

#### 2. Review and approval of agenda

- Berg made a motion to approve the agenda as submitted with stated additions. Selvog seconded the motion.

Additions:

9. (A) Approve Native Buffer cost share payment for contract #NB29-10, Jean Hopko for \$899.94.

(B) Approve amendment to extend completion date of cost share contract #CWF2010-2-1, Livonia Township.

(C) Approve amendment to increase cost share contract #CWF2010-4, Union Church.

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

**3. Minutes of the September 12<sup>th</sup>, 2011 Regular meeting**

Nelson suggested that #27 – Should state that Nelson made the 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, and that Hipsag seconded the motion.

- Nelson made a motion to approve the minutes of the September 12<sup>th</sup>, 2011 meeting with stated amendments. Hipsag seconded the motion.

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

**4. Treasurer's Report**

Hipsag read the Treasurer's Report.

- Selvog made a motion to approve the Treasurer's report as of August 30<sup>th</sup>, 2011. Berg seconded the motion.

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

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

Goenner, Hipsag and Nelson approved submitted Supervisor's vouchers and signed check numbers 5306 through 5314 totaling \$1,269.61 prior to the meeting.

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

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

**6. Supervisor Direct Deposit**

Discussion was had regarding direct deposit and the need for supervisor's signatures on all checks.

- Selvog made a motion to request all Supervisors' enroll in Direct Deposit. Hipsag seconded the motion.

Affirmative: Hipsag, Selvog, Nelson, Berg

Opposed: None  
Motion Carried

**7. Staff Reports**

Staff reviewed monthly reports with the Board.

**8. NRCS Report**

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

**9. 2012 Budget Update**

Bronder discussed his efforts on requesting information regarding the 2012 Budget.

**9A) Approve Native Buffer cost share payment for contract #NB29-10, Jean Hopko for \$899.94.**

- Berg made a motion to approve the Native Buffer cost share payment for contract #NB29-10, Jean Hopko for \$899.94. Hipsag seconded the motion.

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

**9B) Approve amendment to extend completion date of cost share contract #CWF2010-2-1, Livonia Township to 12/1/2012.**

- Nelson made a motion to approve the amendment to extend the completion date of cost share contract #CWF2010-2-1, Livonia Township to 12/1/2012. Selvog seconded the motion.

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

**9C) Approve amendment to increase cost share contract #CWF2010-4, Union Church.**

Bronder discussed the Union Church project and the cost increase to allow for sod in place of seeding and to include capstones on the block wall.

- Hipsag made a motion to approve the amendment to increase cost share contract #CWF2010-4, Union Church to \$13,844.00. Selvog seconded the motion.

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

#### **10. Annual Apparel Allowance for District Supervisor**

Larson discussed the district's annual apparel allowance of \$50.00.

- Selvog made a motion to approve a Supervisor Annual Apparel allowance in conjunction with the District's allowance of \$50.00 per year. Nelson seconded the motion.

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

#### **11. Annual MASWCD Convention Budget – Update**

Bronder discussed the MASWCD's request of \$250.00 hosting/sponsorship fee as opposed to the \$150.00 that was approved at the previous board meeting.

- Nelson made a motion to approve paying MASWCD \$250.00 for the hosting/sponsorship fee. Hipsag seconded the motion.

Check #5305 for \$250.00 was signed during the meeting.

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

#### **12. Move December 5<sup>th</sup>, 2011 regular meeting date to December 12<sup>th</sup>, 2011 due to MASWCD Convention.**

- Nelson made a motion to approve moving the December 5<sup>th</sup> regular scheduled meeting date to December 12<sup>th</sup>. Hipsag seconded the motion.

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

#### **13. MASWCD Convention Registration Approval**

Supervisors discussed the dates of the MASWCD Convention, registration, lodging and meals.

- Hipsag made a motion to approve registration, meals and lodging for all District Staff and Supervisors that wish to attend. Berg seconded the motion.

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

#### **14. MASWCD Convention Resolution Ballot**

Supervisors submitted completed copies of the MASWCD 2011 Resolution Ballot.

- Hipsag made a motion to approve signing the MASWCD 2011 Resolution Ballot. Berg seconded the motion.

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

### 15. Supervisor Reports

Supervisors reviewed previous month's activities.

### 16. Correspondence – Upcoming Events Calendar

Correspondence was distributed. Larson noted that the Events Calendar will be located on the District's website. Berg suggested adding times to the calendar.

### 17. Adjourn

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

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

Meeting was adjourned at 9:40 a.m.

Next regular meeting is scheduled for November 7<sup>th</sup>, 2011 at 8:30 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by

  
\_\_\_\_\_  
Signature

11-7-11  
\_\_\_\_\_  
Date

Roger Nelson, Secretary

