



BOARD MEETING MINUTES (AMENDED)

Regular Meeting

Date: November 09, 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: Mary Monte, NRCS District Conservationist
DeAnna Doran, District Manager

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

Regular Agenda

1. Review and approval of the November 09, 2009 Agenda

Add NRCS Report as #5(a) after #5 Supervisor's reports with confirmation regarding agenda item #10 being changed to actual cost.

- Schlosser made a motion to approve the November 9th Agenda with the changes. Manthei seconded the motion

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

2. Minutes of October 19th, 2009 meeting

- Schlosser made a motion to approve the Minutes of the October 19th, 2009 meeting as submitted. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

3. Treasurer's report of September 30th, 2009

Manthei read the Treasurer's Report

- Goenner made a motion to approve the Treasurer's report of September 30th, 2009 and pay bills totaling \$38,502.23. Schlosser seconded the motion.

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

4. Approve paying bills

Manthei and Schlosser approved and signed check numbers 3344 through 3358 prior to the meeting with the exception of check number 3359 to Wenck Associates, Inc. Schlosser requested follow-up regarding the check before it is mailed.

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

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

5. Supervisor Reports:

Doug Manthei

Manthei referenced the MACD meeting scheduled for Thursday, November 12, 2009 and requested that lunch for the SWCD staff and supervisors be paid for by the SWCD.

- Schlosser made a motion to approve paid lunch for SWCD supervisors and staff. Manthei seconded the motion.

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

Schlosser asked that future packets be numbered to reflect the agenda. Schlosser also requested balance of SWCD truck loan and the possibility of paying loan in full.

A. NRCS Report

Mary Monte, NRCS Conservationist, reviewed her written report, a copy was distributed. Monte also discussed that the CSP program currently has no funding for plan writing reimbursement.

6. Staff attendance at meetings

Doran requested that staff be allowed to attend meetings and give Supervisor Trainings and presentation of previous months activities. Schlosser requested that Board meetings be moved to mornings to accommodate staff trainings/presentations.

- Hipsag made a motion to keep Board meetings at current time of 3:00 p.n. and have staff trainings/presentations at 4:15 p.m. Goenner seconded the motion.

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

7. Check Signing: District Manager to be back-up

Doran would like to see the District Manager as a back up check signer to Supervisors. Manthei and Doran agreed this subject can be discussed after six month probation period is completed.

8. Debit Card: Update Information

Doran discussed the current debit card has Interim Manager's name on card and would like changed after six month probation period is complete. Doran also stated that staff has issues with using card at other agencies that require a signature. Hipsag asked about the possibility of each SWCD employee having their own debit card with a limit. Seeley asked Doran to research and report information after probation period.

9. Budget Discussion

Doran reviewed her current budget proposal, explained proposed cuts, and a copy was distributed.

10. 2008 Audit

Doran informed Board of Supervisors that the 2008 Audit was completed and submitted to auditors for review.

11. AgBMP Loan application

Loan application was submitted for approval. It was discussed that this is a program that the SWCD supports and the money doesn't come from us, but a bank that has to approve the loan.

- Goenner made a motion to approve the AgBMP loan for \$70,000.00. Hipsag seconded the motion.

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

12. Grant Approvals

Doran asked for approval on Grant applications.

- Manthei made a motion to approve the BWSR Native Buffer Grant for \$79,378.00. Goenner seconded the motion.

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

- Goenner made a motion to approve the MDA Forest Protection Grant for \$50,919.80. Schlosser seconded the motion but asked that RFD Plant be researched as a source.

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

- Hipsag made a motion to approve the AgStar Grant for \$2,500.00. Goenner seconded the motion.

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

- Goenner made a motion to approve Basiletti's identified project grant applications to BWSR for the Sherburne 2010 Land treatment project for \$81,600.00 and the ERWSA grant for \$48,690.00 for the Elk River Watershed Phosphorus reduction project. Manthei seconded the motion.

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

13. No #13 agenda item

14. Membership Dues

Doran asked for approval to pay MACDE dues.

- Goenner made a motion to approve MACDE payment, but only for the same amount as previously paid. Hipsag seconded the motion.

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

- Goenner made a motion to approve NACD payment, but only for \$775.00. Manthei seconded the motion.

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

15. MASWCD Convention December 6th, 7th, 8th: request additional room.

- Seeley made a motion to approve a third room for Schlosser. Goenner seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

16. Forest Stewardship Plans: October of 2009 through April of 2010.

Doran informed Board that charges for services are actual cost.

17. CSP program – Charges for drawing up plans

Monte (NRCS) informed Board at this time there is no information regarding reimbursement for the CSP program. Monte will inform Board upon hearing reimbursement information.

18. Staff Reports

Board of Supervisors reviewed staff reports of previous month's activities.

Manthei asked that Supervisors receive at least 3 weeks notice prior to any future event dates.

19. Manager's Report

Doran reviewed previous month's activities with the Board of Supervisors.

20. Supervisor's Handbook

Doran informed Board of Supervisors that Supervisor Handbook is still in progress and hopes to have first draft at November 30th meeting.

21. Tour Update

Doran gave an update on the 2009 Conservation Tour for Elected Officials.

Doran discussed who will be coming and plans for the tour.

a(1). Approve minutes regarding Sherburne and Benton Joint meeting on 10/28/09

- Seeley made a motion to approve joint meeting minutes. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

a(2).Doran requested that rent payment be made by EFT to coincide with mid-month payroll.

- Schlosser made a motion to approve rent amount of \$1,228 to be paid via EFT. Goenner seconded the motion.

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

a(3).Approval of state cost-share payment of \$7,923.00 –Contract 09-01Lake Shore Drive Rip Rap Project.

- Tabled

a(4).Approval of WCA Enforcement Grant payment to Sherburne County Zoning for \$5,125.00 and The City of Elk River for 7,967.55

- Tabled

a(5).Expectations for January 6th, 2009 County Board Workshop.
Supervisors requested to see presentation at the November 30th, 2009 regular meeting.

22. Correspondence

23. Adjourn

- Seeley adjourned the meeting without objection.

The meeting was adjourned at 5:28 p.m.

Next regular meeting is scheduled for November 30th, 2009 at 3:00 p.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Signature

Date

Larry Goenner, Secretary