



## BOARD MEETING MINUTES (AMENDED)

### Regular Meeting

Date: November 30, 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 Riebel, Sherburne County Commissioner  
Gerry Maciej, Benton District Manager  
Mary Monte, NRCS District Conservationist  
DeAnna Doran, Sherburne District Manager

The meeting was called to order at 2.59 p.m. by Chair Debra Seeley

### Regular Agenda

#### **1. Review and approval of the November 30, 2009 Agenda**

Add USDA early release letter after agenda item #19.

- Schlosser made a motion to approve the November 30<sup>th</sup> Agenda with the changes. Goenner seconded the motion

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

#### **2. Minutes of November 9<sup>th</sup>, 2009 meeting**

- Schlosser made a motion to approve the Minutes of the November 9<sup>th</sup>, 2009 meeting as submitted. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

#### **3. Treasurer's report of October 31<sup>st</sup>, 2009**

Manthei read the Treasurer's Report.

- Schlosser made a motion to approve the Treasurer's report of October 31<sup>st</sup>, 2009 and to pay bills totaling \$57,470.67. Goenner seconded the motion.

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

#### **4. Approve paying bills and Supervisors Vouchers**

Manthei and Schlosser approved and signed check numbers 3361 through 3377 prior to the meeting.

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:**

Manthei noted the need to check into new building opportunities or other rental options for Sherburne SWCD and how other SWCD's that are not partnered with FSA and NRCS function. Manthei requested Doran do research and report findings by June, 2010.

Schlosser referenced the RC&D meeting scheduled for December 10<sup>th</sup>, 2009 and requested approval to attend.

- Manthei made a motion to approve Schlosser attending meeting. Goenner seconded the motion.

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

#### **6. NRCS Report**

Mary Monte, NRCS Conservationist, reviewed her written report.

#### **7. Commissioner Workshop Presentation**

Doran discussed the current outline for the County Workshop presentation. Schlosser asked that an email be sent confirming the start time of the workshop.

#### **8. A Tribute to Agriculture Luncheon**

Doran reviewed the date and time of the luncheon.

#### **9. Supervisor Handbook**

Doran reviewed proposed handbook and asked Supervisors to review for approval at the next meeting.

## **10. Employee Handbook**

Doran reviewed proposed handbook and asked Supervisors to review for approval at the next meeting.

## **11. Employee Reviews and Annual Plans**

Doran informed the Board that Employee Position plans are due December 11<sup>th</sup>, 2009 and the SWCD Annual Plan is due December 31<sup>st</sup>, 2009. Employee reviews will be conducted December 28<sup>th</sup> and 29<sup>th</sup>, 2009

## **12. Plant Materials Evaluation Site**

Doran reviewed a letter sent to Sand Plain Research Farm, Stearns SWCD, Wright SWCD, Benton SWCD and NRCS asking if other districts are still interested in being involved with the Plant Materials Evaluation Site. Goenner discussed the history of the Anoka Sand Plain Association and need for continued support.

- Schlosser made a motion to approve continued support of the Plant Materials Evaluation Site. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

## **13. Truck Payoff**

Schlosser requested payoff detail for the truck and if it made sense to pay off before the end of the year to save on interest.

- Schlosser made a motion to pay off truck in full before the end of the year. Manthei seconded the motion.

Affirmative: Seeley, Schlosser, Manthei, Goenner, Hipsag

Opposed: None

Motion Carried

## **14. Grant Payment Approvals**

Payments are to be made to Sherburne County Planning and Zoning for \$5,125.00 and the City of Elk River for \$7,967.55 for the WCA Enforcement Grant FY-11, leaving \$38,000.00 to be appropriated and \$7,923.00 to the City of Big Lake for the \$14,000.00 State Cost-Share grant for Lakeshore Drive project, contract number 09-01. Schlosser inquired as to why the payment to the City of Elk River was more than the agreed payment amount of \$5,125.00. Doran explained that \$2,842.55 was carried over from 2008 and that is the reason for the increased payment in 2009.

- Schlosser made a motion to approve payments to Sherburne County Planning and Zoning for \$5,125.00 and the City of Elk River for \$7,967.55. Manthei seconded the motion.

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

- Schlosser made a motion to approve payment to the City of Big Lake for \$7,923.00 for the Lake Shore Drive cost – share project. Seeley seconded the motion.

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

### **15. Staff Reports**

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

### **16. Supervisor Training – Bill Bronder**

A PowerPoint presentation was given regarding SWCD's past history and responsibilities.

### **17. NRCS Copier MOU**

A Memorandum of Understanding was distributed for approval. Sherburne SWCD will provide NRCS with copier access in exchange for supplies.

- Schlosser made a motion to approve the copier Memorandum of Understanding. Manthei seconded the motion.

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

### **18. 2008 Audited Financial Statements – Upcoming review meeting**

Doran informed Board that a request was made for Auditors to attend the next meeting and review audit results. A copy of the audit was distributed.

### **19. Wetland Conference approval for Hugo and Bronder**

Doran asked for approval for Hugo and Bronder to attend a Wetland Conference for the cost of \$155.00 per person.

- Goenner made a motion to approve Hugo and Bronder attending the conference. Seeley seconded the motion.

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

A letter from USDA regarding early release was distributed for review. Doran asked for approval to have authority to dismiss staff for early release in relation to USDA holiday scheduling. Dismissal will be approved based on workloads.

- Hipsag made a motion to let Doran approve early release as it pertains to USDA early release holiday scheduling. Goenner seconded the motion.

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

## **20. Newsletter**

Doran discussed plans to have a quarterly newsletter be sent via email as well as hard copies being distributed to local officials.

## **21. Correspondence**

## **22. Adjourn**

- Seeley adjourned the meeting without objection.

The meeting was adjourned at 4:58 p.m.

Next regular meeting is scheduled for January 4<sup>th</sup>, 2010 at 1:00 p.m. at the USDA Service Center in Elk River.

Respectfully submitted by

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Signature

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Date

Larry Goenner, Secretary