



BOARD MEETING MINUTES - Regular Meeting

Date: December 12, 2011
Location: 14855 Highway 10
Elk River, MN 55330

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

Others Present: Bill Bronder, Sherburne SWCD Interim District Manager
John Riebel, Sherburne County Commissioner
Mary Monte, NRCS (8:29 a.m. – 10:15a.m.)
Jason Weirnerman, BWSR (8:33 a.m. – 10:31a.m.)
Gerry Maciej, Benton District Manager
Francine Larson, Sherburne Staff
Tiffany Determan, Sherburne Staff (8:40 a.m. – 8:55a.m.)
Frances Gerde, Sherburne Staff (8:40 a.m. – 8:55a.m.)

Meeting was called to order by Goenner at 8:29 a.m.

Regular Agenda

1. Pledge of Allegiance

2. Review and approval of agenda

- Nelson made a motion to approve the agenda as submitted with stated additions.
Hipsag seconded the motion.

Additions:

14(a) Approve Native Buffer payment request – FY10, NB24-10
Diamond A. Farms for \$1,593.42

12. Update amount of Native Buffer payment request for Angstman to \$6,301.99

20(a) Approve Clean Water Fund payment request – FY10, CWF2010-4
Union Church Congregational Church for \$13,844.00

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

3. Minutes of the November 7th, 2011 Regular Meeting

- Selvog made a motion to approve the Minutes of the November 7th, 2011 Regular Meeting. Berg seconded the motion.

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

4. Minutes of the November 15th, 2011 Special Meeting

- Berg made a motion to approve the Minutes of the November 15th, 2011 Special Meeting. Hipsag seconded the motion.

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

5. Treasurer's Report

Hipsag read the Treasurer's Report.

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

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

6. Approve paying Bills and Supervisor's vouchers

Hipsag approved submitted Supervisor's vouchers and Goenner and Selvog signed check numbers 5338 through 5356 totaling \$2,730.43 prior to the meeting.

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

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

7. NRCS Report

Monte distributed her report and discussion was had regarding program updates, technical assistance, and monthly activities. Monte also noted that Jerry Anderson, Soil Conservation Technician will retire after 20 years of service.

8. Benton SWCD Supervisor Comments – Gerry Maciej

Maciej read to the Board a letter from Benton SWCD Supervisors addressed to Larson expressing their sincere appreciation for her administrative support to the Benton SWCD.

9. Staff Reports

Staff reviewed monthly reports with the Board. The "Watershed Story: Mississippi River-St. Cloud Watershed, Watershed Project Launch" video, filmed and edited by the MPCA was played. Determan explained that interested parties could visit the MPCA Watershed website to view the video.

10. Approve Native Buffer payment request - FY10, NB8-10, Sherburne County Zoning for \$3,659.10

- Nelson made a motion to approve paying Native Buffer NB8-10, Sherburne County Zoning for \$3,659.10. Hipsag seconded the motion.

Check #5352 for \$3659.10 was signed during the meeting

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

11. Approve Native Buffer payment request - FY10, NB1-10, Patrick Suiter for \$286.10

- Nelson made a motion to approve paying Native Buffer NB1-10, Patrick Suiter for \$286.10. Selvog seconded the motion.

Check #5353 for \$286.10 was signed during the meeting

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

12. Approve Native Buffer payment request – FY10, NB26-10, Myron Angstman for \$6,301.99

- Selvog made a motion to approve paying Native Buffer NB26-10, Myron Angstman for \$6,301.99. Hipsag seconded the motion.

Check #5339 for \$6,301.99 was signed during the meeting

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

13. Approve Native Buffer payment request – FY10, NB36-10, Fred Talbot for \$1,422.00

- Nelson made a motion to approve paying Native Buffer NB36-10, Fred Talbot for \$1,422.00. Hipsag seconded the motion.

Check #5356 for \$1,422.00 was signed during the meeting

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

14. Approve Native Buffer payment request – FY10, NB21-10, Jerry Davis for \$385.18

- Nelson made a motion to approve paying Native Buffer NB21-10, Jerry Davis for \$385.18. Hipsag seconded the motion.

Check #5341 for \$385.18 was signed during the meeting

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

14(a) Approve Native Buffer payment request – FY10, NB24-10 Diamond A. Farms for \$1,593.42

- Selvog made a motion to approve paying Native Buffer NB24-10, Diamond A. Farms for \$1,593.42. Nelson seconded the motion.

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

15. Cancel Native Buffer - FY08, NB-08-02, Ken & Julie VandeSteege

- Nelson made a motion to approve canceling the portion of Native Buffer NB-08-02 that was set aside for weed control, Ken & Julie VandeSteege. Selvog seconded the motion.

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

16. Approve Native Buffer Contract – FY10, NB37-10 for Fred Bengtson for \$2,458.46

- Nelson made a motion to approve Native Buffer Contract NB37-10, Fred Bengtson for \$2,458.46. Hipsag seconded the motion.

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

17. Approve Native Buffer Contract – FY10, NB38-10 for Meadow Village HOA for \$1,122.48

- Nelson made a motion to approve Native Buffer Contract NB38-10, Meadow Village HOA for \$1,122.48. Hipsag seconded the motion.

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

18. Approve State Cost Share payment request – FY08/09, 08-03, Miller & Morris for \$4,561.09

- Nelson made a motion to approve paying state Cost Share FY08/09, 08-03, Miller & Morris for \$4,561.09. Hipsag seconded the motion.

Check #5346 for \$4,561.09 was signed during the meeting

Affirmative: Hipsag, Nelson, Berg, Selvog

Opposed: None
Motion Carried

19. Approve State Cost Share Contract – FY12, FY12-01 for Al Warzecha for \$7,792.80

- Nelson made a motion to approve State Cost Share Contract – FY12-01, Al Warzecha for \$7,792.80. Hipsag seconded the motion.

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

20. Approve Clean Water Fund payment request – FY10, CWF2010-1, Andy Schreder for \$21,300.00

- Hipsag made a motion to approve paying Clean Water Fund CWF2010-1, Andy Schreder for \$21,300.00. Selvog seconded the motion.

Check #5349 for \$21,300.00 was signed during the meeting

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

21. ERWSA Joint Powers Agreement

- Nelson made a motion to approve signing the ERWSA Joint Powers Agreement. Selvog seconded the motion.

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

22. Central Sands Private Well Network

Bronder discussed the MDA program and a possible role for the District to locate wells being tested for nitrates as part of the network.

23. Approve 2012 Budget

Bronder informed the Board that he was notified that the District's 2012 County Allocation would be \$40,000.00 less than the 2011 Allocation. He distributed two budget options that incorporated the new figure. Discussion ensued.

Option 1: included hiring a District Manager and reducing our fund balance to cover the difference in cost versus anticipated revenue.

Option 2: included dividing the District Manager duties between an Office Manager and an Interim District Manager.

- Nelson made a motion to accept budget option 2 as discussed. Berg seconded the motion.

Affirmative: Hipsag, Nelson, Berg
Opposed: Selvog

Motion Carried

24. Update District Wage Scale

- Hipsag made a motion to update the District's Wage Scale to coincide with Sherburne County Scale. Berg seconded the motion.

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

25. Approve 2012 Position Annual Plans

Bronder stated that he and the staff had met and updated previous position plans with new programs, responsibilities and policies that have been implemented. Maciej requested a copy of Larson's and Bronder's new position descriptions.

- Nelson made a motion to approve the 2012 Position Annual Plans. Hipsag seconded the motion.

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

26. Annual Employee Reviews and 2012 Salaries

Bronder noted that all reviews were completed and reviewed with the Personnel Committee. Bronder shared positive comments from the Personnel Committee meeting for each individual staff member.

- Nelson made a motion to approve the employee reviews as submitted. Hipsag seconded the motion.

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

- Hipsag made a motion to approve the 2012 salaries as budgeted. Nelson seconded the motion.

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

27. Insurance and mileage reimbursement rate for 2012

Bronder recommended keeping the District's current Insurance reimbursement rate of \$1.95 per hour, per employee; not to exceed \$4,056 per year. Bronder also recommended following the IRS Standard Mileage Rates for our mileage reimbursement rate

- Selvog made a motion to keep the Insurance reimbursement rate of \$1.95 per hour, per employee; not to exceed \$4,056 per year and to follow the IRS Standard Mileage Rate for our mileage reimbursement rate. Berg seconded the motion.

Affirmative: Hipsag, Nelson, Berg, Selvog

Opposed: None
Motion Carried

28. Interim District Manager Evaluation

The meeting will be closed as permitted by the section 13D.05, subdivision 3(a), to evaluate the performance of the Interim District Manager, William Bronder.

- Nelson made a motion to move to a closed meeting. Hipsag seconded the motion. Meeting closed at 10:31 a.m.

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

- Hipsag made a motion to re-open the meeting. Nelson seconded the motion. Meeting opened at 10:37 a.m.

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

29. Supervisor Reports

Supervisors discussed meetings and events that were attended within the last 30 days.

30. Correspondence – Upcoming Events Calendar

Discussion was had regarding upcoming events and schedules.

31. Adjourn

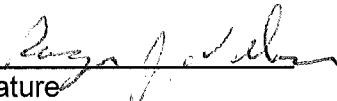
- Nelson made a motion to adjourn the meeting. Selvog seconded the motion.

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

Meeting was adjourned at 10:55 a.m.

Next regular meeting is scheduled for January 9th, 2012 at 8:30 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by


Signature

1-9-12
Date

Roger Nelson, Secretary

