



BOARD MEETING MINUTES - Regular Meeting

Date: December 13th, 2010

Location: 14855 Highway 10
Elk River, MN 55330

Members Present: Larry Goenner, Vice Chair
Douglas Hipsag, Treasurer
Roger Nelson, Secretary
Debra Seeley, Reporter

Others Present: DeAnna Doran, Sherburne District Manager
John Riebel, Sherburne County Commissioner
Gerry Maciej, Benton District Manager
Jason Selvog, Clear Lake Resident
Dave Berg, Big Lake Resident
Larry Seeley, Clear Lake Resident
Francine Larson, Sherburne SWCD Staff (8:43a.m. - 9:05a.m.)
Bill Bronder, Sherburne SWCD Staff (8:43a.m. - 9:05a.m.)
Gina Hugo, Sherburne SWCD Staff (8:43a.m. - 9:05a.m.)
Mark Basiletti, Sherburne SWCD Staff (8:43a.m. - 9:05a.m.)
Tiffany Determan, Sherburne SWCD Staff (8:43a.m. - 9:05a.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

Seeley made a motion to approve the agenda with the stated additions:

18.

- a) FY 2011 BWSR WCA Enforcement Grant \$14,000
- b) Approve further work toward a cost share contract with Baldwin Township for the Little Elk Lake Project
- c) Select an engineering quote and approve applying for Non Point Source Engineering Assistance Program (NPEAP) funding for the Little Elk Lake access project
- d) Approve moving all \$50,000 that was allocated from the Metro for the LRP program to be utilized for the St. Cloud projects

- e) Approve submitting a Conservation Apprenticeship Academy application for technical assistance
- f) Approve City of Big Lake payment of \$4,000 for Contract #NB08-03
- g) Approve Merchant Services Credit Card contract with the District Manager as the contact
- h) Approve Native Buffer Cost Share Contract #NB09-03, Norman Johnson for \$4,267.00

Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

3. Minutes of the November 1st meeting

- Nelson made a motion to approve the minutes of the November 1st, 2010 meeting. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

4. Treasurer's Report

Hipsag read the Treasurer's Report

- Seeley made a motion to approve the Treasurer's report of October 31st, 2010. Nelson seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

5. Approve paying Bills and Supervisor's vouchers

Nelson and Hipsag approved submitted Supervisor's vouchers and signed check numbers 5038 through 5055 totaling \$33,886.25 prior to the meeting.

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

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

6. NRCS Report

No report was given

7. Staff Reports

Staff reports were reviewed and discussion was had regarding previous months activities.

8. 2011 Tree Sale Advertising Budget

Doran asked for approval of an advertising budget of \$3,500.00. This will cover printing and distribution of the 2011 tree flyers.

- Hipsag made a motion to approve an advertising budget of \$3,500.00. Nelson seconded the motion.

Affirmative: Hipsag, Nelson, Seeley

Opposed: None

Motion Carried

9. Metropolitan Conservation Districts Joint Powers Board – Pursuing additional funding

Discussion was had regarding additional funding options for the MCD.

10. Metropolitan Conservation Districts Joint Powers Board 2011 Work Plan

The 2011 work plan was reviewed. Doran noted the annual fees did increase, but the Metro Managers had been instructed by the MCD Board to work on decreasing the fees for individual Districts.

- Seeley made a motion to approve the Metropolitan Conservation Districts Joint Powers Board 2011 Work Plan. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley

Opposed: None

Motion Carried

11. 2010 Budget - Amended

Doran noted that the 2010 budget needed to be amended due to reflect the grants that had been received and additional expenses that were not recorded previously.

- Seeley made a motion to approve the 2010 amended budget. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

12.2011 District Comprehensive Plan

Doran stated that the Local Water Plan has to be adopted as the District Comprehensive Plan through resolution. The previous resolution expires as of December 31, 2010.0 The new resolution term will be January 1, 2011 to December 31, 2015.

- Nelson made a motion to approve the resolution to adopt the Local Water Plan as the District Comprehensive Plan. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

13. Sherburne State Bank – Release Pledged Securities

Doran stated we need to release pledged securities at Sherburne State Bank due to our bank balances being too low. Doran also noted this is due to the transitioning process to the District's new accounts at Klein Bank.

- Seeley made a motion to release pledged securities at Sherburne State Bank. Nelson seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

14. USFWS Grant – Cancellation of Agreement#PF01-09 Lars Carlson for \$150.00

Doran stated the grant needed to be canceled. The applicant was unable to complete designated project. Funding will be available again in 2011.

- Nelson made a motion to cancel the agreement as submitted. Seeley seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

15. Native Buffer Grant FY2010 Cost Share Payment

- a) Mark LeFebvre contract #NB4-10 for \$752.75

- Seeley made a motion to approve cost share payment to Mark LeFebvre, contract #NB4-10 for \$752.75. Nelson seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
 Opposed: None
 Motion Carried

b) Rod & Jeanne Hartmann Contract #NB18-10 for \$1,362.84

- Nelson made a motion to approve cost share payment to Rod & Jeanne Hartmann contract #NB18-10 for \$1,362.84. Seeley seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
 Opposed: None
 Motion Carried

c) Sherburne History Center Contract #NB13-10 for \$1,050.00

- Nelson made a motion to approve cost share payment to Sherburne History Center contract #NB13-10 for \$1,050.00. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
 Opposed: None
 Motion Carried

16. Clean Water Fund Grant FY2010 Partial Cost Share Payment – Livonia Township contract #CWF2010-2 \$11,712.49

- Seeley made a motion to approve partial cost share payment to Livonia Township for contract #CWR2010-2 for \$11,712.49. Nelson seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
 Opposed: None
 Motion Carried

17. BWSR State Cost Share FY2008 – Miller/Morris Cost Share Contract #08-03 Amendment

Doran stated that a request was approved form Board of Soil & Water Resources to extend the original contract through 11/30/2011.

- Nelson made a motion to approve the extension of Contract #08-03. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
 Opposed: None
 Motion Carried

18. Native Buffer FY2010 Cost Share Contract – Tom and Jane Toleno Contract #NB22-10 for \$1,033.00

- Nelson made a motion to approve contract #NB22-10 for \$1,033.00. Seeley seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

a) FY 2011 BWSR WCA Enforcement Grant \$14,000

- Nelson made a motion to approve FY2011 BWSR WCA Enforcement Grant for \$14,000.00. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

b) Approve further work toward a cost share contract with Baldwin Township for the Little Elk Lake Project

- Seeley made a motion to approve further work toward a cost share contract with Baldwin Township for the Little Elk Lake Project. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

c) Select an engineering quote and approve applying for Non Point Source Engineering Assistance Program (NPEAP) funding for the project

- Seeley made a motion to approve Bogart Pederson quote for \$7,400 for the Little Elk Lake access project and apply for Non Point Source Engineering Assistance Program. Nelson seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

d) Approve moving all \$50,000 that was allocated from the Metro for the LRP program to be utilized for the St. Cloud projects

- Nelson made a motion to approve moving all \$50,000 that was allocated from the Metro for the LRP program to be utilized for the St. Cloud projects. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

e) Approve submitting a Conservation Apprenticeship Academy application for technical assistance

- Nelson made a motion to approve submitting a Conservation Apprenticeship Academy application for technical assistance. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

f) Approve City of Big Lake payment of \$4,000 for Contract #NB08-03

- Nelson made a motion to approve City of Big Lake payment for \$4,000.00, contract #NB08-03. Seeley seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

g) Approve Merchant Services Credit Card contract with the District Manager as the contact

- Seeley made a motion to approve the District Manager as the new contact for the Merchant Services Credit Card agreement. Hipsag seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

h) Approve Native Buffer Cost Share Contract #NB09-03, Norman Johnson for \$4,267.00

- Hipsag made a motion to approve contract NB#09-03, Norman Johnson for \$4,267.00. Seeley seconded the motion.

Affirmative: Hipsag, Nelson, Seeley
Opposed: None
Motion Carried

19. ERWA Update -

Doran gave an update on the Elk River Watershed Association's activities.

20. Correspondence

Correspondence was distributed.

21. Upcoming Events

Doran noted upcoming events for supervisors and staff.

22. Adjourn

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

Affirmative: Hipsag, Nelson, Seeley

Opposed: None

Motion Carried

Meeting was adjourned at 10:07 a.m.

Next regular meeting is scheduled for January 3rd, 2011 at 8:30 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Signature

Date

Roger Nelson, Secretary