

SHERBURNE SOIL AND WATER CONSERVATION DISTRICT
MINUTES OF THE JANUARY 5, 2009 REGULAR MEETING

The meeting was called to order at 3:00 p.m. by Chair Debra Seeley.

Those present were: Debra Seeley, Chair
Leander Schlosser, Vice Chair
Larry Goenner, Secretary
Douglas Manthei, Treasurer
Douglas Hipsag, newly elected Supervisor
John Reibel, Sherburne County Commissioner
Mark Basiletti, Interim District Manager
Gina Hugo, District Technician
Tiffany Determan, Watershed Coordinator
William Bronder, Technical Manager
Mary Monte, NRCS District Technician

Reorganization:

1. The Oath of Office was read and signed by re-elected Supervisors Douglas Manthei and Larry Goenner and newly elected Supervisor Douglas Hipsag; attested to by Chair Debra Seeley.
2. Motion by Goenner, second by Schlosser to keep the Board Officers the same as in 2008 with Douglas Hipsag replacing William Harju as Reporter. All in favor. For 2009, Officers are: Debra Seeley, Chair; Leander Schlosser, Vice Chair; Larry Goenner, Secretary; Douglas Manthei, Treasurer; and Douglas Hipsag, Reporter.
3. Motion by Schlosser, second by Manthei (all in favor) to set the committee assignments as follows:
 - Personnel: Seeley and Goenner - alternates: Schlosser and Manthei
 - Public Relations/Information: Hipsag
 - Anoka Sandplain Assn. and Plant Materials Site: Goenner
 - Water Plan Advisory: Schlosser
 - Elk River Joint Powers Board: Schlosser - alternate: Manthei
 - SRF Cluster Five Joint Powers Board: Manthei
 - Mid-Minnesota Mississippi River RCD: Schlosser
4. Motion by Schlosser, second by Manthei to designate the Sherburne State Bank as the District's Financial Institution. All in favor.

Minutes: Motion by Schlosser, second by Manthei to approve the minutes of the December 1, 2008 Regular Board meeting. All in favor.

Treasurer's Report: Motion by Schlosser, second by Hipsag to approve the Treasurer's report for November 30, 2008 and to pay 29 bills totaling \$44,757.01. All in favor.

NRCS Report: Mary Monte, NRCS District Conservationist, reviewed her written report, a copy is attached. Motion by Schlosser, second by Manthei to approve a Conservation Reserve Program plan for 22.3 acres (CP38E-Warm season grasses). All in favor.

Old Business:

1. The Treasurer signed to release Pledged Security #31359MM26. Action on this was taken at the December 1, 2008 meeting.
2. Motion by Goenner, second by Schlosser to approve the revised 2009 budget. All in favor.
3. Motion by Schlosser, second by Manthei to offer the position of Administrative Assistant to Francine Larson as a regular full time employee at Grade 8 with a starting salary of \$17.79/hour with the benefits and responsibilities outlined in the District's Employee Policy Handbook. Upon satisfactory completion of a 6 month probationary period there will be a 2.5% salary increase. All in favor. Starting date to be determined by Larson and Basiletti.
4. Bronder, Hugo, and Determan reviewed their written reports with the Board; copies are attached. Basiletti distributed a letter of resignation from Judy Shermak, District Clerk, effective February 19, 2009. Judy has been an employee of the District for more than 20 years. With regret, motion by Schlosser, second by Manthei to accept Shermak's resignation. All in favor. Basiletti also distributed copies of the finalized audit report for 2007. His December activities included: conducting interviews for the Administrative Assistant position, eLink reporting on Elk River Watershed activities, Annual Plan updating, and conducting employee evaluations. An answering machine for the office is on hold until NRCS determines if there are any communication improvements needed. Motion by Schlosser, second by Goenner authorizing the Interim District Manager to expend up to \$2000 for accounting assistance with the year end reporting requirements. All in favor.
5. Schlosser reported that he may have found a boat, etc. that will meet the needs for TMDL monitoring. A purchase decision was postponed until after an inspection by the Board and Determan.

New Business:

1. Motion by Goenner, second by Manthei to approve the District's Annual Plan of Work for 2009. All in favor.
- 2, 3, 4. Employee reviews were completed for Hugo, Bronder, Basiletti, and Determan. In recognition of increased job duties, motion by Goenner, second by Manthei to promote Hugo to Resource Conservationist, Grade 13, at the salary budgeted for 2009, effective December 26, 2008. All in favor.
Due to change in job duties: motion by Goenner, second by Schlosser to re-classify the District Technical Manager Position to Resource Conservationist at Grade 13 and to re-classify Bronder as Resource Conservationist at Grade 13 and set his salary at the amount budgeted for 2009, effective December 26, 2008. All in favor.
Basiletti, Interim District Manager's job performance was deemed satisfactory by the Board. Motion by Goenner, second by Hipsag to set Basiletti's salary at Grade 15, at the amount budgeted for 2009, effective December 26, 2008. All in favor.

Determan's annual plan was reviewed and her evaluation which was completed earlier with Benton SWCD. Motion by Goenner, second by Schlosser to increase Determan's salary to the amount budgeted for 2009, effective December 26, 2008. All in favor.

With Shermak's pending retirement, no action was taken regarding the District Clerk position.

5. Motion by Goenner, second by Schlosser to increase insurance to \$1.95/hour and set milage re-imbursement at the IRS rate of \$.55/mile All in favor.

6. Motion by Manthei, second by Hipsag to pay NACD dues as budgeted. All in favor.

7. Motion by Schlosser, second by Manthei to pay MASWCD dues as budgeted. All in favor.

8. Motion by Schlosser, second by Manthei directing the Interim District Manager to restructure the Board meeting agenda so that employee reports and issues are dealt with at the start of the meeting so that employees need not be present for the entire meeting. Role call vote taken: ayes-Schlosser, Manthei, Goenner; naves-Seeley, Hipsag. Motion carried.

9. Schlosser and Basiletti will attend the MMMRCD meeting on January 15, 2009.

10. Correspondence was distributed.

Motion by Goenner, second by Hipsag to adjourn. All in favor. Meeting adjourned at 6:10 p.m.

Next regular meeting is scheduled for February 2, 2009 at 3:00 p.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Larry Goenner, Secretary