



BOARD MEETING MINUTES

Regular Meeting

Date: May 12th, 2014

Location: Elk River USDA Service Center, 14855 Highway 10
Elk River, MN 55330

Board Members Present

Larry Goenner, Chair
Jason Selvog, Vice Chair
Roger Nelson, Secretary
Douglas Hipsag, Treasurer
David Berg, Reporter

Staff Present

Francine Larson
Bill Bronder (8:36 – 8:47)
Tiffany Determan (8:36 – 8:47)
Frances Gerde (8:36 – 8:47)

Others Present

John Riebel, Sherburne County
Commissioner
Mary Monte, NRCS District (left at 9:25)
Conservationist
Jason Weinerman, BWSR
Conservationist

Regular Agenda

1. **Call to Order**

Meeting was called to order by Chair Goenner at 8:30 a.m. A quorum was present.

2. **Pledge of Allegiance**

Goenner led the Board of Supervisors in the Pledge of Allegiance

3. **Open Forum**

There were no comments from the audience

4. **Approval of Agenda**

- Motion by Nelson, second by Berg to approve the agenda with stated deletions. All members voting yes. Motion carried.

5. **Secretary's Report – April 14, 2014 Board Meeting Minutes**

- Motion by Nelson, second by Hipsag to approve the April 14, 2014 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. **Treasurer's Report – April 2014 Financial Report**

Hipsag read the report. Discussion followed.

- Motion by Selvog, second by Berg to approve the Financial Report as submitted, subject to audit. All members voting yes. Motion carried.

7. **Treasurer's Report – Accounts Payable & Supervisor Vouchers**

Hipsag approved submitted Supervisor's vouchers. Larson distributed the May 2014 Accounts Payable Summary. Goenner and Hipsag signed check numbers 5697 through 5707 totaling \$13,771.45 prior to the meeting.

- Motion by Nelson, second by Hipsag to approve the May 2014 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.

8. **Treasurer's Report – Quarterly Financial Updates**

Larson reviewed the quarterly financial budget report and presented the 2014 Amended Budget.

- Motion by Selvog, second by Hipsag to adopt the 2014 Amended Budget as presented. All members voting yes. Motion carried.

9. **NRCS Staff & District Staff Monthly Reports** - Monte distributed her monthly report and discussion was had regarding NRCS program updates, technical assistance and monthly activities. SWCD staff reviewed their monthly reports with the Board.

10. **Review Bids for Weed Badger** – Larson stated that one bid was received. Selvog opened and read the bid to the Board. Discussion followed.

- Motion by Nelson, second by Selvog to accept the bid submitted by Jim Kotschevar, Paynesville MN for \$1,180.00. All members voting yes. Motion carried.

11. **Authorization to provide partial payment to City of St. Cloud for Stormwater Retrofit – CWF2013-01**– Item deleted from agenda
12. **Authorization to Execute Contract with Tom Warnke for Shoreline Restoration FY13-06** – Larson stated that Tom Warnke is requesting cost share to install a lakeshore buffer utilizing native grasses and forbs; both plugs and seed. The project cost estimate is \$1,438.53.
 - Motion by Nelson, second by Berg to approve cost share contract FY13-06 with Tom Warnke for installation of a lakeshore buffer project at 75%, not to exceed \$1,000. All members voting yes. Motion carried.
13. **Authorization to Execute Contract with Maria Musachio for Shoreline Restoration FY13-07** – Larson stated that Maria Musachio is requesting cost share to restore and stabilize their shoreline using natural vegetation and multiple erosion control methods. The total project cost estimate is \$10,767. Funds from this contract will be used in combination with other state funds to assist with the project.
 - Motion by Nelson, second by Selvog to approve cost share contract FY13-07 with Marie Musachio for shoreline restoration at 75%, not to exceed \$500. All members voting yes. Motion carried.
14. **Authorization to Execute Contract with Briggs Lake Chain Assoc. for Shoreline Stabilization FY14-BLCA-01**– Larson stated that Briggs Lake Chain Association, on behalf of Maria Musachio, is requesting cost share to restore and stabilize their shoreline along Briggs Lake. Funds from this contract will be used in combination with other state funds to assist with the project. The total project cost estimate is \$10,767.
 - Motion by Nelson, second by Hipsag to approve cost share contract FY14-BLCA-01 with Briggs Lake Chain Association for shoreline restoration at 75%, not to exceed \$4000. All members voting yes. Motion carried.
15. **Authorization to Hire Part-Time Administrative/Marketing Assistant** – Larson discussed the need for the position, noting that the Personnel Committee met prior to the meeting to review the job description, wages, benefits, funding and timeline. Discussion followed.
 - Motion by Hipsag, second by Selvog to seek qualified candidates for the Part-Time Administrative/Marketing Assistant. All members voting yes. Motion carried.
16. **Authorization to Purchase Office and Field Equipment** – Larson stated that the District budgets annually for the purchase of a new computer system to replace outdated systems. A rotational schedule has been developed. Larson stated that Gerde will need a new system along with a monitor as her old system will be used by the new admin/marketing assistant. Larson also noted that the computer systems and monitors are purchased through the GAI.
 - Motion by Selvog, second by Hipsag to approve the purchase of a desktop and monitor, not to exceed the annual budgeted amount of \$1,500. All members voting yes. Motion carried.

Larson also requested approval to purchase a replacement AquaCalc as the District's current one is not functioning. The District can save money by trading-in the old AquaCalc for a \$300 discount. JBS Instruments provided a quote for \$1600 plus shipping and an additional \$200 extended warranty.

 - Motion by Berg, second by Hipsag to approve the purchase of an AquaCalc, not to exceed the quoted amount. All members voting yes. Motion carried.
17. **Supervisor Training 101**– At a previous meeting, the Board expressed interest in inviting Jason Weinerman, BWSR to lead a supervisor training discussion. Weinerman distributed a comprehensive packet including excerpts from MN Statutes, Sherburne County Local Water Plan, District Annual Plan, current budget and recent board agendas. Weinerman lead the Board through a discussion on the Roles and Duties of District Supervisors and how the current Board's actions relate back to each of the discussed items in the packet. Discussion followed.
18. **District Manager's Report** – Larson asked the board to allow the Farm Friends Barn to utilize the Districts credit card processing methods for their upcoming fundraising event in September. Larson stated that the FFB will reimburse the District for all credit card fees incurred during that event.

- Motion by Berg, second by Hipsag to allow the Farm Friends Barn to utilize the District's credit card processing for the September fundraiser. All members voting yes. Motion carried.

Larson also discussed the Sherburne County Fair and the District's attendance at the event. Larson stated that the District is charged a non-refundable, \$125.00 booth rental fee. The Sherburne County Fair also requires the booth to be manned at all times. Larson stated that this year the staff does not have time available to put towards manning the booth for the entire fair event. Larson noted that an option to consider is having the Supervisors assist with the booth. Riebel will look into the rental fee and manning requirements. Discussion followed.

- Motion by Selvog, second by Hipsag to reserve a booth space at the Sherburne County Fair, only if the rental fee is waived and the booth does not need to be manned the entire event. All members voting yes. Motion carried.

19. Supervisor Committee Reports - Supervisors discussed meetings and events that they attended within the last 30 days.

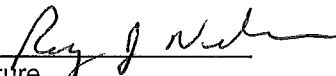
20. Upcoming Meetings and Events - Discussion was had regarding upcoming events and meetings.

21. Adjourn

- Motion by Nelson, second by Selvog to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 10:22 a.m.

Respectfully submitted by
Roger Nelson, Secretary



Signature

5-9-14

Date