



BOARD MEETING MINUTES

Regular Meeting

Date: June 13th, 2019

Location: Sherburne SWCD Office - 425 Jackson Ave NW
Elk River, MN 55330

Board Members Present

Michael Schroeder
Kerry Saxton
Larry Goenner
Roger Nelson
Jason Selvog

Staff Present

Francine Larson
Dan Cibulka*
Frances Gerde*
Gina Hugo*
Miranda Wagner*
Andie Bumgarner *
Bill Bronder*

Others Present

Lisa A. Fobbe, Sherburne
County Commissioner
Yara Gonzalez, NRCS Soil
Conservationist

*denotes partial attendance

Regular Agenda

1. Call to Order

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

2. Pledge of Allegiance

Schroeder led the Board of Supervisors in the Pledge of Allegiance.

3. Open Forum/Introductions

There were no comments from the audience.

4. Approval of Agenda

- **19.069** - Motion by Goenner, second by Selvog to approve the agenda with submitted additions. All members voting yes. Motion carried.

5. Secretary's Report – May 9, 2019 Board Meeting Minutes

- **19.070** - Motion by Goenner, second by Selvog to approve the May 9, 2019 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – May 2019 Financial Reports

Nelson read the May 2019 Program Summary Report. Discussion was had.

- **19.071** - Motion by Goenner, second by Nelson to accept the May 2019 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – June 2019 Accounts Payable - Larson distributed the June 2019 Accounts Payable Summary. Check numbers 6804 through 6817 totaling \$15,973.88 were submitted for approval. Discussion was had.

- **19.072** - Motion by Nelson, second by Goenner to approve the June 2019 Accounts Payable as submitted. All members voting yes. Motion carried.

8. Supervisor Committee Reports & Vouchers – Supervisors reviewed their meeting attendance. Selvog reported attendance at the ERWA meeting and participation as a Judge in the State Envirothon held at the Oliver Kelley Farm. Saxton provided an update on the Water Plan Advisory Committee meeting and

the AIS Task Force meeting. Schroeder reported attendance at the Metro Conservation District JPA Board meeting.

- **19.073** - Motion by Goenner, second by Saxton to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.
- 9. District Managers Report** – Larson reviewed her monthly activities noting that she was selected to serve on the MASWCD Finance Committee representing Metro Area 4. Written report available upon request.
 - 10. NRCS Activity Report** – Gonzalez reviewed the monthly Minnesota Message. She updated the Board on her monthly activities, NRCS program updates, new hires, technical assistance, and meeting & training attendance. Report available upon request.
 - 11. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
 - 12. Adopt 2020 Budget** – Larson presented the 2020 budget, discussing changes in expenditures and estimated income. Larson reviewed the fund balance amounts from 2012 to 2018 noting the negative trend. BWSR recommends six to nine month fund balance to support district operations. As of December 2018, the District had approximately 3.6 month reserves. Discussion was had. Larson suggested that a representative from the Board present the Budget to the County Board at the August workshop along with district staff. Further discussion was had.
 - **19.074** - Motion by Nelson, second by Saxton to adopt 2020 Budget as presented. All members voting yes. Motion carried.
 - 13. Accept Hugo's resignation notice without modification** – Larson stated Hugo provided sufficient written notice indicating her intentions to resign as Forest Resource Specialist with the Sherburne SWCD. A copy of the resignation letter was provided in the Board packet. Hugo's termination date will be June 13th, 2019. Larson discussed Hugo's severance; according to the personnel handbook, Hugo will receive 100% of unused accrued PTO at her current rate of pay, up to a maximum of 350 hours. The payment will be made directly into a Health Care Savings Plan through the MN State Retirement System. Discussion was had.
 - **19.075** - Motion by Saxton, second by Nelson to accept Hugo's resignation notice without modification. All members voting yes. Motion carried.Further discussion was had regarding filling the newly vacant position. Larson suggested the Board consider hiring a District Technician with interest in forest resource management. Discussion was had.
 - **19.076** - Motion by Goenner, second by Selvog to authorize District Manager to hire full-time, District Technician, Grade 10. All members voting yes. Motion carried.
 - 14. Consider donating 2005 Dodge Durango to donation center** – Larson provided an update on the suggested repairs needed for the Durango. Discussion was had. The cost of repairs exceeds the amount budgeted for vehicle maintenance. Further discussion was had.
 - **19.077** - Motion by Nelson, second by Goenner to donate the Dodge Durango to a local donation center. All members voting yes. Motion carried.
 - 15. Authorization to provide partial payment to S Boucher for a 590 Forage & Biomass Planting project – ERB_FY18-01 – for \$461.69** - Wagner provided a technical summary of the project. The original contract with Shawn & Faith Boucher for a forage and biomass planting project in Section 6, Big Lake Township was approved on April 11, 2019. The contract was approved at 75% cost share, not to exceed \$1,500.00. Partial payment request totaled \$461.69. Project completion date is set for July 31, 2020. Funding for this project will be allocated from CWF18 Elk River Bacteria Reduction Grant.

- **19.078** - Motion by Nelson, second by Selvog to provide partial payment to S Boucher for a forage and biomass planting project – ERB_FY18-01. All members voting yes. Motion carried.

Check #6800 for \$461.69 was signed during the meeting.

16. Authorization to provide final payment to H Simon for a 643 Native Prairie Incentive planting – NPI-FY17-01 for \$1,650.00 - Wagner provided a technical summary of the project. The original contract with Harold Simon for a native prairie planting project in Section 3, Clear Lake Township was approved on April 12, 2018. The total project cost was \$2,382.66 and the contract was approved at 75% cost share, not to exceed \$1,650.00. Funding for this project will be allocated from FY17 Capacity – Incentives.

- **19.079** - Motion by Nelson, second by Selvog to provide final payment to H Simon for a native prairie planting project – NPI-FY17-01. All members voting yes. Motion carried.

Check #6801 for \$1,650.00 was signed during the meeting.

17. Authorization to provide final payment to J Anderson for a 643 Restoration of Rare & Declining Habitat – NR-FY19-01 for \$3,600.00 - Wagner provided a technical summary of the project. The original contract with John Anderson for a restoration project in Section 23, Big Lake Township was approved on April 11, 2019. The total project cost was \$8,427.79 and the cost share contract was approved at a flat rate not to exceed \$3,600.00. Funding for this project will be allocated from CWF19 Nitrate Reduction Grant.

- **19.080** - Motion by Nelson, second by Goenner to provide final payment to J Anderson for a restoration of a rare & declining habitat project – NR-FY19-01. All members voting yes. Motion carried.

Check #6802 for \$3,600.00 was signed during the meeting.

18. Authorization to provide final payment to Options, Inc. for a 643 Restoration of Rare & Declining Habitat – NPI-FY17-10 for \$450.00 - Wagner provided a technical summary of the project. The original contract with Options, Inc. for a restoration project in Section 21, Big Lake Township was approved on April 11, 2019. The total project cost was \$978.00 and the cost share contract was approved at a flat rate not to exceed \$450.00. Funding for this project will be allocated from FY17 Capacity – Incentives.

- **19.081** - Motion by Selvog, second by Goenner to provide final payment to Options, Inc. for a restoration of a rare & declining habitat project – NPI-FY17-10. All members voting yes. Motion carried.

Check #6806 for \$450.00 was signed during the meeting.

19. Authorization to execute contract with A & L Peterson for a 340 Cover Crop Planting project– NR-FY19-03 - Wagner provided a technical summary of the proposed project. The proposed contract is with A & L Peterson for a cover crop planting project in Section 6, Clear Lake Township. The estimated project cost is \$4,410.00. Larson requested approval of a flat rate cost share not to exceed \$3,000.00. Funding for this project will be allocated from CWF19 Nitrate Reduction Grant.

- **19.082** - Motion by Selvog, second by Goenner to execute contract with A&L Peterson for a cover crop planting project – NR-FY19-03, not to exceed \$3,000.00. All members voting yes. Motion carried.

20. Authorization to execute contract with Limnopro Aquatic Science for AIS Lab Analysis services, not to exceed \$1,137.60 – Larson reviewed the contract with the board. Discussion was had.

- **19.083** - Motion by Saxton, second by Selvog to execute contract with Limnopro Aquatic Science for AIS lab analysis, not to exceed \$1,137.60. All members voting yes. Motion carried.

20a. Consider Agreement with MN DNR for Groundwater Level Monitoring Program – Larson distributed a copy of the contract for services, stating that the contract is for groundwater level monitoring of 23 observations wells in Sherburne County not to exceed \$2,490.00. Discussion was had. Due to increased workload, Larson recommended not entering into the FY2020 contract for services. Further discussion was had.

- **19.084** - Motion by Selvog, second by Nelson to opt out of the MN DNR Groundwater Level Monitoring Program for FY2020. All members voting yes. Motion carried.

21. Authorization to approve MACD Summer Meeting and Tour Registration – Larson stated that she and Gerde plan to attend the meeting. Goenner was also interested in attending.

- **19.085** - Motion by Goenner, second by Saxton to authorize payment for MACD Summer Meeting and Tour registration. All members voting yes. Motion carried.

22. Upcoming Meetings and Events – Discussion was had regarding upcoming events and schedules.

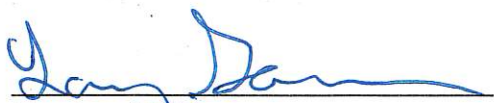
23. Adjourn

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

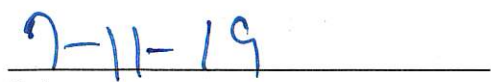
Meeting adjourned at 10:19 a.m.

Respectfully submitted by Francine Larson, District Manager.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.



Signature & Title



Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of June 30, 2019

07/02/19

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						557,806.48
Bank of ER - Money Market						314,881.02
06/30/2019			Interest	155.33		315,036.35
Total Bank of ER - Money Market						315,036.35
Bank of ER - Checking						165,409.03
06/03/2019	DBT	Guardian Insurance	LTD/STD Insurance - June Premium		163.33	165,245.70
06/03/2019			Deposit	11,244.67		176,490.37
06/06/2019			Deposit - WPLMN	1,190.88		177,681.25
06/07/2019	EFT	Waste Management	Building Expense - Garbag/Recycling		86.96	177,594.29
06/11/2019	EFT	Pitney Bowes	Postage - Quarterly Fees		84.39	177,529.90
06/11/2019	EFT	MN PEIP	Insurance - July Premium		609.84	176,920.06
06/13/2019	6817	Sherburne County	Rent - 7/1/19 - 9/30/19		5,643.00	171,277.06
06/13/2019	6818	Ramsey Conservation District - c	MACD Tour		75.00	171,202.06
06/13/2019	6804	Cibulka, Dan	Reimbursed Expenses		163.05	171,039.01
06/13/2019	6805	Citizen - Tribune	LWM - Meeting Advertisement		22.80	171,016.21
06/13/2019	6806	City of Elk River	Vehicle Maintenance & Fuel		622.65	170,393.56
06/13/2019	6807	Francine Larson	Reimbursed Expenses		125.88	170,267.68
06/13/2019	6808	Hugo, Gina Manea	Reimbursed Expenses		443.33	169,824.35
06/13/2019	6810	MVTL Laboratories, Inc.	MPCA - WPLMN/SWAG Lab Fees		1,530.60	168,293.75
06/13/2019	6811	NCPERS LIFE INSURANCE	Life Insurance - EE - June Premium		32.00	168,261.75
06/13/2019	6812	Nutrien Ag Solution	CWF19 - Nitrate Reduction Grant Expense		425.07	167,836.68
06/13/2019	6813	Sherburne County Sheriff's Office	AIS - Enforcement		846.50	166,990.18
06/13/2019	6814	The Laser Shop	Terry's Tree Memorial Fund Expense		400.00	166,590.18
06/13/2019	6815	WaterGuards LLC	AIS - May Inspections		3,784.00	162,826.18
06/13/2019	6816	Wildlife Forever	AIS - Education		1,830.00	160,996.18
06/13/2019	EFT	Nationwide Retirement Solutions	Nationwide - PR 5/31/19 - 6/13/19		830.77	160,165.41
06/13/2019	EFT	Nationwide Retirement Solutions	Nationwide - Roth - PR 5/31/19 - 6/13/19		50.00	160,115.41
06/13/2019	EFT	PERA	PERA - PR 5/31/19 - 6/13/19		1,789.98	158,325.43
06/13/2019	EFT	Minnesota Revenue	State - PR 5/31/19 - 6/13/19		559.00	157,766.43
06/13/2019	EFT	United States Treasury	Federal - PR 5/31/19 - 6/14/19		3,225.92	154,540.51
06/13/2019	6800	Boucher, Shawn v	CWF18 - ER Bacteria Reduction - Cost Share		461.69	154,078.82
06/13/2019	6801	Simon, Harold v	FY17 Capacity - Cost Share Incentive		1,650.00	152,428.82
06/13/2019	6802	Anderson, John v	CWF19 - Nitrate Reduction - Cost Share		3,600.00	148,828.82
06/13/2019	6803	Options, Inc. v	FY17 Capacity - Incentive		450.00	148,378.82
06/14/2019	DD	Bronder, William M	PR - 5/31/19 - 6/13/19		392.45	147,986.37
06/14/2019	DD	Bumgamer, Andrea L	PR - 5/31/19 - 6/13/19		523.35	147,463.02
06/14/2019	DD	Cibulka, Daniel A	PR - 5/31/19 - 6/13/19		1,898.35	145,564.67
06/14/2019	DD	Gerde, Frances W	PR - 5/31/19 - 6/13/19		1,435.18	144,129.49
06/14/2019	DD	Hugo, Gina M	PR - 5/31/19 - 6/13/19		2,125.59	142,003.90
06/14/2019	DD	Larson, Francine M	PR - 5/31/19 - 6/13/19		2,103.56	139,900.35
06/14/2019	DD	Wagner, Miranda L	PR - 5/31/19 - 6/13/19		1,488.68	138,411.67
06/15/2019	EFT	Charter Communications	Building Expenses - Internet		114.98	138,296.69
06/18/2019	DD	Hugo, Gina M	PR - 6/14/19 - Termination Check		941.54	137,355.15
06/19/2019	EFT	Minnesota Revenue	State - GH Termination Check		42.00	137,313.15
06/20/2019	DD	Goenner, Larry	Supervisor PerDiem		99.17	137,213.98
06/20/2019	DD	Saxton, Kerry J	Supervisor PerDiem		247.80	136,966.18
06/20/2019	DD	Schroeder, Michael J	Supervisor PerDiem		148.45	136,817.73
06/20/2019	DD	Selvog, Jason C	Supervisor PerDiem		296.33	136,521.40
06/20/2019	DD	Nelson, Roger J	Supervisor PerDiem		92.20	136,429.20
06/20/2019	EFT	PERA	PERA - Supervisor PerDiem		52.50	136,376.70
06/20/2019	EFT	Marco	Building Expense - Copier Services		221.74	136,154.96
06/24/2019			Deposit - Planting	150.00		136,304.96
06/25/2019	DBT	Weebly	Annual Website Expense		96.00	136,208.96
06/25/2019	EFT	Minnesota State Retirement System	Hugo - Severance		11,819.50	124,389.46
06/28/2019	DD	Bronder, William M	PR - 6/14/19 - 6/27/19		436.77	123,952.69
06/28/2019	DD	Bumgamer, Andrea L	PR - 6/14/19 - 6/27/19		523.35	123,429.34
06/28/2019	DD	Gerde, Frances W	PR - 6/14/19 - 6/27/19		1,435.17	121,994.17
06/28/2019	DD	Wagner, Miranda L	PR - 6/14/19 - 6/27/19		1,488.70	120,505.47
06/28/2019	DD	Cibulka, Daniel A	PR - 6/14/19 - 6/27/19		1,898.35	118,607.12
06/28/2019	DD	Larson, Francine M	PR - 6/14/19 - 6/27/19		2,103.54	116,503.58
06/28/2019	EFT	Nationwide Retirement Solutions	Nationwide 457 - PR 6/14/19 - 6/27/19		830.77	115,672.81
06/29/2019	EFT	Minnesota Revenue	State - PR 6/14/19 - 6/27/19		417.00	115,255.81
06/29/2019	EFT	PERA	PERA - PR 6/14/19 - 6/27/19		1,411.76	113,844.05
06/29/2019	EFT	Nationwide Retirement Solutions	Nationwide Roth - PR 6/14/19 - 6/27/19		50.00	113,794.05
06/30/2019		Bank of Elk River	Service Charge		20.00	113,774.05
Total Bank of ER - Checking						113,774.05
Klein Checking						24,662.99
06/03/2019	EFT	Merchant Services	Credit Card Fees		183.53	24,479.46
06/03/2019			Deposit - Planting	450.00		24,929.46
06/03/2019	DBT	HP Instant Ink	Office Supplies		10.73	24,918.73
06/03/2019	EFT	RingCentral	Building Expense - Phone System		313.84	24,604.89
06/19/2019	EFT	United States Treasury	Federal - GH Termination Check		243.40	24,361.49
06/19/2019	EFT	United States Treasury	Federal - Supervisor PerDiem		49.64	24,311.85
06/19/2019	EFT	Pitney Bowes	Postage Meter Refill		500.00	23,811.85

11:57 AM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

07/02/19

As of June 30, 2019

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
06/21/2019			Deposit - ERWA	255.92		24,067.77
06/24/2019			Deposit - MNT	34.00		24,101.77
06/28/2019		Klein Bank	Service Charge		131.93	23,969.84
Total Klein Checking				739.92	1,433.07	23,969.84
Money Market - Klein						5,049.06
06/03/2019			Deposit - Trees	195.42		5,244.48
06/03/2019			Deposit - Trees	539.02		5,783.60
06/03/2019			Deposit - Trees	119.19		5,902.69
Total Money Market - Klein				853.63	0.00	5,902.69
CD - 7726074 - 60mo						47,804.38
Total CD - 7726074 - 60mo						47,804.38
Total Cash				14,334.43	65,653.60	506,487.31
TOTAL				14,334.43	65,653.60	506,487.31

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

June-19

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 147,632.18	\$ 33,492.05	\$ 52,226.34	\$ 128,897.89
County Allocation	\$ (0.00)	\$ -	\$ -	\$ (0.00)
SUBTOTALS	\$ 147,632.18	\$ 33,492.05	\$ 52,226.34	\$ 128,897.89

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY19	\$ 111,600.00	\$ -	\$ -	\$ 111,600.00
BWSR SWCD Capacity Grant FY18	\$ 12,758.43	\$ -	\$ -	\$ 12,758.43
BWSR SWCD Capacity Grant FY17	\$ 22,783.66	\$ -	\$ 2,100.00	\$ 20,683.66
BWSR Cost Share Base Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY19	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY18	\$ 6,243.00	\$ -	\$ -	\$ 6,243.00
BWSR Buffer Initiative FY20	\$ -	\$ -	\$ -	\$ -
BWSR Buffer Initiative FY19	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY18	\$ 4,103.16	\$ -	\$ 3,496.61	\$ 606.55
BWSR Conservation Delivery FY20	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY19	\$ 2,977.42	\$ -	\$ 2,977.42	\$ 0.00
BWSR WM	\$ 8,888.41	\$ -	\$ 2,817.92	\$ 6,070.49
BWSR RBG WCA	\$ -	\$ -	\$ -	\$ -
AIS Prevention Aid	\$ (6,982.50)	\$ -	\$ 16,306.17	\$ (23,288.67)
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,945.00	\$ -	\$ 400.00	\$ 1,545.00
CFW FY2018 - ER Bac Reduction Phase	\$ 36,478.85	\$ -	\$ 461.69	\$ 36,017.16
CFW FY2019 - Nitrate Reduction Grant	\$ 51,073.19	\$ -	\$ 4,025.07	\$ 47,048.12
AIS Contingency Funds	\$ 9,496.80	\$ -	\$ -	\$ 9,496.80
Rum River 1W1P	\$ 130,002.00	\$ -	\$ -	\$ 130,002.00
SUBTOTALS	\$ 410,174.30	\$ -	\$ 32,584.88	\$ 377,589.42

TOTAL FUNDS \$ 506,487.31

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 190,072.02	\$ 13,325.47	\$ 65,653.60	\$ 137,743.89
Savings	\$ 319,930.08	\$ 1,008.96	\$ -	\$ 320,939.04
CD - 74	\$ 47,804.38	\$ -	\$ -	\$ 47,804.38
CD - 51	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 557,806.48	\$ 14,334.43	\$ 65,653.60	\$ 506,487.31

TOTAL FUNDS \$ 506,487.31

Treasurer's Signature



Date

7-11-19