



**BOARD MEETING MINUTES**  
 Regular Meeting

Date: June 8th, 2023  
 Location: 425 Jackson Ave NW, Elk River 55330  
 Remote Access Available

Board Members Present

Jason Selvog - Chair  
 Shelly Binsfeld - Vice Chair\*  
 Christine Jurek – Secretary \*+  
 Larry Goenner - Treasurer  
 Zach Guttormson – PR&I

Staff Present

Francine Larson  
 David Wick\*  
 Dan Cibulka\*  
 Frances Gerde\*  
 Mary Mullane, CCM \*  
 Lilly Bowman, CCM \*

Others Present

Gary Gray  
 County Commissioner  
 Katie Evans\*+  
 NRCS District Conservationist

\*denotes partial attendance  
 + Remotely attended

Regular Agenda

**1. Call to Order**

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

**2. Pledge of Allegiance**

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

**3. Open Forum**

There were no comments from the audience.

**4. Approval of Regular Agenda**

- **23.06.01** - Motion by Guttormson, second by Goenner to approve the agenda with stated correction. All members voting in favor. Motion carried.

Supervisor Binsfeld joined the meeting.

Supervisor Jurek remotely joined the meeting.

**5. Approval of Consent Agenda**

**Approval of May 11, 2023 Board Meeting Minutes** – Draft minutes were presented.

**Authorization to provide final payment to Nic Carlson for a Prairie Planting, #2022-11-01, for \$492.00** - The original contract with Nic Carlson for a (643) Prairie Planting project was approved on November 3, 2022. The total project cost is \$726.15, and the project was approved at 75% cost share not to exceed \$492.00. Funding for this project will be allocated from the District Cost Share Funds. Check #7585 was signed at the end of the meeting.

**Authorization to provide final payment to Andrew and Amanda Davis for a Prairie Planting, #2022-10-02, for \$5,400.00** – The original contract with Andrew and Amanda Davis for a (643) Prairie Planting project was approved on October 13, 2022. The total project cost is \$5,400.00, and the project was approved at a flat rate cost share not to exceed \$5,400.00. Funding for this project will be allocated from the District Cost Share Funds. Check #7586 was signed at the end of the meeting.

**Authorization to provide final payment to Kristyn Warnke for a Conservation Cover project, #2022-10-03, for \$350.00** – The original contract with Kristyn Warnke for a (327) Conservation Cover project was approved on October 13, 2022. The total project cost is \$846.10, and the project was

approved at 75% cost share not to exceed \$350.00. Funding for this project will be allocated from the District Cost Share Funds. Check #7587 was signed at the end of the meeting.

- **23.06.02** - Motion by Goenner, second by Guttormson to approve the consent agenda as presented. Members voting in favor: Goenner, Guttormson, Jurek, Binsfeld, Selvog. Members opposed: None. Motion carried.

**6. May 2023 Financial Reports**

Goenner read the May 2023 Program Summary Report. Discussion was had. Goenner reported that he reviewed the monthly financial statements, verifying accuracy.

- **23.06.03** - Motion by Goenner, second by Binsfeld to accept the May 2023 Financial Reports as submitted, subject to audit. Members voting in favor: Goenner, Guttormson, Jurek, Binsfeld, Selvog. Members opposed: None. Motion carried.

**7. June 2023 Accounts Payable** – The Board reviewed the June 2023 Accounts Payable Summary. The report includes all unpaid bills from 5/11/2023 – 6/9/2023. Check numbers 7575 through 7584 totaling \$15,115.22 were submitted for approval. Discussion was had.

- **23.06.04** - Motion by Goenner, second by Guttormson to approve the June 2023 Accounts Payable as submitted. Members voting in favor: Goenner, Guttormson, Jurek, Binsfeld, Selvog. Members opposed: None. Motion carried.

**8. Supervisor Committee Reports & Vouchers** – Goenner and Binsfeld reported attending the Budget Committee meeting. Selvog attended the MN SWCD Forestry meeting and updated the Board on the Farm Friends Barn activities. Jurek reported attending the County Board Workshop where staff discussed the role of the SWCD and highlighted recent activities. No report from Guttormson.

- **23.06.05** - Motion by Goenner, second by Binsfeld to approve the Supervisor Vouchers as submitted. Members voting in favor: Goenner, Guttormson, Jurek, Binsfeld, Selvog. Members opposed: None. Motion carried.

**9. District Manager's Report** - Larson reviewed her monthly activities. Written report available upon request.

**10. District Staff Monthly Reports** – Available SWCD staff reviewed their monthly activities with the Board. The Conservation Corps members introduced themselves, provided a brief background and discussed a few of their recent activities with the District. Individual written reports available upon request.

**11. NRCS Activity Report** – Evans, NRCS District Conservationist reviewed the NRCS activity report, providing an update on NRCS programs and technical assistance. Written report available upon request.

**12. Commissioner Report** – Commissioner Gray provided an update on recent Sherburne County activities.

**13. MRSC 1W1P Update** – Written report available upon request. Binsfeld and Cibulka updated the Board on the recent MRSC 1W1P activities.

**14. Rum River JPE Board** – Written report available upon request. Cibulka updated the Board on the recent Rum River Watershed Partnership activities.

**15. Adopt 2024 Budget** – Binsfeld reported that the Budget Committee met on June 6th to review the draft budget and discuss the 2024 county allocation request. Binsfeld and Goenner reviewed their recommendations. Discussion was had.

- **23.06.06** – Motion by Guttormson, second by Goenner to adopt the 2024 Budget as presented and submit the 2024 allocation request to Sherburne County. Members voting in favor: Goenner, Guttormson, Jurek, Binsfeld, Selvog. Members opposed: None. Motion carried.

**16. Authorization to execute Cost Share Contract with Kevin Anderson, The Church of Christ our Light for a Conservation Cover project, #2023-06-01, not to exceed \$1,916.25** – The proposed contract is with Kevin Anderson for a (327) Conservation Cover project in Section 22, Baldwin Township. The estimated project cost is \$2,555.00. Requesting 75% cost share of eligible expenses not to exceed \$1,916.25. Project installation deadline date is 6/30/2024. Funding for this project will be allocated from Soil Health Cost Share Funds.

- **23.06.07** – Motion by Binsfeld, second by Goenner to execute contract with Kevin Anderson, The Church of Christ our Light for a Conservation Cover project, #2023-06-01, not to exceed \$1,916.25. Members voting in favor: Goenner, Guttormson, Jurek, Binsfeld, Selvog. Members opposed: None. Motion carried.

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

**18. Adjournment**

- **23.05.11** – Motion by Goenner, second by Binsfeld to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 10:32 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.

Chris Ingle Secretary  
Signature & Title

7/13/23  
Date

## SHERBURNE SOIL & WATER CONSERVATION

### Account QuickReport

As of June 30, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
<b>10000 - Cash</b>						579,109.07
<b>10100 - SWEEP Account</b>						433,082.00
06/05/2023			Funds Transfer		17,373.02	415,708.98
06/06/2023			Funds Transfer	768.89		416,477.87
06/07/2023			Funds Transfer		34.72	416,443.15
06/08/2023			Funds Transfer		1,739.75	414,703.40
06/09/2023			Funds Transfer		240.00	414,463.40
06/12/2023			Funds Transfer		570.00	413,893.40
06/13/2023			Funds Transfer	19.12		413,912.52
06/14/2023			Funds Transfer		4,481.93	409,430.59
06/15/2023			Funds Transfer		4,506.17	404,924.42
06/16/2023			Funds Transfer		9,048.59	395,875.83
06/20/2023			Funds Transfer		17,404.99	378,470.84
06/21/2023			Funds Transfer		1,250.79	377,220.05
06/22/2023			Funds Transfer		5,371.17	371,848.88
06/23/2023			Funds Transfer		70.00	371,778.88
06/26/2023			Funds Transfer		333.04	371,445.84
06/27/2023			Funds Transfer		2,369.03	369,076.81
06/28/2023			Funds Transfer	397.38		369,474.19
06/30/2023			Interest	844.99		370,319.18
06/30/2023			Funds Transfer		17,672.99	352,646.19
Total 10100 - SWEEP Account				2,030.38	82,466.19	352,646.19
<b>10200 - Bank of ER - Checking</b>						97,255.28
06/02/2023	DD	Bumgarner, Andrea L	PR - 5/14/2023 - 5/27/2023	0.00		97,255.28
06/02/2023	DD	Cibulka, Daniel A	PR - 5/14/2023 - 5/27/2023		2,193.06	95,062.22
06/02/2023	DD	Gerde, Frances W	PR - 5/14/2023 - 5/27/2023		1,955.05	93,107.17
06/02/2023	DD	Larson, Francine M	PR - 5/14/2023 - 5/27/2023		2,452.83	90,654.34
06/02/2023	DD	Wagner, Miranda L	PR - 5/14/2023 - 5/27/2023		1,761.25	88,893.09
06/02/2023	DD	Wick, David P	PR - 5/14/2023 - 5/27/2023		1,530.01	87,363.08
06/02/2023	EFT	United States Treasury	Federal - PR 5/14/2023 - 5/27/2023		3,681.84	83,681.24
06/02/2023	EFT	Minnesota Revenue	State - PR 5/14/2023 - 5/27/2023		554.00	83,127.24
06/02/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 5/14/2023 - 5/27/2023		1,721.27	81,405.97
06/02/2023	EFT	PERA	PERA - PR 5/14/2023 - 5/27/2023		2,077.71	79,328.26
06/03/2023	ACH	Guardian Insurance	Disability Insurance - June Premium		175.06	79,153.20
06/03/2023			Deposit			80,676.09
06/05/2023			Funds Transfer	17,373.02		98,049.11
06/06/2023			Funds Transfer		768.89	97,280.22
06/07/2023	EFT	Waste Management	Building Expense - Garbage/Recycling		142.62	97,137.60
06/07/2023	7585	Carlson, Nic (v)	BMP Cost Share - #2022-11-01		492.00	96,645.60
06/07/2023	7586	Davis, Andrew	BMP Cost Share		5,400.00	91,245.60
06/07/2023			Funds Transfer	34.72		91,280.32
06/07/2023	EFT	Pitney Bowes	Postage Refill		64.69	91,215.63
06/08/2023	7575	Benton SWCD	MPCA - WRAPS - LPT Expense		300.00	90,915.63
06/08/2023	7576	City of Elk River	Vehicle Expense - April Fuel		145.13	90,770.50
06/08/2023	7577	Cross Nurseries, Inc	Gravel Bed Trees		2,142.50	88,628.00
06/08/2023	7578	Francine Larson	Reimbursed Expenses		239.73	88,388.27
06/08/2023	7579	MN SWCD Forestry Association	Annual Dues		60.00	88,328.27
06/08/2023	7580	MNL	CPL / HELP Grant Expenses		5,326.99	83,001.28
06/08/2023	7581	MVTL Laboratories, Inc.	Water Monitoring - Lab Fees		783.60	82,217.68
06/08/2023	7582	NCPERS LIFE INSURANCE	Life Insurance - EE - June Premium		32.00	82,185.68
06/08/2023	7583	Tetra Tech, Inc.	MPCA WRAPS - Consultant Expense		2,363.67	79,822.01
06/08/2023	7584	WaterGuards LLC	AIS - Inspections		3,721.60	76,100.41
06/08/2023	7587	Warnke, Kristyn	BMP Cost Share - #2022-10-03		350.00	75,750.41
06/08/2023			Funds Transfer	1,739.75		77,490.16
06/09/2023			Funds Transfer	240.00		77,730.16
06/10/2023	EFT	MN PEIP	Health Insurance - July Premium		2,454.15	75,276.01
06/11/2023			Deposit - Workshop	19.12		75,295.13
06/12/2023			Deposit - Workshop	18.82		75,313.95
06/12/2023			Funds Transfer	570.00		75,883.95
06/13/2023	DD	Binsfeld, Michelle L	Supervisor PerDiem		192.34	75,691.61
06/13/2023	DD	Goenner, Lawrence J	Supervisor PerDiem		255.22	75,436.39
06/13/2023	DD	Guttormson, Zachary J	Supervisor PerDiem		123.68	75,312.71
06/13/2023	DD	Jurek, Christine A	Supervisor PerDiem		204.13	75,108.58
06/13/2023	DD	Selvog, Jason C	Supervisor PerDiem		226.40	74,882.18
06/13/2023	EFT	PERA	PERA - Supervisor Per Diem		90.00	74,792.18
06/13/2023	EFT	United States Treasury	Federal - Supervisor Per Diem		26.10	74,766.08
06/13/2023			Funds Transfer		19.12	74,746.96
06/14/2023			Funds Transfer	4,481.93		79,228.89
06/15/2023	EFT	Charter Communications	Building Expenses - Internet		157.98	79,070.91
06/15/2023			Funds Transfer	4,506.17		83,577.08
06/16/2023	DD	Bumgarner, Andrea L	PR - 5/28/2023 - 6/10/2023	0.00		83,577.08
06/16/2023	DD	Cibulka, Daniel A	PR - 5/28/2023 - 6/10/2023		2,193.07	81,384.01
06/16/2023	DD	Gerde, Frances W	PR - 5/28/2023 - 6/10/2023		1,955.04	79,428.97
06/16/2023	DD	Larson, Francine M	PR - 5/28/2023 - 6/10/2023		2,452.82	76,976.15
06/16/2023	DD	Wagner, Miranda L	PR - 5/28/2023 - 6/10/2023		1,761.24	75,214.91
06/16/2023	DD	Wick, David P	PR - 5/28/2023 - 6/10/2023		1,530.02	73,684.89
06/16/2023	EFT	United States Treasury	Federal - PR 5/28/2023 - 6/10/2023		3,681.82	70,003.07

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**SHERBURNE SOIL & WATER CONSERVATION**

07/03/23

**Account QuickReport**

Accrual Basis

As of June 30, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
06/16/2023	EFT	Minnesota Revenue	State - PR 5/28/2023 - 6/10/2023		554.00	69,449.07
06/16/2023	EFT	PERA	PERA - PR 5/28/2023 - 6/10/2023		2,077.71	67,371.36
06/16/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 5/28/2023 - 6/10/2023		1,721.27	65,650.09
06/16/2023			Funds Transfer	9,048.59		74,698.68
06/20/2023	EFT	Marco	Building Expense - Copier Services		257.06	74,441.62
06/20/2023			Deposit - Workshop	28.83		74,470.45
06/20/2023			Funds Transfer	17,404.99		91,875.44
06/21/2023	EFT	Guardian Insurance	Disability Insurance - July Premium		175.06	91,700.38
06/21/2023	EFT	2023 Workshops	2023 Paint Night Cancelation		70.00	91,630.38
06/21/2023			Funds Transfer	1,250.79		92,881.17
06/22/2023			Funds Transfer	5,371.17		98,252.34
06/23/2023			Funds Transfer	70.00		98,322.34
06/26/2023	EFT	Cardmember Services	Credit Card Expenses - 5/6/2023 - 6/6/2023		2,369.03	95,953.31
06/26/2023			Deposit	600.00		96,553.31
06/26/2023			Funds Transfer	333.04		96,886.35
06/27/2023			Funds Transfer	2,369.03		99,255.38
06/28/2023			Funds Transfer		397.38	98,858.00
06/30/2023	DD	Bumgarner, Andrea L	PR - 6/11/2023 - 6/24/2023	0.00		98,858.00
06/30/2023	DD	Larson, Francine M	PR - 6/11/2023 - 6/24/2023		2,452.83	96,405.17
06/30/2023	DD	Wagner, Miranda L	PR - 6/11/2023 - 6/24/2023		1,761.24	94,643.93
06/30/2023	DD	Wick, David P	PR - 6/11/2023 - 6/24/2023		1,530.04	93,113.89
06/30/2023	DD	Cibulka, Daniel A	PR - 6/11/2023 - 6/24/2023		2,193.06	90,920.83
06/30/2023	DD	Gerde, Frances W	PR - 6/11/2023 - 6/24/2023		1,955.05	88,965.78
06/30/2023	EFT	United States Treasury	Federal - PR 6/11/2023 - 6/24/2023		3,681.78	85,284.00
06/30/2023	EFT	Minnesota Revenue	State - PR 6/11/2023 - 6/24/2023		554.00	84,730.00
06/30/2023	EFT	PERA	PERA - PR 6/11/2023 - 6/24/2023		2,077.71	82,652.29
06/30/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 6/11/2023 - 6/24/2023		1,721.28	80,931.01
06/30/2023			Funds Transfer	17,672.99		98,604.00
Total 10200 · Bank of ER - Checking				84,655.85	83,307.13	98,604.00
10300 · CD - 7726074 - 60mo						48,771.79
Total 10300 · CD - 7726074 - 60mo						48,771.79
Total 10000 · Cash				86,686.23	165,773.32	500,021.98
<b>TOTAL</b>				<b>86,686.23</b>	<b>165,773.32</b>	<b>500,021.98</b>

**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**6/30/2023**

**PROGRAM SUMMARY**

<b>PROGRAM</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
<b>Operating Funds</b>				
District	\$ 434,420.56	\$ 101,649.61	\$ 155,441.27	\$ 380,628.90
<b>SUBTOTALS</b>	<b>\$ 434,420.56</b>	<b>\$ 101,649.61</b>	<b>\$ 155,441.27</b>	<b>\$ 380,628.90</b>

<b>Program Funds</b>				
BWSR SWCD Capacity Grant FY23	\$ 74,673.73	\$ -	\$ 7,418.07	\$ 67,255.66
BWSR SWCD Capacity Grant FY22	\$ 18,761.72	\$ -	\$ 2,426.64	\$ 16,335.08
BWSR SWCD Capacity Grant FY21	\$ 10,614.11	\$ -	\$ 4,183.81	\$ 6,430.30
BWSR Cost Share Base Grant FY23	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY22	\$ 4.32	\$ -	\$ -	\$ 4.32
BWSR Buffer Initiative FY23	\$ 6,981.83	\$ -	\$ 253.66	\$ 6,728.17
BWSR Conservation Delivery FY24	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY23	\$ 11,054.77	\$ -	\$ 2,699.48	\$ 8,355.29
BWSR Soil Health Grant FY23	\$ 13,649.88	\$ -	\$ 43.54	\$ 13,606.34
AIS Prevention Aid	\$ (17,955.83)	\$ -	\$ 5,069.30	\$ (23,025.13)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
LWM	\$ (2,475.19)	\$ -	\$ 2,667.89	\$ (5,143.08)
NRBG WCA	\$ 2,134.89	\$ -	\$ 533.04	\$ 1,601.85
FY2023 Project Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
<b>SUBTOTALS</b>	<b>\$ 144,688.51</b>	<b>\$ -</b>	<b>\$ 25,295.43</b>	<b>\$ 119,393.08</b>

**TOTAL FUNDS \$ 500,021.98**

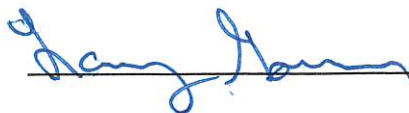
**DISTRIBUTION OF FUNDS**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
<b>Bank Account Summary</b>				
Cash Checking	\$ 97,255.28	\$ 84,655.85	\$ 83,307.13	\$ 98,604.00
SWEEP	\$ 433,082.00	\$ 2,030.38	\$ 82,466.19	\$ 352,646.19
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTALS</b>	<b>\$ 579,109.07</b>	<b>\$ 86,686.23</b>	<b>\$ 165,773.32</b>	<b>\$ 500,021.98</b>

**TOTAL FUNDS \$ 500,021.98**

<b>SWCD Financial Summary</b>	<b>6/30/2023</b>
Cash - Previous Balance	\$ 579,109.07
Revenue	\$ 3,034.65
Expenses	\$ 82,121.74
Cash - Ending Balance	\$ 500,021.98

Treasurer's Signature



Date

7-13-23