



**Sherburne
SWCD**

BOARD MEETING MINUTES
Regular Meeting

Date: June 9th, 2022
Location: 425 Jackson Ave NW, Elk River MN 55330
Remote Access Available

Board Members Present

Larry Goenner - Chair
Jason Selvog - Vice Chair
Shelly Binsfeld - Secretary
Kerry Saxton - Treasurer
Roger Nelson - PR&I

Staff Present

Francine Larson
Miranda Wagner*
Andrea Bumgarner*
Dan Cibulka*

Others Present

Lisa A. Fobbe*+
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 Goenner at 8:33 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 Regular Agenda

- **22.06.01** - Motion by Nelson, second by Binsfeld to approve the agenda with stated deletions and submitted additions. All members voting in favor. Motion carried.

5. Approval of Consent Agenda

Approval of May 12, 2022 Board Meeting Minutes

The May 12, 2022 Board Meeting Minutes were presented.

Authorization to provide final payment to Riverside Church for a Conservation Cover project, #2021-05-04, not to exceed \$294.35 - The original contract with Riverside Church for a Conservation Cover project was approved on May 13, 2021. The total project cost is \$477.13, and the project was approved at 75% cost share not to exceed \$294.35. Funding for this project will be allocated from the Cost Share Program funds. Check #7360 was signed during the meeting.

- **22.06.02** - Motion by Nelson, second by Saxton to approve the consent agenda as submitted. All members voting in favor. Motion carried.

6. May 2022 Financial Reports

Treasurer Saxton read the May 2022 Program Summary Report. Discussion was had.

- **22.06.03** - Motion by Saxton, second by Binsfeld to accept the May 2022 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

7. June 2022 Accounts Payable – The Board reviewed the June 2022 Accounts Payable Summary. The report includes all unpaid bills from 5/12/2022 – 6/8/2022. Check numbers 7348 through 7359 totaling \$21,189.98 were submitted for approval. Discussion was had.

- **22.06.04** - Motion by Binsfeld, second by Selvog to approve the June 2022 Accounts Payable as submitted. All members voting in favor. Motion carried.
8. **Supervisor Committee Reports & Vouchers** – Binsfeld and Saxton virtually attended a MRSC 1W1P Sherburne representative check-in meeting to review draft MOA. No committee reports from Nelson, Selvog, and Goenner.
 - **22.06.05** - Motion by Goenner, second by Selvog to approve the Supervisor Vouchers as submitted. All members voting in favor. Motion carried.
 9. **District Manager's Report** – Larson reviewed her monthly activities. Written report available upon request.
 10. **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.
 11. **District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
 12. **MRSC 1W1P Update** – Cibulka provided an update on the MRSC 1W1P project. SWCD and County staff will keep the Policy Committee members updated on new developments.
 13. **Rum River 1W1P Update** – Cibulka provided a brief update on the Rum River 1W1P JPE, stating that the Board will need to consider the resolution to adopt the plan and enter into the Rum River Watershed Partnership JPE at the July SWCD Board meeting. Discussion was had.
 14. **Consider Updated District Manager Position Description** – Larson stated that the District Manger position should be classified as an Exempt position based on the current description. All other employees are considered non-exempt. Exempt employees are not eligible for overtime or comp-time unless specified in the position description. Larson requested the Board to consider the updated position description indicating the position is Exempt but eligible for comp-time. Discussion was had.
 - **22.06.06** – Motion by Selvog, second by Nelson to accept the updated District Manager position description. All members voting in favor. Motion carried.
 15. **MASWCD Area 4 Tour Registration** – The MASWCD Area 4 Meeting and Tour is hosted by Carver SWCD and scheduled for June 23rd. Registration is \$25 per person. Goenner, Binsfeld, Saxton and Larson indicated interest in attending.
 - **22.06.07** – Motion by Goenner, second by Binsfeld to authorize registration for interested Supervisors and staff. All members voting in favor. Motion carried.

Check #7361 totaling \$100.00, was signed after the meeting

16. **Authorization to execute sub-contract amendment with Wright SWCD for the MPCA WRAPS Cycle 2, Phase 2 project, not to exceed ~~\$7,880.00~~ \$6,988.00** – Original contract had a not to exceed amount of \$3,000.00. Additional monitoring hours are needed in Wright County totaling \$4800.00 plus \$88 for mileage (Mary & Millstone). This project is funded through the MPCA JPE WRAPS Cycle 2 Phase 2 grant agreement.

- **22.06.08** – Motion by Saxton, second by Binsfeld to execute sub-contract amendment with Wright SWCD for the MPCA WRAPS Cycle 2, Phase 2 project, not to exceed \$6,988.00. All members voting in favor. Motion carried.
- 17. Authorization to execute Cost Share Contract with Diamond A Farm LLC for a Cover Crop project, #NC20-06-01, not to exceed \$12,750 on 170 acres** – The proposed contract is with Diamond A Farm LLC for a Cover Crop project (340 – Cover Crop) in Section 28, Haven Township. The estimated project cost is \$12,750. Requesting \$75/acre flat rate cost share not to exceed \$12,750.00. Funding for this project will be allocated from The Nature Conservancy Funds, this is the third and final year in the project, installation deadline date of 12/1/2022.
- **22.06.09** – Motion by Binsfeld, second by Saxton to execute contract with Diamond A Farm for a Cover Crop project - #NC20-06-01, not to exceed \$12,750 on 170 acres. All members voting in favor. Motion carried.
- 18. Authorization to execute Cost Share Contract with A & L Peterson Farms Inc for a Cover Crop project, #NC20-06-02, not to exceed \$1,875.00 on 25 acres.** – The proposed contract is with A & L Peterson Farms Inc for a Cover Crop project (340 – Cover Crop) in Section 21, Palmer Township. The estimated project cost is \$1,875.00. Requesting \$75/acre flat rate cost share not to exceed \$1,875.00. Funding for this project will be allocated from The Nature Conservancy Funds. This is the second year in the project, installation deadline date of 12/1/2022.
- **22.06.10** – Motion by Binsfeld, second by Saxton to execute contract with A & L Peterson Farms for a Cover Crop project - #NC20-06-02, not to exceed \$1,875.00 on 25 acres. All members voting in favor. Motion carried.
- 19. Authorization to execute Cost Share Contract with Eric Vahling for a Cover Crop project, #NR-FY19-15, not to exceed \$1,451.25 on 32.25 acres** – The proposed contract is with Eric Vahling for a Cover Crop project (340 – cover crop) in Santiago Township. The estimated project cost is \$1,451.25. Requesting flat rate cost share \$45/acre. Funding for this project will be allocated from the CWF Nitrate Reduction Grant. Installation deadline date of 12/1/2022.
- **22.06.11** – Motion by Goenner, second by Saxton to execute contract with Eric Vahling for a cover Crop project - #NR-FY19-15, not to exceed \$1,451.25 on 32.25 acres. All members voting in favor. Motion carried.
- 20. Authorization to execute Professional and Technical Service Agreement with Nienow Cultural Consultant, LLC for Phase 1 Archaeological Assessment for the William H. Houlton Conservation Area streambank project funded through the MNDNR Conservation Partners Legacy Grant Program** – The SWCD, in partnership with the City of Elk River, has received grant funds through the DNR CPL grant program to address a 1,100 In. ft. eroding streambank on the William H Houlton Conservation Area. The state is requiring that a Phase I archaeological assessment be completed prior to excavation to determine if any significant cultural or historic items are located there. \$6,000 has been allocated through the grant to complete this work. RFP's were sent, staff reviewed received proposals and recommended Nienow Cultural Consultant. The County Attorney's office has reviewed a contract for services and staff are recommending approval of the contract to have Nienow Cultural Consultants complete this project.
- **22.06.12** – Motion by Saxton, second by Nelson to execute Service Agreement with Nienow Cultural Consulting for Phase 1 Archaeological Assessment for the William H Houlton project, not to exceed \$6,000. All members voting in favor. Motion carried.

21. Authorization to execute 2022 Habitat Enhancement Landscape Pilot (HELP) grant agreement with BWSR – The SWCD, in partnership Sherburne County Parks has received grant funds through BWSR HELP pilot program to fund a high-quality prairie restoration that would cover approx. 24 acres of open meadow at Grams Park. The project will include prescribed burns as well as several sessions of prescribed grazing utilizing sheep. The entire project will provide great educational opportunities for park visitors. Total grant amount awarded is \$40,0000.00. Match funds will be provided by County Parks, USFW, local volunteers and SWCD staff.

- **22.06.13** – Motion by Goenner, second by Saxton to execute 2022 Habitat Enhancement Landscape Pilot grant agreement with BWSR. All members voting in favor. Motion carried.

22. Upcoming Meetings and Events – Discussion was had regarding upcoming events and schedules. Binsfeld requested consideration for attendance at the 2022-2023 MASWCD Leadership Institute. Registration is \$5,000. Discussion was had.

- **22. 06.14** – Motion by Goenner, second by Selvog to authorize Binsfeld to attend the 2022-2023 MASWCD Leadership if so desired. All members voting in favor. Motion carried.

23. Adjournment

- **22.06.15** – Motion by Nelson, second by Saxton to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 9:42 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.

Michelle Bransford
Signature & Title

7/14/2022
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

6/30/2022

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 484,672.19	\$ 24,482.68	\$ 62,654.20	\$ 446,500.67
SUBTOTALS	\$ 484,672.19	\$ 24,482.68	\$ 62,654.20	\$ 446,500.67

Program Funds				
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BWSR SWCD Capacity Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY22	\$ 71,570.76	\$ -	\$ 10,549.12	\$ 61,021.64
BWSR SWCD Capacity Grant FY21	\$ 18,642.21	\$ -	\$ 294.35	\$ 18,347.86
BWSR SWCD Capacity Grant FY20	\$ 20,033.17	\$ -	\$ -	\$ 20,033.17
BWSR Cost Share Base Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY22	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY21	\$ 6,935.49	\$ -	\$ -	\$ 6,935.49
BWSR Buffer Initiative FY22	\$ 7,995.21	\$ -	\$ 831.12	\$ 7,164.09
BWSR Conservation Delivery FY23	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY22	\$ 13,299.56	\$ -	\$ 1,175.04	\$ 12,124.52
LWM	\$ (379.66)	\$ -	\$ 1,925.89	\$ (2,305.55)
NRBG WCA	\$ 1,590.44	\$ -	\$ 726.11	\$ 864.33
AIS Prevention Aid	\$ (17,820.63)	\$ -	\$ 5,639.68	\$ (23,460.25)
AIS Contingency Funds	\$ 15,589.40	\$ -	\$ -	\$ 15,589.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
CWF FY2019 - Nitrate Reduction Grant	\$ 30,031.80	\$ -	\$ 289.75	\$ 29,742.05
CWF FY2020 - Lawns to Legumes	\$ (632.42)	\$ -	\$ 993.06	\$ (1,625.48)
Rum River 1W1P	\$ (26,000.40)	\$ -	\$ -	\$ (26,000.40)
The Nature Conservancy	\$ 3,000.57	\$ 20,000.00	\$ 326.00	\$ 22,674.57
SUBTOTALS	\$ 152,662.38	\$ 20,000.00	\$ 22,750.12	\$ 149,912.26

TOTAL FUNDS \$ 596,412.93

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 136,599.79	\$ 25,520.11	\$ 66,523.49	\$ 95,596.41
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ 451,962.99	\$ 81.74	\$ -	\$ 452,044.73
SUBTOTALS	\$ 637,334.57	\$ 25,601.85	\$ 66,523.49	\$ 596,412.93

TOTAL FUNDS \$ 596,412.93

Treasurer's Signature



Date

07-14-22

9:57 AM

SHERBURNE SOIL & WATER CONSERVATION

07/05/22

Account QuickReport

Accrual Basis

As of June 30, 2022

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						637,334.57
10200 - Bank of ER - Checking						136,599.79
06/07/2022	EFT	Waste Management	Building Expense - Garbage/Recycling		131.34	136,468.45
06/07/2022			Deposit - MPCA	4,829.61		141,298.06
06/07/2022	EFT	Pitney Bowes	Postage Meter Expense		73.31	141,224.75
06/08/2022			Deposit - Workshop	38.24		141,262.99
06/09/2022	7348	Benton SWCD	MPCA - WRAPS Phase 2 - LPT Expense		270.00	140,992.99
06/09/2022	7349	Cibulka, Dan	Reimbursed Expenses - Mileage		119.93	140,873.06
06/09/2022	7350	City of Elk River	Vehicle - Maintenance & Fuel		257.24	140,615.82
06/09/2022	7351	Francine Larson	Reimbursed Expenses - Mileage		40.95	140,574.87
06/09/2022	7352	MN Dept of Natural Resources	Tree Program Expense		827.00	139,747.87
06/09/2022	7353	MVTL Laboratories, Inc.	Water Monitoring Expenses		801.20	138,946.67
06/09/2022	7354	NCPERS LIFE INSURANCE	Life Insurance - June Premium		16.00	138,930.67
06/09/2022	7355	Tetra Tech, Inc.	MPCA - WRAPS Phase 2 - Consultant		15,009.30	123,921.37
06/09/2022	7356	Wagner, Miranda	Reimbursed Expenses		232.51	123,688.86
06/09/2022	7357	WaterGuards LLC	ALS - Inspection Services		2,208.00	121,480.86
06/09/2022	7358	Wick, David	Reimbursed Expenses		141.57	121,339.29
06/09/2022	7359	WSB & Associates	ALS - Eagle Lake Phase 2		1,266.58	120,072.71
06/09/2022	7360	Riverside Church	Cost Share Project - Final		294.35	119,778.36
06/09/2022	7361	Carver SWCD	MASWCD Area 4 - Meeting Registration		100.00	119,678.36
06/09/2022			Deposit - Workshop	19.12		119,697.48
06/11/2022	EFT	MN PEIP	Health Insurance - July Premium		2,792.50	116,904.98
06/13/2022	7362	MASWCD (c)	2022-2023 MASWCD Leadership Institute...		5,000.00	111,904.98
06/14/2022	DD	Binsfeld, Michelle L	Supervisor PerDiem		280.65	111,624.33
06/14/2022	DD	Saxton, Kerry J	Supervisor PerDiem		105.81	111,518.52
06/14/2022	DD	Goenner, Lawrence J	Supervisor PerDiem		123.97	111,394.55
06/14/2022	DD	Nelson, Roger J	Supervisor PerDiem		115.78	111,278.77
06/14/2022	DD	Selvog, Jason C	Supervisor PerDiem		128.65	111,150.12
06/14/2022	EFT	United States Treasury	Federal - Supervisor PerDiem		32.70	111,117.42
06/14/2022	EFT	PERA	PERA - Supervisor PerDiem		60.00	111,057.42
06/15/2022	EFT	Charter Communications	Building Expenses - Internet		157.98	110,899.44
06/16/2022	DD	Bumgarner, Andrea L	PR - 5/29/2022 - 6/11/2022	0.00		110,899.44
06/16/2022	DD	Cibulka, Daniel A	PR - 5/29/2022 - 6/11/2022		2,085.83	108,813.61
06/16/2022	DD	Gerde, Frances W	PR - 5/29/2022 - 6/11/2022		1,834.42	106,979.19
06/16/2022	DD	Larson, Francine M	PR - 5/29/2022 - 6/11/2022		2,281.30	104,697.89
06/16/2022	DD	Wagner, Miranda L	PR - 5/29/2022 - 6/11/2022		1,640.63	103,057.26
06/16/2022	DD	Wick, David P	PR - 5/29/2022 - 6/11/2022		1,552.72	101,504.54
06/16/2022	EFT	United States Treasury	Federal - PR 5/29/2022 - 6/11/2022		3,468.64	98,035.90
06/16/2022	EFT	Minnesota Revenue	State - PR 5/29/2022 - 6/11/2022		558.00	97,477.90
06/16/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 5/29/2022 - 6/11/2022		1,026.19	96,451.71
06/16/2022	EFT	PERA	PERA - PR 5/29/2022 - 6/11/2022		1,924.39	94,527.32
06/20/2022	EFT	Marco	Building Expense - Copier Services		241.66	94,285.66
06/21/2022			Deposit	63.14		94,348.80
06/27/2022	ACH	Cardmember Services	Credit Card Purchases 5/6/2022 - 6/6/2022		2,783.34	91,565.46
06/27/2022			Deposit - planting	570.00		92,135.46
06/28/2022	EFT	Guardian Insurance	Disability Insurance - July Premium		166.93	91,968.53
06/28/2022			Deposit - TNC Cargil	20,000.00		111,968.53
06/30/2022	DD	Bumgarner, Andrea L	PR - 6/12/2022 - 6/25/2022	0.00		111,968.53
06/30/2022	DD	Cibulka, Daniel A	PR - 6/12/2022 - 6/25/2022		2,085.83	109,882.70
06/30/2022	DD	Gerde, Frances W	PR - 6/12/2022 - 6/25/2022		1,834.45	108,048.25
06/30/2022	DD	Larson, Francine M	PR - 6/12/2022 - 6/25/2022		2,281.30	105,766.95
06/30/2022	DD	Wagner, Miranda L	PR - 6/12/2022 - 6/25/2022		1,640.63	104,126.32
06/30/2022	DD	Wick, David P	PR - 6/12/2022 - 6/25/2022		1,552.73	102,573.59
06/30/2022	EFT	United States Treasury	Federal - PR 6/12/2022 - 6/25/2022		3,468.60	99,104.99
06/30/2022	EFT	Minnesota Revenue	State PR - 6/12/2022 - 6/25/2022		558.00	98,546.99
06/30/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 6/12/2022 - 6/25/2022		1,026.19	97,520.80
06/30/2022	EFT	PERA	PERA - PR 6/12/2022 - 6/25/2022		1,924.39	95,596.41
Total 10200 - Bank of ER - Checking				25,520.11	66,523.49	95,596.41
10250 - Bank of ER - Money Market						451,962.99
06/30/2022			Interest	81.74		452,044.73
Total 10250 - Bank of ER - Money Market				81.74	0.00	452,044.73
10300 - CD - 7726074 - 60mo						48,771.79
Total 10300 - CD - 7726074 - 60mo						48,771.79
Total 10000 - Cash				25,601.85	66,523.49	596,412.93
TOTAL				25,601.85	66,523.49	596,412.93