



## BOARD MEETING MINUTES Regular Meeting

Date: August 10th, 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  
Andie Bumgarner\*  
Dan Cibulka\*  
Frances Gerde\*  
David Wick\*

### Others Present

None

\*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.

Binsfeld joined the meeting.

#### 3. Open Forum

There were no comments from the audience.

#### 4. Approval of Regular Agenda

- **23.08.01** - Motion by Guttormson, second by Jurek to approve the agenda as submitted. All members voting in favor. Motion carried.

#### 5. Approval of Consent Agenda

**Approval of July 13, 2023 Board Meeting Minutes** – Draft minutes were presented.

**Authorization to provide final payment to Little Elk Lake Improvement Association for an AIS Control project, #AIS-FY23-07, for \$500.00** - The original contract with LELIA was awarded Spring of 2023. The project was completed this summer and deliverables received. The total project cost is \$4,542.13 and the project was approved at 75% cost share not to exceed \$2,000.00. An initial 75% payment (\$1,500) was made on 3/9/2023. Funding for this project will be allocated from the AIS Program funds. Check #7609 for \$500.00 was signed at the end of the meeting.

- **23.08.02** - Motion by Goenner, second by Jurek to approve the consent agenda as presented. All members voting in favor. Motion carried.

#### 6. July 2023 Financial Reports

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

- **23.08.03** - Motion by Goenner, second by Binsfeld to accept the July 2023 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

7. **August 2023 Accounts Payable** – The Board reviewed the August 2023 Accounts Payable Summary. The report includes all unpaid bills from 7/13/2023 – 8/9/2023. Check numbers 7600 through 7608 totaling \$35,997.33 were submitted for approval. Discussion was had.
  - **23.07.04** - Motion by Goenner, second by Binsfeld to approve the August 2023 Accounts Payable as submitted. All members voting in favor. Motion carried.
8. **Supervisor Committee Reports & Vouchers** – Jurek reported attendance at the August Water Plan Advisory Committee meeting where staff provided an update on the Rum River Watershed Partnership and the MRSC 1W1P draft priorities. Binsfeld highlighted the 2022-2023 MASWCD Leadership Institute. Binsfeld also reported virtual attendance at the MRSC Implementation discussion as well as joined staff for the County Budget workshop. No report from Guttormson, Selvog and Goenner.
  - **23.08.05** - Motion by Goenner, second by Binsfeld 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. **District Staff Monthly Reports** – Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
11. **NRCS Activity Report** – Evans, NRCS District Conservationist submitted the NRCS activity report prior to the meeting. Written report available upon request.
12. **Commissioner Report** – No report available.
13. **MRSC 1W1P Update** – Written report available upon request. 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. **Authorization to execute Cost Share Contract with Jill Varty for a Conservation Cover project, #2023-08-01, not to exceed \$252.00** – The proposed contract is with Jill Varty for a (327) Conservation Cover project in Section 29, City of Elk River. The estimated project cost is \$336.00. Requesting 75% cost share of eligible expenses not to exceed \$252.00. Project installation deadline date is 10/1/2024. Funding for this project will be allocated from Soil Health Cost Share Funds.
  - **23.08.06** – Motion by Goenner, second by Guttormson to execute contract with Jill Varty for a Conservation Cover project, #2023-08-01, not to exceed \$252.00. All members voting in favor.
16. **Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules.
17. **Adjournment**
  - **23.08.07** – Motion by Selvog, second by Binsfeld to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 10:34 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 Mink  
Signature & Title

9/14/23  
Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

09/05/23

As of August 31, 2023

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
<b>10000 - Cash</b>						628,270.11
<b>10100 - SWEEP Account</b>						528,390.11
08/04/2023			Funds Transfer	3,557.72		531,947.83
08/08/2023			Funds Transfer	16,140.00		548,087.83
08/09/2023			Funds Transfer	2,147.32		550,235.15
08/10/2023			Funds Transfer	133.78		550,368.93
08/11/2023			Funds Transfer	7,233.66		557,602.59
08/14/2023			Funds Transfer	18,419.99		576,022.58
08/15/2023			Funds Transfer		1,380.21	574,642.37
08/16/2023			Funds Transfer		3,728.70	570,913.67
08/17/2023			Funds Transfer		28,567.34	542,346.33
08/21/2023			Funds Transfer	112.88		542,459.21
08/22/2023			Funds Transfer		257.06	542,202.15
08/23/2023			Funds Transfer		189.98	542,012.17
08/25/2023			Funds Transfer		890.77	541,121.40
08/28/2023			Funds Transfer		19,739.11	521,382.29
08/29/2023			Funds Transfer		548.00	520,834.29
08/30/2023			Funds Transfer	9,347.34		530,181.63
08/31/2023			Interest	1,280.46		531,462.09
08/31/2023			Funds Transfer	49,824.94		581,287.03
Total 10100 - SWEEP Account				108,198.09	55,301.17	581,287.03
<b>10200 - Bank of ER - Checking</b>						99,880.00
08/03/2023			Deposit - MRSC/Tricap	3,557.72		103,437.72
08/04/2023			Funds Transfer		3,557.72	99,880.00
08/07/2023	EFT	Waste Management	Building Expense - Garbage/Recycling		143.05	99,736.95
08/07/2023			Deposit - TNC	16,260.00		115,996.95
08/08/2023			Deposit - GB Tree	133.78		116,130.73
08/08/2023			Deposit - CPL	2,147.32		118,278.05
08/08/2023			Funds Transfer		16,140.00	102,138.05
08/09/2023			Deposit - GB Trees	676.06		102,814.11
08/09/2023			Funds Transfer		2,147.32	100,666.79
08/10/2023	7600	City of Elk River	Vehicle Maintenance / CPL Houlton Grant		25,851.43	74,815.36
08/10/2023	7601	Francine Larson	Reimbursed Expenses		59.63	74,755.73
08/10/2023	7602	MVTL Laboratories, Inc.	Lab Expenses		648.40	74,107.33
08/10/2023	7603	NCPERS LIFE INSURANCE	Life Insurance - EE		32.00	74,075.33
08/10/2023	7604	Ramsey Conservation District - c	Engineering Services		356.15	73,719.18
08/10/2023	7605	Stearns County Environmental Servi...	MPCA WRAPS - LPT Expense		270.00	73,449.18
08/10/2023	7606	Washington CD	Engineering Services		747.72	72,701.46
08/10/2023	7607	WaterGuards LLC	AIS - Inspection		7,552.00	65,149.46
08/10/2023	7608	Wright SWCD	MPCA WRAPS - LPT Expense		480.00	64,669.46
08/10/2023	7609	Little Elk Lake Improvement Assoc	2023 AIS Grant - Control		500.00	64,169.46
08/10/2023			Deposit - Grams	6,557.60		70,727.06
08/10/2023			Funds Transfer		133.78	70,593.28
08/11/2023	DD	Bumgarner, Andrea L	PR - 7/23/2023 - 8/5/2023	0.00		70,593.28
08/11/2023	DD	Cibulka, Daniel A	PR - 7/23/2023 - 8/5/2023		2,193.07	68,400.21
08/11/2023	DD	Gerde, Frances W	PR - 7/23/2023 - 8/5/2023		1,955.06	66,445.15
08/11/2023	DD	Larson, Francine M	PR - 7/23/2023 - 8/5/2023		2,380.82	64,064.33
08/11/2023	DD	Wagner, Miranda L	PR - 7/23/2023 - 8/5/2023		1,761.25	62,303.08
08/11/2023	DD	Wick, David P	PR - 7/23/2023 - 8/5/2023		1,530.02	60,773.06
08/11/2023	EFT	United States Treasury	Federal - PR 7/23/2023 - 8/5/2023		3,659.82	57,113.24
08/11/2023	EFT	Minnesota Revenue	State - PR 7/23/2023 - 8/5/2023		548.00	56,565.24
08/11/2023	EFT	PERA	PERA - PR 7/23/2023 - 8/5/2023		2,077.71	54,487.53
08/11/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 7/23/2023 - 8/5/2023		1,821.26	52,666.27
08/11/2023			Deposit - AIS	35,799.00		88,465.27
08/11/2023			Funds Transfer		7,233.66	81,231.61
08/13/2023			Deposit - GB Trees	158.91		81,390.52
08/14/2023	DD	Binsfeld, Michelle L	Supervisor PerDiem		287.86	81,102.66
08/14/2023	DD	Jurek, Christine A	Supervisor PerDiem		215.92	80,886.74
08/14/2023	DD	Selvog, Jason C	Supervisor PerDiem		132.85	80,753.89
08/14/2023	DD	Goenner, Lawrence J	Supervisor PerDiem		127.61	80,626.28
08/14/2023	DD	Guttormson, Zachary J	Supervisor PerDiem		123.68	80,502.60
08/14/2023	EFT	United States Treasury	Federal - PR 7/14/2023 - 8/10/2023		23.20	80,479.40
08/14/2023	EFT	PERA	PERA - PR 7/14/2023 - 8/10/2023		80.00	80,399.40
08/14/2023			Funds Transfer		18,419.99	61,979.41
08/15/2023	DD	MN PEIP	Health Insurance - September Premium		2,454.15	59,525.26
08/15/2023	EFT	Charter Communications	Building Expenses - Internet		157.98	59,367.28
08/15/2023			Funds Transfer	1,380.21		60,747.49
08/16/2023			Deposit - MPCA	4,836.09		65,583.58
08/16/2023			Funds Transfer	3,728.70		69,312.28
08/17/2023			Deposit - WAW	56.44		69,368.72
08/17/2023			Funds Transfer	28,567.34		97,936.06
08/18/2023			Deposit - WAW	56.44		97,992.50
08/20/2023	EFT	Marco	Building Expense - Copier Services		257.06	97,735.44
08/21/2023	EFT	Minnesota Revenue	State - PR 8/6/2023 - 8/19/2023		548.00	97,187.4
08/21/2023			Funds Transfer		112.88	97,074.52
08/22/2023			Funds Transfer	257.06		97,331.62
08/23/2023			Funds Transfer	189.98		97,521.60

1:49 PM

09/05/23

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of August 31, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
08/25/2023	EFT	Cardmember Services	Credit Card Expenses - 7/8/2023 - 8/7/2023		2,300.48	95,221.12
08/25/2023	DD	Cibulka, Daniel A	PR - 8/6/2023 - 8/19/2023		2,193.06	93,028.06
08/25/2023	DD	Gerde, Frances W	PR - 8/6/2023 - 8/19/2023		1,955.04	91,073.02
08/25/2023	DD	Larson, Francine M	PR - 8/6/2023 - 8/19/2023		2,380.83	88,692.19
08/25/2023	DD	Wagner, Miranda L	PR - 8/6/2023 - 8/19/2023		1,761.25	86,930.94
08/25/2023	DD	Bumgarner, Andrea L	PR - 8/6/2023 - 8/19/2023	0.00		86,930.94
08/25/2023	DD	Wick, David P	PR - 8/6/2023 - 8/19/2023		1,530.02	85,400.92
08/25/2023	EFT	United States Treasury	Federal - PR 8/6/2023 - 8/19/2023		3,659.82	81,741.10
08/25/2023	EFT	PERA	PERA - PR 8/6/2023 - 8/19/2023		2,077.71	79,663.39
08/25/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 8/6/2023 - 8/19/2023		1,821.27	77,842.12
08/25/2023			Funds Transfer	890.77		78,732.89
08/28/2023			Funds Transfer	19,739.11		98,472.00
08/29/2023			Deposit - MCD	8,327.34		106,799.34
08/29/2023			Deposit - AIS Refund	1,500.00		108,299.34
08/29/2023	EFT	Guardian Insurance	Disability Insurance - September Premium		175.06	108,124.28
08/29/2023			Funds Transfer	548.00		108,672.28
08/30/2023			Funds Transfer		9,347.34	99,324.94
08/31/2023			Funds Transfer		49,824.94	49,500.00
Total 10200 · Bank of ER - Checking				135,367.87	185,747.87	49,500.00
Total 10000 · Cash				243,565.96	241,049.04	630,787.03
<b>TOTAL</b>				<b>243,565.96</b>	<b>241,049.04</b>	<b>630,787.03</b>

**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**8/31/2023**

**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	\$ 526,188.37	\$ 227,947.45	\$ 232,216.91	\$ 521,918.91
<b>SUBTOTALS</b>	<b>\$ 526,188.37</b>	<b>\$ 227,947.45</b>	<b>\$ 232,216.91</b>	<b>\$ 521,918.91</b>

<b>Program Funds</b>				
BWSR SWCD Capacity Grant FY23	\$ 60,010.39	\$ -	\$ 9,899.57	\$ 50,110.82
BWSR SWCD Capacity Grant FY22	\$ 16,335.08	\$ -	\$ -	\$ 16,335.08
BWSR SWCD Capacity Grant FY21	\$ 6,150.30	\$ -	\$ 725.24	\$ 5,425.06
BWSR Cost Share Base Grant FY24	\$ -	\$ -	\$ -	\$ -
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	\$ 6,728.17	\$ -	\$ 640.57	\$ 6,087.60
BWSR Buffer Initiative FY22	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY24	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY23	\$ 6,004.13	\$ -	\$ 3,613.82	\$ 2,390.31
BWSR Soil Health Grant FY23	\$ 9,648.51	\$ -	\$ 364.44	\$ 9,284.07
AIS Prevention Aid	\$ (31,118.11)	\$ 37,299.00	\$ 9,419.13	\$ (3,238.24)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
LWM	\$ 365.67	\$ -	\$ 4,817.08	\$ (4,451.41)
NRBG WCA	\$ 709.00	\$ -	\$ 1,032.77	\$ (323.77)
FY2023 Project Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
<b>SUBTOTALS</b>	<b>\$ 102,081.74</b>	<b>\$ 37,299.00</b>	<b>\$ 30,512.62</b>	<b>\$ 108,868.12</b>


**TOTAL FUNDS \$ 630,787.03**

**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	\$ 99,880.00	\$ 135,367.87	\$ 185,747.87	\$ 49,500.00
SWEEP	\$ 528,390.11	\$ 108,198.09	\$ 55,301.17	\$ 581,287.03
<b>SUBTOTALS</b>	<b>\$ 628,270.11</b>	<b>\$ 243,565.96</b>	<b>\$ 241,049.04</b>	<b>\$ 630,787.03</b>

**TOTAL FUNDS \$ 630,787.03**

<b>SWCD Financial Summary</b>	<b>8/31/2023</b>
Cash - Previous Balance	\$ 628,270.11
Revenue	\$ 81,347.16
Expenses	\$ 78,830.24
Cash - Ending Balance	\$ 630,787.03

Treasurer's Signature 

Date 9-13-23