



BOARD MEETING MINUTES

Regular Meeting

Date: August 8th, 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*
Andie Bumgarner*
Frances Gerde*

Others Present

Lisa A. Fobbe, Sherburne
County Commissioner
Chris Hogge, NRCS Team Lead*

*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

- **19.098** - Motion by Nelson, second by Saxton to approve the agenda with submitted additions. All members voting yes. Motion carried.

5. Secretary's Report – July 11, 2019 Board Meeting Minutes

- **19.099** - Motion by Goenner, second by Nelson to approve the July 11, 2019 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – July 2019 Financial Reports

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

- **19.100** - Motion by Goenner, second by Selvog to accept the July 2019 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – August 2019 Accounts Payable - Larson distributed the August 2019 Accounts Payable Summary. Check numbers 6839 through 6848 totaling \$10,942.46 were submitted for approval. Discussion was had.

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

8. Supervisor Committee Reports & Vouchers – Supervisors reviewed their meeting attendance. Saxton provided an update on the AIS Task Force Committee and reported attendance at the August 6th County Board Meeting and Budget Workshop. Goenner reported attendance at the SWCD Conservation

Discovery Day stating that he thought the event was educational. Selvog updated the Board on the Farm Friends Barn – Barn move scheduled for September 4th.

- **19.102** - Motion by Goenner, second by Selvog to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.

9. District Managers Report – Larson reviewed her monthly activities; stating that the Conservation Discovery Day event was a success and would consider hosting something similar on an annual basis. Larson discussed the budget workshop noting that Saxton had done a fantastic job presenting the request along with Tara Ostendorf, BWSR. Larson also reported that the Sherburne County Board voted to withdraw from the Elk River Watershed JPB at their August 6th Board Meeting. Larson contacted the County Attorney regarding next steps and will share her notes with the Elk River Watershed Board at the August meeting. Discussion was had. Written report available upon request.

9a. Authorization to execute ICS Deposit Placement Agreement with the Bank of Elk River – Larson distributed a copy of the agreement. Discussion was had.

- **19.103** – motion by Nelson, second by Goenner to execute ICS Deposit Placement Agreement with the Bank of Elk River. All members voting yes. Motion Carried.

10. NRCS Activity Report – Chris Hogge, District Conservationist/Team Lead introduced himself and shared his background and related experiences. Discussion was had.

11. District Staff Monthly Reports - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.

12. Authorize approval of 2018 Management Rep Letter form CPA – Larson reviewed the letter noting that the audit has been completed and submitted to the state auditor's office for approval. Discussion was had.

- **19.104** - Motion by Goenner, second by Selvog to authorize submittal of 2018 Management Rep Letter. All members voting yes. Motion carried.

13. Authorization to provide final payment to D Jaques for a Restoration of Rare and Declining Natural Communities project, NPI-FY17-09 for \$6,000.00 – The original contract with Doug Jaques for a restoration of rare and declining natural communities project in Section 1, Baldwin Township was approved on March 14, 2019. The total project cost was \$12,323.00 and the contract was approved at \$600/acre not to exceed \$6,000. Funding for this project will be allocated from the FY2017 Capacity – Incentive grant. Discussion was had.

- **19.105** - Motion by Nelson, second by Goenner to provide final payment to D Jaques for a restoration of rare and declining natural communities project, NPI-FY17-09. All members voting yes. Motion carried.

Check #6849 for \$6,000.00 was signed during the meeting.

14. Authorization to provide final payment to C Brist for Shoreline Restoration and Critical Area Planting project, CS-FY17-18-04 for \$5,000.00 – The original contract with Claude Brist for a shoreline restoration and critical area planting project in Section 31, Orrock Township was approved on September 12, 2018. The total project cost was \$7,725.00 and the contract was approved at 65% cost share not to exceed \$5,000. Funding for this project will be allocated from FY17/18 Capacity - BMPs. Discussion was had.

- **19.106** - Motion by Goenner, second by Nelson to provide final payment to C Brist for a shoreline restoration and critical area planting project, CS-FY17-18-04. All members voting yes. Motion carried.

Check #6850 for \$5,000.00 was signed during the meeting.

15. Authorization to provide final payment to D Kruger for Streambank Restoration project, FY18-02 for \$4,724.85 – The original contract with Dan Kruger for a streambank restoration project in Section 31, City of Elk River was approved on September 10, 2018. The total project cost was \$7,972.00 and the contract was approved at 65% cost share not to exceed \$4,724.85. Funding for this project will be allocated from FY18 State Cost Share. Discussion was had.

- **19.107** - Motion by Selvog, second by Goenner to provide final payment to D Kruger for a streambank restoration project, FY18-02. All members voting yes. Motion carried.

Check #6851 for \$4,724.85 was signed during the meeting.

16. Review and Approve August 2019 Cost Share Funding Recommendations – Cibulka reviewed funding recommendations. Larson requested authorization to approve cost share contract(s) with landowners based on the funding recommendations.

- **19.108** - Motion by Selvog, second by Goenner to authorize cost share contract(s) per recommendations as presented. All members voting yes. Motion carried.

Applicant	Total Project Cost Estimate	Cost Share Match Percentage	Maximum Cost Share Eligibility	Type
Turbenson	\$6,286.00	60%	\$2,000.00	Structural

17. Authorization to execute sub-contractor agreements with Stearns County and Benton SWCD for Mississippi River – St. Cloud Watershed Restoration and Protection Strategies Cycle II, Phase I – Cibulka provided an update on the WRAPS process and reviewed sub-contracts with Benton SWCD and Stearns County, noting that we anticipate receiving sub-contracts from other agencies as discussed. Further discussion was had

- **19.109** – Motion by Goenner, second by Nelson to execute sub-contract agreements with Stearns County and Benton SWCD for Mississippi River-St. Cloud WRAPS. All members voting yes. Motion carried.

18. Authorization to execute State of Minnesota Outdoor Heritage Fund Grant agreement – Larson reviewed the grant agreement. Discussion was had

- **19.110** – Motion by Goenner, second by Saxton to execute Outdoor Heritage Fund grant agreement with the State of Minnesota. All members voting yes. Motion carried.

19. Authorization execute 2020/2021 Programs and Operations Grants with Board of Water and Soil Resources – Larson reviewed the grant agreement. Discussion was had

- **19.111** – Motion by Selvog, second by Saxton to execute 2020/2021 Program and operations grant agreement with MN BWSR. All members voting yes. Motion carried.

20. Authorization to submit Fiscal Year 2020 Clean Water Fund Grant Applications – Cibulka reviewed the potential grant applications. Discussion was had

- **19.112** – Motion by Selvog, second by Goenner to authorize submittal of FY2020 Clean Water Fund Grant Applications as discussed. All members voting yes. Motion carried.

21. Consider rescheduling September Board Meeting – Larson stated that the September Board Meeting date conflicts with the MASWCD Governance 101 Training and asked the Board to consider moving the regular meeting date to September 5th or 19th. Discussion was had.

- **19.113** – Motion by Goenner, second by Nelson to reschedule the September Board meeting to the 19th. All members voting yes. Motion carried.

22. Consider MASWCD Wildlife Assistance letter – Supervisor Selvog reviewed the proposed letter with the Board. Discussion was had. Larson suggested contacting MASWCD via phone rather than a formal letter, Selvog supported the suggestion. Further discussion was had.

- **19.114** – Motion by Nelson, second by Saxton to direct Supervisor Selvog to reach out to MASWCD via phone rather than formal letter to discuss DNR Private Forest Management program opportunities with SWCD's. All members voting yes. Motion carried.

23. Schedule Internal Budget Committee meeting to discuss long-term strategies – Larson stated that Jason Weinerman, BWSR Board Conservationists recently suggested that the Board consider having a long-term Budget Strategy discussion. Weinerman proposed inviting a County representative to participate. Larson reviewed the current committee member assignments. Discussion was had. It was suggested that a representative from the Long-Term Planning Committee and a representative from the Budget Committee meet to discuss the long-term budget strategies. Larson will reach out to Jason Weinerman for further information and contact a County Representative for potential meeting dates.

- **19.115** – Motion by Nelson, second by Goenner to schedule an internal budget committee meeting with members as discussed. All members voting yes. Motion carried.

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

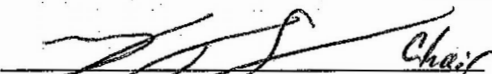
25. Adjourn

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

Meeting adjourned at 10:15 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 *Chair*

09/19/19
Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of August 31, 2019

09/10/19

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						570,202.24
SWEEP Account						0.00
08/12/2019			Funds Transfer	381,038.76		381,038.76
08/13/2019			Sweep Transfer		3,069.53	377,969.23
08/14/2019			Sweep Transfer		7,134.50	370,834.73
08/15/2019			Sweep Transfer	1,352.80		372,187.53
08/16/2019			Sweep Transfer		5,394.86	366,792.67
08/19/2019			Sweep Transfer	8,089.99		374,882.66
08/20/2019			Sweep Transfer		2,136.58	372,746.08
08/21/2019			Sweep Transfer		157.74	372,588.34
08/22/2019			Sweep Transfer		8,187.03	364,401.31
08/23/2019			Sweep Transfer		5,476.71	358,924.60
08/26/2019			Sweep Transfer		134.83	358,789.77
08/29/2019			Sweep Transfer	28,518.16		387,307.93
08/31/2019			Interest	202.45		387,510.38
Total SWEEP Account				419,202.16	31,691.78	387,510.38
Bank of ER - Money Market						315,196.92
08/12/2019			Funds Transfer		315,250.90	-53.98
08/31/2019			Interest	53.98		0.00
Total Bank of ER - Money Market				53.98	315,250.90	0.00
Bank of ER - Checking						177,523.90
08/01/2019	EFT	Cardmember Services	Credit Card Expenses		1,686.74	175,837.16
08/01/2019			Deposit - MPCA	1,371.43		177,208.59
08/02/2019			Deposit - Obwells	1,770.00		178,978.59
08/07/2019	EFT	Waste Management	Building Expense - Garbag/Recycling		86.85	178,891.74
08/07/2019			Deposit - Planting	275.00		179,166.74
08/07/2019	EFT	Guardian Insurance	STD/LTD Insurance - August Premium		90.18	179,076.56
08/08/2019	6839	Anoka Conservation District - c	Rum River 1W1P - LGU Expense		670.01	178,406.55
08/08/2019	6840	Cibuika, Dan	Reimbursed Expenses		46.40	178,360.15
08/08/2019	6841	City of Elk River	Vehicle Maintenance - Fuel		286.85	178,073.30
08/08/2019	6842	Francine Larson	Reimbursed Expenses		55.10	178,018.20
08/08/2019	6843	MN Dept of Natural Resources	AIS - Material		50.50	177,967.70
08/08/2019	6844	MVTL Laboratories, Inc.	Lab Expenses		1,518.40	176,449.30
08/08/2019	6845	NCPERS LIFE INSURANCE	Life Insurance - EE		16.00	176,433.30
08/08/2019	6846	Sherburne County Sheriff's Office	AIS - Enforcement		1,209.18	175,224.12
08/08/2019	6847	Wagner, Miranda	Reimbursed Expenses		22.02	175,202.10
08/08/2019	6848	WaterGuards LLC	AIS - Inspections		7,068.00	168,134.10
08/08/2019	6849	Jaques, Doug	FY17 Capacity - Incentives		8,000.00	162,134.10
08/08/2019	6850	Brist, Jj	FY17/18 - Capacity - BMP		5,000.00	157,134.10
08/08/2019	6851	Kruger, Dan	FY18 - State Cost Share		4,724.85	152,409.25
08/09/2019	DD	Bronder, William M	PR - 7/26/19 - 8/8/19		632.14	151,777.11
08/09/2019	DD	Bumgarner, Andrea L	PR - 7/26/19 - 8/8/19		523.38	151,253.75
08/09/2019	DD	Cibuika, Daniel A	PR - 7/26/19 - 8/8/19		1,898.36	149,355.39
08/09/2019	DD	Gerde, Frances W	PR - 7/26/19 - 8/8/19		1,435.16	147,920.23
08/09/2019	DD	Larson, Francine M	PR - 7/26/19 - 8/8/19		2,103.57	145,816.66
08/09/2019	DD	Wagner, Miranda L	PR - 7/26/19 - 8/8/19		1,488.68	144,327.98
08/09/2019	EFT	United States Treasury	Federal - PR 7/26/19 - 8/8/19		2,592.52	141,735.46
08/09/2019	EFT	Minnesota Revenue	State - PR 7/26/19 - 8/8/19		430.00	141,305.46
08/09/2019	EFT	PERA	PERA - PR 7/26/19 - 8/8/19		1,411.76	139,893.70
08/09/2019	EFT	Nationwide Retirement Solutions	Nationwide - 457 - PR 7/26/19 - 8/8/19		830.77	139,062.93
08/09/2019	EFT	Nationwide Retirement Solutions	Nationwide - Roth - PR 7/26/19 - 8/8/19		50.00	139,012.93
08/12/2019			Funds Transfer	315,250.90		454,263.83
08/12/2019			Funds Transfer		381,038.76	73,225.07
08/12/2019			Deposit - Credit	18.30		73,243.37
08/13/2019			Sweep Transfer	3,069.53		76,312.90
08/14/2019	DD	Goenner, Larry	Supervisor PerDiem		183.25	76,129.65
08/14/2019	DD	Saxton, Kerry J	Supervisor PerDiem		173.91	75,955.74
08/14/2019	DD	Selvog, Jason C	Supervisor PerDiem		106.12	75,849.62
08/14/2019	DD	Nelson, Roger J	Supervisor PerDiem		92.20	75,757.42
08/14/2019	DD	Schroeder, Michael J	Supervisor PerDiem		72.48	75,684.94
08/14/2019			Sweep Transfer	7,134.50		82,819.44
08/15/2019	EFT	United States Treasury	Federal - Supervisor PerDiem		33.82	82,785.62
08/15/2019	EFT	PERA	PERA - Supervisor PerDiem		37.50	82,748.12
08/15/2019	EFT	Charter Communications	Building Expenses - Internet		114.98	82,633.14
08/15/2019			Deposit - NFMFP	2,052.08		84,685.22
08/15/2019			Sweep Transfer		1,352.80	83,332.42
08/16/2019			Sweep Transfer	5,394.86		88,727.28
08/19/2019			Deposit - ETA	14,089.99		102,817.27
08/19/2019	EFT	Cardmember Services	Credit Card Expenses		1,895.59	100,921.68
08/19/2019			Sweep Transfer		8,089.99	92,831.69
08/19/2019	EFT	Marco	Building Expense - Copier Services		240.99	92,590.70
08/20/2019			Sweep Transfer	2,136.58		94,727.28
08/21/2019			Sweep Transfer	157.74		94,885.02
08/22/2019	EFT	PERA	PERA - PR 8/6/19 - 8/22/19		1,411.76	93,473.26
08/22/2019			Sweep Transfer	8,187.03		101,660.29

SHERBURNE SOIL & WATER CONSERVATION

09/10/19

Account QuickReport

Accrual Basis

As of August 31, 2019

Date	Num	Name	Memo	Debit	Credit	Balance
08/23/2019	DD	Bronder, William M	PR - 8/9/19 - 8/22/19		737.92	100,922.37
08/23/2019	DD	Bumgamer, Andrea L	PR - 8/9/19 - 8/22/19		523.35	100,399.02
08/23/2019	DD	Cibulka, Daniel A	PR - 8/9/19 - 8/22/19		1,898.35	98,500.67
08/23/2019	DD	Gerde, Frances W	PR - 8/9/19 - 8/22/19		1,435.18	97,065.49
08/23/2019	DD	Larson, Francine M	PR - 8/9/19 - 8/22/19		2,103.55	94,961.94
08/23/2019	DD	Wagner, Miranda L	PR - 8/9/19 - 8/22/19		1,488.68	93,473.26
08/23/2019	EFT	United States Treasury	Federal - PR 8/9/19 - 8/22/19		2,631.20	90,842.06
08/23/2019	EFT	Minnesota Revenue	State - PR 8/9/19 - 8/22/19		438.00	90,404.06
08/23/2019	EFT	Nationwide Retirement Solutions	Nationwide Roth - PR 8/9/19 - 8/22/19		50.00	90,354.06
08/23/2019	EFT	Nationwide Retirement Solutions	Nationwide 457 - PR 8/9/19 - 8/22/19		830.77	89,523.29
08/23/2019	EFT	Guardian Insurance	LTD/STD Insurance - September Premium		134.83	89,388.46
08/23/2019			Sweep Transfer	5,476.71		94,865.17
08/26/2019			Sweep Transfer	134.83		95,000.00
08/29/2019	EFT	MN PEIP	Health Insurance - September Premium		609.84	94,390.16
08/29/2019			Deposit - BWSR	29,128.00		123,518.16
08/29/2019			Sweep Transfer		28,518.16	95,000.00
Total Bank of ER - Checking				395,647.48	478,171.38	95,000.00
Klein Checking						23,774.06
08/02/2019	EFT	Merchant Services	Credit Card Expense		54.99	23,719.07
08/13/2019			Deposit - ERWA	26.70		23,745.77
Total Klein Checking				26.70	54.99	23,745.77
Money Market - Klein						5,902.98
08/31/2019			Interest	0.15		5,903.13
Total Money Market - Klein				0.15	0.00	5,903.13
CD - 7726074 - 60mo						47,804.38
Total CD - 7726074 - 60mo						47,804.38
Total Cash				814,930.47	825,169.05	559,963.66
TOTAL				814,930.47	825,169.05	559,963.66

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

August-19

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 128,283.06	\$ 835,015.93	\$ 772,322.92	\$ 190,976.07
County Allocation	\$ 40,450.34	\$ -	\$ 27,795.93	\$ 12,654.41
SUBTOTALS	\$ 168,733.40	\$ 835,015.93	\$ 800,118.85	\$ 203,630.48

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY19	\$ 111,600.00	\$ -	\$ 25,396.52	\$ 86,203.48
BWSR SWCD Capacity Grant FY18	\$ 12,758.43	\$ -	\$ 7,416.44	\$ 5,341.99
BWSR SWCD Capacity Grant FY17	\$ 18,602.66	\$ -	\$ 6,341.99	\$ 12,260.67
BWSR Cost Share Base Grant FY20	\$ -	\$ 7,493.00	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY19	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY18	\$ 6,243.00	\$ -	\$ 5,906.06	\$ 336.94
BWSR Buffer Initiative FY20	\$ -	\$ -	\$ -	\$ -
BWSR Buffer Initiative FY19	\$ 10,000.00	\$ -	\$ 2,355.68	\$ 7,644.32
BWSR Buffer Initiative FY18	\$ 606.55	\$ -	\$ 606.55	\$ (0.00)
BWSR Conservation Delivery FY20	\$ -	\$ 21,635.00	\$ -	\$ 21,635.00
BWSR Conservation Delivery FY19	\$ 0.00	\$ -	\$ -	\$ 0.00
WM	\$ 8,671.07	\$ -	\$ 2,817.92	\$ 5,853.15
RBG WCA	\$ -	\$ -	\$ -	\$ -
AIS Prevention Aid	\$ 2,847.11	\$ -	\$ 10,719.34	\$ (7,872.23)
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,545.00	\$ -	\$ -	\$ 1,545.00
CWF FY2018 - ER Bac Reduction Phase	\$ 36,017.16	\$ -	\$ 3,466.95	\$ 32,550.21
CWF FY2019 - Nitrate Reduction Grant	\$ 44,272.18	\$ -	\$ 10,630.20	\$ 33,641.98
AIS Contingency Funds	\$ 9,496.80	\$ 2,064.00	\$ -	\$ 11,560.80
Rum River 1W1P	\$ 130,002.00	\$ -	\$ 670.01	\$ 129,331.99
SUBTOTALS	\$ 401,468.84	\$ 31,192.00	\$ 76,327.66	\$ 356,333.18

TOTAL FUNDS \$ 559,963.66

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 201,297.96	\$ 395,674.18	\$ 478,226.37	\$ 118,745.77
SWEEP	\$ 321,099.90	\$ 419,256.29	\$ 346,942.68	\$ 393,413.51
CD - 74	\$ 47,804.38	\$ -	\$ -	\$ 47,804.38
CD - 51	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 570,202.24	\$ 814,930.47	\$ 825,169.05	\$ 559,963.66

TOTAL FUNDS \$ 559,963.66

Treasurer's Signature



Date

9-19-19

