



BOARD MEETING MINUTES
Regular Meeting

Date: October 12th, 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
 vacant – PR&I

Staff Present

Francine Larson
 Andie Bumgarner*
 Dan Cibulka*
 David Wick*
 Miranda Wagner*

Others Present

Katie Evans*
 NRCS District Conservationist

 Gary Gray*
 County Commissioner

*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

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

5. Approval of Consent Agenda

Approval of September 14, 2023 Board Meeting Minutes – Draft minutes were presented.

Authorization to provide final payment to Eagle Lake Improvement Association for an AIS Management Plan for Eurasian Water Milfoil, AIS-FY23-04 for \$187.50 – The original contract with BELIA was awarded Spring of 2023. The project was completed this fall and deliverables received. The total project cost is \$1,000.00 and the project was approved at 75% cost share not to exceed \$750.00. An initial 75% payment (\$562.50) was made on 3/9/2023. Funding for this project will be allocated from the AIS Program funds. Check #7638 for \$187.50 was signed at the end of the meeting.

Authorization to provide final payment to Eagle Lake Improvement Association for an AIS Management Plan for Curly Leaf Pondweed, AIS-FY23-05 for \$187.50 – The original contract with BELIA was awarded Spring of 2023. The project was completed this fall and deliverables received. The total project cost is \$1,000.00 and the project was approved at 75% cost share not to exceed \$750.00. An initial 75% payment (\$562.50) was made on 3/9/2023. Funding for this project will be allocated from the AIS Program funds. Check #7637 for \$187.50 was signed at the end of the meeting.

Authorization to provide final payment to Barb and Don Herbst for a Well Sealing project, #FY23-WS-14 for \$210.00 – The original contract with Barb and Don Herbst was approved on September 11, 2023. The total project cost is \$420.00, and the project was approved at 50% cost share of

eligible expenses, not to exceed \$1,000.00. Funding for this project will be allocated from the District Cost Share program. Check #7639 for \$210.00 was signed at the end of the meeting.

Authorization to execute FY2024/2025 SWCD Programs and Operations Grant with BWSR – The Conservation Delivery funds have remained unchanged. Conservation Contracts (State Cost Share) has increased from \$7,493.00 to \$10,282.00. This is anticipated to be a one-time increase due to legislative changes.

- **23.10.02** - Motion by Binsfeld, second by Jurek to approve the consent agenda as presented. All members voting in favor. Motion carried.
- 6. September 2023 Financial Reports**
Goenner read the September 2023 Program Summary Report. Discussion was had. Goenner reported that he reviewed the monthly financial statements, verifying accuracy.
- **23.10.03** - Motion by Goenner, second by Binsfeld to accept the September 2023 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.
- 7. October 2023 Accounts Payable** – The Board reviewed the October 2023 Accounts Payable Summary. The report includes all unpaid bills from 9/14/2023 – 10/11/2023. Check numbers 7623 through 7636 totaling \$21,069.29 were submitted for approval. Discussion was had.
- **23.10.04** - Motion by Goenner, second by Binsfeld to approve the October 2023 Accounts Payable as submitted. All members voting in favor. Motion carried.
- 8. Supervisor Committee Reports & Vouchers** – Binsfeld, Jurek and Goenner attended the Conservation Tour for Elected Officials. Binsfeld also discussed the MASWCD Area 4 Budget Committee meeting. Jurek provided an update on the Rum River Watershed Partnership meeting. Selvog reported attendance at the MASWCD Forestry Association meeting and provided an update on the Farm Friends Barn. The Open House event is scheduled for October 19th, 2023.
- **23.10.05** - Motion by Binsfeld, second by Jurek 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 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. Cibulka and Binsfeld 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. Review MASWCD 2023 Resolution Ballot** – the Board reviewed each resolution, discussion was had. Supervisor's votes were collected. The votes will be tallied and reported through the new online process.

- **23.10.06** – Motion by Binsfeld, second by Goenner to authorize District Manager to submit the Sherburne SWCD 2023 Reolution Ballot. All members voting in favor. Motion carried.

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

17. Adjournment

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

Meeting adjourned at 10:49 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.

Cinma Secretary
Signature & Title

11/16/23
Date

1:19 PM

SHERBURNE SOIL & WATER CONSERVATION DISTRICT

Account QuickReport

As of October 31, 2023

11/02/23

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						566,820.92
10100 - SWEEP Account						517,167.79
10/04/2023			Funds Transfer	2,000.00		519,167.79
10/06/2023			Funds Transfer	50.00		519,217.79
10/10/2023			Funds Transfer	69,035.27		588,253.06
10/11/2023			Funds Transfer		578.00	587,675.06
10/12/2023			Funds Transfer		124.00	587,551.06
10/13/2023			Funds Transfer	2,135.45		589,686.51
10/17/2023			Funds Transfer	1,154.00		590,840.51
10/18/2023			Funds Transfer		11,518.61	579,321.90
10/19/2023			Funds Transfer		6,258.83	573,063.07
10/20/2023			Funds Transfer		851.97	572,211.10
10/23/2023			Funds Transfer		17,717.05	554,494.05
10/24/2023			Funds Transfer	4,456.86		558,950.91
10/25/2023			Funds Transfer		1,951.00	556,999.91
10/26/2023			Funds Transfer		2,885.26	554,114.65
10/27/2023			Funds Transfer		175.06	553,939.59
10/30/2023			Funds Transfer	7,043.16		560,982.75
10/31/2023			Funds Transfer	15,966.54		576,949.29
10/31/2023			Interest	1,540.12		578,489.41
Total 10100 - SWEEP Account				103,381.40	42,059.78	578,489.41
10200 - Bank of ER - Checking						49,653.13
10/03/2023			Deposit - Fremont Carp	2,000.00		51,653.13
10/04/2023			Funds Transfer		2,000.00	49,653.13
10/05/2023			Deposit - Equip Rental	50.00		49,703.13
10/06/2023	DD	Bumgarner, Andrea L	PR - 9/17/2023 - 9/30/2023		1,202.27	48,500.86
10/06/2023	DD	Cibulka, Daniel A	PR - 9/17/2023 - 9/30/2023		2,193.07	46,307.79
10/06/2023	DD	Gerde, Frances W	PR - 9/17/2023 - 9/30/2023		1,955.05	44,352.74
10/06/2023	DD	Larson, Francine M	PR - 9/17/2023 - 9/30/2023		2,309.82	42,042.92
10/06/2023	DD	Wagner, Miranda L	PR - 9/17/2023 - 9/30/2023		1,761.24	40,281.68
10/06/2023	DD	Wick, David P	PR - 9/17/2023 - 9/30/2023		1,530.02	38,751.66
10/06/2023	EFT	United States Treasury	Federal - PR 9/17/2023 - 9/30/2023		3,669.80	35,081.86
10/06/2023	EFT	Minnesota Revenue	State - PR 9/17/2023 - 9/30/2023		578.00	34,503.86
10/06/2023	EFT	PERA	PERA - PR 9/17/2023 - 9/30/2023		2,077.71	32,426.15
10/06/2023	EFT	Nationwide Retirement Soluti...	Nationwide - PR 9/17/2023 - 9/30/2023		650.00	31,776.15
10/06/2023			Funds Transfer		50.00	31,726.15
10/06/2023			Deposit - Allocation	86,384.25		118,110.40
10/07/2023	EFT	Waste Management	Building Expense - Garbage/Recycling		143.05	117,967.35
10/09/2023	EFT	MN Dept of Revenue - Sales ...	Quarterly Sales and Use Tax		124.00	117,843.35
10/10/2023			Funds Transfer		69,035.27	48,808.08
10/11/2023	7637	Big Eagle Lake Improvement ...	2023 AIS Grant - Management Planning		187.50	48,620.58
10/11/2023	7638	Big Eagle Lake Improvement ...	2023 AIS Grant - Management Planning		187.50	48,433.08
10/11/2023			Funds Transfer	578.00		49,011.08
10/12/2023	7623	Bumgarner, Andrea	Reimbursed Expenses		8.52	49,002.56
10/12/2023	7624	City of Elk River	Vehicle Maintenance - Fuel		408.43	48,594.13
10/12/2023	7625	Francine Larson	Reimbursed Expenses		72.05	48,522.08
10/12/2023	7626	Minnesota Counties Intergove...	Insurance Adjustment - Auto		79.00	48,443.08
10/12/2023	7627	MN Board of Water and Soil ...	2023 BWSR Academy		825.00	47,618.08
10/12/2023	7628	MNL	CPL / Prairie Planting Expenses		467.97	47,150.11
10/12/2023	7629	MVTL Laboratories, Inc.	Water Monitoring Lab Expenses		445.60	46,704.51
10/12/2023	7630	NCPERS LIFE INSURANCE	Life Insurance - EE - October Premium		32.00	46,672.51
10/12/2023	7631	Sherburne County Auditor/Tre...	Building Rent		6,305.75	40,366.76
10/12/2023	7632	Sherburne County Sheriff's Of...	AIS - Enforcement		4,397.55	35,969.21
10/12/2023	7633	Solist Canada Ltd.	Monitoring Equipment		1,951.00	34,018.21
10/12/2023	7634	Tetra Tech, Inc.	MPCA - WRAPS - Consultant Expense		5,482.42	28,535.79
10/12/2023	7635	WaterGuards LLC	AIS - Inspection Services - September		384.00	28,151.79
10/12/2023	7636	Wright SWCD	MPCA WRAPS - LPT Expense		210.00	27,941.79
10/12/2023	7639	Herbst, Barb	BMP Cost Share - #FY23-WS-14		210.00	27,731.79
10/12/2023			Deposit - WAW/LSP	2,135.45		29,867.24
10/12/2023			Funds Transfer	124.00		29,991.24
10/13/2023	DD	Binsfeld, Michelle L	Supervisor Per Diem		298.34	29,692.90
10/13/2023	DD	Goenner, Lawrence J	Supervisor Per Diem		247.36	29,445.54
10/13/2023	DD	Jurek, Christine A	Supervisor Per Diem		354.01	29,091.53
10/13/2023	DD	Selvog, Jason C	Supervisor Per Diem		226.40	28,865.13
10/13/2023			Funds Transfer		2,135.45	26,729.68
10/14/2023	ACH	MN PEIP	Health Insurance - November Premium		2,454.15	24,275.53
10/15/2023	EFT	Charter Communications	Building Expenses - Internet		157.98	24,117.55

SHERBURNE SOIL & WATER CONSERVATION DISTRICT

11/02/23

Account QuickReport

Accrual Basis

As of October 31, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
10/16/2023	EFT	United States Treasury	Federal - Supervisor PerDiem		29.00	24,088.55
10/16/2023	EFT	PERA	PERA - Supervisor PerDiem		100.00	23,988.55
10/16/2023			Deposit - MDH	2,481.16		26,469.71
10/17/2023			Deposit - Tricap/LSP/AIS	2,294.44		28,764.15
10/17/2023			Funds Transfer		1,154.00	27,610.15
10/18/2023			Funds Transfer	11,518.61		39,128.76
10/19/2023			Funds Transfer	6,258.83		45,387.59
10/20/2023	DD	Bumgarner, Andrea L	PR - 10/1/2023 - 10/14/2023		1,202.27	44,185.32
10/20/2023	DD	Cibulka, Daniel A	PR - 10/1/2023 - 10/14/2023		2,193.06	41,992.26
10/20/2023	DD	Gerde, Frances W	PR - 10/1/2023 - 10/14/2023		1,955.04	40,037.22
10/20/2023	DD	Larson, Francine M	PR - 10/1/2023 - 10/14/2023		2,309.83	37,727.39
10/20/2023	DD	Wagner, Miranda L	PR - 10/1/2023 - 10/14/2023		1,761.24	35,966.15
10/20/2023	DD	Wick, David P	PR - 10/1/2023 - 10/14/2023		1,530.02	34,436.13
10/20/2023	EFT	United States Treasury	Federal - PR 10/1/2023 - 10/14/2023		3,669.82	30,766.31
10/20/2023	EFT	Minnesota Revenue	State - PR 10/1/2023 - 10/14/2023		578.00	30,188.31
10/20/2023	EFT	PERA	PERA - PR 10/1/2023 - 10/14/2023		964.65	29,223.66
10/20/2023	EFT	PERA	PERA - PR 10/1/2023 - 10/14/2023		1,113.06	28,110.60
10/20/2023	EFT	Nationwide Retirement Soluti...	NAtionwide - PR 10/1/2023 - 10/14/2023		650.00	27,460.60
10/20/2023	EFT	Marco	Building Expense - Copier Services		257.06	27,203.54
10/20/2023			Funds Transfer	851.97		28,055.51
10/23/2023			Deposit - LSP/Equip/RR	3,857.67		31,913.18
10/23/2023			Deposit - AIS	1,406.25		33,319.43
10/23/2023			Funds Transfer	17,717.05		51,036.48
10/23/2023			Deposit - NFMP	595.94		51,632.42
10/24/2023			Funds Transfer		4,456.86	47,175.56
10/25/2023	EFT	Cardmember Services	Credit Card Expenses - 9/8/2023 - 10/5/2...		2,742.21	44,433.35
10/25/2023	EFT	Guardian Insurance	Disability Insurance - November Premium		175.06	44,258.29
10/25/2023			Funds Transfer	1,951.00		46,209.29
10/26/2023			Funds Transfer	2,885.26		49,094.55
10/27/2023			Deposit - WCA/Parks	7,043.16		56,137.71
10/27/2023			Funds Transfer	175.06		56,312.77
10/30/2023			Deposit - LSP	914.01		57,226.78
10/30/2023			Funds Transfer		7,043.16	50,183.62
10/30/2023			Deposit - WRAPS	15,052.53		65,236.15
10/31/2023			Funds Transfer		15,966.54	49,269.61
Total 10200 - Bank of ER - Checking				166,274.64	166,658.16	49,269.61
Total 10000 - Cash				269,656.04	208,717.94	627,759.02
TOTAL				269,656.04	208,717.94	627,759.02

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

10/31/2023

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 482,794.18	\$ 267,825.13	\$ 202,922.88	\$ 547,696.43
SUBTOTALS	\$ 482,794.18	\$ 267,825.13	\$ 202,922.88	\$ 547,696.43

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ 43,191.21	\$ -	\$ 2,365.24	\$ 40,825.97
BWSR SWCD Capacity Grant FY22	\$ 15,541.26	\$ -	\$ 364.66	\$ 15,176.60
BWSR SWCD Capacity Grant FY21	\$ 428.52	\$ -	\$ 428.52	\$ 0.00
BWSR Cost Share Base Grant FY24	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY23	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY22	\$ -	\$ -	\$ -	\$ -
BWSR Buffer Initiative FY23	\$ 5,956.98	\$ -	\$ 307.42	\$ 5,649.56
BWSR Buffer Initiative FY22	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY24	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY23	\$ 605.17	\$ -	\$ 605.17	\$ 0.00
BWSR Soil Health Grant FY23	\$ 8,984.23	\$ -	\$ -	\$ 8,984.23
AIS Prevention Aid	\$ (10,743.50)	\$ 2,906.25	\$ 6,616.74	\$ (14,453.99)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
LWM	\$ (6,191.34)	\$ 7,442.00	\$ 2,551.89	\$ (1,301.23)
NRBG WCA	\$ (990.07)	\$ -	\$ 1,072.76	\$ (2,062.83)
FY2023 Project Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
SUBTOTALS	\$ 84,026.74	\$ 10,348.25	\$ 14,312.40	\$ 80,062.59

TOTAL FUNDS \$ 627,759.02

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 49,653.13	\$ 166,274.64	\$ 166,658.16	\$ 49,269.61
SWEEP	\$ 517,167.79	\$ 103,381.40	\$ 42,059.78	\$ 578,489.41
SUBTOTALS	\$ 566,820.92	\$ 269,656.04	\$ 208,717.94	\$ 627,759.02

TOTAL FUNDS \$ 627,759.02

SWCD Financial Summary	10/31/2023
Cash - Previous Balance	\$ 566,820.92
Revenue	\$ 125,754.98
Expenses	\$ 64,816.88
Cash - Ending Balance	\$ 627,759.02

Treasurer's Signature



Date

11/16/23