



BOARD MEETING MINUTES

Regular Meeting

Date: November 5th, 2020
Location: 425 Jackson Ave NW, Elk River MN 55330
Remote Access Available

Board Members Present

Kerry Saxton
Larry Goenner
Roger Nelson
Jason Selvog
Shelly Binsfeld+

Staff Present

Francine Larson
David Wick *
Frances Gerde*+
Miranda Wagner*+

Others Present

Chris Hogge, NRCS District +
Conservationist
Lisa A. Fobbe+
County Commissioner

*denotes partial attendance
+ Remotely attended

Regular Agenda

1. Call to Order

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

2. Pledge of Allegiance

Saxton 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

- **20.111** - Motion by Nelson, second by Selvog to approve the agenda with submitted addition. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

5. Secretary's Report – October 8, 2020 Board Meeting Minutes

- **20.112** - Motion by Nelson, second by Goenner to approve the October 8, 2020 Board Meeting Minutes as presented. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

6. Treasurer's Report – October 2020 Financial Reports

Selvog read the October 2020 Program Summary Report. Discussion was had.

- **20.113** - Motion by Goenner, second by Nelson to accept the October 2020 Financial Reports as submitted, subject to audit. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

7. Treasurer's Report – November 2020 Accounts Payable - Selvog reviewed the November 2020 Accounts Payable Summary. The report includes all unpaid bills from 10/8/2020 – 11/4/2020. Check numbers 7075 through 7082 totaling \$19,758.78 were submitted for approval. Discussion was had.

- **20.114** - Motion by Goenner, second by Nelson to approve the November 2020 Accounts Payable as submitted. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

8. Supervisor Committee Reports & Vouchers – Saxton reported attendance at the Rum River 1W1P Policy Meeting as well as the Water Plan Advisory Committee Meeting. No committee report from Binsfeld, Nelson, Goenner, and Selvog. Selvog provided an update on the Farm Friends Barn progress.

- **20.115** - Motion by Goenner, second by Nelson to approve the Supervisor Vouchers as submitted. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

9. District Manager's Report – Larson reviewed her written report; providing an update on a well sealing project as well as an update on the QuickBase Software program. Larson also reported that the SWCD staff has been impacted by COVID and she is following proper policies to protect privacy and limit exposure. Larson encouraged the Board to consider remote attendance if possible, for upcoming Board and Committee meetings. Discussion was had.

10. NRCS Activity Report – Chris Hogge, NRCS District Conservationist reviewed his written report; providing an update on NRCS programs and technical assistance. 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. Authorization to Provide Final Payment to JFT Resources LLC for Well Sealing – FY20-WS-03 for \$451.25. The original contract with JFT Resources LLC for a Well Decommissioning (351) in Section 30, Livonia Township was approved on October 9, 2020. The total project cost is \$902.50, and the contract was approved at 50% cost share not to exceed \$1,000.00. Funding for this project will be allocated from FY19 Capacity - BMPs.

- **20.116** – Motion by Nelson, second by Goenner to provide final payment to JFT Resources, LLC for a Well Decommissioning, FY20-WS-03. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

Check #7083 for \$451.25 was signed during the meeting.

12a. Authorization to Execute FY2018 Elk River Bacteria Reduction Grant Amendment - Larson reviewed the grant amendment. Discussion was had.

- **20.117** – Motion by Nelson, second by Goenner to execute FY2018 Elk River Bacteria Reduction Grant Amendment. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

13. Authorization to Execute Cost Share contract with S. Henry for an Elk River Bacteria Reduction project, – ERB-FY18-05, not to exceed \$525.00 – Wagner reviewed the project with the Board. The proposed contract with Shannon Henry is for a forage and biomass planting (512) in Section 27, Becker Township. The estimated project cost is \$700.00. Staff requested approval of 75% cost share not to exceed \$525.00. Funding for this project will be allocated from FY18 CWF Elk River Bacteria Reduction grant. Discussion was had.

- **20.118** – Motion by Goenner, second by Selvog to execute cost share contract with S. Henry for an Elk River Bacteria Reduction project, ERB-FY18-05, not to exceed \$525.00. Members voting in favor: Selvog, Binsfeld, Goenner. Members opposed: Nelson, Saxton. Motion carried.

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

15. Adjournment

- **20.119** – Motion by Nelson, second by Goenner to adjourn the meeting. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

Meeting adjourned at 9:27 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



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SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

12/04/20

Accrual Basis

As of November 30, 2020

Date	Num	Name	Memo	Debit	Credit	Balance
10000 · Cash						681,610.02
10200 · Bank of ER - Checking						333,298.81
11/05/2020	7075	City of Elk River	Vehicle Expense - Fuel - September		155.16	333,143.65
11/05/2020	7076	I & S Group, Inc.	Rum River 1W1P - Consultant Expense	9,205.79		323,937.86
11/05/2020	7077	MVTL Laboratories, Inc.	Lab Expenses	445.60		323,492.26
11/05/2020	7078	NACD	Annual Dues	775.00		322,717.26
11/05/2020	7079	NCPERS LIFE INSURANCE	Life Insurance EE - November Premium	16.00		322,701.26
11/05/2020	7080	Ramsey Conservation District ...	Engineering Services	1,935.15		320,766.11
11/05/2020	7081	Washington CD	Engineering Services	5,202.58		315,563.53
11/05/2020	7082	Wright SWCD	Engineering Services	2,023.50		313,540.03
11/05/2020	7083	JFT Resources, LLC	FY19 Capacity - BMP	451.25		313,088.78
11/07/2020	EFT	Waste Management	Building Expense - Garbage/Recycling	96.10		312,992.68
11/10/2020	DD	Saxton, Kerry J	Supervisor PerDiem	221.02		312,771.66
11/10/2020	DD	Binsfeld, Michelle L	Supervisor PerDiem	70.16		312,701.50
11/10/2020	DD	Goenner, Larry	Supervisor PerDiem	100.06		312,601.44
11/10/2020	DD	Nelson, Roger J	Supervisor PerDiem	92.01		312,509.43
11/10/2020	DD	Selvog, Jason C	Supervisor PerDiem	105.81		312,403.62
11/10/2020	EFT	United States Treasury	Federal - Supervisor PerDeim	43.14		312,360.48
11/10/2020	EFT	PERA	PERA - Supervisor PerDiem	30.00		312,330.48
11/12/2020	EFT	MN PEIP	Health Insurance - December Premium		635.20	311,695.28
11/12/2020			Deposit - NFMP	2,951.90		314,647.18
11/13/2020	DD	Bronder, William M	PR 10/30/2020 - 11/12/2020		265.69	314,381.49
11/13/2020	DD	Bumgarner, Andrea L	PR 10/30/2020 - 11/12/2020		530.39	313,851.10
11/13/2020	DD	Cibulka, Daniel A	PR 10/30/2020 - 11/12/2020	1,852.21		311,998.89
11/13/2020	DD	Gerde, Frances W	PR 10/30/2020 - 11/12/2020	1,482.62		310,516.27
11/13/2020	DD	Larson, Francine M	PR 10/30/2020 - 11/12/2020	2,076.86		308,439.41
11/13/2020	DD	Wagner, Miranda L	PR 10/30/2020 - 11/12/2020	1,529.90		306,909.51
11/13/2020	DD	Wick, David P	PR 10/30/2020 - 11/12/2020	1,257.63		305,651.88
11/13/2020	EFT	United States Treasury	Federal - PR 10/30/2020 - 11/12/2020	3,026.36		302,625.52
11/13/2020	EFT	Minnesota Revenue	State - PR 10/30/2020 - 11/12/2020	460.00		302,165.52
11/13/2020	EFT	Nationwide Retirement Solutio...	Nationwide - PR 10/30/2020 - 11/12/2020	1,000.00		301,165.52
11/13/2020	EFT	PERA	PERA - PR 10/30/2020 - 11/12/2020	1,654.27		299,511.25
11/15/2020	EFT	Charter Communications	Building Expenses - Internet		141.98	299,369.27
11/17/2020			Deposit - MCIT	2,199.00		301,568.27
11/18/2020			Deposit - Clothing	111.28		301,679.55
11/20/2020	EFT	Marco	Building Expense - Copier Services		216.63	301,462.92
11/20/2020	EFT	Guardian Insurance	LTD/STD Insurance - December Premium		240.38	301,222.54
11/23/2020			Deposit - MAWCQP	27.52		301,250.06
11/25/2020	EFT	Cardmember Services	Credit Card Expenses - October		1,592.37	299,657.69
11/27/2020	DD	Bumgarner, Andrea L	PR - 11/13/2020 - 11/26/2020	530.39		299,127.30
11/27/2020	DD	Cibulka, Daniel A	PR - 11/13/2020 - 11/26/2020	1,852.21		297,275.09
11/27/2020	DD	Gerde, Frances W	PR - 11/13/2020 - 11/26/2020	1,482.61		295,792.48
11/27/2020	DD	Larson, Francine M	PR - 11/13/2020 - 11/26/2020	2,076.87		293,715.61
11/27/2020	DD	Wagner, Miranda L	PR - 11/13/2020 - 11/26/2020	1,529.88		292,185.73
11/27/2020	DD	Wick, David P	PR - 11/13/2020 - 11/26/2020	1,257.64		290,928.09
11/27/2020	EFT	United States Treasury	Federal PR 11/13/2020 - 11/26/2020	2,982.32		287,945.77
11/27/2020	EFT	Minnesota Revenue	State - PR 11/13/2020 - 11/26/2020	460.00		287,485.77
11/27/2020	EFT	Nationwide Retirement Solutio...	Nationwide - PR 11/13/2020 - 11/26/2020	1,000.00		286,485.77
11/27/2020	EFT	PERA	PERA - PR 11/13/2020 - 11/26/2020	1,654.27		284,831.50
11/30/2020			Deposit - ETA	9,898.61		294,730.11
Total 10200 · Bank of ER - Checking				15,188.31	53,757.01	294,730.11
10250 · Bank of ER - Money Market						300,217.06
11/30/2020			Interest	74.03		300,291.09
Total 10250 · Bank of ER - Money Market				74.03	0.00	300,291.09
10300 · CD - 7726074 - 60mo						48,094.15
11/02/2020			Interest	289.40		48,383.55
Total 10300 · CD - 7726074 - 60mo				289.40	0.00	48,383.55
Total 10000 · Cash				15,551.74	53,757.01	643,404.75
TOTAL				15,551.74	53,757.01	643,404.75



TREASURER'S MONTHLY REPORT SHERBURNE SWCD

11/30/2020

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 332,390.71	\$ 29,375.89	\$ 17,877.13	\$ 343,889.47
County Allocation	\$ 26,209.74	\$ -	\$ 26,209.74	\$ (0.00)
SUBTOTALS	\$ 358,600.45	\$ 29,375.89	\$ 44,086.87	\$ 343,889.47

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ 85,071.18	\$ -	\$ 4,104.18	\$ 80,967.00
BWSR SWCD Capacity Grant FY19	\$ 29,142.29	\$ -	\$ 4,282.48	\$ 24,859.81
BWSR SWCD Capacity Grant FY18	\$ 0.00	\$ -	\$ -	\$ 0.00
BWSR Cost Share Base Grant FY21	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY20	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY19	\$ 3,420.49	\$ -	\$ -	\$ 3,420.49
BWSR Buffer Initiative FY20	\$ 4,600.44	\$ -	\$ 821.29	\$ 3,779.15
BWSR Conservation Delivery FY21	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
LWM	\$ 4,961.36	\$ -	\$ 2,480.66	\$ 2,480.70
NRBG WCA	\$ -	\$ -	\$ -	\$ -
AIS Prevention Aid	\$ (17,990.37)	\$ -	\$ 2,076.27	\$ (20,066.64)
AIS Contingency Funds	\$ 18,405.42	\$ -	\$ -	\$ 18,405.42
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,369.99	\$ -	\$ -	\$ 1,369.99
WF FY2018 - ER Bac Reduction Phase II	\$ 27,997.18	\$ -	\$ 110.08	\$ 27,887.10
WF FY2019 - Nitrate Reduction Grant	\$ 10,288.52	\$ -	\$ 34.54	\$ 10,253.98
CWF FY2020 - Lawns to Legumes	\$ (2,084.80)	\$ -	\$ -	\$ (2,084.80)
Rum River 1W1P	\$ 83,537.04	\$ -	\$ 9,447.57	\$ 74,089.47
LSOH - ASP 6	\$ 12,675.17	\$ -	\$ -	\$ 12,675.17
The Nature Conservancy	\$ 23,680.78	\$ -	\$ 137.22	\$ 23,543.56
SUBTOTALS	\$ 323,009.57	\$ -	\$ 23,494.29	\$ 299,515.28

TOTAL FUNDS \$ 643,404.75

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 333,298.81	\$ 15,188.31	\$ 53,757.01	\$ 294,730.11
CD - 74	\$ 48,094.15	\$ 289.40	\$ -	\$ 48,383.55
Money Market	\$ 300,217.06	\$ 74.03	\$ -	\$ 300,291.09
SUBTOTALS	\$ 681,610.02	\$ 15,551.74	\$ 53,757.01	\$ 643,404.75

TOTAL FUNDS \$ 643,404.75

SWCD Financial Summary	11/30/2020
Cash - Previous Balance	\$ 681,610.02
Income	\$ 29,375.89
Expense	\$ 67,581.16
Cash - Ending Balance	\$ 643,404.75

Treasurer's Signature

12-10-2020 Jerry [Signature]

Date

