



BOARD MEETING MINUTES

Regular Meeting

Date: January 10th, 2019

Location: Sherburne SWCD Office - 425 Jackson Ave NW
Elk River, MN 55330

Board Members Present

Michael Schroeder
Larry Goenner
Roger Nelson
Jason Selvog
Kerry Saxton

Staff Present

Francine Larson
Dan Cibulka*
Andie Bumgarner*
Gina Hugo*

Others Present

Lisa Fobbe*, Sherburne County
Commissioner

*denotes partial attendance

Regular Agenda

1. **Call to Order**

Meeting was called to order by Chair Schroeder at 8:00 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. **Administration of Oath of Office**

The Oath of Office was taken by Supervisor Selvog and Saxton.

5. **Election of 2019 Officers**

Discussion was had.

- **19.001** - Motion by Nelson, second by Goenner to keep Officer Positions the same for 2018. All members voting yes. Motion carried.

6. **Approval of Agenda**

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

7. **Approve 2019 District Board Bylaws, Operating Rules and Guidelines**

Larson reviewed suggested amendments to the Bylaws, Operating Rules and Guidelines. Saxton discussed numerous suggested edits to the document. Discussion was had. The document was edited during the meeting with consensus.

- **19.003** - Motion by Nelson, second by Selvog to adopt the 2019 Bylaws, Operating Rules and Guidelines as amended. All members voting yes. Motion carried.

8. **Appointment of Board Members to Committees and Organizations for 2019** – Larson reviewed the current committee assignments. Discussion was had. The list of assignments will be posted on the SSWCD website.

- **19.004** - Motion by Goenner, second by Selvog to appoint Board Members to Committees as discussed. All members voting yes. Motion carried.

9. **Establish 2019 Board Meeting Schedule** – Larson reviewed the proposed 2019 Board Meeting Schedule noting potential conflicts. Discussion was had. Nelson proposed moving the meeting time to 8:30a.m. Further discussion was had. The Board Meeting Schedule will be posted on the SSWCD website and on the official bulletin board located at the Sherburne SWCD office.

- **19.005** - Motion by Nelson, second by Saxton to approve the 2019 Board Meeting Schedule as discussed. All members voting yes. Motion carried.
- 10. Designate 2019 Financial Depositories**
Discussion was had. Larson suggested tabling the agenda item until further research has been completed.
- **19.006** - Motion by Goenner, second by Saxton to table the agenda item until further notice. All members voting yes. Motion carried.
- 11. Designate 2019 Official Newspaper as Sherburne County Citizen -Tribune**
- **19.007** - Motion by Nelson, second by Selvog to designate the Citizen - Tribune as the District's Official Newspaper for 2019. All members voting yes. Motion carried.
- 12. Adopt 2019 District Budget** – Larson reviewed the 2019 Budget, noting the addition of the FY19 Clean Water Fund Grant. Discussion was had.
- **19.008** - Motion by Selvog, second by Goenner to adopt the 2019 District Budget as presented. All members voting yes. Motion carried.
- 13. Adopt 2019 Fee Schedule** – Larson stated that no significant changes had been made. The updated schedule will be posted on the SSWCD website.
- **19.009** - Motion by Goenner, second by Nelson to adopt the 2019 Fee Schedule as presented. All members voting yes. Motion carried.
- 14. Approve 2019 Membership Dues** – Larson reviewed the proposed membership dues. Discussion was had.
- **19.010** - Motion by Nelson, second by Goenner to approve the 2019 Membership Dues as presented. All members voting yes. Motion carried.
- 15. Secretary's Report – December 13, 2018 Board Meeting Minutes**
- **19.011** - Motion by Nelson, second by Goenner to approve the December 13, 2018 Board Meeting Minutes as presented. All members voting yes. Motion carried.
- 16. Treasurer's Report – December 2018 Financial Reports**
Nelson read the December 2018 Program Summary Report. Discussion was had.
- **19.012** - Motion by Goenner, second by Selvog to accept the December 2018 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.
- 17. Treasurer's Report – January 2019 Accounts Payable** - Larson distributed the January 2019 Accounts Payable Summary. Check numbers 6669 through 6680 totaling \$19,389.81 were submitted for approval. Discussion was had.
- **19.013** - Motion by Nelson, second by Selvog to approve the October 2018 Accounts Payable as submitted. All members voting yes. Motion carried.
- 18. Supervisor Committee Reports & Vouchers** – Supervisors reviewed their meeting attendance. Discussion was had.
- **19.014** - Motion by Goenner, second by Nelson to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.
- 19. District Managers Report** – Larson reviewed her monthly activities and provided an update on the new supervisor email system. Discussion was had. Written report available upon request.
- 20. NRCS Activity Report** – Larson distributed Reberg's activities report. The report provided an update on her monthly activities, NRCS program updates, technical assistance and meeting & training attendance. Written report available upon request. Discussion was had.
- 21. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request. Discussion was had.

22. Adopt District Erosion Control & Management Program Policy - Cibulka provided an update on the proposed changes to the District's Cost Share Program. Discussion was had. A copy of the updated policy will be posted on the SSWCD website.

- **19.015** - Motion by Nelson, second by Goenner to adopt the District Erosion Control & Management Program Policy as presented. All members voting yes. Motion carried.

23. Authorization to Execute Agreement with MN Board of Water and Soil Resources for the FY19 Sherburne County Targeted Nitrate Reduction BMP Implementation Grant – Larson stated that the workplan has been submitted and reviewed by the Board Conservationist. Discussion was had.

- **19.016** - Motion by Saxton, second by Selvog to execute FY19 CWF Grant Agreement with MN Board of Water and Soil Resources when available. All members voting yes. Motion carried.

23a. Consider Elk River Watershed Association Member Per Diem increase – Selvog stated that discussion was had at the December ERWA meeting regarding member per diems. At present time, the members at large receive a \$30.00 per diem plus mileage. According to the ERWA bylaws, Sherburne SWCD as fiscal agent sets the per diem rates. Selvog suggested increasing the member per diem rates to \$60 plus mileage. Discussion was had.

- **19.017** - Motion by Selvog, second by Nelson to increase the Elk River Watershed Association member per diem rates to \$60 plus mileage. All members voting yes. Motion carried.

23b. Consider registration for District Manager to attend the MASWCD Public Administration Training - Larson requested permission to register for the MASWCD training. Discussion was had.

- **19.018** - Motion by Goenner, second by Selvog to approve District Managers registration to the MASWCD Public Administration Training. All members voting yes. Motion carried.

23c. Rum River One Watershed One Plan update – Cibulka and Larson reviewed the fiscal agent roles and responsibilities. Larson requested approval to sign contracts as needed in order to maintain timely reporting requirements. Discussion was had.

- **19.019** - Motion by Goenner, second by Selvog to authorize District Manager to sign Rum River 1W1P contracts as needed for timely reporting requirements. All members voting yes. Motion carried.

23d. Consider submittal of FOTG Notice MN-162 to NRCS State Conservationist – Larson distributed a joint letter drafted by Stearns and Sherburne SWCD staff voicing their concerns regarding removal of Eastern Red Cedar from the Conservation Tree and Shrub Group and as a recommended species under NRCS Standard 380 Windbreak/Shelterbelt Establishment and NRCS Standard 612 - Tree/Shrub Establishment. Selvog reviewed the letter in detail. Discussion was had.

- **19.020** - Motion by Goenner, second by Selvog to submit FOTG Notice MN-162 to NRCS State Conservationist. All members voting yes. Motion carried.

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

25. Adjourn

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

26. Meeting adjourned at 9:54 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.

Jay Dan
Signature & Title

2-14-19
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

January-19

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 7,162.42	\$ 20,598.49	\$ 17,978.21	\$ 9,782.70
County Allocation	\$ -	\$ 70,528.25	\$ 39,867.47	\$ 30,660.78
SUBTOTALS	\$ 7,162.42	\$ 91,126.74	\$ 57,845.68	\$ 40,443.48

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY19	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
BWSR SWCD Capacity Grant FY18	\$ 85,546.55	\$ -	\$ -	\$ 85,546.55
BWSR SWCD Capacity Grant FY17	\$ 33,541.09	\$ -	\$ 1,276.13	\$ 32,264.96
BWSR Cost Share Base Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY19	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY18	\$ 6,243.00	\$ -	\$ -	\$ 6,243.00
BWSR Buffer Initiative FY20	\$ -	\$ -	\$ -	\$ -
BWSR Buffer Initiative FY19	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY18	\$ 9,896.45	\$ -	\$ -	\$ 9,896.45
BWSR Conservation Delivery FY20	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY19	\$ 21,635.00	\$ -	\$ 3,732.96	\$ 17,902.04
BWSR Conservation Delivery FY18	\$ -	\$ 5,418.50	\$ 1,806.17	\$ 3,612.33
NRBG WCA	\$ -	\$ 5,000.00	\$ 1,000.00	\$ 4,000.00
AIS Prevention Aid	\$ 59,791.19	\$ 34,455.50	\$ -	\$ 94,246.69
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,845.00	\$ -	\$ -	\$ 1,845.00
CWF FY2018 - ER Bac Reduction Phase	\$ 51,814.70	\$ -	\$ -	\$ 51,814.70
CWF FY2019 - Nitrate Reduction Grant	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 389,119.86	\$ 44,874.00	\$ 7,815.26	\$ 426,178.60

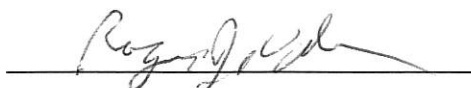
TOTAL FUNDS \$ 466,622.08

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 49,996.52	\$ 122,551.89	\$ 59,121.81	\$ 113,426.60
Savings	\$ 281,393.96	\$ 6,813.71	\$ -	\$ 288,207.67
CD - 74	\$ 47,614.26	\$ 96.01	\$ -	\$ 47,710.27
CD - 51	\$ 17,277.54	\$ -	\$ -	\$ 17,277.54
SUBTOTALS	\$ 396,282.28	\$ 129,461.61	\$ 59,121.81	\$ 466,622.08

TOTAL FUNDS \$ 466,622.08

Treasurer's Signature



Date

2-14-19



SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of January 31, 2019

02/05/19

Cash Basis

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						396,282.28
Klein Checking						49,996.52
01/01/2019	DBT	Office Depot	Office Supplies		227.06	49,769.46
01/02/2019			Deposit - AIS	34,455.50		84,224.96
01/02/2019	EFT	Merchant Services	Credit Card Fees		54.99	84,169.97
01/03/2019	DBT	Office Depot	Office Supplies		82.81	84,087.16
01/03/2019	DBT	Amazon.com	Office Supplies		30.56	84,056.60
01/04/2019	DBT	International Society of Arboriculture	2019 Dues		175.00	83,881.60
01/04/2019	DBT	Office Depot	Office Supplies		118.06	83,763.54
01/04/2019			Deposit - County	80,946.75		164,710.29
01/05/2019	DBT	Cub Foods	Office Supplies		20.24	164,690.05
01/07/2019	DBT	EventBrite	Training Registration - WB		20.00	164,670.05
01/07/2019	DBT	Amazon.com	Office Supplies		33.29	164,636.76
01/09/2019	DBT	Holiday	Vehicle Maintenance - Carwash		9.00	164,627.76
01/10/2019	6669	Charter Communications	Internet Services		220.79	164,406.97
01/10/2019	6670	Cibulka, Dan	Reimbursed Expenses		58.86	164,348.11
01/10/2019	6671	City of Elk River	Vehicle - November Fuel		127.95	164,220.16
01/10/2019	6672	Francine Larson	Reimbursed Expenses		236.00	163,984.16
01/10/2019	6673	Hugo, Gina Manea	Reimbursed Expenses		44.42	163,939.74
01/10/2019	6674	Marco	Building Expense - Copier Services		278.00	163,661.74
01/10/2019	6675	MASWCD	2019 Annual Dues		4,848.91	158,812.83
01/10/2019	6676	Minnesota Counties Intergovernment T...	Business Insurance		7,708.00	151,104.83
01/10/2019	6677	MN SWCD Forestry Association	2019 Annual Dues		60.00	151,044.83
01/10/2019	6678	NCPERS LIFE INSURANCE	Life Insurance - January Premium		32.00	151,012.83
01/10/2019	6679	Sherburne County Auditor/Treasurer	Quarterly Rent - 01-111-116-0000-5810		5,643.00	145,369.83
01/10/2019	6680	Waste Management	Building Expense - Garbage/Recycle		131.88	145,237.95
01/10/2019	6681	MASWCD	Meeting Registration		2,150.00	143,087.95
01/10/2019	DBT	Cub Foods	Meeting Supplies		3.99	143,083.96
01/11/2019	DD	Bronder, William M	PR - 12/28/18 - 1/10/19		264.70	142,819.26
01/11/2019	DD	Bumgarner, Andrea L	PR - 12/28/18 - 1/10/19		523.35	142,295.91
01/11/2019	DD	Cibulka, Daniel A	PR - 12/28/18 - 1/10/19		1,783.35	140,512.56
01/11/2019	DD	Gerde, Frances W	PR - 12/28/18 - 1/10/19		1,435.17	139,077.38
01/11/2019	DD	Hugo, Gina M	PR - 12/28/18 - 1/10/19		2,125.58	136,951.80
01/11/2019	DD	Larson, Francine M	PR - 12/28/18 - 1/10/19		1,512.66	135,439.14
01/11/2019	DD	Wagner, Miranda L	PR - 12/28/18 - 1/10/19		1,488.68	133,950.46
01/11/2019	EFT	PERA	PERA - PR 12/28/18 - 1/10/19		1,789.98	132,160.48
01/11/2019	EFT	United States Treasury	Federal - PR 12/28/18 - 1/10/19		3,210.08	128,950.40
01/11/2019	EFT	Minnesota Revenue	State - PR 12/28/18 - 1/10/19		559.00	128,391.40
01/11/2019	EFT	Nationwide Retirement Solutions	Nationwide - PR 12/28/18 - 1/10/19		880.77	127,510.63
01/11/2019	SBT	Walmart	Office Supplies		14.11	127,496.52
01/14/2019	DBT	Amazon.com	Office Supplies		10.66	127,485.86
01/14/2019	DBT	Amazon.com	Office Supplies		80.02	127,405.84
01/15/2019	DBT	HP Instant Ink	Office Supplies		10.73	127,395.11
01/15/2019	EFT	RingCentral	Phone System - Monthly		313.52	127,081.59
01/16/2019	DD	Goenner, Larry	Supervisor PerDiem		103.80	126,977.79
01/16/2019	DD	Nelson, Roger J	Supervisor PerDiem		91.62	126,886.17
01/16/2019	DD	Saxton, Kerry J	Supervisor PerDiem		163.46	126,722.71
01/16/2019	DD	Schroeder, Michael J	Supervisor PerDiem		72.48	126,650.23
01/16/2019	DD	Selvog, Jason C	Supervisor PerDiem		189.04	126,461.19
01/16/2019	EFT	United States Treasury	Federal - Supervisor PerDiem		33.86	126,427.33
01/16/2019	EFT	PERA	PERA - Supervisor PerDiem		37.50	126,389.83
01/17/2019	EFT	MN Dept of Revenue - Sales Tax	Sales & Use Tax - Quarterly		30.00	126,359.83
01/17/2019	DBT	University of MN	Training Registration		215.00	126,144.83
01/17/2019	DBT	JoAnn Fabrics	Other Education Supplies		17.44	126,127.39
01/17/2019	DBT	Adobe	Computer Software		965.73	125,161.66
01/18/2019	DBT	University of MN	Training Registration		215.00	124,946.66
01/18/2019	DBT	Cub Foods	Office Supplies		15.33	124,931.33
01/18/2019	DBT	Adobe	Computer Software		192.60	124,738.73
01/19/2019	EFT	Guardian Insurance	LTD/STD Insurance - February Premium		159.16	124,579.57
01/21/2019	EFT	MN PEIP	Insurance - February Premium		2,160.06	122,419.51
01/22/2019	EFT	United States Treasury	Federal - Supervisor PerDiem adjustment		9.30	122,410.21
01/22/2019	DBT	USPS	Postage - COA		1.00	122,409.21
01/22/2019			Deposit - Credit	20.00		122,429.21
01/23/2019	EFT	AT&T	Computer - Tablets Monthly		191.42	122,237.79
01/23/2019	DBT	Walmart	Office Supplies		70.55	122,167.24
01/23/2019			Deposit - NFMP	2,341.61		124,508.85
01/25/2019	DD	Bronder, William M	PR - 1/11/19 - 1/24/19		80.02	124,428.83
01/25/2019	DD	Bumgarner, Andrea L	PR - 1/11/19 - 1/24/19		523.35	123,905.48
01/25/2019	DD	Cibulka, Daniel A	PR - 1/11/19 - 1/24/19		1,783.35	122,122.13
01/25/2019	DD	Gerde, Frances W	PR - 1/11/19 - 1/24/19		1,435.17	120,686.96
01/25/2019	DD	Hugo, Gina M	PR - 1/11/19 - 1/24/19		2,125.58	118,561.38
01/25/2019	DD	Larson, Francine M	PR - 1/11/19 - 1/24/19		1,512.66	117,048.72
01/25/2019	DD	Wagner, Miranda L	PR - 1/11/19 - 1/24/19		1,488.69	115,560.03
01/25/2019	EFT	United States Treasury	Federal - PR 1/11/19 - 1/24/19		3,179.16	112,380.87
01/25/2019	EFT	Minnesota Revenue	State - PR 1/11/19 - 1/24/19		557.00	111,823.87
01/25/2019	EFT	PERA	PERA - PR 1/11/19 - 1/24/19		1,789.98	110,033.89
01/25/2019	EFT	Nationwide Retirement Solutions	Nationwide - PR 1/11/19 - 1/24/19		880.77	109,153.12
01/25/2019	DBT	Weebly	Monthly Website Expense		14.00	109,139.12

7:36 AM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

02/05/19

As of January 31, 2019

Cash Basis

Date	Num	Name	Memo	Debit	Credit	Balance
01/25/2019	DBT	Deluxe Business Products	Office Supplies		193.05	108,946.07
01/25/2019	EFT	Microsoft Office	Computer Software - Monthly Service		7.50	108,938.57
01/28/2019			Deposit - ERWA	96.66		109,035.23
01/28/2019			Deposit - QB Credit	291.77		109,327.00
01/29/2019	6682	Cash	Petty Cash		300.00	109,027.00
01/30/2019			Deposit - Trees	4,399.60		113,426.60
Total Klein Checking				122,551.89	59,121.81	113,426.60
Money Market - Klein						281,393.96
01/18/2019			Deposit - Planting/misc	709.24		282,103.20
01/28/2019			Deposit - Trees	5,649.35		287,752.55
01/28/2019			Deposit - FSP	400.00		288,152.55
01/28/2019			Interest	55.12		288,207.67
Total Money Market - Klein				6,813.71	0.00	288,207.67
CD - 7718951 - 12mo						17,277.54
Total CD - 7718951 - 12mo						17,277.54
CD - 7726074 - 60mo						47,614.26
01/09/2019			Interest	96.01		47,710.27
Total CD - 7726074 - 60mo				96.01	0.00	47,710.27
Total Cash				129,461.61	59,121.81	466,622.08
TOTAL				129,461.61	59,121.81	466,622.08