



BOARD MEETING MINUTES
Regular Meeting

Date: January 12th, 2023
 Location: 425 Jackson Ave NW, Elk River MN 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
 Andrea Bumgarner*
 Dan Cibulka*
 Frances Gerde*
 Miranda Wagner*
 David Wick*

Others Present

Lisa A. Fobbe +
 County Commissioner

 Gary Gray
 County Commissioner

*denotes partial attendance
 + Remotely attended

Regular Agenda

1. Call to Order

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

2. Pledge of Allegiance

Goenner led the Board of Supervisors in the Pledge of Allegiance.

3. Open Forum

There were no comments from the audience.

4. Oath of Office

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

5. Election of 2023 Officers – Discussion was had regarding Officer rotation.

- **23.01.01** - Motion by Selvog, second by Binsfeld to rotate Officer positions as defined in the Bylaws. All members voting in favor. Motion carried.

Chair Selvog carried out the remainder of the meeting.

6. Approval of Regular Agenda – Larson requested agenda item 13; District Staff monthly reports be moved to the beginning of the meeting to accommodate staff schedules.

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

SWCD Staff entered the meeting. Commissioner Fobbe addressed the Board and Staff acknowledging the transition of the SWCD County Liaison from herself to Commissioner Gray. Commissioner Fobbe has served as the Liaison for six years. Commissioner Fobbe thanked the Board and Staff.

7. Adopt 2023 District Bylaws, Operating Rules, and Guidelines – Larson reviewed the suggested changes. Discussion was had. The Bylaws will be posted on the SSWCD website.

- **23.01.03** - Motion by Binsfeld, second by Goenner to adopt the 2023 Bylaws, Operating Rules and Guidelines as presented. All members voting in favor. Motion carried.

8. Appointment of Board Members to Committees and Organizations for 2023 – Larson reviewed the current committee assignments. Discussion was had. The list of assignments will be posted on the SSWCD website.

- **23.01.04** - Motion by Goenner, second by Binsfeld to appoint Board Members to Committees as discussed. All members voting in favor. Motion carried.
- 9. Designate 2023 Financial Depositories as the Bank of Elk River and Old National Bank**
- **23.01.05** - Motion by Binsfeld, second by Jurek to designate the Bank of Elk River and Old National Bank as the 2023 Financial Depositories. All members voting in favor. Motion carried.
- 10. Designate 2023 Official Newspaper as Patriot News MN**
- **23.01.06** - Motion by Binsfeld, second by Selvog to designate the Patriot News MN as the District's Official Newspaper for 2023. All members voting in favor. Motion carried.
- 11. Adopt 2023 Fee Schedule** – Larson noted that no changes have been proposed to date. The Fee Schedule will be posted on the SSWCD website.
- **23.01.07** - Motion by Binsfeld, second by Selvog to adopt the 2023 Fee Schedule as presented. All members voting in favor. Motion carried.
- 12. Approve 2023 Association Membership Fees** – Discussion was had.
- **23.01.08** - Motion by Binsfeld, second by Goenner to adopt the 2023 Association Membership Fees as presented. All members voting in favor. Motion carried.
- 13. Approval of Consent Agenda**
- Approval of December 8, 2022 Board Meeting Minutes** – Draft minutes have been reviewed by staff in advance of the meeting.
- **23.01.09** - Motion by Goenner, second by Binsfeld to approve the consent agenda as presented. All members voting in favor. Motion carried.
- 14. December 2022 Financial Reports**
- Goenner read the December 2022 Program Summary Report. Discussion was had.
- **23.01.10** - Motion by Goenner, second by Binsfeld to accept the December 2022 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.
- 15. January 2023 Accounts Payable** – The Board reviewed the January 2023 Accounts Payable Summary. The report includes all unpaid bills from 12/09/2022 – 01/11/2023. Check numbers 7504 through 7522 totaling \$28,081.33 were submitted for approval. Discussion was had.
- **23.01.11** - Motion by Goenner, second by Binsfeld to approve the January 2023 Accounts Payable as submitted. All members voting in favor. Motion carried.
- 16. Supervisor Committee Reports & Vouchers** – Binsfeld, Selvog and Goenner reported attendance at the Annual MASWCD Convention. Binsfeld provided a summary of the December MRSC PC meeting. No committee reports from Jurek.
- **23.01.12** - Motion by Goenner, second by Binsfeld to approve the Supervisor Vouchers as submitted. All members voting in favor. Motion carried.
- 17. District Manager's Report** – Larson reviewed her monthly activities. Written report available upon request.
- 18. NRCS Activity Report** – Written report available upon request.
- 19. District Staff Monthly Reports** – *(moved to beginning of meeting)* Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.

- 20. MRSC 1W1P Update** – Cibulka reported that the staff for the project met in late November to discuss upcoming plan logistics. A December Policy Committee meeting was held. At the meeting the Policy Committee approved bylaws and heard updates on the project timeline, Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC). Discussion has since been had regarding planning for the first Technical Advisory Committee meeting (January 17th) and the Project Kickoff Meeting. The Project Kickoff Meeting is a public meeting designed to introduce the planning process to the public and request feedback from area stakeholders. As part of the 60-day public notification period for the MRSC 1w1p project, staff have drafted a letter that communicates important natural resource topics in Sherburne County. The letter outlines important resources and programs noted in the Sherburne County Local Water Management Plan as well as recent community programs that have garnered exceptional resident interest. Cibulka requested approval to submit Comment Letter.
- **23.01.13** - Motion by Goenner, second by Binsfeld to nominate Nick Peterson and Scott Ruiter as the Sherburne SWCD representatives to the MRSC 1W1P Citizen Advisory Committee. All members voting in favor. Motion carried.
 - **23.01.14** - Motion by Selvog, second by Binsfeld to approve submittal of the MRSC 1W1P Comment Letter. All members voting in favor. Motion carried.
- 21. Rum River JPE Board** – Cibulka reported that the JPE Board met on 11/30/2022 and approved the 2023 Work Plan. Staff from the partnership met in mid-December to finalize changes to a Project Policies. As funding is anticipated for spring 2023, Sherburne SWCD staff have met to discuss outreach to landowners for potential projects. The next RRWIP Meeting is scheduled for January 26, 2023. Supervisor Jurek was appointed as the primary representative to the JPE. Supervisor Binsfeld will remain as alternate.
- 22. Review 2023 Strategic Plan Table** – Larson noted that per the 2022 Strategic Plan, the Strategic Table should be reviewed annually and will be added as an addendum to the Annual Plan.
- 23. Review and Adopt 2023 Education Outreach Plan** – Discussion was had. The Education Outreach Plan will be posted on the SSWCD website.
- **23.01.15** – Motion by Selvog, second by Goenner to adopt the 2023 Education Outreach Plan as presented. All members voting in favor. Motion carried.
- 24. Authorization to accept Peterson Company LTD 2022 Audit Bid** – Larson stated the audit will be done in person rather than virtual. The Board reviewed the engagement letter. Discussion was had.
- **23.01.16** – Motion by Selvog, second by Binsfeld to accept Peterson LTD 2022 Audit Bid. All members voting in favor. Motion carried.
- 25. Authorization to update Bank Signature Cards** – Larson stated that the Bank Signature Cards will need to be updated to reflect the recent changes in Board Members. Larson noted that Saxton and Nelson will to be removed and Jurek will be added. Supervisor Jurek has completed and submitted the Bank of Elk River Customer Information Form.
- **23.01.17** – Motion by Binsfeld, second by Goenner to update the Bank Signature Cards to reflect current designated signers. All members voting in favor. Motion carried.
- 26. Supervisor Vacancy Process** – Larson stated that she has received notice from two potential candidates interested in filling the vacant Supervisor position. Discussion was had. Eligible candidates will be interviewed Thursday March 9, 2023 after the regular Board meeting. The successful candidate will be appointed and sworn into office at the April 13, 2023 meeting.

27. **Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules. Larson discussed the Legislative Advocacy Webinar, Legislative Briefing and SWCD Day at the Capitol.

28. **Adjournment**

- 23.01.18 – Motion by Selvog, second by Binsfeld to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 10:25 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 [unclear] Board Supervisor
Signature & Title

2/9/23
Date

SHERBURNE SOIL & WATER CONSERVATION

02/01/23

Account QuickReport

Accrual Basis

As of January 31, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						471,129.75
10100 - SWEEP Account						324,660.03
01/05/2023			Funds Transfer	14,159.00		338,819.03
01/06/2023			Funds Transfer	143,552.16		482,371.19
01/09/2023			Funds Transfer	122,558.50		604,929.69
01/10/2023			Funds Transfer	7,742.40		612,672.09
01/11/2023			Funds Transfer	337.10		613,009.19
01/12/2023			Funds Transfer	390.87		613,400.06
01/13/2023			Funds Transfer	1,117.30		614,517.36
01/17/2023			Funds Transfer		10,972.64	603,544.72
01/18/2023			Funds Transfer		6,648.17	596,896.55
01/19/2023			Funds Transfer		671.84	596,224.71
01/20/2023			Funds Transfer	3,800.00		600,024.71
01/23/2023			Funds Transfer		11,076.30	588,948.41
01/24/2023			Funds Transfer	660.53		589,608.94
01/25/2023			Funds Transfer		35,229.41	554,379.53
01/26/2023			Funds Transfer		3,818.91	550,560.62
01/27/2023			Funds Transfer		2,309.71	548,250.91
01/30/2023			Funds Transfer		17,066.16	531,184.75
01/31/2023			Funds Transfer	2,123.25		533,308.00
01/31/2023			Interest	1,023.81		534,331.81
01/31/2023			Funds Transfer	1,610.39		535,942.20
Total 10100 - SWEEP Account				299,075.31	87,793.14	535,942.20
10200 - Bank of ER - Checking						97,697.93
01/04/2023			Deposit - FY23 Soil Health	14,175.00		111,872.93
01/05/2023			Deposit - Trees	310.25		112,183.18
01/05/2023			Deposit - FY23 Capacity/Buffer	142,618.00		254,801.18
01/05/2023			Deposit - MDH	934.16		255,735.34
01/05/2023			Funds Transfer		14,159.00	241,576.34
01/06/2023			Deposit - Trees	4,709.17		246,285.51
01/06/2023			Deposit - AIS	35,864.00		282,149.51
01/06/2023			Deposit - Allocation	86,384.25		368,533.76
01/06/2023			Funds Transfer		143,552.16	224,981.60
01/07/2023	EFT	Waste Management	Building Expense - Garbage/Recycling		146.05	224,835.55
01/08/2023			Deposit - Trees	2,385.20		227,220.75
01/09/2023			Deposit - Trees	1,077.46		228,298.21
01/09/2023			Deposit - MDA	968.74		229,266.95
01/09/2023			Funds Transfer		122,558.50	106,708.45
01/10/2023			Deposit - Trees	390.87		107,099.32
01/10/2023			Funds Transfer		7,742.40	99,356.92
01/11/2023			Deposit - Trees	1,117.30		100,474.22
01/11/2023			Funds Transfer		337.10	100,137.12
01/12/2023	7504	City of Elk River	Vehicle Maintenance - November Fuel		105.40	100,031.72
01/12/2023	7505	Dahlman, Richard	2022 WPAC - Per Diems & Mileage		32.88	99,998.84
01/12/2023	7506	Jordal, Clint	2022 WPAC - Per Diems & Mileage		130.63	99,868.21
01/12/2023	7507	MacGlover, Vicki	2022 WPAC - Per Diems & Mileage		30.00	99,838.21
01/12/2023	7509	MASWCD	Annual Dues		6,244.30	93,593.91
01/12/2023	7508	Minnesota Counties Intergovernment Trust	Business Insurance		8,790.00	84,803.91
01/12/2023	7510	Mississippi Headwaters Board	AIS - MN Traditions		2,000.00	82,803.91
01/12/2023	7511	NCPERS LIFE INSURANCE	Life Insurance - EE - January Premium		32.00	82,771.91
01/12/2023	7512	Niziolek, Michael	2022 WPAC - Per Diems & Mileage		30.00	82,741.91
01/12/2023	7513	Ramsey Conservation District - c	Engineering Services		95.07	82,646.84
01/12/2023	7514	Resource Training Solutions	Annual Membership		75.00	82,571.84
01/12/2023	7515	Ruiter, Scott	2022 WPAC - Per Diems & Mileage		63.63	82,508.21
01/12/2023	7516	Sherburne County Auditor/Treasurer	Building Expense - Rent - Q1 Jan - Marc..		6,305.75	76,202.46
01/12/2023	7517	Stearns County Environmental Services	MPCA WRAPS - LPT Expense		540.00	75,662.46
01/12/2023	7518	Swift SWCD	RCPD - Partner Expense		312.24	75,350.22
01/12/2023	7519	Vander Eyk, Terry	2022 WPAC - Per Diems & Mileage		123.63	75,226.59
01/12/2023	7520	Waite-Altringer, Melaine	2022 WPAC - Per Diems & Mileage		60.00	75,166.59
01/12/2023	7521	Washington CD	Engineering Services		1,957.24	73,209.35
01/12/2023	7522	Wright SWCD	Engineering Services and WRAPS		1,153.56	72,055.79
01/12/2023			Deposit - Trees	273.24		72,329.03
01/12/2023			Funds Transfer		390.87	71,938.16
01/13/2023	DD	Bumgarner, Andrea L	PR - 12/25/2022 - 1/7/2023	0.00		71,938.16
01/13/2023	DD	Cibulka, Daniel A	PR - 12/25/2022 - 1/7/2023		2,187.06	69,751.10
01/13/2023	DD	Gerde, Frances W	PR - 12/25/2022 - 1/7/2023		1,951.05	67,800.05
01/13/2023	DD	Larson, Francine M	PR - 12/25/2022 - 1/7/2023		2,612.83	65,187.22
01/13/2023	DD	Wagner, Miranda L	PR - 12/25/2022 - 1/7/2023		1,757.25	63,429.97
01/13/2023	DD	Wick, David P	PR - 12/25/2022 - 1/7/2023		1,628.82	61,801.15
01/13/2023	EFT	United States Treasury	Federal - PR 12/25/2022 - 1/7/2023		3,702.20	58,098.95
01/13/2023	EFT	Minnesota Revenue	State - PR 12/25/2022 - 1/7/2023		623.00	57,475.95
01/13/2023	EFT	PERA	PERA - PR 12/25/2022 - 1/7/2023		2,077.71	55,398.24
01/13/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 12/25/2022 - 1/7/2023		1,671.27	53,726.97
01/13/2023			Deposit - Parks MSA	1,342.31		55,069.28
01/13/2023			Deposit - WCA	5,000.00		60,069.28
01/13/2023			Funds Transfer		1,117.30	58,951.98
01/15/2023	EFT	Charter Communications	Building Expenses - Internet		157.98	58,794.00
01/15/2023			Deposit - Trees	636.86		59,430.86
01/15/2023			Deposit - Trees	761.80		60,192.66

2:32 PM

02/01/23

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of January 31, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
01/16/2023			Deposit - Trees	458.65		60,651.31
01/17/2023	DD	Binsfeld, Michelle L	Supervisor PerDiem		460.45	60,190.86
01/17/2023	DD	Goenner, Lawrence J	Supervisor PerDiem		519.20	59,671.66
01/17/2023	DD	Jurek, Christine A	Supervisor PerDiem		108.55	59,563.11
01/17/2023	DD	Saxton, Kerry J	Supervisor PerDiem		106.73	59,456.38
01/17/2023	DD	Selvog, Jason C	Supervisor PerDiem		224.60	59,231.78
01/17/2023	EFT	United States Treasury	Federal - Supervisor Per Diem		47.20	59,184.58
01/17/2023	EFT	PERA	PERA - PR 1/14/2023 - 1/20/2023		110.00	59,074.58
01/17/2023			Deposit - Trees	104.19		59,178.77
01/17/2023			Funds Transfer	10,972.64		70,151.41
01/18/2023			Deposit - Trees	998.63		71,150.04
01/18/2023			Funds Transfer	6,648.17		77,798.21
01/19/2023	7523	Holt Motors	Vehicle Purchase		57,550.00	20,248.21
01/19/2023			Deposit - Trees	64.39		20,312.60
01/19/2023			Deposit - DNR/CPL	3,000.00		23,312.60
01/19/2023			Funds Transfer	671.84		23,984.44
01/20/2023	EFT	Marco	Building Expense - Copier Services		257.06	23,727.38
01/20/2023	ACH	Guardian Insurance	Disability Insurance - February Premium		166.93	23,560.45
01/20/2023			Funds Transfer		3,800.00	19,760.45
01/22/2023			Deposit - Trees	461.77		20,222.22
01/22/2023			Deposit - Trees	1,321.81		21,544.03
01/23/2023			Deposit - Trees	377.13		21,921.16
01/23/2023			Funds Transfer	11,076.30		32,997.46
01/23/2023			Deposit - WPLMN	3,621.86		36,619.32
01/23/2023			Deposit - WRAPS	19,196.54		55,815.86
01/23/2023	EFT	Microsoft 365	Micorsoft 365 - Annual Renewal		240.00	55,575.86
01/24/2023			Deposit - MRSC	757.79		56,333.65
01/24/2023			Deposit - Trees	165.59		56,499.24
01/24/2023			Funds Transfer		660.53	55,838.71
01/25/2023	EFT	Cardmember Services	Credit Card Fees - 12/7/2022 - 1/6/2023		3,984.50	51,854.21
01/25/2023			Deposit - Trees	418.58		52,272.79
01/25/2023			Funds Transfer	35,229.41		87,502.20
01/26/2023			Deposit - Trees	541.02		88,043.22
01/26/2023			Funds Transfer	3,818.91		91,862.13
01/27/2023	DD	Bumgamer, Andrea L	PR - 1/8/2023 - 1/21/2023		0.00	91,862.13
01/27/2023	DD	Cibulka, Daniel A	PR - 1/8/2023 - 1/21/2023		2,193.07	89,669.06
01/27/2023	DD	Gerde, Frances W	PR - 1/8/2023 - 1/21/2023		1,955.04	87,714.02
01/27/2023	DD	Larson, Francine M	PR - 1/8/2023 - 1/21/2023		2,616.82	85,097.20
01/27/2023	DD	Wagner, Miranda L	PR - 1/8/2023 - 1/21/2023		1,761.24	83,335.96
01/27/2023	DD	Wick, David P	PR - 1/8/2023 - 1/21/2023		1,629.83	81,706.13
01/27/2023	EFT	United States Treasury	Federal - PR 1/8/2023 - 1/21/2023		3,702.20	78,003.93
01/27/2023	EFT	Minnesota Revenue	State - PR 1/8/2023 - 1/21/2023		604.00	77,399.93
01/27/2023	EFT	PERA	PERA - PR 1/8/2023 - 1/21/2023		2,077.71	75,322.22
01/27/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 1/8/2023 - 1/21/2023		1,671.27	73,650.95
01/27/2023			Funds Transfer	2,309.71		75,960.66
01/29/2023			Deposit - Trees	570.63		76,531.29
01/29/2023			Deposit - Trees	2,156.62		78,687.91
01/30/2023			Funds Transfer	17,066.16		95,754.07
01/30/2023			Deposit - Trees	1,610.39		97,364.46
01/31/2023			Funds Transfer		2,123.25	95,241.21
01/31/2023			Deposit - Trees	1,609.57		96,850.78
01/31/2023			Funds Transfer		1,610.39	95,240.39
Total 10200 - Bank of ER - Checking				424,176.91	426,634.45	95,240.39
10300 - CD - 7726074 - 60mo						48,771.79
Total 10300 - CD - 7726074 - 60mo						48,771.79
Total 10000 - Cash				723,252.22	514,427.59	679,954.38
TOTAL				723,252.22	514,427.59	679,954.38

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

1/31/2023

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 378,771.85	\$ 560,450.59	\$ 499,918.59	\$ 439,303.85
SUBTOTALS	\$ 378,771.85	\$ 560,450.59	\$ 499,918.59	\$ 439,303.85

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ -	\$ 134,118.00	\$ 4,520.29	\$ 129,597.71
BWSR SWCD Capacity Grant FY22	\$ 35,703.17	\$ -	\$ 14,875.67	\$ 20,827.50
BWSR SWCD Capacity Grant FY21	\$ 10,907.86	\$ -	\$ -	\$ 10,907.86
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	\$ -	\$ 8,500.00	\$ -	\$ 8,500.00
BWSR Buffer Initiative FY22	\$ 1,863.27	\$ -	\$ 66.63	\$ 1,796.64
BWSR Conservation Delivery FY24	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY23	\$ 21,635.00	\$ -	\$ 609.56	\$ 21,025.44
BWSR Soil Health Grant FY23	\$ -	\$ 14,175.00	\$ -	\$ 14,175.00
AIS Prevention Aid	\$ -	\$ -	\$ 2,541.31	\$ (2,541.31)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
NM	\$ -	\$ 7,442.00	\$ 2,929.13	\$ 4,512.87
RBG WCA	\$ -	\$ 5,000.00	\$ 399.78	\$ 4,600.22
FY2023 Project Funds	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
SUBTOTALS	\$ 92,357.90	\$ 174,235.00	\$ 25,942.37	\$ 240,650.53


TOTAL FUNDS \$ 679,954.38

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 97,697.93	\$ 424,176.91	\$ 426,634.45	\$ 95,240.39
SWEEP	\$ 324,660.03	\$ 299,075.31	\$ 87,793.14	\$ 535,942.20
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 471,129.75	\$ 723,252.22	\$ 514,427.59	\$ 679,954.38

TOTAL FUNDS \$ 679,954.38

SWCD Financial Summary	1/31/2023
Cash - Previous Balance	\$ 471,129.75
Revenue	\$ 337,407.58
Expenses	\$ 128,582.95
Cash - Ending Balance	\$ 679,954.38

Treasurer's Signature 

Date 1-5-23