



BOARD MEETING MINUTES
 Regular Meeting
 Date: January 14th, 2021
 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*+
 Andrea Bumgarner*+
 Dan Cibulka*+

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 8:32 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. Oath of Office

The Oath of Office was taken by Supervisor Goenner, Nelson and Binsfeld.

5. Election of 2021 Officers

Larson reviewed the election process detailed in the Bylaws, Operating Rules & Guidelines. Nelson made a motion to keep the Officer Positions the same as 2020. Motion died for lack of second. Discussion was had.

- **21.01.01** - Motion by Goenner, second by Nelson to rotate Officer Positions as defined in the Bylaws, Operating Rules & Guidelines. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

Chair Nelson carried out the remainder of the meeting.

6. Approval of Agenda

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

7. Adopt 2021 District Bylaws, Operating Rules and Guidelines

Larson reviewed the suggested changes. Discussion was had.

- **21.01.03** - Motion by Goenner, second by Nelson to adopt the 2021 Bylaws, Operating Rules and Guidelines as presented. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

8. Appointment of Board Members to Committees and Organizations for 2021 – Larson reviewed the current committee assignments. Discussion was had. The list of assignments will be posted on the SSWCD website.

- **210.02.04** - Motion by Selvog, second by Binsfeld to appoint Board Members to Committees as discussed. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 9. Establish 2021 Board Meeting Schedule** – Larson reviewed the proposed 2021 Board Meeting Schedule. 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.
- **21.01.05** - Motion by Saxton, second by Selvog to approve the 2021 Board Meeting Schedule as presented. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 10. Designate 2021 Financial Depositories as the Bank of Elk River and Old National Bank**
- **21.01.06** - Motion by Saxton, second by Binsfeld to designate the Bank of Elk River and Old National Bank as the 2021 Financial Depositories. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 11. Designate 2021 Official Newspaper as Patriot News MN**
- **21.01.07** - Motion by Goenner, second by Saxton to designate the Patriot News MN as the District's Official Newspaper for 2021. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 12. Adopt 2021 Fee Schedule** – Larson reviewed the proposed changes. The updated schedule will be posted on the SSWCD website.
- **21.01.08** - Motion by Saxton, second by Selvog to adopt the 2021 Fee Schedule as presented. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 12a. Approve 2021 Membership Dues** – Larson reviewed the current membership dues. Discussion was had. Larson requested consideration of a Business Sponsorship with the Sherburne County COLA. Binsfeld discussed the benefits of becoming a sponsor and encouraged the Board to consider the Gold Level sponsorship option. Discussion was had.
- **21.01.09** - Motion by Binsfeld, second by Saxton to become a Business Gold Level Sponsor for the Sherburne County COLA. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
 - **21.01.10** - Motion by Binsfeld, second by Selvog to approve the 2021 Membership Dues as presented with stated addition. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 13. Secretary's Report – December 17, 2020 Board Meeting Minutes** – Binsfeld requested a draft copy of the minutes be sent via email upon completion, allowing for a more thorough review.
- **20.01.11** - Motion by Goenner, second by Saxton to approve the December 17, 2020 Board Meeting Minutes as presented. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 14. Treasurer's Report – December 2020 Financial Reports**
Binsfeld read the December 2020 Program Summary Report. Discussion was had.
- **20.01.12** - Motion by Goenner, second by Binsfeld to accept the December 2020 Financial Reports as submitted, subject to audit. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 15. Treasurer's Report – January 2021 Accounts Payable** – The Board reviewed the January 2021 Accounts Payable Summary. Selvog noted an error on check #7122's description; Larson updated the report to

reflect the corrected information. The report includes all unpaid bills from 12/17/2020 – 1/13/2021. Check numbers 7108 through 7122 totaling \$29,794.56 were submitted for approval. Discussion was had.

- **20.01.13** - Motion by Binsfeld, second by Selvog to approve the January 2021 Accounts Payable as submitted. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

16. Supervisor Committee Reports & Vouchers – Saxton confirmed Board consensus for attendance at the upcoming Rum River 1W1P TAC meeting. No committee reports from the Supervisors.

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

17. District Manager's Report – Larson reviewed her written report; discussing the continuation of the MDA NFMP JPA noting that the contract amount will be significantly decreased allowing for LAT meetings and outreach and education only. Larson stated the staff anticipates continuation of the NFMP program utilizing District funds to cover additional staff time. Larson also reported virtual attendance at the Sherburne County Legislative Briefing Breakfast. Discussion was had.

18. NRCS Activity Report– Chris Hogge, NRCS District Conservationist reviewed his written report; providing an update on NRCS programs and technical assistance. Discussion was had.

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

*Goenner was having technical difficulties and was unable to communicate with the Board but remained in the meeting.

20. Adopt 2021 District Erosion Control Management Program (Cost Share) Policy and NLMP – Larson reviewed the proposed changes to the District's Cost Share Program and the Nonstructural Land Management Practices Implementation Plan Request Form. Discussion was had. Supervisor Saxton requested striking last sentence under Appendix A. Technical Expertise, Ecological Practices stating that it is a redundant sentence as it is already listed under Engineering Practices. Larson stated that the NLMP form needs to be submitted to BWSR for use with our FY2021 Conservation Funds. Discussion was had.

- **20.01.15** – Motion by Nelson, second by Binsfeld to adopt the District Erosion Control & Management Program Policy with suggested edits and submit the NLMP form to BWSR. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson. Motion carried.

21. Authorization to accept Peterson Company LTD 2020 Audit Bid – The Board reviewed the engagement letter. Saxton directed Larson to reach out to Peterson Company LTD and BWSR suggesting use of a more condensed engagement letter as the existing letter is very complex and difficult to understand. Discussion was had.

- **20.01.16** – Motion by Binsfeld, second by Saxton to accept Peterson LTD 2020 Audit bid. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson. Motion carried.

21a. Authorization to Submit 2020 Pay Equity Report – Larson reviewed the pay equity report process and findings. Per the Local Government Pay Equity Act, MN Statutes 471.991 to 471.999; Local Government jurisdictions are required to submit a pay equity report to the State of Minnesota every three years. Upon approval; a Pay Equity Compliance Letter will be posted on the SWCD Official Bulletin Board.

- **20.01.17** – Motion by Nelson, second by Saxton to authorize submittal of the Pay Equity Implementation Form to the Office of the MN Management and Budget. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson. Motion carried.

22. Review Draft Rum River 1W1P JPE – Cibulka reviewed the JPE with the Board. Discussion was had. Cibulka will bring suggested edits to the Rum River 1W1P Policy Committee for consideration. Supervisor Saxton inquired if the Board would be interested in considering the fiscal agent role. Larson stated that she would prefer the District not become the fiscal agent for the implementation portion of the Rum River 1W1P project. Consensus from the Board to supports Larson’s suggestion. Further discussion was had.

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

24. Adjournment

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

Meeting adjourned at 9:59 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.

Michelle Ransfeld
Signature & Title

2/11/2021
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

1/31/2021

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 325,050.20	\$ 133,777.19	\$ 70,710.48	\$ 388,116.91
SUBTOTALS	\$ 325,050.20	\$ 133,777.19	\$ 70,710.48	\$ 388,116.91
Program Funds				
BWSR SWCD Capacity Grant FY21	\$ -	\$ 123,264.00	\$ -	\$ 123,264.00
BWSR SWCD Capacity Grant FY20	\$ 75,891.26	\$ -	\$ 7,107.27	\$ 68,783.99
BWSR SWCD Capacity Grant FY19	\$ 22,167.87	\$ -	\$ 904.92	\$ 21,262.95
BWSR Cost Share Base Grant FY22	\$ -	\$ -	\$ -	\$ -
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 Buffer Initiative FY21	\$ -	\$ 8,600.00	\$ -	\$ 8,600.00
BWSR Buffer Initiative FY20	\$ 3,529.91	\$ -	\$ 616.63	\$ 2,913.28
BWSR Conservation Delivery FY22	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY21	\$ 21,635.00	\$ -	\$ 1,234.63	\$ 20,400.37
LWM	\$ -	\$ 7,442.00	\$ 3,266.04	\$ 4,175.96
NRBG WCA	\$ -	\$ 5,000.00	\$ 143.08	\$ 4,856.92
AIS Prevention Aid	\$ -	\$ -	\$ 1,636.28	\$ (1,636.28)
AIS Contingency Funds	\$ 20,464.42	\$ -	\$ -	\$ 20,464.42
Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
erry's Trees - Memorial Fund	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II	\$ 26,734.36	\$ -	\$ 28.62	\$ 26,705.74
CWF FY2019 - Nitrate Reduction Grant	\$ 10,253.98	\$ -	\$ 28.62	\$ 10,225.36
CWF FY2020 - Lawns to Legumes	\$ (896.82)	\$ -	\$ 54.06	\$ (950.88)
Rum River 1W1P	\$ 70,309.97	\$ -	\$ 3,243.29	\$ 67,066.68
LSOH - ASP 6	\$ 11,146.00	\$ -	\$ 70.55	\$ 11,075.45
The Nature Conservancy	\$ 14,029.95	\$ -	\$ 255.23	\$ 13,774.72
SUBTOTALS	\$ 293,272.02	\$ 144,306.00	\$ 18,589.22	\$ 418,988.80

TOTAL FUNDS \$ 807,105.71

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 269,571.05	\$ 262,693.04	\$ 73,975.39	\$ 458,288.70
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 300,367.62	\$ 65.84	\$ -	\$ 300,433.46
SUBTOTALS	\$ 618,322.22	\$ 262,758.88	\$ 73,975.39	\$ 807,105.71

TOTAL FUNDS \$ 807,105.71

Treasurer's Signature



Date

2/11/2021

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of January 31, 2021

02/01/21

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						618,322.22
10200 - Bank of ER - Checking						269,571.05
01/04/2021			Deposit - Trees	5,618.91		275,189.96
01/05/2021	EFT	Guardian Insurance	Guardian Insurance - January Premium		152.83	275,037.13
01/05/2021			Deposit - Trees	2,075.12		277,112.25
01/06/2021			Deposit - Trees	1,235.66		278,347.91
01/07/2021	EFT	Waste Management	Building Expense - Garbage/Recycling		112.89	278,235.02
01/07/2021			Deposit - Trees	587.23		278,822.25
01/08/2021	DD	Bumgarner, Andrea L	PR - 12/25/2020 - 1/7/2021		573.81	278,248.44
01/08/2021	DD	Cibulka, Daniel A	PR - 12/25/2020 - 1/7/2021		1,946.78	276,301.66
01/08/2021	DD	Gerde, Frances W	PR - 12/25/2020 - 1/7/2021		1,557.10	274,744.56
01/08/2021	DD	Larson, Francine M	PR - 12/25/2020 - 1/7/2021		2,142.03	272,602.53
01/08/2021	DD	Wagner, Miranda L	PR - 12/25/2020 - 1/7/2021		1,566.47	271,036.06
01/08/2021	DD	Wick, David P	PR - 12/25/2020 - 1/7/2021		1,293.46	269,742.60
01/08/2021	EFT	United States Treasury	Federal - PR 12/25/2020 - 1/7/2021		3,095.94	266,646.66
01/08/2021	EFT	Minnesota Revenue	State - PR 12/25/2020 - 1/7/2021		484.00	266,162.66
01/08/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 12/25/2020 - 1/7/2021		1,000.00	265,162.66
01/08/2021	EFT	PERA	PERA - PR 12/25/2020 - 1/7/2020		1,704.79	263,457.87
01/10/2021			Deposit - Trees	299.21		263,757.08
01/10/2021			Deposit - Trees	505.64		264,262.72
01/11/2021			Deposit - Trees	138.45		264,401.17
01/12/2021			Deposit - Trees	153.68		264,554.85
01/12/2021			Deposit - WRAPS	2,165.63		266,720.48
01/13/2021			Deposit - Trees	330.07		267,050.55
01/14/2021	7108	Anoka Conservation District - c	Rum River 1W1P - LGU Expense		527.38	266,523.17
01/14/2021	7109	Benton SWCD	MPCA - SWAG - LGU Expense		428.33	266,094.84
01/14/2021	7110	Clearwater River Watershed District	MPCA - SWAG - LGU Expense		5,056.22	261,038.62
01/14/2021	7111	Isanti Soil & Water Conservation District	Rum River 1W1P - LGU Expense		1,361.19	259,677.43
01/14/2021	7112	MACD	MACD Dues		200.00	259,477.43
01/14/2021	7113	MACDE	MACDE Dues		150.00	259,327.43
01/14/2021	7114	MASWCD	MASWCD Annual Dues		5,099.03	254,228.40
01/14/2021	7115	Mille Lacs Soil & Water Conservation Dist	Rum River 1W1P - LGU Expense		1,178.34	253,050.06
01/14/2021	7116	MN Forestry Association	MN Forestry Annual Dues		60.00	252,990.06
01/14/2021	7117	NCPERS LIFE INSURANCE	Life Insurance - EE - January Premium		16.00	252,974.06
01/14/2021	7118	Ramsey Conservation District - c	Engineering Services - ETA 20		1,944.77	251,029.29
01/14/2021	7119	Sherburne County Auditor/Treasurer	Jackson Ave - Jan-Mar 2021		5,643.00	245,386.29
01/14/2021	7120	Sherburne History Center	SHC - Annual Dues		100.00	245,286.29
01/14/2021	7121	Washington CD	Engineering Services - ETA20		7,139.30	238,146.99
01/14/2021	7122	Wright SWCD	MPCA WRAPS - LGU Expense		891.00	237,255.99
01/14/2021			Deposit - Trees	281.57		237,537.56
01/15/2021	EFT	Charter Communications	Building Expenses - Internet		141.98	237,395.58
01/15/2021			Deposit - Allocation	79,733.50		317,129.08
01/15/2021			Deposit - NFMP	2,317.37		319,446.45
01/17/2021			Deposit - Trees	821.80		320,268.25
01/17/2021			Deposit - Trees	701.97		320,970.22
01/18/2021	EFT	MN PEIP	Health Insurance - January Premium		697.46	320,272.76
01/18/2021			Deposit - Trees	604.02		320,876.78
01/19/2021	EFT	United States Treasury	Federal - Supervisor PerDiem		20.20	320,856.58
01/19/2021			Deposit - Trees	1,573.15		322,429.73
01/19/2021			Deposit - WPLMN	1,736.37		324,166.10
01/19/2021			Deposit - Capacity/Buffer	131,864.00		456,030.10
01/20/2021	DD	Binsfeld, Michelle L	Supervisor PerDiem		70.16	455,959.94
01/20/2021	DD	Goenner, Lawrence J	Supervisor PerDiem		70.16	455,889.78
01/20/2021	DD	Nelson, Roger J	Supervisor PerDiem		91.44	455,798.34
01/20/2021	DD	Saxton, Kerry J	Supervisor PerDiem		69.26	455,729.08
01/20/2021	DD	Selvog, Jason C	Supervisor PerDiem		70.16	455,658.92
01/20/2021	EFT	PERA	PERA - Supervisor PerDiem		30.00	455,628.92
01/20/2021	EFT	Marco	Building Expense - Copier Services		228.27	455,400.65
01/20/2021			Deposit - Trees	586.52		455,987.17
01/20/2021	EFT	Minnesota Counties Intergovernment Tr...	Business Insurance		9,453.00	446,534.17
01/21/2021	EFT	United States Treasury	Federal - PR 1/8/2021 - 1/21/2021		3,095.94	443,438.23
01/21/2021			Deposit - Trees	670.63		444,108.86
01/21/2021			Deposit - SWAG	9,734.29		453,843.15
01/21/2021			Deposit - SWAG	6,223.22		460,066.37
01/22/2021	DD	Bumgarner, Andrea L	PR - 1/8/2021 - 1/21/2021		573.79	459,492.58
01/22/2021	DD	Cibulka, Daniel A	PR - 1/8/2021 - 1/21/2021		1,946.78	457,545.80
01/22/2021	DD	Gerde, Frances W	PR - 1/8/2021 - 1/21/2021		1,557.09	455,988.71
01/22/2021	DD	Larson, Francine M	PR - 1/8/2021 - 1/21/2021		2,142.04	453,846.67
01/22/2021	DD	Wagner, Miranda L	PR - 1/8/2021 - 1/21/2021		1,566.47	452,280.20
01/22/2021	DD	Wick, David P	PR - 1/8/2021 - 1/21/2021		1,293.46	450,986.74
01/22/2021	EFT	Minnesota Revenue	State - PR 1/8/2021 - 1/21/2021		484.00	450,502.74
01/22/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 1/8/2021 - 1/21/2021		1,000.00	449,502.74
01/22/2021	EFT	PERA	PERA - PR 1/8/2021 - 1/21/2021		1,704.79	447,797.95
01/22/2021			Deposit - WCA	5,000.00		452,797.95
01/22/2021			Deposit - WRAPS	2,000.00		454,797.95
01/24/2021			Deposit - Trees	715.80		455,513.75
01/24/2021			Deposit - Trees	1,094.93		456,608.68
01/25/2021			Deposit - Trees	490.35		457,099.03

2:51 PM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

02/01/21

As of January 31, 2021

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
01/25/2021	EFT	Cardmember Services	Credit Card Purchases 12/8/2020 - 1/7/2021		1,851.45	455,247.58
01/25/2021	EFT	Microsoft 365	Microsoft 365 - Supervisor Accounts		240.00	455,007.58
01/26/2021			Deposit - Trees	201.80		455,209.38
01/26/2021	EFT	Guardian Insurance	LTD/STD Insurance - February Premium		152.83	455,056.55
01/27/2021			Deposit - Planting	150.00		455,206.55
01/27/2021			Deposit	1,105.41		456,311.96
01/27/2021			Deposit - Trees	506.90		456,818.86
01/28/2021			Deposit - Trees	773.96		457,592.82
01/31/2021			Deposit - Trees	69.36		457,662.18
01/31/2021			Deposit - Trees	626.52		458,288.70
Total 10200 - Bank of ER - Checking				262,693.04	73,975.39	458,288.70
10250 - Bank of ER - Money Market						300,367.62
01/31/2021			Interest	65.84		300,433.46
Total 10250 - Bank of ER - Money Market				65.84	0.00	300,433.46
10300 - CD - 7726074 - 60mo						48,383.55
Total 10300 - CD - 7726074 - 60mo						48,383.55
Total 10000 - Cash				262,758.88	73,975.39	807,105.71
TOTAL				262,758.88	73,975.39	807,105.71