



**Sherburne
SWCD**

BOARD MEETING MINUTES

Regular Meeting

Date: April 8th, 2021

Location: 425 Jackson Ave NW, Elk River MN 55330

Remote Access Available

Board Members Present

Roger Nelson
Larry Goenner
Jason Selvog+
Shelly Binsfeld
Kerry Saxton

*denotes partial attendance
+ Remotely attended

Staff Present

Francine Larson
David Wick*+
Frances Gerde*+
Miranda Wagner*+
Andrea Bumgarner*+
Dan Cibulka*
Bill Bronder*+

Others Present

Chris Hogge*+, NRCS District
Conservationist
Lisa A Fobbe+
County Commissioner
Logan Berg*+, NRCS Soil
Conservationist

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Nelson at 8:31 a.m. A quorum was present.

2. Pledge of Allegiance

Nelson 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

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

5. Secretary's Report – March 11, 2021 Board Meeting Minutes

- **21.04.02** - Motion by Saxton, second by Goenner to approve the March 11, 2021 Board Meeting Minutes with correction to the header date. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

6. Treasurer's Report – March 2021 Financial Reports

Binsfeld read the March 2021 Program Summary Report. Discussion was had.

- **21.04.03** - Motion by Goenner, second by Binsfeld to accept the March 2021 Financial Reports as submitted, subject to audit. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

7. Treasurer's Report – April 2021 Accounts Payable – The Board reviewed the April 2021 Accounts Payable Summary. The report includes all unpaid bills from 3/11/2021 -4/07/2021. Check numbers 7138 through 7149 totaling \$16,717.65 were submitted for approval. Discussion was had.

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

8. Supervisor Committee Reports & Vouchers – Saxton reported attendance at the Rum River 1W1P Policy Committee Meeting, providing a detailed summary of the current discussions. Binsfeld also reported attendance at the Rum River 1W1P Policy Committee Meeting as well as the MACD Meeting. Goenner

reported attendance at the MACD meeting. Binsfeld, Goenner and Saxton reported attendance at the MASWCD Legislative Briefing Webinar. No committee reports from Selvog, and Nelson.

- **21.04.05** - Motion by Goenner, second by Binsfeld to approve the Supervisor Vouchers as submitted. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 9. District Manager's Report**— Larson reviewed her written report. Larson discussed the Sherburne County Adopt A Drain program. Larson proposed the SWCD administer the program, discussion was had regarding administrator responsibilities. Board consensus was reached to move forward as the administrative agency for the Sherburne County Adopt A Drain program. Larson also provided an update on the CWF2018 Elk River Bacteria Reduction grant. BWSR has agreed to allow the District to edit the existing workplan to remove the \$10k cost share maximum reimbursement amount per project. Discussion was had. Board supported the change in the workplan. Larson reported attendance at the MRSC 1W1P meeting, as part of the application process the group needs to identify potential Policy Committee members. Discussion was had. Binsfeld stated interest in representing the Sherburne SWCD on the MRSC 1W1P Policy Committee. Written report available upon request.
- 10. NRCS Activity Report** (*Agenda item moved – discussed after agenda item #12*) - Chris Hogge, NRCS District Conservationist reviewed his written report, providing an update on NRCS programs and technical assistance. Hogge introduced newly hired Logan Berg, NRCS Soil Conservationist. Written report available upon request.
- 11. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
- 12. Review and adopt 2021 Annual Plan** – Larson stated that the draft Annual Plan was emailed to the Planning Committee for comments and review. Comments and suggested edits were incorporated. The draft plan was provided to the Board for consideration. Additional comments were received prior to the Board meeting. Larson noted that staff responded to the additional comments via email. Larson also discussed the draft 2020 Activity Summary noting that the one-page document highlights annual actions and outcomes from previous years and will be a great tool to utilize when speaking with our elected officials. Discussion was had. The Board reviewed the proposed Annual Actions. Suggested edits were discussed. Larson requested the Board adopt the draft annual plan with suggested edits.
- **21.04.06** – Motion by Goenner, second by Binsfeld to adopt the 2021 Annual Plan with suggested edits as agreed upon by staff and Board. Members voting in favor: Nelson, Binsfeld, Goenner, Saxton, Selvog. Motion carried.
- 13. Authorization to amend Cost Share Contract with B Mann for a Lawn to Legumes Pollinator Project, L2L-2020-06-01** – Larson reviewed the project with the Board. The original contract with Barb Mann for a pollinator meadow and pocket planting (725M/719M) Section 30, Orrock Township was approved on June 11, 2020. Due to unforeseen circumstances the landowner was unable to install the pollinator meadow and requests an amendment to the original contract. The amendment reduces the total project estimate as well as the practice type. Discussion was had.
- **21.04.07** – Motion by Goenner, second by Binsfeld to accept amendment to Cost Share Contract with B Mann, L2L-2020-06-01. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.
- 14. Authorization to provide final payment to B Mann for a Lawn to Legumes Pollinator Project, L2L-2020-06-01 for \$105.00 Recommendations** – Larson reviewed the contract with the Board. The total project

cost is \$153.00, and the contract was approved at 90% cost share not to exceed \$2,000.00. Funding for this project will be allocated from FY20 Lawns to Legumes Grant.

- **21.04.08** – Motion by Goenner, second by Binsfeld to provide final payment to B Mann for a Lawn to Legumes Demonstration project, L2L-2020-06-01. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

Check #7150 for \$105.00 was signed during the meeting.

15. Authorization to execute Cost Share Contract with Diamond A Farm LLC for a TNC Cover Crop Demonstration Project – NC20-04-01, not to exceed \$12,750.00 – Larson reviewed the contract with the Board. The proposed contract with Diamond A Farm LLC is for a year 2 cover crop demonstration project (340) in Section 28, Haven Township. The estimated project cost is \$ 12,750.00. Larson requested approval of the flat rate cost share contract, not to exceed \$12,750.00. Funding for this project will be allocated from FY20 TNC/Cargill Grant and FY19 Capacity.

- **21.04.09** – Motion by Goenner, second by Saxton to execute contract with Diamond A Farm LLC for a TNC cover crop demonstration project – NC20-04-01, not to exceed \$12,750.00. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

16. Authorization to execute Cost Share Contract with A & L Peterson for a TNC Cover Crop Demonstration Project – NC20-04-02, not to exceed \$1,875.00 – Larson reviewed the contract with the Board. The proposed contract with A & L Peterson is for a year 1 cover crop demonstration project (340) Section 21, Palmer Township. The estimated project cost is \$ 1,875.00. Request approval of the flat rate cost share contract, not to exceed \$1,875.00. Funding for this project will be allocated from FY20 TNC/Cargill Grant.

- **21.04.10** – Motion by Saxton, second by Binsfeld to execute contract with A & L Peterson for a TNC cover crop demonstration project – NC20-04-02, not to exceed \$1,875.00. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

17. Authorization to execute Cost Share Contract with Triple J Farm for a Nitrogen Reduction Project, NR-FY19-09, not to exceed \$2,250.00 – Larson reviewed the contract with the Board. The proposed contract with Triple J Farms is for the purchase of an Aquatrac for irrigation water management (449) Section 35, Palmer Township. The estimated project cost is \$3,000.00. Request approval of 75% cost share, not to exceed \$2,250.00. Funding for this project will be allocated from FY19 CWF Nitrogen Reduction Grant.

- **21.04.11** – Motion by Goenner, second by Saxton to execute contract with Triple J Farm for a Nitrogen Reduction Project – NR-FY19-09, not to exceed \$2,250.00. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

18. Authorization to execute Cost Share Contract with Triple J Farm for a Nitrogen Reduction Project, NR-FY19-10, not to exceed \$3,000.00 – The proposed contract with Triple J Farms is for irrigation water management (449) Section 35, Palmer Township. The estimated project cost is \$ 3,000.00. Request approval of the flat rate cost share contract, not to exceed \$3000.00. Funding for this project will be allocated from FY19 CWF Nitrogen Reduction Grant.

- **21.04.12** – Motion by Goenner, second by Binsfeld to execute contract with Triple J Farm for a Nitrogen Reduction Project – NR-FY19-10, not to exceed \$3,000.00. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

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

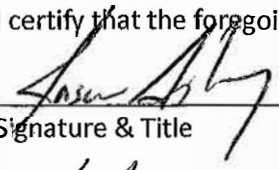
20. Adjournment

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

Meeting adjourned at 10:00 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

5/13/21

Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

05/04/21

As of April 30, 2021

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						819,212.14
10200 - Bank of ER - Checking						220,176.08
04/01/2021			Deposit - Trees	193.18		220,369.26
04/02/2021	DD	Bronder, William M	PR - 3/19/2021 - 4/1/2021		269.10	220,100.16
04/02/2021	DD	Cibulka, Daniel A	PR - 3/19/2021 - 4/1/2021		1,946.77	218,153.39
04/02/2021	DD	Gerde, Frances W	PR - 3/19/2021 - 4/1/2021		1,557.09	216,596.30
04/02/2021	DD	Larson, Francine M	PR - 3/19/2021 - 4/1/2021		2,142.04	214,454.26
04/02/2021	DD	Wagner, Miranda L	PR - 3/19/2021 - 4/1/2021		1,566.46	212,887.80
04/02/2021	DD	Wick, David P	PR - 3/19/2021 - 4/1/2021		1,294.46	211,593.34
04/02/2021	DD	Bumgarner, Andrea L	PR - 3/19/2021 - 4/1/2021		573.80	211,019.54
04/02/2021	EFT	United States Treasury	Federal - PR 3/19/2021 - 4/1/2021		3,140.56	207,878.98
04/02/2021	EFT	Minnesota Revenue	State - PR 3/19/2021 - 4/1/2021		483.00	207,395.98
04/02/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/19/2021 - 4/1/2021		1,000.00	206,395.98
04/02/2021	EFT	PERA	PERA - PR 3/19/2021 - 4/1/2021		1,704.79	204,691.19
04/02/2021	EFT	Guardian Insurance	Disability Insurance - April Premium		155.84	204,535.35
04/04/2021			Deposit - Trees	36.36		204,571.71
04/04/2021			Deposit - Trees	93.52		204,665.23
04/05/2021			Deposit - Trees	78.26		204,743.49
04/06/2021			Deposit - Trees	47.73		204,791.22
04/07/2021	EFT	Waste Management	Building Expense - Garbage/Recycling		112.54	204,678.68
04/07/2021			Deposit - Trees	37.41		204,716.09
04/08/2021	7138	Big Eagle Lake Improvement Association	FY2021 AIS Grant Award		3,691.88	201,024.21
04/08/2021	7139	Birch Lake Association	FY2021 AIS Grant - Control		1,500.00	199,524.21
04/08/2021	7140	Briggs Lake Chain Association	FY2021 AIS Grant - Management Planning		1,631.25	197,892.96
04/08/2021	7141	City of Big Lake - C	FY2021 AIS Grant Award		1,631.25	196,261.71
04/08/2021	7142	City of Elk River	Vehicle - Fuel		43.31	196,218.40
04/08/2021	7143	Francine Larson	Reimbursed Expenses		17.36	196,201.04
04/08/2021	7144	Isanti Soil & Water Conservation District	Rum River 1W1P - LGU Expenses		920.72	195,280.32
04/08/2021	7145	Little Elk Lake Improvement Assoc	FY2021 AIS Grant - Control		1,500.00	193,780.32
04/08/2021	7146	Millie Lacs Soil & Water Conservation Dist	Rum River 1W1P - LGU Expense		2,229.83	191,550.49
04/08/2021	7147	MVTL Laboratories, Inc.	MPCA WPLMN - Lab Expenses		404.80	191,145.69
04/08/2021	7148	NCPERS LIFE INSURANCE	Life Insurance EE - April Premium		16.00	191,129.69
04/08/2021	7149	Orono Lake Improvement District	FY2021 AIS Grant Award		3,131.25	187,998.44
04/08/2021	7150	Mann, Barb	L2L - 2020-06-01		105.00	187,893.44
04/11/2021			Deposit - Trees	120.16		188,013.60
04/12/2021	DD	Blinsfeld, Michelle L	Supervisor PerDiem		280.65	187,732.95
04/12/2021	DD	Goenner, Lawrence J	Supervisor PerDiem		297.84	187,435.11
04/12/2021	DD	Saxton, Kerry J	Supervisor PerDiem		207.79	187,227.32
04/12/2021	DD	Nelson, Roger J	Supervisor PerDiem		91.44	187,135.88
04/12/2021	DD	Selvig, Jason C	Supervisor PerDiem		70.16	187,065.72
04/12/2021	EFT	United States Treasury	Federal - Supervisor PerDiem		54.02	187,011.70
04/12/2021	EFT	PERA	PERA - Supervisor PerDiem		67.50	186,944.20
04/12/2021	EFT	MN Dept of Revenue - Sales Tax	Quarterly Sales Tax		2,215.00	184,729.20
04/14/2021	EFT	MN PEIP	Health Insurance - May Premium		697.46	184,031.74
04/15/2021	EFT	Charter Communications	Building Expenses - Internet		141.98	183,889.76
04/15/2021			Deposit	41.60		183,931.36
04/16/2021	DD	Bronder, William M	PR - 4/1/2021 - 4/15/2021		340.85	183,590.51
04/16/2021	DD	Bumgarner, Andrea L	PR - 4/1/2021 - 4/15/2021		573.81	183,016.70
04/16/2021	DD	Cibulka, Daniel A	PR - 4/2/2021 - 4/15/2021		1,946.79	181,069.91
04/16/2021	DD	Gerde, Frances W	PR - 4/2/2021 - 4/15/2021		1,557.10	179,512.81
04/16/2021	DD	Larson, Francine M	PR - 4/2/2021 - 4/15/2021		2,142.03	177,370.78
04/16/2021	DD	Wick, David P	PR - 4/2/2021 - 4/15/2021		1,294.46	176,076.32
04/16/2021	DD	Wagner, Miranda L	PR - 4/2/2021 - 4/15/2021		1,566.46	174,509.86
04/16/2021	EFT	United States Treasury	Federal - PR 4/2/2021 - 4/15/2021		3,159.86	171,350.00
04/16/2021	EFT	Minnesota Revenue	State - PR 4/2/2021 - 4/15/2021		486.00	170,864.00
04/16/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/2/2021 - 4/15/2021		1,000.00	169,864.00
04/16/2021	EFT	PERA	PERA - PR 4/2/2021 - 4/15/2021		1,704.79	168,159.21
04/18/2021			Deposit - Trees	41.60		168,200.81
04/18/2021			Deposit - Trees	80.21		168,281.02
04/19/2021			Deposit - LSOH	737.83		169,018.85
04/20/2021	EFT	Marco	Building Expense - Copier Services		228.27	168,790.58
04/21/2021			Deposit - Trees	78.26		168,868.84
04/21/2021			Deposit - WPLMN	1,745.84		170,614.68
04/22/2021			Deposit - Trees	41.60		170,656.28
04/22/2021			Deposit - NFMP	3,397.95		174,054.23
04/25/2021			Deposit - Trees	161.46		174,215.69
04/26/2021	EFT	Cardmember Services	Credit Card Expenses - 3/6/2021 - 4/6/2021		1,017.33	173,198.36
04/26/2021			Deposit - L2L	392.19		173,590.55
04/28/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/16/2021 - 4/29/2021		1,000.00	172,590.55
04/29/2021	EFT	United States Treasury	Federal - PR 4/16/2021 - 4/29/2021		3,127.16	169,463.39
04/29/2021	EFT	PERA	PERA - PR 4/16/2021 - 4/29/2021		1,704.79	167,758.60
04/29/2021			Deposit - MAWQCP	55.04		167,813.64
04/29/2021			Deposit - Trees	45.49		167,859.13
04/29/2021			Deposit - Trees	293.83		168,152.96
04/30/2021	DD	Bronder, William M	PR - 4/16/2021 - 4/29/2021		188.37	167,964.59
04/30/2021	DD	Bumgarner, Andrea L	PR - 4/16/2021 - 4/29/2021		573.79	167,390.80
04/30/2021	DD	Cibulka, Daniel A	PR - 4/16/2021 - 4/29/2021		1,946.78	165,444.02
04/30/2021	DD	Gerde, Frances W	PR - 4/16/2021 - 4/29/2021		1,557.10	163,886.92

4:12 PM

SHERBURNE SOIL & WATER CONSERVATION

05/04/21

Account QuickReport

Accrual Basis

As of April 30, 2021

Date	Num	Name	Memo	Debit	Credit	Balance
04/30/2021	DD	Larson, Francine M	PR - 4/16/2021 - 4/29/2021		2,142.03	161,744.89
04/30/2021	DD	Wagner, Miranda L	PR - 4/16/2021 - 4/29/2021		1,566.47	160,178.42
04/30/2021	DD	Wick, David P	PR - 4/16/2021 - 4/29/2021		1,294.46	158,883.96
04/30/2021	EFT	Minnesota Revenue	State - PR 4/16/2021 - 4/29/2021		483.00	158,400.96
Total 10200 · Bank of ER - Checking				7,719.52	69,494.64	158,400.96
10250 · Bank of ER - Money Market						550,652.51
04/30/2021			Interest	113.16		550,765.67
Total 10250 · Bank of ER - Money Market				113.16	0.00	550,765.67
10300 · CD - 7726074 - 60mo						48,383.55
Total 10300 · CD - 7726074 - 60mo						48,383.55
Total 10000 · Cash				7,832.68	69,494.64	757,550.18
TOTAL				7,832.68	69,494.64	757,550.18

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

4/30/2021

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 489,025.00	\$ 28,885.29	\$ 53,153.46	\$ 464,756.83
SUBTOTALS	\$ 489,025.00	\$ 28,885.29	\$ 53,153.46	\$ 464,756.83
Program Funds				
BWSR SWCD Capacity Grant FY21 - 26103	\$ 110,857.25	\$ -	\$ 8,132.05	\$ 102,725.20
BWSR SWCD Capacity Grant FY20 - 26102	\$ 41,110.27	\$ -	\$ 1,160.91	\$ 39,949.36
BWSR SWCD Capacity Grant FY19 - 26101	\$ 17,697.01	\$ -	\$ -	\$ 17,697.01
BWSR Cost Share Base Grant FY22 - 26004	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY21 - 26003	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY20 - 26002	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Buffer Initiative FY21 - 26202	\$ 8,600.00	\$ -	\$ -	\$ 8,600.00
BWSR Buffer Initiative FY20 - 26201	\$ 2,044.00	\$ -	\$ 391.98	\$ 1,652.02
BWSR Conservation Delivery FY22 - 26052	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY21 - 26051	\$ 15,567.68	\$ -	\$ 2,081.23	\$ 13,486.45
LWM - 41102 / 41103	\$ 1,374.46	\$ -	\$ 4,265.94	\$ (2,891.48)
NRBG WCA - 41104	\$ 2,954.67	\$ -	\$ 1,365.90	\$ 1,588.77
AIS Prevention Aid - 41105/62100	\$ (6,889.66)	\$ -	\$ 14,798.97	\$ (21,688.63)
Contingency Funds - 25100	\$ 20,464.42	\$ -	\$ -	\$ 20,464.42
at Materials Learning Center - 27001	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
erry's Trees - Memorial Fund - 41101 / 6103	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II -	\$ 26,076.21	\$ -	\$ 1,144.60	\$ 24,931.61
CWF FY2019 - Nitrate Reduction Grant - 265	\$ 8,159.05	\$ -	\$ 686.76	\$ 7,472.29
CWF FY2020 - Lawns to Legumes - 42500	\$ (419.22)	\$ 392.19	\$ 886.34	\$ (913.37)
Rum River 1W1P - 26300	\$ 40,637.58	\$ -	\$ 3,468.03	\$ 37,169.55
LSOH - ASP 6 - 42410	\$ 10,408.16	\$ 737.83	\$ 141.10	\$ 11,004.89
The Nature Conservancy - 44002	\$ 13,539.14	\$ -	\$ -	\$ 13,539.14
SUBTOTALS	\$ 330,187.14	\$ 1,130.02	\$ 38,523.81	\$ 292,793.35

TOTAL FUNDS \$ 757,550.18

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 220,176.08	\$ 7,719.52	\$ 69,494.64	\$ 158,400.96
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 550,652.51	\$ 113.16	\$ -	\$ 550,765.67
SUBTOTALS	\$ 819,212.14	\$ 7,832.68	\$ 69,494.64	\$ 757,550.18

TOTAL FUNDS \$ 757,550.18

Treasurer's Signature

Michael Ristich

Date

5/13/2021