



BOARD MEETING MINUTES Regular Meeting

Date: July 13th, 2023
Location: 425 Jackson Ave NW, Elk River 55330
Remote Access Available

Board Members Present

Jason Selvog - Chair
Christine Jurek – Secretary
Larry Goenner - Treasurer
Zach Guttormson – PR&I

Absent – Shelly Binsfeld
*denotes partial attendance
+ Remotely attended

Staff Present

Francine Larson
Miranda Wagner*
Dan Cibulka*
Frances Gerde*
Mary Mullane, CCM *
Lilly Bowman, CCM *

Others Present

Gary Gray
County Commissioner
Katie Evans*
NRCS District Conservationist

Regular Agenda

1. Call to Order

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

2. Pledge of Allegiance

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

3. Open Forum

There were no comments from the audience.

4. Approval of Regular Agenda

- **23.07.01** - Motion by Goenner, second by Jurek to approve the agenda as submitted. All members voting in favor. Motion carried.

5. Approval of Consent Agenda

Approval of June 8, 2023 Board Meeting Minutes – Draft minutes were presented.

Authorization to provide final payment to Kevin Anderson for a Prairie Planting, #2023-06-01, for \$1,916.25 - The original contract with Kevin Anderson, The Church of Christ our Light for a (327) Conservation Cover project was approved on June 8, 2022. The total project cost is \$2,555.00, and the project was approved at 75% cost share not to exceed \$1,916.25. Funding for this project will be allocated from the Soil Health Cost Share Funds. Check #7598 was signed at the end of the meeting.

Authorization to provide final payment to A & L Peterson Farms, Inc. for a 3-yr Cover Crop project, #2023-05-01, for \$1,875.00 – The original contract with A & L Peterson Farms for a 3-yr (340) Cover Crop project was approved on May 11, 2023. The total project cost is \$1,875.00, and the project was approved at \$75/acre flat rate cost share not to exceed \$1,875.00. Funding for this project will be allocated from the Soil Health Cost Share Funds. Check #7599 was signed at the end of the meeting.

- **23.07.02** - Motion by Goenner, second by Jurek to approve the consent agenda as presented. Members voting in favor: Goenner, Guttormson, Jurek, Binsfeld, Selvog. Members opposed: None. Motion carried.

6. June 2023 Financial Reports

Goenner read the June 2023 Program Summary Report. Discussion was had. Goenner reported that he reviewed the monthly financial statements, verifying accuracy.

- **23.07.03** - Motion by Goenner, second by Jurek to accept the June 2023 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.
7. **July 2023 Accounts Payable** – The Board reviewed the July 2023 Accounts Payable Summary. The report includes all unpaid bills from 6/10/2023 – 7/12/2023. Check numbers 7588 through 7597 totaling \$25,948.23 were submitted for approval. Discussion was had.
- **23.07.04** - Motion by Goenner, second by Guttormson to approve the July 2023 Accounts Payable as submitted. All members voting in favor. Motion carried.
8. **Supervisor Committee Reports & Vouchers** – Jurek reported attendance at the June Rum River Watershed Partnership JPE. Selvog reported attendance at the July MRSC Policy Committee meeting. No report from Guttormson and Goenner.
- **23.07.05** - Motion by Goenner, second by Binsfeld to approve the Supervisor Vouchers as submitted. All members voting in favor. Motion carried.
9. **District Manager’s Report** - Larson reviewed her monthly activities. Written report available upon request.
10. **District Staff Monthly Reports** – Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
11. **NRCS Activity Report** – Evans, NRCS District Conservationist reviewed the NRCS activity report, providing an update on NRCS programs and technical assistance. Written report available upon request.
12. **Commissioner Report** – Commissioner Gray provided an update on recent Sherburne County activities.
13. **MRSC 1W1P Update** – Written report available upon request. Selvog and Cibulka updated the Board on the recent MRSC 1W1P activities.
14. **Rum River JPE Board** – Written report available upon request. Cibulka and Jurek updated the Board on the recent Rum River Watershed Partnership activities.
15. **Eagle Lake LID Discussion** – Larson stated that the Big Eagle Lake Improvement Association is considering forming a Lake Improvement District. Larson noted that historically the SWCD has not taken a stance on the formation of LID’s within our county. The District did not receive a formal request of support. Larson stated that BELIA will be presenting their request at an upcoming County Board workshop, Cibulka will be representing the SWCD at the workshop, presenting technical facts on the recent lake studies that have led to formation discussion. The Board discussed their position on LIDs. The Board consensus was to not take a formal stance on the formation of LIDs within Sherburne County but continue to allow staff to provide technical support as needed.
16. **Adopt SWCD Guidance** – Larson reported that the SWCD will receive \$166,692.59 in SWCD Aid in two disbursements. These funds will replace District Capacity. After two years, the SWCD Aid will reduce to approximately \$132,509.00. The District is required to adopt Aid utilization guidelines and post to the SWCD website annually. The Board reviewed the draft guidelines. Selvog provided edits. Discussion was had.
- **23.07.06** – Motion by Guttormson, second by Jurek to adopt 2023 Guidelines on the use of SWCD Aid payments as presented with suggested edits. All members voting in favor. Motion carried.

17. Consider cost share cap for Leslie Parris Streambank project – Gerde reviewed the Parris streambank project, indicating that the project estimate is \$12,727.00. Gerde discussed the complexity of the project as well as the overall reductions. Larson reviewed the current cost share policy rates and caps. Larson requested increasing the maximum cap from \$5,000 to \$10,000 for this project. Discussion was had.

- **23.07.07** – Motion by Selvog, second by Goenner to increase the cost share cap to \$10,000 for the Parris streambank project. All members voting in favor. Motion carried.

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

19. Adjournment

- **23.07.08** – Motion by Selvog, second by Goenner to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 9:53 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.

Olivia Gohl Secretary
Signature & Title

8/10/23
Date

10:51 AM

SHERBURNE SOIL & WATER CONSERVATION

08/02/23

Account QuickReport

Accrual Basis

As of July 31, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
10000 · Cash						500,021.98
10100 · SWEEP Account						352,646.19
07/05/2023			Funds Transfer		1,046.00	351,600.19
07/10/2023			Funds Transfer	86,750.17		438,350.36
07/11/2023			Funds Transfer	49,457.89		487,808.25
07/14/2023			Funds Transfer		2,454.15	485,354.10
07/17/2023			Funds Transfer		17,378.99	467,975.11
07/18/2023			Funds Transfer		7,684.96	460,290.15
07/19/2023			Funds Transfer		5,816.00	454,474.15
07/20/2023			Funds Transfer		12,621.88	441,852.27
07/21/2023			Funds Transfer	83,776.80		525,629.07
07/24/2023			Funds Transfer	7,729.90		533,358.97
07/25/2023			Funds Transfer	2,625.95		535,984.92
07/26/2023			Funds Transfer		3,195.84	532,789.08
07/27/2023			Funds Transfer		1,216.25	531,572.83
07/28/2023			Funds Transfer		143.05	531,429.78
07/31/2023			Funds Transfer		4,075.90	527,353.88
07/31/2023			Interest	1,036.23		528,390.11
Total 10100 · SWEEP Account				231,376.94	55,633.02	528,390.11
10200 · Bank of ER - Checking						98,604.00
07/05/2023			Funds Transfer	1,046.00		99,650.00
07/07/2023			Deposit - Planting/Cloth	365.92		100,015.92
07/07/2023			Deposit - County Allocation	86,384.25		186,400.17
07/10/2023			Funds Transfer - Close CD	49,457.89		235,858.06
07/10/2023			Funds Transfer		86,750.17	149,107.89
07/11/2023			Funds Transfer		49,457.89	99,650.00
07/13/2023	7588	Benton SWCD	MPCA WRAPS - LPT Expense		120.00	99,530.00
07/13/2023	7589	City of Elk River	Vehicle Expense - May Fuel		716.85	98,813.15
07/13/2023	7590	MNL	Grams Park - Help Grant		5,080.00	93,733.15
07/13/2023	7591	MVTL Laboratories, Inc.	Water Monitoring Lab Expenses		736.00	92,997.15
07/13/2023	7592	NCPERS LIFE INSURANCE	Life Insurance - EE - July Premium		32.00	92,965.15
07/13/2023	7593	Sherburne County Auditor/Tr...	Building Rent - Q3 2023		6,305.75	86,659.40
07/13/2023	7594	Tetra Tech, Inc.	MPCA - WRAPS - Consultant Expense		5,569.03	81,090.37
07/13/2023	7595	WaterGuards LLC	AIS - Inspection - June		6,336.00	74,754.37
07/13/2023	7596	Wright SWCD	Engineering Services		1,039.50	73,714.87
07/13/2023	7597	Francine Larson	Reimbursed Expenses		13.10	73,701.77
07/13/2023	7598	Church of Christ our Light - v	BMP Cost Share - #2023-06-01		1,916.25	71,785.52
07/13/2023	7599	A & L Peterson Farms, Inc	BMP Cost Share - #2023-05-01		1,875.00	69,910.52
07/13/2023	EFT	MN PEIP	Health Insurance - August Premium		2,454.15	67,456.37
07/14/2023	DD	Bumgarner, Andrea L	PR - 6/25/2023 - 7/8/2023	0.00		67,456.37
07/14/2023	DD	Cibulka, Daniel A	PR - 6/25/2023 - 7/8/2023		2,193.07	65,263.30
07/14/2023	DD	Gerde, Frances W	PR - 6/25/2023 - 7/8/2023		1,955.05	63,308.25
07/14/2023	DD	Larson, Francine M	PR - 6/25/2023 - 7/8/2023		2,380.82	60,927.43
07/14/2023	DD	Wagner, Miranda L	PR - 6/25/2023 - 7/8/2023		1,761.26	59,166.17
07/14/2023	DD	Wick, David P	PR - 6/25/2023 - 7/8/2023		1,530.01	57,636.16
07/14/2023	EFT	United States Treasury	Federal - PR 6/25/2023 - 7/8/2023		3,659.80	53,976.36
07/14/2023	EFT	Minnesota Revenue	State- PR 6/25/2023 - 7/8/2023		548.00	53,428.36
07/14/2023	EFT	PERA	PERA - PR 6/25/2023 - 7/8/2023		2,077.71	51,350.65
07/14/2023	EFT	Nationwide Retirement Solut...	Nationwide - PR 6/25/2023 - 7/8/2023		1,821.27	49,529.38
07/14/2023	EFT	MN Dept of Revenue - Sales...	Sales & Use Tax		34.00	49,495.38
07/14/2023			Funds Transfer	2,454.15		51,949.53
07/15/2023	EFT	Charter Communications	Building Expenses - Internet		157.98	51,791.55
07/17/2023	DD	Goenner, Lawrence J	Supervisor Per Diem		127.61	51,663.94
07/17/2023	DD	Jurek, Christine A	Supervisor Per Diem		226.40	51,437.54
07/17/2023	DD	Selvog, Jason C	Supervisor Per Diem		242.12	51,195.42
07/17/2023	DD	Guttormson, Zachary J	Supervisor Per Diem		123.68	51,071.74
07/17/2023	EFT	United States Treasury	Federal - Supervisor PerDiem		17.40	51,054.34
07/17/2023	EFT	PERA	PERA - Supervisor PerDiem		60.00	50,994.34
07/17/2023			Funds Transfer	17,378.99		68,373.33
07/18/2023			Funds Transfer	7,684.96		76,058.29
07/19/2023	EFT	Guardian Insurance	Disability Insurance		175.06	75,883.23
07/19/2023			Funds Transfer	5,816.00		81,699.23
07/20/2023	EFT	Marco	Building Expense - Copier Services		301.48	81,397.75
07/20/2023			Deposit - Rum	1,257.04		82,654.79
07/20/2023			Funds Transfer	12,621.88		95,276.67
07/20/2023			Deposit - SWCD AID	83,346.30		178,622.97
07/21/2023			Deposit - Parks	5,729.90		184,352.87

10:51 AM

SHERBURNE SOIL & WATER CONSERVATION

08/02/23

Account QuickReport

Accrual Basis

As of July 31, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
07/21/2023			Deposit - Envirothon	2,000.00		186,352.87
07/21/2023			Funds Transfer		83,776.80	102,576.07
07/24/2023			Funds Transfer		7,729.90	94,846.17
07/24/2023			Deposit - MDH	2,815.93		97,662.10
07/25/2023	EFT	Cardmember Services	Credit Card Expenses 6/7/2023 - 7/7/2023		1,226.39	96,435.71
07/25/2023			Funds Transfer		2,625.95	93,809.76
07/25/2023			Deposit - NFMP	453.55		94,263.31
07/26/2023			Deposit - Planting	700.00		94,963.31
07/26/2023			Funds Transfer	3,195.84		98,159.15
07/27/2023	EFT	Waste Management	Building Expense - Garbage/Recycling		143.05	98,016.10
07/27/2023			Funds Transfer	1,216.25		99,232.35
07/28/2023	DD	Bumgarner, Andrea L	PR - 7/9/2023 - 7/22/2023	0.00		99,232.35
07/28/2023	DD	Cibulka, Daniel A	PR - 7/9/2023 - 7/22/2023		2,193.06	97,039.29
07/28/2023	DD	Gerde, Frances W	PR - 7/9/2023 - 7/22/2023		1,955.03	95,084.26
07/28/2023	DD	Larson, Francine M	PR - 7/9/2023 - 7/22/2023		2,380.83	92,703.43
07/28/2023	DD	Wagner, Miranda L	PR - 7/9/2023 - 7/22/2023		1,761.23	90,942.20
07/28/2023	DD	Wick, David P	PR - 7/9/2023 - 7/22/2023		1,530.02	89,412.18
07/28/2023	EFT	United States Treasury	Federal - PR 7/9/2023 - 7/22/2023		3,659.86	85,752.32
07/28/2023	EFT	Minnesota Revenue	State - PR 7/9/2023 - 7/22/2023		548.00	85,204.32
07/28/2023	EFT	Nationwide Retirement Solut...	Nationwide - PR 7/9/2023 - 7/22/2023		1,821.27	83,383.05
07/28/2023	EFT	PERA	PERA - PR 7/9/2023 - 7/22/2023		2,077.71	81,305.34
07/28/2023			Deposit - WCA	1,143.01		82,448.35
07/28/2023			Funds Transfer	143.05		82,591.40
07/28/2023			Deposit - WRAPS/DNR	13,212.70		95,804.10
07/31/2023			Funds Transfer	4,075.90		99,880.00
Total 10200 · Bank of ER - Checking				302,499.51	301,223.51	99,880.00
10300 · CD - 7726074 - 60mo						48,771.79
07/10/2023			Interest	686.10		49,457.89
07/10/2023			Funds Transfer - Close CD		49,457.89	0.00
Total 10300 · CD - 7726074 - 60mo				686.10	49,457.89	0.00
Total 10000 · Cash				534,562.55	406,314.42	628,270.11
TOTAL				534,562.55	406,314.42	628,270.11

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

8/1/2023

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 380,628.90	\$ 541,380.26	\$ 396,060.67	\$ 525,948.49
SUBTOTALS	\$ 380,628.90	\$ 541,380.26	\$ 396,060.67	\$ 525,948.49
Program Funds				
BWSR SWCD Capacity Grant FY23	\$ 67,255.66	\$ -	\$ 7,245.27	\$ 60,010.39
BWSR SWCD Capacity Grant FY22	\$ 16,335.08	\$ -	\$ -	\$ 16,335.08
BWSR SWCD Capacity Grant FY21	\$ 6,430.30	\$ -	\$ 40.12	\$ 6,390.18
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	\$ 6,728.17	\$ -	\$ -	\$ 6,728.17
BWSR Buffer Initiative FY22	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY24	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY23	\$ 8,355.29	\$ -	\$ 2,351.16	\$ 6,004.13
BWSR Soil Health Grant FY23	\$ 13,606.34	\$ -	\$ 3,957.83	\$ 9,648.51
AIS Prevention Aid	\$ (23,025.13)	\$ -	\$ 8,092.98	\$ (31,118.11)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
LWM	\$ (5,143.08)	\$ 7,442.00	\$ 1,933.25	\$ 365.67
NRBG WCA	\$ 1,601.85	\$ -	\$ 892.85	\$ 709.00
FY2023 Project Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
SUBTOTALS	\$ 119,393.08	\$ 7,442.00	\$ 24,513.46	\$ 102,321.62

TOTAL FUNDS \$ 628,270.11

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 98,604.00	\$ 302,499.51	\$ 301,223.51	\$ 99,880.00
SWEEP	\$ 352,646.19	\$ 231,376.94	\$ 55,633.02	\$ 528,390.11
CD - 74	\$ 48,771.79	\$ 686.10	\$ 49,457.89	\$ -
Money Market	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 500,021.98	\$ 534,562.55	\$ 406,314.42	\$ 628,270.11

TOTAL FUNDS \$ 628,270.11

SWCD Financial Summary	8/1/2023
Cash - Previous Balance	\$ 500,021.98
Revenue	\$ 247,902.72
Expenses	\$ 119,654.59
Cash - Ending Balance	\$ 628,270.11

Treasurer's Signature _____

Date _____