



BOARD MEETING MINUTES

Regular Meeting

Date: July 14th, 2022

Location: 425 Jackson Ave NW, Elk River MN 55330

Remote Access Available

Board Members Present

Larry Goenner - Chair
Jason Selvog - Vice Chair
Shelly Binsfeld – Secretary*
Kerry Saxton – Treasurer*
Roger Nelson - PR&I

Staff Present

Francine Larson
Miranda Wagner*
Andrea Bumgarner*+
Dan Cibulka*
Frances Gerde*

Others Present

Lisa A. Fobbe
County Commissioner
Katie Evans
NRCS District Conservationist
Christopher Hogge
NRCS District Conservationist

*denotes partial attendance

+ Remotely attended

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Goenner at 8:31 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. Approval of Regular Agenda

- 22.07.01 - Motion by Nelson, second by Selvog to approve the agenda with stated deletions. All members voting in favor. Motion carried.

5. Approval of Consent Agenda

Approval of June 09, 2022 Board Meeting Minutes

The June 9, 2022 Board Meeting Minutes were presented.

Authorization to provide final payment to Patti Rusert for a Conservation Cover project, #2021-05-01, for \$350.00 – The original contract with Patti Rusert for a Conservation Cover project was approved on May 12, 2022. The total project cost is \$984.03, and the project was approved at 75% cost share not to exceed \$350.00. Funding for this project will be allocated from the Cost Share Program funds. Check #7363 was signed after the meeting.

Authorization to provide final payment to Andrew Davis for a Prairie Restoration project, NR-FY19-14, for \$2,490.00. - The original contract with Andrew Davis for a Restoration of Rare and Declining Habitat 643 project was approved on October 14, 2021. The total project cost is \$4668.75, and the project was approved at 75% cost share not to exceed \$2,490.00. Funding for this project will be allocated from the CWF19 Nitrate Reduction Grant. Check #7368 was signed after the meeting.

Authorization to provide final payment to A & L Peterson Farm Inc for a Strip Till project, NR-FY19-13, for \$3000.00 - The original contract with A & L Peterson Farm Inc for a Strip Till 329 project was approved on April 14, 2022. The total project cost is \$3000.00, and the project was approved at

\$12/acre flat rate cost share not to exceed \$3000.00. Funding for this project will be allocated from the CWF19 Nitrate Reduction Grant. Check #7364 was signed after the meeting.

Authorization to provide final payment to Triple J Farms for an Irrigation Water Management project, NR-FY19-12, for \$2,665.50- The original contract with Triple J Farms for an Irrigation Water Management 449 project was approved on March 17, 2022. The total project cost is \$4,012.05, and the project was approved at 75% cost share not to exceed \$2,665.50. Funding for this project will be allocated from the CWF19 Nitrate Reduction Grant. Check #7365 was signed after the meeting.

Authorization to provide final payment to Triple J Farms for an Irrigation Water Management project, NR-FY19-10, \$1,995.00 - The original contract with Triple J Farms for an Irrigation Water Management 449 project was approved on April 8, 2021. The total project cost is \$1,995.00, and the project was approved at \$15/acre flat rate cost share not to exceed \$3,000.00. Funding for this project will be allocated from the CWF19 Nitrate Reduction Grant. Check #7366 was signed after the meeting.

Authorization to provide final payment to Triple J Farms for an Irrigation Water Management project, NR-FY19-09, for \$2227.83 - The original contract with Triple J Farms for a Irrigation Water Management 449 project was approved on April 8, 2021. The total project cost is \$2970.44, and the project was approved at 75% cost share not to exceed \$3,000.00. Funding for this project will be allocated from the CWF19 Nitrate Reduction Grant. Check #7367 was signed after the meeting.

Authorization to provide final payment to E Vahling for a Cover Crop project, NR-FY19-15, for \$1,451.25 - The original contract with Eric Vahling for a Cover Crop 340 project was approved on June 9, 2022. The total project cost is \$1,451.25, and the project was approved at \$45/acre flat rate cost share not to exceed \$1,451.25. Funding for this project will be allocated from the CWF19 Nitrate Reduction Grant. Check #7369 was signed after the meeting.

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

Binsfeld entered the meeting.

6. June 2022 Financial Reports

Larson read the June 2022 Program Summary Report. Discussion was had.

- **22.07.03** - Motion by Goenner, second by Nelson to accept the June 2022 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

Saxton entered the meeting.

7. July 2022 Accounts Payable

– The Board reviewed the July 2022 Accounts Payable Summary. The report includes all unpaid bills from 6/9/2022 – 7/13/2022. Check numbers 7370 through 7378 totaling \$16,481.82 were submitted for approval. Discussion was had.

- **22.07.04** - Motion by Nelson, second by Selvog to approve the July 2022 Accounts Payable as submitted. All members voting in favor. Motion carried.

8. Supervisor Committee Reports & Vouchers

– Saxton reported attendance at the Wright SWCD Tour of Practices (no per diem) as well as the MASWCD Area 4 Tour hosted by Carver SWCD. Saxton also reported virtual attendance at the MRSC Policy Committee meeting (no per diem) and the virtual Budget Committee meeting. Binsfeld also reported attendance at the MASWCD Area 4 Tour, MRSC Policy Committee meeting (in-person) and the virtual Budget Committee meeting. Goenner reported attendance at the MASWCD Area 4 Tour. No committee reports from Nelson, and Selvog.

- **22.07.05** - Motion by Goenner, second by Selvog 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.
- **22.07.06** - Motion by Nelson, second by Binsfeld to authorize approval and submittal of the Management Representation Letter regarding the 2021 audit to Peterson Company, LTD. All members voting in favor. Motion carried.
- 10. NRCS Activity Report** – Evans, NRCS District Conservationist and Hogge, NRCS District Conservationist Team Lead reviewed the NRCS activity report, providing an update on NRCS programs and technical assistance. 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. MRSC 1W1P Update** – Cibulka provided an update on the MRSC 1W1P project stating that the Mississippi River St. Cloud One Watershed, One Plan project will begin soon with a Memorandum of Agreement guiding the process. Binsfeld noted that the MOA has been approved by Sherburne County Attorney and received unanimous recommendation by the MRSC Policy Committee at a July 6th Policy Committee meeting. Binsfeld also reported that the Policy Committee interviewed two consultants and provided a recommendation to the fiscal agent. Discussion was had.
- **22.07.07** – Motion by Goenner, second by Selvog to execute Memorandum of agreement to join the Mississippi River St. Cloud One Watershed, One Plan project. Members voting in favor: Saxton, Binsfeld, Goenner, Selvog. Members opposed: Nelson. Motion carried.
- 13. Rum River 1W1P Update** – Cibulka provided a brief update on the Rum River 1W1P JPE, stating that the Rum River Watershed Partnership has completed a Comprehensive Watershed Management Plan for the Rum River Watershed, which includes roughly 11% of Sherburne County. The Partnership has also developed a Joint Powers Agreement, forming a Joint Powers Entity, to oversee the implementation of the Plan. Staff are requesting the board adopt the plan, thus replacing the Sherburne County Local Water Management Plan for this portion of the county; and join the Joint Powers Entity to participate in implementation. The Sherburne County Board of Commissioners have adopted the plan and joined the Joint Powers Entity at a June 21, 2022 board meeting. Discussion was had. Saxton and Binsfeld agreed to continue to serve as representative and alternate representative respectively on the Rum River 1W1P JPE. Further discussion was had.
- **22.07.08** – Motion by Binsfeld, second by Goenner to approve the Resolution to Adopt and Implement the Rum River Comprehensive Watershed Management Plan and authorize approval of the Joint Powers Agreement for the Implementation of the Rum River CWMP. All members voting in favor. Motion carried.
- 14. Adopt 2023 Budget** – Larson reported that the Budget Committee met on June 29th and discussed the budget in detail. Binsfeld and Saxton reviewed their recommendations.
- **22.07.09** – Motion by Nelson, second by Saxton to adopt the 2023 Budget as presented and submit 2023 allocation request to Sherburne County. All members voting in favor. Motion carried.

15. Authorization to execute Cost Share Contract with Katherine Grimm-Nerison for a Pollinator Lawn project, L2L-2022-07-01, not to exceed \$309.60 – The proposed contract is with Katherine Grimm-Nerison for a Pollinator Lawn project (724M – Pollinator Lawn) in Section 31, Orrock Township. The estimated project cost is \$357.60. Requesting 90% cost share not to exceed \$309.60. Installation deadline date of 12/1/2022. Funding for this project will be allocated from 2020 Lawns to Legumes.

- **22.07.10** – Motion by Nelson, second by Binsfeld to execute contract with Katherine Grimm-Nerison for a Pollinator Lawn project – L2L-2022-07-01, not to exceed \$309.60. All members voting in favor. Motion carried.

16. Authorization to execute Cost Share Contract with Leah Leason for a Pollinator Meadow project, L2L-2022-07-02, not to exceed \$200.00 – The proposed contract is with Leah Leason for a Pollinator Meadow project (725M – Pollinator Meadow) in Section 28, Orrock Township. The estimated project cost is \$296.00. Requesting 90% cost share not to exceed \$200.00. Installation deadline date of 12/1/2022. Funding for this project will be allocated from 2020 Lawns to Legumes.

- **22.07.11** – Motion by Nelson, second by Selvog to execute contract with Leah Leason for a Pollinator Lawn project – L2L-2022-07-02, not to exceed \$200.00. All members voting in favor. Motion carried.

17. Authorization to execute Cost Share Contract with Ken Paige for a Pollinator Meadow project, L2L-2022-07-03, not to exceed \$485.00 – The proposed contract is with Ken Paige for a Pollinator Meadow project (725M – Pollinator Meadow) in Section 31, Orrock Township. The estimated project cost is \$557.00. Requesting 90% cost share not to exceed \$485.00. Installation deadline date of 12/1/2022. Funding for this project will be allocated from 2020 Lawns to Legumes.

- **22.07.12** – Motion by Nelson, second by Binsfeld to execute contract with Ken Paige for a Pollinator Meadow project – L2L-2022-07-03, not to exceed \$485.00. All members voting in favor. Motion carried.

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


19. Adjournment

- **22.07.13** – Motion by Nelson, second by Binsfeld 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.



Signature & Title



Date

1:10 PM

08/03/22

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of July 31, 2022

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						696,412.93
10200 - Bank of ER - Checking						95,696.41
07/01/2022			Deposit - Allocation	83,348.00		179,944.41
07/12/2022			Deposit - Misc	116.13		179,060.54
07/13/2022			Deposit - ESMC	3,000.00		182,060.54
07/14/2022	7363	Rusert, Mike	BMP Cost Share - #2022-05-01		350.00	181,710.54
07/14/2022	7364	A & L Peterson Farms, Inc	BMP Cost Share - NR-FY19-13		3,000.00	178,710.54
07/14/2022	7365	Triple J Farm	BMP Cost Share - NR-FY19-12		2,885.50	176,045.04
07/14/2022	7366	Triple J Farm	BMP Cost Share - NR-FY19-10		1,995.00	174,050.04
07/14/2022	7367	Triple J Farm	BMP Cost Share - NR-FY19-09		2,227.83	171,822.21
07/14/2022	7368	Davis, Andrew	BMP Cost Share - NR-FY19-14		2,490.00	169,332.21
07/14/2022	7369	Vahling, Eric	BMP Cost Share - NR-FY19-15		1,451.25	167,880.96
07/14/2022	7370	Cibulka, Dan	Reimbursed Expenses		25.00	167,855.96
07/14/2022	7371	City of Elk River	Vehicle expenses - May Fuel		302.79	167,473.17
07/14/2022	7372	Francine Larson	Reimbursed Expenses		168.80	167,307.37
07/14/2022	7373	MVTL Laboratories, Inc.	Monitoring Expenses - Lab Fees		897.70	166,409.67
07/14/2022	7374	RWB Environmental Laborat...	Monitoring Expenses - Lab Fees		318.00	166,091.67
07/14/2022	7375	Sherburne County Auditor/T...	Quarterly Building Rent - July - Sept		5,643.00	160,448.67
07/14/2022	7376	WaterGuards LLC	AIS - Inspection Expense		6,216.00	154,232.67
07/14/2022	7377	Wright SWCD	MPCA - WRAPS 2 - LPT Expense		1,763.53	152,469.14
07/14/2022	7378	WSB & Associates	AIS - Eagle Lake Phase2		1,070.00	151,399.14
07/15/2022	DD	Bumgarner, Andrea L	PR - 6/26/2022 - 7/9/2022	0.00		151,399.14
07/15/2022	DD	Cibulka, Daniel A	PR - 6/26/2022 - 7/9/2022		2,085.83	149,313.81
07/15/2022	DD	Gerde, Frances W	PR - 6/26/2022 - 7/9/2022		1,834.43	147,478.88
07/15/2022	DD	Larson, Francine M	PR - 6/26/2022 - 7/9/2022		2,281.31	145,197.57
07/15/2022	DD	Wagner, Miranda L	PR - 6/26/2022 - 7/9/2022		1,640.52	143,556.95
07/15/2022	DD	Wick, David P	PR - 6/26/2022 - 7/9/2022		1,552.72	142,004.23
07/15/2022	EFT	United States Treasury	Federal - PR 6/26/2022 - 7/9/2022		3,468.54	138,535.59
07/15/2022	EFT	Minnesota Revenue	State - PR 6/26/2022 - 7/9/2022		558.00	137,977.59
07/15/2022	EFT	Nationwide Retirement Solut...	Nationwide - PR 6/26/2022 - 7/9/2022		1,026.19	136,951.40
07/15/2022	EFT	PERA	PERA - PR 6/26/2022 - 7/9/2022		1,924.39	135,027.01
07/15/2022	EFT	Charter Communications	Building Expenses - Internet		157.98	134,869.03
07/15/2022	EFT	MN Dept of Revenue - Sales...	Quarterly Sales & Use Tax		147.00	134,722.03
07/15/2022	EFT	MN PEIP	Health Insurance - August Premium		2,792.50	131,929.53
07/18/2022			Deposit - FY23 CD/SCS	29,128.00		161,057.53
07/19/2022	DD	Binsfeld, Michelle L	Supervisor PerDiem		399.20	160,658.33
07/19/2022	DD	Goenner, Lawrence J	Supervisor PerDiem		252.10	160,406.23
07/19/2022	DD	Nelson, Roger J	Supervisor PerDiem		117.30	160,288.93
07/19/2022	DD	Saxton, Kerry J	Supervisor PerDiem		305.80	159,983.13
07/19/2022	DD	Selvog, Jason C	Supervisor PerDiem		131.05	159,852.08
07/19/2022	EFT	United States Treasury	Federal - Supervisor Per Diem		69.10	159,782.98
07/19/2022	EFT	PERA	PERA - Supervisor Per Diem		80.00	159,702.98
07/19/2022			Deposit - Rum River 1W1P	26,000.00		185,702.98
07/20/2022	EFT	Marco	Building Expense - Copier Services		241.86	185,461.32
07/20/2022			Deposit - NFMP	904.05		186,365.37
07/22/2022			Deposit - Parks Q2	1,970.99		188,336.36
07/22/2022			Deposit - WCA	1,834.14		190,170.50
07/22/2022	EFT	Guardian Insurance	Disability Insurance - Aug Premium		166.93	190,003.57
07/22/2022			Deposit - Ob Wells	1,980.00		191,983.57
07/25/2022	EFT	Waste Management	Building Expense - Garbage/Recycling		131.39	191,852.18
07/25/2022	EFT	Cardmember Services	Credit Card Purchases - 6/7/2022 - 7/7/20...		1,023.41	190,828.77
07/26/2022	EFT	PERA	PERA - PR 7/10/2022 - 7/23/2022		1,924.39	188,904.38
07/28/2022			Deposit - Gravel Bed	1,208.59		190,112.97
07/29/2022	DD	Bumgarner, Andrea L	PR 7/10/2022 - 7/23/2022	0.00		190,112.97
07/29/2022	DD	Cibulka, Daniel A	PR 7/10/2022 - 7/23/2022		2,085.83	188,027.14
07/29/2022	DD	Gerde, Frances W	PR 7/10/2022 - 7/23/2022		1,834.43	186,192.71
07/29/2022	DD	Larson, Francine M	PR 7/10/2022 - 7/23/2022		2,281.30	183,911.41
07/29/2022	DD	Wagner, Miranda L	PR 7/10/2022 - 7/23/2022		1,640.53	182,270.78
07/29/2022	DD	Wick, David P	PR 7/10/2022 - 7/23/2022		1,552.72	180,718.06
07/29/2022	EFT	United States Treasury	Federal - PR 7/10/2022 - 7/23/2022		3,468.68	177,249.38
07/29/2022	EFT	Minnesota Revenue	State - PR 7/10/2022 - 7/23/2022		558.00	176,691.38
07/29/2022	EFT	Nationwide Retirement Solut...	Nationwide - PR 7/10/2022 - 7/23/2022		1,026.19	175,665.19
Total 10200 - Bank of ER - Checking				149,489.90	69,421.12	176,665.19
10250 - Bank of ER - Money Market						452,044.73
07/31/2022			Interest	84.47		452,129.20
Total 10250 - Bank of ER - Money Market				84.47	0.00	452,129.20
10300 - CD - 7726074 - 60mo						SWCD 168,771.79

1:10 PM

08/03/22

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of July 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		Total 10300 · CD - 7726074 - 60mo				48,771.79
		Total 10000 · Cash		149,574.37	89,421.12	876,566.18
TOTAL				<u>149,574.37</u>	<u>89,421.12</u>	<u>876,566.18</u>

TREASURER'S MONTHLY REPORT SHERBURNE SWCD
7/31/2022
PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 446,380.66	\$ 106,776.58	\$ 47,955.54	\$ 505,201.70
SUBTOTALS	\$ 446,380.66	\$ 106,776.58	\$ 47,955.54	\$ 505,201.70

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY22	\$ 61,021.64	\$ -	\$ 2,144.73	\$ 58,876.91
BWSR SWCD Capacity Grant FY21	\$ 18,347.86	\$ -	\$ -	\$ 18,347.86
BWSR SWCD Capacity Grant FY20	\$ 20,033.17	\$ -	\$ 5,813.12	\$ 14,220.05
BWSR Cost Share Base Grant FY23	\$ -	\$ 7,493.00	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY22	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY21	\$ 7,055.50	\$ -	\$ 437.50	\$ 6,618.00
BWSR Buffer Initiative FY22	\$ 7,164.09	\$ -	\$ 1,035.99	\$ 6,128.10
BWSR Buffer Initiative FY21	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY23	\$ -	\$ 21,635.00	\$ -	\$ 21,635.00
BWSR Conservation Delivery FY22	\$ 12,124.52	\$ -	\$ 2,386.80	\$ 9,737.72
LWM	\$ (2,305.55)	\$ 7,442.00	\$ 1,143.37	\$ 3,993.08
NRBG WCA	\$ 864.33	\$ -	\$ 1,073.38	\$ (209.05)
AIS Prevention Aid	\$ (23,460.31)	\$ -	\$ 8,429.41	\$ (31,889.72)
AIS Contingency Funds	\$ 15,589.40	\$ -	\$ -	\$ 15,589.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
CWF FY2019 - Nitrate Reduction Grant	\$ 29,742.05	\$ -	\$ 15,163.38	\$ 14,578.67
CWF FY2020 - Lawns to Legumes	\$ (1,625.48)	\$ -	\$ 3,515.40	\$ (5,140.88)
Rum River 1W1P	\$ (26,000.40)	\$ 26,000.00	\$ -	\$ (0.40)
The Nature Conservancy	\$ 22,674.57	\$ -	\$ 94.71	\$ 22,579.86
SUBTOTALS	\$ 150,032.27	\$ 62,570.00	\$ 41,237.79	\$ 171,364.48

TOTAL FUNDS \$ 676,566.18

DISTRIBUTION OF FUNDS

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 95,596.41	\$ 149,489.90	\$ 69,421.12	\$ 175,665.19
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ 452,044.73	\$ 84.47	\$ -	\$ 452,129.20
SUBTOTALS	\$ 596,412.93	\$ 149,574.37	\$ 69,421.12	\$ 676,566.18

TOTAL FUNDS \$ 676,566.18

Treasurer's Signature

Kenny Auster

Date

08-11-2022