



## BOARD MEETING MINUTES Regular Meeting

Date: September 8<sup>th</sup>, 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  
Dan Cibulka\*  
Andrea Bumgarner\*+  
Frances Gerde\*  
David Wick\*  
Miranda Wagner\*+

### Others Present

Katie Evans  
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 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. Approval of Regular Agenda

- **22.09.01** - Motion by Selvog, second by Nelson to approve the agenda with submitted addition as presented. All members voting in favor. Motion carried.

#### 5. Approval of Consent Agenda

##### **Approval of August 11, 2022 Board Meeting Minutes**

The August 1, 2022 Board Meeting Minutes were presented.

**Authorization to provide final payment to Birch Lake Association for an AIS Control project, AIS-FY22-08, for \$500.00** – The original contract with Birch Lake Association was approved on April 14, 2022. The total project cost is \$8,020.87, and the project was approved at 75% cost share not to exceed \$2,000.00. Funding for this project will be allocated from the AIS Program funds. Check #7408 was signed at the end of the meeting.

**Authorization to amend AIS grant agreement with City of Princeton, AIS-FY22-05 – extending deliverable deadline to 12/1/2023** – The original contract with City of Princeton was approved on April 14, 2022. The original installation deadline date was 12/1/2022. Due to unforeseen circumstances the project will not be completed prior to the deadline date, requesting extension to 12/1/2023.

**Authorization to amend AIS grant agreement with Orono Lake Improvement District, AIS-FY21-06 – extending deliverable deadline to 12/1/2023** - The original contract with Orono Lake Improvement District was approved on March 11, 2021. The original installation deadline date was 12/1/2022. Due

to unforeseen circumstances the project will not be completed prior to the deadline date, requesting extension to 12/1/2023.

**Review executed Cost Share Contract with Mark Haglund for a Well Sealing project, #FY22-WS-02, not to exceed \$600.00.** - The contract is with Mark Haglund for a well sealing project (351 - Well decommissioning) in Section 32, Baldwin Township. The estimated project cost is \$1200.00. District Manager approved 50% cost share not to exceed \$1000 on August 29,2022. Project installation deadline date is 12/1/2022. Funding for this project will be allocated from the District Cost Share program funds.

- **22.09.02** - Motion by Nelson, second by Selvog to approve the consent agenda as presented. All members voting in favor. Motion carried.

**6. August 2022 Financial Reports**

Saxton read the August 2022 Program Summary Report. Discussion was had. Larson stated that the interest rates on the ICS funds (sweep) account have increased to 1.0% and will work with the bank to transition funds to the sweep account.

- **22.09.03** - Motion by Saxton, second by Binsfeld to accept the August 2022 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

**7. September 2022 Accounts Payable** – The Board reviewed the September 2022 Accounts Payable Summary. The report includes all unpaid bills from 8/11/2022 –9/7/2022. Check numbers 7395 through 7407 totaling \$32,932.81 were submitted for approval. Discussion was had.

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

**8. Supervisor Committee Reports & Vouchers** – Saxton reported attendance at the Plant Materials Learning Center Board meeting indicating that the group unanimously agreed to dissolve the Board and proceed as an advisory committee. Binsfeld provided a brief summary of the MASWCD Leadership meeting in Fargo. No committee reports from Selvog, Nelson, and Goenner.

- **22.09.05** - 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. 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.

**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 Mississippi River St. Cloud One Watershed, One Plan project. Cibulka noted that the partners received notification from BWSR indicating that the recently approved MOA will need to be amended to reflect the withdrawal of one of the required parties (CRWD). The Attorney group is working on the amendment. Cibulka also reported that BWSR has officially approved the MRSC 1W1P to proceed forward without CRWD.

- **22.09.06** - Motion by Nelson, second by Binsfeld to authorize District Manager approval of the MRSC MOA Amendment. All members voting in favor. Motion carried.

- 13. Rum River 1W1P Update** – Cibulka provided a brief update on the Rum River 1W1P JPE, stating that the JPE Board will meet on September 22, 2022.
- 14. Authorization to execute Cost Share Contract with Stephen Krieg for a Lawns to Legumes project, L2L-2022-09-01, not to exceed \$200.00** – The proposed contract is with Stephen Krieg for a Pollinator Meadow project (725M – Pollinator Meadow) in Section 32, Orrock Township. The estimated project cost is \$296.00. Requesting 90% cost share of eligible expenses not to exceed \$200.00. Project installation deadline date is 12/1/2022. Funding for this project will be allocated from Lawns to Legumes program funds.
- **22.09.07** – Motion by Selvog, second by Binsfeld to execute contract with Stephen Krieg for a Lawns to Legumes project – L2L-2022-09-01 not to exceed \$200.00. All members voting in favor. Motion carried.
- 15. Authorization to execute Cost Share Contract with Joe Ramerth for a Lawns to Legumes project, L2L-2022-09-02, not to exceed \$210.00** – The proposed contract is with Joe Ramerth for a Pollinator Meadow project (725M – Pollinator Meadow) in Section 29, Orrock Township. The estimated project cost is \$306.00. Requesting 90% cost share of eligible expenses not to exceed \$210.00. Project installation deadline date is 12/1/2022. Funding for this project will be allocated from Lawns to Legumes program funds.
- **22.09.08** – Motion by Selvog, second by Binsfeld to execute contract with Joe Ramerth for a Lawns to Legumes project – L2L-2022-09-02 not to exceed \$210.00. All members voting in favor. Motion carried.
- 16. Authorization to execute Cost Share Contract with Aaron Staehnke for a Lawns to Legumes project, L2L-2022-09-03, not to exceed \$1,120.00** – The proposed contract is with Aaron Staehnke for a (725M) Pollinator Meadow and (723M) Beneficial Trees and Shrubs project in Section 32, Big Lake Township. The estimated project cost is \$1,264.00. Requesting 90% cost share of eligible expenses not to exceed \$1,120.00. Project installation deadline date is 12/1/2022. Funding for this project will be allocated from Lawns to Legumes program funds.
- **22.09.09** – Motion by Goenner, second by Binsfeld to execute contract with Aaron Staehnke for a Lawns to Legumes project – L2L-2022-09-03 not to exceed \$1,120.00. All members voting in favor. Motion carried.
- 17. Authorization to execute Cost Share Contract with Riverview Place Townhomes for a Streambank Stabilization project, #2022-09-01, not to exceed \$8,079.50** – The proposed contract is with the Riverview Place Townhomes for a (580) Streambank and shoreline stabilization project in Section 31, City of Elk River. The estimated project cost is \$12,430. Requesting 65% cost share of eligible expenses not to exceed \$8,079.50. Project installation deadline date is 12/1/2023. Funding for this project will be allocated from the District Cost Share program funds.
- **22.09.10** – Motion by Saxton, second by Binsfeld to execute contract with Riverview Place Townhomes for a Streambank Stabilization project - #2022-09-01 not to exceed \$8,079.50. All members voting in favor. Motion carried.
- 18. Authorization to execute Host Agreement with MN Humanities Center (MHC) for the “We Are Waters” exhibit** – Sherburne SWCD (on behalf of the MRSC Watershed Partnership) has been awarded a Host Community role for the Minnesota Humanities Center traveling exhibit “We Are Water MN”. The exhibit

will be displayed at the Sherburne History Center from March 2 through April 24 of 2023. The interactive exhibit will be coupled with education and outreach events to inspire conversations about water topics in the area, information from the events will be documented in our Cycle 2 WRAPS report. Some funding will be available for appropriate expenses. Staff will be identifying those expenses as the exhibit specifics are developed. Sherburne County Attorney as well as MCIT has reviewed and approved the MHC's contract.

- **22.09.11** – Motion by Binsfeld, second by Selvog to execute Host Agreement with MN Humanities Center for the “We are Waters” exhibit. All members voting in favor. Motion carried.

**19. Authorization to execute Cost Share Contract with A & L Peterson Farm Inc for a RCPP project, #NR-FY19-20, not to exceed \$18,841.64** – The proposed contract is with A & L Peterson Farm Inc for a RCPP project that includes (442 – irrigation water management and 533 – Pumping Plant) in Palmer Township. The estimated project cost is \$54,070.19. A & L has been awarded \$21,711.00 from NRCS RCPP. In partnership with NRCS, we are requesting 75% cost share (combined State & Federal), not to exceed \$18,841.64. Funding for this project will be allocated from the CWF Nitrate Reduction Grant. Federal funds can be used as match towards the nitrate grant. Installation deadline date of 12/1/2022.

- **22.09.12** – Motion by Binsfeld, second by Goenner to execute contract with A & L Peterson Farm Inc. for a RCPP project – #NR-FY19-20, not to exceed \$18,841.64. All members voting in favor. Motion carried.

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


**21. Adjournment**

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

Meeting adjourned at 9:43 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

**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**9/30/2022**

**PROGRAM SUMMARY**

<b>PROGRAM</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
<b>Operating Funds</b>				
District	\$ 515,504.86	\$ 40,779.41	\$ 50,529.65	\$ 505,754.62
<b>SUBTOTALS</b>	<b>\$ 515,504.86</b>	<b>\$ 40,779.41</b>	<b>\$ 50,529.65</b>	<b>\$ 505,754.62</b>

<b>Program Funds</b>				
BWSR SWCD Capacity Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY22	\$ 57,619.11	\$ -	\$ 11,880.56	\$ 45,738.55
BWSR SWCD Capacity Grant FY21	\$ 18,347.86	\$ -	\$ 6,840.00	\$ 11,507.86
BWSR SWCD Capacity Grant FY20	\$ 4,801.74	\$ -	\$ 4,801.74	\$ 0.00
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	\$ 2,610.70	\$ -	\$ -	\$ 2,610.70
BWSR Buffer Initiative FY22	\$ 6,054.66	\$ -	\$ 1,846.51	\$ 4,208.15
BWSR Conservation Delivery FY23	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
BWSR Conservation Delivery FY22	\$ 7,424.36	\$ -	\$ 1,468.80	\$ 5,955.56
LWM	\$ 2,403.31	\$ -	\$ 3,391.99	\$ (988.68)
NRBG WCA	\$ (682.60)	\$ -	\$ 947.10	\$ (1,629.70)
AIS Prevention Aid	\$ (6,281.52)	\$ -	\$ 14,078.31	\$ (27,644.26)
AIS Contingency Funds	\$ 15,589.40	\$ -	\$ -	\$ 15,589.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
CWF FY2019 - Nitrate Reduction Grant	\$ 13,502.88	\$ -	\$ -	\$ 13,502.88
BWSR FY2020 - Lawns to Legumes	\$ (3,517.89)	\$ -	\$ -	\$ (3,517.89)
The Nature Conservancy	\$ 22,232.59	\$ -	\$ 1,389.94	\$ 20,842.65
CPL - Houlton FY2022	\$ (5,000.00)	\$ -	\$ -	\$ (5,000.00)
BWSR FY2022 - HELP Grams Park	\$ (1,717.60)	\$ -	\$ 4,033.70	\$ (5,751.30)
MDH - Groundwater FY22	\$ (235.48)	\$ -	\$ 1,054.90	\$ (1,290.38)
<b>SUBTOTALS</b>	<b>\$ 171,086.40</b>	<b>\$ -</b>	<b>\$ 51,733.55</b>	<b>\$ 119,352.85</b>

**TOTAL FUNDS \$ 625,107.47**

**DISTRIBUTION OF FUNDS**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
<b>Bank Account Summary</b>				
Cash Checking	\$ 185,591.54	\$ 482,142.81	\$ 568,339.35	\$ 99,395.00
SWEEP	\$ -	\$ 495,802.62	\$ 18,908.78	\$ 476,893.84
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ 452,227.93	\$ 46.84	\$ 452,227.93	\$ 46.84
<b>SUBTOTALS</b>	<b>\$ 686,591.26</b>	<b>\$ 977,992.27</b>	<b>\$ 1,039,476.06</b>	<b>\$ 625,107.47</b>

**TOTAL FUNDS \$ 625,107.47**

<b>SWCD Financial Summary</b>		<b>9/30/2022</b>
Cash - Previous Balance	\$	686,591.26
Income	\$	40,779.41
Expense	\$	102,263.20
Cash - Ending Balance	\$	<b>625,107.47</b>

Treasurer's Signature

*Kenny Sexton*

Date

*10/13/2022*