



BOARD MEETING MINUTES

Regular Meeting

Date: October 14th, 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

Staff Present

Francine Larson
David Wick*+
Andrea Bumgarner*+
Dan Cibulka*
Franny Gerde*+
Miranda Wagner*

Others Present

Lisa A. Fobbe
County Commissioner+

*denotes partial attendance

+ Remotely attended

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Nelson at 8:30 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 Consent Agenda

Approval of September 9, 2021 Board Meeting Minutes

The September 9, 2021 Board Meeting Minutes were presented.

Authorization to execute 2022 Local Capacity Services and Buffer Law Implementation Program Grant with BWSR - Amounts awarded are the same as previous year (capacity \$132,509 / Buffer \$8,500).

Authorization to provide final payment to Diamond A Farm LLC for a Multi Species Cover Crop project, #NC20-04-01 for \$12,750.00 - The original contract with Diamond A Farms for a Multi Species Cover Crop project was approved on April 8, 2021. The total project cost is \$12,750.00, and the project was approved at a flat rate, not to exceed \$12,750.00. Total cost share amount is \$12,750.00. Funding for this project will be allocated from the FY20 TNC/Cargill grant and FY19 Local Capacity – Non-Structural. Check #7231 for \$12,750.00 was signed during the meeting.

Authorization to provide final payment to S Henry for an Elk River Bacteria Reduction project, ERB-FY18-05 for \$246.11 - The original contract with Shannon Henry for a forage and biomass planting was approved on November 9, 2020. The total project cost is \$328.15, and the project was approved at 75% cost share, not to exceed \$525.00. Funding for this project will be allocated from the FY18 Elk River Bacteria Reduction grant. Check #7232 was signed during the meeting.

Authorization to provide final payment to Central MN Ag Association, Inc. (NFO) for an Elk River Bacteria Reduction project, #ERB-FY18-04 for \$15,019.50 - The original contract with NFO for a waste storage facility was approved on September 10, 2020 and amended on August 12, 2021. The total project cost is \$20,026.00, and the project was approved at 75% cost share, not to exceed \$17,562.04.

Total cost share amount is \$15,019.50. Funding for this project will be allocated from the FY18 Elk River Bacteria Reduction Grant. Check #7233 was signed during the meeting.

Authorization to provide final payment to Little Elk Lake Improvement Association, AIS-FY21-11 for \$500.00 - The original grant with Little Elk Lake Improvement Association for AIS Control of Curly-leaf Pondweed was approved on March 11, 2021. The total project cost is \$4,001.17, total grant awarded was \$2,000.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY21 AIS – Mini grant program. Check #7234 was signed during the meeting.

- **21.10.01** - Motion by Selvog, second by Binsfeld to approve the consent agenda as submitted. All members voting in favor. Motion carried.

5. Approval of Regular Agenda

- **21.10.02** - Motion by Goenner, second by Binsfeld to approve the regular agenda with suggested move of item #16. All members voting in favor. Motion carried.

6. Treasurer's Report – September 2021 Financial Reports

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

- **21.10.03** - Motion by Goenner, second by Binsfeld to accept the September 2021 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

7. Treasurer's Report – October 2021 Accounts Payable – The Board reviewed the October 2021 Accounts Payable Summary. The report includes all unpaid bills from 9/9/2021 – 10/13/2021. Check numbers 7214 through 7230 totaling \$37,036.90 were submitted for approval. Discussion was had.

- **21.10.04** - Motion by Goenner, second by Saxton to approve the October 2021 Accounts Payable as submitted. All members voting in favor. Motion carried.

8. Supervisor Committee Reports & Vouchers – Binsfeld and Saxton reported attendance at the Rum River 1W1P Policy Committee meeting, noting the committee approved the draft plan for the official 60-day State Agency review. No committee reports from Saxton, Nelson, and Goenner.

- **21.10.05** - Motion by Binsfeld, second by Saxton 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 - Written report submitted and 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. Covid Update – As directed at the September Board meeting, Larson contacted the County Administrator as well as the County Attorney to discuss potential vaccination/testing polices. Larson provided an update. Saxton questioned if it is legal for the District to enforce a vaccine mandate for staff and supervisors. Discussion was had. Larson requested the Board continue to allow the District Manager to take the necessary precautions to help ensure the health and wellness of the employees, clients, and partners as we maneuver through the rapidly evolving situation.

13. Review MASWCD 2021 Resolution Ballot – the Board reviewed each resolution, discussion was had. Supervisor's votes were collected. The votes will be tallied and sent to the MASWCD office.

- **21.10.07** – Motion by Selvog, second by Saxton to authorize Larson to submit the Sherburne SWCD 2021 Resolution Ballot. All members voting in favor. Motion carried.

14. Authorization to execute cost share contract with A Davis for a Nitrate Reduction project, NR-FY19-12, not to exceed \$2,490.00 – Larson reviewed the contract with the Board. The proposed contract is with Andrew and Amanda Davis for a native pollinator planting project (643) in Section 33, Palmer Township. The estimated project cost is \$4,357.50. Requesting 75% cost share approval not to exceed \$2,490.00. Funding for this project will be allocated from CWF FY19 Nitrate Reduction Grant.

- **21.10.08** – Motion by Selvog, second by Saxton to execute contract with A Davis for a Nitrate reduction project- #NR-FY19-12, not to exceed \$2,490.00. All members voting in favor. Motion carried.

15. Authorization to execute cost share contract with contract with T Olsen for a Lawns to Legumes project, #L2L-2021-10-01, not to exceed \$1,661.00 – Larson reviewed the contract with the Board. The proposed contract is with Troy Olsen for a Pollinator Meadow (725M) and Shoreline Pocket Planting (721M) in Section 30, Orrock Township. The estimated project cost is \$1,853.00. Requesting 90% cost share approval not to exceed \$1,661.00. Funding for this project will be allocated from FY20 Lawns to Legumes grant.

- **21.10.09** – Motion by Selvog, second by Goenner to execute contract with T Olsen for a Lawns to Legumes project - #L2L-2021-10-01, not to exceed \$1,661.00. All members voting in favor. Motion carried.

16. Consideration of Manure Management Project in Big Lake Township – Staff reviewed a recent cost share assistance request with the Board. Landowner was found to be non-compliant with a CUP by County Staff. Resource concerns exist on property however current District cost share policy prohibits eligibility for projects in violation or that are required by permit. Discussion was had.

- **21.10.06** – Motion by Goenner, second by Selvog authorizing staff to adhere to current cost share guidelines prohibiting cost share assistance until the parcel is found compliant with all applicable County laws, permits, and variances. All members voting in favor. Motion carried.

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

18. Adjournment

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

Meeting adjourned at 9:47 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

10/31/2021

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 438,913.93	\$ 99,124.30	\$ 48,783.01	\$ 489,255.22
SUBTOTALS	\$ 438,913.93	\$ 99,124.30	\$ 48,783.01	\$ 489,255.22

Program Funds				
BWSR SWCD Capacity Grant FY21	\$ 56,045.38	\$ -	\$ 13,549.80	\$ 42,495.58
BWSR SWCD Capacity Grant FY20	\$ 22,081.12	\$ -	\$ 630.90	\$ 21,450.22
BWSR SWCD Capacity Grant FY19	\$ 6,303.29	\$ -	\$ 5,000.00	\$ 1,303.29
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	\$ 6,212.86	\$ -	\$ 1,358.23	\$ 4,854.63
BWSR Buffer Initiative FY20	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY22	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY21	\$ 3,609.42	\$ -	\$ 1,904.85	\$ 1,704.57
LWM	\$ (7,442.00)	\$ 7,442.00	\$ -	\$ -
NRBG WCA	\$ 0.00	\$ -	\$ -	\$ 0.00
AIS Prevention Aid	\$ (14,156.44)	\$ -	\$ 7,897.11	\$ (22,053.55)
AIS Contingency Funds	\$ 18,809.42	\$ -	\$ -	\$ 18,809.42
Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Mary's Trees - Memorial Fund	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II	\$ 22,090.42	\$ -	\$ 15,494.53	\$ 6,595.89
CWF FY2019 - Nitrate Reduction Grant	\$ 35,087.09	\$ -	\$ 607.97	\$ 34,479.12
CWF FY2020 - Lawns to Legumes	\$ (1,727.21)	\$ -	\$ 215.66	\$ (1,942.87)
Rum River 1W1P	\$ 10,383.84	\$ -	\$ 18,822.23	\$ (8,438.39)
LSOH - ASP 6	\$ 6,061.59	\$ 176.38	\$ 141.10	\$ 6,096.87
The Nature Conservancy	\$ 11,402.98	\$ -	\$ 7,978.92	\$ 3,424.06
SUBTOTALS	\$ 192,767.88	\$ 7,618.38	\$ 73,601.30	\$ 126,784.96

TOTAL FUNDS \$ 616,040.18

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 82,011.21	\$ 87,470.18	\$ 103,205.48	\$ 66,275.91
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 501,287.05	\$ 93.67	\$ -	\$ 501,380.72
SUBTOTALS	\$ 631,681.81	\$ 87,563.85	\$ 103,205.48	\$ 616,040.18

TOTAL FUNDS \$ 616,040.18

Treasurer's Signature



Date

11/18/21

SHERBURNE SOIL & WATER CONSERVATION

11/04/21

Account QuickReport

Accrual Basis

As of October 31, 2021

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						631,681.81
10200 - Bank of ER - Checking						82,011.21
10/01/2021			Deposit - Allocation	79,733.50		161,744.71
10/07/2021	EFT	Waste Management	Building Expense - Garbage/Recycling		110.89	161,633.82
10/14/2021	EFT	MN PEIP	Health Insurance - November Premium		697.46	160,936.36
10/14/2021	7214	Cibulka, Dan	Reimbursed Expenses		89.04	160,847.32
10/14/2021	7215	City of Elk River	Vehicle Maintenance & Fuel		656.78	160,190.54
10/14/2021	7216	Francine Larson	Reimbursed Expenses		84.00	160,106.54
10/14/2021	7217	I & S Group, Inc.	Rum River 1W1P - Consultant		16,337.06	143,769.48
10/14/2021	7218	Isanti County	Rum River 1W1P - LGU Expense		135.00	143,634.48
10/14/2021	7219	Isanti Soil & Water Conservation District	Rum River 1W1P - LGU Expense		628.50	143,005.98
10/14/2021	7220	Mille Lacs Soil & Water Conservation Dist	Rum River 1W1P - LGU Expense		1,686.39	141,319.59
10/14/2021	7221	MVTL Laboratories, Inc.	MPCA - WPLMN - Lab Expenses		992.00	140,327.59
10/14/2021	7222	NACD	FY22 NACD Dues		775.00	139,552.59
10/14/2021	7223	NCPERS LIFE INSURANCE	Life Insurance - October Premium		16.00	139,536.59
10/14/2021	7224	Patriot News MN	LWM - Advertisement		5.25	139,531.34
10/14/2021	7225	Peterson Company, LTD	2020 Audit		3,054.00	136,477.34
10/14/2021	7226	Ramsey Conservation District - c	Engineering Expense		359.39	136,117.95
10/14/2021	7227	Sherburne County Auditor/Treasurer	Jackson Ave Q4 Lease Payment		5,643.00	130,474.95
10/14/2021	7228	Sherburne County Sheriff's Office	2021 AIS Enforcement		4,328.41	126,081.54
10/14/2021	7229	WaterGuards LLC	AIS - Inspection		2,170.00	123,911.54
10/14/2021	7230	Wick, David	Reimbursed Expenses		12.08	123,899.46
10/14/2021	7231	Diamond A Farm LLC	BMP Cost Share - NC20-04-01		12,750.00	111,149.46
10/14/2021	7232	Henry, Shannon & Lynnea	BMP Cost Share - ERB-FY18-05		246.11	110,903.35
10/14/2021	7233	Central MN Ag Association, Inc.	BMP Cost Share - ERB-FY18-04		15,019.50	95,883.85
10/14/2021	7234	Little Elk Lake Improvement Assoc	FY2021 AIS Grant - Control		500.00	95,383.85
10/15/2021	DD	Bronder, William M	PR - 10/1/2021 - 10/14/2021		384.67	94,999.18
10/15/2021	DD	Bumgarner, Andrea L	PR - 10/1/2021 - 10/14/2021		573.79	94,425.39
10/15/2021	DD	Cibulka, Daniel A	PR - 10/1/2021 - 10/14/2021		2,155.46	92,269.93
10/15/2021	DD	Gerde, Frances W	PR - 10/1/2021 - 10/14/2021		1,763.70	90,506.23
10/15/2021	DD	Larson, Francine M	PR - 10/1/2021 - 10/14/2021		2,142.04	88,364.19
10/15/2021	DD	Wagner, Miranda L	PR - 10/1/2021 - 10/14/2021		1,566.46	86,797.73
10/15/2021	DD	Wick, David P	PR - 10/1/2021 - 10/14/2021		1,493.61	85,304.12
10/15/2021	EFT	United States Treasury	Federal - PR 10/1/2021 - 10/14/2021		3,455.22	81,848.90
10/15/2021	EFT	Minnesota Revenue	State - PR 10/1/2021 - 10/14/2021		550.00	81,298.90
10/15/2021	EFT	PERA	PERA - PR - 10/1/2021 - 10/14/2021		1,836.95	79,461.95
10/15/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/1/2021 - 10/14/2021		1,000.00	78,461.95
10/15/2021	EFT	Charter Communications	Building Expenses - Internet		142.98	78,318.97
10/18/2021	DD	Saxton, Kerry J	Supervisor PerDiem		188.36	78,130.61
10/18/2021	DD	Binsfeld, Michelle L	Supervisor PerDiem		140.33	77,990.28
10/18/2021	DD	Goenner, Lawrence J	Supervisor PerDiem		99.28	77,891.00
10/18/2021	DD	Nelson, Roger J	Supervisor PerDiem		91.44	77,799.56
10/18/2021	DD	Selvog, Jason C	Supervisor PerDiem		103.77	77,695.79
10/18/2021			Deposit - LSOH ASP6	176.38		77,872.17
10/18/2021	EFT	Pitney Bowes	Postage Meter Refill		500.00	77,372.17
10/19/2021	EFT	United States Treasury	Federal - Supervisor PerDiem		33.82	77,338.35
10/19/2021	EFT	PERA	PERA - Supervisor PerDiem		37.50	77,300.85
10/20/2021	EFT	Marco	Building Expense - Copier Services		228.27	77,072.58
10/21/2021			Deposit - Area IV	90.00		77,162.58
10/22/2021			Deposit - WCA/Parks	7,470.30		84,632.88
10/25/2021	EFT	Cardmember Services	Credit Card Purchases - September 2021		1,393.58	83,239.30
10/27/2021	EFT	Guardian Insurance	Disability - November Premium		166.93	83,072.37
10/28/2021	EFT	Minnesota Revenue	State - PR 10/15/2021 - 10/28/2021		543.00	82,529.37
10/29/2021	DD	Bronder, William M	PR - 10/15/2021 - 10/28/2021		296.02	82,233.35
10/29/2021	DD	Bumgarner, Andrea L	PR - 10/15/2021 - 10/28/2021		573.81	81,659.54
10/29/2021	DD	Cibulka, Daniel A	PR - 10/15/2021 - 10/28/2021		2,155.44	79,504.10
10/29/2021	DD	Gerde, Frances W	PR - 10/15/2021 - 10/28/2021		1,763.70	77,740.40
10/29/2021	DD	Wagner, Miranda L	PR - 10/15/2021 - 10/28/2021		1,566.47	76,173.93
10/29/2021	DD	Wick, David P	PR - 10/15/2021 - 10/28/2021		1,493.59	74,680.34
10/29/2021	DD	Larson, Francine M	PR - 10/15/2021 - 10/28/2021		2,142.04	72,538.30
10/29/2021	EFT	United States Treasury	Federal - PR 10/15/2021 - 10/28/2021		3,425.44	69,112.86
10/29/2021	EFT	PERA	PERA - PR 10/15/2021 - 10/28/2021		1,836.95	67,275.91
10/29/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/15/2021 - 10/28/2021		1,000.00	66,275.91
Total 10200 - Bank of ER - Checking				87,470.18	103,205.48	66,275.91
10250 - Bank of ER - Money Market						501,287.05
10/31/2021			Interest	93.67		501,380.72
Total 10250 - Bank of ER - Money Market				93.67	0.00	501,380.72
10300 - CD - 7726074 - 60mo						48,383.55
Total 10300 - CD - 7726074 - 60mo						48,383.55
Total 10000 - Cash				87,563.85	103,205.48	616,040.18
TOTAL				87,563.85	103,205.48	616,040.18