



**Sherburne
SWCD**

BOARD MEETING MINUTES

Regular Meeting

Date: November 3rd, 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
Andrea Bumgarner*+
Dan Cibulka*
Frances Gerde*
Miranda Wagner*+
David Wick*

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 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

- **22.11.01** - Motion by Binsfeld, second by Saxton to approve the agenda with submitted additions as presented. All members voting in favor. Motion carried.

5. Approval of Consent Agenda

Approval of October 13, 2022 Board Meeting Minutes – Draft minutes have been reviewed by staff in advance of the meeting.

Authorization to provide final payment to Big Eagle Lake Improvement Association for an AIS Control project, AIS-FY21-09 for \$500.00 – The original contract with Big Eagle Lake Improvement Association was awarded Spring of 2021 and a contract amendment was approved in August 2021 extending the use of the funds to 2022. The project was completed this summer and deliverables received. The total project cost is \$8,400.00 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 #7445 was signed at the end of the meeting.

Authorization to provide final payment to Orono Lake Improvement Association for an AIS Management project, AIS-FY22-01, for \$607.50 – The original contract with Lake Orono Improvement Association was approved on April 14, 2022. The total project cost is \$3,240.00 and the project was approved at 75% cost share not to exceed \$2,430.00. Funding for this project will be allocated from the AIS Program funds. Check #7446 was signed at the end of the meeting.

Authorization to provide final payment to Three Lakes Improvement District for an AIS Control project, AIS-FY22-04, for \$477.19 – The original contract with Three Lakes Improvement District was

approved on April 14, 2022. The total project cost is \$2,545.00 and the project was approved at 75% cost share not to exceed \$1,908.75. Funding for this project will be allocated from the AIS Program funds. Check #7447 was signed at the end of the meeting.

Authorization to provide final payment to Helena Overcash for a Lawns to Legumes project, #L2L-2022-08-08, for \$794.00 - The original contract with Helena Overcash was approved on August 11, 2022. The total project cost is \$1,237.99, and the project was approved at 90% cost share of eligible expenses, not to exceed \$794.00. Funding for this project will be allocated from the Lawns to Legumes grant. Check #7448 was signed at the end of the meeting.

Authorization to provide final payment to Troy Olsen for a Lawns to Legumes project, #L2L-2021-10-01, for \$431.43 - The original contract with Troy Olsen was approved on October 14, 2021. The total project cost is \$551.43, and the project was approved at 90% cost share of eligible expenses, not to exceed \$1,661.00. Funding for this project will be allocated from the Lawns to Legumes grant. Check #7449 was signed at the end of the meeting.

Authorization to provide final payment to Riverview Place Townhomes for a Streambank Stabilization project, #2022-09-01, for \$8,079.50 – The original contract with Riverview Place Townhomes was approved on September 9, 2022. The total project cost is \$12,695.00, and the project was approved at 65% cost share of eligible expenses, not to exceed \$8,079.50. Funding for this project will be allocated from the District Cost Share program. Check #7450 was signed at the end of the meeting.

Authorization to provide final payment to Adam Goenner for Cover Crop project, #NR-FY19-17, for \$4,500.00 – The original contract with Adam Goenner was approved on August 11, 2022. The total project cost is \$4,500.00, and the project was approved at \$45/acre flat rate not to exceed \$9,630.00. Funding for this project will be allocated from the FY19 - CWF Nitrate Reduction grant. Check #7451 was signed at the end of the meeting.

Authorization to provide final payment to Eilers Bros for Cover Crop project, #NR-FY19-18, for \$9,000.00 – The original contract with Eilers Bros was approved on August 11, 2022. The total project cost is \$9,000.00, and the project was approved at \$45/acre flat rate not to exceed \$9,000.00. Funding for this project will be allocated from the FY19 - CWF Nitrate Reduction grant. Check #7452 was signed at the end of the meeting.

- **22.11.02** - Motion by Saxton, second by Binsfeld to approve the consent agenda as presented. All members voting in favor. Motion carried.

6. October 2022 Financial Reports

Saxton read the October 2022 Program Summary Report. Discussion was had.

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

7. November 2022 Accounts Payable – The Board reviewed the November 2022 Accounts Payable Summary. The report includes all unpaid bills from 10/13/2022 – 11/03/2022. Check numbers 7433 through 7444 totaling \$4,142.99 were submitted for approval. Discussion was had.

- **22.11.04** - Motion by Selvog, second by Binsfeld to approve the November 2022 Accounts Payable as submitted. All members voting in favor. Motion carried.

8. **Supervisor Committee Reports & Vouchers** – Selvog provided an update on the Farm Friends Barn project, Binsfeld discussed the Blue Thumb Bee Lawn workshop. No committee reports from Nelson, Goenner, and Saxton.
 - **22.11.05** - 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** – 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 reported that all 11 parties have signed the project MOA and materials have been submitted to BWSR. Still waiting for BWSR to approve the grant contract with the fiscal agent. A Steering Committee meeting is being scheduled for mid-November to discuss the official beginning of the project. A Policy Committee meeting will likely be planned for late 2022 or early 2023.
13. **Rum River JPE Board** – Cibulka reported Staff met in mid-October to review a project policy document and ranking spreadsheets. Discussion has occurred regarding deed restrictions for watershed projects and funding 3+ year projects, such as cover crops, with a funding source that is biennial. Next RRIWP JPE Board meeting is scheduled for November 30th.
14. **Authorization to execute Cost Share Contract with Nic Carlson for a Prairie Planting project, #2022-11-01, not to exceed \$492.00** – The proposed contract is with Nic Carlson for a Prairie Planting project (643 – Tall grass prairie) in Section 2, Livonia Township. The estimated project cost is \$726.15. Requesting 75% cost share of eligible expenses not to exceed \$492.00. Project installation deadline date is 6/30/2023. Funding for this project will be allocated from District Cost Share program funds.
 - **22.11.06** – Motion by Binsfeld, second by Saxton to execute contract with Nic Carlson for a Prairie Planting project – #2022-11-01, not to exceed \$492.00. All members voting in favor. Motion carried.
15. **Review DRAFT Education and Outreach Plan** – Draft document provided to the Board for review. Larson stated that the preliminary document will be reviewed by staff as well as relevant stakeholders. Larson anticipates bringing final document to the Board for adoption in January. Discussion was had.
16. **Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules.
17. **Adjournment**
 - **22.11.07** – Motion by Nelson, second by Binsfeld to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 9:42 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.

Michelle Bowles
Signature & Title

12/8/22
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

11/30/2022

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 567,625.39	\$ 97,328.66	\$ 125,093.91	\$ 539,860.14
SUBTOTALS	\$ 567,625.39	\$ 97,328.66	\$ 125,093.91	\$ 539,860.14

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY22	\$ 41,407.59	\$ -	\$ 3,805.87	\$ 37,601.72
BWSR SWCD Capacity Grant FY21	\$ 11,507.86	\$ -	\$ -	\$ 11,507.86
BWSR Cost Share Base Grant FY23	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY22	\$ 7,493.00	\$ -	\$ 7,488.68	\$ 4.32
BWSR Cost Share Base Grant FY21	\$ 2,610.70	\$ -	\$ 2,610.70	\$ -
BWSR Buffer Initiative FY22	\$ 3,703.11	\$ -	\$ 1,624.16	\$ 2,078.95
BWSR Buffer Initiative FY21	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY23	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
BWSR Conservation Delivery FY22	\$ 2,907.80	\$ -	\$ 2,907.80	\$ -
LWM	\$ 3,420.14	\$ -	\$ 1,804.25	\$ 1,615.89
NRBG WCA	\$ (2,292.67)	\$ -	\$ 220.99	\$ (2,513.66)
ALS Prevention Aid	\$ (30,619.41)	\$ 1,518.75	\$ 3,276.56	\$ (32,377.22)
ALS 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	\$ -	\$ 13,500.00	\$ 2.88
BWSR FY2020 - Lawns to Legumes	\$ (5,529.47)	\$ 3,517.64	\$ 1,225.43	\$ (3,237.26)
Rum River 1W1P	\$ (0.00)	\$ -	\$ -	\$ (0.00)
The Nature Conservancy	\$ 10,642.65	\$ -	\$ -	\$ 10,642.65
CPL - Houlton FY2022	\$ -	\$ -	\$ -	\$ -
BWSR FY2022 - HELP Grams Park	\$ (20,963.39)	\$ 5,828.76	\$ 223.20	\$ (15,357.83)
MDH - Groundwater FY22	\$ (1,865.86)	\$ 764.15	\$ 158.18	\$ (1,259.89)
SUBTOTALS	\$ 81,956.21	\$ 11,629.30	\$ 38,845.82	\$ 54,739.69

TOTAL FUNDS \$ 594,599.83

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 91,250.00	\$ 86,177.58	\$ 77,445.08	\$ 99,982.50
SWEEP	\$ 509,559.81	\$ 8,622.85	\$ 72,337.12	\$ 445,845.54
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ (0.00)	\$ -	\$ -	\$ (0.00)
SUBTOTALS	\$ 649,581.60	\$ 94,800.43	\$ 149,782.20	\$ 594,599.83

TOTAL FUNDS \$ 594,599.83

SWCD Financial Summary		11/30/2022
Cash - Previous Balance	\$	649,581.60
Income	\$	108,957.96
Expense	\$	163,939.73
Cash - Ending Balance	\$	594,599.83

Treasurer's Signature

Kenny Saxton

Date

Dec 8, 2022

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of November 30, 2022

12/01/22

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 · Cash						649,581.60
10100 · SWEEP Account						509,559.81
11/02/2022			Funds Transfer - SWEEP	904.91		510,464.72
11/03/2022			Funds Transfer - SWEEP	597.22		511,061.94
11/04/2022			Funds Transfer - SWEEP		9,394.89	501,667.05
11/07/2022			Funds Transfer - SWEEP		7,060.84	494,606.21
11/08/2022			Funds Transfer - SWEEP		9,135.82	485,470.39
11/09/2022			Funds Transfer - SWEEP		19,201.53	466,268.86
11/10/2022			Funds Transfer - SWEEP	5,034.76		471,303.62
11/14/2022			Funds Transfer - SWEEP		5,933.15	465,370.47
11/15/2022			Funds Transfer - SWEEP		431.43	464,939.04
11/16/2022			Funds Transfer - SWEEP	275.31		465,214.35
11/18/2022			Funds Transfer - SWEEP		9,640.84	455,573.51
11/21/2022			Funds Transfer - SWEEP		4,494.20	451,079.31
11/22/2022			Funds Transfer - SWEEP		3,592.16	447,487.15
11/25/2022			Funds Transfer - SWEEP	1,251.32		448,738.47
11/28/2022			Funds Transfer - SWEEP		2,936.26	445,802.21
11/30/2022			Funds Transfer - SWEEP		500.00	445,302.21
11/30/2022			Interest	559.33		445,861.54
11/30/2022			Funds Transfer - SWEEP		16.00	445,845.54
Total 10100 · SWEEP Account				8,622.85	72,337.12	445,845.54
10200 · Bank of ER - Checking						91,250.00
11/01/2022			Deposit - MNT/Tricap/AIS	904.91		92,154.91
11/01/2022	EFT	Guardian Insurance	Disability Insurance - November Pre...		166.93	91,987.98
11/02/2022			Funds Transfer - SWEEP		904.91	91,083.07
11/02/2022			Deposit - MDH	764.15		91,847.22
11/03/2022	7433	Bumgarner, Andrea	Reimbursed Expenses		17.50	91,829.72
11/03/2022	7434	City of Elk River	Vehicle Maintenance / Fuel		498.32	91,331.40
11/03/2022	7435	Francine Larson	Reimbursed Expenses		147.50	91,183.90
11/03/2022	7436	Hemmelgarn Woodworking	OCC Award		35.00	91,148.90
11/03/2022	7437	MVTL Laboratories, Inc.	MPCA - WPLMN - Lab Expenses		270.40	90,878.50
11/03/2022	7438	NCPERS LIFE INSURANCE	Life Insurance - EE - November Prem...		16.00	90,862.50
11/03/2022	7439	Ramsey Conservation District - c	ETA - Engineering Services		666.38	90,196.12
11/03/2022	7440	RMB Environmental Laboratories, I...	MPCA WRAP - Lab Expenses		173.15	90,022.97
11/03/2022	7441	Tech Sales Company	MPCA - WPLMN - Supplies		738.25	89,284.72
11/03/2022	7442	Washington CD	Engineering Expenses		78.99	89,205.73
11/03/2022	7443	Wright SWCD	Engineering Services		1,260.00	87,945.73
11/03/2022	7444	WSB & Associates	AIS - Eagle Lake - Phase 2		241.50	87,704.23
11/03/2022	7445	Big Eagle Lake Improvement Asso...	FY2021 AIS Grant - Control		500.00	87,204.23
11/03/2022	7446	Orono Lake Improvement District_	AIS Expense - FY22 AIS Grant		607.50	86,596.73
11/03/2022	7447	Three Lake Improvement District	AIS Expense - FY22 AIS Grant		477.19	86,119.54
11/03/2022	7448	Overcash, Helena	BMP Cost Share - L2L-2022-08-08		794.00	85,325.54
11/03/2022	7449	Olsen, Troy	BMP Cost Share - L2L-2021-10-01		431.43	84,894.11
11/03/2022	7450	Riverview Place Townhomes	BMP Cost Share - #2022-09-01		8,079.50	76,814.61
11/03/2022	7451	Goenner, Adam	BMP Cost Share - NR-FY19-17		4,500.00	72,314.61
11/03/2022	7452	Eilers Brothers	BMP Cost Share - NR-FY19-18		9,000.00	63,314.61
11/03/2022			Funds Transfer - SWEEP		597.22	62,717.39
11/04/2022	DD	Bumgarner, Andrea L	PR - 10/16/2022 - 10/29/2022	0.00		62,717.39
11/04/2022	DD	Cibulka, Daniel A	PR - 10/16/2022 - 10/29/2022		2,085.83	60,631.56
11/04/2022	DD	Gerde, Frances W	PR - 10/16/2022 - 10/29/2022		1,834.43	58,797.13
11/04/2022	DD	Larson, Francine M	PR - 10/16/2022 - 10/29/2022		2,281.30	56,515.83
11/04/2022	DD	Wagner, Miranda L	PR - 10/16/2022 - 10/29/2022		1,640.62	54,875.21
11/04/2022	DD	Wick, David P	PR - 10/16/2022 - 10/29/2022		1,552.71	53,322.50
11/04/2022	EFT	United States Treasury	Federal - PR10/16/2022 - 10/29/2022		3,468.68	49,853.82
11/04/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/16/2022 - 10/29/2...		1,026.19	48,827.63
11/04/2022	EFT	PERA	PERA - PR 10/16/2022 - 10/29/2022		1,924.39	46,903.24
11/04/2022	DD	Binsfeld, Michelle L	Supervisor Per Diem		93.55	46,809.69
11/04/2022	DD	Goenner, Lawrence J	Supervisor Per Diem		126.05	46,683.64
11/04/2022	DD	Saxton, Kerry J	Supervisor Per Diem		106.73	46,576.91
11/04/2022	DD	Selvog, Jason C	Supervisor Per Diem		131.05	46,445.86
11/04/2022	DD	Nelson, Roger J	Supervisor Per Diem		117.30	46,328.56
11/04/2022	EFT	United States Treasury	Federal - Supervisor PerDiem		26.90	46,301.66
11/04/2022	EFT	PERA	PERA - Supervisor PerDiem		40.00	46,261.66
11/04/2022			Funds Transfer - SWEEP	9,394.89		55,656.55
11/07/2022	EFT	Minnesota Revenue	State - PR 10/16/2022 - 10/29/2022		558.00	55,098.55
11/07/2022	EFT	Waste Management	Building Expense - Garbage/Recycling		133.21	54,965.34
11/07/2022			Funds Transfer - SWEEP	7,060.84		62,026.18
11/08/2022			Funds Transfer - SWEEP	9,135.82		71,162.00
11/09/2022			Funds Transfer - SWEEP	19,201.53		90,363.53

6:31 PM

12/01/22

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of November 30, 2022

Date	Num	Name	Memo	Debit	Credit	Balance
11/09/2022			Deposit - Grams	5,828.76		96,192.29
11/10/2022			Funds Transfer - SWEEP		5,034.76	91,157.53
11/14/2022			Funds Transfer - SWEEP	5,933.15		97,090.68
11/15/2022	EFT	Charter Communications	Building Expenses - Internet		157.98	96,932.70
11/15/2022			Deposit - AIS	900.00		97,832.70
11/15/2022			Funds Transfer - SWEEP	431.43		98,264.13
11/16/2022			Funds Transfer - SWEEP		275.31	97,988.82
11/18/2022	DD	Bumgarner, Andrea L	PR - 10/30/2022 - 11/12/2022	0.00		97,988.82
11/18/2022	DD	Cibulka, Daniel A	PR - 10/30/2022 - 11/12/2022		2,085.83	95,902.99
11/18/2022	DD	Gerde, Frances W	PR - 10/30/2022 - 11/12/2022		1,834.43	94,068.56
11/18/2022	DD	Larson, Francine M	PR - 10/30/2022 - 11/12/2022		2,281.31	91,787.25
11/18/2022	DD	Wagner, Miranda L	PR - 10/30/2022 - 11/12/2022		1,640.63	90,146.62
11/18/2022	DD	Wick, David P	PR - 10/30/2022 - 11/12/2022		1,552.72	88,593.90
11/18/2022	EFT	United States Treasury	Federal - PR 10/30/2022 - 11/12/2022		3,468.62	85,125.28
11/18/2022	EFT	Minnesota Revenue	State - PR 10/30/2022 - 11/12/2022		558.00	84,567.28
11/18/2022	EFT	PERA	PERA - PR 10/30/2022 - 11/12/2022		1,924.39	82,642.89
11/18/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/30/2022 - 11/12/2...		1,026.19	81,616.70
11/18/2022	EFT	MN PEIP	Health Insurance - December Premium		2,792.50	78,824.20
11/18/2022	EFT	Guardian Insurance	Disability Insurance - December Pre...		166.93	78,657.27
11/18/2022			Funds Transfer - SWEEP	9,640.84		88,298.11
11/18/2022			Deposit - MCIT	1,925.00		90,223.11
11/20/2022	EFT	Marco	Building Expense - Copier Services		241.66	89,981.45
11/21/2022	ACH	DVS Renewal	Trailer Tabs - 2023		41.25	89,940.20
11/21/2022			Funds Transfer - SWEEP	4,494.20		94,434.40
11/22/2022			Funds Transfer - SWEEP	3,592.16		98,026.56
11/23/2022	DD	Larson, Francine M	PR - 1/1/2022 - 11/1/2022 - Comp Time		1,597.77	96,428.79
11/23/2022	EFT	United States Treasury	Federal - PR Comp Time		469.32	95,959.47
11/23/2022	EFT	Minnesota Revenue	State - PR Comp Time		81.00	95,878.47
11/23/2022			Deposit - L2L	3,517.64		99,396.11
11/25/2022	EFT	Cardmember Services	Credit Card Expenses 10/7/2022 - 11/...		1,614.55	97,781.56
11/25/2022			Funds Transfer - SWEEP		1,251.32	96,530.24
11/28/2022			Funds Transfer - SWEEP	2,936.26		99,466.50
11/30/2022			Funds Transfer - SWEEP	500.00		99,966.50
11/30/2022			Funds Transfer - SWEEP	16.00		99,982.50
Total 10200 · Bank of ER - Checking				86,177.58	77,445.08	99,982.50
10300 · CD - 7726074 - 60mo						48,771.79
Total 10300 · CD - 7726074 - 60mo						48,771.79
Total 10000 · Cash				94,800.43	149,782.20	594,599.83
TOTAL				94,800.43	149,782.20	594,599.83