SHERBURNE
SOIL & WATER
CONSERVATION DISTRICT
1944

BOARD MEETING MINUTES
Regular Meeting

Date: February 8th, 2018
Location: Elk River USDA Service Center, 14855 Highway 10
Elk River, MN 55330

Board Members Present	Staff Present	Others Present
Michael Schroeder	Francine Larson	Lisa A. Fobbe, Sherburne County Commissioner
Shane Berg	Andie Bumgarner*	Jason Weinerman, BWSR
Larry Goenner*	Gina Hugo*	Julie Reberg, NRCS Acting District Conservationist
Roger Nelson	Miranda Wagner*	Ian Todd, Congressional Candidate
Jason Selvog		Breanne Howerton, Communications Director for Ian Todd for Congress

*denotes partial attendance

Regular Agenda

1. **Call to Order**
   Meeting was called to order by Chair Schroeder at 8:00 a.m. A quorum was present.
2. **Pledge of Allegiance**
   Schroeder led the Board of Supervisors in the Pledge of Allegiance.
3. **Open Forum**
   District 6 Congressional Candidate, Ian Todd introduced himself and his Communications Director Breanne Howerton. Todd spoke about his legislative platform and how it relates to local conservation efforts.
4. **Approval of Agenda**
   - **18.020** - Motion by Nelson, second by Selvog to approve the agenda with submitted additions as presented. All members voting yes. Motion carried.
5. **Secretary's Report – January 11, 2018 Board Meeting Minutes**
   - **18.021** - Motion by Nelson, second by Selvog to approve the January 11, 2018 Board Meeting Minutes as presented. All members voting yes. Motion carried.
6. **Treasurer's Report – Amended December 2017 Financial Reports**
   Larson noted that due to the annual grant reconciliation, an amendment to the December financial reports was needed. Nelson read the updated December 2017 Program Summary Report.
   - **18.022** - Motion by Selvog, second by Nelson to accept the amended December 2017 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.
7. **Treasurer's Report – January 2018 Financial Reports**
   Nelson read the January 2018 Program Summary Report. Discussion was had.
   - **18.023** - Motion by Selvog, second by Schroeder to accept the January 2018 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.
8. **Treasurer's Report – January 2018 Accounts Payable** - Larson distributed the January 2018 Accounts Payable Summary. Check numbers 6468 through 6479 totaling $5,174.99 were submitted for approval. Discussion was had.
   - **18.024** - Motion by Nelson, second by Selvog to approve the January 2018 Accounts Payable as submitted. All members voting yes. Motion carried.

9. **Supervisor Committee Reports & Vouchers** - Selvog reported attendance at the Elk River Watershed meeting noting that the ERWA Board and staff are discussing long term planning, goal setting and how it relates to the future of the organization and the 1W1P potential. No Committee Reports from Nelson, Berg, Schroeder, and Goenner. Supervisor's submitted monthly vouchers for approval.

    - **18.025** - Motion by Goenner, second by Nelson to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.

10. **District Managers Report** – Larson reviewed her monthly activities, briefly discussing the District Self-Assessment and the Annual Plan. Larson reminded the Board that she will be in Washington D.C. the week of 2/11/18 – 2/16/18 for the Leadership Institute program. Discussion was had.

11. **NRCS Activity Report** – Reberg distributed her activities report. She updated the board on her monthly activities, NRCS program updates, technical assistance and meeting & training attendance. Report available upon request.

12. **District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Discussion was had.

13. **Review Executed Contract and Provide Final payment to B. Izdepski for a Well Sealing project – CWF14-WS-11 for $280.00** - The original contract with Barbara Izdepski for a well sealing project in Section 4, Clear Lake Township was approved on January 24, 2018. The total project cost estimate is $560.00 and the contract was approved at 50% cost share for eligible expenses not to exceed $1,000.00. Funding for this project will be allocated from CWF14 Well Sealing grant.

    - **18.026** - Motion by Nelson, second by Selvog to provide final payment to B Izdepski for a well sealing project – CWF14-WS-11, for $280.00. All members voting yes. Motion carried.

      Check #6466 for $280.00 was signed during the meeting.

13a. **Authorization to return unspent/unencumbered funds from the 2018 Buffer Cost Share Grant to MN BWSR** – Larson stated that the 2018 Buffer Cost Share funds that the District received to assist landowners affected by the Buffer Law had to be spent or encumbered no later than March 1, 2018. Larson noted that no funds were spent or encumbered therefore all the funds would need to be returned to BWSR by March 1, 2018.

    18.027 - Motion by Goenner, second by Nelson to return unspent/unencumbered funds from the 2018 Buffer Cost Share Grant to MN BWSR. All members voting yes. Motion carried.

    Check #6465 for $30,000.00 was signed during the meeting.

14. **Consider Cost Share Application for S. Berg** – Larson stated that Supervisor Berg contacted District staff on January 15th requesting his lakeshore and rain garden project be added to the new cost share application list. District staff forwarded the information to Larson who responded to Berg via email that she would need to seek guidance from the Board of Supervisors prior to expending any further resources towards the projects. Discussion was had. Larson referred to the Conflict of Interest policy in the adopted Erosion Control and Water Management Program Policy stating that the policy was included in the recent update based on recommendations received from the Sherburne County Attorney's office. Further discussion was had.

    - **18.028** - Motion by Selvog, second by Nelson to deny the cost share application for S. Berg based on consideration of the Conflict of Interest Policy. All members voting yes. Motion carried.

15. **Approve Manager's Attendance at the 2018 MASWCD Legislative Briefing Event** – Larson requested approval to attend the Legislation Briefing event held by MASWCD on March 12th.

    - **18.029** - Motion by Nelson, second by Goenner to approve Larson's lodging and registration at the 2018 MASWCD Legislative Briefing event. All members voting yes. Motion carried.

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

17. Adjourn

- **18.030** - Motion by Nelson, second by Berg to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 9:03 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

3-8-18

Date