



BOARD MEETING MINUTES

Regular Meeting

Date: June 9th, 2016

Location: Elk River USDA Service Center, 14855 Highway 10
Elk River, MN 55330

Board Members Present

Jason Selvog
Douglas Hipsag
Shane Berg
Larry Goenner
Roger Nelson

*denotes partial attendance

Staff Present

Francine Larson
Andie Bumgarner*
Frances Gerde*
Gina Hugo*
Dan Cibulka*

Others Present

Mary Monte*, NRCS District
Conservationist
Sharon Kolstad, Private Citizen

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Selvog at 8:34 a.m. A quorum was present.

2. Pledge of Allegiance

Selvog led the Board of Supervisors in the Pledge of Allegiance.

3. Open Forum

There were no comments from the audience.

4. Approval of Agenda

- Motion by Goenner, second by Nelson to approve the agenda with submitted additions. All members voting yes. Motion carried.

5. Secretary's Report – May 12, 2016 Board Meeting Minutes

- Motion by Goenner, second by Nelson to approve the May 12, 2016 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – May 2016 Program Summary & Transaction Report

Goenner read the May 2016 Program Summary Report. Discussion was had.

- Motion by Nelson, second by Goenner to accept the May 2016 Financial Report as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – Accounts Payable & Supervisor Vouchers

Supervisor's submitted monthly vouchers for approval. Larson distributed the June 2016 Accounts Payable Summary noting an additional expense. Check numbers 6077 through 6090 and 6096 totaling \$13,141.82 were submitted for approval. Discussion was had.

- Motion by Goenner, second by Nelson to approve the May 2016 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.

8. NRCS Activity Report – Monte 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.

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

10. Approval of Local Work Group 2017 Recommendations – Monte reviewed the minutes from the local work group meeting held on May 12, 2016. Discussion was had.

- Motion by Goenner, second by Hipsag to approve the Local Work group Recommendations as presented. All members voting yes. Motion carried.

11. Authorization to Provide Final Payment to Kellie Bronson for a Shoreline Restoration Project – FY15-02 for \$1,603.13 - Larson reviewed the contract with Kellie Bronson for a Shoreline Restoration Project in Section 26, Palmer Township. The original project estimate was \$2,781.40 and a contract was approved at 65% cost share, not to exceed \$1,807.91. Larson noted that funding for this project will be allocated from FY15 State Cost Share funds. The final project cost was \$2,466.40

- Motion by Nelson, second by Goenner to provide final payment to Kellie Bronson for a Shoreline Restoration Project – FY15-02 at \$1,603.16 (65%). All members voting yes. Motion carried.

Check # 6093 was signed during the meeting

12. Authorization to Provide Final Payment to Harlan & Jackie Kartak for a Native Prairie Incentive Planting – NPI-FY16-01 for \$2,975.40 - Larson reviewed the contract with Harlan & Jackie Kartak for a Native Prairie Incentive Planting in Section 1, Becker Township. The original project estimate was \$3,960.00 and a contract was approved at 75% cost share, not to exceed \$3,960.00. Larson noted that funding for this project will be allocated from the FY16 SWCD Capacity – Forestry funds. The final project cost was \$3,967.20.

- Motion by Nelson, second by Hipsag to provide final payment to Harlan & Jackie Kartak for a Native Prairie Incentive Planting project – NPI-FY16-01 at \$2,975.40 (75%). All members voting yes. Motion carried.

Check # 6094 was signed during the meeting

13. Authorization to Execute Contract with Livonia Township for a Native Prairie Incentive Planting – NPI-FY16-02 - Larson reviewed the proposed contract with Livonia Township for a Native Prairie Incentive project in Section 32, Livonia Township. The native prairie practice includes short grass prairie type over 8 acres. The total project cost estimate is \$4,800.00. Larson requested approval of 75% of the cost of seed, not to exceed \$600/ac on a maximum of 10 acres per property. Larson noted that funding for this project will be allocated from FY16 SWCD Capacity - Forestry Funds.

- Motion by Goenner, second by Berg to approve contract NPI-FY16-02 with Livonia Township for Native Prairie Incentive project at 75% of the cost of seed, not to exceed \$600/ac on a maximum of 10 acres per property. All members voting yes. Motion carried.

14. Authorization to Execute Contract with Edward & Deborah Peitso for a Shoreline Restoration Project – FY15_16-05 – Larson reviewed the proposed contract with Edward & Deborah Peitso for a Shoreline Restoration project in Section 31, Big Lake Township. Gerde was invited into the meeting to discuss the project in more detail. The total project cost estimate is \$6,891.00. Larson requested approval of 65% cost share, not to exceed \$4,360.10. Larson noted that funding for this project will be allocated from the FY2015 and FY2016 State Cost Share Funds.

- Motion by Goenner, second by Hipsag to approve cost share contract FY15_16-05 with Edward & Deborah Peitso for a Shoreline Restoration project at 65%, not to exceed \$4,360.10. All members voting yes. Motion carried.

15. Authorization to Approve Registration at the 2016 MACD Area 4 Summer Meeting & Tour – Larson stated that the Area 4 Summer Meeting and Tour will be held on Monday, June 27 at the Anoka-Ramsey Community College in Cambridge, MN. Discussion was.

- Motion by Goenner, second by Berg to approve registration for staff and Supervisors at the MACD Area 4 Summer Meeting. All members voting yes. Motion carried.

15a. Authorization to Execute Contract for Services with Michael Mayer, PE for Shoreline Stabilization Project – Larson reviewed the contract for Services with Michael Mayer for the Nelson Shoreline Stabilization project. Discussion was had. Larson noted that the engineering design fees shall not exceed \$1,500.00.

- Motion by Nelson, second by Goenner to approve contract for services with Michael Meyers for a Shoreline Stabilization Project, not to exceed \$1,500.00. All members voting yes. Motion carried.

15b. Authorization to Execute Letter of Agreement with Anoka Conservation District for Phase 2 Rum River WRAP Project - Larson reviewed the Agreement and Scope of Services with the Anoka Conservation District for the Rum River WRAP Phase 2 project. The scope of services indicates District activities shall not exceed \$3,753.00. Discussion was had.

- Motion by Goenner, second by Hipsag to approve Letter of Agreement with Anoka Conservation District for Phase 2 Rum River WRAP Project, not to exceed \$3,753.00. All members voting yes. Motion carried.

16. Consider 2017 Draft Budget – Larson reviewed the 2017 Draft Budget, noting that the Finance Committee met prior to the meeting to review and update the budget. Discussion was had. Sherburne SWCD is scheduled to present the budget to the County Commissioners on August 3, 2016.

- Motion by Hipsag, second by Goenner to approve the 2017 Budget as presented. All members voting yes. Motion carried.

17. Building Update – Larson reviewed the most recent Sherburne County Government Center building plans. The current drawings indicate the District will be located adjacent to Public Works department. Discussion was had.

18. District Manager's Report – Larson distributed and reviewed her monthly report. Larson stated that she needed to purchase a new laptop computer as her computer overheated. Larson noted that the District received notice that we were not successful in the submitted PF Biologist grant application. Larson will be meeting with Anoka and Isanti District Managers to discuss other funding options for the position.

Larson requested permission to postpone this year's Conservation Tour of Practices in lieu of the number of other activities the District will be attending or hosting this year. Larson suggested having a Volunteer Appreciation Dinner this fall instead. Discussion was had.

- Motion by Nelson, second by Goenner to host a Volunteer Appreciation Dinner in place of the Conservation Tour of Practices. All members voting yes. Motion carried.

Larson reported that the District will be having a float in the Sherburne County Fair's Parade on Saturday July 16th. All Board members are welcome to attend.

19. Supervisor Committee Reports – Hipsag reported that he was planning to attend the Metro Conservation JPB meeting but was not able to attend due to health issues. No Committee reports from Goenner, Berg, Selvog and Nelson.

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

21. Adjourn

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

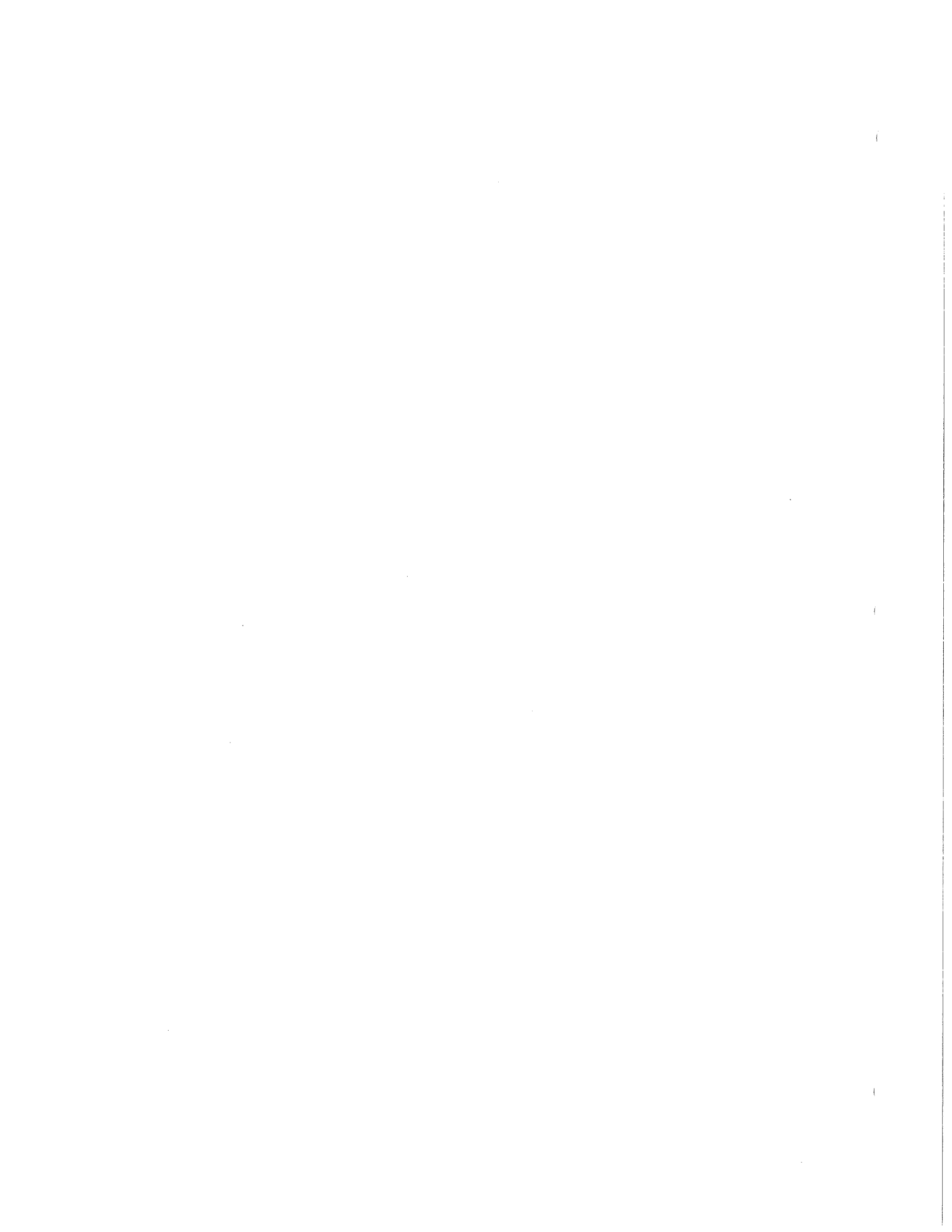
Meeting adjourned at 10:20 a.m.

Respectfully submitted by
Shane Berg, Secretary

Signature

7-13-16

Date



SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

'/05/16

As of June 30, 2016

Cash Basis

| Date | Num | Name | Memo | Debit | Credit | Balance |
|-----------------------|---------|----------------------------------|--|----------|----------|------------|
| Cash | | | | | | 541,969.16 |
| Klein Checking | | | | | | 346,815.37 |
| 06/01/2016 | DBT | Merchant Services | Credit Card Fees | | 63.31 | 346,752.06 |
| 06/03/2016 | DD | Bronder, William M | PR - 5/20/16 - 6/2/16 | | 1,337.45 | 345,414.61 |
| 06/03/2016 | DD | Bumgarner, Andrea L | PR - 5/20/16 - 6/2/16 | | 478.69 | 344,935.92 |
| 06/03/2016 | DD | Cibulka, Daniel A | PR - 5/20/16 - 6/2/16 | | 1,650.83 | 343,285.09 |
| 06/03/2016 | DD | Gerde, Frances W | PR - 5/20/16 - 6/2/16 | | 1,281.69 | 342,003.40 |
| 06/03/2016 | DD | Hugo, Gina M | PR - 5/20/16 - 6/2/16 | | 1,918.08 | 340,085.32 |
| 06/03/2016 | DD | Larson, Francine M | PR - 5/20/16 - 6/2/16 | | 1,691.17 | 338,394.15 |
| 06/03/2016 | EFT | United States Treasury | Federal - PR 5/20/16 - 6/2/16 | | 3,253.42 | 335,140.73 |
| 06/03/2016 | EFT | Minnesota Revenue | State - PR 5/20/16 - 6/2/16 | | 537.00 | 334,603.73 |
| 06/03/2016 | EFT | PERA | PERA - PR 5/20/16 - 6/2/16 | | 1,664.94 | 332,938.79 |
| 06/03/2016 | EFT | Nationwide Retirement Solutio... | Nationwide - PR 5/20/16 - 6/2/16 | | 998.30 | 331,940.49 |
| 06/06/2016 | | | Deposit - MPCA | 1,233.41 | | 333,173.90 |
| 06/08/2016 | | | Deposit - MNT | 224.43 | | 333,398.33 |
| 06/08/2016 | DBT | Coborns | Meeting Supplies | | 11.99 | 333,386.34 |
| 06/09/2016 | 6078 | Bumgarner, Andrea | Reimbursed Expenses | | 17.82 | 333,368.52 |
| 06/09/2016 | 6079 | CEL Marketing | FY16 Capacity - Forestry | | 274.67 | 333,093.85 |
| 06/09/2016 | 6080 | Cibulka, Dan | Reimbursed Expenses | | 52.92 | 333,040.93 |
| 06/09/2016 | 6081 | City of Elk River | Vehicle Maintenance & Fuel | | 522.25 | 332,518.68 |
| 06/09/2016 | 6082 | Francine Larson | Reimbursed Expenses | | 159.30 | 332,359.38 |
| 06/09/2016 | 6083 | Gerde, Frances | Reimbursed Expenses | | 30.24 | 332,329.14 |
| 06/09/2016 | 6084 | Grand Irrigation | FY14 - CWF BWSR Irrigation | | 2,703.94 | 329,625.20 |
| 06/09/2016 | 6085 | Hugo, Gina Manea | Reimbursed Expenses | | 86.94 | 329,538.26 |
| 06/09/2016 | 6086 | Minnesota Native Landscapes | 2016 Native Plant Sale | | 4,049.49 | 325,488.77 |
| 06/09/2016 | 6088 | MVTL Laboratories, Inc. | Water Monitoring | | 471.80 | 325,016.97 |
| 06/09/2016 | 6089 | NCPERS LIFE INSURANCE | Life Insurance - GH/FL | | 16.00 | 325,000.97 |
| 06/09/2016 | 6090 | Sherburne County Sheriff's Of... | AIS - Inspection & Enforcement | | 1,504.89 | 323,496.08 |
| 06/09/2016 | 6091 | Water Laboratories | Water Monitoring | | 389.00 | 323,107.08 |
| 06/09/2016 | 6092 | WSB & Associates | FY14 MCD SWA - Lake Orono | | 723.00 | 322,384.08 |
| 06/09/2016 | 6093 | Bronson, Kellie | FY15 Cost Share | | 1,603.16 | 320,780.92 |
| 06/09/2016 | 6094 | Kartak, Harlan - v | FY16 Capacity - Native Prairie Incentive | | 2,975.40 | 317,805.52 |
| 06/09/2016 | 6095 | Bailey Nurseries, Inc. | FY16 Capacity - Forestry | | 632.56 | 317,172.96 |
| 06/09/2016 | 6096 | WaterGuards LLC | AIS - Inspection & Enforcement | | 1,362.00 | 315,810.96 |
| 06/09/2016 | DBT | Office Max | Office Supplies | | 16.00 | 315,794.96 |
| 06/10/2016 | EFT | A M Stewart Properties | Rent | | 1,185.59 | 314,609.37 |
| 06/10/2016 | EFT | Windstream, Inc | Internet | | 106.78 | 314,502.59 |
| 06/10/2016 | DBT | Diamond City Bread | FY16 Capacity - Forestry Workshop | | 28.00 | 314,474.59 |
| 06/14/2016 | DD | Berg, Shane A | Supervisor PerDiem | | 81.50 | 314,393.09 |
| 06/14/2016 | DD | Hipsag, Douglas | Supervisor PerDiem | | 80.97 | 314,312.12 |
| 06/14/2016 | DD | Selvog, Jason C | Supervisor PerDiem | | 99.33 | 314,212.79 |
| 06/14/2016 | DD | Goenner, Larry | Supervisor PerDiem | | 95.00 | 314,117.79 |
| 06/14/2016 | DD | Nelson, Roger J | Supervisor PerDiem | | 90.69 | 314,027.10 |
| 06/14/2016 | EFT | United States Treasury | Federal - Supervisor PerDiem | | 10.84 | 314,016.26 |
| 06/14/2016 | EFT | PERA | PERA - Supervisor PerDiem | | 37.51 | 313,978.75 |
| 06/14/2016 | DBT | Sherburne County Agricultural... | 2016 Fair Expense - Parade Entry Fee | | 35.00 | 313,943.75 |
| 06/14/2016 | DBT | Save our Monarchs | 2016 Fair Expense | | 32.50 | 313,911.25 |
| 06/15/2016 | DBT | Tractor Supply | FY14 - CWF Irrigation Expense | | 11.73 | 313,899.52 |
| 06/17/2016 | DD | Bronder, William M | PR - 6/3/16 - 6/16/16 | | 1,337.44 | 312,562.08 |
| 06/17/2016 | DD | Bumgarner, Andrea L | PR - 6/3/16 - 6/16/16 | | 478.67 | 312,083.41 |
| 06/17/2016 | DD | Cibulka, Daniel A | PR - 6/3/16 - 6/16/16 | | 1,492.21 | 310,591.20 |
| 06/17/2016 | DD | Gerde, Frances W | PR - 6/3/16 - 6/16/16 | | 1,281.71 | 309,309.49 |
| 06/17/2016 | DD | Hugo, Gina M | PR - 6/3/16 - 6/16/16 | | 1,918.08 | 307,391.41 |
| 06/17/2016 | DD | Larson, Francine M | PR - 6/3/16 - 6/16/16 | | 1,652.15 | 305,739.26 |
| 06/17/2016 | EFT | MN PEIP | Insurance - July Premium | | 1,595.66 | 304,143.60 |
| 06/17/2016 | To P... | United States Treasury | Federal - PR 6/3/16 - 6/16/16 | | 3,139.10 | 301,004.50 |
| 06/17/2016 | To P... | Minnesota Revenue | State - PR - 6/3/16 - 6/16/16 | | 515.00 | 300,489.50 |
| 06/18/2016 | EFT | PERA | PERA - PR 6/3/16 - 6/16/16 | | 1,664.94 | 298,824.56 |
| 06/18/2016 | EFT | Nationwide Retirement Solutio... | Nationwide - PR 6/3/16 - 6/16/16 | | 1,048.30 | 297,776.26 |
| 06/20/2016 | DBT | Dollar Tree | 2016 Fair Expense | | 20.31 | 297,755.95 |
| 06/20/2016 | DBT | Target | FY16 Capacity - Forestry Program | | 39.65 | 297,716.30 |
| 06/23/2016 | EFT | AT&T | FY16 Capacity - Forestry Program | | 177.92 | 297,538.38 |
| 06/23/2016 | DBT | Minnesota Native Landscapes | 2016 Fair Expense | | 74.81 | 297,463.57 |
| 06/27/2016 | DBT | Target | FY16 Capacity - Forestry Program | | 9.61 | 297,453.96 |
| 06/28/2016 | DBT | Coborns | FY16 Capacity - Forestry Workshop | | 5.00 | 297,448.96 |
| 06/28/2016 | DBT | Mim's Cafe | FY16 Capacity - Forestry Workshop | | 86.00 | 297,362.96 |
| 06/29/2016 | DBT | Diamond City Bread | FY16 Capacity - Forestry Workshop | | 10.50 | 297,352.46 |
| 06/29/2016 | DBT | Dunn Bros | FY16 Capacity - Forestry Workshop | | 6.70 | 297,345.76 |
| 06/30/2016 | DD | Bronder, William M | PR - 6/17/16 - 6/30/16 | | 1,337.44 | 296,008.32 |
| 06/30/2016 | DD | Bumgarner, Andrea L | PR - 6/17/16 - 6/30/16 | | 478.68 | 295,529.64 |

11:53 AM
 07/05/16
 Cash Basis

SHERBURNE SOIL & WATER CONSERVATION
Account QuickReport
 As of June 30, 2016

| Date | Num | Name | Memo | Debit | Credit | Balance |
|-----------------------------|-----|----------------------------------|-----------------------------------|------------------|------------------|-------------------|
| 06/30/2016 | DD | Cibulka, Daniel A | PR - 6/17/16 - 6/30/16 | | 1,492.19 | 294,037.45 |
| 06/30/2016 | DD | Hugo, Gina M | PR - 6/17/16 - 6/30/16 | | 1,918.08 | 292,119.37 |
| 06/30/2016 | DD | Larson, Francine M | PR - 6/17/16 - 6/30/16 | | 1,652.16 | 290,467.21 |
| 06/30/2016 | DD | Gerde, Frances W | PR - 6/17/16 - 6/30/16 | | 1,281.69 | 289,185.52 |
| 06/30/2016 | EFT | Minnesota Revenue | State - PR 6/17/16 - 6/30/16 | | 515.00 | 288,670.52 |
| 06/30/2016 | EFT | PERA | PERA - PR 6/17/16 - 6/30/16 | | 1,664.94 | 287,005.58 |
| 06/30/2016 | EFT | Nationwide Retirement Solutio... | Nationwide - PR 6/17/16 - 6/30/16 | | 1,048.30 | 285,957.28 |
| 06/30/2016 | | | Deposit - Allocation | 69,620.00 | | 355,577.28 |
| 06/30/2016 | EFT | Walmart | AtS - EDRR Zebra Mussel | | 86.54 | 355,490.74 |
| Total Klein Checking | | | | 71,077.84 | 62,402.47 | 355,490.74 |
| Money Market - Klein | | | | | | 132,496.30 |
| 06/15/2016 | | | Deposit - Planting | 561.09 | | 133,057.39 |
| 06/17/2016 | | | Deposit - Prairie | 246.88 | | 133,304.27 |
| 06/30/2016 | | | Interest | 7.64 | | 133,311.91 |
| Total Money Market - Klein | | | | 815.61 | 0.00 | 133,311.91 |
| CD - 7718951 - 12mo | | | | | | 17,174.19 |
| Total CD - 7718951 - 12mo | | | | | | 17,174.19 |
| CD - 7726074 - 60mo | | | | | | 45,483.30 |
| Total CD - 7726074 - 60mo | | | | | | 45,483.30 |
| Total Cash | | | | 71,893.45 | 62,402.47 | 551,460.14 |
| TOTAL | | | | 71,893.45 | 62,402.47 | 551,460.14 |

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

June-16

PROGRAM SUMMARY

| PROGRAM | Beginning Balance | Receipts | Disbursement | End of Month Balance |
|------------------------|--------------------------|---------------------|---------------------|-----------------------------|
| Operating Funds | | | | |
| District | \$ 267,524.67 | \$ 9,705.06 | \$ 8,544.89 | \$ 268,684.84 |
| County Allocation | \$ 9,514.05 | \$ 64,201.50 | \$ 42,339.31 | \$ 31,376.24 |
| SUBTOTALS | \$ 277,038.72 | \$ 73,906.56 | \$ 50,884.20 | \$ 300,061.08 |

| | | | | |
|---------------------------------------|----------------------|--------------------|---------------------|----------------------|
| Program Funds | | | | |
| BWSR SWCD Capacity Grant FY16 | \$ 69,674.95 | \$ - | \$ 4,246.01 | \$ 65,428.94 |
| BWSR Cost Share Base Grant FY16 | \$ 7,493.00 | \$ - | \$ - | \$ 7,493.00 |
| BWSR Cost Share Base Grant FY15 | \$ 2,490.02 | \$ - | \$ 2,003.95 | \$ 486.07 |
| BWSR Buffer Initiative FY16 | \$ 6,889.93 | \$ - | \$ - | \$ 6,889.93 |
| BWSR Conservation Delivery FY16 | \$ 3,605.85 | \$ - | \$ 3,605.85 | \$ (0.00) |
| LWM | \$ 5,043.75 | \$ 5,418.50 | \$ 3,424.97 | \$ 7,037.28 |
| CWF FY2013 - St. Cloud | \$ (4,688.86) | \$ - | \$ - | \$ (4,688.86) |
| CWF FY2014 - Irrigation Scheduling | \$ 64,754.48 | \$ - | \$ 2,715.67 | \$ 62,038.81 |
| CWF FY2014 - Well Sealing | \$ 5,647.50 | \$ - | \$ - | \$ 5,647.50 |
| CWF FY2014 - ER Bacteria Reduction | \$ 2,587.88 | \$ - | \$ - | \$ 2,587.88 |
| CWF FY2014 - Briggs Chain Partnership | \$ 4,479.42 | \$ - | \$ - | \$ 4,479.42 |
| CWF FY2016 - Birch Lake Retrofit | \$ 35,003.00 | \$ - | \$ - | \$ 35,003.00 |
| MDA Sustainable Ag Demo FY2014-16 | \$ 4,484.87 | \$ - | \$ - | \$ 4,484.87 |
| FY2015 AIS Prevention Aid | \$ 57,464.65 | \$ - | \$ 2,953.43 | \$ 54,511.22 |
| SUBTOTALS | \$ 264,930.44 | \$ 5,418.50 | \$ 18,949.88 | \$ 251,399.06 |

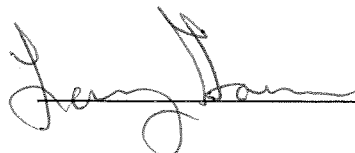
TOTAL FUNDS \$ 551,460.14

DISTRIBUTION OF FUNDS

| | Beginning Balance | Receipts | Disbursement | End of Month Balance |
|-----------------------------|--------------------------|---------------------|---------------------|-----------------------------|
| Cash Checking | \$ 346,815.37 | \$ 71,077.84 | \$ 62,402.47 | \$ 355,490.74 |
| Savings | \$ 132,496.30 | \$ 815.61 | \$ - | \$ 133,311.91 |
| CD - 74 - Equipment Storage | \$ 45,483.30 | \$ - | \$ - | \$ 45,483.30 |
| CD - 52 - WB HCSA | \$ 17,174.19 | \$ - | \$ - | \$ 17,174.19 |
| SUBTOTALS | \$ 541,969.16 | \$ 71,893.45 | \$ 62,402.47 | \$ 551,460.14 |

TOTAL FUNDS \$ 551,460.14

Treasurer's Signature



Date

7-13-16

