



BOARD MEETING MINUTES
Regular Meeting

Date: September 8th, 2016
Location: Elk River USDA Service Center, 14855 Highway 10
Elk River, MN 55330

Board Members Present

Jason Selvog
Douglas Hipsag
Larry Goenner
Roger Nelson
Shane Berg

Staff Present

Francine Larson
Bill Bronder*
Dan Cibulka*
Frances Gerde*

Others Present

Sharon Kolstad*, Private Citizen

*denotes partial attendance

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Selvog at 8:30 a.m. A quorum was present.

2. Pledge of Allegiance

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

3. Open Forum - Berg inquired about the status of the AIS boat landing signs and stated that if staff hasn't already done so, the City of Big Lake should be contacted. Larson reported that numerous signs have been placed at landings and that the District does work closely with the City of Big Lake staff.

4. Approval of Agenda

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

5. Secretary's Report – August 11, 2016 Board Meeting Minutes

- Motion by Nelson, second by Hipsag to approve the August 11, 2016 Board Meeting Minutes as presented. All members voting yes. Motion carried.

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

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

- Motion by Goenner, second by Nelson to accept the August 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 September 2016 Accounts Payable Summary. Check numbers 6136 through 6149 totaling \$6,807.81 were submitted for approval. Discussion was had.

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

8. NRCS Activity Report – no report available

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

10. Authorization to Execute Contract for Engineering Services with MM Engineering, LLC for a Streambank Stabilization Project - Larson requested approval to enter into a contact for services with MM Engineering, LLC for engineering design of a streambank stabilization project along the Mississippi River in Section 31, Haven Township. Engineering design fees shall not exceed \$1,210.00. Larson noted

that funding for the engineering services will be allocated from the annual ETA funding through the Metro Conservation District JPB. Gerde reviewed the technical details of the project. Discussion was had.

- Motion by Goenner, second by Hipsag to execute contract for engineering services with MM Engineering, LLC for a Streambank Stabilization project, not to exceed \$1,210.00. All members voting yes. Motion carried.
- 11. Authorization to Execute Contract for Engineering Services with MM Engineering, LLC for an Ag Waste Management Project** - Larson requested approval to enter into a contact for services with MM Engineering, LLC for engineering design of an Ag Waste Management project in Section 11, Becker Township. Engineering design fees shall not exceed \$3,850.00. Larson noted that funding for the engineering services will be allocated from the annual ETA funding through the Metro Conservation District JPB. Bronder reviewed the technical details of the project. Discussion was had.
- Motion by Goenner, second by Hipsag to execute contract for engineering services with MM Engineering, LLC for an Ag Waste Management project, not to exceed \$3,850.00. All members voting yes. Motion carried.
- 12. Authorization to Execute Contract for Engineering Services with Bogart, Pederson & Associates, Inc. for a Sediment Trap Project** - Larson requested approval to enter into a contact for services with Bogart, Pederson & Associates, Inc. for engineering design of a Sediment Trap on Big Eagle Lake in Orrock Township. Engineering design fees shall not exceed \$12,250.00. Larson noted that funding for the engineering services will be allocated from the annual ETA funding through the Metro Conservation District JPB. Gerde reviewed the technical details of the project. Discussion was had.
- Motion by Goenner, second by Hipsag to execute contract for engineering services with Bogart, Peterson & Associates Inc. for a Sediment Trap project, not to exceed \$12,250.00. All members voting yes. Motion carried.
- 12a. Authorization to Execute Contract with John Hendrickson for a Stormwater Runoff Control Project – CWF14-BLCA-06** - Larson reviewed the proposed contract with John & Kristy Hendrickson for a Stormwater Runoff Control project in Section 23, Palmer Township. The total project cost estimate is \$14,319.56. The cost includes materials, labor and in-kind. Larson requesting approval of 75% cost share, not to exceed \$10,739.67. Larson noted that funding for this project will be allocated from the CWF14 Briggs Lake Chain Community Partners Grant. The CWF grant requires an overall match of 25%, the match for this grant has been exceeded. Gerde reviewed the technical details of the project. Discussion was had.
- Motion by Selvog, second by Goenner to approve contract CWF14-BLCA-06 with John Hendrickson for a Stormwater Runoff Control project at 75% cost share, not to exceed \$10,739.67. All members voting yes. Motion carried.
- 13. Authorization to Execute Contract with Gayle Murray for a Filter Strip Livestock Exclusion Project – CWF14-ER-05** - Larson reviewed the proposed contract with Gayle & Chris Murray for a Filter Strip Livestock Exclusion Project in Section 30, City of Elk River. The total project cost estimate is \$15,317.46. The cost includes materials and labor. Larson requested approval of 75% cost share, not to exceed \$11,488.10. Funding for this project will be allocated from the CWF14 Elk River Bacteria Reduction Grant. Bronder reviewed the technical details of the project. Discussion was had.
- Motion by Goenner, second by Hipsag to approve contract CWF14-ER-05 with Gayle Murray for a Filter Strip Livestock Exclusion project at 75% cost share, not to exceed \$11,488.10. All members voting yes. Motion carried.
- 14. Authorization to Execute Contract with Shane Steinbrecher for Cover Crop Incentive Program – CCI-FY16-04** - Larson reviewed the proposed contract with Shane & Kari Steinbrecher for a Cover Crop Incentive project in Section 29, Livonia Township. The cover crop practice will include 2 species over 40 acres. The total project cost estimate is \$1,200.00. Larson requested approval of \$30/acre for a two species cover crop, not to exceed \$3,000. Larson noted that funding for this project will be allocated from FY16 SWCD Capacity Funds. Bronder reviewed the technical details of the project. Discussion was had.

- Motion by Nelson, second by Hipsag to approve contract CCI-FY16-04 with Shane Steinbrecher for a Cover Crop Incentive project, not to exceed \$3,000.00. All members voting yes. Motion carried.

15. Authorization to Execute Contract with Alan Peterson for Cover Crop Incentive Program – CCI-FY16-05 - Larson reviewed the proposed contract with Alan Peterson for a Cover Crop Incentive project in Section 29, Palmer Township. The cover crop practice will include 4 species over 61 acres. The total project cost estimate is \$3,000.00. Larson requested approval of \$50/acre for a four species cover crop, not to exceed \$3,000. Larson noted that funding for this project will be allocated from FY16 SWCD Capacity Funds. Bronder reviewed the technical details of the project. Discussion was had.

- Motion by Nelson, second by Hipsag to approve contract CCI-FY16-05 with Alan Peterson for a Cover Crop Incentive project, not to exceed \$3,000.00. All members voting yes. Motion carried.

16. Sherburne County Aquatic Invasive Species Summary & Program Update – Cibulka gave a presentation on the local AIS efforts and plans for the upcoming fiscal year. He introduced a new AIS Grant program that the District intends to offer beginning 2017. Cibulka requested the Board provide feedback regarding the proposed grant program by September 16th. Discussion was had.

17. Authorization for Staff Registration and Lodging at the 2016 BWSR Academy. – Larson requested approval for registration and lodging expenses for staff that are interested in attending the BWSR Academy. The Academy is held at Craguns in Brainerd.

- Motion by Selvog, second by Goenner to approve staff registration and lodging at the 2016 BWSR Academy. All members voting yes. Motion carried.

18. Authorization to Hire Full-Time District Technician – Larson requested approval to hire a Full-Time District Technician, Grade 10. Discussion was had.

- Motion by Goenner, second by Berg to approve hiring a Full-Time District Technician. All members voting yes. Motion carried.

19. District Manager's Report – Larson reviewed her monthly report, briefly discussing upcoming events and meetings

20. Supervisor Committee Reports – No Committee reports.


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

22. Adjourn

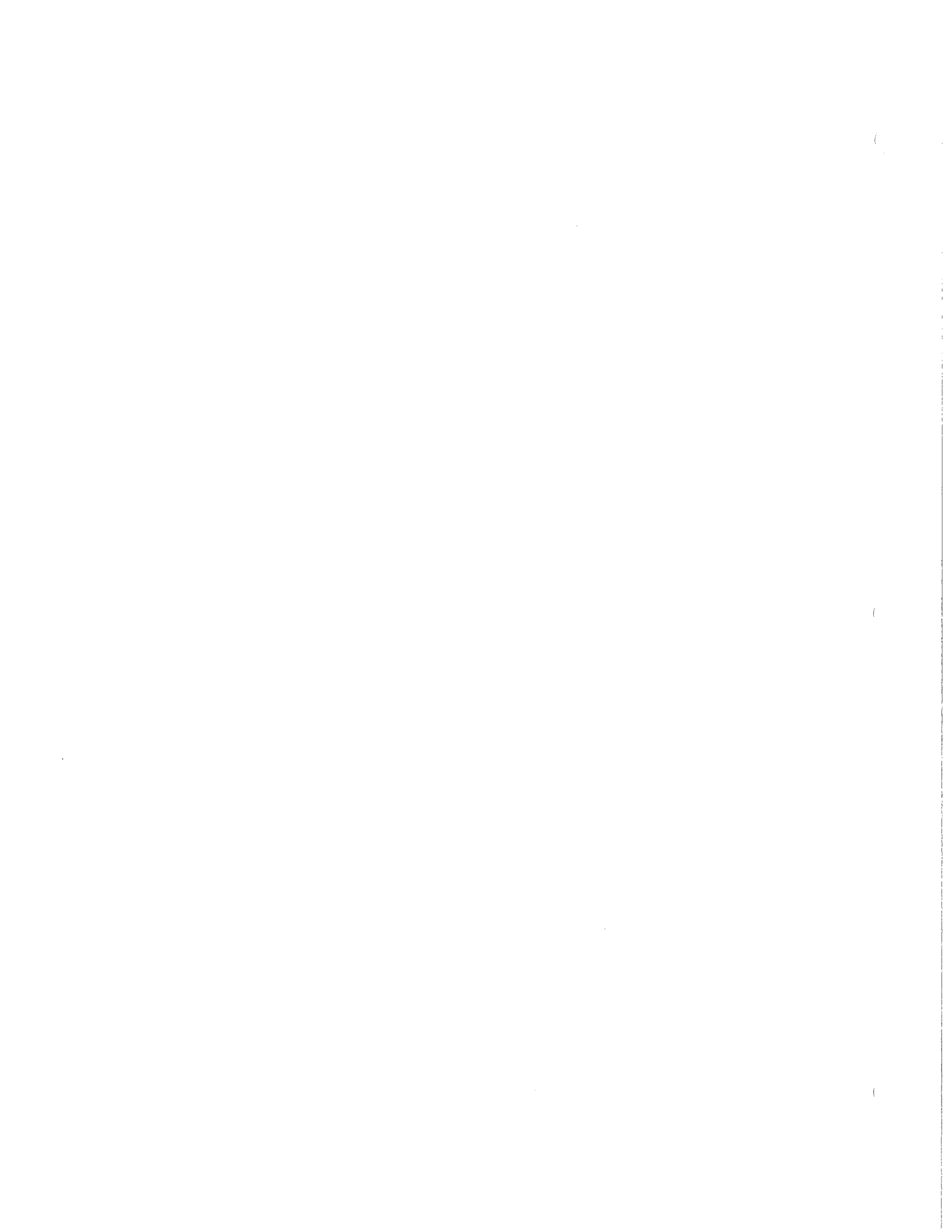
- Motion by Nelson, second by Berg to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 10:31 a.m.

Respectfully submitted by
Shane Berg, Secretary


Signature

10-13-16
Date



SHERBURNE SOIL & WATER CONSERVATION

10/03/16

Account QuickReport

Cash Basis

As of September 30, 2016

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						582,378.39
Klein Checking						
09/01/2016	EFT	Guardian Insurance	STD/LTD Insurance - September Premium		107.12	381,466.84
09/01/2016	DBT	Russells on the Lake	Annual Dinner -Room Deposit		100.00	381,359.72
09/01/2016	DBT	Merchant Services	Credit Card Fees		10.56	381,249.16
09/02/2016	EFT	MN PEIP	Insurance - September Premium		1,595.66	379,653.50
09/02/2016			Deposit - MNT	443.53		380,097.03
09/06/2016	DBT	Kwik Trip	Vehicle Maintenance - Carwash		10.00	380,087.03
09/07/2016	EFT	Nationwide Retirement Solutions	Nationwide - PR 8/26/16 - 9/8/16		1,048.30	379,038.73
09/07/2016	DBT	Cub Foods	Meeting & Training		10.98	379,027.75
09/08/2016	EFT	Minnesota Revenue	State - PR 8/26/16 - 9/8/16		515.00	378,512.75
09/08/2016	EFT	PERA	PERA - PR 8/26/16 - 9/8/16		1,664.94	376,847.81
09/08/2016	6136	Bumgarner, Andrea	Reimbursed Expenses		5.60	376,842.21
09/08/2016	6137	BWSR	Meetings & Training		164.00	376,678.21
09/08/2016	6138	Cibulka, Dan	Reimbursed Expenses		32.40	376,645.81
09/08/2016	6139	City of Elk River	Vehicle Maintenance & Fuel		407.43	376,238.38
09/08/2016	6140	Conservation Corps	AIS Expense		2,000.00	374,238.38
09/08/2016	6141	Francine Larson	Reimbursed Expenses		118.26	374,120.12
09/08/2016	6142	Hugo, Gina Manea	Reimbursed Expenses		51.30	374,068.82
09/08/2016	6143	Metro Conservation Districts	Designs Software Subscriptions		889.63	373,179.19
09/08/2016	6144	MVTL Laboratories, Inc.	MPCA - WPLMN		868.30	372,310.89
09/08/2016	6145	NCPERS LIFE INSURANCE	Life Insurance		64.00	372,246.89
09/08/2016	6146	RMB Environmental Laboratori...	AIS Expense		1,260.00	370,986.89
09/08/2016	6147	Spectrum Signs	AIS Expense		87.10	370,899.79
09/08/2016	6148	Water Laboratories	Water Monitoring		471.00	370,428.79
09/08/2016	6149	West Sherburne Tribune	CWF14 - Irrigation Expense		388.80	370,039.99
09/08/2016			Deposit - WPLMN	3,050.70		373,090.69
09/08/2016			Deposit - MNT		53.44	373,037.25
09/09/2016	DD	Bronder, William M	PR - 8/26/16 - 9/8/16		1,337.44	371,699.81
09/09/2016	DD	Bumgarner, Andrea L	PR - 8/26/16 - 9/8/16		478.69	371,221.12
09/09/2016	DD	Cibulka, Daniel A	PR - 8/26/16 - 9/8/16		1,492.20	369,728.92
09/09/2016	DD	Gerde, Frances W	PR - 8/26/16 - 9/8/16		1,281.69	368,447.23
09/09/2016	DD	Hugo, Gina M	PR - 8/26/16 - 9/8/16		1,918.07	366,529.16
09/09/2016	DD	Larson, Francine M	PR - 8/26/16 - 9/8/16		1,652.17	364,876.99
09/09/2016	EFT	United States Treasury	Federal - PR 8/26/16 - 9/8/16		3,139.10	361,737.89
09/09/2016	DD	Berg, Shane A	Supervisor PerDiem		79.83	361,658.06
09/09/2016	DD	Goenner, Larry	Supervisor PerDiem		95.00	361,563.06
09/09/2016	DD	Selvog, Jason C	Supervisor PerDiem		99.33	361,463.73
09/09/2016	DD	Hipsag, Douglas	Supervisor PerDiem		80.96	361,382.77
09/09/2016	DD	Nelson, Roger J	Supervisor PerDiem		90.68	361,292.09
09/09/2016	DBT	Office Max	Office Supplies		236.35	361,055.74
09/09/2016	DBT	Elk River Printing	MDA Sustainable Ag - Field Day		198.79	360,856.95
09/10/2016	EFT	United States Treasury	Federal - Supervisor PerDiem		10.88	360,846.07
09/10/2016	EFT	A M Stewart Properties	Rent		1,185.59	359,660.48
09/10/2016	EFT	Windstream, Inc	Internet		106.82	359,553.66
09/12/2016	DBT	MN PEIP	Insurance - October Premium		1,595.66	357,958.00
09/12/2016	EFT	PERA	PERA - Supervisor PerDiem		37.50	357,920.50
09/14/2016	DBT	Cragun's Resort & Hotel	Meetings & Training		74.63	357,845.87
09/15/2016			Deposit - WPLMN	2,000.00		359,845.87
09/16/2016	DBT	Amazon.com	County Forestry - MNT		174.39	359,671.48
09/21/2016	DBT	MN Society of Arborist	Meetings & Training		170.00	359,501.48
09/22/2016	DBT	Cub Foods	FY2016 SWCD Capacity - Forestry MNT		3.58	359,497.90
09/22/2016	DBT	Coborns	SWCD Capacity - Forestry MNT		3.66	359,494.24
09/22/2016	DBT	Cub Foods	County Forestry - MNT		26.94	359,467.30
09/22/2016	DBT	Office Max	County Forestry - MNT		28.11	359,439.19
09/23/2016	DD	Bronder, William M	PR - 9/9/16 - 9/22/16		1,337.45	358,101.74
09/23/2016	DD	Bumgarner, Andrea L	PR - 9/9/16 - 9/22/16		478.68	357,623.06
09/23/2016	DD	Cibulka, Daniel A	PR - 9/9/16 - 9/22/16		1,492.21	356,130.85
09/23/2016	DD	Gerde, Frances W	PR - 9/9/16 - 9/22/16		1,281.69	354,849.16
09/23/2016	DD	Hugo, Gina M	PR - 9/9/16 - 9/22/16		1,918.08	352,931.08
09/23/2016	DD	Larson, Francine M	PR - 9/9/16 - 9/22/16		1,652.16	351,278.92
09/23/2016	EFT	United States Treasury	Federal - PR 9/9/16 - 9/22/16		3,139.12	348,139.80
09/23/2016	EFT	Minnesota Revenue	State - PR 9/9/16 - 9/22/16		515.00	347,624.80
09/23/2016	EFT	PERA	PERA - PR 9/9/16 - 9/22/16		1,664.94	345,959.86
09/23/2016	EFT	Nationwide Retirement Solutions	Nationwide - PR 9/9/16 - 9/22/16		1,048.30	344,911.56
09/23/2016	EFT	AT&T	FY16 Capacity - Forestry Program		177.92	344,733.64
09/23/2016	DBT	Home Depot	County Forestry - MNT		80.00	344,653.64
09/23/2016	DBT	Hamline University	Meetings & Training		100.00	344,553.64
09/23/2016	DBT	Hamline University	Meetings & Training		100.00	344,453.64
09/23/2016	DBT	Hamline University	Meetings & Training		100.00	344,353.64

1:06 PM

10/03/16

Cash Basis

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of September 30, 2016

Date	Num	Name	Memo	Debit	Credit	Balance
09/23/2016	DBT	Hamline University	Meetings & Training		100.00	344,253.64
09/23/2016			Deposit - MNT	641.24		344,894.88
09/23/2016	DBT	Coborns	Other Education Program Expense		14.14	344,880.74
09/26/2016	DBT	Home Depot	County Forestry - MNT		88.26	344,792.48
09/27/2016	EFT	Guardian Insurance	STD/LTD Insurance - October Premium		107.12	344,685.36
09/27/2016	DBT	Walmart	Office Supplies		13.77	344,671.59
09/28/2016	DBT	Elk River Ford, Inc.	Vehicle Maintenance		6.00	344,665.59
09/30/2016	DBT	Caribou Coffee	MDA Sustainable Ag - Field Day		12.81	344,652.78
09/30/2016	DBT	Coborns	Education Program Expense		17.02	344,635.76
09/30/2016			County Allocation	69,620.00		414,255.76
09/30/2016			Deposit - Workshop	130.00		414,385.76
Total Klein Checking				75,885.47	42,966.55	414,385.76
Money Market - Klein						138,254.06
09/01/2016			Deposit - Wkshp/WRAP	710.00		138,964.06
09/29/2016			Deposit - MNT	349.44		139,313.50
09/30/2016			Interest	8.00		139,321.50
Total Money Market - Klein				1,067.44	0.00	139,321.50
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				76,952.91	42,966.55	616,364.75
TOTAL				76,952.91	42,966.55	616,364.75

TREASURER'S MONTHLY REPORT SHERBURNE SWCD
September-16
PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 246,679.74	\$ 16,761.81	\$ 6,309.10	\$ 257,132.45
County Allocation	\$ 0.00	\$ 64,201.50	\$ 32,524.79	\$ 31,676.71
SUBTOTALS	\$ 246,679.74	\$ 80,963.31	\$ 38,833.89	\$ 288,809.16

Program Funds				
BWSR SWCD Capacity Grant FY17	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY16	\$ 90,978.19	\$ -	\$ 185.16	\$ 90,793.03
BWSR Cost Share Base Grant FY17	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY16	\$ 5,236.85	\$ -	\$ -	\$ 5,236.85
BWSR Cost Share Base Grant FY15	\$ 301.96	\$ -	\$ -	\$ 301.96
BWSR Buffer Initiative FY16	\$ 6,889.93	\$ -	\$ -	\$ 6,889.93
BWSR Conservation Delivery FY17	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
LWM	\$ 1,806.14	\$ 5,418.50	\$ 1,806.17	\$ 5,418.47
CWF FY2013 - St. Cloud	\$ (4,688.86)	\$ -	\$ -	\$ (4,688.86)
CWF FY2014 - Irrigation Scheduling	\$ 61,185.58	\$ -	\$ 388.80	\$ 60,796.78
CWF FY2014 - Well Sealing	\$ 5,397.50	\$ -	\$ -	\$ 5,397.50
CWF FY2014 - ER Bacteria Reduction	\$ 24,108.82	\$ -	\$ -	\$ 24,108.82
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	\$ -	\$ 211.60	\$ 4,273.27
FY2015 AIS Prevention Aid	\$ 35,052.25	\$ -	\$ 10,969.83	\$ 24,082.42
FY2016 AIS Prevention Aid	\$ 36,335.00	\$ -	\$ -	\$ 36,335.00
SUBTOTALS	\$ 335,698.65	\$ 5,418.50	\$ 13,561.56	\$ 327,555.59

TOTAL FUNDS \$ 616,364.75

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 381,466.84	\$ 75,885.47	\$ 42,966.55	\$ 414,385.76
Savings	\$ 138,254.06	\$ 1,067.44	\$ -	\$ 139,321.50
CD - 74 - Equipment Storage	\$ 45,483.30	\$ -	\$ -	\$ 45,483.30
CD - 52 - WB HCSA	\$ 17,174.19	\$ -	\$ -	\$ 17,174.19
SUBTOTALS	\$ 582,378.39	\$ 76,952.91	\$ 42,966.55	\$ 616,364.75

TOTAL FUNDS \$ 616,364.75

Treasurer's Signature Gay Dawn Date 10-13-16