BOARD MEETING MINUTES
Regular Meeting

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

Board Members Present
Jason Selvog
Larry Goenner
Roger Nelson
Shane Berg
Doug Hipsag
*denotes partial attendance

Staff Present
Francine Larson
Bill Bronder*
Dan Cibulka*
Frances Gerde*
Gina Hugo*
Robert Mathews*
Andie Bumgarner*

Others Present
Yara Gonzalez, NRCS Soil Conservationist

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
There were no comments from the audience.

4. Approval of Agenda
   • Motion by Nelson, second by Berg to approve the agenda with submitted addition. All members voting yes. Motion carried.

5. Secretary’s Report – October 13, 2016 Board Meeting Minutes
   • Motion by Nelson, second by Hipsag to approve the October 13, 2016 Board Meeting Minutes as presented. All members voting yes. Motion carried.

   Goenner read the October 2016 Program Summary Report. Discussion was had.
   • Motion by Nelson, second by Berg to accept the October 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 November 2016 Accounts Payable Summary. Check numbers 6175 through 6184 totaling $2,149.53 were submitted for approval. Discussion was had.
   • Motion by Goenner, second by Nelson to approve the November 2016 Accounts Payable and Supervisor’s vouchers as submitted. All members voting yes. Motion carried.

8. NRCS Activity Report & Civil Rights Update – Gonzalez distributed Mary Monte’s NRCS activities report. Gonzalez reviewed the report with the board. Report available upon request. Discussion was had.

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 approve 2017 AIS Grant Program – Larson and Cibulka reviewed the grant program guidelines. Discussions was had.

   • Motion by Selvog, second by Berg to approve the 2017 AIS Grant Program as presented. All members voting yes. Motion carried.

11. Authorization to Provide Final Payment to J. Hendrickson for a Shoreline Restoration Project – CWF14-BLCA-06 for $10,262.56 – The original contract with John Hendrickson for a shoreline stabilization project in Section 23, Palmer Township was approved on September 8, 2016. The total project cost estimate was $14,319.56 and the contract was approved at 75% cost share for eligible expenses 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 final project cost was $13,702.56 which includes materials, labor and in-kind. Gerde reviewed the technical details of the project. Discussion was had.

   • Motion by Nelson, second by Goenner to authorize final payment to J. Hendrickson for a Shoreline Restoration project – CWF14-BLCA-06 at $10,262.56. All members voting yes. Motion carried.

       Check # 6185 was signed during the meeting.

11a. Authorization to provide Partial Payment to E. Peitso for a Shoreline Stabilization Project - FY15_16-05 for $168.75 - The original contract with Edward and Deborah Peitso for a shoreline stabilization project in Section 31, Big Lake Township was approved on June 9, 2016. The total project cost estimate was $6,891.00 and the contract was approved at 75% cost share for eligible expenses not to exceed $4,360.10. Larson noted that funding for this project will be allocated from the FY15 and FY16 State Cost Share. The FY15 State Cost Share needs to be spent by December 31, 2016. The partial reimbursement request totaled $225.00. Gerde reviewed the technical details of the project. Discussion was had.

   • Motion by Nelson, second by Berg to authorize partial payment to E. Peitso for a Shoreline Stabilization project – FY15_16-05 at $168.75 (75%). All members voting yes. Motion carried.

       Check # 6186 was signed during the meeting.

11b. Authorization to Execute Contract with M. Nelson for a Shoreline Stabilization Project CS-FY16-01

   – Larson reviewed the proposed contract with Margaret Nelson for a Shoreline Stabilization Project in Section 6 of Big Lake Township. The total project cost estimate is $14,913.20. The cost includes materials and labor. Larson requested approval of 75% cost share, not to exceed $11,184.90. Larson noted that funding for this project will be allocated from the FY16 SWCD Capacity fund. Gerde reviewed the technical details of the project. Discussion was had.

   • Motion by Goenner, second by Selvog to execute contract with M. Nelson for a Shoreline Stabilization project – CS-FY16-01 not to exceed $11,184.90. All members voting yes. Motion carried.

12. Authorization to Provide Final Payment to Gray Potato Farms for a Cover Crop Incentive Project – CCI-FY16-02 for $3,000.00 – The original contract with Gray Potato Farms for a Cover Crop Incentive project in Section 18, Clear Lake Township was approved on April 14, 2016. The cover crop plan included 3 species planted over 80 acres. The original project estimate was $3,000.00 and the contract was approved at $40/acre for three species not to exceed $3,000.00. Larson noted that funding for this project will be allocated from FY16 SWCD Capacity fund. The final project cost was $3,000.00. Brandt reviewed the technical details of the project. Discussion was had.

   • Motion by Nelson, second by Berg to authorize final payment to Gray Potato Farms for a Cover Crop Incentive project – CCI-FY16-02 at $3,000.00. All members voting yes. Motion carried.

       Check # 6187 was signed during the meeting.

13. Authorization to Provide Partial Payment to G. Murray for a Filter Strip Livestock Exclusion Project – CWF14-ER-05 for $3,750.00 – The original contract with Gayle & Chris Murray for a Filter Strip Livestock Exclusion Project in Section 30, City of Elk River was approved on September 8, 2016. The total project cost estimate was $15,317.46 and the contract was approved at 75% cost share for eligible expenses not to exceed $11,488.10. Larson noted that funding for this project will be allocated from the CWF14 Elk River
Bacteria Reduction Grant. The partial reimbursement request totaled $5,000.00. Bronder reviewed the technical details of the project. Discussion was had.

- Motion by Goenner, second by Nelson to authorize partial payment to G. Murray for a Filter Strip Livestock Exclusion project – CWF14-ER-05 at $3,750.00 (75%). All members voting yes. Motion carried.

  Check # 6188 was signed during the meeting.

14. Authorization to Cancel Contract CCI-FY16-04 with S. Steinbrecher for a Cover Crop Incentive Project – Larson stated that contract CCI-FY16-04 was originally approved at the September 8, 2016 meeting. The District was contacted by Steinbrecher requesting cancelation of the contract. Landowner stated he was not able to plant the cover crop this year. Discussion was had.

- Motion by Nelson, second by Berg to cancel contract CCI-FY16-04 with S. Steinbrecher. All members voting yes. Motion carried.

15. Authorization to Extend Contract Deadline Date for T. Johnson – FY14-BLCA-05 - The original contract with Trent Johnson for a Stabilization project in Section 22, Palmer Township, was approved on August 11, 2016. The project was not able to be completed this year. Larson requested the deadline date be extended to December 31, 2017. Discussion was had.

- Motion by Nelson, second by Berg to authorize contract extension for FY14-BLCA-05 with T. Johnson. All members voting yes. Motion carried.


17. Supervisor Committee Reports – Nelson and Goenner reported that the Personnel committee met to review resumes and interview candidates for the District Technician position. Larson stated that 37 resumes were received, reviewed and scored based on pre-determined list of requirements. Out of the 37 resumes, 3 scored over 70 points. The three candidates were selected for an interview. Interviews were held on November 7th. The Committee offered Miranda Wagner the position at a Grade 10, Step 7. Miranda shall serve a six month probationary period. If performance and conduct are deemed satisfactory by the District Manager, she will be eligible for an increase to Grade 10, Step 8. Wagner will start on December 7th. No Committee Reports from Berg, Hipsag and Selvog.

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

19. Adjourn

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

Meeting adjourned at 9:38 a.m.

Respectfully submitted by
Shane Berg, Secretary

[Signature]

[Date]

Sherburne Soil & Water Conservation District Regular Board Meeting November 10, 2016
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Page 1
### SHERBURNE SOIL & WATER CONSERVATION
#### Account QuickReport
##### As of November 30, 2016

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## Treasurer's Monthly Report Sherburne SWCD
### November-16
#### Program Summary

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**Total Funds $502,718.45**

## Distribution of Funds

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**Total Funds $502,718.45**

Surer's Signature

Date 12-8-16