



BOARD MEETING MINUTES

Regular Meeting

Date: June 8th, 2017

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

Board Members Present

Jason Selvog
Michael Schroeder
Larry Goenner
Roger Nelson

*denotes partial attendance
Absent – Shane Berg

Staff Present

Francine Larson
Andie Bumgarner*
Dan Cibulka*
Miranda Wagner*
Gina Hugo*
Bob Mathews*

Others Present

Yara Gonzalez, Acting NRCS District
Conservationist
Lisa Fobbe, Sherburne County
Commissioner

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**

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

5. **Secretary's Report – May 4, 2017 Board Meeting Minutes**

- **17.070** - Motion by Nelson, second by Goenner to approve the May 4, 2017 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. **Treasurer's Report – May 2017 Program Summary & Transaction Report**

Goenner read the May 2017 Program Summary Report. Discussion was had.

- **17.071** - Motion by Nelson, second by Schroeder to accept the May 2017 financial reports as submitted, subject to audit. All members voting yes. Motion carried.

7. **Treasurer's Report – June 2017 Accounts Payable & Supervisor Vouchers** - Supervisor's submitted monthly vouchers for approval. Larson distributed the June 2017 Accounts Payable Summary. Check numbers 6294 through 6308 totaling \$16,539.32 were submitted for approval. Discussion was had.

- **17.072** - Motion by Goenner, second by Nelson to approve the June 2017 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.

8. **District Managers Report** – Larson reviewed her monthly report, briefly discussing upcoming events and meetings. Written report available upon request.

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

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

11. **Adopt Local Water Resource Riparian Protection in Sherburne County Resolution** – Larson and Cibulka discussed the Resolution stating that in pursuance of MN Statute 103f.48, the Buffer Law, SWCD's

are required to develop, adopt and submit to each local water management authority a summary of watercourses for inclusion in the local water management authority's plan by July 1st 2017. The BWSR Guidance document is available upon request. Cibulka noted that the proposed Resolution was originally drafted by Chisago SWCD and presented to the metro managers as an alternative option to a map and shapefile. The draft resolution has been reviewed by BWSR and deemed an acceptable alternative. Discussion was had.

- **17.073** - Motion by Goenner, second by Schroeder to adopt the Local Water Resource Riparian Protection Resolution as presented. All members voting yes. Motion carried.

12. Consider Authorization for District Manager to attend MASWCD Leadership Institute – The MASWCD Leadership institute is designed to build leadership skills, confidence, and networking opportunities. The course consists of seven in-person sessions and up to three webinars. Sessions are held at different locations throughout the state and may require overnight stay. One session is held in Washington DC. Registration includes lodging and meals for all sessions along with air fare to Washington DC. The registration fee is \$2,850.00. Larson stated that she would like to attend this year's Institute. Discussion was had. Larson noted that there is funding set aside in the annual budget for training opportunities for staff.

- **17.074** - Motion by Selvog, second by Schroeder to authorize Larson's attendance and registration fees for the 2017 MASWCD Leadership Institute. All members voting yes. Motion carried.

13. Authorization to Attend MACD Summer Meeting & Tour – Larson stated that the MACD Summer Meeting is scheduled for July 12, 2017. Registration is due by June 28th, 2017 – space is limited. Registration is \$20 per person. Larson noted that at least two staff planned to attend the meeting. Discussion was had. Goenner, Gonzales and Fobbe expressed interests in attending.

- **17.075** - Motion by Goenner, second by Selvog to authorize attendance and registration fees for the MACD summer meeting and tour. All members voting yes. Motion carried.

14. Review and Adopt 2018 Budget – Larson stated that the finance committee met prior to the May Board meeting to review and discuss the proposed budget. The District is requesting a 2.5% (\$6,420.15) increase over last year's county allocation. The county allocation represents 35% of our overall budget. The budget request deadline is June 23rd. Larson also noted that staff anticipate applying for at least 4 grants for 2018. Discussion was had.

- **17.076** - Motion by Nelson, second by Schroeder to adopt the 2018 budget as presented. All members voting yes. Motion carried.

15. Authorization to provide final payment to D Hart for a Shoreline Stabilization Project CS_FY16-03 for \$7,157.15 – Larson stated that the original contract with Deb & Eddie Hart for a shoreline stabilization project in Section 24, City of Big Lake was approved on March 9, 2017. The total project cost was \$11,011.00 and the contract was approved at 65% cost share for eligible expenses not to exceed \$7,157.15. Funding for this project will be allocated from FY16 Capacity Funding - Cost Share. Discussion was had.

- **17.077** - Motion by Nelson, second by Goenner to authorize final payment to D Hart for a shoreline stabilization project – CS_FY16-03 for \$7,157.15. All members voting yes. Motion carried.

Check #6311 was signed during the meeting.

16. Authorization to provide final payment to E Teigen for a Shoreline Stabilization Project CS_FY16_17-05 for \$5,993.00 – Larson stated that the original contract with Erling & Michelle Teigen for a shoreline stabilization project in Section 24, City of Big Lake was approved on March 9, 2017. The total project cost was \$9,220.00 and the contract was approved at 65% cost share for eligible expenses not to exceed \$5,993.00. Funding for this project will be allocated from FY16 & FY17 Capacity Funding - Cost Share. Discussion was had.

- **17.078** - Motion by Goenner, second by Nelson to authorize final payment to E Teigen for a shoreline stabilization project – CS_FY16_17-05 for \$5,993.00. All members voting yes. Motion carried.

Check #6317 was signed during the meeting.

- 17. Authorization to provide final payment to P Swenson for a Shoreline Stabilization Project CS_FY16-04 for \$9,317.75** – Larson stated that the original contract with Pete & Sherry Swenson for a shoreline stabilization project in Section 24, City of Big Lake was approved on March 9, 2017. The total project cost was \$14,335.00 and the contract was approved at 65% cost share for eligible expenses not to exceed \$9,317.75. Funding for this project will be allocated from FY16 Capacity Funding - Cost Share. Discussion was had.

- **17.079** - Motion by Selvog, second by Goenner to authorize final payment to P Swenson for a shoreline stabilization project – CS_FY16-04 for \$9,317.75. All members voting yes. Motion carried.

Check #6316 was signed during the meeting.

- 18. Authorization to provide final payment to City of Big Lake for a Shoreline Stabilization Project CS_FY17-01 for \$6,818.50** – Larson stated that the original contract with the City of Big Lake for a shoreline stabilization project in Section 24, City of Big Lake was approved on March 9, 2017. The total project cost was \$10,490.00 and the contract was approved at 65% cost share for eligible expenses not to exceed \$6,818.50. Funding for this project will be allocated from FY17 Capacity Funding - Cost Share. Discussion was had.

- **17.080** - Motion by Nelson, second by Schroeder to authorize final payment to the City of Big Lake for a shoreline stabilization project – CS_FY17-01 for \$6,818.50. All members voting yes. Motion carried.

Check #6310 was signed during the meeting.

- 19. Authorization to provide final payment to T Johnson for a Stormwater Runoff Control Project FY14-BLCA-05 for \$18,559.53** – Larson stated that the original contract with T Johnson for a stormwater runoff control project in Section 22, Palmer Township was approved on August 11, 2016. The total project estimate was \$24,879.53 and the contract was approved at 75% cost share for eligible expenses not to exceed \$18,579.53. The final project cost was \$24,859.53. Larson requested 75% cost share at \$18,559.53. Funding for this project will be allocated from FY14 – Briggs Lake Chain Community Partners Grant. Discussion was had.

- **17.081** - Motion by Nelson, second by Goenner to authorize final payment to T Johnson for a stormwater runoff control project – FY14-BLCA-05 for \$18,559.53. All members voting yes. Motion carried.

Check #6313 was signed during the meeting.

- 20. Authorization to provide final payment to R Berthiaume for a Shoreline Stabilization Project CS_FY17-08 \$9,652.50** – Larson stated that the original contract with the Ron Berthiaume for a shoreline stabilization project in Section 24, City of Big Lake was approved on May 4, 2017. The total project cost was \$14,850.00 and the contract was approved at 65% cost share for eligible expenses not to exceed \$9,652.50. Funding for this project will be allocated from FY17 Capacity Funding – Cost Share. Discussion was had.

- **17.082** - Motion by Nelson, second by Schroeder to authorize final payment to R Berthiaume for a shoreline stabilization project – CS_FY17-08 for \$9,652.50. All members voting yes. Motion carried.

Check #6309 was signed during the meeting.

- 21. Authorization to provide final payment to Sherburne County Parks Department for a Native Prairie Incentive Project NPI-FY16-05 \$1,170.78** – Larson stated that the original contract with the Sherburne County Parks Department for a native prairie incentive project in Section 35, Big Lake Township

(Bridgeview Park) was approved on February 9, 2017. The total project estimate was \$1,920.00 and the contract was approved at 75% cost share for eligible expenses not to exceed \$1,440.00. The final project cost was \$1,561.04. Larson requested 75% cost share at \$1,170.78. Funding for this project will be allocated from FY16 Capacity Funding – Incentives. Discussion was had.

- **17.083** - Motion by Goenner, second by Nelson to authorize final payment to Sherburne County Parks Department for a native prairie incentive project – NPI-FY16-05 for \$1,170.78. All members voting yes. Motion carried.

Check #6315 was signed during the meeting.

22. Authorization to provide final payment to K Maas for a Native Prairie Incentive Project NPI-FY16-03, \$5,400.00 \$5,183.45 – Larson stated that the original contract with Kevin & Angela Mass for a native prairie incentive project in Section 26, Becker Township was approved on December 8, 2016. The total project estimate was \$8,082.00 and the contract was approved at 75% cost share for eligible expenses not to exceed \$5,400.00. The final project cost was \$6,911.26. Larson requested 75% cost share at \$5,183.45. Funding for this project will be allocated from FY16 Capacity Funding – Incentives. Discussion was had.

- **17.084** - Motion by Nelson, second by Goenner to authorize final payment to K Maas for a native prairie incentive project – NPI-FY16-03 for \$5,183.45. All members voting yes. Motion carried.

Check #6314 was signed during the meeting.

23. Authorization to provide final payment to M Johnson for a Native Prairie Incentive Project NPI-FY16-04, \$960.00 \$873.26 – Larson stated that the original contract with Michael Johnson for a native prairie incentive project in Section 26, Becker Township was approved on January 12, 2017. The total project estimate was \$1,280.00 and the contract was approved at 75% cost share for eligible expenses not to exceed \$960.00. The final project cost was \$1,164.35. Larson requested 75% cost share at \$873.26. Funding for this project will be allocated from FY16 Capacity Funding – Incentives. Discussion was had.

- **17.085** - Motion by Nelson, second by Schroeder to authorize final payment to M Johnson for a native prairie incentive project – NPI-FY16-04 for \$873.26. All members voting yes. Motion carried.

Check #6312 was signed during the meeting.

24. Authorization to Execute Contract with J Herzing for a Monarch Habitat Incentive Project – MHI-FY17-01 – Larson stated that the proposed contract is with Jim & Julie Herzing for the monarch habitat incentive program in Section 5, Big Lake. The plan will include both wet and dry prairie establishment over 1.5 acres. The total project cost estimate is \$1,200.00. Requesting approval of 75% cost share, not to exceed \$900.00. Funding for this project will be allocated from FY17 – NFWS Monarch Habitat Establishment Program. Discussion was had.

- **17.086** - Motion by Nelson, second by Goenner to execute contract with J Herzing for a monarch habitat incentive project – MHI-FY17-01, not to exceed \$900.00. All members voting yes. Motion carried.

25. Authorization to execute contract with N Hayes for a Cover Crop Incentive Project – CCI-FY16-06 – Larson stated that the proposed contract is with Nate Hayes for a cover crop incentive project in Section 13, Clear Lake Township. The plan will include 3 species planted over 75 acres. The total project cost estimate is \$3,000.00. Requesting approval of \$40/acre for a 3 species cover crop, not to exceed \$3,000.00. Funding for this project will be allocated from FY16 Capacity Funding - Incentives. Discussion was had.

- **17.087** - Motion by Nelson, second by Schroeder to execute contract with N Hayes for a cover crop incentive project – CCI-FY16-06, not to exceed \$3000.00. All members voting yes. Motion carried.

26. Authorization to execute contract with Peterson & Peterson LLP for a Cover Crop Incentive Project – CCI-FY16_17-07 – Larson stated that the proposed contract is with Peterson & Peterson, LLP for a cover crop incentive project in Section 33, Becker Township. The plan will include 4 species planted over 23

acres. The total project cost estimate is \$1,150.00. Requesting approval of \$50/acre for a 4 species cover crop, not to exceed \$3,000.00. Funding for this project will be allocated from FY16 & FY17 Capacity Funding – Incentives. Discussion was had.

- **17.088** - Motion by Nelson, second by Goenner to execute contract with Peterson & Peterson, LLP for a cover crop incentive project – CCI-FY16_FY17-07, not to exceed \$3000.00. All members voting yes. Motion carried.

27. Authorization to execute contract with M Straw for a Native Prairie Incentive Project –NPI-FY16-07 – Larson stated that the proposed contract is Marty Straw for a native prairie incentive project in Section 33, Big Lake Township. The plan will include short prairie grass established over 1.10 acres. The total project cost estimate is \$660.00. Requesting approval of 75% cost share, not to exceed \$495.00. Funding for this project will be allocated from FY16 Capacity Funding – Incentives.

- **17.089** - Motion by Nelson, second by Selvog to execute contract with M Straw for a native prairie incentive project – NPI-FY16-07, not to exceed \$495.00. All members voting yes. Motion carried.

28. Authorization to amend J Carpenter Native Prairie Incentive Contract NPI-FY16-06 – Larson stated that the original contract with Joel & Carrie Carpenter for a native prairie incentive project in Section 35, Orrock Township was approved on April 13, 2017. The prairie will not be able to be planted this year, the landowner is asking for a year extension. Requesting installation date be extended to August 2018.

- **17.090** - Motion by Nelson, second by Goenner to amend contract completion date as discussed with J Carpenter for a native prairie incentive project – NPI-FY16-06. All members voting yes. Motion carried.

29. Authorization to amend M Nelson Shoreline Stabilization Contract CS_FY16-01 – Larson stated that the original contract with Margaret Nelson for a shoreline stabilization project in Section 6, Big Lake Township was approved on November 11, 2016. The project was not be able to be installed this winter, the landowner is asking for a year extension. Requesting installation date be extended to December 31, 2018.

- **17.091** - Motion by Nelson, second by Schroeder to amend contract completion date as discussed with M Nelson for a shoreline stabilization project – CS_FY16-01. All members voting yes. Motion carried.

29a. Authorization to execute agreement with the Ramsey Conservation District for FY2017 engineer services and technical assistance – Larson requested approval to enter into a contract for services with Ramsey Conservation District for engineering services and technical assistance to enhance implementation of the cost share programs with the primary focus on installing conservation practices that improve water quality and reduce flooding. The contract period is January 1, 2017 to December 31, 2017, not to exceed \$7,000.00. Funding for engineer services will be allocated from the annual ETA funding through the Metro Conservation District JPB.

- **17.092** - Motion by Nelson, second by Goenner to execute engineering services contract with Ramsey Conservation District. All members voting yes. Motion carried.

29b. Authorization to execute agreement with MN DNR for groundwater level monitoring pilot program – Larson requested authorization to enter into an agreement with MN DNR to monitor groundwater levels throughout Sherburne County. There are 23 observation wells located within Sherburne County, 18 of those wells have been updated with new data logger technology. The contract period is July 1, 2017 – June 30, 2018, not to exceed \$2,580.00.

- **17.093** - Motion by Nelson, second by Schroeder to execute groundwater level monitoring agreement with MN DNR. All members voting yes. Motion carried.

29c. Authorization to execute agreement with City of Elk River for FY17 monitoring services – Larson requested authorization to enter into an agreement with the City of Elk River for water quality monitoring at two locations in Elk River. The contract period is through December 31, 2017, not to exceed \$393.00.

- **17.094** - Motion by Nelson, second by Schroeder to execute FY17 monitoring service agreement with City of Elk River. All members voting yes. Motion carried.

29d. Authorization to execute contract with C Hegarty for a Shoreline Stabilization project CS_FY17-07 – Larson stated that the proposed contract is with Cheryl and Frank Hegarty for a shoreline stabilization project in Section 24, City of Big Lake. On Big Lake. The total project cost estimate is \$14,057.00. The cost includes materials, labor and in-kind. The project was engineered by Ramsey Conservation District. The engineering for this project will be paid for using Engineering Technical Assistance (ETA) funds. Requesting approval of 65% cost share, not to exceed \$8,324.55. Funding for this project will be allocated from the 2017 Capacity Funding – Cost Share.

- **17.095** - Motion by Goenner, second by Schroeder to execute contract with C Hegarty for a shoreline stabilization project – CS_FY17-07, not to exceed \$8,324.55. All members voting yes. Motion carried.

29e. Authorization to Approve Credit Card Cardholder agreement with M Wagner – Larson stated that the personnel committee met prior to the regular board meeting. With recommendations by Larson, the committee granted regular employment status to Wagner for satisfactory completion of the employee probationary period. Larson requested Wagner be granted formal delegation of Sherburne SWCD purchasing authority as defined in the Credit Card Cardholder Agreement in the Employee Handbook.

- **17.096** - Motion by Goenner, second by Nelson to delegate purchasing authority to Wagner as defined in the Credit Card Cardholder agreement. All members voting yes. Motion carried.

29f. Authorization to purchase BMP project signs – Larson request approval to purchase BMP project signs to be installed at all completed projects. The cost of the signs are included in current cost share agreements and indirectly reimbursed by the landowner. Additional signs could be available to purchase. Posts and hardware are being negotiated. A sample sign was displayed. The Board was favorable of the designs.

- **17.097** - Motion by Goenner, second by Nelson to authorize the purchase of BMP signs as needed. All members voting yes. Motion carried.

30. Supervisor Committee Reports – Selvog reported attendance at the Elk River Watershed meeting, County Workshop and the Plant Materials Learning Center Board giving an update on the Becker site. Schroeder reported attendance at the MCD JPB meeting. No committee report from Nelson & Goenner. Discussion was had.

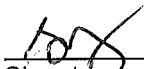
31. Upcoming Meetings and Events – Discussion was had regarding upcoming events and schedules.

32. Adjourn

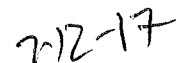
- **17.098** - Motion by Nelson, second by Selvog to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 10:32 a.m.

Respectfully submitted by
Shane Berg, Secretary



Signature



Date