



BOARD MEETING MINUTES

Regular Meeting

Date: November 9th, 2017

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

Board Members Present

Michael Schroeder
Larry Goenner
Roger Nelson

Absent – Jason Selvog
Absent – Shane Berg

*denotes partial attendance

Staff Present

Francine Larson
Andie Bumgarner*
Dan Cibulka*
Miranda Wagner*
Franny Gerde*

Others Present

Lisa Fobbe, Sherburne County
Commissioner

Regular Agenda

1. **Call to Order**

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

2. **Pledge of Allegiance**

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

3. **Open Forum**

There were no comments from the audience.

4. **Approval of Agenda**

- **17.167** - Motion by Goenner, second by Nelson to approve the agenda with submitted additions and deletions as presented. All members voting yes. Motion carried.

5. **Secretary's Report – October 12, 2017 Board Meeting Minutes**

- **17.168** - Motion by Nelson, second by Goenner to approve the October 12, 2017 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. **Treasurer's Report – October 2017 Financial Reports**

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

- **17.169** - Motion by Nelson, second by Goenner to accept the October 2017 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. **Treasurer's Report – November 2017 Accounts Payable & Supervisor Vouchers** - Supervisor's submitted monthly vouchers for approval. Larson distributed the November 2017 Accounts Payable Summary. Check numbers 6408 through 6422 totaling \$8,379.43 were submitted for approval. Discussion was had.

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

8. **District Managers Report** – Larson reviewed her monthly activities, briefly discussing upcoming events and meetings. Larson noted that the District will need to complete a Pay Equity Report this year. Larson also expressed her concerns with the BWSR year-end financial report requirements noting that with the increased level of complexity involved with the PERA GASB amortization process, she recommends utilizing the accountants services for the upcoming years reports. Discussion was had.

9. **NRCS Activity Report** – No report was available. Larson stated that Gonzalez has contacted the office and will hopefully be returning on November 20th.

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

17.176 - Motion by Goenner, second by Nelson to execute contract with M Berg for a native prairie incentive project – NPI-FY16-08, not to exceed \$600/ac. All members voting yes. Motion carried.

15. Authorization to amend contract with L Stanek for a Shoreline Restoration Project – CS-FY17-09 –

Larson reported that the original contract with Lorraine Stanek for a streambank stabilization project in Section 31, Haven Township was approved August 22, 2017. The project was engineered by MM Engineering. The engineering contract with MM was paid through the District using MCD ETA funds. Stanek received multiple bids and selected MN Native Landscapes as the contractor for the project. The total project cost estimate was \$4,025.00 and the contract was approved at 65% cost share for eligible expenses not to exceed \$2,616.25. Funding for this project will be allocated from FY17 Capacity Funding – Cost Share. Larson stated that the original project installation date was December 31, 2017, due to a delay in the permit processing the District recommends that all activities should be postponed until spring 2018. The amended project installation date would be December 31, 2018.

- **17.177** - Motion by Nelson, second by Goenner to execute contract amendment for L Stanek, CS-FY17-09 as presented. All members voting yes. Motion carried.

16. Authorization to amend contract with S Berg for a Stormwater Runoff and Shoreline Stabilization Project – CS-FY16_17-08 –

Larson reported that the original contract with Shane Berg for a stormwater runoff and shoreline stabilization project in Section 22, Orrock Township was approved on July 13, 2017. The project was engineered by MM Engineering. The engineering contract with MM was paid through the District using MCD ETA funds. Berg received multiple bids and selected Backyard Reflections, Inc. as the contractor for the project. The total project cost estimate was \$15,232.82 and the contract was approved at 65% cost share for eligible expenses not to exceed \$9,901.33. Larson reported that the initial project installation did not meet the engineer's specifications, and Berg was instructed to have a licensed contractor make the corrections in order to fulfill the reimbursement approval. Larson stated that Berg requested a contract extension. Discussion was had. Larson discussed the complications that have arisen with this project and asked the Board for guidance on how to proceed. Further discussion was had. Goenner suggested a meeting be setup between the Board Chair, the landowner and staff to review and discuss the status of the project.

- **17.178** - Motion by Goenner, second by Nelson to table the agenda item with the expectation that a status review meeting be arranged as discussed. All members voting yes. Motion carried.

17. Supervisor Committee Reports – Goenner and Schroeder reported attendance at the MACD Fall meeting, Goenner also reported that he attended the Elk River Watershed Meeting in Selvog's absence.

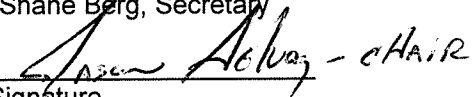
18. Upcoming Meetings and Events – Discussion was had regarding upcoming events and schedules.

19. Adjourn

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

Meeting adjourned at 9:57 a.m.

Respectfully submitted by
Shane Berg, Secretary


Signature
12/14/17
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

November-17

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 105,876.64	\$ 7,076.55	\$ 23,122.59	\$ 89,830.60
County Allocation	\$ 31,274.43	\$ -	\$ 31,274.43	\$ -
SUBTOTALS	\$ 137,151.07	\$ 7,076.55	\$ 54,397.02	\$ 89,830.60

Program Funds				
BWSR SWCD Capacity Grant FY17	\$ 62,134.74	\$ -	\$ 183.92	\$ 61,950.82
BWSR SWCD Capacity Grant FY16	\$ 44,633.84	\$ -	\$ -	\$ 44,633.84
BWSR Cost Share Base Grant FY17	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Buffer Initiative FY17	\$ 3,924.07	\$ -	\$ -	\$ 3,924.07
LWM	\$ 3,612.33	\$ -	\$ -	\$ 3,612.33
CWF FY2014 - Irrigation Scheduling	\$ 20,603.23	\$ -	\$ -	\$ 20,603.23
CWF FY2014 - Well Sealing	\$ 3,707.50	\$ -	\$ -	\$ 3,707.50
CWF FY2014 - ER Bacteria Reduction	\$ (6,000.00)	\$ -	\$ -	\$ (6,000.00)
CWF FY2014 - Briggs Chain Partnership	\$ (7,955.34)	\$ -	\$ -	\$ (7,955.34)
CWF FY2016 - Birch Lake Retrofit	\$ (4,674.39)	\$ -	\$ -	\$ (4,674.39)
FY17 BWSR Buffer Implementation	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
AIS Prevention Aid	\$ 74,944.83	\$ -	\$ 7,446.80	\$ 67,498.03
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
SUBTOTALS	\$ 233,737.69	\$ -	\$ 7,630.72	\$ 226,106.97

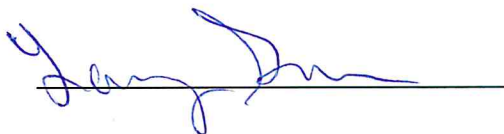
TOTAL FUNDS \$ 315,937.57

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 86,883.88	\$ 4,195.54	\$ 59,146.73	\$ 31,932.69
Savings	\$ 220,364.07	\$ 2,003.93	\$ -	\$ 222,368.00
CD - 74 - Equipment Storage	\$ 46,422.27	\$ -	\$ -	\$ 46,422.27
CD - 51	\$ 17,218.54	\$ -	\$ -	\$ 17,218.54
SUBTOTALS	\$ 370,888.76	\$ 6,199.47	\$ 59,146.73	\$ 317,941.50

TOTAL FUNDS \$ 317,941.50

Treasurer's Signature



Date

12-14-17

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of November 30, 2017

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						370,888.76
Klein Checking						86,883.88
11/01/2017	DD	Nationwide Retirement Solutions	Nationwide - PR 10/20/17 - 11/2/17		898.30	85,985.58
11/01/2017	DBT	Cabelas	Meeting Expenses - Lunch	23.00		85,962.58
11/01/2017	DBT	AM Leonard	Field Supplies - Forestry	139.98		85,822.60
11/01/2017	DBT	Cabelas	Field Supplies - Forestry	231.81		85,590.79
11/02/2017	DD	Bronder, William M	PR - 10/20/17 - 11/2/17	639.81		84,950.98
11/02/2017	DD	Bumgamer, Andrea L	PR - 10/20/17 - 11/2/17	491.20		84,459.78
11/02/2017	DD	Cibulka, Daniel A	PR - 10/20/17 - 11/2/17	1,478.10		82,981.68
11/02/2017	DD	Gerde, Frances W	PR - 10/20/17 - 11/2/17	1,316.77		81,664.91
11/02/2017	DD	Hugo, Gina M	PR - 10/20/17 - 11/2/17	1,946.22		79,718.69
11/02/2017	DD	Larson, Francine M	PR - 10/20/17 - 11/2/17	1,716.81		78,001.88
11/02/2017	DD	Wagner, Miranda L	PR - 10/20/17 - 11/2/17	1,385.32		76,616.56
11/02/2017	EFT	United States Treasury	Federal - PR 10/20/17 - 11/2/17	3,314.92		73,301.64
11/02/2017	EFT	Minnesota Revenue	State - PR 10/20/17 - 11/2/17	541.00		72,760.64
11/02/2017	EFT	PERA	PERA - PR 10/20/17 - 11/2/17	1,677.26		71,083.38
11/02/2017	DBT	USPS	Postage	58.66		71,024.72
11/02/2017	EFT	Merchant Services	Credit Card Fees		73.23	70,951.49
11/03/2017			Deposit - MPCA	1,537.27		72,488.76
11/03/2017			Deposit - Misc ER	100.00		72,588.76
11/03/2017	DBT	Cabelas	Field Supplies - Forestry		107.78	72,480.98
11/06/2017	DBT	Olde Main Eatery	Meeting Expense		13.90	72,467.08
11/07/2017			Deposit - MDA	644.34		73,111.42
11/09/2017	6423	Three Lake Improvement District	FY17 AIS Grant - Final		300.00	72,811.42
11/09/2017	6424	Ann Lake Improvement Club	FY17 AIS Grant - Final		66.90	72,744.52
11/09/2017	6425	Little Elk Lake Improvement Assoc	FY17 - AIS Grant - Final		300.00	72,444.52
11/09/2017	6408	Cibulka, Dan	Reimbursed Expenses	19.63		72,424.89
11/09/2017	6409	Citizen - Tribune	LWM - Advertising	45.60		72,379.29
11/09/2017	6410	City of Elk River	Vehicle Maintenance & Fuel	507.98		71,871.31
11/09/2017	6411	Climb Theatre	AIS - Education	3,445.00		68,426.31
11/09/2017	6412	ECM Publishers, Inc.	LWM - Advertistment	13.30		68,413.01
11/09/2017	6413	Francine Larson	Reimbursed Expenses	103.26		68,309.75
11/09/2017	6414	Gerde, Frances	Reimbursed Expenses	58.32		68,251.43
11/09/2017	6415	Hugo, Gina Manea	Reimbursed Expenses	114.45		68,136.98
11/09/2017	6416	Itasca Greenhouse	Tree Sale - Special Order	297.98		67,839.00
11/09/2017	6417	MASWCD	Meetings & Workshops - Annual Convention	1,290.00		66,549.00
11/09/2017	6418	MVTL Laboratories, Inc.	MPCA - WPLMN Expenses	1,490.70		65,058.30
11/09/2017	6419	NCPERS LIFE INSURANCE	Life Insurance - November Premium	32.00		65,026.30
11/09/2017	6420	Ramsey Conservation District - c	Engineering Fees	469.87		64,556.43
11/09/2017	6421	Sherburne County Sheriff's Office	AIS - Enforcement	453.89		64,102.54
11/09/2017	6422	Wagner, Miranda	Reimbursed Expenses	37.45		64,065.09
11/09/2017	DBT	Weebly	Website Expense	35.00		64,030.09
11/10/2017	DD	Goenner, Larry	Supervisor PerDiem	304.64		63,725.45
11/10/2017	DD	Schroeder, Michael J	Supervisor PerDiem	154.23		63,571.22
11/10/2017	DD	Selvog, Jason C	Supervisor PerDiem	109.75		63,461.47
11/10/2017	DD	Nelson, Roger J	Supervisor PerDiem	90.49		63,370.98
11/10/2017	EFT	United States Treasury	Federal - PR 10/13/17 - 11/9/17	15.26		63,355.72
11/10/2017	EFT	PERA	PERA - Supervisor PerDiem	52.50		63,303.22
11/10/2017	EFT	A M Stewart Properties	Rent	1,185.59		62,117.63
11/10/2017	EFT	Windstream, Inc	Internet	107.38		62,010.25
11/10/2017	DBT	HP Instant Ink	Office Supplies	10.68		61,999.57
11/13/2017	DBT	Norton	Annual Subscription	96.18		61,903.39
11/14/2017	EFT	United States Treasury	Federal - PR 11/3/17 - 11/16/17	3,180.58		58,722.81
11/14/2017	DBT	International Society of Arboriculture	Membership Dues	175.00		58,547.81
11/15/2017	EFT	Minnesota Revenue	State - PR 11/3/17 - 11/16/17	515.00		58,032.81
11/15/2017	EFT	PERA	PERA - PR 11/3/17 - 11/16/17	1,677.26		56,355.55
11/15/2017	EFT	MN PEIP	Insurance - December Premium	1,777.46		54,578.09
11/16/2017	DD	Bronder, William M	PR - 11/3/17 - 11/16/17	269.34		54,308.75
11/16/2017	DD	Bumgamer, Andrea L	PR - 11/3/17 - 11/16/17	491.19		53,817.56
11/16/2017	DD	Cibulka, Daniel A	PR - 11/3/17 - 11/16/17	1,478.10		52,339.46
11/16/2017	DD	Gerde, Frances W	PR - 11/3/17 - 11/16/17	1,316.75		51,022.71
11/16/2017	DD	Hugo, Gina M	PR - 11/3/17 - 11/16/17	1,946.20		49,076.51
11/16/2017	DD	Larson, Francine M	PR - 11/3/17 - 11/16/17	1,716.80		47,359.71
11/16/2017	DD	Wagner, Miranda L	PR - 11/3/17 - 11/16/17	1,385.32		45,974.39
11/16/2017	EFT	Nationwide Retirement Solutions	Nationwide - PR 11/3/17 - 11/16/17	898.30		45,076.09
11/16/2017			Deposit - MCIT	1,810.00		46,886.09
11/16/2017	DBT	SuperAmerica	Meeting Expense - Lunch		27.80	46,858.29
11/21/2017	EFT	MN Department of Agriculture	2018 Tree Sale Nursery Dealer Certificate	358.75		46,499.54
11/21/2017	EFT	Guardian Insurance	Life Insurance		153.06	46,346.48
11/21/2017			Deposit - ERWA	103.93		46,450.41
11/21/2017	DBT	True Value	Field Supplies - Forestry		11.73	46,438.68
11/23/2017	EFT	AT&T	FY17 - Capacity - Forestry Program		183.92	46,254.76
11/23/2017	DD	Bumgamer, Andrea L	PR - 11/17/17 - 11/30/17	491.19		45,763.57
11/23/2017	DD	Cibulka, Daniel A	PR - 11/17/17 - 11/30/17	1,478.09		44,285.48
11/23/2017	DD	Gerde, Frances W	PR - 11/17/17 - 11/30/17	1,316.77		42,968.71
11/30/2017	DD	Hugo, Gina M	PR - 11/17/17 - 11/30/17	1,946.22		41,022.49
11/30/2017	DD	Larson, Francine M	PR - 11/17/17 - 11/30/17	1,716.81		39,305.68
11/30/2017	DD	Wagner, Miranda L	PR - 11/17/17 - 11/30/17	1,066.24		38,239.44
11/30/2017	DD	Bronder, William M	PR - 11/17/17 - 11/30/17	269.35		37,970.09
11/30/2017	EFT	United States Treasury	Federal - PR 11/17/17 - 11/30/17	3,039.04		34,931.05