



BOARD MEETING MINUTES
Regular Meeting

Date: August 16th, 2018
Location: Elk River USDA Service Center, 14855 Highway 10
Elk River, MN 55330

Board Members Present

Michael Schroeder
Larry Goenner
Roger Nelson
Jason Selvog
Kerry Saxton

Staff Present

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

Others Present

Julie Reberg*, NRCS District
Conservationist
Lisa A. Fobbe, Sherburne County
Commissioner
Jason Weinerman, BWSR

*denotes partial attendance

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Schroeder at 8:00 a.m. A quorum was present.

2. Pledge of Allegiance

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

3. Open Forum/Introductions

There were no comments from the audience.

4. Approval of Agenda

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

5. Secretary's Report – July 12, 2018 Board Meeting Minutes

- **18.105** - Motion by Goenner, second by Nelson to approve the July 12, 2018 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – July 2018 Financial Reports

Nelson read the July 2018 Program Summary Report. Discussion was had.

- **18.106** - Motion by Goenner, second by Selvog to accept the July 2018 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – August 2018 Accounts Payable - Larson distributed the August 2018 Accounts Payable Summary. Check numbers 6577 through 6589 totaling \$22,870.29 were submitted for approval. Discussion was had.

- **18.107** - Motion by Nelson, second by Selvog to approve the August 2018 Accounts Payable as submitted. All members voting yes. Motion carried.

8. Supervisor Committee Reports & Vouchers – No Committee Reports from Goenner or Schroeder. Nelson reported attendance at the County Budget Workshop. Saxton updated the board on his attendance at the Water Plan Board Advisory meeting. Selvog gave an update on the Elk River Watershed Association meeting.

- **18.108** - Motion by Goenner, second by Goenner to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.

9. District Managers Report – Larson reviewed her monthly activities. Discussion was had.

- 10. NRCS Activity Report** – Reberg 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.
- 11. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Discussion was had.
- 12. ERWA Discussion on Long Term Planning** – Larson and Water Resource Specialist Dan Cibulka gave a brief history of the Elk River Watershed Association. Weinerman spoke about funding and focus areas of the participating SWCD's. Selvog gave an update on the previous Elk River Watershed Association meeting. Discussion was had regarding Sherburne SWCD's continued participation in the ERWA. Weinerman suggested Larson provide the Board with a copy of the ERWA Joint Powers Agreement. Further discussion was had.
- 13. Building Update – Draft Lease Review** – Larson led the board in a review of the draft lease. Larson spoke about meeting with County IT Department staff Brian Kamman and Adam McAlister to discuss electronic transition to new building. Larson also updated the board on her meeting with Lori Schultz, Tri-CAP Executive Director, to discuss logistics of the Jackson facility. Saxton requested Larson follow up on parking lot maintenance for the building. Discussion was had.
- 14. Authorization to provide final payment F Galli for a Lakeshore Restoration – CS_FY17-11 for \$4,011.15** – The original contract with Frank and Jody Galli for a lakeshore restoration project in Section 2, Big Lake Township was approved on April 16, 2018. The total project cost is \$6,236.00 and was approved at 65% cost share not to exceed \$4,011.15. Funding for this project will be allocated from FY17 Capacity Funds. Discussion was had.

- **18.109** - Motion by Nelson, second by Saxton to provide final payment to Frank & Jody Galli for a lakeshore restoration project. All members voting yes. Motion carried.

Check #6572 for \$4,011.15 was signed during the meeting

- 15. Authorization to provide final payment to L Stanek for a Streambank Stabilization Project – CS_FY17-09 for \$2,616.25** - The original contract with Lorraine Stanek for a streambank stabilization project in Section 31, Haven Township was approved on August 22, 2017. The total project cost was \$4,090.00 and the contract was approved at 65% cost share not to exceed \$2,616.25. Funding for this project will be allocated from FY17 – Capacity Funds. Discussion was had.

- **18.110** - Motion by Saxton, second by Nelson to provide final payment to Lorraine Stanek for a streambank stabilization project. All members voting yes. Motion carried.

Check #6573 for \$2,616.25 was signed during the meeting

- 16. Authorization to provide final payment to J Fenton for a Shoreline Protection Project – CS_FY17-12 for \$1,000.00** - The original contract with Joan Fenton for a shoreline protection project in Section 6, Big Lake was approved on April 16, 2018. The total project cost is \$1,569.50 and was approved at 65% cost share not to exceed \$1,000.00. Funding for this project will be allocated from FY17 – Capacity Funds. Discussion was had.

- **18.111** - Motion by Nelson, second by Selvog to provide final payment to Joan Fenton for a shoreline protection project. All members voting yes. Motion carried.

Check #6574 for \$1,000.00 was signed during the meeting

- 17. Authorization to provide final payment to M Nelson for a Shoreline Stabilization Project – CS_FY16-01 for \$11,184.90** - The original contract with Margaret Nelson for a Shoreline Stabilization project in Section 6, City of Big Lake was approved on November 10, 2016. The total project cost is \$14,913.00 and the contract was approved at 75% cost share for eligible expenses not to exceed \$11,184.90. Funding for this project will be allocated from FY16 – Capacity Funds. Discussion was had.

- **18.112** - Motion by Saxton, second by Nelson to provide final payment to Margaret Nelson for a shoreline stabilization project. All members voting yes. Motion carried.

Check #6575 for \$11,184.90 was signed during the meeting

18. Authorization to provide final payment to Little Elk Lake Improvement Association for AIS Control – AIS-FY18-06 for \$200.00 - Larson reviewed the completed Lake Association grant report and payment amount. The original grant award was for \$2,000.00. Project had been completed and final 10% (\$200.00) is due to the Little Elk Lake Improvement Association – AIS Control – AIS-FY18-06 for \$200.00. Discussion was had.

- **18.113** - Motion by Saxton, second by Goenner to approve final payment Little Elk Lake Improvement Association for AIS control. All members voting yes. Motion carried.

Check #6576 for \$200.00 was signed during the meeting

19. Review and Approve August 2018 Cost Share Funding Recommendations – Larson invited Cibulka and Gerde to provide a brief summary of each of the applications and recommendations. Larson stated that staff reviewed and scored each application based on pre-determined criteria. Discussion was had. Larson requested permission to approve cost share contracts with the landowners recommended for funding. Larson noted that cost share amounts will not exceed the recommended eligibility and landowners will be required to follow all cost share procedures.

- **18.114** - Motion by Nelson, second by Goenner to approve recommended August 2018 Cost Share applications as reviewed. All members voting yes. Motion carried.

Applicant	Total Project Cost Estimate	Cost Share Match Percentage	Maximum Cost Share Eligibility
H. Lampert	\$1,640.53	65%	1,000.00
L. Sandeno	\$10,526.72	65%	\$5,000.00
D. Kruger	\$7,269.00	65%	\$4,724.85
S. Berg	\$17,324.00	60%	\$5,000.00
J. Brist	\$9,234.00	65%	\$5,000.00

20. Authorization to execute contract with A Eilers for a Cover Crop Incentive Project – CCI-FY16-08 not to exceed \$1,400.00. – Larson stated that the proposed contract is with Anthony Eilers for a cover crop incentive project in Section 11, Becker Township. The plan will include 4 species planted over 40 acres. The total project cost estimate is \$1,400.00. Larson requested approval of \$35/acre for a 4 species cover crop, not to exceed \$1,400.00. Funding for this project will be allocated from CWF16 Capacity - Incentives. Discussion was had.

- **18.115** - Motion by Nelson, second by Selvog to execute contract with A Eilers for a cover crop incentive project - CCI_FY16-08, not to exceed \$1,400.00. All members voting yes. Motion carried.

21. Authorization to execute contract with Peterson & Peterson, LLP for a Cover Crop Incentive Project – CCI-FY16-09/CCI-FY17-01 not to exceed \$700.00. – The proposed contract is with Allen Peterson for a cover crop incentive project in Section 33, Becker Township. The plan will include 4 species planted over 20 acres. The total project cost estimate is \$700.00. Larson requested approval of \$35/acre for a 4 species cover crop, not to exceed \$700.00. Funding for this project will be allocated from CWF16/CWF17 Capacity - Incentives. Discussion was had.

- **18.116** - Motion by Nelson, second by Goenner to execute contract with Peterson & Peterson, LLC for a cover crop incentive project – CCI-FY16-09/CCI-FY17-01, not to exceed \$700.00. All members voting yes. Motion carried.

21a. Authorization to execute contract with A & L Peterson Farms, Inc. for a Cover Crop Incentive Project – CCI-FY16-10/CCI-FY17-02 not to exceed \$2,500.00. – The proposed contract is with Allen Peterson for a cover crop incentive project in Section 33, Becker Township. The plan will include 4 species planted over 205 acres. The total project cost estimate is \$7,130.00. Larson requested approval of \$35/acre for a 4 species cover crop, not to exceed \$2,500.00. Funding for this project will be allocated from CWF16 & CWF17 Capacity - Incentives. Discussion was had.

- **18.117** - Motion by Nelson, second by Selvog to execute contract with A & L Peterson Farms, Inc. for a cover crop incentive project – CCI-FY16-10/CCI-FY17-02, not to exceed \$2,500.00. All members voting yes. Motion carried.

22. Consider purchase of new District Laptop(s) – Larson Stated the USDA IT Department needs all computer stations migrated to windows 10 by November 1, 2018. One SWCD desktop computer is obsolete and will not support the required security settings. Additionally, one computer seat will remain at the USDA building once SWCD has transitioned buildings. A laptop purchase will be required. Discussion was had.

- **18.118** - Motion by Nelson, second by Goenner to authorize purchase of two laptops. All members voting yes. Motion carried.

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

24. Adjourn

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

Meeting adjourned at 9:36 a.m.

Respectfully submitted by Francine Larson, District Manager.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.



Signature & Title

9-13-18

Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

August-18

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 111,227.82	\$ 94,277.71	\$ 39,113.46	\$ 166,392.07
County Allocation	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 111,227.82	\$ 94,277.71	\$ 39,113.46	\$ 166,392.07

Program Funds				
BWSR SWCD Capacity Grant FY18	\$ 88,151.78	\$ -	\$ -	\$ 88,151.78
BWSR SWCD Capacity Grant FY17	\$ 49,914.61	\$ -	\$ 7,661.78	\$ 42,252.83
BWSR SWCD Capacity Grant FY16	\$ 23,461.50	\$ -	\$ 11,184.90	\$ 12,276.60
BWSR Cost Share Base Grant FY19	\$ -	\$ 7,493.00	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY18	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Buffer Initiative FY18	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Conservation Delivery FY18	\$ 0.00	\$ -	\$ -	\$ 0.00
LWM	\$ 6,849.92	\$ -	\$ 3,424.97	\$ 3,424.95
NRBG WCA	\$ -	\$ -	\$ -	\$ -
WF FY2014 - Irrigation Scheduling	\$ (15,290.00)	\$ 15,290.00	\$ -	\$ (0.00)
WF FY2016 - Birch Lake Retrofit	\$ (6,737.48)	\$ -	\$ -	\$ (6,737.48)
CWF FY2018 - ER Bac Reduction Phase	\$ 51,814.70	\$ -	\$ -	\$ 51,814.70
AIS Prevention Aid	\$ 55,085.83	\$ 34,455.50	\$ 20,404.94	\$ 69,136.39
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
SUBTOTALS	\$ 272,057.74	\$ 78,873.50	\$ 42,676.59	\$ 308,254.65

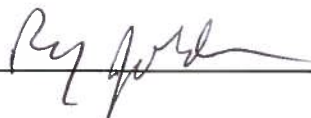
TOTAL FUNDS \$ 474,646.72

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 57,598.37	\$ 154,562.65	\$ 78,115.08	\$ 134,045.94
Savings	\$ 261,019.99	\$ 14,913.59	\$ -	\$ 275,933.58
CD - 74	\$ 47,389.66	\$ -	\$ -	\$ 47,389.66
CD - 51	\$ 17,277.54	\$ -	\$ -	\$ 17,277.54
SUBTOTALS	\$ 383,285.56	\$ 169,476.24	\$ 78,115.08	\$ 474,646.72

TOTAL FUNDS \$ 474,646.72

Treasurer's Signature



Date

9-13-18



SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of August 31, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						383,285.56
Klein Checking						
08/01/2018	178-FLR	Office Max	Reverse of GJE 178-FL - For CHK DBT voided on ...	24.87		57,598.37
08/01/2018	179-FLR	Pitney Bowes	Reverse of GJE 179-FL - For CHK EFT voided on ...	64.09		57,623.24
08/01/2018	DBT	Holiday	Vehicle Maintenance & Fuel		12.81	57,687.33
08/01/2018	DBT	M & M Express	Field Supplies		5.11	57,674.52
08/02/2018	DBT	Fleet Farm	County Forestry Supplies		21.45	57,669.41
08/02/2018	DBT	Merchant Services	Credit Card Expense		54.99	57,647.96
08/03/2018			Deposit - AIS	34,455.50		57,592.97
08/03/2018	DBT	Fleet Farm	County Forestry Supplies		10.73	92,048.47
08/03/2018			Deposit - Obwell	1,350.00		92,037.74
08/06/2018			Deposit - MPCA	70.00		93,387.74
08/06/2018			Deposit - MDA	221.44		93,457.74
08/08/2018	DBT	University of MN Extension	Meetings & Trainings		15.00	93,679.18
08/08/2018	DBT	UPS Store	MPCA - WPLMN - Shipping Expense		15.44	93,664.18
08/10/2018	DD	Bronder, William M	PR - 7/27/2018 - 8/9/2018		598.55	93,648.74
08/10/2018	DD	Bumgarner, Andrea L	PR - 7/27/2018 - 8/9/2018		495.06	93,050.19
08/10/2018	DD	Cibulka, Daniel A	PR - 7/27/2018 - 8/9/2018		1,745.28	92,555.13
08/10/2018	DD	Gerde, Frances W	PR - 7/27/2018 - 8/9/2018		1,383.36	90,809.85
08/10/2018	DD	Hugo, Gina M	PR - 7/27/2018 - 8/9/2018		2,035.31	89,426.49
08/10/2018	DD	Larson, Francine M	PR - 7/27/2018 - 8/9/2018		1,843.95	87,391.18
08/10/2018	DD	Wagner, Miranda L	PR - 7/27/2018 - 8/9/2018		1,454.15	85,547.22
08/10/2018	EFT	United States Treasury	Federal - PR 7/27/18 - 8/9/18		3,227.24	84,093.07
08/10/2018	EFT	Minnesota Revenue	State - PR 7/27/18 - 8/9/18		572.00	80,865.83
08/10/2018	EFT	Nationwide Retirement Solut...	Nationwide - PR 7/27/18 - 8/9/18		918.31	80,293.83
08/10/2018	EFT	PERA	PERA - PR 7/27/18 - 8/9/18		1,735.95	79,375.52
08/10/2018	EFT	A M Stewart Properties	Rent		1,185.59	77,639.57
08/10/2018	EFT	Windstream, Inc	Internet		110.53	76,453.98
08/10/2018	DBT	HP Instant Ink	Office Supplies		10.68	76,343.45
08/13/2018	DBT	UPS Store	MPCA - WPLMN - Shipping		15.03	76,332.77
08/14/2018	EFT	MN PEIP	Insurance - September Premium		1,221.50	76,317.74
08/14/2018	DBT	Secretary of State	Office Supplies		120.00	75,096.24
08/15/2018	DBT	Cub Foods	Meeting & Training		3.99	74,976.24
08/15/2018	DBT	Walmart	AIS - Supplies & Materials		17.06	74,972.25
08/15/2018	DBT	Pitney Bowes	Postage		64.09	74,955.19
08/16/2018	6572	Galli, Frank	Capacity - BMP Cost Share - CS_FY17-11		4,011.15	74,891.10
08/16/2018	6573	Stanek, Lorraine	Capacity - BMP Cost Share - CS_FY17-09		2,616.25	70,879.95
08/16/2018	6574	Fenton, Joan	Capacity - BMP Cost Share - CS_FY17-12		1,000.00	68,263.70
08/16/2018	6575	Nelson, Margaret	Capacity - BMP Cost Share - CS_FY16-01		11,184.90	67,263.70
08/16/2018	6576	Little Elk Lake Improvement ...	AIS - Grant Program - AIS-FY18-06		200.00	56,078.80
08/16/2018	6577	Bumgarner, Andrea	Reimbursed Expenses		24.87	55,878.80
08/16/2018	6578	Cibulka, Dan	Reimbursed Expenses		33.79	55,853.93
08/16/2018	6579	Citizen - Tribune	LWM - Advertising		25.65	55,820.14
08/16/2018	6580	City of Big Lake - C	AIS - Special Projects		10,000.00	55,794.49
08/16/2018	6581	City of Elk River	Vehicle Maintenance & Fuel		496.19	45,794.49
08/16/2018	6582	Francine Larson	Reimbursed Expenses		325.37	45,298.30
08/16/2018	6583	Hugo, Gina Manea	Reimbursed Expenses		128.27	44,972.93
08/16/2018	6584	MM Engineering LLC	Engineering Services		1,260.00	44,844.66
08/16/2018	6585	MVTL Laboratories, Inc.	MPCA - WPLMN - Lab Expenses		286.50	43,584.66
08/16/2018	6586	NCPERS LIFE INSURANCE	Life Insurance - August Premium		32.00	43,298.16
08/16/2018	6587	Sherburne County Sheriffs ...	AIS - Enforcement		1,200.65	42,266.16
08/16/2018	6588	Water Laboratories	Water Monitoring		84.00	42,065.51
08/16/2018	6589	WaterGuards LLC	AIS - Inspection		8,973.00	41,981.51
08/16/2018	DBT	Dunn Bros	Meeting & Training - Expenses		16.03	33,008.51
08/16/2018	DBT	USPS	AIS - Supplies & Materials		7.25	32,992.48
08/17/2018	DD	Goenner, Larry	Supervisor PerDiem		95.24	32,985.23
08/17/2018	DD	Nelson, Roger J	Supervisor PerDiem		181.75	32,889.99
08/17/2018	DD	Saxton, Kerry J	Supervisor PerDiem		160.87	32,708.24
08/17/2018	DD	Schroeder, Michael J	Supervisor PerDiem		73.43	32,547.37
08/17/2018	DD	Selvog, Jason C	Supervisor PerDiem		199.19	32,473.94
08/17/2018	EFT	United States Treasury	Federal - PR 7/13/18 - 8/16/18		35.98	32,274.75
08/17/2018	EFT	PERA	PERA - PR 7/13/18 - 8/16/18		45.00	32,238.77
08/17/2018			Deposit - Parks	32.18		32,193.77
08/20/2018	DBT	Kwik Trip	AIS - Supplies & Materials		6.98	32,225.95
08/22/2018			Deposit - Con Del/SCS	29,128.00		32,218.97
08/22/2018			Deposit - Misc	0.06		61,346.97
08/23/2018	EFT	AT&T	Computer - Tablets		191.30	61,347.03
08/23/2018			Deposit - MPCA	1,009.87		61,155.73
08/24/2018	DD	Bumgarner, Andrea L	PR - 8/10/18 - 8/23/18		495.05	62,165.60
08/24/2018	DD	Cibulka, Daniel A	PR - 8/10/18 - 8/23/18		1,745.28	61,670.55
08/24/2018	DD	Gerde, Frances W	PR - 8/10/18 - 8/23/18		1,383.36	59,925.27
08/24/2018	DD	Hugo, Gina M	PR - 8/10/18 - 8/23/18		2,035.31	58,541.91
08/24/2018	DD	Larson, Francine M	PR - 8/10/18 - 8/23/18		1,843.95	56,506.60
08/24/2018	DD	Wagner, Miranda L	PR - 8/10/18 - 8/23/18		1,454.15	54,662.65
08/24/2018	DD	Bronder, William M	PR - 8/10/18 - 8/23/18		598.54	53,208.50
08/24/2018	EFT	United States Treasury	Federal - PR 8/10/18 - 8/23/18		3,227.30	52,609.96
08/24/2018	EFT	Minnesota Revenue	State - PR 8/10/18 - 8/23/18		572.00	49,382.66
08/24/2018	EFT	Nationwide Retirement Solut...	Nationwide - PR 8/10/18 - 8/23/18		918.31	48,810.66
08/24/2018	EFT	PERA	PERA - PR 8/10/18 - 8/23/18		1,735.95	47,892.35
08/24/2018	DBT	Forestry Suppliers, Inc.	FY17 Capacity - Forestry - EAB Tags		19.38	46,156.40
08/24/2018	DBT	Office Depot	Office Supplies		117.06	46,137.02
08/27/2018	DBT	Weebly	Website Expense		14.00	46,019.96

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of August 31, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
08/29/2018	EFT	Guardian Insurance	STD/LTD Insurance - September Premium		159.16	45,846.00
08/30/2018			Deposit - ERWA	166.64		46,013.44
08/30/2018			Deposit - CWF14	15,040.00		61,053.44
08/31/2018	DBT	Blue Egg Bakery	Meeting & Training		7.50	61,045.94
08/31/2018			Deposit - ERWA Passthu	73,000.00		134,045.94
Total Klein Checking				154,562.65	78,115.08	134,045.94
Money Market - Klein						261,019.99
08/06/2018			Deposit - ETA	6,980.61		267,980.60
08/13/2018			Deposit - GRG	7,900.00		275,880.60
08/31/2018			Interest	52.98		275,933.58
Total Money Market - Klein				14,913.59	0.00	275,933.58
CD - 7718951 - 12mo						17,277.54
Total CD - 7718951 - 12mo						17,277.54
CD - 7726074 - 60mo						47,389.66
Total CD - 7726074 - 60mo						47,389.66
Total Cash				169,476.24	78,115.08	474,646.72
TOTAL				169,476.24	78,115.08	474,646.72