



## BOARD MEETING MINUTES

### Regular Meeting

Date: November 15<sup>th</sup>, 2018  
Location: Elk River USDA Service Center, 14855 Highway 10  
Elk River, MN 55330

#### Board Members Present

Michael Schroeder  
Kerry Saxton  
Larry Goenner  
Roger Nelson  
Jason Selvog

#### Staff Present

Francine Larson  
Dan Cibulka\*  
Frances Gerde\*  
Miranda Wagner\*  
Andie Bumgarner\*

#### Others Present

Julie Reberg, NRCS District  
Conservationist

\*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

- **18.152** - Motion by Nelson, second by Selvog to approve the agenda as presented. All members voting yes. Motion carried.

##### 5. Secretary's Report – October 11, 2018 Board Meeting Minutes

- **18.153** - Motion by Nelson, second by Goenner to approve the October 11, 2018 Board Meeting Minutes as presented. All members voting yes. Motion carried.

##### 6. Treasurer's Report – October 2018 Financial Reports

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

- **18.154** - Motion by Goenner, second by Saxton to accept the October 2018 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

##### 7. Treasurer's Report – November 2018 Accounts Payable - Larson distributed the November 2018 Accounts Payable Summary. Check numbers 6630 through 6643 totaling \$6,646.39 were submitted for approval. Discussion was had.

- **18.155** - Motion by Nelson, second by Goenner to approve the November 2018 Accounts Payable as submitted. All members voting yes. Motion carried.

##### 8. Supervisor Committee Reports & Vouchers – No Committee Reports available

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

##### 9. District Managers Report – Larson reviewed her monthly activities and provided an update on the upcoming move. Discussion was had. Written report available upon request.

##### 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. Discussion was had.

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

**12. Consider long term vehicle maintenance plan (Tabled 10/11/18)** – Larson reviewed the vehicle repair estimate for the Ford Explorer. Discussion was had. Larson stated that she has spoken with both the County and the City of Elk River regarding recommendations for the sale/disposal of used government vehicles.

- **18.157** - Motion by Nelson, second by Selvog to remove the agenda item from the table for discussion. All members voting yes. Motion carried.
- **18.158** - Motion by Nelson, second by Selvog to allow Larson to sell/auction/dispose of the 2004 Ford Explorer as she sees fit. All members voting yes. Motion carried.

**13. Authorization to provide final payment to 2018 AIS Grant Applicants** – Larson reviewed the Lake Association grant reports along with payment recommendations. Final Payments; Three Lake Improvement District - AIS Control - \$200.00, Three Lake Improvement District - AIS – Management - \$250.00, Ann Lake Improvement Club – Volunteer – \$50.00.

- **18.159** - Motion by Nelson, second by Saxton to provide final payment to the 2018 AIS Grant Applicants. All members voting yes. Motion carried.

Check #6623 for \$250.00 was signed during the meeting.  
Check #6624 for \$200.00 was signed during the meeting.  
Check #6625 for \$50.00 was signed during the meeting.

**14. Authorization to provide final payment to D. Anderson for a Monarch Habitat Incentive project – MHI-FY17-03 for \$545.85** - The original contract with D. Anderson for a monarch habitat incentive project in Section 12, Becker Township was approved on October 12, 2017. The plan included planting 1 acre of new prairie. The total project cost is \$727.80 and the contract was approved at 75% cost share, not to exceed \$600.00/ac. Funding for this project will be allocated from FY17 – NFWF Monarch Habitat Establishment Program.

- **18.160** - Motion by Nelson, second by Selvog to provide final payment to D Anderson for completion of a monarch habitat incentive project – MHI-FY17-03. All members voting yes. Motion carried.

Check #6626 for \$545.85 was signed during the meeting.

**15. Authorization to provide final payment to A. Schneider for a Monarch Habitat Incentive project – MHI-FY17-02 \$190.46** - The original contract with A. Schneider for a monarch incentive project in Section 19, Baldwin Township was approved on July 13, 2017. The plan included enhancement of existing 2 acres of prairie. The total project cost is \$253.94 and the contract was approved at 75% cost share, not to exceed \$400.00 (\$200.00/ac) for enhancements. Funding for this project will be allocated from FY17 – NFWF Monarch Habitat Establishment Program.

- **18.161** - Motion by Selvog, second by Goenner to provide final payment to A Schneider for completion of a monarch habitat incentive project – MHI-FY17-02. All members voting yes. Motion carried.

Check #6627 for \$190.46 was signed during the meeting.

**16. Authorization to provide final payment to S. Berg for a Raingarden project – CS-FY17-13 for \$5,000.00** – The original contract with S Berg for a raingarden project in Section 14, Orrock Township was approved on September 6, 2018. The total project cost is \$16,699.50 and the contract was approved at 60% cost share, not to exceed \$5,000.00. Funding for this project will be allocated from FY17 - Capacity – Cost Share.

- **18.162** - Motion by Goenner, second by Nelson to provide final payment to S Berg for completion of a raingarden project – CS-FY17-13. All members voting yes. Motion carried.

Check #6628 for \$5,000.00 was signed during the meeting.

**17. Authorization to provide final payment to Town of Big Lake for a Stormwater Runoff Control project – CWF16-BL-02 for \$3,316.26** – The original contract with the Town of Big Lake for a stormwater runoff control project in Section 2, Big Lake Township was approved on November 9, 2017. The total project cost is \$4,312.50 and the contract was approved at 100% cost share, not to exceed available grant funds. Funding for this project will be allocated from CWF16-BL-02.

- **18.163** - Motion by Selvog, second by Goenner to provide final payment to Town of Big Lake for completion of a stormwater runoff control project – CWF16-BL-02. All members voting yes. Motion carried.

Check #6629 for \$3,316.26 was signed during the meeting.

**18. Authorization to Execute Natural Resource Management Service Agreement with Sherburne County for Enhanced Capacity 2019 Matching Grant Funds meeting** – Larson reviewed the service agreement and noted that the SWCD will use the funds from the county as an eligible match for the 2019 Board of Water and Soil Resources enhanced capacity funds. The District is eligible for up to \$11,600.00. Discussion was had.

- **18.164** - Motion by Goenner, second by Selvog to execute the 2019 Natural Resources Management Service Agreement with Sherburne County. All members voting yes. Motion carried.

**19. Consider Personnel Committee Recommendations**– Larson reported that the Personnel Committee met prior to the Board meeting.

**Employee Performance Evaluations & Merit Increases** - Nelson and Goenner reviewed each individual staff performance evaluation and merit increase recommendation by Larson. Both Nelson and Goenner support the compensation recommendations.

**Insurance Reimbursement Recommendations** – Larson indicated that the insurance reimbursement amount will remain the same as the previous year.

**Adopt 2019 IRS Standard Mileage Rate** – Larson stated that the 2019 mileage rate has not yet been determined but recommends adopting the rate once it's set.

- **18.165** - Motion by Goenner, second by Nelson to approve the Personnel Committee recommendations as discussed. All members voting yes. Motion carried.

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

**21. Adjourn**

- **18.166** – Regular meeting adjourned without debate at 9:15.

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

  
\_\_\_\_\_  
Date