



SHERBURNE
SOIL & WATER
CONSERVATION DISTRICT

1944

BOARD MEETING MINUTES
Regular Meeting

Date: May 10th, 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

Staff Present

Francine Larson
Miranda Wagner*
Gina Hugo*
Frances Gerde*
Dan Cibulka*
Andrea Bumgarner*

Others Present

Julie Reberg, NRCS Acting District
Conservationist
Steve Cole*, Assistant State
Conservationist (FO)
Jason Weinerman, MN BWSR
Sanford Smith, Big Lake Resident
Bradley Johnson, Big Lake Resident
Judy Syring, Big Lake Resident
Mike Goebel, Big Lake Public Works
Director
Raeanne Danielowski, Mayor
City of Big Lake

*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

Introductions were made. There were no comments from the audience.

4. Approval of Agenda – Chair Schroeder suggested moving item 14 towards the top of the agenda.

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

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

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

6. Treasurer's Report – April 2018 Financial Reports

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

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

7. Treasurer's Report – May 2018 Accounts Payable - Larson distributed the May 2018 Accounts Payable Summary. Check numbers 6522 through 6534 totaling \$8,276.70 were submitted for approval. Discussion was had.

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

8. Supervisor Committee Reports & Vouchers – Nelson reported attendance at the Princeton Intermediate School Poster Contest Award Ceremony. No Committee Reports from Goenner and Schroeder. Selvog reported attendance at the Local Water Plan Advisory Meeting noting Franny and Dan gave a great presentation on monitoring efforts in our county. Selvog also gave an update on the Elk River Watershed Association noting that he had met with Joe Jordan, Benton Supervisor to discuss ways to build and maintain the current partnership. Selvog stated that, with Board consensus, he will plan to continue to meet



with the Benton Supervisor on a monthly basis or as needed. Selvog reported that a BWSR facilitated meeting is being scheduled between both District Managers and staff. Discussion was had. Supervisor's submitted monthly vouchers for approval.

- **18.066** - Motion by Goenner, second by Selvog to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.
9. **District Managers Report** – Larson reviewed her monthly activities, providing an update on the status of the current Cost Share contracts. Larson reported that the District had a BWSR Grant Reconciliation on the FY16 Capacity Funds along with the Elk River Watershed Strategic BMP Assessments grant, noting that only minor changes were needed for compliance. 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. Steve Cole, Assistance State Conservationist for Field Operations provided an update on NRCS programs and provisions at the State level.
 11. **District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Discussion was had.
 12. **Accept Memorial Tree Fund Donation** – Larson stated that the District was contacted by Terry Polsfuss, a former ERWA member and rain gauge reader, Polsfuss is in poor health and preparing for his funeral. He has requested that in lieu of flowers, memorials be given for tree plantings. Polsfuss would like this fund to be setup through the District and used for trees planted for conservation purposes. Discussion was had.
 - **18.067** - Motion by Selvog, second by Goenner to accept the memorial gift to be used in accordance to Polsfuss' wishes. All members voting yes. Motion carried.
 13. **Adopt Comprehensive Local Water Management Plan Resolution** - Larson reviewed the proposed resolution. Discussion was had
 - **18.068** - Motion by Goenner, second by Nelson to adopt the Comprehensive Local Water Management Plan Resolution. All members voting yes. Motion carried.
 14. **Consider Funding Support for Big Lake AIS Control Device (*discussed after agenda item 7*)** – Cibulka reviewed the Sherburne County AIS contingency fund level and purpose. Members from Big Lake Community Lake Association and City of Big Lake presented information on the Internet Landing Installed Device Sensor (iLID). The City and Lake Association are planning on purchasing the innovative AIS device to help reduce the spread of aquatic invasive species. The group requested utilizing a portion of the AIS contingency funds to help support the purchase. Discussion was had.
 - **18.069** - Motion by Nelson, second by Selvog to provide funding assistance towards the purchase of an iLID device, not to exceed \$10,000.00. All members voting yes. Motion carried.
 15. **Consider Fair Booth Options** – Larson briefly discussed the District raingarden installed at the Sherburne County Fairgrounds. Larson stated that annual spring maintenance has become cumbersome and unpredictable. Staff suggest relocating the raingarden to the new SWCD building next spring. Larson noted that the space will need to be returned to its original form. Discussion was had.
 - **18.070** - Motion by Nelson, second by Selvog to remove the District raingarden from the Sherburne County Fairgrounds. All members voting yes. Motion carried.
 16. **2018 Supervisor Election Discussion** – Larson reminded the Board that the filing period for this year's election opens May 22nd and closes at 5:00 p.m. on June 5. Larson noted that District II and District IV seats are up for election. Discussion was had.
 17. **Consider Support for Aiken SWCD Forest Management Resolution** - Selvog reviewed the Aiken County SWCD resolution supporting Private Forest Management Service Delivery in Minnesota. Discussion was had. Selvog requested support for the resolution.

- **18.071** - Motion by Goenner, second by Selvog to support the SWCD Forest Management Resolution as presented. All members voting yes. Motion carried.

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

19. Adjourn

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

Meeting adjourned at 9:30 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.

Lang Horn Sec
Signature & Title

6-7-18
Date

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SHERBURNE SOIL & WATER CONSERVATION

Profit & Loss Budget vs. Actual

January through May 2018

	Jan - May 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Revenues				
Intergovernmental Revenue				
County				
General Service	131,613.00	263,226.15	-131,613.15	50.0%
LWM - Levy WaterPlan	10,837.00	21,674.00	-10,837.00	50.0%
LWM - Waterplan (State Funds)	8,094.00	8,094.00	0.00	100.0%
NRBG WCA (State Funds)	5,000.00	5,000.00	0.00	100.0%
FY2018 - Enhanced Cap - Parks	0.00	11,600.00	-11,600.00	0.0%
FY2018 - AIS Prevention Aid	1,800.00	68,911.00	-67,111.00	2.6%
FY2017 - AIS Prevention Aid	38,092.00	38,092.00	0.00	100.0%
FY2016 - AIS Prevention Aid	0.00	28,496.38	-28,496.38	0.0%
Total County	195,436.00	445,093.53	-249,657.53	43.9%
State Grant				
FY17/18 - Buffer Cost Share	30,000.00	0.00	30,000.00	100.0%
FY2018 BWSR SWCD Capacity	111,600.00	111,600.00	0.00	100.0%
FY2017 BWSR SWCD Capacity	56,450.82	56,450.82	0.00	100.0%
FY2016 BWSR SWCD Capacity	27,793.76	27,793.76	0.00	100.0%
FY2018 BWSR - Buffer Initiative	10,000.00	10,000.00	0.00	100.0%
FY2017 BWSR - Buffer Initiative	489.35	489.35	0.00	100.0%
FY2018 BWSR Conservation Del	21,635.00	21,635.00	0.00	100.0%
FY2018 BWSR Cost Share	7,493.00	7,493.00	0.00	100.0%
FY2017 BWSR Cost Share	7,493.00	7,493.00	0.00	100.0%
FY2018 CWF BWSR - ER Phase 2	53,400.00	53,400.00	0.00	100.0%
FY2016 CWF BWSR - Birch Retro	0.00	7,000.00	-7,000.00	0.0%
FY2014 CWF BWSR - ER Bacteria	6,000.00	6,000.00	0.00	100.0%
FY2014 CWF BWSR - Briggs Partne	8,625.00	8,625.00	0.00	100.0%
FY2014 CWF BWSR - Irrigation Sc	0.00	12,000.00	-12,000.00	0.0%
FY2014 CWF BWSR - Well Sealing	3,510.12	3,510.12	0.00	100.0%
FY2017 CWF BWSR - ERWA BMP	1,377.78	2,000.00	-622.22	68.9%
FY2018 MCD ETA	0.00	25,000.00	-25,000.00	0.0%
FY2017 MCD ETA	9,027.35	13,716.56	-4,689.21	65.8%
FY2016 MCD - Campus Groundwater	693.53	10,000.00	-9,306.47	6.9%
FY2017 MDA - NFMP	4,000.07	6,666.67	-2,666.60	60.0%
FY2017 MDA - MAWQCP	971.99	16,000.00	-15,028.01	6.1%
FY2017 MPCA WPLMN	4,866.75	18,869.10	-14,002.35	25.8%
DNR Observation Wells	0.00	3,540.00	-3,540.00	0.0%
Total State Grant	365,427.52	429,282.38	-63,854.86	85.1%
Federal				
Plant Materials Learning Center	1,313.88	0.00	1,313.88	100.0%
Total Federal	1,313.88	0.00	1,313.88	100.0%
Total Intergovernmental Revenue	562,177.40	874,375.91	-312,198.51	64.3%
Charges for Services				
County Forestry				
County Forestry		2,000.00	-1,850.00	

SHERBURNE SOIL & WATER CONSERVATION
Profit & Loss Budget vs. Actual
January through May 2018

	Jan - May 18	Budget	\$ Over Budget	% of Budget
Woodland Stewardship	400.00	400.00	0.00	100.0%
Literature - Weed ID Guide	72.31	500.00	-427.69	14.5%
Tree Sale Program	30,999.83	28,000.00	2,999.83	110.7%
Wetland Delineations	0.00	1,000.00	-1,000.00	0.0%
Total Charges for Services	31,622.14	31,900.00	-277.86	99.1%
Miscellaneous Revenue				
PERA Aid	0.00	784.00	-784.00	0.0%
Interest	327.77	200.00	127.77	163.9%
Other	393.00	500.00	-107.00	78.6%
Total Miscellaneous Revenue	720.77	1,484.00	-763.23	48.6%
Total Revenues	594,520.31	907,759.91	-313,239.60	65.5%
Total Income	594,520.31	907,759.91	-313,239.60	65.5%
Gross Profit	594,520.31	907,759.91	-313,239.60	65.5%
Expense				
Expenditures				
District Operations				
Personal Services				
Admin/Marketing Assistant - AB	10,725.28	32,167.20	-21,441.92	33.3%
District Technician - FG	13,538.21	41,885.28	-28,347.07	32.3%
District Manager - FL	23,711.03	68,110.56	-44,399.53	34.8%
District Technician - WB	4,219.52	29,566.08	-25,346.56	14.3%
District Technician - MW	13,062.24	51,323.04	-38,260.80	25.5%
Forest Resource Specialist - GH	23,027.06	68,862.24	-45,835.18	33.4%
Water Resource Specialist - DC	21,964.20	61,157.52	-39,193.32	35.9%
Medical Insurance Paid	6,600.00	17,160.00	-10,560.00	38.5%
MN PEIP	9,258.00	22,202.88	-12,944.88	41.7%
Disability Insurance	926.21	1,848.00	-921.79	50.1%
Medicare ER	1,920.63	5,498.86	-3,578.23	34.9%
FICA ER	8,021.75	22,954.38	-14,932.63	34.9%
PERA ER	9,049.33	28,442.39	-19,393.06	31.8%
Life Insurance - EE	12.20	384.00	-371.80	3.2%
Supervisor Compensation	3,075.00	9,000.00	-5,925.00	34.2%
Unemployment Benefits	4,960.58	2,200.00	2,760.58	225.5%
Personal Services - Other	12,535.48			
Total Personal Services	166,606.72	462,762.43	-296,155.71	36.0%
Other Services & Charges				
Advertising & Promotion	0.00	1,000.00	-1,000.00	0.0%
Annual Meeting/Tour of Practice	0.00	1,500.00	-1,500.00	0.0%
Audit	110.00	3,360.00	-3,250.00	3.3%
Awards	0.00	50.00	-50.00	0.0%
Bank Charges/Credit Card Fees	658.25	1,000.00	-341.75	65.8%
Computer Software/Hardware	914.80	3,000.00	-2,085.20	30.5%
Computer Services /Bldg-Moving	0.00	20,000.00	-20,000.00	0.0%
Computer - Tablets	922.60	2,500.00	-1,577.40	36.9%

SHERBURNE SOIL & WATER CONSERVATION

Profit & Loss Budget vs. Actual

January through May 2018

	Jan - May 18	Budget	\$ Over Budget	% of Budget
Clothing Allowance	0.00	650.00	-650.00	0.0%
Donations	0.00	75.00	-75.00	0.0%
Dues				
Blue Thumb	250.00	250.00	0.00	100.0%
Friends of Sherburne NWR	100.00			
History Center	50.00			
ISA	0.00	175.00	-175.00	0.0%
MACD - Area 4	300.00	300.00	0.00	100.0%
MACDE	0.00	150.00	-150.00	0.0%
MASWCD	4,690.98	4,690.98	0.00	100.0%
MCD	800.00	800.00	0.00	100.0%
MECA	0.00	50.00	-50.00	0.0%
MFA	0.00	40.00	-40.00	0.0%
MN SWCD Forestry Assoc	60.00	60.00	0.00	100.0%
NACD	0.00	775.00	-775.00	0.0%
NALMS	75.00	65.00	10.00	115.4%
Pheasants Forever	150.00	125.00	25.00	120.0%
Volunteer Bridge / RSVP	60.00			
Total Dues	6,535.98	7,480.98	-945.00	87.4%
Fair Booth/Parade	8.79	500.00	-491.21	1.8%
Field Supplies/Equipment	42.83	1,000.00	-957.17	4.3%
Insurance Expense				
Property/Liability/Surety Bond	4,056.00	3,912.00	144.00	103.7%
Workman's Comp	3,646.00	3,320.00	326.00	109.8%
Auto	0.00	1,050.00	-1,050.00	0.0%
Total Insurance Expense	7,702.00	8,282.00	-580.00	93.0%
Internet Service	541.06	1,300.00	-758.94	41.6%
Meeting & Training				
Registration & Lodging	678.87	1,500.00	-821.13	45.3%
Supplies & Meals	275.61	500.00	-224.39	55.1%
Total Meeting & Training	954.48	2,000.00	-1,045.52	47.7%
Office Supplies	687.22	2,000.00	-1,312.78	34.4%
Postage	1,223.62	2,000.00	-776.38	61.2%
Printing - Envelopes/Brochures	0.00	300.00	-300.00	0.0%
Rent	5,927.95	15,600.00	-9,672.05	38.0%
Sales & Use Tax	-0.49			
Staff Expenses				
Mobile Devices	0.00	3,600.00	-3,600.00	0.0%
Reimbursed Mileage Expenses	990.80	5,000.00	-4,009.20	19.8%
Total Staff Expenses	990.80	8,600.00	-7,609.20	11.5%
Supervisor Expenses	71.91	500.00	-428.09	14.4%
Reimbursed Misc Expenses	909.42	2,000.00	-1,090.58	45.5%
Reimbursed Mileage				

SHERBURNE SOIL & WATER CONSERVATION
Profit & Loss Budget vs. Actual
January through May 2018

	Jan - May 18	Budget	\$ Over Budget	% of Budget
Total Supervisor Expenses	981.33	2,500.00	-1,518.67	39.3%
Vehicle				
Fuel	737.26	5,000.00	-4,262.74	14.7%
Maintenance	382.55	2,500.00	-2,117.45	15.3%
Tabs	32.00	32.00	0.00	100.0%
Total Vehicle	1,151.81	7,532.00	-6,380.19	15.3%
Web Site	83.88	350.00	-266.12	24.0%
Total Other Services & Charges	29,436.91	92,579.98	-63,143.07	31.8%
Total District Operations	196,043.63	555,342.41	-359,298.78	35.3%
Capital Outlay				
Capital Improvements				
Computers	1,904.66	2,000.00	-95.34	95.2%
Total Capital Improvements	1,904.66	2,000.00	-95.34	95.2%
Total Capital Outlay	1,904.66	2,000.00	-95.34	95.2%
Project Expense				
District				
FY2018 AIS Prevention Aid	0.00	48,633.90	-48,633.90	0.0%
FY2017 AIS Prevention Aid	17,753.35	48,633.90	-30,880.55	36.5%
County Forestry	674.89	3,000.00	-2,325.11	22.5%
LWM Expense				
Advisor Comm - PerDiem/Mileage	0.00	1,300.00	-1,300.00	0.0%
LWM Expense - Advertising/Other	22.80	250.00	-227.20	9.1%
LWM - NEMO	479.85	1,000.00	-520.15	48.0%
Total LWM Expense	502.65	2,550.00	-2,047.35	19.7%
Other Education Programs	447.11	1,000.00	-552.89	44.7%
Tree Sale Program Expense	8,527.63	17,500.00	-8,972.37	48.7%
Water Monitoring Services	0.00	500.00	-500.00	0.0%
Total Water Monitoring Services	0.00	500.00	-500.00	0.0%
Total District	27,905.63	121,817.80	-93,912.17	22.9%
State				
FY18 BWSR Buffer Cost Share	30,000.00			
FY2018 BWSR SWCD Capacity		9,494.28	-9,494.28	0.0%
BMP Cost Share	0.00	11,600.00	-9,774.77	15.7%
Enhanced Capacity - Parks Maint	1,825.23			
Total FY2018 BWSR SWCD Capacity	1,825.23	21,094.28	-19,269.05	8.7%
FY2017 BWSR SWCD Capacity				
BMP Cost Share	0.00	24,204.45	-24,204.45	0.0%
Equipment/Software	0.00	1,000.00	-1,000.00	0.0%

SHERBURNE SOIL & WATER CONSERVATION Profit & Loss Budget vs. Actual

January through May 2018

	Jan - May 18	Budget	\$ Over Budget	% of Budget
Forestry	24.80	14,896.77	-14,871.97	0.2%
Incentives - CCTP/PPP/NB	0.00	10,736.85	-10,736.85	0.0%
Monitoring	0.00	1,992.00	-1,992.00	0.0%
Professional Dev/Outreach	708.87	2,000.00	-1,291.13	35.4%
Total FY2017 BWSR SWCD Capacity	733.67	54,830.07	-54,096.40	1.3%
FY2016 BWSR SWCD Capacity				
BMP Cost Share	0.00	20,302.79	-20,302.79	0.0%
Incentives - CC/NP/TP	0.00	1,815.63	-1,815.63	0.0%
Outreach/Education	54.80	741.73	-686.93	7.4%
Staff Training	310.24	132.45	177.79	234.2%
Total FY2016 BWSR SWCD Capacity	365.04	22,992.60	-22,627.56	1.6%
FY2018 BWSR Cost Share	0.00	5,994.40	-5,994.40	0.0%
FY2017 BWSR Cost Share	0.00	5,994.40	-5,994.40	0.0%
FY2018 CWF BWSR - ER Phase 2	1,502.45	32,175.00	-30,672.55	4.7%
FY2014 CWF BWSR - Irrigation Sc	649.30			
FY2014 CWF BWSR - Well Sealing	3,510.12			
FY2018 MCD ETA	0.00	20,000.00	-20,000.00	0.0%
FY2017 MCD ETA	7,200.00	10,000.00	-2,800.00	72.0%
FY2016 MCD - Campus Groundwater	0.00	5,000.00	-5,000.00	0.0%
FY2017 MPCA WPLMN	1,045.29			
Total State	46,831.10	178,080.75	-131,249.65	26.3%
Federal	1,425.00			
Total Project Expense	76,161.73	299,898.55	-223,736.82	25.4%
Total Expenditures	274,110.02	857,240.96	-583,130.94	32.0%
Total Expense	274,110.02	857,240.96	-583,130.94	32.0%
Net Ordinary Income	320,410.29	50,518.95	269,891.34	634.2%
Net Income	320,410.29	50,518.95	269,891.34	634.2%

SHERBURNE SOIL & WATER CONSERVATION

PROFIT & LOSS BUDGET VS ACTUAL

Account	Budget	Actual	Variance	% Diff
Total Revenue	100,000.00	100,000.00	0.00	100.00%
Fees	80,000.00	80,000.00	0.00	100.00%
Grants	20,000.00	20,000.00	0.00	100.00%
Donations	0.00	0.00	0.00	0.00%
Fundraising	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00%
Total Revenue	100,000.00	100,000.00	0.00	100.00%
Total Expenses	100,000.00	100,000.00	0.00	100.00%
Salaries	40,000.00	40,000.00	0.00	100.00%
Benefits	10,000.00	10,000.00	0.00	100.00%
Travel	5,000.00	5,000.00	0.00	100.00%
Supplies	3,000.00	3,000.00	0.00	100.00%
Utilities	2,000.00	2,000.00	0.00	100.00%
Rent	1,000.00	1,000.00	0.00	100.00%
Insurance	1,000.00	1,000.00	0.00	100.00%
Depreciation	1,000.00	1,000.00	0.00	100.00%
Miscellaneous	1,000.00	1,000.00	0.00	100.00%
Total Expenses	100,000.00	100,000.00	0.00	100.00%
Net Operating Income	0.00	0.00	0.00	0.00%