



BOARD MEETING MINUTES

Regular Meeting

Date: October 11th, 2018

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

Board Members Present

Kerry Saxton
Larry Goenner
Roger Nelson
Jason Selvog

Michael Schroeder - absent

*denotes partial attendance

Staff Present

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

Others Present

Julie Reberg, NRCS District
Conservationist
Lisa A. Fobbe, Sherburne County
Commissioner

Regular Agenda

1. Call to Order

Meeting was called to order by Vice Chair Saxton at 8:03 a.m. A quorum was present.

2. Pledge of Allegiance

Saxton 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

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

5. Secretary's Report – September 13, 2018 Board Meeting Minutes

- **18.135** - Motion by Nelson, second by Goenner to approve the September 13, 2018 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – September 2018 Financial Reports

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

- **18.136** - Motion by Goenner, second by Nelson to accept the September 2018 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – October 2018 Accounts Payable - Larson distributed the October 2018 Accounts Payable Summary. Check numbers 6610 through 6622 totaling \$5,837.92 were submitted for approval. Discussion was had.

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

8. Supervisor Committee Reports & Vouchers – No Committee Reports from Goenner, Saxton or Nelson. Selvog reported attendance at the September Elk River Watershed Meeting noting that the October meeting has been canceled. Selvog also provided the Board with an update on the activities of the Farm Friends Barn, noting the group has accepted a donated barn structure from Excel Energy, the barn may be used for storage. The FFB group is continuing to work toward their goal of building an agricultural education exhibit in Becker for kids.

- **18.138** - Motion by Goenner, second by Nelson 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.

10. **NRCS Activity Report** – Reberg 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. **Authorization to update Pledged Securities Signature Card with First Tennessee** – Larson stated that Klein Bank is required to furnish collateral security to all its governmental entity customers. The current signature card on file with their custodial bank, First Tennessee is out-of-date and needs updating. Larson proposed that all Supervisors and District Manger should be authorized to release pledged securities.

- **18.139** - Motion by Selvog, second by Goenner to update pledged securities signature card to include all Supervisors and District Manager. All members voting yes. Motion carried.

13. **Authorization to provide final payment to H Lampert for a Shoreline Restoration project – FY18-01 for \$1,000.00** - The original contract with Hugh & Janet Lampert for a shoreline restoration project in Section 18, City of Big Lake was approved on September 13, 2018. The total project cost including landowner in-kind is \$3,129.79 and the contract was approved at 65% cost share, not to exceed \$1,000.00. Funding for this project will be allocated from FY18 – State Cost Share.

- **18.140** - Motion by Nelson, second by Goenner to provide final payment to H Lampert for completion of a shoreline restoration project – FY18-01. All members voting yes. Motion carried.

Check #6606 for \$1,000.00 was signed during the meeting.

14. **Authorization to provide final payment to A Eilers for a Cover Crop Incentive Project – CCI-FY16-08 for \$1,400.00** - The original contract with Anthony Eilers for a cover crop incentive project in Section 11, Becker Township was approved on August 16, 2018. The plan included four species mix planted over 40 acres. The total project cost is \$1,573.36 and the contract was approved at \$35/acre, not to exceed \$1,400.00. Funding for this project will be allocated from FY16 - Capacity – Incentives.

- **18.141** - Motion by Nelson, second by Goenner to provide final payment to A Eilers for completion of a cover crop incentive project – CCI-FY16-08. All members voting yes. Motion carried.

Check #6607 for \$1,400.00 was signed during the meeting.

15. **Authorization to provide final payment to A & L Peterson for a Cover Crop Incentive Project – CCI-FY16-10/CCI-FY17-02 for \$2,500.00** - The original contract with A & L Peterson for a cover crop incentive project in Section 33, Becker Township was approved on August 16, 2018. The plan included four species mix planted over 205 acres. The total project cost is \$4,264.00 and the contract was approved at \$35/acre, not to exceed \$2,500.00. Funding for this project will be allocated from FY16 & FY17 - Capacity – Incentives.

- **18.142** - Motion by Goenner, second by Selvog to provide final payment to A & L Peterson for completion of a cover crop incentive project – CCI-FY16-10/CCI-FY17-02. All members voting yes. Motion carried.

Check #6608 for \$2,500.00 was signed during the meeting.

16. **Authorization to provide final payment to Peterson River Valley Grains for a Cover Crop Incentive Project – CCI-FY17-03 for \$2,500.00** – The original contract with Peterson River Valley Grains for a cover crop incentive project in Section 25, Big Lake Township was approved on September 13, 2018. The plan included four species mix planted over 80 acres. The total project cost is \$1,535.54 and the contract was approved at \$35/acre, not to exceed \$2,500.00. Funding for this project will be allocated from FY17 - Capacity – Incentives.

- **18.143** - Motion by Nelson, second by Selvog to provide final payment Peterson River Valley Grains for completion of a cover crop incentive project – CCI-FY17-03. All members voting yes. Motion carried.

Check #6609 for \$1,535.54 was signed during the meeting.

17. Review MASWCD 2018 Resolution Ballot – The Board reviewed each resolution; Supervisor's votes were collected. The votes will be tallied and sent to the MASWCD office.

- **18.144** - Motion by Goenner, second by Selvog to approve signing and submitting the Sherburne SWCD 2018 Resolution Ballot. All members voting yes. Motion carried.

18. Authorization to reschedule November SWCD Regular meeting – Larson stated that the November meeting was originally scheduled for 11/8/18; as discussed during the September meeting she would like the Board to consider moving the meeting to November 15, 2018. Discussion was had.

- **18.145** - Motion by Goenner, second by Selvog to reschedule the November Regular SWCD Board Meeting to November 15, 2018. All members voting yes. Motion carried.

19. Authorization to execute 2019 Lease Agreement with Sherburne County – The Board reviewed the lease agreement. Discussion was had.

- **18.146** - Motion by Nelson, second by Goenner to execute the 2019 Lease Agreement with Sherburne County. All members voting yes. Motion carried.

20. Authorization to submit Vacate Notice to A.M Stewart Properties – Larson reviewed the 60 day vacate notice. Discussion was had.

- **18.147** - Motion by Nelson, second by Selvog to submit the vacate notice to A.M. Stewart Properties. All members voting yes. Motion carried.

21. Authorization to execute Cooperative Purchasing Agreement with MN Department of Administration, State Procurement – Larson stated that by entering into this agreement, the District would have access to State contract pricing through the Cooperative Purchasing Venture Program. Discussion was had.

- **18.148** - Motion by Nelson, second by Selvog to execute Cooperate Purchasing Agreement with Mn Department of Administration, State Procurement. All members voting yes. Motion carried.

22. Consider long Term vehicle maintenance plan – Larson stated that the Ford Explorer has reached a point where maintenance is critical. Discussion was had. Larson asked the Board to decide if they would like to repair the vehicle or consider alternative options. Further discussion was had. Goenner suggested tabling the item until the following meeting, allowing Larson time to get a repair quote from the City of Elk River.

- **18.149** - Motion by Goenner, second by Nelson to table agenda item until Larson has gathered the requested information. All members voting yes. Motion carried.

23. Authorization to approve registration and lodging for MASWCD Convention – Discussion was had.

- **18.150** - Motion by Selvog, second by Goenner to approve registration, lodging, and luncheon fees at the MASWCD Annual Convention for interested Staff, Supervisors and Commissioner. All members voting yes. Motion carried.

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


25. Adjourn

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

Meeting adjourned at 9:52 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

11-15-18
Date