



BOARD MEETING MINUTES

Regular Meeting

Date: January 12th, 2017

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

Board Members Present

Jason Selvog
Larry Goenner
Roger Nelson
Shane Berg
Michael Schroeder
*denotes partial attendance

Staff Present

Francine Larson
Bill Bronder*
Gina Hugo*
Andie Bumgarner*
Miranda Wagner*

Others Present

Mary Monte*, NRCS District
Conservationist
Lisa Fobbe*, Sherburne County
Commissioner

Regular Agenda

1. **Call to Order**

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

2. **Pledge of Allegiance**

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

3. **Open Forum**

Welcome and introductions were made. There were no comments from the audience.

4. **Administration of Oath of Office**

The Oath of Office was taken by Supervisor Nelson, Goenner and Schroeder.

5. **Election of Officers**

Chair Selvog turned the meeting over to Larson. Larson opened the floor for nominations for Chair.

- **17.001** - Motion by Nelson, second by Berg to keep Officer Positions the same for 2017. All members voting yes. Motion carried.

Chair Selvog carried out the remainder of the meeting.

6. **Approval of Agenda**

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

7. **Approve 2017 District Board Bylaws, Operating Rules and Guidelines for 2017**

Larson reviewed the suggested amendments to the Bylaws, Operating Rules and Guidelines. Discussion was had.

- **17.003** - Motion by Nelson, second by Berg to adopt the amended 2017 Bylaws, Operating Rules and Guidelines as presented with suggested updates. All members voting yes. Motion carried.

8. **Approve District Erosion Control & Management Program Policy**

Larson reviewed the suggested amendments to the District Erosion Control & Management Program Policy. Discussion was had.

- **17.004** - Motion by Nelson, second by Berg to adopt the amended Erosion Control & Management Program Policy as presented. All members voting yes. Motion carried.

9. **Appointment of Board Members to Committees and Organizations for 2017**

Larson reviewed the current committee assignments. Discussions was had. The list of assignments will be posted on the SSWCD website.

- **17.005** - Motion by Goenner, second by Nelson to appoint Board Members to Committees as discussed. All members voting yes. Motion carried.
- 10. Establish 2017 Board Meeting Schedule** – Larson reviewed the 2017 Board Meeting schedule. The Regular Board Meetings are scheduled for the 2nd Thursday of each month.
- **17.006** - Motion by Nelson, second by Schroeder to approve the 2017 Board Meeting Schedule as presented. All members voting yes. Motion carried.
- 11. Designate 2017 Financial Depositories as Klein Bank & Update Signature Cards**
- **17.007** - Motion by Nelson, second by Berg to designate Klein Bank as the District's Financial Institute for 2017 and update all Signature Cards. All members voting yes. Motion carried.
- 12. Designate 2017 Official Newspaper as Sherburne County Citizen**
- **17.008** - Motion by Goenner, second by Nelson to designate the Citizen - Tribune as the District's Official Newspaper for 2017. All members voting yes. Motion carried.
- 13. Adopt 2017 Fee Schedule** – Larson reviewed the proposed changes to the fee schedule. Discussion was had. An updated schedule will be posted on the website.
- **17.009** - Motion by Berg, second by Nelson to adopt the 2017 Fee Schedule as presented with suggested changes. All members voting yes. Motion carried.
- 14. Approve 2017 Membership Dues** – Larson reviewed the projected 2017 membership dues. Discussion was had.
- **17.010** - Motion by Nelson, second by Berg to approve the 2017 membership dues as presented. All members voting yes. Motion carried.
- 15. Secretary's Report – December 8, 2016 Board Meeting Minutes**
- **17.011** - Motion by Goenner, second by Nelson to approve the December 8, 2016 Board Meeting Minutes as presented. All members voting yes. Motion carried.
- 16. Treasurer's Report – December 2016 Program Summary & Transaction Report**
Goenner read the December 2016 Program Summary Report. Discussion was had.
- **17.012** - Motion by Nelson, second by Berg to accept the December 2016 financial reports as submitted, subject to audit. All members voting yes. Motion carried.
- 17. Treasurer's Report – Quarterly Financial Update** – Larson reviewed the quarterly budget vs. actual report along with providing a status report for each open grant.
- 18. Treasurer's Report – Accounts Payable & Supervisor Vouchers**
Supervisor's submitted monthly vouchers for approval. Larson distributed the January 2017 Accounts Payable Summary. Check numbers 6214 through 6236 totaling \$35,825.24 were submitted for approval. Discussion was had.
- **17.013** - Motion by Nelson, second by Goenner to approve the January 2017 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.
- 19. NRCS Activity Report & Civil Rights Update** – Monte 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.
- 20. District Staff Monthly Reports** – Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Discussion was had.
- 21. Authorization to provide Final Payment to G. Murray for a Filter Strip Livestock Exclusion Project – CWF14-ER-05 for \$7,738.10** – The original contract with G. Murray was approved on September 8, 2016 for a filter strip livestock exclusion project. A partial payment was made on November 10th, 2016 for \$3,750.00. The total project cost was \$15,317.46 and the contract was approved at 75% cost share for eligible expenses not to exceed \$11,488.10. Funding for this project will be allocated from the CWF14 Elk River Bacteria Reduction Grant. The total cost share provided was \$11,488.10.

- **17.014** - Motion by Goenner, second by Berg to authorize final payment to G Murray for a filter strip livestock exclusion project. All members voting yes. Motion carried.

Check #6237 for \$7,738.10 was signed during the meeting.

22. Authorization to Execute 2017 Buffer Law Grant Agreement with MN Board of Water and Soil Resources – Larson reviewed the grant agreement. Discussion was had.

- **17.015** - Motion by Goenner, second by Nelson to authorize execution of 2017 Buffer Law grant agreement with MN BWSR. All members voting yes. Motion carried.

23. Authorization to Execute Contract with M. Johnson for Native Prairie Incentive Program – NPI-FY16-04 – Larson reviewed the proposed contact with M. Johnson for a Native Prairie Incentive project in Section 23, Becker Township. The project estimate was \$960.00. Larson requested approval at 75% cost share, not to exceed \$6,000.00 (\$600/acres on a maximum of 10 acres). Funding for this project will be allocated from the FY16 SWCD Capacity – Forestry funds.

- **17.016** - Motion by Nelson, second by Selvog to approve contract NPI-FY16-04 with M. Johnson for a Native Prairie Incentive project at 75% cost share, not to exceed \$6,000.00. All members voting yes. Motion carried.

24. Review 2017 SWCD Enhanced Capacity Funding Recommendations – Larson distributed a summary of suggested capacity building expenses for 2017. Larson noted that she and staff met prior to the meeting brainstorm potential ideas. Discussion was had.

- **17.017** - Motion by Nelson, second by Schroeder to approve the 2017 Enhanced Capacity Funding recommendations as presented. All members voting yes. Motion carried.

25. District Managers report – Larson reviewed her monthly report, briefly discussing upcoming events and meetings.

26. Supervisor Committee Reports – Selvog reported attendance at the December 20th Sherburne County Board Meeting where SWCD staff gave a brief presentation regarding the 2016 Outstanding Conservationist. No Committee Reports from Schroeder, Nelson Goenner and Berg.

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

28. Adjourn

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

Meeting adjourned at 10:20 a.m.

Respectfully submitted by
Shane Berg, Secretary

Signature

Date