



BOARD MEETING MINUTES

Regular Meeting

Date: May 11th, 2015

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

Board Members Present

Jason Selvog
Roger Nelson
Doug Hipsag
Shane Berg
Larry Goenner

Staff Present

Francine Larson
Andie Bumgarner*
Bill Bronder*
Gina Hugo*
Tiffany Determan*

Others Present

Mary Monte, NRCS District*
Conservationist
Tim Wilson, NRCS Assist. State*
Conservationist - FO
John Riebel, Sherburne County*
Commissioner

*denotes partial attendance

Regular Agenda

1. **Call to Order**

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

2. **Pledge of Allegiance**

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

3. **Open Forum**

There were no comments from the audience

4. **Approval of Agenda**

- Motion by Nelson, second by Hipsag to approve the agenda with stated correction. All members voting yes. Motion carried.

5. **Secretary's Report – April 13, 2015 Board Meeting Minutes.**

- Motion by Nelson, second by Berg to approve the April 13, 2015 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. **Treasurer's Report – April 2015 Financial Report**

Berg read the April 2015 Financial Reports. Discussion was had.

- Motion by Nelson, second by Goenner to approve the April 2015 Financial Report as submitted, subject to audit. All members voting yes. Motion carried.

7. **Treasurer's Report – Accounts Payable & Supervisor Vouchers**

Berg approved submitted Supervisor's vouchers. Larson distributed the April 2015 Accounts Payable Summary. Berg, and Goenner signed check numbers 5858 through 5872 totaling \$13,365.77 prior to the meeting. Berg questioned the March 2015 bulk rate fuel pricing. Discussion was had. Larson was directed to contact the City of Elk River to discuss the bulk fuel rates and provide an update at the June meeting.

- Motion by Nelson, second by Berg to approve the April 2015 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.

8. **NRCS Staff Report** - Monte distributed her monthly report and updated the board on her monthly activities. Monte noted that 4 - 2015 EQIP applications were submitted for Sherburne County. Monte noted that she and Miranda have been assisting Stearns County with the 2015 CSP applications. Discussion was had.

9. **Authorization to submit Letter of Intent to NRCS** – Larson noted that at the Spring MACD meeting, NRCS requested SWCD's that wish to remain co-located with NRCS will need to submit a letter of intent. Tim Wilson provided background information regarding the NRCS request. Further discussion was had.

- Motion by Goenner, second by Nelson to submit proposed Letter of Intent to NRCS. All members voting yes. Motion carried.
- 10. Consider Meeting Schedule & Time** – Larson requested the Board consider moving the scheduled start time back to 8:30 a.m. to better accommodate Staff and County Representative attendance.
- Motion by Goenner, second by Nelson to change meeting start time to 8:30 a.m. All members voting yes. Motion carried.
- 11. Authorization to approve Registration & Lodging at North Central Region Irrigation Training** – Larson stated that Bronder has requested attendance at the NC Irrigation Training held in Nebraska in June. Larson noted that Bronder would be carpooling with other agency staff and therefore the expenses will only pertain to lodging and meals.
- Motion by Nelson, second by Hipsag to approve Bronder's registration and lodging at the North Central Region Irrigation Training in Nebraska. All members voting yes. Motion carried.
- 12. Authorization to Execute Contract with Clear Lake Township for a Stormwater Treatment – FY14-15-03** - Larson reviewed the proposed contact with Clear Lake Township for a Stormwater Treatment project in Section 4, Clear Lake Township. The project is estimated to reduce runoff velocity during a 10 year rain event by approximately 50%. The total project cost estimate is \$9,009.50. Larson requested approval of 65% cost share, not to exceed \$5,856.83. Larson noted that funding for this project will be allocated from both FY14 and FY15 State Cost Share funds.
- Motion by Goenner, second by Hipsag to approve cost share contract FY2014-15-03 with Clear Lake Township for stormwater treatment project at 65%, not to exceed \$5,856.83. All members voting yes. Motion carried.
- 13. Authorization to Provide Final Payment to Katie & Joe Meyer for a Forage & Biomass Planting - CWF14-ER-2** – Larson stated that the Meyer's Forage Biomass Planting project has been completed. The contract was approved for cost share at the April 2014 Board meeting. The cost estimate was \$125.00, the contract was approved at 50% cost share, not to exceed \$62.50. The final project cost was \$99.43.
- Motion by Nelson, second by Berg to approve final payment to Katie Meyer for installation of a Forage & Biomass Planting - CWF14-ER-2 at \$49.72 (50%). All members voting yes. Motion carried.
- Check #5857 was signed during the meeting
- 14. Adopt Resolution of Support for MN GreenCorps Host Site Application** – Larson stated that the District has submitted an application to become a GreenCorps Host Site. If awarded this person will be assisting Gina with the Urban Forestry Program. The application requires a resolution be passed agreeing to the terms and conditions stated in the Host Site Application. Discussion was had.
- Motion by Goenner, second by Hipsag to adopt the Resolution of Support for the MN GreenCorps Host Site Application. All members voting yes. Motion carried.
- 15. MASWCD Call for Resolutions** – Chair Selvog asked the members of the Board for resolution proposals. Discussion was had. No resolutions were presented. Goenner suggested tabling the agenda item until the June meeting giving the Supervisors more time to consider potential ideas.
- Motion by Goenner, second by Nelson to table MASWCD Call for Resolutions. All members voting yes. Motion carried.
- 16. Supervisor Committee Reports**
Supervisor Hipsag and Supervisor Goenner both reported assisting District Staff with the Annual Tree Sale. No Committee Reports from Selvog, Nelson, and Berg.
- 17. District Manager Report**
Larson reviewed her submitted monthly report noting that the 2014 Audit is scheduled for May 12th. Larson also requested the Finance Committee meet prior to the June Board meeting to discuss the 2016 Draft Budget. The District is scheduled to present the budget request to the County on August 6th. Larson also requested the Supervisors check their District email accounts on a more frequent basis as many notices/correspondences are being overlooked.

18. **Staff Reports – Presentation** – available staff presented a condensed version of the Annual County Workshop presentation.

19. **Upcoming Meetings and Events** - Discussion was had regarding upcoming events and schedules. Larson noted that the Elk River Watershed Association Meeting scheduled for May 18th will be canceled due to lack of agenda. Discussion was had regarding proposed dates for the BWSR-Visioning Session. Larson also noted that this year's MACD Summer Tour is being hosted by Wright SWCD. The RSVP deadline for the tour is June 2 and the cost is \$20 per person. Hipsag and Goenner requested attendance.

- Motion by Goenner, second by Nelson to approved MACD Summer Meeting registration fees for all interested staff and supervisors. All members voting yes. Motion carried.

20. **Adjourn**

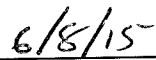
- Motion by Nelson, second by Goenner to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 9:40 a.m.

Respectfully submitted by
Doug Hipsag, Secretary



Signature



Date



TREASURER'S MONTHLY REPORT SHERBURNE SWCD

May-15

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 298,785.60	\$ 11,437.27	\$ 15,397.29	\$ 294,825.58
County Allocation	\$ 33,010.03	\$ -	\$ 30,343.23	\$ 2,666.80
SUBTOTALS	\$ 331,795.63	\$ 11,437.27	\$ 45,740.52	\$ 297,492.38

Program Funds				
BWSR Cost Share Base Grant FY14	\$ 6,868.00	\$ -	\$ -	\$ 6,868.00
BWSR Cost Share Base Grant FY15	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Conservation Delivery FY15	\$ 7,211.68	\$ -	\$ 3,605.83	\$ 3,605.85
LWM	\$ 6,849.92	\$ -	\$ 3,424.97	\$ 3,424.95
NRBG WCA	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
CWF FY2013 - St. Cloud	\$ 15,873.49	\$ -	\$ -	\$ 15,873.49
CWF FY2014 - Irrigation Scheduling	\$ 49,417.42	\$ -	\$ 941.93	\$ 48,475.49
CWF FY2014 - Well Sealing	\$ 9,715.00	\$ -	\$ -	\$ 9,715.00
CWF FY2014 - ER Bacteria Reduction	\$ 20,050.51	\$ -	\$ 293.47	\$ 19,757.04
CWF FY2014 - Briggs Chain Partnership	\$ 30,946.69	\$ -	\$ -	\$ 30,946.69
MDA Sustainable Ag Demo FY2014-16	\$ 5,724.00	\$ -	\$ -	\$ 5,724.00
FY2014 AIS Prevention Aid	\$ 21,174.65	\$ -	\$ 37.12	\$ 21,137.53
SUBTOTALS	\$ 182,324.36	\$ -	\$ 9,303.32	\$ 173,021.04

TOTAL FUNDS \$ 470,513.42

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 347,351.45	\$ 2,179.37	\$ 46,913.04	\$ 302,617.78
Savings	\$ 104,768.54	\$ 1,127.10	\$ -	\$ 105,895.64
CD - 74 - Equipment Storage	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00
CD - 52 - WB HCSA	\$ 17,000.00	\$ -	\$ -	\$ 17,000.00
SUBTOTALS	\$ 514,119.99	\$ 3,306.47	\$ 46,913.04	\$ 470,513.42

TOTAL FUNDS \$ 470,513.42

Treasurer's Signature

[Handwritten Signature]

Date

6-8-15