



BOARD MEETING MINUTES

Regular Meeting

Date: August 10th, 2015

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

Board Members Present

Jason Selvog
Roger Nelson
Shane Berg
Doug Hipsag

Staff Present

Francine Larson
Bill Bronder*
Andrea Bumgarner*
Frances Gerde*

Others Present

Miranda Wagner, NRCS Soil
Conservation Technician
John Riebel, Sherburne County
Commissioner
Tim Wilson, NRCS Assistant State
Conservationist

*denotes partial attendance

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**
Wilson stated the FY2015 Contribution Agreement between Sherburne Soil and Water Conservation District and USDA Natural Resources Conservation Service for Plant Materials Evaluation Site maintenance has been approved and we should be seeing paperwork this week.
4. **Approval of Agenda**
 - Motion by Nelson, second by Hipsag to approve the agenda with submitted additions. All members voting yes. Motion carried.
5. **Secretary's Report – July 13, 2015 Board Meeting Minutes.**
 - Motion by Nelson, second by Hipsag to approve the July 13, 2015 Board Meeting Minutes as presented. All members voting yes. Motion carried.
6. **Treasurer's Report – July 2015 Financial Report**
Berg read the July 2015 Financial Reports. Discussion was had.
 - Motion by Nelson, second by Hipsag to approve the July 2015 Financial Report as submitted, subject to audit. All members voting yes. Motion carried.
7. **Treasurer's Report – Quarterly Budget Review**
Larson reviewed the budget versus actual quarterly report. Discussion was had.
 - Motion by Hipsag, second by Nelson to approve the Quarterly Budget Report as submitted. All members voting yes. Motion carried.
8. **Treasurer's Report – Accounts Payable & Supervisor Vouchers**
Supervisor's submitted July vouchers for approval. Larson distributed the July 2015 Accounts Payable Summary. Check numbers 5904 through 5921 totaling \$8,021.57 were submitted for approval.
 - Motion by Nelson, second by Berg to approve the July 2015 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.
9. **NRCS Staff Report** - The NRCS District Conservationist Monthly Report was distributed. Wagner provided an update on NRCS programs, technical assistance and meeting & training attendance. Discussion was had.
10. **Staff Reports** – Available SWCD staff reviewed their monthly activities with the Board.

- 11. Approval of the Local Work Group 2015 Recommendations** – Larson stated that the Local Workgroup met on July 13th. Larson reviewed the minutes from the meeting. Wagner noted that a minor correction had been made to the distributed minutes. Discussion was had.
- Motion by Nelson, second by Hipsag to approve the Local Work Group 2015 recommendations as presented. All members voting yes. Motion carried.
- 12. Capital Equipment Purchase Authorization** – Larson requested authorization to purchase three ergonomic desk units and mats along with a laptop to be used by district staff. Larson noted that funds for these purchases will come from budgeted capital equipment expenses. Discussion was had.
- Motion by Nelson, second by Berg to approve the purchase of three ergonomic desk units and mats not to exceed \$1,500. All members voting yes. Motion carried.
 - Motion by Nelson, second by Hipsag to approve the purchase of a laptop for District staff use. All members voting yes. Motion carried.
- 13. Outstanding Conservation Cooperator Nominees & Suggestions** – Larson distributed a summary of the staff nominated 2015 Conservation Cooperator. Duane and Alan Peterson operate a 320 acre cash grain and beef farm in Becker Township. Larson stated that they have recently been working with the District on the CWF Irrigation Scheduling Grant and cover crop project. Larson noted that the Outstanding Cooperator will be honored at the 2015 SWCD Volunteer Appreciation Dinner in November and at the MASWCD Annual Convention in December.
- Motion by Nelson, second by Hipsag to select Duane and Alan Peterson of Becker Township as the 2015 SWCD Outstanding Conservation Cooperator. All members voting yes. Motion carried.
- 14. District Manager Report**
Larson reviewed her submitted monthly report noting that she and Supervisor Selvog and Supervisor Nelson presented the 2016 Budget to the County Commissioners the previous week. Discussion was had.
- 14a. Authorization to Submit Fiscal Year 2016 Clean Water Fund Grant Applications** – Larson requested Board authorization to submit two Clean Water Fund Grant applications.
- Motion by Hipsag, second by Berg to authorize submittal of two Clean Water Fund Grant Applications for Fiscal Year 2016. All members voting yes. Motion carried.
- 14b. Authorization to Execute Fiscal Year 2016 & 2017 Grant Agreement with MN Board of Water and Soil Resources for Programs and Operations** – Larson requested Board authorization to execute grant agreement with BWSR for FY2016 & 2017 Program and Operations.
- Motion by Nelson, second by Hipsag to execute FY2016 & FY2017 Program and Operations Grant Agreement with MN Board of Water and Soil Resources. All members voting yes. Motion carried.
- 14c. Review of Sherburne SWCD Visioning Session** – Larson distributed the visioning session summary from Jason Weinerman, BWSR, noting that Weinerman will be attending the September Board meeting to address any questions or concerns regarding the session. Larson stated that she and the staff will utilize the information gathered during the session for future SWCD Capacity planning. Selvog suggested incorporating the visioning session into the Districts Annual Plan.
- 14d. Authorization to Execute Fiscal Year 2015 - 2016 Host Site Agreement with the MPCA and the Minnesota GreenCorps** – Larson requested Board authorization to execute host site agreement with the MN GreenCorps.
- Motion by Nelson, second by Berg to execute FY2015-2016 Host Site Agreement with Minnesota GreenCorps. All members voting yes. Motion carried.
- 14e. Review Executed Contract with Forest Brothen for a Stormwater Runoff Control Project – FY14-BLCA-02** – Larson reviewed the contract with Forest Brothen, Section 23, Palmer Township, noting that she authorized approval of the contract on July 21, 2015 in order to quickly expedite the project. The total project cost estimate is \$19,830.47. Larson noted approval of 100% cost share of eligible expenses, not

to exceed \$11,191.00. Funding for this project will be allocated from CWF14 Community Partners Grant. Landowner match requirements for this grant have already been met. Discussion was had.

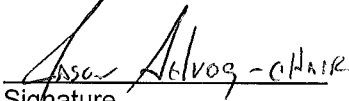
15. Upcoming Meetings and Events - Supervisor Committee Reports - Discussion was had regarding upcoming events and schedules. Supervisor Nelson and Selvog reported attendance at the County Budget Workshop. Supervisor Hipsag attended the Water Plan Advisory Committee. Larson noted that the LWM Committee discussed the Sherburne County Water Plan revision. A water management survey has been sent to agencies, LGU's and citizens. Supervisor Hipsag, Berg and Selvog reported volunteering at the Sherburne County Fair booth.

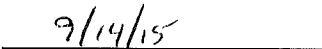
16. Adjourn

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

Meeting adjourned at 9:54 a.m.

Respectfully submitted by
Doug Hipsag, Secretary


Signature


Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

August-15

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 266,660.43	\$ 6,070.92	\$ 20,065.25	\$ 252,666.10
County Allocation	\$ 17,950.64	\$ -	\$ 17,950.64	\$ -
SUBTOTALS	\$ 284,611.07	\$ 6,070.92	\$ 38,015.89	\$ 252,666.10

Program Funds				
BWSR Cost Share Base Grant FY16	\$ -	\$ 7,493.00	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY14	\$ 3,826.96	\$ -	\$ -	\$ 3,826.96
BWSR Cost Share Base Grant FY15	\$ 3,213.17	\$ -	\$ -	\$ 3,213.17
BWSR Conservation Delivery FY16	\$ -	\$ 21,635.00	\$ -	\$ 21,635.00
LWM	\$ 3,612.33	\$ -	\$ 1,806.17	\$ 1,806.16
NRBG WCA	\$ -	\$ -	\$ -	\$ -
CWF FY2013 - St. Cloud	\$ 15,873.49	\$ -	\$ -	\$ 15,873.49
CWF FY2014 - Irrigation Scheduling	\$ 36,908.75	\$ -	\$ 68.10	\$ 36,840.65
CWF FY2014 - Well Sealing	\$ 9,117.00	\$ -	\$ -	\$ 9,117.00
CWF FY2014 - ER Bacteria Reduction	\$ 19,757.04	\$ -	\$ -	\$ 19,757.04
CWF FY2014 - Briggs Chain Partnership	\$ 30,946.69	\$ -	\$ 204.19	\$ 30,742.50
MDA Sustainable Ag Demo FY2014-16	\$ 5,724.00	\$ -	\$ -	\$ 5,724.00
FY2014 AIS Prevention Aid	\$ 19,221.78	\$ -	\$ 2,728.26	\$ 16,493.52
FY2015 AIS Prevention Aid	\$ -	\$ 36,480.00	\$ -	\$ 36,480.00
SUBTOTALS	\$ 148,201.21	\$ 65,608.00	\$ 4,806.72	\$ 209,002.49

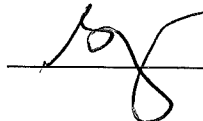
TOTAL FUNDS \$ 461,668.59

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 262,922.95	\$ 69,457.54	\$ 41,016.44	\$ 291,364.05
Savings	\$ 107,231.84	\$ 415.21	\$ -	\$ 107,647.05
CD - 74 - Equipment Storage	\$ 45,483.30	\$ -	\$ -	\$ 45,483.30
CD - 52 - WB HCSA	\$ 17,174.19	\$ -	\$ -	\$ 17,174.19
SUBTOTALS	\$ 432,812.28	\$ 69,872.75	\$ 41,016.44	\$ 461,668.59

TOTAL FUNDS \$ 461,668.59

Treasurer's Signature



Date

9/14/15