



BOARD MEETING MINUTES

Regular Meeting

Date: October 5th, 2015

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

Board Members Present

Jason Selvog
Roger Nelson
Shane Berg
Douglas Hipsag
Larry Goenner

Staff Present

Francine Larson
Tiffany Determan*
Andrea Bumgarner*
Frances Gerde*
Gina Hugo*
Bill Bronder*

Others Present

Mary Monte*, NRCS District
Conservationist
John Riebel, Sherburne County
Commissioner
Samuel Edwards*, MN GreenCorps

*denotes partial attendance

Regular Agenda

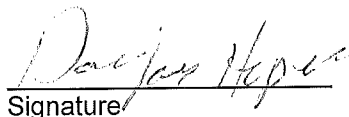
1. **Call to Order**
Meeting was called to order by Chair Selvog at 8:30 a.m. A quorum was present.
2. **Pledge of Allegiance**
Selvog led the Board of Supervisors in the Pledge of Allegiance.
3. **Open Forum**
There were no comments from the audience.
4. **Approval of Agenda**
 - Motion by Goenner, second by Nelson to approve the agenda as submitted. All members voting yes. Motion carried.
5. **Secretary's Report – September 14, 2015 Board Meeting Minutes**
 - Motion by Nelson, second by Hipsag to approve the September 14, 2015 Board Meeting Minutes as presented. All members voting yes. Motion carried.
6. **Treasurer's Report – September 2015 Financial Report**
Berg read the September 2015 Financial Reports. Discussion was had.
 - Motion by Nelson, second by Hipsag to approve the September 2015 Financial Report as submitted, subject to audit. All members voting yes. Motion carried.
7. **Treasurer's Report – Accounts Payable & Supervisor Vouchers**
Supervisor's submitted September vouchers for approval. Larson distributed the October 2015 Accounts Payable Summary. Check numbers 5943 through 5956 totaling \$5,430.49 were submitted for approval. Discussion was had.
 - Motion by Goenner, second by Nelson to approve the October 2015 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.
8. **NRCS Activity Report** – Monte distributed her activities report. She updated the board on her monthly activities, NRCS program updates, technical assistance and meeting & training attendance. Discussion was had. Monte noted that Miranda Wagner has accepted a promotion with NRCS and will be the Soil Conservationist in Carver and Glencoe Field Offices starting October 19, 2015.
9. **Staff Reports** – Available SWCD staff reviewed their monthly activities with the Board. Hugo introduced Samuel Edwards, MN GreenCorps member. Edwards will be assisting Hugo with the Urban Forest Diversification programs until August 2016.
10. **Review and Comment on Visioning Session Summary prepared by Jason Weinerman** – Jason Weinerman was unable to attend. Nelson suggested tabling the item until further notice.

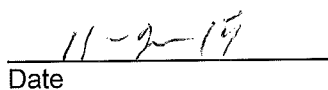
- Motion by Nelson, second by Hipsag to table BWSR Visioning Session Summary until further notice. All members voting yes. Motion carried.
11. **Authorization to Execute Contract for Services with RMB Labs for 2015 Targeted Township Testing Program** - Larson reviewed RMB's submitted scope of work.
 - Motion by Hipsag, second by Berg to approve contract for services with RMB Labs as presented for the 2015 Targeted Township Testing Program. All members voting yes. Motion carried.
 12. **Authorization to Provide Partial Payment to Lynne & Terry Shonyo for Installation of Compost Bin – CWF14-ER-01** - Larson reviewed the partial payment request for installation of a Compost Bin in Section 10, Big Lake Township, noting that the Board authorized approval of the contract on April 13, 2015 at 50% cost share, not to exceed \$5,909.00. The partial payment request total was \$1,835.11. Funding for this project will be allocated from the CWF14 Elk River Bacteria Reduction Grant. Discussion was had.
 - Motion by Nelson, second by Hipsag to provide partial payment to Lynne & Terry Shonyo for installation of Compost Bin – CWF14-ER-01 at \$1,835.11. All members voting yes. Motion carried.

Check #5954 was signed during the meeting.
 13. **Authorization for Registration and Lodging at MASWCD Annual Convention** – Larson stated that some staff may be interested in attending the convention along with the 2015 Outstanding Conservationist. Goenner and Selvog also plan to attend the convention. Hipsag and Nelson declined attendance. Berg is undecided. Discussion followed.
 - Motion by Nelson, second by Hipsag to approve registration, lodging, and luncheon fees for Staff, Supervisors and the 2015 Outstanding Conservationists' attendance at the MASWCD Annual Convention. All members voting yes. Motion carried.
 14. **MASWCD 2015 Resolution Ballet** - Larson and Selvog reviewed each resolution; Supervisor votes were collected. The votes will be tallied and forwarded to the MASWCD office.
 - Motion by Nelson, second by Goenner to approve signing the 2015 Resolution Ballot. All members voting yes. Motion carried.
 15. **Supervisor Committee Report** – Supervisor Selvog, Berg and Goenner reported attendance at the MASWCD Governance 101 training. Discussion was had. Goenner reported attendance at the Elk River Watershed JPB noting BWSR provided a presentation on alternate structures for administering or coordinating watershed management. A strategic planning session is tentatively scheduled for November. Berg reported attendance at the Local Water Plan meeting where the committee reviewed the watershed survey results and continued discussion on watershed priorities. No Committee Reports from Nelson, and Hipsag.
 16. **District Manager's Report** – Larson reviewed her monthly activities noting that she met with the county architect to discuss the District's spacing needs. Discussion was had.
 17. **Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules.
 18. **Adjourn**
 - Motion by Nelson, second by Hipsag to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 10:02 a.m.

Respectfully submitted by
Douglas Hipsag, Secretary


Signature


Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of October 31, 2015

1/15
Accrual Basis

| Date | Num | Name | Memo | Debit | Credit | Balance |
|-----------------------|------|---------------------------------|--------------------------------------|-----------|----------|------------|
| Cash | | | | | | 408,266.56 |
| Klein Checking | | | | | | 240,201.30 |
| 10/01/2015 | DBT | Merchant Services | FFB - Credit Card Fees | | 97.61 | 240,103.69 |
| 10/01/2015 | DBT | Breezy Point | 2015 BWSR Academy | | 83.90 | 240,019.79 |
| 10/01/2015 | DBT | Coborns | Meetings & Training | | 10.67 | 240,009.12 |
| 10/01/2015 | DBT | Menards | Forestry Supplies | | 34.68 | 239,974.44 |
| 10/01/2015 | | | Deposit - MPCA | 1,511.72 | | 241,486.16 |
| 10/02/2015 | DBT | JoAnn Fabrics | Other Education Program Expense... | | 39.15 | 241,447.01 |
| 10/02/2015 | | | Deposit - Allocation | 68,898.25 | | 310,345.26 |
| 10/02/2015 | DBT | Deluxe Business Products | Office Supplies | | 270.86 | 310,074.40 |
| 10/05/2015 | 5955 | Farm Friends Barn | Passthrough to Farm Friends Barn | | 2,367.39 | 307,707.01 |
| 10/05/2015 | 5943 | City of Elk River | Vehicle Maintenance & Fuel | | 442.88 | 307,264.13 |
| 10/05/2015 | 5944 | Determan, Tiffany | Reimbursed Expenses | | 49.45 | 307,214.68 |
| 10/05/2015 | 5945 | Francine Larson | Reimbursed Expenses | | 178.25 | 307,036.43 |
| 10/05/2015 | 5946 | Gerde, Frances | Reimbursed Expenses | | 51.75 | 306,984.68 |
| 10/05/2015 | 5947 | Hugo, Gina Manea | Reimbursed Expenses | | 66.70 | 306,917.98 |
| 10/05/2015 | 5948 | MVTL Laboratories, Inc. | MPCA - Water Monitoring | | 419.70 | 306,498.28 |
| 10/05/2015 | 5949 | NACD | FY2016 Dues | | 775.00 | 305,723.28 |
| 10/05/2015 | 5950 | NCPERS LIFE INSURANCE | Life Insurance - GH/FL | | 32.00 | 305,691.28 |
| 10/05/2015 | 5951 | Sherburne County Citizen | LWM - Advertising | | 72.87 | 305,618.41 |
| 10/05/2015 | 5952 | Ward Laboratories, Inc. | CWF14 - Irrigation Grant Expense | | 202.50 | 305,415.91 |
| 10/05/2015 | 5953 | University of MN | County Forestry Supplies | | 160.00 | 305,255.91 |
| 10/05/2015 | 5954 | Shonyo, Lynne | CWF14 - ER Bacteria - Partial Pay... | | 1,835.11 | 303,420.80 |
| 10/05/2015 | 5956 | WaterGuards LLC | FY14 AIS Expenses | | 612.00 | 302,808.80 |
| 10/05/2015 | DBT | USPS | FY2014 - CWF14 - Irrigation Grant | | 8.95 | 302,799.85 |
| 10/06/2015 | DBT | Menards | Forestry Supplies | | 4.23 | 302,795.62 |
| 10/06/2015 | DBT | University of MN | FY2014 - CWF14 - Irrigation Grant | | 24.00 | 302,771.62 |
| 10/07/2015 | DBT | GoDaddy | Computer Software - Email | | 2.44 | 302,769.18 |
| 10/08/2015 | DD | Berg, Shane A | Supervisor PerDiem | | 347.88 | 302,421.30 |
| 10/08/2015 | DD | Goenner, Larry | Supervisor PerDiem | | 324.88 | 302,096.42 |
| 10/08/2015 | DD | Hipsag, Douglas | Supervisor PerDiem | | 72.30 | 302,024.12 |
| 10/08/2015 | DD | Nelson, Roger J | Supervisor PerDiem | | 82.66 | 301,941.46 |
| 10/08/2015 | DD | Selvog, Jason C | Supervisor PerDiem | | 266.37 | 301,675.09 |
| 10/08/2015 | EFT | United States Treasury | Supervisor PerDiem | | 24.52 | 301,650.57 |
| 10/08/2015 | EFT | PERA | Supervisor PerDiem | | 84.50 | 301,566.07 |
| 10/08/2015 | DBT | JoAnn Fabrics | Other Education Program Expense... | | 9.60 | 301,556.47 |
| 10/09/2015 | DD | Bronder, William M | PR - 9/25/15 - 10/8/15 | | 1,323.05 | 300,233.42 |
| 10/09/2015 | DD | Bumgarner, Andrea L | PR - 9/25/15 - 10/8/15 | | 294.22 | 299,939.20 |
| 10/09/2015 | DD | Determan, Tiffany B | PR - 9/25/15 - 10/8/15 | | 1,884.59 | 298,054.61 |
| 10/09/2015 | DD | Hugo, Gina M | PR - 9/25/15 - 10/8/15 | | 1,905.65 | 296,148.96 |
| 10/09/2015 | DD | Gerde, Frances W | PR - 9/25/15 - 10/8/15 | | 1,262.84 | 294,886.12 |
| 10/09/2015 | DD | Larson, Francine M | PR - 9/25/15 - 10/8/15 | | 1,636.56 | 293,249.56 |
| 10/09/2015 | EFT | United States Treasury | Federal - PR 9/25/15 - 10/8/15 | | 3,145.60 | 290,103.96 |
| 10/09/2015 | EFT | Minnesota Revenue | State - PR 9/25/15 - 10/8/15 | | 512.00 | 289,591.96 |
| 10/09/2015 | EFT | Nationwide Retirement Soluti... | 457 Plan - PR 9/25/15 - 10/8/15 | | 1,163.00 | 288,428.96 |
| 10/09/2015 | EFT | PERA | PERA - PR 9/25/15 - 10/8/15 | | 1,665.33 | 286,763.63 |
| 10/09/2015 | DBT | Coborns | Meeting & Trainings | | 2.77 | 286,760.86 |
| 10/10/2015 | EFT | A M Stewart Properties | Rent | | 1,185.59 | 285,575.27 |
| 10/10/2015 | EFT | Windstream, Inc | Internet | | 96.27 | 285,479.00 |
| 10/13/2015 | DBT | Office Max | Office Supplies | | 16.00 | 285,463.00 |
| 10/14/2015 | EFT | MN Dept of Revenue - Sales ... | Sales & Use Tax | | 13.00 | 285,450.00 |
| 10/14/2015 | DBT | Holiday Inn | Parking - St. Paul | | 4.00 | 285,446.00 |
| 10/14/2015 | TFR | Elk River Watershed Associa... | Donation Return | | 50.00 | 285,396.00 |
| 10/15/2015 | EFT | MN PEIP | Health Insurance | | 1,005.59 | 284,390.41 |
| 10/15/2015 | DBT | Forestry Suppliers, Inc. | Forestry Supplies | | 187.96 | 284,202.45 |
| 10/15/2015 | DBT | Holiday Inn | Meetings & Training - Parking | | 4.00 | 284,198.45 |
| 10/16/2015 | DBT | Amazon.com | Office Supplies | | 9.99 | 284,188.46 |
| 10/19/2015 | DBT | Microsoft Office | Computer Software - 365 Office | | 74.80 | 284,113.66 |
| 10/19/2015 | DBT | University of MN | Meetings & Training | | 20.00 | 284,093.66 |
| 10/23/2015 | DD | Bronder, William M. | PR - 10/9/15 - 10/22/15 | | 1,323.06 | 282,770.60 |
| 10/23/2015 | DD | Bumgarner, Andrea L | PR - 10/9/15 - 10/22/15 | | 294.23 | 282,476.37 |
| 10/23/2015 | DD | Determan, Tiffany B | PR - 10/9/15 - 10/22/15 | | 1,884.58 | 280,591.79 |
| 10/23/2015 | DD | Gerde, Frances W | PR - 10/9/15 - 10/22/15 | | 1,262.83 | 279,328.96 |
| 10/23/2015 | DD | Hugo, Gina M | PR - 10/9/15 - 10/22/15 | | 1,905.64 | 277,423.32 |
| 10/23/2015 | DD | Larson, Francine M | PR - 10/9/15 - 10/22/15 | | 1,636.57 | 275,786.75 |
| 10/23/2015 | EFT | United States Treasury | Federal - PR 10/9/15 - 10/22/15 | | 3,145.60 | 272,641.15 |
| 10/23/2015 | EFT | Minnesota Revenue | State - PR 10/9/15 - 10/22/15 | | 512.00 | 272,129.15 |
| 10/23/2015 | EFT | PERA | PERA - PR 10/9/15 - 10/22/15 | | 1,665.33 | 270,463.82 |

10:17 AM

11/01/15

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION
Account QuickReport
As of October 31, 2015

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-----------------------------|------------|---------------------------------|----------------------------------|------------------|------------------|-------------------|
| 10/23/2015 | EFT | Nationwide Retirement Soluti... | 457 Plan - PR 10/9/15 - 10/22/15 | | 1,163.00 | 269,300.82 |
| 10/30/2015 | DBT | Amazon.com | Forestry Supplies | | 15.54 | 269,285.28 |
| 10/30/2015 | DBT | Intuit Payroll | Computer Software | | 554.68 | 268,730.60 |
| Total Klein Checking | | | | 70,409.97 | 41,880.67 | 268,730.60 |
| Money Market - Klein | | | | | | 105,407.77 |
| 10/08/2015 | | | Deposit - Planting | 103.44 | | 105,511.21 |
| 10/31/2015 | | | Interest | 6.07 | | 105,517.28 |
| Total Money Market - Klein | | | | 109.51 | 0.00 | 105,517.28 |
| CD - 7718951 - 12mo | | | | | | 17,174.19 |
| Total CD - 7718951 - 12mo | | | | | | 17,174.19 |
| CD - 7726074 - 60mo | | | | | | 45,483.30 |
| Total CD - 7726074 - 60mo | | | | | | 45,483.30 |
| Total Cash | | | | 70,519.48 | 41,880.67 | 436,905.37 |
| TOTAL | | | | 70,519.48 | 41,880.67 | 436,905.37 |

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

October-15

PROGRAM SUMMARY

| PROGRAM | Beginning Balance | Receipts | Disbursement | End of Month Balance |
|------------------------|--------------------------|---------------------|---------------------|-----------------------------|
| Operating Funds | | | | |
| District | \$ 229,142.69 | \$ 3,427.40 | \$ 8,574.84 | \$ 223,995.25 |
| County Allocation | \$ - | \$ 63,479.75 | \$ 30,623.27 | \$ 32,856.48 |
| SUBTOTALS | \$ 229,142.69 | \$ 66,907.15 | \$ 39,198.11 | \$ 256,851.73 |

| Program Funds | | | | |
|---------------------------------------|----------------------|--------------------|--------------------|----------------------|
| BWSR Cost Share Base Grant FY16 | \$ 7,493.00 | \$ - | \$ - | \$ 7,493.00 |
| BWSR Cost Share Base Grant FY14 | \$ - | \$ - | \$ - | \$ - |
| BWSR Cost Share Base Grant FY15 | \$ 3,213.17 | \$ - | \$ - | \$ 3,213.17 |
| BWSR Conservation Delivery FY16 | \$ 21,635.00 | \$ - | \$ - | \$ 21,635.00 |
| LWM | \$ (0.00) | \$ 5,418.50 | \$ 1,806.17 | \$ 3,612.33 |
| NRBG WCA | \$ - | \$ - | \$ - | \$ - |
| CWF FY2013 - St. Cloud | \$ 15,873.49 | \$ - | \$ - | \$ 15,873.49 |
| CWF FY2014 - Irrigation Scheduling | \$ 36,194.66 | \$ - | \$ 235.45 | \$ 35,959.21 |
| CWF FY2014 - Well Sealing | \$ 9,117.00 | \$ - | \$ - | \$ 9,117.00 |
| CWF FY2014 - ER Bacteria Reduction | \$ 19,757.04 | \$ - | \$ 1,835.11 | \$ 17,921.93 |
| CWF FY2014 - Briggs Chain Partnership | \$ 19,551.50 | \$ - | \$ - | \$ 19,551.50 |
| MDA Sustainable Ag Demo FY2014-16 | \$ 5,724.00 | \$ - | \$ - | \$ 5,724.00 |
| FY2014 AIS Prevention Aid | \$ 4,085.01 | \$ - | \$ 612.00 | \$ 3,473.01 |
| FY2015 AIS Prevention Aid | \$ 36,480.00 | \$ - | \$ - | \$ 36,480.00 |
| SUBTOTALS | \$ 179,123.87 | \$ 5,418.50 | \$ 4,488.73 | \$ 180,053.64 |

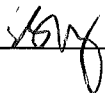
TOTAL FUNDS \$ 436,905.37

DISTRIBUTION OF FUNDS

| | Beginning Balance | Receipts | Disbursement | End of Month Balance |
|-----------------------------|--------------------------|---------------------|---------------------|-----------------------------|
| Cash Checking | \$ 237,955.96 | \$ 70,409.97 | \$ 41,880.67 | \$ 266,485.26 |
| Savings | \$ 107,653.11 | \$ 109.51 | \$ - | \$ 107,762.62 |
| CD - 74 - Equipment Storage | \$ 45,483.30 | \$ - | \$ - | \$ 45,483.30 |
| CD - 52 - WB HCSA | \$ 17,174.19 | \$ - | \$ - | \$ 17,174.19 |
| SUBTOTALS | \$ 408,266.56 | \$ 70,519.48 | \$ 41,880.67 | \$ 436,905.37 |

TOTAL FUNDS \$ 436,905.37

Treasurer's Signature



Date

11/2/15