BOARD MEETING MINUTES
Regular Meeting

Date: November 2nd, 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
Andrea Bumgarner
Frances Gerde
Gina Hugo
Bill Bronder

Others Present
Mary Monte, NRCS District Conservationist
John Riebel, Sherburne County Commissioner
Samuel Edwards*, MN GreenCorps
Jason Weinerman*, BWSR
Neal Chapman*, MFA Member

*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
   On behalf of the Metro Chapter of the Minnesota Forestry Association, Nea Chapman thanked the SWCD Board and Staff for their efforts and contributions to the MFA Fall Family Forestry Field Day event held on October 10, 2015. Chapman noted that over 200 participants attended the days’ events. Chapman presented Selvog with a letter of appreciation from the MFA Metro Chapter Chair, Barb Spears.

4. Approval of Agenda
   - Motion by Nelson, second by Goenner to approve the agenda as submitted. All members voting yes. Motion carried.

5. Secretary’s Report – October 5, 2015 Board Meeting Minutes
   - Motion by Nelson, second by Goenner to approve the October 5 2015 Board Meeting Minutes as presented. All members voting yes. Motion carried.

   Berg read the October 2015 Financial Reports. Larson distributed the Quarterly Budget Summary. Discussion was had.
   - Motion by Nelson, second by Hipsag to approve the October 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 October vouchers for approval. Larson distributed the November 2015 Accounts Payable Summary. Check numbers 5957 through 5967 totaling $3,930.73 were submitted for approval. Discussion was had.
   - Motion by Goenner, second by Nelson to approve the November 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. Monte noted that she has been completing field checks for cover crops and is currently providing planning assistance with 5 new EQIP and 1 CSP applications. She is also processing the 2015 CSP on 4081 acres in Sherburne County. Monte discussed the Honey Bee Initiative stating that the USDA has announced that there will be $4 million in assistance for farmers, ranchers, and forest landowners working to improve food sources for
honey bees on private lands in Minnesota, Montana, North Dakota, South Dakota and Wisconsin. During the first two years of the Honey Bee Initiative, over 35,000 acres were planted for honey bees in the 4 states. Montana will be included in FY16. Discussion was had.

9. **Staff Reports** – Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request.

10. **Authorization to Amend Contract with Nancy Flodquist for St. Cloud Raingarden /Filter Strip Project – CWF2013-02** – Larson reviewed the original contract approved at the June Board Meeting. The original project estimate increased from $6,447.82 to $9,770.26 due to an unforeseen error by the contractor. Larson noted that all match requirements for the grant have been met, therefore the cost share amendment request totals 93% not to exceed $9,093.23. Discussion was had.
   - Motion by Nelson, second by Hipsag to accept the amendment as presented. All members voting yes. Motion carried.

11. **Authorization to Provide Final Payment to Nancy Flodquist for St. Cloud Raingarden /Filter Strip Project – CWF2013-02** - Larson reviewed the final payment request for installation of a Rain Garden in Section 1, City of St. Cloud, noting that the Board authorized approval of the contract on June 8, 2015 and accepted the amendment during the previous agenda item at 93% cost share, not to exceed $9,093.23. Funding for this project will be allocated from the CWF13 St. Cloud Rain Garden Grant. Discussion was had.
   - Motion by Nelson, second by Hipsag to provide final payment to Nancy Flodquist for installation of a Rain Garden – CWF2013-02 at $9,093.23 (93%). All members voting yes. Motion carried.
     Check #5968 was signed during the meeting.

12. **Authorization to Provide Final Payment to Bill Struzyk for St. Cloud Raingarden /Filter Strip Project – CWF2013-03** - Larson reviewed the contract with Bill Struzyk for installation of a Rain Garden in Section 1, City of St. Cloud. The original project estimate was $3,984.57 and a contract was approved on June 8, 2015 at 90% cost share, not to exceed $3,586.11. Funding for this project will be allocated from the CWF13 St. Cloud Rain Garden Grant. The final project cost was $3,948.28.
   - Motion by Nelson, second by Hipsag to provide final payment to Bill Struzyk for installation of a Rain Garden – CWF2013-03 at $3,586.11 (90%). All members voting yes. Motion carried.
     Check #5970 was signed during the meeting.

13. **Authorization to Provide Final Payment to Deb Svendsen for Installation of a Dry Creek Bed/Stormwater Diversion Project – FY2015-01** - Larson reviewed the contract with Deb Svendsen for the Dry Creek Bed project in Section 22, Orrock Township. The original project estimate was $921.14 and a contract was approved at 65% cost share, not to exceed $598.74. Larson noted that funding for this project will be allocated from FY15 State Cost Share funds. The final project cost was $1,028.38
   - Motion by Nelson, second by Hipsag to provide final payment to Deb Svendsen for Installation of a Dry Creek Bed - FY2015-01 at $578.38 (56%). All members voting yes. Motion carried.
     Check #5971 was signed during the meeting.

14. **Authorization to Provide Final Payment to Princeton Public Utilities for Well Sealing – CWF14-WS-01** - Larson reviewed the contract with Princeton Public Utilities for a Well Sealing in Section 90, Princeton. The original project estimate was $1,880.00 and a contract was approved at 50% cost share, not to exceed $1,000.00. Larson noted that funding for this project will be allocated from the CWF2014 Well Sealing Grant. The final project cost was $3,111.00
   - Motion by Nelson, second by Goenner to provide final payment to Princeton Public Utilities for a Well Sealing project – CWF14-WS-01 at $1,000.00. All members voting yes. Motion carried.
     Check # 5900 was signed during the meeting.

15. **Authorization to Hire Full-Time Water Resource Specialist** - Larson stated that the Personnel Committee met prior to the meeting to review the draft job description, salary range, and hiring timeline. Larson distributed notes from the Personnel Committee meeting. Resume deadline is set for November 20, 2015. Discussion was had.
• Motion by Nelson, second by Hipsag to authorize the Personnel Committee to hire a Water Resource Specialist, starting salary within range depending on qualifications as budgeted. All members voting yes. Motion carried.

16. **Review and Comment on Visioning Session Summary prepared by Jason Weinerman** – Weinerman distributed and reviewed the Visioning Session Summary with the Board of Supervisors and available staff. Weinerman also discussed the SWCD Capacity Funding and the Buffer Initiative. Discussion was had.

17. **Supervisor Committee Report** – Supervisor Nelson, Hipsag and Goenner reported attendance at the MFA Fall Family Forestry Field Day. No Committee Reports from Berg, and Selvog.

18. **District Manager’s Report** – Larson reviewed her monthly activities noting that she attended a County Building Expansion meeting where preliminary drawings were presented. Larson stated that the staff have expressed concerns with the potential move, the preliminary location and size of the office. Discussion was had regarding capacity and time frame. The Board directed Larson to work with a realtor to determine if there would be office space available that would better address the District’s long term needs. Hipsag expressed interest in assisting Larson with researching potential office space opportunities. Berg also expressed interest in assisting. Larson reviewed the registration expenses for the 2015 MASWCD Annual Convention, noting that there may be potential changes to the registration totals. Larson will prepare a check for approval once the final totals have been determined.

• Motion by Nelson, second by Hipsag to approve the updated MASWCD registration check. All members voting yes. Motion carried.

Larson reported that the City of Big Lake was awarded a $50k grant from Michelob Golden Light and the Fresh Water Society. The District was invited to assist with the planning efforts. SWCD staff have attended numerous planning meetings.

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

20. **Adjourn**

• Motion by Nelson, second by Hipsag to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 9:55 a.m.

Respectfully submitted by
Douglas Hipsag, Secretary

[Signature]

[12-14-15]

Date
## TREASURER'S MONTHLY REPORT SHERBURNESWCD
### November-15

### PROGRAM SUMMARY

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<th>Beginning Balance</th>
<th>Receipts</th>
<th>Disbursement</th>
<th>End of Month Balance</th>
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**TOTAL FUNDS** $378,305.01

### DISTRIBUTION OF FUNDS

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<th>Receipts</th>
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**TOTAL FUNDS** $378,305.01

Treasurer's Signature

Date 12-14-15