



**Sherburne
SWCD**

BOARD MEETING MINUTES

Regular Meeting

Date: May 14th, 2020
 Location: 425 Jackson Ave NW, Elk River MN 55330
 Remote Access Available

Board Members Present

Kerry Saxton
 Larry Goenner
 Roger Nelson
 Jason Selvog
 Shelly Binsfeld

*denotes partial attendance

Staff Present

Francine Larson
 Andie Bumgarner*
 Dan Cibulka*
 Miranda Wagner*
 Frances Gerde*
 David Wick *
 Bill Bronder*

Others Present

Lisa A. Fobbe, Sherburne
 County Commissioner
 Chris Hogge, NRCS District
 Conservationist

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Saxton at 8:40 a.m. A quorum was present.

2. Pledge of Allegiance

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

3. Open Forum/Introductions

There were no comments from the audience.

4. Approval of Agenda

- **20.501** - Motion by Goenner, second by Nelson to approve the agenda as presented. Members voting in favor: Goenner, Nelson, Selvog, Binsfeld, Saxton. Motion carried.

5. Secretary's Report – April 9, 2020 Board Meeting Minutes

- **20.502** - Motion by Goenner, second by Selvog to approve the April 9, 2020 Board Meeting Minutes as presented. Members voting in favor: Goenner, Nelson, Selvog, Binsfeld, Saxton. Motion carried.

6. Treasurer's Report – April 2020 Financial Reports & Quarterly Grant Reports

Selvog read the April 2020 Program Summary Report. Discussion was had. Larson was asked to discuss the Quarterly Grant Reports. Discussion was had. Larson noted that the percent spent to date on the 2018 Elk River Bacteria Reduction Grant was lower than anticipated. Larson briefly discussed actions that the staff have taken to help promote the grant program. Wagner was invited into the meeting to discuss the technical aspects of the grant. Further discussion was had. Audio difficulties were reported at this time.

- **20.503** - Motion by Goenner, second by Nelson to accept the April 2020 Financial Reports as submitted, subject to audit. Members voting in favor: Goenner, Nelson, Selvog, Binsfeld, Saxton. Motion carried.

7. Treasurer's Report – May 2020 Accounts Payable - Larson displayed the May 2020 Accounts Payable Summary. The report includes all unpaid bills from 4/9/2020 – 5/13/2020. Check numbers 6995 through 7002 totaling \$165,268.31 were submitted for approval. Larson noted that the report includes full payment of the short-term loan to Sherburne County. Discussion was had.

- **20.504** - Motion by Nelson, second by Binsfeld to approve the April 2020 Accounts Payable as submitted. Members voting in favor: Goenner, Nelson, Selvog, Binsfeld, Saxton. Motion carried.
- 8. Supervisor Committee Reports & Vouchers** – No reports from Supervisor Selvog, Saxton, Goenner and Nelson. Supervisor Binsfeld reported meeting with staff to discuss individual job duties.
- **20.505** - Motion by Selvog, second by Nelson to approve the Supervisor Vouchers as submitted. Members voting in favor: Goenner, Nelson, Selvog, Binsfeld, Saxton. Motion carried.
- 9. District Manager’s Report** – Larson reviewed her written report. Discussion was had.
- 10. NRCS Activity Report** – Chris Hogge, NRCS District Conservationist updated the Board on NRCS program updates and technical assistance. Discussion was had.
- 11. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
- 12. Review and Update Committee Assignments** – Larson displayed the current Committee Assignments. Discussion was had. Binsfeld volunteered to represent the SWCD Board on the AIS Taskforce (Selvog alternate). Further discussion was had. Larson noted that the Budget Committee will need to virtually meet to discuss the draft budget prior to the June meeting.
- **20.506** – Motion by Goenner, second by Binsfeld to appoint Binsfeld as the SWCD Board representative on the AIS Task Force. Members voting in favor: Goenner, Nelson, Selvog, Binsfeld, Saxton. Motion carried.
- 13. Authorization to Provide Final Payment to S Steinbrecher for a forage and Biomass Planting, NR-FY19-07 for \$3,000.00** – Wagner reviewed the project with the Board. The original contract with Shane Steinbrecher for a forage and biomass planting (512) in Section 16, Livonia Township was approved on April 9, 2020. The total project cost is \$3,000.00 and the contract was approved for a flat rate, not to exceed \$3,000. Funding for this project will be allocated from FY19 CWF Nitrate Reduction Grant. Discussion was had.
- **20.507** – Motion by Nelson, second by Binsfeld to provide final payment to S. Steinbrecher for a forage and biomass planting, NR-FY19-07. Members voting in favor: Goenner, Nelson, Selvog, Binsfeld, Saxton. Motion carried.
- Check #6996 for \$3,000.00 was signed during the meeting.
- 14. Authorization to Execute Cost Share Contract with D Rensberger for a Lawns to Legumes pollinator project, L2L-2020-05-01 not to exceed \$2,000.00** – Gerde reviewed the project with the Board. The proposed contract for a Pollinator Meadow (643) Section 30, Orrock Township. The estimated project cost is \$4,998.00. Staff requested approval of 90% cost share, not to exceed \$2,000.00. Funding for this project will be allocated from FY20 Lawns to Legumes Grant. Discussion was had.
- **20.508** - Motion by Nelson, second by Selvog to execute contract with D Rensberger for a Lawns to Legumes pollinator project – L2L-2020-05-01, not to exceed \$2,000. Members voting in favor: Goenner, Nelson, Selvog, Binsfeld, Saxton. Motion carried.
- 15. Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules.
- 16. Adjournment** – Chair Saxton adjourned regular meeting without debate at 10:06 a.m.

Respectfully submitted by Francine Larson, District Manager.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

Francine Larson
Signature & Title

6-11-2020
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

5/31/2020

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 294,607.45	\$ 18,438.09	\$ 19,104.64	\$ 293,940.90
County Allocation	\$ 39,421.72	\$ -	\$ 39,421.72	\$ -
SUBTOTALS	\$ 334,029.17	\$ 18,438.09	\$ 58,526.36	\$ 293,940.90

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ 119,246.50	\$ -	\$ 2,378.06	\$ 116,868.44
BWSR SWCD Capacity Grant FY19	\$ 48,317.81	\$ -	\$ 4,974.77	\$ 43,343.04
BWSR SWCD Capacity Grant FY18	\$ 2,269.55	\$ -	\$ -	\$ 2,269.55
BWSR Cost Share Base Grant FY21	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY20	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY19	\$ 5,420.49	\$ -	\$ -	\$ 5,420.49
BWSR Buffer Initiative FY20	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY19	\$ 1,058.56	\$ -	\$ 69.08	\$ 989.48
BWSR Conservation Delivery FY21	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY20	\$ 8,129.86	\$ -	\$ 2,935.90	\$ 5,193.96
LWM	\$ 4,961.33	\$ -	\$ 2,480.67	\$ 2,480.66
NRBG WCA	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
AIS Prevention Aid	\$ (11,314.20)	\$ -	\$ 1,388.05	\$ (12,702.25)
AIS Contingency Funds	\$ 20,369.17	\$ -	\$ -	\$ 20,369.17
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,416.16	\$ -	\$ -	\$ 1,416.16
CWF FY2018 - ER Bac Reduction Phase II	\$ 28,820.66	\$ -	\$ 135.64	\$ 28,685.02
CWF FY2019 - Nitrate Reduction Grant	\$ 20,328.83	\$ -	\$ 4,252.44	\$ 16,076.39
CWF FY2020 - Lawns to Legumes	\$ -	\$ -	\$ -	\$ -
Rum River 1W1P	\$ 59,229.56	\$ -	\$ 27,052.78	\$ 32,176.78
LSOH - ASP 6	\$ 116,997.47	\$ 20,163.70	\$ 124,486.00	\$ 12,675.17
SUBTOTALS	\$ 445,058.63	\$ 20,163.70	\$ 171,153.39	\$ 294,068.94

TOTAL FUNDS \$ 588,009.84

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 99,542.00	\$ 234,503.68	\$ 233,882.24	\$ 100,163.44
SWEEP	\$ 631,451.65	\$ 21,038.62	\$ 212,738.02	\$ 439,752.25
CD - 74	\$ 48,094.15	\$ -	\$ -	\$ 48,094.15
SUBTOTALS	\$ 779,087.80	\$ 255,542.30	\$ 446,620.26	\$ 588,009.84

TOTAL FUNDS \$ 588,009.84

SWCD Financial Summary	5/31/2020
Cash - Previous Balance	\$ 779,087.80
Income	\$ 38,601.79
Expense	\$ 229,679.75
Cash - Ending Balance	\$ 588,009.84

Treasurer's Signature



Date

6-11-2020

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

06/02/20

Accrual Basis

As of May 31, 2020

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						779,087.80
10100 - SWEEP Account						631,451.65
05/01/2020			Funds Transfer - SWEEP		3,178.97	628,272.68
05/04/2020			Funds Transfer - SWEEP		11,546.04	616,726.64
05/05/2020			Funds Transfer - SWEEP	237.18		616,963.82
05/06/2020			Funds Transfer - SWEEP	192.14		617,155.96
05/11/2020			Funds Transfer - SWEEP	151.03		617,306.99
05/12/2020			Funds Transfer - SWEEP	256.62		617,563.61
05/13/2020			Funds Transfer - SWEEP	20,163.70		637,727.31
05/15/2020			Funds Transfer - SWEEP		8,966.94	628,760.37
05/18/2020			Funds Transfer - SWEEP		113,664.91	515,095.46
05/19/2020			Funds Transfer - SWEEP		458.00	514,637.46
05/20/2020			Funds Transfer - SWEEP		27,436.62	487,200.84
05/21/2020			Funds Transfer - SWEEP		216.63	486,984.21
05/22/2020			Funds Transfer - SWEEP		14,391.43	472,592.78
05/26/2020			Funds Transfer - SWEEP		135.32	472,457.46
05/27/2020			Funds Transfer - SWEEP		901.16	471,556.30
05/28/2020			Funds Transfer - SWEEP		16,486.00	455,070.30
05/29/2020			Funds Transfer - SWEEP		10,704.23	444,366.07
05/29/2020			Funds Transfer - SWEEP		4,651.77	439,714.30
05/31/2020			Interest	37.95		439,752.25
Total 10100 - SWEEP Account				21,038.62	212,738.02	439,752.25
10200 - Bank of ER - Checking						99,542.00
05/01/2020	DD	Bronder, William M	PR - 4/17/2020 - 4/30/2020		212.56	99,329.44
05/01/2020	DD	Cibulka, Daniel A	PR - 4/17/2020 - 4/30/2020		1,852.22	97,477.22
05/01/2020	DD	Gerde, Frances W	PR - 4/17/2020 - 4/30/2020		1,482.61	95,994.61
05/01/2020	DD	Wagner, Miranda L	PR - 4/17/2020 - 4/30/2020		1,529.89	94,464.72
05/01/2020	DD	Bumgarner, Andrea L	PR - 4/17/2020 - 4/30/2020		530.40	93,934.32
05/01/2020	DD	Larson, Francine M	PR - 4/17/2020 - 4/30/2020		2,076.88	91,857.44
05/01/2020	DD	Wick, David P	PR - 4/17/2020 - 4/30/2020		1,229.30	90,628.14
05/01/2020	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/17/2020 - 4/30/2020		1,000.00	89,628.14
05/01/2020	EFT	PERA	PERA - PR 4/17/2020 - 4/30/2020		1,648.67	87,979.47
05/01/2020			Funds Transfer - SWEEP	3,178.97		91,158.44
05/01/2020			Deposit - Trees	474.49		91,632.93
05/03/2020			Deposit - Trees	159.22		91,792.15
05/03/2020			Deposit - Trees	77.96		91,870.11
05/04/2020			Funds Transfer - SWEEP	11,546.04		103,416.15
05/04/2020			Deposit - Trees	192.14		103,608.29
05/05/2020			Funds Transfer - SWEEP		237.18	103,371.11
05/06/2020			Funds Transfer - SWEEP		192.14	103,178.97
05/07/2020	EFT	Waste Management	Building Expense - Garbag/Recycling		96.28	103,082.69
05/08/2020			Deposit - Trees	151.03		103,233.72
05/10/2020			Deposit - Trees	256.62		103,490.34
05/11/2020			Funds Transfer - SWEEP		151.03	103,339.31
05/12/2020			Funds Transfer - SWEEP		256.62	103,082.69
05/12/2020			Deposit - LSOH ASP6	20,163.70		123,246.39
05/13/2020			Funds Transfer - SWEEP		20,163.70	103,082.69
05/14/2020	6995	Sherburne County Auditor/Treasurer	Repayment of Loan		108,000.00	-4,917.31
05/14/2020	6996	Steinbrecher, Shane	Nitrate Reduction - NR-FY19-07		3,000.00	-7,917.31
05/14/2020	6997	MVTL Laboratories, Inc.	MPCA WPLMN - Lab Expense		191.90	-8,109.21
05/14/2020	6998	Natural Resource Services	LSOH - ASP 6		16,486.00	-24,595.21
05/14/2020	6999	NCPERS LIFE INSURANCE	Life Insurance - EE - May Premium		16.00	-24,611.21
05/14/2020	7000	Respec	Rum River 1W1P - Consultant Expense		26,802.65	-51,413.86
05/14/2020	7001	Schumacher's Nursery & Berry Farm, L...	2020 Tree Sale Expense		13,756.23	-65,170.09
05/14/2020	7002	Francine Larson	Reimbursed Expenses		15.53	-65,185.62
05/14/2020	EFT	Nationwide Retirement Solutions	Nationwide - PR 5/1/2020 - 5/14/2020		1,000.00	-66,185.62
05/15/2020	DD	Bronder, William M	PR - 5/1/2020 - 5/14/2020		265.68	-66,451.30
05/15/2020	DD	Cibulka, Daniel A	PR - 5/1/2020 - 5/14/2020		1,852.21	-68,303.51
05/15/2020	DD	Gerde, Frances W	PR - 5/1/2020 - 5/14/2020		1,482.62	-69,786.13
05/15/2020	DD	Larson, Francine M	PR - 5/1/2020 - 5/14/2020		2,076.86	-71,862.99
05/15/2020	DD	Wagner, Miranda L	PR - 5/1/2020 - 5/14/2020		1,529.90	-73,392.89
05/15/2020	DD	Bumgarner, Andrea L	PR - 5/1/2020 - 5/14/2020		530.38	-73,923.27
05/15/2020	DD	Wick, David P	PR - 5/1/2020 - 5/14/2020		1,229.29	-75,152.56
05/15/2020	EFT	United States Treasury	Federal - PR 5/1/2020 - 5/14/2020		3,016.24	-78,168.80
05/15/2020	EFT	Minnesota Revenue	State - PR 5/1/2020 - 5/14/2020		458.00	-78,626.80
05/15/2020	EFT	PERA	PERA - PR 5/1/2020 - 5/14/2020		1,648.67	-80,275.47
05/15/2020	EFT	Charter Communications	Building Expenses - Internet		141.98	-80,417.45
05/15/2020			Funds Transfer - SWEEP	8,966.94		-71,450.51
05/18/2020	EFT	PERA	PERA - Supervisor PerDiem		30.00	-71,480.51
05/18/2020			Funds Transfer - SWEEP	113,664.91		42,184.40
05/19/2020	DD	Goenner, Larry	Supervisor PerDiem		98.91	42,085.49
05/19/2020	DD	Saxton, Kerry J	Supervisor PerDiem		82.50	42,002.99
05/19/2020	DD	Binsfeld, Michelle L	Supervisor PerDiem		70.16	41,932.83
05/19/2020	DD	Nelson, Roger J	Supervisor PerDiem		70.16	41,862.67
05/19/2020	DD	Selvig, Jason C	Supervisor PerDiem		70.16	41,792.51
05/19/2020	EFT	United States Treasury	Federal - Supervisor PerDiem		20.18	41,772.33
05/19/2020			Funds Transfer - SWEEP	458.00		42,230.33

6:06 PM

SHERBURNE SOIL & WATER CONSERVATION
Account QuickReport

06/02/20

As of May 31, 2020

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
05/20/2020	EFT	Guardian Insurance	Disability Insurance - ER		135.32	42,095.01
05/20/2020	EFT	MN PEIP	Health Insurance - ER		635.20	41,459.81
05/20/2020	EFT	Marco	Building Expense - Copier Services		216.63	41,243.18
05/20/2020			Funds Transfer - SWEEP	27,436.62		68,679.80
05/21/2020			Funds Transfer - SWEEP	216.63		68,896.43
05/22/2020			Deposit	200.00		69,096.43
05/22/2020			Funds Transfer - SWEEP	14,391.43		83,487.86
05/26/2020			Funds Transfer - SWEEP	135.32		83,623.18
05/26/2020		Cardmember Services	Credit Card Expenses		862.90	82,760.28
05/27/2020			Funds Transfer - SWEEP	901.16		83,661.44
05/28/2020	EFT	Minnesota Revenue	State - PR - 5/15/2020 - 5/28/2020		474.00	83,187.44
05/28/2020	EFT	Nationwide Retirement Solutions	Nationwide - PR - 5/15/2020 - 5/28/2020		1,000.00	82,187.44
05/28/2020			Funds Transfer - SWEEP	16,486.00		98,673.44
05/29/2020	DD	Bronder, William M	PR - 5/15/2020 - 5/28/2020		512.95	98,160.49
05/29/2020	DD	Bumgarner, Andrea L	PR - 5/15/2020 - 5/28/2020		530.39	97,630.10
05/29/2020	DD	Cibuika, Daniel A	PR - 5/15/2020 - 5/28/2020		1,852.21	95,777.89
05/29/2020	DD	Gerde, Frances W	PR - 5/15/2020 - 5/28/2020		1,482.62	94,295.27
05/29/2020	DD	Larson, Francine M	PR - 5/15/2020 - 5/28/2020		2,076.88	92,218.39
05/29/2020	DD	Wagner, Miranda L	PR - 5/15/2020 - 5/28/2020		1,529.88	90,688.51
05/29/2020	DD	Wick, David P	PR - 5/15/2020 - 5/28/2020		1,229.30	89,459.21
05/29/2020	EFT	United States Treasury	Federal - PR 5/15/2020 - 5/28/2020		3,093.60	86,365.61
05/29/2020	EFT	PERA	PERA - PR 5/15/2020 - 5/28/2020		1,648.67	84,716.94
05/29/2020			Funds Transfer - SWEEP	10,704.23		95,421.17
05/29/2020			Funds Transfer - SWEEP	4,651.77		100,072.94
05/29/2020			Deposit - Trees	90.50		100,163.44
Total 10200 · Bank of ER - Checking				234,503.68	233,882.24	100,163.44
10300 · CD - 7726074 - 60mo						48,094.15
Total 10300 · CD - 7726074 - 60mo						48,094.15
Total 10000 · Cash				255,542.30	446,620.26	588,009.84
TOTAL				255,542.30	446,620.26	588,009.84