

**Sherburne
SWCD**

BOARD MEETING MINUTES

Regular Meeting

Date: December 12th, 2019

Location: Sherburne SWCD Office - 425 Jackson Ave NW
Elk River, MN 55330

Board Members Present

Michael Schroeder
Kerry Saxton
Larry Goenner
Roger Nelson
Jason Selvog

Staff Present

Francine Larson
Andie Bumgarner*
Miranda Wagner*
Franny Gerde*

Others Present

*denotes partial attendance

Regular Agenda

1. **Call to Order**

Meeting was called to order by Chair Schroeder at 8:30 a.m. A quorum was present.

2. **Pledge of Allegiance**

Schroeder 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**

- **19.157** - Motion by Nelson, second by Selvog to approve the agenda as presented. All members voting yes. Motion carried.

5. **Secretary's Report – November 14, 2019 Board Meeting Minutes**

- **19.158** - Motion by Nelson, second by Goenner to approve the November 14, 2019 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. **Treasurer's Report – November 2019 Financial Reports**

Nelson read the November 2019 Program Summary Report. Discussion was had.

- **19.159** - Motion by Goenner, second by Saxton to accept the November 2019 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. **Treasurer's Report – December 2019 Accounts Payable** - Larson distributed the December 2019

Accounts Payable Summary. Check numbers 6928 through 6937 totaling \$12,771.21 were submitted for approval. Discussion was had.

- **19.160** - Motion by Goenner, second by Selvog to approve the December 2019 Accounts Payable as submitted. All members voting yes. Motion carried.

8. **Supervisor Committee Reports & Vouchers** – Saxton, Goenner, Selvog, and Schroeder reported attendance at the MASWCD Convention. Discussion was had. No reports available from Nelson.

- **19.161** - Motion by Goenner, second by Saxton to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.

9. **District Manager's Report** – Larson reviewed her monthly activities. Discussion was had. Written report available upon request.

10. **NRCS Activity Report** – No report available.

11. **District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.

12. **Authorization to provide final payment to 2019 AIS Grant Applicants** – Larson reviewed the 2019 Grant Applicant Awards summary report. Final Payments:

Applicant	Category	Final Payment	Check Number
Lake Orono Improvement Assoc	Management Planning	\$525.00	6925
Lake Orono Improvement Assoc	AIS Management	\$500.00	6926
Ann Lake Improvement Assoc	AIS Volunteer	\$206.25	6927

- **19.162** – Motion by Saxton, second by Selvog to provide final payment to the 2019 AIS Grant applicants as discussed. All members voting yes. Motion carried.

13. **Authorization to Execute Natural Resource Management Service Agreement with Sherburne County for Enhanced Capacity 2020 Matching Grant Funds** - Larson reviewed the service agreement. Discussion was had.

- **19.163** - Motion by Goenner, second by Nelson to execute the 2020 Natural Resources Management Service Agreement with Sherburne County. All members voting yes. Motion carried.

14. **Consider Personnel Committee Recommendations** – Larson reported that the Personnel Committee met prior to the Board meeting to discuss performance evaluations, merit increases, reclassification of two positions, insurance reimbursement, and mileage rates. Discussion was had.

- **19.164** – Motion by Goenner, second by Selvog to approve the Personnel Committee recommendations as presented. All members voting yes. Motion carried.

15. **District Manager Performance Evaluation** – Larson requested the meeting remain open for her performance evaluation. Larson reviewed her self-assessment with the Board, discussion workload, objectives and goals for the following year.

- **19.165** – Motion by Selvog, second by Saxton to approve the District Manager’s evaluation as discussed. All members voting yes. Motion carried.

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

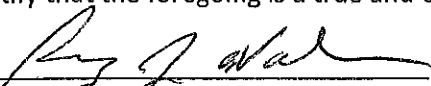
17. **Adjourn**

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

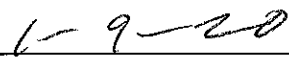
Meeting adjourned at 9:41 a.m.

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.



Signature & Title



Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of December 31, 2019

01/02/20

Fiscal Basis

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						485,884.92
SWEEP Account						351,042.21
12/02/2019			Funds Transfer - SWEEP		5,136.24	345,905.97
12/04/2019			Funds Transfer - SWEEP		1,116.73	344,789.24
12/06/2019			Funds Transfer - SWEEP		1,125.00	343,664.24
12/11/2019			Funds Transfer - SWEEP		64.69	343,599.55
12/13/2019			Funds Transfer - SWEEP		8,286.89	335,312.66
12/16/2019			Funds Transfer - SWEEP		4,754.62	330,558.04
12/17/2019			Funds Transfer - SWEEP		1,745.13	328,812.91
12/18/2019			Funds Transfer - SWEEP		10,149.71	318,663.20
12/20/2019			Funds Transfer - SWEEP		3,047.53	315,615.67
12/23/2019			Funds Transfer - SWEEP		206.50	315,409.17
12/24/2019			Funds Transfer - SWEEP	1,753.97		317,163.14
12/26/2019			Funds Transfer - SWEEP		722.07	316,441.07
12/27/2019			Funds Transfer - SWEEP		12,350.08	304,090.99
12/30/2019			Funds Transfer - SWEEP	23,783.30		327,874.29
12/31/2019			Funds Transfer - SWEEP		6,383.32	321,490.97
12/31/2019			Interest	279.97		321,770.94
12/31/2019			Funds Transfer - SWEEP	9,525.00		331,295.94
Total SWEEP Account				35,342.24	55,088.51	331,295.94
Bank of ER - Checking						86,941.93
12/02/2019			Funds Transfer - SWEEP	5,136.24		92,078.17
12/03/2019	EFT	MN PEIP	Health Insurance - December Premi...		609.84	91,468.33
12/04/2019			Funds Transfer - SWEEP	1,116.73		92,585.06
12/06/2019			Funds Transfer - SWEEP	1,125.00		93,710.06
12/07/2019	EFT	Waste Management	Building Expense - Garbag/Recycling		86.87	93,623.19
12/10/2019	EFT	Pitney Bowes	USPS Meter Refill		64.69	93,558.50
12/11/2019	EFT	Guardian Insurance	LTD/STD - December Premium		134.83	93,423.67
12/12/2019			Funds Transfer - SWEEP	64.69		93,488.36
12/12/2019	EFT	United States Treasury	Federal - PR 11/29/19 - 12/12/19		2,502.54	90,985.82
12/12/2019	EFT	Minnesota Revenue	State - PR 11/29/19 - 12/12/19		372.00	90,613.82
12/12/2019	EFT	PERA	PERA - PR 11/29/19 - 12/12/19		1,411.76	89,202.06
12/12/2019	EFT	Nationwide Retirement Solutions	Nationwide - PR 11/29/19 - 12/12/19		880.77	88,321.29
12/12/2019	6916	Bumgarner, Andrea	Reimbursed Expenses - Mobile Dev...		664.96	87,656.33
12/12/2019	6917	Cibulka, Dan	Reimbursed Expenses - Mobile Dev...		600.00	87,056.33
12/12/2019	6918	City of Elk River	Vehicle Maintenance & Fuel		357.54	86,698.79
12/12/2019	6919	Francine Larson	Reimbursed Expenses		755.50	85,943.29
12/12/2019	6920	Gerde, Frances	Reimbursed Expenses - Mobile Dev...		600.00	85,343.29
12/12/2019	6921	MVTL Laboratories, Inc.	Lab Expenses - WPLMN		191.90	85,151.39
12/12/2019	6922	NCPERS LIFE INSURANCE	NCPERS - Life Insurance		16.00	85,135.39
12/12/2019	6923	Respec	Rum River 1W1P - Consultant Expe...		8,935.31	76,200.08
12/12/2019	6924	Wagner, Miranda	Reimbursed Expenses - Mobile Dev...		600.00	75,600.08
12/12/2019	6925	Lake Orono Improvement Assoc...	2019 AIS - Management Planning		525.00	75,075.08
12/12/2019	6926	Lake Orono Improvement Assoc...	2019 AIS - AIS Management		500.00	74,575.08
12/12/2019	6927	Ann Lake Improvement Club	2019 AIS - AIS Volunteer		206.25	74,368.83
12/12/2019	6928	Benton / Sherburne Corn Growers	Meetings & Training		50.00	74,318.83
12/13/2019	DD	Bumgarner, Andrea L	PR - 11/29/19 - 12/12/19		523.35	73,795.48
12/13/2019	DD	Cibulka, Daniel A	PR - 11/29/19 - 12/12/19		1,835.35	71,960.13
12/13/2019	DD	Gerde, Frances W	PR - 11/29/19 - 12/12/19		1,440.18	70,519.95
12/13/2019	DD	Larson, Francine M	PR - 11/29/19 - 12/12/19		2,112.55	68,407.40
12/13/2019	DD	Wagner, Miranda L	PR - 11/29/19 - 12/12/19		1,494.69	66,912.71
12/13/2019			Funds Transfer - SWEEP	8,286.89		75,199.60
12/15/2019	EFT	Charter Communications	Building Expenses - Internet		114.98	75,084.62
12/16/2019			Funds Transfer - SWEEP	4,754.62		79,839.24
12/17/2019			Funds Transfer - SWEEP	1,745.13		81,584.37
12/18/2019			Funds Transfer - SWEEP	10,149.71		91,734.08
12/19/2019	DD	Goenner, Larry	Supervisor PerDiem		570.92	91,163.16
12/19/2019	DD	Nelson, Roger J	Supervisor PerDiem		114.24	91,048.92
12/19/2019	DD	Saxton, Kerry J	Supervisor PerDiem		442.40	90,606.52
12/19/2019	DD	Schroeder, Michael J	Supervisor PerDiem		428.44	90,178.08
12/19/2019	DD	Selvog, Jason C	Supervisor PerDiem		529.03	89,649.05
12/19/2019	EFT	United States Treasury	Federal - Supervisor PerDiem		78.50	89,570.55
12/19/2019	EFT	PERA	PERA - Supervisor PerDiem		112.50	89,458.05
12/20/2019	EFT	Marco	Building Expense - Copier Services		206.50	89,251.55
12/20/2019			Funds Transfer - SWEEP	3,047.53		92,299.08
12/23/2019			Deposit	1,868.95		94,168.03
12/23/2019			Funds Transfer - SWEEP	206.50		94,374.53

11:12 AM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of December 31, 2019

01/02/20

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
12/24/2019	EFT	MN PEIP	Health Insurance - January Premium		635.20	93,739.33
12/24/2019	DD	Guardian Insurance	STD/LTD Insurance - January Prem...		134.83	93,604.50
12/24/2019			Funds Transfer - SWEEP		1,753.97	91,850.53
12/25/2019	EFT	United States Treasury	Federal - PR 12/13/19 - 12/26/19		2,502.56	89,347.97
12/26/2019	EFT	Cardmember Services	Credit Card Expenses		4,320.22	85,027.75
12/26/2019	EFT	Minnesota Revenue	State - PR 12/13/19 - 12/26/19		372.00	84,655.75
12/26/2019	EFT	PERA	PERA - PR 12/13/19 - 12/26/19		1,411.76	83,243.99
12/26/2019			Funds Transfer - SWEEP	722.07		83,966.06
12/26/2019			Deposit - PERA	392.00		84,358.06
12/27/2019	DD	Bumgarner, Andrea L	PR - 12/13/19 - 12/26/19		523.37	83,834.69
12/27/2019	DD	Cibulka, Daniel A	PR - 12/13/19 - 12/26/19		1,835.35	81,999.34
12/27/2019	DD	Gerde, Frances W	PR - 12/13/19 - 12/26/19		1,440.18	80,559.16
12/27/2019	DD	Larson, Francine M	PR - 12/13/19 - 12/26/19		2,112.70	78,446.46
12/27/2019	DD	Wagner, Miranda L	PR - 12/13/19 - 12/26/19		1,494.68	76,951.78
12/27/2019	EFT	Nationwide Retirement Solutions	Nationwide - PR 12/13/19 - 12/26/19		880.75	76,071.03
12/27/2019			Deposit	27,697.62		103,768.65
12/27/2019			Funds Transfer - SWEEP	12,350.08		116,118.73
12/30/2019			Funds Transfer - SWEEP		23,783.30	92,335.43
12/31/2019			Deposit	9,525.00		101,860.43
12/31/2019			Funds Transfer - SWEEP	6,383.32		108,243.75
12/31/2019			Funds Transfer - SWEEP		9,525.00	98,718.75
Total Bank of ER - Checking				94,572.08	82,795.26	98,718.75
CD - 7726074 - 60mo						47,900.78
Total CD - 7726074 - 60mo						47,900.78
Total Cash				129,914.32	137,883.77	477,915.47
TOTAL				129,914.32	137,883.77	477,915.47

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

December-19

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 189,883.30	\$ 34,981.43	\$ 32,688.44	\$ 192,176.29
County Allocation	\$ 4,523.67	\$ -	\$ 4,523.67	\$ (0.00)
SUBTOTALS	\$ 194,406.97	\$ 34,981.43	\$ 37,212.11	\$ 192,176.29

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY19	\$ 86,015.98	\$ -	\$ -	\$ 86,015.98
BWSR SWCD Capacity Grant FY18	\$ 2,269.55	\$ -	\$ -	\$ 2,269.55
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 Cost Share Base Grant FY18	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Buffer Initiative FY20	\$ -	\$ -	\$ -	\$ -
BWSR Buffer Initiative FY19	\$ 7,644.32	\$ -	\$ -	\$ 7,644.32
BWSR Conservation Delivery FY20	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
LWM	\$ 2,817.89	\$ -	\$ 2,817.89	\$ (0.00)
NRBG WCA	\$ -	\$ -	\$ -	\$ -
Prevention Aid	\$ (24,065.89)	\$ 7,600.00	\$ 1,551.25	\$ (18,017.14)
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	\$ 32,550.21	\$ -	\$ -	\$ 32,550.21
CWF FY2019 - Nitrate Reduction Grant	\$ 28,283.55	\$ -	\$ 15.11	\$ 28,268.44
AIS Contingency Funds	\$ 11,560.80	\$ -	\$ -	\$ 11,560.80
Rum River 1W1P	\$ 107,123.01	\$ -	\$ 8,954.52	\$ 98,168.49
SUBTOTALS	\$ 291,477.95	\$ 7,600.00	\$ 13,338.77	\$ 285,739.18

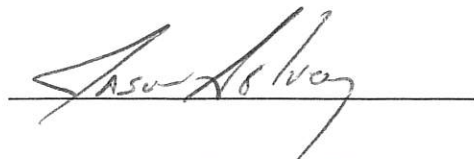
TOTAL FUNDS \$ 477,915.47

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 79,423.71	\$ 39,483.57	\$ 47,732.99	\$ 71,174.29
SWEEP	\$ 358,560.43	\$ 90,430.75	\$ 90,150.78	\$ 358,840.40
CD - 74	\$ 47,900.78	\$ -	\$ -	\$ 47,900.78
CD - 51	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 485,884.92	\$ 129,914.32	\$ 137,883.77	\$ 477,915.47

TOTAL FUNDS \$ 477,915.47

Treasurer's Signature



Date

11/9/2020

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