



BOARD MEETING MINUTES

Regular Meeting

Date: October 10th, 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
Dan Cibulka*
Andie Bumgarner*
Miranda Wagner*

Others Present

Lisa A. Fobbe, Sherburne
County Commissioner

*denotes partial attendance

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Schroeder at 8:32 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

Commissioner Fobbe announced that zebra mussels have been discovered on Spectacle Lake in Isanti County.

4. Approval of Agenda

- 19.135 - Motion by Nelson, second by Goenner to approve the agenda as submitted. All members voting yes. Motion carried.

5. Secretary's Report – September 19, 2019 Board Meeting Minutes

- 19.136 - Motion by Goenner, second by Nelson to approve the September 19, 2019 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – September 2019 Financial Reports

Larson read the September 2019 Program Summary Report. Discussion was had.

- 19.137 - Motion by Nelson, second by Saxton to accept the September 2019 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – October 2019 Accounts Payable - Larson distributed the October 2019 Accounts Payable Summary. Check numbers 6868 through 6884 totaling \$36,341.00 were submitted for approval. Discussion was had.

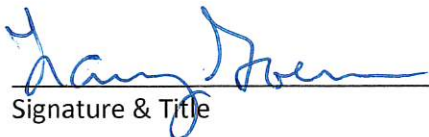
- 19.138 - Motion by Goenner, second by Saxton to approve the October 2019 Accounts Payable as submitted. All members voting yes. Motion carried.

8. Supervisor Committee Reports & Vouchers – No reports available.

- **19.139** - Motion by Goenner, second by Saxton to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.
- 9. District Managers 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. Review MASWCD 2019 Resolution Ballot** – The Board reviewed each resolution, discussion was had. Supervisor’s votes were collected. The votes will be tallied and sent to the MASWCD office.
- **19.140** - Motion by Goenner, second by Saxton to approve signing and submitting the Sherburne SWCD 2019 Resolution Ballot. All members voting yes. Motion carried.
- 13. Authorization to approve registration and lodging for MASWCD Convention** – Discussion was had.
- **19.141** - Motion by Goenner, second by Saxton to approve registration, lodging, and luncheon fees at the MASWCD Annual Convention for interested Staff, Supervisors and Outstanding Cooperator. All members voting yes. Motion carried.
- 14. Authorization to execute sub-contractor agreements with CRWD for Mississippi River – St. Cloud Watershed Restoration and Protection Strategies Cycle II, Phase I** - Discussion was had.
- **19.142** – Motion by Saxton, second by Goenner to execute sub-contract agreement with CRWD for Mississippi River-St. Cloud WRAPS. All members voting yes. Motion carried.
- 15. Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules.
- 16. Adjourn**
- **19.143** - Motion by Nelson, second by Selvog to adjourn the meeting. All members voting yes. Motion carried.
- Meeting adjourned at 9:52 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

11-14-19

 Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of October 31, 2019

11/05/19

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						503,324.35
SWEEP Account						357,923.57
10/02/2019			Funds Transfer - Sweep	18,250.00		376,173.57
10/03/2019			Funds Transfer - Sweep		2,000.00	374,173.57
10/04/2019			Funds Transfer - Sweep		26,122.56	348,051.01
10/04/2019			Funds Transfer - Sweep	71,141.34		419,192.35
10/08/2019			Funds Transfer - Sweep		383.00	418,809.35
10/15/2019			Funds Transfer - Sweep		502.17	418,307.18
10/16/2019			Funds Transfer - Sweep		609.84	417,697.34
10/17/2019			Funds Transfer - Sweep		27,910.63	389,786.71
10/18/2019			Funds Transfer - Sweep		9,038.47	380,748.24
10/21/2019			Funds Transfer - Sweep		10,431.19	370,317.05
10/23/2019			Funds Transfer - Sweep		1,751.35	368,565.70
10/23/2019			Funds Transfer - Sweep	1,220.55		369,786.25
10/24/2019			Funds Transfer - Sweep	4,962.85		374,749.10
10/28/2019			Funds Transfer - Sweep		1,802.97	372,946.13
10/30/2019			Funds Transfer - Sweep	115.80		373,061.93
10/31/2019			Funds Transfer - Sweep		697.94	372,363.99
10/31/2019			Interest	344.49		372,708.48
Total SWEEP Account				96,035.03	81,250.12	372,708.48
Bank of ER - Checking						97,500.00
10/01/2019			Deposit - ERWA	18,250.00		115,750.00
10/01/2019	DBT	Elk River Watershed Association (v)	ERWA - Passthrough		18,250.00	97,500.00
10/02/2019			Funds Transfer - Sweep		18,250.00	79,250.00
10/03/2019	EFT	United States Treasury	Federal - PR 9/20/19 - 10/3/19		2,512.88	76,737.12
10/03/2019	EFT	Minnesota Revenue	State - PR 9/20/19 - 10/3/19		383.00	76,354.12
10/03/2019	EFT	Nationwide Retirement Solutions	Nationwide 457 - PR 9/20/19 - 10/3/19		830.77	75,523.35
10/03/2019	EFT	Nationwide Retirement Solutions	Nationwide Roth - PR 9/20/19 - 10/3/19		50.00	75,473.35
10/03/2019			Funds Transfer	2,000.00		77,473.35
10/04/2019	DD	Bronder, William M	PR - 9/20/19 - 10/3/19		395.46	77,077.89
10/04/2019	DD	Bumgamer, Andrea L	PR - 9/20/19 - 10/3/19		523.34	76,554.55
10/04/2019	DD	Cibulka, Daniel A	PR - 9/20/19 - 10/3/19		1,906.35	74,648.20
10/04/2019	DD	Gerde, Frances W	PR - 9/20/19 - 10/3/19		1,440.18	73,208.02
10/04/2019	DD	Larson, Francine M	PR - 9/20/19 - 10/3/19		2,112.55	71,095.47
10/04/2019	DD	Wagner, Miranda L	PR - 9/20/19 - 10/3/19		1,494.68	69,600.79
10/04/2019	EFT	PERA	PERA - PR 9/20/19 - 10/3/19		1,411.76	68,189.03
10/04/2019			Funds Transfer - Sweep	26,122.56		94,311.59
10/04/2019			Deposit - Allocation	75,946.75		170,258.34
10/04/2019			Funds Transfer - Sweep		71,141.34	99,117.00
10/07/2019	EFT	Waste Management	Building Expense - Garbag/Recycling		88.87	99,030.13
10/08/2019			Funds Transfer - Sweep	383.00		99,413.13
10/10/2019	8868	Big Eagle Lake Improvement Association	Big Eagle Lake Study		5,000.00	94,413.13
10/10/2019	8869	Cibulka, Dan	Reimbursed Expenses		112.00	94,301.13
10/10/2019	8870	City of Elk River	Vehicle Maintenance - Fuel		244.99	94,056.14
10/10/2019	8872	Climb Theatre	AIS - Education Expense		2,070.00	91,986.14
10/10/2019	8873	Francine Larson	Reimbursed expenses		68.44	91,917.70
10/10/2019	8874	Isanti County	Rum River 1W1P - LGU Expense		540.00	91,377.70
10/10/2019	8875	Isanti Soil & Water Conservation District	Rum River 1W1P - LGU Expense		1,937.04	89,440.66
10/10/2019	8876	Mille Lacs County	Rum River 1W1P - LGU Expense		854.20	88,586.46
10/10/2019	8877	Mille Lacs Soil & Water Conservation Dist	Rum River 1W1P - LGU Expense		5,870.17	82,716.29
10/10/2019	8878	MVTL Laboratories, Inc.	Monitoring Expenses - Lab Fees		1,489.60	81,226.69
10/10/2019	8879	Nutrien Ag Solution	NFMP Grant Expense		1,418.40	79,808.29
10/10/2019	8880	Respec	Rum River 1W1P - Contractor Expense		11,953.12	67,855.17
10/10/2019	8881	Sherburne County Sheriff's Office	AIS - Enforcement		2,042.29	65,812.88
10/10/2019	8884	WaterGuards LLC	AIS - Inspection		2,740.75	63,072.13
10/11/2019	DD	Saxton, Kerry J	Supervisor PerDiem		82.61	62,989.52
10/11/2019	DD	Schroeder, Michael J	Supervisor PerDiem		71.90	62,917.62
10/11/2019	DD	Selvog, Jason C	Supervisor PerDiem		106.12	62,811.50
10/11/2019	DD	Goenner, Larry	Supervisor PerDiem		99.16	62,712.34
10/11/2019	DD	Nelson, Roger J	Supervisor PerDiem		92.20	62,620.14
10/11/2019	EFT	United States Treasury	Federal - Supervisor PerDiem		20.18	62,599.96
10/11/2019	EFT	PERA	PERA - Supervisor PerDiem		30.00	62,569.96
10/15/2019	EFT	MN PEIP	Health Insurance - November Premium		609.84	61,960.12
10/15/2019	EFT	Charter Communications	Building Expenses - Internet		114.98	61,845.14
10/15/2019			Funds Transfer - Sweep	502.17		62,347.31
10/16/2019			Funds Transfer - Sweep	609.84		62,957.15
10/17/2019	EFT	United States Treasury	Federal - PR 10/4/19 - 10/17/19		2,634.54	60,322.61
10/17/2019	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/4/19 - 10/17/19		880.77	59,441.84
10/17/2019	EFT	PERA	PERA - PR 10/4/19 - 10/17/19		1,411.76	58,030.08
10/17/2019			Funds Transfer - Sweep	27,910.63		85,940.71
10/17/2019	DD	Bronder, William M	PR - 10/4/19 - 10/17/19		683.14	85,257.57
10/17/2019	DD	Bumgamer, Andrea L	PR - 10/4/19 - 10/17/19		523.36	84,734.21
10/17/2019	DD	Cibulka, Daniel A	PR - 10/4/19 - 10/17/19		1,835.35	82,898.86
10/18/2019	DD	Gerde, Frances W	PR - 10/4/19 - 10/17/19		1,440.17	81,458.69
10/18/2019	DD	Larson, Francine M	PR - 10/4/19 - 10/17/19		2,112.56	79,346.13
10/18/2019	DD	Wagner, Miranda L	PR - 10/4/19 - 10/17/19		1,494.68	77,851.45

1:18 PM

11/05/19

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of October 31, 2019

Date	Num	Name	Memo	Debit	Credit	Balance
10/18/2019	EFT	Minnesota Revenue	State - PR 10/4/19 - 10/17/19		380.00	77,471.45
10/18/2019			Funds Transfer - Sweep	9,038.47		86,509.92
10/20/2019	EFT	Marco	Building Expense - Copier Services		222.78	86,287.14
10/21/2019			Funds Transfer - Sweep	10,431.19		96,718.33
10/21/2019			Deposit - MPCA WPLMN	788.47		97,506.80
10/23/2019			Funds Transfer - Sweep	1,751.35		99,258.15
10/23/2019			Deposit - MPCA-WPLMN	1,307.42		100,565.57
10/23/2019			Deposit - WRAPS	5,077.83		105,643.40
10/23/2019			Funds Transfer - Sweep		1,220.55	104,422.85
10/24/2019			Funds Transfer - Sweep		4,962.85	99,460.00
10/25/2019	EFT	Cardmember Services	Credit Card Purchases		1,262.97	98,197.03
10/28/2019			Funds Transfer - Sweep	1,802.97		100,000.00
10/29/2019	DD	Intuit Payroll	QuickBooks Payroll		697.94	99,302.06
10/29/2019			Deposit - MNT	115.80		99,417.86
10/30/2019			Funds Transfer - Sweep		115.80	99,302.06
10/31/2019			Funds Transfer - Sweep	697.94		100,000.00
Total Bank of ER - Checking				182,736.39	180,236.39	100,000.00
CD - 7726074 - 60mo						47,900.78
Total CD - 7726074 - 60mo						47,900.78
Total Cash				278,771.42	261,486.51	520,609.26
TOTAL				278,771.42	261,486.51	520,609.26

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

October-19

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 170,352.75	\$ 28,701.93	\$ 29,342.30	\$ 169,712.38
County Allocation	\$ (0.00)	\$ 70,528.25	\$ 27,067.14	\$ 43,461.11
SUBTOTALS	\$ 170,352.75	\$ 99,230.18	\$ 56,409.44	\$ 213,173.49

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY19	\$ 86,203.48	\$ -	\$ -	\$ 86,203.48
BWSR SWCD Capacity Grant FY18	\$ 2,611.54	\$ -	\$ -	\$ 2,611.54
BWSR SWCD Capacity Grant FY17	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
BWSR Cost Share Base Grant FY20	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY19	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
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	\$ 3,035.23	\$ 5,418.50	\$ 2,817.92	\$ 5,635.81
NRBG WCA	\$ -	\$ -	\$ -	\$ -
Prevention Aid	\$ (14,025.25)	\$ -	\$ 6,853.04	\$ (20,878.29)
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,545.00	\$ -	\$ 128.84	\$ 1,416.16
CWF FY2018 - ER Bac Reduction Phase	\$ 32,550.21	\$ -	\$ -	\$ 32,550.21
CWF FY2019 - Nitrate Reduction Grant	\$ 29,579.40	\$ -	\$ -	\$ 29,579.40
ALS Contingency Funds	\$ 11,560.80	\$ -	\$ -	\$ 11,560.80
Rum River 1W1P	\$ 129,331.99	\$ -	\$ 21,154.53	\$ 108,177.46
SUBTOTALS	\$ 332,971.60	\$ 5,418.50	\$ 30,954.33	\$ 307,435.77

TOTAL FUNDS \$ 520,609.26

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Checking	\$ 97,500.00	\$ 101,486.27	\$ 84,545.85	\$ 114,440.42
CD - 74	\$ 47,900.78	\$ -	\$ -	\$ 47,900.78
SWEEP	\$ 357,923.57	\$ 177,285.15	\$ 176,940.66	\$ 358,268.06
SUBTOTALS	\$ 503,324.35	\$ 278,771.42	\$ 261,486.51	\$ 520,609.26

TOTAL FUNDS \$ 520,609.26

Treasurer's Signature



Date

11/14/19

C

C

C