



BOARD MEETING MINUTES

Regular Meeting

Date: July 9th, 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

Staff Present

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

Others Present

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

*denotes partial attendance

+ Remotely attended

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Saxton at 8:30 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

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

5. Secretary's Report – June 11, 2020 Board Meeting Minutes

- **20.702** - Motion by Goenner, second by Nelson to approve the June 11, 2020 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – June 2020 Financial Reports

Selvog read the June 2020 Program Summary Report. Discussion was had.

- **20.703** - Motion by Nelson, second by Binsfeld to accept the June 2020 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – July 2020 Accounts Payable - Larson reviewed the July 2020 Accounts Payable Summary. The report includes all unpaid bills from 6/11/2020 – 7/8/2020. Check numbers 7018 through 7029 totaling \$17,833.63 were submitted for approval. Discussion was had.

- **20.704** - Motion by Nelson, second by Goenner to approve the July 2020 Accounts Payable as submitted. All members voting yes. Motion carried.

8. Supervisor Committee Reports & Vouchers – No reports from Supervisor Saxton, and Goenner. Supervisor Binsfeld attended the Rum River 1W1P County/SWCD Board workshop and the Local Work Group Meeting. Nelson and Selvog reported attendance at the Budget Committee Meeting. Nelson also attended the Rum River 1W1P County/SWCD Board workshop.

- **20.705** - Motion by Goenner, second by Nelson to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.
- 9. District Manager's Report** – Larson reviewed her written report noting that she had been working with the Bank of Elk River regarding the decrease in interest rates on the ICP account. Larson suggests putting a hold on the ICP account and reopening the money market account. Transferring the bulk of funds into the money market account with a .3% interest rate. Discussion was had. Larson distributed updated signatures cards and bank account documents to reflect the changes to the ICP and money market accounts as discussed.
- **20.706** – Motion by Goenner, second by Binsfeld to update bank accounts and signatures cards as discussed. All members voting yes. Motion carried.
- 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. Authorization to Provide Final Payment to K Struble for a Critical Area Planting project – 2020-04-01, for \$2,000.00** – Gerde reviewed the project with the Board. The original contract with Kami Struble for a Critical Area Planting (484) in Section 32, City of Elk River was approved on April 9, 2020. The total project cost is \$3,793.50, and the contract was approved at 65% cost share not too exceed \$2,000.00. Funding for this project will be allocated from FY19 State Cost Share. Discussion was had.
- **20.707** – Motion by Goenner, second by Nelson to provide final payment to K Struble for a critical area planting, 2020-04-01. All members voting yes. Motion carried.
- Check #7016 for \$2,000.00 was signed during the meeting.
- 13. Authorization to Provide Final Payment to C Otto for a Restoration and Management of Declining Habitat project – 2020-03-01 for \$567.51** – Wagner reviewed the project with the Board. The original contract with Christine Otto (Berrios) for a restoration and management of declining habitat project (643) in Section 27, Becker Township was approved on March 12, 2020. The total project cost is \$756.68, and the contract was approved for at 75%, not to exceed \$600.00. Funding for this project will be allocated from FY18 and FY19 Capacity. Discussion was had.
- **20.709** – Motion by Selvog, second by Nelson to provide final payment to C Otto for a restoration and management of declining habitat project, 2020-03-01. All members voting yes. Motion carried.
- Check #7017 for \$567.51 was signed during the meeting.
- 14. Authorization to Execute Amendment with S Boucher for a Forage and Biomass Planting – ERB-FY18-01 – Contract Install Date Extension** – Wagner reviewed the project with the Board. The original contract with S Boucher for a Forage and Biomass Planting project was approved on April 18, 2019 with an installation deadline date of July 31, 2020. Larson requested amendment to installation date; extending it to December 31, 2020. Discussion was had.
- **20.710** - Motion by Goenner, second by Selvog to execute amendment with S Boucher, ERB-FY18-01 as presented. All members voting yes. Motion carried.

15. Authorization to Execute Amendment with M Vandenhul for a Forage and Biomass Planting – ERB-FY18-02 – Contract Install Date Extension – Wagner reviewed the project with the Board. The original contract with M Vandenhul for a Forage and Biomass Planting project was approved on May 9, 2019 with an installation deadline date of July 31, 2020. Larson requested amendment to installation date; extending it to December 31, 2020. Discussion was had.

- **20.711** - Motion by Selvog, second by Nelson to execute amendment with M Vandenhul, ERB-FY18-02 as presented. All members voting yes. Motion carried.

16. Authorization to Execute contract for Services Agreement with the Nature Conservancy for an inter-seeded Cover Crop Program sponsored by Cargill – Wagner reviewed the proposed program with the Board. Larson indicated that the County Attorney and MCIT will need to review the final contract prior to execution. Discussion was had.

- **20.712** - Motion by Nelson, second by Goenner to authorize the District Manager to execute the Contract for Services Agreement with the Nature Conservancy upon review of County Attorney and MCIT. All members voting yes. Motion carried.

17. Authorization to purchase database management software program – Larson presented information on Quick Base, a database management program that could be customized to meet the time tracking and grant management needs of the District. Discussion was had.

- **20.713** - Motion by Goenner, second by Nelson to authorize the purchase of Quick Base. All members voting yes. Motion carried.

18. Adopt 2021 Budget – Larson presented the 2021 budget and committee recommendations. Discussion was had. Larson stated that the committee reviewed the budget and reduced a number of expenditures where applicable in order to submit a balanced budget with 0% increase request. Further discussion was had.

- **20.708** - Motion by Nelson, second by Goenner to accept the Budget Committee recommendations and adopt the 2021 budget as presented. All members voting yes. Motion carried.

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


20. Adjournment

- **20.714** – Motion by Nelson, second by Selvog to adjourn the meeting All members voting yes. Motion carried.

Meeting adjourned at 10:16 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

8-13-2020
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

7/31/2020

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 253,329.65	\$ 38,844.83	\$ 10,243.43	\$ 281,931.05
County Allocation	\$ -	\$ 72,291.50	\$ 32,053.72	\$ 40,237.78
<i>SUBTOTALS</i>	<i>\$ 253,329.65</i>	<i>\$ 111,136.33</i>	<i>\$ 42,297.15</i>	<i>\$ 322,168.83</i>

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ 116,861.53	\$ -	\$ 14,046.29	\$ 102,815.24
BWSR SWCD Capacity Grant FY19	\$ 38,135.13	\$ -	\$ 3,281.72	\$ 34,853.41
BWSR SWCD Capacity Grant FY18	\$ 2,269.55	\$ -	\$ 269.55	\$ 2,000.00
BWSR Cost Share Base Grant FY21	\$ -	\$ 7,493.00	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY20	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY19	\$ 5,420.49	\$ -	\$ 2,000.00	\$ 3,420.49
BWSR Buffer Initiative FY20	\$ 10,000.00	\$ -	\$ 2,131.80	\$ 7,868.20
BWSR Buffer Initiative FY19	\$ 426.69	\$ -	\$ 426.69	\$ 0.00
BWSR Conservation Delivery FY21	\$ -	\$ 21,635.00	\$ -	\$ 21,635.00
BWSR Conservation Delivery FY20	\$ 1,739.96	\$ -	\$ 1,739.96	\$ (0.00)
LWM	\$ -	\$ 7,442.00	\$ 2,480.66	\$ 4,961.34
NRBG WCA	\$ -	\$ -	\$ -	\$ -
AIS Prevention Aid	\$ (20,960.85)	\$ -	\$ 11,234.05	\$ (32,194.90)
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
CFW FY2018 - ER Bac Reduction Phase II	\$ 28,591.10	\$ -	\$ -	\$ 28,591.10
CFW FY2019 - Nitrate Reduction Grant	\$ 13,585.71	\$ -	\$ 1,037.62	\$ 12,548.09
CFW FY2020 - Lawns to Legumes	\$ -	\$ -	\$ -	\$ -
Rum River 1W1P	\$ 24,442.35	\$ -	\$ 3,224.34	\$ 21,218.01
LSOH - ASP 6	\$ 12,675.17	\$ -	\$ -	\$ 12,675.17
<i>SUBTOTALS</i>	<i>\$ 263,779.04</i>	<i>\$ 36,570.00</i>	<i>\$ 41,872.68</i>	<i>\$ 258,476.36</i>

TOTAL FUNDS \$ 580,645.19

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 100,000.00	\$ 487,787.91	\$ 55,237.06	\$ 532,550.85
SWEEP	\$ 369,014.54	\$ 0.19	\$ 369,014.54	\$ 0.19
CD - 74	\$ 48,094.15	\$ -	\$ -	\$ 48,094.15
<i>SUBTOTALS</i>	<i>\$ 517,108.69</i>	<i>\$ 487,788.10</i>	<i>\$ 424,251.60</i>	<i>\$ 580,645.19</i>

TOTAL FUNDS \$ 580,645.19

SWCD Financial Summary	7/31/2020
Cash - Previous Balance	\$ 517,108.69
Income	\$ 147,706.33
Expense	\$ 84,169.83
Cash - Ending Balance	\$ 580,645.19

Treasurer's Signature



Date

8-13-2020



SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of July 31, 2020

Date	Num	Name	Memo	Debit	Credit	Balance
10000 · Cash						517,108.69
10100 · SWEEP Account						369,014.54
07/02/2020			Funds Transfer - SWEEP		369,007.74	6.80
07/03/2020			Funds Transfer - SWEEP		6.80	0.00
07/31/2020			Interest	0.19		0.19
Total 10100 · SWEEP Account				0.19	369,014.54	0.19
10200 · Bank of ER - Checking						100,000.00
07/02/2020			Funds Transfer - SWEEP	369,007.74		469,007.74
07/02/2020			Deposit - County Allocation	79,733.50		548,741.24
07/03/2020			Funds Transfer - SWEEP	6.80		548,748.04
07/03/2020			Deposit - MCIT WC Refund	668.00		549,416.04
07/07/2020	EFT	Waste Management	Building Expense - Garbage/Recycling		95.99	549,320.05
07/09/2020	7016	Struble, Kami	Cost Share - 2020-04-01		2,000.00	547,320.05
07/09/2020	7017	Otto, Christine	Cost Share - 2020-03-01		567.51	546,752.54
07/09/2020	7018	Benton SWCD	MPCA WRAPS / SWAG - LGU Expense		1,082.35	545,670.19
07/09/2020	7019	City of Elk River	Vehicle Maintenance - Fuel		265.85	545,404.34
07/09/2020	7020	Clearwater River Watershed District	MCPA WRAPS/SWAG - LGU Expense		2,001.60	543,402.74
07/09/2020	7021	Isanti Soil & Water Conservation Dist...	Rum River 1W1P - LGU Expense		1,841.61	541,561.13
07/09/2020	7022	Metro Conservation Districts	Annual Dues		1,150.00	540,411.13
07/09/2020	7023	Mille Lacs Soil & Water Conservation...	Rum River 1W1P - LGU Expense		839.29	539,571.84
07/09/2020	7024	Minnesota Counties Intergovernment ...	Insurance - Auto		327.68	539,244.16
07/09/2020	7025	MN Dept of Natural Resources	AIS - Educational Materials		122.50	539,121.66
07/09/2020	7026	MVTL Laboratories, Inc.	Lab Expenses		1,227.30	537,894.36
07/09/2020	7027	WaterGuards LLC	AIS - Inspection Expense		7,020.50	530,873.86
07/09/2020	7028	Wick, David	Reimbursed Expenses		37.95	530,835.91
07/09/2020	7029	Wright SWCD	Engineering Services		1,917.00	528,918.91
07/10/2020	DD	Bronder, William M	PR - 6/26/2020 - 7/9/2020		644.36	528,274.55
07/10/2020	DD	Bumgarner, Andrea L	PR - 6/26/2020 - 7/9/2020		530.40	527,744.15
07/10/2020	DD	Cibulka, Daniel A	PR - 6/26/2020 - 7/9/2020		1,852.21	525,891.94
07/10/2020	DD	Gerde, Frances W	PR - 6/26/2020 - 7/9/2020		1,482.62	524,409.32
07/10/2020	DD	Larson, Francine M	PR - 6/26/2020 - 7/9/2020		2,076.87	522,332.45
07/10/2020	DD	Wagner, Miranda L	PR - 6/26/2020 - 7/9/2020		1,529.89	520,802.56
7/2020	DD	Wick, David P	PR - 6/26/2020 - 7/9/2020		1,229.29	519,573.27
7/2020	EFT	United States Treasury	Federal - PR 6/26/2020 - 7/9/2020		3,139.04	516,434.23
7/2020	EFT	Minnesota Revenue	State - PR 6/26/2020 - 7/9/2020		493.00	515,951.23
07/10/2020	EFT	Nationwide Retirement Solutions	Nationwide - PR 6/26/2020 - 7/9/2020		1,000.00	514,951.23
07/10/2020	EFT	PERA	PERA - PR 6/26/2020 - 7/9/2020		1,648.67	513,302.56
07/13/2020	DD	Goenner, Larry	Supervisor PerDiem		98.91	513,203.65
07/13/2020	DD	Nelson, Roger J	Supervisor PerDiem		184.03	513,019.62
07/13/2020	DD	Saxton, Kerry J	Supervisor PerDiem		82.50	512,937.12
07/13/2020	DD	Selvig, Jason C	Supervisor PerDiem		175.97	512,761.15
07/13/2020	DD	Binsfeld, Michelle L	Supervisor PerDiem		140.32	512,620.83
07/13/2020	EFT	MIN Dept of Revenue - Sales Tax	Quarterly Sales and Use Tax		284.00	512,336.83
07/14/2020	EFT	United States Treasury	Federal - Supervisor PerDiem		26.70	512,310.13
07/14/2020	EFT	PERA	PERA - Supervisor PerDiem		52.50	512,257.63
07/14/2020			Deposit - WRAPS	965.25		513,222.88
07/16/2020	EFT	Charter Communications	Building Expenses - Internet		141.98	513,080.90
07/17/2020	EFT	MN PEIP	Health Insurance - August Premium		635.20	512,445.70
07/20/2020	EFT	Marco	Building Expense - Copier Services		216.63	512,229.07
07/22/2020	DD	Nationwide Retirement Solutions	Nationwide - PR 7/10/2020 - 7/23/2020		1,000.00	511,229.07
07/23/2020			Deposit - SWAG	6,717.06		517,946.13
07/24/2020	DD	Bronder, William M	PR - 7/10/2020 - 7/23/2020		773.78	517,172.35
07/24/2020	DD	Bumgarner, Andrea L	PR - 7/10/2020 - 7/23/2020		530.38	516,641.97
07/24/2020	DD	Cibulka, Daniel A	PR - 7/10/2020 - 7/23/2020		1,852.21	514,789.76
07/24/2020	DD	Gerde, Frances W	PR - 7/10/2020 - 7/23/2020		1,482.62	513,307.14
07/24/2020	DD	Larson, Francine M	PR - 7/10/2020 - 7/23/2020		2,076.88	511,230.26
07/24/2020	DD	Wagner, Miranda L	PR - 7/10/2020 - 7/23/2020		1,529.89	509,700.37
07/24/2020	DD	Wick, David P	PR - 7/10/2020 - 7/23/2020		1,229.30	508,471.07
07/24/2020	EFT	United States Treasury	Federal - PR 7/10/2020 - 7/23/2020		3,186.44	505,284.63
07/24/2020	EFT	Minnesota Revenue	State - PR 7/10/2020 - 7/23/2020		492.00	504,792.63
07/24/2020	EFT	PERA	PERA - PR 7/10/2020 - 7/23/2020		1,648.67	503,143.96
07/27/2020	EFT	Cardmember Services	Credit Card Purchases		1,282.67	501,861.29
07/29/2020			Deposit - MDA	1,561.56		503,422.85
07/29/2020			Deposit - BWSR	29,128.00		532,550.85
Total 10200 · Bank of ER - Checking				487,787.91	55,237.06	532,550.85
10300 · CD - 7726074 - 60mo						48,094.15
Total 10300 · CD - 7726074 - 60mo						48,094.15
Total 10000 · Cash				487,788.10	424,251.60	580,645.19
L				487,788.10	424,251.60	580,645.19

