



**BOARD MEETING MINUTES**  
Regular Meeting

Date: May 9<sup>th</sup>, 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\*  
Frances Gerde\*  
Gina Hugo\*  
Miranda Wagner\*  
Andie Bumgarner \*

Others Present

Lisa A. Fobbe, Sherburne  
County Commissioner  
Barbara Burandt, Sherburne  
County Commissioner  
Mark Lefebvre\*, ERWA  
Member-at-Large  
Lynn Backlund\*, Business Banker  
Bank of Elk River

\*denotes partial attendance

Regular Agenda

1. **Call to Order**  
Meeting was called to order by Chair Schroeder at 8:36 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. Introductions were made.
4. **Approval of Agenda**
  - **19.057** - Motion by Nelson, second by Goenner to approve the agenda as presented. All members voting yes. Motion carried.
5. **Secretary's Report – April 11, 2019 Board Meeting Minutes**
  - **19.058** - Motion by Goenner, second by Nelson to approve the April 11, 2019 Board Meeting Minutes as presented. All members voting yes. Motion carried.
6. **Treasurer's Report – April 11, 2019 Financial Reports**  
Nelson read the April 2019 Program Summary Report. Discussion was had.
  - **19.059** - Motion by Goenner, second by Saxton to accept the April 11, 2019 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.
7. **Treasurer's Report – May 2019 Accounts Payable** - Larson distributed the May 2019 Accounts Payable Summary. Check numbers 6737 through 6750 totaling \$30,078.00 were submitted for approval. Discussion was had.
  - **19.060** - Motion by Nelson, second by Selvog to approve the May 2019 Accounts Payable as submitted. All members voting yes. Motion carried.
8. **Supervisor Committee Reports & Vouchers** – Supervisors reviewed their meeting attendance. Discussion was had. Selvog reported attendance at the ERWA. Saxton provided an update on the Plant Materials Learning Center Board, Rum River 1W1P Policy Committee Meeting and the AIS Task Force meeting.

- **19.061** - 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 and provided an update on the financial status of the District. Larson requested permission to work with Supervisor Saxton in preparation of the 2020 Budget process. Discussion was had. Written report available upon request.
  10. **NRCS Activity Report** – Larson reported that Gonzalez, NRCS Soil Conservationist was unable to attend the meeting but had requested the Board review the Annual Civil Rights Responsibilities for Partners Checklist.
    - **19.062** - Motion by Goenner, second by Saxton to approve signing the NRCS Civil Rights Responsibilities for Partners Checklist - Affirmation of Review form. All members voting yes. Motion carried.
  11. **District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request. Discussion was had.
  12. **Authorization to Designate Financial Depositories as Bank of Elk River & Update Signature Cards** – Lynn Backlund, Bank of Elk River presented updated signature cards and reviewed bank documents with the Board prior to the meeting.
    - **19.063** - Motion by Saxton, second by Selvog to authorize Bank of Elk River as the designated financial depository for 2019 and update bank signature cards. All members voting yes. Motion carried.
  13. **Consider withdrawal from the Elk River Watershed JPB** – Larson, Selvog, and Cibulka provided an update on the April 15<sup>th</sup> Elk River Watershed JPB meeting. Discussion was had. Larson stated that she had invited both Sherburne ERWA Members-at-Large to the Board Meeting to discuss their thoughts on withdrawal; Kenzie Phelps was unable to attend however he submitted a written report. Larson distributed Phelps report. Lefebvre discussed his perspective as an ERWA Board member and his thoughts on withdrawal. Further discussion was had. Commissioner Fobbe suggested a letter of intent be sent to Sherburne County.
    - **19.064** - Motion by Nelson, second by Saxton to withdraw from the Elk River Watershed Joint Powers Board, effective December 31, 2019; contingent upon Sherburne County's withdrawal from the JPB. All members voting yes. Motion carried.
  14. **Authorization to execute contract with M Vandenhul for Forage and Biomass Planting Project 512 – ERB\_FY18-02** – Wagner provided a technical summary for the project. Discussion was had.
    - **19.065** - Motion by Selvog, second by Goenner to execute contract with M Vandenhul for Forage and Biomass Planting Project 512 – ERB\_FY18-02. All members voting yes. Motion carried.
  15. **Authorization to execute contract with Diamond A for a Nitrate Reduction Project 590 – NR\_FY19-02** – Wagner provided a technical summary for the project. Discussion was had.
    - **19.066** - Motion by Saxton, second by Selvog to execute contract with Diamond A for a Nitrate Reduction Project 590 – NR\_FY19-02. All members voting yes. Motion carried.
  16. **Authorization to execute contract with RESPEC for consulting services for the Rum River 1W1P project not to exceed \$164,800.00** – Saxton reviewed the Policy Committees recommendations. Discussion was had. Larson stated that Cibulka is working closely with the County Attorney to draft the contract for consulting services.

- **19.067** - Motion by Selvog, second by Goenner to authorize approval of Contract for Consulting Services with RESPEC, not to exceed \$164,800.00 as per the Rum River 1W1P Policy Committee Recommendations. All members voting yes. Motion carried.

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


**18. Adjourn**

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

Meeting adjourned at 10:23 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

6-13-19  
\_\_\_\_\_  
Date

**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**May-19**

**PROGRAM SUMMARY**

<b>PROGRAM</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
<b>Operating Funds</b>				
District	\$ 167,775.26	\$ 510,697.52	\$ 537,379.72	\$ 141,093.06
County Allocation	\$ 26,204.81	\$ -	\$ 26,204.81	\$ (0.00)
<b>SUBTOTALS</b>	<b>\$ 193,980.07</b>	<b>\$ 510,697.52</b>	<b>\$ 563,584.53</b>	<b>\$ 141,093.06</b>

<b>Program Funds</b>				
BWSR SWCD Capacity Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY19	\$ 111,600.00	\$ -	\$ -	\$ 111,600.00
BWSR SWCD Capacity Grant FY18	\$ 12,758.43	\$ -	\$ -	\$ 12,758.43
BWSR SWCD Capacity Grant FY17	\$ 26,338.16	\$ -	\$ 3,554.50	\$ 22,783.66
BWSR Cost Share Base Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY19	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY18	\$ 6,243.00	\$ -	\$ -	\$ 6,243.00
BWSR Buffer Initiative FY20	\$ -	\$ -	\$ -	\$ -
BWSR Buffer Initiative FY19	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY18	\$ 4,103.16	\$ -	\$ -	\$ 4,103.16
BWSR Conservation Delivery FY20	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY19	\$ 10,436.12	\$ -	\$ 3,725.74	\$ 6,710.38
WM	\$ 5,418.49	\$ 8,094.00	\$ 2,817.92	\$ 10,694.57
RBG WCA	\$ 2,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
AIS Prevention Aid	\$ (6,982.50)	\$ -	\$ -	\$ (6,982.50)
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,945.00	\$ -	\$ -	\$ 1,945.00
CFW FY2018 - ER Bac Reduction Phase	\$ 36,478.85	\$ -	\$ -	\$ 36,478.85
CFW FY2019 - Nitrate Reduction Grant	\$ 52,003.00	\$ -	\$ 929.81	\$ 51,073.19
AIS Contingency Funds	\$ 9,496.80	\$ -	\$ -	\$ 9,496.80
Rum River 1W1P	\$ 130,002.00	\$ -	\$ -	\$ 130,002.00
<b>SUBTOTALS</b>	<b>\$ 420,647.39</b>	<b>\$ 8,094.00</b>	<b>\$ 12,027.97</b>	<b>\$ 416,713.42</b>

**TOTAL FUNDS \$ 557,806.48**

**DISTRIBUTION OF FUNDS**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
Cash Checking	\$ 238,311.70	\$ 196,317.78	\$ 244,557.46	\$ 190,072.02
Savings	\$ 311,207.92	\$ 314,930.08	\$ 306,207.92	\$ 319,930.08
CD - 74	\$ 47,804.38	\$ -	\$ -	\$ 47,804.38
CD - 51	\$ 17,303.46	\$ -	\$ 17,303.46	\$ -
<b>SUBTOTALS</b>	<b>\$ 614,627.46</b>	<b>\$ 511,247.86</b>	<b>\$ 568,068.84</b>	<b>\$ 557,806.48</b>

**TOTAL FUNDS \$ 557,806.48**

Treasurer's Signature

*Roger J. Walsh*

Date 6-15-19

9:56 AM

**SHERBURNE SOIL & WATER CONSERVATION**

**Account QuickReport**

As of May 31, 2019

06/05/19

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
<b>Cash</b>						614,627.46
<b>Bank of ER - Money Market</b>						0.00
05/24/2019			Funds Transfer	8,651.73		8,651.73
05/24/2019			Funds Transfer	306,207.92		314,859.65
05/31/2019			Interest	21.37		314,881.02
<b>Total Bank of ER - Money Market</b>				314,881.02	0.00	314,881.02
<b>Bank of ER - Checking</b>						0.00
05/09/2019			Funds Transfer	8,651.73		8,651.73
05/20/2019	DBT	Bank of Elk River	ACH Origination Setup Fee		100.00	8,551.73
05/24/2019			Funds Transfer	172,442.20		180,993.93
05/29/2019	EFT	PERA	PERA - PR 5/17/19 - 5/30/19		1,789.98	179,203.95
05/31/2019	DD	Bronder, William M	PR - 5/17/19 - 5/30/19		415.61	178,788.34
05/31/2019	DD	Bumgarner, Andrea L	PR - 5/17/19 - 5/30/19		523.34	178,265.00
05/31/2019	DD	Cibulka, Daniel A	PR - 5/17/19 - 5/30/19		1,898.34	176,366.66
05/31/2019	DD	Gerde, Frances W	PR - 5/17/19 - 5/30/19		1,435.18	174,931.48
05/31/2019	DD	Hugo, Gina M	PR - 5/17/19 - 5/30/19		2,125.58	172,805.90
05/31/2019	DD	Larson, Francine M	PR - 5/17/19 - 5/30/19		2,103.56	170,702.34
05/31/2019	DD	Wagner, Miranda L	PR - 5/17/19 - 5/30/19		1,488.67	169,213.67
05/31/2019	EFT	United States Treasury	Federal - PR 5/17/19 - 5/30/19		3,232.34	165,981.33
05/31/2019	EFT	Minnesota Revenue	State - PR 5/17/19 - 5/30/19		560.00	165,421.33
05/31/2019			Service Charge		12.30	165,409.03
<b>Total Bank of ER - Checking</b>				181,093.93	15,684.90	165,409.03
<b>Klein Checking</b>						238,311.70
05/01/2019	DBT	Martie's Farm Service	Tree Sale Expense		16.11	238,295.59
05/02/2019	EFT	Cub Foods	Tree Sale Expense		13.40	238,282.19
05/02/2019	EFT	Merchant Services	Credit Card Fee		207.79	238,074.40
05/03/2019	EFT	United States Treasury	Federal - PR 4/19/19 - 5/2/19		3,387.26	234,687.14
05/03/2019	EFT	Minnesota Revenue	State - PR 4/19/19 - 5/2/19		600.00	234,087.14
05/03/2019	EFT	PERA	PERA - PR 4/19/19 - 5/2/19		1,789.98	232,297.16
05/03/2019	DBT	Cub Foods	Tree Sale Expense		33.10	232,264.06
05/06/2019			Deposit - Trees	1,432.47		233,696.53
06/07/2019			Deposit - Trees	961.07		234,657.60
07/07/2019	EFT	Waste Management	Building Expense - Garbag/Recycling		86.71	234,570.89
05/08/2019			Deposit - NFMP	3,483.68		238,054.57
05/08/2019			Deposit - Trees	690.62		238,745.19
05/09/2019	6737	Bailey Nurseries, Inc.	FY17 - Forestry - Gravel Bed Trees		3,554.50	235,190.69
05/09/2019	6738	Big Eagle Lake Improvement Association	FY18 ETA - Engineering		5,000.00	230,190.69
05/09/2019	6739	Cibulka, Dan	Reimbursed Expenses		201.26	229,989.43
05/09/2019	6740	City of Elk River	Vehicle Maintenance & Fuel		586.68	229,402.75
05/09/2019	6741	Francine Larson	Reimbursed Expenses		166.16	229,236.59
05/09/2019	6742	Gerde, Frances	Reimbursed Expenses		119.48	229,117.11
05/09/2019	6743	Hugo, Gina Manea	Reimbursed Expenses		207.11	228,910.00
05/09/2019	6744	Minnesota Native Landscapes	FY19 Nitrate Reduction - Expense		929.81	227,980.19
05/09/2019	6745	MN Board of Water and Soil Resources	Meeting Registration - MW		50.00	227,930.19
05/09/2019	6746	MN State Forest Nursery	2019 Tree Sale		4,330.00	223,600.19
05/09/2019	6747	MVTL Laboratories, Inc.	Lab Fees - WPLMN / SWAG		613.00	222,987.19
05/09/2019	6748	NCPERS LIFE INSURANCE	Life Insurance - May Premium		64.00	222,923.19
05/09/2019	6749	Tech Sales Company	MPCA - WPLMN - Expense		537.00	222,386.19
05/09/2019	6750	Schumacher's Nursery & Berry Farm, Inc.	2019 Tree Sale Expense		13,719.00	208,667.19
05/10/2019			Deposit - LWM	8,094.00		216,761.19
05/10/2019	EFT	General Rental	MDA - NFMP - Expense		50.00	216,711.19
05/13/2019	DBT	Cabelas	MPCA - SWAG - Expense		19.95	216,691.24
05/14/2019			Deposit - ERWA	199.98		216,891.22
05/14/2019	EFT	General Rental	MDA - NFMP - Grant Expense		174.42	216,716.80
05/14/2019	DBT	Shell	MDA - NFMP - Grant Expense		7.00	216,709.80
05/14/2019	DBT	Amazon.com	Building Expenses - Supplies		64.41	216,645.39
05/15/2019	EFT	MN PEIP	Health Insurance - June Premium		609.84	216,035.55
05/15/2019	DD	Goenner, Larry	Supervisor PerDiem		101.48	215,934.07
05/15/2019	DD	Saxton, Kerry J	Supervisor PerDiem		353.49	215,580.58
05/15/2019	DD	Schroeder, Michael J	Supervisor PerDiem		156.56	215,424.02
05/15/2019	DD	Selvog, Jason C	Supervisor PerDiem		191.36	215,232.66
05/15/2019	DD	Nelson, Roger J	Supervisor PerDiem		92.21	215,140.45
05/15/2019	EFT	United States Treasury	Federal - Supervisor PerDiem		58.96	215,081.49
05/15/2019	EFT	PERA	PERA - Supervisor PerDiem		45.00	215,036.49
05/15/2019	EFT	Charter Communications	Building Expenses - Internet		114.98	214,921.51
05/15/2019	DBT	HP Instant Ink	Office Supplies		10.73	214,910.78
05/15/2019	EFT	RingCentral	Building Expense - Phone System		313.84	214,596.94
05/15/2019	DBT	Coborns	FY19 - Nitrate Reduction Grant		4.20	214,592.74
05/17/2019	DD	Bronder, William M	PR - 5/3/19 - 5/16/19		436.77	214,155.97
05/17/2019	DD	Gerde, Frances W	PR - 5/3/19 - 5/16/19		1,435.16	212,720.81
05/17/2019	DD	Hugo, Gina M	PR - 5/3/19 - 5/16/19		2,125.59	210,595.22
05/17/2019	DD	Bumgarner, Andrea L	PR - 5/3/19 - 5/16/19		523.36	210,071.86
05/17/2019	DD	Cibulka, Daniel A	PR - 5/3/19 - 5/16/19		1,783.36	208,288.50
05/17/2019	DD	Larson, Francine M	PR - 5/3/19 - 5/16/19		2,103.55	206,184.95
05/17/2019	DD	Wagner, Miranda L	PR - 5/3/19 - 5/16/19		1,488.69	204,696.26

9:56 AM

**SHERBURNE SOIL & WATER CONSERVATION**

**Account QuickReport**

As of May 31, 2019

06/05/19

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
05/17/2019	EFT	United States Treasury	Federal - PR 5/3/19 - 5/16/19		3,328.56	201,367.70
05/17/2019	EFT	Minnesota Revenue	State - PR 5/3/19 - 5/16/19		588.00	200,779.70
05/17/2019	EFT	Nationwide Retirement Solutions	Nationwide 457 - PR 5/3/19 - 5/16/19		830.77	199,948.93
05/17/2019	EFT	Nationwide Retirement Solutions	Nationwide Roth - PR 5/3/19 - 5/16/19		50.00	199,898.93
05/17/2019	EFT	PERA	PERA - PR 5/3/19 - 5/16/19		1,789.98	198,108.95
05/17/2019	DBT	USPS	Postage		8.30	198,100.65
05/17/2019	DBT	Office Max	Other Education Program - Supplies		9.06	198,091.59
05/20/2019	EFT	Marco	Building Expense - Copier Services		221.74	197,869.85
05/21/2019			Deposit - Trees/planting	324.53		198,194.38
05/21/2019			Deposit - MPCA	37.50		198,231.88
05/22/2019	DBT	Walmart	Office Supplies		5.34	198,226.54
05/22/2019	DBT	Walmart	Other Education Program - Supplies		7.22	198,219.32
05/23/2019	EFT	AT&T	Computer - Tablets		191.42	198,027.90
05/23/2019	DBT	Coborns	Other Education Program - Supplies		27.94	197,999.96
05/24/2019			Funds Transfer		172,442.20	25,557.76
05/25/2019	DBT	Weebly	Monthly Website Expense		14.00	25,543.76
05/29/2019	EFT	Nationwide Retirement Solutions	Nationwide 457 - PR 5/17/19 - 5/30/19		830.77	24,712.99
05/31/2019	EFT	Nationwide Retirement Solutions	Nationwide Roth - PR 5/17/19 - 5/30/19		50.00	24,662.99
Total Klein Checking				15,223.85	228,872.56	24,662.99
<b>Money Market - Klein</b>						311,207.92
05/24/2019			Funds Transfer		306,207.92	5,000.00
05/31/2019			Interest	49.06		5,049.06
Total Money Market - Klein				49.06	306,207.92	5,049.06
<b>CD - 7718951 - 12mo</b>						17,303.46
05/09/2019			Funds Transfer		8,651.73	8,651.73
05/24/2019			Funds Transfer		8,651.73	0.00
Total CD - 7718951 - 12mo				0.00	17,303.46	0.00
<b>CD - 7726074 - 60mo</b>						47,804.38
Total CD - 7726074 - 60mo						47,804.38
Total Cash				511,247.86	568,068.84	557,806.46
<b>TOTAL</b>				<b>511,247.86</b>	<b>568,068.84</b>	<b>557,806.46</b>