



BOARD MEETING MINUTES

Regular Meeting

Date: September 10th, 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

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

*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

- **20.901** - Motion by Nelson, second by Goenner to approve the agenda with submitted additions and deletions. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

5. Secretary's Report – August 13, 2020 Board Meeting Minutes

- **20.902** - Motion by Goenner, second by Nelson to approve the August 13, 2020 Board Meeting Minutes as presented. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

6. Treasurer's Report – August 2020 Financial Reports

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

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

7. Treasurer's Report – September 2020 Accounts Payable - Selvog reviewed the September 2020 Accounts Payable Summary. The report includes all unpaid bills from 8/13/2020 – 9/9/2020. Check numbers 7049 through 7055 totaling \$17,573.82 were submitted for approval. Discussion was had.

- **20.904** - Motion by Goenner, second by Nelson to approve the September 2020 Accounts Payable as submitted. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

8. Supervisor Committee Reports & Vouchers – Saxton reported attendance at the Metro Conservation District virtual meeting. Selvog summarized the 1W1P meeting with Benton SWCD and County. Nelson

and Goenner reported attendance at the Personnel Committee meeting. No committee report from Binsfeld.

- **20.905** - Motion by Goenner, second by Selvog to approve the Supervisor Vouchers as submitted. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

9. District Manager's Report – Larson reviewed her written report providing an update on the MDA AgBMP Low Interest Loan Program as well as an update on the QuickBase Software program. Larson also noted that the 2019 Audit has been completed, a copy of the report will be uploaded to the website for review and discussion at the next Board Meeting. 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. Authorization to Provide Final Payment to S. Turbenson for a Shoreline Restoration project – CS-FY18-04, for \$2,000.00– Larson reviewed the project with the Board. The original contract with Steve Turbenson for a critical area planting (342) in Section 18, City of Big Lake was approved on March 16, 2020. The total project cost is \$3,512.50, and the contract was approved at 65% cost share not to exceed \$2,000.00. Funding for this project will be allocated from FY18 Capacity – Cost Share. Gerde discussed the technical details of the project.

- **20.906** – Motion by Nelson, second by Goenner to provide final payment to S. Turbenson for a shoreline restoration project, CS-FY18-04. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

Check #7046 for \$2,000.00 was signed during the meeting.

13. Authorization to Provide Partial Payment to M. Vandenhul for an Elk River Bacteria Reduction project – ERB-FY18-02, for \$360.00 – Larson reviewed the project with the Board. The original contract with Marcia Vandenhul for a forage and biomass planting (590) in Section 22, Big Lake Township was approved on May 9, 2019. The contract was amended on July 9, 2020 to extend the project install date from 7/31/2020 to 12/31/2020. The total project cost estimate is \$850.00, and the contract was approved at 75% cost share not to exceed \$675.00. Larson requested a partial payment of \$360.00. Funding for this project will be allocated from FY18 Elk River Bacteria Reduction Grant. Wagner discussed the technical details of the project.

- **20.907** – Motion by Nelson, second by Goenner to provide partial payment to M. Vandenhul for an Elk River Bacteria Reduction project, ERB-FY18-02. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

Check #7047 for \$360.00 was signed during the meeting.

14. Authorization to Provide Final Payment to Little Elk Lake for an AIS Control project – AIS-FY20-09, for \$500.00 – Larson reviewed the project with the Board. The original grant with Little Elk Lake for management of aquatic invasive species was approved on March 23, 2020. The total grant awarded was for \$2,000.00; 75% (\$1,500.00) was distributed following approval of original contract. Project has been completed and deliverables have been met, Larson requested the final 25% (\$500.00) payment. Funding for this project will be allocated from FY20 AIS – Grants.

- **20.908** – Motion by Nelson, second by Selvog to provide final payment to Little Elk Lake for an AIS control project, AIS-FY20-09. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

Check #7048 for \$500.00 was signed during the meeting.

15. Authorization to Execute Cost Share Contract with Farm Friends Barn for a Native Pollinator Habitat project – 2020-09-01, not to exceed \$1,125.00 – Larson reviewed the project with the Board. The proposed contract with Farm Friends Barn is for a restoration of rare or declining habitat (643) in Section 25, Becker Township. The estimated project cost is \$1,500.00. Larson requested approval of 75% cost share not to exceed \$1,125.00. Funding for this project will be allocated from FY19 Capacity – Nonstructural Cost Share. Wagner and Selvog discussed technical details of the project. Discussion was had.

- **20.909** - Motion by Goenner, second by Nelson to execute contract with Farm Friends Barn for a Native Pollinator Habitat project – 2020-09-01, not to exceed \$1,125.00. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

16. Authorization to Execute Cost Share Contract with National Farmers Organization for an Elk River Bacteria Reduction project – ERB-FY18-04, not to exceed \$10,000.00 – Larson reviewed the project with the Board. The proposed contract with National Farmers Organization (NFO) is for a waste storage facility (313) in Section 1, Clear Lake Township. The estimated project cost is \$16,000.00. Larson requested approval of 75% cost share, not to exceed \$10,000.00. Funding for this project will be allocated from FY18 Elk River Bacteria Reduction Grant. Wagner and Goenner discussed the technical details of the project. Discussion was had.

- **20.910** - Motion by Goenner, second by Selvog to execute contract with National Farmers Organization for an Elk River Bacteria Reduction project – ERB-Fy18-04, not to exceed \$10,000.00. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

17. Authorization for District Manager to execute Cost Share contracts with landowners for TNC Cover Crop Demonstration Project – Larson reviewed the TNC contract deliverables with the Board. Wagner discussed the first year’s proposed projects. The proposed flat rate contracts will be for cover crop demonstration projects (340); totaling at least 150 acres. Staff requested authorization for District Manager to execute contracts for this demonstration project. Funding for this project will be allocated from FY20 TNC - Cargill funds. Discussion was had.

- **20.911** - Motion by Goenner, second by Selvog to authorize District Manager to execute cost share contracts for the TNC Cover Crop demonstration project. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

18. Review 2020 AIS Grant Extensions – Larson discussed the 2020 AIS grant extension requests. Due to the COVID-19 pandemic, MN DNR did not administer their AIS Volunteer program thus delaying the work consistent with the awarded 2020 AIS Volunteer grants. The original contract start and end date has been amended to 9/1/2021 and 12/1/2021, respectively. Activities will be undertaken in 2021 as long as the MN DNR resumes the AIS Volunteer program. Discussion was had.

*Supervisor Goenner left the meeting

19. Authorization to Execute Novation Agreement and Contract Amendment with I & S Group for Consulting Services for the Rum River 1W1P – *(Agenda item moved - discussed after agenda item #7)*

Cibulka provided an update on the consultant situation and discussed the Rum River 1W1P Policy Committee recommendations. Larson distributed the draft amendment. Discussion was had.

- **20.912** - Motion by Selvog, second by Goenner to execute novation agreement and contract amendment with I&S Group, Inc for consulting services for the Rum River 1W1P. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

20. Consider adoption of Telework Policy – The Personnel Committee met prior to the Board meeting to review the draft telework policy. The Committee did not have any changes to report and recommends adopting the policy as presented. Larson noted that the policy has been reviewed by the staff, the County Attorney, the County Human Resource Director, and MCIT. Discussion was had.

- **20.913** - Motion by Nelson, second by Selvog to adopt the Telework Policy as presented. Members voting in favor: Nelson, Selvog, Binsfeld, Saxton. Motion carried.

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

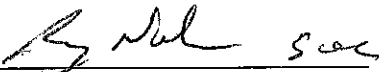
22. Adjournment

- **20.914** – Motion by Nelson, second by Goenner to adjourn the meeting. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

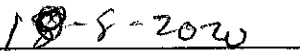
Meeting adjourned at 9:58 a.m.

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