



BOARD MEETING MINUTES
 Regular Meeting

Date: September 13th, 2018
 Location: Elk River USDA Service Center, 14855 Highway 10
 Elk River, MN 55330

Board Members Present

Michael Schroeder
Larry Goenner
Roger Nelson
Jason Selvog*
Kerry Saxton

Staff Present

Francine Larson
Gina Hugo*
Frances Gerde*
Andie Bumgarner*

Others Present

*denotes partial attendance

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Schroeder at 8:00 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

- **18.120** - Motion by Nelson, second by Saxton to approve the agenda with submitted additions. All members voting yes. Motion carried.

5. Secretary's Report – August 16, 2018 Board Meeting Minutes

- **18.121** - Motion by Nelson, second by Goenner to approve the August 16, 2018 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – August 2018 Financial Reports

Nelson read the August 2018 Program Summary Report. Discussion was had.

- **18.122** - Motion by Goenner, second by Nelson to accept the August 2018 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – September 2018 Accounts Payable - Larson distributed the September 2018 Accounts Payable Summary. Check numbers 6595 through 6605 totaling \$7,762.38 were submitted for approval. Discussion was had.

- **18.123** - Motion by Nelson, second by Goenner to approve the September 2018 Accounts Payable as submitted. All members voting yes. Motion carried.

8. Supervisor Committee Reports & Vouchers – No Committee Reports from Goenner, Saxton or Nelson. Schroeder reported attendance at the Metro Conservation District Board meeting. Schroeder noted that he volunteered to serve as the Secretary for the JPB he is also seeking the MACD Co-Director position; elections will take place at the November MACD Meeting. Larson stated that Selvog attended the August Elk River Watershed Association meeting.

- **18.124** - Motion by Nelson, second by Goenner 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 Building discussions. Larson briefly discussed the Elk River Watershed JPA withdrawal procedures. Discussion was had.

- 10. NRCS Activity Report** – No report available. Larson indicated that Gonzalez will be returning to the Elk River Field office on Monday, September 17.
- 11. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Discussion was had.
- 12. Authorization to provide final payment to J Dick for a Stormwater Mitigation Project – CS-FY16-07 for \$5,000.00** - The original contract with Joe Dick for a stormwater mitigation project in Section 23, Palmer Township was approved on July 10, 2018. The total project cost is \$9,521.75 and the contract was approved at 65% cost share for eligible expenses not to exceed \$5,000.00. Funding for this project will be allocated from FY16 Capacity Funds.
- **18.125** - Motion by Nelson, second by Saxton to provide final payment to Joe Dick for a stormwater mitigation project – CS-FY16-07. All members voting yes. Motion carried.
- Check #6594 for \$5,000.00 was signed during the meeting
- 13. Authorization to provide final payment to Big Eagle Lake Improvement Association for AIS Control – AIS-FY18-05 for \$200.00** - The BELIA was awarded an AIS grant in March 2018 for control of curly leaf pond weed. The original grant award was for \$2,000.00. Project had been completed and final 10% (\$200.00) is due to the Association.
- **18.126** - Motion by Goenner, second by Nelson to provide final payment to Big Eagle Lake Improvement Association for completion of the FY18 AIS Control grant – AIS-FY18-05. All members voting yes. Motion carried.
- Check #6590 for \$200.00 was signed during the meeting
- 14. Authorization to provide final payment to Peterson & Peterson, LLP for a Cover Crop Incentive Project – CCI-FY16-09 for \$366.67**- The original contract with Peterson & Peterson, LLP for a cover crop project in Section 32 & 34, Becker Township was approved on August 16, 2018. The plan included four species mix planted over 15 acres. The total project cost is \$366.67 and the contract was approved at \$35/acre, not to exceed \$2,500.00. Funding for this project will be allocated from FY16 - Capacity – Incentives.
- **18.127** - Motion by Nelson, second by Selvog to provide final payment to Peterson & Peterson LLP for a cover crop incentive project – CCI-FY16-09. All members voting yes. Motion carried.
- Check #6591 for \$366.67 was signed during the meeting
- 15. Authorization to provide final payment to J Herzing for a Monarch Habitat Incentive project – MHI-FY17-01 for \$900.00** - The original contract with Jim Herzing for a monarch habitat incentive project in Section 5, Big Lake Township was approved on June 8, 2017. The plan included short dry prairie with monarch specific species mix planted over 1.5 acres. The total project cost is \$2,082.75 and the contract was approved at 75% of the cost of seed not to exceed \$600 per acre on a maximum of 10 acres. Funding for this project will be allocated from FY17 – Monarch Habitat Funds.
- **18.128** - Motion by Goenner, second by Nelson to provide final payment to Jim Herzing for a monarch habitat incentive project – MHI-FY17-01. All members voting yes. Motion carried.
- Check #6592 for \$900.00 was signed during the meeting
- 16. Authorization for Staff Registration and Lodging at the 2018 BWSR Academy** – Larson stated that most of the technical staff have requested attendance at the Academy. Currently Cibulka is the only staff person in need of overnight lodging.
- **18.129** - Motion by Saxton, second by Selvog to approve registration and lodging at the 2018 BWSR Academy. All members voting yes. Motion carried.

Check #6593 for \$250.00 was signed during the meeting

17. Authorization to execute FY19 CWF SWCD Local Capacity Services & Buffer Law Implementation Program Grant Agreement with Board of Water and Soil Resources – Larson reviewed the FY19 Capacity and Buffer grant agreement. Larson stated that the workplans will be similar to the previous year's plans noting that the majority of the funds will be used to towards technical assistance for new projects. Discussion was had.

- **18.130** - Motion by Saxton, second by Selvog to execute FY19 CWF Local Capacity Services & Buffer Law Implementation Program Grant Agreement with BWSR. All members voting yes. Motion carried.

18. Authorization to execute professional service agreement with the City of Big Lake for the Big and Mitchell Subwatershed Analysis Study – Larson stated that the District has funding available to use towards Subwatershed Analysis Studies. These studies can be used as tools for future implementation practices. The City of Big Lake has expressed interest in having a SWA completed for the Big and Mitchell subwatershed. Larson stated that the contract has been reviewed by the County Attorney. Discussion was had.

- **18.131** - Motion by Goenner, second by Selvog to execute professional service agreement with the City of Big Lake for the Big and Mitchel SWA. All members voting yes. Motion carried.

18a. Authorization to execute contract with Peterson River Valley Grains for a Cover Crop Incentive Project – CCI-FY17-03 not to exceed \$2,500.00. – The proposed contract is with Peterson River Valley Grains for a cover crop incentive project in Section 25, Big Lake Township. The plan will include 4 species planted over 80 acres. The total project cost estimate is \$2,800.00. Larson requested approval of \$35/acre for a 4 species cover crop, not to exceed \$2,500.00. Funding for this project will be allocated from CWF17 Capacity - Incentives. Discussion was had.

- **18.132** - Motion by Nelson, second by Goenner to execute contract with Peterson River Valley Grains, Inc. for a cover crop incentive project – CCI-FY17-03, not to exceed \$2,500.00. All members voting yes. Motion carried.

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

20. Adjourn

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

Meeting adjourned at 8:54 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

10-11-18

Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

September-18

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 166,392.07	\$ 6,095.30	\$ 79,803.45	\$ 92,683.92
County Allocation	\$ -	\$ 65,806.50	\$ 33,610.32	\$ 32,196.18
SUBTOTALS	\$ 166,392.07	\$ 71,901.80	\$ 113,413.77	\$ 124,880.10

Program Funds				
BWSR SWCD Capacity Grant FY18	\$ 88,151.78	\$ -	\$ -	\$ 88,151.78
BWSR SWCD Capacity Grant FY17	\$ 42,252.83	\$ -	\$ -	\$ 42,252.83
BWSR SWCD Capacity Grant FY16	\$ 12,276.60	\$ -	\$ 5,366.67	\$ 6,909.93
BWSR Cost Share Base Grant FY19	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY18	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Buffer Initiative FY18	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Conservation Delivery FY18	\$ 0.00	\$ -	\$ -	\$ 0.00
LWM	\$ 3,424.95	\$ 5,418.50	\$ 3,424.97	\$ 5,418.48
NRBG WCA	\$ -	\$ -	\$ -	\$ -
CWF FY2014 - Irrigation Scheduling	\$ (0.00)	\$ -	\$ -	\$ (0.00)
CWF FY2016 - Birch Lake Retrofit	\$ (6,737.48)	\$ -	\$ -	\$ (6,737.48)
CWF FY2018 - ER Bac Reduction Phase	\$ 51,814.70	\$ -	\$ -	\$ 51,814.70
AIS Prevention Aid	\$ 69,136.39	\$ 7,200.00	\$ 6,354.00	\$ 69,982.39
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ -	\$ 1,695.00	\$ -	\$ 1,695.00
SUBTOTALS	\$ 308,254.65	\$ 14,313.50	\$ 15,145.64	\$ 307,422.51

TOTAL FUNDS \$ 432,302.61

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 134,045.94	\$ 71,445.41	\$ 125,134.44	\$ 80,356.91
Savings	\$ 275,933.58	\$ 11,344.92	\$ -	\$ 287,278.50
CD - 74	\$ 47,389.66	\$ -	\$ -	\$ 47,389.66
CD - 51	\$ 17,277.54	\$ -	\$ -	\$ 17,277.54
SUBTOTALS	\$ 474,646.72	\$ 82,790.33	\$ 125,134.44	\$ 432,302.61

TOTAL FUNDS \$ 432,302.61

Treasurer's Signature

R. J. [Signature]

Date

10-10-19

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of September 30, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
						474,646.72
		Klein Checking				134,045.94
09/02/2018	DBT	Office Max	Office Supplies		5.12	134,040.82
09/04/2018	EFT	Elk River Watershed Association (v)	Fiscal Agent - Pass Through Funds		73,000.00	61,040.82
09/04/2018	DBT	MN Arboretum	Training Registration - Pollinator Summit		70.00	60,970.82
09/04/2018	DBT	MN Arboretum	Training Registration - Pollinator Summit		70.00	60,900.82
09/04/2018	DBT	Signs.com	BMP Conservation Signs		284.22	60,616.60
09/04/2018	DBT	Merchant Services	Credit Card Fees		54.99	60,561.61
09/07/2018	DD	Bronder, William M	PR - 8/24/18 - 9/6/18		723.36	59,838.25
09/07/2018	DD	Bumgamer, Andrea L	PR - 8/24/18 - 9/6/18		495.05	59,343.20
09/07/2018	DD	Cibulka, Daniel A	PR - 8/24/18 - 9/6/18		1,745.27	57,597.93
09/07/2018	DD	Gerde, Frances W	PR - 8/24/18 - 9/6/18		1,383.36	56,214.57
09/07/2018	DD	Hugo, Gina M	PR - 8/24/18 - 9/6/18		2,035.32	54,179.25
09/07/2018	DD	Larson, Francine M	PR - 8/24/18 - 9/6/18		1,843.96	52,335.29
09/07/2018	DD	Wagner, Miranda L	PR - 8/24/18 - 9/6/18		1,454.15	50,881.14
09/07/2018	EFT	United States Treasury	Federal - PR 8/24/18 - 9/6/18		3,272.76	47,608.38
09/07/2018	EFT	Minnesota Revenue	State - PR 8/24/18 - 9/6/18		581.00	47,027.38
09/07/2018	EFT	Nationwide Retirement Solutions	Nationwide - PR 8/24/18 - 9/6/18		918.31	46,109.07
09/07/2018	EFT	PERA	PERA - PR 8/24/18 - 9/6/18		1,735.95	44,373.12
09/10/2018	EFT	A M Stewart Properties	Rent		1,185.59	43,187.53
09/10/2018	EFT	Windstream, Inc	Monthly Internet Services		110.53	43,077.00
09/10/2018	DBT	HP Instant Ink	Office Supplies - Monthly Subscription		10.68	43,066.32
09/10/2018			Deposit - Lit	14.76		43,081.08
09/11/2018	EFT	MN PEIP	Insurance - October Premium		1,221.50	41,859.58
09/13/2018	6590	Big Eagle Lake Imp. Assoc.	FY18 - AIS Control Grant		200.00	41,659.58
09/13/2018	6591	Peterson & Peterson	FY16 Capacity - CC Incentive		366.87	41,292.91
09/13/2018	6592	Herzing, Jim	FY17 - Monarch Incentive		900.00	40,392.91
09/13/2018	6593	BWSR	2018 BWSR Academy Registration		250.00	40,142.91
09/13/2018	6594	Dick, Joe	FY16 - Capacity - BMP Cost Share		5,000.00	35,142.91
09/13/2018	6595	Cibulka, Dan	Reimbursed Expenses		76.30	35,066.61
09/13/2018	6596	City of Elk River	Vehicle Maintenance & Fuel		340.96	34,725.65
09/13/2018	6597	Francine Larson	Reimbursed Expenses		62.68	34,662.97
09/13/2018	6598	Hugo, Gina Manea	Reimbursed Expenses		128.08	34,534.89
09/13/2018	6599	Metro Conservation Districts	Computer Software Renewal - ETA		288.66	34,246.23
09/13/2018	6600	Minnesota Forestry Association	Meetings & Training - MFA Field Days		80.00	34,166.23
09/13/2018	6601	MVTL Laboratories, Inc.	MPCA - WPLMN - Lab Expenses		515.70	33,650.53
09/13/2018	6602	NCBERS LIFE INSURANCE	Life Insurance - September Premium		32.00	33,618.53
09/13/2018	6603	RMB Environmental Laboratories, Inc.	AIS - EDRR		1,105.00	32,513.53
09/13/2018	6604	Water Laboratories	Water Monitoring		84.00	32,429.53
09/13/2018	6605	WaterGuards LLC	AIS - Inspection		5,049.00	27,380.53
09/13/2018	DBT	Cub Foods	Meeting Expense - Supplies & Meals		3.99	27,376.54
09/14/2018	DD	Nelson, Roger J	Supervisor PerDiem		90.87	27,285.67
09/14/2018	DD	Saxton, Kerry J	Supervisor PerDiem		76.89	27,208.78
09/14/2018	DD	Schroeder, Michael J	Supervisor PerDiem		146.86	27,061.92
09/14/2018	DD	Selvog, Jason C	Supervisor PerDiem		182.83	26,879.09
09/14/2018	DD	Goenner, Larry	Supervisor PerDiem		95.23	26,783.86
09/14/2018	EFT	United States Treasury	Federal - Supervisor PerDiem		24.56	26,759.30
09/14/2018	EFT	PERA	PERA - Supervisor PerDiem		45.00	26,714.30
09/17/2018			Deposit	205.53		26,919.83
09/17/2018	DBT	Amazon.com	MFA Door Prizes - Passthrough		94.43	26,825.40
09/17/2018	DBT	Kwik Trip	Vehicle Expense - Fuel		10.16	26,815.24
09/17/2018	DBT	Kwik Trip	Field Supplies - Fuel for Equip		2.45	26,812.79
09/17/2018	DBT	Amazon.com	MFA Door Prizes - Passthrough		26.64	26,786.15
09/20/2018	DD	Minnesota Revenue	State - PR 9/7/18 - 9/20/18		572.00	26,214.15
09/20/2018	DBT	MN Arboretum	Training Registration - Pollinator Summit		70.00	26,144.15
09/21/2018	DD	Bronder, William M	PR - 9/7/18 - 9/20/18		598.55	25,545.60
09/21/2018	DD	Bumgamer, Andrea L	PR - 9/7/18 - 9/20/18		495.06	25,050.54
09/21/2018	DD	Cibulka, Daniel A	PR - 9/7/18 - 9/20/18		1,745.28	23,305.26
09/21/2018	DD	Gerde, Frances W	PR - 9/7/18 - 9/20/18		1,383.37	21,921.89
09/21/2018	DD	Hugo, Gina M	PR - 9/7/18 - 9/20/18		2,035.30	19,886.59
09/21/2018	DD	Larson, Francine M	PR - 9/7/18 - 9/20/18		1,843.96	18,042.63
09/21/2018	DD	Wagner, Miranda L	PR - 9/7/18 - 9/20/18		1,454.15	16,588.48
09/21/2018	EFT	United States Treasury	Federal - PR 9/7/18 - 9/20/18		3,227.24	13,361.24
09/21/2018	EFT	Nationwide Retirement Solutions	Nationwide - PR 9/7/18 - 9/20/18		918.31	12,442.93
09/21/2018	EFT	PERA	PERA - PR 9/7/18 - 9/20/18		1,735.95	10,706.98
09/21/2018	EFT	Guardian Insurance	Disability Insurance - October Premium		159.18	10,547.82
09/21/2018	DBT	Mail Quick	Postage Meter - Ink Refill		46.72	10,501.10
09/21/2018	DBT	Holiday	Vehicle Expenses - Fuel		10.13	10,490.97
09/21/2018			Deposit - Misc	0.12		10,491.09
09/23/2018	EFT	AT&T	Computer - Tablets		191.30	10,299.79
09/25/2018	DBT	Government Acquisitions, Inc.	Computer Hardware - Laptops		1,000.00	9,299.79
09/26/2018	DBT	Microsoft Office	Computer Software		7.50	9,292.29
09/26/2018	DBT	Gustavus	Training Registration		120.00	9,172.29
09/26/2018	DBT	Weebly	Monthly Website Expense		14.00	9,158.29
09/26/2018	DBT	Walmart	Other Education Program Expense - Wildlife Festival		26.38	9,131.91
09/26/2018			Deposit - Allocation	71,225.00		80,356.91
		Total Klein Checking		71,445.41	125,134.44	80,356.91
		Money Market - Klein				275,933.58
09/04/2018			Deposit - WCA	200.00		276,133.58
09/06/2018			Deposit - MCD	2,200.00		278,333.58
09/06/2018			Deposit - TT	50.00		278,383.58

Account QuickReport

As of September 30, 2018

10/01/18

Cash Basis

Date	Num	Name	Memo	Debit	Credit	Balance
09/10/2018			Deposit - TT	100.00		278.48
09/10/2018			Deposit - AIS	7,200.00		285,683.58
09/17/2018			Deposit - TT	150.00		285,833.58
09/24/2018			Deposit - TT	1,395.00		287,228.58
09/28/2018			Interest	49.92		287,278.50
		Total Money Market - Klein		11,344.92	0.00	287,278.50
		CD - 7718951 - 12mo				17,277.54
		Total CD - 7718951 - 12mo				17,277.54
		CD - 7726074 - 60mo				47,389.66
		Total CD - 7726074 - 60mo				47,389.66
		Total Cash		82,790.33	125,134.44	432,302.61
TOTAL				82,790.33	125,134.44	432,302.61