



**Sherburne  
SWCD**

**AGENDA**

**Sherburne Soil & Water Conservation District Board of Supervisors Meeting**

**425 Jackson Ave NW, Elk River, MN 55330**

**Remote Access Available**

**Thursday, December 9, 2021 – 8:30 am**

**7:45 Workshop – Personnel Committee will meet with District Manager to review staff performance evaluations. Committee will then meet with staff to discuss District Manager Performance Evaluation.**

**Regular Business Meeting**

- 8:30 1. Call to Order
- 2. Pledge of Allegiance
- 3. Open Forum – *Comments are limited to five minutes*
- 4. Approval of Consent Agenda *Action*  
*To be adopted under one motion unless a request is made to move an item to Regular Agenda for discussion*
  - Approval of November 18, 2021 Board Meeting Minutes
  - Authorization to provide final Payment to City of Big Lake for FY21 AIS Control Grant, AIS-FY21-12, \$262.50
  - Authorization to provide final payment to Big Eagle Lake Improvement Association for a FY20 AIS Volunteer Grant, AIS-FY20-12 for \$206.25
  - Authorization to provide final payment to Ann Lake Improvement Club for FY20 AIS Volunteer Grant, AIS-Fy20-13 for \$206.25
  - Authorization to provide final payment to J Audet for a Raingarden project, #2021-06-03 for \$806.75
  - Authorization to provide final payment to J Wanner for a Streambank Stabilization project. #2021-05-01 for \$2,964.72
  - Authorization to provide final payment to A Dierks for a Lawns to Legumes project, #L2L-2021-09-01 for \$249.64
  - Authorization to provide final payment to T Nitz for a Well Sealing project, FY21-WS-08 for \$680.13
  - Authorization to amend G Bendtsen, #2021-06-02 for a Rain Garden project - *extend installation date to 12/31/2022.*
- 8:35 5. Approval of Regular Agenda - *(Additions/Corrections/Deletions)* *Action*
- 6. Treasurer’s Report – November 2021 Financial Report *Action*
- 7. Treasurer’s Report – December 2021 Accounts Payable *(report presented at meeting)* *Action*
- 8:40 8. Supervisor Committee Reports & Vouchers *Action*
- 8:50 9. District Manager Report *Information*
- 9:00 10. NRCS Activity Report *Information*
- 9:10 11. District Staff Monthly Reports *Information*
- 9:20 Old Business - None
- 9:21 New Business
  - 12. Consider Personnel Committee Recommendations *(report presented at meeting)*
  - 13. District Manager Performance Evaluation *Action*
  - 14. Consider SWCD Supervisor Per Diem Rate *Action*

15. Establish 2022 Board Meeting Schedule

Action

9:40 16. Upcoming Meetings and Events

Information

- December 9, 2021 Sherburne Soil & Water Conservation District Board Meeting  
425 Jackson Ave NW, Elk River, MN – 8:30 a.m.
- December 12-14, 2021 MASWCD Annual Convention – *Registration Required (Goenner, Saxton, Binsfeld)*  
Bloomington
- December 20, 2021 AIS Committee Meeting - *Binsfeld (Alternate Selvog)*  
Elk River Library or virtual – 5:30 – 7:30
- January 13, 2022 Sherburne Soil & Water Conservation District Board Meeting  
425 Jackson Ave NW, Elk River, MN – 8:30 a.m.

9:45 17. Adjourn

Action

**Mission Statement**

*The Sherburne Soil & Water Conservation District (SWCD) is dedicated to working directly with landowners and agencies in order to promote the wise and sustainable use of our land and water related resources; to educate and inform the public about these uses; to help solve the resource problems within the District and to serve as a county wide natural resource information and referral center.*

Notes to Agenda

Consent Agenda:

**Authorization to provide final Payment to City of Big Lake for FY21 AIS Control Grant, AIS-FY21-12, \$262.50** - The original grant with City of Big Lake for AIS Control grant was approved on March 11, 2021. The total project cost is \$9,998.00, total grant awarded was \$1,050.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY21 AIS – Mini grant program.

**Authorization to provide final payment to Big Eagle Lake Improvement Association for a FY20 AIS Volunteer Grant, AIS-FY20-12 for \$206.25** - The original grant with Big Eagle Lake Improvement Association (BELIA) for AIS Volunteer grant was approved on March 12, 2020 and extended to December 1, 2021. The total project cost is \$825.00, total grant awarded was \$825.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY20 AIS – Mini grant program.

**Authorization to provide final payment to Ann Lake Improvement Club for FY20 AIS Volunteer Grant, AIS-Fy20-13 for \$206.25** - The original grant with Ann Lake Improvement Club (ALIC) for AIS Volunteer grant was approved on March 12, 2020 and extended to December 1, 2021. The total project cost is \$825.00, total grant awarded was \$825.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY20 AIS – Mini grant program.

**Authorization to provide final payment to J Audet for a Raingarden project, #2021-06-03 for \$806.75** – The original contract with Jonathan Audet for a raingarden project was approved on June 10, 2021. The total project cost is \$1,241.16, and the project was approved at 65% cost share, not to exceed \$1,318.42. total cost share amount is \$806.75. Funding for this project will be allocated from the FY20 State Cost Share and FY20 Local Capacity.

**Authorization to provide final payment to J Wanner for a Streambank Stabilization project. #2021-05-01 for \$2,964.72**– The original contract with Joel Wanner for a Streambank Stabilization project was approved on May 13, 2021. The total project cost is \$6,487.12, and the project was approved at 65% cost share, not to exceed \$5,000.00. Total cost share amount is \$2,964.72. Funding for this project will be allocated from the FY20 State Cost Share.

**Authorization to provide final payment to A Dierks for a Lawns to Legumes project, #L21-2021-09-01 for \$249.64** – The original contract with Anna Dierks for a Lawns to Legumes project was approved on September 9, 2021. The total project cost is \$417.64, and the project was approved at 90% cost share, not to exceed \$270.00. Total cost share amount is \$249.64. Funding for this project will be allocated from the FY21 Lawns to Legumes grant.

**Authorization to provide final payment to T Nitz for a Well Sealing project, FY21-WS-08 for \$680.13** – The original contract with Tom Nitz for a Well Sealing was approved on September 30, 2021. The total project cost is \$1,360.25, and the project was approved at 50% cost share, not to exceed \$1,000.00. Funding for this project will be allocated from the FY20 Local Capacity – Structural Fund.

**Authorization to amend G Bendtsen, #2021-06-02 for a Rain Garden project** – The original contract with Gregg Bendtsen for a raingarden project was approved on June 10, 2021. Due to unforeseen construction changes the project completion date will need to be extended into 2022. The amendment will extend the install date to 12/31/2022.

Old Business: None

New business

12. **Consider Personnel Committee Recommendations** – The Personnel Committee will meet prior to the Board meeting to discuss staff performance evaluations, health insurance stipend and mileage rates. The recommendations will be shared during the Board Meeting.

13. **District Manager Performance Evaluation** – Based on a suggestion from the previous year, the Personnel Committee will meet with staff prior to the Board Meeting without the District Manager present. Staff will have an opportunity to provide comments to the Committee for consideration during the evaluation.
14. **Consider SWCD Supervisor Per Diem Rate** – This item was originally presented to the Board in August. Discussion was had and a motion was made and approved to keep the SWCD's current Per Diem rate of \$75.00 for the rest of 2021. It was suggested to re-evaluate this item at the December Board meeting. Legislation approved an increase to SWCD Supervisor Per Diem maximum rate. Beginning August 1, 2021, the maximum rate per diem is \$125.00. Discussion amongst the Managers group have occurred. Some Districts are increasing their per diems to \$125.00, others are adding the words "up to \$125.00." Many Districts are considering different rates for virtual meetings vs in person meetings. The Budget Committee anticipated an increase in the SWCD Supervisor Per Diem rate and set the amount to \$15,000.00 (2 meetings per month per Supervisor at \$125). 2021 budget was set at 9k (2 mtgs per month per Supervisor at \$75)
15. **Establish 2022 Board Meeting Schedule** – Included is the proposed 2022 Board Meeting Schedule. Keeping with the second Thursday of the month.