



BOARD MEETING MINUTES

Regular Meeting

Date: April 14th, 2016

Location: Elk River USDA Service Center, 14855 Highway 10
Elk River, MN 55330

Board Members Present

Jason Selvog
Douglas Hipsag
Shane Berg
Larry Goenner
Roger Nelson

*denotes partial attendance

Staff Present

Francine Larson
Andie Bumgarner*
Gina Hugo*
Bill Bronder*

Others Present

Mary Monte, NRCS District
Conservationist
Samuel Edwards*, MN GreenCorps
Kenzie Phelps*, Briggs Lake Chain
Association Member

Regular Agenda

1. CLOSED SESSION

2. Call to Order

Meeting was called to order by Chair Selvog at 8:30 a.m. A quorum was present.

3. Pledge of Allegiance

Selvog led the Board of Supervisors in the Pledge of Allegiance.

4. Open Forum

There were no comments from the audience.

5. Approval of Agenda

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

6. Secretary's Report – March 11, 2016 Board Meeting Minutes

- Motion by Goenner, second by Nelson to approve the March 11, 2016 Board Meeting Minutes as presented. All members voting yes. Motion carried.

7. Treasurer's Report – March 2016 Program Summary & Transaction Report

Goenner read the March 2016 Program Summary Report. Discussion was had.

- Motion by Nelson, second by Hipsag to accept the March 2016 Financial Report as submitted, subject to audit. All members voting yes. Motion carried.

8. Treasurer's Report – Accounts Payable & Supervisor Vouchers

Supervisor's submitted monthly vouchers for approval. Larson distributed the April 2016 Accounts Payable Summary. Check numbers 6033 through 6051 totaling \$16,208.83 were submitted for approval. Discussion was had.

- Motion by Goenner, second by Nelson to approve the April 2016 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.

9. NRCS Activity Report – Monte distributed her activities report. She updated the board on her monthly activities, NRCS program updates, technical assistance and meeting & training attendance. Report available upon request.

10. District Staff Monthly Reports – Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Larson distributed the annual highlights brochure. Discussion was had.

11. 2016 SWCD Poster Contest Summary & Results – Larson reviewed the poster contest summary and results. Larson noted that the first year of the poster contest was a success and staff plan to expand upon it in future years. Larson announced the 2016 Poster Contest Results: 1st Place (\$100) - Emma Cira,

Meadowvale Elementary, 2nd Place (\$75) – Kaelyn Diehl, Twin Lakes Elementary, 3rd Place (\$50) – Gavin Kivisto, North Elementary, 4th Place (\$25)– Alex Deeg, Meadowvale Elementary, Teacher Award (\$100) – Tim Evenson, Meadowvale Elementary. Larson noted that staff will be presenting the students and teacher with their awards on Monday, April 18th, 2016.

- Motion by Nelson, second by Berg accept the results of the 2016 poster contest and approve monetary awards as discussed. All members voting yes. Motion carried.

12. Consideration of Lake Improvement District (LID) Support – Kenzie Phelps, Briggs Lake Chain Association presented information on the purposed Lake Improvement District. Phelps requested a letter of support from the SWCD Board. Phelps exited the meeting. Discussion was had.

- A motion by Nelson to send a letter to the County Board stating the SWCD will not take a position on the LID. Motion died for lack of second.
- A Substitute motion by Berg, Second by Goenner to submit a letter of support for the formation of the BLCA – 3 Lake, Lake Improvement District. Berg and Goenner voting yes, Selvog, Hipsag, and Nelson opposed. Motion failed.

13. Authorization to Execute Contract for Services with MN Land Trust – Larson reviewed the contract for Services and Professional Outreach Services Agreement between Sherburne SWCD and the Minnesota Land Trust. Larson noted that the District will receive a one-time payment of \$2,500 for completion of Deliverable #1 as outlined in the contract for services. Discussion was had.

- Motion by Goenner, second by Berg to execute the contract with MN Land Trust for professional outreach services, not to exceed \$2,500. All members voting yes. Motion carried.

14. Authorization to Submit Bi-Annual Budget Request to the Board of Water and Soil Resources – Larson reviewed the Bi-Annual Budget report for FY18-19. Discussion was had.

- Motion by Goenner, second by Berg to approve submittal of the Bi-Annual Budget Request to the Board of Water and Soil Resources. All members voting yes. Motion carried.

15. Authorization to Execute Contract with Katherine Grimm-Nelson for Shoreline Restoration project – FY15-16-03 – Larson reviewed the proposed contract with Katherine Grimm-Nelson for a Shoreline Restoration project in Section 31, Orrock Township. The total project cost estimate is \$3,003.40. Larson requested approval of 65%, not to exceed \$1,952.21. Larson noted that funding for this project will be allocated from both the FY15 and FY16 State Cost Share Funds.

- Motion by Hipsag, second by Goenner to approve cost share contract FY15-16-03 with Katherine Grimm-Nelson for a Shoreline Restoration project at 65%, not to exceed \$1,952.21. All members voting yes. Motion carried.

16. Authorization to Execute Contract with Duane & Allen Peterson for Cover Crop Incentive Program – CCI-FY16-01 – Larson reviewed the proposed contract with Duane & Allen Peterson for a Cover Crop Incentive project in Section 33, Becker Township. The cover crop practice will include 3 species over 75 acres. The total project cost estimate is \$3,000. Larson requested approval of \$40/acre for a three species cover crop, not to exceed \$3,000. Larson noted that funding for this project will be allocated from FY16 SWCD Capacity Funds.

- Motion by Hipsag, second by Goenner to approve contract CCI-FY16-01 with Duane & Allen Peterson for Cover Crop Incentive project at \$40/acre for a three species cover crop, not to exceed \$3,000. All members voting yes. Motion carried.

17. Authorization to Execute Contract with Gray Potato Farm for Cover Crop Incentive Program – CCI-FY16-02 – Larson reviewed the proposed contract with Gray Potato Farm for a Cover Crop Incentive project in Section 18, Clear Lake Township. The cover crop practice will include 3 species over 80 acres. The total project cost estimate is \$3,400. Larson requested approval of \$40/acre for a three species cover crop, not to exceed \$3,000. Larson noted that funding for this project will be allocated from FY16 SWCD Capacity Funds.

- Motion by Nelson, second by Hipsag to approve contract CCI-FY16-02 with Gray Potato Farm for Cover Crop Incentive project at \$40/acre for a three species cover crop, not to exceed \$3,000. All members voting yes. Motion carried.

18. Authorization to Execute Contract with Harlan & Jackie Kartak for Native Prairie Incentive Program – NPI-FY16-01 – Larson reviewed the proposed contract with Harlan & Jackie Kartak for a Native Prairie Incentive project in Section 1, Becker Township. The native prairie practice includes short/dry prairie type over 6.6 acres. The total project cost estimate is \$3,960.00. Larson requested approval of 75% of the cost of seed, not to exceed \$600/ac on a maximum of 10 acres per property. Larson noted that funding for this project will be allocated from FY16 SWCD Capacity Funds.

- Motion by Nelson, second by Hipsag to approve contract NPI-FY16-01 with Harlan & Jackie Kartak for Native Prairie Incentive project at 75% of the cost of seed, not to exceed \$600/ac on a maximum of 10 acres per property. All members voting yes. Motion carried.

18a. Authorization to Execute Contract with Lawrence Pattee for a Well Sealing Project – CWF14-WS-04 - Larson reviewed the proposed contact with Lawrence Pattee for a Well Sealing in Section 24, Big Lake. The total project cost estimate is \$800.00. Larson requested approval of 50% cost share, not to exceed \$1,000.00. Larson noted that funding for this project will be allocated from the CWF2014 Well Sealing Grant.

- Motion by Nelson, second by Goenner to approve cost share contract CWF14-WS-04 with Lawrence Pattee for a Well Sealing project at 50%, not to exceed \$1,000.00. All members voting yes. Motion carried.

18b. Authorization to Execute Contract with Cindy Jacob for a Well Sealing Project – CWF14-WS-05 - Larson reviewed the proposed contact with Cindy Jacob for a Well Sealing in Section 18, Zimmerman. The total project cost estimate is \$459.00. Larson requested approval of 50% cost share, not to exceed \$1,000.00. Larson noted that funding for this project will be allocated from the CWF2014 Well Sealing Grant.

- Motion by Nelson, second by Berg to approve cost share contract CWF14-WS-05 with Cindy Jacobs for a Well Sealing project at 50%, not to exceed \$1,000.00. All members voting yes. Motion carried.

18c. Authorization to Execute Contract with Kathryn Schwarz for a Well Sealing Project – CWF14-WS-06 - Larson reviewed the proposed contact with Kathryn Schwarz for a Well Sealing in Section 27, Clear Lake. The total project cost estimate is \$395.00. Larson requested approval of 50% cost share, not to exceed \$1,000.00. Larson noted that funding for this project will be allocated from the CWF2014 Well Sealing Grant.

- Motion by Nelson, second by Berg to approve cost share contract CWF14-WS-06 with Kathryn Schwarz for a Well Sealing project at 50%, not to exceed \$1,000.00. All members voting yes. Motion carried.

18d. Authorization to Execute Contract with Imholte Farms for Cover Crop Incentive Program – CCI-FY16-03 – Larson reviewed the proposed contract with Imholte Farms for a Cover Crop Incentive project in Section 31, Palmer Township. The cover crop practice will include 2 species over 100 acres. The total project cost estimate is \$3,000. Larson requested approval of \$30/acre for a two species cover crop, not to exceed \$3,000. Larson noted that funding for this project will be allocated from FY16 SWCD Capacity Funds.

- Motion by Nelson, second by Berg to approve contract CCI-FY16-03 with Imholte Farms for Cover Crop Incentive project at \$30/acre for a two species cover crop, not to exceed \$3,000. All members voting yes. Motion carried.

18e. Authorization to submit Letter of Support for Great River Greening NFWF Monarch Project – Selvog reviewed the letter of support. Discussion was had.

- Motion by Goenner, second by Hipsag to approve submittal of a Letter of Support for the Great River Greening NFWF Monarch Project. All members voting yes. Motion carried.

18f. **MASWCD 2016 Call for Resolutions** – Chair Selvog asked the members of the Board for resolution proposals. Discussion was had. No resolutions were presented. Goenner suggested tabling the agenda item until the May meeting giving the Supervisors more time to consider potential ideas. Larson noted that the MACD Area 4 Summer meeting is scheduled for June 27th.

- Motion by Goenner, second by Nelson to table MASWCD Call for Resolutions. All members voting yes. Motion carried.

19. **District Manager's Report** – Larson reviewed her submitted monthly report providing an update on the office space/building. Discussion was had regarding hiring a commercial broker/real-estate agent to represent the Districts best interest.

Larson reported meeting with Chris Lord, Anoka Conservation District and Randy Anhorn, Hennepin County regarding a shared Farm Bill Biologist. Hennepin noted that they would not be able to come up with their share of the funding this fiscal year, however they would be interested in discussing the position next year. Lord and Larson will meet with Isanti to propose the shared position.

Larson reported that NACD is hosting a national conservation forum and tour in MN. Tour stops in Sherburne, Stearns & Wright County are being considered.

Larson reported that the MAWQCP grant has been closed out. To-date the District has received eight applications, one landowner has been certified. Larson noted that additional time spent on the program can be reimbursed through the Metro Conservation District funds.

Larson stated that the Personnel Committee offered Daniel Cibulka the Water Resource Specialist position. Dan shall serve a six month probationary period. If performance and conduct are deemed satisfactory by the District Manager, he will be eligible for an increase to Grade 13, Step 4. Cibulka will start on May 2nd.

20. **Supervisor Committee Reports** – Nelson, Hipsag and Goenner reported attendance at the MAWQCP Farmer Open House. Goenner and Nelson attended scheduled interviews for the Water Resource Specialist position. Goenner and Berg reported attendance at the MACD Area 4 Spring Meeting. Selvog provided an update on the Elk River Watershed Association, JPB planning and visioning efforts. Discussion was had.

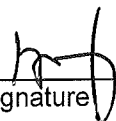
21. **Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules.

22. **Adjourn**

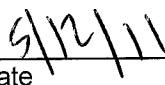
- Motion by Nelson, second by Hipsag to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 11:00 a.m.

Respectfully submitted by
Shane Berg, Secretary



Signature



Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

April-16

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 247,758.23	\$ 20,038.33	\$ 9,171.88	\$ 258,624.68
County Allocation	\$ 0.00	\$ 64,201.50	\$ 25,387.59	\$ 38,813.91
SUBTOTALS	\$ 247,758.23	\$ 84,239.83	\$ 34,559.47	\$ 297,438.59

Program Funds				
BWSR SWCD Capacity Grant FY16	\$ 93,558.96	\$ -	\$ 12,854.09	\$ 80,704.87
BWSR Cost Share Base Grant FY16	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY15	\$ 2,490.02	\$ -	\$ -	\$ 2,490.02
BWSR Buffer Initiative FY16	\$ 10,000.00	\$ -	\$ 3,110.07	\$ 6,889.93
BWSR Conservation Delivery FY16	\$ 14,423.34	\$ -	\$ -	\$ 14,423.34
LWM	\$ 8,281.36	\$ 5,418.50	\$ -	\$ 13,699.86
NRBG WCA	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
CWF FY2013 - St. Cloud	\$ (4,688.86)	\$ -	\$ -	\$ (4,688.86)
CWF FY2014 - Irrigation Scheduling	\$ 4,926.50	\$ -	\$ 332.02	\$ 4,594.48
CWF FY2014 - Well Sealing	\$ 6,277.00	\$ -	\$ -	\$ 6,277.00
CWF FY2014 - ER Bacteria Reduction	\$ 2,587.88	\$ -	\$ -	\$ 2,587.88
CWF FY2014 - Briggs Chain Partnership	\$ 4,479.42	\$ -	\$ -	\$ 4,479.42
CWF FY2016 - Birch Lake Retrofit	\$ 35,003.00	\$ -	\$ -	\$ 35,003.00
MDA Sustainable Ag Demo FY2014-16	\$ 4,484.87	\$ -	\$ -	\$ 4,484.87
MDA Nitrate Testing FY2015	\$ -	\$ 2,868.11	\$ 2,868.11	\$ -
MDA MAWQCP FY16	\$ 5,660.11	\$ -	\$ 5,660.11	\$ -
FY2015 AIS Prevention Aid	\$ 70,278.99	\$ -	\$ 7,309.40	\$ 62,969.59
FY2016 AIS Prevention Aid	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 268,255.59	\$ 8,286.61	\$ 32,133.80	\$ 244,408.40

TOTAL FUNDS \$ 541,846.99

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 326,859.65	\$ 73,977.77	\$ 48,424.47	\$ 352,412.95
Savings	\$ 126,496.68	\$ 279.87	\$ -	\$ 126,776.55
CD - 74 - Equipment Storage	\$ 45,483.30	\$ -	\$ -	\$ 45,483.30
CD - 52 - WB HCSA	\$ 17,174.19	\$ -	\$ -	\$ 17,174.19
SUBTOTALS	\$ 516,013.82	\$ 74,257.64	\$ 48,424.47	\$ 541,846.99

TOTAL FUNDS \$ 541,846.99

Treasurer's Signature



Date

5-12-16