SHERBURNE
SOIL & WATER
CONSERVATION DISTRICT
1944

BOARD MEETING MINUTES
Regular Meeting

Date: May 12th, 2016
Location: Elk River USDA Service Center, 14855 Highway 10
Elk River, MN 55330

Board Members Present	Staff Present	Others Present
Jason Selvog	Francine Larson	Mary Monte, NRCS District Conservationist
Douglas Hipsag	Andie Bumgarner*	
Shane Berg	Frances Gerde*	
Larry Goenner	Bill Bronder*	
Roger Nelson		

*denotes partial attendance

Regular Agenda

1. **Call to Order**
   Meeting was called to order by Chair Selvog at 8:30 a.m. A quorum was present.
2. **Pledge of Allegiance**
   Selvog led the Board of Supervisors in the Pledge of Allegiance.
3. **Open Forum**
   There were no comments from the audience.
4. **Approval of Agenda**
   - Motion by Nelson, second by Goenner to approve the agenda with submitted additions. All members voting yes. Motion carried.
5. **Secretary's Report – April 14, 2016 Board Meeting Minutes – Closed Session**
   - Motion by Goenner, second by Berg to approve the April 14, 2016 Closed Session - Board Meeting Minutes as presented. All members voting yes. Motion carried.
6. **Secretary's Report – April 14, 2016 Board Meeting Minutes**
   - Motion by Goenner, second by Nelson to approve the April 14, 2016 Board Meeting Minutes as presented. All members voting yes. Motion carried.
7. **Treasurer's Report – April 2016 Program Summary & Transaction Report**
   Goenner read the April 2016 Program Summary Report. Discussion was had.
   - Motion by Goenner, second by Nelson to accept the April 2016 Financial Report as submitted, subject to audit. All members voting yes. Motion carried.
8. **Treasurer's Report – Quarterly Financial Update**
   Larson reviewed the quarterly budget vs. actual report. Discussion was had.
9. **Treasurer's Report – Accounts Payable & Supervisor Vouchers**
   Supervisor's submitted monthly vouchers for approval. Larson distributed the May 2016 Accounts Payable Summary. Check numbers 6059 through 6076 totaling $37,638.22 were submitted for approval. Discussion was had.
   - Motion by Goenner, second by Nelson to approve the May 2016 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.
10. **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.

11. **District Staff Monthly Reports –** Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Larson presented a video/slideshow created by Bumgarner highlighting the 2016 poster contest and winners. The video is posted on the District website and Facebook page. Discussion was had.

12. **MASWCD 2016 Call for Resolutions – Tabled from April 14, 2016**

    - Motion by Nelson, second by Berg to take the MASWCD 2016 Call for Resolutions from the table. All members voting yes. Motion carried.

    Chair Selvog asked the members of the Board for Resolution proposals. No Resolutions were submitted.

13. **Authorization to Provide Final Payment to Lawrence Pattee for Well Sealing – CWF14-WS-04 -** Larson reviewed the contract with Lawrence Pattee for a Well Sealing in Section 24, Big Lake. The original project estimate was $800.00 and a contract was approved at 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. The final project cost was $800.00.

    - Motion by Nelson, second by Berg to provide final payment to Lawrence Pattee for a Well Sealing project – CWF14-WS-04 at $400.00 (50%). All members voting yes. Motion carried.

      Check # 6058 was signed during the meeting

14. **Authorization to Provide Final Payment to Cindy Jacob for Well Sealing – CWF14-WS-05 -** Larson reviewed the contract with Lawrence Pattee for a Well Sealing in Section 18, Zimmerman. The original project estimate was $459.00 and a contract was approved at 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. The final project cost was $459.00.

    - Motion by Nelson, second by Berg to provide final payment to Cindy Jacob for a Well Sealing project – CWF14-WS-05 at $229.50 (50%). All members voting yes. Motion carried.

      Check # 6057 was signed during the meeting

14a. **Authorization to Execute FY2016 Research Agreement with U of M Sand Plain Research Farm for the Sherburne Community Gravel Bed** - Larson reviewed the agreement from the U of M Sand Plain Research Farm for the Sherburne Community Gravel Bed. The SWCD will be responsible for the $500.00 plot fee. The agreement expires on December 31, 2016.

    - Motion by Goenner, second by Berg to execute the FY2016 Research Agreement for the Sherburne Community Gravel Bed with the U of M Sand Plain Research Farm. All members voting yes. Motion carried.

15. **Elk River Watershed Vision –** Selvog and Larson reviewed the Elk River Watershed vision and mission statement. Discussion was had.

    - Motion by Goenner, second by Hipsag to support the Elk River Watershed vision and mission statement as presented. All members voting yes. Motion carried.

16. **District Manager's Report –** Larson reviewed her submitted monthly report providing an update on the office space/building. Discussion was had regarding the Sherburne County Government Center Expansion project and potential space options within the Government Center.

    Larson updated the Board on the PF Biologist shared position. Larson reported that Anoka, Isanti and Sherburne Districts plan to apply for a Farm Bill Assistance Partnership Grant. Larson requested $7,500.00 from Sherburne SWCD to be used as a local match for the partnership grant. Discussion was had.

    - Motion by Goenner, second by Nelson to authorize submittal of the Farm Bill Assistance Partnership Grant and designation of $7,500.00 for grant match. All members voting yes. Motion carried.

    Larson reported that NACD is hosting a national conservation forum and tour in MN. Tour stops in Sherburne, Stearns & Wright County are being considered. The Sand Plain Research Farm in Becker and the Sherburne History Center have been selected as potential tour stops.

17. **Supervisor Committee Reports –** Hipsag reported attendance at the Plant Materials Learning Center Board Meeting and the Water Plan Meeting. Selvog reported attendance at the Elk River Watershed Association meeting. No Committee reports from Goenner, Berg and Nelson.

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

19. **Adjourn**

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

Meeting adjourned at 9:58 a.m.

Respectfully submitted by
Shane Berg, Secretary

Signature

6/9/16
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD
May-16
PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	$ 266,655.48	$ 19,006.59	$ 24,549.40	$ 261,112.67
County Allocation	$ 38,813.91	$ -	$ 29,299.86	$ 9,514.05
SUBTOTALS	**$ 305,469.39**	**$ 19,006.59**	**$ 53,849.26**	**$ 270,626.72**
Program Funds				
BWSR SWCD Capacity Grant FY16	$ 80,704.87	$ -	$ 11,029.92	$ 69,674.95
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	$ 6,889.93	$ -	$ -	$ 6,889.93
BWSR Conservation Delivery FY16	$ 10,817.51	$ -	$ 3,605.83	$ 7,211.68
LWM	$ 10,274.89	$ -	$ 3,424.97	$ 6,849.92
NRBG WCA	$ 2,000.00	$ -	$ 1,000.00	$ 1,000.00
CWF FY2013 - St. Cloud	$ (4,688.86)	$ -	$ -	$ (4,688.86)
CWF FY2014 - Irrigation Scheduling	$ 4,594.48	$ 60,160.00	$ -	$ 64,754.48
CWF FY2014 - Well Sealing	$ 6,277.00	$ -	$ 629.50	$ 5,647.50
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 MAWQCP FY16	$ -	$ -	$ -	$ -
FY2015 AIS Prevention Aid	$ 62,969.59	$ -	$ 5,504.94	$ 57,464.65
FY2016 AIS Prevention Aid	$ -	$ -	$ -	$ -
SUBTOTALS	**$ 236,377.60**	**$ 60,160.00**	**$ 25,195.16**	**$ 271,342.44**

TOTAL FUNDS $ 541,969.16

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	$ 352,412.95	$ 65,416.04	$ 71,013.62	$ 346,815.37
Savings	$ 126,776.55	$ 5,719.75	$ -	$ 132,496.30
CD - 74 - Equipment Storage	$ 45,483.30	$ -	$ -	$ 45,483.30
CD - 52 - WB HCSA	$ 17,174.19	$ -	$ -	$ 17,174.19
SUBTOTALS	**$ 541,846.99**	**$ 71,135.79**	**$ 71,013.62**	**$ 541,969.16**

TOTAL FUNDS $ 541,969.16

Treasurer's Signature Gary Hoemme Date 5-9-16

SHERBURNE SOIL & WATER CONSERVATION
Account QuickReport
As of May 31, 2016

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						541,846.99
Klein Checking						352,412.95
05/02/2016			Deposit - Trees	37.41		352,450.36
05/04/2016	DBT	Arbor Day Foundation	County Forestry Supplies		76.71	352,373.65
05/05/2016			Deposit - Irrigation Grant	60,160.00		412,533.65
05/06/2016	DD	Bumgarner, Andrea L	PR - 4/22/16 - 5/5/16		478.68	412,054.97
05/06/2016	DD	Cibulka, Daniel A	PR - 4/22/16 - 5/5/16		822.17	411,232.80
05/06/2016	DD	Gerde, Frances W	PR - 4/22/16 - 5/5/16		1,281.69	409,951.11
05/06/2016	DD	Hugo, Gina M	PR - 4/22/16 - 5/5/16		1,918.08	408,033.03
05/06/2016	DD	Larson, Francine M	PR - 4/22/16 - 5/5/16		1,691.15	406,341.88
05/06/2016	DD	Bronder, William M	PR - 4/22/16 - 5/5/16		1,337.45	405,004.43
05/06/2016	EFT	United States Treasury	Federal - PR 4/22/16 - 5/5/16		2,826.80	402,177.63
05/06/2016	EFT	Minnesota Revenue	State - PR 4/22/16 - 5/5/16		456.00	401,721.63
05/06/2016	EFT	PERA	PERA - PR 4/22/16 - 5/5/16		1,502.00	400,219.63
05/06/2016	EFT	Nationwide Retirement Soluti...	Nationwide - PR 4/22/16 - 5/5/16		998.30	399,221.33
05/06/2016	DBT	Menards	Other Education - Cub Scout Planting		9.38	399,211.95
05/09/2016	DBT	Forestry Suppliers, Inc.	Field Supplies		106.19	399,105.76
05/09/2016			Deposit - Trees	556.83		399,662.59
05/10/2016	EFT	A M Stewart Properties	Rent		1,185.59	398,477.00
05/10/2016	EFT	Windstream, Inc	Internet		101.44	398,375.56
05/11/2016	DBT	True Value	County Forestry Supplies		5.33	398,370.23
05/11/2016			Deposit - MNT	400.78		398,771.01
05/12/2016	6057	Jacob, Cindy	FY14 - BWSR - Well Sealing		229.50	398,541.51
05/12/2016	6058	Pattee, Lawrence	FY14 - BWSR - Well Sealing		400.00	398,141.51
05/12/2016	6059	Bailey Nurseries, Inc.	FY16 - Capacity - Forestry		7,397.08	390,744.43
05/12/2016	6060	Bumgarner, Andrea	Reimbursed Expense		11.76	390,732.67
05/12/2016	6061	Central Landscape Supplies	FY16 - Capacity - Forestry		1,076.65	389,656.02
05/12/2016	6062	City of Elk River	Vehicle Maintenance - #971		474.36	389,181.66
05/12/2016	6063	Cross Nurseries, Inc	FY16 - Capacity - Forestry		1,785.77	387,395.89
05/12/2016	6064	Elk River Printing	FY16 - Capacity - Forestry		578.40	386,817.49
05/12/2016	6065	Francine Larson	Reimbursed Expenses		23.68	386,793.81
05/12/2016	6066	Gerde, Frances	Reimbursed Expenses		158.76	386,635.05
05/12/2016	6067	Hugo, Gina Manea	Reimbursed Expenses		110.70	386,524.35
05/12/2016	6068	MN State Forest Nursery	FY16 Tree Program Expense		4,680.00	381,844.35
05/12/2016	6069	MVTL Laboratories, Inc.	MPCA - WPLMN		225.90	381,618.45
05/12/2016	6070	Norm's Farm Market	FY16 - Capacity - Forestry		15.00	381,603.45
05/12/2016	6071	Reserve Account 43980598	Postage Meter Refill		500.00	381,103.45
05/12/2016	6072	Schumacher's Nursery & Ber...	FY16 Tree Program Expense		8,777.00	372,326.45
05/12/2016	6073	Washington CD	FY16 - MCD - ETA		863.66	371,462.79
05/12/2016	6074	Water Laboratories	Water Testing		194.00	371,268.79
05/12/2016	6075	Wildlife Forever	AIS - Expense		5,175.00	366,093.79
05/12/2016	6076	WSB & Associates	MCD - Orono SWA		5,590.50	360,503.29
05/13/2016	DD	Berg, Shane A	Supervisor PerDiem		171.64	360,331.65
05/13/2016	DD	Goenner, Larry	Supervisor PerDiem		95.00	360,236.65
05/13/2016	DD	Hipsag, Douglas	Supervisor PerDiem		260.70	359,975.95
05/13/2016	DD	Nelson, Roger J	Supervisor PerDiem		90.68	359,885.27
05/13/2016	DD	Selvog, Jason C	Supervisor PerDiem		198.64	359,686.63
05/13/2016			Deposit - MNT/NP/Lit	123.07		359,809.70
05/16/2016	EFT	United States Treasury	Federal - Supervisor PerDeim		19.62	359,790.08
05/16/2016	EFT	PERA	PERA - Supervisor PerDiem		67.50	359,722.58
05/16/2016	EFT	MN PEIP	MN PEIP - June Premium		1,068.81	358,653.77
05/16/2016	DBT	Coborns	Meeting Supplies		15.46	358,638.31
05/16/2016	DBT	Cub Foods	AIS - Meeting Supplies		4.49	358,633.82
05/16/2016	DBT	Cub Foods	AIS - Meeting Supplies		40.24	358,593.58
05/16/2016	DBT	Jimmy's Pizza - Hideout Bar ...	AIS - Meeting Supplies		265.74	358,327.84
05/17/2016	DBT	ENL, Inc	AIS - Meeting Supplies		13.07	358,314.77
05/17/2016	DBT	Shell	AIS - Meeting Supplies		6.40	358,308.37
05/18/2016			Deposit - MPCA	2,134.55		360,442.92
05/19/2016	EFT	United States Treasury	Federal - 5/6/16 - 5/19/16		3,253.46	357,189.46
05/19/2016	EFT	Minnesota Revenue	State - PR 5/6/16 - 5/19/16		537.00	356,652.46
05/19/2016	EFT	PERA	PERA - PR 5/6/16 - 5/19/16		1,664.94	354,987.52
05/19/2016	EFT	Nationwide Retirement Soluti...	Nationwide - PR 5/6/16 - 5/19/16		998.30	353,989.22
05/19/2016			Deposit - NP	48.09		354,037.31
05/20/2016	DD	Bronder, William M	PR - 5/6/16 - 5/19/16		1,337.44	352,699.87
05/20/2016	DD	Cibulka, Daniel A	PR - 5/6/16 - 5/19/16		1,650.84	351,049.03
05/20/2016	DD	Gerde, Frances W	PR - 5/6/16 - 5/19/16		1,281.69	349,767.34
05/20/2016	DD	Hugo, Gina M	PR - 5/6/16 - 5/19/16		1,918.09	347,849.25
05/20/2016	DD	Larson, Francine M	PR - 5/6/16 - 5/19/16		1,691.17	346,158.08
05/20/2016	DD	Bumgarner, Andrea L	PR - 5/6/16 - 5/19/16		478.68	345,679.40
05/20/2016	DBT	Office Max	Office Supplies		37.40	345,642.00

SHERBURNE SOIL & WATER CONSERVATION
Account QuickReport
As of May 31, 2016

Date	Num	Name	Memo	Debit	Credit	Balance
05/20/2016			Deposit - NP/MNT	128.25		345,770.25
05/23/2016	EFT	AT&T	FY16 - Capacity - Forestry		177.02	345,593.23
05/24/2016	EFT	Guardian Insurance	Guardian - STD/LTD - June Premium		107.12	345,486.11
05/26/2016	DBT	Office Max	Office Supplies		208.62	345,277.49
05/26/2016	DBT	JoAnn Fabrics	FY16 Native Plant Program Expense		3.73	345,273.76
05/26/2016	DBT	Holiday	Vehicle Maintenance - Carwash		10.00	345,263.76
05/27/2016			Deposit - MNT	1,596.00		346,859.76
05/27/2016			Deposit - MNT	32.06		346,891.82
05/31/2016			Deposit - MNT	120.00		347,011.82
05/31/2016			Deposit - MCIT	79.00		347,090.82
05/31/2016	DNT	Merchant Services	Credit Card Fees		275.45	346,815.37
Total Klein Checking				65,416.04	71,013.62	346,815.37
Money Market - Klein						126,776.55
05/05/2016			Deposit - Trees/MAWQCP	3,328.59		130,105.14
05/06/2016			Deposit - Trees	342.00		130,447.14
05/09/2016			Deposit - MNT	320.63		130,767.77
05/13/2016			Deposit - Plants/MNT	145.13		130,912.90
05/13/2016			Deposit - Plants	48.09		130,960.99
05/17/2016			Deposit - MNT	64.13		131,025.12
05/23/2016			Deposit - MNT/SPFee	599.53		131,624.65
05/31/2016			Deposit - MCD	863.66		132,488.31
05/31/2016			Interest	7.99		132,496.30
Total Money Market - Klein				5,719.75	0.00	132,496.30
CD - 7718951 - 12mo						17,174.19
Total CD - 7718951 - 12mo						17,174.19
CD - 7726074 - 60mo						45,483.30
Total CD - 7726074 - 60mo						45,483.30
Total Cash				71,135.79	71,013.62	541,969.16
TOTAL				**71,135.79**	**71,013.62**	**541,969.16**