



BOARD MEETING MINUTES

Regular Meeting

Date: May 4th, 2017

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

Board Members Present

Jason Selvog
Michael Schroeder
Shane Berg
Larry Goenner
Roger Nelson*

*denotes partial attendance

Staff Present

Francine Larson
Andie Bumgarner*
Dan Cibulka*
Frances Gerde*
Gina Hugo*

Others Present

Yara Gonzalez, Acting NRCS District
Conservationist

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**

- **17.061** - Motion by Nelson, second by Berg to approve the agenda with submitted additions and deletions. All members voting yes. Motion carried.

5. **Secretary's Report – April 13, 2017 Board Meeting Minutes**

- **17.062** - Motion by Goenner, second by Nelson to approve the April 13, 2017 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. **Treasurer's Report – April 2017 Program Summary & Transaction Report**

Goenner read the April 2017 Program Summary Report. Discussion was had.

- **17.063** - Motion by Nelson, second by Goenner to accept the April 2017 financial reports as submitted, subject to audit. All members voting yes. Motion carried.

7. **Treasurer's Report – Accounts Payable & Supervisor Vouchers** - Supervisor's submitted monthly vouchers for approval. Larson distributed the May 2017 Accounts Payable Summary. Check numbers 6281 through 6293 totaling \$22,075.63 were submitted for approval. Discussion was had.

- **17.064** - Motion by Goenner, second by Selvog to approve the May 2017 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.

8. **District Managers Report** – Larson reviewed her monthly report, briefly discussing upcoming events and meetings. Written report available upon request.

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

10. **District Staff Monthly Reports** - Moved to 19a

11. **Adopt AIS Contingency Plan** – Larson reviewed the AIS Contingency Plan with the Board. Larson stated that the plan had been sent to the AIS taskforce for comments and that no comments were received. Discussion was had.

- **17.065** - Motion by Goenner, second by Schroeder to adopt the AIS Contingency Plan as presented. All members voting yes. Motion carried.
- 12. Discuss Employee Handbook** – Larson stated the handbook went through a complete revision in 2010, and amended in 2014. Larson expressed her desire to continue to update the handbook as needed but didn't think a complete revision was warranted. Larson requested the Board review the handbook and submit comments and suggestions to be reviewed by the personnel committee. Berg suggested changes to the proposed parental leave policy, and PTO donating policy and guidelines. Discussion was had. Berg also suggested Larson look into implementing a Health Care Savings Account rather than providing staff with a stipend for medical insurance. Discussion was had. Larson will research HCSA's and review comments and suggestions with the Personnel Committee. Larson noted that based on her workload, the committee meeting may be scheduled for early fall.
- 13. Review and Adopt Amended 2017 Budget** – Larson reviewed the amended budget and the quarterly Profit and Loss vs. Actual report. Discussion was had.
- **17.066** - Motion by Goenner, second by Schroeder to adopt the Amended 2017 Budget. All members voting yes. Motion carried.
- 14. Authorization to Execute Contract for Engineering Services with MM Engineering, LLC for a Waste Storage Facility and Liner Project** – Larson requested approval to enter into a contact for services with MM Engineering, LLC for engineering design of a waste storage facility and liner project in Section 11, Becker Township. Engineering design fees shall not exceed \$5,520.00. Larson noted that funding for the engineering services will be allocated from the annual ETA funding through the Metro Conservation District JPB. Discussion was had.
- **17.067** - Motion by Selvog, second by Goenner to execute contract for engineering services with MM Engineering, LLC for a waste storage facility and liner project. All members voting yes. Motion carried.
- 15. Authorization to Execute Contract with Eiler Bros. LTD for a Waste Storage Facility and Liner Project – CWF14-ER-6** - Larson reviewed the proposed contract with Eiler Bros. LTD for a waste storage facility and liner project in Section 11, Becker Township. The total project cost estimate is \$350,000.00. The project will be engineered by MM Engineering, LLC. The engineering for this project will be paid for using ETA funds. Larson requested \$9,425.57 in cost share funds be used towards the project. Funding for this project will be allocated from the 2014 Elk River Bacteria Reduction Grant.
- **17.065** - Motion by Selvog, second by Schroeder to execute contract CWF14-ER-6 with Eiler Bros. LTD for a waste storage facility and liner project, not to exceed \$9,425.57. All members voting yes. Motion carried.
- 16. Authorization to Execute Contract with D Anderson for a Monarch Habitat Incentive Project – MHI-FY17-01** – Agenda Item Deleted.
- 17. Authorization to Execute Contract with B Potter for a Shoreline Stabilization Project – CS-FY16_17-06** – Larson reviewed the proposed contract with Bettina and Jeff Potter for a shoreline stabilization project in Section 24, City of Big Lake. The total project cost estimate is \$8,000.00. The cost includes materials, Labor and in-kind. The project was engineering by Ramsey Conservation District. The engineering for this project will be paid for using Engineer Technical Assistance (ETA) funds. Larson requested 65% cost share not exceed \$5,200.00. Funding for this project will be allocated from the 2016 & 2017 Capacity Funds – Cost Share.
- **17.066** - Motion by Selvog, second by Berg to approve contract CS-FY16_17-06 with B Potter for a Shoreline Stabilization Project at 65% cost share, not to exceed \$5,200.00. All members voting yes. Motion carried.
- 18. Authorization to Execute Contract with F Hegarty for a Shoreline Stabilization Project – CS-FY17-07**– Agenda Item Deleted.

19. Authorization to Execute Contract with R Berthiaume for a Shoreline Restoration Project – CS-FY17-08 – Larson reviewed the proposed contract with Ron Berthiaume for a shoreline stabilization project in Section 24, City of Big Lake. The total project cost estimate is \$14,850.00. The cost includes materials, labor and in-kind. The project was engineered by Ramsey Conservation District. The engineering for this project will be paid for using ETA funds. Larson requested 65% cost share not exceed \$9,652.50. Funding for this project will be allocated from the 2017 Capacity Funds – Cost Share.

- **17.067** - Motion by Berg, second by Goenner to approve contract CS-FY17-08 with R Berthiaume for a Shoreline Stabilization Project at 65% cost share, not to exceed \$9,652.50. All members voting yes. Motion carried.

19a. District Staff Monthly Reports – Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Discussion was had.

20. Supervisor Committee Reports – Selvog reported attendance at the Elk River Watershed meeting. Larson reported that Nelson attended the 2017 Poster Contest Award Ceremony at Princeton Elementary School along with Commissioner Fobbe and staff. As part of the Finance/Budget Committee, Schroeder and Goenner met prior to the May Board meeting to review the 2018 draft budget. No committee report from Berg. Discussion was had.

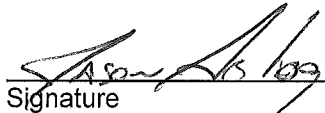
21. Upcoming Meetings and Events – Discussion was had regarding upcoming events and schedules.

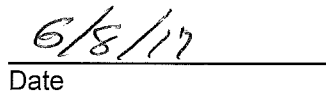
22. Adjourn

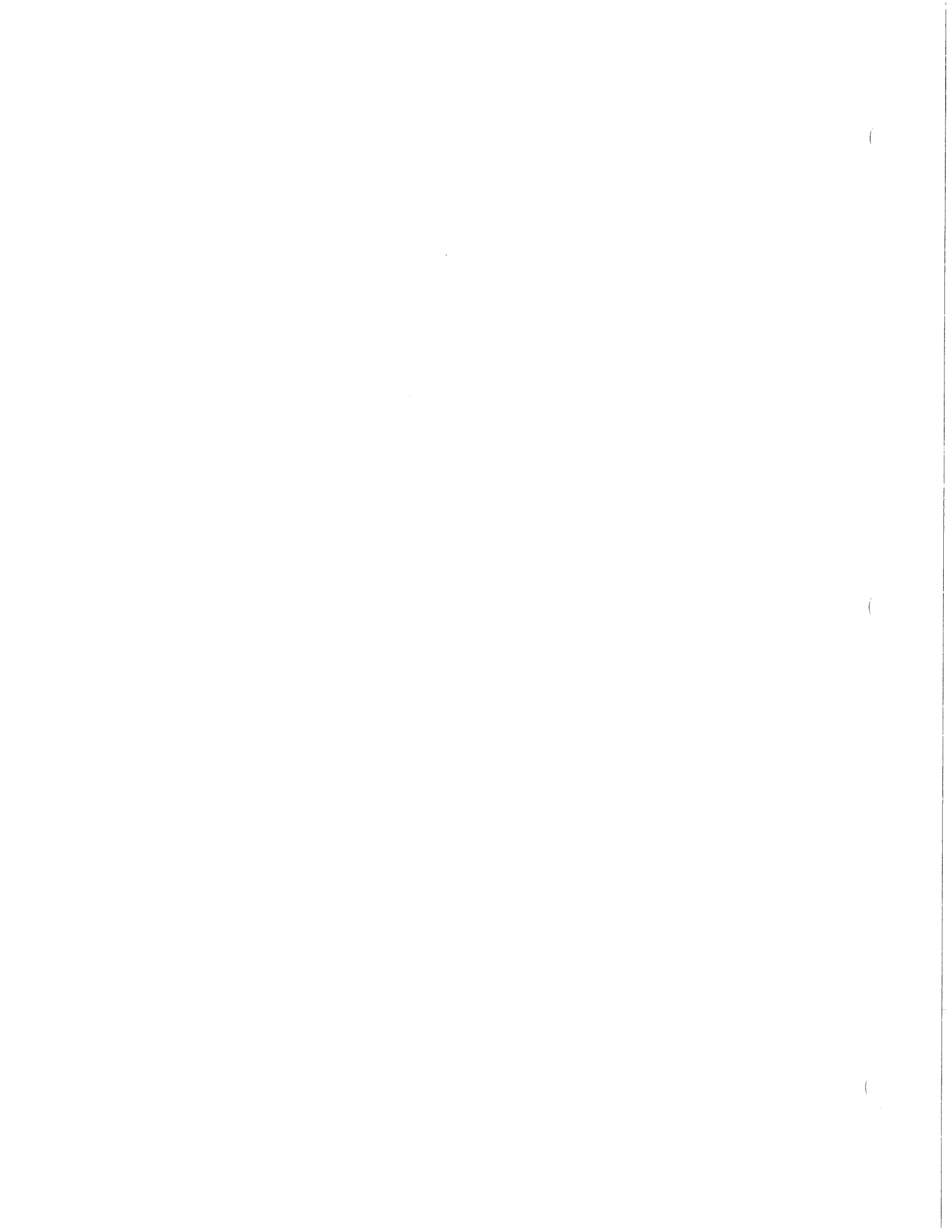
- **17.068** - Motion by Schroeder, second by Berg to adjourn the meeting. All members voting yes. Motion carried.

Meeting adjourned at 10:11 a.m.

Respectfully submitted by
Shane Berg, Secretary


Signature


Date



SHERBURNE SOIL & WATER CONSERVATION

06/01/17

Account QuickReport

Cash Basis

As of May 31, 2017

| Date | Num | Name | Memo | Debit | Credit | Balance |
|-----------------------|------|--------------------------------------|----------------------------------|----------|----------|------------|
| Cash | | | | | | 560,276.48 |
| Klein Checking | | | | | | 318,149.71 |
| 05/01/2017 | | | Deposit - Refund for Trees | | 37.41 | 318,112.30 |
| 05/01/2017 | DBT | North American Lake Management So... | Annual Membership Dues | | 65.00 | 318,047.30 |
| 05/01/2017 | DBT | Pheasants Forever | Annual Membership Dues | | 75.00 | 317,972.30 |
| 05/01/2017 | DBT | SuperAmerica | Vehicle Maintenance & Fuel | | 20.02 | 317,952.28 |
| 05/01/2017 | DBT | Cub Foods | Other Education Expense | | 5.32 | 317,946.96 |
| 05/01/2017 | DBT | Hardware Hank | County Forestry Supplies | | 9.07 | 317,937.89 |
| 05/01/2017 | DBT | Elk River Area Chamber of Commerce | Meeting Registration | | 20.00 | 317,917.89 |
| 05/01/2017 | EFT | Merchant Services | Credit Card Fees | | 93.42 | 317,824.47 |
| 05/02/2017 | DBT | Signs on the Cheap | FY17 - Capacity - Forestry | | 275.54 | 317,548.93 |
| 05/03/2017 | DBT | Johnny's Selected Seed | FY14 - Irrigation Grant Expense | | 13.50 | 317,535.43 |
| 05/04/2017 | 6281 | Bailey Nurseries, Inc. | FY17 - Capacity - Forestry | | 4,653.60 | 312,881.83 |
| 05/04/2017 | 6282 | City of Elk River | Vehicle Maintenance & Fuel | | 326.95 | 312,554.88 |
| 05/04/2017 | 6283 | Elk River Printing | Envelopes | | 145.00 | 312,409.88 |
| 05/04/2017 | 6284 | Francine Larson | Reimbursed Expenses | | 131.61 | 312,278.27 |
| 05/04/2017 | 6285 | Gerde, Frances | Reimbursed Expenses | | 544.18 | 311,734.09 |
| 05/04/2017 | 6286 | MN State Forest Nursery | 2017 Tree Sale | | 4,410.00 | 307,324.09 |
| 05/04/2017 | 6287 | MVTL Laboratories, Inc. | FY16 - MPCA - WPLMN | | 245.90 | 307,078.19 |
| 05/04/2017 | 6288 | NCPERS LIFE INSURANCE | Life Insurance - May Premium | | 32.00 | 307,046.19 |
| 05/04/2017 | 6289 | Norm's Farm Market | Tree Sale Expense | | 20.00 | 307,026.19 |
| 05/04/2017 | 6290 | Prairie Restorations | FY17 - Enhanced Capacity - Parks | | 7,650.00 | 299,376.19 |
| 05/04/2017 | 6291 | Ramsey Conservation District - c | Engineering Services | | 1,936.17 | 297,440.02 |
| 05/04/2017 | 6292 | Reserve Account 43980598 | Postage Meter Refill | | 500.00 | 296,940.02 |
| 05/04/2017 | 6293 | Varidesk LLC | Office Supplies | | 1,480.22 | 295,459.80 |
| 05/04/2017 | | | Deposit - Trees | 558.17 | | 296,017.97 |
| 05/04/2017 | DBT | Cub Foods | Meeting Expenses | | 2.99 | 296,014.98 |
| 05/05/2017 | DD | Bronder, William M | PR - 4/21/17 - 5/4/17 | | 719.03 | 295,295.95 |
| 05/05/2017 | DD | Bumgarner, Andrea L | PR - 4/21/17 - 5/4/17 | | 491.19 | 294,804.76 |
| 05/05/2017 | DD | Hugo, Gina M | PR - 4/21/17 - 5/4/17 | | 1,946.22 | 292,858.54 |
| 05/05/2017 | DD | Larson, Francine M | PR - 4/21/17 - 5/4/17 | | 1,724.19 | 291,134.35 |
| 05/05/2017 | DD | Mathews, Robert F | PR - 4/21/17 - 5/4/17 | | 458.14 | 290,676.21 |
| 05/05/2017 | DD | Cibulka, Daniel A | PR - 4/21/17 - 5/4/17 | | 1,478.10 | 289,198.11 |
| 05/05/2017 | DD | Gerde, Frances W | PR - 4/21/17 - 5/4/17 | | 1,316.77 | 287,881.34 |
| 05/05/2017 | DD | Wagner, Miranda L | PR - 4/21/17 - 5/4/17 | | 1,356.86 | 286,524.48 |
| 05/05/2017 | EFT | United States Treasury | Federal - PR 4/21/17 - 5/4/17 | | 3,454.88 | 283,069.60 |
| 05/05/2017 | EFT | Minnesota Revenue | State - PR 4/21/17 - 5/4/17 | | 560.00 | 282,509.60 |
| 05/05/2017 | EFT | PERA | PERA - PR 4/21/17 - 5/4/17 | | 1,753.37 | 280,756.23 |
| 05/05/2017 | EFT | Nationwide Retirement Solutions | Nationwide - PR 4/21/17 - 5/4/17 | | 898.30 | 279,857.93 |
| 05/05/2017 | | | Deposit - Trees | 80.16 | | 279,938.09 |
| 05/05/2017 | DBT | Irrrometer Company, Inc. | FY14 - Irrigation Grant Expense | | 129.27 | 279,808.82 |
| 05/08/2017 | DD | Berg, Shane A | Supervisor PerDiem | | 79.26 | 279,729.56 |
| 05/08/2017 | DD | Goenner, Larry | Supervisor PerDiem | | 94.78 | 279,634.78 |
| 05/08/2017 | DD | Nelson, Roger J | Supervisor PerDiem | | 169.21 | 279,465.57 |
| 05/08/2017 | DD | Schroeder, Michael J | Supervisor PerDiem | | 73.37 | 279,392.20 |
| 05/08/2017 | DD | Selvog, Jason C | Supervisor PerDiem | | 183.13 | 279,209.07 |
| 05/08/2017 | EFT | United States Treasury | Federal - Supervisor PerDiem | | 15.22 | 279,193.85 |
| 05/08/2017 | EFT | PERA | PERA - Supervisor PerDiem | | 52.50 | 279,141.35 |
| 05/08/2017 | | | Deposit - MPCA | 494.88 | | 279,636.23 |
| 05/08/2017 | DBT | HP Instant Ink | Office Supplies | | 12.81 | 279,623.42 |
| 05/10/2017 | EFT | A M Stewart Properties | Rent | | 1,185.59 | 278,437.83 |
| 05/10/2017 | EFT | Windstream, Inc | Internet | | 107.03 | 278,330.80 |
| 05/10/2017 | DBT | Hardware Hank | FY17 - Capacity - Forestry | | 16.01 | 278,314.79 |
| 05/10/2017 | DBT | Albert Lea Seed | FY14 - Irrigation Grant Expense | | 59.00 | 278,255.79 |
| 05/11/2017 | DBT | Cub Foods | Other Education | | 10.37 | 278,245.42 |
| 05/11/2017 | DBT | Office Depot | Office Supplies | | 43.97 | 278,201.45 |
| 05/12/2017 | | | Deposit - MPCA | 1,861.86 | | 280,063.31 |
| 05/12/2017 | DBT | Kwik Trip | Vehicle Maintenance | | 9.90 | 280,053.41 |
| 05/16/2017 | | | Deposit - ERWA | 705.37 | | 280,758.78 |
| 05/17/2017 | DBT | Albert Lea Seed | FY14 - Irrigation Grant Expense | | 59.00 | 280,699.78 |
| 05/18/2017 | DD | Bronder, William M | PR - 5/5/17 - 5/18/17 | | 480.37 | 280,219.41 |
| 05/18/2017 | DD | Bumgarner, Andrea L | PR - 5/5/17 - 5/18/17 | | 491.19 | 279,728.22 |
| 05/18/2017 | DD | Cibulka, Daniel A | PR - 5/5/17 - 5/18/17 | | 1,478.09 | 278,250.13 |
| 05/18/2017 | DD | Hugo, Gina M | PR - 5/5/17 - 5/18/17 | | 1,946.22 | 276,303.91 |
| 05/18/2017 | DD | Larson, Francine M | PR - 5/5/17 - 5/18/17 | | 1,724.20 | 274,579.71 |
| 05/18/2017 | DD | Mathews, Robert F | PR - 5/5/17 - 5/18/17 | | 458.14 | 274,121.57 |
| 05/18/2017 | DD | Gerde, Frances W | PR - 5/5/17 - 5/18/17 | | 1,316.77 | 272,804.80 |
| 05/18/2017 | DD | Wagner, Miranda L | PR - 5/5/17 - 5/18/17 | | 1,356.86 | 271,447.94 |
| 05/18/2017 | EFT | United States Treasury | Federal - PR 5/5/17 - 5/18/17 | | 3,356.60 | 268,091.34 |
| 05/18/2017 | EFT | Minnesota Revenue | State - PR 5/5/17 - 5/18/17 | | 543.00 | 267,548.34 |
| 05/18/2017 | EFT | Nationwide Retirement Solutions | Nationwide PR - 5/5/17 - 5/18/17 | | 898.30 | 266,650.04 |
| 05/18/2017 | EFT | PERA | PERA - PR 5/5/17 - 5/18/17 | | 1,753.37 | 264,896.67 |
| 05/18/2017 | EFT | MN PEIP | Insurance - June Premium | | 1,777.46 | 263,119.21 |
| 05/19/2017 | DBT | Signs.com | Advertising - project signs | | 75.56 | 263,043.65 |
| 05/19/2017 | EFT | Guardian Insurance | STD/LTD Insurance - June Premium | | 153.06 | 262,890.59 |
| 05/19/2017 | DBT | Menards | Office Supplies | | 17.08 | 262,873.51 |
| 05/19/2017 | DBT | Walmart | Field Supplies | | 34.56 | 262,838.95 |
| 05/19/2017 | | | Deposit - Credit | 20.00 | | 262,858.95 |
| 05/20/2017 | DBT | University of MN | Meeting Registration | | 6.00 | 262,852.95 |
| 05/20/2017 | DBT | Holiday | Vehicle Maintenance & Fuel | | 11.11 | 262,841.84 |

2:53 PM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of May 31, 2017

06/01/17

Cash Basis

| Date | Num | Name | Memo | Debit | Credit | Balance |
|-----------------------------|-----|--------------|------------------------------------|------------------|------------------|-------------------|
| 05/23/2017 | EFT | AT&T | FY17 - Capacity - Forestry Program | | 183.92 | 262,657.92 |
| 05/30/2017 | DBT | Office Depot | Office Supplies | | 236.75 | 262,421.17 |
| Total Klein Checking | | | | 3,720.44 | 59,448.98 | 262,421.17 |
| Money Market - Klein | | | | | | 178,485.96 |
| 05/02/2017 | | | Deposit - Trees | 386.86 | | 178,872.82 |
| 05/02/2017 | | | Deposit - EE Clothing | 79.80 | | 178,952.62 |
| 05/02/2017 | | | Deposit - EE Clothing | 66.80 | | 179,019.42 |
| 05/02/2017 | | | Deposit - CPBC | 2,724.04 | | 181,743.46 |
| 05/05/2017 | | | Deposit - FSP | 400.00 | | 182,143.46 |
| 05/08/2017 | | | Deposit - Trees | 145.35 | | 182,288.81 |
| 05/19/2017 | | | Deposit - MCD/Tree | 25,852.48 | | 208,141.29 |
| 05/31/2017 | | | Interest | 11.99 | | 208,153.28 |
| Total Money Market - Klein | | | | 29,667.32 | 0.00 | 208,153.28 |
| CD - 7718951 - 12mo | | | | | | 17,218.54 |
| Total CD - 7718951 - 12mo | | | | | | 17,218.54 |
| CD - 7726074 - 60mo | | | | | | 46,422.27 |
| Total CD - 7726074 - 60mo | | | | | | 46,422.27 |
| Total Cash | | | | 33,387.76 | 59,448.98 | 534,215.26 |
| TOTAL | | | | 33,387.76 | 59,448.98 | 534,215.26 |

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

May-17

PROGRAM SUMMARY

| PROGRAM | Beginning Balance | Receipts | Disbursement | End of Month Balance |
|------------------------|--------------------------|---------------------|---------------------|-----------------------------|
| Operating Funds | | | | |
| District | \$ 162,691.87 | \$ 33,387.76 | \$ 16,236.40 | \$ 179,843.23 |
| County Allocation | \$ 30,172.74 | \$ - | \$ 30,172.74 | \$ (0.00) |
| SUBTOTALS | \$ 192,864.61 | \$ 33,387.76 | \$ 46,409.14 | \$ 179,843.23 |

| Program Funds | | | | |
|---------------------------------------|----------------------|-------------|---------------------|----------------------|
| BWSR SWCD Capacity Grant FY17 | \$ 113,966.24 | \$ - | \$ 12,779.07 | \$ 101,187.17 |
| BWSR SWCD Capacity Grant FY16 | \$ 77,198.93 | \$ - | \$ - | \$ 77,198.93 |
| BWSR Cost Share Base Grant FY17 | \$ 7,493.00 | \$ - | \$ - | \$ 7,493.00 |
| BWSR Cost Share Base Grant FY16 | \$ 5,236.85 | \$ - | \$ - | \$ 5,236.85 |
| BWSR Buffer Initiative FY17 | \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 |
| BWSR Conservation Delivery FY17 | \$ 10,817.51 | \$ - | \$ - | \$ 10,817.51 |
| LWM | \$ 11,893.69 | \$ - | \$ - | \$ 11,893.69 |
| NRBG WCA | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 |
| CWF FY2014 - Irrigation Scheduling | \$ 38,388.14 | \$ - | \$ 260.77 | \$ 38,127.37 |
| CWF FY2014 - Well Sealing | \$ 4,910.00 | \$ - | \$ - | \$ 4,910.00 |
| CWF FY2014 - ER Bacteria Reduction | \$ 3,425.57 | \$ - | \$ - | \$ 3,425.57 |
| CWF FY2014 - Briggs Chain Partnership | \$ 11,468.94 | \$ - | \$ - | \$ 11,468.94 |
| CWF FY2016 - Birch Lake Retrofit | \$ (4,674.39) | \$ - | \$ - | \$ (4,674.39) |
| FY2016 AIS Prevention Aid | \$ 75,287.39 | \$ - | \$ - | \$ 75,287.39 |
| FY2017 AIS Prevention Aid | \$ - | \$ - | \$ - | \$ - |
| SUBTOTALS | \$ 367,411.87 | \$ - | \$ 13,039.84 | \$ 354,372.03 |

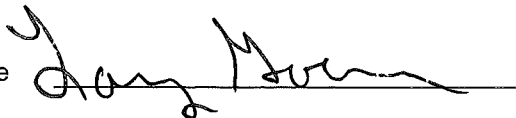
TOTAL FUNDS \$ 534,215.26

DISTRIBUTION OF FUNDS

| | Beginning Balance | Receipts | Disbursement | End of Month Balance |
|-----------------------------|--------------------------|---------------------|---------------------|-----------------------------|
| Cash Checking | \$ 318,149.71 | \$ 3,720.44 | \$ 59,448.98 | \$ 262,421.17 |
| Savings | \$ 178,485.96 | \$ 29,667.32 | \$ - | \$ 208,153.28 |
| CD - 74 - Equipment Storage | \$ 46,422.27 | \$ - | \$ - | \$ 46,422.27 |
| CD - 51 | \$ 17,218.54 | \$ - | \$ - | \$ 17,218.54 |
| SUBTOTALS | \$ 560,276.48 | \$ 33,387.76 | \$ 59,448.98 | \$ 534,215.26 |

TOTAL FUNDS \$ 534,215.26

Treasurer's Signature



Date

6-8-17