



BOARD MEETING MINUTES

Regular Meeting

Date: October 12th, 2017

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

Board Members Present

Jason Selvog
Larry Goenner
Shane Berg
Roger Nelson
Michael Schroeder

Staff Present

Francine Larson
Andie Bumgarner*
Dan Cibulka*
Miranda Wagner*

Others Present

Lisa Fobbe, Sherburne County
Commissioner

*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**

Berg presented an article from the Great River Life, Wright County Newspaper that highlighted AIS efforts being done in their county. Berg stated that he thinks our County should take a more proactive approach, indicating that he was unaware of any plans that we may have in place to address an AIS threat should it occur. Selvog suggested he mention the article to Cibulka during the staff reports.

4. **Approval of Agenda**

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

5. **Secretary's Report – September 21, 2017 Board Meeting Minutes**

- **17.149** - Motion by Nelson, second by Berg to approve the September 21, 2017 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. **Treasurer's Report – September 2017 Financial Reports**

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

- **17.150** - Motion by Goenner, second by Schroeder to accept the September 2017 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. **Treasurer's Report – October 2017 Accounts Payable & Supervisor Vouchers** - Supervisor's submitted monthly vouchers for approval. Larson distributed the October 2017 Accounts Payable Summary. Check numbers 6391 through 6406 totaling \$6,181.66 were submitted for approval. Discussion was had.

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

8. **District Managers Report** – Larson reviewed her monthly activities, briefly discussing upcoming events and meetings. Larson noted that she was awarded the \$200 scholarship through MACDE to help alleviate the cost of the MASWCD Leadership Institute. She provided an update on the Jackson Street Building, noting that she will now be working with Andrew Witter, Public Works Director on future building related topics. Tentative move in date is still scheduled for early Spring 2019. Larson reviewed the 2018 District Capacity and Enhanced Funding Work Plan, noting that if the District is successful with the Clean Water Fund Grant, the funds allocated to each task in the work plan may change. Discussion was had.

9. **NRCS Activity Report** – No report was available. Larson stated that Gonzalez was selected as part of a national team to assist with the Hurricane relief efforts in Puerto Rico. Gonzalez will be leaving October 13th and be deployed for at least 30 days, with the possibility of an extension. Larson stated that the NRCS District Conservationist from Wright County will be acting DC for our office. Larson noted that the District will assist NRCS as much as possible.
10. **District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Discussion was had.
11. **Authorization to provide final payment to T Brambrink for a Cover Crop Incentive Project – CWF14-IRR-01 for \$2,345.92** – The original contract with Travis Brambrink for a cover crop incentive project in Haven Township was approved on August 10, 2017. The plan included 3 species planted over 106.5 acres. The total project cost is \$2,345.92. Contract was approved at \$25/acre for a 3 species cover crop, not to exceed \$2,500.00. Funding for this project will be allocated from CWF14 Irrigation Scheduling Grant – Incentives.
- **17.152** - Motion by Nelson, second by Berg to provide final payment to T Brambrink for a Cover Crop Incentive project – CWF14-IRR-01, for \$2,345.92. All members voting yes. Motion carried.
Check #6382 for \$2,345.92 was signed during the meeting.
12. **Authorization to provide final payment to C Stay for a Cover Crop Incentive Project – CWF14-IRR-02 for \$513.00** – The original contract with Christopher Stay for a cover crop incentive project in Santiago Township was approved on August 10, 2017. The plan included 4 species planted over 17.7 acres. The total project cost is \$513.00. Contract was approved at \$35/acre for a 4 species cover crop, not to exceed \$619.50. Funding for this project will be allocated from CWF14 Irrigation Scheduling Grant – Incentives.
- **17.153** - Motion by Nelson, second by Schroeder to provide final payment to C Stay for a Cover Crop Incentive project – CWF14-IRR-02, for \$513.00. All members voting yes. Motion carried.
Check #6383 for \$513.00 was signed during the meeting.
13. **Authorization to provide final payment to Diamond A Farms for a Cover Crop Incentive Project – CWF14-IRR-03 for \$2,500.00** – The original contract with Diamond A Farms for a cover crop incentive project in Haven Township was approved on August 10, 2017. The plan included 4 species planted over 74 acres. The total project cost is \$4,305.71. Contract was approved at \$35/acre for a 4 species cover crop, not to exceed \$2,500.00. Funding for this project will be allocated from CWF14 Irrigation Scheduling Grant – Incentives.
- **17.154** - Motion by Nelson, second by Schroeder to provide final payment to Diamond A Farms for a Cover Crop Incentive project – CWF14-IRR-03, for \$2,500.00. All members voting yes. Motion carried.
Check #6384 for \$2,500.00 was signed during the meeting.
14. **Authorization to provide final payment to A & L Peterson Farms, Inc. for a Cover Crop Incentive Project – CWF14-IRR-04 for \$2,500.00** – The original contract with A & L Peterson for a cover crop incentive project in Palmer Township was approved on August 10, 2017. The plan included 4 species planted over 100 acres. The total project cost is \$3,423.50. The amended contract was approved at \$25/acre for a 4 species cover crop, not to exceed \$2,500.00. Funding for this project will be allocated from CWF14 Irrigation Scheduling Grant – Incentives.
- **17.155** - Motion by Nelson, second by Berg to provide final payment to A & L Peterson Farms for a Cover Crop Incentive project – CWF14-IRR-04, for \$2,500.00. All members voting yes. Motion carried.
Check #6385 for \$2,500.00 was signed during the meeting.
15. **Authorization to provide final payment to Peterson Bros. River Valley Farms for a Cover Crop Incentive Project – CWF14-IRR-05 for \$2,500.00** – The original contract with Peterson Bros for a cover crop incentive project in Clear Lake Township was approved on August 10, 2017. The plan included 4 species planted over 80 acres. The total project cost is \$2,780.64. Contract was approved at \$35/acre for a 4 species cover crop, not to exceed \$2,500.00. Funding for this project will be allocated from CWF14 Irrigation Scheduling Grant – Incentives.

- **17.156** - Motion by Nelson, second by Berg to provide final payment to Peterson Bros River Valley Farms for a Cover Crop Incentive project – CWF14-IRR-05, for \$2,500.00. All members voting yes. Motion carried.

Check #6386 for \$2,500.00 was signed during the meeting.

- 16. Authorization to provide final payment to D Hayes for a Cover Crop Incentive Project – CWF14-IRR-06 for \$750.00** - The original contract with Del Hayes & Sons for a cover crop incentive project in Clear Lake Township was approved on August 10, 2017. The plan included 3 species planted over 30 acres. The total project cost is \$894.30. Contract was approved at \$25/acre for a 3 species cover crop, not to exceed \$750.00. Funding for this project will be allocated from CWF14 Irrigation Scheduling Grant – Incentives.

- **17.157** - Motion by Nelson, second by Schroeder to provide final payment to Del Hayes and Sons Inc. for a Cover Crop Incentive project – CWF14-IRR-06, for \$750.00. All members voting yes. Motion carried.

Check #6387 for \$750.00 was signed during the meeting.

- 17. Authorization to provide final payment to E Bury for a Well Sealing project – CWF14-WS-08 for \$872.50** - The original contract with Edward Bury for a well sealing project in Section 33, City of Elk River was approved on September 5, 2017. The total project cost is \$1,745.00 and the contract was approved at 50% cost share for eligible expenses not to exceed \$1,000.00. Funding for this project will be allocated from CWF14 Well Sealing grant

- **17.158** - Motion by Goenner, second by Berg to provide final payment to E Bury for a well sealing project – CWF14-WS-08, for \$872.50. All members voting yes. Motion carried.

Check #6388 for \$8,324.55 was signed during the meeting

- 18. Authorization to provide final payment to Eiler Bros for a Waste Storage Facility and Flexible Liner – CWF14-ER-6 for \$9,425.57** - The original contract with Eiler Bros. LTD for a waste storage facility and liner project in Section 11, Becker Township was approved on May 9, 2017. The total project cost is \$9,425.57 and the contract was approved at 100% cost share not to exceed \$9,425.57. The project was engineered by MM Engineering, LLC. Funding for this project will be allocated from the 2014 Elk River Bacteria Reduction Grant.

- **17.159** - Motion by Nelson, second by Schroeder to approve final payment to Eiler Bros for a waste storage facility and flexible liner – CWF14-ER-6, for \$9,425.57. All members voting yes. Motion carried.

Check #6389 for \$9,425.57 was signed during the meeting.

- 19. Authorization to provide final payment to R Olson for a Well Sealing project – CWF14-WS-09 for \$330.00** - The original contract with Roland Olson for a well sealing project in Section 13, Big Lake was approved on October 6, 2017. The total project cost is \$660.00 and the contract was approved at 50% cost share for eligible expenses not to exceed \$1,000.00. Funding for this project will be allocated from CWF14 Well Sealing grant

- **17.160** - Motion by Nelson, second by Goenner to provide final payment to R Olson for a well sealing project – CWF14-WS-09, for \$330.00. All members voting yes. Motion carried.

Check #6390 for \$330.00 was signed during the meeting.

- 20. Review executed contract with P Struffert for a Well Sealing project – CWF14-WS-10** - Larson reviewed the proposed contract with Pat Struffert for a well sealing project in Section 18, Big Lake. The total project cost estimate is \$394.75 and the contract was approved at 50% cost share for eligible expenses not to exceed \$1,000.00. Funding for this project will be allocated from CWF14 Well Sealing grant

21. Authorization to execute contract with D Anderson for a Monarch Habitat Incentive project – MHI-FY17-03 - The proposed contract is with Dave Anderson for the monarch habitat incentive program in Section 12, Becker Township. The plan will include plating of 1 acre of new prairie. The total project cost estimate is \$1,000. Requesting approval of 75% cost share, not to exceed \$600.00/ac. Funding for this project will be allocated from FY17 – NFWS Monarch Habitat Establishment Program.

- **17.161** - Motion by Nelson, second by Schroeder execute contract with D Anderson for a monarch habitat incentive project – MHI-FY17-03, not to exceed \$600/ac. All members voting yes. Motion carried.

22. Authorization to execute contract with B Kopp for a Monarch Habitat Incentive project – MHI-FY17-04 – The proposed contract is with Bill Kopp for the monarch habitat incentive program in Section 15, Blue Hill Township. The plan will include plating of 10 acres of new prairie. The total project cost estimate is \$10,000. Requesting approval of 75% cost share, not to exceed \$600.00/ac on a maximum of 10 acres. Funding for this project will be allocated from FY17 – NFWS Monarch Habitat Establishment Program.

- **17.162** - Motion by Nelson, second by Berg execute contract with B Kopp for a monarch habitat incentive project – MHI-FY17-04, not to exceed \$600/ac. All members voting yes. Motion carried.

22a. Authorization to execute contract with C Fischbach for a Monarch Habitat Incentive project – MHI-FY17-05 - The proposed contract is with Carol & Gene Fischbach for the monarch habitat incentive program in Section 25, Haven Township. The plan will include plating of 1 acres of prairie enhancement. The total project cost estimate is \$300.00. Requesting approval of 75% cost share, not to exceed \$200.00/ac for enhancements. Funding for this project will be allocated from FY17 – NFWS Monarch Habitat Establishment Program.

- **17.163** - Motion by Nelson, second by Goenner execute contract with C Fischbach for a monarch habitat incentive project – MHI-FY17-05, not to exceed \$200/ac. All members voting yes. Motion carried.

23. Authorization to execute contract with Trout Brook Townhome Association for a Stormwater Runoff Control project – CS-FY17-10 – The proposed contract is with the Trout Brook Townhome Association for a stormwater runoff control project in Section 35, Elk River. The total project cost estimate is \$10,418.10 and the contract was approved at 65% cost share for eligible expenses not to exceed \$6,771.70. Funding for this project will be allocated from FY17 Capacity Funding – Cost Share

- **17.164** - Motion by Goenner, second by Berg execute contract with Trout Brook Townhome Association for a for a stormwater runoff control project – CS-FY17-10, not to exceed \$6,771.70. All members voting yes. Motion carried.

24. Authorization to approve registration and lodging for MASWCD Convention

- **17.165** - Motion by Nelson, second by Goenner to approve registration, lodging, and luncheon fees at the MASWCD Annual Convention for interested Staff and Supervisors. All members voting yes. Motion carried.

25. Supervisor Committee Reports – No supervisor reports.

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

27. Adjourn

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

Meeting adjourned at 9:35 a.m.

Respectfully submitted by
Shane Berg, Secretary

Signature

Date

11.09.17

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

October-17

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 108,351.34	\$ 4,226.55	\$ 6,701.25	\$ 105,876.64
County Allocation	\$ (0.00)	\$ 64,201.50	\$ 32,927.07	\$ 31,274.43
SUBTOTALS	\$ 108,351.34	\$ 68,428.05	\$ 39,628.32	\$ 137,151.07

Program Funds				
BWSR SWCD Capacity Grant FY17	\$ 57,818.66	\$ 4,500.00	\$ 183.92	\$ 62,134.74
BWSR SWCD Capacity Grant FY16	\$ 46,177.03	\$ -	\$ 1,543.19	\$ 44,633.84
BWSR Cost Share Base Grant FY17	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Buffer Initiative FY17	\$ 3,924.07	\$ -	\$ -	\$ 3,924.07
LWM	\$ (0.00)	\$ 5,418.50	\$ 1,806.17	\$ 3,612.33
CWF FY2014 - Irrigation Scheduling	\$ 35,043.05	\$ -	\$ 14,439.82	\$ 20,603.23
CWF FY2014 - Well Sealing	\$ 4,910.00	\$ -	\$ 1,202.50	\$ 3,707.50
CWF FY2014 - ER Bacteria Reduction	\$ 3,425.57	\$ -	\$ 9,425.57	\$ (6,000.00)
CWF FY2014 - Briggs Chain Partnership	\$ (7,955.34)	\$ -	\$ -	\$ (7,955.34)
CWF FY2016 - Birch Lake Retrofit	\$ (4,674.39)	\$ -	\$ -	\$ (4,674.39)
FY17 BWSR Buffer Implementation	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
ALS Prevention Aid	\$ 74,944.83	\$ -	\$ -	\$ 74,944.83
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
SUBTOTALS	\$ 252,420.36	\$ 9,918.50	\$ 28,601.17	\$ 233,737.69

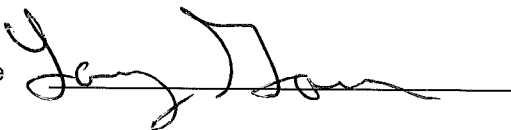
TOTAL FUNDS \$ 370,888.76

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 83,051.35	\$ 70,255.85	\$ 66,423.32	\$ 86,883.88
Savings	\$ 214,079.54	\$ 6,284.53	\$ -	\$ 220,364.07
CD - 74 - Equipment Storage	\$ 46,422.27	\$ -	\$ -	\$ 46,422.27
CD - 51	\$ 17,218.54	\$ -	\$ -	\$ 17,218.54
SUBTOTALS	\$ 360,771.70	\$ 76,540.38	\$ 66,423.32	\$ 370,888.76

TOTAL FUNDS \$ 370,888.76

Treasurer's Signature



Date

11-9-17

