



BOARD MEETING MINUTES

Regular Meeting

Date: April 11th, 2019
Location: Sherburne SWCD Office - 425 Jackson Ave NW
Elk River, MN 55330

Board Members Present

Kerry Saxton
Larry Goenner
Roger Nelson
Jason Selvog

Michael Schroeder - absent
*denotes partial attendance

Staff Present

Francine Larson
Dan Cibulka*
Frances Gerde*
Gina Hugo*
Miranda Wagner*
Bill Bronder*
Andie Bumgarner*

Others Present

Lisa A. Fobbe, Sherburne
County Commissioner
Yara Gonzalez, NRCS Soil
Conservationist

Regular Agenda

1. Call to Order

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

2. Pledge of Allegiance

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

3. Open Forum/Introductions

There were no comments from the audience.

4. Approval of Agenda

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

5. Secretary's Report – March 14, 2019 Board Meeting Minutes

- **19.053** - Motion by Goenner, second by Nelson to approve the March 14, 2019 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – March 2019 Financial Reports

Nelson read the March 2019 Program Summary Report. Discussion was had. Larson stated that she is working on a better financial template to provide to the Board; one that will display a more accurate depiction of the current resources.

- **19.054** - Motion by Selvog, second by Goenner to accept the March 2019 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – April 2019 Accounts Payable - Larson distributed the April 2019 Accounts Payable Summary. Check numbers 6724 through 6736 totaling \$10,868.04 were submitted for approval. Discussion was had.

- **19.055** - Motion by Nelson, second by Goenner to approve the April 2019 Accounts Payable as submitted. All members voting yes. Motion carried.

8. Supervisor Committee Reports & Vouchers – Supervisors reviewed their meeting attendance. Discussion was had. Selvog reported meeting with County representatives along with SWCD Staff regarding potential withdrawal from the ERWA. Selvog noted that the group was of the opinion that

engaging in watershed-scale planning and implementation will be of greater benefit in a 1W1P project. Both the District and County Boards will be asked to consider a resolution to withdraw from the Elk River Watershed Joint Powers Board in May with an effective date of December 2019. Further discussion was had. Selvog also provided an update on the Farm Friends Barn project.

- **19.056** - Motion by Goenner, second by Selvog to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.
- 9. District Managers Report** – Larson reviewed her monthly activities and provided an update on the bathroom remodel, county donated items, and the internal control procedures. Discussion was had. Written report available upon request.
 - 10. NRCS Activity Report** – Gonzalez distributed her activates report. She updated the Board on her monthly activities, NRCS program updates, new hires, 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 written reports available upon request. Discussion was had.
 - 12. Authorization to adopt Change of Location of Principal Office Resolution**
 - **19.057** - Motion by Nelson, second by Goenner to adopt the Change of Location of Principal Office Resolution. All members voting yes. Motion carried.
 - 13. Sherburne SWCD Logo Update** – Bumgarner discussed the logo update during her staff report.
 - 14. Authorization to adopt updated Forest Stewardship Plan Fees**
 - **19.058** - Motion by Selvog, second by Goenner to adopt the updated Forest Stewardship Plan Fees. All members voting yes. Motion carried.
 - 15. Authorization to begin transfer of Financial Depositories to Bank of Elk River** – Larson requested each Supervisor complete the Bank of Elk River Customer Information form included in their packet.
 - **19.059** - Motion by Goenner, second by Selvog to authorize transfer of Financial Depositories to the Bank of Elk River. All members voting yes. Motion carried.
 - 16. Authorization to withdraw Certificate of Deposit #51** – Larson stated that the CD maturity date is April 14th, 2019; the CD will automatically renew unless action is taken within 10 days from the maturity date. Discussion was had regarding the interest rate.
 - **19.060** - Motion by Goenner, second by Selvog to withdraw Certificate of Deposit #51 from KleinBank. All members voting yes. Motion carried.
 - 17. Review and approve April 2019 Cost Share Funding Recommendations** – Larson requested authorization to approve cost share contracts with landowners based on the funding recommendations.
 - **19.061** - Motion by Goenner, second by Nelson to authorize cost share contracts per recommendations as presented. All members voting yes. Motion carried.

Applicant	Total Project Cost Estimate	Cost Share Match Percentage	Maximum Cost Share Eligibility	Type
D Jaques	\$14,000.00	75% *	\$5,760.00	Non-Structural
J. Burt	\$900.00	75% *	\$300.00	Non-Structural
Options Inc.	1,000.00	75% *	\$450.00	Non-Structural
D. Berglund	\$3,120.00	65%	\$2,000.00	Structural
D. Fuller	\$4,729.90	65%	\$2,000.00	Structural

M. Tart	\$14,278.46	65%	\$2,000.00	Structural
S. Lundquist	\$5,696.00	65%	\$2,000.00	Structural
M. Casper	\$5,805.00	60%	\$2,000.00	Structural

* not to exceed \$600 per acre

18. Authorization to execute contract with S Boucher for Forage and Biomass Planting Project 590 – ERB_FY18-01. – Wagner provided a technical summary for the project. Discussion was had.

- **19.062** - Motion by Nelson, second by Goenner to execute contract with S Boucher for Forage and Biomass Planting Project 590 – ERB_FY18-01. All members voting yes. Motion carried.

19. Authorization to execute to execute contract with J Anderson for Restoration of Rare & Declining Habitat Project 643 – NR_FY19-01 – Wagner provided a technical summary for the project. Discussion was had.

- **19.063** - Motion by Selvog, second by Goenner to execute contract with J Anderson for Restoration of Rare & Declining Habitat Project 643 – NR_FY19-01. All members voting yes. Motion carried.

20. Authorization to execute FY19 Agreement for Monitoring Services with City of Elk River.

- **19.064** - Motion by Goenner, second by Selvog to execute agreement for Monitoring Services with the City of Elk River. All members voting yes. Motion carried.

21. Authorization to execute FY19 Rum River One Watershed One Plan Program Grant Agreement with BWSR.

- **19.065** - Motion by Goenner, second by Selvog to execute FY19 rum River One Watershed One Plan Program Grant Agreement. All members voting yes. Motion carried.

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


23. Adjourn

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

Meeting adjourned at 9:51 a.m.

Respectfully submitted by Francine Larson, District Manager.

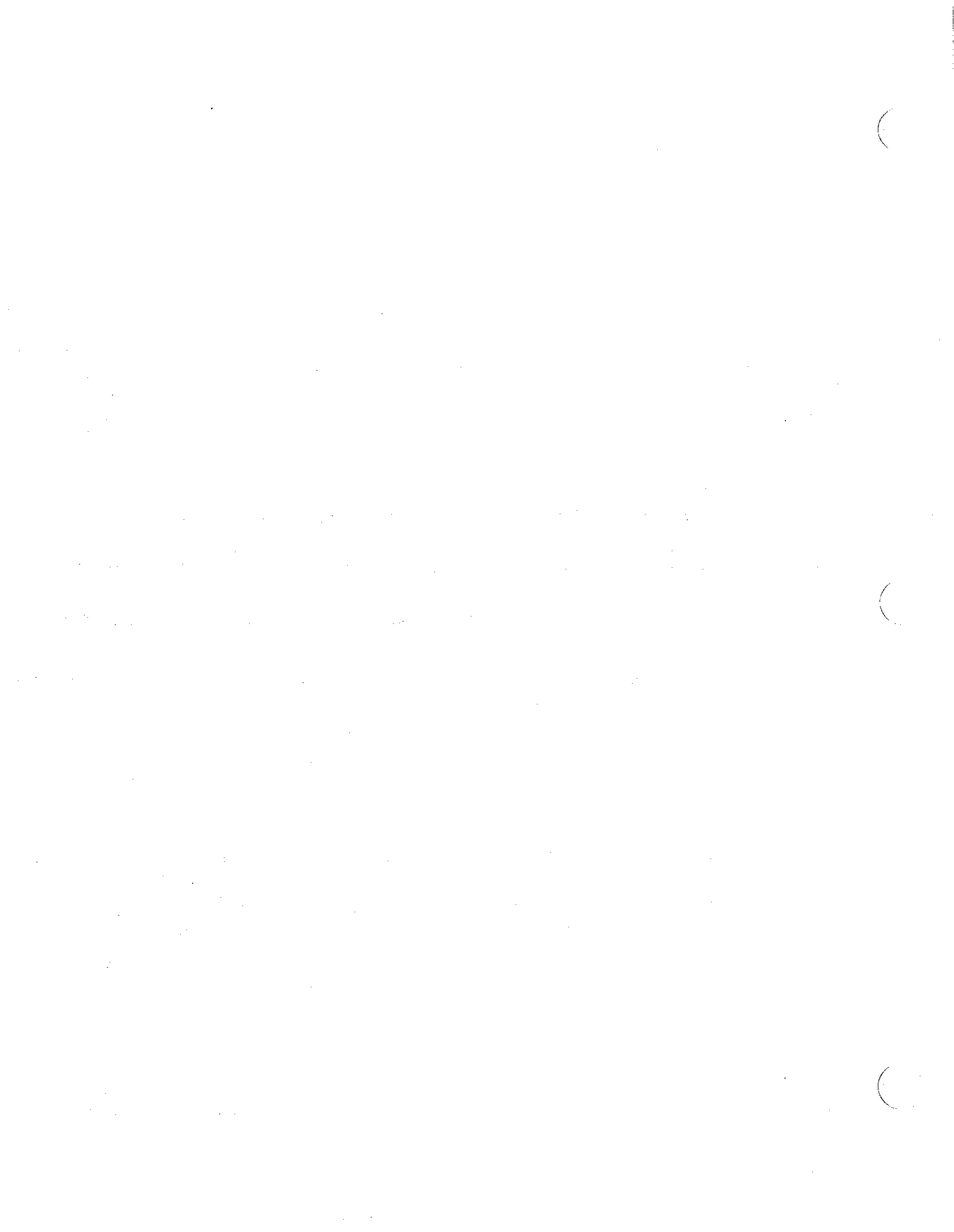
I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.



 Signature & Title

5-9-19

 Date



TREASURER'S MONTHLY REPORT SHERBURNE SWCD

April-19

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 124,912.73	\$ 57,265.74	\$ 14,403.21	\$ 167,775.26
County Allocation	\$ -	\$ 70,528.25	\$ 44,323.44	\$ 26,204.81
SUBTOTALS	\$ 124,912.73	\$ 127,793.99	\$ 58,726.65	\$ 193,980.07

Program Funds				
BWSR SWCD Capacity Grant FY19	\$ 100,000.00	\$ 11,600.00	\$ -	\$ 111,600.00
BWSR SWCD Capacity Grant FY18	\$ 12,758.43	\$ -	\$ -	\$ 12,758.43
BWSR SWCD Capacity Grant FY17	\$ 26,338.16	\$ -	\$ -	\$ 26,338.16
BWSR Cost Share Base Grant FY19	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY18	\$ 6,243.00	\$ -	\$ -	\$ 6,243.00
BWSR Buffer Initiative FY20	\$ -	\$ -	\$ -	\$ -
BWSR Buffer Initiative FY19	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY18	\$ 4,103.16	\$ -	\$ -	\$ 4,103.16
BWSR Conservation Delivery FY20	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY19	\$ 14,169.08	\$ -	\$ 3,732.96	\$ 10,436.12
LWM	\$ 1,806.16	\$ 5,418.50	\$ 1,806.17	\$ 5,418.49
NRBG WCA	\$ 3,000.00	\$ -	\$ 1,000.00	\$ 2,000.00
Prevention Aid	\$ 37,206.33	\$ -	\$ 44,188.83	\$ (6,982.50)
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,945.00	\$ -	\$ -	\$ 1,945.00
CWF FY2018 - ER Bac Reduction Phase	\$ 36,478.85	\$ -	\$ -	\$ 36,478.85
CWF FY2019 - Nitrate Reduction Grant	\$ 52,003.00	\$ -	\$ -	\$ 52,003.00
AIS Contingency Funds	\$ 9,496.80	\$ -	\$ -	\$ 9,496.80
Rum River 1W1P	\$ -	\$ 130,002.00	\$ -	\$ 130,002.00
SUBTOTALS	\$ 324,354.85	\$ 147,020.50	\$ 50,727.96	\$ 420,647.39

TOTAL FUNDS \$ 614,627.46

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 75,293.06	\$ 221,745.29	\$ 58,726.65	\$ 238,311.70
Savings	\$ 308,986.71	\$ 2,221.21	\$ -	\$ 311,207.92
CD - 74	\$ 47,710.27	\$ 94.11	\$ -	\$ 47,804.38
CD - 51	\$ 17,277.54	\$ 25.92	\$ -	\$ 17,303.46
SUBTOTALS	\$ 449,267.58	\$ 224,086.53	\$ 58,726.65	\$ 614,627.46

TOTAL FUNDS \$ 614,627.46

Treasurer's Signature



Date

5-9-19



SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

05/06/19

As of April 30, 2019

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						449,267.58
Klein Checking						75,293.06
04/01/2019	DBT	Kwik Trip	MPCA - WPLMN - Expense		1.99	75,291.07
04/01/2019	DBT	Spee-dee	MPCA - WPLMN - Expense		10.00	75,281.07
04/02/2019	EFT	Merchant Services	Credit Card Fees		85.05	75,196.02
04/03/2019	DBT	Arbys	Meeting Expense - FL/MS		13.52	75,182.50
04/03/2019	DBT	Kwik Trip	Meeting Supplies		8.18	75,174.32
04/03/2019	DBT	Cub Foods	Meeting Supplies		15.65	75,158.67
04/04/2019			Deposit - Trees	1,809.36		76,968.03
04/05/2019	DD	Bronder, William M	PR - 3/22/19 - 4/4/19		327.99	76,640.04
04/05/2019	DD	Bumgarner, Andrea L	PR - 3/22/19 - 4/4/19		523.36	76,116.68
04/05/2019	DD	Gerde, Frances W	PR - 3/22/19 - 4/4/19		1,435.17	74,681.51
04/05/2019	DD	Hugo, Gina M	PR - 3/22/19 - 4/4/19		2,125.58	72,555.93
04/05/2019	DD	Larson, Francine M	PR - 3/22/19 - 4/4/19		2,103.55	70,452.38
04/05/2019	DD	Wagner, Miranda L	PR - 3/22/19 - 4/4/19		1,488.68	68,963.70
04/05/2019	DD	Cibulka, Daniel A	PR - 3/22/19 - 4/4/19		1,783.35	67,180.35
04/05/2019	EFT	United States Treasury	Federal - PR 3/22/19 - 4/4/19		3,292.94	63,887.41
04/05/2019	EFT	Minnesota Revenue	State - PR 3/22/19 - 4/4/19		580.00	63,307.41
04/05/2019	EFT	Nationwide Retirement Solutions	Nationwide 457 - PR 3/22/19 - 4/4/19		830.77	62,476.64
04/05/2019	EFT	Nationwide Retirement Solutions	Nationwide Roth - PR 3/22/19 - 4/4/19		50.00	62,426.64
04/05/2019	EFT	PERA	PERA - PR 3/22/19 - 4/4/19		1,789.98	60,636.66
04/05/2019	DBT	NALMS	2019 Membership Dues		50.00	60,586.66
04/05/2019			Deposit - Allocation	75,946.75		136,533.41
04/07/2019	EFT	Waste Management	Building Expense - Garbag/Recycling		86.55	136,446.86
04/11/2019	6732	Cibulka, Dan	Reimbursed Expenses		95.00	136,351.86
04/11/2019	6724	Citizen - Tribune	LWM Advertising		22.80	136,329.06
04/11/2019	6726	ECM Publishers, Inc.	NFMP Expense		181.00	136,148.06
04/11/2019	6727	Francine Larson	Reimbursed Expenses		89.66	136,058.40
04/11/2019	6728	Gerde, Frances	Reimbursed Expenses		70.18	135,988.22
04/11/2019	6729	Hugo, Gina Manea	Reimbursed Expenses		189.12	135,799.10
04/11/2019	6730	Minnesota State Auditor	2017 Audit Expense		112.00	135,687.10
04/11/2019	6731	MVTL Laboratories, Inc.	MPCA - WPLMN - Lab Expenses		383.80	135,303.30
04/11/2019	6733	NCPERS LIFE INSURANCE	Life Insurance - April Premium		32.00	135,271.30
04/11/2019	6734	Ramsey Conservation District - c	Engineering Services		3,875.42	131,395.88
04/11/2019	6735	Sherburne County Auditor/Treasurer	Quarterly Rent		5,643.00	125,752.88
04/11/2019	6736	City of Elk River	Vehicle - February Fuel		174.06	125,578.82
04/11/2019	DBT	Cub Foods	Meeting Expenses		4.99	125,573.83
04/11/2019	DBT	Amazon.com	Building Supplies		29.95	125,543.88
04/11/2019	DBT	USPS	Postage		8.30	125,535.58
04/12/2019			Deposit - FY19 Capacity	11,600.00		137,135.58
04/13/2019	EFT	MN Dept of Revenue - Sales Tax	Quarterly Sales & Use Tax		1,531.00	135,604.58
04/15/2019	DBT	HP Instant Ink	Office Supplies		10.73	135,593.85
04/15/2019	EFT	RingCentral	Building Expense - Phone System		313.84	135,280.01
04/15/2019	DBT	Uline	FY 17 Capacity - Gravel Bed Trees		74.67	135,205.34
04/16/2019	DBT	Amazon.com	2019 Tree Sale Expense		70.72	135,134.62
04/16/2019	DBT	Amazon.com	Office Supplies		25.76	135,108.86
04/16/2019			Deposit - ERWA	99.99		135,208.85
04/19/2019	DD	Bronder, William M	PR - 4/5/19 - 4/18/19		260.54	134,948.31
04/19/2019	DD	Bumgarner, Andrea L	PR - 4/5/19 - 4/18/19		523.34	134,424.97
04/19/2019	DD	Gerde, Frances W	PR - 4/5/19 - 4/18/19		1,435.18	132,989.79
04/19/2019	DD	Hugo, Gina M	PR - 4/5/19 - 4/18/19		2,125.58	130,864.21
04/19/2019	DD	Larson, Francine M	PR - 4/5/19 - 4/18/19		2,103.55	128,760.66
04/19/2019	DD	Wagner, Miranda L	PR - 4/5/19 - 4/18/19		1,488.67	127,271.99
04/19/2019	DD	Cibulka, Daniel A	PR - 4/5/19 - 4/18/19		1,783.35	125,488.64
04/19/2019	EFT	United States Treasury	Federal - PR 4/5/19 - 4/18/19		3,273.98	122,214.66
04/19/2019	EFT	Minnesota Revenue	State - PR 4/5/19 - 4/18/19		575.00	121,639.66
04/19/2019	EFT	Nationwide Retirement Solutions	Nationwide - 457 - PR 4/5/19 - 4/18/19		830.77	120,808.89
04/19/2019	EFT	Nationwide Retirement Solutions	Nationwide - Roth - PR 4/5/19 - 4/18/19		50.00	120,758.89
04/19/2019	EFT	PERA	PERA - PR 4/5/19 - 4/18/19		1,789.98	118,968.91
04/19/2019	DBT	Spikes	2019 Tree Sale Expense		28.96	118,939.95
04/22/2019	DD	Goenner, Larry	Supervisor PerDiem		100.32	118,839.63
04/22/2019	DD	Nelson, Roger J	Supervisor PerDiem		92.20	118,747.43
04/22/2019	DD	Saxton, Kerry J	Supervisor PerDiem		82.61	118,664.82
04/22/2019	DD	Selvog, Jason C	Supervisor PerDiem		298.65	118,366.17
04/22/2019	EFT	United States Treasury	Federal - Supervisor PerDiem		22.34	118,343.83
04/22/2019	EFT	PERA	PERA - Supervisor PerDiem		37.50	118,306.33
04/22/2019	EFT	MN PEIP	Health Insurance - May Premium		609.84	117,696.49
04/22/2019			Deposit - Trees	929.90		118,626.39
04/22/2019			Deposit - Trees	1,357.29		119,983.68
04/22/2019	EFT	Marco	Copier Services		243.22	119,740.46
04/23/2019	EFT	AT&T	Computer - Tablets		191.42	119,549.04
04/24/2019	DBT	Walmart	2019 Tree Sale Expense		70.18	119,478.86
04/25/2019	DBT	Weebly	Monthly Website Expense		14.00	119,464.86
04/26/2019			Deposit - Rum1W1P	130,002.00		249,466.86
04/30/2019	DD	Bronder, William M	PR - 4/19/19 - 5/2/19		609.99	248,856.87
04/30/2019	DD	Bumgarner, Andrea L	PR - 4/19/19 - 5/2/19		523.35	248,333.52
04/30/2019	DD	Cibulka, Daniel A	PR - 4/19/19 - 5/2/19		1,783.35	246,550.17
04/30/2019	DD	Gerde, Frances W	PR - 4/19/19 - 5/2/19		1,435.18	245,114.99

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

05/06/19

As of April 30, 2019

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
04/30/2019	DD	Hugo, Gina M	PR - 4/19/19 - 5/2/19		2,125.59	242,989.40
04/30/2019	DD	Larson, Francine M	PR - 4/19/19 - 5/2/19		2,103.55	240,885.85
04/30/2019	DD	Wagner, Miranda L	PR - 4/19/19 - 5/2/19		1,488.68	239,397.17
04/30/2019	EFT	Nationwide Retirement Solutions	Nationwide - 457 - PR 4/19/19 - 5/2/19		830.77	238,566.40
04/30/2019	EFT	Nationwide Retirement Solutions	Nationwide - Roth - PR 4/19/19 - 5/2/19		50.00	238,516.40
04/30/2019	EFT	Guardian Insurance	STD/LTD Insurance - May Premium		159.83	238,356.57
04/30/2019	DBT	Amazon.com	Tree Sale Expenses		44.87	238,311.70
Total Klein Checking				221,745.29	58,726.65	238,311.70
Money Market - Klein						308,986.71
04/02/2019			Deposit - Trees	1,221.56		310,208.27
04/13/2019			Deposit - FSP	400.00		310,608.27
04/13/2019			Deposit - MACD	21.13		310,629.40
04/19/2019			Deposit - Trees	513.25		311,142.65
04/30/2019			Interest	27.30		311,169.95
04/30/2019			Interest	37.97		311,207.92
Total Money Market - Klein				2,221.21	0.00	311,207.92
CD - 7718951 - 12mo						17,277.54
04/15/2019			Interest	25.92		17,303.46
Total CD - 7718951 - 12mo				25.92	0.00	17,303.46
CD - 7726074 - 60mo						47,710.27
04/12/2019			Interest	94.11		47,804.38
Total CD - 7726074 - 60mo				94.11	0.00	47,804.38
Total Cash				224,086.53	58,726.65	614,627.46
TOTAL				224,086.53	58,726.65	614,627.46