



**Sherburne  
SWCD**

**AGENDA**

**Sherburne Soil & Water Conservation District Board of Supervisors Meeting**

**425 Jackson Ave NW, Elk River, MN 55330**

**Remote Access Available**

**Thursday, November 18, 2021 – 8:30 am**

**8:00 Workshop – N/A**

**Regular Business Meeting**

- 8:30
1. **Call to Order**
  2. **Pledge of Allegiance**
  3. **Open Forum – *Comments are limited to five minutes***
  4. **Approval of Consent Agenda** *Action*  
*To be adopted under one motion unless a request is made to move an item to Regular Agenda for discussion*
    - **Approval of September 9, 2021 Board Meeting Minutes**
    - **Authorization to execute WRAPS Cycle 2, Phase 2 Joint Powers Agreement with MPCA**
    - **Authorization to provide final payment to J Rapatt for a Well Sealing project, #FY21-WS-07 for \$242.50**
    - **Authorization to provide final payment to A Gustafson-Larson for a Streambank Stabilization project, #2021-05-03 for \$1,545.05**
    - **Authorization to provide final payment to D Wiebold for a Raingarden project, #2021-06-01 for \$1,318.42**
    - **Authorization to provide final payment to T Takach for a Pollinator Planting project, #2021-07-01 for \$350.00**
    - **Authorization to provide final payment to J Brownell for a Pollinator Planting project. #2021-09-01 for \$350.00**
    - **Authorization to provide final payment to Lake Orono Improvement Association for an AIS Grant project, AIS-FY21-01 for \$543.75**
    - **Authorization to provide final payment to City of Big Lake for an AIS Grant project, AIS-FY21-05 for \$281.25**
- 8:35
5. **Approval of Regular Agenda - *(Additions/Corrections/Deletions)*** *Action*
  6. **Treasurer’s Report – October 2021 Financial Report** *Action*
  7. **Treasurer’s Report – November 2021 Accounts Payable *(report presented at meeting)*** *Action*
- 8:40
8. **Supervisor Committee Reports & Vouchers** *Action*
- 8:50
9. **District Manager Report** *Information*
- 9:00
10. **NRCS Activity Report** *Information*
- 9:10
11. **District Staff Monthly Reports** *Information*
- 9:20 **Old Business**
12. **Authorization to amend and close Big Lake Community Lakes Association AIS Volunteer Contract AIS-FY20-10** *Action*
  13. **Authorization to amend contract #2021-06-04 with J McQuay for a Raingarden project** *Action*
  14. **Authorization to amend contract #NR-FY19-04 with A & L Peterson for an Irrigation Water Management project** *Action*
  15. **Authorization to amend contract #NR-FY19-09 with Triple J Farms for an Irrigation Water Management project** *Action*

- 16. Authorization to amend contract #NR-FY19-10 with Triple J Farms for an Irrigation Water Management project *Action*
- 9:30 **New Business**
- 17. Authorization to execute cost share contract with C Brown for a Streambank Stabilization project, #2021-11-01, not to exceed \$5,000.00 *Action*
- 18. Authorization to approve registration and lodging for MASWCD Annual Convention *Action*
- 9:40 19. Upcoming Meetings and Events *Information*

- November 17, 2021 Metro Conservation District - *Binsfeld (Alternate Selvog)*  
*Virtual – 8:30 a.m.*
- November 17, 2021 MRSC 1W1P – Policy Committee “Group Discussion” (hosted by Benton) - *Binsfeld*  
St. Cloud Library – 12:30 p.m. – 2:00 p.m.
- November 18, 2021 Sherburne Soil & Water Conservation District Board Meeting  
425 Jackson Ave NW, Elk River, MN – 8:30 a.m.
- November 18, 2021 Visioning Session - Board and Staff  
**Elk River Library** – 11:00 – 2:00
- November/December AIS Committee Meeting - *Binsfeld (Alternate Selvog)*  
TBD
- November 30, 2021 Lunch & Learn – RSVP (refer to flyer)  
Sherburne History Center – 11:30 – 1:00
- December 9, 2021 Sherburne Soil & Water Conservation District Board Meeting  
425 Jackson Ave NW, Elk River, MN – 8:30 a.m.
- December 12-14, 2021 MASWCD Annual Convention – *Registration Required*  
Bloomington

- 9:45 **20. Adjourn** *Action*

***Mission Statement***

*The Sherburne Soil & Water Conservation District (SWCD) is dedicated to working directly with landowners and agencies in order to promote the wise and sustainable use of our land and water related resources; to educate and inform the public about these uses; to help solve the resource problems within the District and to serve as a county wide natural resource information and referral center.*

Consent Agenda:

*Authorization to execute Joint Powers Agreement with MPCA for the MRSC WRAPS Cycle 2, Phase 2 project. As discussed during a previous board meeting, the District has agreed to once again be the lead on the project and fulfill the fiscal agent role. The total obligation for the JPA will not exceed \$160k, with the majority of the funds going towards the consultant's time. Subcontracts are being developed with our MRSC partners as well as the selected consultant (Tetra Tech). Those subcontracts will be presented for consideration at a future Board meeting.*

*Authorization to provide final payment to J Rapatt for a Well Sealing project, FY21-WS-07 for \$242.50 – The original contract with Julie Rapatt for a Well Sealing was approved on September 30, 2021. The total project cost is \$485.00, and the project was approved at 50% cost share, not to exceed \$1,000.00. Funding for this project will be allocated from the FY20 Local Capacity – Structural Fund.*

*Authorization to provide final payment to A Gustafson-Larson for a Streambank Stabilization project, #2021-05-03 for \$1,545.05 – The original contract with Ann Gustafson-Larson for a Streambank Stabilization project was approved on May 13, 2021. The total project cost is \$3,366.00, and the project was approved at 65% cost share, not to exceed \$1,545.05. Total cost share amount is \$1,545.05. Funding for this project will be allocated from the FY20 and FY21 State Cost Share.*

*Authorization to provide final payment to D Wiebold for a Raingarden project, #2021-06-01 for \$1,318.42 – The original contract with Dustin Wiebold for a raingarden project was approved on June 10, 2021. The total project cost is \$2603.13, and the project was approved at 65% cost share, not to exceed \$1,318.42. Funding for this project will be allocated from the FY19 and FY20 Local Capacity – Structural.*

*Authorization to provide final payment to T Takach for a Pollinator Planting project, #2021-07-01 for \$350.00 – The original contract with Tim Takach for a pollinator planting was approved on July 8, 2021. The total project cost is \$1,057.20, and the project was approved at 75% cost share, not to exceed \$350.00. Total cost share amount is \$350.00. Funding for this project will be allocated from the FY19 Local Capacity - Structural.*

*Authorization to provide final payment to J Brownell for a Pollinator Planting project. #2021-09-01 for \$350.00 – The original contract with Jessica Brownell for a pollinator planting was approved on September 9, 2021. The total project cost is \$830.05, and the project was approved at 75% cost share, not to exceed \$350.00. Total cost share amount is \$350.00. Funding for this project will be allocated from the FY21 State Cost Share*

*Authorization to provide final payment to Lake Orono Improvement Association, AIS-FY21-01 for \$543.75. – The original grant with Lake Orono Improvement Association for AIS Management was approved on March 11, 2021. The total project cost is \$4,350.00, total grant awarded was \$2,175.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY21 AIS – Mini grant program.*

*Authorization to provide final payment to City of Big Lake, AIS-FY21-05 for \$281.25. – The original grant with City of Big Lake for AIS Management Planning was approved on March 11, 2021. The total project cost is \$1,500.00, total grant awarded was \$1,125.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY21 AIS – Mini grant program.*

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Old Business:

- 12. Authorization to amend and close Big Lake Community Lakes Association contract AIS-FY20-10 – The original grant was awarded in March of 2020 and extended to 2021 due to COVID-19. The original contract was to complete 100 hours of watercraft inspections, they were able to move forward with the work in 2021 but had difficulty recruiting volunteers as the pandemic impacted public engagement. At the end of the season, they were able to complete 75 hours out of their 100-hour requirement. The AIS grant award total was \$1,200.00, 75% (\$900.00) initial payment was made in March of 2020. The amendment will reduce the total grant award to \$900.00 and accept the project as completed with no further payments due.*

13. *Authorization to amend contract #2021-06-04 with J McQuay for a Raingarden project – the original contract with Jean McQuay for a raingarden project was approved on June 10, 2021. Due to a delay in road construction the raingarden will not be able to be completed before the install date of 12/31/2021. The amendment will extend the install date to 12/31/2022.*
14. *Authorization to amend contract #NR-FY19-04 with A & L Peterson for an Irrigation Water Management project – The original contract with A & L Peterson for irrigation water management was approved on July 11, 2019. Due to the drought and learning curve of new technology, the work will not be completed before the deadline date of 12/1/2021. The amendment will extend the installation date to 12/1/2022.*
15. *Authorization to amend contract #NR-FY19-09 with Triple J Farm for an Irrigation Water Management project – The original contract Triple J Farms for the purchase of an AquaTrac for irrigation water management was approved on April 8, 2021. Due to equipment backorders, the project was not completed before the deadline date of 12/1/2021. The amendment will extend the contract deadline date to 11/30/2022.*
16. *Authorization to amend contract #NR-FY19-10 with Triple J Farm for an Irrigation Water Management project – The original contract Triple J Farms for irrigation water management was approved on April 8, 2021. Due to a delay with equipment, the management portion was not completed before the deadline date of 12/31/2021. The amendment will extend the contract deadline date to 11/30/2022.*

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*New Business:*

17. *Authorization to execute cost share contract with C Brown for a Streambank Stabilization project, #2021-11-01, not to exceed \$5,000.00 – The proposed contract is with Charlie Brown for a streambank stabilization project (327- Conservation Cover) in Section 34, City of Elk River. The estimated project cost is \$8,728.00. Requesting 65% cost share approval not to exceed \$5,000.00. Funding for this project will be allocated from the District Cost Share program.*
18. *Authorization to approve registration and lodging for MASWCD Annual Convention – Registration Deadline is December 1, 2021. Registration is done online and will be submitted all together. If you haven't already, please let me know what dates your interested in attending and whether or not you will need lodging and meals.*

Registration

Complete Registration - \$255

Monday Only - \$180.00

Tuesday Only - \$180.00

Meals

Monday Lunch (pork) - \$40

Monday Dinner (beef) - \$50

Tuesday Continental Breakfast - \$20

Tuesday Lunch (chicken) - \$40

Hotel - \$99 plus tax per night