



BOARD MEETING MINUTES

Regular Meeting

Date: June 7th, 2018

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

Board Members Present

Michael Schroeder
Larry Goenner
Roger Nelson
Jason Selvog
Kerry Saxton

Staff Present

Francine Larson
Miranda Wagner*
Frances Gerde*
Dan Cibulka*

Others Present

Yara Gonzalez*, NRCS Soil
Conservationist
Katharine Probost*, NRCS Ultima
Will Anderson*, Conservation Corp

*denotes partial attendance

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Schroeder at 8:00 a.m. A quorum was present.

2. Pledge of Allegiance

Schroeder 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

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

- ##### 5. Supervisor Vacancy Discussion
- Larson reminded the Board that they are allowed by MN Statute to fill a vacancy by appointment up to 56 days before the next state primary. Larson stated that Saxton has filed an affidavit of candidacy for the District 2 supervisor position and is interested in filling the remaining term of the vacant seat. Saxton briefly discussed his conservation background and experience as a former District Manager for Wright SWCD.

5a. Supervisor Appointment

- **18.074** - Motion by Nelson, second by Selvog to appoint Kerry Saxton to hold the District 2 Supervisor office for the remainder of the term. All members voting yes. Motion carried.

5b. Oath of Office

Saxton took the Oath of Office.

- **18.075** - Motion by Goenner, second by Nelson to approve Board Chair signature on Oath of Office form. All members voting yes. Motion carried.

6. Secretary's Report – May 10, 2018 Board Meeting Minutes

- **18.076** - Motion by Nelson, second by Goenner to approve the May 10, 2018 Board Meeting Minutes as presented. All members voting yes. Motion carried.

7. Treasurer's Report – May 2018 Financial Reports

Nelson read the May 2018 Program Summary Report. Discussion was had.

- **18.077** - Motion by Goenner, second by Selvog to accept the May 2018 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

- ##### 8. Treasurer's Report – June 2018 Accounts Payable
- Larson distributed the June 2018 Accounts Payable Summary. Check numbers 6536 through 6552 totaling \$22,805.81 were submitted for approval. Discussion was had.

- **18.078** - Motion by Nelson, second by Selvog to approve the June 2018 Accounts Payable as submitted. All members voting yes. Motion carried.
- 9. Supervisor Committee Reports & Vouchers** – No Committee Reports from Goenner, Nelson and Saxton. Selvog gave an update on the Elk River Watershed Association noting that he had met with Joe Jordan, Benton SWCD Supervisor to discuss the outcome of the facilitated staff meeting between the two Districts. Larson requested that both Joe and Jason attend the next facilitated meeting with the District staffs to ensure that everyone is on the same page moving forward. Discussion was had. Schroeder reported attendance at the MCD Board meeting, stating that discussion was had regarding Ramsey Conservation District Board dissolution and how best to seamlessly include Ramsey County in the MCD Joint Powers Board. Supervisor's submitted monthly vouchers for approval.
- **18.079** - Motion by Goenner, second by Selvog to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.
- 10. District Managers Report** – Larson reviewed her monthly activities, providing an update on the status of the new building and lease details. Larson reported that she and Selvog met with Steve Cole, Assistant State Conservationist for Field Operations after the previous Board meeting. Cole agreed to allow the SWCD to keep a computer seat at the USDA Elk River office in an effort to ensure continued partnership. Cole also noted that the District staff may be able to take the existing NRCS furniture to the new building. Discussion was had.
- 11. NRCS Activity Report** – No written report available. Gonzalez provided the Board with an update on the NRCS Re-Organizational plan. Discussion was had. Gonzalez reported that Troy Daniell has been selected as the next MN State Conservationist and should begin his new role on July 22, 2018.
- 12. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual reports available upon request. Discussion was had.
- 13. Adopt 2019 budget** – Larson reviewed the proposed 2019 budget, noting that there is a 2.5% increase over last year's county allocation request. Larson is proposing purchasing a new or used vehicle in 2019 as the current vehicles are more than ten years old. Larson distributed the financial summary report from BWSR noting that the fund balance has significantly reduced over the past few years. Larson is anticipating a positive net income in 2019 to help rebuild the fund balance. Discussion was had. Larson stated that she has a meeting scheduled with Dan Weber, Assistant County Administrator to review the District budget noting that the request may change based on his suggestions.
- **18.080** - Motion by Nelson, second by Goenner to adopt the 2019 budget as presented. All members voting yes. Motion carried.
- 14. Consider increase to Asset Depreciation Threshold** – Based on the accountant's recommendation, Larson proposed increasing the asset deprecation from \$500 to \$2500. Discussion was had
- **18.081** - Motion by Nelson, second by Saxton to increase the asset depreciation threshold to \$2500.00. All members voting yes. Motion carried.
- 15. Authorization to send Memorial Tree Fund Acceptance Letter to Terry Polsfuss** – Larson reviewed the acceptance letter. Discussion was had.
- **18.082** - Motion by Nelson, second by Selvog to approve memorial tree fund acceptance letter as presented. All members voting yes. Motion carried.
- 15a. Authorization to provide final payment to C Fischbach for a Monarch Habitat Incentive Project – MHI-FY17-05 for \$200.00** - The original contract with Carol & Gene Fischbach for the monarch habitat incentive program in Section 25, Haven Township was approved on October 12, 2017. The total project cost was \$355.25 and the contract was approved at 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.
- **18.083** - Motion by Nelson, second by Saxton to provide final payment to Carol & Gene Fischbach for a monarch habitat incentive project – MHI-FY17-05, for \$200.00. All members voting yes. Motion carried.

Check #6535 for \$200.00 was signed during the meeting

15b. Review contract amendment for A. Schneider for a Monarch Habitat Incentive Project – MHI-FY17-02 - The original contract with Anita Schneider for the monarch habitat incentive program in Section 19, Baldwin Township was approved on July 13, 2017. Larson reviewed contract extension request and approval to finalize seed order & broadcast mix. Contract installation date has been extended to November 30, 2018. Funding for this project will be allocated from FY17 – NFWS Monarch Habitat Establishment Program.

16. Authorization to amend contract with Trout Brook Townhome Association for a Stormwater Mitigation Project – CS-FY17-10 – The original contract with Trout Brook Townhome Association for a stormwater mitigation project in Section 35, Elk River was approved on October 12, 2017. Larson reviewed contract amendment form noting that the funding source will be changed to FY17 State Cost Share and FY 17 Capacity. The new contract number will be FY17-01/CS_FY17-10

- **18.084** - Motion by Selvog, second by Saxton to approve contract amendment with Trout Brook Townhome Association. All members voting yes. Motion carried.

17. Authorization to approve MACD Summer Meeting and Tour Registration – The MACD Summer Meeting and Tour is scheduled for June 20, 2018 hosted by Scott SWC. Registration is due by June 11, 2018. Registration is \$20 per person. Larson noted that at least two staff planned to attend the meeting. Discussion was had. Goenner, Schroeder, and Saxton expressed interest in attending.

- **18.085** - Motion by Nelson, second by Goenner to authorize attendance and registration fees for the MACF summer meeting and tour. All members voting yes. Motion carried.

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


19. Adjourn

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

Meeting adjourned at 9:16 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



Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

June-18

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 108,581.23	\$ 41,807.84	\$ 16,928.85	\$ 133,460.22
County Allocation	\$ -	\$ 65,806.50	\$ 50,654.21	\$ 15,152.29
SUBTOTALS	\$ 108,581.23	\$ 107,614.34	\$ 67,583.06	\$ 148,612.51

Program Funds				
BWSR SWCD Capacity Grant FY18	\$ 109,774.77	\$ -	\$ 21,622.99	\$ 88,151.78
BWSR SWCD Capacity Grant FY17	\$ 55,731.02	\$ -	\$ 2,571.96	\$ 53,159.06
BWSR SWCD Capacity Grant FY16	\$ 27,414.85	\$ -	\$ -	\$ 27,414.85
BWSR Cost Share Base Grant FY18	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY17	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Buffer Initiative FY18	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY17	\$ 489.35	\$ -	\$ 489.35	\$ -
BWSR Conservation Delivery FY18	\$ 3,591.80	\$ -	\$ 3,591.80	\$ 0.00
LWM	\$ 8,281.36	\$ 5,418.50	\$ 3,424.97	\$ 10,274.89
NRBG WCA	\$ 2,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
CF FY2014 - Irrigation Scheduling	\$ (12,657.64)	\$ 5.47	\$ 2,337.83	\$ (14,990.00)
CF FY2016 - Birch Lake Retrofit	\$ (6,737.48)	\$ -	\$ -	\$ (6,737.48)
CF FY2018 - ER Bac Reduction Phase	\$ 51,814.70	\$ -	\$ -	\$ 51,814.70
AIS Prevention Aid	\$ 76,132.23	\$ -	\$ 12,218.04	\$ 63,914.19
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
SUBTOTALS	\$ 342,134.84	\$ 5,423.97	\$ 47,256.94	\$ 300,301.87

TOTAL FUNDS \$ 448,914.38

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 127,246.54	\$ 74,149.17	\$ 76,674.13	\$ 124,721.58
Savings	\$ 258,802.33	\$ 723.27	\$ -	\$ 259,525.60
CD - 74 - Equipment Storage	\$ 47,389.66	\$ -	\$ -	\$ 47,389.66
CD - 51	\$ 17,277.54	\$ -	\$ -	\$ 17,277.54
SUBTOTALS	\$ 450,716.07	\$ 74,872.44	\$ 76,674.13	\$ 448,914.38

TOTAL FUNDS \$ 448,914.38

Treasurer's Signature Ray Judd

Date 7-12-18

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of June 30, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
						450,718.07
		Klein Checking				127,246.54
06/01/2018	DBT	Bronder, William M	PR - 5/18/18 - 5/31/18		1,075.17	126,171.37
06/01/2018	DBT	Bumgamer, Andrea L	PR - 5/18/18 - 5/31/18		495.05	125,676.32
06/01/2018	DBT	Cibulka, Daniel A	PR - 5/18/18 - 5/31/18		1,593.63	124,082.69
06/01/2018	DBT	Gerde, Frances W	PR - 5/18/18 - 5/31/18		1,383.37	122,699.32
06/01/2018	DBT	Hugo, Gina M	PR - 5/18/18 - 5/31/18		2,035.32	120,664.00
06/01/2018	DBT	Larson, Francine M	PR - 5/18/18 - 5/31/18		1,843.95	118,820.05
06/01/2018	DBT	Wagner, Miranda L	PR - 5/18/18 - 5/31/18		1,454.16	117,365.89
06/01/2018	EFT	United States Treasury	Federal - PR5/18/18 - 5/31/18		3,312.24	114,053.65
06/01/2018	EFT	Minnesota Revenue	State - PR 5/18/18 - 5/31/18		591.00	113,462.65
06/01/2018	EFT	Nationwide Retirement Solutions	Nationwide - PR 5/18/18 - 5/31/18		918.31	112,544.34
06/01/2018	EFT	PERA	PERA - PR 5/18/18 - 5/31/18		1,735.95	110,808.39
06/01/2018			Deposit - Home Depot Return	5.47		110,813.86
06/04/2018	DBT	Sherburne County Agricultural Society	2018 Parade Registration		35.00	110,778.86
06/04/2018	EFT	Merchant Services	Credit Card Fees		71.30	110,707.56
06/05/2018	DBT	Signs on the Cheap	CWF14 - Irrigation Grant Expense		226.50	110,481.06
06/05/2018	DBT	Home Depot	Fair Booth Expense		1.22	110,479.84
06/05/2018	DBT	Plaisted Landscape Supply	Fair Booth Expense		19.13	110,460.71
06/05/2018	DBT	Plaisted Landscape Supply	Fair Booth Expense		40.00	110,420.71
06/06/2018	6535	Fischbach, Carol	FY16 NFWF - Monarch Habitat - MHI-FY17-05		200.00	110,220.71
06/06/2018	DBT	International Society of Arboriculture	2018 Dues		120.00	110,100.71
06/06/2018	DBT	Coborns	Meeting & Training - Supplies		14.47	110,086.24
06/07/2018	6536	4Imprint	AIS Expense		324.64	109,761.60
06/07/2018	6537	Bailey Nurseries, Inc.	FY17 - Capacity Forestry MNT		2,571.96	107,189.64
06/07/2018	6538	Cibulka, Dan	Reimbursed Expenses		27.25	107,162.39
06/07/2018	6539	City of Elk River	Vehicle Maintenance & Fuel		229.68	106,932.71
06/07/2018	6540	Climb Theatre	AIS - Education Expense		689.00	106,243.71
06/07/2018	6541	Collins, James	AIS - Education Expense		498.88	105,744.83
06/07/2018	6542	Elk Mound Seed LLC	CWF14 - Irrigation Expense		271.12	105,473.71
06/07/2018	6544	Hugo, Gina Manea	Reimbursed Expenses		140.61	105,333.10
06/07/2018	6545	MACDE Area VI	Training		25.00	105,308.10
06/07/2018	6546	Minnesota Counties Intergovernment Tr...	MCIT - Training Registration		65.00	105,243.10
06/07/2018	6547	MVTL Laboratories, Inc.	MPCA - WPLMN Lab Expense		535.70	104,707.40
06/07/2018	6548	NCPERS LIFE INSURANCE	Life Insurance - June Premium		32.00	104,675.40
06/07/2018	6549	Schumacher's Nursery & Berry Farm, Inc.	2018 Tree Program		12,769.80	91,905.60
06/07/2018	6550	WaterGuards LLC	AIS - Inspection Expense		2,046.00	89,859.60
06/07/2018	6551	Wildlife Forever	AIS - Advertising Expense		2,450.00	87,409.60
06/07/2018	6552	Francine Larson	Reimbursed Expenses		129.17	87,280.43
06/07/2018	6553	Scott SWCD	MACD Summer Tour		125.00	87,155.43
06/08/2018	DBT	Holiday	Vehicle Maintenance & Fuel		9.61	87,145.82
06/10/2018	EFT	A M Stewart Properties	Rent		1,185.59	85,960.23
06/10/2018	EFT	Windstream, Inc	Internet		110.62	85,849.61
06/11/2018	DBT	HP Instant Ink	Office Supplies		10.68	85,838.93
06/12/2018	EFT	Minnesota Revenue	PR 6/1/18 - 6/14/18		613.00	85,225.93
06/12/2018	EFT	Nationwide Retirement Solutions	Nationwide - PR 6/1/18 - 6/14/18		918.31	84,307.62
06/12/2018	EFT	PERA	PERA - PR 6/1/18 - 6/14/18		1,735.95	82,571.67
06/12/2018	DD	Nelson, Roger J	Supervisor PerDiem		90.87	82,480.80
06/12/2018	DD	Saxton, Kerry J	Supervisor PerDiem		81.54	82,399.26
06/12/2018	DD	Schroeder, Michael J	Supervisor PerDiem		149.04	82,250.22
06/12/2018	DD	Selvog, Jason C	Supervisor PerDiem		173.02	82,077.20
06/12/2018	DD	Goenner, Larry	Supervisor PerDiem		95.23	81,981.97
06/12/2018	EFT	United States Treasury	Federal - Supervisor PerDiem		15.26	81,966.71
06/12/2018	EFT	PERA	PERA - Supervisor PerDiem		45.00	81,921.71
06/12/2018			Deposit - MPCA	1,598.49		83,520.20
06/14/2018	DBT	Amazon.com	Forestry Supplies		33.13	83,487.07
06/14/2018	DBT	Home Depot	Field Supplies		61.57	83,425.50
06/15/2018	DD	Bronder, William M	PR - 6/1/18 - 6/14/18		1,299.19	82,126.31
06/15/2018	DD	Bumgamer, Andrea L	PR - 6/1/18 - 6/14/18		495.05	81,631.26
06/15/2018	DD	Cibulka, Daniel A	PR - 6/1/18 - 6/14/18		1,593.63	80,037.63
06/15/2018	DD	Gerde, Frances W	PR - 6/1/18 - 6/14/18		1,383.36	78,654.27
06/15/2018	DD	Hugo, Gina M	PR - 6/1/18 - 6/14/18		2,035.31	76,618.96
06/15/2018	DD	Larson, Francine M	PR - 6/1/18 - 6/14/18		1,843.96	74,775.00
06/15/2018	DD	Wagner, Miranda L	PR - 6/1/18 - 6/14/18		1,454.15	73,320.85
06/15/2018	EFT	United States Treasury	Federal - PR 6/1/18 - 6/14/18		3,394.96	69,925.89
06/15/2018	EFT	Pitney Bowes	Postage Meter - Service Fee		64.09	69,861.80
06/15/2018	DBT	Holiday	Vehicle Maintenance & Fuel		8.54	69,853.26
06/20/2018	EFT	Guardian Insurance	LTD/STD Insurance - July Premium		159.16	69,694.10
06/20/2018			Deposit - MPCA	1,062.45		70,756.55
06/22/2018	DBT	Office Max	Office Supplies		20.94	70,735.61
06/23/2018	EFT	AT&T	Computer - Tablets		186.92	70,548.69
06/25/2018	DBT	Weebly	Website expense		14.00	70,534.69
06/28/2018	DBT	Walmart	AIS - EDRR expense		12.97	70,521.72
06/28/2018	DBT	Office Max	Office Supplies		24.87	70,496.85
06/28/2018			Deposit - ERWA	257.76		70,754.61
06/28/2018	EFT	MN PEIP	Insurance - July Premium		591.40	70,163.21
06/29/2018	DD	Bronder, William M	PR - 6/15/18 - 6/28/18		1,055.54	69,107.67
06/29/2018	DD	Bumgamer, Andrea L	PR - 6/15/18 - 6/28/18		495.06	68,612.61
06/29/2018	DD	Cibulka, Daniel A	PR - 6/15/18 - 6/28/18		1,745.28	66,867.33
06/29/2018	DD	Gerde, Frances W	PR - 6/15/18 - 6/28/18		1,383.37	65,483.96
06/29/2018	DD	Hugo, Gina M	PR - 6/15/18 - 6/28/18		2,035.31	63,448.65
06/29/2018	DD	Larson, Francine M	PR - 6/15/18 - 6/28/18		1,843.95	61,604.70

Account QuickReport

As of June 30, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
06/29/2018	DD	Wagner, Miranda L	PR - 6/15/18 - 6/28/18		1,454.14	60,100.00
06/29/2018	EFT	United States Treasury	Federal - PR 6/15/18 - 6/28/18	3,393.72		56,706.28
06/29/2018	EFT	Minnesota Revenue	State - PR 6/15/18 - 6/28/18	606.00		56,100.28
06/29/2018	EFT	PERA	PERA - PR 6/15/18 - 6/28/18	1,735.95		54,364.33
06/29/2018	EFT	Nationwide Retirement Solutions	Nationwide - PR 6/15/18 - 6/28/18	918.31		53,446.02
06/29/2018			Deposit - Allocation	71,225.00		124,721.58
Total Klein Checking				74,149.17	76,674.13	124,721.58
Money Market - Klein						258,802.33
06/05/2018			Deposit - Planting	410.00		259,212.33
06/28/2018			Deposit - MACD	24.00		259,236.33
06/28/2018			Deposit - MNT/Planting	282.50		259,498.83
06/30/2018			Interest	26.77		259,525.60
Total Money Market - Klein				723.27	0.00	259,525.60
CD - 7718951 - 12mo						17,277.54
Total CD - 7718951 - 12mo						17,277.54
CD - 7726074 - 60mo						47,389.66
Total CD - 7726074 - 60mo						47,389.66
Total Cash				74,872.44	76,674.13	448,914.38
TOTAL				74,872.44	76,674.13	448,914.38