



BOARD MEETING MINUTES

Regular Meeting

Date: April 13th, 2015

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

Board Members Present

Jason Selvog
Roger Nelson
Doug Hipsag
Shane Berg
Larry Goenner

Staff Present

Francine Larson
Andie Bumgarner*
Bill Bronder*
Frances Gerde*
Tiffany Determan*

Others Present

Mary Monte, NRCS District*
Conservationist
Jason Weinerman, BWSR

*denotes partial attendance

Regular Agenda

1. **Call to Order**
Meeting was called to order by Chair Selvog at 8:00 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**
 - Motion by Nelson, second by Hipsag to approve the agenda as presented. All members voting yes. Motion carried.
5. **Secretary's Report – March 9, 2015 Board Meeting Minutes.**
 - Motion by Goenner, second by Nelson to approve the March 9, 2015 Board Meeting Minutes as presented. All members voting yes. Motion carried.
6. **Treasurer's Report – March 2015 Financial Report**
Berg read the March 2015 Financial Reports. Larson stated that she and Berg met prior to the meeting to review the Financial Reports, Accounts Payable Summary, and the 2015 Amended Budget. The Board members agreed that reviewing the reports prior to the Board Meeting was beneficial and should continue as part of the Treasurer's responsibilities.
 - Motion by Nelson, second by Goenner to approve the March 2015 Financial Report as submitted, subject to audit. All members voting yes. Motion carried.
7. **Treasurer's Report – Accounts Payable & Supervisor Vouchers**
Berg approved submitted Supervisor's vouchers. Larson distributed the March 2015 Accounts Payable Summary. Berg, Nelson and Hipsag signed check numbers 5840 through 5856 totaling \$4,208.51 prior to the meeting.
 - Motion by Goenner, second by Nelson to approve the March 2015 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.
8. **Treasurer's Report – Adopt Amended 2015 Budget**
Larson presented the amended 2015 Budget. Discussion was had.
 - Motion by Goenner, second by Nelson to adopt the amended 2015 budget as presented. All members voting yes. Motion carried.
9. **Treasurer's Report – Quarterly Financial Update**
Larson reviewed the quarterly budget vs. actual report. Discussion was had.

10. **NRCS Staff Report** - Monte distributed her monthly report and updated the board on her monthly activities. Monte noted that 6 EQIP applications were submitted for funding period 1 totaling \$79,576.00; one application in Anoka, two in Hennepin, and three in Sherburne Counties. Discussion was had.

11. **Staff Reports** - Available SWCD staff reviewed their monthly activities with the Board.

Bronder updated the Board on the irrigation clinic he attended in Benton County along with his attendance on the Technical Evaluation Panels for Sherburne County and the City of Elk River. Bronder also reported that he has been able to get out and take soil samples for the CWF Irrigation grant and the MDA Sustainable Ag grant.

Determan distributed the survey results of Small Farms Day, noting that overall it was a great event and hopes to host one in 2016 or 2017 if funding is still available. Determan also reported that she has been working on the draft AIS preparedness plan, which will eventually be presented to the County during a workshop. Determan reported that she and Gerde met with the NPEAP Engineer and members of the Briggs Lake Chain Association regarding potential project designs that would be funded through the Community Partner's Grant.

Bumgarner highlighted the increasing tree sales noting that we have received over 300 orders to date. Excess Trees levels have been trimmed to meet the tree return deadline. Larson stated that she was approached by members of the Sherburne County Fair Board regarding excess trees. The Fair is planning on installing a nursery bed and would be interested in excess trees that we may have available.

- Motion by Goenner, second by Nelson to approve donating excess trees to the Sherburne County Fair Board to be used on the Sherburne County Fair Grounds in Elk River. All members voting yes. Motion carried.

Gerde updated the Board on her monthly activities noting that she attended the Master Gardeners Expo in Big Lake. Gerde reported that she has been contacted by lakeshore owners regarding ice ridge solutions and has contacted BWSR staff for additional guidance or suggestions.

12. **BWSR – Long-term Planning/Visioning Session**

Jason Weirnerman explained the benefits of a District having a long-term visioning session and what that would detail. Weirnerman indicated that both staff and supervisors should attend. The Board agreed to plan a visioning session for this summer, Weirnerman will moderate the session at no cost to the District. Goenner suggested a more informal meeting. Weirnerman will attend the June 8th Board meeting to schedule a date.

13. **Authorization to Execute Contract with Ken Day & Monica Peters for a Critical Area Planting – FY2014-02** - Larson reviewed the proposed contract with Ken Day & Monica Peters for a Shoreline Restoration / Critical Area Planting in Section 4, Clear Lake Township. The plans include a shoreline restoration along with native plantings further upland to reduce the amount of turf grass on their property. The total project cost estimate is \$4,710.10. Larson requested approval of 65% cost share, not to exceed \$3,061.57.

- Motion by Goenner, second by Hipsag to approve cost share contract FY2014-02 with Ken Day & Monica Peters for a shoreline restoration project at 65%, not to exceed \$3,061.57. All members voting yes. Motion carried.

14. **Authorization to Execute Contract with Lynne & Terry Shonyo for a Manure Compost System - CWF14-ER-1** – Larson reviewed the proposed contract with Lynne & Terry Shonyo for a Manure Compost System in Section 10, Big Lake Township. The bins, designed by the U of M Extension, will provide for one year storage and eight months composting time. The compost will then be spread on two pasture/fields. The total project cost estimate is \$11,818.00. Larson requested approval of 50% cost share, not to exceed \$5,909.00.

- Motion by Hipsag, second by Goenner to approve cost share contract CWF14-ER-1 with Lynne & Terry Shonyo for a Manure Compost System at 50%, not to exceed \$5,909.00. All members voting yes. Motion carried.

15. **Authorization to Execute Contract with Katie & Joe Meyer for a Forage & Biomass Planting - CWF14-ER-2** – Larson reviewed the proposed contract with Katie & Joe Meyer for a Forage Biomass Planting in Section 11, Becker Township. The plantings will increase forage and groundcover on pastures. The seed

mixture includes a smooth bromegrass and Kentucky bluegrass. The total project cost estimate is \$125.00. Larson requested approval of 50% cost share, not to exceed \$62.50.

- Motion by Nelson, second by Goenner to approve cost share contract CWF14-ER-2 with Katie & Joe Meyer for a Forage & Biomass Planting at 50%, not to exceed \$62.50. All members voting yes. Motion carried.

16. Authorization to Execute FY2015 Shared Technical Service Agreement with Stearns SWCD – Larson reviewed the Stearns/Sherburne SWCD - Shared Technical Service Agreement with the Board noting that no funds will be transferred and no more than 80 hours of technical assistance will be shared by either SWCD. The terms of the agreement will remain in effect until December 31, 2015 unless terminated early by either party.

- Motion by Goenner, second by Nelson to approve FY2015 Shared Technical Service Agreement with Stearns SWCD. All members voting yes. Motion carried.

17. Authorization to Execute FY2015 Host Site Agreement with Conservation Corps Minnesota & Iowa Larson reviewed the contract with the Board. Discussion was had.

- Motion by Goenner, second by Hipsag to approve FY2015 Host Site Agreement with Conservation Corps Minnesota & Iowa. All members voting yes. Motion carried.

18. Supervisor Committee Reports

Berg reported attendance at the BWSR Treasurers Training session in Little Falls stating that he felt the training was beneficial and that all Supervisors should attend a similar session. Berg also attended the MACD Area 4 meeting in Arden Hills noting that the first half of the meeting addressing recent Legislative Activities was informational but the afternoon session was more technical oriented. No Committee report from Goenner. Hipsag reported attendance at the AIS Task Force meeting and the County Workshop Presentation. Nelson also reported attendance at the County Workshop Presentation. Selvog reported attendance at the MN SWCD Forestry Association noting that he attended as a Stearns SWCD employee and will not seek per diem. Selvog stated that he and Hugo agreed that there is value in at least attending an additional meeting before determining annual participation.

19. District Manager Report

Larson reviewed her submitted monthly report noting that she attended numerous meetings in March and April. Larson also gave an update on Legislative Activities including the Funding Initiative Bill SF 1158/ HF 1327. Weinerman provided clarification on the proposed funding break down. Larson also stated that she has increased the spam filtering on the Supervisors email accounts due to numerous complaints.

20. Upcoming Meetings and Events

21. Discussion was had regarding upcoming events and schedules. Goenner stated that due to his work schedule, he will no longer be able to serve on the LWM Committee. Discussion was had.

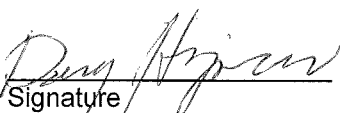
- Motion by Goenner, second by Berg to assign Hipsag as the SWCD representative on the Water Plan Advisory Committee. All members voting yes. Motion carried.

22. Adjourn

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

Meeting adjourned at 9:27 a.m.

Respectfully submitted by
Doug Hipsag, Secretary


Signature

5-11-15
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

April-15

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 291,962.24	\$ 14,556.51	\$ 7,733.15	\$ 298,785.60
County Allocation	\$ -	\$ 63,479.75	\$ 30,469.72	\$ 33,010.03
SUBTOTALS	\$ 291,962.24	\$ 78,036.26	\$ 38,202.87	\$ 331,795.63

Program Funds				
BWSR Cost Share Base Grant FY14	\$ 6,868.00	\$ -	\$ -	\$ 6,868.00
BWSR Cost Share Base Grant FY15	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Conservation Delivery FY15	\$ 10,817.51	\$ -	\$ 3,605.83	\$ 7,211.68
LWM	\$ 4,856.39	\$ 5,418.50	\$ 3,424.97	\$ 6,849.92
NRBG WCA	\$ 2,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
CWF FY2013 - St. Cloud	\$ 15,873.49	\$ -	\$ -	\$ 15,873.49
CWF FY2014 - Irrigation Scheduling	\$ 49,561.77	\$ -	\$ 144.35	\$ 49,417.42
CWF FY2014 - Well Sealing	\$ 9,715.00	\$ -	\$ -	\$ 9,715.00
CWF FY2014 - ER Bacteria Reduction	\$ 20,755.51	\$ -	\$ 705.00	\$ 20,050.51
VF FY2014 - Briggs Chain Partnership	\$ 30,946.69	\$ -	\$ -	\$ 30,946.69
MDA Sustainable Ag Demo FY2014-16	\$ 5,724.00	\$ -	\$ -	\$ 5,724.00
FY2014 AIS Prevention Aid	\$ 21,234.54	\$ -	\$ 59.89	\$ 21,174.65
SUBTOTALS	\$ 185,845.90	\$ 5,418.50	\$ 8,940.04	\$ 182,324.36


TOTAL FUNDS \$ 514,119.99

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 313,532.24	\$ 72,931.32	\$ 39,112.11	\$ 347,351.45
Savings	\$ 102,275.90	\$ 2,492.64	\$ -	\$ 104,768.54
CD - 74 - Equipment Storage	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00
CD - 52 - WB HCSA	\$ 17,000.00	\$ -	\$ -	\$ 17,000.00
SUBTOTALS	\$ 477,808.14	\$ 75,423.96	\$ 39,112.11	\$ 514,119.99

TOTAL FUNDS \$ 514,119.99

Treasurer's Signature



Date

5/11/15

SHERBURNE SOIL & WATER CONSERVATION
Account QuickReport
As of April 30, 2015

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						477,808.14
Klein Checking						315,777.58
04/01/2015	DBT	Wendys	Meetings & Training - Meals		14.94	315,762.64
04/02/2015	DBT	USPS	FY2014 - CWF14 - Irrigation Expenses		12.15	315,750.49
04/03/2015			Deposit - Allocation	68,898.25		384,648.74
04/06/2015			Deposit - Trees	454.22		385,102.96
04/06/2015	DBT	University of MN	FY2014 - CWF14 - Irrigation Expense		56.00	385,046.96
04/08/2015	EFT	Nationwide Retir...	457 Plan - PR 3/27/15 - 4/9/15		1,163.00	383,883.96
04/08/2015	DBT	USPS	FY2014 - CWF14 - Irrigation Expenses		10.20	383,873.76
04/08/2015	DBT	Office Max	Office Supplies		46.99	383,826.77
04/08/2015	DBT	Office Max	2015 Tree Sale Expense		74.83	383,751.94
04/09/2015	DD	Bronder, Willia...	PR - 3/27/15 - 4/9/15		1,323.05	382,428.89
04/09/2015	DD	Bumgarner, And...	PR - 3/27/15 - 4/9/15		294.23	382,134.66
04/09/2015	DD	Determan, Tiffa...	PR - 3/27/15 - 4/9/15		1,884.59	380,250.07
04/09/2015	DD	Gerde, Frances ...	PR - 3/27/15 - 4/9/15		1,182.44	379,067.63
04/09/2015	DD	Hugo, Gina M	PR - 3/27/15 - 4/9/15		1,905.65	377,161.98
04/09/2015	DD	Larson, Francin...	PR - 3/27/15 - 4/9/15		1,636.56	375,525.42
04/09/2015	EFT	United States Tr...	Federal PR - 3/27/15 - 4/9/15		3,109.98	372,415.44
04/09/2015	DD	Minnesota Reve...	State PR - 3/27/15 - 4/9/15		505.00	371,910.44
04/09/2015	EFT	PERA	PERA - PR 3/27/15 - 4/9/15		1,648.31	370,262.13
04/10/2015	EFT	A M Stewart Pro...	Rent		1,185.59	369,076.54
04/10/2015	EFT	Windstream, Inc	Internet		95.13	368,981.41
04/10/2015			Deposit - Trees	314.00		369,295.41
04/10/2015	DBT	University of MN	FY2014 - CWF14 - Irrigation Expense		40.00	369,255.41
04/13/2015	5840	Black Burn	2015 Tree Sale Expense		183.37	369,072.04
04/13/2015	5841	Bumgarner, And...	Reimbursed Expenses		12.65	369,059.39
04/13/2015	5842	Cash	2015 Tree Sale		200.00	368,859.39
04/13/2015	5843	City of Elk River	Vehicle Maintenance & Fuel		581.19	368,278.20
04/13/2015	5844	Clearwater Rive...	FY2015 MPCA WPLMN		431.67	367,846.53
04/13/2015	5845	Dan Hugo - v	Other Ed - Supplies & Labor for Plinko		138.23	367,708.30
04/13/2015	5846	Determan, Tiffany	Reimbursed Expenses		168.06	367,540.24
04/13/2015	5847	Francine Larson	Reimbursed Expenses		255.65	367,284.59
04/13/2015	5848	Gerde, Frances	Reimbursed Expenses		17.25	367,267.34
04/13/2015	5849	Hugo, Gina Man...	Reimbursed Expenses		139.16	367,128.18
04/13/2015	5850	Martinson, Krish...	CWF2014 - ER Bacteria - Small Farms Day - S...		23.00	367,105.18
04/13/2015	5851	MTGF	Meetings & Trainging - GH		130.00	366,975.18
04/13/2015	5852	MVTL Laborator...	FY2015 - MPCA - WPLMN		582.60	366,392.58
04/13/2015	5853	NCPERS LIFE I...	Life Insurance - GH/FL		32.00	366,360.58
04/13/2015	5854	Sherburne Coun...	Advertising - LWM/Small Farms Day		357.76	366,002.82
04/13/2015	5855	West Sherburne...	CWF2014 - ER Bacteria - Small Farms Day Ad		352.00	365,650.82
04/13/2015	5856	Clearwater Rive...	FY2015 MPCA WPLMN		603.92	365,046.90
04/13/2015	DBT	USPS	FY2014 - CWF14 - Irrigation Expenses		12.35	365,034.55
04/13/2015	DBT	Cub Foods	Meetings & Training		3.99	365,030.56
04/14/2015	DBT	Elk River Printing	2015 Tree Sale Expense		56.20	364,974.36
04/15/2015	DD	Berg, Shane A	Supervisor PerDiem		213.47	364,760.89
04/15/2015	DD	Goenner, Larry	Supervisor PerDiem		87.25	364,673.64
04/15/2015	DD	Hipsag, Douglas	Supervisor PerDiem		235.91	364,437.73
04/15/2015	DD	Nelson, Roger J	Supervisor PerDiem		165.32	364,272.41
04/15/2015	DD	Selvog, Jason C	Supervisor PerDiem		94.16	364,178.25
04/15/2015	EFT	United States Tr...	Federal - Supervisor PerDiem		18.84	364,159.41
04/15/2015	EFT	PERA	PERA - Supervisor PerDiem		65.00	364,094.41
04/15/2015	EFT	MIN Dept of Rev...	Quarterly Sales & Use Tax		1,652.00	362,442.41
04/15/2015	DBT	Butler Park	Meeting & Registration - Parking		6.00	362,436.41
04/15/2015	DBT	MIN Sea Grant	FY2014 - AIS Prevention Aid - Expense		59.89	362,376.52
04/15/2015	DBT	Amazon.com	Computer Hardware - 2GB		22.54	362,353.98
04/16/2015	EFT	MN PEIP	Health Insurance		1,005.59	361,348.39
04/17/2015			Deposit - Trees	393.80		361,742.19
04/17/2015	DBT	USPS	FY2014 - CWF14 - Irrigation Expenses		13.65	361,728.54
04/18/2015	DBT	Becks	Meeting & Registration - Supplies		51.80	361,676.74
04/22/2015	EFT	Guardian Insura...	STD/LTD Insurance		126.51	361,550.23
04/23/2015	DBT	Hardware Hank	FY2015 - MPCA - WPLMN		16.02	361,534.21
04/23/2015	DBT	Coborns	Meeting Supplies		20.28	361,513.93
04/24/2015	DD	Bronder, Willia...	PR - 4/10/15 - 4/23/15		1,323.05	360,190.88
04/24/2015	DD	Bumgarner, And...	PR - 4/10/15 - 4/23/15		294.24	359,896.64
04/24/2015	DD	Determan, Tiffa...	PR - 4/10/15 - 4/23/15		1,884.59	358,012.05
04/24/2015	DD	Gerde, Frances ...	PR - 4/10/15 - 4/23/15		1,182.43	356,829.62
04/24/2015	DD	Hugo, Gina M	PR - 4/10/15 - 4/23/15		1,905.64	354,923.98
04/24/2015	DD	Larson, Francin...	PR - 4/10/15 - 4/23/15		1,636.57	353,287.41

10:37 AM

05/04/15

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION
Account QuickReport
As of April 30, 2015

Date	Num	Name	Memo	Debit	Credit	Balance
04/24/2015	EFT	United States Tr...	Federal - PR 4/10/15 - 4/23/15		3,109.98	350,177.43
04/24/2015	EFT	Minnesota Reve...	State - PR 4/10/15 - 4/23/15		505.00	349,672.43
04/24/2015	EFT	PERA	PERA - PR 4/10/15 - 4/23/15		1,648.31	348,024.12
04/24/2015	EFT	Nationwide Retir...	457 Plan - PR 4/10/15 - 4/23/15		1,163.00	346,861.12
04/24/2015	DBT	Menards	Field Supplies		3.52	346,857.60
04/24/2015			Deposit - Trees	550.40		347,408.00
04/27/2015	DBT	UPS Store	FY2015 - MPCA - WPLMN		20.08	347,387.92
04/27/2015	DBT	Walmart	2015 Tree Sale Program		56.26	347,331.66
04/27/2015	DBT	Target	2015 Tree Sale Program		4.37	347,327.29
04/27/2015			Deposit - Trees	155.44		347,482.73
04/28/2015			Deposit - MPCA	1,855.27		349,338.00
04/30/2015			Deposit - Trees	309.94		349,647.94
04/30/2015	EFT	Merchant Servic...	Credit Card Fees		51.15	349,596.79
Total Klein Checking				72,931.32	39,112.11	349,596.79
Money Market - Klein						100,030.56
04/02/2015			Deposit - MCD/FSP	1,200.00		101,230.56
04/02/2015			Deposit - Trees	495.89		101,726.45
04/08/2015			Deposit - Trees	545.06		102,271.51
04/15/2015			Deposit - Trees	85.50		102,357.01
04/22/2015			Deposit - Trees	64.12		102,421.13
04/24/2015			Deposit - Trees	96.19		102,517.32
04/30/2015			Interest	5.88		102,523.20
Total Money Market - Klein				2,492.64	0.00	102,523.20
CD - 7718951 - 12mo						17,000.00
Total CD - 7718951 - 12mo						17,000.00
CD - 7726074 - 60mo						45,000.00
Total CD - 7726074 - 60mo						45,000.00
Total Cash				75,423.96	39,112.11	514,119.99
TOTAL				75,423.96	39,112.11	514,119.99