



BOARD MEETING MINUTES

Regular Meeting

Date: September 14th, 2015

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

Board Members Present

Jason Selvog
Roger Nelson
Shane Berg
Larry Goenner

Staff Present

Francine Larson
Tiffany Determan*
Andrea Bumgarner*
Frances Gerde*
Gina Hugo*

Others Present

Mary Monte*, NRCS District
Conservationist
John Riebel, Sherburne County
Commissioner
Tim Wilson*, NRCS Assistant State
Conservationist

*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**
There were no comments from the audience.
4. **Approval of Agenda**
 - Motion by Nelson, second by Goenner to approve the agenda as submitted. All members voting yes. Motion carried.
5. **Secretary's Report – August 10, 2015 Board Meeting Minutes.**
 - Motion by Goenner, second by Selvog to approve the August 10, 2015 Board Meeting Minutes as presented. All members voting yes. Motion carried.
6. **Treasurer's Report – August 2015 Financial Report**
Berg read the August 2015 Financial Reports. Discussion was had.
 - Motion by Nelson, second by Berg to approve the August 2015 Financial Report as submitted, subject to audit. All members voting yes. Motion carried.
7. **Treasurer's Report – Accounts Payable & Supervisor Vouchers**
Supervisor's submitted August vouchers for approval. Larson distributed the August 2015 Accounts Payable Summary. Check numbers 5926 through 5942 totaling \$8,600.14 were submitted for approval. Discussion was had.
 - Motion by Goenner, second by Berg to approve the August 2015 Accounts Payable and Supervisor's vouchers as submitted. All members voting yes. Motion carried.
8. **NRCS Staff Report** – Monte distributed her activities report. She updated the board on her monthly activities, NRCS program updates, technical assistance and meeting & training attendance. Discussion was had. Tim Wilson reported that the FY2016 and FY2017 Contribution Agreement between NRCS and Sherburne SWCD for managing and maintaining the work performed at the Plant Materials Evaluation Center has been fully executed.
9. **Staff Reports** – Available SWCD staff reviewed their monthly activities with the Board.
10. **Review and Comment on Visioning Session Summary prepared by Jason Weinerman** – Jason Weinerman was unable to attend, item removed from Agenda.

- 11. Authorization to Execute Contract with Kellie Bronson for a Shoreline Restoration Project FY15-02**
Larson reviewed the proposed contract with Kellie Bronson for a Shoreline Restoration project in Section 26, Palmer Township. Gerde was invited into the meeting to discuss the project in more detail. The total project cost estimate is \$2,781.40. Larson requested approval of 65% cost share, not to exceed \$1,807.91. Larson noted that funding for this project will be allocated from the FY2015 State Cost Share Funds.
- Motion by Goenner, second by Selvog to approve cost share contract FY15-02 with Kellie Bronson for a Shoreline Restoration project at 65%, not to exceed \$1,807.91. All members voting yes. Motion carried.
- 12. Review Executed Contract with Andy & Jolene Thelen for a Pasture Planting Project CWF14-ER-3**
Larson reviewed the contract with Andy & Jolene Thelen for a Pasture Planting project in Section 2, Becker Township, noting that she authorized approval of the contract on August 28, 2015 in order to expedite the project based on planting schedules. The total project cost estimate is \$1,841.40. Larson approved 50% cost share of eligible expenses, not to exceed \$1,382.00. Funding for this project will be allocated from the CWF14 Elk River Bacteria Reduction Grant. Discussion was had.
- 13. Authorization to Provide Final Payment to Forrest Brothen for installation of a Stormwater Management Project FY14-BLCA-02** – Larson reviewed the contact with Forrest Brothen for a Stormwater Management Project in Section 23, Palmer Township. The project is estimated to reduce phosphorus by .12lbs/yr. The original project estimate was \$11,191.00. The FY14-BLCA-02 contract was approved on July 21, 2015 at 100% cost share, not to exceed \$11,191.00. The final project cost was \$12,700.00. Larson noted that funding for this project will be allocated from the CWF14 Community Partners Grant.
- Motion by Goenner, second by Nelson to provide final payment to Forrest Brothen for installation of a Stormwater Management Project – FY14-BLCA-02 at \$11,191.00 (100%). All members voting yes. Motion carried.
- Check #5922 was signed during the meeting
- 14. Authorization to Provide Final Payment to Ken Day & Monica Peters for installation of a Critical Area Planting Project FY2014-02** - Larson reviewed the contact with Ken Day & Monica Peters for a Critical Area Planting Project in Section 4, Clear Lake Township. The project is estimated to reduce phosphorus by .10lbs/yr. The original project estimate was \$4,710.10. The FY2014-02 contract was approved on April 13, 2015 at 65% cost share, not to exceed \$3,061.57. The final project cost was \$4,910.30. Larson noted that funding for this project will be allocated from the FY2014 State Cost Share funds.
- Motion by Nelson, second by Berg to provide final payment to Ken Day & Monica Peters for installation of a Critical Area Planting Project – FY2014-02 at \$3,061.57 (65%). All members voting yes. Motion carried.
- Check #5923 was signed during the meeting
- 15. Authorization to Execute FY2015 Blue Thumb Agreement.** – Larson reviewed the 2015 Partners Agreement with Metro Blooms, noting changes in the dues structure. Larson noted that the dues for SWCD's is \$500 per year. The District would be joining mid-year and would receive a pro-rated rate of \$166.67 for 2015. Discussion was had.
- Motion by Goenner, second by Nelson to execute the 2015 Partner Agreement with Metro Blooms for the Blue Thumb program. All members voting yes. Motion carried.
- 16. Authorization to Execute 2015 Targeted Nitrate Sampling Grant Agreement with MDA** – Larson reviewed the 2015 Grant Agreement with the Board. Discussion was had.
- Motion by Selvog, second by Berg to execute the 2015 Targeted Nitrate Sampling Grant Agreement with MDA. All members voting yes. Motion carried.
- 17. Authorization to Accept Credit Card Payments for Farm Friends Barn Event.** – Larson requested approval to process credit cards received during the Farm Friends Barn Annual Clay Shoot Event. Goenner inquired whether the District would be responsible for the processing fees. Larson stated that the Farm Friends Barn will be responsible for all fees associated with the credit card processing.

- Motion by Goenner, second by Nelson to process payments received at the Farm Friends Barn 2015 Clay Shoot through the Districts Credit Card Processing Service. All members voting yes. Motion carried.

18. Authorization for Staff Registration and Lodging at the 2015 BWSR Academy. – Larson requested approval for staff to attend the 2015 BWSR Academy.

- Motion by Nelson, second by Berg to authorize staff attendance and lodging at the 2015 BWSR Academy. All members voting yes. Motion carried.

Check #5924 was signed during the meeting

19. Supervisor Committee Report – Supervisor Selvog reported attendance at the Elk River Watershed Association Meeting. No Committee Reports from Nelson, Goenner, and Berg. Larson reported that Supervisor Hipsag attended the Metro Conservation District Board meeting where the MDA provided a presentation on the MN Agricultural Water Quality Certification Program (MAWQCP). Discussion was had regarding funding allocations for the MAWQCP and the Buffer Implementation. Larson noted that Sherburne SWCD is eligible for \$10,000 for Buffer Implementation and \$6,000 to implement the MAWQCP.

- Motion by Goenner, second by Berg to authorize submittal of the FY16 Clean Water Fund SWCD Buffer Implementation & MAWQCP Implementation Requests. All members voting yes. Motion carried.

20. District Manager's Report – Larson stated that Bumgarner completed the new District Website noting that it was launched the previous week. Larson gave a brief tutorial on the contents of the website.

21. Upcoming Meetings and Events – Selvog requested the Board to consider moving the November Board meeting to November 2, 2015.

- Motion by Goenner, second by Nelson to move the November Board meeting to November 2, 2015. All members voting yes. Motion carried.

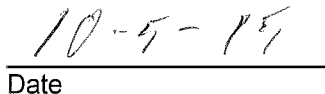
22. Adjourn

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

Meeting adjourned at 9:57 a.m.

Respectfully submitted by
Douglas Hipsag, Secretary


Signature


Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of September 30, 2015

2/15
Fiscal Basis

Date	Num	Name	Memo	Debit	Credit	Balance
Cash						461,668.59
Klein Checking						293,609.39
09/01/2015	DBT	Guardian Insurance	STD/LTD Insurance		126.51	293,482.88
09/01/2015	DBT	Hamline University	Meetings & Training		80.00	293,402.88
09/01/2015	DBT	Hamline University	Meetings & Training		80.00	293,322.88
09/01/2015	DBT	Varidesk LLC	Office Supplies		60.00	293,262.88
09/01/2015	DBT	Merchant Services	CC Fees		11.15	293,251.73
09/02/2015	DBT	Hamline University	Meetings & Training		80.00	293,171.73
09/03/2015	DBT	University of MN	Meetings & Training		40.00	293,131.73
09/03/2015	DBT	Amazon.com	Office Supplies		4.60	293,127.13
09/08/2015			Deposit - MPCA	2,102.04		295,229.17
09/09/2015	DBT	University of MN	Meetings & Training		170.00	295,059.17
09/09/2015	DBT	University of MN	Meetings & Training		170.00	294,889.17
09/09/2015	DBT	Lower Tower Parking	Meetings & Training - Parking		9.00	294,880.17
09/10/2015	EFT	A M Stewart Properti...	Rent		1,185.59	293,694.58
09/10/2015	EFT	Windstream, Inc	Internet		96.20	293,598.38
09/11/2015	DD	Bronder, William M	PR - 8/28/15 - 9/10/15		1,323.05	292,275.33
09/11/2015	DD	Bumgarner, Andrea L	PR - 8/28/15 - 9/10/15		294.23	291,981.10
09/11/2015	DD	Determan, Tiffany B	PR - 8/28/15 - 9/10/15		1,884.59	290,096.51
09/11/2015	DD	Gerde, Frances W	PR - 8/28/15 - 9/10/15		1,262.84	288,833.67
09/11/2015	DD	Hugo, Gina M	PR - 8/28/15 - 9/10/15		1,905.65	286,928.02
09/11/2015	DD	Larson, Francine M	PR - 8/28/15 - 9/10/15		1,636.57	285,291.45
09/11/2015	EFT	United States Treas...	Federal - PR 8/28/15 - 9/10/15		3,145.58	282,145.87
09/11/2015	EFT	Minnesota Revenue	State - PR 8/28/15 - 9/10/15		512.00	281,633.87
09/11/2015	EFT	PERA	PERA - PR 8/28/15 - 9/10/15		1,665.33	279,968.54
09/11/2015	EFT	Nationwide Retireme...	457 Plan - PR 8/28/15 - 9/10/15		1,163.00	278,805.54
09/11/2015	DBT	Best Buy	CWF2014 - Irrigation Scheduling Exp		485.24	278,320.30
09/14/2015	5922	Brothen, Forrest	FY14 - BLCA -02		11,191.00	267,129.30
09/14/2015	5923	Day, Ken	FY2014-02		3,061.57	264,067.73
09/14/2015	5924	BWSR	2015 BWSR Academy Registration		185.00	263,882.73
09/14/2015	5925	Metro Blooms	Blue Thumb - Dues		166.67	263,716.06
09/14/2015	5926	City of Elk River	Vehicle Maintenance & Fuel		636.71	263,079.35
09/14/2015	5927	Clearwater River Wa...	FY15 - MPCA - WPLMN		268.67	262,810.68
09/14/2015	5928	Determan, Tiffany	Reimbursed Expenses		48.30	262,762.38
09/14/2015	5929	Francine Larson	Reimbursed Expenses		295.36	262,467.02
09/14/2015	5930	Hugo, Gina Manea	Reimbursed Expenses		203.92	262,263.10
09/14/2015	5931	MACDE Area IV	MACDE Raffle		10.00	262,253.10
09/14/2015	5932	Metro Conservation ...	Software Renewal		193.13	262,059.97
09/14/2015	5933	Minnesota Counties ...	Meetings & Training - FL		60.00	261,999.97
09/14/2015	5934	Minnesota Forestry ...	MFA - Dues		40.00	261,959.97
09/14/2015	5935	MVTL Laboratories, I...	Water Monitoring		839.30	261,120.67
09/14/2015	5936	NCPERS LIFE INSU...	Life Insurance		32.00	261,088.67
09/14/2015	5937	Peterson Company, ...	2014 Audit		2,250.00	258,838.67
09/14/2015	5938	Sherburne County Ci...	LWM Meeting Advertisement		27.76	258,810.91
09/14/2015	5939	Star Tribune	FY2014 - AIS Expense		1,249.99	257,560.92
09/14/2015	5940	Varidesk LLC	Office Supplies - Ergonomic Desk Sta...		1,380.00	256,180.92
09/14/2015	5941	Water Laboratories	Water Monitoring		489.00	255,691.92
09/14/2015	5942	WaterGuards LLC	FY14 - AIS Expense		576.00	255,115.92
09/14/2015	DBT	University of MN	Meetings & Training		245.00	254,870.92
09/14/2015	DBT	Cub Foods	Meetings & Training		4.49	254,866.43
09/16/2015	DD	Berg, Shane A	Supervisor PerDiem		75.89	254,790.54
09/16/2015	DD	Goenner, Larry	Supervisor PerDiem		179.81	254,610.73
09/16/2015	DD	Nelson, Roger J	Supervisor PerDiem		82.66	254,528.07
09/16/2015	DD	Selvog, Jason C	Supervisor PerDiem		168.76	254,359.31
09/16/2015	EFT	United States Treas...	Supervisor PerDiem		11.32	254,347.99
09/16/2015	EFT	PERA	Supervisor PerDiem		39.00	254,308.99
09/16/2015	DBT	USPS	CWF2014 - Irrigation Scheduling Exp		12.10	254,296.89
09/16/2015	DBT	University of MN	Meetings & Training - Parking		6.00	254,290.89
09/16/2015			Deposit - FFB Passthru	2,465.00		256,755.89
09/17/2015			Deposit - lit	10.95		256,766.84
09/22/2015	DBT	USPS	CWF2014 - Irrigation Scheduling Exp		12.15	256,754.69
09/22/2015	DBT	MN Society of Arborist	Meetings & Training		130.00	256,624.69
09/22/2015	DBT	GoDaddy	Website Hosting Fee		275.09	256,349.60
09/23/2015			Deposit - Donation	50.00		256,399.60
09/23/2015	DBT	Clear Lake BP	Field Supplies		5.97	256,393.63
09/23/2015	DBT	University of MN	CWF2014 - Irrigation Scheduling Exp		69.00	256,324.63
09/24/2015	EFT	Guardian Insurance	LTS/STD - Insurance		126.51	256,198.12
09/24/2015	EFT	MN PEIP	Insurance Benefits		1,005.59	255,192.53

12:02 PM

10/02/15

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of September 30, 2015

Date	Num	Name	Memo	Debit	Credit	Balance
09/24/2015	DBT	Holiday	Fuel		10.00	255,182.53
09/25/2015	DD	Bronder, William M	PR - 9/11/15 - 9/24/15	1,323.05		253,859.48
09/25/2015	DD	Bumgarner, Andrea L	PR - 9/11/15 - 9/24/15	294.24		253,565.24
09/25/2015	DD	Determan, Tiffany B	PR - 9/11/15 - 9/24/15	1,884.60		251,680.64
09/25/2015	DD	Gerde, Frances W	PR - 9/11/15 - 9/24/15	1,262.83		250,417.81
09/25/2015	DD	Hugo, Gina M	PR - 9/11/15 - 9/24/15	1,905.64		248,512.17
09/25/2015	DD	Larson, Francine M	PR - 9/11/15 - 9/24/15	1,636.56		246,875.61
09/25/2015	EFT	United States Treas...	Federal - PR 9/11/15 - 9/24/15	3,145.60		243,730.01
09/25/2015	EFT	Minnesota Revenue	State - PR 9/11/15 - 9/24/15	512.00		243,218.01
09/25/2015	EFT	Nationwide Retireme...	457 Plan - PR 9/11/15 - 9/24/15	1,163.00		242,055.01
09/25/2015	EFT	PERA	PERA - PR 9/11/15 - 9/24/15	1,665.33		240,389.68
09/25/2015	DBT	Forestry Suppliers, I...	Field Supplies	9.85		240,379.83
09/29/2015	DBT	Elk River Printing	Printing - Envelopes	114.00		240,265.83
09/29/2015	DBT	Walmart	MFA - Event Supplies	64.53		240,201.30
Total Klein Checking				4,627.99	58,036.08	240,201.30
Money Market - Klein						105,401.71
09/30/2015			Interest	6.06		105,407.77
Total Money Market - Klein				6.06	0.00	105,407.77
CD - 7718951 - 12mo						17,174.19
Total CD - 7718951 - 12mo						17,174.19
CD - 7726074 - 60mo						45,483.30
Total CD - 7726074 - 60mo						45,483.30
Total Cash				4,634.05	58,036.08	408,266.56
TOTAL				4,634.05	58,036.08	408,266.56

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

**September-15
PROGRAM SUMMARY**

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 258,941.58	\$ 11,512.64	\$ 41,311.53	\$ 229,142.69
County Allocation	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 258,941.58	\$ 11,512.64	\$ 41,311.53	\$ 229,142.69

Program Funds				
BWSR Cost Share Base Grant FY16	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY14	\$ 3,826.96	\$ -	\$ 3,826.96	\$ -
BWSR Cost Share Base Grant FY15	\$ 3,213.17	\$ -	\$ -	\$ 3,213.17
BWSR Conservation Delivery FY16	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
LWM	\$ 1,806.16	\$ -	\$ 1,806.16	\$ (0.00)
NRBG WCA	\$ -	\$ -	\$ -	\$ -
CWF FY2013 - St. Cloud	\$ 15,873.49	\$ -	\$ -	\$ 15,873.49
CWF FY2014 - Irrigation Scheduling	\$ 36,840.65	\$ -	\$ 645.99	\$ 36,194.66
CWF FY2014 - Well Sealing	\$ 9,117.00	\$ -	\$ -	\$ 9,117.00
CWF FY2014 - ER Bacteria Reduction	\$ 19,757.04	\$ -	\$ -	\$ 19,757.04
CWF FY2014 - Briggs Chain Partnership	\$ 30,742.50	\$ -	\$ 11,191.00	\$ 19,551.50
MDA Sustainable Ag Demo FY2014-16	\$ 5,724.00	\$ -	\$ -	\$ 5,724.00
FY2014 AIS Prevention Aid	\$ 10,218.04	\$ -	\$ 6,133.03	\$ 4,085.01
FY2015 AIS Prevention Aid	\$ 36,480.00	\$ -	\$ -	\$ 36,480.00
SUBTOTALS	\$ 202,727.01	\$ -	\$ 23,603.14	\$ 179,123.87

TOTAL FUNDS \$ 408,266.56

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 291,364.05	\$ 4,627.99	\$ 58,036.08	\$ 237,955.96
Savings	\$ 107,647.05	\$ 6.06	\$ -	\$ 107,653.11
CD - 74 - Equipment Storage	\$ 45,483.30	\$ -	\$ -	\$ 45,483.30
CD - 52 - WB HCSA	\$ 17,174.19	\$ -	\$ -	\$ 17,174.19
SUBTOTALS	\$ 461,668.59	\$ 4,634.05	\$ 58,036.08	\$ 408,266.56

TOTAL FUNDS \$ 408,266.56

Treasurer's Signature



Date

10/5/15