



**BOARD MEETING MINUTES**  
 Regular Meeting

Date: January 11<sup>th</sup>, 2024  
 Location: 425 Jackson Ave NW, Elk River 55330  
 Remote Access Available

Board Members Present

Shelly Binsfeld – Chair  
 Christine Jurek – Vice Chair  
 Larry Goenner – Secretary  
 Joshua Krenz – Treasurer  
 Jason Selvog – PR&I

Staff Present

Francine Larson  
 David Wick\*  
 Dan Cibulka\*  
 Frances Gerde\*  
 Andie Bumgarner

Others Present

Gary Gray\*  
 County Commissioner

Katie Evans\*+  
 NRCS District Conservationist

\*denotes partial attendance  
 + Remotely attended

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 Regular Agenda**

- **24.01.01** - Motion by Binsfeld, second by Krenz to approve the agenda with submitted additions. All members voting in favor. Motion carried.

**5. Election of 2024 Officers** – Discussion was had regarding Officer rotation.

- **24.01.02** - Motion by Goenner, second by Selvog to rotate Officer positions as defined in the Bylaws. All members voting in favor. Motion carried.

Chair Binsfeld carried out the remainder of the meeting.

**6. Adopt 2024 District Bylaws, Operating Rules, and Guidelines** – Larson reviewed the suggested changes. Discussion was had regarding Per Diem Rates. Board consensus was to keep the per diem rate of \$100. Further discussion was had. The Bylaws will be posted on the SSWCD website.

- **24.01.03** - Motion by Goenner, second by Krenz to adopt the 2024 Bylaws, Operating Rules, and Guidelines with stated updates. All members voting in favor. Motion carried.

**7. Appointment of Board Members to Committees and Organizations for 2024** – Larson reviewed the current committee assignments. Discussion was had. The list of assignments will be posted on the SSWCD website.

- **24.01.04** - Motion by Selvog, second by Krenz to appoint Board Members to Committees as discussed. All members voting in favor. Motion carried.

**8. Designate 2024 Financial Depositories as the Bank of Elk River and Old National Bank**

- **24.01.05** - Motion by Goenner, second by Selvog to designate the Bank of Elk River and Old National Bank as the 2024 Financial Depositories. All members voting in favor. Motion carried.

**9. Designate 2024 Official Newspaper as Patriot News MN**

- **24.01.06** - Motion by Selvog, second by Jurek to designate the Patriot News MN as the District's Official Newspaper for 2024. All members voting in favor. Motion carried.

**10. Adopt 2024 Fee Schedule** – Larson reviewed proposed changes date. The Fee Schedule will be posted on the SSWCD website.

- **24.01.07** - Motion by Krenz, second by Jurek to adopt the 2024 Fee Schedule as presented. All members voting in favor. Motion carried.

**11. Approve 2024 Association Membership Fees** – Discussion was had.

- **24.01.08** - Motion by Selvog, second by Jurek to adopt the 2024 Association Membership Fees as presented. All members voting in favor. Motion carried.

**12. Approval of Consent Agenda**

- Approval of December 21, 2023 Board Meeting Minutes – Draft minutes were presented.
- Authorization to provide final payment to Paula Stalpes for a Well Testing project, FY23-WT-09 for \$70.00 – The original contract with Paula Stalpes was approved on December 6, 2023. The total project cost is \$140.00, and the project was approved at 50% cost share of eligible expenses, not to exceed \$100.00. Funding for this project will be allocated from the MDH Groundwater Protection grant. Check #7703 was signed at the end of the meeting.
- **24.01.09** - Motion by Krenz, second by Jurek to approve the consent agenda with submitted addition. All members voting in favor. Motion carried.

**13. December 2023 Financial Reports**

Krenz read the December 2023 Program Summary Report. Discussion was had. Goenner reported that he reviewed the monthly financial statements, verifying accuracy.

- **24.01.10** - Motion by Krenz, second by Jurek to accept the December 2023 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

**14. January 2024 Accounts Payable** – The Board reviewed the January 2024 Accounts Payable Summary. The report includes all unpaid bills from 12/21/2023 – 01/10/2024. Check numbers 7694 through 7702 totaling \$23,533.71 were submitted for approval. Discussion was had.

- **24.01.11** - Motion by Selvog, second by Jurek to approve the January 2024 Accounts Payable as submitted. All members voting in favor. Motion carried.

**15. Supervisor Committee Reports & Vouchers** – Binsfeld reported attended the MRSC Policy Committee. No reports from Goenner, Selvog, Krenz, and Jurek.

- **24.01.12** - Motion by Goenner, second by Selvog to approve the Supervisor Vouchers as submitted. All members voting in favor. Motion carried.

**16. District Manager's Report** - Larson reviewed her monthly activities. Written report available upon request.

**17. NRCS Activity Report** – Katie Evans, NRCS District Conservationist reviewed her monthly activities. Written report available upon request.


**18. District Staff Monthly Reports** – Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.

- 19. Commissioner Report** – Commissioner Gray provided an update on recent Sherburne County activities.
- 20. MRSC 1W1P Update** – Written report available upon request. Cibulka updated the Board on the recent MRSC 1W1P activities.
- 21. Rum River JPE Board** – Written report available upon request. Cibulka updated the Board on the recent Rum River Watershed Partnership activities.
- 22. Authorization to Submit 2023 Pay Equity Report** - Larson reviewed the pay equity report process and findings. Per the Local Government Pay Equity Act, MN Statutes 471.991 to 471.999; Local Government jurisdictions are required to submit a pay equity report to the State of Minnesota every three years. Upon approval, a Pay Equity Compliance Letter will be posted on the SWCD Official Bulletin Board.
- **24.01.13** – Motion by Krenz, second by Selvog to authorize submittal of the Pay Equity Implementation Form to the Office of the MN Management and Budget. All members voting in favor. Motion carried.
- 23. Authorization to accept Peterson Company LTD 2023 Audit Bid** – The Board reviewed the engagement letter. Discussion was had.
- **24.01.14** – Motion by Goenner, second by Jurek to accept Peterson LTD 2023 Audit Bid. All members voting in favor. Motion carried.
- 24. Authorization to execute CWF 2024 Drinking Water Grant with BWSR** – Larson stated that the District was awarded a Clean Water Fund Grant for Nitrate and Water Use Reduction In Targeted Sherburne County DWSMAs and Townships for \$180,000.00. Discussion was had.
- **24.01.15** – Motion by Selvog, second by Jurek to execute CWF 2024 Drinking Water Grant with BWSR. All members voting in favor. Motion carried.
- 25. Review and Adopt 2024 SWCD Aid Guidelines** – Larson stated there were no changes to the previous year’s guidelines. Guidelines will be posted on the SSWCD website.
- **24.01.16** – Motion by Krenz, second by Jurek to adopt the 2024 SWCD Guidelines as presented. All members voting in favor. Motion carried.
- 26. Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules.
- 27. Adjournment**
- **24.01.17** – Motion by Selvog, second by Goenner to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 10:34 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

2-8-24  
 \_\_\_\_\_  
 Date

SHERBURNE SOIL & WATER CONSERVATION DISTRICT

Account QuickReport

02/01/24

As of January 31, 2024

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
<b>10000 - Cash</b>						704,645.65
<b>10100 - SWEEP Account</b>						656,750.67
01/03/2024			Funds Transfer		194.58	656,556.09
01/08/2024			Funds Transfer	101,585.75		758,141.84
01/09/2024			Funds Transfer	302.32		758,444.16
01/10/2024			Funds Transfer	7,634.94		766,079.10
01/11/2024			Funds Transfer	7,702.47		773,781.57
01/12/2024			Funds Transfer	470.06		774,251.63
01/16/2024			Funds Transfer		2,685.90	771,565.73
01/17/2024			Funds Transfer	5,074.60		776,640.33
01/18/2024			Funds Transfer		3,065.55	773,574.78
01/19/2024			Funds Transfer		10,548.08	763,026.70
01/22/2024			Funds Transfer	236.08		763,262.78
01/23/2024			Funds Transfer	949.58		764,212.36
01/24/2024			Funds Transfer		381.80	763,830.56
01/25/2024			Funds Transfer	341.38		764,171.94
01/26/2024			Funds Transfer		7,443.25	756,728.69
01/29/2024			Funds Transfer		18,689.67	738,039.02
01/30/2024			Funds Transfer	368.81		738,407.83
01/31/2024			Funds Transfer	4,407.29		742,815.12
01/31/2024			Interest	2,047.33		744,862.45
01/31/2024			Funds Transfer	679.36		745,541.81
Total 10100 - SWEEP Account				131,799.97	43,008.83	745,541.81
<b>10200 - Bank of ER - Checking</b>						47,894.98
01/03/2024			Funds Transfer	194.58		48,089.56
01/05/2024			Deposit - Allocation	87,579.75		135,669.31
01/05/2024			Deposit - Allocation	11,050.00		146,719.31
01/05/2024			Deposit - Allocation	2,956.00		149,675.31
01/07/2024	EFT	Waste Management	Building Expense - Garbage/Recycling		176.33	149,498.98
01/08/2024			Deposit - Tricap	302.32		149,801.30
01/08/2024			Deposit - Trees	938.98		150,740.28
01/08/2024			Funds Transfer		101,585.75	49,154.53
01/09/2024			Deposit - Trees	7,702.47		56,857.00
01/09/2024			Funds Transfer		302.32	56,554.68
01/09/2024			Deposit - CPL	228.00		56,782.68
01/09/2024			Deposit - RCPP	3,919.95		60,702.63
01/09/2024			Deposit - WPLMN	2,693.01		63,395.64
01/10/2024	EFT	MN PEIP	Health Insurance - February Premium		1,581.92	61,813.72
01/10/2024			Deposit - Trees	2,960.50		64,774.22
01/10/2024			Funds Transfer		7,634.94	57,139.28
01/11/2024	7702	Varty, Jill	BMP Cost Share		252.00	56,887.28
01/11/2024	7694	Bethany Chaplin	LSP - Consultant Expense		3,750.00	53,137.28
01/11/2024	7695	MASWCD	Operating Expense - Annual Dues - FY2024		7,077.92	46,059.36
01/11/2024	7696	MASWCD Area IV	Operating Expense - Annual Dues - FY2024		350.00	45,709.36
01/11/2024	7697	Minnesota Counties Intergovernment Trust	Operating Expense - Business Insurance		10,647.00	35,062.36
01/11/2024	7698	NCPERS LIFE INSURANCE	Life Insurance - EE - February Premium		32.00	35,030.36
01/11/2024	7699	Ramsey Conservation District - c	Engineering Services		466.97	34,563.39
01/11/2024	7700	Washington CD	Engineering Services		332.32	34,231.07
01/11/2024	7701	Wright SWCD	Engineering Services / WRAPS		625.50	33,605.57
01/11/2024	7703	Paula Stalpes	BMP Cost Share		70.00	33,535.57
01/11/2024	EFT	PERA	PERA - Supervisor PerDiem		60.00	33,475.57
01/11/2024			Deposit - Trees	1,585.64		35,061.21
01/11/2024			Funds Transfer		7,702.47	27,358.74
01/12/2024	DD	Bumgarner, Andrea L	PR - 12/24/2023 - 1/6/2024	0.00		27,358.74
01/12/2024	DD	Cibulka, Daniel A	PR - 12/24/2023 - 1/6/2024		2,302.87	25,055.87
01/12/2024	DD	Gerde, Frances W	PR - 12/24/2023 - 1/6/2024		2,043.00	23,012.87
01/12/2024	DD	Larson, Francine M	PR - 12/24/2023 - 1/6/2024		2,428.55	20,584.32
01/12/2024	DD	Wagner, Miranda L	PR - 12/24/2023 - 1/6/2024		1,871.37	18,712.95
01/12/2024	DD	Wick, David P	PR - 12/24/2023 - 1/6/2024		1,801.73	16,911.22
01/12/2024	EFT	United States Treasury	Federal - PR 12/24/2023 - 1/6/2023		3,879.02	13,032.20
01/12/2024	EFT	Minnesota Revenue	State - PR 12/24/2023 - 1/6/2024		601.00	12,431.20
01/12/2024	EFT	PERA	PERA - PR 12/24/2023 - 1/6/2024		2,185.48	10,245.72
01/12/2024	EFT	Nationwide Retirement Solutions	Nationwide - PR 12/24/2023 - 1/6/2024		1,984.63	8,261.09
01/12/2024			Deposit - Parks/WCA/NRBG	12,745.69		21,006.78
01/12/2024			Funds Transfer		470.06	20,536.72
01/12/2024			Deposit - MDH	1,511.42		22,048.14
01/14/2024			Deposit - Trees	1,502.93		23,551.07
01/14/2024			Deposit - Trees	2,885.58		26,436.65
01/15/2024	DD	Binsfeld, Michelle L	Supervisor PerDiem		216.58	26,220.07
01/15/2024	DD	Goenner, Lawrence J	Supervisor PerDiem		128.39	26,091.68
01/15/2024	DD	Jurek, Christine A	Supervisor PerDiem		108.69	25,982.99
01/15/2024	DD	Krenz, Joshua R	Supervisor PerDiem		119.14	25,863.85
01/15/2024	DD	Selvog, Jason C	Supervisor PerDiem		133.75	25,730.10
01/15/2024	EFT	Charter Communications	Operating Expenses - Internet		157.98	25,572.12
01/15/2024			Deposit - Trees	514.68		26,086.80
01/16/2024	EFT	United States Treasury	Federal - Supervisor Payroll		17.40	26,069.40
01/16/2024			Deposit - Trees	684.45		26,753.85



SHERBURNE SOIL & WATER CONSERVATION DISTRICT

Account QuickReport

As of January 31, 2024

02/01/24

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
01/16/2024			Funds Transfer	2,685.90		29,439.75
01/16/2024			Deposit - MPCA	1,892.05		31,331.80
01/17/2024			Deposit - Trees	534.43		31,866.23
01/17/2024			Funds Transfer		5,074.60	26,791.63
01/18/2024			Deposit - Trees	268.08		27,059.71
01/18/2024			Funds Transfer	3,065.55		30,125.26
01/19/2024			Funds Transfer	10,548.08		40,673.34
01/20/2024	EFT	Marco	Operating Expense - Copier Services		274.77	40,398.57
01/21/2024			Deposit - Trees	559.43		40,958.00
01/21/2024			Deposit - Trees	1,290.42		42,248.42
01/22/2024			Funds Transfer		236.08	42,012.34
01/23/2024			Deposit - Trees	673.70		42,686.04
01/23/2024			Funds Transfer		949.58	41,736.46
01/23/2024	EFT	Microsoft 365	Operating Expense - FY24 Microsoft - Super...		288.00	41,448.46
01/24/2024			Deposit - Trees	665.37		42,113.83
01/24/2024			Funds Transfer	381.80		42,495.63
01/25/2024	EFT	Guardian Insurance	Disability Insurance - February Premium		175.06	42,320.57
01/25/2024			Funds Transfer		341.38	41,979.19
01/25/2024			Deposit - NFMP	1,557.13		43,536.32
01/26/2024	DD	Bumgarner, Andrea L	PR - 1/7/2024 - 1/20/2024	0.00		43,536.32
01/26/2024	DD	Cibulka, Daniel A	PR - 1/7/2024 - 1/20/2024		2,307.87	41,228.45
01/26/2024	DD	Gerde, Frances W	PR - 1/7/2024 - 1/20/2024		2,047.01	39,181.44
01/26/2024	DD	Larson, Francine M	PR - 1/7/2024 - 1/20/2024		2,431.55	36,749.89
01/26/2024	DD	Wagner, Miranda L	PR - 1/7/2024 - 1/20/2024		1,874.38	34,875.51
01/26/2024	DD	Wick, David P	PR - 1/7/2024 - 1/20/2024		1,804.73	33,070.78
01/26/2024	EFT	United States Treasury	Federal - PR 1/7/2024 - 1/20/2024		3,878.96	29,191.82
01/26/2024	EFT	Minnesota Revenue	State - PR 1/4/2024 - 1/20/2024		583.00	28,608.82
01/26/2024	EFT	Nationwide Retirement Solutions	Nationwide - PR 1/7/2024 - 1/20/24		1,984.63	26,624.19
01/26/2024	EFT	PERA	PERA - 1/4/2024 - 2/20/2024		2,185.48	24,438.71
01/26/2024	EFT	Cardmember Services	Credit Card Expenses 12/7 - 1/5/2024		1,594.53	22,844.18
01/26/2024			Funds Transfer	7,443.25		30,287.43
01/28/2024			Deposit - Trees	352.03		30,639.46
01/28/2024			Deposit - Trees	599.78		31,239.24
01/29/2024			Deposit - Trees	236.77		31,476.01
01/29/2024			Funds Transfer	18,689.67		50,165.68
01/30/2024			Deposit - Rum	1,688.63		51,854.31
01/30/2024			Deposit - MRSC	2,551.89		54,406.20
01/30/2024			Deposit - Trees	679.36		55,085.56
01/30/2024			Funds Transfer		368.81	54,716.75
01/31/2024			Deposit - Trees	350.38		55,067.13
01/31/2024			Funds Transfer		4,407.29	50,659.84
01/31/2024			Funds Transfer		679.36	49,980.48
Total 10200 · Bank of ER - Checking				198,669.65	196,584.15	49,980.48
Total 10000 · Cash				330,469.62	239,592.98	795,522.29
<b>TOTAL</b>				<b>330,469.62</b>	<b>239,592.98</b>	<b>795,522.29</b>

**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**1/31/2024**

**PROGRAM SUMMARY**

<b>PROGRAM</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
<b>Operating Funds</b>				
District	\$ 551,305.78	\$ 134,085.12	\$ 66,579.51	\$ 618,811.39
<b>SUBTOTALS</b>	<b>\$ 551,305.78</b>	<b>\$ 134,085.12</b>	<b>\$ 66,579.51</b>	<b>\$ 618,811.39</b>
<b>Program Funds</b>				
Blank	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY23	\$ 32,333.21	\$ -	\$ 4,640.56	\$ 27,692.65
BWSR SWCD Capacity Grant FY22	\$ 5,992.70	\$ -	\$ 599.55	\$ 5,393.15
BWSR Conservation Contracts FY25	\$ 10,282.00	\$ -	\$ -	\$ 10,282.00
BWSR Conservation Contracts FY24	\$ 10,282.00	\$ -	\$ -	\$ 10,282.00
BWSR Cost Share Base Grant FY23	\$ 2,883.05	\$ -	\$ -	\$ 2,883.05
BWSR Buffer Initiative FY24	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY23	\$ 3,496.40	\$ -	\$ -	\$ 3,496.40
BWSR Conservation Delivery FY25	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
BWSR Conservation Delivery FY24	\$ 21,635.00	\$ -	\$ 684.00	\$ 20,951.00
BWSR Soil Health Grant FY23	\$ 8,597.23	\$ -	\$ 252.00	\$ 8,345.23
AIS Prevention Aid	\$ -	\$ -	\$ 396.58	\$ (396.58)
AIS Contingency Funds	\$ 19,889.40	\$ -	\$ -	\$ 19,889.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
WM FY25	\$ -	\$ 11,050.00	\$ -	\$ 11,050.00
VM	\$ -	\$ 11,137.00	\$ 1,510.34	\$ 9,626.66
NRBG WCA	\$ -	\$ 5,000.00	\$ 732.94	\$ 4,267.06
District Project Funds	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 10,000.00
<b>SUBTOTALS</b>	<b>\$ 153,339.87</b>	<b>\$ 32,187.00</b>	<b>\$ 8,815.97</b>	<b>\$ 176,710.90</b>

**TOTAL FUNDS \$ 795,522.29**

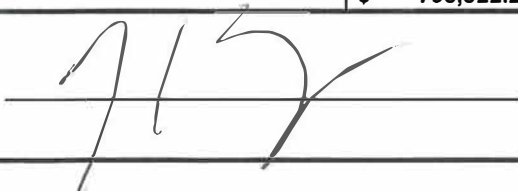
**DISTRIBUTION OF FUNDS**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
<b>Bank Account Summary</b>				
Cash Checking	\$ 47,894.98	\$ 198,669.65	\$ 196,584.15	\$ 49,980.48
SWEEP	\$ 656,750.67	\$ 131,799.97	\$ 43,008.83	\$ 745,541.81
CD - 74	\$ -	\$ -	\$ -	\$ -
Money Market	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTALS</b>	<b>\$ 704,645.65</b>	<b>\$ 330,469.62</b>	<b>\$ 239,592.98</b>	<b>\$ 795,522.29</b>

**TOTAL FUNDS \$ 795,522.29**

<b>SWCD Financial Summary</b>	<b>1/31/2024</b>
Cash - Previous Balance	\$ 704,645.65
Revenue	\$ 157,708.15
Expenses	\$ 66,831.51
Cash - Ending Balance	\$ 795,522.29

Treasurer's Signature



Date

2-8-24