



BOARD MEETING MINUTES

Regular Meeting

Date: January 13th, 2022
Location: 425 Jackson Ave NW, Elk River MN 55330
Remote Access Available

Board Members Present

Roger Nelson
Larry Goenner
Jason Selvog+
Shelly Binsfeld
Kerry Saxton

Staff Present

Francine Larson
David Wick*+
Andrea Bumgarner*+
Dan Cibulka*
Franny Gerde*+
Miranda Wagner*+

Others Present

Chris Hogge*+
NRCS District Conservationist
Lisa A. Fobbe+
County Commissioner

*denotes partial attendance
+ Remotely attended

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Nelson at 8:30 a.m. A quorum was present.

2. Pledge of Allegiance

Nelson led the Board of Supervisors in the Pledge of Allegiance.

3. Open Forum

There were no comments from the audience.

4. Election of 2022 Officers

- **22.01.01** - Motion by Nelson, second by Saxton to rotate Officer positions as defined in the Bylaws. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

Chair Goenner carried out the remainder of the meeting

5. Approval of Regular Agenda

- **22.01.02** - Motion by Nelson, second by Saxton to approve the agenda as presented. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

6. Adopt 2022 District Bylaws, Operating Rules and Guidelines – Larson reviewed the suggested changes. Discussion was had. The Bylaws will be posted on the SSWCD website.

- **22.01.03** - Motion by Nelson, second by Selvog to adopt the 2022 Bylaws, Operating Rules and Guidelines as presented. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

7. Appointment of Board Members to Committees and Organizations for 2022 – Larson reviewed the current committee assignments. Discussion was had. The list of assignments will be posted on the SSWCD website.

- **22.01.04** - Motion by Nelson, second by Binsfeld to appoint Board Members to Committees as discussed. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

8. Designate 2022 Financial Depositories as the Bank of Elk River and Old National Bank

- **22.01.05** - Motion by Binsfeld, second by Saxton to designate the Bank of Elk River and Old National Bank as the 2022 Financial Depositories. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

9. Designate 2022 Official Newspaper as Patriot News MN

- **22.01.06** - Motion by Goenner, second by Binsfeld to designate the Patriot News MN as the District's Official Newspaper for 2022. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

10. Adopt 2022 Fee Schedule – Larson reviewed the proposed changes. Discussion was had. The updated schedule will be posted on the SSWCD website.

- **22.01.07** - Motion by Nelson, second by Binsfeld to adopt the 2022 Fee Schedule as discussed. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

11. Approval of Consent Agenda

Approval of December 9, 2021 Board Meeting Minutes

The December 9, 2021 Board Meeting Minutes were presented.

Authorization to provide final payment to Briggs Chain Lake Association for FY21 AIS Management Planning Grant, AIS-FY21-02, \$56.25 - The original grant with BCLA was approved on March 11, 2021. The total project cost is \$2,250.00, total grant awarded was \$1,687.50. The project cost came in under budget, final payment reflects change. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY21 AIS Grant Program. Check # 7288 was signed during the meeting.

- **22.01.08** - Motion by Nelson, second by Saxton to approve the consent agenda as submitted. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

12. December 2021 Financial Reports

Treasurer Saxton read the December 2021 Program Summary Report. Discussion was had.

- **22.01.09** - Motion by Nelson, second by Binsfeld to accept the December 2021 Financial Reports as submitted, subject to audit. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

13. January 2022 Accounts Payable – The Board reviewed the January 2022 Accounts Payable Summary. The report includes all unpaid bills from 12/9/2021 – 1/12/2022. Check numbers 7274 through 7287 totaling \$22,136.12 were submitted for approval. Discussion was had.

- **22.01.10** - Motion by Nelson, second by Saxton to approve the January 2022 Accounts Payable as submitted. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

14. Supervisor Committee Reports & Vouchers – Goenner and Saxton reported attendance at the Annual MASWCD Convention, Binsfeld attended the AIS meeting, Saxton attend the Rum River PC Meeting. No committee reports from Selvog and Nelson.

- **22.01.11** - Motion by Nelson, second by Saxton to approve the Supervisor Vouchers as submitted. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

15. District Manager's Report – Larson reviewed her monthly activities. Written report available upon request. Larson proposed the February Board workshop be held immediately following the regular Board meeting to allow for more time for discussion.

16. NRCS Activity Report – Hogge, NRCS District Conservationist reviewed the NRCS activity report, providing an update on NRCS programs and technical assistance.

- 17. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
- 18. Adopt 2022 District Erosion Control Management Program (Cost Share) Policy** – Larson reviewed the proposed changes to the District’s Cost Share Program. Discussion was had. The Cost Share policy will be posted on the SSWCD website.
- **22.01.12** – Motion by Nelson, second by Selvog to adopt the District Erosion Control & Management Program Policy with suggested edits. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson, Goenner. Motion carried.
- 19. Consider SWCD Supervisor Election Options** – Larson reported that MASWCD and BWSR are encouraging SWCD Boards to discuss and adopt the local election framework for SWCD Supervisors. Historically Sherburne SWCD Supervisors are elected at large, reflecting the natural resource diversity of the county rather than the population. Feedback received from local constituents supports the current framework. Discussion was had.
- **22.01.13** – Motion by Nelson, second by Binsfeld to maintain the current election framework for SWCD Supervisors. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson, Goenner. Motion carried.
- 20. Authorization to approve Conservation Partners Legacy Grant Contract** – Larson reported that the District in partnership with the City of Elk River and the Friends of the Mississippi River was awarded a CPL grant for the Houlton Conservation Area totaling \$409,086 (\$369,083 grant / \$37,003 match). Larson noted that the District will act as fiscal agent and the City will be responsible for the Land Management. Larson reviewed the terms of the grant agreement. Discussion was had.
- **22.01.14** – Motion by Nelson, second by Binsfeld to approve the Conservation Partners Legacy Grant contract. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson, Goenner. Motion carried.
- 21. Authorization to approve Professional Services Agreement with Tetra Tech, Inc. for the WRAPS Report and TMDL Development** – Larson reported that the District approved the JPA with MPCA for the Phase 2, Cycle 2 WRAPS at the November 2021 meeting. Tetra Tech was selected as the Consultant. Larson stated the contract was reviewed by the County Attorney and MCIT. Discussion was had.
- **22.01.15** – Motion by Saxton, second by Nelson to approve the Professional Services Agreement with Tetra Tech for the MPCA WRAPS Cycle 2, Phase 2 project. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson, Goenner. Motion carried.
- 22. Authorization to approve Contract for Services with Local Partners for the WRAPS Cycle 2, Phase 2 project, not to exceed \$3,000 per partner** – Larson reviewed the Contract details with the Board. Discussion was had.
- **22.01.16** – Motion by Saxton, second by Nelson to authorize approval of the LPT Sub-Contracts for the WRAPS Cycle 2, Phase 2 project. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson, Goenner. Motion carried.
- 23. Authorization to accept Peterson Company LTD 2021 Audit Bid** – The Board reviewed the engagement letter. Discussion was had.

- 22.01.17 – Motion by Goenner, second by Saxton to accept Peterson LTD 2021 Audit bid. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson, Goenner. Motion carried.

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

25. **Adjournment**

- 22.01.18 – Motion by Nelson, second by Binsfeld to adjourn the meeting. Members voting in favor: Saxton, Binsfeld, Selvog, Nelson, Goenner. Motion carried.

Meeting adjourned at 10:14 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.

Michelle Binsfeld
Signature & Title

2/10/2022
Date

SHERBURNE SOIL & WATER CONSERVATION

02/04/22

Account QuickReport

Accrual Basis

As of January 31, 2022

Date	Num	Name	Memo	Debit	Credit	Balance
10000 · Cash						710,065.97
10200 · Bank of ER - Checking						210,130.58
01/03/2022			Deposit - Trees	4,767.57		214,898.15
01/04/2022			Deposit - Trees	1,860.21		216,758.36
01/05/2022			Deposit - Trees	1,310.38		218,068.74
01/06/2022			Deposit - Trees	895.47		218,964.21
01/07/2022	DD	Bumgarner, Andrea L	PR - 12/24/2021 - 1/6/2021	0.00		218,964.21
01/07/2022	DD	Cibulka, Daniel A	PR - 12/24/2021 - 1/6/2021		2,083.83	216,880.38
01/07/2022	DD	Gerde, Frances W	PR - 12/24/2021 - 1/6/2021		1,832.43	215,047.95
01/07/2022	DD	Larson, Francine M	PR - 12/24/2021 - 1/6/2021		2,280.30	212,767.65
01/07/2022	DD	Wagner, Miranda L	PR - 12/24/2021 - 1/6/2021		1,638.63	211,129.02
01/07/2022	DD	Wick, David P	PR - 12/24/2021 - 1/6/2021		1,551.72	209,577.30
01/07/2022	EFT	United States Treasury	Federal - PR 12/24/2021 - 1/6/2022		3,468.62	206,108.68
01/07/2022	EFT	Minnesota Revenue	State - PR 12/24/2021 - 1/6/2022		566.00	205,542.68
01/07/2022	EFT	PERA	PERA - PR 12/24/2021 - 1/6/2022		1,924.39	203,618.29
01/07/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 12/24/2021 - 1/6/2022		1,026.19	202,592.10
01/07/2022			Deposit - allocation	83,348.00		285,940.10
01/09/2022			Deposit - Trees	364.06		286,304.16
01/09/2022			Deposit - Trees	662.25		286,966.41
01/10/2022			Deposit - Trees	1,092.55		288,058.96
01/11/2022			Deposit - Trees	752.08		288,811.04
01/12/2022	EFT	MN Dept of Revenue - Sales Tax	Sales & Use Tax - Q4 2021		20.00	288,791.04
01/12/2022			Deposit - Trees	770.30		289,561.34
01/13/2022	7274	Anoka Conservation District - c	Rum River 1W1P - LGU Expense		186.34	289,375.00
01/13/2022	7275	City of Elk River	Vehicle Expenses - November Fuel		152.46	289,222.54
01/13/2022	7276	Francine Larson	Reimbursed Expense		5.60	289,216.94
01/13/2022	7277	Isanti County	Rum River 1W1P - LGU expense		199.48	289,017.46
01/13/2022	7278	MACDE	Annual Dues		150.00	288,867.46
01/13/2022	7279	MASWCD	Annual Dues		5,750.58	283,116.88
01/13/2022	7280	MASWCD Area IV	Annual Dues		200.00	282,916.88
01/13/2022	7281	Mille Lacs Soil & Water Conservation ...	Rum River 1W1P - LGU Expense		511.63	282,405.25
01/13/2022	7282	Minnesota Counties Intergovernment ...	Business Insurance		7,999.00	274,406.25
01/13/2022	7283	NCPERS LIFE INSURANCE	Life Insurance - EE		32.00	274,374.25
01/13/2022	7284	Patriot News MN	Legal Posting		40.50	274,333.75
01/13/2022	7285	Ramsey Conservation District - c	Engineering Services		432.53	273,901.22
01/13/2022	7286	Sherburne County Auditor/Treasurer	Rent - Q1 2022		5,643.00	268,258.22
01/13/2022	7287	WSB & Associates	AIS - Contingency - Eagle Lake Project		833.00	267,425.22
01/13/2022	7288	Briggs Lake Chain Association	FY2021 AIS Grant - Management Planning		56.25	267,368.97
01/13/2022	EFT	MN PEIP	Health Insurance - February Premium		2,792.50	264,576.47
01/13/2022			Deposit - Parks/LSOH	8,129.66		272,706.13
01/13/2022			Deposit - Trees	875.11		273,581.24
01/13/2022			Deposit - LSOH	12,456.59		286,037.83
01/14/2022			Deposit - NRBG	5,000.00		291,037.83
01/15/2022	EFT	Charter Communications	Building Expenses - Internet		142.98	290,894.85
01/16/2022			Deposit - Trees	500.28		291,395.13
01/16/2022			Deposit - Trees	573.64		291,968.77
01/17/2022			Deposit - Trees	668.20		292,636.97
01/18/2022	DD	Binsfeld, Michelle L	Supervisor PerDiem - 12/14/2021 - 1/13/2022		163.71	292,473.26
01/18/2022	DD	Goerner, Lawrence J	Supervisor PerDiem - 12/14/2021 - 1/13/2022		444.44	292,028.82
01/18/2022	DD	Nelson, Roger J	Supervisor PerDiem - 12/14/2021 - 1/13/2022		115.78	291,913.04
01/18/2022	DD	Saxton, Kerry J	Supervisor PerDiem - 12/14/2021 - 1/13/2022		423.63	291,489.41
01/18/2022	DD	Selvog, Jason C	Supervisor PerDiem - 12/14/2021 - 1/13/2022		93.55	291,395.86
01/18/2022	EFT	United States Treasury	Federal - Supervisor Per Diem		73.86	291,322.00
01/18/2022	EFT	PERA	PERA - Supervisor PerDiem		70.00	291,252.00
01/18/2022			Deposit - TriCap	178.91		291,430.91
01/18/2022			Deposit - Tree	100.22		291,531.13
01/19/2022			Deposit - Tree	475.14		292,006.27
01/20/2022	EFT	Marco	Building Expense - Copier Services		241.66	291,764.61
01/20/2022			Deposit - Tree	529.69		292,294.30
01/21/2022	DD	Bumgarner, Andrea L	PR - 1/7/2022 - 1/20/2022	0.00		292,294.30
01/21/2022	DD	Cibulka, Daniel A	PR - 1/7/2022 - 1/20/2022		2,083.84	290,210.46
01/21/2022	DD	Gerde, Frances W	PR - 1/7/2022 - 1/20/2022		1,832.42	288,378.04
01/21/2022	DD	Larson, Francine M	PR - 1/7/2022 - 1/20/2022		2,280.30	286,097.74
01/21/2022	DD	Wagner, Miranda L	PR - 1/7/2022 - 1/20/2022		1,638.63	284,459.11
01/21/2022	DD	Wick, David P	PR - 1/7/2022 - 1/20/2022		1,551.72	282,907.39
01/21/2022	EFT	United States Treasury	Federal - PR - 1/7/2022 - 1/20/2022		3,468.66	279,438.73
01/21/2022	EFT	Minnesota Revenue	State - PR 1/7/2022 - 1/20/2022		566.00	278,872.73
01/21/2022	EFT	PERA	PERA - PR 1/7/2022 - 1/20/2022		1,924.39	276,948.34
01/21/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 1/7/2022 - 1/20/2022		1,026.19	275,922.15
01/21/2022			Deposit - Trees	605.16		276,527.31
01/21/2022			Deposit - WCA	1,157.86		277,685.17
01/23/2022			Deposit - Trees	226.70		277,911.87
01/23/2022			Deposit - Trees	168.26		278,080.13
01/24/2022	EFT	Guardian Insurance	Disability Insurance - February Premium		166.93	277,913.20
01/24/2022			Deposit - Trees	376.92		278,290.12
01/24/2022			Deposit - NFMP	1,893.84		280,183.96
01/24/2022	EFT	Microsoft 365	Annual Subscription - Supervisor emails		240.00	279,943.96
01/25/2022	EFT	Cardmember Services	Credit Card Purchases - 12/8/2021 - 1/6/2022		3,231.81	276,712.15
01/25/2022			Deposit - Trees	182.34		276,894.49
01/26/2022			Deposit - Trees	298.93		277,193.42
01/27/2022	EFT	Waste Management	Building Expense - Garbage/Recycling		134.07	277,062.35

12:45 PM

02/04/22

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION
Account QuickReport
As of January 31, 2022

Date	Num	Name	Memo	Debit	Credit	Balance
01/27/2022			Deposit - Trees	598.50		277,660.85
01/27/2022			Deposit - Trees	400.24		278,061.09
01/30/2022			Deposit - Trees	576.66		278,637.75
01/30/2022			Deposit - Trees	402.83		279,040.58
01/31/2022			Deposit - Trees	568.92		279,609.50
Total 10200 - Bank of ER - Checking				132,767.47	63,288.55	279,609.50
10250 - Bank of ER - Money Market						451,551.84
01/31/2022			Interest	84.37		451,636.21
Total 10250 - Bank of ER - Money Market				84.37	0.00	451,636.21
10300 - CD - 7726074 - 60mo						48,383.55
Total 10300 - CD - 7726074 - 60mo						48,383.55
Total 10000 - Cash				132,851.84	63,288.55	779,629.26
TOTAL				132,851.84	63,288.55	779,629.26

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

1/31/2022

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 444,485.49	\$ 132,101.79	\$ 61,174.85	\$ 515,412.43
SUBTOTALS	\$ 444,485.49	\$ 132,101.79	\$ 61,174.85	\$ 515,412.43

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY22	\$ 132,509.00	\$ -	\$ 14,490.46	\$ 118,018.54
BWSR SWCD Capacity Grant FY21	\$ 24,314.24	\$ -	\$ 1,051.24	\$ 23,263.00
BWSR SWCD Capacity Grant FY20	\$ 20,021.88	\$ -	\$ -	\$ 20,021.88
BWSR Cost Share Base Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY22	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY21	\$ 6,935.49	\$ -	\$ -	\$ 6,935.49
BWSR Buffer Initiative FY22	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00
BWSR Buffer Initiative FY21	\$ 2,646.72	\$ -	\$ 1,278.25	\$ 1,368.47
BWSR Conservation Delivery FY23	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY22	\$ 21,635.00	\$ -	\$ 2,239.92	\$ 19,395.08
LWM	\$ -	\$ 7,442.00	\$ 4,113.69	\$ 3,328.31
NRBG WCA	\$ -	\$ 5,000.00	\$ 315.70	\$ 4,684.30
AIS Prevention Aid	\$ 7,588.80	\$ -	\$ 8,274.43	\$ (685.63)
IS Contingency Funds	\$ 17,515.40	\$ -	\$ 833.00	\$ 16,682.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II	\$ 6,025.67	\$ -	\$ 157.85	\$ 5,867.82
CWF FY2019 - Nitrate Reduction Grant	\$ 32,717.41	\$ -	\$ 35.55	\$ 32,681.86
CWF FY2020 - Lawns to Legumes	\$ (660.76)	\$ -	\$ 83.70	\$ (744.46)
Rum River 1W1P	\$ (18,970.05)	\$ -	\$ 897.45	\$ (19,867.50)
LSOH - ASP 6	\$ (8,906.58)	\$ 19,965.59	\$ -	\$ 11,059.01
The Nature Conservancy	\$ 3,195.14	\$ -	\$ -	\$ 3,195.14
SUBTOTALS	\$ 265,580.48	\$ 32,407.59	\$ 33,771.24	\$ 264,216.83

TOTAL FUNDS \$ 779,629.26

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 210,130.58	\$ 132,767.47	\$ 63,288.55	\$ 279,609.50
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 451,551.84	\$ 84.37	\$ -	\$ 451,636.21
SUBTOTALS	\$ 710,065.97	\$ 132,851.84	\$ 63,288.55	\$ 779,629.26

TOTAL FUNDS \$ 779,629.26

Treasurer's Signature



Date

2-10-2022