



BOARD MEETING MINUTES

Regular Meeting

Date: February 8th, 2024

Location: 425 Jackson Ave NW, Elk River 55330
Remote Access Available

Board Members Present

Shelly Binsfeld – Chair

~~Christine Jurek – Vice Chair~~ ^A

Larry Goenner – Secretary

Joshua Krenz – Treasurer

Jason Selvog – PR&I

Staff Present

Francine Larson

David Wick*

Dan Cibulka*

Frances Gerde*

Miranda Wagner*

Andie Bumgarner

Others Present

Katie Evans

NRCS District Conservationist

*denotes partial attendance

+ Remotely attended

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Binsfeld at 8:31 a.m. A quorum was present.

2. Pledge of Allegiance

Binsfeld 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

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

5. Approval of Consent Agenda

- Approval of January 11, 2024 Board Meeting Minutes – Draft minutes were presented.
- Authorization to provide final payment to A & L Peterson Farms for an RCPP Irrigation project, #2023-04-01 for \$6,305.46 – The original contract with A & L Peterson Farms for an RCPP Irrigation project was approved on April 13, 2023. The total project cost is \$107,060.95, and the project was approved at 75% cost share of the total project cost not to exceed \$21,241.00. Funding for this project will be allocated from BWSR – EOT RCPP Funds in combination with Federal EQIP funds. Check # 7712 for \$6,305.43 was signed at the end of the meeting.
- Authorization to provide final payment to A & L Peterson Farms for an RCPP Irrigation Incentive payment, #2023-04-02 for \$500.00 - The original contract with A & L Peterson Farms for an RCPP Irrigation project was approved on April 13, 2023. As part of the RCPP program, additional points were given to operators with District assistance. The District approved a \$500 flat rate incentive payment for operators selected for funding under the RCPP irrigation program. Funding for this incentive will be allocated from District Project Funds. Check # 7713 for \$500.00 was signed at the end of the meeting.
- Authorization to provide final payment to Steven Denardo for a Well Testing project, FY23-WT-02 for \$70.00 – The original contract with Steven Denardo 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 # 7714 for \$70.00 was signed at the end of the meeting.

- Authorization to provide final payment to John Wareham for a Well Testing project, FY23-WT-06 for \$72.50 – The original contract with John Wareham was approved on December 6, 2023. The total project cost is \$145.00, 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 # 7715 for \$72.50 was signed at the end of the meeting.
- Authorization to provide final payment to Chad Briggs for a Well Testing project (parcel 1), FY23-WT-16 for \$72.50 – The original contract with Chad Briggs was approved on January 10, 2024. The total project cost is \$145.00, 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 # 7716 for \$72.50 was signed at the end of the meeting.
- Authorization to provide final payment to Chad Briggs for a Well Testing project (parcel 2), FY23-WT-17 for \$72.50 – The original contract with Chad Briggs was approved on January 10, 2024. The total project cost is \$145.00, 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 # 7716 for \$72.50 was signed at the end of the meeting.
- Authorization to provide final payment to Brian Fliehr for a Well Testing project, FY23-WT-19 for \$100.00 – The original contract with Brian Fliehr was approved on January 10, 2024. The total project cost is \$230.00, 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 # 7717 for \$100.00 was signed at the end of the meeting.
- Authorization to provide final payment to Karen Koziol for a Well Testing project, FY23-WT-22 for \$87.50 – The original contract with Karen Koziol was approved on January 10, 2024. The total project cost is \$175.00, 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 # 7718 for \$87.50 was signed at the end of the meeting.
- Authorization to provide final payment to James Rodriguez for a Well Testing project, FY23-WT-13 for \$100.00 – The original contract with James Rodriguez was approved on December 6, 2023. The total project cost is \$258.00, 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 # 7719 for \$100.00 was signed at the end of the meeting.
- Authorization to provide final payment to Eric Larson for a Well Testing project, FY23-WT-21 for \$87.50 – The original contract with Eric Larson was approved on January 10, 2024. The total project cost is \$175.00, 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 # 7720 for \$87.50 was signed at the end of the meeting.
- **24.02.02** - Motion by Goenner, second by Selvog to approve the agenda with submitted additions. All members voting in favor. Motion carried.

6. **January 2024 Financial Reports** – Krenz read the January 2024 Program Summary Report. Discussion was had. Krenz reported that he reviewed the monthly financial statements, verifying accuracy.

- **24.02.03** – Motion by Krenz, second by Goenner Motion, to accept the January 2024 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.
7. **February 2024 Accounts Payable** – The Board reviewed the February 2024 Accounts Payable Summary. The report includes all unpaid bills from 1/11/2024 – 2/7/2024. Check numbers 7704 through 7721 totaling \$13,138.21 were submitted for approval. Discussion was had.
 - **24.02.04** – Motion by Krenz, second by Selvog to approve the February 2024 Accounts Payable as submitted. All members voting in favor. Motion carried.
 8. **Supervisor Committee Reports & Vouchers** – Selvog reported attendance at the SCAT meeting. Krenz reported meeting with individual staff members as part of the supervisor onboarding process. Krenz also attended the Conservation and Coffee Event. No committee reports from Goenner, Jurek and Binsfeld.
 - **24.02.05** – Motion by Goenner, second by Selvog to approve the Supervisor Vouchers as submitted. All members voting in favor. Motion carried.
 9. **District Manager’s Report** - Larson reviewed her monthly activities. Written report available upon request.
 10. **NRCS Activity Report** – Katie Evans, NRCS District Conservationist reviewed her monthly activities. Written report available upon request.
 11. **District Staff Monthly Reports** – Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
 12. **Commissioner Report** – No report was given for the month of February.
 13. **MRSC 1W1P Update** – Written report available upon request. Cibulka updated the Board on the recent MRSC 1W1P activities.
 14. **Rum River JPE Board** – Written report available upon request. Cibulka updated the Board on the recent Rum River Watershed Partnership activities.
 15. **Review and Adopt Update Budget** – Larson presented the updated budget, reviewing the proposed changes. Discussion was had. Updated Budget will be posted on the SSWCD website.
 - **24.02.06** – Motion by Krenz, second by Selvog to approve the 2024 Budget as presented. All members voting in favor. Motion carried.
 16. **Review and Adopt 2024 Conservation Contracts Policy** – Larson presented the Conservation Contracts Policy, reviewing the proposed changes. Discussion was had.
 - **24.02.07** – Motion by Selvog, second by Goenner to approve the 2024 Conservation Contracts Policy as presented. All members voting in favor. Motion carried.
 17. **Authorization to Execute Engagement letter with Peterson Company LTD 2023 Audit** – The Board reviewed the engagement letter. Discussion was had.
 - **24.02.08** – Motion by Selvog, second by Goenner to authorize engagement letter for Peterson LTD 2023 Audit Bid. All members voting in favor. Motion carried.
 18. **Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules.

19. Adjournment

- **24.02.09** – Motion by Selvog, second by Krenz to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 10:15 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

11:51 AM

SHERBURNE SOIL & WATER CONSERVATION DISTRICT

03/05/24

Account QuickReport

Accrual Basis

As of February 29, 2024

Date	Num	Name	Memo	Debit	Credit	Balance
10000 · Cash						795,522.29
10100 · SWEEP Account						745,541.81
02/02/2024			Funds Transfer	350.38		745,892.19
02/05/2024			Funds Transfer	9,044.30		754,936.49
02/06/2024			Funds Transfer	1,503.70		756,440.19
02/07/2024			Funds Transfer	567.71		757,007.90
02/09/2024			Funds Transfer	291.49		757,299.39
02/12/2024			Funds Transfer		18,133.15	739,166.24
02/13/2024			Funds Transfer	312.13		739,478.37
02/14/2024			Funds Transfer		1,670.29	737,808.08
02/15/2024			Funds Transfer		2,448.72	735,359.36
02/16/2024			Funds Transfer		2,911.17	732,448.19
02/20/2024			Funds Transfer		72.50	732,375.69
02/21/2024			Funds Transfer		7,115.17	725,260.52
02/22/2024			Funds Transfer		3,645.86	721,614.66
02/23/2024			Funds Transfer	151.27		721,765.93
02/26/2024			Funds Transfer		22,543.17	699,222.76
02/27/2024			Funds Transfer		5,344.70	693,878.06
02/28/2024			Funds Transfer	305.13		694,183.19
02/29/2024			Funds Transfer	271.15		694,454.34
02/29/2024			Interest	1,897.90		696,352.24
02/29/2024			Funds Transfer	61.35		696,413.59
Total 10100 · SWEEP Account				14,756.51	63,884.73	696,413.59
10200 · Bank of ER - Checking						49,980.48
02/01/2024			Deposit - Trees	453.25		50,433.73
02/02/2024			Deposit - ETA	8,591.05		59,024.78
02/02/2024			Funds Transfer		350.38	58,674.40
02/04/2024			Deposit - Trees	705.83		59,380.23
02/04/2024			Deposit - Trees	797.87		60,178.10
02/05/2024			Deposit - Trees	567.71		60,745.81
02/05/2024			Funds Transfer		9,044.30	51,701.51
02/06/2024	DD	Bumgarner, Andrea L	PR - 1/21/2024 - 2/3/2024	0.00		51,701.51
02/06/2024	DD	Cibulka, Daniel A	PR - 1/21/2024 - 2/3/2024		2,307.87	49,393.64
02/06/2024	DD	Gerde, Frances W	PR - 1/21/2024 - 2/3/2024		2,047.01	47,346.63
02/06/2024	DD	Larson, Francine M	PR - 1/21/2024 - 2/3/2024		2,431.56	44,915.07
02/06/2024	DD	Wagner, Miranda L	PR - 1/21/2024 - 2/3/2024		1,874.36	43,040.71
02/06/2024	DD	Wick, David P	PR - 1/21/2024 - 2/3/2024		1,804.74	41,235.97
02/06/2024			Funds Transfer		1,503.70	39,732.27
02/07/2024	EFT	Waste Management	Building Expense - Garbage/Recycling		176.33	39,555.94
02/07/2024	7719	Rodriguez, James	BMP Cost Share - FY23-WT-13		100.00	39,455.94
02/07/2024			Deposit - Trees	409.39		39,865.33
02/07/2024			Funds Transfer		567.71	39,297.62
02/08/2024	7704	Bethany Chaplin	LSP Consultant		3,750.00	35,547.62
02/08/2024	7705	Carp Solutions, LLC	Contracted Services - Carp Study		500.00	35,047.62
02/08/2024	7706	City of Elk River	Vehicle Maintenance - Fuel - December		72.08	34,975.54
02/08/2024	7707	Francine Larson	Reimbursed Expenses		44.82	34,930.72
02/08/2024	7708	Mississippi Headwaters Board	AIS - Outreach		2,000.00	32,930.72
02/08/2024	7709	NCPERS LIFE INSURANCE	Life Insurance - EE - February Premium		32.00	32,898.72
02/08/2024	7710	Sherburne History Center	Annual Dues		100.00	32,798.72
02/08/2024	7711	Stearns County SWCD	Subcontract - RCPP / WRAPS		4,139.31	28,659.41
02/08/2024	7712	A & L Peterson Farms, Inc	BMP Cost Share - RCPP Pooling Agre...		6,305.43	22,353.98
02/08/2024	7713	A & L Peterson Farms, Inc	BMP Cost Share - RCPP Incentive		500.00	21,853.98
02/08/2024	7714	Denardo, Steven	BMP Cost Share - FY23-WT-02		70.00	21,783.98
02/08/2024	7715	Wareham, John	BMP Caost Share - FY23-WT-06		72.50	21,711.48
02/08/2024	7716	Briggs, Chad	BMP Cost Share - FY23-WT-16 & 17		145.00	21,566.48
02/08/2024	7717	Fliehr, Brian	BMP Cost Share - FY23-WT-19		100.00	21,466.48
02/08/2024	7718	Koziol, Karen	BMP Cost Share - FY23-WT-22		87.50	21,378.98
02/08/2024	7720	Larson, Eric D	BMP Cost Share - FY23-WT-21		87.50	21,291.48
02/08/2024	7721	Finch, Stephanie	LSP Consultant Expense		2,500.00	18,791.48
02/08/2024			Deposit - Trees	381.50		19,172.98
02/09/2024	EFT	United States Treasury	Federal - PR 1/21/2024 - 2/3/2024		3,879.02	15,293.96
02/09/2024	EFT	Minnesota Revenue	State - PR 1/21/2024 - 2/3/2024		583.00	14,710.96
02/09/2024	EFT	PERA	PERA - PR 1/21/2024 - 2/3/2024		2,185.48	12,525.48
02/09/2024	EFT	Nationwide Retirement Solutions	Nationwide - PR 1/21/2024 - 2/3/2024		1,984.61	10,540.87
02/09/2024			Funds Transfer		291.49	10,249.38
02/11/2024			Deposit - Trees	691.47		10,940.85
02/11/2024			Deposit - Trees	203.66		11,144.51

SHERBURNE SOIL & WATER CONSERVATION DISTRICT

03/05/24

Account QuickReport

Accrual Basis

As of February 29, 2024

Date	Num	Name	Memo	Debit	Credit	Balance
02/12/2024	EFT	MN PEIP	Health Insurance - March Premium		1,581.92	9,562.59
02/12/2024			Deposit - Trees	174.01		9,736.60
02/12/2024			Funds Transfer	18,133.15		27,869.75
02/13/2024	DD	Binsfeld, Michelle L	Supervisor PerDiem		96.23	27,773.52
02/13/2024	DD	Jurek, Christine A	Supervisor PerDiem		136.43	27,637.09
02/13/2024	DD	Krenz, Joshua R	Supervisor PerDiem		238.29	27,398.80
02/13/2024	DD	Selvog, Jason C	Supervisor PerDiem		243.38	27,155.42
02/13/2024	DD	Goenner, Lawrence J	Supervisor PerDiem		128.39	27,027.03
02/13/2024	EFT	United States Treasury	Federal - Supervisor PerDiem		20.30	27,006.73
02/13/2024	EFT	PERA	PERA - Supervisor PerDiem		70.00	26,936.73
02/13/2024			Deposit - Trees	151.28		27,088.01
02/13/2024			Funds Transfer		312.13	26,775.88
02/14/2024			Deposit - Trees	633.87		27,409.75
02/14/2024			Funds Transfer	1,670.29		29,080.04
02/15/2024	EFT	Charter Communications	Building Expenses - Internet		157.98	28,922.06
02/15/2024			Funds Transfer	2,448.72		31,370.78
02/16/2024			Funds Transfer	2,911.17		34,281.95
02/18/2024			Deposit - Trees	36.36		34,318.31
02/18/2024			Deposit - Trees	231.65		34,549.96
02/20/2024	EFT	Marco	Building Expense - Copier Services		274.77	34,275.19
02/20/2024			Deposit - Trees	104.14		34,379.33
02/20/2024			Funds Transfer	72.50		34,451.83
02/21/2024			Deposit - Trees	151.27		34,603.10
02/21/2024			Funds Transfer	7,115.17		41,718.27
02/22/2024			Deposit - Trees	117.76		41,836.03
02/22/2024			Funds Transfer	3,645.86		45,481.89
02/23/2024	DD	Bumgarner, Andrea L	PR - 2/4/204 - 2/17/2024	0.00		45,481.89
02/23/2024	DD	Cibulka, Daniel A	PR - 2/4/204 - 2/17/2024		2,307.86	43,174.03
02/23/2024	DD	Gerde, Frances W	PR - 2/4/204 - 2/17/2024		2,047.01	41,127.02
02/23/2024	DD	Larson, Francine M	PR - 2/4/204 - 2/17/2024		2,522.55	38,604.47
02/23/2024	DD	Wagner, Miranda L	PR - 2/4/204 - 2/17/2024		1,874.37	36,730.10
02/23/2024	DD	Wick, David P	PR - 2/4/204 - 2/17/2024		1,804.73	34,925.37
02/23/2024	EFT	United States Treasury	Federal - PR 2/4/2024 - 2/17/2024		3,694.98	31,230.39
02/23/2024	EFT	Minnesota Revenue	State - PR 2/4/2024 - 2/17/2024		576.00	30,654.39
02/23/2024	EFT	PERA	PERA - PR 2/4/2024 - 2/17/2024		2,185.48	28,468.91
02/23/2024	EFT	Nationwide Retirement Solutions	Nationwide - PR 2/4/2024 - 2/17/2024		2,084.64	26,384.27
02/23/2024	EFT	Guardian Insurance	Disability Insurance - March Premium		175.06	26,209.21
02/23/2024			Funds Transfer		151.27	26,057.94
02/25/2024			Deposit - Trees	177.48		26,235.42
02/25/2024			Deposit - Trees	496.66		26,732.08
02/26/2024	EFT	Cardmember Services	Credit Card Expenses - 1/6 - 2/6		5,547.67	21,184.41
02/26/2024			Deposit - Trees	513.46		21,697.87
02/26/2024			Funds Transfer	22,543.17		44,241.04
02/26/2024			Deposit - HELP	279.89		44,520.93
02/27/2024			Deposit - Trees	271.15		44,792.08
02/27/2024			Funds Transfer	5,344.70		50,136.78
02/28/2024			Deposit - Trees	313.35		50,450.13
02/28/2024			Funds Transfer		305.13	50,145.00
02/29/2024			Funds Transfer		271.15	49,873.85
02/29/2024			Funds Transfer		61.35	49,812.50
Total 10200 · Bank of ER - Checking				80,338.79	80,506.77	49,812.50
Total 10000 · Cash				95,095.30	144,391.50	746,226.09
TOTAL				95,095.30	144,391.50	746,226.09

