

**Sherburne
SWCD**

BOARD MEETING MINUTES
Regular Meeting

Date: February 9th, 2023
Location: 425 Jackson Ave NW, Elk River MN 55330
Remote Access Available

Board Members Present

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

Staff Present

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

Others Present

Gary Gray+
County Commissioner

Darren Mayers+
BWSR Board Conservationist

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 – Larson requested agenda item 11; District Staff monthly reports be moved to the beginning of the meeting to accommodate staff schedules.

- **23.02.01** - Motion by Binsfeld, second by Goenner to approve the agenda as presented. All members voting in favor. Motion carried.

5. Approval of Consent Agenda

Approval of January 12, 2023 Board Meeting Minutes – Draft minutes have been reviewed by staff in advance of the meeting.

- **23.02.02** - Motion by Binsfeld, second by Jurek to approve the consent agenda as presented. All members voting in favor. Motion carried.

6. January 2023 Financial Reports

Goenner read the January 2023 Program Summary Report. Discussion was had.

- **23.02.03** - Motion by Goenner, second by Binsfeld to accept the January 2023 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

7. February 2023 Accounts Payable – The Board reviewed the February 2023 Accounts Payable Summary.

The report includes all unpaid bills from 1/12/2023 – 2/8/2023. Check numbers 7524 through 7533 totaling \$17,691.64 were submitted for approval. Discussion was had.

- **23.02.04** - Motion by Goenner, second by Binsfeld to approve the February 2023 Accounts Payable as submitted. All members voting in favor. Motion carried.

- 8. Supervisor Committee Reports & Vouchers** – Jurek reported attendance at the Rum River Watershed Partnership meeting and provided a summary. Selvog attended the SWCD Forestry Meeting. No committee reports from Goenner and Binsfeld.
- **23.02.05** - Motion by Goenner, second by Binsfeld 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. Larson discussed the We are Waters MN exhibit and suggested moving the location of the April SWCD Board meeting to the Sherburne History Center to view the exhibit.
- **23.02.06** - Motion by Goenner, second by Binsfeld to move the location of the April 13th SWCD Board Meeting to the Sherburne History Center. All members voting in favor. Motion carried.
- 10. NRCS Activity Report** – Evans, NRCS District Conservationist reviewed the NRCS activity report, providing an update on NRCS programs and technical assistance. Written report available upon request.
- 11. District Staff Monthly Reports** – (*moved to beginning of meeting*) Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
- 12. MRSC 1W1P Update** – Cibulka reported that the staff had met four times in this past month; a January 4th Steering Committee meeting, a January 17th Technical Advisory Committee meeting, the January 31st Kickoff Open House meeting, and a February 1st Steering Committee meeting. Work and discussions took place to plan the first TAC meeting, oversee the Kickoff meeting, discuss the Land and Water Resource Narrative progress, and other logistics of the project. At the first TAC meeting, staff heard from state agency and federal partners as well as The Nature Conservancy regarding their priorities for this watershed and tools/resources available to the partnership. A February 22nd TAC meeting is currently being planned.
- The Kickoff Open House meeting was attended by 46 people, not including project staff. So roughly 70 people in attendance altogether. There was positive feedback by the project team regarding the turnout and outcomes of the meeting. A Virtual Open House will be available until February 15th to gather more public feedback. A challenge has been coordinating schedules to align a re-occurring meeting date. A poll was sent to Policy Committee members to select several date options, with little success.
- 13. Rum River JPE Board** – Cibulka reported that the JPE Board met on 1/26/2023 and approved the WBIF grant contract with BWSR, Project Policy document, Coordinator and Fiscal Agent contracts, and hold Chair and Vice Chair elections. The WBIF contract has been executed and funds are now available (\$1,011,327 for FY2022 - FY2023). Staff have discussed early potential outreach options to target landowners near the Rum River and Blue Lake for conservation projects. First projects will be considered at a March JPE Board meeting.
- 14. Review and Adopt 2023 Budget** – Larson presented the updated budget, reviewing the proposed changes. Discussion was had. Adopt Budget will be posted on the SSWCD website.
- **23.02.07** – Motion by Goenner, second by Selvog to adopt the updated 2023 Budget as presented. All members voting in favor. Motion carried.
- 15. Review and Adopt 2023 Annual Plan** – Larson presented the 2023 Annual Plan with changes to the proposed annual actions. Discussion was had. Adopted Annual Plan will be posted on the SSWCD website.
- **23.02.08** – Motion by Binsfeld, second by Goenner to adopt the 2023 Annual Plan as presented. All members voting in favor. Motion carried.

16. Review and Adopt the 2023 District Cost Share Policy – Larson presented the District Cost Share Policy, reviewing the proposed changes. Discussion was had. The Adopted Cost Share Policy will be posted on the SSWCD website.

- **23.02.09** – Motion by Goenner, second by Binsfeld to adopt the 2023 District Cost Share Policy as presented. All members voting in favor. Motion carried.

17. Review Draft Annual Report – Larson and Bumgarner presented the Annual Report. The Report can be viewed via pdf or through the flip book application. Discussion was had. The final Annual Report will be available to the public early March.

18. 2023 Legislative Priorities and Outreach – Larson discussed the MASWCD Legislative workshop and advocacy toolkit. SWCD Day at the Capitol is March 8, 2023. Staff is scheduling in-person as well as virtual meetings with our Legislators. Mayers discussed BWSR Legislative Priorities.

19. Supervisor Vacancy Update – Larson stated that she sent the questionnaire to the interested candidates. Eligible candidates will be interviewed Thursday March 9, 2023 after the regular Board meeting. The successful candidate will be appointed and sworn into office at the April 13, 2023 meeting.

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

21. Adjournment

- **23.02.10** – Motion by Binsfeld, second by Jurek to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 10:13 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.

Chia Chau Board Supervisor
Signature & Title

3/9/23
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

2/28/2023

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 439,303.85	\$ 186,950.23	\$ 170,231.73	\$ 456,022.35
<i>SUBTOTALS</i>	\$ 439,303.85	\$ 186,950.23	\$ 170,231.73	\$ 456,022.35

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ 129,597.71	\$ -	\$ 7,992.55	\$ 121,605.16
BWSR SWCD Capacity Grant FY22	\$ 20,827.50	\$ -	\$ 2,000.79	\$ 18,826.71
BWSR SWCD Capacity Grant FY21	\$ 10,907.86	\$ -	\$ -	\$ 10,907.86
BWSR Cost Share Base Grant FY24	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY23	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY22	\$ 4.32	\$ -	\$ -	\$ 4.32
BWSR Buffer Initiative FY23	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00
BWSR Buffer Initiative FY22	\$ 1,796.64	\$ -	\$ 1,419.69	\$ 376.95
BWSR Conservation Delivery FY24	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY23	\$ 21,025.44	\$ -	\$ 1,915.76	\$ 19,109.68
BWSR Soil Health Grant FY23	\$ 14,175.00	\$ -	\$ -	\$ 14,175.00
AIS Prevention Aid	\$ (2,541.31)	\$ -	\$ 1,756.28	\$ (4,297.59)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
LWM	\$ 4,512.87	\$ -	\$ 3,711.84	\$ 801.03
NRBG WCA	\$ 4,600.22	\$ -	\$ 499.73	\$ 4,100.49
FY2023 Project Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
<i>SUBTOTALS</i>	\$ 240,650.53	\$ -	\$ 19,296.64	\$ 221,353.89

TOTAL FUNDS \$ 677,376.24

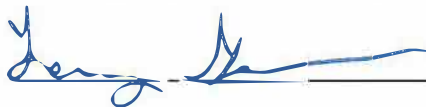
DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 95,240.39	\$ 115,607.58	\$ 113,152.27	\$ 97,695.70
SWEEP	\$ 535,942.20	\$ 52,046.01	\$ 57,079.46	\$ 530,908.75
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
<i>SUBTOTALS</i>	\$ 679,954.38	\$ 167,653.59	\$ 170,231.73	\$ 677,376.24

TOTAL FUNDS \$ 677,376.24

SWCD Financial Summary	2/28/2023
Cash - Previous Balance	\$ 679,954.38
Revenue	\$ 59,504.23
Expenses	\$ 62,082.37
Cash - Ending Balance	\$ 677,376.24

Treasurer's Signature



Date

3-9-23