



**Sherburne
SWCD**

BOARD MEETING MINUTES

Regular Meeting

Date: February 12th, 2020
Location: Sherburne SWCD Office - 425 Jackson Ave NW
Elk River, MN 55330

Board Members Present

Kerry Saxton
Larry Goenner
Roger Nelson
Jason Selvog
Michael Schroeder

Staff Present

Francine Larson
Andie Bumgarner*
Dan Cibulka*
Miranda Wagner*
Frances Gerde*

Others Present

Lisa A. Fobbe, Sherburne
County Commissioner
Shelly Binsfeld
Sherburne County Resident
Chris Hogge, NRCS District
Conservationist

*denotes partial attendance

Regular Agenda

1. Call to Order

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

2. Pledge of Allegiance

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

3. Open Forum/Introductions

There were no comments from the audience.

4. Approval of Agenda

- **20.018** - Motion by Nelson, second by Schroeder to approve the agenda with submitted addition. All members voting yes. Motion carried.

5. Secretary's Report – January 9, 2020 Board Meeting Minutes

- **20.019** - Motion by Goenner, second by Nelson to approve the January 9, 2020 Board Meeting Minutes as presented. All members voting yes. Motion carried.

6. Treasurer's Report – Updated December 2019 Program Summary

Larson reviewed the updated December 2019 Program Summary Report. Discussion was had.

- **20.020** - Motion by Goenner, second by Schroeder to accept the updated December 2019 Program Summary Report as submitted, subject to audit. All members voting yes. Motion carried.

7. Treasurer's Report – January 2020 Financial Reports

Selvog read the January 2020 Program Summary Report. Discussion was had.

- **20.021** - Motion by Nelson, second by Schroeder to accept the January 2020 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

8. Treasurer's Report – February 2020 Accounts Payable - Larson distributed the February 2020 Accounts Payable Summary. Check numbers 6959 through 6966 totaling \$127,356.20 were submitted for approval. Discussion was had.

- **20.022** - Motion by Nelson, second by Goenner to approve the February 2020 Accounts Payable as submitted. All members voting yes. Motion carried.

9. **Supervisor Committee Reports & Vouchers** – No reports from Supervisor Schroeder, Goenner and Nelson. Supervisor Selvog reported attendance at the MN SWCD Forestry Association meeting. Supervisor Sexton provided a summary of the January Rum River 1W1P Policy meeting.

- **20.023** - Motion by Nelson, second by Schroeder to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.

10. **District Manager's Report** – Larson reviewed her monthly activities. Discussion was had. Written report available upon request.

11. **NRCS Activity Report** – Chris Hogge, NRCS District Conservationist updated the Board on NRCS program updates and technical assistance. Discussion was had.

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

13. Review and Adopt Updated 2020 Budget

- **20.024** – Motion by Nelson, second by Selvog to remove agenda item from table for discussion. All members voting yes. Motion carried.

Larson reviewed the updated budget noting the inclusion of the new BWSR Lawns to Legumes grant through the Environmental Natural Resources Trust Fund (ENRTF).

- **20.025** – Motion by Nelson, second by Schroeder to adopt the 2020 Budget as presented. All members voting yes. Motion carried.

13a. **Authorization to provide final payment to J Foster for a Well Sealing project – FY20-WS-01 for \$450.00**
Larson reviewed the contract with James Foster for a well sealing project in Section 29, City of Elk River. The contract was approved on February 6, 2020. The total project cost was \$900.00, and the contract was approved at 50% cost share not to exceed \$1,000.00. funding for this project will be allocated from the FY19 Capacity Incentive grant. Discussion was had.

- **20.026** – Motion by Nelson, second by Selvog to authorize final payment to J Foster for a Well Sealing project – FY20-WS-01. All members voting yes. Motion carried.

Check #6967 for \$450.00 was signed during the meeting.

14. **Authorization to Execute FY20 Lawns to Legumes Grant Agreement with the Board of Water and Soil Resources** - Discussion was had.

- **20.027** - Motion by Goenner, second by Saxton to authorize execution of Lawn to Legumes Grant Agreement. All members voting yes. Motion carried.

15. **Authorization to Execute Repayment Agreement with Sherburne County** - Discussion was had.

- **20.028** - Motion by Nelson, second by Schroeder to authorize repayment agreement with Sherburne County. All members voting yes. Motion carried.

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

17. Adjourn

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

Meeting adjourned at 10:10 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.

Francine Larson Sec.
Signature & Title

3-12-2020
Date

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1:31 PM

SHERBURNE SOIL & WATER CONSERVATION

03/02/20

Account QuickReport

Accrual Basis

As of February 29, 2020

Date	Num	Name	Memo	Debit	Credit	Balance
10000 · Cash						602,662.55
10100 · SWEEP Account						455,889.65
02/04/2020			Funds Transfer - SWEEP	1,068.22		456,957.87
02/05/2020			Funds Transfer - SWEEP	180.58		457,138.45
02/06/2020			Funds Transfer - SWEEP	2,209.19		459,347.64
02/07/2020			Funds Transfer - SWEEP		8,236.39	451,111.25
02/10/2020			Funds Transfer - SWEEP		3,643.36	447,467.89
02/11/2020			Funds Transfer - SWEEP		254.97	447,212.92
02/12/2020			Funds Transfer - SWEEP	556.05		447,768.97
02/13/2020			Funds Transfer - SWEEP		38.50	447,730.47
02/14/2020			Funds Transfer - SWEEP	183.01		447,913.48
02/18/2020			Funds Transfer - SWEEP	601.99		448,515.47
02/19/2020			Funds Transfer - SWEEP		162.96	448,352.51
02/20/2020			Funds Transfer - SWEEP		126,057.21	322,295.30
02/21/2020			Funds Transfer - SWEEP		9,820.42	312,474.88
02/24/2020			Funds Transfer - SWEEP		4,276.52	308,198.36
02/25/2020			Funds Transfer - SWEEP	1,470.61		309,668.97
02/26/2020			Funds Transfer - SWEEP		2,062.83	307,606.14
02/27/2020			Funds Transfer - SWEEP	7,768.53		315,374.67
02/28/2020			Funds Transfer - SWEEP		11.20	315,363.47
02/28/2020			Interest	320.55		315,684.02
02/28/2020			Funds Transfer - SWEEP		524.47	315,159.55
Total 10100 · SWEEP Account				14,358.73	155,088.83	315,159.55
10200 · Bank of ER - Checking						98,678.75
02/03/2020			Deposit - Trees	331.86		99,010.61
02/03/2020			Deposit - Trees	736.36		99,746.97
02/04/2020			Funds Transfer - SWEEP		1,068.22	98,678.75
02/04/2020			Deposit - Trees	180.58		98,859.33
02/05/2020			Funds Transfer - SWEEP		180.58	98,678.75
02/05/2020			Deposit - Trees	83.50		98,762.25
02/05/2020			Deposit - NFMP	2,225.69		100,987.94
02/06/2020	EFT	Guardian Insurance	LTD/STD Insurance		134.83	100,853.11
02/06/2020			Funds Transfer - SWEEP		2,209.19	98,643.92
02/06/2020			Deposit - Trees	217.63		98,861.55
02/07/2020	DD	Bumgamer, Andréa L	PR - 1/24/2020 - 2/6/2020		530.41	98,331.14
02/07/2020	DD	Cibulka, Daniel A	PR - 1/24/2020 - 2/6/2020		1,852.22	96,478.92
02/07/2020	DD	Gerde, Frances W	PR - 1/24/2020 - 2/6/2020		1,482.62	94,996.30
02/07/2020	DD	Larson, Francine M	PR - 1/24/2020 - 2/6/2020		2,158.87	92,837.43
02/07/2020	DD	Wagner, Miranda L	PR - 1/24/2020 - 2/6/2020		1,529.90	91,307.53
02/07/2020	EFT	United States Treasury	Federal - PR 1/24/2020 - 2/6/2020		2,553.58	88,753.95
02/07/2020	EFT	Minnesota Revenue	State - PR 1/24/2020 - 2/6/2020		379.00	88,374.95
02/07/2020	EFT	Nationwide Retirement Soluti...	Nationwide - 457 - PR 1/24/2020 - 2/6/...		900.00	87,474.95
02/07/2020	EFT	PERA	PERA - PR 1/24/2020 - 2/6/2020		1,442.93	86,032.02
02/07/2020	EFT	Waste Management	Building Expense - Garbag/Recycling		96.03	85,935.99
02/07/2020			Funds Transfer - SWEEP	8,236.39		94,172.38
02/07/2020			Deposit - Trees	353.15		94,525.53
02/10/2020			Funds Transfer - SWEEP	3,643.36		98,168.89
02/10/2020			Deposit - Trees	46.83		98,215.72
02/10/2020			Deposit - Trees	212.03		98,427.75
02/11/2020			Funds Transfer - SWEEP	254.97		98,682.72
02/11/2020			Deposit - Trees	556.05		99,238.77
02/12/2020			Funds Transfer - SWEEP		556.05	98,682.72
02/13/2020	6956	AgSense, LLC	FY19 - Nitrate Reduction Grant Expense		900.00	97,782.72
02/13/2020	6957	Anoka Conservation District - c	Rum River 1W1P - LGU Expense		42.71	97,740.01
02/13/2020	6958	City of Elk River	Vehicle Maintenance & Fuel		123.74	97,616.27
02/13/2020	6959	Dodge SWCD	Meeting Registration		15.00	97,601.27
02/13/2020	6960	Francine Larson	Reimbursed Expenses		73.60	97,527.67
02/13/2020	6961	Minnesota State Auditor	2018 Financial Audit		119.00	97,408.67
02/13/2020	6962	MN Board of Water and Soil ...	Meeting Registration		40.00	97,368.67
02/13/2020	6963	Natural Resource Services	LSOHF - ASP 6 - Contractor Expense		125,060.00	-27,691.33
02/13/2020	6964	NCPERS LIFE INSURANCE	Life Insurance EE		16.00	-27,707.33
02/13/2020	6965	Ramsey Conservation Distric...	Engineering Services		931.52	-28,638.85
02/13/2020	6966	Washington CD	Engineering Services		34.63	-28,673.48
02/13/2020	6967	Foster, James	FY19 - Capacity BMP Expense		450.00	-29,123.48
02/13/2020			Funds Transfer - SWEEP	38.50		-29,084.98
02/13/2020			Deposit - Trees	183.01		-28,901.97
02/14/2020			Funds Transfer - SWEEP		183.01	-29,084.98

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of February 29, 2020

03/02/20

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
02/14/2020			Deposit - Trees	601.99		-28,482.99
02/15/2020	EFT	Charter Communications	Building Expenses - Internet		141.98	-28,624.97
02/18/2020			Funds Transfer - SWEEP		601.99	-29,226.96
02/18/2020			Deposit - Trees	214.02		-29,012.94
02/18/2020			Deposit - Trees	73.02		-28,939.92
02/19/2020	DD	Saxton, Kerry J	Supervisor PerDiem & Mileage		189.99	-29,129.91
02/19/2020	DD	Selvog, Jason C	Supervisor PerDiem & Mileage		188.63	-29,318.54
02/19/2020	DD	Goenner, Larry	Supervisor PerDiem & Mileage		100.06	-29,418.60
02/19/2020	DD	Nelson, Roger J	Supervisor PerDiem & Mileage		92.01	-29,510.61
02/19/2020	DD	Schroeder, Michael J	Supervisor PerDiem & Mileage		72.46	-29,583.07
02/19/2020	EFT	United States Treasury	Federal - Supervisor PerDiem		33.82	-29,616.89
02/19/2020	EFT	PERA	PERA - Supervisor PerDiem		37.50	-29,654.39
02/19/2020			Funds Transfer - SWEEP	162.96		-29,491.43
02/20/2020	EFT	United States Treasury	Federal - PR 2/7/2020 - 2/20/2020		2,588.82	-32,080.25
02/20/2020	EFT	Marco	Building Expense - Copier Services		216.63	-32,296.88
02/20/2020			Funds Transfer - SWEEP	126,057.21		93,760.33
02/20/2020			Deposit - Trees	36.36		93,796.69
02/21/2020	DD	Bumgarner, Andrea L	PR - 2/7/2020 - 2/20/2020		530.39	93,266.30
02/21/2020	DD	Cibulka, Daniel A	PR - 2/7/2020 - 2/20/2020		1,852.22	91,414.08
02/21/2020	DD	Gerde, Frances W	PR - 2/7/2020 - 2/20/2020		1,482.62	89,931.46
02/21/2020	DD	Larson, Francine M	PR - 2/7/2020 - 2/20/2020		2,158.87	87,772.59
02/21/2020	DD	Wagner, Miranda L	PR - 2/7/2020 - 2/20/2020		1,529.89	86,242.70
02/21/2020	DD	Bronder, William M	PR - 2/7/2020 - 2/20/2020		212.56	86,030.14
02/21/2020	EFT	Minnesota Revenue	State - PR 2/7/2020 - 2/20/2020		379.00	85,651.14
02/21/2020	EFT	Nationwide Retirement Soluti...	Nationwide - 457 - PR 2/7/2020 - 2/20/...		900.00	84,751.14
02/21/2020	EFT	PERA	PERA - PR 2/7/2020 - 2/20/2020		1,442.93	83,308.21
02/21/2020			Funds Transfer - SWEEP	9,820.42		93,128.63
02/21/2020			Deposit - Trees	228.94		93,357.57
02/24/2020			Funds Transfer - SWEEP	4,276.52		97,634.09
02/24/2020			Deposit - Trees	339.23		97,973.32
02/24/2020			Deposit - Trees	1,686.99		99,660.31
02/25/2020	EFT	Cardmember Services	Credit Card Purchases 1/8/2020 - 2/6/...		2,442.49	97,217.82
02/25/2020			Deposit	1,020.90		98,238.72
02/25/2020			Deposit	7,127.77		105,366.49
02/25/2020			Funds Transfer - SWEEP		1,470.61	103,895.88
02/25/2020			Deposit - Trees	475.69		104,371.57
02/26/2020	EFT	MN PEIP	Health Insurance - March Premium		635.20	103,736.37
02/26/2020			Funds Transfer - SWEEP	2,062.83		105,799.20
02/26/2020			Deposit - Trees	255.06		106,054.26
02/27/2020			Funds Transfer - SWEEP		7,768.53	98,285.73
02/27/2020			Deposit - Trees	125.10		98,410.83
02/28/2020			Funds Transfer - SWEEP	11.20		98,422.03
02/28/2020			Deposit - Trees	208.28		98,630.31
02/28/2020			Funds Transfer - SWEEP	524.47		99,154.78
Total 10200 - Bank of ER - Checking				172,608.87	172,132.84	99,154.78
10300 - CD - 7726074 - 60mo						48,094.15
Total 10300 - CD - 7726074 - 60mo						48,094.15
Total 10000 - Cash				186,967.60	327,221.67	462,408.48
TOTAL				186,967.60	327,221.67	462,408.48

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

February-20

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 233,096.99	\$ 32,956.63	\$ 4,793.40	\$ 261,260.22
County Allocation	\$ 45,733.44	\$ -	\$ 26,692.86	\$ 19,040.58
SUBTOTALS	\$ 278,830.43	\$ 32,956.63	\$ 31,486.26	\$ 280,300.80

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY19	\$ 65,972.99	\$ -	\$ 6,473.77	\$ 59,499.22
BWSR SWCD Capacity Grant FY18	\$ 2,269.55	\$ -	\$ -	\$ 2,269.55
BWSR Cost Share Base Grant FY21	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY20	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY19	\$ 5,420.49	\$ -	\$ -	\$ 5,420.49
BWSR Buffer Initiative FY20	\$ -	\$ -	\$ -	\$ -
BWSR Buffer Initiative FY19	\$ 3,735.58	\$ -	\$ 743.04	\$ 2,992.54
BWSR Conservation Delivery FY21	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY20	\$ 18,388.24	\$ -	\$ 1,588.84	\$ 16,799.40
LWM	\$ 4,961.33	\$ -	\$ 2,480.67	\$ 2,480.66
NRBG WCA	\$ 4,000.00	\$ -	\$ 1,000.00	\$ 3,000.00
Prevention Aid	\$ -	\$ -	\$ -	\$ -
Contingency Funds	\$ 20,369.17	\$ -	\$ -	\$ 20,369.17
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,416.16	\$ -	\$ -	\$ 1,416.16
CWF FY2018 - ER Bac Reduction Phase II	\$ 31,375.66	\$ -	\$ 1,692.16	\$ 29,683.50
CWF FY2019 - Nitrate Reduction Grant	\$ 25,466.95	\$ -	\$ 2,540.01	\$ 22,926.94
CWF FY2020 - Lawns to Legumes	\$ -	\$ -	\$ -	\$ -
Rum River 1W1P	\$ 84,984.12	\$ -	\$ 145.95	\$ 84,838.17
LSOH - ASP 6	\$ 46,665.00	\$ -	\$ 125,060.00	\$ (78,395.00)
SUBTOTALS	\$ 323,832.12	\$ -	\$ 141,724.44	\$ 182,107.68

TOTAL FUNDS \$ 462,408.48

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 98,678.75	\$ 172,608.87	\$ 172,132.84	\$ 99,154.78
SWEEP	\$ 455,889.65	\$ 14,358.73	\$ 155,088.83	\$ 315,159.55
CD - 74	\$ 48,094.15	\$ -	\$ -	\$ 48,094.15
SUBTOTALS	\$ 602,662.55	\$ 186,967.60	\$ 327,221.67	\$ 462,408.48

TOTAL FUNDS \$ 462,408.48

Treasurer's Signature



Date

3/12/2020

