



BOARD MEETING MINUTES Regular Meeting

Date: March 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

*denotes partial attendance
+ Remotely attended

Staff Present

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

Others Present

Gary Gray*
County Commissioner
Katie Evans *
NRCS District Conservationist

Josh Krenz* - Resident
Zach Guttormson* - Resident

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Selvog at 8:33 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 adding an agenda item to allow comments or updates from the County Commissioner liaison. Commissioner Report will be added to agendas moving forward.

- **23.03.01** - Motion by Goenner, second by Binsfeld to approve the agenda with stated addition. All members voting in favor. Motion carried.

5. Approval of Consent Agenda

Approval of February 9, 2023 Board Meeting Minutes – Draft minutes were presented.

Authorization to provide final payment to Eric Nyberg for a well sealing project, FY22-WS-01, for \$293.75 – The original contract with Eric and Amy Nyberg was approved on August 1, 2022. The total project cost is \$587.50, and the project was approved at 50% cost share of eligible expenses, not to exceed \$1,000.00. Funding for this project will be allocated from the District Cost Share program. Check # 7545 was signed at the end of the meeting.

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

6. February 2023 Financial Reports

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

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

7. March 2023 Accounts Payable – The Board reviewed the March 2023 Accounts Payable Summary. The report includes all unpaid bills from 2/9/2023 – 3/8/2023. Check numbers 7534 through 7537 totaling \$10,706.98 were submitted for approval. Discussion was had.

- **23.03.04** - Motion by Binsfeld, second by Jurek to approve the March 2023 Accounts Payable as submitted. All members voting in favor. Motion carried.
8. **Supervisor Committee Reports & Vouchers** – Goenner, Binsfeld, and Selvog reported attending the SWCD Day at the Capitol meetings with the Legislators, staff, and County Commissioner. Goenner also reported attendance at the annual Lunch-N-Learn. Jurek reported attendance at the Rum River Watershed virtual IPC meeting. In addition to the Day at the Capitol, Selvog reported attending the MCD meeting and the opening ceremonies for the We are Water exhibit.
 - **23.03.05** - 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.
 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** – Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
 - 11a. **Commissioner Report** – Commissioner Gray provided an update on recent Sherburne County activities. Discussion was had.

*Evans and Gray left the meeting at 9:40

Remaining agenda items were addressed out of order to accommodate attendees.
 12. **MRSC 1W1P Update** – *(moved to the end of the meeting)* Cibulka reported that the Technical Advisory Committee met on February 22nd to review the highlights of the Kickoff Meeting and data collection, as well as a draft of the Land and Water Resource Narrative (LWRN) section of the plan. Cibulka noted that this is the first full chapter that describes the geographic, social, and natural resource settings of the watershed. Cibulka reported that the TAC provided comments to the consultant, and it’s anticipated this section will be brought to the Policy Committee for review in March. The Steering Committee met March 1st to begin discussing upcoming Citizen Advisory Committee meeting schedule and content. Cibulka indicated that the group is considering development of a Landscape Stewardship Plan (LSP) which would be a separate effort from 1w1p that may assist the partnership in identifying areas to focus forestry work.
 13. **Rum River JPE Board** – *(moved to the end of the meeting)* Cibulka reported that the Partners have submitted 1st quarter funding requests and the Implementation Planning Committee (IPC) will meet on March 13th to review and make recommendations for JPE Board approval. Sherburne SWCD has submitted a funding request for project development (outreach and planning) in the Rum River corridor and Blue Lake sub-watershed, as well as a second funding request for implementation funds for soil health and forestry work. Overall, nearly ¾ of the \$1 million in biennial Watershed Based Implementation Funds have been requested but this amount may change. The JPE Board will review project requests at their March Board meeting.
 14. **Authorization to execute FY2023 Agreement for Services with Waterguards for Watercraft Inspection Services not to exceed \$23,836.00** – *(moved after Agenda Item 17)* Larson discussed the enclosed agreement for inspection services with Waterguards, noting the original agreement was reviewed by our county attorney. Larson stated that the agreement is similar to previous years with a small increase in the rate per hour over previous years. The total agreement is for \$23,836.00 and includes BLCA and TLID inspection services.

- **23.03.08** – Motion by Goenner, second by Selvog to adopt the updated 2023 Budget as presented. All members voting in favor. Motion carried.

15. Authorization to execute Agreement for Services with BLCA for Watercraft Inspection services for \$2,560.00 – Larson reviewed the agreement. Discussion was had.

- **23.03.09** – Motion by Selvog, second by Jurek to authorize execution of the 2023 Agreement for services with BLCA. All members voting in favor. Motion carried.

16. Authorization to execute Agreement for Services with TLID for Watercraft Inspection services for \$5,120.00 – Larson reviewed the agreement. Discussion was had.

- **23.03.10** – Motion by Selvog, second by Jurek to authorize execution of the 2023 Agreement for services with the TLID. All members voting in favor. Motion carried.

17. Authorization to execute FY2023 AIS Grant Agreements, not to exceed \$21,042.75 – *(moved up on the agenda following Supervisor Interviews)* Larson reviewed the AIS Grant Summary report noting that 17 applications were received, reviewed, and ranked. The 2023 allocated budget for the AIS grant program is \$21,042.75. The top 15 scored applications were recommended for approval totaling \$21,042.75. Management Planning and Control grants are distributed on a 75%/25% basis. Initial 75% payment issued upon receipt of executed contract, and final payment issued upon project completion and receipt of all deliverables. Volunteer/Education grants will be paid in full upon completion of all deliverables. Discussion was had. Summary report available upon request.

- **23.03.07** – Motion by Goenner, second by Binsfeld to accept recommendations and approve 2023 AIS Grant Agreements, not to exceed \$21,042.75. Members voting in favor: Goenner, Binsfeld, Selvog. Members opposed: None. Members Abstained: Jurek. Motion carried.

Check #7538 – 7544 were signed at the end of the meeting.

*Binsfeld left the meeting at 10:50

18. Supervisor Vacancy Interviews – *(moved up on the agenda following Commissioner Report)* The Board interviewed two eligible candidates for the vacant District V Supervisor position. The Board asked similar questions to each candidate. Discussion was had.

*Guttormson entered the meeting 9:45, left the meeting at 10:15

*Krenz entered the meeting at 10:15, left the meeting at 10:45

- **23.03.06** – Motion by Binsfeld, second by Goenner to appoint Guttormson to fill the vacant District V Supervisor position. All members voting in favor. Motion carried.

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

19. Adjournment

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

Meeting adjourned at 11:22 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.

Cris Ark

Signature & Title

4/13/23

Date

4:02 PM

SHERBURNE SOIL & WATER CONSERVATION Account QuickReport

04/04/23

Accrual Basis

As of March 31, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						677,376.24
10100 - SWEEP Account						528,440.89
03/02/2023			Funds Transfer	163.56		528,604.45
03/03/2023			Funds Transfer	192.13		528,796.58
03/07/2023			Funds Transfer	52.08		528,848.66
03/10/2023			Funds Transfer	59.41		528,908.07
03/13/2023			Funds Transfer		17,662.18	511,245.89
03/14/2023			Funds Transfer		355.82	510,890.07
03/15/2023			Funds Transfer		1,441.63	509,448.44
03/16/2023			Funds Transfer		116.06	509,332.38
03/17/2023			Funds Transfer		1,611.30	507,721.08
03/20/2023			Funds Transfer		10,590.92	497,130.16
03/21/2023			Funds Transfer		550.81	496,579.35
03/22/2023			Funds Transfer	5,120.00		501,699.35
03/24/2023			Funds Transfer		157.98	501,541.37
03/27/2023			Funds Transfer		17,918.86	483,622.51
03/28/2023			Funds Transfer		3,597.48	480,025.03
03/30/2023			Funds Transfer	2,193.05		482,218.08
03/31/2023			Funds Transfer	122.25		482,340.33
03/31/2023			Interest	1,003.83		483,344.16
03/31/2023			Funds Transfer	86,384.25		569,728.41
Total 10100 - SWEEP Account				95,290.56	54,003.04	569,728.41
10200 - Bank of ER - Checking						100,163.56
03/01/2023			Deposit - Trees	192.13		100,355.69
03/02/2023			Funds Transfer		163.56	100,192.13
03/03/2023			Funds Transfer		192.13	100,000.00
03/05/2023			Deposit - Trees	52.08		100,052.08
03/07/2023	EFT	Waste Management	Building Expense - Garbage/Recycling		146.00	99,906.08
03/07/2023			Funds Transfer		52.08	99,854.00
03/08/2023			Deposit - Trees	59.41		99,913.41
03/09/2023	7534	City of Elk River	Vehicle Expense - January Fuel		57.11	99,856.30
03/09/2023	7535	Francine Larson	Reimbursed Expenses		58.95	99,797.35
03/09/2023	7536	NCPERS LIFE INSURANCE	Life Insurance EE - March Premium		32.00	99,765.35
03/09/2023	7537	Tetra Tech, Inc.	MPCA - WRAPS - Consultant Expense		10,558.92	89,206.43
03/09/2023	7538	Ann Lake Improvement Club	2023 AIS Grant - Control		1,500.00	87,706.43
03/09/2023	7539	Big Eagle Lake Improvement Asso...	2023 AIS Grant - Control/Management		4,125.00	83,581.43
03/09/2023	7540	Birch Lake Association	2023 AIS Grant - Control		1,500.00	82,081.43
03/09/2023	7541	Fremont Lake Improvement Associ...	2023 AIS Grant - Management Planning		1,040.63	81,040.80
03/09/2023	7542	Little Elk Lake Improvement Assoc	2023 AIS Grant - Control		1,500.00	79,540.80
03/09/2023	7543	Orono Lake Improvement District_	2023 AIS Grant - Management Planning		1,860.19	77,680.61
03/09/2023	7544	Three Lake Improvement District	2023 AIS Grant - Control/Management		2,681.25	74,999.36
03/09/2023	7545	Nyberg, Eric	BMP Cost Share - Well Sealing		293.75	74,705.61
03/10/2023	DD	Bumgarner, Andrea L	PR - 2/19/2023 - 3/4/2023	0.00		74,705.61
03/10/2023	DD	Cibulka, Daniel A	PR - 2/19/2023 - 3/4/2023		2,193.06	72,512.55
03/10/2023	DD	Gerde, Frances W	PR - 2/19/2023 - 3/4/2023		1,955.05	70,557.50
03/10/2023	DD	Larson, Francine M	PR - 2/19/2023 - 3/4/2023		2,238.83	68,318.67
03/10/2023	DD	Wagner, Miranda L	PR - 2/19/2023 - 3/4/2023		1,761.25	66,557.42
03/10/2023	DD	Wick, David P	PR - 2/19/2023 - 3/4/2023		1,726.81	64,830.61
03/10/2023	EFT	United States Treasury	Federal - PR 2/19/2023 - 3/4/2023		3,688.20	61,142.41
03/10/2023	EFT	Minnesota Revenue	State - PR 2/19/2023 - 3/4/2023		549.00	60,593.41
03/10/2023	EFT	PERA	PERA - PR 2/19/2023 - 3/4/2023		2,077.71	58,515.70
03/10/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 2/19/2023 - 3/4/2023		2,021.27	56,494.43
03/10/2023			Funds Transfer		59.41	56,435.02
03/12/2023			Deposit - Trees	193.18		56,282.20
03/13/2023			Deposit - Trees	36.36		56,664.56
03/13/2023			Funds Transfer	17,662.18		74,326.74
03/14/2023	DD	Binsfeld, Michelle L	Supervisor Per Diem		236.88	74,089.86
03/14/2023	DD	Goenner, Lawrence J	Supervisor Per Diem		361.87	73,727.99
03/14/2023	DD	Jurek, Christine A	Supervisor Per Diem		202.82	73,525.17
03/14/2023	DD	Selvog, Jason C	Supervisor Per Diem		469.83	73,055.34
03/14/2023	EFT	United States Treasury	Federal - Supervisor PerDiem		31.90	73,023.44
03/14/2023			Funds Transfer	355.82		73,379.26
03/14/2023	EFT	Pitney Bowes	Postage Meter Fee		64.69	73,314.57
03/15/2023	EFT	PERA	PERA - Supervisor PerDiem		110.00	73,204.57
03/15/2023	EFT	Charter Communications	Building Expenses - Internet		157.98	73,046.59
03/15/2023	EFT	MN PEIP	Health Insurance - April Premium		1,611.30	71,435.29
03/15/2023			Funds Transfer	1,441.63		72,876.92
03/16/2023			Funds Transfer	116.06		72,992.98
03/17/2023			Funds Transfer	1,611.30		74,604.28
03/20/2023	EFT	Marco	Building Expense - Copier Services		257.06	74,347.22
03/20/2023			Funds Transfer	10,590.92		84,938.14
03/21/2023			Deposit - AIS	5,120.00		90,058.14
03/21/2023			Funds Transfer	550.81		90,608.93
03/22/2023			Funds Transfer		5,120.00	85,488.93
03/23/2023	EFT	Guardian Insurance	Disability Insurance - April Premium		170.06	85,318.87
03/23/2023			Deposit - Trees	59.41		85,378.30
03/24/2023	DD	Bumgarner, Andrea L	PR - 3/5/2023 - 3/18/2023	0.00		85,378.30

4:02 PM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of March 31, 2023

04/04/23

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
03/24/2023	DD	Cibulka, Daniel A	PR - 3/5/2023 - 3/18/2023		2,193.07	83,185.23
03/24/2023	DD	Gerde, Frances W	PR - 3/5/2023 - 3/18/2023		1,955.04	81,230.19
03/24/2023	DD	Larson, Francine M	PR - 3/5/2023 - 3/18/2023		2,238.82	78,991.37
03/24/2023	DD	Wagner, Miranda L	PR - 3/5/2023 - 3/18/2023		1,761.24	77,230.13
03/24/2023	DD	Wick, David P	PR - 3/5/2023 - 3/18/2023		1,726.84	75,503.29
03/24/2023	EFT	United States Treasury	Federal - PR 3/5/2023 - 3/18/2023		3,688.22	71,815.07
03/24/2023	EFT	Minnesota Revenue	State - PR 3/5/2023 - 3/18/2023		549.00	71,266.07
03/24/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/5/2023 - 3/18/2023		2,021.27	69,244.80
03/24/2023	EFT	PERA	PERA - PR 3/5/2023 - 3/18/2023		2,077.71	67,167.09
03/24/2023			Funds Transfer	157.98		67,325.07
03/26/2023			Deposit - Trees	59.41		67,384.48
03/27/2023	EFT	Cardmember Services	Credit Card Expenses - 2/7/2023 - 3/7/2023		3,107.89	64,276.59
03/27/2023			Funds Transfer	17,918.86		82,195.45
03/28/2023			Funds Transfer	3,597.48		85,792.93
03/29/2023			Deposit - Trees	122.25		85,915.18
03/29/2023			Deposit - RCPP	2,193.05		88,108.23
03/30/2023			Funds Transfer		2,193.05	85,915.18
03/31/2023			Deposit - Allocation	86,384.25		172,299.43
03/31/2023			Funds Transfer		122.25	172,177.18
03/31/2023			Funds Transfer		86,384.25	85,792.93
Total 10200 - Bank of ER - Checking				148,474.57	162,845.20	85,792.93
10300 - CD - 7726074 - 60mo						48,771.79
Total 10300 - CD - 7726074 - 60mo						48,771.79
Total 10000 - Cash				243,765.13	216,848.24	704,293.13
TOTAL				243,765.13	216,848.24	704,293.13

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

3/31/2023

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 456,022.35	\$ 260,390.99	\$ 202,347.42	\$ 514,065.92
SUBTOTALS	\$ 456,022.35	\$ 260,390.99	\$ 202,347.42	\$ 514,065.92

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ 121,605.16	\$ -	\$ 18,140.69	\$ 103,464.47
BWSR SWCD Capacity Grant FY22	\$ 18,826.71	\$ -	\$ 293.75	\$ 18,532.96
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	\$ -	\$ 400.93	\$ 8,099.07
BWSR Buffer Initiative FY22	\$ 376.95	\$ -	\$ 376.95	\$ (0.00)
BWSR Conservation Delivery FY24	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY23	\$ 19,109.68	\$ -	\$ 2,655.94	\$ 16,453.74
BWSR Soil Health Grant FY23	\$ 14,175.00	\$ -	\$ 174.16	\$ 14,000.84
AIS Prevention Aid	\$ (4,297.59)	\$ 5,120.00	\$ 17,006.97	\$ (16,184.56)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
LWM	\$ 801.03	\$ 7,442.00	\$ 4,239.51	\$ 4,003.5
NRBG WCA	\$ 4,100.49	\$ -	\$ 399.78	\$ 3,700.7
FY2023 Project Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
SUBTOTALS	\$ 221,353.89	\$ 12,562.00	\$ 43,688.68	\$ 190,227.21

TOTAL FUNDS \$ 704,293.13

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 97,695.70	\$ 188,758.26	\$ 122,561.51	\$ 163,892.45
SWEEP	\$ 530,908.75	\$ 55,006.87	\$ 94,286.73	\$ 491,628.89
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 677,376.24	\$ 243,765.13	\$ 216,848.24	\$ 704,293.13

TOTAL FUNDS \$ 704,293.13

SWCD Financial Summary		3/31/2023
Cash - Previous Balance	\$	677,376.24
Revenue	\$	95,475.36
Expenses	\$	68,558.47
Cash - Ending Balance	\$	704,293.13

Treasurer's Signature



Date

4-13-23