



BOARD MEETING MINUTES

Regular Meeting

Date: March 11th, 2021

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*+
Frances Gerde*+
Miranda Wagner*+
Andrea Bumgarner*+
Dan Cibulka*+

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/Introductions

There were no comments from the audience.

4. Approval of Agenda

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

5. Secretary's Report – February 11, 2021 Board Meeting Minutes

- **21.03.02** - Motion by Goenner, second by Saxton to approve the February 11, 2021 Board Meeting Minutes as presented. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

6. Treasurer's Report – February 2021 Financial Reports

Binsfeld read the February 2021 Program Summary Report. Discussion was had.

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

7. Treasurer's Report – March 2021 Accounts Payable – The Board reviewed the March 2021 Accounts Payable Summary. The report includes all unpaid bills from 2/11/2021 – 3/10/2021. Check numbers 7134 through 7136 totaling \$1,348.00 were submitted for approval. Discussion was had. Larson noted that one of the checks is a re-print of a lost check sent to a Lake Improvement Association. Discussion was had regarding potential policy of placing a stop payment on lost checks and charging the bank fee to the landowner. Board consensus was to move forward without stop payment at this time, but a policy will be considered in the future.

- **21.03.04** - Motion by Goenner, second by Nelson to approve the March 2021 Accounts Payable as submitted. Members voting in favor: Binsfeld, Goenner, Nelson. Members opposed: Saxton, Selvog. Motion carried.
- 8. Supervisor Committee Reports & Vouchers** – Saxton reported attendance at the Rum River 1W1P Policy Committee Meeting, providing a summary of the current discussions. Binsfeld also reported attendance at the Rum River 1W1P Policy Committee Meeting as well as the MCD Meeting, noting that she was appointed Vice Chair. No committee reports from Selvog, Nelson and Goenner.
- **21.03.05** - Motion by Binsfeld, second by Saxton to approve the Supervisor Vouchers as submitted. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 9. District Manager's Report** – Larson reviewed her written report, noting that the Metro Managers group has been comparing current COVID plans as well as discussing potential long-term options. Discussion was had. Larson also stated that the submitted Pay Equity report was accepted and meets compliance. Further discussion was had.
- 10. NRCS Activity Report**– Chris Hogge, NRCS District Conservationist reviewed his written report, providing an update on NRCS programs and technical assistance. Discussion was had.
- 11. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
- 12. Authorization to provide final payment to Farm Friends Barn for a Native Pollinator Habitat project – 2020-09-01 for \$1,046.40** – Larson reviewed the project with the Board. The original contract with Farm Friends Barn for a restoration of rare or declining habitat project (643) in Section 25, Becker Township was approved on September 10, 2020. The total project cost is \$1,395.20, and the contract was approved at 75% cost share not to exceed \$1,125.00. Funding for this project will be allocated from FY19 Capacity – Cost Share.

- **21.03.06** – Motion by Nelson, second by Goenner to provide final payment to Farm Friends Barn for a native pollinator habitat project #2020-09-01. Members voting in favor: Nelson, Binsfeld, Goenner, Saxton. Selvog abstained. Motion carried.

Check #7137 for \$1,046.40 was signed during the meeting.

- 13. Authorization to execute FY2021 Agreement for Services with Waterguards for Watercraft Inspection Services** – Larson reviewed the agreement, noting that there is a small increase in the rate per hour over previous year's rate. The total agreement is for \$24,980.00 (1,249 hours at \$20/ hour). Discussion was had.
- **21.03.07** – Motion by Saxton, second by Goenner to execute FY2021 Agreement for Services with Waterguards. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.
- 14. Review and Approve 2021 AIS Grant Funding Recommendations** – Larson reviewed the 2021 AIS grant program and recommendations. Discussion was had.
- **21.03.08** – Motion by Goenner, second by Binsfeld to approve the 2021 AIS grant funding recommendations. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

15. Authorization to execute JPA with MDA for continuation of Implementation of the NFMP – Larson reviewed the JPA, noting that the contract term is three years not to exceed \$9,000.00. Discussion was had.

- **21.03.09** – Motion by Binsfeld, second by Saxton to execute JPA with MDA for continuation of implementation of the NFMP. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

16. Authorization to adopt Planning Boundary Resolution for 1W1P for the Mississippi River St. Cloud Watershed – Cibulka and Larson reviewed the resolution with the Board. Discussion was had.

- **21.03.10** – Motion by Binsfeld, second by Nelson to adopt the Planning Boundary resolution for 1W1P for the Mississippi River St. cloud Watershed as presented. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

17. Authorization to adopt Resolution to support a Mississippi River St. Cloud Watershed 1w1P Implementation Framework Project – Cibulka and Larson reviewed the resolution with the Board. Discussion was had.

- **21.03.11** – Motion by Goenner, second by Saxton to adopt the Resolution to support the Mississippi River St. Cloud Watershed 1W1P Implementation Framework project as presented. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

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

19. Adjournment

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

Meeting adjourned at 9:38 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 chair
Signature & Title

4-8-2021
Date

SHERBURNE SOIL & WATER CONSERVATION

04/02/21

Account QuickReport

Accrual Basis

As of March 31, 2021

Date	Num	Name	Memo	Debit	Credit	Balance
10000 · Cash						771,571.67
10200 · Bank of ER - Checking						172,652.52
03/01/2021			Deposit - Trees	144.59		172,797.11
03/02/2021	317FLR	Ann Lake Improvement Club	Reverse of GJE 317FL -- For CHK 7101 void...	423.00		173,220.11
03/02/2021			Deposit - Trees	187.95		173,408.06
03/03/2021			Deposit - Trees	114.92		173,522.98
03/04/2021			Deposit - Trees	525.97		174,048.95
03/05/2021	EFT	Waste Management	Building Expense - Garbage/Recycling		112.50	173,936.45
03/05/2021	DD	Bumgarner, Andrea L	PR - 2/19/2021 - 3/4/2021		573.80	173,362.65
03/05/2021	DD	Cibulka, Daniel A	PR - 2/19/2021 - 3/4/2021		1,946.77	171,415.88
03/05/2021	DD	Gerde, Frances W	PR - 2/19/2021 - 3/4/2021		1,557.09	169,858.79
03/05/2021	DD	Larson, Francine M	PR - 2/19/2021 - 3/4/2021		2,142.04	167,716.75
03/05/2021	DD	Wagner, Miranda L	PR - 2/19/2021 - 3/4/2021		1,566.47	166,150.28
03/05/2021	DD	Wick, David P	PR - 2/19/2021 - 3/4/2021		1,294.46	164,855.82
03/05/2021	EFT	United States Treasury	Federal - PR 2/19/2021 - 3/4/2021		3,095.94	161,759.88
03/05/2021	EFT	Minnesota Revenue	State - PR 2/19/2021 - 3/4/2021		483.00	161,276.88
03/05/2021	EFT	PERA	PERA - PR 2/19/2021 - 3/4/2021		1,704.79	159,572.09
03/05/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 2/19/2021 - 3/4/2021		1,000.00	158,572.09
03/07/2021			Deposit - Trees	459.99		159,032.08
03/08/2021			Deposit - Trees	78.26		159,110.34
03/09/2021			Deposit - Trees	41.60		159,151.94
03/09/2021	EFT	Pitney Bowes	Postage Meter Refill		73.31	159,078.63
03/11/2021	EFT	MN PEIP	Health Insurance - April Premium		697.46	158,381.17
03/11/2021	7134	Ann Lake Improvement Club	FY2020 AIS Grant - Check Re-Issue		423.00	157,958.17
03/11/2021	7135	ESRI Inc.	ESRI - Software Renewal		909.00	157,049.17
03/11/2021	7136	NCPERS LIFE INSURANCE	Life Insurance EE - March Premium		16.00	157,033.17
03/11/2021	7137	Farm Friends Barn - C	FY19 Capacity - BMP Expense		1,046.40	155,986.77
03/11/2021			Deposit - Trees	232.71		156,219.48
03/14/2021			Deposit - Trees	41.60		156,261.08
03/15/2021	EFT	Charter Communications	Building Expenses - Internet		141.98	156,119.10
03/15/2021			Deposit - Trees	78.26		156,197.36
03/15/2021			Deposit - Trees	75.51		156,272.87
03/16/2021	DD	Binsfeld, Michelle L	Supervisor PerDiem		210.48	156,062.39
03/16/2021	DD	Goenner, Lawrence J	Supervisor PerDiem		98.17	155,964.22
03/16/2021	DD	Saxton, Kerry J	Supervisor PerDiem		138.52	155,825.70
03/16/2021	DD	Nelson, Roger J	Supervisor PerDiem		91.45	155,734.25
03/16/2021	DD	Selvog, Jason C	Supervisor PerDiem		70.17	155,664.08
03/16/2021	EFT	United States Treasury	Federal - Supervisor PerDiem		35.98	155,628.10
03/16/2021	EFT	PERA	PERA - Supervisor PerDiem		45.00	155,583.10
03/17/2021			Deposit - Trees	109.38		155,692.48
03/18/2021	EFT	United States Treasury	Federal - PR - 3/5/2021 - 3/18/2021		3,122.68	152,569.80
03/19/2021	DD	Bronder, William M	PR - 3/5/2021 - 3/18/2021		161.47	152,408.33
03/19/2021	DD	Bumgarner, Andrea L	PR - 3/5/2021 - 3/18/2021		573.79	151,834.54
03/19/2021	DD	Cibulka, Daniel A	PR - 3/5/2021 - 3/18/2021		1,946.79	149,887.75
03/19/2021	DD	Gerde, Frances W	PR - 3/5/2021 - 3/18/2021		1,557.10	148,330.65
03/19/2021	DD	Larson, Francine M	PR - 3/5/2021 - 3/18/2021		2,142.03	146,188.62
03/19/2021	DD	Wagner, Miranda L	PR - 3/5/2021 - 3/18/2021		1,566.47	144,622.15
03/19/2021	DD	Wick, David P	PR - 3/5/2021 - 3/18/2021		1,294.46	143,327.69
03/19/2021	EFT	Minnesota Revenue	State - PR 3/5/2021 - 3/18/2021		483.00	142,844.69
03/19/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/5/2021 - 3/18/2021		1,000.00	141,844.69
03/19/2021	EFT	PERA	PERA - PR 3/5/2021 - 3/18/2021		1,704.79	140,139.90
03/20/2021	EFT	Marco	Building Expense - Copier Services		228.27	139,911.63
03/23/2021			Deposit - Trees	348.65		140,260.28
03/23/2021			Deposit - Trees	256.33		140,516.61
03/24/2021			Deposit - Trees	151.29		140,667.90
03/25/2021	EFT	Cardmember Services	Credit Card Expenses		662.71	140,005.19
03/26/2021			Deposit - Allocation	79,733.50		219,738.69
03/28/2021			Deposit - Trees	192.58		219,931.27
03/28/2021			Deposit - Trees	166.85		220,098.12
03/29/2021			Deposit - Trees	36.36		220,134.48
03/30/2021			Deposit - Trees	41.60		220,176.08
Total 10200 · Bank of ER - Checking				83,440.90	35,917.34	220,176.08
10250 · Bank of ER - Money Market						550,535.60
03/31/2021			Interest	116.91		550,652.51
Total 10250 · Bank of ER - Money Market				116.91	0.00	550,652.51
10300 · CD - 7726074 - 60mo						48,383.55
Total 10300 · CD - 7726074 - 60mo						48,383.55
Total 10000 · Cash				83,557.81	35,917.34	819,212.14
AL				83,557.81	35,917.34	819,212.14

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

3/31/2021

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 405,765.50	\$ 117,707.45	\$ 34,447.94	\$ 489,025.01
SUBTOTALS	\$ 405,765.50	\$ 117,707.45	\$ 34,447.94	\$ 489,025.01

PROGRAM FUNDS	Beginning Balance	Receipts	Disbursement	End of Month Balance
Blank	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY21 - 26103	\$ 118,996.20	\$ -	\$ 8,138.95	\$ 110,857.25
BWSR SWCD Capacity Grant FY20 - 26102	\$ 59,266.00	\$ -	\$ 18,155.73	\$ 41,110.27
BWSR SWCD Capacity Grant FY19 - 26101	\$ 18,743.41	\$ -	\$ 1,046.40	\$ 17,697.01
Blank	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY22 - 26004	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY21 - 26003	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY20 - 26002	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
Blank	\$ -	\$ -	\$ -	\$ -
BWSR Buffer Initiative FY21 - 26202	\$ 8,600.00	\$ -	\$ -	\$ 8,600.00
BWSR Buffer Initiative FY20 - 26201	\$ 2,677.70	\$ -	\$ 633.70	\$ 2,044.00
BWSR Conservation Delivery FY22 - 26052	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY21 - 26051	\$ 18,389.69	\$ -	\$ 2,822.01	\$ 15,567.68
LWM - 41102 / 41103	\$ (198.41)	\$ 7,442.00	\$ 5,869.13	\$ 1,374.46
NRBG WCA - 41104	\$ 4,041.61	\$ -	\$ 1,086.95	\$ 2,954.66
AIS Prevention Aid - 41105/62100	\$ (3,938.29)	\$ 423.00	\$ 3,374.37	\$ (6,889.66)
AIS Contingency Funds - 25100	\$ 20,464.42	\$ -	\$ -	\$ 20,464.42
ant Materials Learning Center - 27001	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
erry's Trees - Memorial Fund - 41101 / 61030	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II - 26500	\$ 26,705.74	\$ -	\$ 629.53	\$ 26,076.21
CWF FY2019 - Nitrate Reduction Grant - 26501	\$ 8,473.83	\$ -	\$ 314.78	\$ 8,159.05
CWF FY2020 - Lawns to Legumes - 42500	\$ (230.01)	\$ -	\$ 189.21	\$ (419.22)
Rum River 1W1P - 26300	\$ 41,272.53	\$ -	\$ 634.95	\$ 40,637.58
LSOH - ASP 6 - 42410	\$ 10,760.91	\$ -	\$ 352.75	\$ 10,408.16
The Nature Conservancy - 44002	\$ 13,774.72	\$ -	\$ 235.58	\$ 13,539.14
Blank	\$ -	\$ -	\$ -	\$ -
Blank	\$ -	\$ -	\$ -	\$ -
Blank	\$ -	\$ -	\$ -	\$ -
Blank	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 365,806.17	\$ 7,865.00	\$ 43,484.04	\$ 330,187.13

TOTAL FUNDS \$ 819,212.14

DISTRIBUTION OF FUNDS

BANK ACCOUNT SUMMARY	Beginning Balance	Receipts	Disbursement	End of Month Balance
Cash Checking	\$ 172,652.52	\$ 83,440.90	\$ 35,917.34	\$ 220,176.08
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 550,535.60	\$ 116.91	\$ -	\$ 550,652.51
SUBTOTALS	\$ 771,571.67	\$ 83,557.81	\$ 35,917.34	\$ 819,212.14

TOTAL FUNDS \$ 819,212.14

Treasurer's Signature

Mabelle Parsfeld

Date

4/8/2021