



**Sherburne  
SWCD**

## BOARD MEETING MINUTES

### Regular Meeting

Date: March 12<sup>th</sup>, 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

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

##### 5. Secretary's Report – February 13, 2020 Board Meeting Minutes

- **20.031** - Motion by Goenner, second by Nelson to approve the February 13, 2020 Board Meeting Minutes as presented. All members voting yes. Motion carried.

##### 6. Treasurer's Report – February 2020 Financial Reports

Selvog read the February 2020 Program Summary Report. Larson reviewed the Balance Sheet and Profit and Loss report. Discussion was had.

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

##### 7. Treasurer's Report – March 2020 Accounts Payable - Larson distributed the March 2020 Accounts Payable Summary. Check numbers 6977 through 6981 totaling \$130,240.16 were submitted for approval. Discussion was had.

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

##### 8. Supervisor Committee Reports & Vouchers – No reports from Supervisor Selvog, Goenner and Nelson. Supervisor Schroeder reported attendance at the MCD JPB Meeting. Supervisor Saxton provided a summary of the February Rum River 1W1P Policy meeting and the Annual Plan Committee meeting.

- **20.034** - Motion by Nelson, second by Schroeder to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.
- 8a. COVID-19 Policy** – Discussion was had regarding current COVID-19 information. With Board consensus, Supervisor Saxton authorized Larson to take necessary precautions to help ensure the health and wellness of the employees, clients and partners.
- 9. District Manager’s Report** – Larson reviewed her monthly activities. Discussion was had. Written report available upon request.
- 10. NRCS Activity Report** – Chris Hogge, NRCS District Conservationist updated the Board on NRCS program updates and technical assistance. Discussion was had.
- 10a. Authorization to execute Memorandum of Agreement with United States Department of Agriculture, Natural Resources Conservation Service.** Discussion was had.
- **20.035** - Motion by Selvog, second by Goenner to authorize execution of MOA with USDA, NRCS. All members voting yes. Motion carried.
- 11. District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request. Bumgarner and Larson also reviewed the DRAFT Highlights Booklet with the Board.
- 12. Review and Adopt 2020 Annual Plan** – Larson reviewed the updated Annual Plan. Discussion was had. Supervisor Selvog recommended separating Prairie/Pasture Management Program and adding a description for the Pollinator Program. Further discussion was had.
- **20.036** – Motion by Nelson, second by Goenner to adopt the 2020 Annual Plan as amended. All members voting yes. Motion carried.
- 13. Approve Amendment to Erosion Control & Water Management Program Policy, Section 6.0 District Cost Share Program guidelines, Sub-section p) Application Due Dates** – Larson reviewed the proposed amendments, discussion was had.
- **20.037** – Motion by Nelson, second by Goenner to approve the amendment to the Cost Share Program Policy as presented. All members voting yes. Motion carried.
- 14. Authorization to Execute Cost Share Contract with C Otto for a Native Prairie Planting – 2020-03-01, not to exceed \$600.00** – Wagner reviewed the project with the Board. Discussion was had.
- **20.038** - Motion by Nelson, second by Selvog to execute contract with C Otto for a Native Prairie Planting – 2020-03-01, not to exceed \$600. All members voting yes. Motion carried.
- 14a. Authorization to Execute Cost Share Contract with A & L Peterson Farms, Inc. for a Forage and Biomass Planting – NR-FY19-05, not to exceed \$500.00**– Wagner reviewed the project with the Board. Discussion was had.
- **20.039** - Motion by Selvog, second by Nelson to execute contract with A & L Peterson Farms, Inc. for a Forage and Biomass Planting – NR-FY19-05, not to exceed \$500. All members voting yes. Motion carried.
- 14b. Authorization to Execute Cost Share Contract with A & L Peterson Farms, Inc. for Irrigation Water Management – NR-FY19-06, not to exceed \$281.25** – Wagner reviewed the project with the Board. Discussion was had.

- **20.040** - Motion by Nelson, second by Goenner to execute contract with A & L Peterson Farms, Inc. for Irrigation Water Management – NR-FY19-06, not to exceed \$281.25. All members voting yes. Motion carried.

**15. Review and Approve 2020 AIS Grant Funding Recommendations** – Cibulka reviewed the 2020 AIS grant Program and recommendations. Discussion was had.

- **20.041** - Motion by Goenner, second by Nelson to approve 2020 AIS Grant funding recommendations as presented. All members voting yes. Motion carried.

Check #6968 through 6976 were signed during the meeting.

**16. Authorization to execute FY2020 Agreement for Services with Waterguards for Watercraft Inspection Services** – Cibulka reviewed the updated agreement with Waterguards. Supervisor Saxton noted a few spelling errors. Discussion was had.

- **20.042** - Motion by Goenner, second by Selvog to execute amended FY2020 Agreement for Services with Waterguards. All members voting yes. Motion carried.

**17. Accept Supervisor Schroeder’s Official Resignation** – Supervisor Schroeder officially resigned as District I representative. Supervisor Saxton, on behalf of the Board and staff, thanked Schroeder for his services as District I SWCD Supervisor. The Board will consider appointing Shelly Binsfeld to fill the vacancy at the April Board meeting.

- **20.043** - Motion by Nelson, second by Selvog to accept Supervisor Schroeder’s resignation. All members voting yes. Motion carried.

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

**19. Adjourn**

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

Meeting adjourned at 10:32 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

4-9-2020  
\_\_\_\_\_  
Date

**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**March-20**

**PROGRAM SUMMARY**

<b>PROGRAM</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
<b>Operating Funds</b>				
District	\$ 261,260.22	\$ 24,063.44	\$ 10,839.94	\$ 274,483.72
County Allocation	\$ 19,040.58	\$ -	\$ 19,040.58	\$ -
<b>SUBTOTALS</b>	<b>\$ 280,300.80</b>	<b>\$ 24,063.44</b>	<b>\$ 29,880.52</b>	<b>\$ 274,483.72</b>

<b>Program Funds</b>				
BWSR SWCD Capacity Grant FY20	\$ -	\$ 123,264.00	\$ -	\$ 123,264.00
BWSR SWCD Capacity Grant FY19	\$ 59,499.22	\$ -	\$ 4,088.13	\$ 55,411.09
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	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY19	\$ 2,992.54	\$ -	\$ 1,121.86	\$ 1,870.68
BWSR Conservation Delivery FY21	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY20	\$ 16,799.40	\$ -	\$ 3,557.62	\$ 13,241.78
LWM	\$ 2,480.66	\$ -	\$ 2,480.66	\$ -
NRBG WCA	\$ 3,000.00	\$ -	\$ 1,000.00	\$ 2,000.00
Prevention Aid	\$ -	\$ 1,900.00	\$ 15,143.35	\$ (13,243.35)
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
CFW FY2018 - ER Bac Reduction Phase II	\$ 29,683.50	\$ -	\$ 658.03	\$ 29,025.47
CFW FY2019 - Nitrate Reduction Grant	\$ 22,926.94	\$ -	\$ 1,174.50	\$ 21,752.44
CFW FY2020 - Lawns to Legumes	\$ -	\$ -	\$ -	\$ -
Rum River 1W1P	\$ 84,838.17	\$ -	\$ 21,845.11	\$ 62,993.06
LSOH - ASP 6	\$ (78,395.00)	\$ 233,060.00	\$ 108,661.00	\$ 46,004.00
<b>SUBTOTALS</b>	<b>\$ 182,107.68</b>	<b>\$ 368,224.00</b>	<b>\$ 159,730.26</b>	<b>\$ 390,601.42</b>

**TOTAL FUNDS \$ 665,085.14**

**DISTRIBUTION OF FUNDS**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
Cash Checking	\$ 99,154.78	\$ 529,302.81	\$ 537,260.72	\$ 91,196.87
SWEEP	\$ 315,159.55	\$ 365,963.72	\$ 155,329.15	\$ 525,794.12
CD - 74	\$ 48,094.15	\$ -	\$ -	\$ 48,094.15
<b>SUBTOTALS</b>	<b>\$ 462,408.48</b>	<b>\$ 895,266.53</b>	<b>\$ 692,589.87</b>	<b>\$ 665,085.14</b>

**TOTAL FUNDS \$ 665,085.14**

Treasurer's Signature \_\_\_\_\_

Date \_\_\_\_\_

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

04/01/20

As of March 31, 2020

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
<b>10000 - Cash</b>						462,408.48
<b>10100 - SWEEP Account</b>						315,159.55
03/03/2020			Funds Transfer - SWEEP	715.41		315,874.96
03/04/2020			Funds Transfer - SWEEP	583.01		316,457.97
03/05/2020			Funds Transfer - SWEEP	124,274.52		440,732.49
03/06/2020			Funds Transfer - SWEEP		8,662.97	432,069.52
03/09/2020			Funds Transfer - SWEEP	104,155.00		536,224.52
03/10/2020			Funds Transfer - SWEEP		9.20	536,215.32
03/11/2020			Funds Transfer - SWEEP		72.68	536,142.64
03/12/2020			Funds Transfer - SWEEP	199.46		536,342.10
03/13/2020			Funds Transfer - SWEEP	148.14		536,490.24
03/17/2020			Funds Transfer - SWEEP	362.56		536,852.80
03/18/2020			Funds Transfer - SWEEP		1,241.91	535,610.89
03/19/2020			Funds Transfer - SWEEP	286.97		535,897.86
03/20/2020			Funds Transfer - SWEEP		142,776.08	393,121.78
03/23/2020			Funds Transfer - SWEEP		589.63	392,532.15
03/24/2020			Funds Transfer - SWEEP	3,004.93		395,537.08
03/26/2020			Funds Transfer - SWEEP	131,374.38		526,911.46
03/27/2020			Funds Transfer - SWEEP	410.75		527,322.21
03/28/2020			Interest	171.91		527,494.12
03/30/2020			Funds Transfer - SWEEP		1,426.98	526,067.14
03/31/2020			Funds Transfer - SWEEP	276.68		526,343.82
03/31/2020			Funds Transfer - SWEEP		549.70	525,794.12
<b>Total 10100 - SWEEP Account</b>				<b>365,963.72</b>	<b>155,329.15</b>	<b>525,794.12</b>
<b>10200 - Bank of ER - Checking</b>						99,154.78
03/01/2020		Guardian Insurance	STD/LTD Insurance - March Premium		136.30	99,018.48
03/02/2020			Deposit - Trees	182.40		99,200.88
03/02/2020			Deposit - Trees	533.01		99,733.89
03/03/2020			Funds Transfer - SWEEP		715.41	99,018.48
03/03/2020			Deposit - Trees	583.01		99,601.49
03/04/2020			Funds Transfer - SWEEP		583.01	99,018.48
03/04/2020			Deposit - Trees	146.04		99,164.52
03/04/2020			Deposit - LSOH ASP 6	125,060.00		224,224.52
03/05/2020	DD	Bronder, William M	PR 2/21/2020 - 3/5/2020		292.26	223,932.26
03/05/2020	DD	Bumgarner, Andrea L	PR 2/21/2020 - 3/5/2020		530.39	223,401.87
03/05/2020	DD	Cibulka, Daniel A	PR 2/21/2020 - 3/5/2020		1,852.21	221,549.66
03/05/2020	DD	Gerde, Frances W	PR 2/21/2020 - 3/5/2020		1,482.63	220,067.03
03/05/2020	DD	Larson, Francine M	PR 2/21/2020 - 3/5/2020		2,076.88	217,990.15
03/05/2020	DD	Wagner, Miranda L	PR 2/21/2020 - 3/5/2020		1,529.88	216,460.27
03/05/2020			Funds Transfer - SWEEP		124,274.52	92,185.75
03/05/2020			Deposit - Trees	151.28		92,337.03
03/06/2020	EFT	United States Treasury	Federal - PR 2/21/2020 - 3/5/2020		2,590.02	89,747.01
03/06/2020	EFT	Minnesota Revenue	State - PR 2/21/2020 - 3/5/2020		373.00	89,374.01
03/06/2020	EFT	Nationwide Retirement Solutions	Nationwide 457 - PR 2/21/2020 - 3/5/2020		1,000.00	88,374.01
03/06/2020	EFT	PERA	PERA - PR 2/21/2020 - 3/5/2020		1,442.93	86,931.08
03/06/2020			Funds Transfer - SWEEP	8,662.97		95,594.05
03/06/2020			Deposit - Trees	187.95		95,782.00
03/06/2020			Deposit - County/LSOH	108,000.00		203,782.00
03/07/2020	EFT	Waste Management	Building Expense - Garbag/Recycling		96.03	203,685.97
03/09/2020			Funds Transfer - SWEEP		104,155.00	99,530.97
03/09/2020			Deposit - Trees	103.84		99,634.81
03/09/2020			Deposit - Trees	259.96		99,894.77
03/10/2020			Funds Transfer - SWEEP	9.20		99,903.97
03/10/2020	EFT	Pitney Bowes	Postage Supplies		72.68	99,831.29
03/11/2020			Funds Transfer - SWEEP	72.68		99,903.97
03/11/2020			Deposit - Trees	199.46		100,103.43
03/12/2020	6976	Lake Orono Improvement Association	FY2020 AIS - Management Planning Grant		1,575.00	98,528.43
03/12/2020	6975	Three Lake Improvement District	FY2020 AIS - Management Planning Grant		1,715.63	96,812.80
03/12/2020	6974	Lake Orono Improvement Association	FY2020 - AIS Management Grant		1,500.00	95,312.80
03/12/2020	6973	Little Elk Lake Improvement Assoc	FY2020 AIS - Management Grant		1,500.00	93,812.80
03/12/2020	6972	Big Lake Community Lakes Association	FY2020 - AIS Volunteer Grant		900.00	92,912.80
03/12/2020	6971	City of Big Lake	FY2020 - AIS Volunteer Grant		900.00	92,012.80
03/12/2020	6970	Big Eagle Lake Improvement Associat...	FY2020 - AIS Volunteer Grant		618.75	91,394.05
03/12/2020	6969	Ann Lake Improvement Club	FY2020 - AIS Volunteer Grant		618.75	90,775.30
03/12/2020	6968	Thompson Lake Association	FY2020 - AIS Management Planning		1,875.00	88,900.30
03/12/2020	6977	Bumgarner, Andrea	Reimbursed Expenses		32.78	88,867.52
03/12/2020	6978	Francine Larson	Reimbursed Expenses		46.58	88,820.94
03/12/2020	6979	Natural Resource Services	FY2019 - LSOHF - ASP6		108,661.00	-19,840.06
03/12/2020	6980	NCPERS LIFE INSURANCE	Life Insurance - EE		16.00	-19,856.06
03/12/2020	6981	Respec	Rum River 1W1P - Consultant Expense		21,483.80	-41,339.86
03/12/2020			Funds Transfer - SWEEP		199.46	-41,539.32
03/12/2020			Deposit - Trees	148.14		-41,391.18
03/13/2020			Funds Transfer - SWEEP		148.14	-41,539.32
03/15/2020	EFT	Charter Communications	Building Expenses - Internet		141.98	-41,681.30
03/16/2020			Deposit - Trees	122.25		-41,559.05
03/16/2020			Deposit - Trees	240.31		-41,318.74

## SHERBURNE SOIL &amp; WATER CONSERVATION

## Account QuickReport

04/01/20

As of March 31, 2020

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
03/17/2020	DD	Goenner, Larry	Supervisor Per Diem		100.07	-41,418.81
03/17/2020	DD	Saxton, Kerry J	Supervisor Per Diem		203.21	-41,622.02
03/17/2020	DD	Schroeder, Michael J	Supervisor Per Diem		147.23	-41,769.25
03/17/2020	DD	Selvog, Jason C	Supervisor Per Diem		104.86	-41,873.91
03/17/2020	DD	Nelson, Roger J	Supervisor Per Diem		92.02	-41,965.93
03/17/2020	EFT	United States Treasury	Federal - Supervisor PerDiem		33.80	-41,999.73
03/17/2020	EFT	PERA	PERA - Supervisor PerDiem		37.50	-42,037.23
03/17/2020	EFT	MN PEIP	Health Insurance - April Premium		635.20	-42,672.43
03/17/2020			Funds Transfer - SWEEP		362.56	-43,034.99
03/17/2020			Deposit - Trees	111.78		-42,923.21
03/18/2020			Funds Transfer - SWEEP	1,241.91		-41,681.30
03/18/2020			Deposit - Trees	333.55		-41,347.75
03/19/2020	DD	Bronder, William M	PR - 3/6/2020 - 3/19/2020		212.55	-41,560.30
03/19/2020	DD	Cibulka, Daniel A	PR - 3/6/2020 - 3/19/2020		1,852.21	-43,412.51
03/19/2020	DD	Gerde, Frances W	PR - 3/6/2020 - 3/19/2020		1,482.61	-44,895.12
03/19/2020	DD	Larson, Francine M	PR - 3/6/2020 - 3/19/2020		2,076.89	-46,972.01
03/19/2020	DD	Wagner, Miranda L	PR - 3/6/2020 - 3/19/2020		1,529.90	-48,501.91
03/19/2020	DD	Bumgarner, Andrea L	PR - 3/6/2020 - 3/19/2020		530.39	-49,032.30
03/19/2020	EFT	United States Treasury	Federal - PR 3/6/2020 - 3/19/2020		2,576.82	-51,609.12
03/19/2020	EFT	Minnesota Revenue	State - PR 3/6/2020 - 3/19/2020		373.00	-51,982.12
03/19/2020	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/6/2020 - 3/19/2020		1,000.00	-52,982.12
03/19/2020	EFT	PERA	PERA - PR 3/6/2020 - 3/19/2020		1,442.93	-54,425.05
03/19/2020			Funds Transfer - SWEEP		286.97	-54,712.02
03/19/2020			Deposit - Trees	73.02		-54,639.00
03/20/2020	EFT	Marco	Building Expense - Copier Services		216.63	-54,855.63
03/20/2020			Funds Transfer - SWEEP	142,776.08		87,920.45
03/23/2020			Deposit - MAWQCP	496.17		88,416.62
03/23/2020			Deposit - AIS	1,900.00		90,316.62
03/23/2020			Deposit	463.87		90,780.49
03/23/2020			Funds Transfer - SWEEP	589.63		91,370.12
03/23/2020			Deposit - Trees	302.87		91,672.99
03/24/2020			Funds Transfer - SWEEP		3,004.93	88,668.06
03/25/2020	EFT	Cardmember Services	Credit Card Purchases		1,625.49	87,042.57
03/25/2020	EFT	Guardian Insurance	STD/LTD Insurance		135.32	86,907.25
03/25/2020			Deposit - FY20 Capacity/Buffer	133,264.00		220,171.25
03/26/2020			Funds Transfer - SWEEP		131,374.38	88,796.87
03/26/2020			Deposit - Trees	410.75		89,207.62
03/27/2020			Funds Transfer - SWEEP		410.75	88,796.87
03/27/2020			Deposit - Trees	73.02		88,869.89
03/30/2020			Funds Transfer - SWEEP	1,426.98		90,296.87
03/30/2020			Deposit - Trees	36.36		90,333.23
03/30/2020			Deposit - Trees	240.32		90,573.55
03/31/2020			Funds Transfer - SWEEP		276.68	90,296.87
03/31/2020			Deposit - Trees	350.30		90,647.17
03/31/2020			Funds Transfer - SWEEP	549.70		91,196.87
Total 10200 · Bank of ER - Checking				529,302.81	537,260.72	91,196.87
10300 · CD - 7726074 - 60mo						48,094.15
Total 10300 · CD - 7726074 - 60mo						48,094.15
Total 10000 · Cash				895,266.53	692,589.87	665,085.14
<b>TOTAL</b>				<b>895,266.53</b>	<b>692,589.87</b>	<b>665,085.14</b>