



BOARD MEETING MINUTES Regular Meeting

Date: March 17th, 2022
Location: 425 Jackson Ave NW, Elk River MN 55330
Remote Access Available

Board Members Present

Larry Goenner - Chair
Jason Selvog - Vice Chair
Shelly Binsfeld - Secretary
Kerry Saxton - Treasurer
Roger Nelson - PR&I

Staff Present

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

Others Present

Chris Hogge*+
NRCS District Conservationist

*denotes partial attendance
+ Remotely attended

Regular Agenda

1. Call to Order

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

2. Pledge of Allegiance

Goenner 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

- **22.03.01** - Motion by Nelson, second by Saxton to approve the agenda as presented. All members voting in favor. Motion carried.

5. Approval of Consent Agenda

Approval of February 10, 2022 Board Meeting Minutes

The February 10, 2022 Board Meeting Minutes were presented.

- **22.03.02** - Motion by Nelson, second by Binsfeld to approve the consent agenda as submitted. All members voting in favor. Motion carried.

6. February 2022 Financial Reports

Treasurer Saxton read the February 2022 Program Summary Report. Discussion was had.

- **22.03.03** - Motion by Saxton, second by Nelson to accept the February 2022 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

7. March 2022 Accounts Payable – The Board reviewed the March 2022 Accounts Payable Summary. The report includes all unpaid bills from 2/10/2022 – 3/16/2022. Check numbers 7303 through 7312 totaling \$21,070.61 were submitted for approval. Discussion was had.

- **22.03.04** - Motion by Nelson, second by Saxton to approve the March 2022 Accounts Payable as submitted. All members voting in favor. Motion carried.

8. Supervisor Committee Reports & Vouchers – Selvog reported attendance at the Farm Friends Barn meeting where the Terry's Tree Memorial donation of \$750 was accepted by their Board. Goenner and

Binsfeld reported attendance at Legislative meetings. Binsfeld reported attendance at the MRSC PC meeting. Saxton reported attendance at the Rum River PC meeting. No committee reports from Nelson.

- **22.03.05** - Motion by Selvog, 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 – Hogge, 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.

12. Review and Adopt Mission and Vision Statements – Larson reviewed the staff recommendations. Discussion was had.

New Mission Statement: Partnering with the community to preserve and enhance our natural resources and native habitats for present and future generations.

New Vision Statement: The Sherburne Soil and Water Conservation District will strive to be a respected and visible leader in addressing the community's natural resource needs in a fiscally responsible and adaptive manner.

- **22.03.06** – Motion by Nelson, second by Binsfeld to adopt the Mission and Vision Statements as presented. All members voting in favor. Motion carried.

13. Review Strategic Plan Implementation Table – Larson reviewed suggested edits and comments provided by staff. Discussion was had. The Strategic plan will be reviewed annually at the January Board Meeting.

14. Adopt Annual Plan – Larson reviewed suggested changes to the plan as well as the proposed 2022 Annual Actions. Discussion was had.

- **22.03.07** – Motion by Binsfeld, second by Nelson to adopt the Annual plan as presented. All members voting in favor. Motion carried.

15. Review Annual Report – Larson reviewed the report noting that this year the report can be viewed in pdf form or through a flip book application. Discussion was had. The Report will be available to the public after the meeting.

16. Review the Plant Materials Evaluation Site Proposal – Wick and Larson reviewed the draft proposal with the Board noting that the information will be submitted to the MN Land Trust for approval. Staff anticipates presenting the proposal to the County Board in May for consideration. Discussion was had.

17. Authorization to execute FY2022 Agreement for Services with Waterguards for Watercraft Inspection Services not to exceed \$23,592.00 – Larson reviewed the agreement for services. The agreement is similar to previous years with a small increase in the rate per hour over previous years. The total agreement is for \$23,592.00.

- **22.03.08** – Motion by Saxton, second by Binsfeld to authorize execution of the FY2022 Agreement for Services with Waterguards. All members voting in favor. Motion carried.

18. Authorization to execute Agreement for Services with BLCA for watercraft inspection services for \$2,400 – Larson reviewed the agreement. Discussion was had.

- **22.03.09** – Motion by Saxton, second by Selvog to authorize execution of the 2022 Agreement for Services with the BLCA. All members voting in favor. Motion carried.

19. Authorization to execute Agreement for Services with TLID for watercraft inspection services for \$4,800 – Larson reviewed the agreement. Discussion was had.

- **22.03.10** – Motion by Saxton, second by Selvog to authorize execution of the 2022 Agreement for Services with the TLID. All members voting in favor. Motion carried.

20. Authorization to increase the WSB Eagle Lake Professional Services Agreement not to exceed amount to \$12,950.00 – The original contract was approved at the February Board meeting with a not to exceed amount of \$11,945. An additional monitoring site was recommended which resulted in an increase of \$1,005.00. Larson noted that the first phase of this project came in under budget by \$1,600.00 which will be used towards this overage. Discussion was had.

- **22.03.11** – Motion by Saxton, second by Binsfeld to authorize increase in WSB Professional Service Agreement not to exceed \$12,950.00. All members voting in favor. Motion carried.

21. Authorization to execute JPA Amendment with MPCA for WPLMN – MN Pollution Control Agency is continuing their WPLMN monitoring program. The current contract end date is June 2022. Larson stated that a contract amendment is being drafted and will be similar to the previous contracts. Larson requested pre-approval to execute the amendment when received.

- **22.03.12** – Motion by Binsfeld, second by Saxton to authorize execution of 2022 JPA Amendment with MPCA for WPLMN. All members voting in favor. Motion carried.

22. Authorization to Amend Cost Share Contract with A Halbur for a Waste Storage Facility project, not to exceed \$14,691.75 – The original contract with Alan Halbur for a Waste Storage Facility (313) in Section 27, Becker Township was approved in September 2021 with an installation deadline of March 30, 2022; utilizing the CWF Elk River Bacteria Reduction Grant. The project has been delayed. Requesting approval to extend the installation deadline date to September 1, 2022 and changing the funding source to FY20 Capacity.

- **22.03.13** – Motion by Nelson, second by Saxton to authorize contract extension and change in funding source for A Halbur, Waste Storage Facility project. All members voting in favor. Motion carried.

23. Authorization to execute cost share contract with Triple J Farms for an Irrigation Water Management project, NR-FY19-12, not to exceed \$2,665.50 – The proposed contract is with Triple J Farms for an Irrigation Water Management project (449) in Section 35, Becker Township. The estimated project cost is \$3,554.00. Requesting 75% cost share approval not to exceed \$2,665.50. Funds would be used to update the sprinkler package on the pivot SWCD staff performed a uniformity test on in 2021. Estimate for the practice has been provided by Grand Irrigation. Funding for this project will be allocated from CWF FY19 Nitrate Reduction Grant.

- **22.03.14** – Motion by Nelson, second by Selvog to execute contract with Triple J Farms for an Irrigation Water Management project – NR-FY19-12, not to exceed \$2,665.50. All members voting in favor. Motion carried.

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

25. Adjournment

- 22.03.15 – Motion by Nelson, second by Binsfeld to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 10:39 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.

Michelle Binsfeld
Signature & Title

7/14/2022
Date

6:40 PM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of March 31, 2022

04/07/22

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						742,144.91
10200 - Bank of ER - Checking						242,048.92
03/02/2022			Deposit - Trees	187.94		242,236.86
03/03/2022			Deposit - Trees	118.81		242,355.67
03/04/2022	DD	Bumgarner, Andrea L	PR - 2/18/2022 - 3/3/2022	0.00		242,355.67
03/04/2022	DD	Cibulka, Daniel A	PR - 2/18/2022 - 3/3/2022		2,085.83	240,269.84
03/04/2022	DD	Gerde, Frances W	PR - 2/18/2022 - 3/3/2022		1,834.44	238,435.40
03/04/2022	DD	Larson, Francine M	PR - 2/18/2022 - 3/3/2022		2,281.30	236,154.10
03/04/2022	DD	Wagner, Miranda L	PR - 2/18/2022 - 3/3/2022		1,640.62	234,513.48
03/04/2022	DD	Wick, David P	PR - 2/18/2022 - 3/3/2022		1,552.72	232,960.76
03/04/2022	EFT	United States Treasury	Federal - PR 2/18/2022 - 3/3/2022		3,468.64	229,492.12
03/04/2022	EFT	Minnesota Revenue	State - PR 2/18/2022 - 3/3/2022		558.00	228,934.12
03/04/2022	EFT	PERA	PERA - PR 2/18/2022 - 3/3/2022		1,924.39	227,009.73
03/04/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 2/18/2022 - 3/3/2022		1,026.19	225,983.54
03/06/2022			Deposit - Trees	182.70		226,166.24
03/06/2022			Deposit - Trees	275.94		226,442.18
03/07/2022			Deposit - Trees	36.36		226,478.54
03/08/2022	EFT	Pitney Bowes	Postage Meter Expense		73.31	226,405.23
03/09/2022			Deposit - Trees	73.02		226,478.25
03/10/2022			Deposit - Trees	118.80		226,597.05
03/11/2022			Deposit - AIS/MAWQCP/ETA	6,654.62		233,251.67
03/15/2022			Deposit - Trees	57.31		233,308.98
03/16/2022	EFT	MN PEIP	Health Insurance - April Premium		2,792.50	230,516.48
03/16/2022			Deposit - Trees	130.33		230,646.81
03/17/2022	EFT	United States Treasury	Federal - PR 3/4/2022 - 3/17/2022		3,468.66	227,178.15
03/17/2022	EFT	Minnesota Revenue	State - PR 3/4/2022 - 3/17/2022		558.00	226,620.15
03/17/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/4/2022 - 3/17/2022		1,026.19	225,593.96
03/17/2022	EFT	PERA	PERA - PR 3/4/2022 - 3/17/2022		1,924.39	223,669.57
03/17/2022	7303	AgSense, LLC	CWF Nitrate Grant - Match - Field Supplies		875.00	222,794.57
03/17/2022	7305	Farm Friends Barn	Terys Tree Memorial Donation		750.00	222,044.57
03/17/2022	7306	Francine Larson	Reimbursed Expenses		46.80	221,997.77
03/17/2022	7307	Metro Conservation Districts	Annual Dues		1,600.00	220,397.77
03/17/2022	7308	Natural Resource Services	LSOH - ASP6 - Contractor		11,059.00	209,338.77
03/17/2022	7309	NCPERS LIFE INSURANCE	Life Insurance - March Premium		16.00	209,322.77
03/17/2022	7310	Sherburne County Auditor/Treasurer	Rent - Q2 2022		5,643.00	203,679.77
03/17/2022	7311	WSB & Associates	AIS Expense - Eagle Lake Carp Project Pha...		1,016.50	202,663.27
03/17/2022	7312	City of Elk River	Vehicle Expense - Fuel		64.31	202,598.96
03/18/2022	DD	Bumgarner, Andrea L	PR - 3/4/2022 - 3/17/2022	0.00		202,598.96
03/18/2022	DD	Cibulka, Daniel A	PR - 3/4/2022 - 3/17/2022		2,085.84	200,513.12
03/18/2022	DD	Gerde, Frances W	PR - 3/4/2022 - 3/17/2022		1,834.43	198,678.69
03/18/2022	DD	Larson, Francine M	PR - 3/4/2022 - 3/17/2022		2,281.30	196,397.39
03/18/2022	DD	Wagner, Miranda L	PR - 3/4/2022 - 3/17/2022		1,640.62	194,756.77
03/18/2022	DD	Wick, David P	PR - 3/4/2022 - 3/17/2022		1,552.72	193,204.05
03/20/2022	EFT	Marco	Building Expense - Copier Services		241.66	192,962.39
03/20/2022			Deposit - Trees	79.30		193,041.69
03/21/2022	DD	Binsfeld, Michelle L	Supervisor Per Diem		304.05	192,737.64
03/21/2022	DD	Goenner, Lawrence J	Supervisor Per Diem		247.94	192,489.70
03/21/2022	DD	Nelson, Roger J	Supervisor Per Diem		115.78	192,373.92
03/21/2022	DD	Saxton, Kerry J	Supervisor Per Diem		236.77	192,137.15
03/21/2022	DD	Selvog, Jason C	Supervisor Per Diem		128.65	192,008.50
03/21/2022	EFT	United States Treasury	Federal - Supervisor PerDiem		50.90	191,957.60
03/21/2022	EFT	PERA	PERA - Supervisor PerDiem		70.00	191,887.60
03/21/2022			Deposit - Trees	36.36		191,923.96
03/22/2022			Deposit - Trees	36.36		191,960.32
03/23/2022	EFT	Charter Communications	Building Expenses - Internet		157.98	191,802.34
03/23/2022			Deposit - Trees	341.32		192,143.66
03/24/2022	EFT	Waste Management	Building Expense - Garbage/Recycling		131.78	192,011.88
03/25/2022	EFT	Cardmember Services	Credit Card Purchases - 2/5/2022 - 3/8/2022		1,109.75	190,902.13
03/27/2022			Deposit - Trees	73.02		190,975.15
03/28/2022			Deposit - Trees	553.38		191,528.51
03/29/2022	EFT	Guardian Insurance	Disability Insurance - April Premium		166.93	191,361.58
03/29/2022			Deposit - Trees	397.13		191,758.71
03/31/2022	DD	Bumgarner, Andrea L	PR - 3/18/2022 - 3/31/2022	0.00		191,758.71
03/31/2022	DD	Gerde, Frances W	PR - 3/18/2022 - 3/31/2022		1,834.44	189,924.27
03/31/2022	DD	Larson, Francine M	PR - 3/18/2022 - 3/31/2022		2,281.31	187,642.96
03/31/2022	DD	Wagner, Miranda L	PR - 3/18/2022 - 3/31/2022		1,640.62	186,002.34
03/31/2022	DD	Wick, David P	PR - 3/18/2022 - 3/31/2022		1,552.72	184,449.62
03/31/2022	DD	Cibulka, Daniel A	PR - 3/18/2022 - 3/31/2022		2,085.83	182,363.79
03/31/2022	EFT	United States Treasury	Federal - PR 3/18/2022 - 3/31/2022		3,468.66	178,895.13
03/31/2022	EFT	Minnesota Revenue	State - PR 3/18/2022 - 3/31/2022		558.00	178,337.13
03/31/2022	EFT	PERA	PERA - PR 3/18/2022 - 3/31/2022		1,924.39	176,412.74
03/31/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/18/2022 - 3/31/2022		1,026.19	175,386.55
Total 10200 - Bank of ER - Checking				9,352.68	76,015.05	175,386.55
10250 - Bank of ER - Money Market						451,712.41
03/31/2022			Interest	84.41		451,796.86
Total 10250 - Bank of ER - Money Market				84.41	0.00	451,796.85
10300 - CD - 7726074 - 60mo						48,383.55

SWCD 8

6:40 PM

SHERBURNE SOIL & WATER CONSERVATION
Account QuickReport
As of March 31, 2022

04/07/22

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
		Total 10300	CD - 7728074 - 60mo			48,383.55
		Total 10000	Cash	9,437.09	76,015.05	675,586.95
TOTAL				9,437.09	76,015.05	675,566.95

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

3/31/2022

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 499,600.51	\$ 27,074.70	\$ 63,189.55	\$ 463,485.66
SUBTOTALS	\$ 499,600.51	\$ 27,074.70	\$ 63,189.55	\$ 463,485.66

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY22	\$ 106,148.69	\$ -	\$ 11,363.38	\$ 94,785.31
BWSR SWCD Capacity Grant FY21	\$ 23,263.00	\$ -	\$ -	\$ 23,263.00
BWSR SWCD Capacity Grant FY20	\$ 20,033.17	\$ -	\$ -	\$ 20,033.17
BWSR Cost Share Base Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY22	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY21	\$ 6,935.49	\$ -	\$ -	\$ 6,935.49
BWSR Buffer Initiative FY22	\$ 8,500.00	\$ -	\$ 331.49	\$ 8,168.51
BWSR Buffer Initiative FY21	\$ 358.23	\$ -	\$ 358.23	\$ (0.00)
BWSR Conservation Delivery FY23	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY22	\$ 17,926.28	\$ -	\$ 1,542.24	\$ 16,384.04
LWM	\$ 707.65	\$ -	\$ 4,364.24	\$ (3,656.59)
NRBG WCA	\$ 4,337.03	\$ -	\$ 1,073.38	\$ 3,263.65
AIS Prevention Aid	\$ (4,417.71)	\$ 4,800.00	\$ 1,804.25	\$ (1,421.96)
AIS Contingency Funds	\$ 16,682.40	\$ -	\$ 1,016.50	\$ 15,665.90
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 750.00	\$ -	\$ 750.00	\$ -
CWF FY2018 - ER Bac Reduction Phase II	\$ 6,096.74	\$ -	\$ 1,351.50	\$ 4,745.24
CWF FY2019 - Nitrate Reduction Grant	\$ 32,113.60	\$ -	\$ 189.42	\$ 31,924.18
CWF FY2020 - Lawns to Legumes	\$ (83.70)	\$ -	\$ 27.90	\$ (111.60)
Rum River 1W1P	\$ (19,867.50)	\$ -	\$ -	\$ (19,867.50)
LSOH - ASP 6	\$ 11,059.01	\$ -	\$ 11,059.01	\$ -
The Nature Conservancy	\$ 3,195.14	\$ -	\$ 31.57	\$ 3,163.57
SUBTOTALS	\$ 242,544.40	\$ 4,800.00	\$ 35,263.11	\$ 212,081.29

TOTAL FUNDS \$ 675,566.95

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 242,048.92	\$ 9,352.68	\$ 76,015.05	\$ 175,386.55
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 451,712.44	\$ 84.41	\$ -	\$ 451,796.85
SUBTOTALS	\$ 742,144.91	\$ 9,437.09	\$ 76,015.05	\$ 675,566.95

TOTAL FUNDS \$ 675,566.95

Treasurer's Signature

Kenny Saxton

Date

4-14-2022