



BOARD MEETING MINUTES

Regular Meeting

Date: April 13th, 2023
Location: 10775 27th Ave SW, Becker MN 55308
Remote Access Available

Board Members Present

Jason Selvog - Chair
Shelly Binsfeld - Vice Chair
Christine Jurek - Secretary
Larry Goenner - Treasurer
Zach Guttormson – PR&I

Staff Present

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

Others Present

Gary Gray*
County Commissioner

Jason Weinerman
BWSR Board Conservationist

Darren Mayers
BWSR Board Conservationist

*denotes partial attendance
+ Remotely attended

Regular Agenda

1. Call to Order

Meeting was called to order by Chair Selvog at 8:30 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

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

5. Oath of Office – The Oath of Office was taken by Supervisor Guttormson.

- **23.04.02** - Motion by Goenner, second by Binsfeld to accept the Oath as read. All members voting in favor. Motion carried.

6. Approval of Consent Agenda

Approval of March 13, 2023 Board Meeting Minutes – Draft minutes were presented.

Authorization execute Conservation Corp Host Site Agreement – 2023 Host Site Agreement was presented.

Authorization to adopt Resolution to extend the Sherburne County Comprehensive Local water Management Plan – Resolution requesting BWSR waive the 5-year Comprehensive Local Water Management Plan as we complete the Mississippi River St. Cloud 1W1P.

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

7. March 2023 Financial Reports

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

- **23.04.04** - Motion by Goenner, second by Binsfeld to accept the March 2023 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.
8. **April 2023 Accounts Payable** – The Board reviewed the April 2023 Accounts Payable Summary. The report includes all unpaid bills from 3/9/2023 – 4/12/2023. Check numbers 7546 through 7558 totaling \$14,400.40 were submitted for approval. Discussion was had.
- **23.04.05** - Motion by Goenner, second by Binsfeld to approve the April 2023 Accounts Payable as submitted. All members voting in favor. Motion carried.
9. **Supervisor Committee Reports & Vouchers** – Goenner, Binsfeld, Jurek and Selvog reported attending the BWSR Treasurer’s Training. Jurek and Selvog reported attending virtual Legislative Meetings to discuss SWCD Aid. Jurek also attended the Rum River Watershed JPE meeting and participated in the Turf BMP workshop for Municipalities. Binsfeld and Selvog attended the MASWCD Area 4 meeting. Binsfeld reported on the March MRSC Policy Committee meeting. Selvog also attended the SWCD Forestry Association Meeting as well as the Plant Materials Evaluation Site Meeting. No report from Guttormson.
- **23.04.06** - Motion by Goenner, second by Binsfeld to approve the Supervisor Vouchers as submitted. All members voting in favor. Motion carried.
10. **District Manager’s Report** – Larson reviewed her monthly activities. Written report available upon request.
11. **NRCS Activity Report** – Written report available upon request.
12. **District Staff Monthly Reports** – Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
13. **Commissioner Report** – Commissioner Gray provided an update on recent Sherburne County activities.
14. **MRSC 1W1P Update** – Written report available upon request.
- Authorization to utilize Local Water Management funds to compensate Citizen Advisory member Per Diems and mileage** – Larson noted that the current WPAC per diem rate is \$30.00 plus mileage. The CAC is anticipated to meet approximately 6 times over the two-year planning effort.
- **23.04.07** - Motion by Goenner, second by Jurek to approve CAC per diem rate of \$30 plus mileage. All members voting in favor. Motion carried.
15. **Rum River JPE Board** – Written report available upon request.
- Authorization to execute Master Project Agreement and Statements of Work (PD-1, NS-2, AC-3) with Rum River Watershed Partnership** – Agreement and Statements of work were provided for review. Discussion was had.
- **23.04.08** - Motion by Selvog, second by Goenner to execute Master Agreement and Statements of Work with the Rum River Watershed Partnership. All members voting in favor. Motion carried.
16. **Authorization to execute Agreement with East Otter Tail for additional RCPP funding incentive for A & L Peterson, not to exceed \$21,241.00** – Wagner provided a summary on the RCPP funding incentive, noting that EOT received a grant through BWSR to provide additional RCPP funding incentives to landowners in order to bring the total assistance up to 75% of the total project cost. This agreement is to provide funding assistance to A & L Peterson Farms, Inc. for a total of \$21,241.00. The total project estimate is \$86,747.97 of which NRCS will cost share \$43,820.00. Discussion was had.

- **23.04.09** – Motion by Binsfeld, second by Jurek to execute the Agreement with East Otter Tail for additional RCPP funding incentive for A & L Peterson Farms, Inc., not to exceed \$21,241.00. All members voting in favor. Motion carried.

17. Authorization to execute Cost Share Contract with A & L Peterson Farms, Inc. for an RCPP project, #2023-04-01, for \$21,241.00 – The proposed contract is with A & L Peterson Farms, Inc. for an RCPP project (442/533/449 - VRI, VFD, IWM) in Haven Township. The estimated project cost is \$86,747.97. Requesting 75% cost share of eligible expenses not to exceed \$21,241.00. Project installation deadline date is 12/1/2023. Funding for this project will be allocated from BWSR-EOT RCPP Funds.

- **23.04.10** – Motion by Selvog, second by Guttormson to execute contract with A & L Peterson Farms, Inc. for an RCPP project, #2023-04-01, for \$21,241.00. All members voting in favor. Motion carried.

18. Authorization to execute Cost Share contract with A & L Peterson for an RCPP project, #2023-04-02, for \$500.00 – The proposed contract is with A & L Peterson Farms Inc. for an RCPP project (442/533/449 - VRI, VFD, Pumping Plant, IWM) in Haven Township. In partnership with the program, the SWCD is requesting a \$500.00 flat rate incentive to operators selected for funding under the RCPP Irrigation program. Funding for this project will be allocated from the District Project Funds.

- **23.04.11** – Motion by Binsfeld, second by Jurek to execute contract with A & L Peterson Farms, Inc. for an RCPP project, #2023-04-02, for \$500.00. All members voting in favor. Motion carried.

19. Authorization to execute Cost Share contract with T Brambrink for an RCPP project, #2023-04-03, for \$500.00 – The proposed contract is with Travis Brambrink for an RCPP project (442/533/449 - VRI, Pumping Plant, IWM) in Haven Township. In partnership with the program, the SWCD is requesting a \$500.00 flat rate incentive to operators selected for funding under the RCPP Irrigation program. Funding for this project will be allocated from the District Project Funds.

- **23.04.12** – Motion by Binsfeld, second by Jurek to execute contract with T Brambrink for an RCPP project, #2023-04-03, for \$500.00. All members voting in favor. Motion carried.

20. Consider Landscape Stewardship Plan Agreement for Sherburne County, not to exceed \$4,500.00 – Cibulka stated that in combination with the development of the MRSC 1W1P, DNR is interested in completing a Landscape Stewardship plan for the MRSC Watershed Area. LSP's are largely a GIS exercise that allow managers to drill down into the subwatershed level. The result is a mechanism for smaller scale targeting areas for protection/restoration work and developing measurable goals. The effort costs \$25,000. DNR Forestry would cover \$13k. Interested LGUs in our watershed would share the remaining \$12k. SWCD staff have been in discussions with Sherburne County P & Z staff regarding potential financial support towards our share of the effort. Discussion was had.

- **23.04.13** – Motion by Goenner, second by Binsfeld to authorize Sherburne SWCD's participation in a Landscape Stewardship Plan, not to exceed \$4500.00. All members voting in favor. Motion carried.

21. Authorization to execute Agreement for Services with TNC for St. Cloud Wetland Restoration Feasibility Study, not to exceed \$16,260.00 – Larson indicated that the agreements are currently being reviewed by County Attorney and contracting departments. Cibulka explained that District in partnership with Stantec will develop a Wetland Feasibility Study resulting in a potential to identify water storage, water quality, and wildlife habitat benefits. The Nature Conservancy is supportive of the project and will

fund the cost of the feasibility study. The agreement includes funds for fiscal administration and project oversight by SWCD staff. Discussion was had.

- **23.04.14** – Motion by Goenner, second by Binsfeld to authorize execution of Agreement for Services with The Nature Conservancy for the St. Cloud Wetland Restoration Feasibility Study, not to exceed \$16,260.00. Members voting in favor: Goenner, Binsfeld, Selvog, Jurek. Members opposed: None. Members Abstained: Guttormson. Motion carried.

22. Authorization to execute Agreement for Engineering Services with Stantec for St. Cloud Wetland Feasibility Study, not to exceed \$15,460.00 – Larson indicated that the agreements are currently being reviewed by County Attorney and contracting departments. Cibulka discussed the Stantec estimated proposal. The District in partnership with Stantec will develop a Wetland Feasibility Study resulting in a potential to identify water storage, water quality, and wildlife habitat benefits. The Nature Conservancy is supportive of the project and will fund the cost of the feasibility study. Discussion was had.

- **23.04.15** – Motion by Binsfeld, second by Selvog to authorize execution of Agreement for Engineering Services with Stantec for the St. Cloud Wetland Restoration Feasibility Study, not to exceed \$15,460.00. Members voting in favor: Goenner, Binsfeld, Selvog, Jurek. Members opposed: None. Members Abstained: Guttormson. Motion carried.

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

24. Adjournment

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

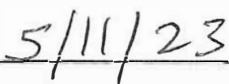
Meeting adjourned at 10:37 a.m.

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



Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

05/01/23

Accrual Basis

As of April 30, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
10000 · Cash						704,293.13
10100 · SWEEP Account						
04/04/2023			Funds Transfer	144.25		569,728.41
04/07/2023			Funds Transfer		11,724.68	558,147.98
04/10/2023			Funds Transfer		5,800.81	552,347.17
04/11/2023			Funds Transfer	2,423.56		554,770.73
04/12/2023			Funds Transfer		3,111.30	551,659.43
04/13/2023			Funds Transfer		2,912.00	548,747.43
04/17/2023			Funds Transfer		1,500.00	547,247.43
04/18/2023			Funds Transfer		40.30	547,207.13
04/19/2023			Funds Transfer		2,154.84	545,052.29
04/20/2023			Funds Transfer		6,874.75	538,177.54
04/21/2023			Funds Transfer		1,062.66	537,114.88
04/24/2023			Funds Transfer		24,789.93	512,324.95
04/25/2023			Funds Transfer		914.62	511,410.33
04/26/2023			Funds Transfer		3,775.81	507,634.52
04/27/2023			Funds Transfer		611.28	507,023.24
04/30/2023			Interest	1,069.74		508,092.98
Total 10100 · SWEEP Account				3,637.55	65,272.98	508,092.98
10200 · Bank of ER - Checking						85,792.93
04/02/2023			Deposit - Trees	144.25		85,937.18
04/04/2023			Funds Transfer		144.25	85,792.93
04/05/2023			Deposit - Trees	85.59		85,878.52
04/06/2023			Deposit - Trees	31.12		85,909.64
04/07/2023	DD	Bumgarner, Andrea L	PR - 3/19/2023 - 4/1/2023	0.00		85,909.64
04/07/2023	DD	Cibulka, Daniel A	PR - 3/19/2023 - 4/1/2023		2,193.07	83,716.57
04/07/2023	DD	Larson, Francine M	PR - 3/19/2023 - 4/1/2023		2,452.82	81,263.75
04/07/2023	DD	Wagner, Miranda L	PR - 3/19/2023 - 4/1/2023		1,761.24	79,502.51
04/07/2023	DD	Gerde, Frances W	PR - 3/19/2023 - 4/1/2023		1,955.04	77,547.47
04/07/2023	DD	Wick, David P	PR - 3/19/2023 - 4/1/2023		1,726.83	75,820.64
04/07/2023	EFT	United States Treasury	Federal - PR 3/19/2023 - 4/1/2023		3,754.22	72,066.42
04/07/2023	EFT	Minnesota Revenue	State - PR 3/19/2023 - 4/1/2023		569.00	71,497.42
04/07/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 3/19/2023 - 4/1/2023		1,721.27	69,776.15
04/07/2023	EFT	PERA	PERA - PR 3/19/2023 - 4/1/2023		2,077.71	67,698.44
04/07/2023	EFT	Waste Management	Building Expense - Garbage/Recycling		146.28	67,552.16
04/07/2023			Funds Transfer	11,724.68		79,276.84
04/10/2023			Deposit - TNC/MLT	7,534.00		86,810.84
04/10/2023	ACH	MN PEIP	Health Insurance - May Premium		1,611.30	85,199.54
04/10/2023			Funds Transfer	5,800.81		91,000.35
04/11/2023	EFT	MN Dept of Revenue - Sales Tax	Sales & Use Tax		2,912.00	88,088.35
04/11/2023			Funds Transfer		2,423.56	85,664.79
04/12/2023			Funds Transfer	3,111.30		88,776.09
04/13/2023	7546	Bumgarner, Andrea	Reimbursed Expenses		13.10	88,762.99
04/13/2023	7547	City of Elk River	Vehicle Expense - February Fuel		110.73	88,652.26
04/13/2023	7548	Francine Larson	Reimbursed Expenses		165.39	88,486.87
04/13/2023	7549	Metro Blooms	MDH Groundwater - Consultant - BMP Turf W...		1,500.00	86,986.87
04/13/2023	7550	MN Board of Water and Soil Resou...	MWPCP Training - DW		465.00	86,521.87
04/13/2023	7551	MN Dept of Natural Resources	2023 Tree Sale Expense		1,412.00	85,109.87
04/13/2023	7552	MVTL Laboratories, Inc.	Water Monitoring - Lab Expenses		445.60	84,664.27
04/13/2023	7553	NCPERS LIFE INSURANCE	Life Insurance - EE April Premium		32.00	84,632.27
04/13/2023	7554	Sherburne County	Building Expense - Rent		6,305.75	78,326.52
04/13/2023	7555	Stearns County Environmental Serv...	MPCA - WRAPS LPT Expense		360.00	77,966.52
04/13/2023	7556	Tetra Tech, Inc.	MPCA - WRAPS - Consultant Expense		3,410.83	74,555.69
04/13/2023	7557	Trappe, Jon	MDH Groundwater - Speaker Fees		60.00	74,495.69
04/13/2023	7558	Wright SWCD	MPCA - WRAPS - LPT Expense		120.00	74,375.69
04/13/2023			Funds Transfer	2,912.00		77,287.69
04/15/2023	EFT	Charter Communications	Building Expenses - Internet		157.98	77,129.71
04/16/2023			Deposit - Trees	93.97		77,223.68
04/16/2023			Deposit - Trees	31.12		77,254.80
04/17/2023			Funds Transfer	1,500.00		78,754.80
04/18/2023	DD	Binsfeld, Michelle L	Supervisor PerDiem		397.24	78,357.56
04/18/2023	DD	Goenner, Lawrence J	Supervisor PerDiem		200.20	78,157.36
04/18/2023	DD	Guttormson, Zachary J	Supervisor PerDiem		121.06	78,036.30
04/18/2023	DD	Jurek, Christine A	Supervisor PerDiem		512.29	77,524.01
04/18/2023	DD	Selvog, Jason C	Supervisor PerDiem		704.75	76,819.26
04/18/2023	EFT	United States Treasury	Federal - Supervisor PerDiem		49.30	76,769.96
04/18/2023	EFT	PERA	PERA - Supervisor Per Diem		170.00	76,599.96
04/18/2023			Funds Transfer	40.30		76,640.26
04/19/2023			Funds Transfer	2,154.84		78,795.10
04/20/2023	EFT	Marco	Building Expense - Copier Services		257.06	78,538.04
04/20/2023			Funds Transfer	6,874.75		85,412.79
04/21/2023	DD	Bumgarner, Andrea L	PR - 4/2/2023 - 4/15/2023	0.00		85,412.79
04/21/2023	DD	Cibulka, Daniel A	PR - 4/2/2023 - 4/15/2023		2,193.07	83,219.72
04/21/2023	DD	Gerde, Frances W	PR - 4/2/2023 - 4/15/2023		1,955.05	81,264.67
04/21/2023	DD	Larson, Francine M	PR - 4/2/2023 - 4/15/2023		2,452.82	78,811.85
04/21/2023	DD	Wagner, Miranda L	PR - 4/2/2023 - 4/15/2023		1,761.25	77,050.60
04/21/2023	DD	Wick, David P	PR - 4/2/2023 - 4/15/2023		1,726.83	75,323.77

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of April 30, 2023

05/01/23

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
04/21/2023	EFT	United States Treasury	Federal - PR 4/2/2023 - 4/15/2023		3,754.20	71,569.57
04/21/2023	EFT	Minnesota Revenue	State - PR 4/2/2023 - 4/15/2023		569.00	71,000.57
04/21/2023	EFT	PERA	PERA - PR 4/2/2023 - 4/15/2023		2,077.71	68,922.86
04/21/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/2/2023 - 4/15/2023		1,721.27	67,201.59
04/21/2023	EFT	Guardian Insurance	Disability Insurance - May Premium		170.06	67,031.53
04/21/2023			Funds Transfer	1,062.66		68,094.19
04/24/2023			Funds Transfer	24,789.93		92,884.12
04/24/2023			Deposit - MDH	2,861.21		95,745.33
04/24/2023	EFT	Microsoft 365	Supervisor Email		36.96	95,708.37
04/25/2023	EFT	Cardmember Services	Credit Card Expenses - 3/8/2023 - 4/6/2023		3,743.81	91,964.56
04/25/2023			Funds Transfer	914.62		92,879.18
04/26/2023			Funds Transfer	3,775.81		96,654.99
04/27/2023			Funds Transfer	611.28		97,266.27
Total 10200 · Bank of ER - Checking				76,054.24	64,580.90	97,266.27
10300 · CD - 7726074 - 60mo						48,771.79
Total 10300 · CD - 7726074 - 60mo						48,771.79
Total 10000 · Cash				79,691.79	<u>129,853.88</u>	654,131.04
TOTAL				<u>79,691.79</u>	<u>129,853.88</u>	<u>654,131.04</u>

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

4/30/2023

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 514,065.92	\$ 102,888.98	\$ 129,853.88	\$ 487,101.02
SUBTOTALS	\$ 514,065.92	\$ 102,888.98	\$ 129,853.88	\$ 487,101.02

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ 103,464.47	\$ -	\$ 14,920.34	\$ 88,544.13
BWSR SWCD Capacity Grant FY22	\$ 18,532.96	\$ -	\$ -	\$ 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	\$ 8,099.07	\$ -	\$ 430.47	\$ 7,668.60
BWSR Conservation Delivery FY24	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY23	\$ 16,453.74	\$ -	\$ 2,481.79	\$ 13,971.95
BWSR Soil Health Grant FY23	\$ 14,000.84	\$ -	\$ 130.62	\$ 13,870.22
AIS Prevention Aid	\$ (16,184.56)	\$ -	\$ 1,160.29	\$ (17,344.85)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
WM	\$ 4,003.52	\$ -	\$ 3,107.54	\$ 895.98
.RBG WCA	\$ 3,700.71	\$ -	\$ 966.14	\$ 2,734.57
FY2023 Project Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
SUBTOTALS	\$ 190,227.21	\$ -	\$ 23,197.19	\$ 167,030.02

TOTAL FUNDS \$ 654,131.04

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 163,892.45	\$ 10,781.26	\$ 62,013.09	\$ 112,660.62
SWEEP	\$ 491,628.89	\$ 68,910.53	\$ 67,840.79	\$ 492,698.63
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 704,293.13	\$ 79,691.79	\$ 129,853.88	\$ 654,131.04

TOTAL FUNDS \$ 654,131.04

SWCD Financial Summary		4/30/2023
Cash - Previous Balance	\$	704,293.13
Revenue	\$	11,851.00
Expenses	\$	62,013.09
Cash - Ending Balance	\$	654,131.04

Treasurer's Signature



Date

5-11-23