



## BOARD MEETING MINUTES

### Regular Meeting

Date: April 14<sup>th</sup>, 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\*+  
Franny Gerde\*

#### Others Present

Lisa A. Fobbe  
County Commissioner  
Logan Berg  
NRCS Soil 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

- **22.04.01** - 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 March 17, 2022 Board Meeting Minutes**

The March 17, 2022 Board Meeting Minutes were presented.

**Authorization to provide final payment to A & L Peterson Farms, LLC for an irrigation Water Management project, #NR-FY19-04(a) for \$675.00** - The original contract with A & L Peterson for irrigation water management was approved on July 11, 2019 and amended on November, 18, 2021. The total project cost is \$675.00, and the project was approved at a flat rate not to exceed \$3000.00. Due to family circumstances the project location changed; the original field selected for the IWM project was on a full pivot but was later moved to a much smaller field resulting in less overall expense. Funding for this project will be allocated from the FY19 CWF Nitrate Reduction Grant. Check #7324 was signed during the meeting.

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

##### 6. March 2022 Financial Reports

Treasurer Saxton read the March 2022 Program Summary Report. Larson provided a brief tutorial on the summary. Discussion was had.

- **22.04.03** - Motion by Saxton, second by Nelson to accept the March 2022 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.
7. **April 2022 Accounts Payable** – The Board reviewed the April 2022 Accounts Payable Summary. The report includes all unpaid bills from 3/17/2022 – 4/13/2022. Check numbers 7313 through 7323 totaling \$17,257.53 were submitted for approval. Correction made to the report during the meeting. Discussion was had.
- **22.04.04** - Motion by Selvog, second by Binsfeld to approve the April 2022 Accounts Payable with correction. All members voting in favor. Motion carried.
8. **Supervisor Committee Reports & Vouchers** – Selvog reported attendance at the Farm Friends Barn meeting noting the FFB Board applied for a Kubota Hometown Proud Ag Community grant. Goenner reported attendance at the MASWCD Area 4 meeting. Binsfeld reported attendance the MRSC PC meeting in addition to attending a number of virtual discussion meetings on the JPE/MOA issue. Saxton reported attendance at the Water Plan Advisory Committee as well as participating in the MRSC virtual discussions. No committee reports from Nelson.
- **22.04.05** - 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** – Berg, NRCS Soil 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. **MRSC 1W1P Update** – Binsfeld provided an update on the MRSC 1W1P noting that the PC met in March to review and approve the draft MOA; however, at the meeting, concerns were brought forward from the attorneys group indicating that some attorneys recommend forming a JPE rather than proceeding with an MOA collaboration. Binsfeld indicated that the attorney's group would reconvene on April 20<sup>th</sup>, and the partners were to meet with their respective representatives and attorney to discuss prior to that meeting. The Sherburne MRSC representatives (Binsfeld, Saxton, Burandt, Danielowski) met with the Sherburne County Attorney on March 28<sup>th</sup> and then again without the Attorney on April 6. Binsfeld reported that the MRSC representatives prefer moving forward with an MOA collaboration for the planning portion of the 1W1P process but will remain flexible in an effort to continue the project. Discussion was had regarding assuming the fiscal agent role should other partners not continue as, or volunteer to take over, the role and responsibilities. Discussion was had. Updates will be provided as received.
13. **Rum River 1W1P Update** – Larson provided a brief update on the Rum River 1W1P JPE and proposed formation of an Executive Committee. Larson also shared information on the DNR comments regarding the Anoka Dam. Larson noted that these topics will be discussed, in detail, at the April 28<sup>th</sup> Rum River 1W1P PC meeting. Discussion was had.
14. **Authorization to close out FY2018 CWF Elk River Bacteria Reduction Grant and refund BWSR \$4,745.24** – A grant summary report was distributed. The grant expiration date is 4/29/2022. Larson noted that \$48,654.76 of the \$106,800.00 has been expended. Larson stated that, to date, the District has received 50% of the overall grant amount. The District is required to return all unspent funds to BWSR. Discussion was had.

- **22.04.06** – Motion by Selvog, second by Binsfeld to close of the FY2018 CWF Elk River Bacteria Reduction Grant and return the \$4,745.24 in unsent funds to BWSR. All members voting in favor. Motion carried.

Check # 7325 was signed during the meeting

**15. Authorization to execute FY2022 AIS Grant Agreements, not to exceed \$17,887** – Larson reviewed the AIS Grant Summary report noting that 12 eligible applications were received, reviewed, and ranked. The 2022 allocated budget for the AIS grant program is \$19,608.00. All 12 applications are recommended for approval totaling \$17,887.50. Payments 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. Discussion was had. Summary report available upon request.

- **22.04.07** – Motion by Binsfeld, second by Selvog to accept recommendations and approve 2022 AIS Grant Agreements, not to exceed \$17,887.00. All members voting in favor. Motion carried.

Check #7326 – 7333 signed during the meeting.

**16. Authorization to execute Cost Share Contract with A & L Peterson Farms, LLC for a Conservation Tillage project, #NR-FY19-13, not to exceed \$3,000.00** – Larson reviewed the proposed contract with A & L Peterson Farms, LLC for a Conservation Tillage project (329 – Conservation Tillage) in Section 6, Clear Lake Township. The estimated project cost is \$3,024.00 (252 acres at \$12/acre). Requesting flat rate cost share not to exceed \$3,000.00. Funding for this project will be allocated from the FY19 CWF Nitrate Reduction Grant. Discussion was had.

- **22.04.08** – Motion by Nelson, second by Binsfeld to execute contract with A & L Peterson Farms for a Conservation Tillage project - #NR-FY19-13, not to exceed \$3,000.00. All members voting in favor. Motion carried.

**17. Consider increase to District Clothing Allowance** – Larson stated the current clothing allowance is set at \$50 annually per employee or Supervisor. Larson reported an increase in the overall cost of apparel and production runs. Larson requested an increase to the clothing allowance, suggesting at least \$100 per employee annually. Discussion was had.

- **22.04.09** – Motion by Nelson, second by Saxton to set District clothing allowance rate to \$110 annually per employees and Supervisors. All members voting in favor. Motion carried.

**18. Approve Letter of Support to Palmer Township for proposed Yard Waste Transfer Station** – Larson reviewed the proposed yard waste transfer station plan and presented a letter of support for consideration. Discussion was had.

- **22.04.10** – Motion by Goenner, second by Selvog to approve Letter of Support to Palmer Township for the proposed Yard Waste Transfer Station. All members voting in favor. Motion carried.

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

**20. Adjournment**

- **22.04.11** – Motion by Nelson, second by Saxton to adjourn the meeting. All members voting in favor. Motion carried.

Meeting adjourned at 10:12 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 Borsfeld Sup.  
Signature & Title

5/12/2022  
Date

11:15 AM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

05/03/22

As of April 30, 2022

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
<b>10000 - Cash</b>						675,566.95
<b>10200 - Bank of ER - Checking</b>						175,386.55
04/01/2022			Deposit - Allocation	83,348.00		258,734.55
04/03/2022			Deposit - Trees	242.11		258,976.66
04/03/2022			Deposit - Trees	78.26		259,054.92
04/04/2022			Deposit - Trees	36.36		259,091.28
04/06/2022			Deposit - Trees	73.02		259,164.30
04/10/2022			Deposit - Trees	36.36		259,200.66
04/10/2022			Deposit - Trees	40.55		259,241.21
04/11/2022	EFT	MN PEIP	Health Insurance - May Premium		2,792.50	256,448.71
04/11/2022			Deposit - Trees	153.68		256,602.39
04/11/2022	EFT	MN Dept of Revenue - Sales Tax	Q1 2022 - Sales & Use Tax		2,121.00	254,481.39
04/12/2022			Deposit - Trees	93.97		254,575.36
04/13/2022			Deposit - Trees	344.76		254,920.12
04/14/2022	7313	Francine Larson	Reimbursed Expenses - Mileage		35.10	254,885.02
04/14/2022	7314	I & S Group, Inc.	Rum River 1w1P - Consultant	5,000.00		249,885.02
04/14/2022	7315	Isanti County	Rum River 1W1P - LGU Expense	25.52		249,859.50
04/14/2022	7316	Mille Lacs Soil & Water Conservation Dist	Rum River 1W1P - LGU Expense		1,099.90	248,759.60
04/14/2022	7317	MVTL Laboratories, Inc.	Monitoring Expense - Lab Fees	780.40		247,979.20
04/14/2022	7318	NCPERS LIFE INSURANCE	Life Insurance - EE	16.00		247,963.20
04/14/2022	7319	Patriot News MN	LWM - Advertising	21.84		247,941.36
04/14/2022	7320	Stearns County SWCD	MPCA - WRAPS 2 - LPT Expense	90.00		247,851.36
04/14/2022	7321	Tetra Tech, Inc.	MPCA - WRAPS 2 - Consultant	9,912.27		237,939.09
04/14/2022	7322	WSB & Associates	AIS Expense - Eagle Lake Phase 1	76.50		237,862.59
04/14/2022	7323	MN Board of Water and Soil Resources	MWPCP - Wetland Training - 5/17, 5/18, 5/2...	200.00		237,662.59
04/14/2022	7324	A & L Peterson Farms, Inc	FY19 CWF - Nitrate Grant Expense	675.00		236,987.59
04/14/2022	7325	BWSR	CWF FY18 - Elk River Bacteris Reduction G...	4,745.25		232,242.34
04/14/2022	7326	Ann Lake Improvement Club	AIS Expense - FY22 AIS Grant	1,875.00		230,367.34
04/14/2022	7327	Big Eagle Lake Improvement Association	AIS Expense - FY22 AIS Grant	2,911.87		227,455.47
04/14/2022	7328	Big Lake Community Lakes Association	AIS Expense - FY22 AIS Grant	900.00		226,555.47
04/14/2022	7329	Birch Lake Association	AIS Expense - FY22 AIS Grant	1,500.00		225,055.47
04/14/2022	7330	City of Princeton - V	AIS Expense - FY22 AIS Grant	1,406.25		223,649.22
04/14/2022	7332	Little Elk Lake Improvement Assoc	AIS Expense - FY22 AIS Grant	1,500.00		222,149.22
04/14/2022	7333	Three Lake Improvement District	AIS Expense - FY22 AIS Grant	1,500.00		220,649.22
04/14/2022			Deposit - Aera Reimb	24.86		220,674.08
04/14/2022			Deposit - Trees	146.05		220,820.13
04/15/2022	DD	Bumgarner, Andrea L	PR - 4/1/2022 - 4/14/2022	0.00		220,820.13
04/15/2022	DD	Cibulka, Daniel A	PR - 4/1/2022 - 4/14/2022		2,085.83	218,734.30
04/15/2022	DD	Gerde, Frances W	PR - 4/1/2022 - 4/14/2022		1,834.43	216,899.87
04/15/2022	DD	Larson, Francine M	PR - 4/1/2022 - 4/14/2022		2,281.30	214,618.57
04/15/2022	DD	Wagner, Miranda L	PR - 4/1/2022 - 4/14/2022		1,640.63	212,977.94
04/15/2022	DD	Wick, David P	PR - 4/1/2022 - 4/14/2022		1,552.72	211,425.22
04/15/2022	EFT	United States Treasury	Federal - PR 4/1/2022 - 4/14/2022		3,468.64	207,956.58
04/15/2022	EFT	Minnesota Revenue	State - PR 4/1/2022 - 4/14/2022		558.00	207,398.58
04/15/2022	EFT	PERA	PERA - PR 4/1/2022 - 4/14/2022		1,924.39	205,474.19
04/15/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/1/2022 - 4/14/2022		1,026.19	204,448.00
04/15/2022	EFT	Charter Communications	Building Expenses - Internet		157.98	204,290.02
04/17/2022			Deposit - Trees	193.19		204,483.21
04/18/2022	DD	Binsfeld, Michelle L	Supervisor PerDiem		397.60	204,085.61
04/18/2022	DD	Goenner, Lawrence J	Supervisor PerDiem		305.27	203,780.34
04/18/2022	DD	Saxton, Kerry J	Supervisor PerDiem		208.69	203,571.65
04/18/2022	DD	Nelson, Roger J	Supervisor PerDiem		115.78	203,455.87
04/18/2022	DD	Selvog, Jason C	Supervisor PerDiem		128.65	203,327.22
04/18/2022	EFT	United States Treasury	Federal - Supervisor PerDiem		53.80	203,273.42
04/18/2022	EFT	PERA	PERA - Supervisor PerDiem		80.00	203,193.42
04/19/2022			Deposit - Parks	197.71		203,391.13
04/19/2022	EFT	Guardian Insurance	Disability Insurance - May Premium		166.93	203,224.20
04/19/2022			Deposit - Trees	122.25		203,346.45
04/20/2022	EFT	Marco	Building Expense - Copier Services		241.66	203,104.79
04/20/2022	7334	Orono Lake Improvement District	AIS Expense - FY22 AIS Grant		1,822.50	201,282.29
04/21/2022			Deposit - L2L	111.60		201,393.89
04/21/2022			Deposit - NFMP	1,491.63		202,885.52
04/25/2022	EFT	Waste Management	Building Expense - Garbage/Recycling		131.92	202,753.60
04/25/2022	EFT	Cardmember Services	Credit Card Purchases - 3/9/2022 - 4/6/2022		1,624.66	201,128.94
04/25/2022			Deposit - WRAPS	10,992.27		212,121.21
04/27/2022			Deposit - Trees	161.13		212,282.34
04/29/2022	DD	Bumgarner, Andrea L	PR - 4/15/2022 - 4/28/2022	0.00		212,282.34
04/29/2022	DD	Cibulka, Daniel A	PR - 4/15/2022 - 4/28/2022		2,085.83	210,196.51
04/29/2022	DD	Gerde, Frances W	PR - 4/15/2022 - 4/28/2022		1,834.42	208,362.09
04/29/2022	DD	Wagner, Miranda L	PR - 4/15/2022 - 4/28/2022		1,640.63	206,721.46
04/29/2022	DD	Larson, Francine M	PR - 4/15/2022 - 4/28/2022		2,281.30	204,440.16
04/29/2022	DD	Wick, David P	PR - 4/15/2022 - 4/28/2022		1,552.72	202,887.44
04/29/2022	EFT	United States Treasury	Federal - PR - 4/15/2022 - 4/28/2022		3,468.66	199,418.78
04/29/2022	EFT	Minnesota Revenue	State - PR 4/15/2022 - 4/28/2022		558.00	198,860.78
04/29/2022	EFT	PERA	PERA - PR 4/15/2022 - 4/28/2022		1,924.39	196,936.39
04/29/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/15/2022 - 4/28/2022		1,026.19	195,910.20
Total 10200 - Bank of ER - Checking				97,887.76	77,364.11	195,910.20
<b>10250 - Bank of ER - Money Market</b>						451,796.85

11:15 AM

05/03/22

Accrual Basis

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of April 30, 2022

Date	Num	Name	Memo	Debit	Credit	Balance
04/30/2022			Interest	81.70		451,878.55
		Total 10250 · Bank of ER - Money Market		81.70	0.00	451,878.55
		10300 · CD - 7726074 - 60mo				48,383.55
		Total 10300 · CD - 7726074 - 60mo				48,383.55
		Total 10000 · Cash		97,969.46	77,364.11	696,172.30
<b>TOTAL</b>				<b>97,969.46</b>	<b>77,364.11</b>	<b>696,172.30</b>

**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**4/30/2022**

**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	\$ 463,485.65	\$ 106,344.14	\$ 52,326.32	\$ 517,503.47
<b>SUBTOTALS</b>	<b>\$ 463,485.65</b>	<b>\$ 106,344.14</b>	<b>\$ 52,326.32</b>	<b>\$ 517,503.47</b>

<b>Program Funds</b>				
BWSR SWCD Capacity Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY22	\$ 94,659.03	\$ -	\$ 10,075.87	\$ 84,583.16
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	\$ 8,294.79	\$ -	\$ 299.58	\$ 7,995.21
BWSR Buffer Initiative FY21	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY23	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY22	\$ 16,384.04	\$ -	\$ 1,762.56	\$ 14,621.48
LWM	\$ (3,656.59)	\$ 7,442.00	\$ 1,434.37	\$ 2,351.04
NRBG WCA	\$ 3,263.65	\$ -	\$ 473.55	\$ 2,790.10
AIS Prevention Aid	\$ (1,421.96)	\$ -	\$ 14,883.75	\$ (16,305.71)
AIS Contingency Funds	\$ 15,665.90	\$ -	\$ 76.50	\$ 15,589.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
CWF FY2018 - ER Bac Reduction Phase II	\$ 4,745.25	\$ -	\$ 4,745.25	\$ -
CWF FY2019 - Nitrate Reduction Grant	\$ 31,924.18	\$ -	\$ 1,022.27	\$ 30,901.91
CWF FY2020 - Lawns to Legumes	\$ (111.60)	\$ 111.60	\$ 27.90	\$ (27.90)
Rum River 1W1P	\$ (19,867.50)	\$ -	\$ 6,132.90	\$ (26,000.40)
The Nature Conservancy	\$ 3,163.57	\$ -	\$ 31.57	\$ 3,132.00
<b>SUBTOTALS</b>	<b>\$ 212,081.30</b>	<b>\$ 7,553.60</b>	<b>\$ 40,966.07</b>	<b>\$ 178,668.83</b>

**TOTAL FUNDS \$ 696,172.30**

**DISTRIBUTION OF FUNDS**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
<b>Bank Account Summary</b>				
Cash Checking	\$ 175,386.55	\$ 97,887.76	\$ 77,364.11	\$ 195,910.20
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 451,796.85	\$ 81.70	\$ -	\$ 451,878.55
<b>SUBTOTALS</b>	<b>\$ 675,566.95</b>	<b>\$ 97,969.46</b>	<b>\$ 77,364.11</b>	<b>\$ 696,172.30</b>

**TOTAL FUNDS \$ 696,172.30**

Treasurer's Signature 

Date 4-12-2022