



BOARD MEETING MINUTES
 Regular Meeting

Date: May 11th, 2023
 Location: 425 Jackson Ave NW, Elk River 55330
 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*
 David Wick*

Others Present

Gary Gray
 County Commissioner
 Marc Schneider*
 Sherburne County Planner

*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**
 - **23.05.01** - Motion by Goenner, second by Guttormson to approve the agenda with submitted addition. All members voting in favor. Motion carried.
5. **Approval of Consent Agenda**
Approval of April 13, 2023 Board Meeting Minutes – Draft minutes were presented.
 - **23.05.02** - Motion by Goenner, second by Binsfeld to approve the consent agenda as presented. All members voting in favor. Motion carried.
6. **April 2023 Financial Reports**
 Goenner read the April 2023 Program Summary Report. Discussion was had.
 - **23.05.03** - Motion by Goenner, second by Binsfeld to accept the April 2023 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

As a follow up from the BWSR hosted Treasurer’s Training, Larson discussed current financial management and oversight. Discussion was had. Larson suggested re-establishing quarterly finance committee meetings as well as creating an official fund balance policy. Guttormson suggested the finance committee assist with drafting the fund balance policy; members agreed. Larson discussed the current process of bank statement review and oversight, indicating that BWSR recommends the Treasurer review the monthly bank statements for accuracy. Binsfeld suggested the bank mail the statements directly to the SWCD office for the Treasurer to review and compare prior to the Board meeting. Discussion was also had regarding the rotation of the Treasurer’s position versus a multi-year term. The Board will re-evaluate the officer rotation policy at the annual meeting.

- **23.05.04** - Motion by Selvog, second by Goenner to make changes to the financial management and oversight procedures as discussed; re-establish quarterly finance committee meetings and Treasurer bank statement review. All members voting in favor. Motion carried.
7. **May 2023 Accounts Payable** – The Board reviewed the May 2023 Accounts Payable Summary. The report includes all unpaid bills from 4/13/2023 – 5/10/2023. Check numbers 7559 through 7573 totaling \$34,856.53 were submitted for approval. Discussion was had.
 - **23.05.05** - Motion by Goenner, second by Binsfeld to approve the May 2023 Accounts Payable as submitted. All members voting in favor. Motion carried.
 8. **District Staff Monthly Reports** – Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
 9. **NRCS Activity Report** – Written report available upon request.
 10. **Commissioner Report** – Commissioner Gray provided an update on recent Sherburne County activities.
 11. **Supervisor Committee Reports & Vouchers** – Goenner and Selvog reported attending Township meetings where SWCD staff gave presentations on services available to the township residents. Jurek attended the Water Plan Advisory Committee meeting. Binsfeld reported on the May MRSC Policy Committee meeting as well as the April MRSC TAC meeting. No report from Guttormson.
 - **23.05.06** - Motion by Goenner, second by Binsfeld to approve the Supervisor Vouchers as submitted. All members voting in favor. Motion carried.
 12. **District Manager’s Report – Consider Purchase of Company Vehicle** – Larson reviewed her monthly activities. Written report available upon request. Larson stated that Holt Motors has a used 2021 Ford Edge Titanium available for purchase for \$38,070.00. Discussion was had. Larson noted that this vehicle will be primarily used by staff for attendance at meetings and trainings and conservation site visits that do not require equipment. Funds used for this purchase will come from District General Funds. Larson noted that this will impact the fund balance but anticipates reducing expenses elsewhere to limit the overall impact. Further discussion was had.
 - **23.05.07** - Motion by Binsfeld, second by Jurek to approve the purchase of a used Ford Edge from Holt Motors as discussed. All members voting in favor. Motion carried.
 13. **MRSC 1W1P Update** – Written report available upon request. Binsfeld updated the Board on the recent MRSC 1W1P activities.
 14. **Rum River JPE Board** – Written report available upon request. Jurek updated the Board on the recent Rum River Watershed Partnership activities.
 15. **Authorization to update Bank Signature Cards** – Larson stated the Bank Signature Cards will need to be updated to include newly appointed Supervisor, Zach Guttormson as a designated signer on all bank accounts. A copy of the minutes will be sent to the Bank of Elk River indicating the change. Larson reminded the Board that the updated signature cards will be sent via email from the bank for digital approval.
 - **23.05.08** – Motion by Selvog, second by Binsfeld to update the Bank Signature Cards to reflect current designated signers. All members voting in favor. Motion carried.
 16. **Review Committee Appointments for 2023** – Larson reviewed the current committee assignments. Discussion was had. The list of assignments will be posted on the SWCD website.

- **23.05.09** – Motion by Goenner, second by Guttormson to appoint Board Members to Committees as discussed. All members voting in favor. Motion carried.

17. Authorization to execute Cost Share contract with A & L Peterson for a Cover Crop project, #2023-05-01, for \$1,875.00 – The proposed contract is with A & L Peterson Farms Inc. for a cover crop project (340-Cover Crop) in Section 21, Palmer Township. The estimated project cost is \$1,875.00. Requesting \$75/acre flat rate cost share, not to exceed \$1,875.00. Funding for this project will be allocated from the District Soil Health Cost Share Funds. Wagner noted that this is the third year in the project and working with TNC for additional funding. Project installation deadline date is 12/1/2023.

- **23.05.10** – Motion by Binsfeld, second by Selvog to execute contract with A & L Peterson Farms, Inc. for a Cover Crop project, #2023-05-01, not to exceed \$1,875.00. All members voting in favor. Motion carried.

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

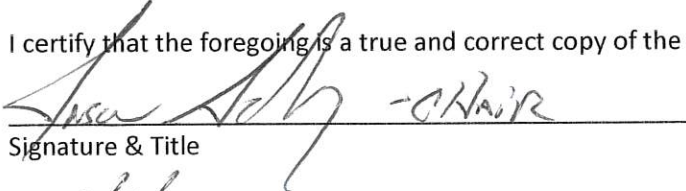
19. Adjournment

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

Meeting adjourned at 10:42 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

6/8/23
Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of May 31, 2023

06/01/23

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						654,131.04
10100 - SWEEP Account						508,092.98
05/02/2023			Funds Transfer	1,999.13		510,092.11
05/03/2023			Funds Transfer		250.24	509,841.87
05/08/2023			Funds Transfer		18,202.19	491,639.68
05/09/2023			Funds Transfer	3,398.93		495,038.61
05/11/2023			Funds Transfer	33,311.20		528,349.81
05/15/2023			Funds Transfer	330.66		528,680.47
05/17/2023			Funds Transfer		6,501.59	522,178.88
05/18/2023			Funds Transfer		8,398.10	513,780.78
05/19/2023			Funds Transfer		678.02	513,102.76
05/22/2023			Funds Transfer		17,805.29	495,297.47
05/23/2023			Funds Transfer		20,741.81	474,555.66
05/24/2023			Funds Transfer		38,747.72	435,807.94
05/25/2023			Funds Transfer		142.62	435,665.32
05/26/2023			Funds Transfer		2,073.18	433,592.14
05/31/2023			Interest	1,038.54		434,630.68
05/31/2023			Funds Transfer		1,548.68	433,082.00
Total 10100 - SWEEP Account				40,078.46	115,089.44	433,082.00
10200 - Bank of ER - Checking						97,266.27
05/01/2023			Deposit - NFMP	1,999.13		99,265.40
05/02/2023			Deposit - WPLMN	1,874.74		101,140.14
05/02/2023			Deposit - Trees	64.02		101,204.16
05/02/2023			Funds Transfer		1,999.13	99,205.03
05/03/2023			Funds Transfer	250.24		99,455.27
05/05/2023	DD	Bumgarner, Andrea L	PR - 4/16/2023 - 4/29/2023	0.00		99,455.27
05/05/2023	DD	Cibulka, Daniel A	PR - 4/16/2023 - 4/29/2023		2,193.06	97,262.21
05/05/2023	DD	Gerde, Frances W	PR - 4/16/2023 - 4/29/2023		1,955.05	95,307.16
05/05/2023	DD	Larson, Francine M	PR - 4/16/2023 - 4/29/2023		2,452.83	92,854.33
05/05/2023	DD	Wagner, Miranda L	PR - 4/16/2023 - 4/29/2023		1,761.24	91,093.09
05/05/2023	DD	Wick, David P	PR - 4/16/2023 - 4/29/2023		1,726.83	89,366.26
05/05/2023	EFT	United States Treasury	Federal - PR 4/16/2023 - 4/29/2023		3,754.20	85,612.06
05/05/2023	EFT	Minnesota Revenue	State - PR 4/16/2023 - 4/29/2023		569.00	85,043.06
05/05/2023	EFT	PERA	PERA - PR 4/16/2023 - 4/29/2023		2,077.71	82,965.35
05/05/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/16/2023 - 4/29/2023		1,721.27	81,244.08
05/05/2023			Deposit - TriCap/MRSC	3,398.93		84,643.01
05/05/2023	EFT	Pitney Bowes	Postage Meter Refill		500.00	84,143.01
05/08/2023			Funds Transfer	18,202.19		102,345.20
05/09/2023			Funds Transfer		3,398.93	98,946.27
05/10/2023			Deposit - WRAPS	33,311.20		132,257.47
05/11/2023	7559	Bumgarner, Andrea	Reimbursed Expenses		21.62	132,235.85
05/11/2023	7560	Chisago SWCD (v)	MASWCD Area 4 Meeting and Tour		240.00	131,995.85
05/11/2023	7561	City of Elk River	Vehicle Maintenance and Fuel		595.92	131,399.93
05/11/2023	7562	Francine Larson	Reimbursed Expenses		163.10	131,236.83
05/11/2023	7563	Hopkins High School	State Envirothon Travel Voucher		200.00	131,036.83
05/11/2023	7564	Metro Blooms	MDH - Groundwater Workshop		1,500.00	129,536.83
05/11/2023	7565	Minnetonka High School	State Envirothon Travel Voucher		200.00	129,336.83
05/11/2023	7566	MNL	Native Plant Sale		8,366.10	120,970.73
05/11/2023	7567	MVTL Laboratories, Inc.	Monotring Expenses		305.60	120,665.13
05/11/2023	7568	NCPERS LIFE INSURANCE	Life Insurance - EE - May Premium		32.00	120,633.13
05/11/2023	7569	Pope SWCD	RCP - Partner Expense		519.74	120,113.39
05/11/2023	7570	Schumacher's Nursery & Berry Farm, L..	Tree Sale Program		19,915.75	100,197.64
05/11/2023	7571	Swift SWCD	RCP - Partner Expense		1,548.68	98,648.96
05/11/2023	7572	Washington CD	Engineering Services		678.02	97,970.94
05/11/2023	7573	Wright SWCD	MPCA - WRAPS - LPT Expense		570.00	97,400.94
05/11/2023			Funds Transfer		33,311.20	64,089.74
05/12/2023			Deposit - HELP	330.66		64,420.40
05/15/2023	EFT	MN PEIP	Health Insurance - June Premium		3,297.00	61,123.40
05/15/2023	EFT	Charter Communications	Building Expenses - Internet		157.98	60,965.42
05/15/2023			Funds Transfer		330.66	60,634.76
05/16/2023	DD	Binsfeld, Michelle L	Supervisor PerDiem		338.29	60,296.47
05/16/2023	DD	Goenner, Lawrence J	Supervisor PerDiem		221.16	60,075.31
05/16/2023	DD	Guttormson, Zachary J	Supervisor PerDiem		123.68	59,951.63
05/16/2023	DD	Jurek, Christine A	Supervisor PerDiem		217.36	59,734.27
05/16/2023	DD	Selvog, Jason C	Supervisor PerDiem		232.95	59,501.32
05/16/2023	EFT	United States Treasury	Federal - Supervisor PerDiem		29.00	59,472.32
05/16/2023	EFT	PERA	PERA - Supervisor PerDiem		100.00	59,372.32
05/17/2023	7574	Holt Motors	Vehicle Purchase		38,070.00	21,302.32
05/17/2023			Funds Transfer	6,501.59		27,803.91
05/18/2023			Funds Transfer	8,398.10		36,202.01
05/19/2023	DD	Bumgarner, Andrea L	PR - 4/30/2023 - 5/13/2023	0.00		36,202.01
05/19/2023	DD	Cibulka, Daniel A	PR - 4/30/2023 - 5/13/2023		2,193.07	34,008.94
05/19/2023	DD	Larson, Francine M	PR - 4/30/2023 - 5/13/2023		2,452.82	31,556.12
05/19/2023	DD	Wick, David P	PR - 4/30/2023 - 5/13/2023		1,726.83	29,829.29
05/19/2023	DD	Gerde, Frances W	PR - 4/30/2023 - 5/13/2023		1,955.04	27,874.25
05/19/2023	DD	Wagner, Miranda L	PR - 4/30/2023 - 5/13/2023		1,761.24	26,113.01

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SHERBURNE SOIL & WATER CONSERVATION Account QuickReport As of May 31, 2023

06/01/23

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
05/19/2023	EFT	United States Treasury	Federal - PR 4/30/2023 - 5/13/2023		3,754.22	22,358.79
05/19/2023	EFT	Minnesota Revenue	State - PR 4/30/2023 - 5/13/2023		569.00	21,789.79
05/19/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/30/2023 - 5/13/2023		1,721.26	20,068.53
05/19/2023	EFT	PERA	PERA - PR 4/30/2023 - 5/13/2023		2,077.71	17,990.82
05/19/2023			Funds Transfer	678.02		18,668.84
05/20/2023	EFT	Marco	Building Expense - Copier Services		257.06	18,411.78
05/22/2023			Funds Transfer	17,805.29		36,217.07
05/23/2023			Funds Transfer	20,741.81		56,958.88
05/24/2023	EFT	Waste Management	Building Expense - Garbage/Recycling		142.62	56,816.26
05/24/2023			Funds Transfer	38,747.72		95,563.98
05/25/2023	EFT	Cardmember Services	Credit Card Charges - 4/7/2023 - 5/5/2023		2,073.18	93,490.80
05/25/2023			Funds Transfer	142.62		93,633.42
05/26/2023			Funds Transfer	2,073.18		95,706.60
05/31/2023			Funds Transfer	1,548.68		97,255.28
Total 10200 · Bank of ER - Checking				156,068.12	156,079.11	97,255.28
10300 · CD - 7726074 - 60mo						48,771.79
Total 10300 · CD - 7726074 - 60mo						48,771.79
Total 10000 · Cash				196,146.58	271,168.55	579,109.07
TOTAL				196,146.58	271,168.55	579,109.07

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

5/31/2023

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 492,264.52	\$ 213,357.09	\$ 271,168.55	\$ 434,453.06
SUBTOTALS	\$ 492,264.52	\$ 213,357.09	\$ 271,168.55	\$ 434,453.06

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ 83,380.63	\$ -	\$ 8,804.39	\$ 74,576.24
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 FY23	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY22	\$ 4.32	\$ -	\$ -	\$ 4.32
BWSR Buffer Initiative FY23	\$ 7,668.60	\$ -	\$ 686.77	\$ 6,981.83
BWSR Buffer Initiative FY22	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY24	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY23	\$ 13,971.95	\$ -	\$ 2,917.18	\$ 11,054.77
BWSR Soil Health Grant FY23	\$ 13,870.22	\$ -	\$ 220.34	\$ 13,649.88
AIS Prevention Aid	\$ (17,344.85)	\$ -	\$ 610.98	\$ (17,955.83)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
WM	\$ 895.98	\$ -	\$ 3,371.17	\$ (2,475.19)
RBG WCA	\$ 2,734.57	\$ -	\$ 599.68	\$ 2,134.89
FY2023 Project Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
SUBTOTALS	\$ 161,866.52	\$ -	\$ 17,210.51	\$ 144,656.01

TOTAL FUNDS \$ 579,109.07

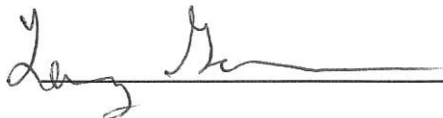
DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 97,266.27	\$ 156,068.12	\$ 156,079.11	\$ 97,255.28
SWEEP	\$ 508,092.98	\$ 40,078.46	\$ 115,089.44	\$ 433,082.00
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ -	\$ -	\$ -	\$ -
SUBTOTALS	\$ 654,131.04	\$ 196,146.58	\$ 271,168.55	\$ 579,109.07

TOTAL FUNDS \$ 579,109.07

SWCD Financial Summary	5/31/2023
Cash - Previous Balance	\$ 654,131.04
Revenue	\$ 42,017.22
Expenses	\$ 117,039.19
Cash - Ending Balance	\$ 579,109.07

Treasurer's Signature



Date

6-9-23