



BOARD MEETING MINUTES

Regular Meeting

Date: May 12th, 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

*denotes partial attendance
 + Remotely attended

Staff Present

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

Others Present

Lisa A. Fobbe+
 County Commissioner
 Barbara Burandt*+
 County Commissioner
 Zach Guttormson*+
 County Planning & Zoning
 Katie Evans
 NRCS District Conservationist

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

- 22.05.01 - Motion by Nelson, second by Selvog to approve the agenda with stated deletion. All members voting in favor. Motion carried.

5. Approval of Consent Agenda

Approval of April 14, 2022 Board Meeting Minutes

The April 14, 2022 Board Meeting Minutes were presented.

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

6. April 2022 Financial Reports

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

- 22.05.03 - Motion by Saxton, second by Binsfeld to accept the April 2022 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

7. May 2022 Accounts Payable – The Board reviewed the May 2022 Accounts Payable Summary. The report includes all unpaid bills from 4/14/2022 – 5/11/2022. Check numbers 7335 through 7347 totaling \$33,952.54 were submitted for approval. Discussion was had.

- 22.05.04 - Motion by Selvog, second by Binsfeld to approve the May 2022 Accounts Payable as submitted. All members voting in favor. Motion carried.

8. Supervisor Committee Reports & Vouchers – Binsfeld virtually attended a MRSC 1W1P Sherburne representative check-in meeting with the County Attorney. Saxton attended the Rum River 1W1P Policy Committee. No committee reports from Nelson, Selvog, and Goenner.

- **22.05.05** - 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. Larson discussed the status of the Stearns County WRAPS Phase 2 subcontract.
- **22.05.06** - Motion by Goenner, second by Selvog to direct District Manager to work with the County Attorney on compromising language to allow Stearns staff to receive reimbursement for participation in the project and attendance at virtual meetings. All members voting in favor. Motion carried.
10. **NRCS Activity Report** – Evans, NRCS District Conservationist reviewed the NRCS activity report, providing an update on NRCS programs and technical assistance. Katie Evans was selected as the new non-supervisory District Conservationist for the Elk River Field Office. 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.

Burandt and Guttormson joined the meeting

12. **MRSC 1W1P Update** – Sherburne SWCD staff, County staff and Policy Committee representatives provided an update on the MRSC 1W1P project and the challenges that remain. SWCD and County staff will keep the Policy Committee members updated on new developments.

Burandt and Guttormson left the meeting

13. **Rum River 1W1P Update** – Cibulka provided a brief update on the Rum River 1W1P JPE, stating that the Board will need to consider the resolution to adopt the plan and enter into the Rum River Watershed Partnership JPE at the June SWCD Board meeting. Discussion was had.
14. **MASWCD Call for Resolutions** – Larson reviewed the resolution process with the Board. Resolutions will be reviewed and considered at the Summer MASWCD Area IV meeting scheduled for June 23. Discussion was had.
15. **Authorization to execute Cost Share Contract with M Rusert for a Conservation Cover project, #2022-05-01, not to exceed \$350.00** – Larson reviewed the proposed contract with Mike and Patti Rusert for a Conservation Cover project (327 – Conservation Cover) in Section 8, Big Lake Township. The estimated project cost is \$754.25. Requesting 75% cost share not to exceed \$350.00. Funding for this project will be allocated from our Cost Share Program funds.
- **22.05.07** – Motion by Nelson, second by Goenner to execute contract with M Rusert for a Conservation Cover project - #2022-05-01, not to exceed \$350.00. All members voting in favor. Motion carried.
16. **Authorization to execute Cost Share Contract with Nick Leszko for a Riparian Herbaceous Cover project, #2022-05-02, not to exceed \$692.12** – Larson reviewed the proposed contract with Nick Leszko for a Riparian Herbaceous Cover project (390 – Riparian Herbaceous Cover) in Section 27, Palmer Township. The estimated project cost is \$1064.80. Requesting 65% cost share not to exceed \$692.12. The BLCA will be contributing \$319.44 for this project as part of a partnership program. Funding for this project will be allocated from our Cost Share Program funds.

- **22.05.08** – Motion by Nelson, second by Binsfeld to execute contract with N Leszko for a Riparian Herbaceous Cover project - #2022-05-02, not to exceed \$692.12. All members voting in favor. Motion carried.

17. Authorization to execute Cost Share Contract with Tom and Jean Fitzlaff for a Conservation Cover project, #2022-05-03, not to exceed \$604.03 – Larson reviewed the proposed contract with Tom and Jean Fitzlaff for a Conservation Cover project (327 – Conservation Cover) in Section 27, Palmer Township. The estimated project cost is \$929.28. Requesting 65% cost share not to exceed \$604.03. The BLCA will also be contributing \$278.78 for this project and part of a partnership program. Funding for this project will be allocated from our cost share program funds.

- **22.05.09** – Motion by Nelson, second by Binsfeld to execute contract with T Fitzlaff for a Conservation Cover project - #2022-05-03, not to exceed \$604.03. All members voting in favor. Motion carried.

18. Authorization to execute Professional Service Agreement with Stantec Consulting Service for Feasibility Study in the Upper Briggs Chain of Lakes utilizing ARPA funding – Deleted

19. Authorization to execute JPA with MDA/NRCS for Irrigation Innovation RCPP shared Fiscal Agent services – Larson reviewed the Irrigation Innovation RCPP project and shared fiscal agent responsibilities. Discussion was had.

- **22.05.10** – Motion by Nelson, second by Saxton to authorize District manager to execute JPA with MDA/NRCS for Irrigation Innovation RCPP shared Fiscal Agent services. All members voting in favor. Motion carried.

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

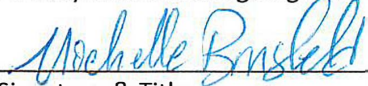
21. Adjournment

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



 Date

2:24 PM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of May 31, 2022

06/01/22

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						696,560.54
10200 - Bank of ER - Checking						195,910.20
05/01/2022			Deposit - Trees	72.72		195,982.92
05/01/2022			Deposit - Trees	219.38		196,202.30
05/02/2022			Deposit - AIS	2,400.00		198,602.30
05/03/2022			Deposit - Trees	86.11		198,688.41
05/11/2022	EFT	United States Treasury	Federal - PR 4/29/2022 - 5/14/2022		3,468.62	195,219.79
05/12/2022	7335	Benton SWCD	MPCA - WRAPS Phase 2 - LPT Expense		525.00	194,694.79
05/12/2022	7336	Cibulka, Dan	Reimbursed Expenses		40.95	194,653.84
05/12/2022	7337	City of Elk River	Vehicle Expense - Fuel - March 2022		301.59	194,352.25
05/12/2022	7338	Cross Nurseries, Inc	Gravel Tree Program Expense		1,781.00	192,571.25
05/12/2022	7339	Francine Larson	Reimbursed Expenses		23.40	192,547.85
05/12/2022	7340	MNL	Native Plant Sale Expense		3,015.00	189,532.85
05/12/2022	7341	MVTL Laboratories, Inc.	Water Monitoring Expenses		384.80	189,148.05
05/12/2022	7342	NCPERS LIFE INSURANCE	Life Insurance EE - May Premium		16.00	189,132.05
05/12/2022	7343	Schumacher's Nursery & Berry Farm...	Tree Sale Program Expense		15,449.25	173,682.80
05/12/2022	7344	Tetra Tech, Inc.	MPCA - WRAPS 2 - Consultant		11,468.05	162,214.75
05/12/2022	7345	Washington CD	Engineering Services		193.00	162,021.75
05/12/2022	7346	Wright SWCD	Tree Sale Expense		75.00	161,946.75
05/12/2022	7347	WSB & Associates	AIS Expense - Eagle Lake Phase 2		679.50	161,267.25
05/13/2022	DD	Bumgarner, Andrea L	PR - 4/29/2022 - 5/14/2022	0.00		161,267.25
05/13/2022	DD	Cibulka, Daniel A	PR - 4/29/2022 - 5/14/2022		2,085.84	159,181.41
05/13/2022	DD	Gerde, Frances W	PR - 4/29/2022 - 5/14/2022		1,834.43	157,346.98
05/13/2022	DD	Wagner, Miranda L	PR - 4/29/2022 - 5/14/2022		1,640.63	155,706.35
05/13/2022	DD	Larson, Francine M	PR - 4/29/2022 - 5/14/2022		2,281.30	153,425.05
05/13/2022	DD	Wick, David P	PR - 4/29/2022 - 5/14/2022		1,552.71	151,872.34
05/13/2022	EFT	Minnesota Revenue	State - PR 4/29/2022 - 5/14/2022		558.00	151,314.34
05/13/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 4/29/2022 - 5/14/2022		1,026.19	150,288.15
05/13/2022	EFT	PERA	PERA - PR 4/29/2022 - 5/14/2022		1,924.39	148,363.76
05/15/2022	EFT	Charter Communications	Building Expenses - Internet		157.98	148,205.78
05/16/2022			Deposit - SWA/Tricap	9,264.40		157,470.18
05/16/2022	EFT	MN PEIP	Health Insurance - June Premium		2,792.50	154,677.68
05/17/2022	DD	Binsfeld, Michelle L	Supervisor PerDiem		187.10	154,490.58
05/17/2022	DD	Goenner, Lawrence J	Supervisor PerDiem		123.97	154,366.61
05/17/2022	DD	Saxton, Kerry J	Supervisor PerDiem		236.77	154,129.84
05/17/2022	DD	Nelson, Roger J	Supervisor PerDiem		115.78	154,014.06
05/17/2022	DD	Selvog, Jason C	Supervisor PerDiem		128.65	153,885.41
05/17/2022	EFT	United States Treasury	Federal - Supervisor PerDiem		45.10	153,840.31
05/17/2022	EFT	PERA	PERA - Supervisor PerDiem		50.00	153,790.31
05/20/2022	EFT	Marco	Building Expense - Copier Services		241.66	153,548.65
05/23/2022			Deposit - ETA	1,532.04		155,080.69
05/23/2022	EFT	Guardian Insurance	Disability Insurance - June Premium		166.93	154,913.76
05/25/2022	EFT	Waste Management	Building Expense - Garbage/Recycling		131.55	154,782.21
05/25/2022	EFT	Cardmember Services	Credit Card Expenses - 4/7/2022 - 5/5/2022		1,819.67	152,962.54
05/25/2022			Deposit - Workshop	9.41		152,971.95
05/31/2022	DD	Bumgarner, Andrea L	PR - 5/15/2022 - 5/28/2022	0.00		152,971.95
05/31/2022	DD	Cibulka, Daniel A	PR - 5/15/2022 - 5/28/2022		2,085.83	150,886.12
05/31/2022	DD	Larson, Francine M	PR - 5/15/2022 - 5/28/2022		2,281.30	148,604.82
05/31/2022	DD	Wick, David P	PR - 5/15/2022 - 5/28/2022		1,552.72	147,052.10
05/31/2022	DD	Gerde, Frances W	PR - 5/15/2022 - 5/28/2022		1,834.43	145,217.67
05/31/2022	DD	Wagner, Miranda L	PR - 5/15/2022 - 5/28/2022		1,640.62	143,577.05
05/31/2022	EFT	United States Treasury	Federal - PR 5/15/2022 - 5/28/2022		3,468.68	140,108.37
05/31/2022	EFT	Minnesota Revenue	State - PR 5/15/2022 - 5/28/2022		558.00	139,550.37
05/31/2022	EFT	Nationwide Retirement Solutions	Nationwide - PR 5/15/2022 - 5/28/2022		1,026.19	138,524.18
05/31/2022	EFT	PERA	PERA - PR 5/15/2022 - 5/28/2022		1,924.39	136,599.79
Total 10200 - Bank of ER - Checking				13,584.06	72,894.47	136,599.79
10250 - Bank of ER - Money Market						451,878.55
05/31/2022			Interest	84.44		451,962.99
Total 10250 - Bank of ER - Money Market				84.44	0.00	451,962.99
10300 - CD - 7726074 - 60mo						48,771.79
Total 10300 - CD - 7726074 - 60mo						48,771.79
Total 10000 - Cash				13,668.50	72,894.47	637,334.57
TOTAL				13,668.50	72,894.47	637,334.57

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

5/31/2022

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 517,883.59	\$ 34,346.06	\$ 72,214.97	\$ 480,014.68
SUBTOTALS	\$ 517,883.59	\$ 34,346.06	\$ 72,214.97	\$ 480,014.68

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY22	\$ 84,583.16	\$ -	\$ 13,012.40	\$ 71,570.76
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	\$ 7,995.21	\$ -	\$ -	\$ 7,995.21
BWSR Buffer Initiative FY21	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY23	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY22	\$ 14,621.48	\$ -	\$ 1,321.92	\$ 13,299.56
LWM	\$ 2,359.16	\$ -	\$ 2,738.82	\$ (379.66)
NRBG WCA	\$ 2,790.10	\$ -	\$ 1,199.66	\$ 1,590.44
AIS Prevention Aid	\$ (16,305.71)	\$ 2,400.00	\$ 3,914.92	\$ (17,820.63)
AIS Contingency Funds	\$ 15,589.40	\$ -	\$ -	\$ 15,589.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
CWF FY2019 - Nitrate Reduction Grant	\$ 30,901.91	\$ -	\$ 870.11	\$ 30,031.80
CWF FY2020 - Lawns to Legumes	\$ (27.90)	\$ -	\$ 604.52	\$ (632.42)
Rum River 1W1P	\$ (26,000.40)	\$ -	\$ -	\$ (26,000.40)
The Nature Conservancy	\$ 3,132.00	\$ -	\$ 94.71	\$ 3,037.29
SUBTOTALS	\$ 178,676.95	\$ 2,400.00	\$ 23,757.06	\$ 157,319.89

TOTAL FUNDS \$ 637,334.57

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 195,910.20	\$ 13,584.06	\$ 72,894.47	\$ 136,599.79
CD - 74	\$ 48,771.79	\$ -	\$ -	\$ 48,771.79
Money Market	\$ 451,878.55	\$ 84.44	\$ -	\$ 451,962.99
SUBTOTALS	\$ 696,560.54	\$ 13,668.50	\$ 72,894.47	\$ 637,334.57

TOTAL FUNDS \$ 637,334.57

Treasurer's Signature



Date

6-9-22