



## BOARD MEETING MINUTES

### Regular Meeting

Date: August 12<sup>th</sup>, 2021  
Location: 425 Jackson Ave NW, Elk River MN 55330  
Remote Access Available

#### Board Members Present

Roger Nelson\*  
Larry Goenner  
Jason Selvog  
Shelly Binsfeld  
Kerry Saxton\*

#### Staff Present

Francine Larson  
David Wick\*  
Andrea Bumgarner\*  
Dan Cibulka\*

#### Others Present

Chris Hogge, NRCS  
District Conservationist+\*

\*denotes partial attendance  
+ Remotely attended

#### Regular Agenda

##### 1. Call to Order

Meeting was called to order by Vice-Chair Goenner at 8:31 a.m. A quorum was present.

##### 2. Pledge of Allegiance

Goenner led the Board of Supervisors in the Pledge of Allegiance.

##### 3. Open Forum/Introductions

There were no comments from the audience.

Vice-Chair Goenner relinquished the Chair to Nelson.

##### 4. Approval of Consent Agenda

###### **Approval of July 8, 2021 Board Meeting Minutes**

The June 10, 2021 Board Meeting Minutes were presented.

###### **Acceptance of July 2021 Financial Reports**

The June 2021 Financial Reports were presented, subject to audit.

###### **Approval of August 2021 Accounts Payable**

The August 2021 Accounts Payable report was presented. The report includes all unpaid bills from 7/8/2021 – 8/11/2021. Check numbers 7193 through 7203 totaling \$13,460.94 were submitted for approval.

**Authorization to provide final payment to R Wilkes for a Well Sealing project, FY21-WS-01 for \$1,000.00** - The original contract with Ron Wilkes (PR for the Estate of Charles Thomas) for a Well Sealing was approved on February 25, 2021. The total project cost is \$3,312.25, and the project was approved at 50% cost share, not to exceed \$1,000.00. Funding for this project will be allocated from the FY19 Local Capacity – Structural Fund. Check #7204 for \$1,000.00 was signed during the meeting.

**Authorization to provide final payment to L Light for a Shoreline Restoration project, #2021-05-01 for \$4,045.37** - The original contract with David & Laura Light for a Shoreline Restoration project was approved on May 13, 2021. The total project cost is \$6,223.64, and the project was approved at 65% cost share, not to exceed \$4,112.55. Total cost share amount is \$4,045.37. Funding for this project

will be allocated from the FY19 Local Capacity – Structural Fund. Check #7205 for \$4,045.37 was signed during the meeting.

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

#### **5. Approval of Regular Agenda**

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

Supervisor Saxton joined the meeting.

#### **6. Supervisor Committee Reports & Vouchers – Saxton reported attendance at the Rum River Policy Committee Meeting. Board consensus to allow Saxton and Binsfeld to comment on Rum River 1W1P draft plan on behalf of the Board. No committee reports from Nelson, Goenner, Selvog and Binsfeld.**

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

#### **7. District Manager's Report – Larson reviewed her written report. Larson reviewed the current remote work policy, noting that staff are continuing the hybrid work option as needed. The Board discussed the current state, federal and local mandates regarding the ongoing COVID situation. Discussion was also had regarding the Conservation Tour scheduled for September 14, 2021. There are safety concerns with an in-person event at this time. The Board considered both virtual and hybrid tour options. Board consensus was to allow staff to make the final decision. Written report available upon request.**

#### **8. 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.**

#### **9. District Staff Monthly Reports - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.**

#### **10. Authorization to amend FY2021 AIS Grant Award Contract with Big Eagle Lake Improvement Association, AIS-FY21-09 – Larson reviewed the contract with the Board. The original contract was approved on April 8, 2021 with a completed date of 12/1/2021. The amendment will extend the Start and End date of the contract by one full year.**

- **21.08.04** – Motion by Selvog, second by Goenner to amend FY2021 AIS Grant with BELIA as presented. All members voting in favor. Motion carried.

#### **11. Authorization to amend FY2021 AIS Grant Award Contract with Orono Lake Improvement District, AIS-FY21-06 – Larson reviewed the contract with the Board. The original contract was approved on April 8, 2021 with a completed date of 12/1/2021. The amendment will extend the Start and End date of the contract by one full year.**

- **21.08.05** – Motion by Selvog, second by Saxton to amend FY2021 AIS Grant with OLID as presented. All members voting in favor. Motion carried.

#### **12. Authorization to amend Cost Share contract with National Farmers Organization, for an Elk River Bacteria Reduction project, ERB-FY18-04 – Larson reviewed the contract with the Board. The original contract with NFO for a waste storage facility was approved on September 10, 2020. The amendment will increase the cost share amount and extend the deadline date. The original cost estimate was \$16,000.00 with a 75% cost share, not to exceed \$10,000. The contract deadline date was 9/1/2021. The new project estimate is \$23,416.05 with a 75% cost share, not to exceed \$17,562.04. The new**

contract deadline date will be 12/1/2021. Funding for this project will be allocated from the FY18 Elk River Bacteria Reduction Grant.

- **21.08.06** – Motion by Selvog, second by Binsfeld to amend the cost share contract with NFO as presented. All members voting in favor. Motion carried.

**13. Review 2020 Draft Audit & Management Discussion & Analysis** – Discussion was had regarding the draft audit. Once approved, the accountant will submit the audit to the MN State Auditor’s Office for review.

- **21.08.07** – Motion by Binsfeld, second by Nelson to approve the draft audit as presented. All members voting in favor. Motion carried.

**14. Authorization to execute cost share contract with R Morrison-Weseloh for a Lawns to Legumes project – L2L-2021-08-01, not to exceed \$1,452.00** – Larson reviewed the contract with the Board. The proposed contract with Rachele Morrison-Weseloh is for a L2L Pollinator Meadow (725M) and L2L Beneficial Tree & Shrubs planting (723M) in Section 31, Orrock Township. The estimated project cost is \$1,812.00. Requesting cost share approval of eligible expenses, not to exceed \$1,452.00.

- **21.08.08** – Motion by Binsfeld, second by Selvog to execute contract with R Morrison-Weseloh for a Lawns to Legumes project, L2L-2021-08-01 not to exceed \$350.00. All members voting in favor. Motion carried.

**15. Consider SWCD Supervisor Per Diem Rate** – Larson reported that the Legislation approved an increase to SWCD Supervisor Per Diem maximum rate. Beginning August 1 ,2021 the maximum rate per diem is \$125.00. Sherburne SWCD’s current Per Diem is \$75.00. Discussion was had.

- **21.08.09** – Motion by Saxton, second by Binsfeld to continue with current Per Diem rate, to be re-evaluated at December Board meeting. All members voting in favor. Motion carried.

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

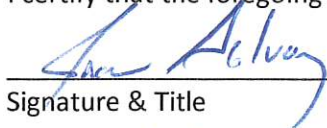
**17. Adjournment**

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

Meeting adjourned at 9:47 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

8/13/21  
\_\_\_\_\_  
Date

**SHERBURNE SOIL & WATER CONSERVATION**

**Account QuickReport**

As of August 31, 2021

09/02/21

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
<b>10000 - Cash</b>						685,735.84
<b>10200 - Bank of ER - Checking</b>						136,252.81
08/02/2021			Deposit - L2L	1,663.07		137,915.88
08/06/2021	DD	Bronder, William M	PR - 7/23/2021 - 8/5/2021		849.79	137,066.09
08/06/2021	DD	Bumgarner, Andrea L	PR - 7/23/2021 - 8/5/2021		573.79	136,492.30
08/06/2021	DD	Cibulka, Daniel A	PR - 7/23/2021 - 8/5/2021		2,155.45	134,336.85
08/06/2021	DD	Gerde, Frances W	PR - 7/23/2021 - 8/5/2021		1,763.70	132,573.15
08/06/2021	DD	Larson, Francine M	PR - 7/23/2021 - 8/5/2021		2,142.05	130,431.10
08/06/2021	DD	Wagner, Miranda L	PR - 7/23/2021 - 8/5/2021		1,566.47	128,864.63
08/06/2021	DD	Wick, David P	PR - 7/23/2021 - 8/5/2021		1,493.60	127,371.03
08/06/2021	EFT	United States Treasury	Federal - PR 7/23/2021 - 8/5/2021		3,616.86	123,754.17
08/06/2021	EFT	Minnesota Revenue	Federal PR - 7/23/2021 - 8/5/2021		582.00	123,172.17
08/06/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 7/23/2021 - 8/5/2021		1,000.00	122,172.17
08/06/2021	EFT	PERA	PERA - PR 7/23/2021 - 8/5/2021		1,836.95	120,335.22
08/06/2021			Deposit - Planting	300.00		120,635.22
08/07/2021	EFT	Waste Management	Building Expense - Garbage/Recycling		111.58	120,523.64
08/11/2021	EFT	MN PEIP	Health Insurance - September Premium		697.46	119,826.18
08/11/2021			Deposit - Uof M	1,320.57		121,146.75
08/12/2021	7193	City of Elk River	Vehicle Maintenance		576.64	120,570.11
08/12/2021	7194	Isanti Soil & Water Conservation District	Rum River 1W19 - LGU Expenses		2,071.50	118,498.61
08/12/2021	7195	LeSueur County Environmental Services	AIS - Education		1,000.00	117,498.61
08/12/2021	7196	MN Board of Water and Soil Resources	Meeting Registration - MWPCP		25.00	117,473.61
08/12/2021	7197	MVTL Laboratories, Inc.	MPCA - WPLMN - Lab Expenses		182.40	117,291.21
08/12/2021	7198	NCPERS LIFE INSURANCE	Life Insurance - EE		16.00	117,275.21
08/12/2021	7199	QuickBase	Annual Subscription		6,000.00	111,275.21
08/12/2021	7200	Wagner, Miranda	Reimbursed Expense		40.32	111,234.89
08/12/2021	7201	Ward Laboratories, Inc.	TNC - Cargill - Lab Expense		49.50	111,185.39
08/12/2021	7202	Washington CD	Engineering Services - Q2 FY21		3,005.58	108,179.81
08/12/2021	7203	Wright SWCD	CWF ER Bacteria - Engineering Services		494.00	107,685.81
08/12/2021	7204	Wilkes, Ronald	Well Sealing Cost Share		1,000.00	106,685.81
08/12/2021	7205	Light, David & Laura	Cost Share - FY19 Capacity		4,045.37	102,640.44
08/15/2021	EFT	Charter Communications	Building Expenses - Internet		142.98	102,497.46
08/16/2021	DD	Goerner, Lawrence J	Supervisor PerDiem		99.29	102,398.17
08/16/2021	DD	Saxton, Kerry J	Supervisor PerDiem		151.41	102,246.76
08/16/2021	DD	Selvig, Jason C	Supervisor PerDiem		103.76	102,143.00
08/16/2021	DD	Binsfeld, Michelle L	Supervisor PerDiem		70.17	102,072.83
08/16/2021	DD	Nelson, Roger J	Supervisor PerDiem		91.44	101,981.39
08/16/2021	EFT	United States Treasury	Federal - Supervisor PerDiem		31.62	101,949.77
08/16/2021	EFT	PERA	PERA - Supervisor PerDiem		30.30	101,919.47
08/19/2021	EFT	United States Treasury	Federal PR - 8/6/2021 - 8/19/2021		3,569.16	98,350.31
08/20/2021	DD	Bronder, William M	PR - 8/6/2021 - 8/19/2021		718.32	97,631.99
08/20/2021	DD	Bumgarner, Andrea L	PR - 8/6/2021 - 8/19/2021		573.79	97,058.20
08/20/2021	DD	Cibulka, Daniel A	PR - 8/6/2021 - 8/19/2021		2,155.46	94,902.74
08/20/2021	DD	Gerde, Frances W	PR - 8/6/2021 - 8/19/2021		1,763.70	93,139.04
08/20/2021	DD	Larson, Francine M	PR - 8/6/2021 - 8/19/2021		2,142.03	90,997.01
08/20/2021	DD	Wagner, Miranda L	PR - 8/6/2021 - 8/19/2021		1,566.47	89,430.54
08/20/2021	DD	Wick, David P	PR - 8/6/2021 - 8/19/2021		1,493.60	87,936.94
08/20/2021	EFT	Minnesota Revenue	State - PR 8/6/2021 - 8/19/2021		573.00	87,363.94
08/20/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 8/6/2021 - 8/19/2021		1,000.00	86,363.94
08/20/2021	EFT	PERA	PERA - PR 8/6/2021 - 8/19/2021		1,836.95	84,526.99
08/20/2021	EFT	Marco	Building Expense - Copier Services		228.27	84,298.72
08/20/2021			Deposit - ETA	3,922.46		88,221.18
08/21/2021	EFT	Guardian Insurance	Disability Insurance - September Premium		166.93	88,054.25
08/25/2021	EFT	Cardmember Services	Credit Card Expenses - July		3,422.64	84,631.61
08/27/2021			Deposit - AIS	35,951.00		120,582.61
<b>Total 10200 - Bank of ER - Checking</b>				<b>43,157.10</b>	<b>58,827.30</b>	<b>120,582.61</b>
<b>10250 - Bank of ER - Money Market</b>						501,099.48
08/31/2021			Interest	96.93		501,196.41
<b>Total 10250 - Bank of ER - Money Market</b>				<b>96.93</b>	<b>0.00</b>	<b>501,196.41</b>
<b>10300 - CD - 7726074 - 60mo</b>						48,383.55
<b>Total 10300 - CD - 7726074 - 60mo</b>						<b>48,383.55</b>
<b>Total 10000 - Cash</b>				<b>43,254.03</b>	<b>58,827.30</b>	<b>670,162.57</b>
<b>TOTAL</b>				<b>43,254.03</b>	<b>58,827.30</b>	<b>670,162.57</b>



**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**8/31/2021**

**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	\$ 491,639.86	\$ 25,293.04	\$ 43,652.27	\$ 473,280.63
<b>SUBTOTALS</b>	<b>\$ 491,639.86</b>	<b>\$ 25,293.04</b>	<b>\$ 43,652.27</b>	<b>\$ 473,280.63</b>
<b>Program Funds</b>				
Blank	\$ -	\$ -	\$ -	\$ -
BWSR SWCD Capacity Grant FY21 - 26103	\$ 74,554.03	\$ -	\$ 8,930.71	\$ 65,623.32
BWSR SWCD Capacity Grant FY20 - 26102	\$ 33,864.06	\$ -	\$ 7,643.28	\$ 26,220.78
BWSR SWCD Capacity Grant FY19 - 26101	\$ 12,098.66	\$ -	\$ 5,045.37	\$ 7,053.29
BWSR Cost Share Base Grant FY22 - 26004	\$ -	\$ -	\$ -	\$ -
BWSR Cost Share Base Grant FY21 - 26003	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY20 - 26002	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Buffer Initiative FY21 - 26202	\$ 7,034.07	\$ -	\$ 105.83	\$ 6,928.24
BWSR Buffer Initiative FY20 - 26201	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY22 - 26052	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY21 - 26051	\$ 6,819.46	\$ -	\$ 1,904.86	\$ 4,914.60
LWM - 41102 / 41103	\$ (6,111.74)	\$ -	\$ 1,330.26	\$ (7,442.00)
NRBG WCA - 41104	\$ 0.00	\$ -	\$ -	\$ 0.00
AIS Prevention Aid - 41105/62100	\$ (32,790.05)	\$ 35,951.00	\$ 3,335.49	\$ (174.54)
AIS Contingency Funds - 25100	\$ 20,464.42	\$ -	\$ -	\$ 20,464.42
Plant Materials Learning Center - 27001	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Curry's Trees - Memorial Fund - 41101 / 61030	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II - 26500	\$ 23,991.26	\$ -	\$ 1,328.53	\$ 22,662.73
CWF FY2019 - Nitrate Reduction Grant - 26501	\$ (3,028.55)	\$ -	\$ 2,601.40	\$ (5,629.95)
CWF FY2020 - Lawns to Legumes - 42500	\$ (2,615.56)	\$ 1,663.07	\$ 269.72	\$ (1,222.21)
Rum River 1W1P - 26300	\$ 12,561.17	\$ -	\$ 2,177.33	\$ 10,383.84
LSOH - ASP 6 - 42410	\$ 6,167.42	\$ -	\$ 105.83	\$ 6,061.59
The Nature Conservancy - 44002	\$ 13,441.94	\$ -	\$ 49.50	\$ 13,392.44
MASWCD Area IV	\$ 9,639.27	\$ -	\$ -	\$ 9,639.27
<b>SUBTOTALS</b>	<b>\$ 194,095.98</b>	<b>\$ 37,614.07</b>	<b>\$ 34,828.11</b>	<b>\$ 196,881.94</b>

**TOTAL FUNDS \$ 670,162.57**

**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	\$ 136,252.81	\$ 43,157.10	\$ 58,827.30	\$ 120,582.61
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 501,099.48	\$ 96.93	\$ -	\$ 501,196.41
<b>SUBTOTALS</b>	<b>\$ 685,735.84</b>	<b>\$ 43,254.03</b>	<b>\$ 58,827.30</b>	<b>\$ 670,162.57</b>

**TOTAL FUNDS \$ 670,162.57**

Treasurer's Signature

*Alvin A. Binstfeld*

Date

*9/9/2021*