



**Sherburne  
SWCD**

## BOARD MEETING MINUTES

### Regular Meeting

Date: September 9<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\*+  
Franny Gerde\*+  
Miranda Wagner\*+

#### Others Present

Chris Hogge, NRCS  
District Conservationist\*+  
Lisa A. Fobbe  
County Commissioner+

\*denotes partial attendance  
+ Remotely attended

#### Regular Agenda

##### **1. Call to Order**

Meeting was called to order by Chair Nelson at 8:30 a.m. A quorum was present.

##### **2. Pledge of Allegiance**

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

##### **3. Open Forum/Introductions**

There were no comments from the audience.

##### **4. Approval of Consent Agenda**

###### **Approval of August 12, 2021 Board Meeting Minutes**

The August 12, 2021 Board Meeting Minutes were presented.

###### **Acceptance of August 2021 Financial Reports**

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

###### **Approval of September 2021 Accounts Payable**

The September 2021 Accounts Payable report was presented. The report includes all unpaid bills from 8/12/2021 – 9/8/2021. Check numbers 7206 through 7210 totaling \$14,938.20 were submitted for approval.

**Authorization to provide final payment to G Winkels for a Well Sealing project, FY21-WS-06 for \$750.00** - The original contract with Gerald Winkels for two Well Sealings was approved on May 18, 2021. The total project cost is \$1,450.00 (\$950 and \$500), 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 #7211 for \$750.00 was signed during the meeting.

**Authorization to provide final payment to A & L Peterson Farm Inc for a Multi Species Cover Crop project, #NC20-04-02 for \$1,875.00** - The original contract with Ryan and Nick Peterson for a Multi Species Cover Crop project was approved on April 8, 2021. The total project cost is \$1,875.00, and the project was approved at a flat rate, not to exceed \$1,875.00. Total cost share amount is \$1,875.00. Funding for this project will be allocated from the FY20 TNC Cargill grant. Check #7212 for \$1,875.00 was signed during the meeting.

**Authorization to provide final payment to Birch Lake Association, AIS-FY21-10 for \$500.00** - The original grant with Birch Lake Association for AIS Management of Eurasian Water Milfoil was approved on March 11, 2021. The total project cost is \$6,066.06, total grant awarded was \$2,000.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY21 AIS – Mini grant program. Check #7213 for \$500.00 was signed during the meeting.

**Authorization to execute JPA with the City of Princeton for Adopt a Drain Program** - The JPA signed by the Princeton Mayor and attested by the City Clerk was presented.

**Authorization to execute JPA with the Livonia Township for Adopt a Drain Program** - The JPA signed by the Township Chair and attested by the Township Clerk was presented.

**Authorization to execute FY22 & FY23 SWCD Programs & Operations Grant agreement with BWSR** – The agreement includes FY22 & FY23 Conservation Delivery and State Cost Share funding. Amounts awarded are the same as previous years.

**Authorization to execute 2018 CWF Elk River Bacteria Reduction Grant Amendment with BWSR** - The original grant expiration date was 12/31/2021, requesting acceptance of grant amendment extending the expiration date to 4/29/2022.

**Authorization to execute 2019 CWF Nitrate Reduction Grant Amendment with BWSR** - The original grant expiration date was 12/31/2021, requesting acceptance of grant amendment extending the expiration date to 12/31/2022.

Board consensus to move Financial Reports and Accounts Payable to regular agenda moving forward.

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

**5. Approval of Regular Agenda**

- **21.09.02** - Motion by Goenner, second by Binsfeld to approve the regular agenda with submitted additions. All members voting in favor. Motion carried.

**6. Supervisor Committee Reports & Vouchers** – Binsfeld reported attendance at the Metro Conservation District. Selvog provided an update on the planting around the Farm Friends Barn. No committee reports from Saxton, Nelson, and Goenner.

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

**7. District Manager's Report** – Larson reviewed her monthly activities. 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.

Supervisor Saxton requested Larson contact the County regarding vaccination / weekly COVID testing mandates.

- 10. Authorization to execute cost share contract with A Halbur for a Waste Storage Facility project, #ERB-FY18-06, not to exceed \$14,691.75** – Larson reviewed the contract with the Board. The proposed contract is with Alan Halbur for a Waste Storage Facility (313) in Section 27, Becker Township. The estimated project cost is \$19,589.00. Requested approval of 75% cost share not to exceed \$14,691.75. Engineering for the project was done through Wright SWCD. Funding for this project will be allocated from CWF FY18 Elk River Bacteria Reduction Grant.
- **21.09.04** – Motion by Saxton, second by Selvog to execute contract with A Halbur for a Waste Storage Facility project - #ERB-FY18-06, not to exceed \$14,691.75. All members voting in favor. Motion carried.
- 11. Authorization to execute cost share contract with L Brownell for a Pollinator Planting project, #2021-09-01, not to exceed \$350.00** – Larson reviewed the contract with the Board. The proposed contract is with Jessica and Leon Brownell for a Pollinator Planting (327) in Section 12, City of St. Cloud. The estimated project cost is \$733.00. Requesting approval of 75% cost share not to exceed \$350.00. Funding for this project will be allocated from SWCD Capacity – Non-Structural Cost Share funds.
- **21.09.05** – Motion by Selvog, second by Binsfeld to execute contract with L Brownell for a Pollinator Planting project - #2021-09-01, not to exceed \$350.00. All members voting in favor. Motion carried.
- 11a. Authorization to execute cost share contract with A Dierks for a Lawns to Legumes demonstration project, #L2L-2021-09-01, not to exceed \$270.00** – Larson reviewed the contract with the Board. The proposed contract with Anna Dierks is for a Pollinator Meadow (725M) Section 32, Orrock Township. The estimated project cost is \$462.00. Requested approval of 90% cost share, not to exceed \$270.00. Funding for this project will be allocated from Lawns to Legumes – High Priority.
- **21.09.06** – Motion by Goenner, second by Binsfeld to execute contract with A Dierks for a Lawns to Legumes Demonstration project - #L2L-2021-09-01, not to exceed \$270.00. All members voting in favor. Motion carried.
- 12. AIS Contingency Request – Eagle Lake Carp Monitoring & Biomass Estimation** – Cibulka reviewed the proposed project with the Board. Larson noted the current balance in the AIS Contingency Fund is \$20,464.42. The total request from the AIS Contingency fund is \$10,000. \$8,345 towards the consultant costs and \$1,655 towards SWCD staff time. Discussion was had.
- **21.09.07** – Motion by Goenner, second by Saxton to authorize the use of AIS Contingency funds as presented. All members voting in favor. Motion carried.
- 13. Authorization to execute Professional Services Agreement with WSB for Eagle Lake Carp Monitoring & Biomass Estimation, not to exceed \$9,345.00** – Larson noted that the agreement was drafted by the Sherburne County Attorney and submitted to WSB for consideration. Larson requested authorization to execute the agreement once all parties have reviewed the document.
- **21.09.08** – Motion by Goenner, second by Saxton to authorize execution of Professional Service Agreement with WSB, not to exceed \$9,345.00. All members voting in favor. Motion carried.
- 13a. Authorization to submit Letter of Commitment for the Conservation Partners Legacy Grant Program** – Larson noted the District, in partnership with The City of Elk River, is submitting a Conservation Partners Legacy Grant Application for the Houlton property Mississippi River streambank stabilization

project. The grant application requires a Letter of Commitment identifying the match commitment of each partner.

- **21.09.09** – Motion by Saxton, second by Binsfeld to authorize submittal of the Letter of Commitment with the CPL Grant application. All members voting in favor. Motion carried.

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

**15. Adjournment**

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

Meeting adjourned at 9:32 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

10/14/21  
\_\_\_\_\_  
Date

**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**9/30/2021**

**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	\$ 473,280.63	\$ 19,563.79	\$ 53,930.49	\$ 438,913.93
<b>SUBTOTALS</b>	<b>\$ 473,280.63</b>	<b>\$ 19,563.79</b>	<b>\$ 53,930.49</b>	<b>\$ 438,913.93</b>

<b>Program Funds</b>				
BWSR SWCD Capacity Grant FY21 - 26103	\$ 65,623.32	\$ -	\$ 9,577.94	\$ 56,045.38
BWSR SWCD Capacity Grant FY20 - 26102	\$ 26,220.78	\$ -	\$ 4,139.66	\$ 22,081.12
BWSR SWCD Capacity Grant FY19 - 26101	\$ 7,053.29	\$ -	\$ 750.00	\$ 6,303.29
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	\$ 6,928.24	\$ -	\$ 715.38	\$ 6,212.86
BWSR Buffer Initiative FY20 - 26201	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY22 - 26052	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY21 - 26051	\$ 4,914.60	\$ -	\$ 1,305.18	\$ 3,609.42
LWM - 41102 / 41103	\$ (7,442.00)	\$ -	\$ -	\$ (7,442.00)
NRBG WCA - 41104	\$ 0.00	\$ -	\$ -	\$ 0.00
AIS Prevention Aid - 41105/62100	\$ (174.54)	\$ 1,655.00	\$ 15,636.90	\$ (14,156.44)
AIS Contingency Funds - 25100	\$ 20,464.42	\$ -	\$ 1,655.00	\$ 18,809.42
nt Materials Learning Center - 27001	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
y's Trees - Memorial Fund - 41101 / 6103	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II - 2	\$ 22,662.73	\$ -	\$ 572.31	\$ 22,090.42
CWF FY2019 - Nitrate Reduction Grant - 265	\$ (5,629.95)	\$ 42,322.00	\$ 1,604.96	\$ 35,087.09
CWF FY2020 - Lawns to Legumes - 42500	\$ (1,222.21)	\$ -	\$ 505.00	\$ (1,727.21)
Rum River 1W1P - 26300	\$ 10,383.84	\$ -	\$ -	\$ 10,383.84
LSOH - ASP 6 - 42410	\$ 6,061.59	\$ -	\$ -	\$ 6,061.59
The Nature Conservancy - 44002	\$ 13,392.44	\$ -	\$ 1,989.46	\$ 11,402.98
MASWCD Area IV	\$ 9,639.27	\$ -	\$ 9,639.27	\$ -
<b>SUBTOTALS</b>	<b>\$ 196,881.94</b>	<b>\$ 43,977.00</b>	<b>\$ 48,091.06</b>	<b>\$ 192,767.88</b>

**TOTAL FUNDS \$ 631,681.81**

**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	\$ 120,582.61	\$ 42,665.38	\$ 81,236.78	\$ 82,011.21
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 501,196.41	\$ 90.64	\$ -	\$ 501,287.05
<b>SUBTOTALS</b>	<b>\$ 670,162.57</b>	<b>\$ 42,756.02</b>	<b>\$ 81,236.78</b>	<b>\$ 631,681.81</b>

**TOTAL FUNDS \$ 631,681.81**

Treasurer's Signature Michelle Brooks Date 10/14/2021



**SHERBURNE SOIL & WATER CONSERVATION**

10/03/21

**Account QuickReport**

Accrual Basis

As of September 30, 2021

Date	Num	Name	Memo	Debit	Credit	Balance
<b>10000 - Cash</b>						670,182.57
<b>10200 - Bank of ER - Checking</b>						120,582.61
09/02/2021	ACH	MASWCD Area IV	Transfer to Area IV		9,639.27	110,943.34
09/03/2021	DD	Bronder, William M	PR 8/20/2021 - 9/20/2021		362.76	110,580.58
09/03/2021	DD	Bumgarner, Andrea L	PR 8/20/2021 - 9/20/2021		573.79	110,006.79
09/03/2021	DD	Cibulka, Daniel A	PR 8/20/2021 - 9/20/2021		2,155.45	107,851.34
09/03/2021	DD	Gerde, Frances W	PR 8/20/2021 - 9/20/2021		1,763.71	106,087.63
09/03/2021	DD	Larson, Francine M	PR 8/20/2021 - 9/20/2021		2,142.03	103,945.60
09/03/2021	DD	Wagner, Miranda L	PR 8/20/2021 - 9/20/2021		1,566.48	102,379.12
09/03/2021	DD	Wick, David P	PR 8/20/2021 - 9/20/2021		1,493.61	100,885.51
09/03/2021	EFT	United States Treasury	Federal - PR 8/20/2021 - 9/2/2021		3,447.76	97,437.75
09/03/2021	EFT	Minnesota Revenue	State - PR 8/20/2021 - 9/2/2021		548.00	96,889.75
09/03/2021	EFT	PERA	PERA - PR 8/20/2021 - 9/2/2021		1,836.95	95,052.80
09/03/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 8/20/2021 - 9/2/2021		1,000.00	94,052.80
09/07/2021	EFT	Waste Management	Building Expense - Garbage/Recycling		111.30	93,941.50
09/08/2021	EFT	Pitney Bowes	Postage Meter Fee		81.93	93,859.57
09/09/2021	7206	Francine Larson	Reimbursed Expenses		22.40	93,837.17
09/09/2021	7207	Hemmelgarn Woodworking	OCC Award		35.00	93,802.17
09/09/2021	7208	MVTL Laboratories, Inc.	MPCA - WPLMN - Lab Expenses		384.80	93,417.37
09/09/2021	7209	NCBERS LIFE INSURANCE	Life Insurance - September Premium		16.00	93,401.37
09/09/2021	7210	WaterGuards LLC	AIS Expense - Inspection		14,480.00	78,921.37
09/09/2021	7211	Winkels, Gerald	Cost Share Project - Well Sealing - FY21-...		750.00	78,171.37
09/09/2021	7212	A & L Peterson Farms, Inc	Cost Share Project - NC20-04-02		1,875.00	76,296.37
09/09/2021	7213	Birch Lake Association	FY2021 AIS Grant - Control		500.00	75,796.37
09/13/2021	DD	Binsfeld, Michelle L	Supervisor PerDiem		140.32	75,656.05
09/13/2021	DD	Saxton, Kerry J	Supervisor PerDiem		82.14	75,573.91
09/13/2021	DD	Goenner, Lawrence J	Supervisor PerDiem		99.28	75,474.63
09/13/2021	DD	Nelson, Roger J	Supervisor PerDiem		91.44	75,383.19
09/13/2021	DD	Selvog, Jason C	Supervisor PerDiem		103.76	75,279.43
09/13/2021	EFT	PERA	Supervisor Per Diem		37.50	75,241.93
09/13/2021	EFT	United States Treasury	Federal - Supervisor PerDiem		22.38	75,219.55
09/15/2021	EFT	Charter Communications	Building Expenses - Internet		142.98	75,076.57
09/15/2021	EFT	MN PEIP	Health Insurance - October Premium		697.46	74,379.11
09/15/2021			Deposit - MAWQCP	343.38		74,722.49
09/15/2021			Deposit - CWF Nitrate	42,322.00		117,044.49
09/17/2021	DD	Bronder, William M	PR 9/3/2021 - 9/16/2021		107.64	116,936.85
09/17/2021	DD	Bumgarner, Andrea L	PR 9/3/2021 - 9/16/2021		573.81	116,363.04
09/17/2021	DD	Cibulka, Daniel A	PR 9/3/2021 - 9/16/2021		2,155.46	114,207.58
09/17/2021	DD	Gerde, Frances W	PR 9/3/2021 - 9/16/2021		1,763.70	112,443.88
09/17/2021	DD	Larson, Francine M	PR 9/3/2021 - 9/16/2021		2,142.04	110,301.84
09/17/2021	DD	Wagner, Miranda L	PR 9/3/2021 - 9/16/2021		1,566.45	108,735.39
09/17/2021	DD	Wick, David P	PR 9/3/2021 - 9/16/2021		1,493.60	107,241.79
09/17/2021	EFT	United States Treasury	Federal - PR 9/3/2021 - 9/16/2021		3,394.22	103,847.57
09/17/2021	EFT	Minnesota Revenue	State - PR 9/3/2021 - 9/16/2021		543.00	103,304.57
09/17/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 9/3/2021 - 9/16/2021		1,000.00	102,304.57
09/17/2021	EFT	PERA	PERA - PR 9/3/2021 - 9/16/2021		1,836.95	100,467.62
09/20/2021	EFT	Marco	Building Expense - Copier Services		228.27	100,239.35
09/24/2021	EFT	Guardian Insurance	Disability Insurance - October Premium		166.93	100,072.42
09/27/2021	EFT	Cardmember Services	Credit Card Expenses		982.44	99,089.98
09/30/2021	DD	Bronder, William M	PR 9/17/2021 - 9/30/2021		497.21	98,592.77
09/30/2021	DD	Bumgarner, Andrea L	PR 9/17/2021 - 9/30/2021		573.81	98,018.96
09/30/2021	DD	Cibulka, Daniel A	PR 9/17/2021 - 9/30/2021		2,155.45	95,863.51
09/30/2021	DD	Gerde, Frances W	PR 9/17/2021 - 9/30/2021		1,763.70	94,099.81
09/30/2021	DD	Larson, Francine M	PR 9/17/2021 - 9/30/2021		2,142.03	91,957.78
09/30/2021	DD	Wagner, Miranda L	PR 9/17/2021 - 9/30/2021		1,566.47	90,391.31
09/30/2021	DD	Wick, David P	PR 9/17/2021 - 9/30/2021		1,493.61	88,897.70
09/30/2021	EFT	United States Treasury	Federal - PR - 9/17/2021 - 9/30/2021		3,492.54	85,405.16
09/30/2021	EFT	Minnesota Revenue	State - PR 9/17/2021 - 9/30/2021		557.00	84,848.16
09/30/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 9/17/2021 - 9/30/2021		1,000.00	83,848.16
09/30/2021	EFT	PERA	PERA - PR 9/17/2021 - 9/30/2021		1,836.95	82,011.21
Total 10200 - Bank of ER - Checking				42,665.38	81,236.78	82,011.21
<b>10250 - Bank of ER - Money Market</b>						501,196.41
09/30/2021			Interest	90.64		501,287.05
Total 10250 - Bank of ER - Money Market				90.64	0.00	501,287.05
<b>10300 - CD - 7726074 - 60mo</b>						48,383.55
Total 10300 - CD - 7726074 - 60mo						48,383.55
Total 10000 - Cash				42,756.02	81,236.78	631,681.81
AL				42,756.02	81,236.78	631,681.81

