



## BOARD MEETING MINUTES

### Regular Meeting

Date: October 8<sup>th</sup>, 2020  
 Location: 425 Jackson Ave NW, Elk River MN 55330  
 Remote Access Available

#### Board Members Present

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

#### Staff Present

Francine Larson  
 Andie Bumgarner\*+  
 Dan Cibulka\*+  
 Miranda Wagner\*+  
 Frances Gerde\*+  
 David Wick \*+

#### 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 Saxton at 8:30 a.m. A quorum was present.

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

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

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

There were no comments from the audience.

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

- **20.101** - Motion by Nelson, second by Goenner to approve the agenda with submitted addition. All members voting yes. Motion carried.

##### **5. Secretary's Report – September 10, 2020 Board Meeting Minutes**

- **20.102** - Motion by Goenner, second by Nelson to approve the September 10, 2020 Board Meeting Minutes as presented. All members voting yes. Motion carried.

##### **6. Treasurer's Report – September 2020 Financial Reports**

Selvog read the September 2020 Program Summary Report. Discussion was had.

- **20.103** - Motion by Nelson, second by Goenner to accept the September 2020 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

##### **7. Treasurer's Report – October 2020 Accounts Payable** - Selvog reviewed the October 2020 Accounts Payable Summary. The report includes all unpaid bills from 9/10/2020 – 10/7/2020. Check numbers 7056 through 7072 totaling \$27,096.13 were submitted for approval. Discussion was had.

- **20.104** - Motion by Goenner, second by Nelson to approve the September 2020 Accounts Payable as submitted. All members voting yes. Motion carried.

##### **8. Supervisor Committee Reports & Vouchers** – Saxton reported attendance at the Rum River 1W1P Policy Meeting. Binsfeld reported attendance at the Elk River Clean Up event. No committee report from Nelson, Goenner, and Selvog.

- **20.105** - Motion by Goenner, second by Selvog to approve the Supervisor Vouchers as submitted. All members voting yes. Motion carried.

9. **District Manager's Report** – Larson reviewed her written report; providing an update on a well sealing project as well as an update on the QuickBase Software program. Discussion was had.
10. **NRCS Activity Report** – Chris Hogge, NRCS District Conservationist reviewed his written report; providing an update on NRCS programs and technical assistance. Discussion was had.
11. **District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
12. **Authorization to Provide Final Payment to Lake Orono for AIS Control Grant – AIS-FY20-05 for \$500.00** – Larson reviewed the project with the Board. The original grant with Lake Orono for treatment of aquatic invasive species was approved on March 23, 2020. The total grant awarded was for \$2,000.00; 75% (\$1,500.00) was distributed following approval of original contract. Project has been completed and deliverables have been met, Larson requested the final 25% (\$500.00) payment. Funding for this project will be allocated from FY20 AIS – Grants.

- **20.106** – Motion by Nelson, second by Binsfeld to provide final payment to Lake Orono Improvement Association for an AIS control project, AIS-FY20-05. All members voting yes. Motion carried.

Check #7073 for \$500.00 was signed during the meeting.

13. **Authorization to Provide Final Payment to Lake Orono for AIS Management – AIS-FY20-01 for \$525.00** – Larson reviewed the project with the Board. The original grant with Lake Orono for point-intercept surveys for a lake vegetation management plan was approved on March 23, 2020. The total grant awarded was for \$2,800.00; 75% (\$1,575.00) was distributed following approval of original contract. Project has been completed and deliverables have been met, Larson requested the final 25% (\$525.00) payment. Funding for this project will be allocated from FY20 AIS – Grants.

- **20.107** – Motion by Nelson, second by Binsfeld to provide final payment to Lake Orono Improvement Association for an AIS Management project, AIS-FY20-01. All members voting yes. Motion carried.

Check #7074 for \$525.00 was signed during the meeting.

14. **Authorization to Re-submit Letter of Support and Commitment for MDA's proposal to the Natural Resources Conservation Service's Regional Conservation Partnership Program** – Wagner reviewed the MDA's proposal with the Board as well as the SWCD's intended commitment. Discussion was had.

- **20.108** – Motion by Nelson, second by Binsfeld to approve submittal of Letter of Support and Commitment to MDA for the NRCS RCPP proposal. All members voting yes. Motion carried.

15. **Authorization to Execute 2021 Local Capacity Services and Buffer Law Implementation Program Grant Agreement with BWSR** – Larson reviewed the agreement with the Board noting that the Local Capacity funds remain the same as the previous year however the Buffer Implementation Grant amount was reduced by 14%. Discussion was had.

- **20.109** - Motion by Selvog, second by Nelson to execute 2021 Local Capacity Services and Buffer Law Implementation Program Grant with BWSR. All members voting yes. Motion carried.

15a. **Authorization to Execute FY2019 1W1P Grant Amendment** – Larson reviewed the grant amendment, noting that BWSR has approved the 12-month extension request. Discuss was had.

- **20.110** - Motion by Nelson, second by Selvog to execute the FY2019 1W1P Grant Amendment. All members voting yes. Motion carried.

16. **Review MASWCD 2020 Resolution Ballot** – The Board reviewed each resolution, discussion was had. Supervisor’s votes were collected. The votes will be tallied and sent to the MASCD office. Discussion was had.

- **20.111** - Motion by Nelson, second by Selvog to authorize District Manager to submit the Sherburne SWCD 2020 Resolution Ballot. All members voting yes. Motion carried.

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

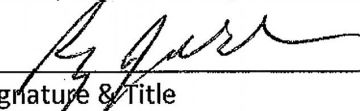
**18. Adjournment**

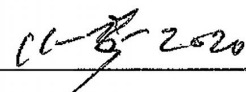
- **20.112** – Motion by Nelson, second by Selvog to adjourn the meeting. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

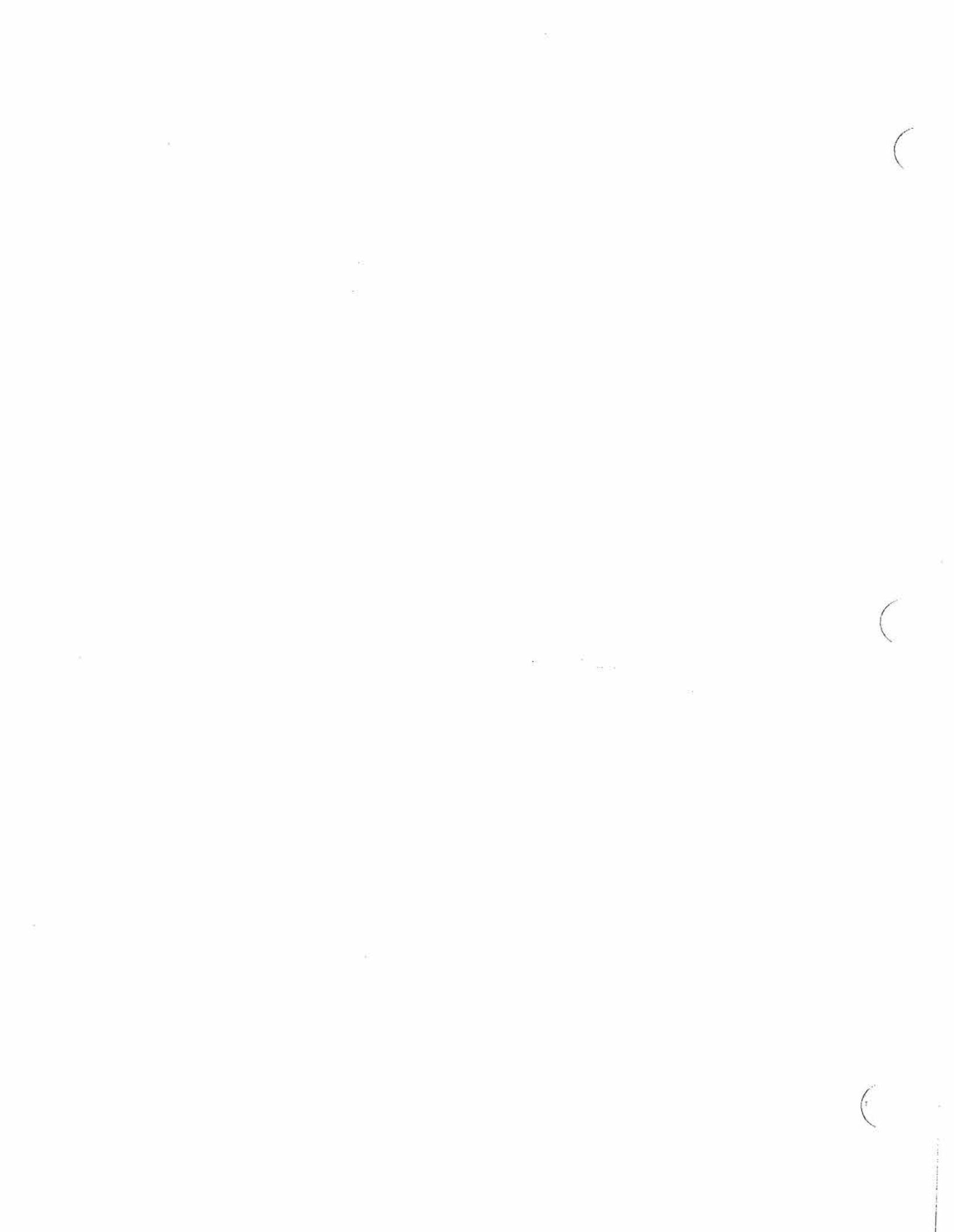
Meeting adjourned at 10:02 a.m.

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



**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**10/31/2020**

**PROGRAM SUMMARY**

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
<b>Operating Funds</b>				
District	\$ 303,122.33	\$ 41,558.73	\$ 15,925.05	\$ 328,756.01
County Allocation	\$ (0.00)	\$ 72,291.50	\$ 46,081.76	\$ 26,209.74
<b>SUBTOTALS</b>	<b>\$ 303,122.33</b>	<b>\$ 113,850.23</b>	<b>\$ 62,006.81</b>	<b>\$ 354,965.75</b>

<b>Program Funds</b>				
BWSR SWCD Capacity Grant FY20	\$ 93,412.91	\$ -	\$ 8,341.73	\$ 85,071.18
BWSR SWCD Capacity Grant FY19	\$ 29,978.61	\$ -	\$ 836.32	\$ 29,142.29
BWSR SWCD Capacity Grant FY18	\$ 0.00	\$ -	\$ -	\$ 0.00
BWSR Cost Share Base Grant FY21	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY20	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY19	\$ 3,420.49	\$ -	\$ -	\$ 3,420.49
BWSR Buffer Initiative FY20	\$ 5,453.34	\$ -	\$ 852.90	\$ 4,600.44
BWSR Conservation Delivery FY21	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
LWM	\$ 2,480.68	\$ 7,442.00	\$ 2,480.66	\$ 7,442.02
NRBG WCA	\$ -	\$ -	\$ -	\$ -
AIS Prevention Aid	\$ (19,598.91)	\$ 11,286.00	\$ 8,523.42	\$ (16,836.33)
AIS Contingency Funds	\$ 18,405.42	\$ -	\$ -	\$ 18,405.42
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,369.99	\$ -	\$ -	\$ 1,369.99
WF FY2018 - ER Bac Reduction Phase II	\$ 27,997.18	\$ -	\$ -	\$ 27,997.18
WF FY2019 - Nitrate Reduction Grant	\$ 10,584.48	\$ -	\$ 295.96	\$ 10,288.52
CWF FY2020 - Lawns to Legumes	\$ (2,084.80)	\$ -	\$ -	\$ (2,084.80)
Rum River 1W1P	\$ 91,582.97	\$ -	\$ 8,045.93	\$ 83,537.04
LSOH - ASP 6	\$ 12,675.17	\$ -	\$ -	\$ 12,675.17
The Nature Conservancy	\$ 23,804.90	\$ -	\$ 124.12	\$ 23,680.78
<b>SUBTOTALS</b>	<b>\$ 337,417.31</b>	<b>\$ 18,728.00</b>	<b>\$ 29,501.04</b>	<b>\$ 326,644.27</b>

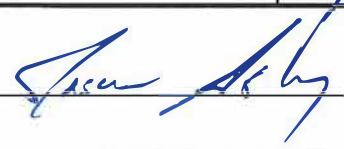
**TOTAL FUNDS \$ 681,610.02**

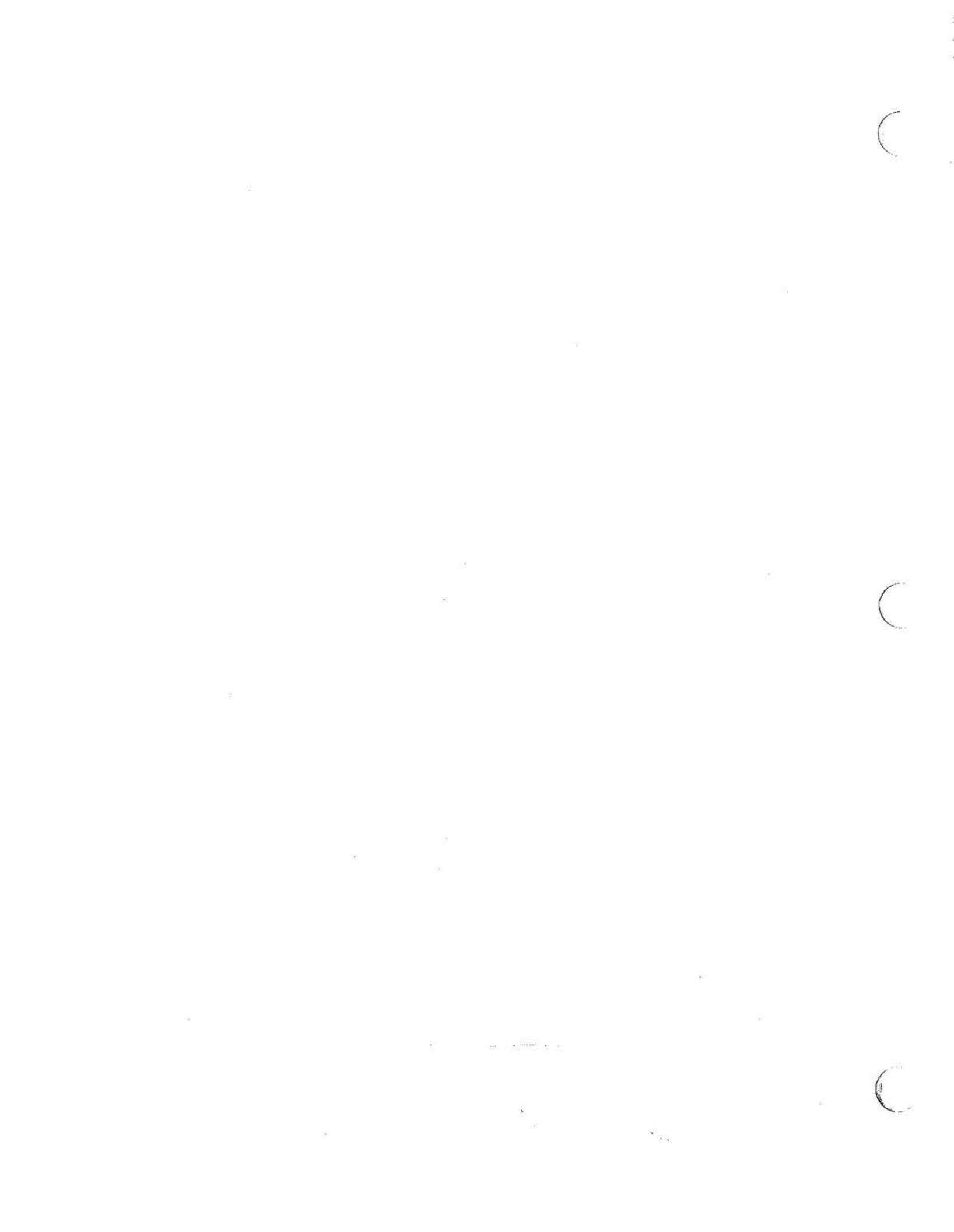
**DISTRIBUTION OF FUNDS**

	Beginning Balance	Receipts	Disbursement	End of Month Balance
<b>Bank Account Summary</b>				
Cash Checking	\$ 292,304.91	\$ 117,768.64	\$ 76,774.74	\$ 333,298.81
CD - 74	\$ 48,094.15	\$ -	\$ -	\$ 48,094.15
Money Market	\$ 300,140.58	\$ 76.48	\$ -	\$ 300,217.06
<b>SUBTOTALS</b>	<b>\$ 640,539.64</b>	<b>\$ 117,845.12</b>	<b>\$ 76,774.74</b>	<b>\$ 681,610.02</b>

**TOTAL FUNDS \$ 681,610.02**

<b>SWCD Financial Summary</b>		<b>10/31/2020</b>
Cash - Previous Balance	\$	640,539.64
Income	\$	132,578.23
Expense	\$	91,507.85
Cash - Ending Balance	\$	<b>681,610.02</b>

Treasurer's Signature  Date 11/5/2020



11:15 AM

## SHERBURNE SOIL &amp; WATER CONSERVATION

11/02/20

## Account QuickReport

Accrual Basis

As of October 31, 2020

Date	Num	Name	Memo	Debit	Credit	Balance
<b>10000 - Cash</b>						640,539.64
<b>10200 - Bank of ER - Checking</b>						292,304.91
10/02/2020	DD	Bronder, William M	PR - 9/18/2020 - 10/1/2020		239.12	292,065.79
10/02/2020	DD	Bumgarner, Andrea L	PR - 9/18/2020 - 10/1/2020		530.40	291,535.39
10/02/2020	DD	Cibulka, Daniel A	PR - 9/18/2020 - 10/1/2020		1,852.21	289,683.18
10/02/2020	DD	Gerde, Frances W	PR - 9/18/2020 - 10/1/2020		1,482.61	288,200.57
10/02/2020	DD	Larson, Francine M	PR - 9/18/2020 - 10/1/2020		2,076.87	286,123.70
10/02/2020	DD	Wagner, Miranda L	PR - 9/18/2020 - 10/1/2020		1,529.90	284,593.80
10/02/2020	DD	Wick, David P	PR - 9/18/2020 - 10/1/2020		1,257.64	283,336.16
10/02/2020	EFT	United States Treasury	Federal - PR 9/18/2020 - 10/1/2020		3,021.92	280,314.24
10/02/2020	EFT	Minnesota Revenue	State - PR 9/18/2020 - 10/1/2020		460.00	279,854.24
10/02/2020	EFT	PERA	PERA - PR 9/18/2020 - 10/1/2020		1,654.27	278,199.97
10/02/2020	EFT	Nationwide Retirement Solutions	Nationwide - PR 9/18/2020 - 10/1/2020		1,000.00	277,199.97
10/02/2020			Deposit - Allocation	79,733.50		356,933.47
10/02/2020			Deposit - WCA	8,296.57		365,230.04
10/06/2020	EFT	Guardian Insurance	Disability Insurance - October Premium		135.32	365,094.72
10/07/2020	EFT	Waste Management	Building Expense - Garbage/Recycling		95.99	364,998.73
10/07/2020			Deposit	175.00		365,173.73
10/08/2020	7056	Anoka Conservation District - c	Rum River 1W1P - LGU Expense		2,455.57	362,718.16
10/08/2020	7057	Benton SWCD	MPCA - SWAG - LGU Expense		1,058.82	361,659.34
10/08/2020	7058	Cibulka, Dan	MPCA - SWAG - Boat/Canoe Rental		174.00	361,485.34
10/08/2020	7059	City of Elk River	Vehicle Expense - Fuel - August 2020		294.06	361,191.28
10/08/2020	7060	Clearwater River Watershed D...	MPCA WRAPS/SWAG - LGU Expense		1,748.71	359,442.57
10/08/2020	7061	Francine Larson	Reimbursed Expenses		20.13	359,422.44
10/08/2020	7062	Isanti Soil & Water Conservati...	Rum River 1W1P - LGU Expense		2,522.21	356,900.23
10/08/2020	7063	Mille Lacs Soil & Water Conse...	Rum River 1W1P - LGU Expense		2,377.35	354,522.88
10/08/2020	7064	MVTL Laboratories, Inc.	Monitoring Lab Fees		1,136.60	353,386.28
10/08/2020	7065	NCPERS LIFE INSURANCE	Life Insurance - EE - October Premium		16.00	353,370.28
10/08/2020	7066	Peterson Company, LTD	Audit Expense - 2019 Financials		2,977.00	350,393.28
10/08/2020	7067	Sherburne County Auditor/Tre...	Jackson Ave Lease Oct - Dec 2020		5,643.00	344,750.28
10/08/2020	7068	Sherburne County Public Work...	BMP Signs		143.00	344,607.28
10/08/2020	7069	Sherburne County Sheriff's Off...	AIS - Enforcement Expense		4,202.30	340,404.98
10/08/2020	7070	Wick, David	Reimbursed Expense		37.38	340,367.60
10/08/2020	7071	Wright SWCD	MPCA - WRAPS - LGU Expense		247.50	340,120.10
10/08/2020	7072	WaterGuards LLC	AIS - Inspection		2,042.50	338,077.60
10/08/2020	7073	Lake Orono Improvement Ass...	AIS 2020 Grant - Control		500.00	337,577.60
10/08/2020	7074	Lake Orono Improvement Ass...	AIS 2020 Grant - Management		525.00	337,052.60
10/13/2020	DD	Goenner, Larry	Supervisor PerDiem		100.07	336,952.53
10/13/2020	DD	Selvog, Jason C	Supervisor PerDiem		105.81	336,846.72
10/13/2020	DD	Nelson, Roger J	Supervisor PerDiem		92.02	336,754.70
10/13/2020	DD	Saxton, Kerry J	Supervisor PerDiem		151.76	336,602.94
10/13/2020	EFT	United States Treasury	Federal - Supervisor PerDiem		31.62	336,571.32
10/13/2020	DD	Binsfeld, Michelle L	Supervisor PerDiem		70.16	336,501.16
10/14/2020	EFT	PERA	PERA - Supervisor PerDiem		30.00	336,471.16
10/14/2020			Deposit	49.81		336,520.97
10/14/2020	EFT	MN PEIP	Health Insurance - November Premium		635.20	335,885.77
10/14/2020			Deposit - WRAPS	1,955.25		337,841.02
10/15/2020	DD	Bumgarner, Andrea L	PR - 10/2/2020 - 10/15/2020		530.39	337,310.63
10/15/2020	DD	Gerde, Frances W	PR - 10/2/2020 - 10/15/2020		1,482.63	335,828.00
10/15/2020	DD	Larson, Francine M	PR - 10/2/2020 - 10/15/2020		2,076.87	333,751.13
10/15/2020	DD	Wagner, Miranda L	PR - 10/2/2020 - 10/15/2020		1,529.88	332,221.25
10/15/2020	DD	Bronder, William M	PR - 10/2/2020 - 10/15/2020		239.12	331,982.13
10/15/2020	DD	Cibulka, Daniel A	PR - 10/2/2020 - 10/15/2020		1,852.21	330,129.92
10/15/2020	DD	Wick, David P	PR - 10/2/2020 - 10/15/2020		1,257.64	328,872.28
10/15/2020	EFT	United States Treasury	Federal - PR 10/2/2020 - 10/15/2020		3,021.92	325,850.36
10/15/2020	EFT	Minnesota Revenue	State - PR 10/2/2020 - 10/15/2020		460.00	325,390.36
10/15/2020	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/2/2020 - 10/15/2020		1,000.00	324,390.36
10/15/2020	PERA	PERA	PERA - PR 10/2/2020 - 10/15/2020		1,654.27	322,736.09
10/15/2020	EFT	Charter Communications	Building Expenses - Internet		141.98	322,594.11
10/19/2020			Deposit - Clothing	21.31		322,615.42
10/19/2020			Deposit - AIS	11,286.00		333,901.42
10/20/2020	EFT	Marco	Building Expense - Copier Services		216.63	333,684.79
10/22/2020			Deposit - SWAG	10,477.08		344,161.87
10/22/2020	EFT	Guardian Insurance	Disability Insurance - November Premi...		135.32	344,026.55
10/26/2020	EFT	Cardmember Services	Credit Card Expenses		1,551.81	342,474.74
10/26/2020			Deposit - WPLMN	2,264.12		344,738.86
10/28/2020			Deposit - MLT	3,510.00		348,248.86
10/29/2020	EFT	United States Treasury	Federal PR - 10/16/2020 - 10/29/2020		2,999.86	345,249.00

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# SHERBURNE SOIL & WATER CONSERVATION

## Account QuickReport

11/02/20

Accrual Basis

As of October 31, 2020

Date	Num	Name	Memo	Debit	Credit	Balance
10/29/2020	EFT	PERA	PERA - PR 10/16/2020 - 10/29/2020		1,654.27	343,594.73
10/29/2020	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/16/2020 - 10/29/20...		1,000.00	342,594.73
10/30/2020	DD	Bronder, William M	PR - 10/16/2020 - 10/29/2020		106.28	342,488.45
10/30/2020	DD	Bumgarner, Andrea L	PR - 10/16/2020 - 10/29/2020		530.39	341,958.06
10/30/2020	DD	Cibulka, Daniel A	PR - 10/16/2020 - 10/29/2020		1,852.21	340,105.85
10/30/2020	DD	Gerde, Frances W	PR - 10/16/2020 - 10/29/2020		1,482.62	338,623.23
10/30/2020	DD	Larson, Francine M	PR - 10/16/2020 - 10/29/2020		2,076.89	336,546.34
10/30/2020	DD	Wagner, Miranda L	PR - 10/16/2020 - 10/29/2020		1,529.89	335,016.45
10/30/2020	DD	Wick, David P	PR - 10/16/2020 - 10/29/2020		1,257.64	333,758.81
10/30/2020	EFT	Minnesota Revenue	State - PR 10/16/2020 - 10/29/2020		460.00	333,298.81
Total 10200 · Bank of ER - Checking				117,768.64	76,774.74	333,298.81
10250 · Bank of ER - Money Market						300,140.58
10/31/2020			Interest	76.48		300,217.06
Total 10250 · Bank of ER - Money Market				76.48	0.00	300,217.06
10300 · CD - 7726074 - 60mo						48,094.15
Total 10300 · CD - 7726074 - 60mo						48,094.15
Total 10000 · Cash				117,845.12	76,774.74	681,610.02
<b>TOTAL</b>				<b>117,845.12</b>	<b>76,774.74</b>	<b>681,610.02</b>