



BOARD MEETING MINUTES
 Regular Meeting

Date: November 16th, 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
 Joshua Krenz – PR&I

Staff Present

Francine Larson
 Andie Bumgarner*
 Dan Cibulka*
 Frances Gerde*
 Miranda Wagner*

Others Present

Katie Evans
 NRCS District Conservationist

Gary Gray
 County Commissioner

*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

- **23.11.01** - Motion by Goenner, second by Binsfeld to approve the agenda as presented. All members voting in favor. Motion carried.

5. Oath of Office – The Oath of Office was taken by Supervisor Krenz.

- **23.11.02** – Motion by Selvog, second by Goenner to accept the Oath as read. All members voting in favor. Motion carried.

6. Approval of Consent Agenda

- **Approval of October 12, 2023 Board Meeting Minutes** – Draft minutes were presented.
- **Authorization to provide final payment to Big Eagle Lake Improvement Association for an AIS Control project for Curly Leaf Pondweed, AIS-FY23-09 for \$500.00** – The original contract with BELIA was awarded Spring of 2023. The project was completed this fall and deliverables received. The total project cost is \$13,414.14 and the project was approved at 75% cost share not to exceed \$2,000.00. An initial 75% payment (\$1,500.00) was made on 3/9/2023. Funding for this project will be allocated from the AIS Program funds. Check #7657 was signed at the end of the meeting.
- **Authorization to provide final payment to Big Eagle Lake Improvement Association for an AIS Volunteer Incentive program, AIS-FY23-13 for \$500.00** – The original contract with BELIA was awarded Spring of 2023. The incentive project was completed this fall and deliverables received. The total project cost is \$500.00, and the incentive project was approved at 100%. Funding for this project will be allocated from the AIS Program funds. Check #7657 was signed at the end of the meeting.

- **Authorization to provide final payment to Ann Lake Improvement Club for an AIS Control project for Curly Leaf Pondweed, AIS-FY23-10 for \$500.00** - The original contract with ALIC was awarded Spring of 2023. The project was completed this fall and deliverables received. The total project cost is \$3,947.04 and the project was approved at 75% cost share not to exceed \$2,000.00. An initial 75% payment (\$1,500.00) was made on 3/9/2023. Funding for this project will be allocated from the AIS Program funds. Check #7656 was signed at the end of the meeting.
 - **Authorization to provide final payment to Ann Lake Improvement Association for an AIS Volunteer Incentive program, AIS-FY23-15 for \$500.00** – The original contract with Ann Lake was awarded Spring of 2023. The incentive project was completed this fall and deliverables received. The total project cost is \$500.00, and the incentive project was approved at 100%. Funding for this project will be allocated from the AIS Program funds. Check #7656 was signed at the end of the meeting.
 - **Authorization to provide final payment to Heather and Michael Carver for a Well Sealing project, #FY23-WS-15 for \$603.75** – The original contract with Heather and Michael was approved on August 22, 2023. The total project cost is \$1,207.50, and the project was approved at 50% cost share of eligible expenses, not to exceed \$1,000.00. Funding for this project will be allocated from the District Cost Share program. Check #7655 was signed at the end of the meeting.
 - **23.11.03** - Motion by Binsfeld, second by Goenner to approve the consent agenda as presented. All members voting in favor. Motion carried.
- 7. October 2023 Financial Reports**
Goenner read the October 2023 Program Summary Report. Discussion was had. Goenner reported that he reviewed the monthly financial statements, verifying accuracy.
- **23.11.04** - Motion by Goenner, second by Jurek to accept the October 2023 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.
- 8. November 2023 Accounts Payable** – The Board reviewed the November 2023 Accounts Payable Summary. The report includes all unpaid bills from 10/12/2023 – 11/15/2023. Check numbers 7640 through 7658 totaling \$185,572.64 were submitted for approval. Discussion was had.
- **23.11.05** - Motion by Goenner, second by Binsfeld to approve the November 2023 Accounts Payable as submitted. All members voting in favor. Motion carried.
- 9. Supervisor Committee Reports & Vouchers** – Binsfeld and Jurek reported attendance at the MASWCD Area 4 meeting. Selvog attended the MCD JPB meeting. No reports from Goenner and Krenz.
- **23.11.06** - Motion by Binsfeld, second by Jurek to approve the Supervisor Vouchers as submitted. All members voting in favor. Motion carried.
- 10. District Manager’s Report** - Larson reviewed her monthly activities. 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.
- 12. NRCS Activity Report** – Evans, NRCS District Conservationist reviewed the NRCS activity report, providing an update on NRCS programs and technical assistance. Written report available upon request.
- 13. Commissioner Report** – Commissioner Gray provided an update on recent Sherburne County activities.
- 14. MRSC 1W1P Update** – Written report available upon request. Cibulka updated the Board on the recent MRSC 1W1P activities.

15. **Rum River JPE Board** – Written report available upon request. Cibulka updated the Board on the recent Rum River Watershed Partnership activities.

16. **Review 2022 Audit and Financial Statement** – Larson noted that the net position has increased and the number of months the fund balance will support operations is 9.6 months. The final audit will be sent to the State Auditor’s Office for review and a copy will be posted on the district website.

17. **Authorization to update Bank Signature Cards** – Larson stated the Bank Signature Cards will need to be updated to include newly appointed Supervisor, Joshua Krenz as a designated signer on all bank accounts and remove Zachary Guttormson. 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.

- **23.11.07** – Motion by Binsfeld, second by Krenz to update the Bank Signature Cards to reflect current designated signers. All members voting in favor. Motion carried.

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

- **23.11.08** – Motion by Goenner, second by Krenz to move the December Board meeting date to December 21, 2023. All members voting in favor. Motion carried.

19. Adjournment

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

Meeting adjourned at 10:31 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.

Cibulka Secretary
Signature & Title

12/21/23
Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD
11/30/2023
PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 547,696.43	\$ 710,378.27	\$ 722,081.37	\$ 535,993.33
SUBTOTALS	\$ 547,696.43	\$ 710,378.27	\$ 722,081.37	\$ 535,993.33

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ 40,825.97	\$ -	\$ 2,494.06	\$ 38,331.91
BWSR SWCD Capacity Grant FY22	\$ 15,176.60	\$ -	\$ 5,634.24	\$ 9,542.36
BWSR Cost Share Base Grant FY24/FY25	\$ -	\$ 20,564.00	\$ -	\$ 20,564.00
BWSR Cost Share Base Grant FY23	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Buffer Initiative FY23	\$ 5,649.56	\$ -	\$ -	\$ 5,649.56
BWSR Conservation Delivery FY24/FY25	\$ -	\$ 43,270.00	\$ -	\$ 43,270.00
BWSR Soil Health Grant FY23	\$ 8,984.23	\$ -	\$ -	\$ 8,984.23
AIS Prevention Aid	\$ (14,453.99)	\$ 2,560.00	\$ 3,208.70	\$ (15,102.69)
AIS Contingency Funds	\$ 13,437.40	\$ -	\$ -	\$ 13,437.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
LWM	\$ (1,301.23)	\$ -	\$ 1,894.59	\$ (3,195.87)
NRBG WCA	\$ (2,062.83)	\$ -	\$ 1,499.18	\$ (3,562.01)
FY2023 Project Funds	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
SUBTOTALS	\$ 80,062.59	\$ 66,394.00	\$ 14,730.77	\$ 131,725.82

TOTAL FUNDS \$ 667,719.15

DISTRIBUTION OF FUNDS

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 49,269.61	\$ 496,861.50	\$ 497,652.53	\$ 48,478.58
SWEEP	\$ 578,489.41	\$ 267,783.75	\$ 227,032.59	\$ 619,240.57
SUBTOTALS	\$ 627,759.02	\$ 764,645.25	\$ 724,685.12	\$ 667,719.15

TOTAL FUNDS \$ 667,719.15

SWCD Financial Summary		11/30/2023
Cash - Previous Balance	\$	627,759.02
Revenue	\$	271,647.64
Expenses	\$	231,687.51
Cash - Ending Balance	\$	667,719.15

Treasurer's Signature



Date

12-21-23

11:57 AM

SHERBURNE SOIL & WATER CONSERVATION DISTRICT

12/05/23

Account QuickReport

Accrual Basis

As of November 30, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
11/20/2023			Funds Transfer	169,180.90		11,807.18
11/21/2023	DD	Binsfeld, Michelle L	Supervisor Per Diem		204.52	11,602.66
11/21/2023	DD	Goenner, Lawrence J	Supervisor Per Diem		127.61	11,475.05
11/21/2023	DD	Jurek, Christine A	Supervisor Per Diem		228.37	11,246.68
11/21/2023	DD	Krenz, Joshua R	Supervisor Per Diem		118.57	11,128.11
11/21/2023	DD	Selvog, Jason C	Supervisor Per Diem		226.40	10,901.71
11/21/2023	EFT	United States Treasury	Federal - Supervisor Per Diem		23.20	10,878.51
11/21/2023	EFT	PERA	PERA - Supervisor Per Diem		80.00	10,798.51
11/21/2023			Funds Transfer	1,578.63		12,377.14
11/21/2023			Deposit - MCIT	1,135.00		13,512.14
11/22/2023			Funds Transfer	17,057.40		30,569.54
11/23/2023	EFT	Guardian Insurance	Disability Insurance - December Premium		175.06	30,394.48
11/24/2023			Funds Transfer	5,510.00		35,904.48
11/27/2023	EFT	Cardmember Services	Credit Card Expenses - 10/6/2023 - 11/6/2023		3,461.12	32,443.36
11/27/2023			Funds Transfer	217.39		32,660.75
11/28/2023			Funds Transfer	11,564.87		44,225.62
11/28/2023			Deposit - HELP	165.33		44,390.95
11/29/2023			Deposit - Equip/ETA/planting/LSP/MRSC	21,774.36		66,165.31
11/29/2023			Funds Transfer	542.23		66,707.54
11/30/2023			Funds Transfer		19,228.96	47,478.58
11/30/2023			Funds Transfer	1,000.00		48,478.58
Total 10200 · Bank of ER - Checking				496,861.50	497,652.53	48,478.58
Total 10000 · Cash				764,645.25	724,685.12	667,719.15
TOTAL				764,645.25	724,685.12	667,719.15

SHERBURNE SOIL & WATER CONSERVATION DISTRICT

Account QuickReport

As of November 30, 2023

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						627,759.02
10100 - SWEEP Account						578,489.41
11/02/2023			Funds Transfer	3,766.14		582,255.55
11/06/2023			Funds Transfer		17,349.02	564,906.53
11/07/2023			Funds Transfer		578.00	564,328.53
11/08/2023			Funds Transfer	176,525.92		740,854.45
11/09/2023			Funds Transfer	63,884.00		804,738.45
11/15/2023			Funds Transfer	2,560.00		807,298.45
11/16/2023			Funds Transfer		2,454.15	804,844.30
11/20/2023			Funds Transfer		169,180.90	635,663.40
11/21/2023			Funds Transfer		1,578.63	634,084.77
11/22/2023			Funds Transfer		17,057.40	617,027.37
11/24/2023			Funds Transfer		5,510.00	611,517.37
11/27/2023			Funds Transfer		217.39	611,299.98
11/28/2023			Funds Transfer		11,564.87	599,735.11
11/29/2023			Funds Transfer		542.23	599,192.88
11/30/2023			Funds Transfer	19,228.96		618,421.84
11/30/2023			Interest	1,818.73		620,240.57
11/30/2023			Funds Transfer		1,000.00	619,240.57
Total 10100 - SWEEP Account				267,783.75	227,032.59	619,240.57
10200 - Bank of ER - Checking						49,269.61
11/01/2023			Deposit - MPCA	3,766.14		53,035.75
11/02/2023			Funds Transfer		3,766.14	49,269.61
11/03/2023	DD	Bumgarner, Andrea L	PR - 10/15/2023 - 10/28/2023		1,202.26	48,067.35
11/03/2023	DD	Cibulka, Daniel A	PR - 10/15/2023 - 10/28/2023		2,193.07	45,874.28
11/03/2023	DD	Gerde, Frances W	PR - 10/15/2023 - 10/28/2023		1,955.06	43,919.22
11/03/2023	DD	Larson, Francine M	PR - 10/15/2023 - 10/28/2023		2,309.82	41,609.40
11/03/2023	DD	Wagner, Miranda L	PR - 10/15/2023 - 10/28/2023		1,761.23	39,848.17
11/03/2023	DD	Wick, David P	PR - 10/15/2023 - 10/28/2023		1,530.03	38,318.14
11/03/2023	EFT	United States Treasury	Federal - PR 10/15/2023 - 10/28/2023		3,669.84	34,648.30
11/03/2023	EFT	Minnesota Revenue	State - PR 10/15/2023 - 10/28/2023		578.00	34,070.30
11/03/2023	EFT	PERA	PERA - PR 10/15/2023 - 10/28/2023		2,077.71	31,992.59
11/03/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/15/2023 - 10/28/2023		650.00	31,342.59
11/06/2023			Funds Transfer	17,349.02		48,691.61
11/07/2023	EFT	Waste Management	Building Expense - Garbage/Recycling		143.05	48,548.56
11/07/2023			Funds Transfer	578.00		49,126.56
11/07/2023			Deposit - CPL	176,525.92		225,652.48
11/08/2023			Deposit - Equip	50.00		225,702.48
11/08/2023			Funds Transfer		176,525.92	49,176.56
11/08/2023			Deposit - SCS / Con Del	63,834.00		113,010.56
11/09/2023			Funds Transfer		63,884.00	49,126.56
11/14/2023			Deposit - AIS	2,560.00		51,686.56
11/14/2023	EFT	MN PEIP	Health Insurance - December Premium		2,454.15	49,232.41
11/15/2023	EFT	Charter Communications	Building Expenses - Internet		157.98	49,074.43
11/15/2023			Funds Transfer		2,560.00	46,514.43
11/16/2023	7640	Benton SWCD	MPCA WRAPS - LPT Expense		285.00	46,229.43
11/16/2023	7641	Bogart, Pederson & Associates, ...	Engineering Services		3,023.00	43,206.43
11/16/2023	7642	Bumgarner, Andrea	Reimbursed Expenses		117.90	43,088.53
11/16/2023	7643	Carp Solutions, LLC	Lake Fremont Carp Management Expense		6,147.53	36,941.00
11/16/2023	7644	City of Elk River	Houlton CPL / Vehicle Maintenance		151,485.02	-114,544.02
11/16/2023	7645	Francine Larson	Reimbursed Expenses		74.34	-114,618.36
11/16/2023	7646	MN Dept of Natural Resources	2024 Tree Sale Program Expense		1,700.00	-116,318.36
11/16/2023	7647	MVTL Laboratories, Inc.	Monitoring Expenses - Lab Fees		513.20	-116,831.56
11/16/2023	7648	NCPERS LIFE INSURANCE	Life Insurance - EE		32.00	-116,863.56
11/16/2023	7649	Peterson Company, LTD	2022 Audit		3,810.00	-120,673.56
11/16/2023	7650	Planet Technologies	Government 365 - Annual Subscription		1,267.20	-121,940.76
11/16/2023	7651	Sherburne County COLA	Annual Membership Dues		20.00	-121,960.76
11/16/2023	7652	Stantec Consulting Services, Inc.	Engineering Services		8,103.75	-130,064.51
11/16/2023	7653	Washington CD	Engineering Services		1,246.20	-131,310.71
11/16/2023	7654	Wright SWCD	Engineering Services		247.50	-131,558.21
11/16/2023	7655	Carver, Heather & Michael	FY23-WS-15 - Well Sealing		603.75	-132,161.96
11/16/2023	7656	Ann Lake Improvement Club	2024 AIS Grant Expense		1,000.00	-133,161.96
11/16/2023	7657	Big Eagle Lake Improvement As...	2024 AIS Grant Expense		1,000.00	-134,161.96
11/16/2023	7658	Brinks Wetland Services	LSP Consultant		7,500.00	-141,661.96
11/16/2023			Funds Transfer	2,454.15		-139,207.81
11/17/2023	DD	Bumgarner, Andrea L	PR - 10/29/2023 - 11/11/2023		1,202.27	-140,410.08
11/17/2023	DD	Cibulka, Daniel A	PR - 10/29/2023 - 11/11/2023		2,193.06	-142,603.14
11/17/2023	DD	Gerde, Frances W	PR - 10/29/2023 - 11/11/2023		1,955.04	-144,558.18
11/17/2023	DD	Larson, Francine M	PR - 10/29/2023 - 11/11/2023		2,309.83	-146,868.01
11/17/2023	DD	Wagner, Miranda L	PR - 10/29/2023 - 11/11/2023		1,761.25	-148,629.26
11/17/2023	DD	Wick, David P	PR - 10/29/2023 - 11/11/2023		1,530.01	-150,159.27
11/17/2023	EFT	United States Treasury	Federal - PR 10/29/2023 - 11/11/2023		3,669.84	-153,829.11
11/17/2023	EFT	Minnesota Revenue	State - PR 10/29/2023 - 11/11/2023		578.00	-154,407.11
11/17/2023	EFT	PERA	PERA - PR 10/29/2023 - 11/11/2023		2,077.71	-156,484.82
11/17/2023	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/29/2023 - 11/11/2023		650.00	-157,134.82
11/20/2023	EFT	Marco	Building Expense - Copier Services		257.06	-157,391.88
11/20/2023			Deposit - Area 4	18.16		-157,373.72