

BOARD MEETING MINUTES

Regular Meeting

Date: November 18th, 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*

*denotes partial attendance
+ Remotely attended

Staff Present

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

Others Present

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

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 October 14, 2021 Board Meeting Minutes

The October 14, 2021 Board Meeting Minutes were presented.

Authorization to execute WRAPS Cycle 2, Phase 2 Joint Powers Agreement with MPCA - As discussed during a previous board meeting, the District has agreed to be the fiscal agent for this project. The total obligation for the JPA will not exceed \$160k, with the majority of the funds going towards the consultant's time. Subcontracts are being developed with our MRSC partners as well as the selected consultant (Tetra Tech). Those subcontracts will be presented for consideration at a future Board meeting.

Authorization to provide final payment to J Rapatt for a Well Sealing project, FY21-WS-07 for \$242.50 - The original contract with Julie Rapatt for a Well Sealing was approved on September 30, 2021. The total project cost is \$485.00, and the project was approved at 50% cost share, not to exceed \$1,000.00. Funding for this project will be allocated from the FY20 State Cost Share and FY19 Capacity. Check #7245 was signed during the meeting.

Authorization to provide final payment to A Gustafson-Larson for a Streambank Stabilization project, #2021-05-03 for \$1,545.05 - The original contract with Ann Gustafson-Larson for a Streambank Stabilization project was approved on May 13, 2021. The total project cost is \$3,366.00, and the project was approved at 65% cost share, not to exceed \$1,545.05. Total cost share amount is \$1,545.05. Funding for this project will be allocated from the FY20 State Cost Share. Check #7246 was signed during the meeting.

Authorization to provide final payment to D Wiebold for a Raingarden project, #2021-06-01 for \$1,318.42 - The original contract with Dustin Wiebold for a raingarden project was approved on June 10, 2021. The total project cost is \$2603.13, and the project was approved at 65% cost share, not to exceed \$1,318.42. Funding for this project will be allocated from the FY19 Local Capacity – Structural and FY20 State Cost Share. Check #7247 was signed during the meeting.

Authorization to provide final payment to T Takach for a Pollinator Planting project, #2021-07-01 for \$350.00 - The original contract with Tim Takach for a pollinator planting was approved on July 8, 2021. The total project cost is \$1,057.20, and the project was approved at 75% cost share, not to exceed \$350.00. Total cost share amount is \$350.00. Funding for this project will be allocated from the FY19 Local Capacity - Structural. Check #7248 was signed during the meeting.

Authorization to provide final payment to J Brownell for a Pollinator Planting project, #2021-09-01 for \$350.00 - The original contract with Jessica Brownell for a pollinator planting was approved on September 9, 2021. The total project cost is \$830.05, and the project was approved at 75% cost share, not to exceed \$350.00. Total cost share amount is \$350.00. Funding for this project will be allocated from the FY21 State Cost Share. Check #7249 was signed during the meeting.

Authorization to provide final payment to Lake Orono Improvement Association, AIS-FY21-01 for \$543.75 - The original grant with Lake Orono Improvement Association for AIS Management was approved on March 11, 2021. The total project cost is \$4,350.00, total grant awarded was \$2,175.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY21 AIS – Mini grant program. Check #7250 was signed during the meeting.

Authorization to provide final payment to City of Big Lake, AIS-FY21-05 for \$281.25 - The original grant with City of Big Lake for AIS Management Planning was approved on March 11, 2021. The total project cost is \$1,500.00, total grant awarded was \$1,125.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY21 AIS – Mini grant program. Check #7251 was signed during the meeting.

- **21.11.01** - 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

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

Supervisor Binsfeld and Supervisor Saxton arrived 8:35

6. Treasurer's Report – October 2021 Financial Reports

Binsfeld read the October 2021 Program Summary Report. Discussion was had.

- **21.11.03** - Motion by Binsfeld, second by Saxton to accept the October 2021 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

7. Treasurer's Report – November 2021 Accounts Payable – The Board reviewed the November 2021 Accounts Payable Summary. The report includes all unpaid bills from 10/14/2021 – 11/17/2021. Check numbers 7235 through 7244 totaling \$22,534.77 were submitted for approval. Discussion was had.

- **21.11.04** - Motion by Selvog, second by Nelson to approve the November 2021 Accounts Payable as submitted. All members voting in favor. Motion carried.

8. Supervisor Committee Reports & Vouchers – Saxton reported attendance at the Water Plan Advisory Committee meeting. Binsfeld and Goenner reported attendance at the MASWCD Area IV Fall Meeting.

Binsfeld also attended the MCD Board meeting as well as the MRSC Group Discussion Meeting. No committee reports from Selvog, and Nelson.

- **21.11.05** - Motion by Binsfeld, second by Selvog 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.

10. 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.

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

12. Authorization to amend and close Big Lake Community Lakes Association AIS Volunteer Contract AIS-FY20-10 – The original grant was awarded in March of 2020 and extended to 2021 due to COVID-19. The original contract was to complete 100 hours of watercraft inspections, the Association was able to move forward with the work in 2021 but had difficulty recruiting volunteers as the pandemic impacted public engagement. At the end of the season, they were able to complete 75 hours out of their 100-hour requirement. The AIS grant award total was \$1,200.00, 75% (\$900.00) initial payment was made in March of 2020. The amendment will reduce the total grant award to \$900.00 and accept the project as completed with no further payments due.

- **21.11.06** – Motion by Goenner, second by Saxton to amend and close out the Big Lake Community Lakes Association AIS Volunteer Contract – AIS-FY20-10. All members voting in favor. Motion carried.

12a. Authorization to amend the Briggs Lake Association AIS Management Contract, AIS-FY21-02 – The original grant was awarded in April of 2021 with a completion date of 12/1/2021. The Association is requesting a grant extension to allow aquatic plant contractor additional time to complete the final report. Requesting completion date to be extended to 2/1/2021.

- **21.11.07** – Motion by Goenner, second by Binsfeld to amend Briggs Lake Association – AIS Management Contract as discussed. All members voting in favor. Motion carried.

13. Authorization to amend contract #2021-06-04 with J McQuay for a Raingarden project – The original contract with Jean McQuay for a raingarden project was approved on June 10, 2021. Due to a delay in road construction the raingarden will not be able to be completed before the install date of 12/31/2021. The amendment will extend the install date to 12/31/2022.

- **21.11.08** – Motion by Binsfeld, second by Saxton to amend contract #2021-06-04 with J McQuay as discussed. All members voting in favor. Motion carried.

14. Authorization to amend contract #NR-FY19-04 with A & L Peterson for an Irrigation Water Management project – The original contract with A & L Peterson for irrigation water management was approved on July 11, 2019. Due to the drought and learning curve of new technology, the work will not be completed before the deadline date of 12/1/2021. The amendment will extend the installation date to 12/1/2022.

- **21.11.09** – Motion by Selvog, second by Binsfeld to amend contract #NR-FY19-04 with A & L Peterson as discussed. All members voting in favor. Motion carried.

15. Authorization to amend contract #NR-FY19-09 with Triple J Farm for an Irrigation Water Management project – The original contract Triple J Farms for the purchase of an AquaTrac for irrigation water management was approved on April 8, 2021. Due to equipment backorders, the project was not completed before the deadline date of 12/1/2021. The amendment will extend the contract deadline date to 11/30/2022.

- **21.11.10** – Motion by Selvog, second by Binsfeld to amend contract #NR-FY19-09 with Triple J farm as discussed. All members voting in favor. Motion carried.

16. Authorization to amend contract #NR-FY19-10 with Triple J Farm for an Irrigation Water Management project – The original contract Triple J Farms for irrigation water management was approved on April 8, 2021. Due to a delay with equipment, the management portion was not completed before the deadline date of 12/31/2021. The amendment will extend the contract deadline date to 11/30/2022.

- **21.11.11** – Motion by Binsfeld, second by Saxton to amend contract #NR-FY19-10 with Triple J farm as discussed. All members voting in favor. Motion carried.

17. Authorization to execute cost share contract with C Brown for a Streambank Stabilization project, #2021-11-01, not to exceed \$5,000.00 - The proposed contract is with Charlie Brown for a streambank stabilization project (327- Conservation Cover) in Section 34, City of Elk River. The estimated project cost is \$8,728.00. Requesting 65% cost share approval not to exceed \$5,000.00. Funding for this project will be allocated from the District Cost Share program. Discussion was had.

- **21.11.12** – Motion by Saxton, second by Binsfeld to execute contract with C Brown for a Streambank Stabilization project - #2021-11-01, not to exceed \$5,000.00. All members voting in favor. Motion carried.

18. Authorization to approve registration and lodging for MASWCD Annual Convention – Larson stated that the registration deadline is December 1, 2021. The 2021 Outstanding Conservation Cooperator, Big Lake Township is not planning to attend the convention. Discussion was had.

- **21.11.13** – Motion by Goenner, second by Binsfeld to approve registration and lodging for Board and Staff at the MASWCD Convention. All members voting in favor. Motion carried.

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

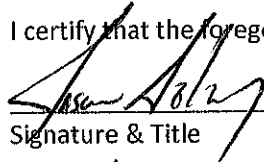
20. Adjournment

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

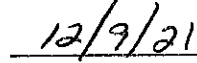
Meeting adjourned at 9:47 a.m.

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



Date

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

11/30/2021

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 489,871.78	\$ 73,977.97	\$ 89,610.01	\$ 474,239.74
SUBTOTALS	\$ 489,871.78	\$ 73,977.97	\$ 89,610.01	\$ 474,239.74
Program Funds				
BWSR SWCD Capacity Grant FY21	\$ 42,723.14	\$ -	\$ 9,965.21	\$ 32,757.93
BWSR SWCD Capacity Grant FY20	\$ 20,736.22	\$ -	\$ 125.89	\$ 20,610.33
BWSR SWCD Capacity Grant FY19	\$ 1,173.17	\$ -	\$ 1,173.17	\$ (0.00)
BWSR Cost Share Base Grant FY22	\$ -	\$ 7,493.00	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY21	\$ 7,493.00	\$ -	\$ 662.90	\$ 6,830.10
BWSR Cost Share Base Grant FY20	\$ 7,493.00	\$ -	\$ 2,853.50	\$ 4,639.50
BWSR Buffer Initiative FY21	\$ 4,854.63	\$ -	\$ 850.43	\$ 4,004.20
BWSR Buffer Initiative FY20	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY22	\$ -	\$ 21,635.00	\$ -	\$ 21,635.00
BWSR Conservation Delivery FY21	\$ 1,704.57	\$ -	\$ 1,552.10	\$ 152.47
LWM	\$ -	\$ -	\$ -	\$ -
NRBG WCA	\$ 0.00	\$ -	\$ -	\$ 0.00
AIS Prevention Aid	\$ (22,053.55)	\$ -	\$ 5,078.35	\$ (27,131.90)
AIS Contingency Funds	\$ 18,809.42	\$ 4,595.00	\$ 4,206.50	\$ 19,197.92
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Cherry's Trees - Memorial Fund	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II	\$ 6,595.89	\$ -	\$ 570.22	\$ 6,025.67
CWF FY2019 - Nitrate Reduction Grant	\$ 34,479.12	\$ -	\$ 768.20	\$ 33,710.92
CWF FY2020 - Lawns to Legumes	\$ (1,942.87)	\$ 1,727.21	\$ 54.06	\$ (269.72)
Rum River 1W1P	\$ (8,438.39)	\$ -	\$ 410.45	\$ (8,848.84)
LSOH - ASP 6	\$ 6,096.87	\$ -	\$ 14,976.00	\$ (8,879.13)
The Nature Conservancy	\$ 3,424.06	\$ -	\$ 228.92	\$ 3,195.14
SUBTOTALS	\$ 126,168.40	\$ 35,450.21	\$ 43,475.90	\$ 118,142.71

TOTAL FUNDS \$ 592,382.45

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 66,275.91	\$ 90,782.05	\$ 64,526.53	\$ 92,531.43
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 501,380.72	\$ 86.75	\$ 50,000.00	\$ 451,467.47
SUBTOTALS	\$ 616,040.18	\$ 90,868.80	\$ 114,526.53	\$ 592,382.45

TOTAL FUNDS \$ 592,382.45

Treasurer's Signature

Michelle Bashed

Date

12/9/2021

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of November 30, 2021

12/03/21

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						616,040.18
10200 - Bank of ER - Checking						66,275.91
11/05/2021			Deposit - MAISRC	1,524.60		67,800.51
11/07/2021	EFT	Waste Management	Building Expense - Garbage/Recycling		132.93	67,667.58
11/08/2021			Deposit - NFMP	325.12		67,992.70
11/09/2021			Deposit - WPLMN	3,109.45		71,102.15
11/10/2021	EFT	United States Treasury	Federal - PR 10/29/2021 - 11/11/2021		3,455.28	67,646.87
11/12/2021	DD	Bronder, William M	PR - 10/29/2021 - 11/11/2021		384.66	67,262.21
11/12/2021	DD	Bumgarner, Andrea L	PR - 10/29/2021 - 11/11/2021		573.78	66,688.43
11/12/2021	DD	Cibulka, Daniel A	PR - 10/29/2021 - 11/11/2021		2,155.46	64,532.97
11/12/2021	DD	Gerde, Frances W	PR - 10/29/2021 - 11/11/2021		1,763.70	62,769.27
11/12/2021	DD	Larson, Francine M	PR - 10/29/2021 - 11/11/2021		2,142.03	60,627.24
11/12/2021	DD	Wagner, Miranda L	PR - 10/29/2021 - 11/11/2021		1,566.46	59,060.78
11/12/2021	DD	Wick, David P	PR - 10/29/2021 - 11/11/2021		1,493.61	57,567.17
11/12/2021	EFT	Minnesota Revenue	State - PR 10/29/2021 - 11/11/2021		550.00	57,017.17
11/12/2021	EFT	PERA	PERA - PR 10/29/2021 - 11/11/2021		1,836.95	55,180.22
11/12/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 10/29/2021 - 11/11/2021		1,000.00	54,180.22
11/15/2021	EFT	Charter Communications	Building Expenses - Internet		142.98	54,037.24
11/16/2021			Deposit - MCIT	3,003.00		57,040.24
11/18/2021	7243	Anoka Conservation District - c	Rum River 1W1P - LGU Expense Q3 2021		193.64	56,846.60
11/18/2021	7244	City of Elk River	Vehicle- Fuel and Maintenance		486.21	56,360.39
11/18/2021	7235	Francine Larson	Reimbursed Expenses		33.60	56,326.79
11/18/2021	7236	MVTL Laboratories, Inc.	MPCA - WPLMN - Lab expenses		243.20	56,083.59
11/18/2021	7237	Natural Resource Services	LSOH - Grant Expense		14,976.00	41,107.59
11/18/2021	7238	NCPERS LIFE INSURANCE	Life Insurance - EE - November Premium		16.00	41,091.59
11/18/2021	7239	Ward Laboratories, Inc.	TNC/Cargill - Lab Expense		198.00	40,893.59
11/18/2021	7240	Washington CD	Engineering Services		302.18	40,591.41
11/18/2021	7241	Wright SWCD	Engineering Services		1,824.00	38,767.41
11/18/2021	7242	WSB & Associates	AIS - Eagle Lake Project		4,206.50	34,560.91
11/18/2021	7245	Rapatt, Julie	BMP Cost Share - #FY21-WS-07		242.50	34,318.41
11/18/2021	7246	Gustafson-Larson, Ann	BMP Cost Share - #2021-05-03		1,545.05	32,773.36
11/18/2021	7247	Wiebold, Dustin	BMP Cost Share - #2021-06-01		1,318.42	31,454.94
11/18/2021	7248	Takach, Tim	BMP Cost Share - #2021-07-01		350.00	31,104.94
11/18/2021	7249	Brownell, Jessica	BMP Cost Share - #2021-09-01		350.00	30,754.94
11/18/2021	7250	Orono Lake Improvement District	FY2021 AIS Grant - Management Planning		543.75	30,211.19
11/18/2021	7251	City of Big Lake - C	FY2021 AIS Grant - Management Planning		281.25	29,929.94
11/18/2021			Funds Transfer	50,000.00		79,929.94
11/19/2021			Deposit - L2L	1,727.21		81,657.15
11/19/2021			Deposit - FY22 SCS/Con Del	29,128.00		110,785.15
11/20/2021	EFT	Marco	Building Expense - Copier Services		228.27	110,556.88
11/23/2021	DD	Binsfeld, Michelle L	Supervisor PerDiem		210.48	110,346.40
11/23/2021	DD	Goenner, Lawrence J	Supervisor PerDiem		200.25	110,146.15
11/23/2021	DD	Saxton, Kerry J	Supervisor PerDiem		158.89	109,987.46
11/23/2021	DD	Selvog, Jason C	Supervisor PerDiem		105.44	109,882.02
11/23/2021	DD	Nelson, Roger J	Supervisor PerDiem		91.45	109,790.57
11/23/2021	EFT	Guardian Insurance	Disability Insurance - December Premium		166.93	109,623.64
11/24/2021	EFT	United States Treasury	Federal - Supervisor PerDiem		38.16	109,585.48
11/24/2021	EFT	PERA	PERA - Supervisor PerDiem		52.50	109,532.98
11/24/2021			Deposit - MAWQCP/ETA/TriCap/AIS	1,964.67		111,497.65
11/26/2021	EFT	MN PEIP	Health Insurance - December Premium		697.46	110,800.19
11/26/2021	DD	Bronder, William M	PR - 11/12/2021 - 11/25/2021		242.20	110,557.99
11/26/2021	DD	Bumgarner, Andrea L	PR - 11/12/2021 - 11/25/2021		573.80	109,984.19
11/26/2021	DD	Cibulka, Daniel A	PR - 11/12/2021 - 11/25/2021		2,155.45	107,828.74
11/26/2021	DD	Gerde, Frances W	PR - 11/12/2021 - 11/25/2021		1,763.71	106,065.03
11/26/2021	DD	Wagner, Miranda L	PR - 11/12/2021 - 11/25/2021		1,566.47	104,498.56
11/26/2021	DD	Wick, David P	PR - 11/12/2021 - 11/25/2021		1,493.61	103,004.95
11/26/2021	DD	Larson, Francine M	PR - 11/12/2021 - 11/25/2021		2,142.04	100,862.91
11/26/2021	EFT	United States Treasury	Federal - PR 11/12/2021 - 11/25/2021		3,416.46	97,446.45
11/26/2021	EFT	Minnesota Revenue	State - PR 11/12/2021 - 11/25/2021		543.00	96,903.45
11/26/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 11/12/2021 - 11/25/2021		1,000.00	95,903.45
11/26/2021	EFT	PERA	PERA - PR 11/12/2021 - 11/25/2021		1,836.95	94,066.50
11/26/2021	EFT	Cardmember Services	Credit Card - October 2021 Purchases		1,535.07	92,531.43
Total 10200 - Bank of ER - Checking				90,782.05	64,526.53	92,531.43
10250 - Bank of ER - Money Market						501,380.72
11/18/2021			Funds Transfer		50,000.00	451,380.72
11/30/2021			Interest	86.75		451,467.47
Total 10250 - Bank of ER - Money Market				86.75	50,000.00	451,467.47
10300 - CD - 7726074 - 60mo						48,383.55
Total 10300 - CD - 7726074 - 60mo						48,383.55
Total 10000 - Cash				90,868.80	114,526.53	592,382.45
TOTAL				90,868.80	114,526.53	592,382.45