



BOARD MEETING MINUTES

Regular Meeting

Date: December 9th, 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

Julie Reberg, NRCS
District Conservationist+*

*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 November 18, 2021 Board Meeting Minutes

The November 18, 2021 Board Meeting Minutes were presented.

Authorization to provide final Payment to City of Big Lake for FY21 AIS Control Grant, AIS-FY21-12, \$262.50 - The original grant with City of Big Lake for AIS Control grant was approved on March 11, 2021. The total project cost is \$9,998.00, total grant awarded was \$1,050.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY21 AIS – Mini grant program. Check #7266 was signed during the meeting.

Authorization to provide final payment to Big Eagle Lake Improvement Association for a FY20 AIS Volunteer Grant, AIS-FY20-12 for \$206.25 - The original grant with Big Eagle Lake Improvement Association (BELIA) for AIS Volunteer grant was approved on March 12, 2020 and extended to December 1, 2021. The total project cost is \$825.00, total grant awarded was \$825.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY20 AIS – Mini grant program. Check #7267 was signed during the meeting.

Authorization to provide final payment to Ann Lake Improvement Club for FY20 AIS Volunteer Grant, AIS-Fy20-13 for \$206.25 - The original grant with Ann Lake Improvement Club (ALIC) for AIS Volunteer grant was approved on March 12, 2020 and extended to December 1, 2021. The total project cost is \$825.00, total grant awarded was \$825.00. Initial 75% payment was made upon grant approval. Funding for this project will be allocated from FY20 AIS – Mini grant program. Check #7268 was signed during the meeting.

Authorization to provide final payment to J Audet for a Raingarden project, #2021-06-03 for \$806.75
– The original contract with Jonathan Audet for a raingarden project was approved on June 10, 2021. The total project cost is \$1,241.16, and the project was approved at 65% cost share, not to exceed \$1,318.42. total cost share amount is \$806.75. Funding for this project will be allocated from the FY20 State Cost Share and FY20 Local Capacity. Check #7269 was signed during the meeting.

Authorization to provide final payment to J Wanner for a Streambank Stabilization project. #2021-05-01 for \$2,964.72 – The original contract with Joel Wanner for a Streambank Stabilization project was approved on May 13, 2021. The total project cost is \$6,487.12 (includes non-reimbursable in-kind amount of \$3,522.40), and the project was approved at 65% cost share, not to exceed \$5,000.00. Total cost share amount is \$2,964.72. Funding for this project will be allocated from the FY20 State Cost Share. Check #7270 was signed during the meeting.

Authorization to provide final payment to A Dierks for a Lawns to Legumes project, #L2L-2021-09-01 for \$249.64 – The original contract with Anna Dierks for a Lawns to Legumes project was approved on September 9, 2021. The total project cost is \$417.64 (includes non-reimbursable in-kind amount of \$168.00), and the project was approved at 90% cost share, not to exceed \$270.00. Total cost share amount is \$249.64. Funding for this project will be allocated from the FY21 Lawns to Legumes grant. Check #7271 was signed during the meeting.

Authorization to provide final payment to T Nitz for a Well Sealing project, FY21-WS-08 for \$556.38
– The original contract with Tom Nitz for a Well Sealing was approved on September 30, 2021. The total project cost is \$1,112.75, 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 Local Capacity – Structural Fund. Check #7272 was signed during the meeting.

Authorization to amend G Bendtsen, #2021-06-02 for a Rain Garden project – The original contract with Gregg Bendtsen for a raingarden project was approved on June 10, 2021. Due to unforeseen construction changes the project completion date will need to be extended into 2022. The amendment will extend the install date to 12/31/2022.

- **21.12.01** - 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

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

6. Treasurer's Report – November 2021 Financial Reports

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

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

7. Treasurer's Report – December 2021 Accounts Payable – The Board reviewed the December 2021 Accounts Payable Summary. The report includes all unpaid bills from 11/18/2021 – 12/8/2021. Check numbers 7252 through 7265 totaling \$5,706.87 were submitted for approval. Discussion was had.

- **21.12.04** - Motion by Selvog, second by Binsfeld to approve the December 2021 Accounts Payable as submitted. All members voting in favor. Motion carried.

8. **Supervisor Committee Reports & Vouchers** – Goenner reported attendance at the annual Lunch-n-Learn workshop and the Personnel Committee meeting. Nelson attended the Personnel Committee meeting. No committee reports from Binsfeld, Selvog, and Saxton.
 - **21.12.05** - Motion by Binsfeld, second by Saxton 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** – Reberg, NRCS District Conservationist reviewed the NRCS activity report, providing an update on NRCS programs and technical assistance.
11. **District Staff Monthly Reports** - Available SWCD staff reviewed their monthly activities with the Board. Individual written reports available upon request.
12. **Authorization Consider Personnel Committee Recommendations** – The Personnel Committee met prior to the Board meeting to discuss staff performance evaluations, health insurance stipend and mileage rates. The recommendations were shared during the Board Meeting.
 - **21.12.06** – Motion by Binsfeld, second by Selvog to accept the Personnel Committee recommendations as presented. All members voting in favor. Motion carried.
13. **Authorization District Manager Performance Evaluation** – Larson requested the meeting remain open for her performance review. Larson discussed her self-assessment; highlighting achieved goals, noting obstacles that prevented completion of certain goals and discussed new key objectives and professional training needs for 2022. Discussion was had. The Personnel Committee met with the staff prior to the Board meeting without the District Manager present. The Personnel Committee shared the staff's comments for consideration during the evaluation. Further discussion was had.
 - **21.12.07** – Motion by Goenner, second by Saxton to approve the District Manager's evaluation as discussed. All members voting in favor. Motion carried.
14. **Consider SWCD Supervisor Per Diem Rate** – Larson stated that this item was originally presented to the Board in August. Sherburne SWCD's current Per Diem rate is \$75.00. Legislation approved an increase to SWCD Supervisor Per Diem maximum rate. Beginning August 1, 2021, the maximum rate per diem is \$125.00. Discussion was had.
 - **21.12.08** – Motion by Goenner, second by Binsfeld to set the SWCD Supervisor Per Diem rate to \$100.00. All members voting in favor. Motion carried.
15. **Establish 2022 Board Meeting Schedule** – Larson reviewed the proposed 2022 Board Meeting Schedule. Discussion was had. The Board Meeting Schedule will be posted on the SSWCD website and on the official bulletin board located at the Sherburne SWCD office.
 - **21.12.09** – Motion by Goenner, second by Selvog to approve the 2022 Board Meeting Schedule as discussed. All members voting in favor. Motion carried.
16. **Upcoming Meetings and Events** – Discussion was had regarding upcoming events and schedules.
17. **Adjournment**

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

Meeting adjourned at 9:12 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.

Michelle Binsfeld

Signature & Title

1-13-22

Date

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of December 31, 2021

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						592,382.45
10200 - Bank of ER - Checking						92,531.43
12/06/2021			Deposit - Trees (pre)	116.42		92,647.85
12/06/2021			Deposit - Tree (pre)	155.32		92,803.17
12/07/2021	EFT	Waste Management	Building Expense - Garbage/Recycling		112.86	92,690.31
12/07/2021	ACH	Deluxe Business Products	Business Checks		546.00	92,144.31
12/07/2021	ACH	Pitney Bowes	Postage Meter Fee		73.31	92,071.00
12/09/2021	7267	Big Eagle Lake Imp. Assoc.	FY20 AIS Volunteer Grant		206.25	91,864.75
12/09/2021	7268	Ann Lake Improvement Club	FY20 AIS Volunteer Grant		206.25	91,658.50
12/09/2021	7269	Audet, John	BMP Cost Share - FY20SCS/FY20Cap		806.75	90,851.75
12/09/2021	7270	Joel Wannier	BMP Cost Share - FY20SCS		2,964.72	87,887.03
12/09/2021	7272	Nitz, Tom	BMP Cost Share - FY20 Cap		556.38	87,330.65
12/09/2021	7252	Bumgarner, Andrea	Cell Phone Reimbursement		600.00	86,730.65
12/09/2021	7253	Cibulka, Dan	Cell Phone Reimbursement		600.00	86,130.65
12/09/2021	7254	Dahlman, Richard	WPAC 2021 Per Diem		30.00	86,100.65
12/09/2021	7255	Francine Larson	Cell Phone Reimbursement / Mileage		605.60	85,495.05
12/09/2021	7256	Gerde, Frances	Cell Phone Reimbursement		600.00	84,895.05
12/09/2021	7257	Jordal, Clint	WPAC 2021 Per Diem		90.35	84,804.70
12/09/2021	7258	MacGlover, Vicki	WPAC 2021 Per Diem		77.58	84,727.12
12/09/2021	7259	NCPERS LIFE INSURANCE	Life Insurance - EE		16.00	84,711.12
12/09/2021	7260	Ruiter, Scott	WPAC 2021 Per Diem		60.00	84,651.12
12/09/2021	7261	Vander Eyk, Terry	WPAC 2021 Per Diem		57.22	84,593.90
12/09/2021	7262	Wagner, Miranda	Cell Phone Reimbursement		600.00	83,993.90
12/09/2021	7263	Waite-Altringer, Melaine	WPAC 2021 Per Diem		60.00	83,933.90
12/09/2021	7264	Wick, David	Cell Phone Reimbursement / Mileage		627.60	83,306.30
12/09/2021	7265	WSB & Associates	Eagle Lake AIS Project		1,682.52	81,623.78
12/09/2021	7266	City of Big Lake - C	FY2021 AIS Grant - AIS Control		262.50	81,361.28
12/09/2021	7271	Dierks, Anna	BMP Cost Share - L2L		249.64	81,111.64
12/10/2021	DD	Bronder, William M	PR - 11/26/2021 - 12/9/2021		188.37	80,923.27
12/10/2021	DD	Bumgarner, Andrea L	PR - 11/26/2021 - 12/9/2021		573.79	80,349.48
12/10/2021	DD	Cibulka, Daniel A	PR - 11/26/2021 - 12/9/2021		2,155.46	78,194.02
12/10/2021	DD	Gerde, Frances W	PR - 11/26/2021 - 12/9/2021		1,763.70	76,430.32
12/10/2021	DD	Larson, Francine M	PR - 11/26/2021 - 12/9/2021		2,142.03	74,288.29
12/10/2021	DD	Wagner, Miranda L	PR - 11/26/2021 - 12/9/2021		1,566.48	72,721.81
12/10/2021	DD	Wick, David P	PR - 11/26/2021 - 12/9/2021		1,493.60	71,228.21
12/10/2021	EFT	United States Treasury	Federal - PR 11/26/2021 - 12/9/2021		3,407.60	67,820.61
12/10/2021	EFT	Minnesota Revenue	State - PR 11/26/2021 - 12/9/2021		543.00	67,277.61
12/10/2021	EFT	PERA	PERA - PR 11/26/2021 - 12/9/2021		1,836.95	65,440.66
12/10/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 11/26/2021 - 12/9/2021		1,000.00	64,440.66
12/13/2021	DD	Binsfeld, Michelle L	Supervisor Per Diem		70.17	64,370.49
12/13/2021	DD	Goenner, Lawrence J	Supervisor Per Diem		180.64	64,189.85
12/13/2021	DD	Saxton, Kerry J	Supervisor Per Diem		82.14	64,107.71
12/13/2021	DD	Selvog, Jason C	Supervisor Per Diem		103.76	64,003.95
12/13/2021	DD	Nelson, Roger J	Supervisor Per Diem		91.44	63,912.51
12/13/2021	EFT	United States Treasury	Federal - Supervisor PerDiem		22.36	63,890.15
12/13/2021	EFT	PERA	PERA - PR 11/19/2021 - 12/9/2021		37.50	63,852.65
12/15/2021	EFT	Charter Communications	Building Expenses - Internet		142.98	63,709.67
12/16/2021			Deposit - FFB/BigLake	1,200.00		64,909.67
12/16/2021			Deposit - FY 22 Capacity	132,509.00		197,418.67
12/16/2021			Deposit - FY22 Buffer	8,500.00		205,918.67
12/20/2021	EFT	Marco	Building Expense - Copier Services		228.27	205,690.40
12/20/2021	EFT	MN PEIP	Health Insurance - January 2022 Premium		2,792.50	202,897.90
12/21/2021	EFT	Guardian Insurance	Disability Insurance - January Premium		166.93	202,730.97
12/23/2021	DD	Bumgarner, Andrea L	PR - 12/10/2021 - 12/23/2021		573.80	202,157.17
12/23/2021	DD	Cibulka, Daniel A	PR - 12/10/2021 - 12/23/2021		2,155.46	200,001.72
12/23/2021	DD	Gerde, Frances W	PR - 12/10/2021 - 12/23/2021		1,763.70	198,238.02
12/23/2021	DD	Larson, Francine M	PR - 12/10/2021 - 12/23/2021		2,142.17	196,095.85
12/23/2021	DD	Wagner, Miranda L	PR - 12/10/2021 - 12/23/2021		1,566.46	194,529.39
12/23/2021	DD	Wick, David P	PR - 12/10/2021 - 12/23/2021		1,493.62	193,035.77
12/23/2021	EFT	United States Treasury	Federal - PR 12/10/2021 - 12/23/2021		3,376.38	189,659.39
12/23/2021	EFT	Minnesota Revenue	State - PR 12/10/2021 - 12/23/2021		543.00	189,116.39
12/23/2021	EFT	PERA	PERA - PR 12/10/2021 - 12/23/2021		1,836.95	187,279.44
12/27/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 12/10/2021 - 12/23/2021		1,000.00	186,279.44
12/27/2021	ACH	Cardmember Services	Credit Card Purchases - November 2021		3,912.12	182,367.32
12/30/2021			Deposit - AIS	35,951.00		218,318.32
12/31/2021	7273	M & G Trailer Sales	Capitol Equipment - Trailer		8,187.74	210,130.58
Total 10200 - Bank of ER - Checking				178,431.74	60,832.59	210,130.58
10250 - Bank of ER - Money Market						451,467.47
12/31/2021			Interest	84.37		451,551.84
Total 10250 - Bank of ER - Money Market				84.37	0.00	451,551.84
10300 - CD - 7726074 - 60mo						48,383.55
Total 10300 - CD - 7726074 - 60mo						48,383.55
Total 10000 - Cash				178,516.11	60,832.59	710,065.97
TOTAL				178,516.11	60,832.59	710,065.97

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

12/31/2021

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 474,134.35	\$ 14,285.22	\$ 53,874.84	\$ 434,544.73
SUBTOTALS	\$ 474,134.35	\$ 14,285.22	\$ 53,874.84	\$ 434,544.73
Program Funds				
BWSR SWCD Capacity Grant FY22	\$ -	\$ 132,509.00	\$ -	\$ 132,509.00
BWSR SWCD Capacity Grant FY21	\$ 32,757.93	\$ -	\$ 8,443.69	\$ 24,314.24
BWSR SWCD Capacity Grant FY20	\$ 20,610.33	\$ -	\$ 588.45	\$ 20,021.88
BWSR SWCD Capacity Grant FY19	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Cost Share Base Grant FY22	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY21	\$ 6,935.49	\$ -	\$ -	\$ 6,935.49
BWSR Cost Share Base Grant FY20	\$ 4,639.50	\$ -	\$ 4,639.50	\$ -
BWSR Buffer Initiative FY22	\$ -	\$ 8,500.00	\$ -	\$ 8,500.00
BWSR Buffer Initiative FY21	\$ 4,004.20	\$ -	\$ 1,357.48	\$ 2,646.72
BWSR Buffer Initiative FY20	\$ (0.00)	\$ -	\$ -	\$ (0.00)
BWSR Conservation Delivery FY22	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
BWSR Conservation Delivery FY21	\$ 152.47	\$ -	\$ 152.47	\$ (0.00)
LWM	\$ -	\$ -	\$ -	\$ -
NRBG WCA	\$ 0.00	\$ -	\$ -	\$ 0.00
AIS Prevention Aid	\$ (27,131.90)	\$ 36,851.00	\$ 2,130.30	\$ 7,588.80
AIS Contingency Funds	\$ 19,197.92	\$ -	\$ 1,682.52	\$ 17,515.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II	\$ 6,025.67	\$ -	\$ -	\$ 6,025.67
CWF FY2019 - Nitrate Reduction Grant	\$ 33,710.92	\$ -	\$ 993.51	\$ 32,717.41
CWF FY2020 - Lawns to Legumes	\$ (269.72)	\$ -	\$ 391.04	\$ (660.76)
Rum River 1W1P	\$ (8,848.84)	\$ -	\$ 207.90	\$ (9,056.74)
LSOH - ASP 6	\$ (8,879.13)	\$ -	\$ -	\$ (8,879.13)
The Nature Conservancy	\$ 3,195.14	\$ -	\$ -	\$ 3,195.14
SUBTOTALS	\$ 118,248.10	\$ 177,860.00	\$ 20,586.86	\$ 275,521.24

TOTAL FUNDS \$ 710,065.97

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 92,531.43	\$ 178,431.74	\$ 60,832.59	\$ 210,130.58
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 451,467.47	\$ 84.37	\$ -	\$ 451,551.84
SUBTOTALS	\$ 592,382.45	\$ 178,516.11	\$ 60,832.59	\$ 710,065.97

TOTAL FUNDS \$ 710,065.97

Treasurer's Signature

Kenny Sexta

Date

1-13-2022