



## BOARD MEETING MINUTES

### Regular Meeting

Date: July 11<sup>th</sup>, 2019

Location: Sherburne SWCD Office - 425 Jackson Ave NW  
Elk River, MN 55330

#### Board Members Present

Michael Schroeder  
Kerry Saxton  
Larry Goenner  
Roger Nelson

Jason Selvog - absent

#### Staff Present

Francine Larson  
Dan Cibulka\*  
Andie Bumgarner\*

#### Others Present

Lisa A. Fobbe, Sherburne  
County Commissioner

\*denotes partial attendance

#### Regular Agenda

##### 1. Call to Order

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

##### 2. Pledge of Allegiance

Schroeder 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

- **19.087** - Motion by Goenner, second by Nelson to approve the agenda with stated deletions. All members voting yes. Motion carried.

##### 5. Secretary's Report – June 13, 2019 Board Meeting Minutes

- **19.088** - Motion by Nelson, second by Goenner to approve the June 13, 2019 Board Meeting Minutes as presented. All members voting yes. Motion carried.

##### 6. Treasurer's Report – June 2019 Financial Reports

Nelson read the June 2019 Program Summary Report. Discussion was had.

- **19.089** - Motion by Nelson, second by Saxton to accept the June 2019 Financial Reports as submitted, subject to audit. All members voting yes. Motion carried.

##### 7. Treasurer's Report – July 2019 Accounts Payable - Larson distributed the July 2019 Accounts Payable Summary. Check numbers 6819 through 6837 totaling \$24,463.70 were submitted for approval. Larson reminded the Board that as fiscal agent for multiple state contracts, quarterly invoices from subcontractors should be expected. Discussion was had.

- **19.090** - Motion by Nelson, second by Goenner to approve the July 2019 Accounts Payable as submitted. All members voting yes. Motion carried.

##### 8. Supervisor Committee Reports & Vouchers – Supervisors reviewed their meeting attendance. Saxton provided an update on the Rum River 1W1P policy committee and reported attendance at the June 25<sup>th</sup> County Board Workshop. Saxton stated that he was contacted after the meeting by Gerry Maciej, Benton

SWCD District Manager; Saxton has been asked to review and respond to historic email correspondences. Saxton requested guidance from the Board on how best to proceed. Discussion was had. Board advised Saxton to defer further correspondence to Supervisor Selvog as he is the Board representative for the partnership. Goenner reported attendance at the MACD Area4 Meeting and Summer tour noting that the tour was excellent and very informative.

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

**9. District Managers Report** – Larson reviewed her monthly activities noting that she officially completed the MASWCD Public Administration training. Discussion was had regarding the District Technician position description. Written report available upon request.

**10. NRCS Activity Report** – Larson reviewed the NRCS Minnesota Message newsletter stating that Chris Hogge, District Conservationist/Team Lead plans to attend the August Board meeting.

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

**12. Review LSOHC ASP6 – Oak Savanna Park – Habitat & Enhancement Grant** – Larson stated the Anoka Sand Plain Partnership Phase 6 proposal submitted spring of 2018 has been approved. Sherburne SWCD has been awarded \$269,000 to be used towards removal and treatment of invasive species and application of prescribed burns on up to 98 acres at the Oak Savanna Park in Becker. Larson noted that \$3,000 of the grant will be used to reimburse her administrative time. Discussion was had.

**13. ~~Authorization to provide final payment to D Kruger for a Streambank Stabilization project – FY18-02 for \$4,724.85 – Deleted~~**

**14. Authorization to provide final payment to Diamond A for a 590 Forage & biomass Planting project – NR-FY19-02 – for \$2,499.00** – The original contract with Diamond A for a forage and biomass planting project in Section 28, Haven Township was approved on May 9, 2019. The total project cost was \$9,166.52 and the contract was approved at \$30/acre not to exceed \$2,499.00. Funding for this project will be allocated from the CWF19 Nitrate Reduction grant. Discussion was had.

- **19.092** - Motion by Nelson, second by Goenner to provide final payment to Diamond A for a forage biomass planting project – NR-FY19-02. All members voting yes. Motion carried.

Check #6838 for \$2,499.00 was signed during the meeting.

**15. Authorization to execute contract with A & L Peterson for a 449 Irrigation Water Management project– NR-FY19-04** - The proposed contract is with A & L Peterson for an irrigation water management project in Section 6, Clear Lake Township. The total project cost estimate is \$6000 (\$3,000/practice) There are two contracts with the same contract number per guidance from BWSR. The first contract is a percentage-based contract for installing an advanced irrigation water management system and the second contract is a flat per acre rate for Irrigation Water Management for three years.; purchase and installation of an irrigation water monitoring system for \$1200/each and irrigation water management at \$15/acre/year; total combined cost share not to exceed \$4,200. Funding for this project will be allocated from CWF19 Nitrate Reduction Grant. Discussion was had.

- **19.093** - Motion by Nelson, second by Goenner to execute contract with A&L Peterson for an irrigation water management project – NR-FY19-04, not to exceed \$4,200. All members voting yes. Motion carried.

**16. Consider contract with J Fenton for a Shoreline Restoration Repair/Replace project, not to exceed \$1,000.** – Cibulka reviewed the project details stating that due to ice heaving on Eagle Lake the original project was destroyed. The landowner is interested in replacing the project. SWCD staff have met with

engineers to design a potential BMP to replace original practice. Discussion was had. Cibulka requested consideration of a replacement contract with J Fenton, not to exceed the original cost share amount of \$1,000. Further Discussion was had. Larson stated that Fenton is aware that this is a onetime replacement option, no further cost share assistance would be available for this project.

- **19.094** - Motion by Goenner, second by Nelson to execute contract with J Fenton for a shoreline restoration project, not to exceed \$1,000.00. All members voting yes. Motion carried.

**17. Authorization to approve attendance and lodging at MASWCD Governance 101 Training** – Larson stated that she would interested in attending the training along with available Board members.

- **19.095** - Motion by Nelson, second by Goenner to authorize payment for expenses related to MASWCD Governance 101 Training. All members voting yes. Motion carried.

**18. Authorization to approve attendance and lodging at District Manager’s Statewide meeting** – Larson expresses interest in attend the meeting. The two-day session is held in Baxter, MN.

- **19.096** – Motion by Saxton, Second by Goenner to authorize payment for expenses related to Statewide District Managers meeting.

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

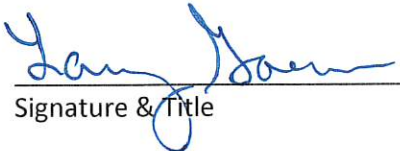
**20. Adjourn**


- **19.097** - Motion by Nelson, second by Goenner to adjourn the meeting. All members voting yes. Motion carried.

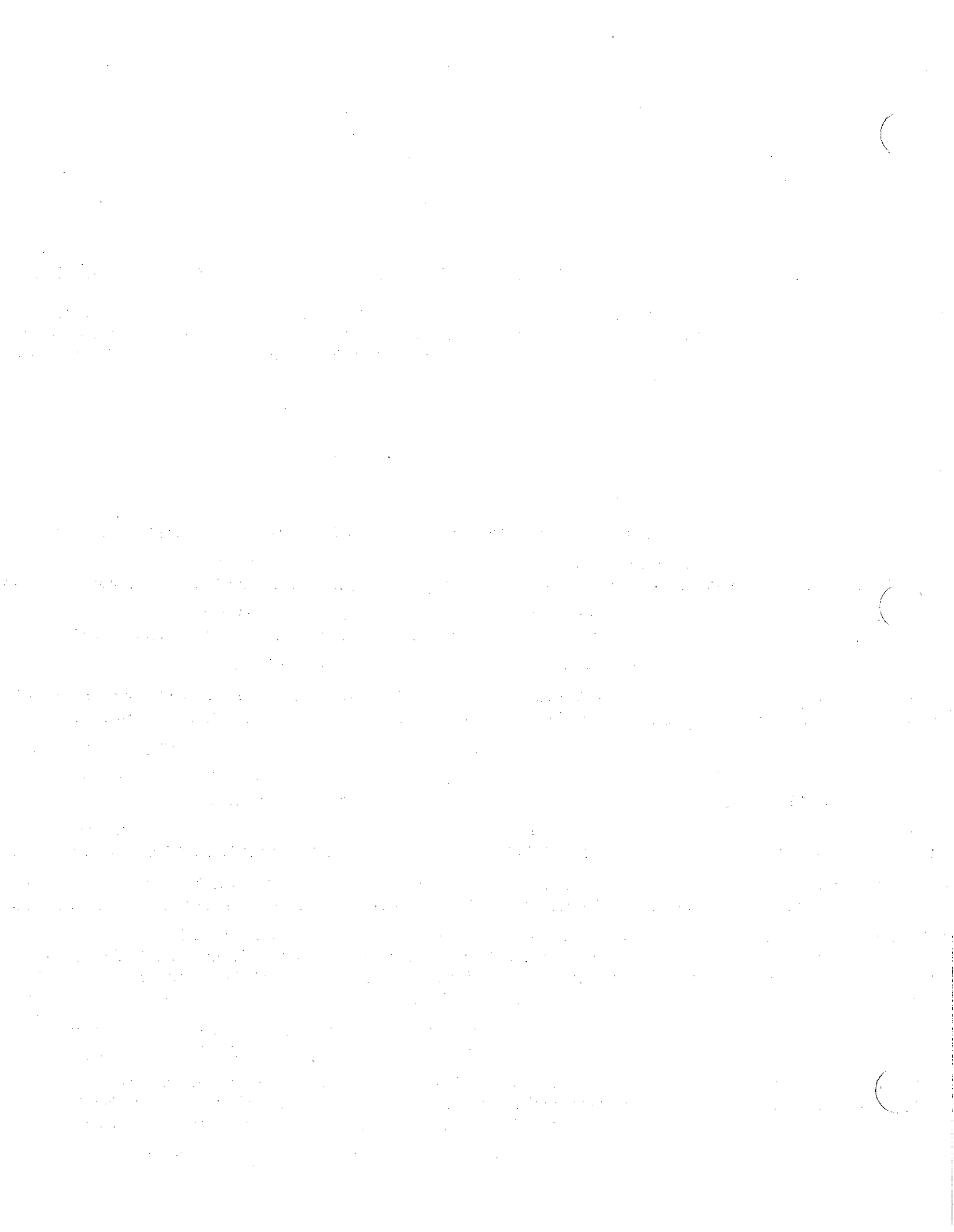
Meeting adjourned at 9:53 a.m.

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



**SHERBURNE SOIL & WATER CONSERVATION**

**Account QuickReport**

As of July 31, 2019

08/01/19

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
<b>Cash</b>						506,623.45
<b>Bank of ER - Money Market</b>						315,036.35
07/31/2019			Interest	160.57		315,196.92
<b>Total Bank of ER - Money Market</b>				160.57	0.00	315,196.92
<b>Bank of ER - Checking</b>						113,870.05
07/01/2019	EFT	United States Treasury	Federal - PR 6/14/19 - 6/27/19		2,526.54	111,343.51
07/02/2019	EFT	Guardian Insurance	LTD/STD Insurance - July Premium		163.33	111,180.18
07/02/2019			Deposit - planting	215.00		111,395.18
07/02/2019			Deposit - WPLMN	3,722.25		115,117.43
07/08/2019			Deposit - Allocation	75,946.75		191,064.18
07/10/2019	EFT	MN PEIP	Health Insurance		609.84	190,454.34
07/10/2019	EFT	MN Dept of Revenue - Sales Tax	Quarterly Sales & Use Tax		654.00	189,800.34
07/10/2019			Deposit - PERA	392.00		190,192.34
07/11/2019	6819	Benton SWCD	MPCA - IWM/SWAG - LGU Expense Q2		1,189.31	189,003.03
07/11/2019	6820	Bumgarner, Andrea	Reimbursed Expenses		48.87	188,954.16
07/11/2019	6821	Cibulka, Dan	Reimbursed Expenses		140.71	188,813.45
07/11/2019	6822	City of Elk River	Vehicle Maintenance & Fuel		373.71	188,439.74
07/11/2019	6823	ESRI Inc.	FY17 Capacity		2,081.00	186,358.74
07/11/2019	6824	Francine Larson	Reimbursed Expenses		104.98	186,253.76
07/11/2019	6825	Identity Links	AIS - Supplies		426.22	185,827.54
07/11/2019	6826	Isanti Soil & Water Conservation District	Rum River 1W1P - LGU Q2 Expense		2,945.87	182,881.67
07/11/2019	6827	Mille Lacs County	Rum River 1W1P - LGU Q2 Expense		3,181.14	179,700.53
07/11/2019	6828	Mille Lacs Soil & Water Conservation Dist	Rum River 1W1P - LGU Q2 Expense		3,770.10	175,930.43
07/11/2019	6829	MVTL Laboratories, Inc.	Lab Expenses		1,467.70	174,462.73
07/11/2019	6830	NCBERS LIFE INSURANCE	Life Insurance - July Premium		16.00	174,446.73
07/11/2019	6832	Ramsey Conservation District - c	Engineering Services		320.21	174,126.52
07/11/2019	6833	Sherburne County Sheriff's Office	AIS - Enforcement		90.00	174,036.52
07/11/2019	6834	St Cloud Stamp & Sign	Office Supplies		43.84	173,992.68
07/11/2019	6835	Stearns County SWCD	Tree Sale Expense		210.00	173,782.68
07/11/2019	6836	WaterGuards LLC	AIS - Inspections		7,777.50	166,005.18
07/11/2019	6837	Nutrien Ag Solution	CWF19 - Nitrate Reduction Expense		276.94	165,728.24
07/11/2019	6838	Diamond A Farms	CWF19 - Nitrate Reduction		2,499.00	163,229.24
7/20/2019	DD	Bronder, William M	PR - 6/28/19 - 7/11/19		327.99	162,901.25
7/20/2019	DD	Bumgarner, Andrea L	PR - 6/28/19 - 7/11/19		623.35	162,277.90
7/20/2019	DD	Cibulka, Daniel A	PR - 6/28/19 - 7/11/19		1,898.35	160,379.55
07/12/2019	DD	Gerde, Frances W	PR - 6/28/19 - 7/11/19		1,435.18	158,944.37
07/12/2019	DD	Larson, Francine M	PR - 6/28/19 - 7/11/19		2,103.54	156,840.83
07/12/2019	DD	Wagner, Miranda L	PR - 6/28/19 - 7/11/19		1,488.69	155,352.14
07/12/2019	EFT	United States Treasury	Federal - PR 6/28/19 - 7/11/19		2,490.88	152,861.26
07/12/2019	EFT	Minnesota Revenue	State - PR 6/28/19 - 7/11/19		409.00	152,452.26
07/12/2019	EFT	Nationwide Retirement Solutions	Nationwide 457 - PR 6/28/19 - 7/11/19		830.77	151,621.49
07/12/2019	EFT	Nationwide Retirement Solutions	Nationwide Roth - PR 6/28/19 - 7/11/19		50.00	151,571.49
07/12/2019	EFT	PERA	PERA - PR 6/28/19 - 7/11/19		1,411.76	150,159.73
07/15/2019	DD	Goenner, Larry	Supervisor PerDiem		202.96	150,056.77
07/15/2019	DD	Saxton, Kerry J	Supervisor PerDiem		271.42	149,785.35
07/15/2019	DD	Schroeder, Michael J	Supervisor PerDiem		72.48	149,712.87
07/15/2019	DD	Selvig, Jason C	Supervisor PerDiem		189.05	149,523.82
07/15/2019	DD	Nelson, Roger J	Supervisor PerDiem		92.20	149,431.62
07/15/2019	EFT	United States Treasury	Federal - Supervisor PerDiem		47.48	149,384.14
07/15/2019	EFT	PERA	PERA - Supervisor PerDiem		45.00	149,339.14
07/15/2019	EFT	Charter Communications	Building Expenses - Internet		114.98	149,224.16
07/15/2019	DBT	HP Instant Ink	Office Supplies		10.68	149,213.48
07/15/2019	EFT	RingCentral	Building Expense - Phone System		314.96	148,898.52
07/17/2019	EFT	Waste Management	Building Expense		375.45	148,523.07
07/19/2019	EFT	Waste Management	Building Expense - Garbag/Recycling		86.80	148,436.27
07/19/2019			Deposit - Enhanced Parks	2,213.71		150,650.00
07/20/2019	EFT	Marco	Building Expense - Copier Services		221.74	150,428.26
07/25/2019	EFT	United States Treasury	Federal - PR 7/12/19 - 7/25/19		2,693.90	147,734.36
07/26/2019	DD	Bronder, William M	PR - 7/12/19 - 7/25/19		907.14	146,827.22
07/26/2019	DD	Bumgarner, Andrea L	PR - 7/12/19 - 7/25/19		523.34	146,303.88
07/26/2019	DD	Cibulka, Daniel A	PR - 7/12/19 - 7/25/19		1,898.36	144,405.52
07/26/2019	DD	Gerde, Frances W	PR - 7/12/19 - 7/25/19		1,435.18	142,970.34
07/26/2019	DD	Larson, Francine M	PR - 7/12/19 - 7/25/19		2,103.54	140,866.80
07/26/2019	DD	Wagner, Miranda L	PR - 7/12/19 - 7/25/19		1,488.69	139,378.11
07/26/2019	EFT	Minnesota Revenue	State - PR 7/12/19 - 7/25/19		450.00	138,928.11
07/26/2019	EFT	PERA	PERA - PR 7/12/19 - 7/25/19		1,411.76	137,516.35
07/26/2019	EFT	Nationwide Retirement Solutions	Nationwide 457 - PR 7/12/19 - 7/25/19		830.77	136,685.58
07/26/2019	EFT	Nationwide Retirement Solutions	Nationwide - Roth - PR 7/12/19 - 7/25/19		50.00	136,635.58
07/26/2019			Deposit - SWAG	6,151.11		142,786.69
07/26/2019			Deposit - AIS	34,429.50		177,216.19
7/26/2019			Service Charge		18.30	177,197.89
<b>Total Bank of ER - Checking</b>				123,070.32	59,742.11	177,197.89
<b>Klein Checking</b>						24,009.84
07/02/2019	EFT	Merchant Services	Credit Card Fees		73.56	23,936.28
07/11/2019	DBT	Cub Foods	Meeting Expenses		9.92	23,926.36

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08/01/19

Accrual Basis

# SHERBURNE SOIL & WATER CONSERVATION

## Account QuickReport

As of July 31, 2019

Date	Num	Name	Memo	Debit	Credit	Balance
07/24/2019	DBT	Amazon.com	Building Expenses		56.65	23,889.71
07/24/2019			Deposit - Bank Refund	131.93		24,001.64
07/26/2019	DBT	Pitney Bowes	USPS - Postage Meter Refill		56.52	23,945.12
07/30/2019	DBT	Amazon.com	Office / Building Supplies		60.59	23,884.53
07/30/2019	DBT	Amazon.com	Discovery Day Event Supplies		11.80	23,872.73
07/31/2019	DBT	Walmart	Discovery Day Event Supplies		98.67	23,774.06
Total Klein Checking				131.93	367.71	23,774.06
Money Market - Klein						5,902.83
07/31/2019			Interest	0.15		5,902.98
Total Money Market - Klein				0.15	0.00	5,902.98
CD - 7726074 - 60mo						47,804.38
Total CD - 7726074 - 60mo						47,804.38
Total Cash				123,362.97	60,109.82	569,876.60
<b>TOTAL</b>				<b>123,362.97</b>	<b>60,109.82</b>	<b>569,876.60</b>

**TREASURER'S MONTHLY REPORT SHERBURNE SWCD**

**July-19**

**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	\$ 129,034.03	\$ 15,804.64	\$ 16,881.25	\$ 127,957.42
County Allocation	\$ (0.00)	\$ 70,528.25	\$ 30,077.91	\$ 40,450.34
<b>SUBTOTALS</b>	<b>\$ 129,034.03</b>	<b>\$ 86,332.89</b>	<b>\$ 46,959.16</b>	<b>\$ 168,407.76</b>

<b>Program Funds</b>				
BWSR SWCD Capacity Grant FY19	\$ 111,600.00	\$ -	\$ -	\$ 111,600.00
BWSR SWCD Capacity Grant FY18	\$ 12,758.43	\$ -	\$ -	\$ 12,758.43
BWSR SWCD Capacity Grant FY17	\$ 20,683.66	\$ -	\$ 2,081.00	\$ 18,602.66
BWSR Cost Share Base Grant FY19	\$ 7,493.00	\$ -	\$ -	\$ 7,493.00
BWSR Cost Share Base Grant FY18	\$ 6,243.00	\$ -	\$ -	\$ 6,243.00
BWSR Buffer Initiative FY19	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY18	\$ 606.55	\$ -	\$ -	\$ 606.55
BWSR Conservation Delivery FY19	\$ 0.00	\$ -	\$ -	\$ 0.00
LWM	\$ 6,070.49	\$ 5,418.50	\$ 2,817.92	\$ 8,671.07
NRBG WCA	\$ -	\$ -	\$ -	\$ -
Prevention Aid	\$ (23,288.67)	\$ 34,429.50	\$ 8,293.72	\$ 2,847.11
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
Terry's Trees - Memorial Fund	\$ 1,545.00	\$ -	\$ -	\$ 1,545.00
CWF FY2018 - ER Bac Reduction Phase	\$ 36,017.16	\$ -	\$ -	\$ 36,017.16
CWF FY2019 - Nitrate Reduction Grant	\$ 47,048.12	\$ -	\$ 2,775.94	\$ 44,272.18
AIS Contingency Funds	\$ 9,496.80	\$ -	\$ -	\$ 9,496.80
Rum River 1W1P	\$ 130,002.00	\$ -	\$ -	\$ 130,002.00
<b>SUBTOTALS</b>	<b>\$ 377,589.42</b>	<b>\$ 39,848.00</b>	<b>\$ 15,968.58</b>	<b>\$ 401,468.84</b>

**TOTAL FUNDS \$ 569,876.60**

**DISTRIBUTION OF FUNDS**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursement</b>	<b>End of Month Balance</b>
Cash Checking	\$ 137,879.89	\$ 123,202.25	\$ 60,109.82	\$ 200,972.32
Savings	\$ 320,939.18	\$ 160.72	\$ -	\$ 321,099.90
CD - 74	\$ 47,804.38	\$ -	\$ -	\$ 47,804.38
<b>SUBTOTALS</b>	<b>\$ 506,623.45</b>	<b>\$ 123,362.97</b>	<b>\$ 60,109.82</b>	<b>\$ 569,876.60</b>

**TOTAL FUNDS \$ 569,876.60**

Treasurer's Signature

*[Handwritten Signature]*

Date

*8-8-19*

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