



BOARD MEETING MINUTES Regular Meeting

Date: December 17th, 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
David Wick*+
Frances Gerde*+
Miranda Wagner*+
Andrea Bumgarner*+
Dan Cibulka*+

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 8:32 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

- **20.12.01** - Motion by Nelson, second by Goenner to approve the agenda as presented. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

5. Secretary's Report – November 5, 2020 Board Meeting Minutes

- **20.12.02** - Motion by Nelson, second by Goenner to approve the November 5, 2020 Board Meeting Minutes as presented. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

6. Treasurer's Report – November 2020 Financial Reports

Selvog read the November 2020 Program Summary Report. Larson reviewed the Budget vs. Actual - Profit and Loss report. Discussion was had.

- **20.12.03** - Motion by Nelson, second by Goenner to accept the November 2020 Financial Reports as submitted, subject to audit. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

7. Treasurer's Report – December 2020 Accounts Payable - Selvog reviewed the December 2020 Accounts Payable Summary. The report includes all unpaid bills from 11/5/2020 – 12/17/2020. Check numbers 7084 through 7100 totaling \$13,269.27 were submitted for approval. Discussion was had.

- **20.12.04** - Motion by Nelson, second by Goenner to approve the December 2020 Accounts Payable as submitted. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.

8. **Supervisor Committee Reports & Vouchers** – Saxton reported attendance at the Rum River 1W1P Policy Meeting, Rum River 1W1P TAC Meeting, MASWCD Annual Convention, as well as the MACD Meeting. Binsfeld reported attendance at the AIS Taskforce Meeting, MASWCD Annual Convention and the MACD Meeting. Goenner reported attendance at the MASWCD Annual Convention and the Personnel Committee Meeting. Nelson reported attendance at the Personnel Committee Meeting. No committee report from Selvog.
 - **20.12.05** - Motion by Goenner, second by Nelson to approve the Supervisor Vouchers as submitted. Members voting in favor: Nelson, Selvog, Binsfeld, Goenner, Saxton. Motion carried.
9. **District Manager's Report** – Larson reviewed her written report; discussing a pre-payment policy that will be presented to the Board for consideration in the future. Larson also reported that the County has approved the District's 2021 Allocation request. Larson also noted that the three supervisors that were re-elected in November should be receiving information from the MN Campaign Finance Board and offered assistance if needed. Discussion was had.
10. **NRCS Activity Report** (*Agenda item moved - discussed after agenda item #7*) – 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.

*Selvog left the meeting at this time due to technical difficulties.

12. **Authorization to provide Final Payment to Ann Lake Improvement Club for FY19 AIS Grant, AIS-FY19-07 \$423.00** - The original contract with Ann Lake for treatment of aquatic invasive species was approved on March 14, 2019. The total grant awarded was for \$1,785.00; 75% (\$1,338.75) was distributed following approval of original contract. The total project cost was less than anticipated. Project has been completed and deliverables have been met. Larson requested approval of the final 25% (\$423.00) payment. Funding for this project will be allocated from FY20 AIS – Grants.
 - **20.12.07** – Motion by Binsfeld, second by Nelson to provide final payment of \$423.00 to Ann Lake Improvement Club for an AIS Control project, AIS-FY19-07. Members voting in favor: Nelson, Binsfeld, Goenner, Saxton. Motion carried.

Check #7101 for \$423.00 was signed during the meeting.

13. **Authorization to provide Final Payment to Three Lakes Improvement District for FY20 AIS Grant, AIS-FY20-02 \$571.88** - The original contract with the Three Lakes Improvement District for an aquatic invasive species management plan was approved on March 12, 2020. The total grant awarded was for \$2,287.50; 75% (\$1,715.63) was distributed following approval of original contract. Project has been completed and deliverables have been met. Larson requested approval of the final 25% (\$571.88) payment. Funding for this project will be allocated from FY20 AIS – Grants.
 - **20.12.08** – Motion by Goenner, second by Nelson to provide final payment of \$571.88 to Three Lakes Improvement District for an AIS Management Plan, AIS-FY20-02. Members voting in favor: Nelson, Binsfeld, Goenner, Saxton. Motion carried.

Check #7102 for \$571.88 was signed during the meeting.

14. Authorization to provide Final Payment to Thompson Lake Association for FY20 AIS Grant, AIS-FY20-03 \$625.00 - The original contract with Thompson Lake for an aquatic invasive species management plan was approved on March 12, 2020. The total grant awarded was for \$2,500.00; 75% (\$1,875.00) was distributed following approval of original contract. Project has been completed and deliverables have been met. Larson requested approval of the final 25% (\$625.00) payment. Funding for this project will be allocated from FY20 AIS – Grants.

- **20.12.09** – Motion by Binsfeld, second by Goenner to provide final payment of \$625.00 to Thompson Lake Association for an AIS Management Plan, AIS-FY20-03. Members voting in favor: Nelson, Binsfeld, Goenner, Saxton. Motion carried.

Check #7103 for \$625.00 was signed during the meeting.

15. Authorization to Provide Final Payment to S. Boucher for an Elk River Bacteria Reduction project – ERB-FY18-01, for \$79.47 – The original contract with Shawn Boucher for a forage and biomass planting (512) in Section 6, Big Lake Township was approved on April 11, 2019. The contract was amended on July 9, 2020 to extend the project install date from 7/31/2020 to 12/31/2020. The total project cost was \$721.55, and the contract was approved at 75% cost share not too exceed \$1,500.00. A partial payment of \$461.69 was approved on June 13, 2019. Larson requested a final payment of \$79.47. Funding for this project will be allocated from FY18 Elk River Bacteria Reduction Grant.

- **20.12.10** – Motion by Goenner, second by Nelson to provide final payment of \$79.47 to S. Boucher for an Elk River Bacteria Reduction project, ERB-FY18-01. Members voting in favor: Nelson, Binsfeld, Goenner, Saxton. Motion carried.

Check #7104 for \$79.47 was signed during the meeting.

16. Authorization to Provide Final Payment to M. Vandenhul for an Elk River Bacteria Reduction project – ERB-FY18-02, for \$281.25 – The original contract with Marcia Vandenhul for a forage and biomass planting (512) in Section 22, Big Lake Township was approved on May 9, 2019. The contract was amended on July 9, 2020 to extend the project install date from 7/31/2020 to 12/31/2020. The total project cost was \$855.00, and the contract was approved at 75% cost share not too exceed \$675.00. A partial payment of \$360.00 was approved on September 10, 2020. Larson requested a final payment of \$281.25. Funding for this project will be allocated from FY18 Elk River Bacteria Reduction Grant.

- **20.12.11** – Motion by Nelson, second by Goenner to provide final payment of \$281.25 to M. Vandenhul for an Elk River Bacteria Reduction project, ERB-FY18-02. Members voting in favor: Nelson, Binsfeld, Goenner, Saxton. Motion carried.

Check #7105 for \$281.25 was signed during the meeting.

17. Authorization to Provide Final Payment to Karla Eggink for an Elk River Bacteria Reduction project, ERB-FY18-03 for \$406.74 – The original contract with Karla Eggink for a forage and biomass planting (512) in Section 12, Becker Township was approved on August 13, 2020. The total project cost was \$542.32, and the contract was approved at 75% cost share not too exceed \$637.50. Larson requested a final payment of \$406.74. Funding for this project will be allocated from FY18 Elk River Bacteria Reduction Grant.

- **20.12.12** – Motion by Binsfeld, second by Goenner to provide final payment of \$406.74 to K. Eggink for an Elk River Bacteria Reduction project, ERB-FY18-03. Members voting in favor: Nelson, Binsfeld, Goenner, Saxton. Motion carried.

Check #7106 for \$406.74 was signed during the meeting.

18. Authorization to Provide Final Payment to Diamond A Farm LLC for an TNC Cargill Project, NC20-09-01 \$12,750.00 – The original flat rate contract with Diamond A Farm LLC for a multi-species cover crop planting (340) in Section 28, Haven Township was approved on September 17, 2020. The total project cost was \$12,750.00, and the contract was approved at a flat rate cost share not too exceed \$12,750.00. Larson requested a final payment of \$12,750.00. Funding for this project will be allocated from FY2020 TNC/Cargill fund, FY19 State Cost Share, and the FY20 NFMP Grant.

- **20.12.13** – Motion by Goenner, second by Binsfeld to provide final payment of \$12,750.00 to Diamond A Farm, LLC for a TNC Cargill project, NC20-09-01. Members voting in favor: Nelson, Binsfeld, Goenner, Saxton. Motion carried.

Check #7107 for \$12,750.00 was signed during the meeting.

*Goenner left the meeting at 9:46 a.m.

19. Authorization to execute Master Service Agreement with Sherburne County – The board reviewed the agreement. Saxton noted a grammatical error on page 5, section 10.4. The agreement between Sherburne County and the District is for technical assistance towards natural resource management in the county parks and connecting corridors as well as additional services for Wetland Conservation Act compliance on road projects. The county will reimburse the district for materials, costs and other charges incurred, not to exceed \$17,000.00. The agreement will terminate on December 31, 2023.

*Selvog rejoined the meeting via phone.

- **20.12.14** – Motion by Binsfeld, second by Nelson to execute FY20 Master Service Agreement with Sherburne County. Members voting in favor: Nelson, Binsfeld, Selvog, Saxton. Motion carried.

20. Review proposed FY21 SWCD Local Capacity workplan – Larson reviewed the draft workplan with the Board. Discussion was had.

- **20.12.15** – Motion by Nelson, second by Binsfeld to submit FY21 Local Capacity workplan to BWSR as presented. Members voting in favor: Nelson, Binsfeld, Selvog, Saxton. Motion carried.

21. Consider Personnel Committee Recommendations (Agenda item moved - discussed after agenda item #9) – Larson reported that the Personnel Committee met prior to the Board meeting to discuss staff performance evaluations, health insurance stipend and mileage rates. Larson shared the committee's recommendations with the Board. Discussion was had.

- **20.12.06** – Motion by Goenner, second by Nelson to accept the Personnel Committee recommendations as presented. Members voting in favor: Nelson, Binsfeld, Selvog, Goenner, Saxton. Motion carried.

22. District Manager Performance Evaluation – Larson requested the meeting remain open for her performance review. Larson discussed her self-assessment and updated position description with the Board; highlighting achieved goals, noting obstacles that prevented completion of certain goals and discussed new key objectives and professional training needs for 2021. Discussion was had. Prior to the

meeting Larson also provided staff comments to the Board for consideration during the evaluation. Further discussion was had.

- **20.12.16** – Motion by Nelson, second by Binsfeld to approve the District Manager’s evaluation as discussed. Members voting in favor: Nelson, Binsfeld, Selvog. Members opposed: None. Members Abstained: Saxton. Motion carried.

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

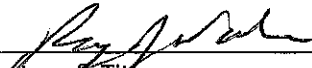
24. Adjournment

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

Meeting adjourned at 10:01 a.m.

Respectfully submitted by Francine Larson, District Manager.

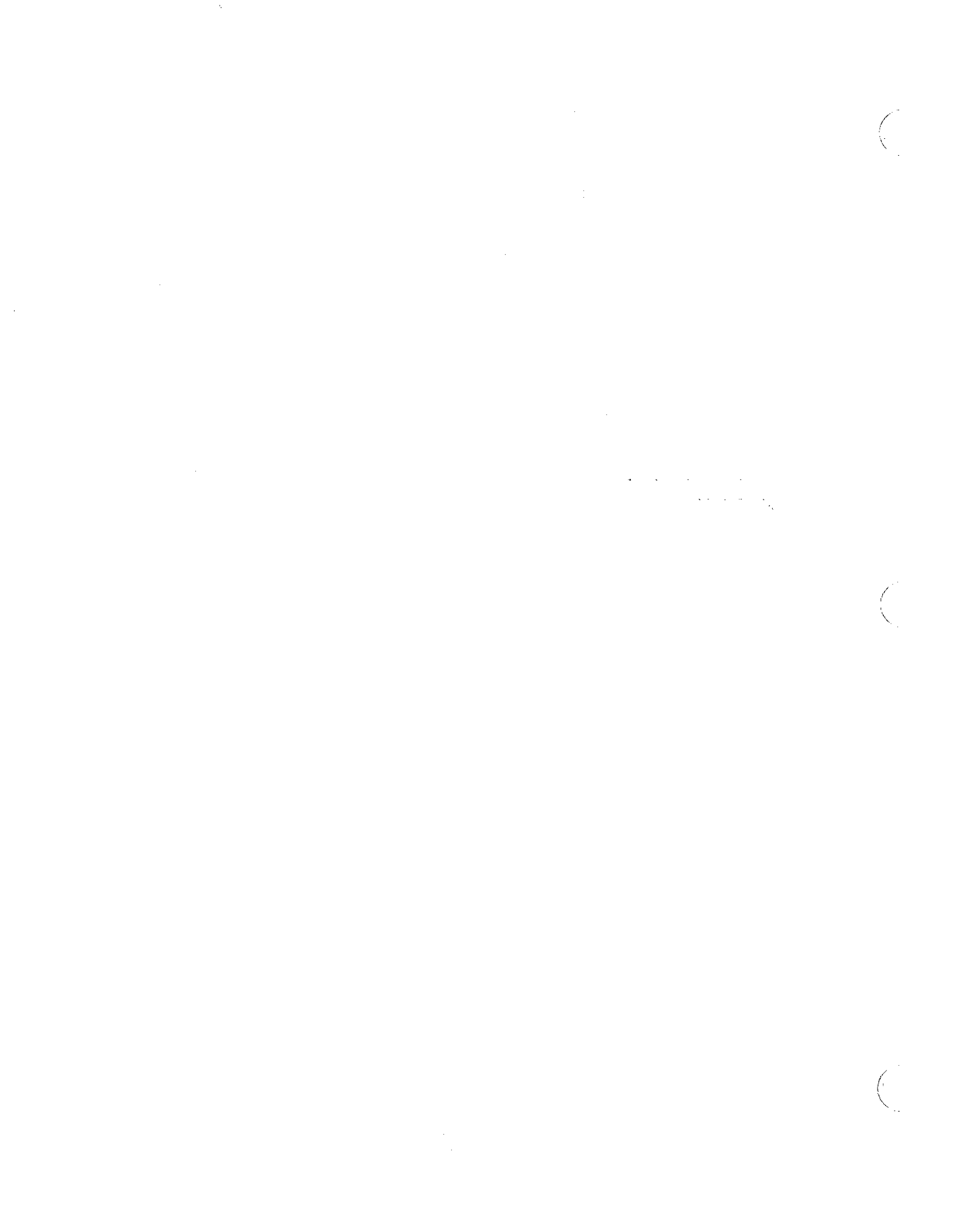
I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.



Signature & Title

1-14-2021

Date



TREASURER'S MONTHLY REPORT SHERBURNE SWCD

12/31/2020

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 344,621.87	\$ 12,626.62	\$ 45,190.73	\$ 312,057.76
County Allocation	\$ (0.00)	\$ -	\$ -	\$ (0.00)
SUBTOTALS	\$ 344,621.87	\$ 12,626.62	\$ 45,190.73	\$ 312,057.76

Program Funds				
BWSR SWCD Capacity Grant FY20	\$ 80,253.00	\$ -	\$ 4,361.74	\$ 75,891.26
BWSR SWCD Capacity Grant FY19	\$ 24,859.81	\$ -	\$ 2,691.94	\$ 22,167.87
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	\$ -	\$ 2,336.39	\$ 1,084.10
BWSR Buffer Initiative FY20	\$ 3,779.15	\$ -	\$ 249.24	\$ 3,529.91
BWSR Conservation Delivery FY21	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
LWM	\$ 2,480.70	\$ -	\$ 2,480.70	\$ 0.00
NRBG WCA	\$ -	\$ -	\$ -	\$ -
AIS Prevention Aid	\$ (20,066.64)	\$ 34,321.50	\$ 2,292.46	\$ 11,962.40
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
CWF FY2018 - ER Bac Reduction Phase II	\$ 27,887.10	\$ -	\$ 1,152.74	\$ 26,734.36
CWF FY2019 - Nitrate Reduction Grant	\$ 10,253.98	\$ -	\$ -	\$ 10,253.98
CWF FY2020 - Lawns to Legumes	\$ (2,084.80)	\$ 3,708.61	\$ 1,708.61	\$ (84.80)
Rum River 1W1P	\$ 74,089.47	\$ -	\$ 3,779.50	\$ 70,309.97
LSOH - ASP 6	\$ 12,675.17	\$ -	\$ -	\$ 12,675.17
The Nature Conservancy	\$ 23,543.56	\$ -	\$ 9,513.61	\$ 14,029.95
SUBTOTALS	\$ 298,801.28	\$ 38,030.11	\$ 30,566.93	\$ 306,264.46

TOTAL FUNDS \$ 618,322.22

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 294,748.51	\$ 38,030.11	\$ 63,207.57	\$ 269,571.05
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 300,291.09	\$ 76.53	\$ -	\$ 300,367.62
SUBTOTALS	\$ 643,423.15	\$ 38,106.64	\$ 63,207.57	\$ 618,322.22

TOTAL FUNDS \$ 618,322.22

SWCD Financial Summary	12/31/2020
Cash - Previous Balance	\$ 643,423.15
Income	\$ 50,656.73
Expense	\$ 75,757.66
Cash - Ending Balance	\$ 618,322.22

Treasurer's Signature

Mehelke Binsfeld

Date

1/14/2021



9:18 PM

SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of December 31, 2020

01/05/21

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						643,423.15
10200 - Bank of ER - Checking						294,748.51
12/01/2020			Deposit - L2L	3,708.61		298,457.12
12/07/2020	EFT	Waste Management	Building Expense - Garbage/Recycling		100.39	298,356.73
12/08/2020	EFT	Pitney Bowes	Postage Meter		81.93	298,274.80
12/10/2020	EFT	United States Treasury	Federal - PR 11/27/2020 - 12/10/2020		2,982.26	295,292.54
12/10/2020	EFT	PERA	PERA - PR 11/27/2020 - 12/10/2020		1,654.27	293,638.27
12/11/2020	DD	Bumgarner, Andrea L	11/27/2020 - 12/10/2020		530.40	293,107.87
12/11/2020	DD	Cibulka, Daniel A	11/27/2020 - 12/10/2020		1,852.21	291,255.66
12/11/2020	DD	Gerde, Frances W	11/27/2020 - 12/10/2020		1,482.62	289,773.04
12/11/2020	DD	Larson, Francine M	11/27/2020 - 12/10/2020		2,076.88	287,696.16
12/11/2020	DD	Wagner, Miranda L	11/27/2020 - 12/10/2020		1,529.90	286,166.26
12/11/2020	DD	Wick, David P	11/27/2020 - 12/10/2020		1,257.63	284,908.63
12/11/2020	EFT	Minnesota Revenue	State - PR 11/27/2020 - 12/10/2020		460.00	284,448.63
12/11/2020	EFT	Nationwide Retirement Solutions	Nationwide - PR 11/27/2020 - 12/10/2020		1,000.00	283,448.63
12/15/2020	EFT	Charter Communications	Building Expenses - Internet		141.98	283,306.65
12/17/2020	7084	Bumgarner, Andrea	Cell Phone Reimbursement		600.00	282,706.65
12/17/2020	7085	Cibulka, Dan	Cell Phone Reimbursement		600.00	282,106.65
12/17/2020	7086	City of Elk River	Vehicle - Maintenance & Fuel		284.82	281,841.83
12/17/2020	7087	Francine Larson	Cell Phone Reimbursement		600.00	281,241.83
12/17/2020	7088	Gerde, Frances	Cell Phone Reimbursement		600.00	280,641.83
12/17/2020	7089	I & S Group, Inc.	Rum 1W1P - Consultant Expense		3,779.50	276,862.33
12/17/2020	7090	Jordal, Clint	Water Plan Advisory Committee PerDiem		30.00	276,832.33
12/17/2020	7091	MacGlover, Vicki	Water Plan Advisory Committee PerDiem		30.00	276,802.33
12/17/2020	7092	NCPERS LIFE INSURANCE	Life Insurance - EE - December Premium		16.00	276,786.33
12/17/2020	7093	Niziolek, Michael	Water Plan Advisory Committee PerDiem		30.00	276,756.33
12/17/2020	7094	Ruiter, Scott	Water Plan Advisory Committee PerDiem		30.00	276,726.33
12/17/2020	7095	Tech Sales Company	SWAG - Supply Expense		537.00	276,189.33
12/17/2020	7096	Three Lake Improvement District	Lake Feasibility Study		5,000.00	271,189.33
12/17/2020	7097	Vander Eyk, Terry	Water Plan Advisory Committee PerDiem		30.00	271,159.33
12/17/2020	7098	Wagner, Miranda	Cell Phone Reimbursement		600.00	270,559.33
12/17/2020	7099	Waite-Altringer, Melaine	Water Plan Advisory Committee PerDiem		71.95	270,487.38
12/17/2020	7100	Wick, David	Cell Phone Reimbursement		450.00	270,037.38
12/17/2020	7101	Ann Lake Improvement Club	FY2020 AIS Grant		423.00	269,614.38
12/17/2020	7102	Three Lake Improvement District	FY2020 AIS Grant		571.88	269,042.50
12/17/2020	7103	Thompson Lake Association	FY2020 AIS Grant		625.00	268,417.50
12/17/2020	7104	Boucher, Shawn	ERB-FY18-01		79.47	268,338.03
12/17/2020	7105	Vandenhul, Marcia	ERB-FY18-02		281.25	268,056.78
12/17/2020	7106	Eggink, Karla	ERB-FY18-03		406.74	267,650.04
12/17/2020	7107	Diamond A. Farms	FY20 - TNC - Cargil		12,750.00	254,900.04
12/20/2020	EFT	Marco	Building Expense - Copier Services		216.63	254,683.41
12/23/2020	EFT	United States Treasury	Federal - Supervisor PerDiem		78.60	254,604.81
12/23/2020	EFT	PERA	PERA - Supervisor PerDiem		52.50	254,552.31
12/24/2020	EFT	United States Treasury	Federal - PR 12/11/2020 - 12/24/2020		2,982.30	251,570.01
12/24/2020	EFT	Minnesota Revenue	State - PR 12/11/2020 - 12/24/2020		460.00	251,110.01
12/24/2020	EFT	PERA	PERA - PR 12/11/2020 - 12/24/2020		1,654.27	249,455.74
12/24/2020	EFT	Nationwide Retirement Solutions	Nationwide - Pr 12/11/2020 - 12/24/2020		1,000.00	248,455.74
12/24/2020	EFT	MN PEIP	Health Insurance - January Premium		697.46	247,758.28
12/24/2020	DD	Binsfeld, Michelle L	Supervisor PerDiem		210.49	247,547.79
12/24/2020	DD	Goenner, Larry	Supervisor PerDiem		200.12	247,347.67
12/24/2020	DD	Nelson, Roger J	Supervisor PerDiem		70.16	247,277.51
12/24/2020	DD	Saxton, Kerry J	Supervisor PerDiem		340.31	246,937.20
12/24/2020	DD	Selvog, Jason C	Supervisor PerDiem		70.17	246,867.03
12/25/2020	DD	Bumgarner, Andrea L	PR 12/11/2020 - 12/24/2020		530.39	246,336.64
12/25/2020	DD	Cibulka, Daniel A	PR 12/11/2020 - 12/24/2020		1,852.21	244,484.43
12/25/2020	DD	Gerde, Frances W	PR 12/11/2020 - 12/24/2020		1,482.62	243,001.81
12/25/2020	DD	Larson, Francine M	PR 12/11/2020 - 12/24/2020		2,077.02	240,924.79
12/25/2020	DD	Wagner, Miranda L	PR 12/11/2020 - 12/24/2020		1,529.90	239,394.89
12/25/2020	DD	Wick, David P	PR 12/11/2020 - 12/24/2020		1,257.64	238,137.25
12/28/2020	EFT	Cardmember Services	Credit Card Expenses		2,887.70	235,249.55
12/31/2020			Deposit - AIS	34,321.50		269,571.05
Total 10200 - Bank of ER - Checking				38,030.11	63,207.57	269,571.05
10250 - Bank of ER - Money Market						300,291.09
12/31/2020			Interest	76.53		300,367.62
Total 10250 - Bank of ER - Money Market				76.53	0.00	300,367.62
10300 - CD - 7726074 - 60mo						48,383.55
Total 10300 - CD - 7726074 - 60mo						48,383.55
Total 10000 - Cash				38,106.64	63,207.57	618,322.22
4L				38,106.64	63,207.57	618,322.22

