



BOARD MEETING MINUTES
 Regular Meeting
 Date: February 11th, 2021
 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

*denotes partial attendance
 + Remotely attended

Staff Present

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

Others Present

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 Agenda

- **21.02.01** - Motion by Goenner, second by Nelson to approve the agenda with submitted addition. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

5. Secretary's Report – January 14, 2021 Board Meeting Minutes

- **21.02.02** - Motion by Binsfeld, second by Saxton to approve the January 14, 2021 Board Meeting Minutes as presented. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

6. Treasurer's Report – January 2021 Financial Reports

Binsfeld read the January 2021 Program Summary Report. Discussion was had. Larson reviewed the 2015 – 2020 Financial Summary report noting the increase in the Fund Balance at the end of 2020.

- **21.02.03** - Motion by Goenner, second by Nelson to accept the January 2021 Financial Reports as submitted, subject to audit. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

7. Treasurer's Report – February 2021 Accounts Payable – The Board reviewed the February 2021 Accounts Payable Summary. The report includes all unpaid bills from 1/14/2021 – 2/10/2021. Check numbers 7123 through 7133 totaling \$31,181.64 were submitted for approval. Discussion was had.

- **21.02.04** - Motion by Binsfeld, second by Goenner to approve the February 2021 Accounts Payable as submitted. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.

8. Supervisor Committee Reports & Vouchers – Saxton reported attendance at the Rum River 1W1P TAC meeting as well as the Rum River 1W1P Policy Committee Meeting. Binsfeld also reported attendance

at the Rum River 1W1P Policy Committee Meeting. Selvog reported attendance at a recent CRP training through Stearns SWCD where discussion was had regarding the potential for Sherburne County to become a state wildlife area priority allowing County landowners to receive points towards eligibility. No committee reports from Nelson and Goenner.

- **21.02.05** - Motion by Goenner, second by Binsfeld to approve the Supervisor Vouchers as submitted. Members voting in favor: Saxton, Selvog, Binsfeld, Goenner, Nelson. Motion carried.
- 9. District Manager's Report** – Larson reviewed her written report, discussing the draft annual plan as well as the upcoming Legislative Briefing. Larson also discussed the Mississippi/St. Cloud/Sartell 1W1P meeting schedule for February 18th. Discussion was had.
- 10. NRCS Activity Report**– 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.
- 12. Review and Adopt updated 2021 Budget** – Larson reviewed the updated budget noting the differences from the July 2020 proposed budget. Discussion was had.
- **21.02.06** – Motion by Binsfeld, second by Goenner to adopt updated 2021 Budget as presented. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.
- 13. Consider Policy on Investments and Bank Balances** – Larson requested consideration of a Board Policy allowing the District Manager to transfer, purchase, and/or redeem funds through designated investment brokers or institutions to maximize investment revenue while ensuring adequate bank balances to cover expenses. Discussion was had.
- **21.02.07** – Motion by Goenner, second by Saxton to adopt Investment and Bank Balances Policy as presented. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.
- 14. Review and Adopt 2021 AIS Contingency plan** – Larson reviewed the updated 2021 AIS Contingency plan noting the increase from 3% to 5% of the annual allocation of funds to the contingency account. Discussion was had.
- **21.02.08** – Motion by Saxton, second by Binsfeld to adopt the 2021 AIS Contingency plan as presented. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.
- 15. Approve the content and structure of the Rum River 1W1P JPE Agreement** – Larson noted that Rum River Policy Committee reviewed and recommended approval of the content and structure of the JPE at their January PC meeting. Partnering agencies were asked to seek approval of the JPE as presented. Larson stated that there will be anticipated updates to the JPE prior to actual acceptance. Discussion was had. Saxton reviewed the JPE with the Board and Cibulka noting several additional edits and updates that may need to be considered by the Attorney's group and the Rum River PC Committee prior to adoption. Cibulka noted the suggested edits for consideration.
- **21.02.09** – Motion by Saxton, second by Binsfeld to approve the content and structure of the Rum River 1W1P JPE Agreement as presented. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

15a. Consider WIA JPA with Department of Natural Resources – Larson reviewed the MN Walk-In-Access Program requesting consideration of the JPA. Selvog highlighted the details of the program. Larson stated that Wick will be the authorized WIA Representative. Discussion was had.

- **21.02.10** – Motion by Saxton, second by Goenner to approve the Walk-In Access JPA with the MN Department of Natural Resources. Members voting in favor: Saxton, Binsfeld, Selvog, Goenner, Nelson. Motion carried.

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

17. Adjournment

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

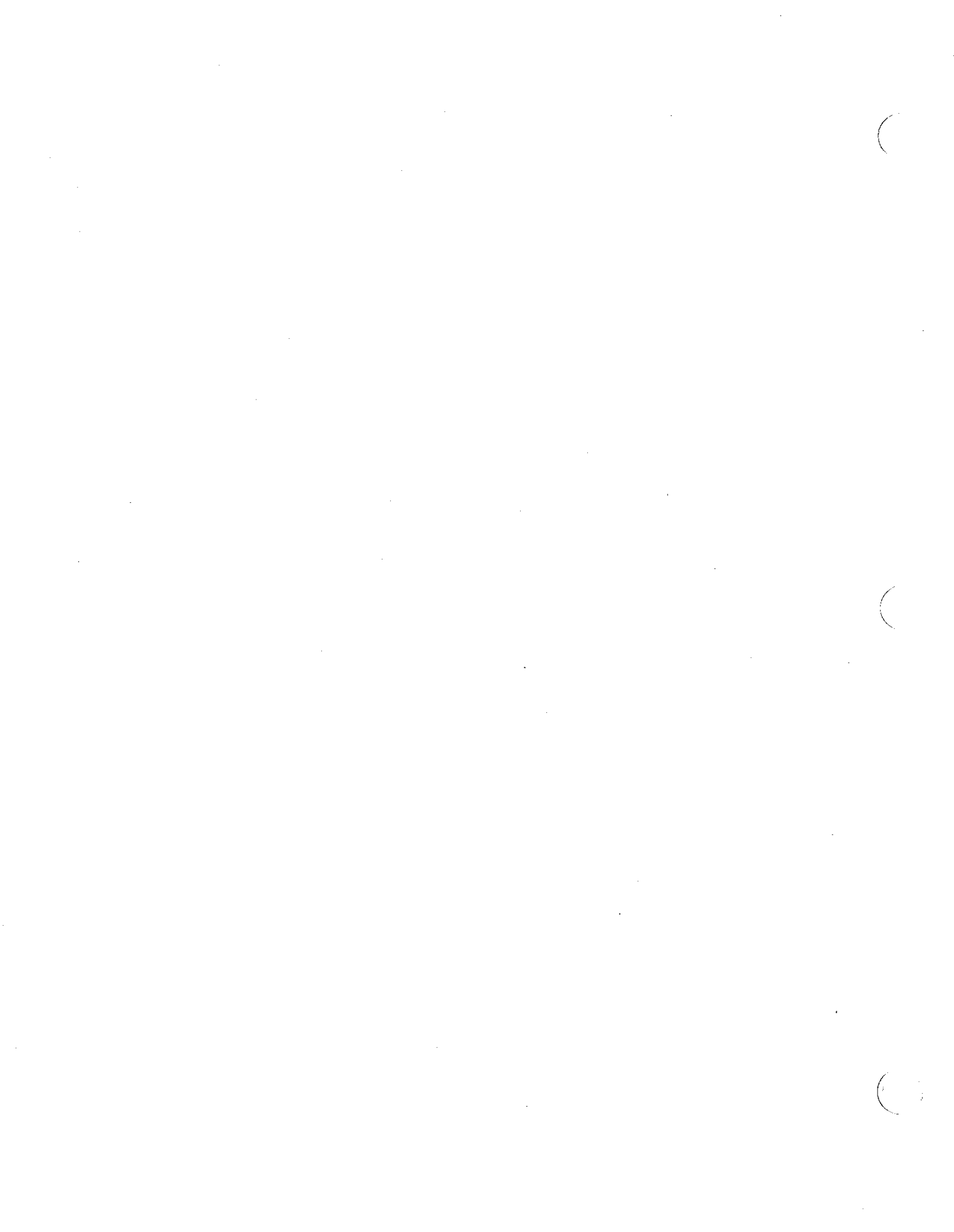
Meeting adjourned at 9:53 a.m.

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.

Michelle Binsfeld Supervisor
Signature & Title

3/11/2021
Date



TREASURER'S MONTHLY REPORT SHERBURNE SWCD

2/28/2021

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 388,116.91	\$ 307,651.75	\$ 290,003.16	\$ 405,765.50
<i>SUBTOTALS</i>	<i>\$ 388,116.91</i>	<i>\$ 307,651.75</i>	<i>\$ 290,003.16</i>	<i>\$ 405,765.50</i>
Program Funds				
BWSR SWCD Capacity Grant FY21	\$ 123,264.00	\$ -	\$ 4,267.80	\$ 118,996.20
BWSR SWCD Capacity Grant FY20	\$ 68,783.99	\$ -	\$ 9,517.99	\$ 59,266.00
BWSR SWCD Capacity Grant FY19	\$ 21,262.95	\$ -	\$ 2,519.54	\$ 18,743.41
BWSR Cost Share Base Grant FY22	\$ -	\$ -	\$ -	\$ -
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 Buffer Initiative FY21	\$ 8,600.00	\$ -	\$ -	\$ 8,600.00
BWSR Buffer Initiative FY20	\$ 2,913.28	\$ -	\$ 235.58	\$ 2,677.70
BWSR Conservation Delivery FY22	\$ -	\$ -	\$ -	\$ -
BWSR Conservation Delivery FY21	\$ 20,400.37	\$ -	\$ 2,010.68	\$ 18,389.69
LWM	\$ 4,175.96	\$ -	\$ 4,374.37	\$ (198.41)
NRBG WCA	\$ 4,856.92	\$ -	\$ 815.31	\$ 4,041.61
AIS Prevention Aid	\$ (1,636.28)	\$ 2,000.00	\$ 4,302.01	\$ (3,938.29)
^S Contingency Funds	\$ 20,464.42	\$ -	\$ -	\$ 20,464.42
Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
erry's Trees - Memorial Fund	\$ 1,706.24	\$ -	\$ -	\$ 1,706.24
CWF FY2018 - ER Bac Reduction Phase II	\$ 26,705.74	\$ -	\$ -	\$ 26,705.74
CWF FY2019 - Nitrate Reduction Grant	\$ 10,225.36	\$ -	\$ 1,751.53	\$ 8,473.83
CWF FY2020 - Lawns to Legumes	\$ (950.88)	\$ 896.82	\$ 175.95	\$ (230.01)
Rum River 1W1P	\$ 67,066.68	\$ -	\$ 25,794.15	\$ 41,272.53
LSOH - ASP 6	\$ 11,075.45	\$ -	\$ 314.54	\$ 10,760.91
The Nature Conservancy	\$ 13,774.72	\$ -	\$ -	\$ 13,774.72
<i>SUBTOTALS</i>	<i>\$ 418,988.80</i>	<i>\$ 2,896.82</i>	<i>\$ 56,079.45</i>	<i>\$ 365,806.17</i>

TOTAL FUNDS \$ 771,571.67

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 458,288.70	\$ 32,346.73	\$ 317,982.91	\$ 172,652.52
CD - 74	\$ 48,383.55	\$ -	\$ -	\$ 48,383.55
Money Market	\$ 300,433.46	\$ 250,102.14	\$ -	\$ 550,535.60
<i>SUBTOTALS</i>	<i>\$ 807,105.71</i>	<i>\$ 282,448.87</i>	<i>\$ 317,982.91</i>	<i>\$ 771,571.67</i>

TOTAL FUNDS \$ 771,571.67

Treasurer's Signature

Michelle Binsfeld

Date

3/11/2021

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SHERBURNE SOIL & WATER CONSERVATION

Account QuickReport

As of February 28, 2021

03/01/21

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						807,105.71
10200 - Bank of ER - Checking						458,288.70
02/01/2021			Deposit - MAISRC	603.50		458,892.20
02/01/2021			Deposit - Trees	204.97		459,097.17
02/01/2021			Deposit - Planting	200.00		459,297.17
02/01/2021			Deposit - Trees	993.55		460,290.72
02/02/2021			Deposit - Trees	282.38		460,573.10
02/03/2021			Funds Transfer		250,000.00	210,573.10
02/04/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 1/22/2020 - 2/4/2021		1,000.00	209,573.10
02/04/2021			Deposit - Tree	339.53		209,912.63
02/05/2021	DD	Bronder, William M	PR - 1/22/2021 - 2/4/2021		107.64	209,804.99
02/05/2021	DD	Bumgarner, Andrea L	PR - 1/22/2021 - 2/4/2021		573.81	209,231.18
02/05/2021	DD	Cibulka, Daniel A	PR - 1/22/2021 - 2/4/2021		1,946.78	207,284.40
02/05/2021	DD	Gerde, Frances W	PR - 1/22/2021 - 2/4/2021		1,557.10	205,727.30
02/05/2021	DD	Larson, Francine M	PR - 1/22/2021 - 2/4/2021		2,142.03	203,585.27
02/05/2021	DD	Wagner, Miranda L	PR - 1/22/2021 - 2/4/2021		1,566.46	202,018.81
02/05/2021	DD	Wick, David P	PR - 1/22/2021 - 2/4/2021		1,294.46	200,724.35
02/05/2021	EFT	United States Treasury	Federal - PR 1/22/2021 - 2/4/2021		3,113.78	197,610.57
02/05/2021	EFT	Minnesota Revenue	State - PR 1/22/2021 - 2/4/2021		483.00	197,127.57
02/05/2021	EFT	PERA	PERA - PR 1/22/2021 - 2/4/2021		1,704.79	195,422.78
02/07/2021	EFT	Waste Management	Building Expense - Garbage/Recycling		112.61	195,310.17
02/07/2021			Deposit - Trees	146.65		195,456.82
02/07/2021			Deposit - Trees	69.36		195,526.18
02/08/2021			Deposit - Trees	41.60		195,567.78
02/10/2021			Deposit - SWA	875.00		196,442.78
02/10/2021			Deposit - Trees	258.42		196,701.20
02/11/2021	7123	AgSense, LLC	Nitrate Reduction Grant Expense		750.00	195,951.20
02/11/2021	7124	Benton SWCD	MPCA - SWAG/WRAPS - LGU Expense		808.31	195,142.89
02/11/2021	7125	Clearwater River Watershed District	MPCA - SWAG/WRAPS - LGU Expense		1,545.77	193,597.12
02/11/2021	7126	Francine Larson	Reimbursed Expenses		33.68	193,563.44
02/11/2021	7127	I & S Group, Inc.	Rum River 1W1P - Consultant Expense		25,229.75	168,333.69
02/11/2021	7128	Mississippi Headwaters Board	AIS - Promotion		2,000.00	166,333.69
02/11/2021	7129	NCPERS LIFE INSURANCE	Life Insurance - Feb Premium		16.00	166,317.69
02/11/2021	7130	Sherburne County COLA	Membership Dues		200.00	166,117.69
02/11/2021	7131	Stearns County Environmental Services	MPCA - WRAPS - LGU Expense		185.62	165,932.07
02/11/2021	7132	Stearns County SWCD	MPCA - WRAPS - LGU Expense		337.38	165,594.69
02/11/2021	7133	Wright SWCD	MPCA - WRAPS - LGU Expense		200.75	165,393.94
02/11/2021			Deposit - Trees	72.72		165,466.66
02/14/2021			Deposit - Trees	224.31		165,690.97
02/15/2021	DD	Binsfeld, Michelle L	Supervisor PerDiem		140.33	165,550.64
02/15/2021	DD	Goenner, Lawrence J	Supervisor PerDiem		99.28	165,451.36
02/15/2021	DD	Saxton, Kerry J	Supervisor PerDiem		207.79	165,243.57
02/15/2021	DD	Nelson, Roger J	Supervisor PerDiem		91.44	165,152.13
02/15/2021	DD	Selvog, Jason C	Supervisor PerDiem		70.16	165,081.97
02/16/2021	EFT	United States Treasury	Federal - Supervisor PerDiem		45.30	165,036.67
02/16/2021	EFT	PERA	PERA - Supervisor PerDiem		37.50	164,999.17
02/16/2021			Deposit - ETA	21,330.18		186,329.35
02/16/2021			Deposit - Trees	223.26		186,552.61
02/17/2021			Deposit - Trees	36.36		186,588.97
02/18/2021	EFT	United States Treasury	Federal - PR 2/5/2021 - 2/18/2021		3,104.88	183,484.09
02/18/2021			Deposit - Trees	36.36		183,520.45
02/19/2021	DD	Bronder, William M	PR - 2/5/2021 - 2/18/2021		53.82	183,466.63
02/19/2021	DD	Bumgarner, Andrea L	PR - 2/5/2021 - 2/18/2021		573.79	182,892.84
02/19/2021	DD	Cibulka, Daniel A	PR - 2/5/2021 - 2/18/2021		1,946.79	180,946.05
02/19/2021	DD	Gerde, Frances W	PR - 2/5/2021 - 2/18/2021		1,557.09	179,388.96
02/19/2021	DD	Larson, Francine M	PR - 2/5/2021 - 2/18/2021		2,142.04	177,246.92
02/19/2021	DD	Wagner, Miranda L	PR - 2/5/2021 - 2/18/2021		1,566.46	175,680.46
02/19/2021	DD	Wick, David P	PR - 2/5/2021 - 2/18/2021		1,294.46	174,386.00
02/19/2021	EFT	Minnesota Revenue	State - PR 2/5/2021 - 2/18/2021		483.00	173,903.00
02/19/2021	EFT	Nationwide Retirement Solutions	Nationwide - PR 2/5/2021 - 2/18/2021		1,000.00	172,903.00
02/19/2021	EFT	PERA	PERA - PR 2/5/2021 - 2/18/2021		1,704.79	171,198.21
02/20/2021	EFT	Marco	Building Expense - Copier Services		228.27	170,969.94
02/21/2021	EFT	Charter Communications	Building Expenses - Internet		141.98	170,827.96
02/21/2021			Deposit - Trees	36.36		170,864.32
02/21/2021			Deposit - Trees	297.63		171,161.95
02/22/2021			Deposit - Trees	502.18		171,664.13
02/23/2021			Deposit - AIS	2,000.00		173,664.13
02/23/2021			Deposit - MLT/Trees	2,288.78		175,952.91
02/23/2021			Deposit - Trees	118.81		176,071.72
02/24/2021	EFT	Guardian Insurance	Disability Insurance - March Premium		161.86	175,909.86
02/24/2021			Deposit - Trees	194.98		176,104.84
02/24/2021			Deposit - L2L	896.82		177,001.66
02/25/2021	EFT	MN PEIP	Health Insurance - March Premium		697.46	176,304.20
02/25/2021	EFT	Cardmember Services	Credit Card Expenses		3,724.70	172,579.50
02/25/2021			Deposit - Trees	73.02		172,652.52
Total 10200 - Bank of ER - Checking				32,346.73	317,982.91	172,652.52

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SHERBURNE SOIL & WATER CONSERVATION

03/01/21

Account QuickReport

Accrual Basis

As of February 28, 2021

Date	Num	Name	Memo	Debit	Credit	Balance
		10250 · Bank of ER - Money Market				300,433.46
02/03/2021			Funds Transfer	250,000.00		550,433.46
02/28/2021			Interest	102.14		550,535.60
		Total 10250 · Bank of ER - Money Market		250,102.14	0.00	550,535.60
		10300 · CD - 7726074 - 60mo				48,383.55
		Total 10300 · CD - 7726074 - 60mo				48,383.55
		Total 10000 · Cash		282,448.87	317,982.91	771,571.67
TOTAL				282,448.87	317,982.91	771,571.67