



BOARD MEETING MINUTES Regular Meeting

Date: April 11th, 2024
Location: 425 Jackson Ave NW, Elk River MN 55330
Remote Access Available

Board Members Present

Christine Jurek - Vice Chair
Larry Goenner - Secretary
Joshua Krenz - Treasurer
Jason Selvog - PR&I

Absent – Shelly Binsfeld

*denotes partial attendance

+ Remotely attended

Staff Present

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

Others Present

Gary Gray
County Commissioner
Zach Guttormson
BWSR Board Conservationist

Regular Agenda

1. Call to Order

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

2. Pledge of Allegiance

Jurek led the Board of Supervisors in the Pledge of Allegiance.

3. Open Forum

There were no comments from the audience.

4. Approval of Regular Agenda

- **24.04.01** - Motion by Goenner, second by Krenz to approve the agenda with the stated change. All members voting in favor. Motion carried.

5. Approval of Consent Agenda

Approval of March 14, 2024 Board Meeting Minutes – Draft minutes were presented.

Authorization to provide final payment to Ryan Peterson for a Well Testing project, FY24-WT-03 for \$76.00 – The original contract with Ryan Peterson was approved on February 8, 2024. The total project cost is \$152.00, and the project was approved at 50% cost share of eligible expenses, not to exceed \$100.00. Funding for this project will be allocated from the MDH Groundwater Protection grant. Check #7753 was signed at the end of the meeting.

- **24.04.02** - Motion by Goenner, second by Krenz to approve the consent agenda as presented. All members voting in favor. Motion carried.

6. March 2024 Financial Reports

Krenz read the March 2024 Program Summary Report. Discussion was had. Krenz reported that he reviewed the monthly financial statements, verifying accuracy.

- **24.04.03** - Motion by Krenz, second by Goenner to accept the March 2024 Financial Reports as submitted, subject to audit. All members voting in favor. Motion carried.

7. **April 2024 Accounts Payable** – The Board reviewed the April 2024 Accounts Payable Summary. The report includes all unpaid bills from 3/14/2024 – 4/10/2024. Check numbers 7745 through 7752 totaling \$11,146.32 were submitted for approval. Discussion was had.
 - **24.04.04** - Motion by Krenz, second by Selvog to approve the April 2024 Accounts Payable as submitted. All members voting in favor. Motion carried.
8. **Supervisor Committee Reports & Vouchers**–Selvog reported attendance at the Forestry Association Meeting, Anoka Sand Plains Meeting and PMES ribbon cutting ceremony. Jurek reported attendance at the Rum River Meeting. No report from Jurek and Goenner.
 - **24.04.05** - Motion by Goenner, 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** – Katie Evans, NRCS District Conservationist submitted the NRCS activity report prior to the meeting. 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. **Commissioner Report** – Commissioner Gray provided an update on recent Sherburne County activities. Discussion was had.
13. **MRSC 1W1P Update** – Written report available upon request. Cibulka updated the Board on the recent MRSC 1W1P activities.
14. **Rum River JPE Board** – Written report available upon request. Cibulka updated the Board on the recent Rum River Watershed Partnership activities.
15. **Consider Update to District Cost Share Program** – Larson presented proposed updates to the District Cost Share Program. Discussion was had.
 - **24.04.06** – Motion by Selvog, second by Krenz to update the District Cost Share Program as presented. All members voting in favor. Motion carried.
16. **LCCMR Tree Planter Pilot Program Update** – Larson and Wick explained the complications with the initial tree planter purchase and delivery. Discussion was had.
 - **24.04.07** – Motion by Goenner, second by Selvog to take no action at this time. All members voting in favor. Motion carried.
17. **District Technician II** – Larson requested consideration to hire an additional District Technician. Discussion was had.
 - **24.04.08** – Motion by Krenz, second by Selvog to approve an additional District Technician position. All members voting in favor. Motion carried.
18. **Authorization to execute Cost Share contract with Del Hayes & Sons, Inc. for a Cover Crop project, #DW-FY24-01, not to exceed \$2,250.00** –The proposed contract is with Dell Hayes & Sons, Inc. for a (340) Cover Crop project in section 28, Big Lake Township. The estimated project cost is \$2,250.00. Requesting

\$75/acre flat rate cost share not to exceed \$2,250.00. Project installation deadline is 12/1/2024. Funding for this project will be allocated from FY24 Drinking Water Grant. Discussion was had.

- **24.04.09** – Motion by Selvog, second by Krenz to execute contract with Del Hayes & Sons, Inc. for a Cover Crop project, #DW-FY24-01, not to exceed \$2,250.00. All members voting in favor. Motion carried.

19. Authorization to execute Cost Share contract with A & L Peterson Farms, Inc. for a Cover Crop project, #2024-04-01, not to exceed \$1,875.00 – The proposed contract is with A & L Peterson Farms, Inc. for a (340) Cover Crop project in section 21, Palmer Township. The estimated project cost is \$1,875.00. Requesting \$75/acre flat rate cost share not to exceed \$1,875.00. Project installation deadline is 12/1/2024. Funding for this project will be allocated from Soil Health Cost Share. Discussion was had.

- **24.04.10** – Motion by Selvog, second by Krenz to execute contract with A & L Peterson Farms, Inc. for a Cover Crop project, #FY24-04-01, not to exceed \$1,875.00. All members voting in favor. Motion carried.

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


21. Adjournment

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


Meeting adjourned at 10:45 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

11:25 AM

SHERBURNE SOIL & WATER CONSERVATION DISTRICT

05/02/24

Account QuickReport

Accrual Basis

As of April 30, 2024

Date	Num	Name	Memo	Debit	Credit	Balance
10000 - Cash						771,027.80
10100 - SWEEP Account						741,069.05
04/02/2024			Funds Transfer		102.04	740,967.01
04/04/2024			Funds Transfer		200.00	740,767.01
04/08/2024			Funds Transfer	69,065.13		809,832.14
04/09/2024			Funds Transfer		655.50	809,176.64
04/11/2024			Funds Transfer		2,668.00	806,508.64
04/15/2024			Funds Transfer	2,122.76		808,631.40
04/16/2024			Funds Transfer		9,937.06	798,694.34
04/17/2024			Funds Transfer		3,466.82	795,227.52
04/18/2024			Funds Transfer		3,821.83	791,405.69
04/19/2024			Funds Transfer		569.07	790,836.62
04/22/2024			Funds Transfer		20,539.72	770,296.90
04/23/2024			Funds Transfer	8,933.69		779,230.59
04/25/2024			Funds Transfer		257.98	778,972.61
04/26/2024			Funds Transfer	1,983.94		780,956.55
04/30/2024			Funds Transfer		1,875.00	779,081.55
04/30/2024			Interest	2,087.75		781,169.30
04/30/2024			Funds Transfer	28.51		781,197.81
Total 10100 - SWEEP Account				84,221.78	44,093.02	781,197.81
10200 - Bank of ER - Checking						29,958.75
04/01/2024	EFT	Guardian Insurance	Disability Insurance - April Premium		175.06	29,783.69
04/01/2024			Deposit - Trees	73.02		29,856.71
04/02/2024			Funds Transfer	102.04		29,958.75
04/04/2024			Funds Transfer	200.00		30,158.75
04/05/2024	DD	Bumgarner, Andrea L	PR - 3/17/2024 - 3/30/2024	0.00		30,158.75
04/05/2024	DD	Cibulka, Daniel A	PR - 3/17/2024 - 3/30/2024		2,307.87	27,850.88
04/05/2024	DD	Gerde, Frances W	PR - 3/17/2024 - 3/30/2024		2,047.01	25,803.87
04/05/2024	DD	Larson, Francine M	PR - 3/17/2024 - 3/30/2024		2,603.56	23,200.31
04/05/2024	DD	Wick, David P	PR - 3/17/2024 - 3/30/2024		1,804.74	21,395.57
04/05/2024	DD	Wagner, Miranda L	PR - 3/17/2024 - 3/30/2024		1,874.36	19,521.21
04/05/2024	EFT	United States Treasury	Federal - PR 3/17/2024 - 3/30/2024		3,706.98	15,814.23
04/05/2024	EFT	Minnesota Revenue	State - PR 3/17/2024 - 3/30/2024		583.00	15,231.23
04/05/2024	EFT	Nationwide Retirement Solut...	Nationwide - PR 3/17/2024 - 3/30/2024		1,984.62	13,246.61
04/05/2024	EFT	PERA	PERA - PR 3/17/2024 - 3/30/2024		2,185.48	11,061.13
04/05/2024			Deposit - Allocation	87,579.75		98,640.88
04/07/2024	EFT	Waste Management	Building Expense - Garbage/Recycling		176.33	98,464.55
04/08/2024			Funds Transfer		69,065.13	29,399.42
04/09/2024	ACH	MN Dept of Revenue - Sales...	Quarterly Sales and Use Tax		2,668.00	26,731.42
04/09/2024			Funds Transfer	655.50		27,386.92
04/11/2024	7745	City of Elk River	Vehicle Expense - Fuel		161.49	27,225.43
04/11/2024	7746	Francine Larson	Reimbursed Expenses		76.75	27,148.68
04/11/2024	7747	MVTL Laboratories, Inc.	MPCA - WPLMN - Lab Expenses		222.80	26,925.88
04/11/2024	7748	NCPERS LIFE INSURANCE	Life Insurance - April Premium		32.00	26,893.88
04/11/2024	7749	Ramsey Conservation Distri...	Engineering Services		1,843.50	25,050.38
04/11/2024	7750	Sherburne County Auditor/Tr...	Building Expense - Rent Q2 2024		7,098.25	17,952.13
04/11/2024	7751	Stantec Consulting Services,...	Engineering Services		1,597.00	16,355.13
04/11/2024	7752	Wick, David	Reimbursed Expenses		82.53	16,272.60
04/11/2024	7753	Peterson, Ryan	FY24-WT-03 - Well Testing		76.00	16,196.60
04/11/2024			Deposit - Trees	62.54		16,259.14
04/11/2024			Funds Transfer	2,668.00		18,927.14
04/12/2024			Deposit - WPLMN	2,060.22		20,987.36
04/14/2024			Deposit - Trees	187.94		21,175.30
04/15/2024	EFT	Charter Communications	Building Expenses - Internet		159.99	21,015.31
04/15/2024			Funds Transfer		2,122.76	18,892.55
04/15/2024			Deposit - WRAPS	1,440.00		20,332.55
04/16/2024	EFT	MN PEIP	Insurance - May Premium		1,581.92	18,750.63
04/16/2024			Deposit - Trees	318.58		19,069.21
04/16/2024			Funds Transfer	9,937.06		29,006.27
04/17/2024	DD	Binsfeld, Michelle L	Supervisor PerDiem		120.35	28,885.92
04/17/2024	DD	Goenner, Lawrence J	Supervisor PerDiem		128.39	28,757.53
04/17/2024	DD	Jurek, Christine A	Supervisor PerDiem		246.46	28,511.07
04/17/2024	DD	Krenz, Joshua R	Supervisor PerDiem		119.14	28,391.93
04/17/2024	DD	Selvog, Jason C	Supervisor PerDiem		340.95	28,050.98
04/17/2024	EFT	PERA	PERA - Supervisor PerDiem		80.00	27,970.98
04/17/2024			Funds Transfer	3,466.82		31,437.80
04/18/2024			Funds Transfer	3,821.83		35,259.63

11:25 AM

SHERBURNE SOIL & WATER CONSERVATION DISTRICT

Account QuickReport

As of April 30, 2024

05/02/24

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Balance
04/18/2024			Deposit - MDH	3,716.92		38,976.55
04/18/2024	EFT	Bank of Elk River	Bank Fee - ACH Notification of Change		1.00	38,975.55
04/19/2024	DD	Bumgarner, Andrea L	PR - 3/31/2024 - 4/13/2024	0.00		38,975.55
04/19/2024	DD	Cibulka, Daniel A	PR - 3/31/2024 - 4/13/2024		2,307.87	36,667.68
04/19/2024	DD	Gerde, Frances W	PR - 3/31/2024 - 4/13/2024		2,047.01	34,620.67
04/19/2024	DD	Larson, Francine M	PR - 3/31/2024 - 4/13/2024		2,603.55	32,017.12
04/19/2024	DD	Wagner, Miranda L	PR - 3/31/2024 - 4/13/2024		1,874.37	30,142.75
04/19/2024	DD	Wick, David P	PR - 3/31/2024 - 4/13/2024		1,912.58	28,230.17
04/19/2024	EFT	United States Treasury	Federal - PR 3/31/2024 - 4/13/2024		3,757.42	24,472.75
04/19/2024	EFT	Minnesota Revenue	State - PR 3/31/2024 - 4/13/2024		593.00	23,879.75
04/19/2024	EFT	PERA	PERA - PR 3/31/2024 - 4/13/2024		2,208.78	21,670.97
04/19/2024	EFT	Nationwide Retirement Solut...	Nationwide - PR 3/31/2024 - 4/13/2024		1,984.64	19,686.33
04/19/2024	EFT	United States Treasury	Federal - Supervisor Per Diem		23.20	19,663.13
04/19/2024			Funds Transfer	569.07		20,232.20
04/20/2024	EFT	Marco	Building Expense - Copier Services		274.77	19,957.43
04/22/2024			Deposit - EOT/Rum/Tri	9,878.21		29,835.64
04/22/2024			Funds Transfer	20,539.72		50,375.36
04/23/2024	EFT	Guardian Insurance	Disability Insurance - May Premium		177.86	50,197.50
04/23/2024			Funds Transfer		8,933.69	41,263.81
04/24/2024			Deposit - NFMP	228.21		41,492.02
04/25/2024	EFT	Cardmember Services	Credit Card Expenses 3/4/2024-4/4/2024		4,378.77	37,113.25
04/25/2024			Deposit	6,362.71		43,475.96
04/25/2024			Funds Transfer	257.98		43,733.94
04/26/2024			Funds Transfer		1,983.94	41,750.00
04/29/2024			Deposit - Trees	28.51		41,778.51
04/30/2024			Funds Transfer	1,875.00		43,653.51
04/30/2024			Funds Transfer		28.51	43,625.00
Total 10200 · Bank of ER - Checking				156,029.63	142,363.38	43,625.00
Total 10000 · Cash				240,251.41	186,456.40	824,822.81
TOTAL				240,251.41	186,456.40	824,822.81

TREASURER'S MONTHLY REPORT SHERBURNE SWCD

4/30/2024

PROGRAM SUMMARY

PROGRAM	Beginning Balance	Receipts	Disbursement	End of Month Balance
Operating Funds				
District	\$ 563,257.87	\$ 243,172.10	\$ 186,456.40	\$ 619,973.57
SUBTOTALS	\$ 563,257.87	\$ 243,172.10	\$ 186,456.40	\$ 619,973.57

Program Funds				
BWSR SWCD Capacity Grant FY23	\$ 12,519.64	\$ -	\$ 1,144.58	\$ 11,375.06
BWSR SWCD Capacity Grant FY22	\$ 4,914.58	\$ -	\$ 1,396.31	\$ 3,518.27
BWSR Conservation Contracts FY25	\$ 10,282.00	\$ -	\$ -	\$ 10,282.00
BWSR Conservation Contracts FY24	\$ 10,282.00	\$ -	\$ -	\$ 10,282.00
BWSR Cost Share Base Grant FY23	\$ 2,883.05	\$ -	\$ -	\$ 2,883.05
BWSR Buffer Initiative FY24	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
BWSR Buffer Initiative FY23	\$ 3,216.01	\$ -	\$ 85.50	\$ 3,130.51
BWSR Conservation Delivery FY25	\$ 21,635.00	\$ -	\$ -	\$ 21,635.00
BWSR Conservation Delivery FY24	\$ 15,094.25	\$ -	\$ 2,223.00	\$ 12,871.25
BWSR SH Staffing Grant	\$ -	\$ -	\$ 333.20	\$ (333.20)
BWSR Soil Health Grant FY23	\$ 8,278.59	\$ -	\$ 199.92	\$ 8,078.67
CWF Drinking Water FY24	\$ 89,957.25	\$ -	\$ 142.71	\$ 89,814.54
AIS Prevention Aid	\$ (25,179.92)	\$ -	\$ 1,049.90	\$ (26,229.82)
AIS Contingency Funds	\$ 19,889.40	\$ -	\$ -	\$ 19,889.40
Plant Materials Learning Center	\$ 1,313.88	\$ -	\$ -	\$ 1,313.88
LWM FY25	\$ 11,050.00	\$ -	\$ -	\$ 11,050.00
LWM	\$ 2,310.09	\$ 8,181.00	\$ 3,383.00	\$ 7,108.09
NRBG WCA	\$ (175.89)	\$ -	\$ 1,143.57	\$ (1,319.46)
District Project Funds	\$ 9,500.00	\$ -	\$ -	\$ 9,500.00
SUBTOTALS	\$ 207,769.93	\$ 8,181.00	\$ 11,101.69	\$ 204,849.24

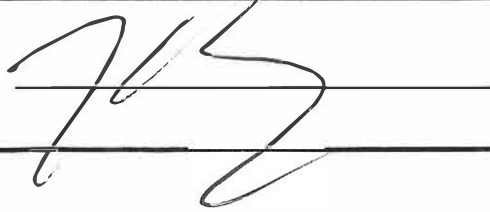
TOTAL FUNDS \$ 824,822.81

DISTRIBUTION OF FUNDS

	Beginning Balance	Receipts	Disbursement	End of Month Balance
Bank Account Summary				
Cash Checking	\$ 29,958.75	\$ 156,029.63	\$ 142,363.38	\$ 43,625.00
SWEEP	\$ 741,069.05	\$ 84,221.78	\$ 44,093.02	\$ 781,197.81
SUBTOTALS	\$ 771,027.80	\$ 240,251.41	\$ 186,456.40	\$ 824,822.81

TOTAL FUNDS \$ 824,822.81

SWCD Financial Summary		4/30/2024
Cash - Previous Balance	\$	771,027.80
Revenue	\$	114,024.36
Expenses	\$	60,229.35
Cash - Ending Balance	\$	824,822.81

Treasurer's Signature  Date 5-9-24