

MILLE LACS SOIL & WATER CONSERVATION DISTRICT

Organizational Board Meeting Agenda
SWCD Office – Wednesday, January 11th, 2012
6:00 PM

- 1) Call Meeting to Order- District Manager
- 2) Pledge of Allegiance
- 3) Election of Officers: action needed
Chair; Vice-Chair; Secretary; Treasurer; Public Relations Officer
- 4) Approval of Agenda – additions? action needed
- 5) Review Mission Statement:
It is the mission of the Mille Lacs Soil and Water Conservation District to assist area people with soil and water resource management.
- 6) Review NRCS/SWCD Memorandum of Understanding
- 7) Organizational Items: action needed
 - a) Committee Assignments
 - b) Financial Institutions
 - c) Signatures for accounts
 - d) Meeting Schedule
 - e) 2012 Budget
 - i) Fee schedule/charges for services
 - ii) Meeting compensation, mileage & meal reimbursement rates & policies
 - f) Report on accumulated employee sick and annual leave (no action needed)
- 8) Approval of Minutes: December 14, 2011 Regular meeting minutes and December 28, 2011 Special meeting minutes action needed
- 9) Financial: action needed
 - a) Treasurer's Report
 - b) Approve Bills
 - c) Approve Special Expenses
 - i) Area III dues - \$260
 - ii) MASWCD dues - \$2,547 (*same as 2011*)
 - iii) MCIT invoices – \$3,099 policy renewal, \$1,006 workers comp (*2011 was \$2,774 & \$996*)
 - iv) Website host & domain renewal –\$165.00 (*same as 2011*)
 - v) Quickbooks annual payroll subscription renewal - \$345 (*2011 was \$299*)
 - vi) CAI dues - \$75
 - vii) Forestry Assn dues - \$60
 - viii) MN Association of Conservation District Employees \$20 each employee
 - ix) Local paper subscriptions – Messenger \$30, ML Times \$35, Union Eagle \$35
 - x) Milaca Area Chamber of Commerce - \$75
 - xi) NACD – *we have not been paying this (1% budget)*
 - d) Approve Supervisor Expenses 4th Qtr 2011
- 10) Open Public Forum
- 11) Program Activities:
 - a) NRCS Program Report
 - b) Cost Share Activities and Status
 - i) Payment requested in the amount of \$500 for Derek Bolan well sealing, contract #FY11-4, based on cost-sharing not to exceed \$500.00 or 50% of total eligible cost of \$1000.00, whichever is less.
.....action needed

- c) Clean Water Fund
 - i) MLLWMG CWF Grant project: Timber Bay shoreline protection cost-share application. Cost estimate is \$11,980.00. Cost-share requested is an amount not to exceed \$8,985.00 or 75% of the total eligible cost, whichever is less.action needed
 - ii) FY 2010 Nutrient Management Planning grant – Benton invoice \$1,536.00.....action needed (two 1st year plans and three 2nd & 3rd yr plans)

- 12) Old Business action needed
 - a) 2011 Annual Report
 - b) 2012 Annual Plan
 - c) Co-location to County campus: consider sending letter to NRCS State Conservationist reiterating that the SWCD has been invited to co-locate to the County courthouse campus tentatively scheduled for May 1, 2012 and that the SWCD would like to maintain the strong cooperative partnership between our agencies.
 - d) NRCS Landscape Stewardship Areas – FY 2012 EQIP Statewide Forestry Initiative

- 13) New Business
 - a) Legislative Briefing Day at the Capitol, Embassy Suites St. Paul Downtown, Feb. 15-16 action needed

- 14) Important Correspondence
 - a) Jason Weirnerman, BWSR Board Conservationist – Identifying District Accomplishments

15) Staff Reports

- 16) Board Committee Reports (2011 appointments)
 - a) RC&D – Hoefert (Alt. Beckstrom)
 - b) TSA3 JPB– Schultz (Alt. Hoefert)
 - c) Water Plan – Schultz (Alt. needed for Jan.)
 - d) Snake River CAC – Schultz (Alt. Hoefert)
 - e) Projects - Beckstrom, Schultz
 - f) Mille Lacs Watershed & GKWMLL Sanitary Dist/WWTP – Eller
 - g) Forestry – Schultz
 - h) Audit – Hoefert, Evans (should not have signing authority)
 - i) Financial - Beckstrom, Eller
 - j) Personnel – Eller, Schultz (Alt.- B.H & K.B)
 - k) IRVM – Evans (Alt. - R.S. & K.B.) Eller acted as alternate in 2011
 - l) Public Relations Officer – Eller
 - m) Legislative Affairs Rep – Beckstrom

- 17) Upcoming Meetings & Events
 - a) Water Management Plan Advisory Committee Tuesday, January 17, 10AM, SWCD Office
 - b) Forestry Association Thursday, January 19, Fireside Inn, McGregor
 - c) Snake River Watershed CAC & Bd meetings Monday, January 23, 9:00 AM, Mora
 - d) TSA 3 (Alt. needed for January) Wednesday, January 25, 10:00 AM, Duluth
 - e) **Next Regular SWCD Board Meeting** **Wednesday, February 8, 6:00 PM, SWCD Office**
 - f) Mille Lacs Watershed Mgmt Group Monday, Feb. 13, 1PM, MLBO Government Center
 - g) Legislative Day at the Capitol Monday-Tues., Feb. 15-16, Embassy Suites, St. Paul

18) Adjourn