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MINUTES FROM THE JANUARY 11, 2012 ORGANIZATIONAL MEETING

The meeting of the Mille Lacs Soil and Water Conservation District (SWCD) was held in the Mille Lacs SWCD office, Milaca, Minnesota.

Members Present:

Chair, Kurt Beckstrom
Member, Linda Evans
Secretary, Barb Eller
Member, Bob Hoefert

Staff Present:

District Manager/CAI, Susan Shaw
Conservation Technician/Asst. CAI, Lynn Carter
NRCS District Conservationist, Shannon Carpenter

Visitors:

Jack Edmonds, Commissioner Liaison

Members Absent:

Vice Chair, Ray Schultz

Meeting was called to order at 6:PM by District Manager, Susan Shaw.

ELECTION OF OFFICERS

Susan Shaw called for nominations for Chair. Bob Hoefert nominated Kurt Beckstrom for Chair.

Motion/Second Hoefert/Evans to appoint Kurt Beckstrom as Chair.

Affirmative: Eller, Evans, Hoefert Opposed: none Motion carried.

Shaw turned meeting over to Chair Beckstrom.

Chair Beckstrom called for nominations for Vice Chair. Bob Hoefert nominated Ray Schultz for Vice Chair.

Motion/Second Hoefert/Evans to appoint Ray Schultz as Vice Chair.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Chair Beckstrom called for nominations for Secretary. Linda Evans nominated Barb Eller for Secretary.

Motion/Second Evans/Hoefert to appoint Barb Eller as Secretary.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Chair Beckstrom called for nominations for Treasurer. Linda Evans nominated Bob Hoefert for treasurer.

Motion/Second Evans/Eller to appoint Bob Hoefert as treasurer.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Chair Beckstrom called for nominations for Public Relations Officer. Barb Eller nominated Linda Evans for Public Relations Officer.

Motion/Second Eller/Hoefert to appoint Linda Evans as Public Relations Officer.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

APPROVAL OF AGENDA:

Motion/Second Evans/Eller to approve the agenda.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

REVIEW MISSION STATEMENT.

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.

REVIEW NRCS/SWCD MEMORANDUMS OF UNDERSTANDING

Shannon Carpenter reviewed the District Cooperative Working Agreement with NRCS. Shannon reminded the District that all publications that we produce should contain the statement that the Mille Lacs SWCD is an Equal Opportunity Employer.

ORGANIZATIONAL ITEMS

Committee Assignments

Motion/Second Evans/Hoefert to approve the following committee assignments for 2012.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

- a. RC&D – Bob Hoefert, Kurt Beckstrom as alternate
- b. TSA 3 – Ray Schultz, Bob Hoefert as alternate
- c. Water Plan – Ray Schultz, Barb Eller as alternate
- d. Snake River CAC – Ray Schultz, Bob Hoefert as alternate
- e. Projects – Kurt Beckstrom, Ray Schultz
- f. Mille Lacs Watershed & GKWMLL Sanitary Dist/WWTP – Barb Eller
- g. Forestry – Ray Schultz
- h. Audit –Linda Evans, Barb Eller as alternate
- i. Financial – Barb Eller & Bob Hoefert
- j. Personnel – Barb Eller, Ray Schultz (alternates: Bob Hoefert, Kurt Beckstrom)
- k. IRVM – Linda Evans (alternates: Ray Schultz, Barb Eller)
- l. Public Relations Officer – Linda Evans
- m. Legislative Affairs Rep. –Kurt Beckstrom

Financial Institutions

Motion/Second Evans/Hofert to retain First National Bank of Milaca and the Greater Minnesota Credit Union of Milaca as the Mille Lacs SWCD financial institutions for 2012.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried

Signatures for accounts

Motion/Second Evans/Hoefert to maintain current authorization for the Chair, Treasurer, District Manager and Conservation Technician to sign financial transactions and to continue to require two signatures on checking accounts and only one signature for fund transfers from savings to checking.

Affirmative: Hoefert, Eller, Evans Opposed: none Motion carried

2012 Budget

Susan reviewed the 2012 Budget. Information on the fund balance will be presented at the February regular Board meeting.

Motion/Second Evans/Hoefert to approve the 2012 Budget.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Fee Schedule/charge for Services

Motion/Second Evans/Eller to approve the existing fee schedule with the following change: Remove GPS Rental and Rural Preserves Services.

Tree planter rental - \$35.00 per day flat rate.

Interseeder rental - \$7.50 per acre with a \$30 minimum charge for use within Mille Lacs County, \$10 per acre for use outside Mille Lacs County.

Spinning jenny – no charge

Wetland Conservation Act site visits – \$50 per site visit and \$50 per hour when in excess of 1 hour. (For site visits that are requested by the landowner, yet are not required for the SWCD to accomplish WCA requirements.)

Pesticide License Testing - \$25.00 per test administration event.

Hourly billable rate for SWCD services - \$50/hr

Landowners seeking technical assistance for conservation practices on their land will not be charged for District time or information provided.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Meeting Compensation, Mileage & Meal Reimbursement Rates and Policies

Motion/Second Eller/Evans to maintain supervisor Compensation at \$40.00 per day for meetings attended.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Hoefert/Evans to maintain the mileage rate at \$.50 per mile.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Evans/Hoefert to maintain reimbursement for meals at \$27.00 per day for meals for meetings that require an employee to travel out of the County and/or require attendance over the lunch hour. Claim forms must include the date, event or purpose of the expense, and receipt showing amount.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Accumulated Employee Sick and Annual Leave

Shaw presented the year-end Annual and Sick Leave Hours Report for employees as follows:

- Shaw – Annual Leave: 252 hrs
- Sick Leave: 995 accumulated and 17.5 hours payable
- Carter – Annual Leave: 187 hours
- Sick Leave: 426 hours accumulated, none payable

APPROVAL OF THE DECEMBER 14, 2011 REGULAR MEETING MINUTES

Susan Shaw relayed a request from Ray Schultz to amend the draft minutes of the December 14, 2011 Regular Meeting Minutes to reflect that a discussion pertaining to reviewing the personnel handbook centered around reviewing the policies on employee benefits.

Motion/Second Evans/Hoefert to approve the minutes of the December 14, 2011 regular meeting and the minutes of the December 28, 2011 Special Meeting minutes as written.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried

FINANCIAL:

Treasurer's Report And Approve Bills

Shaw reviewed details of the Treasurer's report

Motion/Second Evans/Hoefert to approve treasurer's report for December 2011 and file for audit.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried

Motion/Second Hoefert/Evans to approve payment of checks #5371-5379, 5383-5387 (5380-5382 written in January) written and electronic payments in the amount of \$11,005.95.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried

Special Expenses

Dues

Motion/Second Evans/Hoefert to approve paying Area III dues in the amount of \$260.00.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Evans/Hoefert to approve paying MASWCD dues in the amount of \$2,547.00.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Hoefert/Evans to approve paying County Ag Inspector dues for 2012 in the amount of \$75.00.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Hoefert/Evans to approve paying Forestry Association dues in the amount of \$60.00.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Eller/Evans to approve paying employee dues to the Minnesota Association of Conservation District Employees in the amount of \$20 for each employee.

Affirmative: Evans, Eller Hoefert Opposed: none Motion carried.

Fees

Motion/Second Evans/Eller to approve paying MCIT invoices in the amount of \$3,099.00 for policy renewal and \$1,006.00 Workers Compensation.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Evans/Hoefert to approve website host and domain renewal in the amount of \$165.00.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Evans/Hoefert to approve paying Quickbooks annual payroll subscription renewal in the amount of \$345.00.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Hoefert/Evans to approve renewing subscriptions to the Mille Lacs Co Times, the Princeton Union Eagle and the Mille Lacs Messenger.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Evans/Hoefert to approve paying TruSight Inc. invoice for \$500.00

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried.

Motion/Second Evans/Hoefert to approve payment of supervisor 4th quarter 2011 expenses.

Affirmative: Hoefert, Eller, Evans Opposed: none Motion carried

PUBLIC FORUM:

The Public Forum was opened at 7:07pm. Lynn Carter informed the Board that Karla Miskowic has passed away. The Board congratulated Jack Edmonds on his new position as Chair of the Mille Lacs County Board. Chair Beckstrom closed the Public Forum.

PROGRAM ACTIVITIES

NRCS Program Report

Shannon Carpenter gave an NRCS Program report. In December Shannon presented information on Landscape Stewardship Areas FY2012 EQIP Statewide Forestry Initiative and the Board had requested

that Shannon provide ranking criteria information for the next Board meeting. Shannon stated that the MN Forest Resource Council chose the priority regions but that all applications will be funded even if they are not in the priority area.

Shannon also presented information on a new EQIP program called an Agricultural Energy Management Plan (AgEMP). This program is a tool to help producers understand how energy is used on their farm. It will provide guidance to help producers prioritize actions and plan equipment upgrades that will improve energy efficiency.

State Cost Share Activities

Payment requested in the amount of \$500.00 for Derek Bolan well sealing, contract #FY11-4. Total eligible cost of project was \$1,000.

Motion/Second Hoefert/Evans to approve cost-share payment for a well sealing for Derek Bolan, contract #FY11-4 in the amount of \$500.00 based on cost-sharing not to exceed \$500.00 or 50% of the total eligible cost of \$1,000, whichever is less.

Affirmative: Hoefert, Eller, Evans Opposed: none Motion carried.

Clean Water Fund

Mille Lacs Lake Watershed Management Group Clean Water Fund Grant project application: Timber Bay Camp has applied for cost-share for a Shoreline Protection project (contract # CWF2010-ML7) in an amount not to exceed \$8,985.00 or 75% of the total eligible cost, whichever is less.

Motion/Second Evans/Eller to approve cost-share for Timber Bay Camp Shoreline Protection project (contract # CWF2010-ML7) in an amount not to exceed \$8,985.00 or 75% of the total eligible cost, whichever is less.

Affirmative: Hoefert, Eller, Evans Opposed: none Motion carried.

FY2010 Nutrient Management Planning Grant

Michael McMillan, Technician for the Benton SWCD has been contracted by the Mille Lacs SWCD to provide assistance by developing Nutrient Management Plans for landowners as part of the FY2010 Clean Water Fund grant. An invoice for services provided has been received in the amount of \$1,536.00 for completion of two 1st year nutrient management plan and three 2nd and 3rd year year nutrient management plans.

Motion/Second Hoefert/Evans to approve payment to the Benton SWCD for nutrient management planning technical services provided under the FY2010 Clean Water Fund grant in the amount of \$1,536.00.

Affirmative: Hoefert, Eller, Evans Opposed: none Motion carried.

UNFINISHED BUSINESS

Review 2012 Annual Plan

The draft 2012 Annual Plan was reviewed and discussed.

Motion/Second Evans/ Hoefert to approve the draft 2012 Annual Plan.

Discussion: Barb Eller suggested that under Objective 8, action item g, Milaca Area Chamber of Commerce be changed to Area Chambers of Commerce.

Motion/Second Evans/Hoefert to amend the previous motion to include the following changes to the draft 2012 Annual Plan; under Objective 8, action item g, Milaca Area Chamber of Commerce be changed to Area Chamber of Commerce.

Affirmative: Hoefert, Eller, Evans Opposed: none Motion carried.

Co-Location To County Campus

The Board discussed sending a letter to the NRCS State Conservationist regarding SWCD plans to co-locate to the County courthouse campus.

Motion/Second Evans/Hoefert to approve sending a letter to the 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 maintain the strong cooperative partnership between the two agencies.

Affirmative: Hoefert, Eller, Evans Opposed: none Motion carried.

NEW BUSINESS

Legislative Day At The Capitol

Legislative Briefing Day at the Capitol will be on February 15-16 at the Embassy Suites in Downtown St. Paul. Cost of registration is \$65.00. Bob Hoefert would like to attend. Kurt Beckstrom will be attending as the Area III Director and can reimburse the District.

Motion/Second Evans/Hoefert to approve sending Bob Hoefert and Kurt Beckstrom to Legislative Day at the Capitol on February 15-16 at the Embassy Suites in Downtown St. Paul.

Affirmative: Hoefert, Eller, Evans Opposed: none Motion carried.

IMPORTANT CORRESPONDENCE:

Jason Weirnerman, BWSR Board Conservationist sent a letter to the Board suggesting they spend some time identifying the districts accomplishments and challenges in 2011 and strategizing ways to be successful in 2012. The Board suggested the possibility of scheduling a retreat to discuss these issues.

MASWCD sent two letters:

Know and Understand Your Election Options

Letter from MASWCD asking Boards to discuss election options in regard to nominating districts. The Board reaffirmed the continued use of option 1, supervisors elected at large (MN Statute 103C.311), that provides for the establishment of nominating districts that determine who will be on the general election ballot for vote by the general electorate of the county. These nominating districts have historically reflected the natural resource diversity of the county and have not been focused on the distribution of population.

District Self Assessment Tool

The MASWCD Leadership/Self Assessment Tool has been developed as a guide for SWCDs to use to manage, facilitate and generate ideas with in their districts. The Board is considering this as a possible activity during a Supervisor retreat.

STAFF REPORTS:

Susan Shaw and Lynn Carter reviewed highlights on written staff reports.

BOARD COMMITTEE REPORTS

- a) RC&D – Hoefert (Alt. Beckstrom)- statewide meeting in St. Cloud on 1-24-12
- b) TSA 3– Schultz, (Alt. - Hoefert) no meeting
- c) Water Plan – Schultz – meeting 1-17-12
- d) Snake River CAC – Schultz (Alt. – Hoefert) – no report
- e) Projects - Beckstrom, Schultz - no report
- f) Mille Lacs Watershed – Eller meeting 2-13-12
- g) GKWMLL Sanitary Dist/WWTP – Eller - no report
- h) Forestry – Schultz – no report
- i) Audit – Hoefert, Evans – audit is fine
- j) Financial - Beckstrom, Eller – no report
- k) Personnel - Eller, Schultz (Alt. Beckstrom, Hoefert)- staff performance reviews on 1-4-2012
- l) IRVM – Evans (Alt. Schultz, Beckstrom) – no meeting
- m) Public Relations Officer – Eller – no report
- n) Legislative Affairs Representative –Beckstrom –no report

UPCOMING MEETINGS

- a) Snake River Watershed CAC & Bd meetings Monday, Jan. 23, 9:00 AM, Mora
- b) Forestry Association Thursday, Jan. 19, Fireside Inn McGregor
- c) Water Management Plan Advisory Committee Tuesday, Jan 17, 10AM, SWCD Office
- d) TSA3 Wednesday, Jan 25, 10AM, Duluth
- e) Legislative Day at the Capitol Monday- Tuesday, February 15-16
- f) Next Regular Board Meeting Wednesday, Feb. 8, 6PM SWCD Office
- g) MLWMG Monday, Feb. 13, 1PM, MLBO Government Center

NEXT MEETING:

Next Regular SWCD Board Meeting: Wednesday, Feb. 8, 6:00 PM, Mille Lacs SWCD Office.

ADJOURNMENT:

Motion/Second Hoefert/Evans to adjourn.

Affirmative: Evans, Eller, Hoefert Opposed: none Motion carried

The meeting was adjourned at 8:29 PM.

Respectfully submitted,

Barbara Eller
Mille Lacs SWCD Secretary

Date