



Historic Courthouse  
635 2<sup>nd</sup> St SE, Milaca, MN 56353  
320-983-2160  
[www.millelacsSWCD.org](http://www.millelacsSWCD.org)

The mission of the Mille Lacs Soil & Water Conservation District to assist area people with soil and water resource management.

Regular Board Meeting – Preliminary Agenda  
Mille Lacs County Historic Courthouse, Conference Room D  
Wednesday, January 10, 2018 – 6:00pm

1. **Call To Order**
  - a. Pledge of Allegiance
2. **Election of Officers**.....(action)
  - a. Chair
  - b. Vice Chair
  - c. Treasurer
  - d. Secretary
  - e. Public Relations Officer
3. **Conflict of Interest Disclosure**
4. **Approval of Agenda** – (additions and deletions of new business or committee reports)..... (action)
  - additions \_\_\_\_\_
  - deletions \_\_\_\_\_
5. **Consent Agenda**.....(action)
  - a. Approve December 13, 2017 Regular Meeting Minutes
  - b. Approve Monthly Financial Report
    - i. Treasurer’s Report
    - ii. Checks written #6810 - #6845 and electronic transfer’s #e17-081 - #e17-093 totaling \$49,359.60.
  - c. Left Blank Intentionally
  - d. Approve Budgeted Expenses
    - i. MCIT Insurance Premium totaling \$6,751.00 (\$3,545 Worker’s Comp; \$3,206 Property Coverage)
    - ii. Professional Associations Dues totaling \$4,287.50 (MASWCD dues \$3,287.50; Forestry Association Dues \$75.00; National Association of Conservation Districts \$100.00; Area III Dues \$225.00; MACDE Dues \$100.00; MN Active Citizenship Initiative membership \$500.00).
    - iii. QuickBooks 2018 Upgrade and Renewal totaling approximately \$219.95
    - iv. Envirothon Donation of \$200.00
  - e. Information Only: Written SWCD Staff Report, 2017 Annual SWCD Report, MASWCD Report, MAWQCP Report, and NRCS Report.
  - f. Approve February 2018 through January 2019 Board Meeting Dates.
  - g. Information Only: Beginning on January 1, 2018 the standard mileage rates for the use of a car will be 54.5 cents for every mile of business travel driven, up 1 cent from the rate for 2017.
  - h. Authorize project payment of contract #P16-2379-1-LC-2 for completed project of a well sealing for Emanuel Lutheran Church in the amount of \$662.50 based on 50% of the eligible cost of \$1,245.00.
    - i. Approve the 2018 Fee Schedule.
    - j. Approve the 2018 Billable Rate
  - k. Information Only: BWSR Board Resolution 17-106 RIM Easement Alteration of Kranz Property

- 6. **Open Public Forum:** *Board policy limits public forum time for board meeting topics not scheduled within the agenda to 10 minutes, but allows time extension by vote.*
- 7. **Staff Reports/Presentations**
  - a. Administrators Report
- 8. **District Policy & Planning**
  - a. SWCD IRVM Committee – Proposed Non-chemical Recommendations Policy
  - b. 2018 District Work Plan – draft
  - c. 2018 Operational Committee Assignment (2 Members with 1 Alternate) .....**(action)**
    - i. Financial Committee
    - ii. Statement Audit
    - iii. Personnel Committee
    - iv. Outreach/Educational Committee
    - v. Project Committee
  - d. 2018 Associations, Watersheds, Workgroups (1 Member with 1 Alternate).....**(action)**
    - i. Technical Service Area III
    - ii. Forestry Association
    - iii. Mille Lacs Lake Watershed Management Group
    - iv. Snake River Watershed Management Board – Citizen Advisory Committee
    - v. County Water Management Plan Advisory Committee/1W1P
    - vi. Integrated Roadside Vegetation Management Committee
- 9. **Financials**
  - a. Motion to approve 48 hours of sick time to be paid out in the amount of \$1,145.91 to Susan Shaw per the employee handbook .....**(action)**
  - b. Motion to approve the 2018 Budget .....**(action)**
  - c. Motion to approve the financial institutions (First National Bank of Milaca and Spire Credit Union of Milaca) and designated signatures for the accounts (Kurt Beckstrom, Robert Hoefert, Susan Shaw, and Lynn Gallice) which require two signatures on checking account and only one signature for fund transfers from savings to checking .....**(action)**
  - d. Motion to approve the hiring of JH Accounting for assistance with the 941 returns, W2s, W3s, and corrections within QuickBooks for the approximate amount of \$320.00..... **(action)**
  - e. Approve Statement Audit .....**(action)**
- 10. **District Activities**
  - a. County Agriculture Inspector
    - i. Integrated Roadside Vegetation Management
  - b. Education/Outreach
    - i. Public Outreach Committee
- 11. **Informational Updates**
  - a. Water Management & Watershed Activities
    - i. County Local Water Management Plan Advisory Committee
    - ii. Mille Lacs Lake Watershed Management Group
    - iii. Snake River Watershed Management Board
  - b. Supervisor Updates
    - i. MN SWCD Forestry Association (Eller)
    - ii. Area III/TSA Report (Hoefert, Area Director)
    - iii. MASWCD Board (Beckstrom, MASWCD President)
    - iv. Clean Water Council (Hoefert, Farm Organization Representative)
- 12. **Meetings & Events**
  - a. Water Management Plan Advisory Committee .....Jan. 9, Historic Courthouse Conf. Room D
  - b. Mille Lacs Lake Watershed Management Group ..... Jan. 25, Rolf Olsen Center in Onamia
  - c. SWCD Forestry .....Jan. 18, McGregor

- d. Snake River Watershed CAC & Board Meeting ..... Jan. 22, Mora
- e. TSA Area 3 ..... Jan. 24, Duluth
- f. MASWCD Legislative Briefing & Day at the Capitol ..... March 12-13, Embassy Suites in St. Paul

**13. Evaluate the Meeting**

**14. Next Regular Meeting** – Wednesday, February 14, 2018, 6:00pm, Historic Courthouse, Conference Room D.

**15. Adjourn**