



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 is to assist area people with soil and water resource management.

Frequently Used Acronyms:

(AgBMP) Agricultural BMP Loan Programs

(BMP) Best Management Practices

(BWSR) Board of Water & Soil Resources

(CLWMP) County Local Water Mgmt Plan

(CWF) Clean Water Fund Grant (BWSR)

(DWSMA) Drinking Water Supply Mgmt Area

(MASWCD) MN Assn. of Soil & Water Cons. Districts

(MLLWMG) Mille Lacs Lake Watershed Mgmt Group

(NPDES) Nat. Pollution Discharge Elimination System

(NRBG) Natural Resources Block Grant

(NRCS) Natural Resources Conservation Service

(SCS) State Cost Share

(SRWMB) Snake River Watershed Mgmt Board

(SSTS) Subsurface Sewage Treatment System

(SWCD) Soil & Water Conservation District

(TSA 3) Technical Service Area 3

(TMDL) Total Maximum Daily Load

(WCA) Wetland Conservation Act

(WRAPS) Watershed Restoration & Protection Strategy

(1W1P) One Watershed, One Plan

MINUTES FROM THE JANUARY 10, 2018 REGULAR MEETING

The meeting of the Mille Lacs Soil & Water Conservation District (SWCD) Board was held in Conference Room D Mille Lacs County Historic Courthouse, Milaca, Minnesota.

**Members Present:**

Chair, Jake Janski, District 3

Vice Chair, Kurt Beckstrom, District 2

Treasurer, Robert Hoefert, District 5

Secretary, Barbara Eller, District 4

Kathy Stoeckel, District 1

**Members Absent:** none

**Staff Present:**

District Administrator, Susan Shaw

Administrator Assistant, Maggie Kuchenbaker

**Visitors:**

Commissioner Liaison, Genny Reynolds

NRCS, Pat Gehling

- 1. Call to Order** District Administrator, Susan Shaw called the meeting to order at 6:00pm; Stoeckel arrived at 6:10pm.

- a. Pledge of Allegiance

- 2. Election of Officers: Chair, Vice-Chair, Treasurer, Secretary, Public Relations**

Janski proposed that the public relations position be eliminated. Eller and Beckstrom reported that the position is needed to be prepared in the event of a natural disaster and have an elected representative. Hoefert added that Mille Lacs County Commissioners requested the SWCD Board's input when the County was putting their natural disaster plan together. Beckstrom proposed merging public relations with chair. **Motion by Beckstrom to merge the Chair and Public Relations positions together;** Eller second. Affirmative: Beckstrom, Eller, Hoefert. Opposed: None. **The motion carried.**

Shaw asked for nominations for the office of Chair. Hoefert nominated Eller; Eller declined. **Eller nominated Janski as Chair.** Shaw asked three times for other nominations with none made. **Motion by**

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**Beckstrom to vote using a white ballot;** Eller second. Affirmative: Beckstrom, Eller, Hoefert. Opposed: None. **The motion carried.** Shaw turned the meeting over to Chair Janski.

**Eller nominated Beckstrom as Vice-Chair.** Janski asked three times for other nominations. **Motion by Eller to vote using a white ballot;** Hoefert second. Affirmative: Beckstrom, Eller, Hoefert. Opposed: None. **The motion carried.**

**Beckstrom nominated Hoefert as Treasurer.** Janski asked three times for other nominations. **Motion by Beckstrom to vote using a white ballot;** Eller second. Affirmative: Beckstrom, Eller, Hoefert. Opposed: None. **The motion carried.**

**Hoefert nominated Eller as Secretary.** Janski asked three times for other nominations. **Motion by Beckstrom to vote using a white ballot;** Hoefert second. Affirmative: Beckstrom, Eller, Hoefert. Opposed: None. **The motion carried.**

**3. Supervisors Signed the Conflict of Interest Disclosure**

**4. Motion by Beckstrom to approve the January 10, 2018 agenda with the addition;** second Hoefert. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**

- Additions: Add Road Salt Symposium to 12. Meetings & Events
- Deletions: None

**5. Motion by Eller to approve the Consent Agenda with the removal of: e. NRCS Report, f. Approve February 2018-January 2019 Board Meeting Dates, i. Approve the 2018 Fee Schedule;** second Kurt. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**

- 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

Type	Date	Num	Name	Memo	Amount
Check	12/01/2017	6810	Timmer Implement Inc.	Interseeder Repairs. Work Order #WP02333	-1,137.80
Check	12/01/2017	6811	ArcStone	Go-Live Expense. Services in October	-281.25
Liability Check	12/01/2017	E17-081	PERA	9318-00	-1,305.14
Liability Check	12/01/2017	E17-082	MN Department of Revenue	6737070	-443.00
Liability Check	12/01/2017	E17-083	Electronic Federal Tax Payment System	41-1254710	-2,521.30
Check	12/01/2017	6817	Billing's Service	Van Tire	-386.16
Paycheck	12/04/2017	6812-15	SWCD Payroll.		-6,329.82
Liability Check	12/04/2017	E17-080	MSRS-DCP	98995-01	-100.00
Check	12/08/2017	6818	Koch's Hardware	2857 - Chain Lube for Truax	-13.88
Check	12/08/2017	6819	ArcStone	December Hosting	-45.00
Check	12/08/2017	6820	Billing's Service	Gas. Oil Change in Truck	-178.33
Check	12/12/2017	6821	Rita Hennig	2017-18 Winter Storage of Equipment	-125.00
Check	12/14/2017	6822	Vedders, Jim	Well Sealing. FY16 Capacity	-1,400.00
Check	12/15/2017	6823	Jones, Rodney	Cost Share Project. FY16	-2,916.63
Paycheck	12/18/2017	6824-28	SWCD Payroll		-6,365.31
Liability Check	12/18/2017	6829	Public Employees Insurance Program (PEIP)	00440	-3,986.40
Liability Check	12/18/2017	E17-084	MSRS-DCP	98995-01	-100.00
Liability Check	12/18/2017	E17-085	PERA	9318-00	-0.01
Liability Check	12/18/2017	E17-085	PERA	9318-00	-1,305.14
Liability Check	12/18/2017	E17-086	MN Department of Revenue	6737070	-443.00
Liability Check	12/18/2017	E17-087	Electronic Federal Tax Payment System	41-1254710	-2,521.34
Check	12/18/2017	6830	Fransen, John	Partial Payment. FY17 SCS. Contract 17-1	-1,837.49
Check	12/18/2017	6831	MCSI-MN Copy Systems Inc.	Nov. 2017	-79.39
Check	12/18/2017	6832	VISA	3750 - Harmony's Class	-840.00
Check	12/18/2017	6833	VISA	4766 - MASWCD Convention. Checks	-437.76
Check	12/26/2017	6834	Office Depot	Office Supplies. Invoice #987903878001	-82.51
Check	12/28/2017	6835	Gmach, George	Invoice #20171210. Classification Review s	-225.00
Paycheck	12/29/2017	6836	Beckstrom, Kurt M	QRT 4	-140.32
Paycheck	12/29/2017	6837	Eler, Barbara F.	QRT 4	-540.54
Paycheck	12/29/2017	6838	Hoefert, Robert E	QRT 4	-578.30
Paycheck	12/29/2017	6839	Janski, Jacob	QRT 4	-607.20
Paycheck	12/29/2017	6840	Stoeckel, Kathy E	QRT 4	-236.06
Paycheck	12/29/2017	6841-45	SWCD Payroll		-6,399.24
Liability Check	12/29/2017	E17-088	PERA	9318-00	-1,305.14
Liability Check	12/29/2017	E17-089	PERA	9318-00	-15.00
Liability Check	12/29/2017	E17-090	MSRS-DCP	98995-01	-100.00
Liability Check	12/29/2017	E17-091	MN Department of Revenue	6737070	-443.00
Liability Check	12/29/2017	E17-092	Electronic Federal Tax Payment System	41-1254710	-2,752.14
Sales Tax Payment	12/29/2017	E17-093	MN Department of Revenue	Sales Tax	-836.00
					-49,359.60

e. *NRCS Report* – Written and Verbal. Pat Gehling introduced himself. He reported that Barb Zeroth would be in the Milaca NRCS Office full time and that he would be as needed in the office. He will be available full time in the Benton NRCS office for any assistance that is needed. He provided a written update highlighting the EQIP Program applications for Mille Lacs County. Currently there are 20 applications.

f. *Approve February 2018 through January 2019 Board Meetings Dates*. Kuchenbaker stated that the meeting in August is the third Wednesday due to the Mille Lacs County Fair. **Motion by Eller to approve the February 2018 through January 2019 Board Meeting Dates**; second by Beckstrom. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**

i. *Approve the 2018 Fee Schedule*. Janski asked if the \$30 cleaning fee on the Truax and Tye would cover the costs if cleaning mud and seed was needed. Shaw recommended that there be clarification of how and what to do for cleaning and requested to get Casey Field's input. **Motion by Beckstrom to approve the 2018 Fee Schedule**; second Eller. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**

**6. Open Public Forum:** No public comment.

**7. Staff Reports/Presentations**

- a. Administrator's Report – written and verbal. Shaw highlighted the County Ag Inspector work plan and reported that the district is applying for \$30,000 noxious and invasive weed management grant.

**8. District Policy, Planning, Grants, & Projects**

- a. SWCD IRVM Committee – Eller reported that the committee drafted an herbicide treatments in district projects policy. It states the district recommends non-chemical but will not dictate the use or non-use of pesticides, but rather encourages non-chemical methods. If chemical methods are used it must be within the regulations set by Dept. of Ag, DNR, or County. Shaw reported that the two technicians had concerns which include: the word 'preference' on how it could be interpreted; professional recommendations will be influenced based on landowner project goals; and that some contractors may not be interest in install of non-chemical projects. Discussion about the concerns. Beckstrom and Eller were in agreement that cultural attitudes may be an issue, but having a project looking perfect is not always the goal, the goal is sustainability and water and soil quality. Janski reported that the policy would be provided to the Mille Lacs County Board to encourage them to continue with non-chemical applications. **Motion by Eller to approve the herbicide treatment in district projects / resolution #2018-01**; second Hoefert. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**
- b. 2018 District Work Plan – Shaw reported that the district work plan draft is a work in progress and will be evolving over time. Asked for board input. Janski and Hoefert thought hours would be helpful. Beckstrom thought soil health could be added, possibly within Agriculture or Outreach; give the district a target to look at. Eller reported that it is a good tool. Shaw reported that the staff are doing a good job getting their individual work plans organized and completed. She stated that it is important to remember that goals are not going to be evaluated based on the numbers alone. The goal is to have sustainable long term projects.
- c. **Election of 2018 Operational Committee Assignment** (2 Members with 1 Alternate)  
Janski recommended that the project committee be changed to conservation committee.  
**Motion by Beckstrom to change the project committee to conservation committee**; second

Hoefert. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.** A recap of who is on what committee was requested.

- i. Financial Committee: Hoefert & Stoeckel (alt. Janski)
- ii. Statement Audit: Stoeckel (alt. Hoefert)
- iii. Personnel Committee: Eller & Stoeckel (alt. Hoefert)
- iv. Outreach/Educational Committee: Eller & Janski (alt. Beckstrom)
- v. Conservation Committee: Beckstrom & Janski (alt. Eller)

**Motion by Beckstrom that the 2018 operational committee assignments stay the same from the previous year;** second Eller. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**

d. **Election of 2018 Associations, Watersheds, Workgroups (1 Member with 1 Alternate).**

- i. Technical Service Area III – Member: Hoefert Alternate: Janski
- ii. Forestry Association – Member: Eller Alternate: Janski
- iii. Mille Lacs Lake Watershed Management Group – Member: Eller Alternate: Janski
- iv. Snake River Watershed Management Board – Citizen Advisory Committee – Member: Beckstrom Alternate: Hoefert
- v. County Water Management Plan Advisory Committee/1W1P – Member: Stoeckel Alternate: Eller
- vi. Integrated Roadside Vegetation Management Committee – Member: Eller & Janski Alternate: Stoeckel

**Motion by Beckstrom of the 2018 election of associations, watersheds, workgroups members and alternates;** second Eller. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**

9. **Financials**

- a. **Motion by Eller 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;** second Beckstrom. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**
- b. **Motion by Hoefert to balance the 2018 budget by taking \$1,805 out of capital outlay;** second Beckstrom. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**
- c. **Motion to Beckstrom 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;** second Stoeckel. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**
- d. **Motion by Eller 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;** second Stoeckel. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**
- e. Statement Audit – Stoeckel approves.
- f. **Motion by Hoefert to approve supervisor 4<sup>th</sup> quarter compensation;** second Stoeckel. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried.**

10. **District Activities**

- a. County Agriculture Inspector
  - i. Integrated Roadside Vegetation Management – Committee met on December 26, 2017 and outcome resulted in the herbicide policy discussed earlier.

- b. Outreach/Educational Committee – Eller reported that the committee recommends participation in the Mille Lacs County quarterly newsletter and requests a 400 word spot in the newsletter. She would like to have all the board members and staff’s input with the website and Facebook sites. The committee would like to see board participation at the annual township meeting in March, along with representation at the spring and fall township association meetings. The committee is going to be working on updating the brochure.

**11. Informational Updates**

- a. Water Management & Watershed Activities –
  - i. County Local Water Management Plan Advisory Committee – Stoeckel reported that meeting was detailed; looking at each objective with action items and achievable goals. Discussion regarding SWCD, county, state, and agency roles.
  - ii. Mille Lacs Lake Watershed Management Group – Eller reported the next meeting is Jan 25.
  - iii. Snake River Watershed Management Board – Hoefert reported no meeting in December.
- b. Supervisor Updates
  - i. MN SWCD Forestry Association (Eller/Janski) – Janski reported that the upcoming meeting will have a discussion about tree sales.
  - ii. Area III Report (Hoefert, Area Director) – Hoefert met with the newly elected officers to transition duties. He reported that the annual account balanced.
  - iii. MASWCD Board (Beckstrom, MASWCD President) – Beckstrom gave a detailed report.
  - iv. Clean Water Council (Hoefert, Farm Organization Representative) – Hoefert reported a detailed presentation was provided regarding ground water contaminant study.

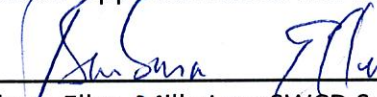
**12. Meetings & Events**

- a. Water Management Plan Advisory Committee..... Jan. 9, Historic Courthouse Conf. Rm 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  
Susan reported that currently there is only one TSA engineer.
  - f. MASWCD Legislative Briefing Day at the Capitol..... March 12-13, Embassy Suites in St. Paul  
Beckstrom recommends letting staff know who will be attending so they can get registered early.
  - g. 2018 Road Salt Symposium..... Feb. 8, Plymouth Creek Center
- Motion by Hoefert to add an “action” placeholder on the meetings and events section of the agenda so there is approval for supervisors to attend meetings and events; second Eller. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. The motion carried.**

**13. Evaluate the Meeting:** Janski inquired about changing how the board packet is emailed. Kuchenbaker suggested that she will bind the consent agenda items together and the other agenda items separately in second binder.

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

**15. Motion by Eller to adjourn the meeting;** second Hoefert. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: None. **The motion carried. Meeting adjourn at 8:20pm.**

  
 \_\_\_\_\_  
 Barbara Eller, Mille Lacs SWCD Secretary  
 Jake Janski, Alternate

2-14-2018  
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 Date