



Historic Courthouse
635 2nd St SE, Milaca, MN 56353
320-983-2160
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 MARCH 14, 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

BWSR, Jason Weinerman

1. **Call to Order** Chair Janski called the meeting to order at 6:05pm; Stoeckel arrived 6:09; Hoefert 6:13
 - a. Pledge of Allegiance
2. **Conflict of Interest Disclosure Signed**
3. **Motion by Eller to approve the agenda as presented;** Beckstrom second. Affirmative: Beckstrom, Eller.
4. **Motion by Eller to approve the consent agenda as presented;** Beckstrom second. Affirmative: Beckstrom, Eller.
 - a. Approve February 14, 2018 Regular Meeting Minutes
 - b. Approve Monthly Financial Report
 - i. Treasurer's Report
 - ii. Checks written #6875 - #6900 and electronic transfer's #e18-011 - #e18-018 totaling \$46,632.77.
 - iii. 2017 Year End Financial Statement from Peterson's

- c. Information Only: 25by25 Report, MASWCD Winter Report, MAWQCP Report, Compass Press Release , Tree Ad – Classifieds Section of the Town Country (March 4 edition)
- d. AgBMP Loan
- e. Approve District Administrator leave March 26-30

Type	Date	Num	Name	Memo	Amount
Check	02/02/2018	6875	VISA	4766	-127.66
Check	02/05/2018	6876	ECM Publishers, Inc.	Acct #368466. Meeting Dates/Notices	-63.05
Check	02/05/2018	6877	Billing's Service	Repairs to Van. Gas	-576.20
Check	02/05/2018	6878	Area III SWCD Association	Annual Dues	-225.00
Check	02/05/2018	6879	JH Accounting, Inc	Invoice #7071. Repairs to QB. 941. W2s	-320.00
Check	02/05/2018	6880	Minnesota State Auditor	Claim #68934	-165.00
Check	02/05/2018	6881	MN NC JPB	Training. Lunch Cost	-30.00
Check	02/09/2018	6883	Dell Marketing	Standing Desk. #10222620310. Computer Sy	-2,913.22
Check	02/09/2018	6882	SHI International Corp	Office Pro Plus 2016. Invoice #B07681135	-332.00
Check	02/09/2018	6884	MCSI-MN Copy Systems Inc.	January Printing. Invoice #235428	-68.91
Paycheck	02/12/2018	6885-89	SWCD Payroll		-6,761.03
Liability Check	02/12/2018	E18-011	MSRS-DCP	98995-01	-200.00
Liability Check	02/12/2018	E18-012	PERA	9318-00	-1,368.93
Liability Check	02/12/2018	E18-013	Electronic Federal Tax Payment System	41-1254710	-2,433.10
Liability Check	02/12/2018	E18-014	MN Department of Revenue	6737070	-461.00
Liability Check	02/12/2018	6890	Public Employees Insurance Program (PEIP)	00440	-3,986.40
Check	02/12/2018	6891	Mille Lacs Messenger	#00005713. Legal Notice/Board Meeting Date	-86.74
Check	02/15/2018	6892	MASWCD	Leg Day. Janksi & Hoefert Registration	-160.00
Check	02/15/2018	6893	MACAI	CAI Annual Dues	-85.00
Check	02/15/2018	6894	Milaca Area Chamber of Commerce	State of the Cities Luncheon	-10.00
Paycheck	02/26/2018	6895	SWCD Payroll		-6,761.03
Liability Check	02/26/2018	E18-015	MSRS-DCP	98995-01	-200.00
Liability Check	02/26/2018	E18-016	PERA	9318-00	-1,368.95
Liability Check	02/26/2018	E18-017	Electronic Federal Tax Payment System	41-1254710	-2,433.02
Liability Check	02/26/2018	E18-018	MN Department of Revenue	6737070	-461.00
Check	02/26/2018	6900	BWSR		-15,000.00
				TOTAL	-46,597.24

5. Open Public Forum: No public comment.

6. Staff Reports/Presentations

- a. NRCS Report (written/verbal) – Pat Gehling reported that EQIP is moving ahead to ranking and approved EQIP projects should be released in April.
- b. BWSR Update – Jason Weirnerman reported that BWSR is requesting bi-annual reports, E-Link was due in February, the Buffer State Cost Share Funds are being reallocated and Isanti County approved their participation in 1W1P. Shaw reported that she is working with the Isanti SWCD Administrator to coordinate a date to have a meeting regarding 1W1P next steps.
- c. SWCD Staff Report – Shaw pointed out the new format mirrors the District Work Plan.
- d. Administrators Report – Shaw reported that she received the BWSR bi-annual report request that is due April 12. She is prepared to begin drafting the document based on guidance and input from

staff, supervisors and citizens. She proposed she would request funds for current projects (watershed, agriculture, shoreland) with additional capacity funds for forestry. Shaw pointed out that there has been a lot of concerns regarding forestry and water quality and quantity. She is proposing a possible shared position with neighboring SWCDs. Eller stated that expanding educational opportunities would be something to add. She reported that the 25by25 report from Governor Dayton had the importance of integrating conservation curriculum into the schools.

7. District Policy, Planning, Grants, & Projects

- a. 2018 District Work Plan – Shaw reported that the staff have weekly meetings to discuss individual work plans and measurable goals. It is a slow process. She asked the board to look at page 5 of 6 of the work plan highlighting the County Ag Inspector section. She reported that the board approved civic approach is being used. Staff will be working with 1 or 2 local township weed managers to support their initiative to identify their own priorities and create buy in by having them develop their own plan and SWCD will support them. Eller questioned how are you going to handle weed training? Shaw reported that rather than having a speaker, have township weed managers present to other township weed managers on what they are doing. SWCD will be there to support. Stoeckel reported that there will be a problem with commitment from Townships and how are they going to know what to do. Shaw reported that they would get all the same information they have in the past. The SWCD is going to invest time in 1 or 2 weed managers rather than all 18, trying to create buy in for more sustainable outcomes. Eller and Janski agreed.
- b. Sexual Harassment Training – Discussion. Consensus from the Board is that staff and supervisors will watch together before a regular scheduled meeting at 5:00pm.
- c. MASWCD Self-Assessment Results from Staff & Supervisors – Discussion. Chair Janski suggested it be best to table for next meeting and bring back feedback ready to discuss. Beckstrom reported that a supervisor manual be prepared which includes policies and procedures in the future.

8. District Activities

- a. Tree Sale – Kuchenbaker handed out an updated tree inventory. The Conservation Committee will stop in at tree barn on April 26 (tentative pick up date).
- b. County Agriculture Inspector - Shaw reported that the Department of Agriculture grant she applied for in the amount of \$30,000 was awarded in the amount of \$5,000. The funds applied for are to be used specifically for weed control mechanisms. The grant will be allocated to Mille Lacs County to assist them in weed control.
 - i. Integrated Roadside Vegetation Management – Meeting on March 16.
- c. Outreach/Educational Committee – Janski asked for input regarding the brochure. Discussion. Jason Weinerman asked what the purpose of the brochure was; he stated add more pictures and less words. Janski handed out the draft Mille Lacs County Newsletter article about trees. Asked Board for input by Friday at noon.

9. Financials

- a. Approve Statement Audit – Stoeckel approves.

10. Grants & Project Decisions

- a. **Motion to approve FY18 Capacity Funds #P18-4208 amendment; Second by Hoefert. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: none. Motion carried.**

11. Meetings & Events

- a. Water Management Plan Advisory Committee March 15, Courthouse
- b. Mille Lacs Lake Watershed Management Group March 22, Aitkin
- c. SWCD Forestry March 15, McGregor
- d. Snake River Watershed CAC & Board Meeting March 26, Mora
- e. TSA Area 3 March 28, Duluth
- f. IRVM March 16, Courthouse
- g. Commissioner Work Session March 20, 9:00 am, Courthouse
- h. Other Planned Committee Meetings?
 - i. Finance – No Meeting
 - ii. Personnel – June 13 @ 5:00pm
 - iii. Conservation – April 26 Tree Barn
 - iv. Outreach/Education – April 11 @ 5:00pm

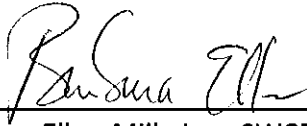
12. Informational Updates

- a. Water Management & Watershed Activities
 - i. County Local Water Management Plan Advisory Committee – Stoeckel reported that the meeting will be on March 15. Weinerman reported that BWSR approved the Priority Scoping Document.
 - ii. Mille Lacs Lake Watershed Management Group – Eller reported that Aitkin is applying for an AIS grant that would be used to help fund educational items for adults and children to be used initially at the Aitkin Lakes & Rivers Fair. The group is determining how best to summarize the past 10 years of data.
 - iii. Snake River Watershed Management Board – No meeting/No Report
 - iv. MASWCD Legislative Day at the Capital – Hoefert and Janski attended.
- b. Supervisor Updates
 - i. MN SWCD Forestry Association – Eller reported meeting will be on March 15.
 - ii. Area III – Hoefert asked for suggestions on a date for the resolution meeting. Discussion. Possible date of resolution meeting June 6. Beckstrom reported that if the Board was going to have a resolution that it be reviewed in April and voted on in May.
 - iii. TSA Report – Hoefert reported next meeting on March 28. Janski and Hoefert will be attending.
 - iv. MASWCD Board – Beckstrom reported that Legislative Day was a success. Eleven legislatures attended the social hour and had good discussion about conservation throughout the state. MASWCD President Beckstrom will be attending many area meetings in the next week. The MASWCD is creating an education program for new SWCD staff.
 - v. Clean Water Council – Hoefert reported that the budget outcome was presented by the State Auditor and funds were allocated to specific areas.
 - vi. AIS Summit – Eller reported that there were 400-500 people in attendance and that the summit was recorded and will be available shortly. Eller spoke about Compass at the summit.

13. Evaluate the Meeting: Hoefert stated the meeting progressed well. Shaw thanked the Board for their time and commitment to the work plan.

14. Next Regular Meeting – Wednesday, April 11, 2018, 6:00pm, Historic Courthouse, Conference Room D.

15. Motion by Eller to adjourn the meeting; Second by Stoeckel. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: none. The motion carried. Meeting adjourn at 8:03pm.



Barbara Eller, Mille Lacs SWCD Secretary
Jake Janski, Alternate



Date