



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 JUNE 13, 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 (6:57 pm)
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
Apprentice, Claire Blake

Visitors: none

1. **Call to Order** Chair Janski called the meeting to order at 6:02pm
 - a. Pledge of Allegiance
2. **Conflict of Interest Disclosure Signed**
3. **Motion by Hoefert to approve the agenda as presented;** Eller second. Affirmative: Eller, Hoefert, Stoeckel. Opposed: none. **The Motion Carried.**
4. **Motion by Eller to approve the consent agenda as presented;** Hoefert second. Affirmative: Eller, Hoefert, Stoeckel. Opposed: none. **The Motion Carried.**
 - a. Approve May 9, 2018 Regular Meeting Minutes
 - b. Approve Monthly Financial Report
 - i. Treasurer's Report

ii. Checks written #6950 - #6969 and electronic transfer's #e18-037 - #e18-043 totaling \$34,118.53.

c. Approve Budgeted Expenses

d. Information Only: Partner Reports, Project Summaries (Envirothon, Conservation Day), News Releases (Issued in the Mille Lacs Messenger and Union-Times for Nitrate Clinic during Household Hazardous Water Day), Bock Wellhead Protection Plan

e. Approve Policy #2018-04 approving District Administrator Authorized Spending Policy.

f. Approve the extension of 2016 SWCD Local Capacity Service Grant, Grant ID #P16-2379.

g. Approve District Administrator leave June 25-29, 2018

Type	Date	Num	Name	Memo	Amount
Check	05/02/2018	6950	Area VI	SWCD Manager's July Meeting	-25.00
Bill Pmt -Check	05/03/2018	6952	Schumacher's Nursery	417	-3,122.50
Liability Check	05/04/2018	E18-037	PERA	9318-00	-1,368.94
Liability Check	05/04/2018	E18-038	MN Department of Revenue	6737070	-461.00
Liability Check	05/04/2018	E18-039	Electronic Federal Tax Payment System	41-1254710	-2,433.12
Paycheck	05/07/2018	695357	SWCD Payroll		-6,761.05
Check	05/07/2018	6951	Billing's Service	April Gas Invoice	-118.70
Liability Check	05/07/2018	E18-036	MSRS-DCP	98995-01	-200.00
Check	05/08/2018	6958	Morrison SWCD	Admin Training June 27-28; Maggie Kuchent	-65.00
Liability Check	05/14/2018	6959	Public Employees Insurance Program (PEIP)	00440	-3,986.40
Check	05/14/2018	6960	MCSI-MN Copy Systems Inc.	April Billing Cycle. Invoice #241301	-27.27
Check	05/14/2018	6961	MACAI	Lynn Gallice Registration for July 16-18	-170.00
Paycheck	05/21/2018	6962-66	SWCD Payroll		-6,795.60
Liability Check	05/21/2018	E18-040	MSRS-DCP	98995-01	-200.00
Liability Check	05/21/2018	E18-041	PERA	9318-00	-1,368.95
Liability Check	05/21/2018	E18-042	MN Department of Revenue	6737070	-462.00
Liability Check	05/21/2018	E18-043	Electronic Federal Tax Payment System	41-1254710	-2,433.00
Check	05/21/2018	6967	VISA	4766; Postage Stamps; Snacks for CIA Meet	-102.56
Check	05/21/2018	6968	VISA	8247; Shaw 's Cont. Ed WCA; Buffer/Shorela	-267.44
Check	05/22/2018	6969	Mille Lacs County 1	MDA Grant for Weed Management	-3,750.00
					-34,118.53

5. **Open Public Forum:** Claire Blake, Conservation Corp Apprentice, reported that she graduated from college with a degree in Environmental Science. She has been working on weed mapping, water sampling, well records and miscellaneous SWCD duties.

6. Staff Reports/Presentations

a. NRCS Report (written)

b. SWCD Staff Report (written) – Hoefert suggested a sign by the rental equipment with our phone number.

c. Administrator's Report – Shaw reported on three different topics. First, she was invited to a meeting with PCA and BWSR regarding civic engagement and possible changes to grants that have a civic engagement piece. Second, WCA outreach is moving forward. She has had conversations with four different marketing companies and will hopefully have a plan to present to the board next meeting. She has provided a WCA article to the County Newsletter and MLLWGM topic of the

month. Third, she was invited to the Mille Lacs County Board meeting to discuss a geological atlas and has been invited to a work session.

7. District Policy, Planning, Activities, Projects & Grants

- a. District Work Plan – Shaw reported that she created two new columns providing a rating scale to aid in mid-year reviews. The rating scale is ranked from zero to four. Discussion. Eller and Janski agreed that the work plan is a useful tool. Eller reported that Shaw needs to feel free to realign the objective if need be.

0 - no interest in the larger purpose or in the process for organizing (either lack of interest or lack of exposure)
1 - Interest in the purpose for using organizing standards & the larger goal, but no individual plan to implement civic organizing.
2 - Ownership in the purpose for using organizing standards, plans to take a role, no evidence yet
3 - Ownership, implementing plan, progress with some evidence (Dec 2018 goal)
4 - Ownership with evidence - we have achieved our goal for organizing.

- b. Personnel Committee Report – Eller reported that the personnel committee had their mid-year reviews on June 13 at 5:00 pm for the purpose of reviewing Administrator and staff progress on goals for 2018. Eller reported that Ms. Shaw requested time and 1:1 meetings with supervisors.
- c. Water Management Plan Draft – Shaw reported that the draft was not complete at this time. The draft will be available at the next meeting.
- d. 1W1P Planning Goal Proposal/Resolution – Discussion regarding possible tasks by Mille Lacs SWCD staff and supervisors. **Motion by Beckstrom to approve Resolution #2018-05 Support a Rum River Major Watershed and One Watershed, One Plan Implementation Framework Project;** Eller second. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: none. **The Motion Carried.** **Motion by Beckstrom to support One Watershed, One Plan Planning application in draft form as presented ;** Hoefert second. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: none. **The Motion Carried.**
- e. 319 Grant – Shaw reported that the Nature Conservancy informed the Rum River Watershed partners of a 319 grant opportunity. Shaw supported watershed partner efforts to submit an application of interest. If accepted, the watershed may have an opportunity to apply for up to 16 years of implementation funding. Board agreement supporting the pursuit of the 319 grant.
- f. Professional and Technical Services Contract (Ob Wells) – **Motion by Beckstrom to approve the MNDNR Groundwater Level Monitoring Agreement – FY2019;** Eller second. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: none. **The Motion Carried.** Eller suggested the SWCD ask for an increase next year in grant funds.

8. Financials

- a. Financial Committee Report – No Report. Discussion regarding the nineteen million dollar SWCD shortage statewide and how the MASWCD calculated and found that number.
- b. Approve Statement Audit – Stoeckel Approved.

9. Meetings & Events

- a. Water Management Plan Advisory Committee June 21, Courthouse

Stoeckel attending

- b. Mille Lacs Lake Watershed Management GroupJune 28, Garrison VFW
Eller attending
- c. SWCD Forestry No June Meeting
- d. Snake River Watershed CAC & Board Meeting..... June 25, Mora
Beckstrom attending
- e. TSA Area 3 June 27, Duluth
Hoefert attending
- f. Other Planned Committee Meetings
 - i. Finance – July 6 @ 3:00, SWCD Office (Hoefert and Stoeckel attending)
 - ii. Outreach/Education – July 11 @ 5:00, SWCD Office (Eller and Janski attending)

Motion by Stoeckel to approve the meeting and events; Second by Eller. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: none. The motion carried.

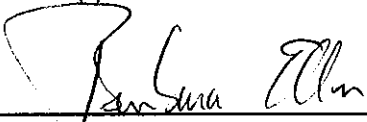
10. Informational Updates

- a. Operational Committees – No Reports
- b. Watershed, Workgroups
 - i. MN SWCD Forestry Association – Janski reported that Ryan Hughes from BWSR attended the meeting regarding the Forestry Resolution. Tree sale survey discussion. July 19 is the next meeting.
 - ii. Mille Lacs Lake Watershed Management Group – Eller reported she was unable to attend. River and Lakes Fair is June 16.
- c. Associations/Supervisor Updates
 - i. MASWCD Board (Beckstrom, MASWCD President) – Beckstrom reported the August meeting will be held in Grand Rapids. He has been attending the area meetings. Area 3 has a scholarship available for staff or supervisors that would like to attend the four day leadership training in Washington D.C.
 - ii. Area III (Hoefert, Area Director) – Discussion at the Area III meeting regarding capacity match funds that resulted in a motion to send a letter to BWSR to look at their policy regarding capacity funds.
 - iii. Clean Water Council (Hoefert, Farm Organization Representative) – Hoefert reported full council meeting Monday, June 18.

11. Evalute the Meeting: Stoeckel praised Chair Janski for keeping the meeting running smoothly.

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

13. Motion by Stoeckel to adjourn the meeting. Second by Eller. Affirmative: Beckstrom, Eller, Hoefert, Stoeckel. Opposed: none. **The motion carried. Meeting adjourned at 8:16 pm.**



 Barbara Eller, Mille Lacs SWCD Secretary
 Jake Janski, Alternate

7-11-2018

 Date