



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 NOVEMBER 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

Member, Andre LaSalle, District 4

Secretary, Kathy Stoeckel, District 1

Members Absent: none

Staff Present:

District Administrator, Susan Shaw

Administrator Assistant, Maggie Kuchenbaker

Visitors:

Commissioner Liaison, Genny Reynolds

MLC Environmental Recourses Manager, Dillon Hayes

1. Call to Order Chair Janski called the meeting to order at 6:01pm
 - a. Pledge of Allegiance
2. Conflict of Interest Disclosure Signed
3. Motion by Hoefert to approval of updated agenda as presented; Beckstrom second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The Motion Carried.
4. Motion by LaSalle to approve the consent agenda as presented; Stoeckel second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The Motion Carried.
 - a. Approve October 10, 2018 Regular Meeting Minutes
 - b. Approve Monthly Financial Report

i. Treasurer's Report

ii. Checks written #7072 - #7094 and electronic transfer's #e18-090 - #e18-098 totaling \$34,396.31.

Type	Date	Num	Name	Memo	Amount
Paycheck	10/01/2018	7072	Beckstrom, Kurt M		-280.65
Paycheck	10/01/2018	7073	Eler, Barbara F.		-478.01
Paycheck	10/01/2018	7074	Hoefert, Robert E		-683.91
Paycheck	10/01/2018	7075	Janski, Jacob		-352.46
Paycheck	10/01/2018	7076	Stoeckel, Kathy E		-237.02
Check	10/02/2018	7069	MVTL Laboratories, Inc.	Work Order #1215650	-78.00
Check	10/02/2018	7070	ArcStone	Invoice #66203; Hosting Qrter 4	-135.00
Check	10/03/2018	7071	Mille Lacs County 1	2018 Rent	-4,500.00
Check	10/05/2018	7077	Mille Lacs County 1	3rd quarter Phone	-144.31
Check	10/05/2018	7078	Hy - Tech Automotive	2016 GMC - Oil Change	-57.22
Check	10/05/2018	7079	Billing's Service	September Gas	-139.62
Paycheck	10/08/2018	7080-84	SWCD Payroll		-6,773.04
Liability Check	10/08/2018	E18-090	PERA	9318-00	-1,368.93
Liability Check	10/08/2018	E18-091	PERA	9318-00	-30.00
Liability Check	10/08/2018	E18-092	MSRS-DCP	98995-01	-200.00
Liability Check	10/08/2018	E18-093	MN Department of Revenue	6737070	-461.00
Liability Check	10/09/2018	E18-094	Electronic Federal Tax Payment System	41-1254710	-2,641.42
Check	10/15/2018	7085	MCSI-MN Copy Systems Inc.	September Copies; ML34	-62.43
Liability Check	10/15/2018	7086	Public Employees Insurance Program (PEIP)	00440	-3,986.40
Paycheck	10/22/2018	7087-91	SWCD Payroll		-6,812.77
Liability Check	10/22/2018	E18-095	MSRS-DCP	98995-01	-200.00
Liability Check	10/22/2018	E18-096	PERA	9318-00	-1,368.93
Liability Check	10/22/2018	E18-097	MN Department of Revenue	6737070	-461.00
Liability Check	10/22/2018	E18-098	Electronic Federal Tax Payment System	41-1254710	-2,433.04
Check	10/22/2018	7092	VISA	0861; Gas	-33.65
Check	10/22/2018	7093	VISA	7585	-107.90
Check	10/22/2018	7094	Mille Lacs County 1	Stream Sampling	-369.60
TOTAL					-34,396.31

c. Approve cost-share amendment for contract #FY18-1 for Lakeside Manor.

d. Information Only: Partner Reports, Project Summaries

5. Open Public Forum: No public comment.

6. Staff Reports/Presentations

- a. SWCD Staff Report – Written. Ms. Shaw reported that the staff added a purpose statement to the staff report. She reported that the staff report tracks noteworthy things the staff are doing, but does not report everything they do. Beckstrom reported that the civic standards are on the report as well and it is a good reminder of how we are doing our work. Ms. Shaw reported that civic standards addresses all stakeholders involved in the issue and involves them in the decision making process.

b. Administrator's Report – Verbal.

* Ms. Shaw reported all staff attended BWSR Academy and asked the board members if they would want staff to report verbally on their experience or if the project summary answered their questions.

* Ms. Shaw thanked the board members that were able to meet with her for 1:1 conversations.

* Ms. Shaw asked the members of the finance committee if they were still planning to meet on December 7, to review the budget. She reported that she is on the County agenda to meet with the commissioners at work session on November 27. Ms. Shaw will confirm with the finance committee members after the meeting.

* Ms. Shaw asked the personnel committee when they would like to meet to go over staff reviews and her review.

* Ms. Shaw reported that BWSR requires the financials to be audited every three years or if revenue is greater than \$500, 000; the SWCD will need an audit of the 2018 financials. Ms. Kuchenbaker mailed out a letter to Peterson's CPA to request a bid for the 2018 audit.

* Ms. Shaw reported that the 319 grant was approved. It is a partnership grant with Anoka, Isanti, Mille Lacs, and the Nature Conservancy. The funding is for a portion of the Rum River Watershed to do projects over 16 years.

* Ms. Shaw reported she submitted the Minnesota Department of Agriculture Noxious Weed Grant with Mille Lacs County. Together they requested \$20,000, which will cover some staff time and county control method of noxious weeds.

* Ms. Shaw reported the 2018 work plan and using of the civic standards have been effective. Beckstrom requested that when the MASWCD district capacity self-assessment tool arrives to forward to all board members with email, so each board member can fill it out and discuss it.

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

a. Motion by Beckstrom to approve the practice requested for the use of AgBMP loan for Keven Olson; Hoefert second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The Motion Carried.

b. Motion by Beckstrom to approve Resolution #2018-10 District Administrator Authorized Signature on AgBMP Loan Applications; LaSalle second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The Motion Carried.

c. Buffer Law

i. Motion by Beckstrom to approve the buffer compliance plan; LaSalle second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The Motion Carried. Ms. Shaw reported that the plan does not have sunset policy and that BWSR provided the template for the plan. Mille Lacs County will be split into three regions and each would be monitored every three years. Ms. Kuchenbaker reported that Mr. Field will be using aerial imagery to monitor the buffers and will reach out to landowners if he needs to go onsite.

d. One Watershed One Plan (1W1P)

i. Motion by Beckstrom to approve Resolution #2018-08 Support a Snake River Watershed and One Watershed, One Plan Implementation Framework Project; Hoefert second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The Motion Carried. Discussion: Beckstrom reported that the Snake River Watershed Management Board is requesting that partners consider signing resolutions of support. Janski reported he has concerns about

commitment of time for staff and supervisors. Ms. Shaw reported that Mille Lacs County has less than 10% of the watershed within the boundary of the county and that in her experience with the Rum River 1W1P that counties with a small portion of the watershed within their county takes on a smaller role of the planning process. Janski tabled a vote on the motion until after the discussion about the Rum River 1W1P representation discussion and 2019 work plan discussions to gather more information about the future commitments in place.

- ii. SWCD Policy Committee Representation & Alternate for Rum River 1W1P – Ms. Shaw reported that one SWCD supervisor and one County Commissioner (along with alternates) would need to be on the policy committee. Discussion. Ms. Kuchenbaker will email out the structure of the policy committee and advisory committee that Ms. Maslowski has put together for the Mille Lacs Lake Watershed Management Group, this may clarify questions that the supervisors may have about what their role could be.
- e. 2019 District Work Plan Draft – Ms. Shaw presented the draft 2019 work plan. She requested that the board give her feedback on the draft and what they would like to see and how to make it easier to follow. She pointed out that she was splitting out the duties in two areas: requisite (day to day activities that needs to be done) and strategic (board & staff decision). Janski reported it will allow us to prioritize items if we need to take items off or when other items come up. Beckstrom reported we would be able to move items from requisite to strategic or vice versa. Janski asked how much of the work plan and staff report overlap. Ms. Shaw reported that the work plan and staff report overlap very little that the staff report is more detailed.

8. Financials

- a. Approve Statement Audit – Stoeckel Approved.

9. Meetings & Events (ACTION)

- a. Mille Lacs Lake Watershed Management Group Nov. 19, Rolf Olsen Center, Onamia
Janski attending
- b. SWCD ForestryNov. 15, McGregor
LaSalle attending
- c. Snake River Watershed CAC & Board Meeting Nov. 26, Mora
Beckstrom attending
- d. MASWCD ConventionDec 9-11, Bloomington
Beckstrom, Hoefert, Janski attending
- e. Other Planned Committee Meetings
 - i. Finance Committee (Hoefert, Stoeckel) TBD: Tentatively Dec. 7, SWCD Office @3:00
 - ii. Personnel Committee (Janski, Stoeckel) TBD: Tentatively Dec. 7, SWCD Office @ 4:00

10. Informational Updates

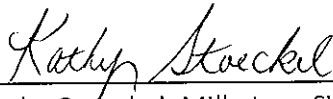
- a. Watershed, Workgroups
 - i. Snake River Watershed Management Board. Beckstrom reported the board is moving forward with 1W1P, requesting that partners consider signing resolutions of support. The board reviewed projects. He attended the Kanabec Soil Health Day Event. Ms. Shaw reported that she will be presenting at the November meeting about 1W1P.
- b. Supervisor Updates

- i. Area 3 Report (Hoefert, Area Director) – Hoefert reported that Area 3 is in need of a treasurer; asking former treasurer, Kim of Carlton SWCD, to fill the vacant spot for 2019.
- ii. MASWCD Board (Beckstrom, MASWCD President) – Beckstrom reported the district self-assessments will be emailed out shortly and encourages the board to participate. Convention is in December. Next week he and LeAnn will be meeting with legislatures. Beckstrom requested that the MASWCD volunteer committee membership request be added to next month's agenda.
- iii. Clean Water Council (Hoefert, Farm Organization Representative) – Hoefert reported council meeting next week to set the budget for the 2021 priorities.

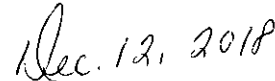
11. Evaluate the Meeting: No evaluation.

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

13. Chair Janski adjourned the meeting at 7:49 pm.



Kathy Stoeckel, Mille Lacs SWCD Secretary
Jake Janski, Alternate



Date