



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 DECEMBER 12, 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

Area 3 Director/Kanabec Supervisor, Paul Hoppe

1. **Call to Order** Chair Janski called the meeting to order at 6:00pm
 - a. Pledge of Allegiance
2. **Conflict of Interest Disclosure Signed**
3. **Motion by Beckstrom to approve the agenda as presented;** Hoefert second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
4. **Motion by Beckstrom to approve the consent agenda as presented;** LaSalle second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
 - a. Approve November 14, 2018 Regular Meeting Minutes
 - b. Approve Monthly Financial Report

i. Treasurer's Report

ii. Checks written #7095-#7112 and electronic transfer's #e18-099-#18-106 totaling \$28,302.89.

| Type | Date | Num | Name | Memo | Amount |
|-----------------|------------|---------|---|---|-------------------|
| Paycheck | 11/05/2018 | 7095-99 | SWCD Payroll | | -6,761.03 |
| Liability Check | 11/05/2018 | E18-099 | PERA | 9318-00 | -1,368.95 |
| Liability Check | 11/05/2018 | E18-100 | MN Department of Revenue | 6737070 | -461.00 |
| Liability Check | 11/05/2018 | E18-101 | Electronic Federal Tax Payment System | 41-1254710 | -2,433.08 |
| Check | 11/05/2018 | 7100 | Billing's Service | October Gas | -101.72 |
| Check | 11/05/2018 | 7101 | ArcStone | 5376 | -132.75 |
| Liability Check | 11/06/2018 | E18-102 | MSRS-DCP | 98995-01 | -200.00 |
| Check | 11/07/2018 | 7102 | SCMACDE | Susan Shaw Manager's Meeting | -15.00 |
| Liability Check | 11/09/2018 | 7103 | Public Employees Insurance Program (PEIP) | 00440 | -3,986.40 |
| Check | 11/13/2018 | 7104 | Hy - Tech Automotive | Oil Change Van | -34.75 |
| Check | 11/14/2018 | 7105 | MCSI-MN Copy Systems Inc. | October; Invoice #253272 | -48.65 |
| Paycheck | 11/19/2018 | 7106-10 | SWCD Payroll | | -6,796.57 |
| Liability Check | 11/19/2018 | E18-103 | MSRS-DCP | 98995-01 | -200.00 |
| Liability Check | 11/19/2018 | E18-104 | PERA | 9318-00 | -1,368.93 |
| Liability Check | 11/19/2018 | E18-105 | MN Department of Revenue | 6737070 | -461.00 |
| Liability Check | 11/19/2018 | E18-106 | Electronic Federal Tax Payment System | 41-1254710 | -2,433.06 |
| Check | 11/26/2018 | 7111 | MN Department of Agriculture | Cert. #20013064 | -250.00 |
| Check | 11/26/2018 | 7112 | Mille Lacs County 1 | MDA Grant for Weed Management FY 18 Fin | -1,250.00 |
| | | | TOTAL | | -28,302.89 |

c. Information Only: Partner Reports, Project Summaries

d. Approve budgeted price quote from Peterson CPA for 2018 audit and proceed with Peterson CPA moving forward with 2018 audit.

5. **Open Public Forum:** Mr. Paul Hoppe introduced himself. He is the Area 3 Director and a Kanabec SWCD Supervisor. He reported that at the MASWCD Convention eight out of nine resolutions passed. He congratulated the Mille Lacs SWCD for being well represented at the MASWCD Convention.

6. **Staff Reports/Presentations**

a. SWCD Staff Report – Janski noted that the tree order form will be included in the Mille Lacs County Newsletter and that Casey Field is doing a great job working with landowners regarding the buffer law. Ms. Shaw highlighted the Lakeshore Manor project that Lynn Gallice is working on.

b. Administrator's Report – Ms. Shaw reported she attended the Kanabec SWCD board meeting. She reported at that meeting how civic organizing is working for the Mille Lacs SWCD, highlighting key staff's work with landowners.

Ms. Shaw proposed staff presentations at the regular board meetings. The Supervisors liked the idea. (below is the schedule)

| | |
|--|---|
| Jan – Lynn Gallice (upcoming projects) | July – Maggie Kuchenbaker (youth events) |
| Feb – Casey Field (buffers) | Aug – Casey Field (outreach outcomes) |
| March – Susan Shaw (wca) | Sept – Maggie Kuchenbaker (audit) |
| April – Susan Shaw (1w1p) | Oct – None -- Resolution Voting Meeting |
| May – Maggie Kuchenbaker (trees) | Nov – Harmony Maslowski (outreach outcomes) |

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

- a. MASWCD Self Evaluation – Discussion. Ms. Kuchenbaker will compile Supervisor answers and email out the results. Discussion next month of compiled answers.
- b. District Work Plan – Ms. Shaw presented the board with a 2019 condensed work plan with priority work highlighted in the work plan, not all tasks that staff do on a day to day basis. One Watershed One Plan Rum River will be a high priority in 2019. Stoeckel asked when the County Water Plan will move beyond water sampling. Ms. Shaw reported that the two areas in the work plan regarding sampling are different than previous sampling done. One will be an opportunity to partner with Mille Lacs County regarding chloride sampling and the other is a potential contract with Minnesota Pollution Control Agency (MPCA) to assist with their Watershed Pollutant Load Monitoring Network. MPCA reached out requesting this assistance from the Mille Lacs SWCD, the project would be funded by MPCA. Ms. Shaw will review the program and bring information for action by the board at the January meeting.
 - i. E.coli Results – Discussion regarding results from the 2017 and 2018 sampling.
- c. Personnel Committee Report – Janski reported that the personnel committee (Hoefert & Janski) met with Ms. Shaw at the convention to review personnel reviews. Ms. Shaw recommended step increases for all staff. Hoefert reported that next year he would like staff to write a review regarding Ms. Shaw’s performance. Ms. Shaw encourages the idea. Hoefert requested personnel discussion be tabled until finance discussion.
- d. **Motion by Beckstrom to approve Resolution #2018-09 the Mille Lacs Comprehensive Local Water Management Plan as the Comprehensive Plan for the Mille Lacs Soil & Water Conservation District;** Stoeckel second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
- e. MASWCD volunteer committee membership – discussion. Beckstrom will apply to serve on the legislative committee and Janski and Hoefert discuss serving on the resolution/policy committee. Ms. Kuchenbaker will email in the volunteer form to MASWCD.
- f. 1W1P – Ms. Shaw reported the planning team, which is made up of staff, are in the process of drafting a work plan. When the work plan is complete, it will be sent to BWSR for approval, upon approval grant agreement will follow. There will be a steering committee meeting on January 7. Ms. Shaw requested that the Supervisors start thinking about who will be on the policy committee and alternate.

8. Financials

- a. Financial Committee Report
 - i. **Motion by Beckstrom to approve an increase in credit card limit from \$1,000 to \$3,000 for both Susan Shaw and Maggie Kuchenbaker credit card holders;** Hoefert second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
- b. Mille Lacs SWCD 2019 Budget – Ms. Shaw highlighted key areas of the 2019 budget. Discussion regarding budget. **Motion by Beckstrom to approve staff step increases starting the first full pay period of 2019;** LaSalle second. Affirmative: Beckstrom, LaSalle. Opposed: Hoefert, Stoeckel. Chair Janski: Affirmative. **The motion carried.** Discussion regarding step increase policy, to be evaluated in 2019.
- c. Approve Statement Audit – Stoeckel approved.

9. Meetings & Events

a. Other Planned Committee Meetings

- i. Finance Committee (Hoefert, Stoeckel)TBD, SWCD Office
Motion to by Stoeckel to approve the meeting and events; Hoefert second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The motion carried.

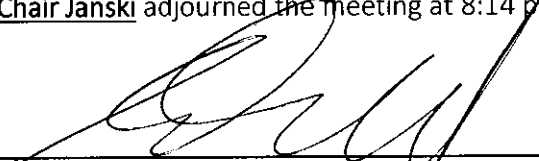
10. Informational Updates

- a. MASWCD Convention – Janski reported that eight of nine resolutions passed. Beckstrom reported that feedback was positive about the breakout sessions and that \$7,700 was raised for Envirothon.
- b. Watershed, Workgroups
 - i. MN SWCD Forestry Association – LaSalle reported that there was a good presentation about an Emerald Ash Borer experiment. Good replacement trees are Balsam Poplar and White/Bur Oak.
 - ii. Mille Lacs Lake Watershed Management Group -- Janski reported the group discussed their 2019 marking plan and 1W1P.
 - iii. Snake River Watershed Management Board – Beckstrom reported the board discussed 1W1P.
- c. Supervisor Updates
 - i. Area III Report (Hoefert, Area Director) – Hoefert reported a treasurer was appointed by the Executive Committee earlier today, Frank Turnock from Aitkin County.
 - ii. MASWCD Board (Beckstrom, MASWCD President) – Beckstrom reported he was appointed to be the NACD delegate.
 - iii. Clean Water Council (Hoefert, Farm Organization Representative) – no meeting.

11. Evalute the Meeting: Hoefert reported the meeting went well. Janski asked if the Supervisors like having the packet on the screen, general agreement was yes.

12. Next Regular Meeting – Wednesday, January 9, 2019, 6:00pm, Historic Courthouse, Conference Room D.

13. Chair Janski adjourned the meeting at 8:14 pm.



 LaSalle, Mille Lacs SWCD Secretary
 Janski, Alternate

01-9-18

 Date