



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 JANUARY 9, 2019 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, Andre LaSalle, District 4

Member, Kathy Stoeckel, District 1

Members Absent: none

Staff Present:

District Administrator, Susan Shaw

Administrator Assistant, Maggie Kuchenbaker

Shoreland Technician, Lynn Gallice

Visitors:

Jeff Reynolds

BWSR, Jason Weinerman

1. Call to Order District Administrator, Susan Shaw called the meeting to order at 6:04 pm.
 - a. Pledge of Allegiance
2. Oath of Office. Re-elected supervisors Robert Hoefert and Jake Janski read aloud the oath of office.
3. Election of Officers
Shaw asked for nominations for the office of chair and public relations officer. Kurt Beckstrom nominated Janski as chair and public relations officer. Shaw asked three times for other nominations. Motion by Beckstrom to cast a white ballot for Jake Janski as chair and public relations officer; Hoefert second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The motion carried.

Janski asked for nominations for the office of vice chair. Hoefert nominated Kurt Beckstrom as vice chair. Janski asked three times for other nominations. Motion by Hoefert to cast a white ballot for Kurt Beckstrom as vice-chair; Stoeckel second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The motion carried.

Janski asked for nominations for the office of treasurer. Stoeckel nominated Robert Hoefert as treasurer. Janski asked three times for other nominations. Motion by Beckstrom to cast a white ballot for Robert Hoefert as treasurer; LaSalle second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The motion carried.

Janski asked for nominations for the office of secretary. Stoeckel nominated Andre LaSalle as secretary. Janski asked three times for other nominations. Motion by Beckstrom to cast a white ballot for Andre LaSalle as secretary; Stoeckel second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The motion carried.

4. Conflict of Interest Disclosure Signed
5. Motion by Hoefert to approve the agenda as presented; Stoeckel second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The motion carried.
6. Motion by Beckstrom to approve the consent agenda as presented; Hoefert second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The motion carried. Beckstrom requested future consideration to increase National Association of Conservation District (NACD) dues contribution. Shaw recommended discussion in June.
 - a. Approve December 12, 2018 regular meeting minutes
 - b. Approve monthly financial report
 - i. Treasurer's Report
 - ii. Checks written #7113-7139 and electronic transfers #18-107-18-124 totaling \$46,847.77

Type	Date	Num	Name	Memo	Amount
Paycheck	12/03/2018	7113-17	SWCD Staff Payroll		-6,720.05
Liability Check	12/03/2018	E18-107	MSRS-DCP	98995-01	-250.00
Liability Check	12/03/2018	E18-108	PERA	9318-00	-1,368.93
Liability Check	12/03/2018	E18-109	MN Department of Revenue	6737070	-458.00
Liability Check	12/03/2018	E18-110	Electronic Federal Tax Payment System	41-1254710	-2,427.00
Check	12/04/2018	7118	VISA	0861	-16.00
Check	12/04/2018	7119	VISA		-185.24
Check	12/06/2018	7120	Billing's Service	November Gas	-174.94
Liability Check	12/07/2018	7121	Public Employees Insurance Program (PEIP)	00440	-4,103.90
Check	12/12/2018	7122	MCSI-MN Copy Systems Inc.	November; 255274	-61.72
Check	12/14/2018	7140	Mille Lacs County 1	MLC Time on CD14	-3,342.15
Paycheck	12/17/2018	7123-27	SWCD Staff Payroll		-6,794.13
Liability Check	12/17/2018	E18-111	PERA	9318-00	-1,368.93
Liability Check	12/17/2018	E18-112	MSRS-DCP	98995-01	-250.00
Liability Check	12/17/2018	E18-113	MN Department of Revenue	6737070	-458.00
Liability Check	12/17/2018	E18-114	Electronic Federal Tax Payment System	41-1254710	-2,427.08
Paycheck	12/19/2018	7128	Beckstrom, Kurt M		-268.75
Paycheck	12/19/2018	7129	Hoefert, Robert E		-629.69
Paycheck	12/19/2018	7130	Janski, Jacob		-608.48
Paycheck	12/19/2018	7131	LaSalle, Andre		-336.08
Paycheck	12/19/2018	7132	Stoeckel, Kathy E		-177.77
Liability Check	12/19/2018	E18-115	PERA	9318-00	-25.00
Liability Check	12/19/2018	E18-116	Electronic Federal Tax Payment System	41-1254710	-197.74
Sales Tax Payment	12/24/2018	E18-117	MN Department of Revenue		-911.24
Check	12/28/2018	7133	Isanti SWCD	E-Coli Technical Services; 2018-047	-742.20
Liability Check	12/28/2018	E18-119	MSRS-DCP	98995-01	-250.00
Liability Check	12/28/2018	E18-120	PERA	9318-00	-1,368.93
Liability Check	12/28/2018	E18-121	MN Department of Revenue	6737070	-458.00
Liability Check	12/28/2018	E18-122	Electronic Federal Tax Payment System	41-1254710	-2,427.04
Liability Check	12/28/2018	E18-123	Electronic Federal Tax Payment System	41-1254710	-282.96
Liability Check	12/28/2018	E18-124	MN Department of Revenue	6737070	-51.00
Paycheck	12/31/2018	7134-38	SWCD Staff Payroll		-6,755.56
Paycheck	12/31/2018	7139	Shaw, Susan M.	Sick Time Pay Out	-953.26
TOTAL					-46,847.77

- c. Approve budgeted expenses
 - i. Supervisor 4th quarter compensation in the amount totaling \$2,018.77
 - ii. MCIT insurance premium totaling \$6,890
 - iii. Professional association dues totaling \$4,520.27 (MASWCD \$3,425.27; Forestry \$60.00; NACD \$100.00; Area 3 \$225.00; MACDE \$125.00; Civic Organizing \$500.00, MACAI \$85.00)
 - iv. QuickBooks 2019 upgrade and renewal totaling approximately \$220.00
 - v. Envirothon donation of \$200.00
 - d. Information only: written SWCD staff report, 2018 annual SWCD report
 - e. Information only: FY19 CWF (AIG) City of Wahkon Stormwater Management grant award
 - f. Approve disposal of two work stations
 - g. Approve February 2019 – January 2020 board meeting dates
 - h. Information only: beginning January 1, 2019 standard mileage rate increase will be \$.58/mile.
 - i. Approve 2019 fee schedule
 - j. Approve 2019 billable rate.
7. Open Public Forum: Janski commented that Mille Lacs County has vacancies on the board of adjustments and planning commission.
8. Staff Reports/Presentations
- a. SWCD staff report
 - i. Lynn Gallice gave a presentation on upcoming Mille Lacs Lake shoreland projects.
 - b. Administrator's Report – Shaw reported:
 - Rum River 1W1P steering committee had a meeting on Monday, January 7, 2019 and the draft memorandum of agreement (MOA) and draft work plan were reviewed. The MOA has been reviewed by the four required participants' county attorneys, which includes the Mille Lacs County Attorney. Mille Lacs SWCD tasks on the work plan are outreach and notetaking. The MOA and subcontracts will be presented to the SWCD board in February and will need to be acted on. Ms. Shaw and partners are planning a meet and greet of the policy committee members of the Rum River 1W1P, before the first official policy meeting.
 - MASWCD Public Administration Training Cohort Leadership training discussion. Ms. Shaw reported she will not plan to attend in lieu of being invited to participate on a MASWCD Local Government Roundtable advisory committee for 1W1P funding. Motion by Beckstrom to approve that the district administrator can assign a different district staff to attend the training, since it is in the proposed budget; LaSalle second. Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The motion carried.
9. District Policy, Planning, Activities, Projects, & Grants
- a. Proposed supervisor policy handbook – Janski asked for feedback. Hoefert suggested tabling it for the February meeting; agreement with supervisors.
 - b. Supervisor compensation rates – Janski proposed an amendment to the per diem rate allowing the option of a ½ rate if meeting is short, leaving it to supervisor discretion. Shaw reported that meetings eligible for supervisor compensation need to be approved by the board and documented in the minutes. Discussion, no action.
 - c. 2019 operational committee assignments - 2 members and (1 alternate)
 - i. Financial Committee and statement auditor: Hoefert and Stoeckel (LaSalle)
 - ii. Personnel Committee: Janski and LaSalle (Stoeckel)
 - iii. Outreach/Educational Committee: Janski & LaSalle (Beckstrom)

- iv. Conservation Committee (IRVM): Beckstrom & Janski (LaSalle)
Motion by Hoefert to approve 2019 operational committee assignments; second Stoeckel.
 Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
- d. 2019 associations, watershed, workgroup assignments - 1 members and (1 alternate)
 - i. 1W1P Rum River Policy Committee: Beckstrom (Janski)
 - ii. Technical Service Area 3 (TSA): Hoefert (LaSalle)
 - iii. Mille Lacs Lake Watershed Management Group (MLLWMG): Janski (Hoefert)
 - iv. Snake River Watershed Management Board/Citizen Advisory Committee: Beckstrom (Stoeckel)
 - v. County Water Management Plan Advisory Committee: Stoeckel (LaSalle)
 - vi. Forestry Association: LaSalle (Janski/Beckstrom)**Motion by Beckstrom to approve 2019 associations, watershed, workgroup assignments; second Hoefert.** Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
- e. 2019 work plan – Ms. Shaw reported the 2019 draft work plan is nearly complete. A few areas that need to be better defined is 1W1P Rum River and County Ag. Inspector roles.
- f. **Motion by Beckstrom to authorize District Administrator or Chair to sign Watershed Pollutant Load Monitoring Network (WPLMN) work plan and contract upon receipt from the MPCA; second Stoeckel.**
 Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
- g. MASWCD self-evaluation - Hoefert suggested tabling it for the February meeting; agreement with supervisors.

10. Financials

- a. **Motion by Beckstrom to approve 73 hours of sick time to be paid out in the amount of \$953.26 to Susan Shaw for accumulated employee sick time; second Hoefert.** Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
- b. **Motion by Hoefert to approve 2019 budget; second Beckstrom.** Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
- c. **Motion by Hoefert to approve financial institutions (First National Bank of Milaca and Neighborhood Bank of Mora); second Stoeckel.** Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
- d. **Motion by LaSalle to approve signatures for financial accounts (Beckstrom, Vice-Chair; Hoefert, Treasurer; Shaw, District Administrator; Gallice, Shoreland Technician to sign financial transactions and to require two signatures on checking accounts and one signature for fund transfers from savings to checking); second Beckstrom.** Affirmative: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**

11. Meetings & Events

- a. Water Management Plan Advisory Committee Jan. 17 @ 10am, Courthouse
 Stoeckel attending
- b. SWCD Forestry Jan. 17 @ 10am, McGregor
 LaSalle attending
- c. Snake River Watershed CAC & Board Meeting Jan. 28 @9am, Mora
 Beckstrom attending
- d. TSA Area 3 Jan. 23 @ 10am, Duluth
 Hoefert attending
- e. MASWCD Legislative Day at the Capitol March 5-6
 Beckstrom, Hoefert, Janski attending
 - i. Outreach/Education Feb. 13 @ 5, SWCD Office
 Janski, LaSalle attending

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

12. Informational Updates - Beckstrom updated the board regarding his MASWCD and NACD representation.
13. Evaluate the Meeting.
14. Next Regular Meeting – Wednesday, February 13, 2019, 6:00pm, Historic Courthouse, Conference Room D.
15. Chair Janski adjourned the meeting at 8:03 pm.



Andre LaSalle, Mille Lacs SWCD Secretary
Jake Janski, Alternate

02-13-19

Date