



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 OCTOBER 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

Member, Kathy Stoeckel, District 1

Members Absent:

Secretary, Andre LaSalle, District 4

Staff Present:

District Administrator, Susan Shaw

Administrative Assistant, Maggie Kuchenbaker

Visitors:

Commissioner Liaison, Genny Reynolds

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 updated agenda as presented**, Hoefert second. Affirmative: Beckstrom, Hoefert, Stoeckel. Opposed: none. **The motion carried.**
4. **Motion by Beckstrom to approve the consent agenda as presented**, Hoefert second. Affirmative: Beckstrom, Hoefert, Stoeckel. Opposed: none. **The motion carried.**
 - a. Approve September 11, 2019 Regular Meeting Minutes
 - b. Approve Monthly Financial Report
 - i. Treasurer's Report
 - ii. Checks written #7347-7369 and electronic transfer's #e19-084-e19-093 totaling \$30,207.07.

Type	Date	Num	Name	Memo	Amount
Check	09/05/2019	7347	MVTL Laboratories, Inc.	Invoice #892264; WOC#1213463	-134.60
Check	09/06/2019	7348	Teal's Market	00009832160	-23.75
Check	09/06/2019	7349	Billing's Service	August Fuel and Tire Repair	-190.59
Check	09/06/2019	7350	Koch's Hardware	2657	-69.96
Paycheck	09/09/2019	7351-54	SWCD Staff Payroll		-7,071.45
Liability Check	09/11/2019	e19-084	MSRS-DCP	98995-01	-250.00
Liability Check	09/11/2019	e19-085	PERA	9318-00	-1,437.29
Liability Check	09/11/2019	e19-086	MN Department of Revenue	6737070	-487.00
Liability Check	09/11/2019	e19-087	Electronic Federal Tax Payment System	41-1254710	-2,563.74
Liability Check	09/11/2019	7356	Public Employees Insurance Program (PEIP)	00440	-4,103.90
Check	09/19/2019	7357	MCSH-MN Copy Systems Inc.	August Copies; Invoice #274349; Acct #ML3	-58.13
Check	09/20/2019	7358	VISA	0881	-258.46
Paycheck	09/23/2019	7359-63	SWCD Staff Payroll		-7,135.97
Liability Check	09/23/2019	E19-088	MSRS-DCP	98995-01	-250.00
Liability Check	09/23/2019	E19-089	PERA	9318-00	-1,437.29
Liability Check	09/23/2019	E19-090	MN Department of Revenue	6737070	-458.00
Liability Check	09/23/2019	E19-091	Electronic Federal Tax Payment System	41-1254710	-2,563.74
Paycheck	09/23/2019	7364	Beckstrom, Kurt M	3rd Quarter Supervisor Compensation	-409.00
Paycheck	09/23/2019	7365	Hoefert, Robert E	3rd Quarter Supervisor Compensation	-312.18
Paycheck	09/23/2019	7366	Janski, Jacob	3rd Quarter Supervisor Compensation	-244.73
Paycheck	09/23/2019	7367	LaSalle, Andre	3rd Quarter Supervisor Compensation	-204.65
Paycheck	09/23/2019	7368	Stoeckel, Kathy E	3rd Quarter Supervisor Compensation	-300.48
Liability Check	09/23/2019	E19-092	PERA	9318-00	-40.00
Liability Check	09/23/2019	E19-093	Electronic Federal Tax Payment System	41-1254710	-147.76
Check	09/25/2019	7369	Office Depot	172700 / 373752810001; 373755663001	-54.40
TOTAL					-30,207.07

- c. Approve Supervisor 3rd quarter compensation in the amount totaling \$1,471.04.
- d. Information Only: partners report, BWSR appropriated funds to implement RIM, individual development plan tool for tech training

5. Open Public Forum: No public comment.

6. Staff Reports/Presentations

- a. SWCD Staff Report – written
- b. Administrator’s Report – Shaw reported:
 - i. Board of Soil and Water Resources (BWSR) Academy is October 29-31. The office will be closed on Wednesday, October 30 due to all five staff attending the Academy that day.
 - ii. Casey Field reached out to Mr. John Otten regarding storage for the two interseeders and tree planter. Mr. John Otten agreed to store the two interseeders and tree planter for \$150.00.
 - iii. Shaw will be attending a RIM meeting within the Rum River Watershed, staff are in the process of determining target areas within the watershed to promote the RIM program.

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

- a. 2019 District Work Plan – Shaw reported on the progress of the Wetland Conservation Act (WCA) outreach. She reported a letter was sent out to townships, cities and contractors providing information on the Minnesota wetland law and encouraged people to reach out to ask questions. Discussion. Beckstrom suggested outreach to townships yearly. Hoefert suggested mailing out a letter before the annual township meeting, which is the second Tuesday in March. Janski suggested reaching out to the townships during the annual township road tour meeting. Janski suggested that the Township Association could have a possible role in disseminating materials. Reynolds reported the Annual Association of Townships meeting will be on October 30 at 7:00 pm at Northern Lights Banquet Hall. Reynolds suggested that Shaw or Hayes (Mille Lacs County Environment Resources Manager) attend and speak at the meeting.
- b. Personnel Committee Report – Janski reported that the committee will be meeting on October 16.
- c. Comprehensive Watershed Planning (1W1P)
 - i. Rum River – Shaw reported the implementation advisory committee is being formed. This committee will be composed of people that will be doing the projects on their land when the watershed plan is approved. It is imperative to have buy in from local, non-agency people in the planning process; this will create transparency among local citizens and government.

- ii. Snake River – Shaw reported staff are working on defining roles of the partnering Districts and organizing the policy committee orientation meeting.
Motion by Stoeckel to appoint Beckstrom as primary and Hoefert as alternate to the Snake River 1W1P policy committee, Hoefert second. Affirmative: Beckstrom, Hoefert, Stoeckel.
 Opposed: none. The motion carried.
- d. **Motion by Beckstrom to approve grant agreement for FY20 Local Capacity Services P20-7499 (\$133,851) and FY20 Buffer Law P20-7589 (\$10,000)**, Hoefert second. Affirmative: Beckstrom, Hoefert, Stoeckel. Opposed: none. The motion carried.
- e. **Contracts**
 - i. **Motion by Hoefert to approve the amendment to conservation practice assistance for contract #FY17CAP-2 for Ben Novak to change the final installation date from 10/31/2019 to 12/31/2019 to be paid from Capacity FY17**; Stoeckel second. Affirmative: Beckstrom, Hoefert, Stoeckel.
 Opposed: none. The motion carried.
 - ii. **Motion by Stoeckel to approve cost-share application for a grass waterway (contract #FY18-4) for Jere Lundberg in an amount not to exceed \$900 or 75% of the estimated cost of \$1,200.00 to be paid from State Cost Share Fy18**; Hoefert second. Affirmative: Beckstrom, Hoefert, Stoeckel.
 Opposed: none. The motion carried.
 - iii. **Motion by Beckstrom to approve cost share application for a shoreland stabilization and revegetation for Mr. and Mrs. Paul and Linda Lohmann (contract #C17-0721-3) in an amount not to exceed \$1,075.00 or 50% of the estimated cost of \$2,150.000 to be paid from CWF-fy17 grant**; Hoefert second. Affirmative: Beckstrom, Hoefert, Stoeckel. Opposed: none. The motion carried.
- f. **MASWCD Resolution Voting – Supervisors voted; LaSalle submitted his vote via email and Shaw reported his vote to the Board. Ms. Kuchenbaker will mail in the official ballot to the Minnesota Association of Soil and Water Conservation Districts (MASWCD).**

8. Financials

- a. Approve Statement Audit – Stoeckel approved
- b. Information Only: 2020 PEIP (Health Insurance) rates and group application to be sent in by Nov. 12.
- c. **Motion by Hoefert to support Aitkin SWCD in the request of \$4,000 per year for fiscal years 2020 and 2021 to fund the SWCD shared forester position to be housed at Aitkin SWCD**; Stoeckel second. Affirmative: Hoefert, Stoeckel. Opposed: Beckstrom. **The motion carried.**

Shaw read an email from LaSalle that she received after he attended the SWCD Forestry meeting:

- the new position would have a job description based on feedback from all the partners
- multiple discussion among the Districts regarding what Districts would and would not contribute to the position
- to create the position and support the position Aitkin SWCD would need 14 of the 17 Districts to contribute

Discussion. Shaw reported she believes that forestry will be a priority moving into the future for the Rum River watershed, right now is not the time to commit the proposed resources without a strategic plan. Stoeckel reported she is for the position to get more forestry projects in our County. Hoefert reported we are active in the SWCD Forestry Association and should support their ideas. Janski and Beckstrom did not support the position without a clear list of deliverables that the Forester would do for Mille Lacs County citizens.

9. Informational Updates

- a. Watershed, Workgroups
 - i. TSA 3 (Hoefert) – Hoefert reported the financial statement and that Keith Anderson is leaving his position at TSA.
 - ii. MN SWCD Forestry Association (LaSalle) – Ms. Shaw reported on LaSalle’s behalf in above discussion 8.c.
 - iii. Mille Lacs Lake Watershed Management Group (Janski) – Janski reported Maslowski is starting to transition away from doing 100% of the administration roles for the group. The group will begin reviewing the by-law at the November meeting.
The We Are Water Exhibit runs until November 2nd at the Mille Lacs Indian Museum
 - iv. Snake River Watershed Management Board (Beckstrom) – Beckstrom reported the board discussed the Snake River 1W1P planning grant.
 - v. County Local Water Management Plan Advisory Committee (Stoeckel) – Stoeckel reported John Reins, US Fish & Wildlife, gave an interesting and informative presentation. The committee reviewed and updated the work plan.
- b. Associations/Supervisor Updates
 - i. 101 Governance Training (Janski) – Janski reported he will be using some of the board and staff relationship techniques he learned.

10. Meetings & Events

- a. Mille Lacs Lake Watershed Management Group Oct. 21 @10am, MLBO Gov. Center
Janski attending
- b. Snake River Watershed CAC & Board Meeting Oct. 28 @9am, Mora
Beckstrom attending
- c. 1W1P Rum River Policy Committee Oct. 24 @5pm, MLC Courthouse
Janski attending
- d. Other Planned Committee Meetings
 - i. Conservation Committee Nov. 13 @ 5pm, SWCD Office
 - ii. Personnel Committee Oct. 16 @ 1pm, SWCD Office

11. Supervisor Updates

Area III Annual Meeting – Beckstrom, Hoefert, Janski attended. Hoefert reported that the area dues are increasing to \$300 annually.

12. Evaluate the Meeting: None

13. Next Regular Meeting – Wednesday, November 13, 2019, 6:00pm, Historic Courthouse, Conference Room D.

14. Chair Janski adjourned the meeting at 7:54pm.



 André LaSalle, Mille Lacs SWCD Secretary
 Jake Janski, Alternate

11-13-19

 Date