



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 11, 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

Staff Present:

District Administrator, Susan Shaw
Administrative Assistant, Maggie Kuchenbaker
Shoreland Technician, Lynn Gallice

Visitors:

Commissioner Liaison, Genny Reynolds

Members Absent:

Member, Kathy Stoeckel, District 1

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, LaSalle. Opposed: none. The motion carried.
4. **Motion by Beckstrom to approve the consent agenda as presented**, LaSalle second. Affirmative: Beckstrom, Hoefert, LaSalle. Opposed: none. The motion carried.
 - a. Approve November 13, 2019 Regular Meeting Minutes
 - b. Approve Monthly Financial Report

i. November Treasurer's Report

ii. Checks written #7395-7416 and electronic transfer's e19-102-109 totaling \$32,064.44.

Check	11/04/2019	7395	ArcStone	SSI Cert. Revneal; Invoice 6381	-135.00
Paycheck	11/04/2019	7396-7400	SWCD Payroll		-7,271.98
Liability Check	11/04/2019	E19-102	MSRS-DCP	98995-01	-250.00
Liability Check	11/04/2019	E19-103	PERA	9318-00	-1,437.29
Liability Check	11/04/2019	E19-104	MN Department of Revenue	6737070	-458.00
Liability Check	11/04/2019	E19-105	Electronic Federal Tax Payment System	41-1254710	-2,563.72
Check	11/05/2019	7403	MN Department of Agriculture	Fin #0614; 2020 stock dealer certificate	-25.00
Check	11/07/2019	7404	MCSI-MN Copy Systems Inc.	Oct Copies; Acct #ML34; Invoice #278434	-58.04
Check	11/07/2019	7405	Union Times	UNT-170529; Subscription Renewal	-45.00
Check	11/07/2019	7406	Mille Lacs Messenger	MLM-220324; Renewal of Subscription	-39.00
Liability Check	11/13/2019	7407	Public Employees Insurance Program (PEIP)	00440	-4,103.90
Check	11/13/2019	7408	M/TL Laboratories, Inc.	WPLMN: WOC#1216850;	-211.90
Paycheck	11/18/2019	7409-13	SWCD Payroll		-7,124.33
Check	11/18/2019	7414	Peterson Company, LTD	2018 Audit	-2,600.00
Liability Check	11/18/2019	E19-106	PERA	9318-00	-1,437.29
Liability Check	11/18/2019	E19-107	MN Department of Revenue	6737070	-458.00
Liability Check	11/18/2019	E19-108	Electronic Federal Tax Payment System	41-1254710	-2,563.80
Liability Check	11/19/2019	E19-109	MSRS-DCP	98995-01	-250.00
Check	11/20/2019	7415	VISA	7585	-130.06
Check	11/26/2019	7416	Hy - Tech Automotive	Van Repairs	-902.13
					<u>-32,064.44</u>

c. Information Only: Area III September Minutes

- d. Approve authorized payment for contract #FY18-4 for a grassed waterway for Jere Lundberg in an amount of \$900 to be paid from State Cost Share FY18.

5. Open Public Forum: No public comment.

6. Staff Reports/Presentations

- SWCD Staff Presentation – Lynn Gallice, Shoreland Technician presented on 2019 Compass outreach and projects outcomes.
- SWCD Staff Report – written
- Administrator's Report – Shaw reported that Mille Lacs County Commissioners are going to vote on their 2020 budget at their next meeting, it sounds like the District allocation will remain the same from 2019 and with no increase. Discussion regarding One Watershed One Plan allocation from the State of Minnesota.

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

- 2019 Annual Report – Shaw asked the board how they would like to use the annual report. Beckstrom reported send it to Senator Mathews, Representative Erickson and the Mille Lacs County Commissioners. Hoefert reported to only make one version, do not duplicate the work; Janski agreed. Janski reported this is our legacy statements so we should have a clear and concise template, possibly add a dot map. Outcomes: Kuchenbaker will work with Janski and LaSalle of the outreach committee to work on a draft email to send to Senator Mathews and Representative Erickson.
- 2020 Draft District Work Plan – Shaw reported the 2020 work plan is in the process of being drafted. The work plan will identify goals and strategies the District is using to move the work plan ahead. Staff check in two times a month and Supervisors can engage at the level they choose to.
- Personnel Committee Report – LaSalle reported that the committee met one on one with staff and focused discussion on the civic governance approach of doing their work. Everyone seems to be on the same page regarding the weekly staff meetings. Janski reported the committee met with Shaw to conduct her personnel review, she is doing a good job and has a long term vision for the District.

Overall communication among staff is good and staff are building relationships with the community and building trust.

- d. Comprehensive Watershed Planning (1W1P)
 - i. Rum River – Shaw reported she will be participating in a training regarding the formula for 1W1P implementation funding.
 - ii. Snake River – Shaw reported there is still discussion among the planning partners on how to conduct the outreach for the planning grant.
- e. RIM in the Rum River Watershed – Shaw reported staff are coming up with an outreach strategy.
- f. **Motion by Beckstrom to cancel contract #FY17CAP-2 for a water and sediment control basin for Ben Novak in an amount of \$2,873.07 to be paid out of Capacity FY17, LaSalle second. Affirmative: Beckstrom, Hoefert, LaSalle. Opposed: none. The motion carried.**
- g. Workgroups/Committees for 2020 – Janski encouraged the Supervisors to look at the workgroups and committees and decide what they would like to participate in and if the District should continue participation. Discussion and decision next month at the January organizational meeting.

8. Financials

- a. Approve Statement Audit – Hoefert approved.
- b. **Motion by Hoefert to approve the 2020 billable rate, LaSalle second. Affirmative: Beckstrom, Hoefert, LaSalle. Opposed: none. The motion carried.**
- c. **Motion by Beckstrom to approve accumulated employee sick leave and approval of no more than 52 hours of sick time to be paid out on December 31, 2019 to Susan Shaw per the employee handbook, Hoefert second. Affirmative: Beckstrom, Hoefert, LaSalle. Opposed: none. The motion carried.**

9. Informational Updates

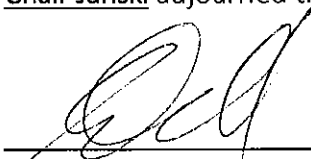
- a. Watershed, Workgroups
 - i. MN SWCD Forestry Association (LaSalle) – LaSalle reported the association has three goals for 2020, which are: promote private forest management, protect water resources through increased private forest management and expand and enhance the capacity of the association to promote SWCDs in private forest management.
 - ii. Mille Lacs Lake Watershed Management Group (Janski) – No report
 - iii. Snake River Watershed Management Board (Beckstrom) – Beckstrom reported the CAC did not have a quorum at the meeting. Discussion regarding the budget and 1w1p planning process. A January orientation meeting is being planned for the CAC.
 - iv. 1W1P Rum River Policy Meeting (Janski) – Janski reported that the land and resource inventory was presented and had a lot of good information, it can be found on the website. Discussion regarding absentee members. Brainstormed vision statements.
- b. Associations
 - i. MASWCD Convention (Beckstrom, Hoefert, Janski, LaSalle) – Seventeen of eighteen resolutions passed at the convention.

10. Meetings & Events

- a. Mille Lacs Lake Watershed Management Group Dec. 16 at 10:00am, ROC
Janski attending
- b. Other Planned Committee Meetings
 - i. Finance Committee (Hoefert, Stoeckel) Dec. 19 at 4:00, SWCD Office

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

11. **Evaluate the Meeting** – Janski requested feedback and if any changes should be made in 2020. Discussion regarding start time, possibly changing to 5:00pm. Agreement that staff presentations will remain on the regular agenda.
12. **Next Regular Meeting** – Wednesday, January 8, 2020 at 6:00pm, Historic Courthouse, Conference Room D.
13. **Chair Janski** adjourned the meeting at 8:17pm.



Andre LaSalle, Mille Lacs SWCD Secretary
Jake Janski, Alternate

01-07-20

Date