



Historic Courthouse  
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320-983-2160  
[www.millelacsSWCD.org](http://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

(SCS) State Cost Share

(BWSR) Board of Water & Soil Resources

(CLWMP) County Local Water Mgmt Plan

(SWCD) Soil & Water Conservation District

(MASWCD) MN Assn. of Soil & Water Cons. Districts

(MLLWMG) Mille Lacs Lake Watershed Mgmt Group

(NRBG) Natural Resources Block Grant

(PFM) Private Forest Management

(LSP) Landscape Stewardship Plan

(NRCS) Natural Resources Conservation Service

(WCA) Wetland Conservation Act

(SRWMB) Snake River Watershed Mgmt Board

(CWF) Clean Water Fund Grant (BWSR)

(TSA 3) Technical Service Area 3

(MAWQCP) MN Ag. Water Quality Certification Program

(WPLMN) Watershed Pollutant Load Monitoring Network

(1W1P) One Watershed, One Plan

(PTM) Priority Target Measure

MINUTES FROM THE DECEMBER 9, 2020 REGULAR MEETING

The meeting of the Mille Lacs Soil & Water Conservation District (SWCD) Board was held in Conference Room D at the Mille Lacs County Historic Courthouse, Milaca, Minnesota with a remote option.

**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

**Staff Present:**

District Administrator, Susan Shaw

**Visitors:**

Cmsr Liaison , Genny Reynolds

NRCS, Barb Zeroth

Dan Campbell

**Members Absent:** none

1. **Call to Order** Chair Janski called the meeting to order at 6:00 pm
  - a. Pledge of Allegiance
2. **Conflict of Interest Disclosure – Verbal**

Beckstrom – No Conflict	Hoefert – No Conflict
Stoeckel – No Conflict	Janski – No Conflict
Lasalle – No Conflict	
3. **Motion by LaSalle to approve the agenda as presented;** Beckstrom second. Chair Janski asked if anyone opposed the motion. None. **The motion carried.**
  - Additions: 7e. CWF17 grant contract # C17-0721-3 cancelation; 7f. S.E.H. invoice; 8d. Capital assets threshold policy
  - Deletions: none

4. Consent agenda - Motion by LaSalle to approve the consent agenda as presented; Hoefert second. Chair Janski asked if anyone opposed the motion. None. **The motion carried.**
  - a. Approve November 10, 2020 Regular Meeting Minutes
  - b. Information Only: Partner Reports, Project Summaries, News Releases
5. **Open Public Forum:** Ms. Zeroth noted NRCS priority funding will be considered for project application not funded in the last funding cycle.
6. **Staff Reports/Presentations**
  - a. Administrator's Report -Ms. Shaw reported the Covid Preparedness Plan has minor updates and a link to the document is available on the SWCD website.
7. **District Policy, Planning, Activities, Projects, & Grants**
  - a. District Work Plan Check In on Progress – presented for review and input.
  - b. Personnel Committee updates
    - i. Employee year-end performance review update – Janski and LaSalle reported the personnel committee met with the Administrator and staff for 30 minutes each. The committee noted increased buy-in by staff since June regarding how to apply the civic standards to their roles. The committee plans to meet again in six months.
    - ii. Civic Governance policy – adopted by the personnel committee 6.12.2019 as the practice for how staff will implement the work of the SWCD. The strategy and outcomes of the civic governance model have been reviewed with the board throughout the year.  
  
The Administrator and Personnel Committee recommend adoption this policy for the organization, giving the MLSWCD a chance to continue integrating the framework as pilot with the Midwest Active Citizen Initiative (MACI). The district can sunset the policy if at any time the model fails to be effective.  
  
**Motion by Beckstrom to adopt the civic governance framework policy #2020-09;** Hoefert second. Affirmative: Stoeckel, Hoefert, Beckstrom, LaSalle. Opposed: none. **The motion carried.**
  - c. **Motion by Beckstrom to authorize signature of the 2021-2023 MLC MOU/lease agreement;** LaSalle second. Chair Janski asked if anyone opposed the motion. None. **The motion carried.**
  - d. Comprehensive Watershed Planning (1W1P)
    - i. Rum River – attorneys representing the planning partners are coordinating to draft an implementation organizational agreement.
    - ii. Snake River – the consultant plan writer Wenck will be going through a company merger with Stantec. Ms Shaw will be reviewing the contract to see if any changes will be needed.
  - e. CWF17 grant contract # C17-0721-3 cancelation – Linda and Paul Lohman request cancelation of the contract approved 10-09-2019 for a shoreland stabilization and revegetation. **Motion by Hoefert to authorize cancelation of contract #C17-0721-3;** LaSalle second. Chair Janski asked if anyone opposed the motion. None. **The motion carried.**
  - f. Wahkon Stormwater Mgmt FY19 CWF grant C19-2703 - **Motion by Hoefert to approve payment to S.E.H in the amount of \$1,245.70;** Stoeckel second. Chair Janski asked if anyone opposed the motion. None. **The motion carried.**

## 8. Financials

- a. CARES Act update – Ms. Shaw reported MLC will reimburse the SWCD \$5,305.12 for eligible CARES Act expenses. Cubicle enhancements are on hold as the order could not be filled by the Dec. 1 deadline.
- b. Approve Monthly Financial Report
  - i. Hoefert and Shaw reviewed the October and November treasurers' reports. **Motion by LaSalle to approve the Oct and Nov treasurers' reports;** Hoefert second. None opposed, the motion carried.
  - ii. **Motion by Hoefert to approve checks written #7668- #7685 and electronic transfer's #e20-092- #e20-101 totaling \$29,532.73;** Stoeckel second. None opposed, the motion carried.
- c. Administrator Shaw reviewed the 2020 budget and reported revenues and expenditures are on track overall. Expenditures are under budget in some areas due to savings from reduced travel to meetings.
- d. Capital assets threshold – **Motion by Beckstrom to adopt policy #2020-10 to increase the capital assets threshold to \$2,500 effective for 2020 purchases per auditor recommendations;** second LaSalle. None opposed, the motion carried.

**9. Informational Updates**

- a. Watersheds, Workgroups
  - 1W1P Snake River Policy Meeting (Beckstrom) – process going well
  - MASWCD Annual (virtual) Convention update (Janski, Beckstrom) – held remotely, process of voting went well. Five of 21 resolutions failed but because of the particular circumstances this year districts will be allowed to resubmit them next year if desired. The budget and balloting passed unanimously.
  - SWCD Forestry Assn – LaSalle attended. Meetings continue to be held remotely. Dues will remain the same in 2021.
- b. 2021 Committee Reorganization planning – Chair Janski asked members to think about how the SWCD will function and operate through its committees. Ms. Shaw will send committee descriptions to board members for review before the January meeting. This will give members opportunity to consider committee duties in advance of negotiating representation.

**10. Motion Hoefert to approve the following SWCD Meetings & Events;** second Stoeckel. None opposed, the motion carried.

- Mille Lacs Lake Watershed Mgmt. Group (Janski)..... Dec 21 @ 10:00, Remote
- Snake River Watershed CAC & Board Meeting (Beckstrom) ..... TBD Dec 28 @ 9:00, Remote
- 1W1P Rum River Policy Committee (Janski) ..... Dec 16 @ 5:00, Remote
- 1W1P Snake River Policy Committee (Beckstrom) ..... TBD Dec 28 @ 10:30, Remote
- 1W1P Snake River TAC (Beckstrom as PC liaison) ..... Dec 10 @ 1:30, Remote
- Finance (Hoefert & LaSalle) – date before the January board meeting tbd
- One on One Meetings – all are invited to schedule with the Administrator

**11. Supervisor Updates**

Janski reported MASWCD opportunity to volunteer for committees closes Dec. 15.


Beckstrom hopes to continue as the NACD committee liaison.

**12. Evaluate the Meeting**

Kathy Stoeckel thanked the board, this being her final meeting as the District 1 Supervisor. The Board thanked Kathy for her eight years of service.

**13. Next Regular Meeting** – Wednesday, January 13, 2021, 6:00pm, Historic Courthouse, Conference Room D/remote.

**14.** Chair Janski adjourned the meeting at 7:33 p.m.



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Andre LaSalle, Mille Lacs SWCD Secretary  
Jake Janski, Alternate

01-13-21

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Date