



Who we are as an organization – Mille Lacs SWCD is applying a civic governance approach to SWCD actions and activities. The work of the SWCD and the outcomes of its activities will produce a base of active citizens with common interest in sustainable soil & water conservation. All stakeholders are committed to organize, educate, and apply policy according to principles and standards instituted in democracy.

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

(CAI) County Agricultural Inspector

(NRCS) Natural Resources Conservation Service

(WCA) Wetland Conservation Act

(SRWMB) Snake River Watershed Mgmt Board

(CWF) Clean Water Fund

(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

(JAA) Job Approval Authority

Mille Lacs SWCD Board Meeting – MINUTES
Wednesday, January 13, 2021 – 6:00pm

Mille Lacs County Historic Courthouse, Conference Room D with 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, Dan Campbell, District 1

Members Absent: none

Staff Present:

District Administrator, Susan Shaw

Intern, Adele Olson

Visitors:

Commissioner Liaison, Genny Reynolds

NRCS, Barb Zeroth

Shirley Campbell

1. **Call To Order** - Administrator Shaw called the meeting to order at 6:02 PM
 - a. Pledge of allegiance
 - b. Administration of Oath of Office was read aloud by newly/re-elected Supervisors Andre LaSalle, Kurt Beckstrom and Dan Campbell.
2. **Election of Officers** - The District Administrator called for volunteers or nominations.
 - a. Chair/Public Relations Officer – **Beckstrom nominated Jake Janski for the office of Chair.** Hoefert second. Shaw called for other nominations three times. With none made the nomination was put to a vote. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
Administrator Shaw turned the meeting over to the Chair.
 - b. Vice Chair – Hoefert nominated Kurt Beckstrom for the office of Vice Chair. Campbell seconded. Janski called for nominations three times. Seeing none, the nomination was put to a vote. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
 - c. Treasurer – **Beckstrom nominated Bob Hoefert for the office of Treasurer.** LaSalle seconded. Janski called for nominations three times. Seeing none, the nomination was put to a vote. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
 - d. Secretary – Campbell stated he was not interested in an officer position this year. LaSalle volunteered for the office of Secretary. Beckstrom second. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
3. **Conflict of Interest policy form update & declaration** – The SWCD has a policy to disclose real or perceived conflicts of interest before each board meeting. Additionally, BWSR requires boards to disclose conflicts of interest when taking action on Clean Water Fund grant activities.

A conflict-of-interest whether actual or perceived occurs when someone in a position of trust has competing professional or personal interests and these competing interests make it difficult to fulfill professional duties impartially.

The MLSWCD practice is to ask supervisors to sign a declaration form indicating whether they do or do not have a conflict-of-interest. When participating remotely the disclosure will be done as a verbal roll call. The policy form has been updated/reformatted for 2021. **Motion by Beckstrom to adopt the conflict-of-interest declaration policy.** Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

Supervisors were requested to identify any potential conflicts of interest they may have regarding meeting business. The conflict-of-interest declaration form was provided to each for signature.

4. Approval of Agenda – (additions and deletions of new business or committee reports)

- additions - none
- deletions 12.e – there will be no January meeting of the MLLWMG

Motion by LaSalle to approve the agenda as amended. Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

5. Open Public Forum - Board policy limits public forum time for board meeting topics not scheduled within the agenda to 10 minutes, but allows time extension by vote. No public comment.

6. Consent Agenda

- a. Approve December 9 Regular Meeting Minutes
- b. Approve Monthly Disbursements - Direct deposit pmts #PP20-24 – PP20-26, electronic transfer's #E20-102- E20-115 and checks written #7686-7696, totaling \$40,794.72.
- c. Beginning on January 1, 2021, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be 56 cents per mile driven for business use, down 1.5 cents from the rate for 2020
- d. Information Only: Partner Reports, Project Summaries, News Releases

Motion by Beckstrom to approve the consent agenda as presented. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

7. NRCS/SWCD Memorandum of Understanding & Freedom of Information Act

Information was provided for board review. An NRCS representative will be at the February meeting to overview these policies for action by the board at that time.

8. Staff Reports/Presentations (10 min)

- a. Administrators Report - Shaw reported that Adele Olson is assisting with Facebook posts which include sharing information to report to MDA any unsolicited seeds delivered by mail and a potential CRP general signup if applicable to ML county. Adele has also created geologic atlas information has been added to the website.

Shaw also reported she is participating with the Isanti SWCD regarding an idea proposed by a local producer Eric Sannerud. He wishes to form a Rum River Ag Partnership which would bring together government agencies with non-government and private interests (ag advisors, retailers, coops, ag product end users, etc) to facilitate greater promotion and adoption of conservation practices.

- i. Tree order DRAFT – the tree sale will be launched ASAP, the delay being on the part of the nursery who has not confirmed the order.

- b. Assignment of job approval authority to Lynn Gallice for ecological sciences practices - **Motion by Beckstrom to approve JAA for Lynn Gallice.** Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

9. District Policy, Planning, Activities, Projects, Grants (50 min.)

- a. Strategic Planning

- i. 2020 scope of work overview – Supervisors were provided with an unformatted compilation of work plan progress reports for 2020. Shaw suggested Supervisors use this as a general overview of the scope of work for ongoing strategic planning. It is not all inclusive of work but instead the focus is on naming goals, tracking progress and evaluating outcomes. This was begun mid 2020 and should be an ongoing effort. Supervisors can use this report to consider work which impacts particular committees on which supervisors participate. Consider if the goals and outcomes have been adequately evaluated. Janski noted a table of contents would be helpful.
- ii. Work plan progress reports – Shaw noted a brief bio has been added to the documents indicating which staff person is the lead. January highlighted the Co Ag Inspector workplans, Interseeder program, Rum River watershed forestry coordination, geologic atlas and WCA. Campbell asked if there was any action he could take to support the initiation of the geologic atlas project. Shaw will inquire of the County Administrator regarding discussion with the MLC Cmsr Board.
- b. Approve February 2021 through January 2022 Board Meeting Dates
Motion by Hoefert to approve meeting the 2nd Wednesday monthly at 6PM with the exception of February when the board will meet Feb. 17. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- c. Internal Operational Committee Assignment (2 Members with 1 Alternate) were determined as follows:
 - i. Financial Committee – Hoefert/LaSalle (Beckstrom)
 - ii. Personnel Committee – Janski/LaSalle (Campbell)
 - iii. Conservation Committee – Beckstrom/Campbell (Janski)
 - iv. Public Outreach Committee – Beckstrom/Campbell (LaSalle)
Motion by Hoefert to approve committee assignments. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- d. Water Management/Workgroups Assignments (1 Member with 1 Alternate) (action)
 - i. 1W1P Policy Cmte RUM River – Janski (Campbell)
 - ii. Snake River Watershed Management Board/Citizen Advisory Committee – Beckstrom (Hoefert)
 1W1P Policy Cmte SNAKE River
 - iii. Technical Service Area 3 – Hoefert (LaSalle)
 - iv. Mille Lacs Lake Watershed Management Group – Janski (LaSalle)
 - v. Forestry Association – LaSalle (Janski)
 - vi. Local Water Management Plan Advisory Committee – LaSalle (Janski)
Motion by Beckstrom to approve workgroup assignments. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- e. Comprehensive Watershed Planning (1W1P)
 - i. Rum River – Watershed based implementation organization structure - the board reviewed the draft Joint Powers Agreement. **Motion by Beckstrom to approve form and content.** Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
 - ii. Snake River – Shaw reported that no change to the contract with Wenck is needed. Stantec is accepting the duties and responsibilities under Wenck and does not request any changes.
 - iii. Mississippi St. Cloud / Sartell – Shaw reported that discussion of convening a group to determine interest has been initiated. Maslowski will be assigned responsibility to represent MLSWCD.

10. Financials (40 min)

- a. Annual statement of the cost to the district of benefits owed (vacation, sick, comp time etc) – provided for review.
 - i. **Motion by Beckstrom to approve sick leave liability payout to Susan Shaw per personnel policy \$1,809.** Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- b. **Motion by Hoefert to approve the financial institutions as First National Bank of Milaca and Neighborhood National Bank of Mora.** Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- c. **Motion by LaSalle to approve signatories on accounts as Vice-Chair, Treasurer, District Administrator and Shoreland Technician to sign financial transactions and to require two signatures on checking accounts and only one signature for fund transfers from savings to checking.** Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- d. **Motion by Beckstrom to approve the 2021 fee schedule as follows.** Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- Fees follow Mille Lacs County fee schedule unless otherwise indicated below.
 - Truax Interseeder Rental - \$14/acre in Mille Lacs, Benton, and Kanabec Counties with a \$70 minimum charge.
 - Deposit - \$500 held until Truax is returned
 - Cleaning - \$30
 - Late - \$50/day after 3 days, unless mutually agreed with District
 - Tye Interseeder Rental - \$10.00/acre with a \$30 minimum charge for use
 - Cleaning - \$30
 - Late - \$50/day after 3 days, unless mutually agreed with District
 - Tree Planter Rental - \$35.00 per day, flat rate
 - Weed Wrench - \$50.00 per week with a \$100 Deposit
 - Pesticide License Testing - \$50.00 to administer (Fee will be charged for each re-testing event.)
 - Landowners seeking technical assistance for conservation practices on their land will not be charged for District time or information provided.
- e. **Motion by Hoefert to approve budgeted expenses as listed.** Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- i. Professional Associations Dues totaling \$4,821
- | | |
|---|---------|
| National Assn of Conservation Dist..... | \$100 |
| MN Assn SWCDs..... | \$3,651 |
| Area 3..... | \$300 |
| MN Assn of Cons Dist Employees | \$125 |
| SWCD Forestry Assn..... | \$60 |
| Midwest Active Citizen Initiative | \$500 |
| MN Assn Co Ag Inspectors | \$85 |
- ii. **Motion by Hoefert to keep supervisor compensation rates the same as 2020 as listed in the supervisor policy handbook.** Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- Supervisor payments in 2021 will be provided by direct deposit.
- iii. **Motion by Hoefert to approve MCIT Insurance Premium totaling \$8,299.** Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- iv. QuickBooks 2021 upgrade, payroll services renewal and DD fee totaling approximately \$700
- v. **Motion by LaSalle to engage Peterson Company LTD for 2020 year-end audit @ \$2,800 – authorization needed to sign the engagement letter.** Second by Campbell. Affirmative: Beckstrom, LaSalle, Campbell. Opposed: Hoefert. **The motion carried.**
- f. Approve the 2021 Billable Rate – **tabled until the February meeting**
- g. Shaw reviewed the 2021 budget with the board. The budget includes a cost to hire part time administrative assistance which will result in a deficit for 2021 unless additional funding is identified. The Board noted that administrative support is essential for MLSWCD operations. **Motion by LaSalle to**

approve the 2021 budget as presented. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- h. Monthly Financial Activities.....(actions)
 - i. December Treasurers Report – **tabled until the February meeting**
 - ii. Approve Statement Audit (Finance Committee Member) – **tabled until the February meeting**
 - iii. Wahkon Stormwater Mgmt - S.E.H. invoice
Motion by Hoefert to approve payment to S.E.H in the amount of \$3,772.57 under FY19CWF grant C19-2703. Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
 - iv. SRW 1W1P Planning Grant P20-9953 fiscal expenditures to be reimbursed:
Motion by Beckstrom to approve payment to Wenck in the amount of \$14,505 and Kanabec SWCD in the amount of \$7,179.80 under the SRW 1w1p grant P20-9953. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

11. Informational Updates (10 min.)

- a. Water Management/Workgroups
 - i. Mille Lacs Lake Watershed Management Group (Janski) – the group is identifying its focus as outreach, recognizing SWCD staff provide leadership with project implementation.
 - ii. 1W1P Rum River Policy Meeting (Janski)
 - iii. 1W1P Snake River Policy Meeting (Beckstrom)

12. Approved SWCD Meetings & Events - Motion by LaSalle to approve supervisor attendance/reimbursement for the following meetings. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- a. 1W1P Rum River Policy Committee (Janski).....Jan 28 @ 5:00, Remote
- b. Snake River Watershed CAC & Board Meeting (Beckstrom) TBD Jan 25 @ 9:00, Remote
1W1P Snake River Policy Committee @ 10:30, Remote
- c. 1W1P Snake River TAC (Beckstrom as PC liaison) TBD Jan 14 @ 1:30, Remote
- d. TSA Area 3 (Hoefert).....Jan 27 @ 10:00, Remote
- e. ~~Mille Lacs Lake Watershed Mgmt. Group~~no meeting
- f. SWCD Forestry Association (LaSalle)Jan 21 @ 10:00, Remote
- g. Local Water Management Plan Advisory Committee (LaSalle).....Jan 20 @ 1:00, Remote
- h. ~~Internal Operational Committee Meetings~~ NA
- i. One on One Meetings with Administrator schedule as needed

13. Supervisor Updates

Janski reported the SWCD received correspondence from the City of Foreston regarding their approved wellhead protection plan, and from the City of Princeton which will be amending their plan and will host a public hearing Jan 27, 1PM.


Beckstrom noted supervisors should have received a MASWCD legislative briefing and are encouraged to contact new legislators. There will be a March 14 lobby day planned with a remote format. Beckstrom will attend the NACD annual meeting in New Orleans (remotely).

Beckstrom noted he would like the MLSWCD to apply for funding through Regional Sustainable Development Partnerships (RSDP). A stormwater project was funded to Crow Wing SWCD with an RSTP grant.

14. Evaluate the Meeting – the board would like to continue meeting in the upstairs Board room.

15. Next Regular Meeting – February 17 - 6PM, Historic Courthouse, upstairs Board room/remote option

16. Chair Janski adjourned the meeting at 8:45 PM.



Andre LaSalle, Mille Lacs SWCD Secretary

02-17-21

Date