



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 12, 2022

Mille Lacs County Historic Courthouse, Conference Room D with remote option for the public.

Members Present:

Chair, Jake Janski, District 3

Vice Chair, Kurt Beckstrom, District 2

Treasurer, Andre LaSalle, District 4

Secretary, Dan Campbell, District 1

Member, Robert Hoefert, District 5

Staff Present:

District Administrator, Susan Shaw

Visitors:

Commissioner Liaison, Genny Reynolds (remote)

NRCS, Barb Zeroth

Members Absent: none

1. Call To Order & Pledge of Allegiance – Administrator Shaw called the meeting to order at 6:05 PM

2. Election of Officers

Shaw called for volunteers or nominations for the office of Chair.

- a. Chair/Public Relations Officer – **Hoefert nominated Jake Janski for the office of Chair.** LaSalle second. Shaw called for other nominations three times. With none made the nomination was put to a vote. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

Administrator Shaw turned the meeting over to the Chair. Janski called for nominations.

- b. Vice Chair – LaSalle 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: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- c. Treasurer – LaSalle volunteered for the position. **Hoefert nominated Andre LaSalle for the office of Treasurer.** Campbell seconded. Janski called for nominations three times. Seeing none, the nomination was put to a vote. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- d. Secretary – **Hoefert nominated Dan Campbell for the office of Secretary.** LaSalle seconded. Janski called for nominations three times. Seeing none, the nomination was put to a vote. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

3. Conflict of Interest Declaration – Supervisors were reminded of Policy 2021-01: 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. At this time, members are requested to identify any potential conflicts of interest they may have regarding today's business.

Supervisors were requested to identify any real or perceived 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 - 6.h.1 change to CAI dues amt; pull h.ii supervisor compensation rates from consent agenda and move to 10d.i
- deletions - none

Motion by Hoefert to approve the agenda as amended. Second by LaSalle. Affirmative: 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. – Barb Zeroth provided an overview of the NRCS report.

6. Consent Agenda

- Approve November 10, 2021 Regular Meeting Minutes (No December minutest-meeting was canceled)
- Approve November Disbursements - Electronic transfer's #E21-223 - E21-240 and checks written #7801-7807, totaling \$46,969.76.
- Approve December Disbursements - Electronic transfer's #E21-241- E21-273 and checks written #7808-7813, totaling \$30,068.43.
- Annual statement of the cost to the district of benefits owed (vacation, sick, comp time etc)
 - Sick leave liability payout to Susan Shaw per personnel policy \$1,918.80

e. Financial institutions (First National Bank of Milaca, Neighborhood National Bank of Mora)

f. Signators for accounts:

Vice-Chair, Treasurer, District Administrator, Shoreland Tech to sign financial transactions. Two signatures are required for checking account transactions and one signature for fund transfers from savings to checking.

g. 2022 Fee Schedule:

Fees follow Mille Lacs County fee schedule unless otherwise indicated below

Truax Interseeder Rental - \$14/acre (10ac/\$140 minimum charge)

Available for use within a limited range in Mille Lacs, Benton, and Kanabec Counties

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 (7.5 ac/\$75 minimum charge)

Available for use within a limited range in Mille Lacs, Benton, and Kanabec Counties

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

Landowners seeking technical assistance for conservation practices on their land will not be charged for District time or information provided.

h. Approve expenditures that will impact the 2022 budget

i. Professional Associations fees totaling \$5,697

National Assn of Conservation Dist.....\$100

MN Assn SWCDs.....\$5,052

NE Area 3.....\$300

MN Assn of Cons Dist Employees.....\$125

SWCD Forestry Assn	\$60
MN Assn Co Ag Inspectors	\$100

- i. Information Only: Partner Reports, Project Summaries, News Releases

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

7. Know and Understand SWCD Election Options – Janski reviewed the SWCD election framework options.

Current framework - Option 1 (Supervisors elected at large – Minnesota Statute 103C.311 subd. 1) provides for the establishment of nominating districts that determine who will be on the general election ballot for vote by the general electorate of the county.

Option 2 (Supervisors elected by districts – Minnesota Statute 103C.311 subd. 2) provides discretionary authority for SWCDs, with the approval of the Board of Water and Soil Resources, to change from the current countywide election of supervisors to election by a nominating district.

Motion by Hoefert to maintain the current election framework. Second by LaSalle. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

8. Staff Reports/Presentations

- a. What we’ve learned after one year piloting the practice of civic governance

Janski & LaSalle reported that the personnel committee have met together and with staff individually to evaluate the new process staff have been testing for the past 12 months. They received feedback that the new practice has been rewarding and challenging at the same time. The concept is sound but application seems hard for staff to incorporate into day-to-day work. Shaw is meeting with staff weekly to clarify understanding of how the new process is different from past practice and clarify understanding of goals or metric we can use to evaluate the process by Dec 2022. Once staff feel they have a unified way to message the process and measurable goal they want to share this with the personnel committee.

The personnel committee desires to wait until after this joint meeting has occurred before reporting back to the SWCD Board with a recommendation whether to continue the pilot through December 2022.

The Board provided unanimous support for staff and the personnel committee to continue their work piloting the civic governance framework model.

9. District Policy, Planning, Activities, Projects, Grants

- a. Approve February 2022 through January 2023 Board Meeting Dates

2022 Regular meetings of the Mille Lacs Soil & Water Conservation District (SWCD) will generally be held at 6PM at the Mille Lacs County Historic Courthouse, 635 2nd Street SE in Milaca, the 2nd Wednesday monthly unless otherwise posted. The August meeting will be held on the 3rd Wednesday. Meeting information will be posted on the Mille Lacs SWCD website www.millelacsSWCD.org.

Motion by Beckstrom to approve the 2022 SWCD Board meeting schedule. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- b. Internal Operational Committee Assignment (2 Members with 1 Alternate)

- i. Finance (Statement Audit)..... Hoefert & LaSalle (Campbell)
- ii. Personnel.....Janski & LaSalle (Hoefert)
- iii. Conservation Beckstrom & Campbell (Janski)
- iv. Public Outreach Beckstrom & Campbell (LaSalle)

Motion by Hoefert to approve committee assignments. Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- c. Water Management/Workgroups Assignments (1 Member with 1 Alternate)
 - i. Rum River Watershed Policy CommitteeJanski (Beckstrom)
(Janski elected as vice chair for the planning policy cmte)
 - ii. Snake River Watershed Management Board/Citizen Advisory Committee Beckstrom (Hoefert)
1W1P Snake River Policy Cmte (Beckstrom to chair 1w1p PC)
 - iii. Mississippi/St. Cloud Watershed 1W1P Policy Cmte Campbell (Hoefert)
 - iv. Engineering Technical Service Area (TSA3) LaSalle (Hoefert)
 - v. Mille Lacs Lake Watershed Management Group(MLLWMG).....Janski (LaSalle)
 - vi. MN SWCD Forestry LaSalle (Campbell)
 - vii. Water Management Plan Advisory Committee (WMAC) LaSalle (Beckstrom)

Motion by Beckstrom to approve workgroup assignments. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

d. Comprehensive Watershed Planning (1W1P) updates

i. Rum River – 1W1P Policy Cmte (Janski)

Janski reported the policy committee reviewed agency comments to the draft plan at the January 10 meeting. The MLBO DNR Commissioner attended the policy committee meeting and reported the MLBO is interested in participating on the implementation joint powers entity board. The policy committee then held a public hearing and received comments from the public. Approximately 10 citizens attended and some made comments during the hearing.

- 1. At the Feb 24 Rum Policy Cmte meeting the body will vote regarding authorization to send the draft plan for final BWSR Board 90-day review.

Motion by Beckstrom to authorize the SWCD PC member to act on behalf of the SWCD Board. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

ii. Snake River – Management Board/CAC & 1W1P Policy Cmte

Beckstrom will participate on a subcommittee which will meet January 13 to consider bylaw updates that will fit the transition to a 1w1p organizational structure.

e. Area3/MASWCD Business

i. MASWCD Annual Convention report (Beckstrom, Janski, Campbell)

Beckstrom was elected NE Area 3 Director to fill the current position vacancy. The state agency roundtable discussion was very informational. Campbell felt the convention was worthwhile and would likely attend both days in the future.

f. Personnel reviews/committee report (Janski, LaSalle) (info)

The personnel committee met with Shaw to do a performance review, and with Maslowski and Gallice as an opportunity for feedback about piloting the civic governance process. The committee plans to dig in deeper with staff about civic governance.

10. Financials

- a. Reconciliation of Bank Statements (Finance Committee Member) – LaSalle reconciled the December bank statements with the QuickBooks accounting system.

b. Financial updates

i. Hiring updates/authorization to proceed (Shaw/Personnel Committee)

Motion by Beckstrom to authorize Shaw to work with the personnel committee and Mille Lacs County human resources staff to draft a job description, get the position graded per the county pay scale, post, advertise, and set up an interview schedule and committee. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- ii. Proposal to work with a CPA for assistance with year-end accounting
Shaw worked to get quotes from two accounting firms, JH Accounting of Milaca and Tammy Creasy, CPA of Princeton. Given short timelines, Tammy Creasy is not available at this time but is interested in working with the SWCD in the future. JH Accounting provided an estimate of \$1,150 to process and file W-3/W-2s and to do grant program setup and adjustment for year-end 2021.

Motion by Hoefert to approve contracting with JH Accounting for assistance with 2021 year-end.
Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- c. Tree Sale – trees are selling quickly. It remains to be determined which staff will be needed to distribute trees to customers. Assistance from supervisors would be welcome.

- d. Supervisor 4th quarter 2021 compensation

Motion by Beckstrom to approve the Supervisor 4th quarter 2021 compensation report. Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- i. Supervisor compensation policy (handbook)/set compensation rates

Motion by Hoefert to increase the daily meeting supervisor compensation rate to \$60. Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

Janski proposed and discussion followed regarding the creation of a “virtual” rate that could be used at each supervisor’s discretion for meetings that take very little preparation or time to attend. Such as virtual meetings or informational meetings. This rate would be lower and up to individual supervisors to determine if appropriate to use when completing expense reports. Beckstrom noted that time and effort is still needed to prepare even for short meeting. No motion was made.

- e. Approval of 2022 Budget – Updated version provided at meeting

Motion by Beckstrom to approve the 2022 budget presented with adjustment to supervisor compensation rates. Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

11. Informational Updates

- a. Water Management/Workgroups

- i. Technical Service Area 3 (Hoefert/LaSalle) – no meeting
- ii. Mille Lacs Lake Watershed Management Group (Janski) – 2022 workplan reviewed
- iii. Forestry Association (LaSalle/Janski) – no meeting
- iv. Local Water Management Plan Advisory Committee (LaSalle/Janski) – Shaw reported that the committee may meet in April to discuss the likely transition to 1w1p.

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 Public Hearing & Policy Committee (Janski/Beckstrom)Jan 10 5:30 & 6:30
- b. Snake River Watershed CAC & Board Meeting (Beckstrom/Hoefert) Dec 20 @ 9:00
tbd if there will be a January 24 meeting
1W1P Snake River Policy CommitteeJan 13 by-law subcommittee
1W1P Snake River TAC (Beckstrom as PC liaison) Dec 9 @ 1:30, did not attend
No January meeting (subcommittees will be meeting instead)
- c. Mississippi-St. Cloud Watershed Policy Committee (Campbell) nothing scheduled
- d. TSA Area 3 (Hoefert/LaSalle) Jan 26 @ 10:00
- e. Mille Lacs Lake Watershed Mgmt. Group (Janski/LaSalle)..... Dec 20 @ 10:00, remote
- f. SWCD Forestry Association (LaSalle/Janski)..... Jan 20 @ 10:00
- g. Local Water Management Plan Advisory Committee (LaSalle/Janski)likely meet April & June
- h. Internal Operational Committee Meetings

- i. Finance (Hoefert/LaSalle) – plan to meet February or March
 - 1. Statement reconciliation w/Quickbooks (**LaSalle**)..... monthly
- ii. Personnel (Janski/LaSalle)
 - 1. Administrator review Dec 3 @ 3:00pm
 - 2. Meet with staff..... Dec 14 @ 2:00pm
 - 3. Civic Governance review plan to meet after the February board meeting
- iii. Conservation (Beckstrom/Campbell)
- iv. Public Outreach (Beckstrom/Campbell)
- v. One on One Meetings with Administrator please schedule monthly as needed

13. Supervisor Updates – Beckstrom reported he is Vice-Chair for NACD. Meetings have provided him a comparison of water quality programs nationally of which MN is best funded.

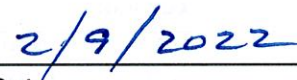
14. Evaluate the Meeting - Hoefert feels Janski is effective as Chair

15. Next Regular Meeting – February 9, 2022 - 6PM, Historic Courthouse, conference room D. A remote option will continue to be offered for presenters and the public. Board members will meet in person.

16. Adjourn – Chair Janski adjourned the meeting at 8:01PM



Dan Campbell, Mille Lacs SWCD Secretary



Date

Our specific purpose or vision is to organize more sustainable partnership between government and community, by developing and supporting an active role for all citizens in managing soil & water resources, that will ensure soil and water resources can meet the needs and the common good of all citizens.