



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, February 9, 2022

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

Members Present:

Chair, Jake Janski, District 3

Treasurer, Andre LaSalle, District 4

Secretary, Dan Campbell, District 1

Member, Robert Hoefert, District 5

Staff Present:

District Administrator, Susan Shaw

Participating Guests: none

Members Absent:

Vice Chair, Kurt Beckstrom, District 2

Call To Order & Pledge of Allegiance– Chair Janski called the meeting to order at 6:01 PM

1. Conflict of Interest Declaration – 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.

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

- additions - 6.b.i.3 – Legislative Briefing info, 7.d.i & ii Stantec & Kanabec SWCD invoices
- deletions - _____

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

3. 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.

4. Consent Agenda

- Approve January 12, 2022 Organizational Meeting Minutes
- Approve Monthly Disbursements - Electronic transfer's #E21.262 - E21.267, E22.001 - E22.119 and checks written #7814-7825, totaling \$60,325.22.
- Information Only: Partner Reports, Project Summaries, News Releases

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

5. Staff Reports/Presentations

- a. Administrators Report – Shaw reported that she is behind on the year-end reporting but has an extension with BWSR until March 1. First priority is to get workplans completed in eLink to get grant funds into the SWCD accounts.
 - i. Hiring process update – Shaw has template position descriptions and hopes to begin drafting this Friday.

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

- a. Comprehensive Watershed Planning (1W1P) updates
 - i. Rum River – 1W1P Policy Cmte (Janski) will meet with staff to review draft work plan and project approval process ideas.
 - ii. Snake River – Management Board/CAC & 1W1P Policy Cmte (Shaw) assisting as fiscal administrator with a request to shift funding from outreach to project coordination.
 - iii. Mississippi St. Cloud / Sartell – 1W1P Policy Cmte (Campbell) met with staff to prepare for upcoming meeting discussion about advisory committee structure and representation.
- b. Area3/MASWCD Business
 - i. MASWCD legislative platform update
 1. Feb 10 webinar 10:30am-noon (**a must-attend event**) registration required - Shaw and LaSalle plan to attend.
 2. Feb 24 Area 3 virtual Q&A regarding MASWCD 2022 legislative platform – Beckstrom, Janski and Shaw plan to attend, LaSalle will try to attend. Shaw will reserve a room at the Milaca courthouse for SWCD members to virtually participate.
 3. March 9 Legislative Briefing & Reception - March 10 meet with legislators
Discussion about information that may be provided at the briefing and the value of participation.
 - c. MDA FY22 Noxious Weed and Invasive Plant Grant awarded \$1000 pass thru to MLC
Authorization to execute grant and fiscally administer for MLC
Motion by LaSalle to authorize the Administrator to execute the FY22 MDA noxious weed grant.
Second by Hoefert. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

7. Financials

- a. Reconciliation of Bank Statements (Finance Committee Member) – LaSalle reconciled the January bank statements with the QuickBooks accounting system February 9, 2022.
- b. Financial Update - tabled until March
- c. Petersons Company Ltd. audit engagement letter for fiscal yr ending Dec 31, 2021
Motion by LaSalle to sign the engagement contract with Petersons Company to do the 2021 audit for \$3,000. Second by Hoefert. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- d. SRW 1W1P Planning Grant P20-9953 fiscal expenditures to be reimbursed:
 - i. Stantec Consulting Services Inc. - \$9,900 for the period Oct 26 through Dec 31, 2021
 - ii. Kanabec SWCD - \$7,454 for 4th Qtr 2021 coordination, note taking & outreach
Motion by Hoefert to approve payment to Stantec in the amount of \$9,900 and Kanabec SWCD in the amount of \$7,454 under the SRW 1w1p grant P20-9953. Second by Campbell. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- e. Purchase of ZoomPro virtual platform (\$150)
Motion by Hoefert to approve purchase an annual subscription for the Zoom Pro virtual platform.
Second by LaSalle. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

8. Informational Updates

- a. Water Management/Workgroups
 - i. Technical Service Area 3 (Hoefert) attended at the Mora location. Same officers elected as last year.
New engineer in training hired.

- ii. Mille Lacs Lake Watershed Management Group (Janski/LaSalle)
- iii. Forestry Association (LaSalle) – keynote talk was a national farmer group with the acronym (RIPE) Rural Investment to Protect the Environment which has a platform to get the government to pay for carbon friendly practices.
- iv. Local Water Management Plan Advisory Committee(LaSalle/Beckstrom)

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

- a. 1W1P Rum River Policy Committee (**Janski/Beckstrom**)..... Feb 24@ 5:00, in person/remote option
 - i. Review draft Work plan and projects approval process & Annual work plan process (Janski)..... tbd
- b. Snake River Watershed CAC & Board Meeting (**Beckstrom/Hoefert**)..... TBD Feb 28 @ 9:00, in person for voting members/others remote option
 - 1W1P Snake River Policy CommitteeFeb 28 @ 10:30, voting members in person/others remote option
 - 1W1P Snake River TAC (Beckstrom as PC liaison) Feb 10 @ 1:30, remote option
- c. Miss-St. Cloud Watershed Policy Cmte (**Campbell/Hoefert**)..... Mar 1 @ 1-3:00, Sherburne History Ctr
- d. TSA Area 3 (LaSalle/Hoefert) Mar 23 @ 10:00, voting members in person/others remote option
- e. MASWCD/Area 3
 - i. MASWCD webinar 10:30am-noon **LaSalle/Campbell**Feb 10 @ 10:30-noon
 - ii. Area 3 virtual update on the MASWCD 2022 legislative platform **anyone available**Feb 24 @ 10:30
 - iii. MASWCD Legislative Briefing & Reception (**Beckstrom**)March 9, Capitol Ridge Event Center/St. PaulMarch 10 meet with legislators
- f. Mille Lacs Lake Watershed Mgmt. Group (Janski/**LaSalle**)..... Feb 14 @ 10-11:30, virtual
- g. SWCD Forestry Association (LaSalle/Campbell) Mar 17 @ 10:00, Location TBD/remote option
- h. Local Water Management Plan Advisory Committee (LaSalle/Beckstrom)TBD April 12
- i. Internal Operational Committee Meetings
 - i. Finance (Hoefert/LaSalle)
 - 1. Statement reconciliation w/Quickbooks (**LaSalle**)..... monthly
 - ii. Personnel (**Janski/LaSalle**)
 - 1. Hiring process..... TBD (March 17 if ready)
 - 2. Civic Governance review TBD
 - iii. Conservation (Beckstrom/Campbell)
 - iv. Public Outreach (Beckstrom/Campbell)
 - v. One on One Meetings with Administrator please schedule monthly as needed

10. Supervisor Updates - none

11. Evaluate the Meeting – quick and efficient meeting

12. Next Regular Meeting – March 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.

13. Adjourn – Chair Janski adjourned the meeting at 6:54 PM



 Dan Campbell, Mille Lacs SWCD Secretary

3/9/2022

 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.

