



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, April 13, 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

Member, Robert Hoefert, District 5

Staff Present:

District Administrator, Susan Shaw

Watershed Coordinator, Harmony Maslowski

Participating Guests:

Commissioner Liaison, Genny Reynolds

NRCS, Barb Zeroth

Student intern, Nicole Nelson

Members Absent: Secretary, Dan Campbell, District 1

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 - 7.d Strategic goal review

- deletions - _____

Motion by LaSalle to approve the agenda as amended. Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle. 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.

Barb Zeroth reported 11 applications were funded. She is still researching the options for combining the Local Work Group public input event. Has been promoted to the position of District Conservationist for the Milaca office.

4. Consent Agenda

- a. Approve March 9, 2022 Regular Meeting Minutes

- b. Approve Monthly Disbursements - Electronic transfer's #E22-037- E22-060 and checks written #7834-7837, totaling \$26,563.90.

- c. Information Only: Partner Reports, Project Summaries, News Releases
- d. Administrators leave request May 23-27th.

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

5. NRCS/SWCD review of civil rights responsibilities

Ms. Zeroth explained that NRCS is required to deliver USDA Civil Rights and Equal Opportunity requirements and information, and she stepped through board member responsibilities, federally assisted and federally conducted program delivery responsibilities, and program outreach expectations. Ms. Zeroth reviewed the public notification responsibilities and posters that are posted in USDA offices.

Motion by Beckstrom that board members sign the civil rights agreement. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle. Opposed: none. **The motion carried.**

6. Staff Reports/Presentations

- a. Administrators Report – Shaw reported she is behind on much but keeping up enough to meet deadlines. The highest priority right now is to proceed with trying to fill the Financial Specialist position.

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

- a. Comprehensive Watershed Planning (1W1P) updates
 - i. **Rum River – 1W1P Policy Cmte** (Janski/Shaw/Maslowski)

1. JPE Considerations

The steering committee and planning team have been working behind the scenes to explore bylaws and operating procedures, as well as develop a draft annual work plan and actions to implement in the first biennium. Monday the steering committee will tackle items needing sources of funding other than WBIF grant funds.

The policy committee will plan to review a draft JPE and Draft work plan at the April 28th meeting. A complication has arisen, at the last policy committee meeting the committee supported a work structure that would create an executive which would meet more frequently, while the full policy committee would only need to meet quarterly. However, the attorneys are not necessarily in support of giving an executive committee such authority.

May 5th some members of the partnership will present to the plan to the BWSR regional committee. But another complication has arisen regarding the language one of the Anoka LGUs insisted be included in the plan regarding jurisdiction over the Anoka dam. The DNR is concerned that language conflicts with the agencies statutory role to oversee dam safety. This needs to be resolved before the May 5th BWSR regional committee meeting. If the plan is approved by BWSR then the partnership LGUs would look at adopting the plan between June & August.

- ii. **Snake River – Management Board/CAC & 1W1P Policy Cmte** (Beckstrom/Maslowski/Shaw)

Beckstrom reported about discussions occurring to update the JPA. No executive committee has been imagined but they do imagine a Technical Committee to review projects. There have been a lot of discussion to imagine citizen advisory committee (CAC) roles and meeting logistics. The group is imagining the CAC might have a liaison or representative to the technical or other committees. The partnership is also developing an implementation plan. As other planning efforts have experienced, language preferences by partners are a challenge to negotiate. Jason Weinerman (BWSR) gave a presentation of the history of how the SRWMB was formed and how it has functioned. At upcoming meetings of the technical advisory committee, they hope to finalize the implementation tables.

Additionally, the partnership plans to invite participants from the public input kickoff meetings together again to review draft strategies. This should happen in May.

Shaw reported that Commissioner Tellinghuisen visited her to get questions answered about the overall need and value of such a complex partnership. Shaw also reached out to the Mille Lacs County attorney to touch base on upcoming joint powers agreement needs.

1. SRW 1W1P Planning Grant P20-9953 grant amendment - authorized signature needed

Motion by Beckstrom to approve SRW 1W1P Planning Grant P20-9953 grant amendment to extend the grant through 03/31/2023. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle. Opposed: none. **The motion carried.**

- iii. Mississippi St. Cloud / Sartell – 1W1P Policy Cmte(Campbell/Maslowski)
Maslowski reported the planning LGUs have been reviewing a planning organizational agreement format and are debating between MOU vs JPA. The attorney group may meet in April to provide input. A doodle poll will be scheduled to confirm the next policy committee meeting. Consultant interviews need to be scheduled soon. This group has a tight timeline of June 10 to have an agreement signed. If they cannot make the deadline, they will need to re-apply for the planning grant.
- b. Area3/MASWCD Business
 - i. Resolutions meeting is planned for June 10th at the Carlton Transportation building. Bring resolution to the next SWCD meeting for approval in time for the Area meeting. Beckstrom is speaking to Area 3 SWCD boards to encourage participation in Area and State meetings to impact policy that effects NE MN. Shaw has sent registration materials and will facilitate registration.
 - c. Personnel committee report – hiring process is proceeding albeit slowly. A job description has been drafted and Shaw is working with ML county human resources to send this to a contract for placement on the county pay scale, and to set up an advertising and interview process.
- d. **Strategic plan review.** Janski reminded the board of the SWCD strategic plan developed in 2017 and expiring this year. Copies were provided to board members and all were asked to look review it before next meeting. Come with feedback regarding whether to renew it as it, update it or sunset it, as well as suggested next steps. Consider how our civic governance process integrates into the strategic plan. Does civic governance complement or distract from this? How does this all fit in?

8. Financials

- a. Reconciliation of Bank Statements (Finance Committee Member) – LaSalle reconciled the bank statement with the QuickBooks accounting system and all looked good.
- b. Financial Update – Shaw reported now that the year end 2021 grant reporting has been submitted that FY22 grant funds a coming into the SWCD accounts. Shaw needs to provide a treasurer’s report and budget comparison so the board can see the income reflected.

Shaw has yet to post final financial report documents generated by the online reporting system to eLink. Signature is needed. LaSalle will review and sign next week.

Beckstrom and Shaw are coordinating on providing rental equipment to citizens again this spring. Beckstrom has made repairs to both interseeders and has asked Chris Carlson if he would be interested in helping to coordinate rentals. Shaw will need to look into what type of contractor service agreement the SWCD would need to cover liability.
- c. SRW 1W1P Planning Grant P20-9953 fiscal expenditures to be reimbursed:
Motion by Hoefert to approve payment to Stantec in the amount of \$8,771.25 for period Jan1-Feb 18 – invoice# 1898295 and \$21,613.75 for period Feb 19-March 18, 2022 - invoice # 1903729 under the SRW 1w1p grant P20-9953. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle. Opposed: none. **The motion carried.**
- d. Billable rate update
WHEREAS State grant policy requires billable rates be regularly set to cover all staff costs,

including wages, benefits, and overhead; and

WHEREAS Mille Lacs SWCD bills other organizations for time spent on various projects; and

WHEREAS The Mille Lacs SWCD billable rate was last updated effective January 1, 2021;

THEREFORE, BE IT RESOLVED that the billable rate for staff members be set based on actual expenses incurred January 1, 2021 through December 31, 2021 with wage and benefit expenses as set by the Personnel Committee and Board as follows:

- Administrator \$78.03
- Watershed Coordinator \$60.67
- Shoreland Technician \$61.35

BE IT FURTHER RESOLVED THAT these rates may be updated based on changes approved by the Board and Personnel Committee.

Motion by LaSalle to approve policy#2022-02 billable rate update effective Jan 1, 2022. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle. Opposed: none. **The motion carried.**

- e. Tree Sale- Distribution will be May 5th from 5:00-7:30pm
All three staff will be needed May 4th and 5th to bag the orders and distribute to customers. As a result, the office will need to be closed on May 4th. Janski volunteered to be available to assist with traffic control.
- f. Supervisor 1st quarter compensation report was reviewed.

9. Informational Updates

- a. Water Management/Workgroups
 - i. Technical Service Area 3 (LaSalle/Hoefert)
Canceled due to weather.
 - ii. Mille Lacs Lake Watershed Management Group (Janski/LaSalle)
No meeting.
 - iii. Forestry Association (LaSalle/Campbell)
Presentation on beaver trapping, discussion on bylaws and future meeting topics. LaSalle will speak with Lindberg re contacting legislators about the LCCMR proposal.
 - iv. Local Water Management Plan Advisory Committee (LaSalle/Beckstrom)
Met for the 1st time since Oct. Every meeting seems to make more sense but the group doesn't want the information discussed to be redundant to other meetings. Once we see how 1w1p develops we can determine need and frequency of meeting.

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

- a. 1W1P Rum River Policy Committee (Janski/Beckstrom)Apr 28 @ 5:00, in person/remote option
- b. Snake River Watershed CAC & Board Meeting (Beckstrom/Hoefert) Apr 25 @ 9:00, in person/remote
1W1P Snake River Policy Committee Apr 14 @ 9:30, in person/remote option
.....Apr 25 @ 10:30, in person/remote option
1W1P Snake River TAC (Beckstrom as PC liaison) Apr 14 & 29th @ 1:30, remote option
1W1P Snake outreach meetings planned for May (Beckstrom)..... May 4th & 16th tentative
- c. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert) TBD @ 1-3:00, Location TBD
- d. TSA Area 3 (LaSalle/Hoefert)June 22 @ 10:00, in person/remote option
- e. Mille Lacs Lake Watershed Mgmt. Group (Janski/LaSalle)Apr 18 @ 10:00, remote
- f. SWCD Forestry Association (LaSalle/Campbell) May 19 @ 10:00, Location TBD/remote option
- g. Local Water Management Plan Advisory Committee (LaSalle/Beckstrom) TBD June 14
- h. Internal Operational Committee Meetings
 - i. Finance (Hoefert/LaSalle)
 - 1. Statement reconciliation w/Quickbooks (LaSalle)..... monthly
 - 2. Budget review (LaSalle).....April 20 tentative
 - ii. Personnel (Janski/LaSalle)

- 1. Hiring process..... TBD
- 2. Civic Governance review..... April 20
- iii. Conservation (Beckstrom/Campbell)
- iv. Public Outreach (Beckstrom/Campbell)
- v. One on One Meetings with Administrator please schedule monthly as needed

11. Supervisor Updates

- a. Supervisor Filing Period May 17-May 31, 2022 (nomination districts 3 & 5)
- b. Kurt Beckstrom appointed to the BWSR Board – congratulations! Beckstrom and LaSalle will work on a potential news release to raise awareness about Kurt’s local leadership role.
- c. Chris Carlson has been approached about overseeing the Interseeder program. Shaw needs to figure out liability and contracting.
- d. LaSalle commented about how the MAWQCP program incentivizes producers to plant small acreages into trees to sequester carbon while at the same time the MN DNR harvests 40 acres of mature trees which are now not there to sequester carbon. These two state actions seem to be in conflict.

12. Evaluate the Meeting – no action

13. Next Regular Meeting – May 11, 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.

14. Adjourn – Chair Janski adjourned the meeting at 7:45 PM



 Dan Campbell, Mille Lacs SWCD Secretary

5/11/2022

 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.

