



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, July 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

Secretary, Dan Campbell, District 1

Member, Robert Hoefert, District 5

**Staff Present:**

District Administrator, Susan Shaw

**Participating Guests:**

Commissioner Liaison, Genny Reynolds

NRCS, Barb Zeroth

**Members Absent:** none

**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)  
**Motion by LaSalle to approve the agenda.** Second by Campbell. Affirmative: Beckstrom, 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. – Barb Zeroth reviewed highlights of the NRCS report and updated the board on NRCS staffing changes meant to provide support for landowners interested in conservation.
4. **Consent Agenda**
  - a. Approve June 8, 2022 Regular Meeting Minutes – two edits to the draft.
  - b. Approve Monthly Disbursements - Electronic transfer's #E22-096- E22-130 and checks written #7863-7871, totaling \$26,710.12
  - c. Information Only: Partner Reports, Project Summaries, News Releases
  - d. Administrators leave request August 8-12 (pending workload)

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

## 5. Staff Reports/Presentations

- a. Administrators Report - Shaw reminded the board about cooperative agreement with the Benton SWCD utilizing a shared Farm Bill technician position (Nathan Sanoski) to assist landowners interested in enrolling land in the Conservation Reserve Program (CRP).

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

- a. Comprehensive Watershed Planning (1W1P) updates

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

1. BWSR Board Decision, findings of fact, conclusions and order of approval was provided for review.

2. Rum River Watershed Comp Plan Resolution

**Motion by Beckstrom to approve the resolution to adopt the Rum River Comprehensive Watershed Management Plan and appoint representatives to the JPE board.** Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

3. Rum River Watershed Partnership JPE

**Motion by LaSalle to proceed with the JPE.** Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

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

1. The draft plan is posted for the 60 day state agency review.

Beckstrom reported that at the last meeting finalize the draft plan some members of the 1w1p policy committee rejected language that the Mille Lacs Band of Ojibwe (MLBO) had provided to describe their governing boundaries. Beckstrom chaired the meeting and tried to facilitate a compromise that recognized the MBLO role as it relates to the plan and natural resource management.

- iii. Mississippi St. Cloud / Sartell – 1W1P Policy Cmte

1. MRSC 1w1p planning partnership MOA

Campbell was unable to attend but received an update from Dan Cibulka of the Sherburne SWCD. An MOA was approved to go to the partner boards. Consultants were interviewed and ISG was selected to write the plan.

**Motion by Campbell to adopt the Miss St. Cloud MOA as presented.** Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- b. Area3/MASWCD Business..... (info)

- i. Area 3 fall meeting will be Sept 8-9 @ Long Lake Conservation Center – Shaw will need to register those attending by Aug 5<sup>th</sup>. Beckstrom, Janski and Hoefert will stay for the full event at \$140 each, Campbell is tentative at this time.

- ii. June 10<sup>th</sup> Area 3 Resolutions mtg materials & handouts (Please make special note of items 6.1 and 6.2 in the meeting minutes.)

Beckstrom and Janski felt the meeting went well, and the MDA fee exemption resolution was approved to be discussed by the MASWCD board.

- iii. MASWCD Resolutions/Policy Committee – August 30, 1-4:30pm (Janski)

The focus of the meeting will be reviewing and discussing the resolutions that have been submitted by the eight MASWCD Areas in order to present recommendations to the MASWCD Board of Directors.

- c. Personnel reviews/committee report ..... (info)

- i. Hiring update – Shaw reported the district has only received a few applicants for financial specialist position. Some did not meet minimum qualifications and another interviewed but turned the



opportunity down. Discussion followed to determine if offering increased hours and benefits would make the position more attractive. If the position is expanded to 30+ hours up to full time the assumption is there would be additional duties expected such as website and social media management. Advertising suggestions and the option of using a temp agency were also discussed.

ii. Employee Handbook – proposed benefits updates ..... (action)

Current policy is posted on the website <https://www.millelacsswcd.org/district-business/>

**Motion by LaSalle to approve Shaw to amend the language of the job description to offer at or above 30 hours per week with benefits.** Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

**Motion by LaSalle to authorize Shaw to repost an amended job description with amended hours and benefits.** Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

**Motion by LaSalle to authorize Shaw to hire a temp agency to fill the vacancy as long as it falls within the budgetary constraints approved.** Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

Shaw will explore alternative advertising options for the position such as networking through Facebook or advertising in local newspapers.

iii. Isanti SWCD is willing to temporarily provide assistance with website/social media.

The agreement would be to reimburse ISWCD quarterly up to 5 hours per week at a rate of \$47.69.

The ISWCD would consider the option to continue the arrangement quarterly.

**Motion by Beckstrom to approve temporarily contracting with Isanti SWCD for website and social media assistance.** Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

d. RIM Easement Work Order 48-21-W099 SWIFT Contract 213312 effective June 1, 2022-June 30, 2025 – authorization to sign needed. Discussion followed about the need for BWSR to review the rates provided for RIM work. Beckstrom will carry the request forward to BWSR.

**Motion by Campbell to approve Shaw to execute RIM Easement Work Order 48-21-W099 SWIFT Contract 213312.** Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

## 7. Financials

a. Reconciliation of Bank Statements (Finance Committee Member) – LaSalle reconciled the June 2022 bank statement with the QuickBooks accounting system.

b. Financial Update

i. Federal mileage rate has increased to \$0.625 as of July 1. SWCD policy is to follow the federal rate.

c. Supervisor 2<sup>nd</sup> quarter compensation report – reviewed by the board

d. SRW 1W1P Planning Grant P20-9953 fiscal expenditures to be reimbursed:

i. Stantec – correction: The June authorization for reimbursement to Stantec in the amount of \$3,150.00 for period ending May 20, 2022 was incorrect. The correct amount for INV#1927674 is \$8,246.25.

ii. Stantec – INV #1939810 in the amount of \$32,776.00 for period ending June 17, 2022

**Motion by Beckstrom to authorize payment on INV# 1927674 at the corrected amount of \$8,246.25 for period ending May 20 and INV #1939810 in the amount of \$32,776.00 for period ending June 17, 2022.** Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

e. 2023 staff capacity budget proposal to MLC

Mille Lacs County Administrator Dillon Hayes requests all department provide a budget request that “shot for the moon” to allow Commissioners to consider what could be accomplished if funding were

available. Shaw reviewed a budget spreadsheet that outlined anticipated state and requested county funding and correlated each grant to key district positions. Positions were broken out by type and whether a required role or optional role to meet community requests. If there is a gap in anticipated funding it is noted. This was reviewed remotely with the finance committee before submitting to Mille Lacs County. The finance committee will await feedback from the county before it will likely be productive to meet.

- f. Billable rate update – table until next month

## 8. Informational Updates

- a. Water Management/Workgroups
  - i. Technical Service Area 3 .....(LaSalle/Hoefert)  
LaSalle reported they approved a 5% raise for TSA employees. Approved a fiscal yr budget. Still difficulty hiring engineering staff. Contention between district staff and supervisors to hire a drone.
  - ii. Mille Lacs Lake Watershed Management Group ..... (Janski/LaSalle)  
Community Stewards picnic was attended by 30-35 people. Put on with a grant from the ML Community Foundation.
  - iii. Forestry Association .....(LaSalle/Campbell)
  - iv. Local Water Management Plan Advisory Committee .....(LaSalle/Beckstrom)

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

- a. 1W1P Rum River JPE Board (Janski/Beckstrom)..... First meeting! July 28 @ 5:00
- b. Snake River Watershed CAC & Board Meeting (Beckstrom/Hoefert)..... July 25<sup>th</sup> @ 10:00  
1W1P Snake River Policy Committee ..... no July meeting, next mtg Aug 22  
1W1P Snake River TAC (Beckstrom as PC liaison) ..... no July meeting
- c. Mississippi-St. Cloud Watershed Policy Cmte (Campbell/Hoefert) ..... TBD contingent upon submittal of the BWSR grant materials
- d. TSA Area 3 (LaSalle/Hoefert) ..... Sept 28 @ 10:00
- e. Mille Lacs Lake Watershed Mgmt. Group (Janski/LaSalle) ..... July 18 @ 10:00, remote
- f. SWCD Forestry Association (LaSalle/Campbell) ..... July 21 @ 10:00
- g. Local Water Management Plan Advisory Committee (LaSalle/Beckstrom) ..... TBD
- h. Area 3 fall meeting (Janski, Beckstrom, Hoefert, LaSalle, Campbell) ..... Sept 8-9 (approve at next meeting)
- i. Internal Operational Committee Meetings
  - i. Finance (Hoefert/LaSalle)
    - 1. Statement reconciliation w/Quickbooks (LaSalle) ..... monthly
  - ii. Personnel (Janski/LaSalle)
    - 1. Hiring/interviews..... as needed
    - 2. Mid-point personnel reviews ..... will set date in July
  - iii. Conservation (Beckstrom/Campbell)
  - iv. Public Outreach (Beckstrom/Campbell)
  - v. One on One Meetings with Administrator .....please schedule as needed

## 10. Supervisor Updates

Beckstrom reported there will be a July 19<sup>th</sup> retirement party for Steve Hughes, retiring Aitkin SWCD District Manager.

Beckstrom will be attending NACD meeting in Puerto Rico and also described a local test plot using sheep to flash graze on 7 acres.

LaSalle will attend a livestock event hosted by Pine SWCD. Would be cool if there were a no till plot-demo for locals to view.

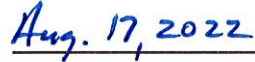
**11. Evaluate the Meeting**

**12. Next Regular Meeting** – August 17 - 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 7:50 PM



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.

