



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, September 14, 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

Financial Specialist, Stephanie Souer

Participating Guests:

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)
 - additions - 6.e FY23 Local Capacity Services grant, move item 7.b Audit report by Petersons Co LLC to the top of the agenda
 - deletions - _____

Motion by Hoefert to approve the agenda as amended. Second by LaSalle. 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, NRCS District Conservationist - reported on recent program activities and activities funded. She shared information on upcoming landowner workshops. Beckstrom inquired about the new “climate smart” funding that is anticipated to come to NRCS. Certain types of ag practices may be approved as “climate smart” activities. No new info at this time.

4. Consent Agenda

- a. Approve August 17, 2022 Regular Meeting Minutes

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- b. Approve Monthly Deposits & Disbursements - Electronic transfer's #E22-147- E22-162 and checks written #7882-7888, totaling \$15,385.28.
 - c. Information Only: Partner Reports, Project Summaries, News Releases
 - d. Administrators leave request September 26-30
- Motion by Beckstrom to approve the consent agenda as presented.** Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

5. Staff Reports/Presentations

- a. SWCD staff chat – Q&A: Stephanie Souer – financial specialist introduced herself and the board welcomed her.
 - b. Administrators Report – Shaw reported that staff have registered for the three-day annual BWSR Academy training to be held in Brainerd, Tuesday-Thursday, Oct 25-27. The office will be closed but staff have the technology to monitor email and phones remotely and respond to inquiries at the end of each day.
- Motion by Beckstrom to approve staff registration for BWSR Academy training Oct 25-27 in Brainerd.** Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- c.

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

- a. Outstanding conservationist recognition update
Lynn Gallice has reached out to Margaret Voss regarding the award and will be submitting info and a picture to MASWCD for the awards banquet. The board suggested staff produce a conservation recognition award for Margaret that could be presented to her at the Healthy Land, Healthy Lake event. The SWCD will cover the cost of 2 meals and mileage to the MASWCD Awards Banquet in Bloomington for Margaret and a guest. (per MLSWCD policy) Staff will provide a news release to the local papers.
- b. Comprehensive Watershed Planning (1W1P) updates
 - i. Rum River Watershed Partnership updates (Janski)
Next week Jake will be giving a presentation on the Rum Watershed plan at the Healthy Land, Healthy Lake event. Shaw invited Barb Zeroth to participate in the Rum partnership Implementation Planning Committee meeting 9/19 where the draft work plan will be reviewed followed by grant tracking training. The Rum Watershed Partnership board will meet on 9/22 to review the workplan and discuss JPE insurance and attorney representation.
 - ii. Snake River – Management Board/CAC & 1W1P Policy Cmte (Beckstrom)
Beckstrom reported that the Mille Lacs SWCD public comment regarding the draft plan lacking mention of the MLBO was received by the partnership. Two public hearings are upcoming in Kanabec and Pine counties.
Another circumstance of concern is that at the 08/22/2022 Snake River Policy Committee meeting some on the County members expressed interest in keeping the existing JPA members intact, thus SWCDs would not have representation on the Board. SWCD elected officials may meet in advance of the next policy committee meeting to discuss.
 - iii. Mississippi St. Cloud / Sartell – 1W1P Policy Cmte (Shaw)
Shaw reported that BWSR determined the planning MOA did need to be updated since the Clearwater River Watershed District dropped out of the planning agreement. This has been signed and submitted. The steering committee met 9/14 to discuss a consultant outreach proposal, work plan and overall budget. Shaw volunteered our SWCD to provide basic webpage hosting for the planning effort if the partnership wished. This would be reimbursable time under the planning grant.
- c. Area3/MASWCD Business
The Area 3 meeting was well attended by member district supervisors and staff. Two full days of valuable resource information provided by speakers. Beckstrom was elected director for the remainder of the term. The Area passed a resolution to protect the big mouth buffalo fish. **Straight to DNR from A3**

- i. Save the date – MASWCD Annual Convention.....December 12-14 (Monday-Wednesday)
The MASWCD is planning to offer a strategic planning day long workshop for SWCD managers and boards. Area 3 agreed to contribute financially to make this happen.
- ii. Emergency Resolution regarding Watershed Based Implementation Funding (WBIF) funding
Concern was raised by the MASWCD that the agencies have requested that they be funded first if future State Clean Water Funds ran short. In an effort to respond to this idea quickly, Beckstrom read a proposed resolution emergency resolution that could be submitted to the MASWCD for annual convention discussion. Janski asked why raise response to agency discussion of funding priorities to the level of an emergency. Beckstrom noted that if this had come forward in June, we would have used regular channels. This resolution reiterates the importance of funding to implementation of clean water projects and will get this issue on the table of the agencies. Janski asked if it's an emergency or a reaction to something we don't understand?
Motion by Beckstrom to adopt this resolution and send to the MASWCD. Second by LaSalle.
Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- d. Clean Water Fund – Drinking water projects and practices grant application was submitted by Gallice and Shaw to continue the work being done this year. Gallice is doing outreach in the Milaca, Pease and Princeton drinking water supply management areas (DWSMAs) and surrounding community to understand community concerns and provide info on drinking water safety. This grant would provide cost share for practices to protect ground water in those same target areas.
- e. FY23 SWCD Local Capacity Grant agreement P23-2577 Buffer Law \$8,500 and P23-2487 SWCD Local Capacity Services \$124,150, totaling \$132,650.
Motion by Hoefert to approve execution of the grant agreement for FY23 Buffer Law and Capacity funds. Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

7. Financials

- a. Reconciliation of Bank Statements (Finance Committee Member) (Souer/LaSalle)
Souer reconciled the August bank statements with QuickBooks records and reported everything balanced. This provided an opportunity for training to familiarize Stephanie with the accounts. To provide a further separation of duties as a good accounting practice, LaSalle will complete the reconciliations for the remainder of the year.
- b. Financial Update: Audit report by Petersons Company LLC was moved up on the agenda.
 - i. 2022 draft Audit & management representation letter – signature needed
Samantha Woken, Petersons Company LLC provided an overview of the year end 2021 audit. The audit report format has changed a bit, but much of the financial statement format is the same as previous years. Clean report, there were no problems or red flags when completing the audit. The SWCD has a good fund balance and positive net position even with a high net pension liability.
Motion by Beckstrom to approve the 2021 year-end audit and approve signature of the management representation letter. Second by LaSalle Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- c. Billable rate update effective as of Sept 1, 2022 – Updates to the billable rate are necessary each time there is a change in staff numbers in order to calculate how the cost of facilities and administration are spread across each position.
Motion by Beckstrom to approve billable rate policy# 2022-04 to be effective as of September 1, 2022. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- d. Tree Sale – approval to purchase tree stock for the 2023 spring sale.
Motion by LaSalle to approval to incur approximately \$14,000 debt to preorder trees. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- e. SRW 1W1P Planning Grant P20-9953 fiscal expenditures to be reimbursed:
- i. **Motion by Beckstrom to approve payment to Stantec in the amount of \$400 for work done July 16-Aug 19, 2022.** Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

8. Informational Updates

- a. Water Management/Workgroups
- i. Technical Service Area 3 (LaSalle/Hoefert)
- ii. Mille Lacs Lake Watershed Management Group (Janski/LaSalle) – no meeting
- 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 Hoefert Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. The motion carried.

- a. 1W1P Rum River JPE Board (Janski/Beckstrom) Sept 22 @ 4:30, in person
- b. Snake River Watershed:
- 1W1P Snake River Public Hearing (Hoefert &, Beckstrom) Sept 20, Kanabec & Pine counties, 10:00 AM
- 1W1P Policy Cmte – SWCD supervisor meeting (Beckstrom) Sept 22 or 23 TBD
- SRW CAC & Board Meeting (tentative)/1W1P Policy Cmte (Beckstrom/Hoefert) Sept 26 @ 9:00 AM
- 1W1P Snake River TAC (Beckstrom as PC liaison) non scheduled
- c. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert) TBD
- d. TSA Area 3 (LaSalle/Hoefert) Sept 28 @ 10:00
- e. Mille Lacs Lake Watershed Mgmt. Group (Janski/LaSalle) Oct 17 @ 10:00, Location TBD
- i. Healthy Land, Healthy Lake Expo Sept 17 @ McQuoid's Inn
- f. SWCD Forestry Association (LaSalle/Campbell) Sept 15 @ 10:00, Location TBD/remote option
- g. Local Water Management Plan Advisory Committee (LaSalle/Beckstrom) TBD
- h. Internal Operational Committee Meetings
- i. Finance (Hoefert/LaSalle)
1. Statement reconciliation w/Quickbooks (LaSalle) monthly
- ii. Personnel (Janski/LaSalle)
- iii. Conservation (Beckstrom/Campbell)
- iv. Public Outreach (Beckstrom/Campbell)
- v. One on One Meetings with Administrator please schedule monthly as needed


10. Supervisor Updates

Janski reported Page Township will host a Prairie Seed Harvest at the Page township hall Oct 9th.

11. Evaluate the Meeting

12. Next Regular Meeting – October 12, 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 8:02 PM



Dan Campbell, Mille Lacs SWCD Secretary

10/12/2022

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.