



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:

(1W1P) One Watershed, One Plan (BWSR program)
(AgBMP) Agricultural BMP Loan Programs
(BMP) Best Management Practice
(BWSR) Board of Water & Soil Resources
(CAI) County Agricultural Inspector
(CWF) Clean Water Fund
(JAA) Job Approval Authority
(JPA, E or C) Joint Powers Agreement, Entity or Collaborative)
(RRWP) Rum River Watershed Partnership (JPE board)
(MRSC) Mississippi River St. Cloud
(SWCD) Soil & Water Conservation District
(LGU) Local Government Unit
(MASWCD) MN Assn. of Soil & Water Cons. Districts

(MLBO) Mille Lacs Band of Ojibwe
(MLLWMG) Mille Lacs Lake Watershed Mgmt Group
(MLSWCD) Mille Lacs Soil & Water Conservation District
(NACD) National Association of Conservation Districts
(NRCS) Natural Resources Conservation Service
(PFM) Private Forest Management
(SCS) State Cost Share
(SRWMB) Snake River Watershed Mgmt Board (JPE board)
(SRW PC) Snake River Watershed Policy Cmte (MOU board)
(TSA 3) Technical Service Area 3 – SWCD Engineering
(MAWQCP) MN Ag. Water Quality Certification Program
(WPLMN) Watershed Pollutant Load Monitoring Network
(WCA) Wetland Conservation Act

Mille Lacs SWCD Board Meeting – MINUTES
Wednesday, April 12, 2023

Mille Lacs County Historic Courthouse, Conference Room D with remote option for the public. Dan Campbell participated remotely from a publicly available location at Hillsboro RV Village, 200 Mattie Ave, Hillsboro, NM 88042.

Members Present:

Chair, Jake Janski, District 3
Vice Chair, Kurt Beckstrom, District 2
Treasurer, Andre LaSalle, District 4
Secretary, Dan Campbell, District 1 (remote)
Member, Robert Hoefert, District 5

Members Absent: none

Staff Present:

District Administrator, Susan Shaw
Financial Specialist, Stephanie Souer

Participating Guests:

Commissioner Liaison, Genny Reynolds

Visitor: Mary Krueger – TSA3 engineering tech

Call To Order & Pledge of Allegiance – Chair Janski called the meeting to order at 6:03 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 – 5b.ii.2 Snake River Watershed JPA, 5f.2.e outreach coordinator, 5h. RCPP Irrigation grant, 6e. BWSR BC change, 7h. meetings & events additional meetings
 - deletions - table 5e.i.ii. MLSWCD pilot case study and policy actionCampbell experienced audio difficulty and was unable to vote.
Motion by LaSalle to approve the agenda with discussed modifications. Second by Hoefert. 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. - No public comment.

4. Consent Agenda

- a. Approve March Regular Meeting Minutes
- b. Approve Monthly Disbursements - Electronic Payments #E23-040 - E23-057, checks written #7947 - 7954, and credit card batch fees \$18.94, totaling \$31,178.12.
- c. Information Only: Partner Reports, Project Summaries, News Releases

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

5. District Policy, Finance, Planning, Activities, Projects, Grants

- a. Financial Reports
 - i. Financial Update - Souer reviewed the March deposit detail, budget and treasurers report. She noted an error on the treasurer's report which will be corrected for next month. Additional entries need to be made related to closing the Snake River 1W1P grant as of the end of March.
 - ii. Revised 2023 Budget with MLC pay scale increase (action)
Mille Lacs County has updated the pay scale for 2023 to reflect a 5% increase. The district policy is to follow county practice for review and placement of position on the county pay scale.

Motion by Beckstrom to approve the updated pay scale increase effective May 1. Second by LaSalle. Affirmative: Beckstrom, LaSalle, Janski. Opposed: Hoefert. **The motion carried.**

Motion by LaSalle to approve the revised budget as provided reflecting the updated pay scale and other adjustments. Second by Beckstrom. Affirmative: LaSalle, Hoefert, Janski. Opposed: Hoefert. **The motion carried.**

- iii. Reconciliation of Bank Statements (Finance Committee Member) - LaSalle reconciled the bank statement with the QuickBooks accounting system. LaSalle and Souer went to BWSR training and learned applicable information to assist with fiscal oversight.
- b. Comprehensive Watershed Planning (1W1P) updates
 - i. Rum River Watershed Partnership (RRWP) JPE Board Janski (Beckstrom)
 1. RRWP Master Agreement (action)
The partnership board approved statements of work for projects that the MLSWCD will be working on. Janski suggests the MLSWCD vice-chair sign RRWP documents since Janski is the signatory on the documents on behalf of the JPE board.
Motion by LaSalle to approve signature of the master project agreement between the RRWP and MLSWCD. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
 2. RRWP Statements of Work (action)
Funding will go toward work to be done providing communications to the partnership, watershed outreach and forestry coordination, project development and implementation the ag technician will work on, and technical and project funding for shoreland BMPs around Mille Lacs Lake. Janski reported he sat as a liaison to the project review and can confirm it was a very detailed and thoughtful process.

Watershed-wide communications	2023-MLSWCD-AC-6	4/19/23-12/31/24	\$12,717.41
Watershed-wide type B outreach	2023-MLSWCD-EI-4	4/19/23-12/31/24	\$142,894.00
Bogus Brk-Milaca GMZ feedlot ID	2023-MLSWCD-PAS-5	4/19/23-12/31/24	\$22,600.00
Bogus Brk-Milaca GMZ drainage mgmt & Mille Lacs Lake DIY Shoreline BMPs & W. Branch/Bogus Brk Soil Health	2023-MLSWCD-PD-1	4/19/23-12/31/24	\$35,000.00
Mille Lacs Lake Stormwater Control & Gully Stabilization	2023-MLSWCD-TE-2	4/19/23-12/31/24	\$35,000.00
Mille Lacs Lake Stabilization and Stormwater Control & Treatment -Wahkon	2023-MLSWCD-UBMP-3	4/19/23-12/31/24	\$28,951.00

Motion by LaSalle to approve signature of the RRWP statements of work under FY23 RRWP WBIT Implementation Funds C23-3265 for the period 4/19/2023 -12/31/2024. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- ii. Snake River Watershed 1W1P Policy Cmte Beckstrom (Hoefert)
 1. SRW 1W1P Planning Grant P20-9953 fiscal expenditures to be reimbursed: **(action)**

- a. Final Snake Work Plan fiscal funding move – take remaining contingency and move to administration to cover Kanabec and Mille Lac SWCDs final invoices, as well as movement of funds not used from the consultant category

Motion by Beckstrom to approve movement of funds between work plan categories under the SRW 1w1p grant P20-9953. Second by LaSalle Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- b. Kanabec SWCD - \$8,903.29

Motion by Hoefert to approve payment to Kanabec SWCD in the amount of \$8,903.29 under the SRW 1w1p grant P20-9953. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

2. Draft JPA for review and feedback from partner attorneys

Mille Lacs County has taken action to adopt the plan. Next step is to develop an organizational framework agreement. The draft agreement for a joint powers entity organizational framework is available for review and to be shared with LGU attorneys. Comments are due by May 12.

- i. Miss/St. Cloud 1W1P Policy Cmte Campbell (Hoefert)
 Beckstrom and Souer attended the March 24 meeting in person.

1. Landscape Stewardship Plan (LSP) Funding Request **(action)**

Shaw reported that the watershed partnership technical team discussed the value of completing an LSP as a planning and implementation tool. The majority of the cost is paid for by the DNR but a local contribution is required. The proposed funding method would be based on percent of each partners area within the watershed. The final cost per partner would be influenced by how many partner LGU agreed to contribute. Cost from any non-participating LGUs would need to be absorbed by the remaining LGUs.

The Mille Lacs County/SWCD local share would be 1.5% of the \$12,000 local contribution needed by DNR assuming all local partners agree to contribute. If Mille Lacs County does not contribute to the project, the SWCD could cover the total local share which would be \$180.50. The updated MLSWCD budget can support this expense.

Wright SWCD, Stearns SWCD, Sherburne SWCD and the Crow River Watershed District will also be bringing the LSP discussion to their April board meeting. Following discussion, Benton SWCD will also bring the topic to their board. Sherburne SWCD offered to serve as a fiscal agent for the effort if no one else was interested in taking on this role. Sub-agreements may be necessary with partners.

Campbell suggests we support the plan to encourage other partners to support this effort.

Motion by Beckstrom to encourage the MRSC watershed to develop an LSP with funding up to the \$180.50 level. Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- c. RIM Easement Work Order Contract \$850.00 (48-22-W099) **(action)**

This is an annual contract but the reimbursement rate has increased from last year.

Motion by Beckstrom to approve signature of RIM Easement Work Order Contract 48-22-W099. Second by LaSalle. Affirmative: Beckstrom, LaSalle, Campbell. Opposed: none. **The motion carried.**

- d. Area3/MASWCD Business (Beckstrom-A3 Director/Janski-A3 Exec Cmte)

Meeting will be June 9th and a save the date has been sent to Area 3 district managers. Shaw will send a reminder to get resolutions together and approved in advance.

- e. Civic Governance strategic planning
 - i. MLSWCD pilot case studytabled
 - ii. Affirm civic governance policy agenda and framework documenttabled
 - iii. Strategic planning exercise (discussion)

Shaw proposed the MLSWCD consider three broad organizational strategic priorities: Program Implementation, Leadership Development and Fiscal, under which specific goals are targeted.

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|---|---|--|---|--|
| 1. <u>Program Implementation</u> | ↔ | 2. <u>Leadership Development</u> | ↔ | 3. <u>Fiscal</u> – (supports the first two functions rather than drives them) |
| <ul style="list-style-type: none">○ Compass shoreline protection○ Groundwater/drinking water safety○ Agriculture○ Forestry | | <ul style="list-style-type: none">○ Staff○ Board○ Partnerships | | |

Shaw reminded the board that the MLSWCD has been piloting a civic governance approach to how the work of the SWCD is done. She described the civic governance approach to strategic planning as different from other strategic planning we have done in that we should consider the economic, environmental, and social impacts of our SWCD priorities on our community. Shaw asked the board to consider and discuss how they imagine each strategic priority impacts the common good, and why is that important?

- f. Personnel committee..... (Janski/LaSalle)
 - i. Resignation – Stephanie Souer has resigned her position as financial specialist; her last day will be April 18. The personnel committee did an exit interview and what Stephanie has made progress that will help transition to the next person.

- ii. Hiring process (action)

1. Financial Specialist

Motion by LaSalle to approve posting the Financial Specialist position until filled and proceed with the hiring process as needed. Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

2. Ag Tech

Motion by LaSalle to authorize the Personnel Committee to review the Ag Tech position description, post once reviewed until filled, and make a job offer that the full board will accept at a later date. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- 3. Watershed coordinator – Because this position is funded by grants with watershed wide purpose, the MLSWCD will need to work with a Rum partnership outreach committee to review the position description and hiring process.

Motion by LaSalle to authorize the Personnel Committee to approve the Watershed Coordinator job description with input from the Rum Partnership, post the position continuously until filled, and proceed with hiring. Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- g. Rental Equipment/Coverage Detail (discussion)

The districts liability coverage through MCIT does not extend to individuals who rent the equipment from the SWCD. As a result, any bodily injury or property damage to a third party caused by the renter's use of the SWCD equipment would likely not be covered by MCIT.

In the event a claim is made against the SWCD, MCIT would defend the claim subject to any limitations. If the SWCD is found liable, MCIT would pay damages to a maximum of \$500,000 per claimant and \$1.5 million per occurrence.

The contract SWCD has renters sign has been reviewed previously by the county attorney but should be presented to the new county attorney to consider updates to release of liability language.

LaSalle volunteered to be cross-trained on maintenance and use of the interseeders by Beckstrom as a back-up person for the rental season.

- h. RCPP Partnership Irrigation Project w/MLBO - request by East Otter Tail SWCD to be the local cost-share contract administrator/holder. More information will be provided as it becomes available.

6. Informational Updates

- a. Tree Sale update (Souer)
Some bundles of trees remain to be sold. Staff is trying doing outreach to get those sold before tree distribution day.
- b. MDH Groundwater 2023 AI Grant Application was submitted to MDH to continue building awareness in the community about groundwater protection and drinking water safety.
- c. Update on Princeton Twp development and resource concerns raised (Campbell)
Campbell reported the planning commission had a public hearing and received outcry and concerns about potential ground water impacts of the development. Campbell understood the Princeton planning commission agenda noted denial of the conditional use permit for the development, but the issue will still go before the Township board. There may be conflicting information regarding whether that type of development would be allowed under MLC or township zoning.
- d. Water Management/Workgroups
 - i. Technical Service Area 3 meeting has been canceled twice (LaSalle/Hoefert).
 - ii. Mille Lacs Lake Watershed Management Group (Janski/LaSalle)
Shaw attended and helped clarify the SWCD and MLLWMG role in advancing the compass program and get buy in from them. Jake will attend a lunch and learn event this Saturday with meeting after.
 - iii. Forestry Association – LaSalle could not attend.....(LaSalle/Campbell)
- e. BWSR Board Conservationist position changes.....(Shaw)
Darren Mayers has accepted the north central Board Conservationist position out of Brainerd. He will continue to work with our district until he starts the new position beginning May 24 and will be available for questions or assistance to our district and the new BC after that.

7. 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. Rum River Watershed Partnership (RRWP) JPE Board (Janski/Beckstrom) June 22 @ 4:30
- b. Snake River Watershed CAC & Board Meeting (Beckstrom/Hoefert) TBD April 24th @ 9:00
- c. 1W1P Snake River Policy Committee (Beckstrom/Hoefert) TBD April 24th @ 10:30
- d. MRSC Policy Committee (Campbell/Hoefert) alternate if Dan cannot attend May 4th @ 11:00
- e. TSA Area 3 (LaSalle/Hoefert) April 26 @ 10:00
- f. Mille Lacs Lake Watershed Mgmt. Group (Janski/LaSalle) April 15 @ 1pm
 - i. Lunch and Learn event (Janski).....April 15 @ noon
- g. SWCD Forestry Association (LaSalle/Campbell) May 18 @ 10:00, Location TBD
- h. Internal Operational Committee Meetings

- i. Finance (Hoefert/LaSalle)
 - 1. Statement reconciliation w/Quickbooks (LaSalle) monthly
- ii. Personnel (Janski/LaSalle)schedule ASAP to discuss civic governance
 - 1. Hiring interview process (LaSalle) as needed
- iii. Conservation (Beckstrom/Campbell)late May
- iv. Public Outreach (Beckstrom/Campbell)
- v. One on One Meetings with Administrator please schedule monthly as needed
- vi. Help w/tree distribution (5-7PM) @ City Milaca Public Works..... Thursday, May 4 @ 4:30 -7PM
(Jake/Andre)

8. Supervisor Updates - none

9. Evaluate the Meeting

10. Next Regular Meeting – May 10th, 2023, Historic Courthouse, Conf Rm D w/public remote option

11. Adjourn – Chair Janski adjourned the meeting at 8:05PM


 Dan Campbell, Mille Lacs SWCD Secretary

5/11/2023
 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.