



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

(MLLWVG) 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, July 12, 2023

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

Members Absent: none

Staff Present:

District Administrator, Susan Shaw

Financial Specialist, Pam Kuhn

Resource Conservationist, Willow Dean

Participating Guests:

Commissioner Liaison, Genny Reynolds

BWSR Board Conservationist, Darren Mayers

Call To Order & Pledge of Allegiance – Chair Janski called the meeting to order at 6:00 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 Beckstrom to approve the agenda. Second by Hoefert. 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. - **No public comment.**
4. **Consent Agenda**
 - a. Approve June 14, 2023 Regular Meeting Minutes
 - b. Approve Monthly Disbursements - Electronic transfer's #E22-098- E22-128 and checks written #7971-7979, totaling \$23,872.83.
 - c. Monthly Deposit Detail
 - d. 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, Campbell. Opposed: none. **The motion carried.**

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

- a. Financial Update (Treasurer/Financial Specialist)
Pam Kuhn, financial specialist, updated the board on what she has been working on the last four weeks which includes the 2022 year-end audit, time tracking system, accounting system transition and program log to coincide with Quickbooks accounting software tracking and treasurers report. Pam will work with the treasurer to get his feedback.
- i. Reconciliation of Bank Statements (Finance Committee Member) - LaSalle reconciled the May and June bank statement with the QuickBooks accounting system. Everything looks good.
- b. Personnel (Janski/LaSalle)
 - i. Hiring process updates:
 - 1. Approve hire of Ag Resource Conservationist **(action)**
Motion by LaSalle to approve retroactively the hire of Willow Dean starting July 10 as a full-time regular employee, grade J step 2. Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
 - 2. Rum watershed outreach/forestry coordinator hiring process (update)
Next steps are to write the job desc and get approval from Rum watershed partners.
Motion by Hoefert to approve the Personnel Committee to move forward with the job description and posting as soon as possible. Second by Beckstrom. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
The board will want to see the job description once developed.
 - ii. Personnel reviews..... (info)
 - 1. Mid-year reviews for all employees: Shaw will meet with all staff for a mid-year review. The personnel committee will review the Administrators performance and typically offers an opportunity for staff to visit with the personnel committee.
 - 2. Monthly reviews for probationary employees: The personnel committee is interested in 30, 60, or 90 day reviews for probationary employees that include the personnel committee. The purpose would be to check in on employee satisfaction. The increment of time would be based on Administrator suggestion.
 - iii. Employee handbook update (info)
Discussion tabled
- c. BWSR CWF Grant, Central Mille Lacs County Targeted Well Sealing:
Cost Share application (#C23-6045-1) **(action)**
Motion by Beckstrom to approve Cost Share application (#C23-6045-1) to seal a well for Michael and Joanne Gregersen in an amount not to exceed \$1,145 based on 50% of the estimated eligible cost of \$2,290.00. Second by Campbell. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- d. FY24 DNR Ground Water Level Monitoring SWIFT contract #230967 for \$1,920.00..... **(action)**
Motion by Beckstrom to approve FY24 DNR Ground Water Level Monitoring SWIFT contract #230967 for \$1,920.00. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
Beckstrom inquired if a report could be run indicating the effect of the drought groundwater level readings. Shaw will inquire of the DNR.
- e. Civic Governance Strategic planning progress report and next steps..... (discussion)
Table discussion until August meeting.

6. Informational Updates (10 min.)

- a. Comprehensive Watershed Planning (1W1P) updates
 - i. Rum River Watershed Partnership JPE Board Janski (Beckstrom)
The Board met to approve a project funding request presented by Benton SWCD. The meeting included discussion about what level of action the Board wants to accomplish at quarterly meetings, what level of detail is desired. Decision to rely on staff and local boards to do the detail work and keep the JPE board informed of progress on high level goals.
 - ii. Snake River Watershed 1W1P Policy Cmte Beckstrom (Hoefert)
Hoefert and Shaw attended. The SRWMB met first and took action on projects. John Kolb of Rinke Noonan attended representing Kanabec County. Much of the discussion included if a JPA agreement could prevent an outside group from petitioning a taxing authority. BWSR staff indicated it would not. Kolb offered to review the latest draft of the JPE and comment. Next meeting will be July 24th.
 - iii. Miss/St. Cloud 1W1P Policy Cmte Campbell (Hoefert)
 - 1. Campbell attended. A vision statement was adopted. The board established a list of priority waters, protection lakes and streams, and restoration lakes and streams. The meeting also included an overview of the organization structure agreement process.
Partners requested each LGU seek input from attorneys about implementation agreement structures. Shaw will reach out to the county attorney assigned to the SWCD.
- b. Area3/MASWCD Business..... (Beckstrom-A3 Director/Janski-A3 Exec Cmte)
 - i. Fall Area 3 meeting Sept 21-22 - registration is online: Beckstrom will attend and stay. Jake will attend and might stay. Staff are authorized and new staff are encouraged to attend.
- c. Supervisor 2nd quarter compensation report (info)
- d. Water Management/Workgroups
 - i. Technical Service Area 3 (LaSalle/Hoefert)
Shaw listened in to the meeting virtually. The TSA personnel committee provided a report that reviews went well and they like the review process.
 - ii. Mille Lacs Lake Watershed Management Group (Janski/LaSalle)
Great presentation by Dan Steward on forestry at the Lunch and Learn event. MLLWMB meeting followed. Membership is shifting to more citizen leadership. The group is taking on an outreach role by hosting events and making citizen connections. When citizens want technical assistance the MLLWMB connects individuals to the SWCDs. Planning for the Healthy Land, Healty Lake (HLHL) event is underway for September.
 - iii. Forestry Association – not attended(LaSalle/Campbell)
- e. General Project Updates..... (info)
 - i. Draft landowner agreement – Shaw explained she is recommending the MLSWCD develop Land Owner Technical Assistance Agreement that outlines the process cooperators experience as they request site review and technical or engineering assistance. The purpose is to confirm agreements and expectations between the Mille Lacs SWCD and land owners, at the request of the land owners and before the SWCD invests time, knowledge, design assistance and public funds.
Motion by Campbell to approve the use of a Land Owner Technical Assistance Agreement and to mirror the Carlton SWCD policy regarding the handling of a deposit for engineering services. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. The motion carried.

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

- a. Rum River Watershed Partnership (RRWP) JPE Board (Janski/Beckstrom)..... Sept 28 @ 4:30

- b. Snake River Watershed CAC & Board Meeting (**Beckstrom/Hoefert**)TBD July 24 @ 9:00
- c. 1W1P Snake River Policy Committee (**Beckstrom/Hoefert**) July 24 @ 10:30
- d. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert)TBD @ 1-3:00
- e. TSA Area 3 (LaSalle/Hoefert) Sept 27 @ 10:00
- f. Mille Lacs Lake Watershed Mgmt. Group (**Janski/LaSalle**)..... July 17 July 24 @ 10:00
- g. SWCD Forestry Association (**LaSalle/Campbell**) July 20 @ 10:00
- h. Area 3/MASWCD meetings
 - i. MASWCD Resolutions Committee (Janski)Sept 6
 - ii. Area 3 Fall Meeting.....Sept 21-22, Cloquet Forestry Ctr
 - iii. MASWCD Annual ConventionDec 11-13
- i. Internal Operational Committee Meetings
 - i. Finance (Hoefert/LaSalle)
 - 1. Statement reconciliation w/Quickbooks (**LaSalle**)..... monthly
 - 2. Finance Committee TBD
 - ii. Personnel (**Janski/LaSalle**)
 - 1. Hiring process..... TBD
 - 2. Civic Governance review Aug 3rd
 - 3. Personnel Reviews Aug 3rd
 - iii. Conservation (Beckstrom/Campbell) TBD
 - 1. Rental Equipment management (**Beckstrom/LaSalle**) as needed
 - iv. Public Outreach (Beckstrom/Campbell)
 - 1. Employee/Citizen recognition plan..... TBD
 - v. One on One Meetings with Administrator please schedule monthly as needed

8. Supervisor Updates

Beckstrom attended a meeting on board responsibilities. He has recommend it to MASWCD as a breakout session for the annual convention.

Borgholm township has requested the MLSWCD apply for a CWF grant to fiscally administer for three townships. Aug deadline to apply. Aitkin SWCD has done one like this.

Pine SWCD is having a soil health luncheon in August to see what other SWCDs are doing and to glean information on practices.

Rolly Cleveland memorial service was well represented.


Shaw will try to set up and order for SWCD apparel optional to be purchased by staff and board.

9. Evaluate the Meeting – Be careful with time estimates to set expectations. 30-45 min.

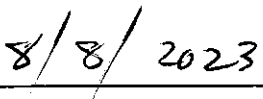
10. Next Regular Meeting – Tuesday, August 8, 2023 - 6PM, Historic Courthouse, conference room D. A remote option will continue to be offered for presenters and the public. Board members will meet in person.

Janski will not be able to attend in person.

11. 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.