



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, October 11, 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

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 - 5.a.iii.Draft financial statement (audit) and invoice for yr end adjustment assistance
- deletions - _____

Motion by Campbell to approve the agenda as amended. Second by Hoefert. Affirmative: 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

- Approve September 13, 2023 Regular Meeting Minutes
- Approve Monthly Disbursements - Electronic transfer's #E23-168- E23-187and checks written #7993-7996, totaling \$29,818.63
- Monthly Deposit Detail
- Information Only: Partner Reports, Project Summaries, News Releases

- e. Administrators leave request Oct 18-20th and on call for jury duty Dec-January.
- f. Office closed Oct 24-26 for all staff training

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

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

- a. Financial Update (Treasurer/Financial Specialist)
 - i. Treasurers Report – Ms. Kuhn prepared four reports and reviewed them with the board. She had gone back to January to enter accounting information into a new format that will allow the treasurer to see how the bank statements tie to the QuickBooks balance sheet and program log.
 - ii. Reconciliation of Bank Statements – LaSalle reported the statements balanced with the accounting system.

iii. Peterson Company Audit

- 1. MLSWCD Representation Letter

Motion by Beckstrom to approve the audit representation letter and authorize signature. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- 2. Draft 2022 Audited Financial Statements

Motion by Beckstrom to approve the draft 2022 year-end audited financial statements. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- 3. Invoice for \$550 adjustment assistance

Motion by LaSalle to authorize payment for \$550 for QuickBooks assistance.

Discussion: Staff we not expecting the additional charges for assistance. Hoefert and Beckstrom felt there should not be additional charges for preparation of an audit beyond what was agreed to. Shaw explained that while the charges were not anticipated they may be related to assistance provided that was above and beyond the audit agreement. Staff had asked for additional assistance tying out accounting entries. Shaw will contact Peterson’s company and discuss the additional charges.

Second by Campbell. Affirmative: LaSalle, Campbell, Janski. Opposed: none. **Abstain: Hoefert, Beckstrom. The motion carried.**

b. SWCD Programs & Operations Grant agreement (P24-0176)

P24-0176	2024 Conservation Delivery	\$18,868
P24-0266	2024 Conservation Contracts (replaces State Cost Share)	\$10,000
P25-0047	2025 Conservation Delivery	\$18,868
P25-0137	2025 Conservation Contracts (replaces State Cost Share)	\$10,000

Motion by Beckstrom to authorize administrator to execute the SWCD Programs & Operations Grant agreement (P24-0176) grant agreement. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

c. BWSR 2023 Resource Conservation Partnership Grant (P23-1461)

Execute pooling agreement with East Otter Tail SWCD to assist with an irrigation project in ML county

Motion by Beckstrom to execute a pooling agreement with East Otter Tail SWCD to assist with an irrigation project in ML county. Second by Hoefert.

Discussion by Beckstrom was to support this type of technology project that saves water. LaSalle wanted to be assured that before the board acts on a contract for the actual project, that we would find out more about the project details. Shaw explained that info would be known once we have a have a signed contract application from the project holder. Hoefert wants to make sure the project will not pull more water than the area can support or the DNR would approve if they had jurisdiction.

Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- d. MDH Well Water Testing Grant agreement (229294)
 Authorize purchase of 150 well water test kits, approximately \$17,550, reimbursable under grant
Motion by LaSalle to authorize reimbursable purchase of well water test kits in the approximate amount of \$17,550. Second by Hoefert. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- e. BWSR CWF Grant – Central Mille Lacs Co Targeted Well Sealing (C23-6045)
Motion by Beckstrom to authorize payment under Contract C23-6045-1 for well sealing for Jim Blonigan in the amount of \$1,615.00, based on 50% of the estimated eligible cost of \$3,230.00. **Second by Campbell.** Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- f. Personnel & District Capacity
 - i. Hiring process update – Shaw is working with ML county to get the position posted.
 - 1. Watershed Organizer/Coordinator position description has been reviewed with input from the MLSWCD personnel committee, the Rum River watershed outreach committee partners, and the consultant for grade placement on the MLC pay scale.
Motion by Hoefert to approve the position description and start the process of hiring. Second by LaSalle. Affirmative: Beckstrom, Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- g. MASWCD 2023 Pre-Convention Resolutions Voting
 SWCD boards should choose whether they want an SWCD staff person to tally their votes and submit online ballots on their behalf, or if they want their five supervisors to individually complete the online ballots.
 Board consensus to do voting individually online. Members can come into the SWCD office or communicate with staff to get their votes entered online.

6. Informational Updates

- a. General Project Updates
 - i. Mille Lacs Lake protection efforts (info provided in packet)
 - ii. Groundwater/drinking water safety (info provided in packet)
 - iii. Agriculture (Willow Dean)
 Ms. Dean reviewed work plan goal highlighted in her written report to the board. The MLSWCD conservation committee, Beckstrom and Campbell, met to provide input on developing a MLSWCD Soil Health program.
 - iv. Forestry – no update
 - v. Information/outreach – website updates to be started after the November board meeting.
- b. Comprehensive Watershed Planning (1W1P) updates
 - i. Rum River Watershed Partnership JPE Board Janski (Beckstrom)
 Janski reported the JPE board was provided an update on project spending and a progress report. Most projects are moving according to plan. Interestingly the partnership is earning interest on the funds not allocated yet. Next meeting will be in January.
 - ii. Snake River Watershed 1W1P Policy Cmte Beckstrom (Hoefert)
 Beckstrom reported he was elected chair and Kevin Belholm was elected vice chair. Bylaws were discussed.
 - iii. Miss/St. Cloud 1W1P Policy Cmte Campbell (Hoefert)
 Campbell reported no meeting this month. The partnership is leaning toward a joint powers entity agreement.
- c. Water Management/Workgroups
 - i. Technical Service Area 3 (LaSalle/Hoefert)
 LaSalle reported that a presentation was provided on a meandering stream restoration up north. Changes in cost share have been made to provide more flexibility per district.
 - ii. Mille Lacs Lake Watershed Management Group/HLHL (Janski/LaSalle)

Janski reported the Healthy Land Healthy Lake event had 35 in attendance who were guests. Hopefully the group is increasing engagement in the area. The group met following the event to tee up an upcoming strategic planning meeting. This group and actions are being led by citizen efforts vs SWCD staff and this feels right.

- iii. Forestry Association(LaSalle/Campbell)
LaSalle reported there is funding available from DNR to cost share on replacement of drought killed trees. Lots of federal funds anticipated.
- d. Area3/MASWCD Business..... (Beckstrom-A3 Director/Janski-A3 Exec Cmte)
Janski reported that Carlton SWCD hosted the Area 3 meeting. The tour started off with the supervisors doing a presentation on the different projects they are doing personally. Learned about biochar project and toured forestry center. At the business meeting, dues were raised significantly to balance the budget. Lots of presentations by agencies.
- e. Supervisor 3rd quarter compensation report..... (info)

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

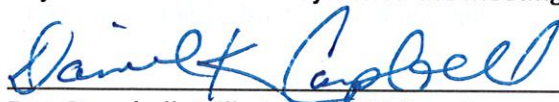
- a. Rum River Watershed Partnership (RRWP) JPE Board (Janski/Beckstrom)..... Jan 25 @ 4:30
 - i. Implementation Planning Committee (IPC) liaison (Janski) Nov 13 @ 12:30
- b. Snake River Watershed Plan Partnership (SRWPP) JPE Board (Beckstrom/Hoefert)..... TBD Oct 23 @ 10:30
- c. Snake River Watershed Board - public hearing re dissolution (Beckstrom/Hoefert)..... Oct 23 @ 9:00
- d. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert) TBD
- e. TSA Area 3 (LaSalle/Hoefert) Dec 27 @ 10:00
- f. Mille Lacs Lake Watershed Mgmt. Group (Janski/LaSalle) Oct 19 @ 10:00
- g. SWCD Forestry Association (LaSalle/Campbell) Nov 16 @ 10:00
- h. Area 3/MASWCD meetings
 - i. MASWCD Annual Convention Dec 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. Personnel Reviews TBD
 - iii. Conservation (Beckstrom/Campbell)
 - 1. Soil health program development & policies discussion October 10
 - 2. Rental Equipment management (Beckstrom/LaSalle)..... as needed
 - iv. Public Outreach (Beckstrom/Campbell)
 - v. One on One Meetings with Administrator please schedule monthly as needed

8. Supervisor Updates


9. Evaluate the Meeting

10. Next Regular Meeting – November 8, 2023 - 6PM, Historic Courthouse, conference room D.

11. Adjourn – Chair Janski adjourned the meeting at 7:37 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.