



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
Thursday, December 14, 2023

Mille Lacs County Historic Courthouse, Conference Room D with remote option for the public.

Members Present:

Chair, Jake Janski, District 3

Treasurer, Andre LaSalle, District 4

Secretary, Dan Campbell, District 1

Staff Present:

District Administrator, Susan Shaw

Financial Specialist, Pam Kuhn

Watershed Organizer/Coord, Molly Clyne

Members Absent:

Vice Chair, Kurt Beckstrom, District 2

Member, Robert Hoefert, District 5

Call To Order & Pledge of Allegiance – Chair Janski called the meeting to order at 6:02 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.c.iv – JAA approval for irrigation projects

• deletions - _____

Motion by LaSalle to approve the agenda as amended. Second by Campbell. Affirmative: LaSalle, Campbell, Janski. 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 November 8, 2023 Regular Meeting Minutes

b. Monthly Transactions Report - approve disbursements: Electronic transfer's #E23-215 - E23-239 and checks written #8008-8016, totaling \$39,329.94.

c. Information Only: Partner Reports, Project Summaries, News Releases

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

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

- a. Financial Update (Treasurer/Financial Specialist)
 - i. Budget to Actual – Ms. Kuhn reported the budget is on track and reported on receipts of funds as anticipated. She continues to update the time tracking and make improvements to the time sheets with the goal to complete next week so we can invoice for work done under contracts and grants.
 - ii. Treasurers Report – presented by Ms. Kuhn.
 - iii. Reconciliation of Bank Statements (Finance Committee Member)
LaSalle reviewed last week and everything looked great.
 - iv. 2024 budgeting update – Ms. Shaw reported the MLC Board has not finalized the county budget but is proposing a funding reduction to the SWCD.
 - 1. Year end accounting assistance from JH Accounting - \$225(action)
Motion by LaSalle to approve expenditure of \$225 for accounting assistance. Second by Campbell. Affirmative: LaSalle, Campbell, Janski. Opposed: none. **The motion carried.**
- b. Personnel & District Capacity (Janski/LaSalle)
 - i. Approve hire(action)
Motion by LaSalle to approve hire of Molly Clyne as the Watershed Organizer/Coordinator, as of Dec 4, full time regular, grade L step 1. Second by Campbell. Affirmative: LaSalle, Campbell, Janski. Opposed: none. **The motion carried.**
 - ii. Employee handbook policy changes (discussion)
Shaw described the new sick and safe time leave requirement and will provide handbook edits for review once drafted.
- c. Contracts/Agreements
 - i. Tree Planter purchase (LCCMR/DNR).....(action)
Motion by LaSalle to authorize the Administrator to execute a contract with the DNR for the purchase of a pull type tree planter, as long as the agreed out of pocket is zero to the SWCD. Second by Campbell. Affirmative: LaSalle, Campbell, Janski. Opposed: none. **The motion carried.**
 - ii. MPCA SWAG water sampling contract..... (action pending info)
Motion by Campbell to proceed with entering into a two-year Surface Water Assessment Grant (SWAG) contract with MPCA. Second by LaSalle. Affirmative: LaSalle, Campbell, Janski. Opposed: none. **The motion carried.**
 - iii. MOU with Mille Lacs County (action pending info)
The memorandum of understanding with MLC has been updated to continue the current agreements and lease for space through 2025. There are anticipated additional costs that may be incurred to the SWCD for software licensing and phones. Services provided to the SWCD by MLC and cost for space remains the same.
Motion by LaSalle to enter into a continued Memorandum of Understanding with ML County for 2024-2025. Second by Campbell. Affirmative: LaSalle, Campbell, Janski. Opposed: none. **The motion carried.**
 - iv. BWSR 2023 Resource Conservation Partnership Grant (P23-1461) – irrigation project
Authorize job approval authority (JAA)(action)
Motion by Campbell authorize Mitchell Janson (East Otter Tail SWCD employee) to have JAA for practices 442 and 449 under the Mille Lacs SWCD. Second by LaSalle. Affirmative: LaSalle, Campbell, Janski. Opposed: none. **The motion carried.**

6. Informational Updates

- a. Comprehensive Watershed Planning (1W1P) updates
 - i. Rum River Watershed Partnership JPE Board Janski (Beckstrom)
Moving forward on a supplemental funding application to create an Isanti/Mille Lacs shared land protection position managed by Isanti SWCD, as well as well sealing funding for Isanti and Mille Lacs.
 - ii. Snake River Watershed 1W1P Policy Cmte Beckstrom (Hoefert)
 - 1. Snake River Watershed Management Board - split vote regarding dissolution.
 - iii. Miss/St. Cloud 1W1P Policy Cmte Campbell (Hoefert)
Campbell was unable to attend but received update on discussion. No actions taken.
- b. Area3/MASWCD Business (Beckstrom-A3 Director/Janski-A3 Exec Cmte)
 - i. Annual Convention report..... (Beckstrom/Janski)
Janski reported he was impressed with how well run the convention was this year and shared the outcomes of the resolutions approved at the convention and asked supervisors to review and consider which resolutions are highest priority for action.
- c. Water Management/Workgroups
 - i. Technical Service Area 3 (LaSalle/Hoefert)
 - ii. Mille Lacs Lake Watershed Management Group (Janski/LaSalle)
Working on a strategic plan and bylaws revision. An MPCA grant was received to hire a scuba team to survey the lake bottom and identify debris for future removal and cleanup.
 - iii. Forestry Association(LaSalle/Campbell)
LaSalle reported work on an updated mission statement and PFM protocol.
- d. General Project Updates
 - i. Mille Lacs Lake protection efforts (info provided in the packet)
 - ii. Groundwater/drinking water safety (info provided in the packet)
 - iii. Agriculture..... (info provided in the packet)
 - iv. Forestry..... (introduction of the new forestry coordinator)
Ms. Clyne introduced herself to the board.
 - v. Information/outreach

7. Approved SWCD Meetings & Events - Motion by LaSalle to approve supervisor attendance/reimbursement for the following meetings. Second by Campbell. Affirmative: LaSalle, Campbell, Janski. 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) Dec 12 @ 9:30 canceled
- b. Snake River Watershed Plan Partnership (SRWPP) JPE Board (**Beckstrom/Hoefert**)..... TBD @ 10:30
- c. Snake River Watershed CAC & Board Meeting (**Beckstrom/Hoefert**)TBD Dec 11-15 @ 9:00
- d. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert) TBD @ 1-3:00
- e. TSA Area 3 (LaSalle/**Hoefert**) **Janski as alternate to alternate**Dec 27 @ 10:00
- f. Mille Lacs Lake Watershed Mgmt. Group (Janski/LaSalle) Jan 22 @ 10:00
- g. SWCD Forestry Association (LaSalle/Campbell) Jan 18 @ 10:00
- h. Area 3/MASWCD meetings
 - i. MASWCD Annual Convention (**Beckstrom/Janski**).....Dec 11-13
Janski will clarify what expenses Area 3 will cover.
- i. Internal Operational Committee Meetings
 - i. Finance (Hoefert/LaSalle)
 - 1. Statement reconciliation w/Quickbooks (**LaSalle**).....monthly
 - 2. Finance Committee (**LaSalle/Hoefert**).....before the Jan meeting
 - ii. Personnel (**Janski/LaSalle**)
 - 1. Personnel Reviews Dec 20th

- iii. Conservation (Beckstrom/Campbell)
- 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 – January 10, 2024 @ 6:00 PM, Historic Courthouse, Conf Rm D w/public remote option

11. Adjourn – Chair Janski adjourned the meeting at 7:42 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.