



Mille Lacs SWCD is applying a Civic Governance approach to SWCD actions and activities. The Board and staff have found applying policy according to principles and standards which are instituted in democracy is beneficial to achieve the goals of the organization. In doing this we propose 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.

Organizational Board Meeting – Preliminary Agenda - updated
Wednesday, January 10, 2024 – 6:00pm

Mille Lacs County Historic Courthouse, Conference Rm D (lower level) with remote option for the public.

Join Zoom Meeting

<https://us02web.zoom.us/j/87543787185?pwd=YjJFNnIBWjVidHhDYIN2N3dXU0N6Zz09>

You can also dial in using your phone.

United States: +1 312 626 6799

Meeting ID: 875 4378 7185

Passcode: 160372

Call To Order & Pledge of Allegiance

1. Conflict of Interest Declaration..... (action)

Policy 2021-01: A conflict of interest whether actual or perceived occurs when someone in a position of trust has competing professional or personal interests and these competing interests make it difficult to fulfill professional duties impartially. At this time, members are requested to identify any potential conflicts of interest they may have regarding today's business.

2. Election of Officers..... (action)

The District Administrator will call for volunteers or nominations.

- a. Chair/Public Relations Officer
- b. Vice Chair
- c. Treasurer
- d. Secretary

3. Approval of Agenda – (additions and deletions of new business or committee reports)..... (action)

- additions _____
- deletions _____

4. 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.

5. Consent Agenda..... (action)

- a. Approve December 14, 2023 Regular Meeting Minutes
- b. Monthly transactions quick-report & balance sheet
- c. Approve Monthly Disbursements - Electronic transfer's #E23-240- E23-273 and checks written #8017-8024, totaling \$47,545.11.
- d. Supervisor 4th quarter 2023 compensation report
- e. Information Only: Partner Reports, Project Summaries, News Releases
- f. Annual statement of the cost to the district for benefits liability (vacation, sick, comp time etc)
 - i. Sick leave liability payout to Susan Shaw per personnel policy \$2,014.33
- g. Financial institutions (First National Bank of Milaca, Neighborhood National Bank of Mora)
- h. Signatures for accounts
(current policy authorizes Vice-Chair, Treasurer, District Administrator and Shoreland Resource Conservationist to sign financial transactions, requiring two signatures on checking accounts and only one signature for fund transfers from savings to checking.)
- i. SWCD capacity payment resolution (done annually)
- j. Information Only: Partner Reports, Project Summaries, News Releases

- 6. Annual Organizational Business (45 min.)governing/decision making items**
- a. NRCS/SWCD Memorandum of Understanding & Freedom of Information Act..... (info)
 - b. Know and Understand SWCD Election Options (info/discussion)
 - c. Approve February 2024 through January 2025 Board Meeting Dates (action)
 - d. Set Supervisor Compensation Rates (policy 2023-01: \$60/meeting or up to \$125/day according to State per diem limits. Chair and Treasurer compensation includes an additional \$5 per board meeting) (action)
 - e. Committee Assignments (action)
 - i. Internal Operational Committee Assignment (2 members with 1 alternate)
 - 1. Financial Committee
 - 2. Personnel Committee
 - 3. Conservation Committee
 - 4. Public Outreach Committee
 - ii. Comprehensive Watershed Planning Boards (1 member with 1 alternate)
 - 1. Rum River Watershed Partnership JPE Board
 - 2. Snake River Watershed Partnership JPE Board
 - 3. Snake River Watershed Management Board/Citizen Advisory Committee
 - 4. Mississippi/St. Cloud 1W1P Policy Committee
 - iii. Water Management/Workgroups Assignments (1 member with 1 alternate)
 - 1. SWCD Engineering Technical Service Area 3
 - 2. Mille Lacs Lake Watershed Management Group
 - 3. MN SWCD Forestry Association
- 7. Strategic Planning Overview..... (info)**
- a. 2017 Strategic Vision and Goals (what)
 - b. Civic Governance Policy Agenda and Framework (how)
 - c. Organizational Strategic Framework: Program Implementation – Leadership Development - Fiscal
 - d. Comprehensive Watershed Implementation Plans: Rum, Snake (adopted) Miss/St. Cloud (in progress)
- 8. Implementation Work Plan Updates (10 min.) (info or presentations)**
- a. Mille Lacs Lake protection efforts
 - b. Groundwater/drinking water safety
 - c. Agriculture/Soil Health
 - d. Forestry
 - e. Information/outreach - Conservation tree sale
- 9. District Policy, Finance, Planning, Activities, Projects, Grants (30 min.)governing/decision making items**
- a. Financial Update (Treasurer/Financial Specialist)
 - i. Treasurers Report
 - ii. Reconciliation of Bank Statements (Finance Committee Member)
 - iii. Annual professional association dues totaling \$8,562.92..... (action)
 - National Assn of Conservation Dist.\$100
 - MN Assn SWCDs.....\$7,077.92
 - Area 3 TSA.....\$600
 - MN Assn of Cons Dist Employees\$125
 - SWCD Forestry Assn.....\$60 (likely increasing)
 - MN Assn Co Ag Inspectors\$100
 - Midwest Active Citizens Initiative (MACI).....\$500
 - iv. Approval of 2024 Budget..... (action)
 - b. Rum River Watershed Partnership
 - i. Statement of Work agreement amendments (info to be provided at meeting) (action)
 - 1. **2023-MLSWCD-PD-1 Stmt of Work – AMMENDMENT**

2. 2023-MLSWCD-SOW-EI-AMENDMENT
3. 2023-MLSWCD-SOW-Soil Health
4. 2023-MLSWCD-SOW-TE-2_EXECUTED –AMMENDMENT
5. 2023-MLSWCD-UBMP-3 Stmt of Work - AMMENDMENT

- c. LCCMR – Tree Planting Grant (2022-260)
 - i. Authorization for Administrator to execute multiple partner sub-agreements (action)
 - ii. Tree planter purchase (previous authorization to purchase) (update)
- d. BWSR RIM Easement Delivery
 - i. Authorization for Administrator to execute Work Order 48-23-W099 (action)
- e. MPCA Surface Water Assessment Grant (info to be provided at meeting) (info)
Previous authorization given to execute a contract.

10. Personnel & District Capacity

- a. Employee handbook policy changes (update/action)
- b. Pay Equity report (action)

11. Informational Updates (10 min.)

- a. Comprehensive Watershed Planning (1W1P) updates
 - i. Rum River Watershed Partnership JPE Board Janski (Beckstrom)
 - ii. Snake River Watershed 1W1P Policy Cmte Beckstrom (Hoefert)
 - iii. Miss/St. Cloud 1W1P Policy Cmte Campbell (Hoefert)
 1. Draft JPE provided for review
- b. Area3/MASWCD Business (Beckstrom-A3 Director/Janski-A3 Exec Cmte)
- c. Water Management/Workgroups
 - i. SWCD Engineering Technical Service Area 3 (LaSalle/Hoefert)
 - ii. Mille Lacs Lake Watershed Management Group (Janski/LaSalle)
 - iii. MN SWCD Forestry Association (LaSalle/Campbell)

12. Approved SWCD Meetings & Events (5 min.) (action)

*Open meeting law requires that elected officials who are voting members at public meetings need to **be in person or at a public location that is also publicly noticed in advance** open public meetings*

- a. Rum River Watershed Partnership (RRWP) JPE Board (Janski/Beckstrom) Jan 25 @ 4:30
 - i. Implementation Planning Committee (IPC) liaison (Janski) Jan 8 @ 12:30
- b. Snake River Watershed Plan Partnership (SRWPP) JPE Board (Beckstrom/Hoefert) Jan 22 @ 10:30
- c. Snake River Watershed CAC & Board Meeting (Beckstrom/Hoefert) Jan 22 @ 9:00
- d. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert) TBD @ 1-3:00
- e. TSA Area 3 (LaSalle/Hoefert) Jan 24 @ 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 (Janski - Area Director)
- i. Internal Operational Committee Meetings
 - i. Finance (Hoefert/LaSalle)
 1. Statement reconciliation w/Quickbooks (LaSalle) monthly
 2. Finance Committee TBD
 - 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
- j. BWSR SWCD Supervisor Orientation/Refresher Feb 13 @ 9-noon, Brainerd

13. Supervisor Updates

14. Evaluate the Meeting

15. Next Regular Meeting – February 14, 2024 - Historic Courthouse, Conf Rm D w/public remote option

16. Adjourn

Historic Courthouse ▪ 635 2nd St SE ▪ Milaca, MN 56353 ▪ 320-983-2160 ▪ www.millelacsSWCD.org

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.