



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, January 10, 2024

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
- Member, Robert Hoefert, District 5

**Staff Present:**

- District Administrator, Susan Shaw
- Financial Specialist, Pam Kuhn

**Members Online (non-voting):**

- Vice Chair, Kurt Beckstrom, District 2

**Participating Guests:**

- Commissioner Liaison, Genny Reynolds

**Call To Order & Pledge of Allegiance** – Administrator Shaw 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. **Election of Officers**..... (action)

Shaw called for volunteers or nominations for the office of Chair.

- a. Chair/Public Relations Officer – **Hoefert nominated Janski for the office of Chair.** Campbell seconded. Shaw called for other nominations three times. With none made the nomination was put to a vote. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

Administrator Shaw turned the meeting over to the Chair. Janski called for nominations.

- b. Vice Chair – Campbell nominated Beckstrom for the office of Vice Chair. LaSalle seconded. Janski called for nominations three times. Seeing none, the nomination was put to a vote. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- c. Treasurer - Campbell **nominated LaSalle for the office of Treasurer.** Hoefert seconded. Janski called for nominations three times. Seeing none, the nomination was put to a vote. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- d. Secretary – **LaSalle nominated Campbell for the office of Secretary.** Hoefert seconded. Janski called for nominations three times. Seeing none, the nomination was put to a vote. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

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

- additions - 9.f MCIT invoice
- deletions - \_\_\_\_\_

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

**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. - No public comment.

**5. Consent Agenda**

- 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

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

**6. Annual Organizational Business** ..... **governing/decision making items**

- a. NRCS/SWCD Memorandum of Understanding & Freedom of Information Act..... (info)  
The NRCS Team Lead Brian Steffenson was unable to attend so Shaw shared the “Civil Rights Responsibilities for Partners Checklist” listing documents relative to required equal employment opportunity public notifications.
- b. Know and Understand SWCD Election Options..... (info/discussion)  
The board still supports resolution 2022.01 to maintain the current framework where Supervisors are elected at large. Minnesota Statute 103C.311 subd. 1 provides for the establishment of nominating districts that determine who will be on the general election ballot for vote by the general electorate of the county.
- c. Approve February 2024 through January 2025 Board Meeting Dates ..... (action)  
**Motion by LaSalle to continue to hold the board meeting the 2<sup>nd</sup> Wednesdays monthly except Tuesday August 13. Second by Campbell.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
- d. Set Supervisor Compensation Rates..... (action)  
**Motion by LaSalle to maintain policy 2023-01 setting supervisor compensation rates at \$60/meeting or up to \$125/day according to State per diem limits. Chair and Treasurer compensation includes an additional \$5 per board meeting. Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- e. Committee Assignments..... (action)
  - i. Internal Operational Committee Assignment (2 members)
    - 1. Financial Committee (Hoefert/LaSalle)
    - 2. Personnel Committee (LaSalle/Janski)
    - 3. Conservation Committee (Campbell/Beckstrom)
    - 4. Public Outreach Committee (Campbell/Beckstrom)

**Motion by LaSalle to approve operational committee representatives as listed. Second by Hoefert.**  
Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
  - ii. Comprehensive Watershed Planning Boards (1 member with 1 alternate)
    - 1. Rum River Watershed Partnership JPE Board (Janski/Beckstrom)
    - 2. Snake River Watershed Partnership JPE Board (Beckstrom/Hoefert)
    - 3. Snake River Watershed Management Board/Citizen Advisory Committee (Beckstrom/Hoefert)
    - 4. Mississippi/St. Cloud 1W1P Policy Committee (Campbell/Hoefert)

**Motion by Campbell to approve comprehensive watershed planning representatives as listed. Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
  - iii. Water Management/Workgroups Assignments (1 member with 1 alternate)
    - 1. SWCD Engineering Technical Service Area 3 (LaSalle/Hoefert)
    - 2. Mille Lacs Lake Watershed Management Group (Janski/LaSalle)
    - 3. MN SWCD Forestry Association (LaSalle/Campbell)

**Motion by Hoefert to approve water management workgroup representatives as listed. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

**7. Strategic Planning Overview..... (info)**

Shaw reminded the Board that the District has several planning documents used to guide strategic planning.

- The 2017 Strategic Vision and Goals document frames what we hope to accomplish in 5 years.
- The Civic Governance Policy Agenda provides a framework for how the district does the work.
- The Organizational Strategic Framework identifies three key strategic priorities: 1) Program Implementation 2) Leadership Development 3) Fiscal
- And the District adopts comprehensive watershed implementation plans to inform the work of program implementation. Two plans have been adopted, the Rum and Snake. One is in development, the Mississippi/St. Cloud.

**8. Implementation Work Plan Updates..... (info or presentations)**

- a. Mille Lacs Lake protection efforts – written update provided
- b. Groundwater/drinking water safety – written update provided
- c. Agriculture/Soil Health – applying for additional soil health funding
- d. Forestry – Coordinator has done capacity assessments and is working with partner districts to plan outreach.
- e. Information/outreach - Conservation tree sale has been launched.

**9. District Policy, Finance, Planning, Activities, Projects, Grants**

- a. Financial Update ..... (Kuhn)  
Ms. Kuhn reported she is working on tying out 2023 year end.
  - i. Treasurers Report – Kuhn reviewed grants received, noted ½ downpayment was made on trees and the equipment rental storage fee went up to \$100 per machine.
  - ii. Reconciliation of Bank Statements ..... (Finance Committee Member)  
Shaw reconciled the accounts this month.
  - 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

**Motion by Hoefert to approve association dues as estimated. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

iv. Approval of 2024 Budget ..... **(tabled)**  
 Additional information from time tracking is needed to accurately determine funds per grant available for the 2024 draft budget. Information will be provided to the finance committee in advance of the board mailing.

b. Rum River Watershed Partnership

i. Statement of Work agreement amendments ..... **(action)**

Rum River watershed partnership FY23 SOWs have been amended to address changing in implementation goals.

1. 2023-MLSWCD-PD-1 Stmt of Work – AMMENDED to \$64,625 and extend timeline to 12/31/25
2. 2023-MLSWCD-SOW-EI- AMMENDED to extend the timeline to 12/31/25
3. 2023-MLSWCD-SOW-Soil Health - \$18,000 by 12/31/25
4. 2023-MLSWCD-SOW-TE-2\_EXECUTED –AMMENDED to \$41,390.27 until 12/31/25
5. 2023-MLSWCD-UBMP-3 Stmt of Work – AMMENDED to \$62,250 grant funds and \$20,750 match required by 12/31/25.

**Motion by Hoefert to approve new and amended Rum WBIF statements of work. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

c. LCCMR – Tree Planting Grant (2022-260)

i. Authorization for Administrator to execute multiple partner sub-agreements ..... **(action)**

Staff are coordinating with Rum partners to identify roles each SWCD will pay to meet the LCCMR grant objectives and work plan goals. To facilitate executing these agreements quickly Shaw requests authorization to execute multiple sub-agreements with districts, each up to a value of \$5,000. Monthly updates will be provided to the Board.

**Motion by LaSalle to authorize Administrator to execute sub agreements up to \$5,000 each. Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

ii. Tree planter purchase (previous authorization to purchase)..... (update)

Contract has been executed with the DNR but the order for a tree planter has not yet been place.

d. BWSR RIM Easement Delivery ..... **(action)**

i. Shaw requested authorization to execute Work Order 48-23-W099 to receive \$850 compensation for easement delivery done between 12/28/23 and 6/30/25.

**Motion by LaSalle to authorize Shaw to execute work order 48-23-W099. Second by Campbell.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

Shaw also requested authorization to execute the next BWSR RIM program master JPA for work to be done effective 2/1/24-Jan 31, 2029. Annual work orders will follow annually outlining compensation values.

**Motion by LaSalle to authorize Shaw to execute the Master RIM JPA. Second by Campbell.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

e. MPCA Surface Water Assessment Grant (info to be provided at meeting) ..... (info)

Previous authorization given to execute a contract with MPCA. Sampling sites locations and plan to subcontract some sampling work to MLBO have been drafted. Final work plan is being negotiated.

## 10. Personnel & District Capacity

a. Employee handbook policy changes ..... **(update)**

The new state requirement for Earned Sick and Safe time (ESST) leave can be met under the existing policy to provide 4 sick leave per 80 hours worked under the existing policy. However, ESST leave will

begin to accrue separately effective January 1 and the first 48 hours of sick leave accrued will be available to be used as ESST leave.

- b. Pay Equity report. .... **(action)**  
**Motion by Campbell to approve the pay equity report. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

**11. Informational Updates**

- a. Comprehensive Watershed Planning (1W1P) updates
  - i. Rum River Watershed Partnership JPE Board .....Janski (Beckstrom)  
 The implementation planning committee met to vote on work plan amendments that will be provided to the JPE board for approval. Molly was introduced as the type B outreach & forestry coordinator.
  - ii. Snake River Watershed 1W1P Policy Cmte ..... Beckstrom (Hoefert)
  - iii. Miss/St. Cloud 1W1P Policy Cmte .....Campbell (Hoefert)
    - 1. Draft JPE provided for review. Shaw reported the Mille Lacs county attorney has participated in the watershed wide attorney group review and is fine with the document.
- b. Area3/MASWCD Business..... (Janski-A3 Director)  
 Resolutions meeting is set for June 7 in Cloquet. Cook SWCD will host the fall meeting tentatively set for Sept 9-10.

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

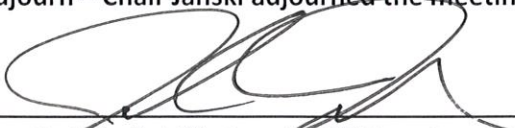
- a. Rum River Watershed Partnership (RRWP) JPE Board (Janski/Beckstrom)..... Jan 25 @ 4:30
  - i. Implementation Planning Committee (IPC) liaison (Janski) ..... Jan 8 @ 12:30
- b. Snake River Watershed Plan Partnership (SRWPP) JPE Board (Beckstrom/Hoefert) ..... Jan 22 @ 10:30
- c. Snake River Watershed 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) Janski not available ..... Jan 22 @ 10:00
- g. SWCD Forestry Association (LaSalle/Campbell) ..... Jan 18 @ 10:00
- h. Internal Operational Committee Meetings
  - i. Finance (Hoefert/LaSalle)
    - 1. Statement reconciliation w/Quickbooks (LaSalle) ..... monthly
    - 2. Finance Committee .....Jan 10 before bd meeting
  - ii. Personnel (Janski/LaSalle) .....if needed
  - iii. One on One Meetings with Administrator ..... please schedule monthly as needed
- i. BWSR SWCD Supervisor Orientation/Refresher (Janski/Campbell) ..... Feb 13 @ 9-noon, Brainerd

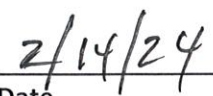
**13. Supervisor Updates** – Beckstrom is communicating with NACD regarding a streamlined administrative path for USDA payments to producers for BMP implementation.

**14. Evaluate the Meeting**

**15. Next Regular Meeting** – February 14, 2024 - 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.

**16. Adjourn** – Chair Janski adjourned the meeting at 7:38 PM

  
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 Dan Campbell, Mille Lacs SWCD Secretary  
*Jake Janski Chair*

  
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 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.