



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, February 14, 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

**Members Absent:**

Vice Chair, Kurt Beckstrom, District 2

**Staff Present:**

District Administrator, Susan Shaw  
Financial Specialist, Pam Kuhn

**Participating Guests:**

Commissioner Liaison, Genny Reynolds  
NRCS District Conservationist, Barb Zeroth  
NRCS Team Lead, Brian Steffen

Supervisor Dan Campbell (District 1) attended remotely from a public location at the Black Range Museum, 3 Carro Ln, Hillsboro, New Mexico 88042

**Call To Order & Pledge of Allegiance**– Chair Janski called the meeting to order at 6:00PM

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. Dan Campbell provided a verbal confirmation of no conflict of interest.
2. **Approval of Agenda**  
**Motion by LaSalle to approve the agenda.** Second by Hoefert. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**
3. **Open Public Forum** – Zeroth reported a Soil Conservationist was hired to work in the Milaca NRCS field office.
4. **Consent Agenda**
  - a. Approve January 10, 2024 Organizational Meeting Minutes
  - b. Approve Monthly Disbursements - Electronic transfer's #E24-01- E24-22 and checks written #8025-8033, totaling \$57,609.50.
  - c. Information Only: Partner Reports, Project Summaries, News Releases

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

**5. Organizational Business, Fiscal and Grants ..... governing/decision making items**

a. NRCS/SWCD Memorandum of Understanding & Freedom of Information Act..... (info)  
Brian Steffen reviewed the civil rights information. Targeting funding to the historically underserved and disadvantaged. Exceeding expectations the last couple years.

b. SWCD Elections

- i. Filing period May 21-June 4: nomination districts 1,2 and 4 are up for re-election..... (info)
- ii. Outreach and community awareness - LaSalle volunteered to help edit a news release.

c. Financial Update ..... (Treasurer/Financial Specialist)

- i. Reconciliation of Bank Statements – LaSalle reported he did the reconciliation last week everything looked good.
- ii. Treasurers Report – Kuhn reviewed the treasurers report with the Board.
- iii. Peterson Company Audit Engagement Letter.....(action)

**Motion by LaSalle to proceed with the audit and engagement letter for year end 2023 with a fee that would range between \$4,500 to \$5,500. Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

iv. ArcStone website host 10 hour support package .....(discussion/action)  
The Board directed staff to ensure a full 10 hrs of support is utilized.

**Motion by LaSalle to approve the 10 hour support package with ArcStone in the amount of \$1,800. Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

v. Approval of 2024 Budget.....(action)

Shaw reviewed the proposed budget. The total income projected for 2024 is \$1,049,113. Of that, \$482,715 is budgeted to be reserved for 2025 primarily because the income received is in grants which span multiple years and half is meant to complete tasks in the following year.

The 2024 projected expenditures are \$565,883. Projected personnel expenses amount to \$336,419 to support five staff. Because the SWCD implements voluntary conservation, staff are key be identifying citizens who want to implement projects. \$20,000 is budgeted to replace the 2006 Dodge Caravan.

**Motion by Hoefert to approve the 2024 budget as proposed. Second by Campbell.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

d. Grant Activities

i. LCCMR Tree Planting Grant

- 1. Sub-agreements executed ..... (info)
  - Isanti SWCD \$1,500
  - Aitkin SWCD \$5,000
- 2. Aitkin SWCD sub-agreement amendment to increase funding.....tabled
- 3. Proposal to make agreements with private contractors for technical assistance..... (discussion)  
Shaw will bring draft contracts next month.
- 4. Tree planter purchase (DNR contract) \$6,600 downpayment .....(action)  
Purchase of the tree planter is fully reimbursable under our contract with the DNR and LCCMR grant. The planter will not be available until June.

**Motion by Hoefert to approve downpayment of \$6,600 to Miller Equipment for a tree planter. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

ii. BWSR RCPP Soil Health Phase 1 application submitted..... (info)

iii. Snake River Watershed Partnership contracts

- 1. Master contract .....(action)



**Motion by Hoefert to approve the Master Project Agreement between the Snake River Watershed Plan Partnership and the MLSWCD. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- 2. Amended SOW for outreach to include website hosting work (added \$1900 for 2 years) for a total of \$6,900 .....(action)

**Motion by Hoefert to approve the Statement of Work CY2024-26 Amendment 1.0 for Outreach and Education which would include website work. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- 3. Statement of Work for project development (\$5k) (project development to include survey and design work, differing from the Rum partnership definition of eligible activities) .....(action)

**Motion by Hoefert to approve the Statement of Work CY2024-25 for \$5,000 for Project Development within priority areas of the Snake River Watershed. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- iv. SWAG water monitoring final agreement.....(action)  
Final contract was provided for review by the Board. Shaw was directed to proceed as previously authorized.

- v. Innovative Irrigation Practices to Protect GW Quality & Quantity RCPP Grant..... (discussion)

- 1. Opportunity to support a renewal and continuation of the project

**Motion by LaSalle to support a renewed RCPP application for innovative irrigation practices to protect ground water. Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

- 2. Update on MLBO contract – provided in the project summary by Lynn Gallice.

**6. Implementation, Activities, Project Updates were provided by staff..... (info)**

- a. Mille Lacs Lake protection efforts
- b. Groundwater/drinking water safety
- c. Agriculture/Soil Health
- d. Forestry
- e. Information/outreach
  - i. Conservation tree sale – proceeding well.

**7. Personnel & District Capacity .....leadership development**

Mille Lacs County will be doing a job classification and compensation study. The SWCD is invited to participate.

**8. Informational Updates**

- a. Comprehensive Watershed Planning (1W1P) updates

- i. Rum River Watershed Partnership JPE Board ..... Janski (Beckstrom)

Janski reported that Molly introduced herself and took minutes at the meeting. The JPE Board approved all contracts proposed to them. Supplemental funds were applied for and awarded by BWSR.

- ii. Snake River Watershed 1W1P Policy Cmte ..... Beckstrom (Hoefert)

- iii. Miss/St. Cloud 1W1P Policy Cmte ..... Campbell (Hoefert)

Campbell reported the March meeting has been canceled. Hopefully the board will be able to approve the JPE document at the April meeting. SWCD staff are coordinating planning input with Mille Lacs County staff.

- b. Area3/MASWCD Business ..... (Janski-A3 Director)

Janski reported getting input from all MASWCD Areas to see what each does to help standardize and improve area meetings around the state.

- i. Resolutions ..... (discussion)

Janski has confirmed the Resolutions meeting will be held June 7<sup>th</sup> and is encouraging SWCD Boards to start working on resolutions if there are any thoughts.

- c. Water Management/Workgroups
  - i. SWCD Engineering Technical Service Area 3 ..... (LaSalle/Hoefert)  
LaSalle reported the board did election of officers, discussion about movement of funds to a CD for better rates and staff placement changes.
  - ii. Mille Lacs Lake Watershed Management Group ..... (Janski/LaSalle)  
Janski was not in attendance but did listen to a recording. Strategic planning will happen April 19<sup>th</sup>. Janski has requested Molly attend Feb 26<sup>th</sup> meeting as well as the April 19<sup>th</sup> meeting. The group is requesting WBIF funding for activities.
  - iii. MN SWCD Forestry Association ..... (LaSalle/Campbell)  
LaSalle reported that dues went up and will likely go up again. The current BWSR support role will be phased out and the partnership needs to plan how to fund its activities. Multiple legislators attended via zoom.

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


- a. Rum River Watershed Partnership (RRWP) JPE Board (Janski/Beckstrom) ..... Mar 21 @ 4:30
  - i. ~~Implementation Planning Committee (IPC) liaison (Janski)..... Feb 12 canceled~~
  - ii. Implementation Planning Committee (IPC) liaison (Janski) ..... March 11 @ 12:30
- b. Snake River Watershed Plan Partnership (SRWPP) JPE Board (Beckstrom/Hoefert)..... Feb 26 @ 10:30
- c. Snake River Watershed CAC & Board Meeting (Beckstrom/Hoefert) ..... Feb 26 @ 9:00
- d. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert) ..... tbd @ 1-3:00
- e. TSA Area 3 (LaSalle/Hoefert) ..... Mar 27 @ 10:00
- f. Mille Lacs Lake Watershed Mgmt. Group (Janski/LaSalle)Molly..... Feb 26 @ 10:00
- g. SWCD Forestry Association (LaSalle/Campbell) ..... Mar 21 @ 10:00
- h. Area 3/MASWCD meetings
  - i. Legislative Days at the Capitol..... March 12-13  
Anyone who can should. Conflicts with township voting and our board meeting.
  - ii. Area 3 Resolutions Meeting, Cloquet Forestry Ctr..... June 7
- i. Internal Operational Committee Meetings
  - i. Finance (Hoefert/LaSalle)
    - 1. Statement reconciliation w/Quickbooks (LaSalle).....monthly
  - ii. Conservation (Beckstrom/Campbell) ..... Feb to prepare for cropping season
  - iii. One on One Meetings with Administrator ..... please schedule monthly as needed

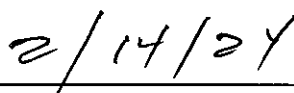
**10. Supervisor Updates - none**

**11. Evaluate the Meeting – very efficient**

**12. Next Regular Meeting – March 13, 2024 at 6PM, Historic Courthouse, Conf Rm D w/public remote option**

**13. Adjourn – Chair Janski adjourned the meeting at 7:46 PM**

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

  
\_\_\_\_\_  
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.