



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, May 8, 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
- Member, Robert Hoefert, District 5
- Vice-Chair/Secretary, Dan Campbell, District 1

Staff Present:

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

Participating Guests:

- Resource Conservationist, Willow Dean - remotely

Members Absent: Member, District 2- vacant

Call To Order & Pledge of Allegiance
Moment of silence in memory of Kurt Beckstrom

1. Conflict of Interest Declaration

Election of Vice Chair

Motion by Hoefert to appoint Dan Campbell to the office of vice-chair. **Second by LaSalle.** Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**

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

- additions move 7.b groundwater presentation up on agenda to follow the consent agenda.
- deletions _____

Motion by Hoefert to approve the agenda as amended. **Second by LaSalle.** Affirmative: Hoefert, LaSalle, 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 April 10, 2024, Regular Meeting Minutes
- b. Information Only: Partner Reports, Project Summaries, News Releases

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

5. Groundwater/drinking water safety presentation by Lynn Gallice

6. Organizational Business, Fiscal and Grants

a. Financial Update (Kuhn)

i. Treasurers Report, Balance Sheet and Monthly Transactions Quick-Report showing disbursements which include electronic transfer's #E24-79 - E24-101, credit card fees and checks written #8051-8062 totaling \$34,585.66 and subject to audit.

Motion by LaSalle to approve treasurers report. **Second by Hoefert**. Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**

ii. Reconciliation of Bank Statements – LaSalle reconciled the accounts, and everything looked good.
iii. Quarterly Budget to Actual – Kuhn reviewed the expenditures with the Administrator and identified a few budget areas staff are monitoring that may run over this year: phone, postage, newsletters/public notice and potentially vehicle due to unanticipated needs.

iv. Vehicle needs:

1. 2016 GMC Sierra – quote for running boards \$381.95 for set.
2. 2006 Dodge Caravan replacement options

Shaw reported that the Dodge Caravan has been taken out of service because repair needs exceed the value of the vehicle. She is investigating replacement options which may include purchase of a new vehicle to be owned by the SWCD either from the open market or via a state contract, new or used, purchase of the lease of a Mille Lacs County (MLC) fleet vehicle, working out a fleet sharing agreement with MLC etc. Discussion followed regarding insurance coverage requirements for employees using a personal vehicle for work purposes. Shaw will confirm coverage needs, risk and liabilities and report back to the board.

b. **Signatures for accounts** (action)

Motion by LaSalle to authorize Jake Janski-Chair, Andre LaSalle-Treasurer, Susan Shaw-District Administrator and Lynn Gallice-Resource Conservationist to sign financial transactions, requiring two signatures on checking accounts and only one signature for fund transfers from savings to checking. **Second by Campbell**. Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**

c. Grant Activities

i. **Central ML County Targeted Well Sealing FY23 grant agreement (C23-6045)** (action)

1. **Motion by Hoefert to approve** contract C23-6045-4: Payment for completed well sealing for Don Patnode in the amount of \$591.50 based on 50% of the eligible cost of \$1,183.00 not to exceed \$591.50. **Second by LaSalle**. Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**
2. **Motion by Hoefert to approve** contract C23-6045-5: Cost share application for well sealing for Russell Halgren in an amount not to exceed \$742.50 based on 50% of the eligible cost of \$1,485.00. **Second by LaSalle**. Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**
3. **Motion by Hoefert to approve** contract C23-6045-6: Cost share application for Margaret Vos for well sealing in an amount not to exceed \$387.50 based on 50% of the eligible cost of \$775.00. **Second by LaSalle**. Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**
4. **Motion by Hoefert to approve** contract C23-6045-7: Cost share application for Dwight Dockter to seal two wells in an amount not to exceed \$1,925.00 based on 50% of the eligible cost of \$3,850.00. **Second by Campbell**. Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**

- ii. **LCCMR Tree Planting Grant (ID 2022-260)**
 - 1. Sub-agreements with partners – authorization to reimburse..... **(action)**
 - a. **Motion by LaSalle to approve** reimbursement for services with Aitkin SWCD in the amount of \$870.89 for eligible expenses under contract not to exceed \$5,000 for tree planting bars. **Second by Hoefert.** Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**
 - b. **Motion by LaSalle to approve** reimbursement for services with Sherburne SWCD in the amount of \$108.38 for eligible expenses under contract not to exceed \$1,540.40. **Second by Hoefert.** Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**
 - c. **Motion by LaSalle to approve** reimbursement for services with Steven Hughes in the amount of \$341.79 for eligible expenses under contract not to exceed \$2,000 **for participation at the forestry event. Second by Hoefert.** Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**
- iii. **BWSR WBIF Rum River Watershed Partnership**
 - 1. (SOW 2023-MLSWCD-Well Sealing and Groundwater) **(action)** **Motion by Hoefert to approve** contract WBIFC23-3265-3: Cost share application for Neil Martin to seal three wells in an amount not to exceed \$1,476.00 based on 60% of the eligible cost of \$2,460.00. **Second by Campbell.** Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**
- iv. Molly Clyne acting as authorized entity administrator to create a SAM’s account..... (info)

The System for Award Management (SAM) is a government-wide registry for vendors doing business with the Federal government, and SAM registration requires annual renewal.
- v. **MPCA SWAG water sampling #243186** **(action)**
 - 1. Draft contract with MLBO for sampling services – authorization requested by the Administrator to execute once joint attorney review is completed. The contract has been reviewed jointly by staff, attorney for the MLBO and attorney for the SWCD. Both attorneys have agreed to draft language with staff input. The MLC assistant county attorney agreed to type up the final contract per the discussion. Target to execute this contract is before May 30 to meet the work plan timeline.

Motion by LaSalle to approve Janski to review the contract for services with MLBO once finalized and sign. **Second by Campbell.** Affirmative: LaSalle, Janski. Opposed: Hoefert **The motion carried.**
- d. **Area 3/MASWCD Business** (Janski-A3 Director)
 - i. MASWCD Resolutions Process
 - 1. Consideration of resolutions that will sunset this year without action:

Janski reported that the MASWCD feels they are addressing the resolution in support of administrative assistance to SWCDs. MASWCD feels administrative support is being addressed by budgeting through dues to increase MASWCD staffing. There is no talk of sunsetting that effort.

Hoefert expressed interest in renewing the resolution in support of aluminum recycling at the convention to continue and to include plastic recycling if they don’t already. Janski felt that the issue can be addressed by Michele at MASWCD. She is the new event planner for MASWCD in charge of the convention.

Hoefert expressed interest in renewing the resolution in favor of pollinator habitat. Janski suggested BWSR has created pollinator habitat programs. Hoefert would personally like to see the pollinator habitat put forward to ensure it continues. Janski offered that the Area Directors can bring forward suggestions at MASWCD Board meetings as part of the standing policies.

Hoefert expressed interest in renewing the sustainable grazing act resolution. With discussion it was still unclear what suggested programmatic action should be developed and what was envisioned by this resolution. Staff would need to research this concept before being able to create a resolution to put forward. The grazing resolution was originally put forward by Hubbard SWCD so hopefully if the need is still unmet the Hubbard SWCD will renew the resolution.

Janski will make the MASWCD Board aware there is interest in support of SWCD administrative support and pollinator habitat on public land and recycling at the MASWCD convention.

- ii. Area 3 Resolutions meeting – to be held June 7 at the Cloquet Forestry Center. The meeting will include presentations and round table discussions with a forestry theme.
- iii. SWCD Governance 101 – will be held July 16-17. Supervisors are encouraged to attend and inform staff for registration.

7. Implementation, Activities, Project Updates(info or presentations)

- a. Mille Lacs Lake protection efforts (Lynn Gallice – lead)
- b. Groundwater/drinking water safety (Lynn Gallice – lead) **presentation by Lynn Gallice**
- c. Agriculture/Soil Health (Willow Dean – lead).....provided
- d. Forestry (Molly Clyne – lead).....provided
- e. Community Conversations (Molly Clyne – lead)provided
- f. Outreach/Information
 - i. Conservation tree sale (Pam Kuhn – lead)
Reported she reached out to Onamia and Milaca schools. Milaca schools got back to us quickly, so we donated to that school. Many SWCDs reported difficulty selling out trees.
 - ii. Website/social media (Molly Clyne – lead)
 - iii. Election info/candidate recruitment/appointment process..... Janski/Shaw

The Board discussed options for a transparent public process for appointment to the District 2 supervisor position left vacant by Kurt Beckstrom’s passing.

Per the Minnesota Statutes: 103C.305 GENERAL ELECTION OF SUPERVISORS.
§Subd. 6. Vacancy.

(a) If a vacancy occurs in the office of an elected supervisor more than 56 days before the next state primary, the district board shall fill the vacancy by appointment. The supervisor appointed shall hold office until the first Monday in January following the next general election. A successor shall be elected at the general election following the appointment and hold office for the remainder of the term or for the next regular term, whichever is appropriate.

Janski pointed out that the MLSWCD should be as clear as possible when providing public information that that there is both a vacancy on the board to fill until January, but coinciding with that is the regular filing period for candidates to get onto the November ballot. If individuals express interest in filling the vacancy, they should also be notified that there is a limited window to additionally get on the ballot for election should they be interested. The filing period for nomination districts 1,2 and 4 which are all up for election is May 21-June 4, 2024.

The Administrator should run a public notice in the Messenger as the legal paper for the county that would run by June 20th. People interested in filling the vacancy, and who reside in the nomination district 2, should submit a letter of interest by July 1st. They should also consider filing for candidacy by the election filing deadline of June 4th.

The Board personnel committee may take the letters of interest, consider and ask questions of the candidates before bringing the letters of interest to the Board.

All letters of interest received by the Monday, July 1, 4:00 PM deadline will be brought to the July 10th Board meeting for review by the Board of Supervisors.

Candidate questions can be directed to the SWCD Administrator.

Motion by Hoefert to declare a vacancy for the SWCD Supervisor position representing District 2 (Milaca, Bogus Brook and Borgholm townships) and direct the District Administrator to advertise the vacancy and conduct an application process to allow the Board to select and to appoint a person to the seat of District 2 Supervisor for the remainder of the term which expires December 31, 2024. **Second by LaSalle.** Affirmative: Hoefert, LaSalle, Janski. Opposed: none. **The motion carried.**

8. Personnel & District Capacity no activity

9. Informational Updates

a. Comprehensive Watershed Planning updates

i. Rum River Watershed Partnership (RRWP).....Janski/staff
1. Final DRAFT FY25 WBIF grant summary and work plan – courtesy review until June 3 – the board had no comment.

ii. Snake River Watershed Plan Partnership (SRWPP).....Hoefert/staff
Hoefert reported they primarily worked on policy. No May meeting is planned.

iii. Snake River Watershed Management Board (SRWMB).....no meeting

iv. Miss/St. Cloud 1W1P Policy Committee (MRSC)..... Campbell (Hoefert)/staff
1. DRAFT MRSC plan available for review <https://checkitout.isginc.com/view/816991948/>
Submit comments to staff to compile and submit as an organization – due end of day May 20th.
No comment by the board. Ms. Dean will compile staff comments and submit.

v. Miss/Sartell 1W1P pre-planning and kickoff..... (action)

1. Draft application and resolution to support.
Motion by LaSalle to approve the resolution of support for the Mississippi/Sartell watershed 1W1P planning effort. **Second by Hoefert.** Affirmative: Hoefert, LaSalle, Janski. Opposed: none.
The motion carried.

b. Water Management/Workgroups

i. SWCD Engineering Technical Service Area 3 (LaSalle/Hoefert)

ii. Mille Lacs Lake Watershed Management Group (Janski/LaSalle)
Janski, Clyne and Gallice participated in a strategic planning meeting.

iii. MN SWCD Forestry Association(LaSalle/Campbell)

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

a. Rum River Watershed Partnership (RRWP) JPE Board (Janski/Beckstrom) June 27 @ 4:30

i. Implementation Planning Committee (IPC) liaison (Janski) May likely canceled

b. Snake River Watershed CAC & Board Meeting (Beckstrom/Hoefert) June 24 @ 9:00

c. Snake River Watershed Plan Partnership (SRWPP) JPE Board (Beckstrom/Hoefert)..... June 24 @ 9:30

d. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert)June canceled; next meeting will be July 1 @ 1-3:00

e. TSA Area 3 (LaSalle/Hoefert) June 26 @ 10:00

f. Mille Lacs Lake Watershed Management Group (Janski/LaSalle).....May 20 @ 10:00

i. Compass planning mtg May 7th

ii. Healthy Land, Healthy Lake event

iii. Lunch & Learn event

g. SWCD Forestry Association (LaSalle/Campbell) Janski as alternate to alternate.....May 16 @ 10:00

h. Area 3/MASWCD meetings

i. Area 3 Resolutions Meeting, Cloquet Forestry Ctr.....June 7
Janski, Hoefert,

ii. SWCD Governance 101July 16-17

Campbell

- iii. Area 3 Fall Meeting, Cloquet Forestry CtrSept 21-22
- iv. MASWCD Annual ConventionDec 11-13
- i. Internal Operational Committee Meetings
 - i. Finance (Hoefert/LaSalle)
 - 1. Statement reconciliation w/Quickbooks (LaSalle).....monthly
 - 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.

11. Supervisor Updates

Janski will be representing the SWCD on the Mille Lacs County Comprehensive Land Use planning committee. Just had kickoff meeting 5/7.

12. Evaluate the Meeting

Janski thanked everyone, there was a lot of difficult information to go through.

13. Next Regular Meeting - June 12, 2024 6PM, Historic Courthouse, Conference Rm D w/public remote option.

Janski will not be in person for the next meeting but will try to attend remotely.

14. Adjourn – Chair Janski adjourned the meeting at 8:25 PM



 Dan Campbell, Mille Lacs SWCD Secretary

6/12/24

 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.