



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

(MLLWG) Mille Lacs Lake Watershed 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, July 10, 2024

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

**Members Present:**

Vice-Chair/Secretary, Dan Campbell, District 1

Member, Tim Braun, appointed to District 2

Treasurer, Andre LaSalle, District 4

Member, Robert Hoefert, District 5

**Staff Present:**

District Administrator, Susan Shaw

Financial Specialist, Pam Kuhn

**Members Absent:** Jake Janski, District 3 attended remotely in a non-voting capacity.

**Call To Order & Pledge of Allegiance**– Vice chair Campbell called the meeting to order at 6:04 p.m.

1. **Conflict of Interest Declaration** – Supervisors were requested to identify any real or perceived conflicts of interest they may have regarding meeting business. A conflict-of-interest declaration form was provided to each for signature.
2. **Approval of Agenda** – (additions and deletions of new business or committee reports)  
**Motion by Hoefert to approve the agenda. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell.  
Opposed: none. **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 June 12, 2024, Regular Meeting Minutes  
**Motion by LaSalle to approve the consent agenda as presented. Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **Motion carried.**
5. **Strategic Planning**.....(tabled)

**6. Appointment of District 2 Supervisor**

- a. One letter of interest was received from Tim Braun for the SWCD district 2 board vacancy. Mr. Braun introduced himself as a farmer from the Princeton area and owner of Braun’s Meat in Pease. He has taken an active role in conservation on his farm and his farm is ag water quality program certified.
- b. **Motion by Hoefert to appoint Tim Braun to fill the district 2 board supervisor vacancy (Milaca, Milo, Borgholm Townships) through December 31, 2024. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **Motion carried.**

Tim Braun took the oath of office to solemnly swear to support the Constitution of the United States and the Constitution of the State of Minnesota, and to faithfully execute and discharge the duties of the office of Soil and Water Supervisor in the County of Mille Lacs Minnesota, according to law and to the best of his ability and understanding.

- c. Consider committee appointments..... tabled until August

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

- a. Financial Update ..... (Treasurer/Financial Specialist)
  - i. **Motion by LaSalle to approve the treasurers report and accept the monthly transactions report** which include electronic transfer’s E24-134 - E24-161, credit card fees and checks written #8078-8091, totaling \$40,928.43 and subject to audit. **Second by Hoefert.** Affirmative: Braun, Hoefert, LaSalle, Campbell. Opposed: none. **Motion carried.**
  - i. Quarterly Budget to Actual – Ms. Kuhn indicated staff time per grant has not been documented yet in this report. The board would like to see the report with staff time included at the August meeting.
  - ii. Reconciliation of Bank Statements ..... (Finance Committee Member)
    - LaSalle reconciled the June bank statements and everything balanced.

- b. **Consideration of 2025 Draft Budget..... (discussion)**  
 Shaw provided an overview for a proposed 2025 budget request to Mille Lacs County. Because the SWCD has received a large soil health staffing grant as well as Rum watershed partnership WBIF funding, the request to Mille Lacs County can be conservative. Shaw recommended the board consider requesting the same amount provided in 2024, \$115,000 with a 7% market adjustment/cost of living increase to mirror Mille Lacs County. Additionally, Shaw recommended the district request a \$5,000 increase to the Natural Resources Block Grant, wetland conservation act, state funds which are passed through the county to the SWCD. The request to Mille Lacs County would total approximately \$132,000.

**Motion by Hoefert for Administrator Shaw to request a 2025 allocation to the SWCD of approximately \$132,000 based on the same amount provided in 2024 with a market/cost of living adjustment mirroring Mille Lacs County, plus a \$5,000 increase to the WCA funding. Second by LaSalle.** Affirmative: Braun, Hoefert, LaSalle, Campbell. Opposed: none. **Motion carried.**

- i. Consideration of 2025 per diem rate – Shaw used a \$75 per diem rate to draft the 2025 preliminary budget. No decision was made.
- c. Rental Program update – Shaw will pull together a committee to make recommendations on maintenance and possible replacement of planting depth bands. Tim Braun and Bob Hoefert volunteered to assist as a committee with community input. Braun volunteered to take the equipment home and test if needed.

LaSalle left the meeting at 7:10 p.m.

- d. Grant Activities
  - i. BWSR Buffer Law Implementation update – Shaw reported Dean did compliance checks for the mid-section of Mille Lacs County per policy. She also did 27 remote aerial spot checks in the lower ag area and found a couple may not be in compliance. The new Ag resource conservationist will need to follow up once hired.

- ii. DNR Observation Well Monitoring – Contract #230967 ended June 30, 2024 ..... (info)  
May well observations were missed so invoiced \$1,680 of possible \$1,920.
- iii. Central ML County Targeted Well Sealing FY23 grant agreement (C23-6045)
  - 1. **Motion by Hoefert to approve** Contract #C23-6045-5: Payment for completed well sealing for Russell Halgren in the amount of \$742.50 based on 50% of the eligible cost of \$1,660.00 not to exceed \$742.50. **Second by Braun.** Affirmative: Braun, Hoefert, Campbell. Opposed: none. **Motion carried.**
- iv. BWSR WBIF Rum River Watershed Partnership
  - 1. (Statement of Work: 2023-MLSWCD-Well Sealing and Groundwater)  
**Motion by Hoefert to approve** Contract #WBIFC23-3265-3: Payment for 3 well sealings for Neil Martin in the amount of \$1,476.00 based on 60% of the eligible cost of \$2,460.00 not to exceed \$1,476.00. **Second by Braun.** Affirmative: Braun, Hoefert, Campbell. Opposed: none. **Motion carried.**
  - 2. (Statement of Work: 2023-MLSWCD-PD-1-Soil Health Promo)  
Outreach expense – Soil Health Field Day mailing  
**Motion by Braun to approve payment in the amount of \$63.45 to minuteman press for a soil health field day mailing. Second by Hoefert.** Affirmative: Braun, Hoefert, Campbell. Opposed: none. **Motion carried.**
- v. MPCA WPLMN water sampling contract #183616 expired 6/30/24. Decision not to renew due to staff capacity limitation.
- vi. MDA Pesticide stream sampling agreement piggy backed on the WPLMN contract. Staff would grab an additional sample on specified sample runs and were reimbursed quarterly per event. This activity has ceased with the expiration of the WPLMN contract.
- vii. MPCA SWAG water sampling #243186  
**Motion by Campbell to cancel SWAG contract #243186 due to staff capacity limitations. Second by Hoefert.** Affirmative: Braun, Hoefert, Campbell. Opposed: none. **Motion carried.**
- viii. LCCMR Tree Planting Grant (ID 2022-260)
  - 1. Activity3 Task 4 Strategic Outreach expense  
**Motion by Braun to approve payment to Minuteman press in the amount of \$115.74 for the Pints and Pines event mailing. Second by Hoefert.** Affirmative: Braun, Hoefert, Campbell. Opposed: none. **Motion carried.**
  - 2. Draft amended agreement for services – Task 5 expectations have been expanded in the partner sub-agreements.
  - 3. Amended agreement for services with Sherburne - Shaw will continue to authorize additional funding for partner efforts up to the budget limits within the grant and up to \$5,000 per agreement.
- ix. BWSR Soil Health – Shaw applied for \$40,000 implementation funding (max eligible).
  - 1. Adoption of soil health cost share policy ..... tabled

**8. Implementation, Activities, Project Updates.....(info or presentations)**

- a. Mille Lacs Lake protection efforts (Lynn Gallice – lead) ..... see staff report
- b. Groundwater/drinking water safety (Lynn Gallice – lead) ..... see staff report
- c. Agriculture/Soil Health (position vacant) ..... see staff report
- d. Forestry (Molly Clyne – lead)..... see staff report
- e. Community Conversations (Molly Clyne – lead) ..... see staff report
- f. Outreach/Information
  - i. Conservation tree sale (Pam Kuhn – lead) ..... see staff report
  - ii. Website/social media (Molly Clyne – lead)..... see staff report

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

- a. Personnel Committee (Janski/LaSalle)
  - i. Employee resignation – Willow Dean submitted a letter of resignation accepted by the Administrator and personnel committee 6/17. Last day of employment July 5, 2024.
  - ii. Hiring process overview  
**Motion by Hoefert to authorize the personnel committee to appoint a board member to the interview committee for interviews if needed and to authorize the personnel committee to select a candidate and make an offer to employment. Second by Braun.** Affirmative: Braun, Hoefert, Campbell. Opposed: none. **Motion carried.**
  - iii. Personnel reviews - Mid-year reviews for all employees are in progress and will be completed by the August meeting.
  - iv. Remote work policy – a draft policy mirroring Mille Lacs County was provided for review and consideration at the August meeting.

**10. Informational Updates**

- a. Comprehensive Watershed Planning updates
  - i. Rum River Watershed Partnership (RRWP).....Janski  
An FY25 work plan was approved for submission to BWSR. No comments were received from other agencies reviewing. The shared land protection position has been filled.
  - ii. Snake River Watershed Plan Partnership (SRWPP)..... open (Hoefert)/staff
  - iii. Snake River Watershed Management Board (SRWMB)..... Hoefert/Shaw  
Hoefert reported the board discussed starting the 90-day process of eliminating the Board. Shaw reported that after the meeting it was clarified that the county members would need to resubmit resolutions to dissolve with another hearing.
  - iv. Miss/St. Cloud 1W1P Policy Committee (MRSC)..... Campbell (Hoefert)/staff  
Campbell reported the policy committee met Monday. The final plan went to all partners for recommendation to come back to policy committee in September.
- b. Area 3/MASWCD Business..... (Janski-A3 Director)
  - i. Supervisor Area 3 meeting attendance survey – discussion tabled  
Board members Janski, Campbell and Braun to attend the Sept 9-10 meeting. Shaw will also attend.
- a. Water Management/Workgroups
  - ii. SWCD Engineering Technical Service Area 3 ..... (LaSalle/Hoefert)  
Hoefert attended at the remote location in Mora. Very short meeting. Employee raises were approved. Budget is strong and staff are busy.
  - iii. Mille Lacs Lake Watershed Group ..... (Janski/LaSalle)  
The Aitkin SWCD is stepping back, and the citizen group is taking on fiscal responsibilities in house vs the SWCD doing that. Healthy Land, Healthy Lake event will be Sept 7<sup>th</sup> (Sat).
  - iv. MN SWCD Forestry Association ..... (LaSalle/Campbell)

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

- a. Rum River Watershed Partnership (RRWP) JPE Board (Janski/open) ..... Sept 26 @ 4:30
  - i. Implementation Planning Committee (IPC) liaison (Janski) ..... July 8 & Aug 12 @ 12:30
- b. Snake River Watershed Plan Partnership (SRWPP) JPE Board (open/Hoefert)..... July 22 @ 10:30
- c. Snake River Watershed CAC & Board Meeting (open/Hoefert)..... Sept TBD qtrly @ 9:00
- d. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert) ..... TBD @ 1-3:00
- e. TSA Area 3 (LaSalle/Hoefert) ..... June 26 @ 10:00
- f. Mille Lacs Lake Watershed Group (Janski/LaSalle)..... July 15 @ 10:00
  - i. Healthy Land, Healthy Lake event..... Sept 7th
  - ii. Lunch & Learn event
- g. SWCD Forestry Association (LaSalle/Campbell) ..... July 18 @ 10:00
- h. Area 3/MASWCD meetings
  - i. Area 3 Fall Meeting, Grand Marais (Janski, Campbell, Braun) ..... Sept 9-10
  - ii. MASWCD Annual Convention ..... Dec 2-4

- iii. SWCD Governance 101, Alexandria (Campbell, Braun) .....July 16-17
- i. Internal Operational Committee Meetings
  - i. Finance (Hoefert/LaSalle)
    - 1. Statement reconciliation w/Quickbooks (LaSalle) .....monthly
    - 2. Finance Committee .....TBD
  - ii. Personnel (Janski/LaSalle)
    - 1. Hiring process .....TBD
    - 2. Personnel Reviews .....TBD
  - iii. Conservation (open/Campbell) .....TBD
    - 1. Rental Equipment management (open/LaSalle)..... as needed
  - iv. Public Outreach (open/Campbell)
  - v. One on One Meetings with Administrator ..... please schedule monthly as needed

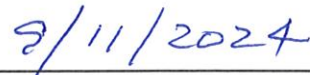
**12. Evaluate the Meeting** – long meeting.

**13. Next Regular Meeting** –Tuesday, August 13, 2024, at 6:00 p.m., Historic Courthouse, Conf Room D with public remote option.

**14. Adjourn** – Vice chair Campbell adjourned the meeting at 8:21 p.m.



\_\_\_\_\_  
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.