



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, October 9, 2024

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

Members Present:

Chair, Jake Janski, District 3
Vice-Chair/Secretary, Dan Campbell, District 1
Treasurer, Andre LaSalle, District 4
Member, Robert Hoefert, District 5

Members Absent:

Member, Tim Braun, District 2

Staff Present:

District Administrator, Susan Shaw
Financial Specialist, Pam Kuhn
Resource Conservationist, Lynn Gallice

Participating Guests:

none

Call To Order & Pledge of Allegiance – Chair Janski called the meeting to order at 6:00 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. **Approval of Agenda** – (additions and deletions of new business or committee reports)
 - additions – move 7.a staff presentation up on the agenda to after the consent agenda.**Motion by Hoefert to** approve the agenda as amended. Second by Campbell. Affirmative: Hoefert, LaSalle, Campbell. 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 September 11, 2024, Regular Meeting Minutes
 - b. Supervisor 3rd Qtr 2024 compensation report
 - c. Information Only: NRCS partner report, MASWCD annual convention agenda**Motion by Campbell to** approve the consent agenda as presented. **Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

5. Strategic Planning no activity

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

a. Financial Update (Treasurer/Financial Specialist) (action)

Ms. Kuhn reviewed the financial reports and highlighted incomes and expenditures from the September transactions and treasurers’ reports. Ms. Kuhn also reviewed the year-to-date profit and loss report. Shaw and Kuhn are working on correlating the 2025 budget format to reflect the same format as the profit and lost report to make reporting easier in 2025. Major expenditures estimated for 2024 are on track within the budget.

i. **Motion by Hoefert to approve the treasurer’s report and monthly transactions report which include electronic transfer’s #E24 205-225, and E24 233-236, credit card fees and checks written #8112-8120, totaling \$35,770.99 and subject to audit. Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

ii. Reconciliation of Bank Statements - LaSalle reconciled the September bank statements in the office and all looked fine.

b. Peterson Company Audit

i. Draft 2023 Financial Statements (info)

Ms. Kuhn reviewed the year-end financial report prepared and audited by Peterson’s Company. She pointed out that the report shows that the fund balance has increased to approximately 7 months. BWSR recommends districts maintain a minimum 8-month fund balance.

ii. Management Representation Letter required for the 2023 audit..... (action)

Motion by Hoefert to approve and authorize signature of the year end 2023 financial management representation letter. Second by LaSalle. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

iii. Increase capital asset threshold from \$2,500 to \$5,000..... (action)

Recommended by Peterson’s Company due to inflation and cost of real equipment.

Motion by LaSalle to approve increasing the capital asset threshold from \$2,500 to \$5,000. Second by Hoefert. Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

c. Budget updates..... (info)

i. MLC 2025 budget process update

Shaw reported that there has been no decision reported regarding the SWCD budget to date. She and Pam are working on formatting the final 2025 budget to a format that mirrors the QuickBooks profit and loss report. This will make quarterly budget reporting to the board more efficient.

ii. SWCD vehicle replacement plan update

Shaw reported an option to dispose of the 2006 Dodge Caravan would be MN BID, the government online auction. The district would submit a MN BID form with photos and copies of the title. On the form we would need to include all known issues. The auction runs 7-10 days. They charge a fee that comes off the sale price.

- For items that sell for \$715 or less the fee is \$50. If the item sells for \$50 or less Surplus Services will retain all of the proceeds.
- For items that sell for \$716 to \$4,000 the fee is 7 percent of the sales price.
- For items that sell for more than \$4,000 the fee is 6 percent of the sales price.
- The maximum administrative fee per item is \$750.

Another option for the sale of the van could be to work through Mille Lacs County their fleet management company Enterprise. Pending their buy-in, Enterprise said they would sell the van if the SWCD signed the title to Mille Lacs County. When the proceeds from the sale are provided to the county, a check would need to be cut to the SWCD to provide those funds. The Enterprise fee is \$350.00 (Includes pickup and light sales prep). The Enterprise platform is large with buyers from all over. Mille Lacs County has done well using them.

Motion by Hoefert to authorize Administrator initiate sale of the 2006 Dodge Caravan through the MN Bid online auction. **Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

iii. PEIP health care renewal – 4-year commitment required..... **(action)**

Shaw reported the district is currently in year two of or two-year commitment, ending in 2024. Moving forward with PEIP the enrollment commitment will be extended to four years, with an early termination option if the annual PEIP rates increase 20% or more. The goal is to bring more stability to the pool.

Motion by LaSalle to authorize Administrator signature on the PIEP Group Application to renew for four years. **Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

d. Grant Activities

i. BWSR Soil Health Cost Share grant (P23-2708)..... **(action)**

Motion by LaSalle to approve extension of the P23-2708 BWSR Soil Health Cost Share grant deadline to Dec 31, 2025. **Second by Campbell.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

ii. LCCMR Tree Planting Grant (LCCMR ID 2022-260) (BWSR grant P23-2942)

1. **Motion by Campbell to approve** contract P23-2942-WSP-01 with Gerald Hutchinson for cost assistance to have a Woodland Stewardship Plan written that would be reimbursed at a flat rate of \$300, based on a not to exceed rate of \$300 for an eligible plan. **Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

2. **Motion by LaSalle to approve** contract P23-2942-WSP-02 with Mark Johnson for cost assistance to have a Woodland Stewardship Plan written that would be reimbursed at a flat rate of \$300, based on a not to exceed rate of \$300 for an eligible plan. **Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

3. **Motion by LaSalle to approve** contract P23-2942-WSP-03 with Ryan Beasley for cost assistance to have a Woodland Stewardship Plan written that would be reimbursed at a flat rate of \$300, based on a not to exceed rate of \$300 for an eligible plan. **Second by Campbell.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

4. **Motion by LaSalle to authorize** payment to Minuteman Press for invoice #37917 dated 8/21/2024 in the amount of \$614.60 for a strategic landowner outreach mailing. **Second by Hoefert.** Affirmative: Hoefert, LaSalle, Campbell. Opposed: none. **The motion carried.**

5. Tree planter update (tabled from September)..... (info)
Shaw reported that the tree planter is anticipated to be completed this winter.

e. Area 3/MASWCD Business..... (Janski-A3 Director)

i. MASWCD Resolutions/Policy Development..... (discussion)

Decision at the September meeting was that members will vote individually. **Votes must be submitted online by Nov. 1** (Supervisors must designate staff to submit for them if you will not be submitting on your own.)

Hoefert designated SWCD staff to do online voting on his behalf. He will provide staff with his votes.

ii. MASWCD Annual Convention registration open until November 18 (discussion)

Janski will attend but MASWCD pays for his room as Area 3 Director. Shaw will attend the Monday NRCS meeting but not the rest of the convention. Hoefert will not attend.

Motion by Hoefert to approve registration of any supervisors who wish to attend. **Second by LaSalle.** Affirmative: Hoefert, LaSalle, Campbell, Braun. Opposed: none. **The motion carried.**

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

a. Mille Lacs Lake protection efforts (Lynn Gallice – lead)..... **presentation by Lynn Gallice**

- b. Groundwater/drinking water safety (Lynn Gallice – lead) see staff report
- c. Agriculture/Soil Health (Siena Storm– lead)..... 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)
 - ii. Website/social media (Molly Clyne – lead) see staff report

8. Personnel & District Capacity leadership development

- a. Shaw, Clyne, Storm and Kuhn will attend BWSR Academy Oct 29-31 (info)
Staff should plan to provide reports and feedback on the value of the experience.

9. Informational Updates

- a. Comprehensive Watershed Planning updates
 - i. Rum River Watershed Partnership (RRWP)..... Janski (Braun)/staff
The board approved the MLSWCD contract and the watershed wide outreach plan, followed by project tours of a wetland restoration, easement and cover crop projects in Isanti county.
 - ii. Snake River Watershed Plan Partnership (SRWPP)..... Hoefert (Braun)/staff
Recent meetings have focused on re-orientation of new staff to policies and plan goals.
 - iii. Snake River Watershed Management Board (SRWMB)..... Hoefert (Braun)/staff
 - iv. Miss/St. Cloud 1W1P Policy Committee (MRSC)..... Campbell (Hoefert)/staff
There was a staff and attorney discussion to review the draft JPA agreement.
 - v. Miss/Sartell 1W1P Planning Partnership (MR-Sartell)
- a. Water Management/Workgroups
 - vi. SWCD Engineering Technical Service Area 3 (LaSalle/Hoefert)
Plans in place to fill the engineering tech position left vacant in August.
 - vii. Mille Lacs Lake Watershed Group (Janski/LaSalle)
Next meeting is in person at the MLBO government center with a presentation followed by strategic planning for 2025.
 - viii. MN SWCD Forestry Association (LaSalle/Campbell)
LaSalle listened remotely. Interesting report on climatological records. Membership fees will incrementally increase to \$520 by 2027. Need to discuss if membership is valuable. Shaw and Clyne will check with other stakeholders to evaluate the impact if MLSWCD does or doesn't participate.

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/Braun) Dec 19 @ 4:30
 - i. Implementation Planning Committee (IPC) liaison (Janski) no Oct meeting
 - ii. Rum River Watershed Plan Refresher Nov 18 @ 12:30
- b. Snake River Watershed Plan Partnership (SRWPP) JPE Board (Hoefert/Braun) Oct 28 @ 10:00
- c. Snake River Watershed CAC & Board Meeting (Hoefert/Braun) Nov 6 public hearing @ 9:00
- d. Mississippi-St. Cloud Watershed Policy Committee (Campbell/Hoefert) Nov tbd
- e. TSA Area 3 (LaSalle/Hoefert) Jan 22 @ 10:00
- f. Mille Lacs Lake Watershed Group (Janski/LaSalle)..... Oct 18, in person MLBO Gov Ctr @ 10:00
- g. SWCD Forestry Association (LaSalle/Campbell) Nov 21 @ 10:00
- h. Area 3/MASWCD meetings
 - i. MASWCD Resolutions Committee (Janski)
 - ii. MASWCD Annual Convention (register by Nov 18)..... Dec 2-4
- 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 (LaSalle/Campbell) Feb to prepare for cropping season
 - 1. Rental Equipment management (Braun) as needed
- iv. Public Outreach (LaSalle/Campbell)
- v. One on One Meetings with Administrator please schedule monthly as needed

11. Supervisor Updates

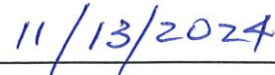
12. Evaluate the Meeting

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

14. Adjourn – Chair Janski adjourned the meeting at 7:22PM



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.