



Mille Lacs County Historic Courthouse
635 2nd Street SE
Milaca, MN 53535

PH: 320-983-2160
www.millelacsswcd.org

BOARD MEETING MINUTES

Mille Lacs Soil and Water Conservation District

Wednesday, May 13, 2026 at 5:00 p.m.

A regular meeting of the Mille Lacs Soil and Water Conservation District was held at the Mille Lacs County Historic Courthouse, Conference Rm D (lower level).

Members Present

Jake Janski, District 3 – Chair (remote)
Dan Campbell, District 1 – Vice Chair
Andre LaSalle, District 4 – Treasurer
Tim Braun, District 3 – Secretary
(remote)
Robert Hoefert, District 5

Staff Present

Susan Shaw – District Administrator
Pam Kuhn – Financial Specialist

Members Absent

None

Others Present

Jay Munson – MLC Commissioner
Barb Zeroth - NRCS

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Vice-Chair Campbell called the meeting to order at 5:01 p.m.

2. CONFLICT OF INTEREST DECLARATION

Policy 2025-01: A conflict of interest whether actual or perceived occurs when someone in a position of trust has competing professional or personal interests and these competing interests make it difficult to fulfill professional duties impartially.

Members were requested to identify any potential conflicts of interest they may have regarding the business of the meeting. The conflict-of-interest declaration form was provided to each for signature.

No conflicts of interest were declared.

3. APPROVAL OF AGENDA

Deletion of item 5.5.3 Tree Sales

Motion by LaSalle to approve the agenda with the deletion of item 5.5.3 tree sales.

Seconded by Braun.

Approved: Hoefert, Braun, Campbell, LaSalle. **Opposed:** none. **Motion carried unanimously.**

4. OPEN PUBLIC FORUM

Policy 2025-02: Board policy limits public forum time for board meeting topics not scheduled within the agenda to 2 minutes per person but allows time extension by board vote.

Zeroth provided an update and will be meeting with staff every other week.

5. ORGANIZATIONAL BUSINESS

Consent Agenda

Administrators leave request May 22-27, June 22-26, July 24- 30, August 19-28.

Motion by Hoefert to approve the leave.

Seconded by LaSalle.

Approved: Hoefert, Braun, Campbell, LaSalle. Opposed: none. **Motion carried unanimously.**

Janski joined the meeting virtually.

Operational Business

Motion by LaSalle to approve April 8, 2026 Regular Meeting Minutes.

Seconded by Hoefert.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski. Opposed: none. **Motion carried unanimously.**

Supervisor elections outreach (filing period May 19-June 2)

Shaw reported she updated the website with all the current election information for District 3 (Janski) and District 5 (Hoefert) openings and also did a news release. Filing period starts May 19, 2026. Mille Lacs County cross posts on Facebook. Election information was provided at the Healthy Land Healthy Lakes event.

Strategic Plan

Shaw reviewed the 2026 strategic plan materials provided in the board packet. Shaw requested feedback which was provided by the board and Commissioner Munson. No action will be taken and will be brought back for the June meeting for action.

Internal Operational Committees

Government Relations Committee (Janski/Braun)

Campbell liked the news release on supervisor attendance at SWCD Legislative Day at the Capitol and would like to see more.

General Supervisor updates – no report

Finance Committee (LaSalle/Hoefert)

Reconciliation of Bank Statements (Treasurer)

LaSalle reconciled the April bank statements and reported everything looked good.

Fiscal Capacity

Motion by Hoefert to approve the treasurer's report and monthly transactions report which include electronic transfer's #E26-74 through E26-103, credit card fees and checks written #8301 - 8309, totaling \$54,353.68 and subject to audit.

Seconded by LaSalle.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski. Opposed: none. **Motion carried unanimously.**

Tree sales – deleted from agenda and moved to June Board Meeting.

Quarterly Budget to Actual

Kuhn reviewed the 1st Quarterly Budget to Actual report with the Board. Information provided in packet.

Annual Budget (Shaw)

Shaw provided a copy of the proposed updates to the 2026 annual budget and reviewed changes in highlighted areas.

Motion by Janski to approve the amended 2026 budget as presented.

Seconded by LaSalle.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski. Opposed: none. **Motion carried unanimously.**

Joint Powers Entity Partnerships

Rum River Watershed Partnership (RRWP)

Partnership Board - Janski (Braun)/staff

Shaw provided an update report. The FY27 Grant Funds applied for will need a workplan before submitting to BWSR. Included in the workplan budget is funding for two interns to complete the County's portion of the geologic atlas. Janski inquired about the status of funds remaining in the FY23 Grant which has a term end of 12/2026. Shaw reported partnership staff have a plan to shift funds among partners in June if projects such as well sealings are not yet allocated.

Snake River Watershed Planning Partnership (SRWPP)

Partnership Board – Hoefert (Braun)/staff

No Mille Lacs projects. Reviewed the workplan and the board approved it.

Master Project Agreement – Amendment 1

Amendment no. 1 Master Project Agreement between Snake River Watershed Plan Partnership (SRWPP) and Mille Lacs Soil and Water Conservation District (MLSWCD) to amend termination date from 12/31/2026 to 12/31/2029. Information provided in packet.

Motion by Janski to approve the amended Master Project Agreement – Amendment 1 as presented.

Seconded by Hoefert.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski. Opposed: none. **Motion carried unanimously.**

Mississippi River St. Cloud Watershed Entity (MRSCWE)

Implementation Planning Committee (IPC)

Meeting to be held on May 20, 2026.

Collaborative Partnerships (voting role)

MN Assn of Conservation Districts (MASWCD) (Janski - ex officio)

Janski provided update.

Northeast MASWCD Area 3 Business (Janski-A3 Director ex officio)

Janski indicated the Summer meeting registration deadline is May 29, 2026. There are two resolutions from Area 3. Shaw noted we are budgeted for 3 staff to attend. Supervisors Janski and Braun will also be attending.

Motion by LaSalle to approve three staff to attend the MASWCD Area 3 Business summer meeting.

Seconded by Hoefert.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski. Opposed: none. **Motion carried unanimously.**

Technical, Financial or Advisory Partnerships (non-voting role)

Mille Lacs Lake Watershed Group – (Janski/LaSalle)

Janski provided a brief review of the Healthy Land Healthy Lakes event held May 2, 2026. A lot of speakers with professional expertise in the realm of conservation and approximately 60 were in attendance. Shaw and Clyne were in attendance and provided well water testing, SWCD elections information and tree for sale. Well testing kits were also handed out to attendees and the Mille Lacs Band of Ojibwe.

Natural Resources Conservation Service (NRCS)

Information provided in packet and Zeroth discussed during Open Public Forum.

6. STRATEGIC IMPLEMENTATION

Shoreland

BWSR WBIF RRWP (Type B outreach grant #) (Molly Clyne – lead)

Staff report provided in the board packet.

Stormwater

Wetlands Conservation Act

Staff report provided in the board packet.

Urban Stormwater Management (Shaw – lead)

Staff report provided in the board packet.

Groundwater/Drinking Water Safety

MDH Well water testing grant FY25

Staff report provided in the board packet.

Agriculture/Soil Health

No-till equipment “Groundwork”

Equipment liaison, Braun noted he plans on looking over the tree planter acquired from the county soon.

RRWP Bogus Brook feedlot management (SOW PAS5)

Staff report provided in the board packet.

RRWP Soil Health promotion (SOW PD-1)

Staff report provided in the board packet.

MDA MAWQCP

Staff report provided in the board packet.

RRWP Structural Ag (SOW Rural BMP)

Staff report provided in the board packet.

SRWPP Ag Outreach/project development (SRWPP WBIF FY24)

Staff report provided in the board packet.

County Public Ditch System inspection

Staff report provided in the board packet.

Forests (Molly Clyne – lead)

RRWP Forestry Stewardship Coordination (SOW EI-4)

Staff report provided in the board packet.

LCCMR Tree Planting Grant (ID 2022-260)

Staff report provided in the board packet.

Sub-agreement with Kanabec SWCD for up to \$2,000 for strategic landowner outreach and technical assistance (authorized per policy 2024-01)

Shaw informed the board she executed an agreement regarding BWSR Grant Id #2022-260 with Kanabec SWCD to reimburse up to \$2,000.00 for eligible work completed by 05/01/2028 under Activity 3- Project Coordination Task 4 for \$1,100.00 and Activity 3 – Task 5 for Technical assistance - \$900.00.

Contract P23-2942-WSP-22: authorize reimbursement payment to Douglas Scholz at flat rate of \$300 for a Woodland Stewardship Plan written, based on a not to exceed rate of \$300 for an eligible plan.

Reimbursement for contract P23-2942-WSP-22:

Motion by LaSalle to authorize reimbursement payments to Douglas Scholz under contract P23-2942-WSP-22, at flat rate of \$300 for a Woodland Stewardship Plan written, based on not to exceed rates of \$300 for an eligible plan.

Seconded by Hoefert.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski. Opposed: none. **Motion carried.**

Contract P23-2942-WSP-23: authorize reimbursement payment to Thomas Zajac at flat rate of \$300 for a Woodland Stewardship Plan written, based on a not to exceed rate of \$300 for an eligible plan.

Reimbursement for contract P23-2942-WSP-23:

Motion by Hoefert to authorize reimbursement payments to Thomas Zajac under contract P23-2942-WSP-23, at flat rate of \$300 for a Woodland Stewardship Plan written, based on not to exceed rates of \$300 for an eligible plan.

Seconded by LaSalle.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski. Opposed: none. **Motion carried.**

Contract P23-2942-WSP-25: authorize reimbursement payment to Bonnie Meyer at flat rate of \$300 for a Woodland Stewardship Plan written, based on a not to exceed rate of \$300 for an eligible plan.

Reimbursement for contract P23-2942-WSP-25:

Motion by LaSalle to authorize reimbursement payments to Bonnie Meyer under contract P23-2942-WSP-25, at flat rate of \$300 for a Woodland Stewardship Plan written, based on not to exceed rates of \$300 for an eligible plan.

Seconded by Hoefert.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski. Opposed: none. **Motion carried.**

Other Programs And Grants

Bridging Language and Culture in Conservation

Shaw informed the Board that we did not receive the grant.

LCCMR Tree Planting Grant (ID 2022-260)

Staff report provided in the board packet.

7. **APPROVED SWCD MEETINGS & EVENTS**

Motion by Hoefert to approve supervisor attendance and reimbursement for the following meetings:

Internal Operational Committees

| Meeting | Members | Authorized Rep | Meeting date |
|--|-----------------------|------------------|--------------------------|
| Finance | Hoefert and LaSalle | N/A | N/A |
| Statement reconciliation | LaSalle | LaSalle | monthly |
| Personnel | Janski and LaSalle | Janski / LaSalle | TBD-Hiring Process mtgs |
| Conservation/Public Outreach | Braun and Campbell | N/A | N/A |
| Equipment Liaison | Braun | Braun | TBD- 3pt inspection/tire |
| Government Relations | Janski and Braun | N/A | MASWCD request |
| One on one meetings with the Administrator | All board supervisors | | as needed |

Joint Powers Entity Partnerships (voting role)

| Meeting | Members | Authorized Rep | Meeting date |
|---|---------------------|----------------|--------------------|
| Rum River Watershed Partnership Board | Janski and Braun | Save the date | June 25 at 4:30 |
| Fall project tour | | Save the date | September 24 |
| Rum Implementation Planning Committee | Janski (liaison) | N/A | May 11 at 12:30 |
| Rum Implementation Planning Committee | Janski (liaison) | Janski | June 8 at 12:30 |
| Snake River Watershed Partnership Board | Hoefert and Braun | Save the date | June 22 at 9:30 |
| Mississippi River-St. Cloud Watershed | Campbell and Braun | Campbell | June 4 at 11:30 AM |
| Technical Service Area 3 | LaSalle and Hoefert | Save the date | June 24 at 10 AM |

Collaborative Partnerships (non-voting role)

| Meeting | Members | Authorized Rep | Meeting date |
|--|---------|-----------------------|----------------|
| NE Area 3 Summer Meeting – Cloquet Forestry Center | All | Tim/Jake Bob-maybe | June 5 |
| NE Area 3 Fall Meeting – Two Harbors | All | Save the date | September 30 |
| MN SWCD Forestry Association | Hoefert | Hoefert | May 21 at 10AM |
| Midwest Active Citizenship Initiative (MACI) | Janski | Save the date | November 19 |

Seconded by LaSalle.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski. Opposed: none. **Motion carried.**

8. EVALUATE THE MEETING

Cadence and structure?

Campbell commented “nice job.”

Did the content of the meeting advance our strategic goals?

No response.

9. NEXT REGULAR MEETING

June 10, 2026, 5PM, Historic Courthouse, Conference Rm D w/public remote option.

10. ADJOURN

Vice-Chair Campbell adjourned the meeting at 6:47 PM.

Submitted by: Pam Kuhn, Financial Specialist

Reviewed by: Tim Braun, Board Secretary

Approved by the board on: June 10, 2026

Board Secretary signature: _____ Date: _____