OUTCOME DOCUMENTS FROM THE January 9, 2018 REGULAR BOARD MEETING

SUPERVISORS:  Jan Anderson, Paul Hoppe, Joyce Sawatzky, Kevin Belkholm, Gene Carda

STAFF:  Deanna Pomije, Jacquelynn Kelzenberg, Anne LeRoy

OTHERS:  Shannon Rasinski – NRCS, Dennis McNally – Kanabec County Commissioner

1.  Call to Order:  Chair Hoppe called the meeting to order at 3:06 pm.

2.  NRCS Report Shannon Rasinski provided the District Conservationist’s Report.  Rasinski reviewed recent NRCS activities that included conservation planning for 9 new applicants, EQUIP contract payments, and a contract termination.  NRCS is continuing to process FY17 payments and contract modifications.  Donna will be providing technical assistance to McLeod through the end of January.  Upcoming deadlines include: 1/19 – EQIP Eligibility Screening Deadline, 2/7 – Snake River Landscape Planning Meeting, 2/9 CSP Payments are due, 3/2 RCPP Application deadline for Minnesota Agriculture Water Quality Certification Program and American Bird Conservancy: Improving Forest Health for Wildlife.

3.  Consent Agenda

   3.1.  Financial – receipts & disbursements
   3.2.  Outcomes Document - December
   3.3.  Staff Reports
   3.4.  Upcoming Staff Meetings / Outreach / Training

M/S/Approved – Carda/ Sawatzky to approve the agenda.

4.  Approve Disbursements

Treasurer’s Report

M/S/Approved – Belkholm / Carda to approve the Treasurer’s Report and Disbursements as presented.

5.  Business

   5.1  2018 District Budget – final review

Pomije reviewed details of the 2018 budget.  Funding is still pending with The Nature Conservancy, but she didn’t have reason to believe that it would be denied at this point.

M/S/Approved – Carda / Belkholm to approve the budget as presented.

   5.2  Operational Agreement with NRCS – addition of Mary K. (TSA) computer seat to the agreement & the front desk’s stand-alone phone through 2/28/18.  This contract can be reviewed again before it’s renewal date of October 2018.
M/S/Approved – Belkholm / Sawatzky to approve the operational agreement with the NRCS to include the TSA computer seat and terminate the phone contract on 2/28/18.

5.3 Independent Phone Options – MN IT vs. Century Link (our internet)

LeRoy presented phone service options from both CenturyLink and MN IT Services. Installation and monthly operating costs for telecom services are cheaper to contract through MN IT Services. Estimated monthly cost for the independent phone system, and keeping the existing internet with Century Link is expected to be $141.99. Phone hardware options were also presented. LeRoy suggested a model that has been found to work successfully in other government offices with comparable staff sizes and community communications. Requested approval for a budget of $650.00 to cover installation and hardware costs to migrate phone services to be independent to the SWCD.

M/S/Approved – Belkholm / Carda to approve a budget of $650.00 to cover installation and hardware costs to migrate phone services to be independent to the SWCD.

5.4 SWCD Board Committee Elections:

Positions that require a vote were decided first:

M/S/Approved – Anderson / Belkholm nominated Sawatzky to be the 2018 Kanabec SWCD Board Chairperson.

M/S/Approved – Hoppe / Anderson nominated Belkholm to be the 2018 Kanabec SWCD Board Vice-Chairperson.

M/S/Approved – Hoppe / Belkholm nominated Anderson to be the 2018 Kanabec SWCD Board Secretary / Treasurer.

The following positions were filled on a volunteer basis by the board members:

Personnel / Finance:
(2 supervisors, meet as needed)
Anderson and Belkholm accepted positions on this committee.

District Land:
(1-2 supervisors plus others, meets as needed)
Carda and Belkholm accepted positions on this committee.

Liaison to the County Board:
(1 supervisor, occasionally attend County Board Meetings)
Hoppe accepted this position.

Coalition of Lake Associations – Aquatic Invasive Species (COLA-AIS):
(1 supervisor, meets even months, 2nd Th. 5-6 pm Courthouse)
Sawatzky accepted this position.

Forestry Association:
(1-2 supervisors, meets in McGregor every other month)
Carda and Hoppe accepted positions on this committee.
Technical Service Area 3 (TSA):
(1 supervisor, meets in Duluth quarterly)
Anderson accepted this position.

Snake River Watershed - Citizen Advisory Council (CAC):
(1 supervisor, meets monthly, 4th Mon. 9 am, Courthouse)
Hoppe accepted this position.

M/S/Approved – Hoppe / Carda to approve the staffing of the volunteer committee positions as listed above for 2018.

5.6 2018 Newsletter Draft & Costs – postage options
Kelzenberg distributed draft copies of the newsletter to each board member. Kelzenberg requested budget approval of $450.00 to cover the cost needed for a one-time bulk permit set-up fee. The board expressed a request to make the newsletter readily available in public offices and locations for residents not included on the mailing list.

M/S/Approved – Hoppe / Belholm to approve $450.00 that is required for the bulk mailing permit to distribute the annual newsletter.

5.7 2018 Staff Pay Rate – 2018 County Pay Scale
Pomije requested a 2% cost of living pay increase for all SWCD staff members as recommended by the Social Security Administration. This rate increase would take effect on 1/28/2018.

M/S/Approved – Carda / Hoppe to approve a 2% cost of living pay increase for all SWCD staff to be effective on 1/28/2018.

5.8 2018 Billable Rate Adjustment – accounted for actual infrastructure costs. Resolution to change rate as of 1/28/18.

Pomije presented the BWSR billable rate worksheet that calculated new hourly billable rates for each staff person based on the actual operations costs from the previous fiscal year.

M/S/Approved – Anderson / Hoppe to approve the adjustment to the billable rates based on actual operational costs of 2017.

5.9 2018 Grants Summary
Pomije presented and reviewed details of the grants that will be funding operations of the SWCD for 2018. No vote required, for information only.

6.0 Election of servicing bank and newspaper for the Kanabec SWCD.
Current Bank – Neighborhood National Bank, Mora
Current Newspaper – Kanabec County Times, Mora

M/S/Approved – Hoppe / Carda to approve continued use of Neighborhood National Bank in Mora as the official bank and The Kanabec County Times as the official newspaper for the Kanabec SWCD.

6. Project Updates – none
7. **General Discussion / Public Input**
   Hoppe expressed that he would like the district staff to increase one on one public contact with landowners about conservation projects that could be done on private properties.

8. **Set Next Meeting Dates / Committee Reports**

   8.1 Personnel / Finance Committee – performance reviews, COLA 2018 – 2%
   8.2 Forestry Association Report – next meeting 1/18/18 in McGregor
   8.3 COLA – AIS Next Meeting 2/8, 5pm in Courthouse (Kelzenberg)
   8.4 Regular SWCD Board Meeting: February 15, 3:00 PM
   8.5 Snake River Board – next meeting 1/22
   8.6 Technical Service Provider - Area 3, Jan 24, 10 am Duluth – (Pomije)

**Two Forestry Training Opportunities:**

1. Jan. 20 Forest Management Day for Timber & Wildlife, at the Audubon Ctr. in Sandstone, 8-4:30 pm, $15 fee, RSVP at 320-216-4245
2. Feb. 28 Managing the North Woods for the Future, at the Audubon Ctr. in Sandstone, 8:30-3, walking tour afterwards, $35 fee, on-line registration [https://stcroixforestryconference.eventbrite.com](https://stcroixforestryconference.eventbrite.com)

M/S/Approved – Hoppe / Anderson to approve financial reimbursement to board members who attend either of these trainings if they so choose.

9. **Evaluate the Meeting** – What worked? What needs further discussion?
   No comments were made.

10. **Adjourn**

    Chair Sawatzky adjourned the meeting at 5:08 pm.

**Civic Governance** is a new approach to organizing to facilitate change for the common good, creating effective and stable organizations.

The **purpose** of Civic Organizing is to organize people to the obligation of being an active citizen; providing the opportunity for them to impact decision making in their role and in day to day work; learning what is good and growing in that knowledge.

- To broaden governing responsibility to include those impacted but **not replacing existing governing responsibilities** of board members and supervisors. We need to work together; no one group can alone solve our environmental concerns.
- Organizing comes with the obligation of active citizenship.

Active citizenship is developed in the way institutions and projects are governed in the process of carrying out their mission/purpose/ achieving goals.

Approved: ___________________________ Date: _____________________