Outcomes Documents – Regular Board Meeting
Location: Arthur Town Hall and Remote Webex Meeting, Tuesday January 12, 2021 3:00 pm

SUPERVISORS: Jon Sanford, Norma Heggernes, Kevin Belkholm, Gene Carda, Kim Johnson*
STAFF: Deanna Pomije, Jerah Mattson, Josh Votruba, Deb Hermel*
Others: Dennis McNally, Shaun Fiedler, Sharon Smith* (*remote attendance)

1. 3:00 Roll Call – Belkholm, Sanford, Heggernes and Johnson took their Oath of Office, sign oath and conflict of interest forms

*Approval of Agenda
Motion by Sanford, second by Belkholm to approve the Agenda as presented
Affirmative: Carda, Belkholm, Johnson, Heggernes, Sanford
Opposed: None Abstain: None

2. *SWCD Board Elections-Chair, Vice Chair, Treasurer/Secretary, Liaison to the County Board. *Grant authority for Johnson to sign District banking account checks.

Motion by Johnson, second by Carda to approve the following positions:
Chair-Norma Heggernes, Vice-Chair-Kevin Belkholm, Secretary/Treasurer-Kim Johnson, Liaison to County Board-Jon Sanford

Affirmative: Carda, Belkholm, Johnson, Heggernes, Sanford
Opposed: None Abstain: None

Motion by Belkholm, second by Carda to authorize Johnson to sign district banking account checks

Affirmative: Carda, Belkholm, Johnson, Heggernes, Sanford
Opposed: None Abstain: None

3. *NRCS Report-Hermel went over the NRCS civil rights/compliance reviews asking for a motion to approve. Item tabled until next month’s meeting as documents were not distributed for review.

4. Report on Pheasants Forever/DNR/Public Land Proposal, Grass Lake Twp. Sec 34- Shaun Fiedler

Pomije presented a brief assessment of the land, evaluating the resources for conversion into public land. Fiedler and Cms. McNally expressed their concerns on this matter. Item tabled until next months’ meeting, when more information could be gathered.

5. *Consent Agenda (no discussion unless Supervisor requests)

3.1. Financial – receipts & disbursements, balance sheet, profit & loss reports

3.2. Outcomes Document:
▪ Kanabec SWCD Board –December 8, 2020

3.3. Staff Reports
3.4. Upcoming Staff Meetings / Outreach / Training
The Rosnow project was brought up; to be discussed more under item #9 in project update section of the agenda.

Motion by Belkholm, second by Sanford to approve Consent Agenda as presented
Affirmative: Carda, Belkholm, Johnson, Heggernes, Sanford
Opposed: None Abstain: None
6. **Approve Treasurer’s Report**

   **Motion by Belkholm, second by Sanford** to approve Treasurer’s Report as presented  
   **Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford  
   **Opposed:** None  
   **Abstain:** None

7. **Business**

   7.0. **Approval of:**
   - Banks (Neighborhood National Bank & Spire Credit Union)
   - Newspaper – Kanabec County Times
   - 2020 Federal Mileage Rate - $.56 (was $.575)

   **Motion by Carda, second by Johnson** to continue banking with Neighborhood National Bank & Spire Credit Union, continue using Kanabec County Times for all newspaper needs (job postings, newsletter printing, project updates & public notices), decrease 2021 Federal Mileage Rate from $.575 to $.56

   **Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford  
   **Opposed:** None  
   **Abstain:** None

   - Supervisor Per Diems - $60/meeting rate plus mileage

   **Motion by Sanford, second by Belkholm** to increase Supervisor Per Diem from $60 to $70/meeting rate plus mileage

   **Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford  
   **Opposed:** None  
   **Abstain:** None

7.1. **Renewal DNR AIS Delegation Agreement 2021**

   **Motion by Belkholm, second by Carda** to approve the renewal of our DNR AIS Delegation Agreement through 2021

   **Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford  
   **Opposed:** None  
   **Abstain:** None

7.2. **Aquatic Invasive Species (AIS) 2 part-time summer boat inspectors (budget attached)**

   Part-time, 24 hours / week, $14 / hour pay rate. Approval for Pomije to hire with input from Votruba – budget $10,000

   **Motion by Carda, second by Johnson** to approve Pomije to hire 2 part-time boat inspectors with input from Votruba to be paid $14/hour and work 24 hours/week.

   **Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford  
   **Opposed:** None  
   **Abstain:** None

7.3. **Snake 1W1P Update** – Pomije provided recent updates on the Snake 1W1P project.

   Pomije reviewed some of the latest progress in the Snake planning. There’s a Snake Orientation planned for 1/21 for many of the new planning partners. The planning cmte. has reconvened meeting to discuss cmte. agenda items and ensure any gaps are addressed. The next Policy Cmte. meeting is set for 1/25 requesting approval of the Snake Narrative and issue statements.

7.4. **SWCD Committee Elections**

   **Motion by Sanford, second by Carda** to appoint Johnson and Belkholm to the Personnel / Finance Committee

   **Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford  
   **Opposed:** None  
   **Abstain:** None

   **Motion by Belkholm, second by Johnson** to appoint Sanford to the Coalition of Lake Association (COLA – AIS) Committee

   **Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford  
   **Opposed:** None  
   **Abstain:** None
Motion by Sanford, second by Johnson to appoint Belkholm to the Snake River Watershed Management Board, Citizen Advisory Committee (SRWMB – CAC)

**Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford

**Opposed:** None  
**Abstain:** None

Motion by Sanford, second by Belkholm to appoint Johnson, primary and Sanford, alternate to the One Watershed One Plan -Rum River Watershed Policy Committee

**Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford

**Opposed:** None  
**Abstain:** None

Motion by Belkholm, second by Carda to appoint Belkholm, primary and Sanford, alternate to the One Watershed One Plan Snake Watershed Policy Committee

**Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford

**Opposed:** None  
**Abstain:** None

Motion by Belkholm, second by Johnson to appoint Carda to the Forestry Association Committee

**Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford

**Opposed:** None  
**Abstain:** None

Motion by Sanford, second by Johnson to appoint Belkholm and Carda to the District Land Committee

**Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford

**Opposed:** None  
**Abstain:** None

Motion by Sanford, second by Johnson to appoint Johnson, primary and Sanford, alternate to the Technical Service Area – Area 3 (TSA)

**Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford

**Opposed:** None  
**Abstain:** None

7.5. *Requested Cost of Living Increase 1.75%, similar to county offering

Motion by Carda, second by Sanford to authorize 1.75% COLA increase

**Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford

**Opposed:** None  
**Abstain:** None

7.6. *Approval of Billable Rate adjustment, effective 12/27/20, due to health benefit increase 12/8

- **District Manager (DM):** $ (58.10, previous)
- **District Technician (DT):** $ (50.37)
- **Administrative Assistant (AA):** $ (46.96)

Tabled until next month

7.7. *State Cost Share Fiscal Years 2018 & 2019 (FY) report and funds pay back – move back funds for both FY18 ($4,940.10) &19 ($7,685.60) and authorize Pomije to sign new & final grant reports between now and our Feb. meeting, handout provided more details

Motion by Belkholm, second by Carda to approve State Cost Share Fiscal Years FY18 ($4,940.10) & FY19 ($7,685.60) funds be sent back and authorize Pomije to sign new & final grant reports between now and our Feb. meeting.

**Affirmative:** Carda, Belkholm, Johnson, Heggernes, Sanford

**Opposed:** None  
**Abstain:** None

7.8. Plat Book Sales to County Dept.

There was a brief discussion on providing at-cost plat books to the various county departments. It was agreed to continue this practice with all county departments.
7.9. *Annual Dues – Professional Assn., Budget - $3,725: (total dues $3,548.58)
- Forestry Assn. $60
- MN Assn. of Soil & Water Conservation Districts (MASWCD) $3,138.58
- Area 3 – SWCD Assn. $300
- St. Croix River Assn. – donation $50

Motion by Belkholm, second by Carda to pay the Forestry Assn., MASWCD, Area 3 and St. Croix River Assn. dues
Affirmative: Carda, Belkholm, Johnson, Heggernes, Sanford
Opposed: None Abstain: None

- Pay Insurance Property $2,551 (estimates, up $329 from last yr.)
- Workers Compensation $3,878

Motion by Sanford, second by Belkholm to authorize Pomije to get additional quotes on insurance and pay with best judgement in regards to price and coverage
Affirmative: Carda, Belkholm, Johnson, Heggernes, Sanford
Opposed: None Abstain: None

- Pay Monthly Rent – out of Spire Acct. $1,000 / mo.

Motion by Sanford, second by Belkholm to authorize Pomije to pay $1000 / month towards rent out of the Spire Credit Union account
Affirmative: Carda, Belkholm, Johnson, Heggernes, Sanford
Opposed: None Abstain: None

7.10. Draft Strategic Plan 2021-2025
Pomije presented the draft strategic plan, having updated the plan based on the 12/15 strategic planning meeting. She reviewed the draft desired future condition of the 6 primary priorities; requesting comments. A proposal was made to continue discussing the 5-year goals and action items for each of these primary priorities over the next 2 board meetings.
All board and staff filled out a prioritization sheet ranking primary work priorities.

7.11. *2020 Audit – contract with Peterson Co. $2,775 (last year $2,675)
Motion by Carda, second by Belkholm to contract with Peterson Co. to complete 2020 audit.
Affirmative: Carda, Belkholm, Johnson, Heggernes, Sanford
Opposed: None Abstain: None

8. Board Discussion: Ann Lake Treatment concern and proposed meetings (as time permits, 20 mins.) Plan to discuss this item at our next month’s Board Meeting

9. Project Updates, in consent agenda – any questions

*Approval of Knife River Clean Up – Project Grant, Board of Water & Soil Resources (BWSR) Clean Water Fund (CWF) Grant, Total $70,000 – 4-6 Best Mgmt. Practices (BMPs) - $34,500

Discussed briefly the status of the Rosnow project, which is at a stand still until the two land access contracts are signed by Mr. Rosnow and Mr. Carda. Concern was expressed that the Knife Lake Improvement District may not sign on as the project sponsor.

Motion by Belkholm, second by Carda to Approve the Knife River Clean Up – Project Grant, BWSR CWF Grant, Total $70,000 – 4-6 BMP’s - $34,500
Affirmative: Carda, Belkholm, Johnson, Heggernes, Sanford
Opposed: None Abstain: None
10. General Discussion / Public Input

11. Set Next Meeting Dates / Committee Reports – assume all remote meetings – next meeting dates

- 1/14/21 – Snake 1W1P Technical Advisory Cmte., (TAC) 1:30 pm (Pomije, Mattson, Supervisor optional liaison from PC)
- 1/14/21 – COLA-AIS Remote Meeting, 5 pm, in-person meeting Kanabec SWCD office (Supervisor, Votruba)
- 1/21/21 – Forestry Assoc. Remote Meeting, McGregor 10-12 pm (Carda)
- 1/25/21, 5th Mon. – Snake River Watershed Management Board (SRWMB), 9 am (Supervisor, Pomije), previous meeting 10/26
- 1/25/21 – Snake 1W1P Policy Cmte. Meeting, 10:30 am, previous meeting 11/23 – no quorum (Supervisor, Pomije, Mattson)
- 1/27/21 – Area 3 Technical Service Area Quarterly Meeting, 10 am (Supervisor)
- 1/28/21 – Rum Policy Cmte. Meeting 5-6 pm (Supervisor, Pomije)
- 2/9/21 - -Tues. Regular SWCD Board Meeting, Arthur Town Hall 3 pm (all)

*Seeking Supervisor report at Meeting

12. Evaluate the Meeting – What worked? What needs further discussion?

Agenda items for next month…

13. 6:40 pm Adjourn Regular Board Meeting

Motion by Carda, second by Sanford to adjourn meeting at 6:40 pm

Affirmative: Carda, Belkholm, Johnson, Heggnernes, Sanford

Opposed: None

Abstain: None

*Seeking Board Decisions