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## **Outcomes Documents – Regular Board Meeting**

Wednesday January 18, 2023, 2:00 pm

Location: SWCD Conservation Office 2008 Mahogany St. Ste #3 Mora MN 55051  
Or Remote Google Meeting

**SUPERVISORS:** Jon Sanford, Kim Johnson, Kevin Belkholm, Gene Carda, Norma Heggernes  
**STAFF:** Deanna Pomije, Jerah Mattson, Stephanie Paulsen, **Partners:** Shannon Bodle, Mary Krueger  
**Others:** Peter Ripka      **Absent:**  
\*Remote Attendees

12:30 pm **Personnel Committee Closed Session Met** (Johnson, Belkholm, Carda, Sandford, Heggernes joined at the end) Pomije met with the committee initially to present options to the board on a potential new staff performance promotion policy and address any questions the board had on her performance review.

### 1. 2:13 Roll Call – \*Approval of Agenda

**Motion by Johnson, second by Belkholm** to approve the agenda as ammended with adding a discussion of the 2022 audit under item 8.5. and the shared forestry position description under item 10.10.

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

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

### 2. SWCD Board Officer and Committee Voting

**Motion by Belkholm, second by Johnson** to nominate Heggernes as Chair of the SWCD Board

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

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

**Motion by Sanford second by Carda** to approve other 3 Board positions be kept as follows: Vice-Chair (Belkholm), Secretary/Treasurer (Johnson), Liaison to County Board (Sanford)

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

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

**Motion by Belkholm second by Sanford** to approve all current committee positions be held with the additions of adding Heggernes as the representative of the Kanabec County Water Plan Committee and Sanford be added as the alternate to the Forestry Association

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

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

### 3. NRCS Report (Shannon Bodle) MN received 23 million EQIP funds and 7 million for initiative funds. Kanabec has 20 EQIP applications, four that are in the Rum River Watershed Conservation Incentive. Resource Conservation Planning Partnership (RCPP) has 3 pending applications: 2-MAWQCP and 1-Golden Winged Warbler. 1 CSP application is pending. The EQIP ranking deadline is Feb. 3. An update on the NRCS civil rights policy will be added to our Feb. Board agenda.

### 4. Summary of Personnel Committee - The Board will meet with Pomije after the meeting to discuss.

**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 21, 2022
- 3.3. Staff Reports
- 3.4. Upcoming Staff Meetings / Outreach / Training

**Motion by Sanford, second by Johnson** to approve Consent Agenda as presented

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

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

**6. \*Approve Treasurer’s Report**

**Motion by Sanford second by Heggernes** to approve the December 2022 Treasurer’s Report as presented by Johnson

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

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

**7. Project Updates, in consent agenda – any questions.**

7.1. Audit Discussion – Johnson questioned the two significant risks identified in the 2021 draft audit (2<sup>nd</sup> page) from the Peterson letter dated 12/29/22. Johnson volunteered to contact Peterson and get clarification on the one risk pertaining to the pressures on the Board.

**Motion by Sanford second by Belkholm** to accept the audit with the exception to the risk question needing clarification.

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

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

**8. Public Input** - none present

Sandford updated the board that he’s submitted more erosion photos of the Fish Lake / Hwy 65 Bridge site to the Co. highway dept. (Gramentz) and seek updates from him on the project status. Gramentz is seeking the MN DOT to take on this project as a maintenance project of theirs. Krueger shared a similar toe-wood project with a bridge that was completed in Pine Co.

**9. Business Section**

9.1. \*Personnel Committee – actions as needed – 2023 Cost of Living Increase, Performance Merit Promotion policy proposal, proposed 5%, **The Board will meet with Pomije after the meeting to discuss.**

\*Health Care Benefits – clarify benefits for staff not electing health coverage, current coverage \$634/employee/month with overage going into an HSA account. It was mentioned that there may be IRS caps associated on the contribution amounts per year.

**Motion by Belkholm second by Sanford** to approve \$634 per employee per month to be used for insurance or HSA or combination of the two, where the employee decides where funding goes. This language will be added to employee handbook.

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

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

9.2. \*DNR Delegation Agreement approval, through 12/2025 – AIS work. Request authorization for Pomije to sign this contract.

**Motion by Sanford second by Belkholm** to grant Deanna authorization to sign this contract for three years.

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

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

9.3. \*Annual Renewal:

- SWCD Banks: Neighborhood National, Spire
- Newspaper: Kanabec Times
- Supervisor per diem, currently \$70/meeting
- 2023 IRS mileage rate \$0.655 (was \$0.625)

**Motion by Carda second by Johnson** to approve the current annual renewals with a change of the Supervisor per diem being adjusted from \$70 to \$100/meeting.

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

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

9.4. \*AIS Expense approval, SWCD staff time 2022 Qtr. 4 – Total Request \$3,854.70

- Edu./Outreach      \$610.28
- Coordination/Admin.      \$2,296.51
- Total 2022 boat inspector mileage      \$947.91

**Motion by Johnson second by Belkholm** to approve the 3854.70 expenses.

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

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

**Motion by Sanford second by Belkholm** to approve the pay for the 2023 Boat Inspector(s) position starting at \$15.50/hr. for new inspectors and \$16.00/hr. for returning inspectors and to give Deanna authorization to increase up to \$0.50/hr. for recruitment.

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

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

9.5. Snake Watershed Planning Update:

- Watershed Plan approval update.
- Work planning update
- Voting number preference, 1-2, not discussed (Kanabec Co. may request 2 votes.)  
Pomije provided an update; that our Snake Watershed Plan has been approved by the BWSR committee on 1/5 with the plan to go before the BWSR Board for approval on 1/25. The staff as time allows has been working on a first draft of our first biennial work plan. This is needed prior to requesting the funds from BWSR. Our first full TAC (Advisory) committee is planned for 2/9, where we'll be seeking out agency comments on our draft workplan. The TAC has not met for ~6 months. Local staff in the Steering Cmte. Have been working through PC actions and work planning.

9.6. Lawns to Legumes 2022 Qtr. 4 reporting, seeking \$1,378.43 reimbursement (informational) 13% of grant spent down, \$3,097.10 encumbered funds (3 projects), \$21,902.90 available for pollinator plantings, expires 5/1/24

9.7. \*Pay annual Dues/Donation: (total \$6,021.80) budget \$3,910

- MASWCD      \$5,301.80 (was \$4,296.02, 23% increase)
- Forestry Association      \$60.00

- Area 3 SWCD Association \$300.00
- St. Croix River Association \$50.00 (donation)
- National Assn. Conservation Districts (NACD) \$35.00 (member donation)
- MN Soil Health Coalition \$25.00 (membership fee)
- Area 3 Envirothon \$250.00 (\$100.00 last year)

**Motion by Johnson second by Carda** to approve the dues structure for organizations as presented

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

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

9.8. \*Pay Monthly Rent – out of Spire account – direct withdrawal \$1,000.00/month

**Motion by Sanford, second by Carda** to approve the direct withdrawal of \$1,000.00/month out of the Spire account.

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

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

9.9. \*Approval of Billable Rate adjustment, effective 12/25/22, due to any personnel action from today, cost of living adjustment for 2023-on hold until the February Board Meeting

9.10. Forest Stewardship Plan, Service Fee Rate

**Motion by Johnson, second by Belkholm** to approve the shared forester position agreement with Pine SWCD as presented.

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

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

Pomije reviewed the need to set a service for fee rate for District written Forest Stewardship Plan with a forester due to start soon. She presented a letter from our Forestry Assn. with this suggested rate for consistency among our watershed plans.

**Motion by Johnson, second by Belkholm** to adopt the new fee structure for charging for District written Forest Stewardship Plans of \$300 each plus \$9 dollars per acre.

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

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

10.10 MCIT – 2023 Insurance Trust annual payment, total \$5,186.00

- Property Coverage \$2,835.00
- Workers Compensation \$2,351.00

**Motion by Sanford, second by Belkholm** to approve our insurance payment of \$5,186.00

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

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

## 10. Discussion Session:

Current Grant Opportunities, match – no-till drill & Ann Lake Treatment

Paulsen reviewed with the board a potential grant application for Soil Health Financial Assistance Pilot Program equipment grant, through the MN Dept. of Ag. due 3/20. This offers 50% cost share up to \$50,000. This may allow us to purchase a new no-till drill for rent instead of a used drill. Through this grant the purchase needs to take place within a year's time. The board approved submitting this grant application.

**Motion by Sanford, second by Carda** to approve the following split in the recent Pokegama Lake Assn. donation of: \$2,000 out towards an Ann Lake treatment and \$20,000 for the purchase of a no-till drill for rent and \$2,000 for our annual newsletter. Also approve Pomijes' staff time commitment to collaborate in writing the Ann Lake treatment grant with the Ann Lake Watershed Alliance (due 2/15/23) and to allow her staff time in acting as project manager for this treatment grant if approved for funding.

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

**Opposed:** None

**Abstain:** None

**11. Set Next Meeting Dates / Committee Reports** – next meeting dates

- 1/12/23 – COLA – AIS Meeting, 5pm SWCD office (Sanford, Pomije)
- 1/16/23 – Office Closed: Martin Luther King Jr.
- 1/19/23 – Forestry Association Meeting, remote option, 10am (Carda or Sanford)
- 1/23/23 – (4<sup>th</sup> Monday) – SRWMB Meeting may not occur, courthouse basement, (Belkholm, Pomije)
- 1/23/23 – Snake PC Meeting 10:30, Mora Courthouse, (Pomije, Mattson, Belkholm)
- 1/25/23 – Snake Plan in front of BWSR Board for approval
- **1/25/23 – MASWCD legislative agenda update webinar, 10:30am-12pm (Supervisors)**
- 1/25/23 – TSA Meeting, remote, 10am (Johnson) postponed
- 1/26/23 – as determined (4<sup>th</sup> Thursday) – Rum Watershed Partnership Meeting, 4:30pm (Johnson)
- TBD (2<sup>nd</sup> Thursday) – Kettle PC Meeting, 9am (Johnson)
- 2/1/23 – Due Grant Reporting on BWSR grant in E-link
- 2/15/23 – Regular SWCD Board Meeting, 2pm (all)
- 3/7-3/8/23 – MASWCD Day at the Capital, 4:30 pm on the 7<sup>th</sup>, at the Capital on the 8<sup>th</sup> (Supervisors or Staff) Belkholm and Sandford plan to attend.

\*Seeking Supervisor report on meeting attended

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

**13. 4:39 pm Adjourn Regular Board Meeting**

**Motion by Sanford second by Carda** to adjourn meeting at 4:39

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

**Opposed:** None

**Abstain:** None

**\*Seeking Board Decisions**