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OUTCOME DOCUMENTS – December 11, 4 pm, 2018,- REGULAR BOARD MEETING

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

STAFF: Deanna Pomije, Anne LeRoy, Jacque Kelzenberg

OTHERS: Susan Shaw – Mille Lacs SWCD

1. Call to Order - Approval of Agenda Chair Sawatzky called the meeting to order at 4:01 pm

M/S: Belkholm/Anderson Motion to approve the agenda as presented.

Affirmative: Sawatzky, Belkholm, Anderson

Opposed: None **Abstain:** None

2. NRCS Report

Rasinski is still acting DC in Mille Lacs and was unable to attend the meeting. Pomije reported that the NRCS deadline to sign up for Environmental Quality Incentives Program (EQIP) is January 19th. Eligibility will follow the 2018 guidelines.

3. Consent Agenda (no discussion unless Supervisor requests)

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

M/S: Belkholm/Anderson Motion to approve the consent agenda, receipts and disbursements, and staff reports.

Affirmative: Sawatzky, Belkholm, Anderson

Opposed: None **Abstain:** None

4. Approve Treasurer's Report

Pomije reviewed the November expenses and income on the treasurer's report. She explained the report's layout and the reason behind negative numbers.

M/S: Belkholm/Anderson Motion to approve the Treasurer's Report.

Affirmative: Sawatzky, Anderson, Belkholm

Opposed: None **Abstain:** None

5. Business

5.1. Kanabec SWCD Official Logo / Sign Design

Kelzenberg presented the various logos that are used currently by the SWCD. The District requested approval of one logo that would be used to universally communicate the identity of the District.

M/S: Anderson/Belkholm Motion to approve the logo using the oval shaped design that is similar to logos coming from Stearn's SWCD and used by other SWCD's in Minnesota.

Affirmative: Sawatzky, Belkholm, Anderson

Opposed: None **Abstain:** None

5.2. Newsletter Proposed Cost, new newspaper 8-page color layout to entire County.

Kelzenberg presented a design plan to the annual newsletter that would significantly reduce the printing costs.

5.2.1. 2018 - \$5,668.38 Printing cost

5.2.2. 2019 - \$2,607.17 Printing cost

M/S: Anderson/Belkholm Motion to approve the expense of \$2,607.17 for printing, plus postage for the 2019 District newsletter.

Affirmative: Sawatzky, Belkholm, Anderson

Opposed: None **Abstain:** None

5.3. Reader Response incentives – 5 prizes - \$144-150

Kelzenberg requested to improve outreach with the public, that the newsletter contain a reader response feature. The response card would indicate their interest in working with the SWCD. Prizes will be awarded through a drawing for five responses received.

M/S: Belkholm/Anderson Motion to approve spending up to \$150 for reader response prizes.

Affirmative: Sawatzky, Belkholm, Anderson

Opposed: None **Abstain:** None

(Board member Hoppe arrived at 4:50 pm – at this point during the meeting.)

5.4. Private Forester Contract for services – revision on item #9

Pomije presented a modification to the private forester contract that clarified the terms of the payments to be made directly to the Foresters, where they can still charge their normal rates to their clients.

M/S: Anderson/Belkholm Motion to approve the clarification of wording to the private forester contract.

Affirmative: Sawatzky, Belkholm, Anderson, Hoppe

Opposed: None **Abstain:** None

5.5. 2017 Audit finalized – copies at meeting

Pomije reviewed the 2017 audit with the board. For 2017 the District had a total operations expense of \$202,554. We had \$48,994 in excess revenue over expenditures. Based on operational costs this would provide for 2.9 months of staff salaries. It is recommended to have 3-6 months of excess balance to support staff in the event of substantial revenue loss. This is important to understand as we rely on our excess balance for staff time, not able to be reimbursed through grant funds.

2018 Year End Financial – Peterson to bid yet

The board discussed selection of an accounting firm to process the 2018 year-end report. Peterson and Company had not yet presented a bid for processing the 2018 year-end financial report.

M/S: Hoppe/Anderson Motion to approve contracting with Peterson to complete the 2018 year-end financial report for the District.

Affirmative: Sawatzky, Anderson, Hoppe

Opposed: Belkholm **Abstain:** None

5.6. Rinke-Noonan Drainage & Water Conference, recommended training for drainage authority.

This seminar will be held on Feb. 14, in St. Cloud. The \$95 registration provides Continuing Legal Education (CLE) credits. Belkholm & Carda are interest in attending.

M/S: Hoppe/Anderson Motion to approve funding registration and expenses for Carda & Belkholm to attend the Rinke-Noonan Drainage & Water Conference on February 14th in St Cloud with a registration cost of \$95, plus expenses.

Affirmative: Sawatzky, Hoppe, Anderson

Opposed: None **Abstain:** Belkholm

5.7. One Watershed One Plan Resolution of Support, Snake Watershed, apply in 2019.

Pomije explained that the boards of all planning agencies involved in the Snake River Watershed are asked to pass a formal resolution supporting participation in the One Watershed One Plan process.

M/S: Hoppe/Belkholm Motion to support the Snake River Watershed One Watershed One Plan application for planning funds in 2019.

Affirmative: Sawatzky, Belkholm, Anderson, Hoppe

Opposed: None **Abstain:** None

5.8. AgBMP application, Jason Zastera, Pine Co. no-till drill for cover crops, \$30,000 request.

Pomije received an application for AgBMP funding from a Pine County farmer to purchase a no-till drill. This is an acceptable expense under the AgBMP guidelines. Approval of the loan will be decided by the bank chosen by Jason Zastera.

M/S: Anderson/Belkholm Motion to approve Jason Zastera's application for an AgBMP loan in the amount of \$30,000 to purchase a no-till drill for planting cover crops in Pine County.

Affirmative: Sawatzky, Belkholm, Anderson, Hoppe

Opposed: None **Abstain:** None

6. Project Updates:

6.1. Forest Shores Road – Ann Lake Twp. Sec. 35, SW1/4 of SE 1/4; design done, contracted, construction pending dependent on contractor's schedule, project has been staked.

6.2. Falcon St. Road- Ann Lake twp., Sec. 26, SE crn. design completed, contracted, partially staked, construction pending dependent on contractor's schedule

Both of the above projects did not get completed in 2018 – This will result in turning back more of our Ann River CWF grant (expires 12/31/18) - \$10,370 to BWSR. The District will be looking to pursue the Snake Board Project Grant for funding, vegetative / erosion control projects. Want a commitment from the Ann Lake twp. that these projects can be completed by 6/30/19.

7. Susan Shaw, Mille Lacs District Administrator – presenting Mille Lacs experience in civic organizing

Guest Susan Shaw from the Mille Lacs SWCD arrived at 5:05 pm and spoke on the experience that Mille Lacs SWCD has had as they've modified their approach to public outreach and education using civic organizing. One staff member has tested one-on-one meetings with Mille Lacs Lake shoreland homeowners. Shortly after the visits there were scheduled workshops with good attendance by shoreland owners. These visits resulted in a 46% conservation interest from landowners whom had staff conversations at the 1-on-1 meetings. There are also 5 new potential projects as a result of these visits. Susan explained the Mille Lacs Compass Program is meant to promote good stewardship practices. Another staff member has revised her approach to first site visits with landowners without clip-boards to allow more open communication. She stated that she wouldn't go back to the old way of doing things. By getting client to ask questions and express their concerns can result in a more targeted and better outreach. This new organizing approach focuses on changing the paradigm from providing service to solve environmental concerns vs. a collaborative effort with landowners to solve these common issues together. It focuses on building relationships, getting clients to express their concerns, ask questions and step-up to act for improved water quality. The hope is to encourage environmental discussions and increase conservation actions together.

8. Supervisor Check-In (round robin) – Topic: 'Water Plan' Item to allow all Supervisors an opportunity to weigh in on topic of interest for the District. Pomije explained that supervisors will be given the opportunity to check-in with

questions about topics of concern at each board meeting. Board members can request topics ahead of time, or inquire at the meeting.

Hoppe reviewed the MASWCD Convention. 8 out of 9 resolutions were passed by the voting SWCD membership. Speakers talked about topics including funding and the farm bill, and conservation activities completed over the past year. The Area III Conservationist was from Carlton County. Hoppe attended the Dakota County policy session and found it informative. He expects to see policy making decisions as the District moves toward a collaborative effort through the One Watershed One Plan process. There is growing interest in using a common language among collaborating agencies to improve communications. Food companies General Mills and Land O'Lakes discussed introducing Kernza to their product lines and the marketing this new type of grain.

Pomije updated the board on the status of the County Water Plan. Pomije and Wickeham will work together to present the plan to the BWSR Board. Once approved by the BWSR board, the County Board will have the final approval for adoption of the revised Water Plan.

Hoppe announced that he will be attending the Mille Lacs County Board meeting on 12/12/18.

9. 5:55 **General Discussion / Public Input**

There was none other than the previously noted presentation from Susan Shaw.

10. 6:05 **Set Next Meeting Dates / Committee Reports**

- 12/9 -12/11 MASWCD Convention, report (Hoppe)
- 12/13 COLA – AIS next Meeting, 5pm in Courthouse (Kelzenberg, Pomije, Sawatzky)
- 12/17 - Snake River Watershed Board, 9am – next meeting (Hoppe, Kelzenberg, Pomije)
- **1/8 - Regular SWCD Board Meeting: Tues. Jan. 8, 3 PM – This will be our Annual Holiday Potluck**
- 1/17 - Forestry Association Meeting – 9:30 in McGregor (Carda, Hoppe)
- 1/23 – TSA Area 3 Meeting – Duluth (Kelzenberg and Anderson)
- 1/25 – MN Forest Resources Council (MFRC) East Central Regional Landscape Committee Meeting

11. 6:15 **Evaluate the Meeting** – What worked? What needs further discussion?

No comments made.

12. Adjourn Regular Board Meeting

M/S: Anderson/Belkholm to adjourn the meeting at 6:17pm.

Affirmative: Sawatzky, Belkholm, Anderson, Hoppe

Opposed: None **Abstain:** None

13. **Closed Session - Personnel Actions**

Present included Pomije, Sawatzky, Belkholm, Anderson and Hoppe.

The closed session started at 6:22 pm. There was a discussion over the need and validation for an increase in staff salaries for 2019.

M/S: Anderson/Hoppe approved the following base pay increases for staff, in effect the first pay period in January 2019.

Pomije	\$28.22
Kelzenberg	\$23.87

Affirmative: Sawatzky, Belkholm, Anderson, Hoppe

Opposed: None **Abstain:** None

M/S: Sawatzky/Hoppe approved the following base pay increases for staff, in effect the first pay period in January 2019.

LeRoy	\$18.78
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Affirmative: Sawatzky, Belkholm, Anderson, Hoppe

Opposed: None **Abstain:** None

14. **M/S:** Sawatzky/Anderson to adjourn the closed session at 6:48 pm.

Affirmative: Sawatzky, Belkholm, Anderson, Hoppe

Opposed: None **Abstain:** None

Approved: _____ **Date:** _____