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Outcomes Documents – Regular Board Meeting

Wednesday March 15, 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, Norma Heggernes

STAFF: Deanna Pomije *Remote Attendees

Others: Peter Ripka **Absent:** Gene Carda

1. Roll Call – *Approval of Agenda

Motion by Johnson, second by Sanford to approve the agenda with two additions: TSA Capacity discussion and RIM annual service contract approval.

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

2. NRCS Report (Shannon Bodle) – in her absence she reported she’s busy with EQIP planning & designing

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

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

3.2. Outcomes Document:

- Kanabec SWCD Board –February 15, 2023

3.3. Staff Reports

3.4. Upcoming Staff Meetings / Outreach / Training

Motion by Sanford, second by Belkholm to approve Consent Agenda as presented

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

4. *Approve Treasurer’s Report

Motion by Sanford second by Belkholm to approve the February 2023 Treasurer’s Report as presented by Johnson. It was noted that our rent checks have not been cashed. We are working with the landlord to set up direct monthly payments.

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

5. Project Updates, in consent agenda – any questions.

5.1. Shoreland restoration project, contract #SCS 2023.01 approval for \$6,972 with a total estimate of \$9,296, request signing authority by Pomije. She described the projects erosion concern from high waters on Fish Lake and explained the engineering recommendation to use a coir log with native plantings.

Motion by Johnson second by Heggernes to approve the Shoreland restoration project, contract #SCS 2023.01 approval for \$6,972 with a total estimate of \$9,296, authorizing Pomije to sign.

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

6. Public Input - none present

7. Business Section

7.1. *Personnel Committee – Formal Actions

The personnel committee was held 2/24 with Belkholm, Johnson and Pomije in attendance. See the summary of the meeting in the consent agenda. It was mentioned that in the discussion for the Snake Watershed - wide coordinator position we suggested separating out the coordinator details for Pomije to continue with these duties and the new program manager (previously coordinator) to tackle outreach and technical duties. With this plan, to bring on a full-time program manager our SWCD may need to contribute 1/3 of this employees' salary.

- Performance Merit Promotion policy proposal – The personnel committee also now finalized this policy to include the suggested input from staff. Four points earned are needed for staff to move up a step in pay. The policy lists two ways to earn points: by achieving an annual average performance rating of 3.0 or higher or fully completing their annual performance objectives.

Motion by Belkholm second by Johnson to approve the new Staff Promotion Policy

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

7.2. *Billable Rates Correction, effective 12/25/22, 1st pay period of 2023

	New Billable Rate	Old Billable Rate	New Base Rate (per hour)
District Manager	\$65.46 (up 1.39)	\$63.26	\$32.12
Adm. Assistant	\$51.64 (up 1.39)	\$50.78	\$22.57
Conservation Tech	\$54.81 (up 1.39)	\$57.61	\$25.30

Pomije explained these rates were revised to include administrative time from last year not 2023. We always look back a year on expenses for calculating our billable rates.

Motion by Johnson second by Belkholm to approve the Billable Rates Correction, effective 12/25/22, 1st pay period of 2023

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

7.3. Snake Watershed Plan Update – PC Vote from 2/27/23

- PC Committee February Meeting
- Work Planning Update

Pomije provided a brief update that in Feb. the PC voted to form an entity with all 8 local govt. units and then to begin work at drafting a Joint Powers Agreement (JPA) for the group.

7.4. 2022 Percent Staff Time per grant

Pomije presented a summary of all our staff time for 2022 detailed per grant. This shows how staff's time is divided up into many different activities. Total staff time in technical work was 8%.

This needs to be higher if we want more projects implemented. We may be able to stream-line some of our administrative time but only to a certain point. More staff is needed or cutting out an activity (AIS) if we really want to see a change toward more projects done. The County Fair was brought up as possibly not being worth our staff time based on follow up interests that come out of it.

7.5. *Capacity FY2021 Grant has been completed – approve final financial

Motion by Sanford second by Johnson to approve the Capacity FY2021 grant close out, authorizing Pomije to sign the final financial form.

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

7.6. *Ann Lake Treatment update, request consultant funds for meeting

Pomije explained the need for a meeting with DNR staff to explain how an Alum treatment works. A consultant would be needed to aid in explaining these concepts. This may help with more state agency staff acceptance of a treatment on Ann Lake. Other state agency staff do not see adverse impacts using an Alum treatment on Ann Lake and this is in-part why we continue to pursue a treatment.

Motion by Johnson second by Belkholm to approve the Ann Lake request for up to \$1,000 in consultant fees for this service.

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

7.7. *2023 Newsletter projected cost \$3,630, (\$2,000 available from PLA)

(From the 2021 newsletter numbers: mailed 6,473, printed 6,500

Printing \$1,783 Mailing \$1,242.81 Total \$3,025.81)

Only \$1100 of the 2021 newsletter expenses were paid for from out District general funds.

Motion by Sanford second by Heggernes to approve the 2023 Newsletter expenses

Affirmative: Sanford, Johnson, Belkholm, Carda, Heggernes

Opposed: None **Abstain:** None

7.8. AIS Boat Inspector hiring update, request hiring authorization

Pomije mentioned posting the position with more flexibility, from 2-4 positions using the same amount of funds. This opens the door for more part-time staff that don't want to work every weekend.

Motion by Sanford second by Belkholm to approve Pomije with hiring authoring for the AIS Boat Inspector positions

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

7.9. *AIS Expenses for 2023 Summer

- 100 grabbers, estimated at \$404
- \$500 towards the production of an AIS video
- Bait bags with AIS education labeling for bait shops, estimated at \$325

Motion by Johnson second by Sanford to approve the AIS Expenses as listed above for the 2023 Summer

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None **Abstain:** None

7.10. *RIM easement 2023 annual service contract, request signing authority for Pomije

Motion by Sanford second by Belkholm to approve Pomije authorization to sign our 2023 RIM easement contract

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None

Abstain: None

8. Discussion Session: Kettle 1W1P – Organizational Preference, Collaboration vs. Entity

Johnson led a discussion on the Kettle 1w1p on our preference for either a collaboration or an entity for the watersheds organizational structure for plan implementation. The board seemed to favor the entity options for the quicker decision time without having to go back to the individual boards for action.

Motion by Belkholm second by Sandford that the Kanabec SWCD favors that the Kettle 1w1p partnership form an entity for implementation of the plan.

Affirmative: Sanford, Johnson, Belkholm, Heggernes

Opposed: None

Abstain: None

TSA Capacity – This item was discussed by the board, mostly in regards to the slow response time for initial site assessment write-up from TSA. It was suggested that more communication is needed between staff within the area to keep abreast of all our needs that funnel through TSA. How can projects be fairly prioritized for service by TSA staff? A Performance Review & Assistance Program (PRAP) grant application was suggested, sooner rather than later to delve into how much workload is anticipated with our watershed plan implementation and how best TSA could respond to this growing need. Johnson mentioned an estimated \$30 million is expected with all our watershed work in the area. It was recommended that Johnson as our representative on the TSA board to lean on the TSA board for action to improve these concerns.

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

- 3/8/23 – MASWCD Day at the Capital, Pomije & Sanford met with Legislators

Sandford and Pomije shared their experience in meeting with four of our legislators.

- 3/9/23 – COLA – AIS Meeting, 5pm SWCD office (Sanford, Pomije)
- 3/9/23 (2nd Tuesday) – Kettle PC Meeting, Sandstone, 9am (Johnson)
- 3/15/23 – Regular SWCD Board Meeting, 2pm (all)
- 3/16/23 – Mora Hwy 65/23 Corridor Study, 5-7pm, City Hall (Sanford, Pomije)
- 3/16/23 – Forestry Association Meeting, remote option, 10am (Sanford)
- 3/16/23 – Groundwater Atlas of Kanabec Co., 9-11:30, jail training room (Johnson, Pomije)

Sandford asked a few question on the Atlas he wished Johnson or Pomije to ask at this training as he's not able to attend.

- 3/21/23 – County Board Mtg. 10:30 am (Pomije)

- 3/22/23 – TSA Meeting, remote 10 am (Johnson)
- 3/23/23 (4th Thursday) – Rum Watershed Partnership Meeting, Milaca, 4:30pm (Johnson)
- 3/27/23 (4th Monday) – SRWMB, 9am, Courthouse basement, (Belkholm, Pomije)
- 3/27/23 – Snake PC Meeting 10:30am, Courthouse basement (Pomije, Mattson, Belkholm)
- 4/19/23 – Regular SWCD Board Meeting, 2pm, (all)
- 4/24/23-4/28/23 – Private Well Testing (nitrates) Open House (Mattson, Pomije)

*Seeking Supervisor report on meeting attended

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

11. 4:35 pm Adjourn Regular Board Meeting

Motion by Sanford second by Belkholm to adjourn meeting at

Affirmative: Sanford, Johnson, Belkholm, Carda, Heggernes

Opposed: None

Abstain: None

***Seeking Board Decisions**