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## Outcomes Documents – Regular Board Meeting

Wednesday October 18, 2023, 2:00 pm

Location: SWCD Conservation Office 2008 Mahogany St., Ste #3 Mora MN 55051

**SUPERVISORS:** Jon Sanford, Kim Johnson, Norma Heggernes

**STAFF:** Deanna Pomije, Jerah Mattson

**\*Remote Attendees**      **Others:**      **Absent:** Gene Carda, Kevin Belkholm

1. 2:00 Pledge of Allegiance to the Flag

### 2. \*Approval of the Agenda

Prior to Heggernes's arrival for a quorum, informational and non-action items were presented:

5. NRCS Report (Steph Paulsen)

- CSP Renewals Assessment Deadline is 10/20/23, approval deadline is 11/17/23 and 2023 payments are due 12/15/23
- EQIP application list was sent out, Team Cambridge has 179 applications this fiscal year, of which Kanabec has 24 applications.

**\*Heggernes arrived at 2:32**

**Motion by Sanford, second by Johnson to approve the agenda as presented**

**Affirmative:** Sanford, Johnson, Heggernes

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

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 Mtg. – September 27, 2023

3.3. Staff Reports

3.4. Upcoming Staff Meetings / Outreach / Training

3.5. AIS funding requests

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

**Affirmative:** Sanford, Johnson, Heggernes

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

4. \*Approve Treasurer's Report

**Motion by Sanford second by Heggernes to approve the September 2023 Treasurer's Report as presented by Johnson.**

**Affirmative:** Sanford, Johnson, Heggernes

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

6. \*AIS expense in the amount of 42.50 for a new 3<sup>rd</sup> boat inspector vest was added to the consent agenda.

**Motion by Sanford second by Johnson** to approve AIS expense of 42.50 to purchase a new vest.

**Affirmative:** Sanford, Johnson, Heggernes

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

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

6.1. Update on progress on our 5-Year Strategic Plan Goals

Conservation Contract FY2024, \$12,396, recently received, expires 12/31/26. This will take the place of the State Cost Share grants and has been increased slightly. Pomije started a presentation of the progress on our 5-Year Strategic Plan Goals, as we are in our 3<sup>rd</sup> year of the plan. Will finalize this report for our Nov. meeting. The board was asked if they wanted to designate all these funds for projects as the FY2023 is designated for staff time. It was agreed to not designate the funds now and leave it open for future needs.

6.2. \*Whited twp. Sec. 16, for consideration partner cost share collaboration on prescribed grazing component practices, 263.4 acres, all our FY2024 \$12,396 funds or other funding source (SRWMB, only tier 2 for Snake Watershed)

Pomije explained that this practice may not meet the BWSR requirements for this funding. She cited the BWSR grant's manual, ag. production practices not eligible.

**Motion by Sanford, second by Johnson** to approve Pomije to pursue SRWMB for available funding for this project. Also, get clarification from BWSR on whether this can be funded.

**Affirmative:** Sanford, Johnson, Heggernes

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

6.3. \*Whited twp. sec. 17, requesting payment on the completed 2 well sealings at 50%, contract #Cap.2023.01 with \$800, funding source Capacity FY2023

**Motion by Sanford, second by Johnson** to approve Deanna sign the paperwork upon completion of the payment voucher and approve the payment of up to \$800 on the 2 well sealings.

**Affirmative:** Sanford, Johnson, Heggernes

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

6.4. \*Approval on Lawns to Legumes completed 360 sq. ft. pollinator garden reimbursement, contract #L2L.2022.03 previously paid \$371.36 in Aug., correction on match calculation due another \$41.26

**Motion by Sanford, second by Johnson** to approve the payment of \$41.26 on contact #L2L.2022.03.

**Affirmative:** Sanford, Johnson, Heggernes

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

Forester Tank reviewed quickly with the board the forestry inventory that the DNR is seeking from Kanabec and Pine landowners with SWCD staff assisting. The goal is to measure forest health improvement.

**8. Public Input** -none present

**9. Business Section**

8.1. MASWCD Resolutions (19) each Supervisor votes individually

Heggernes read through the 19 resolutions with the 3 present Supervisors voting on each individually. Staff will contact the other 2 Supervisors prior to submitting all the resolution votes to MASWCD. Mattson recorded the votes for submission.

8.2. Snake Watershed Partnership Update. The bylaws are currently being reviewed for approval by the watershed board. Will start seeking input from the watershed board on concepts from the various draft contracts for services. Pomije explained the approval process for the Program Coordinator position description. It was recommended to use the 'Contract for Services' to detail out our K-SWCD service roles to play in the watershed implementation and not seek the watershed board's input on the position description. Seeking Supervisors to review this final position description and report to Pomije with any changes. After the Partnership meeting on the 23<sup>rd</sup> she plans to send the description to the County HR for review and evaluation into a salary pay scale.

8.3. \*New Billable Rate with the start of a new Conservation Technician

Mattson reported that this latest update lowered our billable rates slightly.

**Motion by Sanford, second by Johnson** to approve the newly updated billable rate to take effect when the Technician starts Nov. 1<sup>st</sup>. The new billable rates are District Mgr. \$64.68, Adm. Assist. \$50.86 and Cons. Tech. \$48.51.

**Affirmative:** Sanford, Johnson, Heggernes

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

8.4. \*Unfunded Cooperative Agreement with NRCS

Regardless of the board's decision on this item NRCS and the SWCD will continue to have a Memorandum of Agreement, detailing our cooperation with one another. Pomije reviewed with the board some of the pros / cons (hand out to the board) of either continuing with an NRCS unfunded cooperative agreement for the Tech. shared computer (value \$4500) or going on our own to install the software on the Tech. new computer. By continuing under the cooperative agreement, the Tech. will need to provide NRCS with in-service design/planning as a trade-off for the NRCS provided software. The various options were discussed.

**Motion by Sanford second by Heggernes** to continue under the NRCS unfunded cooperative agreement

**Affirmative:** Sanford, Heggernes

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

8.5. \*Conservation Technician, new computer proposal

**Motion by Johnson second by Sanford** to approve a purchase of buying a new computer following the NRCS recommended computer specifications. Approval on the new laptop costs of up to \$2,500.00.

**Affirmative:** Sanford, Johnson, Heggernes

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

8.6. Pokegama Lake Assn. donation request

\*Pokegama Lake Association (PLA) has funds available and is seeking a donation request from us. Pomije explained their request. It was recommended to put a request proposal in the amount of \$13,000 together. \$2000 go towards watershed outreach, \$2000 for newsletter expenses and the remainder \$9,000 to go toward the Hwy 65 shoreland erosion protection project.

**Motion by Sanford second by Johnson** to approve Deanna authorization to request funding in the amount of \$13,000. \$2,000 go towards watershed outreach, \$2,000 for newsletter expenses and \$9,000 go towards the Hwy 65 Project on Fish Lake.

**Affirmative:** Sanford, Johnson, Heggernes

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

8.7. Request logo apparel funds for shared Forester (Tank)

\*Shared Forester seeking logo apparel in the amount of \$75

**Motion by Johnson second by Sanford** to approve a \$75 clothing allowance for the Forester.

**Affirmative:** Sanford, Johnson, Heggernes

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

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10. **Discussion Session:**

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

- 10/11/23 & 11/13/23 – Snake Steering Meeting, as needed 9-11am (Pomije)
- 10/12/23 & 12/14/23 – COLA/AIS Meeting, 5pm (Pomije, Sanford)
- 10/23/23 – SRWMB Meeting/Public Hearing on Dissolution, 9am, Courthouse (Pomije, Belkholm)
- TBD – Snake Watershed Partnership Meeting, 10am, Courthouse (Pomije, Belkholm)
- 10/24-10/26/23 – BWSR Academy Training (Mattson, Tank)
- 11/1 – Emily Larsen our new Conservation Technician starts
- 11/9/23 – Kettle PC Meeting, 9am, Sandstone (Johnson)
- **11/15/23 – Regular SWCD Board Meeting, 2pm**
- 11/16/23 – Forestry Assn. Meeting, 10am, McGregor (Carda or Sanford, Tank)
- 12/11-12/13/23 – MASWCD Convention, (Supervisor, staff)
  - 12/11/23 – workshop SWCD human resources topic
  - 12/12/23 – plenary sessions, vendor exhibits, awards luncheon, afternoon breakout sessions, evening reception
  - 12/13/23 – business meeting, morning SWCD breakout sessions, exhibits, outstanding conservationist luncheon
- 12/28/23? – Rum Partnership (RRWP) Meeting, 4:30pm, Milaca (Johnson)  
Johnson reported on a feedlot manure runoff project proposal from the partnership.
- 1/24/24 – TSA Area 3 Meeting, 10am remote (Johnson, Pomije)

\*Seeking Supervisor report on meeting attended

**11. Closed Session:** personnel discussion for SWCD improvements

The board met with Pomije to review potential SWCD and managerial improvements based on past exit interviews. Annually all staff will be given the opportunity to speak with the personnel committee.

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

Agenda items for next month

**13.** 4:40pm Adjourn Regular Board Meeting

**Motion by Sanford second by Johnson** to adjourn meeting at 4:40pm

**Affirmative:** Sanford, Johnson, Heggernes

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

**14.** The Closed Session Meeting adjourned at 5:13 pm

**\*Seeking Board Decisions**