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Outcomes Documents – Regular Board Meeting

Tuesday December 21, 2021 2:00 pm

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

SUPERVISORS: Jon Sanford, Norma Heggernes, Kevin Belkholm, Gene Carda, Kim Johnson*

STAFF: Deanna Pomije, Jerah Mattson, Josh Votruba,

Others: Absent:

*Remote Attendees

Closed Session Summary:

The Personnel Cmte. met at 1:15 pm to review with Pomije the staff's latest performance reviews. She also reviewed with the board the 2021 SWCD Activity Summary Report. Pomije left this meeting at 2:10 pm with the board tasked with completing her 2021 performance review. The personnel cmte. members Belkholm and Johnson will get together to finalize Pomijes' performance review.

In attendance: Carda, Heggernes, Belkholm, Sanford and Johnson joined remotely at 1:50 pm

The regular board meeting started following a brief break after the personnel cmte. meeting ended at 3:15 pm.

1. 3:25 Roll Call – *Approval of Agenda

Motion by Sanford, second by Belkholm to approve the agenda as presented with one addition; the payment approval of \$3000 for the Heitkes completed pit closure, added to end of business section

Affirmative: Heggernes, Sanford, Carda, Johnson

Opposed: None

Abstain: None

2. NRCS Report - no report given

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 –November 16, 2021

3.3. Staff Reports

3.4. Upcoming Staff Meetings / Outreach / Training

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

Affirmative: Heggernes, Sanford, Carda, Belkholm, Johnson

Opposed: None

Abstain: None

4. *Approve Treasurer's Report. At today's County Board Meeting attended by Pomije, McNally expressed concern over the AIS budget being over 15% of the total annual states' allocation. The County Board passed a motion for the SWCD to continue managing the AIS program through 2022 as long as the coordination/admin. activities remain within 20% of its' states' annual allocation budget.

Motion by Belkholm, second by Carda to approve the Treasurer's Report with the additional AIS information as presented.

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

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

Votruba reviewed with the board Heike's completed manure pit closure project near Knife Lake funded through the Snake River Watershed Mgmt. Board. This project was on the books for a while until Heitke received a lower bid allowing him to proceed.

Votruba is also working on a Prescribed Grazing Plan for Felgers in the Knife River Watershed with assistance from NRCS. He is also working on a similar plan for Munstersteiger/Lambrechts west near Hwy 23. These two plans will help toward his Planning Certification.

6. Business Section

*The Heitke pit closure has been complete. The contractor did a great job with the obstacles he encountered. The SWCD has a \$3,000 donation from Pokegama to go toward the completion of this project. This is apart from the regular cost share contract he has with the Snake River Watershed Management Board.

*Barton Heitke pit closure project has been completed.

Motion by Belkholm, second by Carda to approve a \$3000 payment for Barton Heitke

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

6.0. *Walk-in-Access program renewal for 2 years with the DNR, no sign-ups in 2021, \$250/contracted landowner

Motion by Sanford, second by Belkholm to approve the Walk-in-Access program renewal for 2 years with the DNR, \$250 contracted landowner. To be posted on the district's website and to post ad in the paper, after the contract has been signed. Pomije was given the authority to sign contract when presented to renew this contract with the DNR.

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

6.1. *FY2023 State Cost Share \$9,607, dedicated for technical assistance only

Pomije explained with the to come Snake Watershed Based Implementation Funds (WBIF) expected in FY2023 we anticipate having sufficient funding for projects but possibly still need added funds for staffing. Thus, this request.

Motion by Carda, second by Sanford to approve FY2023 State Cost Share, 9,607 dedicated for SWCD staffing technical assistance only

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

6.2. *Pay MCIT invoice for 2022, estimated \$5,454, due 1/31/22

Motion by Johnson, second by Belkholm to approve payment of the MCIT invoice for 2022 in the amount of \$5,454, due 1/31/22

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

6.3. *2022 Cost of Living – increase request

Discussion ensued on a proposed cost of living increase for staff. The County has approved a 2.5% increase for their staff. For next year the board requests staff performance reviews to be completed with the Personnel Committee by November to allow any potential cost of living evaluation to include performance considerations. Concerns were expressed over staff retention.

Motion by Sanford, second by Carda to approve 2022 Cost of Living increase in the amount of 3% for our Administrative Assistant and our District Technician

Affirmative: Heggernes, Sanford, Carda, Belkholm, Johnson

Opposed: None **Abstain:** None

Motion by Johnson, second by Carda to approve 2022 Cost of Living increase in the amount of 3% for the District Manager position.

Affirmative: Heggernes, Sanford, Carda, Belkholm, Johnson

Opposed: None **Abstain:** None

6.4. *Billable Rate Adjustment based on new Cost of Living and Health Ins. Coverage increases, to be calculated prior to Jan 1st payroll 1/11/22.

Motion by Belkholm, second by Johnson to approve the Billable Rate Adjustment based on new Cost of Living and Health Ins. Coverage increase, to be calculated prior to Jan 1st payroll 1/11/22

Affirmative: Heggernes, Sanford, Carda, Belkholm, Johnson

Opposed: None **Abstain:** None

6.5. Snake 1W1P Planning Update. The planning committee in reviewing our planning timeline has decided to make sure we are able to seek implementation funds for FY2023. A workplan must be submitted by March of 2023 to receive the funding and a request for the funds sometime after July 1, 2022. The Advisory Committee is very busy currently working to populate our implementation table with our action items to work at achieving our goals. A draft plan is expected this summer. Things are progressing nicely!

6.6. Kettle River Watershed Memorandum of Agreement (MOA), clarify commitment. The 1W1P will be starting soon. Planning funds have been approved. Wanted to clarify our commitment as the MOA encourages full PC member participation at all their meetings. Johnson is willing to attend meetings as our representative Policy Committee (PC) Member and has committed to attending all the PC meetings.

6.7. *COLA-AIS boat inspector salary expense total, *8,535.34 (current previous to \$5,856.28+\$2,679.06 May/June)

Motion by Belkholm, second by Sanford to approve COLA-AIS boat inspector salary expense total in the amount of \$8,535.34.

Affirmative: Heggernes, Sanford, Carda, Belkholm, Johnson

Opposed: None **Abstain:** None

6.8. COLA-AIS spending for common carp removal – regulated invasive species – to be discussed next month

6.9. 2021 AgBMP update. The available funding at the end of 2021 is \$17,609. Mattson provided a summary of this low interest loan program that we administer for this 5-county area, funding for mostly new or upgraded septic systems but also available for conservation practices.

6.10. 2021 Kanabec SWCD Activity Summary – questions? Presented during the closed meeting session prior to our Board Meeting.

7. Board Discussion

District Land Management:

- List of Potential Land Management Options from staff provided to board. All the poplar trees (aspen and hybrids) were all clear cut about 12-14 years ago. There are 3 different hybrid species on the land. Belkholm commented that the native poplar trees are outperforming the growth of the hybrids.
- Request for Qualifications (RFQ), update. We expect a RFQ proposal from the local chapter of Pheasants Forever. Pomije has sent out the RFQ to various ag. producers and may yet contact more. In communication with the local Deer Hunters Association – they did not express interest in land management activities, but offered project assistance, such as helping to fund a parking area improvement on this land. The deadline to apply is by 4:30 pm on February 7.

8. General Discussion / Public Input – none present

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

- *12/13 – MASWCD Convention – Bloomington (Belkholm)
Belkholm mentioned attending a great session on computer cyber security and recommends this training for staff.
- *12/20 - Snake River Watershed Mgmt. Board (SRWMB) Mtg., 9 am (Votruba, Pomije, Belkholm)
- 12/20 – Kanabec County Comp. Plan Public Hearing, 7 pm Courthouse
- 1/18/22 – Tues **Regular SWCD Board Meeting, 2 pm** (all)
- 1/20/22 – Forestry Assoc. Meeting (Carda)
- 1/24/22 – Snake River Watershed Mgmt. Board (SRWMB) Mtg., 9 am (Votruba, Pomije, Belkholm)
- 1/24/22 – Snake 1W1P Policy Cmte. Meeting, 10:30 am (Belkholm, Pomije, Mattson)
- 2/10/22 – COLA – AIS Meeting, 5 pm SWCD office (Sanford, Votruba)

*Seeking Supervisor report on meeting attended

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

11. 4:45 pm Adjourn Regular Board Meeting

Motion by Sanford, second by Carda to adjourn meeting at 4:45 pm
Affirmative: Belkholm, Heggernes, Sanford, Carda, Johnson
Opposed: None **Abstain:** None

***Seeking Board Decisions**