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Outcomes Documents – Regular Board Meeting

Wednesday August 16, 2023, 2:00 pm

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

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

STAFF: Deanna Pomije, Jerah Mattson, Josh Tank

*Remote Attendees

Others:

Absent:

1. Pledge of Allegiance to the Flag

2. ***Approval of the Agenda**

Motion by Sanford, second by Carda to approve the revised agenda as presented at the meeting

Affirmative: Sanford, Johnson, Carda, 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 – July 19, 2023

3.3. Staff Reports

3.4. Upcoming Staff Meetings / Outreach / Training

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

Affirmative: Sanford, Johnson, Heggernes, Carda

Opposed: None **Abstain:** None

4. ***Approve Treasurer's Report**

Motion by Carda second by Sanford to approve the July 2023 Treasurer's Report as presented by Johnson.

Affirmative: Sanford, Johnson, Heggernes, Carda

Opposed: None **Abstain:** None

5. NRCS Report (Shannon Bodle) not present-written report was provided. Conservation Stewardship Program (CSP) obligation deadline is September 1st. 2024 CSP renewal rankings are due October 20th. EQIP application deadline is October 6th. Brian Steffen is on paternity leave until January 2nd. He will continue 2-3 hours daily. Stephanie Paulsen has been hired in the Mora office as the Soil Conservationist. An area forester has been posted in USA jobs.

6. Project Updates, in consent agenda – any questions

The no-till drill rental is now up to 230 acres.

- 6.1. Proposal to use expiring State Cost Share & SRWMB funds (8/28 meeting) on 2 shoreland projects

*Fish Lake, Arthur sec. 35 – seeking new contract for \$4,781.20 (SCS FY21) besides SRWMB funding to help spend down our SCS that expires 12/2023, contingent upon SRWMB approval of remainder of funds. Construction/planting has been completed, invoiced at \$14,506. Contract #2023.02

Motion by Johnson, second by Sanford to approve the new contract using SCS FY21 funds in the amount of \$4,781.20 towards the shoreland project under contract #2023.02. Authorizing the DM to sign the contract.

Affirmative: Sanford, Johnson, Carda, Heggernes

Opposed: None **Abstain:** None

*Approval on payment voucher for \$4,781.20 (SCS FY21) on the above completed project.

Motion by Heggernes, second by Johnson to approve the payment voucher in the amount of \$4,781.20 using SCS FY21 funds on contract #2023.02.

Affirmative: Sanford, Johnson, Carda, Heggernes

Opposed: None **Abstain:** None

*Fish Lake, Arthur sec. 34 – seeking contract amendment from \$6,972 (SCS FY21-22) to \$7,685.60 (SCS FY22) to utilize our soon to expire SCS, contingent upon SRWMB approval of remainder of funds
Motion by Sanford, second by Johnson to approve the contract #SCS.2023.01 amendment using SCS FY22 funds for \$7,685.60. Authorizing the DM to sign the amendment.

Affirmative: Sanford, Johnson, Carda, Heggernes

Opposed: None **Abstain:** None

- 6.2. *Approval on Lawns to Legumes completed 360 sq. ft. pollinator garden reimbursement, contract #L2L.22.03 for \$371.36

Motion by Sanford, second by Carda to approve the contract for \$371.36.

Affirmative: Sanford, Johnson, Carda, Heggernes

Opposed: None **Abstain:** None

- 6.3. *Approve Lawns to Legumes new contract in the City of Mora, pollinator rain garden, contract #L2L.2023.04 for \$2,160 (90%), cost estimate \$2,400

Motion by Johnson, second by Sanford to approve the Lawns to Legumes contract with the City of Mora. Authorizing the DM to sign the contract.

Affirmative: Sanford, Johnson, Carda, Heggernes

Opposed: None **Abstain:** None

- 6.4. *BWSR Academy Training for Mattson, depending on Agenda, Oct. 24-26, estimated cost \$350
Motion by Sanford, second by Carda to approve the BWSR Academy Training for Mattson and to reimburse for expenses incurred while attending the training.

Affirmative: Sanford, Johnson, Carda, Heggernes

Opposed: None **Abstain:** None

7. **Public Input** – none present

8. **Business Section**

Belkholm arrived at 2:38

8.1. Update on Conservation Technician open position, Proposed timeline, personnel committee

- 6 applications have been received.
- Personnel committee plan to meet on Friday September 15th to review applications
- Interviews will be held September 21st-25th.

Motion by Sanford, second by Carda to approve the personnel committee to make an offer of employment to their selected candidate pending Board approval.

Affirmative: Sanford, Johnson, Carda, Heggernes, Belkholm

Opposed: None **Abstain:** None

Shared Forester (Tank), projection up to ½ time, shared with Pine SWCD. As a forestry program is being built here, landowners are seeking more of their forestry conservation needs here in Kanabec Cty. The board expressed interest in a 50/50 forester staff time between us and Pine SWCD. To be determined when to make this transition from 25% to 50% time; possibly when the Snake watershed funds arrive.

*Watershed Staff, new projected expenses: rent \$1,920/year, computer plus software – estimate \$2,500-\$3,000. Expense for position description review into pay grade, new chair as needed (await funding & contract with the partnership) Pomije explained how absorbing these expenses internally would in the end boost our billable rate to charge staff time against our grants. The board seemed favorable to absorbing these costs internally.

Motion by Johnson, second by Sanford to approve the payment for the review of the watershed staff (Project Manager) position description.

Affirmative: Sanford, Johnson, Carda, Heggernes, Belkholm

Opposed: None **Abstain:** None

8.2. Proposed Supervisor Training. Sanford, Heggernes, Carda are interested in attending. A few supervisors expressed their training topic preferences and timing on the training. More details to follow as BWSR staff prepares for the training.

8.3. *Snake Watershed Joint Powers Agreement (JPA), resolution to join partnership

Motion by Johnson, second by Belkholm to approve and sign on as a partner of the Snake Watershed JPA.

Affirmative: Sanford, Johnson, Carda, Heggernes, Belkholm

Opposed: None **Abstain:** None

8.4. *Well Monitoring annual contract renewal with DNR, \$1,200, grant DM approval to sign electronic contract

Motion by Sanford second by Heggernes to approve the well observation contract renewal with the DNR giving the DM authorization to sign the electronic contract.

Affirmative: Sanford, Johnson, Heggernes, Carda, Belkholm

Opposed: None **Abstain:** None

8.5. *Approval to pay 2023 Q2 Shared Forester time, \$3,322.90
Motion by Johnson second by Carda to approve the Q2 Shared Forester time. Going forward these quarterly expenses will be included on the consent agenda.

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

8.6. *Approval of esri license/ArcGIS Pro software, 2 computer seats, estimated \$765 each/year. Needed for conservation planning, watershed targeting priority areas, RIM easement mapping, etc.

Motion by Sanford, second by Belkholm to approve the esri license in the amount of \$765/year for Deanna's computer.

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

8.7. *Office wiring need, Forester's printer hard wiring, plus clean up of wiring from the installation of our 2-line phone system in the IT room, CenturyLink

Motion by Sanford, second by Johnson to approve the expenses to connect the Forester's computer to the printer and clean up the wires in the IT room.

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

8.8. *Approval to sign the new RIM Easement Work Order for 5 new easements in progress, \$2,000 each, \$10,000 total

Motion by Johnson, second by Belkholm to authorize the DM to electronically sign the new RIM Easement Work Order for 5 new easements for a total of \$10,000.

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

9. Discussion Session:

On other updates, Carda suggested for safety purposes that another exit be developed coming out of the South Hwy 19.

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

- 8/10/23 – Kettle PC Meeting, 9am (Johnson)
Johnson reported that the Kettle PC in considering both an entity or a collaboration for their new watershed partnership organization. Interest was expressed in favor of an entity.
- 8/17/23 – Conservation Cookout, 4-7pm, Pine SWCD
- 8/22/23 – County Board Mtg. – 2024 budget (Supervisor)
- 8/25/23 – Soil Health Field Day, Rush City, 9am-2pm
- 8/28/23 – SRWMB Meeting, 9am, Courthouse (Pomije, Belkholm)

- 8/28/23 – Snake PC Meeting, 10:30am, Courthouse (Pomije, Belkholm)
- Sept. – Snake/Kettle RIM Tech. Committee (Mattson)
- 9/5/23 – Conservation Technician position closes
- Proposed 9/11 or 9/15 – personnel committee, candidate selection for Tech. Position (Belkholm, Johnson, Pomije)
- 9/21/23-9/26/23 – Proposed personnel committee, Tech candidate interviews (Belkholm, Johnson, Pomije)
- 9/21/23-9/22/23 – Area III Annual Meeting, see agenda, Cloquet Forestry Center (Supervisors)
- **9/27/23 – Regular SWCD Board Meeting, 2pm**

Motion by Sanford, second by Carda to approve regular SWCD Board Meeting be moved to 9/27/23 at 2pm.

Affirmative: Sanford, Johnson, Carda, Heggernes, Belkholm

Opposed: None **Abstain:** None

- 9/27/23 – TSA Meeting, 10am (Johnson, Pomije-remote)
- 9/28/23 – Rum Partnership (RRWP) Meeting, 4:30pm, Milaca (Johnson)
- 10/12/23 – COLA/AIS Meeting, 5pm (Pomije, Sanford)

*Seeking Supervisor report on meeting attended

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

12. 3:38pm Adjourn Regular Board Meeting

Motion by Sanford second by Carda to adjourn meeting at 3:38pm

Affirmative: Sanford, Johnson, Carda, Heggernes, Belkholm

Opposed: None **Abstain:** None

***Seeking Board Decisions**