



2008 Mahogany St Ste 3  
Mora MN 55051  
(320) 679-1391  
Deanna@KanabecSWCD.org

## Outcomes Documents – Regular Board Meeting

Wednesday December 20, 2023, 2:00 pm

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

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

**STAFF:** Deanna Pomije, Jerah Mattson, Emily Larsen

\*Remote Attendees

**Others:**

**Absent:** Gene Carda

### 1. 2:00 – Closed Session – staff performance review

The full board met with Pomije to finalize staff performance review for 2023 and discuss any personnel actions.

### 2. 2:53 Pledge of Allegiance to the Flag

### 3. \*Approval of the Agenda

Thanks to Sanford's persistence on the Ann River / Hwy 65 shoreline erosion concern, the MN DOT is agreeing to work on the erosion in their right-of-way soon.

**Motion by Sanford, second by to Johnson** approve the agenda as presented with three additions: one - investing in a CD to be discussed after the treasurer's report; second - the addition of the 2024 mileage increase to item 7.13 and third - discuss annual convention at the end, during our meeting reports.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

**Opposed:** None

**Abstain:** None

### 4. \*Consent Agenda (no discussion unless Supervisor requests)

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

4.2. Outcomes Document:

- Kanabec SWCD Board Mtg. – November 15, 2023

4.3. Staff Reports

4.4. Upcoming Staff Meetings / Outreach / Training

4.5. AIS funding requests

#### Consent Agenda discussion:

Belkholm explained the SRWMB recent tied vote to dissolve the joint powers board; the motion failed. Two of the board's members (Pine & Aitkin) are requesting to withdraw and are asking for their payout on their portion of the remaining funds. This payout is still under consideration.

**Motion by Sanford second by Belkholm** to approve the added discussion from the consent agenda on the SRWMB dissolution. It was voted to not dissolve the SWRMB.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

**Opposed:** None

**Abstain:** None

### 5. \*Approve Treasurer's Report

**Motion by Belkholm second by Sanford** to approve the November 2023 Treasurer's Report as presented by Johnson

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

**CD investment approval:**

Neighborhood National Bank will honor the promotional amount of 4.55% for a 7-month CD period.

**Motion by Johnson second by Belkholm** to authorize Pomije to purchase a 7-month CD with Neighborhood National Bank in the amount of \$150,000.00

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

**6. NRCS Report (Bodle)**

25 EQIP applications have been received. The applications are received on an ongoing basis include the following: Comprehensive Nutrient Management Plans, Waste Storage Facilities, Cover Crops, Prescribed Grazing Systems, High Tunnel Systems, Pasture and Hay Plantings, Windbreaks, Pollinator Plantings, Livestock Shelter Structure, Early Successional Habitat Management and Development and Forest Stand Improvement. Jan. 19 is the ranking deadline for these applications. Site visits are being made to new customers to start the conservation planning process to include: continued implementation and certifications, contract modifications and contract reviews.

\*Bodle requested funding for a pipeline project (Whited twp. sec. 16) for a rotational grazing landowner contract, seeking \$9,473 in addition to their federal funding. She sought out a bid for the new well drilling. This amount will cover the well, livestock pipeline and watering facilities. Pomije reviewed which existing BMP funding sources are available.

**Motion by Belkholm second by Sanford** to approve up to \$9,473 not to exceed 75% from the 2024 Conservation Contracts funding to go towards this pipeline project as part of a rotational grazing contract.

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

**7. Business Section**

**7.1. Snake Watershed Partnership Update**

The Steering Committee has been busy drafting project cost-share and other project policies. Fiscal infrastructure set-up is being discussed with Pine Co. and BWSR input.

- Update Watershed Program Coordinator posting, Due 1/10.
- \*Authorize the personnel committee to interview and offer position

**Motion by Heggernes second by Sanford** to authorize the personnel committee to interview and offer the Watershed Program Coordinator position with full board approval to take place Jan. 24.

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

**7.2. \*Personnel Actions – follow-up from the performance reviews**

Mattson has been with us for 4 years and 2 months and has meet the 4 performance objective goals toward a step pay increase, a promotion well deserved.

**Motion by Belkholm second by Sanford** to promote Mattson up a step to level E, to take effect on our next pay period.

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

7.3. Clarification on Life Insurance cost separate from Health Insurance approved \$704/month. Items will remain separate with the life insurance cost not coming out of the \$704/month health insurance allocation.

7.4. \*Earned Sick & Safe Time (ESST) Employee Handbook leave section revision for review and approval. Pomije provided a brief overview of the changes.

**Motion by Johnson second by Belkholm** to approve the employee handbook leave section revisions, adding in the new Earned Sick & Safe Time (ESST) and clarifying that there is no expiration date on using comprehensive time earned.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

7.5. \*Rain Barrel – watershed outreach proposal

Pomije presented an outreach proposal to promote outreach within the Snake River Watershed using rain barrels as a conversation starter. Brochures are to be developed.

**Motion by Johnson second by Belkholm** to authorize Pomije to purchase 72 rain barrels and discuss with the Snake River Watershed Management Board if they would be willing to offer partial funding.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

7.6. \*Tree Planter purchase update (Tank), signing authority on quote

Discussed the tree planter quote that needs an authorizing signature. Ahead of this we will need to sign a contract with the DNR for the tree planter purchase, under the LCCMR grant, within our Rum River area of the county. Will be seeking a shared tree planter agreement with Isanti Co to start off with as the funding for the planter is targeting the Rum Watershed. Will need to purchase a trailer for the planter, 5 foot wide. Someone suggested an air tag be installed for tracking the unit.

**Motion by Johnson second by Belkholm** to authorize Pomije to review and sign the contract with the DNR (under the LCCMR grant), if the contract is believed to be worthy.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

**Motion by Sanford second by Johnson** to authorize Tank to sign the purchase agreement and move forward with the tree planter purchase after the DNR contract is fully signed.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

7.7. \*Rent new space proposal, requesting negotiation authorization guidance

Pomije reviewed with the board a few options to negotiate a new lease agreement with our landlord for our needed new space, with the addition of our new watershed employee. A floor plan map was provided.

**Motion by Johnson second by Sanford** to authorize Pomije up to an increase of \$4,000 / year to negotiate additional office space. It is preferred to get room #6.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

7.8. \*Watershed Program Coordinator, new computer proposal, estimated cost calculated at \$3,225  
Commented that no warranty is needed.

**Motion by second Sanford by Heggernes** to authorize Pomije up to \$3,500 to order a new computer for the Watershed Program Coordinator position.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

7.9. \*Conservation Corps Individual Placement

Pomije reviewed with the board a proposed Conservation Corps intern placement for the summer of 2024. They would assist with staking RIM easements and aid in watershed outreach with all SWCD staff.

**Motion by Johnson second by Belkholm** to authorize Pomije to apply for the intern for the summer of 2024 if the costs are reasonable.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

7.10. \*Request Emily Larsen to be added to our Spire (now Blaze) account as a check signer

**Motion by Heggernes second by Belkholm** to approve Emily Larsen be added to the Spire (now Blaze) account as a check signer.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

7.11. Update on progress on our 5-Year Strategic Plan (2021-25) Goals. A handout was provided showing the progress on our 5-Year Strategic Plan Goals. Everyone was encouraged to review our achievements and goals.

7.12. Presentation of current available BMP funds – discussed above under item #6

7.13 \*IRS mileage increase from \$0.65/mile to \$0.67/mile

**Motion by Johnson, second Sanford by to** approve the 2024 new mileage rate of \$0.67/mile

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

8. **Public Input** – In discussion Belkholm mentioned that 2024 is his 3<sup>rd</sup> and final year of a 3-year verbal agreement. The no-till drill has been put away for winter storage at Belkholm’s farm. As trade-off for storage, he has asked to use the drill.

9. **Project Updates**

9.1. \*Seeking approval to use Iowa 2023 Custom Rates for standardized not to exceed cost on in-kind work

**Motion by Belkholm, second by Sanford to** approve the Iowa latest updated Custom Rates for standardized not to exceed allowable costs on in-kind work.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

9.2. \*South Fork, Sec. 11. The landowner installed the deep bury pipeline sections in March, 2023. They completed the watering tank construction this fall, 2023. Requesting payment in Jan. 2024. The cost estimate was \$12,970 contract #SCS FY20-21-2, processing the payment voucher

**Motion by Belkholm, second by Sanford to** authorize the payment of \$4,854.61 for the installation of a pipeline / livestock watering system on contract #SCS FY20-21-2.

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

10. **Discussion Session:** Belkholm mentioned a vendor (Moleaer) company booth that he visited at the MASWCD Convention. He was impressed with their offer of using nanobubbles to control algae on waters. The nanobubbles are pumped into the water's bottom and are designed to breakdown the layers of muck on the bottom. The unit runs on electricity (3-phase) and can be rented or purchased. If the unit doesn't work, we can always pull the it out.

Someone also mentioned using a drone as a demo. next summer to demonstrate cover crop broadcast seeding into standing corn (Olens).

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

- 12/14/23 – COLA/AIS Meeting, 5pm (Pomije, Sanford)
- 12/18/23 – Snake Steering Meeting, as needed 9-11am (Pomije)
- 12/28/23? – Run RRWP Meeting, 4:30, Milaca (Johnson)
- 1/8/24 – Snake Steering Meeting, as needed 9-11am (Pomije)
- 1/11/24 – Kettle PC Meeting, 9am, Sandstone (Johnson)  
**Cancelled**
- 1/16-1/17/2024 – Leadership Training, Alexandria (Pomije)
- 1/18/24? – Forestry Assn. Meeting, 10am, McGregor (Carda or Sanford, Tank)  
The Assn. dues have now gone up to \$375 / year in-part due to Lindberg the BWSR coordinator stepping down in organizing the meetings. The board requested that Tank share his buckthorn videos with the COLA group.
- 1/22/24 – SRWMB Annual Organizational Meeting, 9am, Courthouse (Pomije, Belkholm)
- 1/22/24 – Snake Watershed Partnership Meeting, 10:30am, Courthouse (Pomije, Belkholm)
- **1/24/24 – Regular SWCD Board Meeting, 12pm**

**Motion by Johnson, second by Sanford** to move the regular board meeting to noon on January 24, 2024

**Affirmative:** Sanford, Johnson, Belkholm, Heggernes

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

- Jan. TBD – Snake/Kettle RIM Easement Tech. Committee Meeting (Mattson)
- 1/24/24 – TSA Area 3 Meeting, 10am, remote (Johnson, Pomije)
- 2/1/24 – Annual Grant Reporting Deadline
- June 7 or 14 – proposed dates for the Area 3 Resolution Meeting, Cloquet Forestry Ctr. – any conflicts?

\*Seeking Supervisor report on meeting attended

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

Agenda items for next month

13. 5:20 Adjourn Regular Meeting

**Motion by Sanford second by Heggernes** to adjourn the Regular Board Meeting at 5:20pm

**Affirmative:** Sanford, Johnson, Belkholm, Carda, Heggernes

**Opposed:** None

**Abstain:** None

**\*Seeking Board Decisions**