



**August 21, 2024, Land Services Building, Brainerd, MN 56401**

1. Meeting called to Order by Board Chair Jim Chamberlin at 9:06 am in CWC Oak Room

- Members Present: Jim Chamberlin-Chair  
Leonard Koering-Treasurer  
JoAnn Weaver-Secretary  
Diane Jacobson-Reporter
- Members Absent: Roger Waytashek-Vice Chair
- Others present: Melissa Barrick-District Manager  
Tasha Lauer-Office Manager  
Jarrett Drileck-Shoreline Technician  
Adam Maleski-District Technician  
Heidi Lake-Administrative Assistant  
Jon Lubke-CWC Commissioner

2. Pledge of Allegiance/Moment of Silence

3. Agenda Approval

**There was a motion by JoAnn Weaver seconded by Leonard Koering to approve the 08/21/2024 agenda, with an addition to grants-Soil Health Contract.**  
**Affirmative: JC, LK, DJ, JW      Opposed: None      Motion Carried.**

4. Consent Agenda Approval for items a-g.

- a. Secretary's Report 07/17/2024
- b. Treasurer's Report July 2024
- c. District Bills
- i. Vouchers:
  - 1. PR3-06-24: Partial Payment \$268.44 Clamshell Lake
  - 2. Project Plan: Ruth Lake 1W1P Development funds \$200 (Fee Policy Page 3)
  - 3. PPR2-09-24 Pig Lake \$7,290 Shoreline Project
  - 4. 09-PRWP-2020 \$6,435 Government Aid 2023 Funds
  - 5. CRSL-07-\$606.50 LCCMR Funds Camp Ripley Forestry Funds
  - 6. 07-PRWP-2022 \$2,603.84 Pine River Phase II Funds Shoreline
  - 7. MRBAgP1-01-24 \$27,375. Miss. River Brainerd Phase I Funds
  - 8. CSFY22-03, CYFY23-01, \$5,512.26
  - 9. PRP2-11-24 Ossie Lake \$4,027.78
- d. BWSR Soil Health Grant: Authorize the District Manager to sign the grant agreement. \$20,000 for cost-share dollars for soil health practices.
- e. Pine and Leech Phase III Contract: September 01-July 30, 2028, staff time \$167,800 authorize the District Manager to sign the joint powers agreement.
- f. Agreement South Central Service Cooperative not to exceed \$4,000 for HR services.
- g. Personnel: Change job titles and descriptions and match PayScale for Admin and District Technicians who take on additional duties. Post the District Tech Ag position and authorize the District Manager to hire the best candidate.

**There was a motion by Diane Jacobson seconded by Leonard Koering to approve the consent agenda items a-g.**  
**Affirmative: JC, LK, DJ, JW      Opposed: None      Motion Carried.**



5. Old Business:
- a. NRCS Work Report
  - b. BWSR Report
  - c. County Commissioner Report
  - d. Work reports/County Tour Update/County Fair Report

e. Grants	<u>Discussion</u>	<u>Recommendation</u>
i. MOA Miss. River Sartell Watershed	Option 1: Join the MOA and delegate a board member to the Policy Committee Meetings. Option 2. Do not join the MOA. Staff will comment on the plan, and the SWCD Board will adopt it once it is completed.	<b><u>See the attached draft MOA.</u></b>
ii. City of Brainerd MOU Amendment 01	Add \$35,000 to the project budget from the Crow Wing SWCD Staff time.	<b><u>Motion to Authorize the signing of Amendment 01 MOU City of Brainerd.</u></b>
iii. Miss. River Brainerd Rice Lake	Three contracts up to 50 percent cost-share Shoreline Projects: MB01-2024 \$7,189.65 MB02-2024 \$5,387.85 MB03-2024 \$5,973.50	<b><u>Motion to approve the contracts as listed to the left.</u></b>
iv. Lake Plans HEI Miss. River Brainerd	Complete 9 Lake plans for Miss. River Brainerd Watershed. \$1,000 per lake.	<b><u>Motion to Authorize to sign the agreement with HEI.</u></b>
v. Government Aid Resolution 02_2024	Adopt a resolution annually to describe how we utilize Government Aid funds.	<b><u>Motion to adopt 02 2024 and post the resolution on the Crow Wing SWCD Website.</u></b>
vi. Soil Health Contract SH24-01-24	340-Cover Crops on 46 acres	<b><u>Motion to approve the soil health contract contingent on the BWSR work plan and Grant Agreement being approved</u></b>

**There was a motion by JoAnn Weaver seconded by Diane Jacobson to approve Item i with option 2, to not join the Miss. River Sartell Watershed MOA. Staff will comment on the plan, and the SWCD Board will adopt it once it is completed.**

**Affirmative: LK, DJ, JW, JC                      Opposed: None                      Motion Carried.**

**There was a motion by Leonard Koering seconded by Diane Jacobson to approve Item ii to authorize the signing of the amendment 01 MOU with the City of Brainerd.**

**Affirmative: LK, DJ, JW, JC                      Opposed: None                      Motion Carried.**

**There was a motion by Leonard Koering seconded by JoAnn Weaver to approve Item iii to approve contracts as listed above for the total cost share amount of \$18,551.00.**

**Affirmative: LK, DJ, JW, JC                      Opposed: None                      Motion Carried.**

**There was a motion by JoAnn Weaver seconded by Leonard Koering to approve Item iv to authorize and sign the agreement with Houston Engineering Inc.**

**Affirmative: LK, DJ, JW, JC                      Opposed: None                      Motion Carried.**





**There was a motion by Leonard Koering seconded by Diane Jacobson to approve Item v with the SWCD government Aid Resolution 02-2024.**

**Affirmative: LK, DJ, JW, JC                      Opposed: None                      Motion Carried.**

**There was a motion by Leonard Koering seconded by Diane Jacobson to approve Item vi with the soil health contract contingent on the BWSR Work Plan and Grant Agreement being approved.**

**Affirmative: LK, DJ, JW, JC                      Opposed: None                      Motion Carried.**

<b>6. <u>New Business</u></b>	<b><u>Discussion</u></b>	<b><u>Recommendation</u></b>
i. Area VIII Meeting and Tour	Review details and discuss who would like to participate.	Motion to approve those who would like to attend the meeting.

**There was a motion by Leonard Koering seconded by Diane Jacobson to approve item i.**

**Affirmative: LK, DJ, JW, JC                      Opposed: None                      Motion Carried.**

**7. Reports**

- a. 1W1P-Pine River, Crow Wing, Rum River, Mississippi River-Brainerd, and Sartell
- b. Region 5 Development Commission
- c. Mille Lacs Lake Watershed Management Group
- d. Crow Wing River Basin Forage Council
- e. North Central MN TSA 8

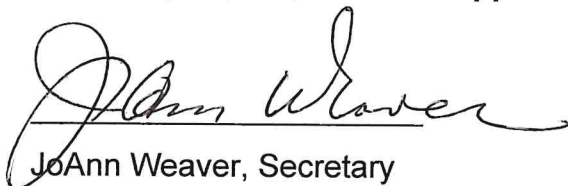
**8. Calendar**

<b>Date</b>	<b>Meeting</b>	<b>Location</b>
09/02/2024	Office Closed for Labor Day	
09/04/2024	Area VIII Tour	Timberlake Hotel Parking lot Staples, MN
09/05/2024	Area VIII Meeting	Sourcewell, Staples, MN
09/18/2024 9:00 am	Regular Crow Wing SWCD Board Meeting	Oak Room
09/19/2024 10:00 am	MN SWCD Forestry Association Meeting	McGregor Community Center
09/26/2024 8:30 am	Crow Wing County Conservation Tour	Westgate Mall

**9. Adjournment:**

**There was a motion by JoAnn Weaver Seconded by Jim Chamberlin to adjourn the meeting at 11:57 a.m.**

**Affirmative: LK, DJ, JW, JC                      Opposed: None                      Motion Carried.**

  
 JoAnn Weaver, Secretary





Crow Wing Soil and Water Conservation District  
322 Laurel St. Suite 22  
Brainerd, MN 56401

Resolution No. 02\_2024

Adopted: 8/21/2024

**Crow Wing SWCD Resolution**  
**2024 GUIDELINES ON THE USE OF SWCD AID PAYMENTS**  
**Minn. Stat. § 477A.23, subd. 4(b)**  
*(effective July 1, 2023)*

**State SWCD Aid payments will be used by the district board and staff to carry out the following duties outlined in Minn. Stat. § 103.332, subd. 1:**

- (1) respond to and provide technical and financial assistance to landowners to maintain and improve the quality, quantity, distribution, and sustainability of natural resources, including surface water, groundwater, soil, and ecological resources;
- (2) provide technical assistance in implementing the soil erosion law under sections [103F.401](#) to [103F.48](#);
- (3) arrange for employees to serve on technical evaluation panels to implement the wetland laws as required under section [103G.2242](#);
- (4) locally administer the reinvest in Minnesota reserve program under section [103F.515](#) and rules adopted thereunder, using knowledge of local resources to manage each easement to maximize environmental benefits;
- (5) participate in administering the Wetland Conservation Act as provided under sections [103G.221](#) to [103G.2375](#), either in an advisory capacity or as the designated local government unit administering the program;
- (6) participate in the local water management program under Chapter 103B, either in an advisory capacity or as the designated local government unit administering the program;
- (7) participate, as appropriate, in the comprehensive watershed management planning program under section [103B.801](#);
- (8) participate in disaster response efforts as provided in Chapter 12A;
- (9) provide technical recommendations to the Department of Natural Resources on general permit applications under section [103G.301](#);
- (10) provide technical assistance and local administration of the agricultural water quality certification program under sections [17.9891](#) to [17.993](#);
- (11) provide technical assistance for the agricultural land preservation program under chapter 40A, where applicable;
- (12) maintain compliance with section [15.99](#) for deadlines for agency action;
- (13) coordinate with appropriate county officials on matters related to electing soil and water conservation district supervisors; and
- (14) cooperate to the extent possible with federal, state, and local agencies and with private organizations to avoid duplicating and to enhance implementing of public and private conservation initiatives within the jurisdiction of the district.

**In carrying out the above duties, the district board and staff will use state aid payments to deliver the services outlined in Minn. Stat. § 103.332, subd. 2:**

*Vision: Clean water, productive lands, and vibrant communities.*

*Mission: Fostering healthy lands and clean water through voluntary conservation.*

*Values: Stewardship, Support, Integrity, Leadership, and Partnerships.*





Crow Wing Soil and Water Conservation District  
322 Laurel St. Suite 22  
Brainerd, MN 56401

Resolution No. 02\_2024

Adopted: 8/21/2024

- (1) performing administrative services, including comprehensive and annual work planning, administering grants, leveraging outside funding, establishing fiscal accountability measures, reporting accomplishments, human resources management, and staff and supervisor development;
- (2) entering into cooperative agreements with the United States Department of Agriculture, Natural Resources Conservation Service, and other United States Department of Agriculture agencies to leverage federal technical and financial assistance;
- (3) providing technical expertise, including knowledge of local resources, performing technical evaluations and certifications, assessing concerns, and providing oversight in surveying, designing, and constructing conservation practices;
- (4) providing information and education outreach, including increasing landowner awareness and knowledge of soil and water conservation program opportunities to protect soil and water resources and publicizing the benefits of soil and water conservation to the general public;
- (5) facilitating regulatory processes for impacted landowners and providing technical review and comment on regulatory permits and development plans for regulations relating to soil and water conservation;
- (6) administering projects and programs, including but not limited to the nonpoint source pollution abatement program; Reinvest in Minnesota reserve conservation easements program; disaster response; local water management and comprehensive watershed management planning programs; and projects related to floodplains, lakes, streams and ditches, wetlands, upland resources, and groundwater resources, to maintain and improve the quality, quantity, distribution, and sustainability of natural resources, including surface water, groundwater, soil, and ecological resources;
- (7) monitoring and inventorying to collect data that provide a baseline understanding of resource conditions and changes to the resources over time and analyzing and interpreting the data to support program implementation; and
- (8) maintaining a modern technology infrastructure that facilitates planning and projects, including geographic information systems, modeling software, mobile workstations, survey and design equipment and software, and other technology for linking landowners with conservation plans.

Resolution No. 01\_2024 was adopted by majority vote:

Nays: None

Adopted: Jacobson, Chamberlin, Weaver, and Koering

Crow Wing SWCD Board

8-21-24

Date

District Manager

08-21-24

Date

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