OUTCOME DOCUMENTS FROM THE APRIL 12, 2016 REGULAR BOARD MEETING

SUPERVISORS PRESENT: Mike Johnson, Gene Carda, Kevin Belkholm, Paul Hoppe, Betty Wilkins

STAFF PRESENT: Deanna Pomije, Kyle Weimann, Jacque Olson

OTHERS: Shannon Rasinski (NRCS), Ryan Clark (Carlton SWCD), Dennis McNally (Kanabec Cty. Comm.)

Chair Hoppe called the meeting to order at 2:00 p.m.

March Meeting Minutes: Discussion of changes to reflect Administrative Assistant hiring interviews being in past tense and approval of hiring happening after the meeting. M/S/Approved Wilkins/Johnson to approve the March meeting minutes as amended.

FINANCIAL REVIEW

Financial Report: Hoppe asked if the format of the financial statements is adequate for grant tracking and reporting purposes. Pomije said that she and Weimann will be working on a better format that shows the grant amount remaining. Hoppe would like to easily see what is available for spending and what is dedicated for project expenditures. M/S/Approved Wilkins/Johnson to approve the financial report.

Vouchers: Voucher list provided to the Board includes all disbursements. In future, there will be a monthly internet service charge through CenturyLink. The Administrative Assistant requires a new printer since the old one cannot operate with the new computer (one can be purchased under the initial $2,000 computer budget). A payment to Pine SWCD for Olson’s field gear requires Board approval. M/S/Approved Belkholm/Carda to approve the vouchers for payment.

INFORMATIONAL

Introductions: Kyle Weimann, Administrative Assistant | Jacque Olson, District Technician

Ryan Clark, Minnesota Agriculture Water Quality Certification Program (MAWQCP) specialist with Carlton SWCD working throughout Area 3 with landowners and farmers to certify that they meet resource concern standards. The Certification provides 10 years of regulatory certainty and some dedicated funding for BMP’s is available to certified landowners. Local District staff does the outreach with a goal of 5 new signups by the end of May. Landowner completes voluntary assessment with Ryan Clark; and staff follows up with site visit.

Quickbooks: Pomije provided information on payroll add-ons which would cost approximately $500 per year. She does not believe it is a necessary expense as the District can do the work internally with only 2 employees. There may be updates to Quickbooks every 2-3 years to include in the budget. Belkholm said that he is concerned about updating the payroll tax tables but does not think that the software updates are necessary. M/S Belkholm/Johnson to do annual QuickPay updates; M/S Wilkins/Johnson to amend the motion to specify that it would be paid out of accounting rather than the capacity grant. Approved.

Water Plan: Pomije said cycle 2 of monitoring for the Snake River Watershed will happen in 2017-18. Jason Weinerman presented information on the “One Watershed, One Plan” to the Snake River Board & County Board. Kanabec is well-positioned for 1W1P since the Snake River Watershed represents the bulk of the area in the County, but planning will not begin until monitoring is complete in 2019. There will likely be money from BWSR for implementation. Separately, the Water Plan Committee consists of 7 members run by
County Environmental Services. Hoppe and Pomije will attend the Annual County Townships meeting on April 19th to request input.

**Aquatic Invasive Species (AIS) Volunteer Training:** Training to be provided on May 12 at the Courthouse. Volunteers will be at boat launches throughout the year to provide information and education. Six lake associations are involved with the Kanabec AIS effort. Pomije has offered a day of staff time to each to do outreach/education events on a Saturday.

**Mora Expo:** The District will share a booth with County AIS and Snake River Watershed at the fairgrounds, Friday 4/15 12-7 & Saturday 4/16 8-12.

**NRCS Report:** Rasinski reported on NRCS activities. CSP; RCPP; EQIP. Allowing screening of medium priority applications.
- Local Work Group in early June; Hoppe will chair.
- Three manure pit closures—partnered with SWCD—want to start ASAP. There will be some publicity and outreach. Hoppe asked how to quantify the benefits of preventing contamination.

**DISCUSSION**

**Website:** County updating their website and asked us to separate. Online options and cost for website. Approve an amount. Pomije reported that she and Weimann are working to evaluate options for a website. Wilkins requested staff proposals at different levels to evaluate options, costs, staff time, etc. Weimann will assemble proposals for consideration at the May meeting.

**District Meeting Length:** Hoppe said the agenda format is an improvement; he wants to ensure that all members get full opportunity to speak. Johnson said he thought it shouldn’t go over 2 hours. Wilkins mentioned there was a past commitment to keep meetings to 2 hours but it hasn’t been met. She said all members need to take responsibility and trust the professional staff. Micromanaging and philosophical discussion distracting from Board work. Wilkins recommended that the manager run meetings and the Board makes decisions and gives direction. Hoppe added that the District has more capacity and infrastructure than ever with the additional staff.

**2015 Financials:** Complete year-end financials provided for review. The District is due for an audit this year, having more than $500,000 in receipts since the last one. A private auditor (Peterson Accounting) will conduct.

**Check Signing:** Hoppe said that with new staff it might be prudent to reconsider how checks are signed. He considered adding Weimann and removing Johnson as a signer after 6-month probationary period.

**DECISIONS**

**CWP 2015:** Two contracts to fund up to 75% waste closure using partial EQIP funding:
- Brian Besser - M/S/Approved Johnson/Wilkins for Brian Besser in the amount of $11,284.48
- Blaine Besser - M/S/Approved Wilkins/Belkholm for Blain Besser in the amount of $2,294.13
(The amount for each is the engineer estimate minus the EQIP cover.)

**CPL Tree Planting:** District presented with contract $1,470 with MN Conservation Corps for 1 day of work in the first week of May to plant 500 trees in 2 locations: District Land and Mille Lacs WMA (in a clearing near DeWitt Pond). Stock would be the wildlife mix from DNR. Amount is budgeted in grant. District has mats, covers, etc. to use for protection. M/S/Approved Johnson/Wilkins to sign CPL contract.

**Newsletter:** Goal to send out a newsletter by the end of May. Pomije said possible funding sources include buffer, MASWQCP, and 2015 Pokegama donation. Hoppe asked to include AIS in the newsletter. M/S/Approved Johnson/Carda to spend up to $6,000.

**District Manager job description:** Pomije drafted an updated description to include staff supervision, AIS, and the water plan. Johnson recommended a more general supervision section instead of listing employees.
M/S/Approved Johnson/Wilkins to approve updated description with more general supervisory description. Pomije asked to do her annual review in May (anniversary 5/18); if closed meeting only 2 supervisors can take part. Johnson and Belkholm (Hoppe as alternate) will conduct review on May 10.

REPORTS
District Manager Report
- Certified Crop Advisor (Paynesville 3/30): Encouraged Certified Crop Advisor to provide conservation services and give recommendations to farmers on nutrient management, pesticide, and crop varieties. Sustainable production is being pushed by consumer demand.
- Time commitments: distribution of trees April 29-30; water monitoring (volunteer Paul Wiengart)
- Equipment training from MPCA on monitoring for the Clean Water Partnership grant.
- Biennial Budget Request (BBR) due April 15 to project grant needs and potential additions for 2018-2019. The BBR will include: Mora stormwater implementation, Ann Lake internal loading treatment $300,000-$900,000 adding alum or iron to bind with phosphorus (may ask for a portion to only treat some of the lake; making the match would be very difficult for the full amount), District Land SARE grant, Intensive Watershed Monitoring (MPCA), SWAG grant for Snake River Watershed, buffer implementation continuation, IW1P implementation, forestry outreach/stewardship planning, added outreach & education.
- RIM for forestry – BWSR wants more detail. Included in BBR – Pomije concerned about staff time availability from capacity grant. Possibly share staff with other counties.
- Hoppe asked Mitch about forestry easements and what has been done elsewhere. SFAI?
- Belkholm brought up Board retention. Turn-over loses institutional knowledge. He wonders if higher compensation might help.
- Hoppe asked whether the District should consider partnering with Mille Lacs on Ag Outreach.
- Clean Water Partnership (CWP) 2012 grant expired March 31; time commitment to complete final report.

Committee Reports
- Snake River Watershed (SRW) – Cycle 2 MPCA monitoring in the Snake for 2017-2018. MPCA has asked for input on sites to monitor to best use more limited funding (cutting sites in half). The Board asked technical staff for suggestions.
- Technical Service Area III (TSA) – Project List provided to Board. Johnson said that the Duluth office has heard complaints and is putting resources outside of South St. Louis. They are not getting reimbursed for time spent on administration. Kanabec may be overpaid. Johnson wants an annual presentation from TSA.
- Forestry Association – Carda said that Mitch Lundeen provided information on grants that are available.
- Conservation Farm – Hoppe spoke with Polvgh; the seed is patented and there are questions about its availability. 2017 planting. 16.2 acres corn-on-corn. Perennial crop.

MISCELLOUS: Weimann reported that there are still 162 bundles of trees available for sale.

Upcoming Staff Meeting Attendance:
- Cattlemen’s Meeting 4/20, 7pm Courthouse basement (Pomije)
- NRCS & SWCD Operation Agreement committee – Pomije volunteered - 1st mtg. 4/22 in Waite Park.
- DNR Invasive Plant ID, in Waite Park, 4/21 (Olson)
- RUSLE 2 Soil Loss Training in Duluth, 5/11 (Pomije, Olson)
- AIS (Pomije)

M/S/Approved Belkholm/Carda to adjourn at 4:23pm. Next Meeting Date – May 10th.

_____________________________________________approved __________date