OUTCOME DOCUMENTS FROM THE DECEMBER 13, 2016 REGULAR BOARD MEETING

SUPERVISORS:  Paul Hoppe, Mike Johnson, Betty Wilkins, Gene Carda

STAFF:  Deanna Pomije, Jacque Kelzenberg, Kyle Weimann

OTHERS:  Shannon Rasinski (NRCS), Jan Anderson

1.  Call to Order.  Hoppe called the meeting to order at 2:02pm. M/S/Approved Johnson/Carda to approve the agenda.

2.  Consent Agenda (no discussion unless Supervisor requests)

   2.1  Financial

       2.1.1  Treasurer’s Report for November

       2.1.2  November Disbursement

       2.1.3  November Receipts

   2.2  Outcome Reports

       2.2.1  November 15, 2016 Regular Board Meeting Minutes

   2.3  Staff Reports

       2.3.1  District Manager

       2.3.2  Technician

       2.3.3  Administrative Assistant

   2.4  Upcoming Staff Meetings/Outreach/Training

M/S/Approved Carda/Johnson to approve the consent agenda.

3.  Approve Disbursements: M/S/Approved Johnson/Carda to approve the November disbursements.

4.  Old Business

   4.1.  MASWCD Convention – Hoppe did not attend the MASWCD business meeting at the convention.

   4.2.  District Self-Assessment – Staff and Supervisors (4) completed the District Self-Assessment. The results were positive for the categories of personnel policies and collaboration, but less so with knowing the mission, financial management, pay structure, education/outreach, and clarity of vision. Pomije said the results could be used as a tool to focus efforts in 2017. Kelzenberg recommended staff and supervisors meet annually for priority-setting in the upcoming year. Johnson said that a reasonable goal would be a score of at least 70% for each category.

   4.3.  Personnel – Pomije updated the Board on personnel planning for 2017. Weimann may be returning to Mille Lacs full-time in the summer. Pomije is considering an administrative assistant position either at ¾ time or 60-40 split with Isanti SWCD. Carda said that a more experienced applicant might be available for a full-time position. Wilkins mentioned that a 75% position may be attractive to those with children, etc.

   Pomije is applying for a Conservation Corps apprentice; the Corps pays salary but the District would have to provide equipment/work space and learning opportunities. The application is due December 15.
Pomije is considering applying for a Clean Water Fund-Accelerated Implementation Grant in summer 2017 for a forestry position. The estimated need for a forester is for a 1/2-3/4 time position, but we could utilize the remainder of the position as District technical assistance. Due to capacity grant/CWF rules and limited current need for a full-time forester, Pomije does not recommend hiring until that grant is received or capacity rules change.

Other issues affecting personnel in 2017 will be developments in the Reinvest In MN or other easements (The Nature Conservancy) and sharing a Farm Bill Assistance Partnership technician with Pine SWCD. Hoppe mentioned the DNR funding for forestry plans as well as the St. Croix River Association. Wilkens asked if other organizations have easements in the county. Rasinski said that there is an Agricultural Conservation Easement Program (ACEP). It has not been used in this area, but may be available; whether applications here would score well depends on state priorities.

4.4. **2016 Supervisor Elections** – Weimann said that the County Board and Auditor had confirmed the write-in tallies from the General Election. It is the duty of the District Board to affirm that those write-in winners will be appointed to fill the seats. **M/S/Approved Johnson/Carda to pass the Resolution appointing write-in winners Jan Anderson (District 2) and Joyce Sawatzky (District 5) to fill the Board seats.**

5. **New Business**

5.1. **NRCS Report** – Rasinski reported that staff is meeting with Conservation Stewardship Program (CSP) participants for 5-year renewal and paying for 2016. They are completing documentation review. The deadline for new CSP applications is February 3rd. There has been no follow-up about the NRCS workforce plan.

5.2. **Green Lands Blue Waters Conference** - Hoppe attended the conference November 29-30 at the University of Missouri. Its focus was nutrient management in the Upper Mississippi Valley region, including cover crops, double crops, agroforestry, and more. He mentioned that Missouri has a 0.1% sales tax that goes directly to SWCDs for $40 million per year. The effort is intended to address the dead zone in the Gulf of Mexico. **M/S/Approved Johnson/Carda to reimburse Hoppe for the $180 registration fee.**

1Watershed 1Plan staffing commitment – Pomije said that at the last Snake River meeting BWSR staff explained the process for 1W1P. Current planning suggests applying in 2018 for 2019 funding. The process can take up about 50% of a staff’s time for a year or two of plan design. There will be more discussion with the Snake Watershed Board and the County Boards as the timeline is worked out.

5.3. **2017 Budget** – Pomije reported that the District had requested $30,000 additional funding from the County above the current ~$31,000 for a 1.25:1 match from BWSR. The County Coordinator said it looked optimistic, but Pomije has not yet heard a final result. Hoppe suggested considering if it was worth asking the County to pass responsibility for the water plan to the SWCD.

5.4. **Conservation Corps Apprentice Application** – Pomije said that the application is due on December 15th; the draft has been completed. The apprentice would work mid-May through mid-August 2017. **M/S/Approved Johnson/Carda to apply for the Conservation Corps Apprentice.**
5.5. Forestry Assn. (Mitch Lundeen) grant match request: $2,400 – Hoppe said that the grant was larger than intended, causing an extension of the grant. The grant requires a 25% match cash or in-kind. NRCS CSP Forestry Bundles may be eligible match; Hoppe has signed a disclosure form to allow those funds for his project to be used. The position is a regional forester intended to primarily work with local forestry staff rather than individual landowners.

5.6. Supervisor Terms – Hoppe requested information on aligning Supervisor Districts with County Commissioners. Weimann reported that any change can’t really happen until 2022 after the new Census lines are drawn. It is a philosophical question of how Supervisors want to relate to constituents with district-based or at-large elections. Pomije added that re-staggregating terms wouldn’t be possible until a similar timeframe since one or more seats would have to be advertised as a 2-year term.

5.7. Personnel Policy – Weimann provided a framework Section 125 Cafeteria Plan for Board consideration. It codifies the decision to provide $450 toward health expenses. In order to allow employees to withhold tax free, the Section 125 plan has to be in writing. M/S/Approved Wilkens/Johnson motioned adopt the Section 125 Plan and to include it in the personnel policy.

5.8. Year-End Accounting Assistance – M/S/Approved Johnson/Carda to contract with Peterson Company for year-end accounting assistance.

5.9. Office Furniture – Pomije said that there is capacity funding remaining for furniture. M/S/Approved Wilkens/Carda to approve purchase of a desk and four office chairs up to $1,500 total.

5.10. MASWCD Committees – Pomije said that Supervisors can apply to participate on four MASWCD Committees: Awards, Finance, Legislative, and Resolutions. Applications are due December 19.

5.11. Updated Billable Rate – Weimann provided a resolution updating the District staff billable rates to reflect policy changes and actual facilities costs for the December 1, 2015 – December 1, 2016 period. M/S/Approved Johnson/Carda motioned to approve the resolution updating the billable rate as follows: Manager - $42.43, Technician - $37.76, Admin - $35.18.

5.12. 2017 Plat Book Update – Weimann presented two options each for two vendors for a plat book update. They have various pricing structures, availability, etc. The current (2014) plat book was created by Mapping Solutions, which is able to have it printed by spring (tree sale). M/S/Approved Wilkens/Carda to use the up-front payment option for 200 plat books from Mapping Solutions.

5.13. 2017 Tree Sale – Accepting orders starting 1/3/2017 – Weimann provided a current list of trees and pricing. The District will offer flats of herbaceous plants on consignment (no financial risk) for pollinator and shoreland/rain garden. M/S/Approved Wilkens/Johnson to approve the draft tree order form and information with staff updates as needed.

6. Project Decisions
6.1. CWF14 Ann River:
Reiser (#16-08) – Pomije said that the project has been completed. Contract amendment #01 to increase project reimbursement, due to change in NRCS contribution and the addition of the deed recording. M/S/Approved Johnson Carda to approve Amendment #01 increasing the project reimbursement by $352.04
• Approve payment in amount of $10,457.58, 75% of eligible costs not covered by NRCS. M/S/Approved Johnson/Carda motion to approve landowner reimbursement of $10,457.58, bringing total payment to 75% of project costs.

• Fall rains eroded the project, requiring additional repair work in spring. M/S/Approved Wilkins/Carda to approve amendment #02 to extend the contract to 7/31/17.

Tentis (#16-11) – Winter interfered with completion of repairs this fall. There is an issue with a utility line that will need to be buried deeper. M/S/Approved Carda/Johnson to approve amendment #01 to extend the contract to 9/30/17.

6.2. State Cost Share – Douglas (#16-09) winter waterer – Pomije said that this is an initial step in switching from cropland to pasture as part of a larger NRCS project (2017). Wilkins/Johnson motioned to approve amendment #01 to increase project cost by $36. Johnson/Carda motioned to approve landowner reimbursement of $1,287.75, 75% of eligible project costs.

6.3. Aquatic Invasive Species (AIS) – Kelzenberg reported on the requests from each lake association for the 2017 AIS season. Most plan to do Curly Leaf Pond Weed treatment; Pomroy will do a survey of aquatic plants. The total AIS funding will be split 7% contingency fund, 5% education fund, 15% administration, and 73% to Lake Associations. Each will receive $6,090.02. Kelzenberg discussed new procedures with the COLA group for 2018 to have a grant application process that may go through the SWCD based on a ranking system instead of equal allocations to each. Pomije added that there are County-wide funds that could be used for areas not covered by a Lake Association. M/S/Approved Wilkins/Johnson to approve the framework allocation of $6,090.02 to each Lake Association with possible transfers between lakes as the COLA group determines.

6.4. Buffer Implementation FY2017 – M/S/Approved Carda/Wilkens to accept the FY2017 Buffer Implementation Grant for $10,000.

7. General Discussion / Public Input
Pomije reported that the County Priority Concerns Scoping Document has been completed for the Water Plan Update: surface water, ground water, land use.

Weimann reported that Kurt Beckstrom (Mille Lacs SWCD) was elected President of MASWCD.

8. Set Next Meeting Dates
8.1. Regular Meeting January 10th, 4:00 PM
8.2. Committee assignments will be made at the January reorganization meeting.

9. Wilkens motion to adjourn. Adjournment at 4:15pm

Approved:

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Date: ________________________