SUPERVISORS: Kevin Belkholm, Paul Hoppe, Jan Anderson, Joyce Sawatzky

STAFF: Deanna Pomije, Jacque Kelzenberg, Kyle Weimann

OTHERS: Dennis McNally

1. Call to Order: 2016 Chair Paul Hoppe called the meeting to order at 4:02pm. Introductions of all attendees.

2. Oath of Office – Newly elected and re-elected Supervisors took the Oath of Office.

3. Re-Organization
   3.1. Election of Board Officers – Chair, Vice-Chair, Treasurer, Secretary
       Pomije asked for nominations for Board Chair. Belkholm nominated Hoppe as Chair; Anderson second. Pomije called for other nominations. None being heard, the nomination was put to a vote. Nomination approved unanimously.

       Hoppe asked for nominations for Vice-Chair. Anderson nominated Belkholm; Sawatzky second. Hoppe called for other nominations. None being heard, the nomination was put to a vote. Nomination approved unanimously.

       Hoppe asked for nominations for Treasurer. Belkholm motioned to combine Secretary and Treasurer position and nominate Anderson; Sawatzky second. Hoppe called for other nominations. Motion and nomination carried unanimously.

   3.2. Committee and Association Appointments:
       Personnel / Finance: Anderson and Belkholm.

       District Land: Belkholm and Anderson (will defer to Carda if wanted)

       Education / Communication: Sawatzky

       Liaison to the County Board: Hoppe volunteered.

       Forestry Association: Hoppe serves as Treasurer of the group. Hoppe & Carda split.

       Technical Service Area 3 (TSA) – 1 supervisor, quarterly meetings: Hoppe volunteered.

       Snake River Watershed - Citizen Advisory Council (CAC): Pomije mentioned that 1W1P may be a role in future. Sawatzky.

       M/S/Approved Belkholm/Sawatzky to approve the appointments as listed.

   3.3. Authorization to Sign Checks: Pomije and Kelzenberg currently have authority. M/S/Approved Sawatzky/Belkholm to add Anderson as an authorized check signer (to replace former Treasurer,
3.4. **Approval for 2017:**

3.4.1 Official Depository: M/S/Approved Anderson/Belkholm to continue using **Neighborhood National Bank in Mora** as the official depository.

3.4.2 Newspaper of Record – Kanabec County Times. Belkholm motion. Sawatzky second. Motion carried unanimously.

3.4.3 Supervisor Per Diem ($60) and Mileage Rate ($0.535): Belkholm motion; Anderson second. Motion carried unanimously.

4 **Approval of Agenda:** Pomije asked to item 9.2: Approval of RIM Easement Grant. M/S/Approved Belkholm/Anderson to **approve the agenda as amended.**

5 **Consent Agenda** (no discussion unless Supervisor requests)

2.1 Financial
   2.1.1 Treasurer’s Report for December
   2.1.2 December Disbursement
   2.1.3 December Receipts
2.2 Outcome Reports
   2.2.1 December 13, 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 Anderson/Belkholm to **approve the consent agenda excluding previous minutes.**

Anderson asked to amend previous minutes to change ‘County Administrator’ to ‘County Coordinator’ in item 5.4. M/S/Approved Sawatzky/Belkholm to **approve the December minutes as amended.**

6 **Approve Disbursements:** M/S/Approved Sawatzky/Anderson to **approve the December disbursements.**

7 **Old Business**

7.1 **Conservation Corps Apprentice** – Pomije reported that the apprentice was awarded for 2017. The Conservation Corps will pay the wages of the apprentice. A workplan will be due in early February. The primary role of the position will be AIS, buffers, and water monitoring. It would require a computer with internet connection. Pomije said the computer could be used for future staff (Forester).

Hoppe asked about Buffers. Kelzenberg reported that the initial assessment inventory is complete. There was only 1 parcel that was clearly noncompliant based on aerial imagery with several dozen more that will require field visits. Information on haying and grazing was sent to landowners to prevent noncompliance in future. Pomije added that the County still needs to decide whether to assume enforcement responsibility. The District must also designate a list of ‘Other Waterways’ by July, even if
nothing is listed, it will require justification.

8 New Business
8.1 NRCS Report – Rasinski was not present.

8.2 2017 Budget – Pomije reported that the County approved the additional $30,000 funding to maximize the BWSR match ($37,500). An updated budget was presented for the Board. Hoppe asked Pomije about how the NRCS Operational Agreement will impact the budget; the District receives more from NRCS than it provides. Pomije said that funds are included in the budget to purchase extra equipment or provide services to satisfy NRCS needs.

8.3 2017 Training Budget – Pomije requests that the Board grant authority to pay for staff training within the overall annual budget of $3,500. M/S/Approved Belkholm/Anderson to grant authority to the District Manager to designate and pay for staff training provided the Board is updated.

8.4 Ag BMP Signature Authority – Pomije said that the District administers the MDA Ag BMP loan program for the East Central region. The paperwork requires two signatures: one to approve the loan amount and one when the work is completed. The District does not handle money. Pomije recommends that the Board approve the loan amount (verifies that it has water quality benefits) by the Manager has authority to sign the completion. M/S/Approved Sawatzky/Belkholm to grant AgBMP loan work completion signature authority to the District Manager.

8.5 Annual Dues – MASWCD - $2,696; Forestry Association $60; Area 3: $225. M/S/Approved Anderson/Belkholm to pay the full amount of 2017 dues for all associations.

8.6 Review of Grants – Pomije reviewed all of the outstanding and completed grants at the end of 2016, including match requirements. The match for the MPCA grants will be the most difficult. The SWAG monitoring is not included in the sheet (but is on the budget) but the workplan and budget have not been finalized.

8.7 Agreement for Services Amendment – Weimann presented an amended agreement for services to reflect the updated Mille Lacs billable rates. M/S/Approved Belkholm/Sawatzky to approve the amendment to the shared services agreement with Mille Lacs SWCD.

9 Project Decisions
9.1 FY21017 Capacity Agreement – Pomije presented information on possible projects to be completed with the extra funding due to the County allocation increase. Options include wetland bank assistance, culvert inventory, water plan mapping (for prioritizing), road construction plantings (natives), Township training, public ditches, Co. Ag. Inspector, cost-share BMPs, septic inventory, Geologic Atlas (funded?), Mora stormwater practices. Belkholm asked about the $8,000 in the budget for the District Land. Pomije said it is still very amorphous. Hoppe asked about the 4-corners project area (East Central Landscape Committee) and how it could be a part of the District Land discussion. M/S/Approved Belkholm/Sawatzky to approve the FY2017 Local Capacity grant agreement for $137,500.
9.2 RIM Easement Grant Completion – M/S/Approved Anderson/Sawatzky to approve the final grant report for the RIM Easement Delivery grant.

10 General Discussion / Public Input
Weimann mentioned that the MASWCD legislative briefing and lobby day will be March 20-21.

11 Set Next Meeting Dates
11.1 Regular Meeting: February 14, 4:00 PM
11.2 Technical Service Area #3 Meeting – 1/25/17 in Duluth at 10 am
11.3 Snake River Watershed Meeting – 1/23/17 in basement of courthouse, 9 am
11.4 Forestry Assn. Meeting – date?
11.5 Set Personnel/Finance Committee Meeting – within a month
   11.5.1 To discuss 2017 Capacity work plan $137,500
   11.5.2 Wage scheduled increases – policy
11.6 Governor’s Town Hall Water Summit 1/27/17 in Morris – 9:45 – 4 pm, Free, wait list

12 Belkholm motion to adjourn; Anderson second. Adjournment at 6:50 pm

Approved:

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Date: _________________________