OUTCOME DOCUMENTS FROM THE MARCH 14, 2017 REGULAR BOARD MEETING

SUPERVISORS: Jan Anderson, Kevin Belholm, Gene Carda
STAFF: Deanna Pomije, Jacque Kelzenberg, Kyle Weimann
OTHERS:

1. **Call to Order:** Vice-Chair Belholm called the meeting to order at 4:01pm.

   Approval of Agenda: M/S/Approved Carda/Anderson to approve the agenda as written.

2. **Consent Agenda** (no discussion unless Supervisor requests)
   
   2.1 Financial
      
      2.1.1 Treasurer’s Report for February
      2.1.2 February Disbursement
      2.1.3 February Receipts
   
   2.2 Outcome Reports
      
      2.2.1 February 14, 2017 Regular Board Meeting Minutes
      2.2.2 Water Plan Presentation - Priority Concerns Scoping Document
      2.2.3 Soil Health Presentation
      2.2.4 Tree Sale Report
   
   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/Anderson to approve the consent agenda.

3. **Approve Disbursements:** M/S/Approved Anderson/Carda to approve the February disbursements.

4. **Old Business**
   
   4.1 **2016 Year End Financials** — Peterson Company assembled the 2016 year-end financial statements for submission to BWSR. Weimann reviewed and found no discrepancy from our internal accounting. The District land is now included as a capital asset. Discussion of PERA liability. M/S/Approved Anderson/Carda to approve the year-end financial statement.

   4.2 **Administrative Assistant** — Pomije said that the Isanti Board had approved both the job description and the sharing agreement. Pomije said that the County contractor reviewed the position description; based on responsibilities, it is placed on the County Pay Scale as a grade 8. Using the same formula and county pay scale as set other wages, the starting rate will $17.63. Belholm requested to include language sharing any liability caused by unemployment payments. M/S/Approved Carda/Anderson to approve the agreement for shared services with Isanti SWCD with the addition of a shared liability clause.
4.3 Water Plan Maps – Pomije anticipates about 20 water plan update maps will require assistance with completion within two months. Received two quotes—$4,800 from Wenck or $3,000 from Mitch Brinks. Belkhholm clarified that the District would have possession of final maps, project files, and shapefiles for use in future projects, 1W1P, forester work planning, etc. Pomije said that higher quality maps help with targeting to increase efficiency. M/S/Approved Carda/Anderson to contract with Brinks for water plan and forestry maps at a cost of up to $3,000.

4.4 Conservation Corps Apprentice – The contract will run from May 16 – August 11. The apprenticeship is intended to be educational and will focus on monitoring, AIS, and buffer outreach. M/S/Approved Anderson/Carda to approve the Conservation Corps contract.

5 New Business

5.1 NRCS Report – Rasinski not present.

5.2 Forest Stewardship Planning – Pomije updated the contract for Forest Stewardship Planning with Kelly Osterdyk. Most of the planning is done in the spring to meet with May 1st Class 2c managed forest enrollment deadline. This contract would extend through March 2018 (District forester in place by then). The payment would go to the landowner after Osterdyk billed them for this service. Osterdyk would provide us the invoice, paid receipt and completed plan, prior to our payment to the land owner. There is language that limits landowner payment to 75% when DNR is also providing plan-writing funding. Belkhholm asked if there was a problem giving all planning to Osterdyk when there are other private plan writers. Kelzenberg said it would work the same way as with other projects where the landowner chooses a contractor. Belkhholm said that rather than a contract, it should be a District policy statement that would apply to any forest plan writer. The landowner would be responsible for providing the policy requirements to their chosen contractor.

5.3 Culvert Sizing Fee for Service – Pomije said that there is a need for townships and landowners to properly size culverts; it wouldn’t replace any permitting needs, etc. M/S/Approved Anderson/Carda to charge the billable rate for culvert sizing if requested.

5.4 Cash Management – Weimann said the District currently has more deposited with Neighborhood National Bank than the $250,000 that FDIC insurance covers. Excess money could be placed in a separate savings account for occasional withdrawal. Pomije said that staff funding is pretty consistent throughout the year but large project expenses would be expected in the late fall. M/S/Approved Carda/Anderson to open a savings account at Spire Credit Union (~$150,000). The need for acquiring a District credit card was also discussed. The need is to ensure we aren’t charged tax as we are tax exempt. Many of our purchases now are through staff reimbursements on personal credit cards with tax charged. The board recommended seeking out details of getting a District credit card. Preferences expressed where a credit card with no annual fee.

5.5 Mora Expo – Pomije said that District would like to do nitrate water testing and provide stormwater information at the Mora Expo 4/21 – 4/22. There is a $250 fee plus a $100 deposit. M/S/Approved Anderson/Carda to reserve a booth at the Mora Expo.

5.6 NRCS – Pomije said that NRCS is switching to a VoIP system. The District would maintain the CenturyLink DSL internet system but eliminate the MN.IT long distance expense while keeping the 679-3982 phone number for incoming calls. M/S/Approved Carda/Anderson to approve the phone system change.

5.8 **Computer Purchase Options** – The apprentice will need a laptop, plus additional monitors, wireless mouse, and other items. *M/S/Approved Carda/Anderson to approve purchase of the laptop and accessories.*

6 **Project Decisions**
6.1 **Nonstructural Land Management Practices** – Pomije said that in order to provide flat rate payments, an implementation request form with proposed rates needs to be approved by BWSR. Proposed rates are based on the current NRCS flat rate payment and includes a cap. Pomije recommended requiring a minimum 3-year contract to ensure that benefits can be seen; landowners would have 5 years to complete the 3-year contract (or 7 years for a 5-year contract – on cover crops only) to allow for some leeway. Payment would be made upon planting, since growers have little control over conditions. Funding would come from State Cost Share and/or Local Capacity; not competitive grants. Pomije said that there would be a clause in the contract to give the District an out if funds are no longer available after the initial 3-year period. Pomije said it is not intended to compete with NRCS but be a supplement. *M/S/Approved Anderson/Carda to approve the draft nonstructural land management practices implementation plan for submission to BWSR.*

7 **General Discussion / Public Input**
- Carda asked about insurance requirements for contractors. Pomije said that there are no requirements since District cost-share contracts are with landowners; it is up to the landowner to ensure the contractor has insurance.

- Upcoming hearing on Monday 3/27 at 7:00pm. on shoreland ordinance to allow conditional use for commercial development

8 **Set Next Meeting Dates / Committee Reports**
8.1 Regular Meeting: *April 11, 4:00 PM*
8.2 Education/Outreach Committee: TBD
8.3 MASWCD Legislative Briefing & Lobby Day: March 20-21; Hoppe & Belkholm to attend 3/21
    Sondra Erickson 8:30am; Tony Laurie 10:30am; Jason Rarick 11:00am; Andrew Mathews TBD
8.4 Snake River Watershed CAC: March 27, presentation
    - Carda attended the last meeting – presentation of possible peat mining in Aikin County along the Snake River.
    - Mitch Lundeen and Dan Steward (BWSR) will present on 75% watershed forest protection for clean waters.
8.5 Forestry Association: Thursday, March 16th
8.6 Ann Lake Watershed Alliance: March 12; update on EPA 319 sediment study
    - Pomije attended; many good questions to address in final report. Requested $500 in cash match toward the grant. Carda recommended looking at legality of Township donations to lake associations.
8.7 Annual Township Meeting: March 14th
8.8 County Commissioner Meeting: March 22; buffer enforcement options discussion
    - soft deadline at end of March for County to decide if they want to take on enforcement. Pomije will attend to address any questions about the buffer law requirements.
9 Evaluate the Meeting – What worked? What could be more efficient?

10 Adjourn – Anderson motion to adjourn. Carda Second. Motion carried. Adjourned at 6:31pm.

Approved:

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Date: __________________________