1. **Call to Order:** Chair Hoppe called the meeting to order at 4:02 pm.
   **Approval of Agenda:** LeRoy requested to present the information regarding the MASWCD annual resolutions packet that was given to all board members.
   M/S/Approved Sawatzky/Anderson to approve the agenda with the additions as noted below.
3. **Consent Agenda**
   Board Chair Hoppe requested to add discussion of two upcoming Boy Scout Eagle projects; tree revetment & sign project.
   Pomije proposed adding the planning of a strategic planning session to the agenda – propose a future date.
   M/S/Approved Carda/Anderson to approve the Consent Agenda with the additions listed above.

3.0 **Financials**
   3.1 August Disbursement
   3.2 August Receipts

3.1 **Outcome Reports**
   August 8, 2017 Regular Board Meeting Minutes

3.2 **Staff Reports**
   3.2.1 District Manager
   3.2.2 Technician
   3.2.3 Administrative Assistant

3.3 **Upcoming Staff Meetings/Outreach/Training**
   Approve Disbursements: M/S/Approved Anderson/Sawatzky to approve the Disbursements.
4.0 Financials

4.1 Treasurer’s Report for August

Pomije verbally reviewed the financials in detail with the board. The CPL grant is now complete

Review of the Financials: M/S/Approved Sawatzky/Belkholm to approve the Treasurer’s Report.

4 Business

4.1 Cooperative Working Agreement Review: NRCS & Kanabec SWCD

Pomije summarized the working agreement, stating that it is similar to the previous 2003 agreement and that a separate operational agreement would be available for review and consideration in October 2017. This Cooperative Working Agreement must be signed by September 15, 2017.

M/S/Approved Anderson/Carda to authorize review and signatory authority of the new Cooperative Working Agreement to Board Chair Paul Hoppe.

4.2 Proposed New Mission Statement:

Discussion by the board addressed changes to emphasize collaboration between agencies and empowerment of landowners while making sure the statement is easy to understand. Modifications were made for the new statement to read:

“The Kanabec Soil and Water Conservation District is dedicated to promoting the wise and sustainable use of our land and water related resources; to work with and empower landowners and groups on conservation options; work in partnership with other agencies; educate the public, provide technical assistance, administer state programs and serve as a county wide soil and water conservation and natural resource information and referral center.”

M/S/Approved Belkholm/Sawatzky to approve acceptance of the new mission statement.

4.3 BWSR Base Grants FY 2018 & 2019:

- 2018 Conservation Delivery $18,710
- 2019 Conservation Delivery $18,710
- 2018 State Cost-Share $9,607
- 2019 State Cost-Share $9,607
- 2018 Buffer Law (technical assistance) $10,000
- 2018 Local Capacity $100,000
- 2018 Buffer Cost Share (implementation) $15,000

Pomije recommended that the board approve the proposed BWSR base grants as they are critical to funding operations.

M/S/Approved Sawatzky/Belkholm to approve acceptance of the BWSR base grants as presented.
Pomije presented the 2018 Buffer Cost Share (implementation) Grant. This grant is a cost-share support for land owners who choose to seek financial assistance for planting natives in areas that require buffer compliance. Land owners must apply for this cost share by March 1, 2018 and any unused funds must be returned to BWSR at this time.

**M/S/Approved Belkholm/Anderson to approve acceptance and participation in the 2018 Buffer Cost Share Grant.**

4.4 **Billable Rate Adjustments - Resolutions:**

- April 1, 2017, approved 2/14/17
- June 19, 2017, approved 3/14/17

Pomije explained that the staff wage promotion and administrative assistant wages were presented and board approval was granted on February 14, 2017 and March 14, 2017, respectively. The adjustment to the billable rates, based on these wage changes was not formalized. Pomije now requests that formal acceptance of these billable rates, via the resolutions be approved.

**M/S/Approved Sawatzky/Anderson to approve board signatures on resolutions to adjust the hourly billable rates of the Kanabec SWCD staff as of April 1, 2017 and June 19, 2017.**

4.5 ‘BWSR Academy’ – Nov. 1-3, request approval for 3 staff attendances, $385 total registration + $447.66 total hotel cost + meals.

**M/S/Approved Sawatzky/Carda to approve these expenses for the attendance of SWCD staff to the 2017 BWSR Academy training.**

4.6 **Attendance at the Area 3 Meeting & Tour Sept. 20-21:** $57/ea. or $10/only meeting/ea.

Proposed Hoppe to attend both days and Pomije just the meeting.

**M/S/Approved Carda/Sawatzky to approve expense of $67.00 for registration for Hoppe to attend both days, and Pomije to attend just the meeting of the Area 3 upcoming meeting and tour.**

5. **Project Updates**

5.1 Tentis, Kathy & Roger (Fish Lake)- erosion control project – repair work, contract amendment, cost increase of $2,082 due to increased erosion in 2017. The estimate went from $5,008 to $7,784 with 75% funding of $5,838 – CWF-Ann River

Pomije requesting signing authority on amendment, awaiting technical signature.

**M/S/Approved Carda/Anderson to approve Pomije signing authority to amend the contract pricing as stated, due to additional work on the Fish Lake, Kathy and Roger Tentis project.**
5.2 Project Completion – Payment Voucher

5.2.1 Donley, Deb (Fish Lake) – native lakeshore restoration, contract amendment splitting the cost between CWP-50% - $4,048.38 & CWF-Ann River – 25% - $2,024.19, payment voucher for a total of $6,072.57

Pomije requesting signing authority on voucher, awaiting technical signature.

Total cost of project $6,738 with a bid of $8,583 – approved funds $9,990

M/S/Approved Belkholm/Sawatzky to approve Pomije signing authority and payment of voucher for $6,072.57 on the Fish Lake, Deb Donley project.

5.2.2 Habeck, Aaron- cattle crossing payment (fencing in progress), funding from CWF-Feedlot $16,960 & Capacity 2016 - $2,036, partial payment voucher for a total of $18,996 (ver2)

Pomije requesting signing authority on voucher, awaiting other signatures.

Total cost of project $27,803 with a bid of $23,468 – approved funds $20,536.50

M/S/Approved Anderson/Carda to approve Pomije signing authority and release of a partial payment voucher in the amount of $18,996.00 for the Aaron Habeck cattle crossing project.

6 General Discussion / Public Input

All board members were given informational packets regarding MASWCD 2017 proposed resolutions so they can review and ask questions ahead of the voting. Each supervisor is entitled to one vote on each resolution. Voting will take place during the Kanabec SWCD board meeting on October 10, 2017.

The Kanabec SWCD has been approached and signed approval for two local Boy Scouts regarding Eagle projects that will be started this fall. One project focuses on replacing / improving three existing signs that designate the entry into the Kanabec SWCD. These are located on highway 23, west of Mora, highway 23 east of Mora, and on Highway 65 north of Mora. The second project will take place in Ford Township along Chelsey Brook. This project involves doing a cedar tree revetment to reduce erosion. This project will have technical guidance from the DNR and SWCD.

7 Set Next Meeting Dates / Committee Reports

7.2 COLA – AIS Next Meeting 10/12, 5pm in Courthouse (Kelzenberg)
7.3 Forestry Association Report – next meeting 9/28/17
7.4 Snake River Board 8/28, (Kelzenberg, Hoppe) – next meeting 9/25 9am – 11am Andrea Brandon of The Nature Conservancy to review the upcoming Snake River Landscape Stewardship Plan.
7.5 TSA Meeting 9/27, 10 am, Duluth (Pomije)
7.6 East Central Landscape Stewardship Committee 7/28 (Pomije, Hoppe) – next meeting in October
7.7 Regular SWCD Board Meeting: Oct. 10, 4:00 PM
7.8 BWSR Academy, Craguns in Brainerd, Nov. 1-3 (all 3 staff)
7.9 Set Strategic Planning Date: Oct. 17, 3:30 pm

Board discussed available dates and times. It was decided to meet on October 17th at 3:30pm.
8  **Evaluate the Meeting** – What worked? What could be more efficient?

Belkholm had no comment. Carda stated that he thought it moved along well. Sawatzky and Anderson were both pleased at the pace of the meeting and information presented.

9  **Adjourn** - M/S Approved Anderson/Carda Adjourned at 5:47 pm.

**Civic Standards:**
1. All those impacted by the problem are stakeholders. Together they define the problem, set goals and work toward solutions as active citizens.
2. The stakeholders are accountable for contributing resources (leadership/time, knowledge, constituencies and dollars) to solve the problem for the common good.
3. All stakeholders are engaged in making decisions and policies that contribute to the common good.
4. All stakeholders agree to be transparent throughout this process. We agree to implement policies where we individually have the authority to act.

**Approved:**

_________________________________________________________  Date: _________________________