Consent Agenda
Tue. February 9, 2021 – 3 pm

About: The consent agenda is a tool to make meetings more efficient and useful, allowing staff and Supervisors to focus on important decisions affecting District policy and grant spending. When the consent agenda is on the table, any Supervisor may ask to remove an item for further consideration and discussion. The entire/remaining consent agenda is then approved as written or as amended.

3. Consent Agenda
   3.1. Financial [Attached]
      3.1.1. January Disbursements & Receipts
      3.1.2. January Balance Sheet; Profit & Loss Report
   3.2. Outcome Reports
      January 12, 2021 Regular Kanabec SWCD Board Meeting Staff Reports
   3.3. Staff Reports
      3.3.1. District Manager
      3.3.2. Administrative Assistant
      3.3.3. District Technician
   3.4. Technical Project Updates
   3.5. Upcoming Staff Meetings / Outreach / Training – all remote video conferencing going forward

- Note: We are planning to post our meeting material on our website, under About Kanabec SWCD – Meetings.

3.3. Staff Reports
   3.3.1. District Manager Report

3.3.1.1. Administrative Functions

Grant Reporting completed 2/1/21:
- Grants recently completed:
  - Buffer Law FY 2018 - $10,000
    Please see the enclosed detail narrative of these grant activities from staff time in 2020.
- New Grant signed:
  - Local Capacity Services FY 2021 - $134,492
  - Buffer Law FY 2021 - $8,600
  - Due to a recent review (2/1/21) with BWSR staff; we plan to do minor revision to a few of our grant reporting’s to ensure we are maximizing our staff time expenses paid out of grants.
  - Grant reporting details will be updated on our website, due 3/15/21.

- In researching other insurance providers – the following was discovered. According to MCIT our insurance trust provider, our workers compensation insurance cannot be further itemized into specific employee code categories. Due to our small office size; we are not allowed to further itemize this to ensure we are getting the best insurance premiums. Johnson aided in researching this.
In asking other area SWCD’s about their insurance providers, Carlton SWCD responded, “Carlton
just moved to MCIT about 2 years ago. According to them at that time we were the last SWCD to join MCIT. We had issues in the private sector with our agents understanding what we are and what we do. One of the biggest advantages I see with MCIT is that is not an issue and they provide a lot of resources we can use. Also, for us being insured by the same group as the county has had some political benefits in my opinion. Just my 2 cents worth.” - Brad Matlock. Hegernes also mentioned with her connection to the insurance industry that they recommended to continue with MCIT due to our unique characteristics as a local unit of government. We have paid our dues to MCIT for 2021.

- **Strategic Plan 2021-2025** – I continue to update our new 5-year strategic plan based on input from our board meetings. Will plan to include continued discussion around this topic to be able to add more details to this plan. For our Feb. meeting we’ll plan to discuss our 5-year goals and action steps for the first three primary priorities: water quality, control erosion and soil productivity.

- **Billable Rate Approval on Agenda** – We’ve updated our current grant billable rate for our staff time reimbursed through grants. This is being updated due to our 12/2020 increase in District coverage for health care costs approved at $540/employee/month and for the approved cost of living increase approved in 1/2021 for a 1.75% increase in staff pay rates. The calculation is using our infrastructure costs from Jan-Dec. 2020 and is effective 1/24/21, our 1st pay period of February. This calculation has been approved by BWSR staff for accuracy.

**Updates / Meetings:**

- **Ann Lake Treatment – Decision with Stakeholders** – I would propose gathering the stakeholders around Ann Lake (SWCD Supervisors, staff, Co. Commissioners, Township Supervisors, ALWA members) to two meeting to discuss and decide on a preferred option for treatment of Ann Lake or no action. As time permits at our board meeting Feb., I’d like to introduce this issue to you (power point slides) and propose the two future stakeholder meetings with 1-2 SWCD Supervisors participating in this process. The meeting Outcomes from our 2nd Public Forum on this topic have been posted on our website. Link: [Lakes – Kanabec SWCD](#)

- **Snake 1W1P Snake Planning Update**: Please see the attached Snake 1W1P update from 1/25 to the policy committee and our progress progression slides included in your board packet. Our next Policy Cmte. is planned for 4/26/21 where we plan to update the cmte. on our draft goals on our eight identified issues and are planning a presentation on mussels within the Snake River system.

- **Snake 1W1P Technical Advisory Cmte. (TAC) 1/14** – These are monthly meeting for the foreseeable future, as we work at drafting our strategic conservation project implementation schedule. Our Jan-Mar. meeting we are working at drafting goals for the 8 identified issues. We discussed goals for water quality and habitat at our Jan. meeting.
  - Feb. – goal discussion on Land Cover, Soil Erosion & Water Quantity issues
  - Mar. – goal discussion on Social Capacity, Climate Change and Groundwater issues

- **Snake River Watershed Management Board (SRWMB) Meeting 1/25/21** – The previous SRWMB meeting was held on 10/26/20. This board has been meeting as needed, based on proposed projects. This meeting was mostly organizational for the first of the year to elect new board positions for both the SRWMB and the Citizens Advisory Cmte. (CAC). Of the $76,600 set aside from their general fund for conservation projects, $40,619.75 is available for new projects. There are two encumbered projects (McVay – watering area & Heitke – pit closure) thus far. The Heitke pit closure on Knife Lake is planned for completion this spring, 2021. The McVay watering area project may not be done and no contract has been signed for this project.
Rum River 1W1P Organizational Options – At the Rum Policy Cmte. (PC) on 1/28 a draft joint powers agreement was presented and reviewed in detail. Sherburne attorney, Kathleen Heaney was on the call to help field questions. As previously seen based on the group’s preferences; the decision is nearly equally split for the collaboration and entity options. The County attorneys have been meeting to discuss these options and have vetted this draft agreement, which is a hybrid of the two options. The current draft agreement like an entity would acquire its’ own insurance for the group. However, like a collaboration, annually this group would approve a work plan for the year; that in turn would give the various local units of govt. (LGU) authority to approve funds for projects under their jurisdiction, but within the larger approved annual work plan. The agreement also specifies the group cannot hire staff, similar to a collaboration. The next Rum PC is tentatively set for Mon. 2/25/21 at 5-7 pm.

.3.2. Administrative Assistant Report - Jerah Mattson

- **Administrative Functions** have included payroll, updating program log and treasure report, filing, monthly and quarterly tax payments, HSA payments, bank deposits, board meeting preparation, reconcile bank accounts, reconcile petty cash account.
- Working with Wolcyn Tree Farms on finalizing our 2021 Tree Order. Anticipating mailing out the order forms and posting to the website by 2/17.
- Working with Deanna on 2020 grant reporting
- 2020 W2’s and W3 have been filed.
- Note taking and minutes for the Snake 1W1P Steering, Policy and TAC meetings.

.3.3. District Technician - Josh Votruba

- **Buffer Compliance Monitoring:** I have completed the required aerial buffer compliance monitoring for the eastern 1/3 of the county. Based on my monitoring, I found 6 parcels potentially being non-compliant with the Buffer Law. I will soon reach out to the owners of those parcels found to be potentially non-compliant.

- **Fish Lake HWY 65 Project:** Currently exploring and researching potential funding options and grant ideas for the Fish Lake HWY 65 shoreline project. I have begun reaching out to various organizations to see what funding sources we would have available for the 25% required match for the project. The total estimated cost is around $80,000 and we would need to find funding for approximately $20,000. I plan to present the potential project at the Arthur Township Annual Meeting. Currently the Ann Lake Watershed Alliance and Fish Lake Improvement Association have voiced support for the project.

- **Lamprecht/Munsterteiger Cattle Crossing:** Deanna and I along with the TSA 3 recently met with Chris Lamprecht’s operator Duane Munsterteiger to discuss a potential cattle crossing project on Southfork Township Section 7. Duane is looking to do a low ford crossing on the South Fork Groundhouse River. Duane is currently working with County Environmental Services and the DNR to see what would allowable with low ford the crossing. We’re looking into a possible wetland exemption; without this the project will not proceed without a wetland impact. Need planning information from NRCS or Munsterteiger to validate exemption. (Votruba, Pomije)

- **Area Soil Health Team/ Kanabec County Soil Health Field Day:** I have begun researching and discussing potential ideas for a Summer Soil Health Field day this year as well as a potential Soil Health Team. For the field day I will look to work with the NRCS and local farmers to hopefully schedule a field day for this summer.
• **Ann Lake Watershed Alliance Civic Organizing Leadership Team (ALWACOLT) Meeting:** Jim Kutil of Fish Lake Association and myself recently attended the January 28 ALWACOLT meeting with Jeff Hamme, Sharon Smith and Deanna Pomije. This meeting was an opportunity for Jim and I to learn more about ALWACOLT and civic organizing. In addition, at the meeting we discussed water quality issues pertaining to Ann and Fish Lakes.

• **MAWQCP:** Continue to meet with Kanabec County producers to discuss the Minnesota Ag Water Quality Certification Program. Recently Ryan Clark (NE MAWQCP Specialist) and I met with Melissa Willets to discuss the program and her operation. In addition, Ryan Clark will be working with me on MAWQCP assessments for Kanabec County producers Rye Carlson, Robyn Persson, and Gerald Evenson.

### 3.4. Technical Project Updates:

**MN Ag. Water Quality Certification Program (MAWQCP):**

- **Peter Ripka** – South Fork Twp., Section 21, NW ¼ of NW ¼; After running his operation through the assessment tool, we will need to implement a couple practices in order to certify his operation. Needed prior to certification are a 30 ft filter strip on a private ditch, and a cover crop mixture following corn in his rotation. Peter has completed his cover crop planting and plans yet to plant the filter strip. Ripka has signed his MAWQCP certification agreement contingent on completing the two identified items.

- **Nancy Lunzer** – South Fork Twp., Section 17, NW ¼ of NW ¼; Votruba met Nancy with Ryan Clark (MAWQCP Certification Specialist) to finalize her MAWQCP enrollment and provide her a certification sign for display on her farm.

- **Rye Carlson** – Arthur Twp., Section 17, NW ¼ of NW ¼, Votruba met Rye with Ryan Clark to begin the process of Rye getting certified with the program. Rye is an organic farmer who utilizes no-till and cover crops in his operation. Due to his existing on field practices it is very likely Rye will get certified with the program.

- **Melissa Willets** – Brunswick Twp., Section 16, W ½ of NW ¼; Votruba and Ryan Clark recently met with Melissa to discuss the MAWQCP program. Based on her current operation her farm may qualify for certification with this program. However, before she can be certified she does need to have a few gullies on her farm repaired. Melissa is currently working with the NRCS to get the gullies fixed.

### Potential Projects:

- **Rosnow** – Knife Lake twp. Sec. 10, N1/2 of NW ¼, Knife River near outlet into Knife Lake, streambank undercutting erosion, good existing native vegetation, similar projects rough estimate $12,700, project assessment has been received from new TSA Engineer, Matias Valero; site visit conducted fall 2019. Funding available through our new Projects/Practices FY 2021 CWF grant. I believe the KLID has mailed the access contract to Rosnow, awaiting a signed contract from both Rosnow and Carda. Without a willing land owner, this project is at a standstill. KLID meeting 5/16 discussed project, no action taken. The KLID agreed with the findings from the latest engineering assessment. Mr. Rosnow office visit, 5/28. Spoke briefly on this project, gave him a copy of the latest engineering assessment. He was awaiting a call from the KLID and suggested wanting the wording in the contract adjusted in regards to the 10-year access for maintenance? He continues to bring up historic concerns he has with the County about the water level and the dam. The KLID is a potential project sponsor.
• **Barton Heitke** – Knife Lake Twp., Section 11, S ½ of the NE ¼; The project was approved for funding under the general fund of the Snake River Watershed Management Board (SRWMB) at a 75% cost share rate - $21,933 from the highest cost estimate of $35,939, with or without EQIP funding, with an installation deadline of 12/31/2021. Also seeking funding from Knife Lake Improvement District (KLID) (no decision yet). Pokegama Lake Association (PLA) has donated to us $3000 to go toward this project once completed. Sending Heitke extra design copies to begin contractor bidding. Heitke now plans to complete his pit closure the spring of 2021, because last spring he had a very short tillage and planting season, which didn’t allow for manure application. Heitke will keep us updated on status of bids and contractors for project this winter. Estimated Phosphorus Reduction = 6,025 #/year

• **Fish Lake/Hwy 65** – Arthur Twp., Section 25, NW ¼ of NE ¼; Heavy Use Bank Stabilization Project – Received write up and cost estimate from Matias (TSA Engineer) and he is recommending dual-layer erosion control blanketing, riparian native mixture, and 225 ft of Toe-Wood as resilient bank armor. The cost estimate comes in at $80,522. Both Kanabec County and the MN DOT have been contacted regarding this project. The plan is to have a meeting on site with a representative from the DNR, MNDOT, Kanabec County, and the TSA to discuss the project. Implementation of this project will most likely occur in 2021 given the multiple entities involved. Did not apply for a BWSR Clean Water Fund Project Grant for this project as there is still a lot of project development to take place given the involvement of MN-DOT and Kanabec County, the landowner. Planning for a 2021 grant application. Estimated Phosphorus Reduction = 33.4 #/year & Soil Saved = 39.4 Tons/year

• **Ryan & Desiree Nelson** – Arthur Twp., Section 30, S ½ of SW ¼; Heavy Use Area Protection Project - The Nelsons have an existing heavy use path for livestock and equipment transportation that is washing out/eroding in spots. Votruba along with the TSA conducted a site visit 11/24 to look at the path. Await to hear TSA’s recommendation for project at the site. Possible funding sources for this project include the Minnesota Agricultural Water Quality Certification Program (MAWQCP), Environmental Quality Incentive Program (EQIP), and Snake River Watershed Management Board (SRWMB).

• **City of Quamba Potential Project**: Deanna and I recently met with Former Quamba Mayor Gordon Gullixson to discuss a potential shoreland protection project on Mud Creek in the City of Quamba. Mud Creek is eroding the streambanks along a road south of Highway 23 in the City of Quamba. The erosion could potentially damage the road if nothing is done to address the erosion along this road.

![Fish Lake HWY 65 Project Site](image-url)
bend in the river. In early December the TSA conducted a site visit to look at the erosion along Mud Creek. Await to hear the TSA’s recommendation for project at the site. Options discussed to address the erosion included rock gabions, coir log, and toe wood.

- **McVay Land Co.** – Arthur Twp., Section 16, 21, & 22 – 2/26 – The current projects of focus for our existing Nutrient Reduction Grant (exp. 12/1/20) is for 3 practices in and around the Ann River, south of hwy 23. Practices include erosion control, both east and west of the Ann River, fencing exclusion (contracted technical assistance with ML SWCD) and a cattle watering access. The fencing project was installed early October, Casey Field with Mille Lacs SWCD and Votruba inspected the newly installed fence. The newly installed fence met the practice standards and there were no concerns noted during the inspection. Regarding the water access it appears that the water access project at the earliest wouldn’t start construction until late spring/early summer of 2021. Currently the farm manager is unsure if they will have the funds for the water access and can’t currently commit to the project. In absence of a commitment from the farm manager the potential project was approved for funding at the October Snake River Board Meeting with the thinking being that if McVay does obtain funds for the project we wouldn’t have to wait for another Snake Board Meeting for approval.

Erosion Control East & West of Ann River - Estimated Phosphorus Reduction = 157 #/year & Soil Saved = 429 T/year

**Staff Meeting/Outreach/Training Attendance:** assume all remote meetings

- 2/8/21 - Rum River TAC Meeting, 12:30 pm (Votruba)
- 2/11/21 – Snake 1W1P Technical Advisory Cmte. (TAC), 1:30-4:30pm (Pomije, Mattson)
- 2/16/21 – Snake 1W1P Planning Cmte. Meeting, 10:30 am (Pomije, Mattson)
- 2/18/21 – SWCD Staff Meeting, 10 am (all staff)
- TBD – Snake River Watershed Mgmt. Board (SRWMB) Meeting, 9 am (Votruba, Pomije)
- 2/23/21 – All Conservation Staff Meeting, 10 am (all building staff)
- 2/25/21 – Rum 1W1P Policy Cmte. 5-7 pm (Pomije)
- 3/9/21 - Tues. **Regular SWCD Board Meeting**, SWCD office, 2 pm (all)
- 3/11/21 – COLA/AIS Meeting, 5-6 pm (Votruba)
- 3/15/20 – Due Website Reporting on Grant Spending (Mattson)
- 4/26/21 – Snake 1W1P Policy Cmte. Meeting, 10:30 am (Pomije, Mattson)