

**Isanti Soil & Water Conservation District  
380 Garfield St South  
Cambridge, MN 55008  
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING  
ISANTI SWCD DISTRICT OFFICE  
CAMBRIDGE, MN 55008**

**January 15, 2013  
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

**ATTENDANCE:**

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Barb Kilpatrick and Roger Larsen

Staff Present: Annette Swanson and Josh Bork

Others Present: Keith Grow, Jason Weinerman, Greg Anderson, Angie Larson and Heidi Fowler.

**SECRETARIES REPORT:**

Minutes of the regular board meeting held December 18, 2012 were reviewed. Motion/Seconded Koczur, Larsen to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick. Opposed: None  
Motion Carried

**TREASURER'S REPORTS:**

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Kilpatrick, Carpenter to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick. Opposed: None.  
Motion Carried

**STAFF REPORT:**

The Oath of Office was given to the re-elected District Supervisors by Angie Larson, Isanti County Chief Deputy Auditor and Heidi Fowler, Deputy Auditor

Re-elected Supervisors are: Ryan Carpenter, Al Koczur and Roger Larsen.

Motion/Seconded Larsen, Koczur to retain the same positions for 2013 as was in 2012.

Chairman: Wayne Calander  
Vice Chairman: Ryan Carpenter  
Treasurer: Al Koczur  
Secretary: Barb Kilpatrick  
Public Relations: Roger Larsen

Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick. Opposed: None  
Motion Carried

**KEITH GROW, WETLAND SPECIALIST:**

Keith gave the Supervisors and staff an outline of the duties and responsibilities a Soil and Water District has regarding the Wetland Conservation Act.

**GREG ANDERSON, 3<sup>RD</sup> DISTRICT COMMISSIONER:**

Greg, newly elected County Commissioner, gave a brief introduction of himself to the Supervisors and staff and will join us for meetings when his calendar permits.

**Motion/Seconded** Koczur, Kilpatrick to have Swanson ask Susan Shaw, Mille Lacs SWCD District Manager to continue with the WCA support agreement thru April 30, 2013, not to exceed \$1000.00 using her discretion in the matter.

**Affirmative:** Calander, Koczur, Carpenter, Larsen and Kilpatrick. **Opposed:** None  
**Motion Carried**

**Motion/Seconded** Koczur, Carpenter to name the Peoples Bank of Commerce the Districts official depository for 2013.

**Affirmative:** Calander, Koczur, Carpenter and Larsen. **Opposed:** None  
**Motion Carried**

**Motion/Seconded** Koczur, Larsen to adopt the County's Local Comprehensive Water Management Plan as the District's Official Comprehensive Plan for 2013 thru 2016.

**Affirmative:** Calander, Koczur, Carpenter, Larsen and Kilpatrick. **Opposed:** None  
**Motion Carried**

**Motion/Seconded** Koczur, Carpenter to reimburse Josh Berg for a native prairie seeding due to a misunderstanding in invoicing procedure.

**Affirmative:** Calander, Koczur, Carpenter, Larsen and Kilpatrick. **Opposed:** None  
**Motion Carried**

**Motion/Seconded** Kilpatrick, Carpenter authorizing Swanson to sign the Natural Resources Block Grant Agreement.

**Affirmative:** Calander, Koczur, Carpenter, Larsen and Kilpatrick. **Opposed:** None  
**Motion Carried**

**Motion/Seconded** Koczur, Kilpatrick to accept the agreement with Wolcyn's to trade the Districts tree planter (fully depreciated) for a value to be determined off the 2013 nursery stock with Wolcyn's Tree Farm.

**Affirmative:** Calander, Koczur, Carpenter, Larsen and Kilpatrick. **Opposed:** None  
**Motion Carried**

Closing on the Districts land and pole shed is scheduled for January 31, 2013. The disc which is still on the property will be removed as soon possible. A dumpster from East Central Sanitation has also been placed on location for use in cleaning the pole shed.

**Motion/Seconded** Larsen, Koczur to sell the District pickup truck, as is, at blue book value on Craig's list.

**Affirmative:** Calander, Koczur, Carpenter, Larsen and Kilpatrick. **Opposed:** None  
**Motion Carried**

**Motion/Seconded** Kilpatrick, Carpenter due to loss of revenue, the Isanti SWCD shall apply for a financial hardship with the MASWCD Finance Committee and Board of Directors to pay a lesser MASWCD 2012-2013 Dues.

**Affirmative: Calander, Koczur, Carpenter, Larsen and Kilpatrick. Opposed: None  
Motion Carried**

**DISTRICT CONSERVATIONIST:**

**Josh Bork, District Conservationist  
See attached report.**

**ADJOURN:**

**Motion/Seconded Larsen, Carpenter to adjourn the meeting at 10:30 A.M.**

**Affirmative: Calander, Carpenter, Kilpatrick, Larsen and Koczur. Opposed: None  
Motion Carried.**

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**Barb Kilpatrick  
Board Secretary**

February 19, 2013  
Isanti SWCD  
Board Meeting

**Supervisors:** Wayne, Roger, Al, Barb, Ryan

**ests:** Mike Warring, Jamie S....., Susan Shaw (Milaca S&W Dist 2), Katie Matilla(Anagossi RC&D), Kathy Stoeckel (Milaca S&W Dist 2), Greg Anderson (Isanti Co Comm), Josh

**Katie M:** Project Coordinator, Part-time 25 hrs wk - varies; U of M May 2012 Degrees in Water Shed Management and Range Land. Discussed the projects she is working on: local food, all-season farmers market, gravel restoration, increase tourism along Old 61, biomass fuel, thermal heating.

Project with Great River Greening - find public land with large sections of shoreline along Rum -- DNR Easements. Craig Wills (?) DNR water contact for this area

**Susan:** Contracts with us. Kathy Stoeckel is the newest member of her board. Working on Rum River project == larger overall project. Jaime is the main contact. Isanti and Kanabec have taken on the leadership role. Milaca has 2 staff but a large Outreach. We're welcome to be part of outreach w/ideas. Potentially 10 partners Isanti Count led by Holly but we can have seat. Al is part of it. She'll stay in touch with Annette.

**Jamie S:** 2 projects; 11 counties - divided = \$18,000 each county; no match required; Talk w/Holly -- how allocated? Involve us if project allows. Not sure about zoning office - not typical area of expertise

**First:** Rum River Wrap Watershed Restoration Project (handout) with Isanti Co; water monitors Pollution Control Agency oversees; Isanti County has 6 lakes and 3 streams;  
1 - short term: civic engagement: local and public; computer modeling; total maximum daily loads; plans, activities, permitting industry  
2 - maintain: design; cover entire county  
Funding; 2 pots for grants from PCA for water monitoring grants. Millacs and Isanti -- Katie: Admin  
Katie will get us maps of sites.  
Hire seasonal monitor person 2 yrs May - Sept

**Second:** 2 storm water assessment (intersection in Cambridge by theatre (Cambridge could have had funding but showed little or no interest), working on newVFW Isanti new storm water near VFW in Isanti with series of projects expected to do a lot of improvement, rain gardens, new ponds, neighborhood areas, calculate phosphorus coming in, how it affects, how to improve, terracing, feed lot modifications

**They will let us know if we can get involved. Lists of meetings to Annette**

**Legacy Funds** Anoka Sand Plain Partnership; meeting Thursday: Rum River bank stabilization; Aquatic habitat, fishing; no match on grant

**Agenda:** M/S Barb/Al to change order to have guests speak first; monthly business after;  
All in favor

**Secretary's Report** M/S Al/Ryan All in favor

**Pay Bills** M/S Barb/Ryan All in favor

**Met Council Dues** M/S Barb/Ryan All in favor (\$250)

**S&W Drill** Roger, Al believe we should keep it 1 year to see how it goes;  
Ryan says it is 'miserable' to pull -- no tongue weight  
Discussion of even leaving it behind building (other S&W does)  
Josh said it is 'easy money' -- had a friend who drove 100 mi to get one for prairie seeding. It is a 'unique' seeder for prairie seeding

**Truck**

\$9000 if in fair condition; does have some rust. 4WD pickups are worth fair amount of money now. Advertise on-line for \$8500 for 1 month to see what happens. Anything less has to come back to meeting. Josh will put on Craig's List. We should have it vacuumed and washed (interior cleaned). Coupon for \$5 off from Greg Anderson. AI could have it done.  
M/S to list as stated, wash etc \$25-30. Roger/AI All in favor

**AI RC&D**

Katie - new project coordinator; to get grants for them; 25 hrs part time; could possibly work for us part time also. Will see her this afternoon at another meeting and will see if she is amenable to talking with us.  
M/S Barb/Ryan for AI to speak to her and if favorable to be followed up with Financial Committee  
And report at next meeting

Carlton Co pulled out of RC&D and went to another one

**Annette:**

Discussed manager meeting to attend with Jason W -- believe it is in job description to just allow

M/S AI/Barb to have Personnel Committee meet with Annette for a formal review  
All in favor Wayne will contact Annette to set up time

**Other discussion:**

What is deadline for Legacy Grants and other grants

Could we possibly be the water monitor for the county? Or is it already hired out/assigned?

Holly at county in charge of water plan. AI asked if we can get involved w/water issues -- no real answer.

**Josh:**

Cover Crop meeting next Tuesday: build organic matter

**M/S Ryan/Roger to Adjourn**





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**REGULAR SUPERVISORS MEETING  
ISANTI SWCD DISTRICT OFFICE  
CAMBRIDGE, MN 55008**

**March 26, 2013  
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

**ATTENDANCE:**

Present: Wayne Calander, Al Koczur, Ryan Carpenter, and Roger Larsen

Absent: Barb Kilpatrick

Staff Present: Annette Swanson and Josh Bork

Others Present: Jason Weinerman, Greg Anderson, and Tom Petersen

**SECRETARIES REPORT:**

Minutes of the regular board meeting held February 19, 2013 were reviewed. Motion/Seconded Koczur, Larsen to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, and Larsen. Opposed: None  
Motion Carried

**TREASURER'S REPORTS:**

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Carpenter, Larsen to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, and Larsen. Opposed: None.  
Motion Carried

**STAFF REPORT:**

Staff time and attendance reports were reviewed.

Reminders of upcoming meetings: April 3, 2013-MASWCD Metro Area Conservation District Spring Meeting at Cabela's in Rogers. March 27, 2013 –Metro Conservation Districts Meeting in Brooklyn Center. March 28, 2013- Rum River Watershed-Restoration and Protection Project Meeting, 7-8:30 p.m. at the Isanti County Government Center.

Tom Petersen, former Ramsey Conservation District Manager and Current Advisor to Hennepin Conservation District introduced himself to the Supervisors and explained how he could help the District short and long term.

Motion/Seconded Koczur, Carpenter to return unencumbered 2009 State Cost-Share Funding.

Affirmative: Calander, Koczur, Carpenter and Larsen. Opposed: None. Motion Carried

**Motion/Seconded Larsen, Koczur to ask Tom Anderson to do the monitoring of the DNR wells for the District for April, 2013.**

**Affirmative: Calander, Koczur, Carpenter and Larsen. Opposed: None. Motion Carried**

**The Personnel Committee gave a report on Swanson's annual job review.**

**Motion/Seconded Koczur, Carpenter to increase Swanson's wages to \$20.00 per hour effective pay period beginning March 31, 2013.**

**Affirmative: Calander, Koczur, Carpenter and Larsen. Opposed: None. Motion Carried**

**Jason Weinerman discussed with the Board items regarding District Manager options. Full or part-time, immediate or long term hiring. The Personnel committee will gather information for the April 2013 meeting.**

**DISTRICT CONSERVATIONIST:**

**Josh Bork, District Conservationist  
See attached report.**

**ADJOURN:**

**Motion/Seconded Larsen, Koczur to adjourn the meeting at 10:15A.M.**

**Affirmative: Calander, Carpenter, Larsen and Koczur. Opposed: None  
Motion Carried.**

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**Barb Kilpatrick  
Board Secretary**



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**REGULAR SUPERVISORS MEETING  
ISANTI SWCD DISTRICT OFFICE  
CAMBRIDGE, MN 55008**

**April 16, 2013  
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

**ATTENDANCE:**

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Barb Kilpatrick and Roger Larsen  
Staff Present: Annette Swanson and Josh Bork  
Others Present: Jason Weinerman and Greg Anderson

**SECRETARIES REPORT:**

Minutes of the regular board meeting held March 26, 2013 were reviewed. Motion/Seconded Larsen, Koczur to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, Kilpatrick and Larsen. Opposed: None  
Motion Carried

**TREASURER'S REPORTS:**

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Carpenter, Kilpatrick to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, Kilpatrick and Larsen. Opposed: None.  
Motion Carried

**STAFF REPORT:**

Staff time and attendance reports were reviewed.

County Commissioner, Greg Anderson discussed the possibility of the District attending the Committee of the Whole, a meeting with the Isanti County Commissioners that is held prior to the regular scheduled County Commissioners monthly meeting. The next meeting dates are May 28 and June 24.

Anderson will contact Annette Swanson with more information and speak with Kevin VanHooser in regard to being placed on the May 28, 2013 agenda.

Personnel Committee reported on reviewing many job descriptions and arrived at a draft copy for the District Supervisors to check on.

Motion/Seconded Koczur, Kilpatrick to adopt the position description of District Manager/Technician with changes as discussed and any other changes made by the Personnel Committee in the future.



**Affirmative:** Calander, Koczur, Carpenter, Kilpatrick and Larsen. **Opposed:** None.

**Motion Carried**

Advertising the position was discussed. Salary was discussed. \$40,000-\$60,000 salary and benefits will be used in the job announcement. A special meeting was discussed to go over necessary decisions in regard to advertising this position.

**Motion/Seconded** Kilpatrick, Larsen authorizing Swanson to prepare a job announcement package.

**Affirmative:** Calander, Koczur, Carpenter, Kilpatrick and Larsen. **Opposed:** None.

**Motion Carried**

**Motion/Seconded** Koczur, Carpenter to hold a Special Board Meeting April 29, 2013 at 9:00 a.m. to discuss the position opening announcement and application package.

**Affirmative:** Calander, Koczur, Carpenter, Kilpatrick and Larsen. **Opposed:** None.

**Motion Carried**

The next RC& D meeting will be April 25, 2013

Jason Weinerman discussed with the Board the Clean Water Legacy Funding Bill and to let our legislators know the importance of this funding.

**DISTRICT CONSERVATIONIST:**

Josh Bork, District Conservationist

See attached report.

**ADJOURN:**

**Motion/Seconded** Koczur, Carpenter to adjourn the meeting at 10:30A.M.

**Affirmative:** Calander, Carpenter, Larsen, Kilpatrick and Koczur. **Opposed:** None

**Motion Carried.**

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**Barb Kilpatrick**  
**Board Secretary**



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**REGULAR SUPERVISORS MEETING  
ISANTI SWCD DISTRICT OFFICE  
CAMBRIDGE, MN 55008**

**May 21, 2013  
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

**ATTENDANCE:**

Present: Wayne Calander, Al Koczur, Ryan Carpenter, and Roger Larsen  
Staff Present: Annette Swanson and Josh Bork  
Absent: Barb Kilpatrick

**SECRETARIES REPORT:**

Minutes of the regular board meeting held April 16, 2013 were reviewed. Motion/Seconded Koczur, Larsen to approve the minutes as sent out.

Affirmative: Calander, Koczur, Carpenter, and Larsen. Opposed: None  
Motion Carried

**TREASURER'S REPORTS:**

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Carpenter, Koczur to approve the treasurer's report and pay all bills due and payable.

Affirmative: Calander, Koczur, Carpenter, and Larsen. Opposed: None.  
Motion Carried

**STAFF REPORT:**

Supervisors reviewed information which will be taken to the Committee of the Whole meeting May 28, 2013 at 10:30 a.m. with the Isanti County Commissioners.

Motion/Seconded Koczur, Larsen to endorse the letter of support for modifying the Anoka Dam as an Asian carp barrier.

Affirmative: Calander, Koczur, Carpenter, and Larsen. Opposed: None. Motion Carried

Motion/Seconded Carpenter, Larsen requesting to use the FY 2013 cost share grant for additional technical and administrative work.

Affirmative: Calander, Koczur, Carpenter, and Larsen. Opposed: None. Motion Carried.

Motion/Seconded Koczur, Carpenter to accept the services of the Anoka Conservation District for WCA if needed.

Affirmative: Calander, Koczur, Carpenter, and Larsen. Opposed: None. Motion Carried.

**Motion/Seconded Koczur, Carpenter to ask Mille Lacs SWCD Board to extend the WCA agreement with Isanti SWCD to their July board meeting.**

**Affirmative: Calander, Koczur, Carpenter and Larsen. Opposed: None. Motion Carried.**

**Motion/Seconded Larsen, Carpenter to have a Special meeting June 4, 2013 AT 8:00 a.m. to review job applications.**

**Affirmative: Calander, Koczur, Carpenter and Larsen. Opposed: None. Motion Carried.**

**Motion/Seconded Larsen, Carpenter to rescind the previous motion to have a Special meeting June 4, 2013 at 8:00 a.m. to review job applications.**

**Affirmative: Calander, Koczur, Carpenter and Larsen. Opposed: None. Motion Carried.**

**The Personnel Committee will meet June 4<sup>th</sup> at 8:00 a.m. to review job applications.**

**Motion/Seconded Koczur, Larsen to approve the application received by the board to replace a failed septic system thru the AgBMP Loan Program thru Agstar, in Bradford twp. Sec. 18. These loans provide for projects that reduce existing water quality problems caused by agricultural activities or failing septic systems. The application will be sent on to Kanabec County for futher approval.**

**Affirmative: Calander, Koczur, Carpenter and Larsen. Opposed: None. Motion Carried.**

**Swanson will attend Basic training for the New eLINK June 13<sup>th</sup> at the Brooklyn Park location. The new eLINK has been designed as a web-based tool to improve efficiency, support partnerships and provide for technology upgrades.**

**RC&D: The next meeting will be in Pine County on July 25, 2013**

**DISTRICT CONSERVATIONIST:**

**Josh Bork, District Conservationist  
See attached report.**

**ADJOURN:**

**Motion/Seconded Carpenter, Larsen to adjourn the meeting at 10:05A.M.**

**Affirmative: Calander, Carpenter, Larsen, and Koczur. Opposed: None. Motion Carried.**



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**Barb Kilpatrick  
Board Secretary**



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**REGULAR SUPERVISORS MEETING  
ISANTI SWCD DISTRICT OFFICE  
CAMBRIDGE, MN 55008**

**June 18, 2013  
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

**ATTENDANCE:**

**Present:** Wayne Calander, Al Koczur, Ryan Carpenter, Barb Kilpatrick and Roger Larsen  
**Staff Present:** Annette Swanson and Josh Bork  
**Others Present:** Jason Weinerman, Greg Anderson and Dave Copeland

**SECRETARIES REPORT:**

Minutes of the regular board meeting held May 21, 2013 were reviewed. Motion/Seconded Koczur, Larsen to approve the minutes as sent out.

**Affirmative:** Calander, Koczur, Carpenter, Kilpatrick and Larsen. **Opposed:** None.  
**Motion Carried**

**TREASURER'S REPORTS:**

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Kilpatrick, Carpenter to approve the treasurer's report and pay all bills due and payable.

**Affirmative:** Calander, Koczur, Carpenter, Kilpatrick and Larsen. **Opposed:** None.  
**Motion Carried**

**STAFF REPORT:**

Susan Shaw, Mille Lacs SWCD Manager reported on the WCA activity in Isanti County that she has been providing assistance with for the District.

District Supervisors met May 28<sup>th</sup> with the County Commissioners (Committee of the Whole) to discuss the present and the future of the Isanti SWCD.

Motion/Seconded Koczur, Larsen to approve the Ground Water Level Monitoring Program Agreement with the Minnesota Department of Natural Resources. The District shall measure the water level in a total of 5 non-Irrigation observation wells at an interval of once monthly. The District will receive \$15.00 for each measurement not to exceed \$600.00

**Affirmative:** Calander, Koczur, Carpenter, Kilpatrick and Larsen. **Opposed:** None.  
**Motion Carried**

**Motion/Seconded Kilpatrick, Koczur to contact Anoka Conservation District regarding a Contract for Services between (ACD) and Isanti District not to exceed \$27,600 for 2013 with a cancellation option and other items for discussion as needed.**

**Affirmative: Calander, Koczur, Carpenter, Kilpatrick and Larsen. Opposed: None. Motion Carried.**

**DISTRICT CONSERVATIONIST:**

**Josh Bork, District Conservationist**

**Dave Copeland gave the Board program updates and open for discussion and questions they might have.**

**See attached report.**

**ADJOURN:**

**Motion/Seconded Koczur, Larsen to adjourn the meeting at 9:55A.M.**

**Affirmative: Calander, Carpenter, Larsen, Kilpatrick and Koczur. Opposed: None. Motion Carried.**

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**Barb Kilpatrick  
Board Secretary**



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**REGULAR SUPERVISORS MEETING  
ISANTI SWCD DISTRICT OFFICE  
CAMBRIDGE, MN 55008**

**July 16, 2013  
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander.

**ATTENDANCE:**

**Present:** Wayne Calander, Al Koczur, Barb Kilpatrick and Roger Larsen  
**Staff Present:** Annette Swanson and Josh Bork  
**Others Present:** Jamie Schurbon, and Greg Anderson  
**Absent:** Ryan Carpenter

**SECRETARIES REPORT:**

Minutes of the regular board meeting held June 18, 2013 were reviewed. Motion/Seconded Koczur, Kilpatrick to approve the minutes as sent out.

**Affirmative:** Calander, Koczur, Kilpatrick and Larsen. **Opposed:** None. **Motion Carried.**

**TREASURER'S REPORTS:**

The monthly treasurer's report was presented for the Board's review. Motion/Seconded Larsen, Koczur to approve the treasurer's report and pay all bills due and payable.

**Affirmative:** Calander, Koczur, Kilpatrick and Larsen. **Opposed:** None. **Motion Carried.**

**STAFF REPORT:**

Motion/Seconded Koczur, Larsen to approve the Contract for Services between the Isanti SWCD and the Anoka Conservation District-2013 Operational Assistance, authorizing staff to prepare, and the Chair to execute, an agreement with Isanti SWCD on behalf of ACD to provide Isanti SWCD with operational assistance per the following parameters:

- Compensation rate of \$52 per hour.
- Time commitment of not less than 16 or more than 24 hours per week on average.
- Contract to expire at the end of 2013, with renewal to be evaluated in December 2013.

**Affirmative:** Calander, Koczur, Kilpatrick and Larsen. **Opposed:** None. **Motion Carried.**

Motion/Seconded Koczur, Kilpatrick to confirm the appointment with the Isanti County Board of Commissioners on July 29<sup>th</sup>, 2013 in regard to the 2014 County budget. The Isanti SWCD will request up to \$57,000 at the County budget meeting.

**Affirmative:** Calander, Koczur, Kilpatrick and Larsen. **Opposed:** None. **Motion Carried.**

Swanson reported that a portion of the 2014 trees have been ordered.

Motion/Seconded Kilpatrick, Larsen to be a sponsor for the 2013-2014 Pheasants Forever banquet in the amount of \$250.00

Affirmative: Calander, Koczur, Kilpatrick and Larsen. Opposed: None. Motion Carried.

**DISTRICT CONSERVATIONIST:**

Josh Bork, District Conservationist

Josh will get information for the District's budget request meeting with the County Commissioners.

See attached report

**RC&D Update:**

Koczur reported the next meeting will be on July 25, 2013 at the Pine County Government Center.

**ADJOURN:**

Motion/Seconded Koczur, Larsen to adjourn the meeting at 9:40 A.M.

Affirmative: Calander, Larsen, Kilpatrick and Koczur. Opposed: None. Motion Carried.

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Barb Kilpatrick  
Board Secretary



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**REGULAR SUPERVISORS MEETING  
ISANTI SWCD DISTRICT OFFICE  
CAMBRIDGE, MN 55008**

**August 20, 2013  
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander at 8:00am.

**ATTENDANCE:**

Present: Wayne Calander, Ryan Carpenter and Roger Larsen  
Staff Present: Jamie Schurbon, Annette Swanson and Josh Bork  
Others Present: Greg Anderson, Jason Weinerman and Ron Shelito  
Absent: Barb Kilpatrick and Al Koczur

**SECRETARY'S REPORT:**

Minutes of the regular board meeting held July 16, 2013 were reviewed.

**Motion/Seconded Larsen, Carpenter to approve the minutes as sent out.**

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

**FINANICAL REPORTS:**

**a. Treasurer's Report and Accounts Recievable**

The monthly treasurer's report was presented for the Board's review.

**b. Bills to be Paid**

**Motion/Seconded Carpenter, Larsen to approve the treasurer's report and pay the following bills: Check # 6254 thru 6263 and Check # 4802 thru 4812**

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

**STAFF REPORT:**

**a. Time and Attendance Reports**

Staff activity reports were reviewed.

**NEW BUSINESS:**

**a. 50<sup>th</sup> Anniversary**

Ron Shelito, Regional Supervisor for the MN Board of Water and Soil Resources (BWSR) presented the District with a plaque for our 50<sup>th</sup> Anniversary. He stressed the importance of SWCD's for delivery of many State conservation programs to the local level. The Isanti Soil and Water Conservation District was organized on July 12, 1963.

**b. Grant Applications:**

Schurbon reviewed several worthwhile projects and grants that might be used to help fund them. BWSR and DNR both are accepting grant applications in the upcoming weeks.

**Motion/Seconded Larsen, Carpenter authorize applying for any of the following grant applications pending securing necessary matching dollars: shoreline bioengineering,**



stormwater retrofits, Rum River watershed terrain analysis, and DNR wildlife management area prescribed burning or buckthorn control.

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

**c. Farm Bill Technician:**

BWSR is accepting applications for Farm Bill Technicians to be placed in SWCD offices. State funds will cover the majority of the salary. This person must work on promoting farm bill and clean water programs to landowners. Chisago would like us to share a technician with them. Schurbon reviewed pros and cons.

**Motion/Seconded Carpenter, Larsen to decline, at the present time, the Farm Bill Technician to be shared with Chisago SWCD.**

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

**d. SWCD Governance 101:**

There is going to be information and training for newly elected SWCD supervisors and district managers looking for information and guidance, or a veteran board member or manager looking to brush up on skills on September 4-5, 2013 in Alexandria, MN sponsored by the Minnesota Association of Soil and Water Conservation Districts (MASWCD).

**e. Fee Schedule:**

Schurbon presented a fee schedule dated August 14, 2013 for Isanti SWCD services. The schedule will allow consistent, appropriate fees. It also provides an hourly rate for staff services based on actual hourly wages, benefits and overhead.

**Motion/Seconded Larsen, Carpenter to adopt the Isanti SWCD fee schedule dated August 14, 2013.**

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

**f. District Vehicle**

**Motion/Seconded Carpenter, Larsen authorizing Jamie Schurbon the use of the District truck.**

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

**g. Other**

**Motion/Seconded Carpenter, Larsen to approve the application received by the Board to replace a failed septic system thru the AgBMP (Best management loan program) thru Agstar in East Stanford Twp. Sec. 19. These loans provide for projects that reduce existing water quality problems caused by agricultural activities or failing septic systems. The application will be sent on to Kanabec County for further approval.**

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

**DISTRICT CONSERVATIONIST REPORT:**

Josh Bork, District Conservationist reviewed recent work and provided a written report. He indicated that NRCS would not provide a computer for the District Manager, as previously indicated.

**Motion/Seconded Larsen, Carpenter authorizing Schurbon and Swanson to purchase a computer and monitor for the District Manager not to exceed \$1000.**

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

**OTHER:**

Greg Anderson, Isanti County Commissioner, gave the Board a brief report on the county budgeting in progress.

**ADJOURN:**

**Motion/Seconded Carpenter, Larsen to adjourn the meeting at 9:50 A.M.**

**Affirmative: Calander, Larsen, and Carpenter. Opposed: None. Motion carried.**

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**Barb Kilpatrick**  
**Board Secretary**



**Isanti Soil & Water Conservation District  
380 Garfield St South  
Cambridge, MN 55008  
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING  
ISANTI SWCD DISTRICT OFFICE  
CAMBRIDGE, MN 55008**

**September 17, 2013  
8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander at 8:00am.

**ATTENDANCE:**

Present: Wayne Calander, Ryan Carpenter Barb Kilpatrick, Al Koczur and Roger Larsen

Staff Present: Jamie Schurbon, Annette Swanson and Josh Bork

Others Present: Greg Anderson and Jason Weinerman

**SECRETARY'S REPORT:**

Agenda of the September 17, 2013 was reviewed with the following additions suggested: computer purchase, county parcel data request, AgBMP loan requests.

**Motion/Seconded Koczur, Carpenter to approve the agenda with additions.**

**Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen. Opposed: None. Motion carried.**

Minutes of the regular board meeting held August 20, 2013 were reviewed.

**Motion/Seconded Larsen, Koczur to approve the minutes as sent out.**

**Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen. Opposed: None. Motion carried.**

**FINANCIAL REPORTS:**

**a. Treasurer's Report and Accounts Receivable**

The monthly treasurer's report was presented for the Board's review.

**b. Bills to be Paid**

**Motion/Seconded Kilpatrick, Carpenter to approve the treasurer's report and pay the following bills: Check # 6254 thru 6263 and Check # 4813 thru 4821**

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

**STAFF REPORT:**

**a. Time and Attendance Reports**

Staff activity reports were reviewed.

**DISTRICT CONSERVATIONIST REPORT:**

Josh Bork, District Conservationist reviewed recent work and provided a written report.

**COUNTY COMMISSIONSSES REPORT:**

Commissioner Anderson reported to the meeting that the county budget will be approved at the 7:00 p.m. December 4, 2013 meeting.

## **RC&D Report:**

The next meeting will be October 24, 2013.

## **OLD BUSINESS:**

### **a. Grants**

Schurbon informed the board that grant applications had been submitted for lakeshore restorations (MGLP Fish Habitat Partnership) and WMA prescribed burning (DNR Expedited Conservation Partners Legacy). A request for funding to the Metro SWCDs was also made for Clean Water Legacy Funds that were not being used by other districts. The request was to use those funds for a stormwater retrofit assessment of the areas directly draining to Green Lake.

The now-open BWSR Clean Water Fund grant applications were discussed. The Board had not previously authorized a grant application for LiDAR terrain analysis to identify water quality improvement projects. Schurbon voice support for that project.

**Motion/seconded Koczur, Larsen to authorize staff to submit a BWSR Lidar terrain analysis grant application.**

**Affirmative: Koczur, Larson, Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

### **b. Computer**

Schurbon informed the Board that a Dell computer had been ordered, however NRCS would not support it because it is not on the USDA approved list. That computer is being returned at no expense as Dell is paying the shipping and is not charging a re-stocking fee.

An equivalent computer from the USDA's approved list is approximately \$300 more. It is also the least expensive approved laptop.

**Motion/seconded Kilpatrick, Carpenter to increase the previous motion regarding the purchase of a computer for the district Manager up to \$1500.00.**

**Affirmative: Calander, Carpenter, Koczur, Kilpatrick and Larsen. Opposed: None. Motion carried.**

## **NEW BUSINESS:**

### **a. BWSR Biennial Grant Agreement:**

Our BWSR general services and cost share grants for 2014 and 2015 are being bundled into one agreement for efficiency. By signing, we would signify approval of the terms for both years. 2014 grant awards are listed below. The 2015 grant awards will be determined at a later date and specified in an agreement addendum.

Our 2014 grant awards:

Conservation delivery	\$20,172
State cost share	\$ 6,050
Easement delivery	\$ 316

**Motion/Seconded Koczur, Larsen to approve the 2014-2015 biennial agreement with BWSR for Program and Operations grants.**

**Affirmative: Calander, Carpenter Koczur, Kilpatrick and Larsen. Opposed: None. Motion carried.**

### **b. Expenditure policies and District Credit Card:**

Our present operational handbook (county's policies) do not provide guidance on what purchases staff can make with and without board authorization. It is most efficient for minor day-to-day expenses to be authorized by the Manager. At times, waiting for the next board meeting for

authorization to make a purchase is too long. It is recommended that we set a maximum limit for Manager-approved purchases.

**Motion/Seconded Koczur, Kilpatrick to adopt a policy that “the District Manager may authorize routine expenditures, all expenditures specifically noted in the approved budget, and expenditures up to \$500 that fall outside of these two categories without board/committee approval authority.”**

**Affirmative: Calander, Carpenter and Larsen. Opposed: None. Motion carried.**

Currently, we pay expenses by check after an invoice is received. However, invoicing is not efficient at times. Three options were discussed:

1. Staff shoulder the expense and are reimbursed at the next board meeting.
2. Petty cash.
3. Credit card

Only the last one works for larger dollar amounts, online or over the phone purchases. A Visa Business credit card would be available to the District thru the Peoples Bank of Commerce as well as a debit card.

The credit card would be applied for in the District’s name with District financial information. Also needed would be a primary applicant/owner (a board member) of the business. Employees receiving a credit card would also need to provide additional personal information.

**Motion/Seconded Koczur, Carpenter to authorize staff to apply for a District credit card with the Manager and Administrative Assistant to receive cards and be authorized to use it per District purchasing policies with Al Koczur, treasurer as primary applicant for the District.**

**Affirmative: Calander, Carpenter, Larsen, Kilpatrick and Koczur. Opposed: None. Motion carried.**

**c. County Geologic Atlas**

Discussion about doing a county geologic atlas has begun between the county, cities and District. A County Geologic Atlas is a systematic, detailed study of a county’s geologic and ground-water resources. Ground-water studies including direction and rate of flow, aquifer capacity, ground-water chemistry, and sensitivity to pollution. The atlas is created using drilling logs from thousands of wells around the county. The information is organized, analyzed, and displayed using GIS technology. The target audience is government agencies, particularly local government. Local committees help define the scope and products of each atlas project.

In order to get a geologic atlas, local agencies need to provide assistance by locating 5,059 wells that have incomplete records. Estimated cost is \$22,000. The County Zoning Department has concerns about staff time and space, as well as coming up with the cash. Schurbon informed them that the SWCD would likely have an interest.

**d. County Parcel Data**

Schurbon informed the board that Isanti County is willing to provide the SWCD with a GIS shapefile their parcel data and related files. This format allows staff greater flexibility than the online parcel data through the county’s website. The county requires a signed agreement that prohibits copy, redistribution, or sale.

**Motion/Seconded Koczur, Kilpatrick authorize the GIS data use agreement with Isanti County.**

**Affirmative: Calander, Carpenter, Larsen, Kilpatrick and Koczur. Opposed: None. Motion carried.**

e. **AgBMP Septic Loan Request:**

The District received loan requests to replace failed septic systems from David Williams and Lawrence Erickson in Isanti County. These loans are provided by the AgBMP Best management loan program.

**Motion/Seconded Kilpatrick, Larsen to approve the 2 applications received for replacing failed septic systems. The applications will be sent on to Kanabec County for further approval.**

**Affirmative: Calander, Larsen, Koczur, Kilpatrick and Carpenter. Opposed: None. Motion Carried.**

**ADJOURN:**

**Motion/Seconded Carpenter, Larsen to adjourn the meeting at 9:20 A.M.**

**Affirmative: Calander, Larsen, Koczur, Kilpatrick and Carpenter. Opposed: None. Motion carried.**

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**Barb Kilpatrick  
Board Secretary**



**Isanti Soil & Water Conservation District**  
**380 Garfield St South**  
**Cambridge, MN 55008**  
**763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING**  
**ISANTI SWCD DISTRICT OFFICE**  
**CAMBRIDGE, MN 55008**

**October 15, 2013**  
**8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander at 8:00am.

**ATTENDANCE:**

Present: Wayne Calander, Ryan Carpenter, Barb Kilpatrick, Al Koczur and Roger Larsen

Staff Present: Jamie Schurbon and Annette Swanson

Others Present: Greg Anderson, Jason Weinerman and Shannon Carpenter

Agenda of the October 15, 2013 was reviewed.

**Motion/Seconded Kilpatrick, Larsen to approve the agenda.**

**Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen. Opposed: None. Motion carried.**

Minutes of the regular board meeting held September 17, 2013 were reviewed.

**Motion/Seconded Larsen, Carpenter to approve the minutes as sent out.**

**Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen. Opposed: None. Motion carried.**

**FINANCIAL REPORTS:**

**a. Treasurer's Report and Accounts Receivable**

The monthly treasurer's report was presented for the Board's review.

**b. Bills to be Paid**

**Motion/Seconded Carpenter, Larsen to approve the treasurer's report and pay the following bills: Check # 6275 thru 6287 and Check # 4822 thru 4833**

**Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen. Opposed: None. Motion carried.**

**STAFF REPORT:**

**a. Time and Attendance Reports**

Staff activity reports were reviewed.

**DISTRICT CONSERVATIONIST REPORT:**

No Report due to the Federal government shutdown.

**COUNTY COMMISSIONSSES REPORT:**

Commissioner Anderson reported to the meeting:

- October 16, 2013 Regular County Commissioners Meeting
- Blue Lake Improvement District Public Hearing
- October 24, 2013 Tax Forfeited Public Auction
- October 24, 2013 Township Quarterly Meeting-All Townships attend 7:00 p.m.

## **RC&D Report:**

The next meeting will be in North Branch on October 24, 2013. The RC&D is on the verge of dissolving.

## **OLD BUSINESS:**

### **a. Grants**

Schurbon presented the status of four grant applications. Two have been secured.

## **NEW BUSINESS:**

### **a. MASWCD Resolution Packet:**

Each year, the MASWCD membership utilizes the resolutions process as a means of voicing concerns or opinions to influence change with regard to natural resource conservation policy and funding issues. Each Supervisor is entitled to one vote. Those resolutions which move forward as a result of the pre-balloting process are addressed during the business meeting portion of the MASWCD Annual Convention. Resolutions voted on from the convention floor require a majority vote for passage. When a resolution passes, either through the pre-balloting process or on the convention floor, it then becomes MASWCD policy to support that resolution.

Supervisors were reminded to complete their voting and return ballots to Annette no later than October 29, 2013.

### **b. MASWCD 77<sup>th</sup> Annual Convention and Trade Show:**

Minnesota Association of Soil and Water Conservation Districts (MASWCD) will be holding their 77<sup>th</sup> Annual Meeting and 23<sup>rd</sup> Trade Show December 1-3, 2013 at the Double Tree Hotel Bloomington, Minneapolis South, and Bloomington, MN.

The convention program is now available and convention registration forms are due in the MASWCD office by November 20<sup>th</sup>.

**Motion/Seconded Koczur, Kilpatrick to approve up to two Supervisors to attend a 1 day session at the MASWCD convention.**

**Affirmative: Calander, Carpenter, Koczur, Kilpatrick and Larsen. Opposed: None. Motion carried.**

### **c. Ronald Long AgBMP Loan Request:**

Ronald long has requested approval of an AgBMP Loan application for a septic system upgrade, well sealing and a new well. Mr. Long's property is located on the east shore of Long Lake. His loan request is \$12,505.

**Motion/Seconded Koczur, Kilpatrick to approve the AgBMP loan application for Ronald Long for a septic system upgrade, well sealing and a new well. The application will be sent on to Kanabec County for further approval.**

**Affirmative: Calander, Carpenter, Koczur, Kilpatrick and Larsen. Opposed: None. Motion carried.**

### **d. WCA Agreement with Mille Lacs SWCD:**

The Mille Lacs SWCD has been temporarily assisting the Isanti SWCD with Wetland Conservation Act workload. This has been an informal agreement at \$50/hr without a contract. It was discussed that Schurbon will take more of this workload, while still retaining the option to call upon Mille Lacs SWCD for assistance when needed. It was suggested that this arrangement with Mille Lacs SWCD be formalized, and Schurbon presented a draft letter of agreement. The letter had been reviewed favorably by the Mille Lacs SWCD Manager.

**Motion/Seconded Larsen, Carpenter to authorize the letter of agreement for WCA assistance with Mille Lacs SWCD at the rate of \$50/hr through June 30, 2014.**

**Affirmative: Calander, Carpenter, Larsen, Kilpatrick and Koczur. Opposed: None. Motion carried.**

### **e. PICKM Dinner Meeting:**

PICKM is hosting a dinner meeting Oct. 21.



**Motion/Seconded Carpenter, Koczur to authorize \$20 expenditures for the following to attend the Oct. 21, 2013 PICKM meeting: Jamie Schurbon, Barb Kilpatrick, and Roger Larsen. Affirmative: Calander, Larsen, Koczur, Kilpatrick and Carpenter. Opposed: None. Motion Carried.**

**Motion/Seconded Carpenter, Koczur to amend the previous motion to add authorize per diem payment for attendance of this meeting. Affirmative: Calander, Larsen, Koczur, Kilpatrick and Carpenter. Opposed: None. Motion carried.**

**ADJOURN:**

**Motion/Seconded Larsen, Koczur to adjourn the meeting at 9:25 A.M.**

**Affirmative: Calander, Larsen, Koczur, Kilpatrick and Carpenter. Opposed: None. Motion carried.**

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**Barb Kilpatrick  
Board Secretary**



**Isanti Soil & Water Conservation District**  
**380 Garfield St South**  
**Cambridge, MN 55008**  
**763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING**  
**ISANTI SWCD DISTRICT OFFICE**  
**CAMBRIDGE, MN 55008**

**November 19, 2013**  
**8:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander at 8:00am.

**ATTENDANCE**

Present: Wayne Calander, Barb Kilpatrick, Al Koczur and Roger Larsen

Staff Present: Jamie Schurbon, Annette Swanson and Josh Bork

Others Present: Greg Anderson and Keith Grow

Absent: Ryan Carpenter

Agenda of the November 19, 2013 was reviewed.

**Motion/Seconded Larsen, Koczur to add Keith Grow to the November 19<sup>th</sup> agenda and approve the agenda as presented.**

**Affirmative: Calander, Kilpatrick, Koczur and Larsen. Opposed: None. Motion carried.**

Minutes of the regular board meeting held October 15, 2013 were reviewed.

**Motion/Seconded Koczur, Kilpatrick to approve the minutes as sent out.**

**Affirmative: Calander, Kilpatrick, Koczur and Larsen. Opposed: None. Motion carried.**

**FINANCIAL REPORTS**

**a. Treasurer's Report**

The monthly treasurer's report was presented for the Board's review.

**b. Bills**

**Motion/Seconded Larsen, Kilpatrick to approve the treasurer's report and pay the following bills: Check # 6288 thru 6299 and Check # 4834 thru 4847.**

**Affirmative: Calander, Kilpatrick, Koczur and Larsen. Opposed: None. Motion carried.**

**ACTIVITY REPORTS**

**a. Staff**

Schurbon and Swanson's activity reports were reviewed.

**b. NRCS District Conservationist**

Josh Bork, District Conservationist reviewed recent work and provided a written report.

**c. County Commissioners**

Commissioner Anderson reported to the meeting:

- Blue Lake Improvement District formation was approved by the county commissioners. The SWCD and new LID may find a working relationship together.
- Regular Meeting of the Isanti County Board of Commissioners Dec. 4<sup>th</sup> at 6:15 p.m.
- Truth in Taxation-Public Hearing at the Isanti County Government center Dec. 4<sup>th</sup> at 7:00 p.m.

**d. RC&D update**

Koczur reported on an RC&D meeting in North Branch on October 24, 2013.

The group voted to dissolve the council. The next decision is to what to do with the approx. \$20,000 left in the Council. Some individuals favor providing it to SWCD's because they have a mission similar to the RC&D. Others favored returning the dollars to their original sources – the counties.

### **KEITH GROW, WETLAND SPECIALIST**

Grow gave a presentation of the wetland regulations and basic training to the District Supervisors and staff.

### **OLD BUSINESS:**

#### **a. Grants**

Schurbon reported that a response to the MN Glacial Lakes Fish Partnership grant request was received. The application was not awarded.

### **NEW BUSINESS:**

#### **a. Contract approval - DNR Conservation Partners Grant - WMA prescribed burning**

The DNR provided the grant agreement.

**Motion/Seconded Koczur, Kilpatrick to authorize swift contract #70471 for Isanti County WMAs Prescribed Fire Management with the DNR Conservation Partners Legacy Grant Program.**

**Affirmative: Calander, Koczur, Kilpatrick and Larsen. Opposed: None. Motion carried.**

#### **b. Grant application approval - BWSR Soil Erosion and Drainage Compliance**

Schurbon described this new grant program. The grant category most applicable to the Isanti SWCD is compliance checks of USDA highly erodible lands (HEL) and identification of corrective actions needed. Bork expressed concern that HEL is a federal program and SWCD staff could not perform inspections. He was also concerned that the program would result in more than 5% of contracts being inspected per year, which is the usual done now, and landowners found to be out of compliance may be upset about the increased inspections. Schurbon felt compliance should be expected of all. However, this grant program requires a cooperative effort between the SWCD and NRCS and there are currently some administrative obstacles at the State level. Schurbon indicated he would continue to follow up on these concerns with BWSR, and if they are resolved could submit a grant application which would be due before the next board meeting.

**Motion/Seconded Koczur, Kilpatrick to authorize staff to apply for a BWSR Soil Erosion and Drainage Law Compliance grant.**

**Affirmative: Calander, Koczur, Kilpatrick and Larsen. Opposed: None. Motion carried.**

#### **c. Grant application approval - MN Conservation Corps Apprentice**

The county would like to pursue a MN Conservation Corps Apprentice to assist with county geologic atlas well locating. There is no match required, and the grant would save about \$5,365 in labor. Schurbon indicated to the county commissioners that the SWCD could apply for this grant, as part of helping with the geologic atlas project.

Schurbon has informed the county that the SWCD could provide oversight for the apprentice during their three month term, compensated under our proposed geologic atlas project budget with the county. The county commissioners agreed that the county could provide the apprentice with workspace, computer, internet and phone.

**Motion/Seconded Kilpatrick, Larsen to authorize staff to apply for a MN Conservation Corps apprentice grant.**

**Affirmative: Calander, Koczur, Kilpatrick and Larsen. Opposed: None. Motion carried.**

**d. Review 2014 draft budget**

Schurbon presented a draft 2014 budget attached. We anticipate revenue \$68,113 (53%) greater than 2013 due to grants, projects, and partnerships. Yet a budget deficit exists because many grants pay for project expenditures like burn crews but little for administration.

Draft budget highlights:

- Projected budget shortfall of \$26,794 (12%).
- Includes:
  - Cutting contracted manager hours from 3 days/wk to 2.5 days/wk. If 3 days/wk is used then the budget shortfall increases by \$10,857 to \$37,651.
  - Grants recently secured for a Green Lake runoff study (\$4,600) and WMA prescribed burning (\$4,068 in staff time).
  - Anticipated revenue for the county geologic atlas project.
- Does not include:
  - Any pay or benefit increases.
  - Any grants applied for but not yet secured (\$7,611 potential).

Under the proposed budget, we would need to use undesignated reserve funds, including those from the sale of land and the tractors, to bridge the gap.

Undesignated Reserve today:	\$103,336
Projected use in 2014 to bridge funding gap:	\$ 26,794
2014 year-end balance	\$ 76,543

Schurbon felt the reserve should not drop below \$52,767. This critical reserve represents 4 months of operating expenses plus all severance liabilities (does not include liability for Demuth's lifetime insurance benefit). At the present pace, with no new revenues, we'll reach that level in mid-2015.

The last page of the budget contains some options for cost savings and new revenues. The budget will be revised with any new information by the December meeting and considered for adoption at that time.

**e. Personnel evaluation schedule and protocols**

Schurbon stated employee performance evaluations should occur at least annually and should follow a regular protocol. He proposed that evaluations occur in early December, to be reviewed and acted upon by the whole board at the December meeting. The County's Personnel Manual (presently adopted by the SWCD) does not set a procedure for employee evaluations. Schurbon recommend the following procedure:

**Employee evaluation**

- 1. Written self evaluation.** Employee completes form provided by the Manager.
- 2. Manager written evaluation.** Manager adds comments to the employee self evaluation form.
- 3. In-person meeting with the Manager.** Completed evaluation form is discussed between the employee and Manager.
- 4. In-person meeting with the Board.** The Board or a personnel sub-committee should review the evaluation with the Manager and employee. This should happen in a closed session of a public meeting or personnel committee meeting.
- 5. Board action.** In a public meeting the board should take action such as retaining the employee, authorizing a wage/benefit increase, warnings, termination, etc.
- 6. Retain all documents in employee personnel file.**

### **Contracted manager evaluation**

- 1. Written employee evaluation of Manager.** Employee(s) complete a written evaluation on a form provided by the Manager. Completed forms should be forwarded directly to Board members or personnel committee.
- 2. Manager self-assessment.** Manager completes a self-assessment form and forwards it to the Board.
- 3. In-person meeting with the Board.** This should happen in a closed session of a public meeting or personnel committee meeting.
- 4. Forward materials to ACD Manager.**
- 5. Retain all documents in personnel file.**

The Board does not need to act on this evaluation because the Manager is not an employee. However, the evaluation will direct the Manager and guide your decision about future contracts.

**Motion/Seconded Koczur, Kilpatrick to utilize the performance evaluation procedures outlined until an Isanti SWCD Policy and Personnel Manual is developed. Discipline and all other matters shall follow the Isanti County Personnel, Policy and Procedure Manual.**

**Affirmative: Calander, Larsen, Koczur, and Kilpatrick. Opposed: None. Motion Carried.**

The board consensus was that the December 2013 personnel evaluations would be conducted by the whole board. A personnel committee does not exist.

**Motion/Seconded Larsen, Koczur to change the December 2013 Board meeting to 9:00 a.m. and have the Annual Personnel Evaluation at 8:00 a.m.**

**Affirmative: Calander, Larsen, Koczur and Kilpatrick. Opposed: None. Motion carried.**

### **INFORMATIONAL**

#### **a. BWSR board vacancies**

BWSR presently has six openings for member appointments. Openings include:

One Soil and Water Conservation District Supervisor Representative

Two Watershed District Representatives

Two County Commissioner Representatives

One Elected City Official Representative – Non-Metro

Applications should be received by the Secretary of State's office by November 26, 2013.

#### **b. MASWCD District Capacity Self-Assessment**

The MN Association of Soil and Water Conservation Districts has prepared a District Assessment worksheet. It is designed to alert us of critical areas where we might do better and foster discussion.

### **ADJOURN**

**Motion/Seconded Larsen, Koczur to adjourn the meeting at 10:15 A.M.**

**Affirmative: Calander, Larsen, Koczur, and Kilpatrick. Opposed: None. Motion carried.**

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**Barb Kilpatrick**  
**Board Secretary**



**Isanti Soil & Water Conservation District  
380 Garfield St South  
Cambridge, MN 55008  
763-689-3224 Ext. 5**

**REGULAR SUPERVISORS MEETING  
ISANTI SWCD DISTRICT OFFICE  
CAMBRIDGE, MN 55008**

**December 17, 2013  
9:00 A. M.**

The regular supervisor's meeting was called to order by Chairman, Wayne Calander at 9:00am.

### **ATTENDANCE**

Present: Wayne Calander, Barb Kilpatrick, Al Koczur, Ryan Carpenter and Roger Larsen

Staff Present: Jamie Schurbon and Annette Swanson

Others Present: Greg Anderson arriving at 9:30

Agenda of the December 17, 2013 was reviewed.

#### **Motion/Seconded Larsen, Koczur to add:**

##### *7. Informational*

- a. Anoka Sandplain Funding*
- b. Water roundtable findings*

##### *8. Additions*

- a. Rum River Asian Carp Barrier*
- b. Geologic Atlas Contract*
- c. Tree discount for 2013*

*to the December 17<sup>th</sup> agenda and approve the agenda as presented.*

**Affirmative: Calander, Kilpatrick, Koczur, Carpenter and Larsen.**

**Opposed: None. Motion carried.**

Minutes of the regular board meeting held November 19, 2013 were reviewed.

#### **Motion/Seconded Koczur, Kilpatrick to approve the minutes as sent out.**

**Affirmative: Calander, Kilpatrick, Koczur, Carpenter and Larsen.**

**Opposed: None. Motion carried.**

### **FINANICAL REPORTS**

#### **a. Treasurer's Report**

The monthly treasurer's report was presented for the Board's review.

#### **b. Bills**

**Motion/Seconded Carpenter, Larsen to approve the treasurer's report and pay the following bills: Check # 6300 thru 6311 and Check # 4848 thru 4857.**

**Affirmative: Calander, Kilpatrick, Koczur, Carpenter and Larsen.**

**Opposed: None. Motion carried.**

### **ACTIVITY REPORTS**

#### **a. Staff**

Schurbon and Swanson's activity reports were reviewed.

**b. NRCS District Conservationist**

Josh Bork, District Conservationist was absent from the meeting due to Area 3 meeting in Cloquet. He provided a written report to Swanson, who reviewed it with Supervisors.

**c. County Commissioners**

Commissioner Anderson reported to the meeting:

- Attended the annual Association of Minnesota Counties Meeting (AMC)
- Regular Meeting of the Isanti County Board of Commissioners Dec. 18<sup>th</sup> at 9:00 will be addressing the adoption of the 2014 budget.

**OLD BUSINESS:**

**a. Adopt 2014 budget**

Schurbon presented a draft budget, updated since the November meeting. The projected deficit in November was approximately \$26,000; now it is \$6,649.

Schurbon noted an error - that \$923 should be added for "phone bill" in the expenses detail. Operating expense and total expense totals should be increased accordingly. The revised budget includes \$201,593 expenses and \$194,020 revenues. The shortfall of \$7,572 would come from undesignated reserves. Other possible new funding sources for 2014, which may occur, were discussed.

The board discussed pros and cons of selling the district truck. Swanson noted that for non-profitable business the USDA trucks can be driven. Otherwise, staff would be reimbursed for mileage in their personal vehicle. This option would offer cost savings, but transport of the District's seeder would be difficult. The seeder needs to be stored off site, and asking renters to pick it up at a privately owned storage location is not advisable. Consensus was to evaluate costs and expenses of the truck and seeder in 2014 and revisit the possible sale at a later date.

**Motion/Seconded Koczur, Kilpatrick to approve the 2014 budget with the revisions noted above.**

**Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen.**

**Opposed: None. Motion carried.**

**NEW BUSINESS:**

**a. Personnel evaluation outcomes or actions**

Evaluations of District Manager and Administrative Assistant were completed at the 8:00 a.m. closed meeting prior to the district board meeting at 9:00 today.

**Motion/Seconded Carpenter, Kilpatrick to retain Swanson as Administrative Assistant and revise the job description for Administrative Assistant.**

**Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen.**

**Opposed: None. Motion carried.**

**b. Approve 2013 manager contract reduction of hours.**

The contract with Anoka SWCD sets forth minimum hours for Schurbon's service at Isanti SWCD. In December and November it specified 3 days per week of service. In November Schurbon served four hours less than anticipated, and invoiced accordingly less. In December his workload at ACD is higher than anticipated, and at Isanti SWCD there are fewer time-sensitive tasks.

In hindsight, the 2013 contract was written in a manner that was too prescriptive, requiring minimum monthly hours. A more flexible contract can be created for 2014, with a "minimum but not to exceed" number of hours.

Options offered:

1. Allow a reduction of hours from the contract.

2. Require that Schurbon make up the four hour shortfall in December, and work the full contracted amount in December.

**Motion/Seconded Kilpatrick, Carpenter to allow the District Manager contract with Anoka Conservation District to be reduced by up to 40 hours in 2013.**

**Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen.**

**Opposed: None. Motion carried.**

**c. Approve 2014 manager contract.**

In cooperation with the ACD Manager, Schurbon has drafted a 2014 contract for operational assistance from the ACD. Schurbon discussed the need for hours at both locations and the contract attempts to balance these. Several options were discussed, with more or less hours spent at the Isanti SWCD. The ACD favors a contract for 845 hours, or approximately two days per week average at the Isanti SWCD. This allows two days per week at ACD as well. The balance of Schurbon's time is consumed by holidays, vacation used and trainings.

Schurbon provided a list of expected work tasks in 2014, which totaled 967 hours. A contract for fewer hours will require that the district focus time on the best projects, have increased efficiency and rely on Swanson for as many tasks as possible.

**Motion/Seconded Koczur, Carpenter to approve contract with the Anoka Conservation District for 2014 operational assistance at \$52/hr with at least 720 hours but not to exceed 845 hours.**

**The maximum contract amount shall be \$43,940.**

**Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen.**

**Opposed: None. Motion carried.**

**d. Set office hours for Christmas week.**

Schurbon and Swanson will be out of the District office December 23-27, 2013.

**Motion/Seconded Kilpatrick, Larsen to post a sign on the office door notifying the public that the SWCD office will be closed Dec. 23-27, 2013 and also change the greeting on the District phone with the same notification.**

**Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen**

**Opposed: None. Motion carried.**

**e. Notice to terminate present office space lease.**

A written notification was sent to inform our current landlord of terminating our lease, with the earliest date being February 17, 2014. The move date has not been set and that we anticipate paying pro-rated rent for any partial months.

**f. Authorize NPEAP application for Oslund ravine grade stabilization.**

A resident has approached the Isanti SWCD and Great River Greening seeking assistance with a ravine in his backyard bluff over the Rum River just upstream of Cambridge. The project has potential water quality and habitat benefits. It drains into the river floodplain, not the river directly.

Schurbon is coordinating design assistance for the project through the Metro Conservation Districts Non-point Source Engineering Assistance Program (NPEAP). SWCD board approval of the project is required for the NPEAP application.

It is anticipated that Great River Greening will assist with installation funding. Schurbon is in contact with the landowner to ensure he is willing to make a financial commitment to the project. Some personal funds, in addition to grant funding, will be needed for installation.

**Motion/Seconded Koczur, Kilpatrick to approve the NPEAP funding request for the Oslund Ravine Project.**

**Affirmative: Calander, Larsen, Koczur, Carpenter and Kilpatrick.**



**Opposed: None. Motion carried.**

## **INFORMATIONAL**

### **a. Anoka Sandplain funding**

Schurbon provided a list of funding for the Anoka Sandplain Partnership recommended by the Lessard-Sams Outdoor Heritage Council. It includes projects by Isanti County Parks, Great River Greening and Anoka Conservation District.

### **b. Water round table findings**

Schurbon discussed that a state-wide local government water round table has completed its work. Recommendations include increased water planning on the watershed level, not county level. We should anticipate that local water planning will change in this way in the coming years. The BWSR's one-watershed, one-plan program will be ramping up in the coming months. The Rum River could be a pilot area.

## **ADDITIONS**

### **a. Rum River Asian Carp Barrier**

Schurbon updated the board on efforts to modify the Rum River dam at Anoka as an Asian carp barrier. State bonding funds are being sought. A regional meeting with elected officials has been suggested to increase this project's profile. The Anoka Conservation District has offered cash support for out of pocket expenses (facilities, refreshments) and the City of Anoka has offered to assist with speakers and other support.

Schurbon asked whether the board would like the Isanti SWCD to host such a meeting in Cambridge? The board supported the idea.

**Motion/Seconded Koczur, Kilpatrick to allocate some of Schurbon's time to planning and hosting a public and elected officials meeting about a modifying the Anoka dam to serve as an Asian carp barrier.**

**Affirmative: Calander, Koczur, Kilpatrick, Larsen, and Carpenter.**

**Opposed: None. Motion carried.**

### **b. Geologic Atlas Contract**

Schurbon presented a contract with Isanti County to lead well locating for the county geologic atlas project. Maximum compensation is \$21,225 which may be reduced if workload is reduced by securing a MN Conservation Corps Apprentice, in-kind from the City of Cambridge, or others mutually agreed upon by the Isanti SWCD Manager and County Administrator.

**Motion/Seconded Koczur, Carpenter to accept the temporary Isanti SWCD Agreement for the Isanti County Geologic Atlas Project.**

**Affirmative: Calander, Koczur, Carpenter, Kilpatrick and Larsen.**

**Opposed: None. Motion carried.**

### **c. 2014 tree discounts**

After discussion of pros and cons of offering a discount for the 2014 tree orders consensus was to not offer a discount for 2014.

## **ADJOURN**

**Motion/Seconded Larsen, Koczur to adjourn the meeting at 11:50 A.M.**

**Affirmative: Calander, Larsen, Koczur, Carpenter and Kilpatrick.**

**Opposed: None. Motion carried.**

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**Barb Kilpatrick**  
**Board Secretary**