



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271**

REGULAR SUPERVISORS MEETING

**ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

January 15, 2019 8:00 A.M.

Attendance

Present: Al Koczur, Roger Larsen, Jerry Schaubach, Greg Swanson
Staff Present: Tiffany Determan, Todd Kulaf, Thomas Zimmermann, Anne LeRoy
Others Present: Josh Bork, NRCS; Jason Weinerman, BWSR

The regular board meeting was called to order by Tiffany Determan at 8:00 am.

1. Approve Agenda

Determan requested to add item 7E Climb theatre contract

Motion/Seconded Koczur/Swanson To approve the agenda with the addition of 7E – contract with Climb Theatre

Affirmative: Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

2. Public Comment

No public comments were made. Determan reviewed the SWCD mission statement with the board. All present shared why they are involved with the District and environmental conservation.

3. Selection of Officers

a. Election of officers: Chair, Vice Chair, Secretary, Treasurer

Board members present volunteered and accepted the following 1-year positions that were confirmed by voting.

Board Chair: Roger Larsen

Motion/Seconded Koczur/Schaubach To approve Roger Larsen as the Board Chair.

Affirmative: Koczur, Schaubach, Swanson

Abstain: Larsen

Opposed: None. Motion carried.

Board Vice-Chair: Jerry Schaubach

Motion/Seconded Larsen/Swanson To approve Jerry Schaubach as the Board Vice-Chair.

Affirmative: Koczur, Swanson, Larsen

Abstain: Schaubach

Opposed: None. Motion carried.

Board Secretary: Greg Swanson

Motion/Seconded Schaubach/Larsen To approve Greg Swanson as the Board Secretary.

Affirmative: Koczur, Larsen, Schaubach

Abstain: Swanson

Opposed: None. Motion carried.

Board Treasurer: Allan Koczur

Motion/Seconded Schaubach/Larsen To approve Al Koczur as the Board Treasurer.

Affirmative: Swanson, Larsen, Schaubach

Abstain: Koczur
Opposed: None. Motion carried.

b. Hand meeting to Chairperson

4. Approve Regular Board Meeting Minutes – December 18, 2018

Motion/Seconded Koczur/Larsen To approve the December 18, 2018 meeting minutes as written.

Affirmative: Koczur, Larsen

Abstain: Schaubach, Swanson

Opposed: None. Motion carried.

5. Financial Reports

a. Treasurers Report

b. Approve Payment of Bills

Motion/Seconded Swanson/Schaubach To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 6569 thru 6578, Check # 5603 thru 5616, and all electronically paid bills.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

6. Activity Reports

a. Staff

Determan addressed District plans if the federal shutdown includes the NRCS offices. The SWCD will continue to work in office space provided by Isanti County. Equipment, files, and the printer will need to be moved with short notice. Determan completed development of a new timecard system. Year end grant reporting has been completed. Determan has started working on year-end financial reports. The 2019 fee schedule was prepared as well as updating policies for the January board meeting. Outreach and technical assistance included attending a MN Ag Water Quality Certification Plan workshop and providing guidance/advice during an Aquatic Invasive Species planning session with the Isanti Coalition of Lake Association (COLA) and County Zoning department. Determan met with Jeff Strom from Wenk to review alternate plans for the Sand Filter project on Blue Lake. Site visits have been made to the Rum river Re-meander construction site. Determan was also involved with meetings for the Lower St Croix 1W1P and Rum River 1W1P committees.

Kulaf spent time reviewing the Technical Evaluation Panel agenda and landowner projects, attended a Technical Evaluation Panel meeting and site visits. Kulaf collaborated with District technician Zimmermann to create a Sub-Watershed Assessment for Anoka Ramsey Community College. Kulaf presented an AIS Contingency Plan to the Isanti Coalition of Lake Association. Kulaf coordinated with several lake groups, the DNR, and local treatment companies for 2019 treatment of Curly-leaf pondweed. Work on the Long Lake Sub-Watershed Assessment calculated acres of watershed draining to individual shorelines and ranked priorities for lakeshore restorations. In summary, 19 candidates were identified with a total estimated cost for all projects to be \$61,860.00.

Zimmermann coordinated and hosted a Minnesota Agricultural Water Quality Certification program event that was attended by 6 farmers. Two of the attendees have applied for the program. Outreach via the website included a University of Minnesota crop fields trial, information about the Lower St Croix start up meeting, and a recap of the MAWQCP program outreach. Zimmermann completed a Buffer compliance list for 2019. Water monitoring data was reviewed and submitted to Minnesota Pollution Control Agency. Analysis continued for the Blue Lake and Green Lake tributary reports. The Campus groundwater study for Anoka-Ramsey Community College was completed. It was determined that via 45 water conservation projects the school could reduce annual water usage by 267,468 gallons. The net savings (water and energy) would be \$19,478.80. Thirty of the proposed projects would have a payback within 5 years. Zimmerman is continuing to analyze the water usage for the City of Isanti.

During December Field spent 80.5 hours working for the Minnesota Ag Water Quality Certification Program (MAWQCP) in Isanti county. This included the December 12th outreach event and site visits. There are now a total of 8 farms in Isanti county that are MAWQCP certified.

LeRoy completed administrative functions including accounting, payroll, PERA filings, bank deposits and reconciliations. Board meeting preparation included creating the treasurer report. The website was updated many times to promote outreach and current activities of the District. Tree sale order forms were mailed to previous customers and online sales are coming in. Post Office approval was granted for the re-design of the second mailing of the tree order form to go out to Isanti County residents using Every Door Direct in late February.

b. NRCS District Conservationist

Bork discussed that the federal shutdown is affecting the NRCS and that new applications are unable to be processed. Bork presented the NRCS Annual Civil Rights Policy to be reviewed and signed by the SWCD Board members. He stated that this document may be updated later in 2019. The NRCS does have an EQIP program for individuals who are designated as socially disadvantaged. There is currently \$1.5 million available in this fund.

c. County Commissioners Greg Anderson was not present at the meeting. Anderson's e-mailed report detailed that the County has dedicated \$100,915 to the SWCD in the 2019 budget. The County is continuing to work on finalizing funding for road projects.

d. Committee Reports There were no meetings for the Metro Conservation District or the Lower St Croix One Watershed One Plan in December.

7. New Business

a. 2019 Annual Business Items-action item(s)

i. Set Regular meeting schedule and location

Motion/Seconded Koczur/Swanson To approve that Isanti SWCD regular meetings shall be the 3rd Tuesday of each month at 8:00am at the Cambridge USDA Service Center for 2019.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

ii. Designate Official Notice Posting Location(s)

Motion/Seconded Koczur/Swanson To designate the Isanti SWCD website and the bulletin board inside the main entrance of the USDA Service Center as official SWCD notice posting locations. All notices shall be posted in both locations.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

iii. Committee Assignments

Internal District Committee position descriptions and responsibilities for each were discussed and approved as follows:

Finance Committee: Koczur and Larsen

Operations Committee: Swanson and Schaubach

Personnel Committee: Swanson and Anderson

External District Committee position descriptions and responsibilities for each were discussed and approved as follows:

Metro Conservation Districts: Swanson, with Koczur as the Alternate

Metropolitan Association of Conservation Districts (MACD): Open

Isanti County Water Plan: Koczur

Lower St Croix 1W1P: Schaubach, with Swanson as the Alternate

Rum River 1W1P: Koczur, with Swanson as the Alternate

MASWCD Board: open

MASWCD Committees: Awards, Legislative, Resolution/Policy: open

iv. 2019 Policy Handbook

1. Board per diem rate

2. General updates

3. Cost Share Policies/guidelines

Determan reviewed the District's Board Per Diem rates with a request to provide that Supervisors will receive per diem for attending meetings/activities related to district business as follows:

- \$60 per day for meetings within Isanti County and \$75 for those outside of the County.
- Travel mileage reimbursement from the Supervisor's primary in-county residence to the meeting is allowable.
- In order to be compensated, Board approval is required for activities other than attendance of board meetings and committee meetings as identified above.
- Stopping at the office to sign checks or for other non-meeting purposes does not warrant compensation, although mileage reimbursement is allowed.

Determan presented Policy Handbook updates that included the following:

Page 10 Asset policy – raise the minimum current capital asset value from \$500 to \$2,500.

Page 17 Delete the Natural Resources Section because it is no longer applicable.

- a. Page 1 Modify the cost share policies/guidelines (structural and non-structural) to add Eligible Expenses: Added text- Eligible expenses are those expenses that are eligible for grant reimbursement or, if provided by the landowner, count toward the landowner's required project contribution. Only expenses identified as necessary to successfully complete the project for its designed use are eligible for reimbursement. Once the project has been verified complete by the SWCD any further expenses are exempt from reimbursement.

Motion/Seconded Schaubach/Swanson To approve Board Per Diem rates and compensation rules and that the Isanti SWCD shall utilize the newly updated Isanti SWCD policy and Procedure Manual which includes cost share policies and guidelines.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

v. Designate official depository

Determan requested to Designate First Bank and Trust located in Cambridge as the official SWCD depository and Minnco Credit Union as the secondary depository for 2019.

Motion/Seconded Koczur/Swanson To designate First Bank and Trust located in Cambridge as the official SWCD depository and Minnco Credit Union as the secondary depository for 2019.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

vi. Designate approved check signers

Per the District Policy Handbook, the Treasurer and District Manager shall be the primary signers for the SWCD checking account. The board shall assign an alternate check signer during the annual meeting in January.

Motion/Seconded Schaubach/Swanson To designate Al Koczur (treasurer) and Roger Larsen, and Tiffany Determan as authorized signers of the SWCD checks for 2019. This action will remove Barb Kilpatrick from being a check signer on the SWCD accounts.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

vii. Mileage reimbursement rate

The District mileage reimbursement rate shall follow the current IRS approved rate. The rate for 2019 is 58.0 cents per mile.

Motion/Seconded Swanson/Schaubach To approve using the IRS approved mileage reimbursement rate of 58.0 cents per mile for 2019.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

viii. Pre-approve payment where the SWCD receives full reimbursement for the expense.

The Policy handbook authorizes the District Manager to approve all routine expenditures (payroll, insurance, utilities) all expenditures specifically noted in the approved budget (i.e. tree sales, computer purchase), and expenditures up to \$500 that fall outside of these two categories without board/committee approval. This item is meant to provide authority for the District Manager to approve payments where the SWCD receives full reimbursement for the expense (grants).

Determan requested to Authorize the District Manager to approve payments where the SWCD receives full reimbursement for the expense.

Motion/Seconded Swanson/Koczur To authorize the District Manager to approve payments where the SWCD receives full reimbursement for the expense.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

ix. Designate District Manager as authorized representative

Determan requested to designate the District Manager as the District authorized representative to sign all board approved contracts, and associated documents (financial statements, change orders, amendments) on behalf of the SWCD. Manager required to notify board of all documents signed.

Motion/Seconded Swanson/Schaubach To authorize the District Manager as the District authorized representative to sign all board approved contracts, and associated documents (financial statements, change orders, amendments) on behalf of the SWCD. Manager will be required to notify board of all documents signed.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

x. 2019 Billing Rates/Fee Schedule

Determan explained that at the end of each year, the District updates our billing rates based on the Board of Water and Soil Resources (BWSR) calculator. This calculator adds operational expenses and overhead to the hourly rate that we charge for BWSR grants and local service contracts. The new billable rates are identified on the Fee Schedule. The fee schedule to include the Drill rental rate and other services that we charge for. The document can be updated at any point.

Motion/Seconded Swanson/Koczur To approve the modified billable rates based on the actual 2018 operational and overhead expenses as per the BWSR calculator. The fee schedule will also detail drill rental rates and other chargeable services that are provided by the District.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

xi. 2019 Annual Plan

The SWCD's current Biennial Budget Request (BBR) to BWSR, together with the SWCD's State Cost Share Guidelines, shall serve as the SWCD 2019 annual plan. Cost share guidelines with BBR were provided in writing to the Board members.

Motion/Seconded Swanson/Schaubach To approve the 2019 Annual Plan as presented.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

b. Rum River One Watershed One Plan Update and Draft Memorandum of Agreement (MOA)- MOA enclosed

The Board members were provided a DRAFT of the Rum River 1W1P memorandum of agreement that was based on the BWSR template. The draft has been reviewed by MCIT (The District's insurance carrier) and

Sherburn SWCD. (Sherburn SWCD is the fiscal agent for the RR1W1P) The final MOA will be available after the 1/18/19 meeting.

The board decided to table voting on approval of the MOA until the final version is available. It will be discussed at the regular February SWCD board meeting.

c. Future Agenda/meeting processes- info available at meeting

Determan discussed proposed changes to the monthly regular board meetings to streamline operations. Ideas included presenting staff reports at the end of the meeting, having the District Manager review the treasurer's report with the treasurer before the meeting. Board members requested that they still be able to review individual bills at each meeting.

Swanson requested discussion of implementing a paid parental leave policy as a benefit to the employees of the District. Swanson requested discussion to happen during the regular February board meeting.

d. Board of Water and Soil Resources (BWSR) Training: Board Duties/Responsibilities (30 minutes)

Jason Weinerman, Board Conservationist to the Isanti SWCD from BWSR presented an overview of how Soil and Water Conservation Districts function and the overall duties and responsibilities of being an elected board member. Weinerman explained his role and ways that he supports the board members and District operations.

e. Climb Theatre Contract

Determan explained that historically the District has contracted with the Climb Theatre in Minneapolis to provide an entertaining and engaging program to local elementary students that teaches them about aquatic invasive species. The cost for this programming is \$1,400 for two days of programming. Funding comes from the AIS funds.

Motion/Seconded Swanson/Koczur To approve signing the Climb Theatre contract not to exceed \$1,400.00 for AIS education for elementary aged students in Isanti County.

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

8. Old Business

Determan reviewed recent progress on the Rum River Remeander project.

9. Informational/Announcements

a. Program updates/other: Lower St. Croix One Watershed One Plan, Rum River Remeander, Ag BMP Loans

b. Upcoming meetings/events:

Isanti County Board Meeting will be on 1/16/19 at 9am (Determan/Schaubach/Swanson)

Lower St Croix policy Committee Meeting 1/28/19 at 4-6pm (Swanson)

Lower St Croix Watershed Rural Lands Workshop 2/2/19 at 9-11am (Zimmermann)

c. Meeting evaluation: What worked? What were the gaps? What could be done to improve the meeting?

10. Adjourn

Motion/Seconded Koczur/Schaubach To adjourn the meeting at 11:25 am.

Affirmative: Koczur, Larsen, Schaubach, Swanson

Abstain: None.

Opposed: None. Motion carried.

_____ **Greg Swanson, Board Secretary**

_____ **Date**