



380 Garfield St South
Cambridge, MN 55008
763-689-3224 Ext. 5

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

**January 21, 2014
9:00 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, Ryan Carpenter and Roger Larsen
Staff Present: Jamie Schurbon, Annette Swanson and Josh Bork

1. Approve Agenda

Agenda of the January 21, 2014 was reviewed.

Motion/Seconded Larsen, Koczur to add:

8. *Informational*

a. *Day at the Capital*

9. *Additions*

a. *District Office Move*

b. *National Wild Turkey Federation Grant*

to the January 21st agenda and approve the agenda as presented.

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

Opposed: None. Motion carried.

2. Annual Business Meeting Items

a. **Election of officers - Chair, Vice-Chair, Treasurer, Secretary**

Motion/Seconded Kilpatrick, Larsen to retain the same list of officers for 2014 as was for 2013.

Chairman: Wayne Calander

Vice Chairman: Ryan Carpenter

Secretary: Barb Kilpatrick

Treasurer: Al Koczur

Public Relations: Roger Larsen

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

Opposed: None. Motion carried.

b. **Hand meeting to chairperson Calander**

c. **District policy items**

The board discussed the policy items listed below and action was taken on all by a single motion at the conclusion of discussion. Below, policies are shown in *italics* and discussion in plain text.

2014 Policy Manual

The Isanti SWCD shall utilize the most recent Isanti County Policy and Procedure Manual until an Isanti SWCD Policy Manual can be completed later in 2014. Any policies set at SWCD board meetings shall replace or prevail over the Isanti County Policy and Procedure Manual.

Set Regular Meeting Schedule

Isanti SWCD regular meetings shall be the 3rd Tuesday of each month at the Cambridge USDA Service Center.

Board Per Diem

The board discussed that while state statute allows board per diem payments of up to \$75 per day that the Isanti SWCD has allowed \$50 per day in the past. There is a desire to maintain at the \$50 per day level. The policy will be:

Supervisors will receive per diem for attending meetings/activities related to district business as follows.

- *\$50 per day*
- *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.*

Mileage Reimbursement Rate

The mileage reimbursement rate shall follow the current IRS approved rate. Effective 1/1/2014 that rate is \$0.560/mile.

Designate Official Depository

Designate Peoples Bank of Commerce located in Cambridge as the official SWCD depository.

Designate Approved Check Signers

Authorize Koczur, Kilpatrick and Swanson as authorized signers of SWCD checks.

Pre-approve Payment for Payroll, Insurance, Utilities

Authorize the District Manager to approve payments for rent, payroll, insurance and utilities.

Designate Official Notice Posting Location(s)

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.

Capital Assets Definition

For the purposes of capital inventory reporting, the Isanti SWCD defines Capital assets as items with an original purchase price of \$500 or greater and a useful life of 3 years or more.

Historically, Minnesota Soil and Water Conservation Districts (SWCD) have been required to prepare annual plans. Beginning in 2013 the MN Board of Water and Soil Resources BWSR allows SWCDs to replace the annual plan with their Biennial Budget Request (BBR).

The SWCD's current Biennial Budget Request to BWSR as the SWCD 2014 annual plan.

Hiring of Relatives

The County's policy on nepotism is:

"Individuals shall not be hired, transferred, or promoted into a position if any of the following relatives of the individual is employed in the same department in which the position opening exists, or is employed in a position which poses a conflict of interest as determined by the Board of Commissioners:

Spouse, child or stepchild, parent or stepparent, brother or stepbrother, sister or stepsister, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law or sister-in-law or other relationships as determined by the Board, which may pose a conflict of interest."

A different policy for the SWCD is recommended.

The Isanti SWCD policy on nepotism shall be:

No persons shall be considered for employment in regular positions with the Isanti SWCD if a relative is presently employed by the District or is a member of the Board. Relatives shall be considered for non-regular positions only for assistance with the District's annual tree sale and when the District Board has considered the relationship and approved the hiring. All positions must be equally available to all persons.

Isanti SWCD State Cost Share Policies

Background

The SWCD must post our policies and priorities for state cost share fund use in our annual plan. Supervisors reviewed the SWCD's past cost share policies with manager recommended changes.

Discussion was to approve the 2014 Isanti SWCD State Cost Share Policies and Priorities as presented below and direct the manager to print them in our 2014 annual plan.

Priority areas for use of state cost share program funds are:

1. High Priority Water Quality Problems

"High Priority Water Quality" means areas where sediment, nutrients, chemicals, or other pollutants discharge to protected waters or to a sinkhole or ground water so as to impair their quality or usefulness. The Isanti SWCD most strongly favors:

- a. Projects identified in completed or underway subwatershed analyses (aka stormwater retrofit analyses),*
- b. Projects identified in completed or underway TMDLs,*
- c. Projects beneficial to a lake, stream, or river failing to meet state water quality standards or with a declining water quality trend.*

2. High Priority Erosion Problems

"High priority erosion problems: means areas where erosion from wind or water is occurring on Class I-V soils equal to or in excess of 2 X T per acre per year/or any area within 300 feet of a water course or within 1,000 feet of a water basin or wetland eroding by water in excess of T tons per acre per year. The water basin, wetland, or watercourse must be classified by the Department of natural Resources as protected water.

3. High Priority Sedimentation Problems

“High priority sedimentation problems” means areas within 300 feet of a water course or 100 feet of a water basin or wetland where the water erosion rate exceeds 3 tons per acre per year or areas where the District can show that sediment delivery occurs from a watershed or direct conveyance structure such as a storm sewer or paved outlet channel discharging to these waters. The water basin, wetland, or watercourse must be classified by the Department of natural Resources as protected water.

4. High Priority Feedlot Problems

“High Priority Feedlots” means feedlots where the pollution potential rating from the feedlot model is greater than or equal to one and which are discharging pollutants to DNR protected waters or to a sinkhole or shallow soils overlaying fractured or cavernous bedrock or within 100 feet of a water well.

Motion/Seconded Koczur, Carpenter to approve all policies as amended thru discussion (final form shown above).

Affirmative: Calander, Kilpatrick, Koczur, Carpenter and Larsen

Opposed: None. Motion carried.

Bork noted possible improvements to the state cost share policies. Under #2. High Priority Erosion Problems it was discussed that the 2 X T erosion threshold is seldom experienced locally and a lower limit may make more sense. Bork suggested changing “2 X T” to “one ton.” Regarding #4. High Priority Feedlot Problems – Bork suggested changing “where the pollution potential rating from the feedlot model is greater than or equal to one” to “ranking highly with the current farm evaluation program” because the model used for analysis periodically changes.

Motion/Seconded Koczur, Larsen to make two changes to the Isanti SWCD State Cost Share Policies: (a) change the #2 High Priority Erosion Problem threshold from 2 X T to 1 ton per acre and (b) change the #4 High Priority Feedlot definition from “where the pollution potential rating from the feedlot model is greater than or equal to one” to “ranking highly with the current farm evaluation program” found in the Isanti SWCD State Cost Share Policies.

Affirmative: Calander, Kilpatrick, Koczur, Carpenter and Larsen

Opposed: None. Motion carried.

3. Approve Regular Board Meeting Minutes – December 17, 2013

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

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

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

Opposed: None. Motion carried.

4. Financial Reports

a. Treasurer’s Report

The monthly treasurer’s report was presented by Swanson for the Board’s review.

b. Bills

Motion/Seconded Carpenter, Larsen to approve the treasurer’s report and pay the following bills: Check # 6312 thru 6321 and Check # 4858 thru 4874.

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

Opposed: None. Motion carried.

a. Staff

Schurbon and Swanson's activity reports were reviewed.
After discussion of offering a 10% discount to tree customers as in previous years-

Motion/Seconded Kilpatrick, Koczur to offer a 10% discount to customers purchasing \$500.00 or greater by February 21st for the 2014 tree sale and direct Swanson to contact past customers who ordered >\$500 to extend this offer to them. Affirmative: Calander, Kilpatrick, Koczur, Carpenter and Larsen. Opposed: None. Motion carried

b. NRCS District Conservationist

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

Bork presented information about the upcoming office move and the SWCD's new lease with NRCS, including:

- The SWCD will be renting space that includes SWCD space plus paying for some percentage of the common spaces (bathrooms, break room, etc). NRCS is presently covering 150 square feet of the SWCD's space, but this will decrease to 100 square feet in the new lease. The SWCD will pay for an expected 345 square feet but will be getting 445 square feet.
- The SWCD will be renting one office for the manager and one cubicle-style space for the administrative assistant. SWCD use of part of the NRCS storage room is not yet determined.
- The rental rate will likely not be known until move in time, but is expected to increase over the current rental rate.
- Utilities are included in the rental rate.
- The lease agreement between the SWCD and NRCS is not ready and may not be ready until move in time.
- The expected move in date is February 19, 2014.

c. County Commissioners

No Report

d. RC&D Update

No Report

6. Old Business

a. Grant update-City of Isanti stormwater pond, Metro SWAs

Schurbon informed the board that the Isanti SWCD is being awarded a BWSR Clean Water Fund Grant for \$120,611 for stormwater retrofits in the City of Isanti that benefit Rum River water quality. The City of Isanti is providing up to \$38,750 from their stormwater utility fee. The SWCD will work closely with the City's engineer.

Schurbon informed the board that Metro Conservation Districts is being awarded a Clean Water Fund for \$250,000 for stormwater retrofit assessments. As a member of this 11-county technical service area, the Isanti SWCD will likely receive approximately \$20,000 to do stormwater retrofit assessments.

Schurbon informed the board that a host district is needed for the Metro Conservation Districts grant. Consensus was that the Isanti SWCD was not well positioned to serve as

...most at this time due to limited staff time and the fact that other districts have more experience with this program.

7. New Business

a. Authorize Hiring for Geologic Atlas Assistance

The Isanti SWCD has a signed agreement with Isanti County to lead the county geologic atlas project. Estimated workload for coordinating the project and locating the wells includes:

110	hrs	Schurbon
120-150	hrs	Swanson
120	hrs	Levitski (City of Cambridge staff)
520	hrs	New temporary staff IF no MCC apprentice is secured
96	hrs	New temporary staff IF MCC apprentice is secured

Schurbon indicated that before hiring temporary staff, he'd like to:

- Know if we are getting an MCC apprentice. We'll know by late January.
- Create maps and organize materials so it is ready for work to begin.
- Schedule training for everyone involved, to be provided by the MN Geological Survey.

Schurbon indicated it would be helpful to have board approval for temporary hiring at the January 2014 meeting, as this will allow us to hire and get someone trained when the time is appropriate.

There will be some office space hurdles to overcome for the new hire. We do not presently have a work space or a computer for the temporary hire. We can overcome this by offering:

- (a) work in the office only when either Swanson or I are out. Bork noted that the new employee would need to pass federal security clearances since SWCD computers are on the federal computer server.
- (b) the option to work from home provided the temporary employee is willing to provide their own computer and internet connection.

Motion/Seconded Koczur, Carpenter to Authorize the District Manager to recruit temporary staff to assist with the geologic atlas well locating at a rate not to exceed \$15 per hour and total compensation not to exceed \$7,800 if no MCC apprentice is secured or \$1,440 if a MCC apprentice is secured. The position shall be posted on the Isanti SWCD website and USDA service center bulletin board for not less than three days. Because this is a temporary position, regular posting, application, interviewing and scoring is not required. Affirmative: Calander, Carpenter, Koczur, Kilpatrick and Larsen. Opposed: None. Motion carried.

b. Administrative Assistant Work Schedule Modification Request

Beginning February 2, 2014 Swanson explained her requested change in work schedule to supervisors. Her schedule will be working nine, 9-hour days and taking off one day per two week pay period. In this way Annette will maintain an 80 hour per pay period schedule. Daily work schedule will be 7:30-5:00 this will provide a day off per pay period.

c. Request to BWSR to use 2014 State Cost Share Base Grant for Technical Assistance.

Schurbon informed the board that until 2013, State Cost Share dollars from BWSR could be used only for project installations, except that 20% could be used for administration. Beginning in 2013 all hours could be used for technical assistance staff time. Board action on a request to BWSR to use the hours in this way is required by June 30, 2014 for 2014 funds.

Motion/Seconded Kilpatrick, Larsen to approve submitting a request to BWSR that fiscal year 2014 state cost share base grant dollars be used for technical assistance. Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen Opposed: None. Motion carried.

8. ~~Informational~~

a. **Day at the Capitol**

MASWCD Legislative briefing and Day at the Capitol March 24-25, 2014.

The Association will hold a legislative briefing on the evening of March 24, from 6:30 to 9:00p.m.

The program will include key legislators, state agency commissioners, a presentation on SWCD issues pending before the legislature and an overview of MASWCD's 2014 legislative platform.

9. **Additions**

a. **Office Move**

The USDA Service Center is scheduled to move February 19, 2014. Cubicle walls may be needed for Swanson's office space. Coordination will occur with NRCS, as they may need similar items.

Motion/Seconded Koczur, Carpenter to approve up to \$1800.00 for moving expenses and office set up items.

Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen

Opposed: None. Motion carried.

b. **National Wild Turkey Federation Grant**

Schurbon has spoken with DNR Wildlife about a potential grant application to the NWTf for buckthorn control. The local NWTf chapter must be part of the application, but have not responded. Koczur indicated that the local chapter no longer exists, but the Kanabec chapter may be interested in work at the Dalbo WMA because it is on the county line. The grant would require matching dollars from a DNR Conservation Partners Legacy Grant.

Motion/Seconded Koczur, Kilpatrick authorizing the District Manager to submit a grant application to the National Wild Turkey Federation

Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen

Opposed: None. Motion carried.

Adjourn

Motion/Seconded Carpenter, Larsen to adjourn the meeting at 10:35 A.M.

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

Opposed: None. Motion carried.



Barb Kilpatrick
Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**February 18, 2014
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, Ryan Carpenter and Roger Larsen

Staff Present: Jamie Schurbon, Annette Swanson and Josh Bork

Others Present: Greg Anderson and Jason Weinerman

1. Approve Agenda

Agenda of the February 18, 2014 was reviewed.

Motion/Seconded Larsen, Koczur to approve the agenda as presented.

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

Opposed: None. Motion carried.

2. Approve Regular Board Meeting Minutes – January 21, 2014

Minutes of the regular board meeting held January 21, 2014 were reviewed.

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

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

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Kilpatrick, Larsen to approve the treasurer's report and pay the following bills: Check # 6322 thru 6329 and Check # 4875 thru 4885.

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

Opposed: None. Motion carried.

4. 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 for the District supervisors.

- Bork presented information about the upcoming office move February 19-20.
- New USDA Service Center address: 110 Buchanan St. North.
- Dave Copeland-AC Duluth moving back to Rochester.

c. County Commissioners

Commissioner Anderson reported:

New chairman for 2014: Mike Warring
Vice-chairman for 2014: Larry Southerland
Kathy Minkler retiring from Public Health
Dispatch center to receive upgrades-projected for 2016
New county snowplow.

5. Old Business

a. Geologic Atlas-temporary technician hiring update

Schurbon informed the board that Kris Larson has been hired to provide temporary, part time assistance for the Geologic Atlas project.

6. New Business

a. Consider WMA Prescribed Burning Bid Results

Schurbon informed the board of the results of the competitive, sealed bid process for prescribed burning services for our WMA Rx burning project. Bids were requested of three companies, two submitted bids. The bids were:

Natural Resources Restoration, Inc.	\$48,800
Minnesota Native Landscapes, Inc.	\$155,600

The project budget for burning is \$40,000. Carpenter asked why bids were higher than expected. Schurbon stated that a primary reason is that our budget anticipated fewer, larger burn sites. It turns out that most of the sites are less than 30 acres. Small sites cost more per acre to burn.

Our DNR grant obligates us to burn 500 acres. We need to meet this deliverable. That grant set goals of starting burning in 2014 and completing it in 2015 provided good burning weather. The grant lasts until 2017 if necessary.

Schurbon is taking the following actions try to get this project back on track:

- (a) Modify scope of work – The DNR may be able to provide more burn plans for the contractor, do burn breaks, or find larger sites to burn.
- (b) Secure more funds – Schurbon has submitted an application for a National Wild Turkey Federation Grant that would span the funding gap. The outcome of that application will be known about March 10.

Motion/Seconded Koczur, Kilpatrick to authorize the District Manager to accept any bid which is within the available funds for the project and meets the required contractor qualifications. This would allow us to move forward as soon as possible if more funding is secured or the cost is reduced.

Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen

Opposed: None. Motion carried.

b. Pheasants Forever Habitat Fund Administration Agreement

In the past Isanti Co Pheasants Forever (PF) has provided funds to the SWCD for habitat installations. Going forward, they would like a partnership where the SWCD administers the fund and serves as the point-of-contact for landowners. Prairie Restorations, Inc. or the landowner will do planting. Schurbon has been meeting with PF representatives to develop policies and specify the SWCD's role. A contract has been developed and was presented. Koczur noted that Isanti County Pheasants Forever has approved the contract.

Motion/Seconded Carpenter, Kilpatrick to approve the contract with Isanti County Pheasants Forever for administering their habitat fund in 2014. The contract title is "Contract for Services between Isanti County Chapter of Pheasants Forever and the Isanti Soil and Water Conservation District or Pheasants Forever Habitat Fund Administration."

Affirmative: Calander, Larsen, Kilpatrick, Carpenter and Koczur

Opposed: None. Motion carried.

c. MN Conservation Corps Summer Apprentice

In early fall we applied for an MCC apprentice, primarily to assist with geologic atlas well locating. We've received notice that we will be awarded an apprentice. This 18-25 year old will be an MCC employee who is stationed at our office and under SWCD direct supervision.

Schurbon created a work plan for the apprentice that is largely geologic atlas well locating but also includes miscellaneous occasional tasks at the SWCD and Anoka SWCD.

The apprentice will have an office at the county government center and computer provided by the county. Commissioner Anderson noted that his office is often available. We'll also seek to have them work at the SWCD office when a computer is available.

This informational item required no board action.

d. New Office Signage

Schurbon presented information. New signage was ordered for the USDA at the new building. It has the USDA logo and says "USDA Service Center." It does not list the federal agencies. The size is approximately 6 ft x 1.5 ft. It does not include mention of the SWCD.

Unfortunately, production on the USDA signage has already started, so we could not add the SWCD to the lower half of the same sign. The USDA sign installation was scheduled for Feb. 14, and an SWCD sign could not be produced by that time so we cannot combine installation of the two signs.

Each sign must be permitted by the city, and there is an associated \$30 fee. Because our sign will be separate from the USDA sign, it will require a separate permit.

Schurbon asked two companies for quotes on signage for the SWCD. One has been received so far for \$466.24 which does not include installation that will cost a similar amount.

Kilpatrick offered to secure another quote from a local sign company.

Motion/Seconded Koczur, Carpenter to table a decision on the district sign until the March board meeting.

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

Opposed: None. Motion carried.

7. Informational

- a. Metro Area MASWCD Meeting at Cabelas in Rogers April 2, 9:30 a.m.**

Adjourn

Motion/Seconded Larsen, Carpenter to adjourn the meeting at 9:30 A.M.

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

Opposed: None. Motion carried.

Barb Kilpatrick
Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**March 18, 2014
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, Ryan Carpenter and Roger Larsen

Staff Present: Jamie Schurbon, Annette Swanson and Josh Bork

Others Present: Greg Anderson, Holly Nelson and Jason Weinerman

1. Approve Agenda

Agenda of the March 18, 2014 was reviewed.

Motion/Seconded Larsen, Koczur to add

**Peoples Bank of Commerce-signers update as item 7a
to the March 18th agenda and approve the agenda as presented.**

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

Opposed: None. Motion carried.

2. Approve Regular Board Meeting Minutes – February 18, 2014

Minutes of the regular board meeting held February 18, 2014 were reviewed.

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

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

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurer's Report

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

b. Bills

**Motion/Seconded Kilpatrick, Carpenter to approve the treasurer's report and pay the
following bills: Check # 6330 thru 6343 and Check # 4886 thru 4897.**

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

Opposed: None. Motion carried.

4. 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 for the District supervisors.

- EQIP-deadline for 1st Round-February 21st
- Pollinator Initiative – 3 million Dollars-application deadline March 21st
- CSP-Modifications/Terminations
- Water Bank Program-\$3.6 million in financial assistance available for MN, SD,ND. Not subject to Farm Bill payment eligibility—10 year agreements.

- HEL Compliance/Wetland Compliance-FSA field changes from new imagery-done
- Jim Dusek---Area Engineer is acting for ASTC (FO)

c. County Commissioners

Commissioner Anderson reported:

Anderson attended Geologic Atlas training on Feb. 26 at Cambridge City Hall

New device at the Government Center—Bag scanner

5. Old Business

a. Office Signage

SWCD signage was not included with USDA signage on the new building. At the March SWCD Board meeting, two quotes were reviewed. Kilpatrick secured a third bid since that time. Quotes are for a sign similar to the USDA sign, to be mounted below and illuminated by existing lights.

Vendor	Sign Cost	Installation Cost	Total Installed Cost
Indigo Sign Works	\$466.24	Not quoted, approx. \$350	\$816.24
Advantage Sign and Graphics			Approx. \$800
Troupe Advertising	\$200	\$90	\$290

Troupe offered to create a flat sign without the 2” return for \$25 less.

Note a \$30 city sign permit will also be needed.

Note the 5” lettering size favored by Schurbon is slightly larger than USDA lettering.

Motion/Seconded Koczor, Kilpatrick to accept the Troupe Advertising bid for the new office building sign.

Affirmative: Koczur, Kilpatrick, Carpenter, Larsen and Calander

Opposed: None. Motion carried.

b. Amend 2010 and 2011 Cost Share Agreements for Krause

Schurbon explained prairie planting and erosion control work was done at the Howard Krause property using 2010 and 2011 state cost share dollars. Among the project problems were incomplete state cost share contracts and payment vouchers. Weinerman concurred that amendments were needed to complete these documents.

Staff Recommendation:

Amend the 2010 and 2011 state cost share contracts for the Howard Krause projects as follows:

- Both years, Page 1, Section 1 – Insert project life of a minimum of “10 years.”
- Both years, Page 1, Section 2 – Insert that practice must be planned in accordance with....”FOTG.”
- Both years, Page 1, Section 4 – Insert start date “6-21-2011.”
- Both years, Page 1, Section 5 – Insert practice will be installed by “12-31-2011.”
- Both years, Page 2, Total Cost Estimate – Insert “\$38,038”
- 2010, Page 2, Cost sharing not to exceed – Insert “\$5,798”
- 2011, Page 2, Cost sharing not to exceed – Insert “\$4,686.40.”

Amend the 2010 voucher certificate as follows:

- Change landowner/land occupier cost from “\$0.00” to “\$5,798.”

Amend the 2011 voucher certificate as follows:

- Change landowner/land occupier cost from “\$0.00” to “\$4,638.40.”

Direct the Manager to send copies of the amended documents to the landowner, apologizing that they were not sent sooner. Further, the Manager should notify that because the project has failed due to environmental factors (torrential rains soon after installation), the owner is released from their obligation to follow the operations and maintenance plan.

Motion/Seconded Koczur, Larsen to amend the 2010 and 2011 state cost share contracts for the Howard Krause projects as stated in staff recommendation.

Affirmative: Koczur, Larsen, Kilpatrick, Carpenter and Calander

Opposed: None. Motion carried.

c. Approve Payback of 2012 Clean Water Funds for Berg Project

Schurbon explained that a portion of Isanti County's 2011 Clean Water Fund Native Grass and Stormwater BMP Grant was passed on to the SWCD for prairie planting. 18 planting were completed. Final reporting to BWSR is now occurring. It was discovered that the last planting, which occurred at the Josh Berg property, appears to have been done June 13, 2013 which is after the grant expired on December 31, 2012.

Bork pointed out that this installation date seems incorrect because Mark Demuth installed that project and he was not employed by the SWCD in 2013. He also noted that the landowner had delayed paying his invoice from the SWCD, probably until 2013, but the project was installed earlier. Schurbon and Swanson will further research the installation date.

Motion/Seconded Kilpatrick, Koczur to table the payback of 2012 Clean Water Funds for Berg Project to next board meeting.

Affirmative: Kilpatrick, Koczur, Carpenter, Larsen and Calander

Opposed: None. Motion carried.

d. Other Elink Reporting of Old Grants – Match Problems

Schurbon communicated to the board that he has been doing reporting of a number of old grants to BWSR in Elink. Some of the recordkeeping and financial management strategies were problematic, particularly apparent matching of state grants with other state funds. It was explained that no board action is needed, but the board should be aware of these issues. To rectify this situation, Schurbon is reporting the expenditures that occurred to BWSR in an accurate fashion and with the greatest level of detail possible.

e. 2013 WCA Funding From County – Final Reporting and Matching

Schurbon explained that state rules require that the county transfer \$5,000 of its BWSR Natural Resources Block Grant to the SWCD for our statutory roles and support with the Wetland Conservation Act (WCA). To date, Demuth had signed forms obligating the SWCD to providing 1:1 match for these dollars. Schurbon expressed concern that the SWCD will likely only have \$5,000 in WCA staff hours over the fiscal year that ends June 30. Because another \$5,000 in match is committed, the SWCD would need to provide \$5,000 cash to the county.

Weinerman explained that it is the County, as the grant recipient, which must provide the match unless the SWCD agrees differently. He added that the Zoning Department or County Highway Department often has plenty of matching hours.

Nelson explained that this issue has been discussed at the County Zoning Office. The county highway department has had several wetland banking projects and their hours will qualify as match. The Zoning office also probably has surplus matching hours. Nelson felt that the county will be able to cover all match requirements, relieving the SWCD.

The board thanked the county for working with the SWCD on this issue and stated the SWCD will document potential WCA match at all times and provide it to the county.

f. Approve 2014 Clean Water Fund Grant Contract – City of Isanti Stormwater Pond

This 2014 BWSR Clean Water Fund grant has been awarded.

Motion/Seconded Kilpatrick, Carpenter to approve the grant agreement C14-1920 with BWSR for Stormwater Retrofit for City of Isanti MN to Benefit the Rum River.

Affirmative: Kilpatrick, Koczur, Carpenter, Calander and Larsen

Opposed: None. Motion carried.

g. Approve MN Conservation Corps Apprentice Site Agreement

This agreement could not immediately be located.

Motion/Seconded to table the MN Conservation Corps Agreement to April Board Meeting.

Affirmative: Kilpatrick, Koczur, Carpenter, Calander and Larsen

Opposed: None. Motion carried.

Later in the meeting Schurbon found the agreement. Chair Calander entertained the issue.

Motion/Seconded to approve the MN Conservation Corp Apprentice Site Agreement between the Isanti SWCD and Conservation Corps Minnesota.

Affirmative: Kilpatrick, Koczur, Carpenter, Calander and Larsen

Opposed: None. Motion carried.

h. WMA Prescribed Burning Project Update and Approve NWTF Grant Agreement.

The project is funded by Pheasants Forever and a MN DNR Conservation Partners Legacy Grant. Last month, bids for prescribed burning services came in \$8,800 over budget. Schurbon updated the board that since that time he has secured a National Wild Turkey Federation Grant that covers the funding gap. Schurbon will enter into a contract with Natural Resources Restoration, Inc, the low bidder. The board authorized this action at the last meeting.

6. New Business

a. Office Chair Purchase Request-Swanson

Motion/Seconded Larsen, Koczur authorizing Swanson to purchase a new office chair not to exceed \$250.

Affirmative: Calander, Carpenter, Kilpatrick, Koczur and Larsen

Opposed: None. Motion carried.

b. 2013 Audit

Because the SWCD has surpassed \$500,000 in expenditures since our last audit, BWSR has informed us that 2013 finances must be audited. The auditor we've used in the past has retired, and passed his business to a successor. The Board directed Annette to send audit bid letters to 3 accounting firms.

c. Consider Application for BWSR PRAP Assistance Grant

Schurbon explained that BWSR offers grants up to \$10,000 with typically 50% matching for district strategic planning and similar activities. The Isanti SWCD may want to discuss pursuing one of these grants to help build organizational capacity and set our future direction. The board discussed the need for better district planning and supervisor training. The Board directed Schurbon to secure quotes for this service. Thereafter the SWCD can consider applying for a BWSR grant.

7. Additions

a. Peoples Bank of Commerce-Approved Signers

Annette received a new Approved Signers Agreement with Peoples Bank of Commerce due to our new address and correction to the District name. The board discussed whether changes in the authorized signers on the account were needed, but felt no changes were needed. Approved signers are: Al Koczur, Barb Kilpatrick and Annette Swanson. These individuals will complete the new signers agreement with Peoples Bank.

8. Informational

a. SWCD election filing period is May 20-June

Bark Kilpatrick and Wayne Calander will be up for election at this time.

b. Metro Area MASWCD Meeting at Cabelas in Rogers April 2, 9:30 a.m.

c. SWCD Funding Initiative

Local SWCD resolutions were adopted via the annual MASWCD resolution process calling for additional changes in the way districts are funded. The MASWCD leadership responded to the resolutions and formed a District Funding Task Force comprised of supervisors and staff from each area of the state to study the resolutions, reflect on the issues and recommend a course of action. Several potential improvements to the SWCD statute were identified. The Task Force shared their consensus recommendations with the membership during the MASWCD Annual Meeting on December 3, 2013. The MASWCD Board has reviewed the recommendations and has developed a strategy to seek legislative changes to Minnesota SWCD State Statute (M.S. 103C).

Jason Weirnerman- BWSR Board Conservatoinist offered to attend the April District meeting and give a presentation on BWSR grant agreements.

Adjourn

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

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

Opposed: None. Motion carried.

Barb Kilpatrick
Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**April 15, 2014
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, Ryan Carpenter and Roger Larsen

Staff Present: Jamie Schurbon, Annette Swanson and Josh Bork

Others Present: Greg Anderson, Jeannette Austin and Jason Weinerman

1. Approve Agenda

Agenda of the April 15, 2014 was reviewed.

Motion/Seconded Larsen, Koczur to approve the agenda as presented.

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

Opposed: None. Motion carried.

2. Approve Regular Board Meeting Minutes – March 18, 2014

Minutes of the regular board meeting held March 18, 2014 were reviewed.

Motion/Seconded Carpenter, Koczur to approve the minutes as presented.

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

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Larsen, Kilparick to approve the treasurer's report and pay the following bills: Check # 6344 thru 6357 and Check # 4898 thru 4912.

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

Opposed: None. Motion carried.

4. 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 for the District supervisors.

- Pollinator Initiative – 3 million Dollars
- CSP-Modifications/Terminations
- Civil Rights policy Statement Review
- Review MOU

c. County Commissioners

Commissioner Anderson reported:

Anderson attended Geologic Atlas training on Feb. 26 at Cambridge City Hall

New device at the Government Center—Bag scanner
Multiple upcoming retirements at Isanti County

5. Old Business

a. 2013 Audit

Motion/Seconded Kilpatrick, Larsen to accept the bid for doing the District audit from Peterson Company LTD, Waconia, MN

Affirmative: Koczur, Kilpatrick, Carpenter, Larsen and Calander

Opposed: None. Motion carried.

b. District Strategic Planning

BWSR offers grants for strategic planning that generally cover 50% of strategic planning efforts for SWCDs. At the March meeting, the district directed Schurbon to get quotes from consulting planners. One available planner was found - Donna Rae Scheffert. on the phone and reviewed examples of her work.

Ms. Scheffert provided a menu of services with costs and examples of her work. Schurbon stated he discussed these items with Ms. Scheffert and felt comfortable with her abilities. He also had spoken with the manager that is shared between the East Ottertail and Wadena SWCDs, who had hired Ms. Scheffert. That manager gave positive reviews.

Supervisors discussed the need for planning and limited available funding. Weinerman offered to assist with planning as part of his job duties, if the board is interested. He stated he would start with some questions for the board to think about, followed by work sessions outside of regular meetings.

The board asked Weinerman to bring further information and materials to the May 20th SWCD meeting.

c. Payback of 2012 Clean Water Funds for Berg Project

At the last meeting we discussed that the Jeff Berg prairie planting may have been done with Clean Water Fund grant dollars after the grant expired. The item was tabled. After further research, this project was completed within the grant period. No action needed.

d. Approve BWSR Grant Final Financial Reports

Seven past BWSR grants are completely reported in Elink. Once the financial reports are approved and signed by the board, these grants can be closed out.

2011 WCA Metro Enforcement
2012 Conservation Delivery
2012 State Cost Share
2012 Easement Delivery
2013 Conservation Delivery
2013 State Cost Share
2013 Easement Delivery

Motion/Seconded Koczur, Carpenter to approve the final financial reports for the listed grants.

Affirmative: Koczur, Carpenter, Kilpatrick, Larsen and Calander

Opposed: None. Motion carried.

6. New Business

a. BWSR Biennial Budget Request (BBR)

Schurbon provided a draft Biennial Budget Request to BWSR for FY 2016-17 for review and comment. BWSR requires each district submit a BBR by May 2. It lists out anticipated programs and projects that may use state funding. It is not a grant application. BWSR uses the information to support their funding requests for local governments.

The BBR is important to the SWCD because it may be used as a substitute for preparing an annual plan. It is helpful if future competitive grant applications are for projects mentioned in the BBR.

After discussion regarding the BBR the board directed Schurbon to submit the Biennial Budget Request.

b. Consider Farm Bill Assistance Program grant application

Schurbon described that State Lottery dollars fund the Farm Bill Assistance Partnership to pay for staff time promoting conservation practices. The program requires little match – just 5% from the SWCD and 5% from a local partner like Pheasants Forever. The materials attached describe the program. The grant would be effective for one year

For Isanti SWCD, this program could fund promotion of Pheasants Forever or NRCS programs. Schurbon stated he is particularly interested in actively selling these programs in lands adjacent to the Rum River and at parcels being identified in our Skogman and Fannie Lakes Watershed study.

Schurbon described the following issues/concerns

- Committing additional staff time to habitat promotion and installation may not be the direction the SWCD want so go.
- Bork does not feel there is demand for NRCS conservation programs, and so little demand for this position. He's concerned we may not produce many installations. Schurbon felt demand may be higher if the programs are marketed aggressively.
- This program pays at only \$24.04/hr. This rate is not sufficient to compensate Schurbon's contract rate nor is it enough to hire a new manager at a competitive wage. It's geared toward hiring technicians.
- We can currently do this kind of project promotion with State Cost Share dollars, which requires 25% match. We get enough State Cost Share to pay for 22% of Schurbon's contracted hours. If we were to get this grant too, we would likely need to increase Schurbon's hours but the grant would only pay at \$24.04/hr.

The District Board decided to not apply at this time.

c. Consider Letter of Support for Lower St. Croix 1 Watershed, 1 Plan application

One Watershed, One Plan is a new pilot initiative by BWSR that came from local water planner recommendations. At this time, BWSR is soliciting interest from watersheds that would like to integrate water planning across municipal, watershed district or county boundaries. Washington Conservation District and Chisago SWCD are pursuing this for the Lower St. Croix watershed, which includes portions of the Sunrise River Watershed in Isanti County. They are requesting a letter of Support from Isanti SWCD.

Motion/Seconded Koczur, Carpenter to provide a letter of support for the Lower St. Croix 1 watershed, 1 Plan effort.

Affirmative: Koczur, Carpenter, Kilpatrick, Larsen and Calander

Opposed: None. Motion carried.

d. Isanti SWCD Policy Handbook

The Isanti SWCD adopted the Isanti County Policy and Procedure Manual in 1991 "until one is written specific to the Isanti SWCD." Schurbon has drafted a new Policy Handbook. It includes Isanti County and Anoka Conservation District policies that are appropriate for Isanti SWCD.

Discussion about pay rates, compensation time, and benefits ensued. The board felt more time to review this material was needed before further discussion.

7. Informational

a. SWCD election filing period is May 20-June 3

Bark Kilpatrick and Wayne Calander will be up for election at this time.

b. Jason Weinerman-BWSR Conservationist gave a presentation to District Supervisors and staff on:

- Minnesota Statutes-103C.331 Powers of District Boards
- State of Minnesota-Board of Water & Soil Resources (BWSR) SWCD Program & Operations Grant Agreement
- Conservation Practice Assistance Agreement
- Voucher and Practice Certification Form

Adjourn

Motion/Seconded Koczur, Larsen to adjourn the meeting at 10:50 A.M.

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

Opposed: None. Motion carried.

Barb Kilpatrick
Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**May 20, 2014
8:00 A. M.**

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

Attendance

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

1. Approve Agenda

Agenda of the May 20, 2014 was reviewed. Koczur noted he needed to leave the meeting early.

Motion/Seconded Larsen, Koczur to approve the agenda as presented, but allow the Chair to move the most urgent action items for earlier discussion because of Koczur's need to leave early.

Affirmative: Calander, Koczur, and Larsen.

Opposed: None. Motion carried.

2. Approve Regular Board Meeting Minutes – April 15, 2014

Minutes of the regular board meeting held April 15, 2014 were reviewed.

Motion/Seconded Larsen, Koczur to approve the minutes as presented.

Affirmative: Calander, Koczur, and Larsen.

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Larsen, Koczur to approve the treasurer's report and pay the following bills: Check # 6358 thru 6386 and Check # 4913 thru 4933.

Affirmative: Calander, Koczur, and Larsen.

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Schurbon and Swanson's activity reports were reviewed. Schurbon noted that while District finances are stabilizing due to securing new revenues, additional income-generating work is becoming difficult to accommodate because his hours are limited to 16 hours per week on average. Many grants, for instance, require staff capacity to complete the work associated with the grant. If the District wishes to hire a full time manager in the future, it will need to secure additional income-generating work.

b. NRCS District Conservationist

Josh Bork, District Conservationist reported on the following topics:

- EQIP-Sign-up ended, 7 applications-ranking & scoring deadline-May 23.
- EQIP-High Tunnel, Manure Pit Closures, Energy Audit
- HEL Compliance/Wetland Compliance-All requests for new drainage, tree removal, improvements are sent to Dana Raines, Area Biologist
- Maintenance requests handled by Field Office.
- New AC in Duluth is starting June 16th
- Sign-up period #2 for EQIP funds remaining
- Seeding plans for No-Till Drill
- 2014 Farm Bill Developments-Conservation Compliance

c. County Commissioners

Commissioner Anderson reported:
 3 County Commissioners positions will be up for election.
 New Public Health Director hired.
 Multiple persons retiring at the Isanti Gov. Center.

5. Old Business

a. MASWCD Leadership Academy

The leadership program was brought to the attention of the district supervisors. The program is a dynamic educational experience to build leadership skills, confidence and professional networks of SWCD supervisors and employees to effective conservation work across Minnesota. It was discussed that this program offers substantial value, but given the district's current financial position this expense of over \$2,000 per person is more that the board wishes to spend.

b. 2014 Tree Sales Summary

The 2014 tree program was discussed as to expenses, revenues and profitability. The tree program revenues slightly exceeded expenses when staff time is included.

c. District Strategic Planning-Jason Weinerman

This item was moved later into the meeting, and ultimately was not discussed because of lack of a quorum after other business was discussed. It will be added to the next meeting's agenda.

6. New Business

a. MASWCD Dues

The MASWCD Finance Committee and Executive Board both reviewed the Districts request for a reduced 2013/2014 dues rate. On April 10, 2014 the MASWCD Executive Board voted to grant Isanti SWCD a designation of hardship and to accept \$1000.00 as a payment of dues. The original invoiced dues request was \$2866.50.

The supervisors also discussed pros and cons of membership of the MASWCD association. It was the agreement of the District board to remain members of the association. Authorization for payment of dues was made during agenda item 3b.

b. MASWCD Resolution Submission

Call for resolutions-2014 Resolutions Process. The resolution process is the means by which local SWCD Supervisors can identify soil and water conservation needs and issues and bring them before the membership of the Association for review and action at the MASWCD Annual Convention. The resolution process provides a forum for education and information to SWCD board members on statewide conservation issues. The resolutions also provide guidance and direction to the Board of Directors of the MASWCD and NACD. The board and staff did not have any resolutions they wished to submit for 2014.

c. Authorize MCC Apprentice Matt Cook to drive District vehicle

Schurbon discussed the authorization with the District board. Matt Cook is the District's seasonal apprentice from the MN Conservation Corps.

Motion/Seconded Koczur/Larsen to authorize Matt Cook to drive the District's truck following a driving record check meeting the District Manager's satisfaction.

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

Adjorn

Motion/Seconded Koczur/Larsen to adjorn the meeting at 9:00am due to the need for Koczur to leave the meeting for other business, and table remaining agenda items until the next meeting.

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

d. Isanti SWCD Policy Handbook

Due to lack of a quorum during this portion of the meeting, this item was not discussed. It will be added to the next meeting's agenda.

7. Informational

a. SWCD election filing period is May 20-June 3

Bark Kilpatrick and Wayne Calander will be up for election at this time.

b. MACD Summer tour and meeting will be June 12, 2014 hosted by the Sherburne SWCD

Cost is of \$20 per person.

Motion/Seconded Koczur, Larsen to approve up to four supervisors and staff to attend the MACD tour and meeting.

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

Barb Kilpatrick
Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**June 17, 2014
8:00 A. M.**

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

Attendance

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

1. Approve Agenda

Agenda of the June 17, 2014 was reviewed.

Motion/Seconded Larsen, Koczur to approve the agenda as presented.

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

Opposed: None. Motion carried.

2. Approve Regular Board Meeting Minutes – May 20, 2014

Minutes of the regular board meeting held May 20, 2014 were reviewed.

Motion/Seconded Koczur, Larsen to approve the minutes as presented.

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

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Carpenter, Kilpatrick to approve the treasurer's report and pay the following bills: Check # 6387 thru 6398 and Check # 4934 thru 4946.

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

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Schurbon and Swanson's activity reports were reviewed.

b. NRCS District Conservationist

Josh Bork, District Conservationist-absent from meeting on annual leave.

c. County Commissioners

Commissioner Anderson reported:

3 County Commissioners up for election: District 1, 2, and 5.

New County website is up and running.

County auditor and County recorder up for election.

CodeRED rapid emergency notification system is in service. CodeRED is an emergency notification service that allows emergency officials to notify residents and businesses by telephone, cell phone, text message, email and social media regarding time-sensitive general and emergency notifications.

5. New Business

a. FY 2015 DNR Groundwater Monitoring Contract

Motion/Seconded Koczur, Larsen to accept the FY 2015 DNR Groundwater Monitoring agreement.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

b. Administrative Assistant Position Description Update

One of the recommendations that came out of Annette's last performance review was to update the job description to better match actual duties. The present job description has not been updated in over 20 years. Annette drafted the new job description.

Motion/Seconded Koczur, Kilpatrick to accept the revised administrative assistant position description.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

c. 2015 Draft Budget

Schurbon has compiled a draft 2015 budget. While it is early, if staffing remains the same from 2014 to 2015 the district will incur a \$13,512 shortfall that will need to be paid out of limited general funds already on-hand. A number of options were presented including requesting additional county funds, the county passing all or part of the new state aquatic invasive species prevention dollars to the SWCD, selling the truck and/or seeder and staffing reductions. Consensus was to address this topic again at the July Board meeting for further discussion.

6. Old Business

a. District Strategic Planning - Jason Weinerman

Beginning with the July board meeting, Weinerman will assist the supervisors in developing some strategic directions as a way to focus the strengths of the board and to position the board to move into the future.

b. Isanti SWCD Policy Handbook

Schurbon presented a revised policy handbook. Discussion ensued on the need for revised policies vs continuing use of the county policies. On one hand because the county policies are regularly reviewed by county staff with human resources and risk management expertise, they should be used by the SWCD. Schurbon voiced concern with instances where county policies have produced undesirable results for the SWCD, covered topics not applicable or were missing applicable topics.

The board discussed the timing of the policy review, as it will take some time. The consensus was to keep it on the July board meeting for possible discussion of small portions. Full discussion may be delayed until after the completion of district strategic planning in fall.

Weinerman suggested Schurbon contact MCIT (insurance provider) for recommended policies.

7. Informational

a. MACD Summer tour and meeting was attended by Koczur, Larsen and Kilpatrick June 12, 2014 hosted by the Sherburne SWCD. They communicated their experiences.

Adjourn

Motion/Seconded Koczur/Carpenter to adjourn meeting at 10:00 a.m.

Affirmative: Calandar, Larsen, Koczur, Carpenter and Kilpatrick

Opposed: None. Motion carried.

, Barb Kilpatrick, Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**July 15, 2014
8:00 A. M.**

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

Attendance

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

1. Approve Agenda

Agenda of the July 15, 2014 was reviewed.

Motion/Seconded Kilpatrick, Koczur to approve the agenda as presented.

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

Opposed: None. Motion carried.

2. Approve Regular Board Meeting Minutes – June 17, 2014

Minutes of the regular board meeting held June 17, 2014 were reviewed.

Motion/Seconded Koczur, Larsen to approve the minutes as presented.

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

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Kilpatrick, Carpenter to approve the treasurer's report and pay the following bills: Check # 6399 thru 6408 and Check # 4947 thru 4960.

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

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Schurbon and Swanson's activity reports were reviewed.

b. NRCS District Conservationist

Josh Bork reported on:

EQIP:

-Sign up periods 1 & 2 are complete

-4 applications funded

-3rd and final ranking and scoring deadline-July 18

-Funded applications: Manure Pit Closures, Energy Audit & Well Sealing

CSP:

-2010 Contracts offered a renewal option

-Modifications needed for extensions/changes

HEL Compliance/Wetland Compliance:

-Flagging setbacks, maintenance requests, new drainage.

-FSA compliance checks in Chisago County

Other Updates & Training:

-DC Meeting in Duluth July 23rd

-2015 Local Work Group meeting-July 15, 1:00 at the USDA Service Center

c. County Commissioners

Commissioner Anderson reported:

Next Regular Meeting of the Isanti County Board of Commissioners will be July 16, 2014.

-New Zoning Administrator-Trina Bergloff

-Budgeting and bonding to be discussed

5. New Business

a. FY 2015 DNR Groundwater Monitoring Contract Revision

At the June meeting the Board approved the DNR obwell monitoring contract for FY2015.

Subsequently, the DNR sent a revised contract which doubles the amount the SWCD is paid per well reading from \$15 to \$30. There are no other contract changes.

Motion/Seconded Koczur, Larsen to approve the revised FY 2015 DNR Groundwater Level Monitoring Program Agreement with a rate of \$30 per reading. Cancel the contract approved at the June 2014 Board meeting which had a rate of \$15 per reading.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

b. Fee Schedule Update

About 1 year ago the Isanti SWCD created a fee schedule to set rates for our services, including appropriate rates for SWCD staff time and equipment rental. Schurbon used up to date information to re-calculate rates for staff time that include wages, benefits, and a proportional amount of essential office overhead. This resulted in an increase of \$2.50/hr for the manager and \$1.50/hr for the administrative assistant. Schurbon also suggested adding a \$150 damage deposit requirement for rental of the District's seeder.

Motion/Seconded Koczur, Kilpatrick to adopt the Isanti SWCD fee schedule revision dated July 15, 2014.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

c. Metro Conservation Districts Participation

Metro Conservation Districts (MCD) is a joint powers organization of 11 SWCDs. Isanti is a member, and is required to appoint one board member as a delegate and one alternate. Hennepin County's takeover of SWCD responsibilities has generated concerns that Hennepin County will harvest benefits, but not contribute. In this discussion, the low participation by Isanti SWCD has been noted. Schurbon has been attending the managers' meetings. A board member is encouraged consider more frequent attendance of board meetings.

Motion/Seconded Kilpatrick, Larsen to appoint Koczur as delegate and Carpenter as alternate to attend Metro Conservation District Meetings.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

d. 2015 Draft Budget

Schurbon reviewed the draft budget for 2015, which at this point is forecasted to require approximately \$12,912 in reserve funds to balance. This assumes no staffing changes. There was discussion that the District's 2015 budget request to Isanti County should be for an amount sufficient to balance the budget.

e. Pheasants Forever Sponsorship

The Isanti County Pheasants Forever Chapter will be celebrating their 25th annual banquet Friday, September 5, 2014 at Spectacular Events in Isanti.

Motion/Seconded Larsen, Carpenter to be a sponsor to the chapter by donating \$250.00 for 2015.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

6. Old Business

a. Isanti SWCD Policy Handbook

The board felt that discussion of this item was not desired at this time, and will be revisited in the future.

b. District Strategic Planning, Jason Weinerman

Mr. Weinerman led the supervisors through a process of ranking SWCD purposes in MN Statutes 103C.005 for the Isanti SWCD. The top priority was water quality. Other priorities, secondary benefits, important tasks that are addressed by others and non-priorities were discussed.

7. Informational

a. MASWCD officer nominations.

Adjourn

Motion/Seconded Kilpatrick, Larsen to adjourn meeting at 10:35 a.m.

Affirmative: Calandar, Larsen, Koczur, Carpenter and Kilpatrick

Opposed: None. Motion carried.

, Barb Kilpatrick, Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**August 19, 2014
8:00 A. M.**

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

Attendance

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

1. Approve Agenda

Agenda of the August 19, 2014 was reviewed.

Motion/Seconded Larson, Carpenter to add:

7. Additions

- a. Corbin Ag BMP Loan
- b. Ditch 20 Feasibility Study

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

Opposed: None. Motion carried.

2. Approve Regular Board Meeting Minutes – August 19, 2014

Minutes of the regular board meeting held July 15, 2014 were reviewed.

Motion/Seconded Carpenter, Kilpatrick to approve the minutes as presented.

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

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Carpenter, Kilpatrick to approve the treasurer's report and pay the following bills: Check # 6409 thru 6418 and Check # 4961 thru 4974.

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

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Schurbon and Swanson's activity reports were reviewed.

b. NRCS District Conservationist

Bork's activity report was reviewed. EQIP signups have concluded with 4 approved projects totaling \$47,150 and four unfunded applications that included a high tunnel, wetland restoration, pollinator habitat and a pit closure.

c. County Commissioners

Commissioner Anderson reported:

- Primary election results.

- Budgeting challenges at the county level.

5. New Business

a. Authorize DNR Conservation Partners Legacy Grant app – WMA Buckthorn

Schurbon described the project concept to treat 90+ acres of lightly infested WMA forest. Grant match is secured from Isanti Co Sportsman's club (\$3,260) and Isanti Co Chapter of MN Deer Hunters Association (\$1,000).

Schurbon described DNR CPL grant payment policies for the grant recipient and contractors. Grant recipients are reimbursed for staff time associated with a project at a rate that includes wages, FICA/Medicare, and health insurance as shown on pay stubs. They do not allow reimbursement for related essential expense such as a proportional amount of office rent, utilities, board meeting expenses, etc. These items are donated by the grant recipient, but cannot be counted as match. Moreover, match dollars are subject to these same restrictions. However, all contractors under the grant can charge any rate. For example, a contracted private engineer or project manager would be paid overhead and profit.

Schurbon expressed concerns about being the grant recipient because of these policies. While the mission of the SWCD can be fulfilled with grant projects, the SWCD is not financially positioned to engage in projects where expenses cannot be fully covered by grant and match dollars.

Schurbon suggested that another SWCD apply for grants for work in Isanti County, and then contract Isanti SWCD to manage the project. He has begun such a discussion with Washington Conservation District. Board discussion ensued.

Motion/Seconded Koczur, Carpenter to (1) request Washington Conservation District to apply for a WMA Buckthorn CPL DNR grant for Isanti County and contract Isanti SWCD to manage the project, otherwise (2) authorize Isanti SWCD to apply for this grant.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

b. Authorize BWSR Clean Water Fund Grant app – Green Lake Retrofits

Schurbon described that the Green Lake Improvement District (LID) would like to pursue a BWSR Clean Water Fund (CWF) grant application to install BMPs identified in the Green Lake Subwatershed Assessment. They are interested in addressing Feldspar Street runoff and lakeshore restorations, which ranked #1 and #5 in terms of cost effectiveness in the Subwatershed Analysis. The Green LID has committed \$18,910 in cash match. 25% match is required. The Green LID is not an eligible applicant, but the Isanti SWCD is.

Motion/Seconded Larson, Kilpatrick to authorize applying for a BWSR Clean Water Fund grant for water quality improvement projects around Green Lake.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

c. Aquatic Invasive Species (AIS) Prevention SWCD Role

Schurbon described that he has been working with County Zoning staff on development of a 2014 Isanti County AIS Prevention Plan for 2014. The plan is required for use of new AIS prevention state funding. The focus of 2014 will be planning for 2015 in a way that is inclusive of lake groups, the county water plan task force and other stakeholders. Some education and other smaller tasks are also included. The first draft splits these responsibilities relatively evenly between the county and SWCD, though some tasks are entirely handled by one or the other.

Discussion about SWCD roles ensued. Bork pointed out that some SWCDs, such as Hubbard, are already doing boat landing inspections. Weirnerman added that this funding is not guaranteed to continue. Future legislation may eliminate it.

6. Old Business

a. Isanti SWCD Policy Handbook

The board felt that discussion of this item was not desired at this time, and will be revisited in the future.

b. District Strategic Planning, Jason Weinerman

Mr. Weinerman led the supervisors through a process of ranking SWCD purposes in MN Statutes 103C.005 for the Isanti SWCD. The top priority was water quality. Other priorities, secondary benefits, important tasks that are addressed by others and non-priorities were discussed.

7. Additions

a. Smith AgBMP Loan Request

Jeff and Teresa Smith of Cambridge Township have requested an AgBMP loan through the MN Dept of Ag for replacement of a failing septic system. Isanti SWCD approval is required and will result in the application being passed to Kanabec SWCD for further processing and consideration.

Motion/Seconded Kilpatrick, Koczur to approve the Jeff and Teresa Smith AgBMP loan application for a septic system.

Affirmative: Calandar, Larsen, Koczur, Carpenter and Kilpatrick

Opposed: None. Motion carried.

8. Informational

a. MASWCD Workshop – Strengthening Your SWCD

The Sept 10-11 workshop was discussed.

b. PICKM Lake and River Association Meeting

The Sept 15 6-8:30 pm meeting will be held at Captains on Long Lake. There will be speakers about AIS prevention and lakeshore landscaping. The cost is \$20 per person. Schurbon and Koczur expressed interest.

Motion/Seconded Kilpatrick, Larsen to approve up to two registrations to the Sept 15 PICKM meeting.

Affirmative: Calandar, Larsen, Koczur, Carpenter and Kilpatrick

Opposed: None. Motion carried.

9. Other

a. District Strategic Planning Session

Weinerman reviewed Isanti SWCD priorities from the last planning session. Then, the district's mission statement was reviewed. Presently is it: *to provide technical, financial and educational resources to land occupiers in order to implement practices and projects that preserve, protect and enhance the soil, water quality and other natural resources.* Modifications were discussed resulting in: *The mission of the Isanti Soil and Water Conservation District is to provide technical, financial, and education resources in order to preserve, protect, and enhance water quality, soil, and other natural resources.* This statement will be reviewed at the next planning session to determine if it should be adopted.

Weinerman suggested that the next strategic planning session occur at the October meeting. There was consensus agreement.

Adjourn

Motion/Seconded Larsen, Carpenter to adjourn meeting at 10:45 a.m.

Affirmative: Calandar, Larsen, Koczur, Carpenter and Kilpatrick

Opposed: None. Motion carried.

, Barb Kilpatrick, Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**September 16, 2014
8:00 A. M.**

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

Attendance

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

1. Approve Agenda

Agenda of the September 16, 2014 was reviewed.

Motion/Seconded Larson, Koczur to add:

7. Additions

- a. Corbin Ag BMP Loan
- b. Ditch 20 Feasibility Study

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

Opposed: None. Motion carried.

2. Approve Regular Board Meeting Minutes – August 19, 2014

Minutes of the regular board meeting held July 15, 2014 were reviewed.

Motion/Seconded Koczur, Carpenter to approve the minutes as presented.

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

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Carpenter, Kilpatrick to approve the treasurer's report and pay the following bills: Check # 6419 thru 6426 and Check # 4975 thru 4985.

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

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Schurbon and Swanson's activity reports were reviewed.

b. NRCS District Conservationist

Bork's activity report was reviewed. Program updates in EQIP, CSP and HEL Compliance/Wetland Compliance.

c. County Commissioners

Commissioner Anderson reported:

- Preliminary levy to be set at September 17 meeting

5. New Business

a. Repair of District Seed Drill

Bork gave a report of parts that will be needed for the district drill: packer wheels, bolts, disc assembly etc.

Motion/Seconded Koczur, Larson to approve up to \$1000 for parts to repair the district drill—The \$1000 includes labor.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

b. Consider Sale of District truck

Schurbon gave the board a breakdown of expenses associated with owning the truck verses if we paid mileage to employees driving private vehicles. He also provided the outlook for 2015 as far as estimated mileage, reasons for keeping the truck and the value if sold.

The price at which the truck should be sold was discussed and determined.

Motion/Seconded Koczur, Carpenter to authorize the District Manager to sell the truck.

Affirmative: Calander, Koczur, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

c. District Financial Audit

A draft audit of 2013 finances is complete. There were no adverse opinions. The draft report will now be reviewed by the State Auditor. Copies of the draft audit were given to the board members.

d. 2015 Tree Sale

Swanson explained to the board that she and Schurbon had discussed the 2015 tree sale program and started making decisions on most of the tree species. Waiting on the availability from several nurseries.

e. NPEAP Engineering Assistance in-House Hours

Schurbon reminded the board that the SWCD had been awarded 32 hours of in-house engineering assistance through the NEAP program. This allows us to call up on the Water Resources Engineer at the Washington Conservation District for assistance on site visits, designs or construction of certain project types. At this point, 27-28 hours remain. Schurbon stated other districts are running low on hours and would like to use Isanti SWCD hours.

Discussion ensued about two projects around Green Lake which might benefit from some of these hours by the end of the year. The board decided to take no action at this time with regard to donating/transferring hours to other districts.

Koczur left the meeting at 9:00

6. Old Business

a. Aquatic Invasive Species (AIS) Prevention SWCD role

Schurbon stated he and Zoning staff presented a proposal for 2014 aquatic invasive species prevention to the county commissioners, and appear to have agreed upon a partnership. The SWCD would be compensated by the county using new state AIS dollars.

Commissioner Anderson questioned the use of a \$68/hr rate by the SWCD. Schurbon stated that he understood that both the Zoning and SWCD would be using this rate. Commissioner Anderson requested that Schurbon check on this with county staff. Schurbon agreed.

b. District Policy Handbook

Schurbon stated he has prepared a draft of a new Isanti SWCD Policy Handbook. Until this time the SWCD has been using the county handbook. The "Supervisors" section of the new handbook was reviewed.

7. Additions

a. Smith AgBMP Loan Request

Heidi Corbin of North Branch Township have requested an AgBMP loan through the MN Dept of Ag for replacement of a failing septic system. Isanti SWCD approval is required and will result in the application being passed to Kanabec SWCD for further processing and consideration.

Motion/Seconded Larson, Kilpatrick to approve the Heidi Corbin AgBMP loan application for a septic system.

Affirmative: Calandar, Larsen, Koczur, Carpenter and Kilpatrick

Opposed: None. Motion carried.

b. Ditch 20 Feasibility Study Grant

Schurbon stated that the Anoka Conservation District (ACD) would like to pursue a feasibility study grant for Ditch 20/Data Creek which flows into Typo Creek. The purpose would be to determine water quality improvement projects via changing ditch hydrology. Much of the project would be in Isanti County, but immediately flows into Anoka County. Schurbon stated ACD would like the Isanti SWCD's blessing before proceeding with a BWSR Clean Water Fund Accelerated Implementation Grant application. The board expressed no concern.

8. Informational

9. Other

Adjourn

Motion/Seconded Larsen, Carpenter to adjourn meeting at 10:00 a.m.

Affirmative: Calandar, Larsen, Carpenter and Kilpatrick

Opposed: None. Motion carried.

_____, Barb Kilpatrick, Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**October 21, 2014
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, Ryan Carpenter (8:30 arrival) and Roger Larsen
Staff Present: Annette Swanson, Jamie Schurbon, and Josh Bork
Absent: Al Koczur
Others Present: Greg Anderson

1. Approve Agenda

Agenda of the October 21, 2014 was reviewed.

Motion/Seconded Kilpatrick, Larsen to approve the agenda as presented

Affirmative: Calander, Kilpatrick, and Larsen.

Opposed: None. Motion carried.

2. Approve Regular Board Meeting Minutes – September 16, 2014

Minutes of the regular board meeting held September 16, 2014 were reviewed.

Motion/Seconded Larsen, Kilpatrick to approve the minutes as presented.

Affirmative: Calander, Kilpatrick, and Larsen.

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Kilpatrick, Larsen to approve the treasurer's report and pay the following bills: Check # 6427 thru 6437 and Check # 4985 thru 4998.

Affirmative: Calander, Kilpatrick, and Larsen.

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Schurbon and Swanson's activity reports were reviewed.

Ryan Carpenter Joined the meeting at 8:30

b. NRCS District Conservationist

Bork's activity report was reviewed.

Cover Crop Field Day at the Medvecky farm November 5.

c. County Commissioners

Commissioner Anderson reported the county is continuing work on the 2015 budget and discussed upcoming elections.

5. New Business

a. MASWCD Resolutions Ballot

Each year SWCD's submit resolutions to our state association. Resolutions are voted upon at the convention in December. The MASWCD then works to implement approved resolutions. Each supervisor was provided a ballot and resolution information. Swanson will compile supervisors' votes on a single ballot, as required, and mail it.

b. Water Monitoring Contract with Blue Lake Improvement District

Schurbon presented a 2015 water monitoring and management contract with the Blue Lake Improvement District (BLID). Work including lake and stream monitoring, and a subwatershed study to identify and rank projects that will benefit lake water quality. The subwatershed study will be a joint effort with the Sherburne SWCD.

Motion/Seconded Carpenter, Kilpatrick to approve the 2015 Water Resources Monitoring and Management contract with the Blue Lake Improvement District.

Affirmative: Calander, Larsen, Kilpatrick and Carpenter

Opposed: None. Motion carried.

c. Regional WCA Shared Services Concept

Schurbon described that regional SWCD managers are discussion a shared staff person for Wetland Conservation Act work. This could provide a higher level of expertise and help manage SWCD staff workload. He expressed that the Isanti SWCD may wish to continue to do this work in house. This ensures SWCD staff maintain expertise in this topic in order to be responsive to resident requests for information. Additionally, current WCA workload is generally about covered by the \$5,000 of state money passed through the county to the SWCD annually. A shared services agreement would move that cash outside the SWCD. The consensus of the supervisors was to take no action toward shared WCA staffing.

6. Old Business

a. NPEAP Engineering Assistance in-House Hours

Schurbon stated that Isanti SWCD has approximately 19 hours of engineering assistance remaining for the year. There is no project needing these hours. Chisago and Ramsey SWCD's have expressed a need for additional hours.

Motion/Seconded Kilpatrick, Carpenter to transfer approximately 19 hours of NPEAP in House engineering assistance for 2014 to Chisago and/or Ramsey SWCD, to be allocated at the host district's discretion.

Affirmative: Calander, Larsen, Carpenter and Kilpatrick

Opposed: None. Motion carried.

b. District Policy Handbook

The Board reviewed portions of the draft district policy handbook, specifically the section entitled "recruitment process." Reviewed materials included reinstatement of laid off employees, internal transfers and promotions, the hiring process for new regular employees, the hiring process for new non-regular or limited employees, removal of names from the re-employment list, notification of appointment, medical examination and hiring of relatives. It is anticipated that the entire policy handbook will be adopted at once after review of the entire document by the board.

7. Additional

8. Informational

a. Metro Area Conservation Districts meet November 13 at 9:30 at Rogers Cabels's 2nd floor conference room.

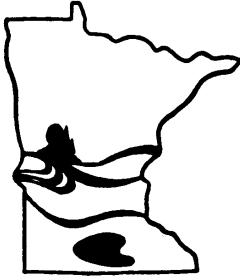
Adjourn

Motion/Seconded Larsen, Carpenter to adjourn meeting at 10:00 a.m.

Affirmative: Calandar, Larsen, Carpenter and Kilpatrick

Opposed: None. Motion carried.

, Barb Kilpatrick, Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**November 18, 2014
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, Ryan Carpenter, Al Koczur and Roger Larsen
Staff Present: Annette Swanson, Jamie Schurbon, and Josh Bork
Others Present: Greg Anderson and Jason Weinerman

1. Approve Agenda

Agenda of the November 18, 2014 was reviewed. Schurbon requested that an item "BWSR Board Openings" be added under section 9, informational.

Motion/Seconded Larsen, Koczur to approve the agenda with the one addition.

Affirmative: Calander, Kilpatrick, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

2. Strategic Planning Session

BWSR Board Conservationist Jason Weinerman led the board through a strategic planning session which is a continuation of earlier sessions.

Weinerman reviewed the revised Isanti SWCD mission statement from a previous planning session:

"The mission of the Isanti Soil and Water Conservation District is to provide technical, financial, and educational resources in order to implement practices and projects that preserve, protect, and enhance water quality, soil and other natural resources."

Motion/Seconded Koczur, Kilpatrick to approve the revised mission statement.

Affirmative: Calander, Kilpatrick, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

Weinerman reviewed that the supervisors had previously identified the following SWCD priorities from the state statute that governs SWCDs:

- Primary priorities
 - Protect water quality
 - Control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources
- Secondary priorities
 - Preserve wildlife

Discussion on protecting water quality: goal is to meet standards that vary by issue and location. Specific concerns mentioned include drinking water, human health, ag chemicals, and pollutants in lakes and rivers like nutrients and sediment.

Discussion on erosion: goal is to keep healthy soil in place. Discussion included the loss in agricultural productivity associated with erosion, dust storms on windy days, windbreaks not being replaced or maintained as they age, and the need to compensate landowners to encourage practices that prevent erosion. It was noted that water erosion has been significant in recent years due to intense storms.

Discussion on preserving wildlife: goal is to support a variety of species and habitats. Discussion included the observation that some species need extra help but not others; it is best to target habitat types rather than a certain

species, and that buffers on waterways are especially valuable because they have both habitat and water quality benefits.

3. Approve Regular Board Meeting Minutes – October 21, 2014

Minutes of the regular board meeting held October 21, 2014 were reviewed.

Motion/Seconded Larsen, Carpenter to approve the minutes as presented.

Affirmative: Larsen, Carpenter, Kilpatrick, Calander and Larsen

Opposed: None. Motion carried.

4. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Carpenter, Larsen to approve the treasurer's report and pay the following bills: Check # 6438 thru 6449 and Check # 4999 thru 5009.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

5. Activity Reports

a. Staff

Schurbon and Swanson's activity reports were reviewed.

b. NRCS District Conservationist

Bork's activity report was reviewed.

c. County Commissioners

Commissioner Anderson reported the county will be operating with a full 5 member board soon with the addition of Terry Turnquist. In January Dave Oslund will replace George Larson.

6. New Business

a. Swanson Retirement Notice

Swanson explained to the Board that after long thought and planning she has decided it's time for retirement. Swanson presented her letter of official notification to the Board. Swanson's last day of work for the District will be January 30, 2015.

Motion/Seconded Koczur, Kilpatrick to accept Swanson's retirement letter with regret.

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

Opposed: None. Motion Carried.

Motion/Seconded Larsen, Koczur that the Isanti SWCD will carry and pay Swanson's dental insurance thru the first quarter of 2015.

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

Opposed: None. Motion Carried

b. New Position Opening Authorization

Schurbon presented considerations for staffing. Discussion included the need for managerial, secretarial and technical capacity; maintaining more than one staff to ensure continuity in institutional knowledge if one staff leaves; and avoiding turnover through appropriate compensation. A number of hiring options and cost of each were reviewed. Wage and benefit offerings were reviewed, including offerings by surrounding SWCDs. Schurbon presented a position announcement, job description, application and ranking criteria.

Motion/Seconded Carpenter, Kilpatrick to authorize posting of a Conservation Technician position using the job description, job announcement, application and ranking criteria as modified per this discussion.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

c. Authorize Application for BWSR PRAP Assistance Grant

Schurbon described that BWSR PRAP assistance grants aid districts with strategic planning and building capacity. It requires a 50% match. Schurbon presented a draft application including the following tasks: create a district policy handbook, replace retiring staff in a manner that will lead to improved district capacity and staff development.

Motion/Seconded Larsen, Koczur to apply for BWSR PRAP Assistance grant for \$8,250 and commit an equal amount of non-state district funds as match.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

d. 2015 Budget Preliminary Review

Schurbon presented a draft 2015 budget that included staffing changes, sale of the district truck, a new computer purchase, increased staff training, and programmatic updates. Achieving a balanced budget would require use less than \$1,000 of reserve funds. The budget will be further updated and presented for adoption at the December 2014 meeting.

e. MASWCD Annual Convention Registration

Minnesota Association of Soil & Water Conservation Districts will be held in Bloomington, MN—December 7, 8, 9, 2014.

Motion/Seconded Koczur, Carpenter to approve Larsen to attend the MASWCD Convention and Trade Show for one day, including lunch , December 8 or 9, 2014.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

f. Resolution Adopting County Water Plan as the SWCD Comprehensive Plan

Schurbon stated the SWCD board had previously adopted the Isanti County Comprehensive Local Water plan as the Comprehensive Plan of the Isanti SWCD. However, that resolution had a typo stating that the adoption was for years “2013 and 2016.” An update is recommended to cover years 2014 and 2015.

Motion/Seconded Kilpatrick, Larsen to pass resolution 2014-1 adopting the Isanti County Comprehensive Local Water Plan as the Comprehensive Plan of the Isanti SWCD for the calendar years 2014 to 2018.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

7. Old Business

a. Sale of District Truck

Motion/Seconded Koczur, Carpenter to approve a new minimum selling price of \$5,500.00 for the sale of the District truck.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

b. District Policy Handbook

Motion/Seconded Larsen, Koczur to table district policy handbook discussion until the next regularly scheduled meeting.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

8. Additions

9. Informational

a. Skogman-Fannie Lakes Subwatershed Assessment Completed by Anoka Conservation District.

The executive summary from the recently completed subwatershed assessment with presented to the board. It includes 46 projects ranked in order of cost effectiveness and removing phosphorus. Schurbon stated he would like to hold a meeting this winter with residents from all lakes in the chain

to strategize project implementation and discuss other issues like Euraisan watermilfoil. The board expressed support for this action.

b. BWSR Board Openings

The MN Board of Water and Soil Resources has several openings in 2015.

Adjourn

Motion/Seconded Koczur, Larsen to adjourn meeting at 12:10 a.m.

Affirmative: Calander, Larsen, Carpenter, Koczur and Kilpatrick

Opposed: None. Motion carried.

_____, Barb Kilpatrick, Board Secretary



**Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3224 Ext. 5**

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

**December 16, 2014
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, Ryan Carpenter and Roger Larsen
Staff Present: Annette Swanson, Jamie Schurbon, and Josh Bork
Others Present: Greg Anderson and Jason Weirnerman

1. 8:00-9:00 Closed Door Session—Staff Performance Evaluations

****Ryan Carpenter joined the meeting at 8:30
Jason Weirnerman joined the meeting at 9:00

2. Approve Agenda

Agenda of the December 16, 2014 was reviewed.

Motion/Seconded Koczur, Larsen to add:

8. Additions

- a. Purchase of new computer
- b. PERA-Swanson
- c. Plantskydd purchase
- d. 2015 IRS mileage rates

Affirmative: Calander, Kilpatrick, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

3. Approve Regular Board Meeting Minutes – November 18, 2014

Minutes of the regular board meeting held November 18, 2014 were reviewed.

Motion/Seconded Kilpatrick, Carpenter to approve the minutes as presented.

Affirmative: Larsen, Carpenter, Kilpatrick, Calander and Larsen

Opposed: None. Motion carried.

4. Financial Reports

a. Treasurer's Report

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

b. Bills

Motion/Seconded Carpenter, Kilpatrick to approve the treasurer's report and pay the following bills: Check # 6450 thru 6459 and Check # 5010 thru 5020.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

5. Activity Reports

a. Staff

Schurbon and Swanson's activity reports were reviewed.

b. NRCS District Conservationist

Bork's activity report was reviewed.

c. County Commissioner

At their December 17, 2014 meeting commissioners will finalize the proposed 2015 budget. The current draft includes a 5.73% levy increase and Isanti SWCD's allocation to increase by \$5,000.

6. New Business

a. Personnel evaluation outcomes or actions

Motion/Seconded Koczur, Larsen to retain Swanson as Administrative Assistant until January 30, 2015 at which time she plans to retire.

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

Opposed: None. Motion Carried.

The findings of Schurbon's performance evaluation will be taken into consideration under the next agenda item – 2015 operational assistance contract with the Anoka Conservation District.

b. Contract – 2015 operational assistance with Anoka Conservation District

Motion/Secoded Koczur, Kilpatrick to approve the 2015 Operational Assistance contract with the Anoka Conservation District.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

c. Contract – Washington and Isanti County Buckthorn Clean Sweep Project

Motion/Secoded Carpenter, Koczur to approve the contract for the Washington and Isanti County WMA Buckthorn Clean Sweep Project with the Washington Conservation District.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

d. Grant agreement – BWSR PRAP Assistance

Motion/Secoded Kilpatrick, Larsen to approve the BWSR PRAP assistance grant agreement and to approve Schurbon as the signer of the agreement.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried

e. Day at the Capitol participation

The MN Association of SWCD's is holding its annual Day at the Capitol on January 26-27. Discussion included the association's legislative platform including some form of levy authority for SWCD's. Several key legislators are in Isanti County. Koczur and Kilpatrick expressed interest in visiting the capitol for short meetings with local legislators. Schurbon will arrange the meetings and accompany these supervisors.

f. Aquatic Invaders Summit Conference registration

Schurbon stated he wished to remove this item from consideration.

7. Old Business

a. Conservation technician recruitment

i. Paid leave accrual rates

Schurbon presented paid leave accrual rates from all surrounding SWCDs, as had been requested at the last board meeting. The goal of the discussion was to determine paid leave accrual rates for the Conservation Technician position for which the Isanti SWCD is currently hiring, as well as future positions. Schurbon provided a suggested accrual schedule that (a) combined vacation and sick leave into a single paid time off category (b) had conservative rate of paid time off accrual consistent with the board's wishes and (c) included a new emergency medical benefit category that could be used for FMLA qualifying events. Considerable discussion ensued.

Suggested paid leave accrual schedule provided at the meeting:

Isanti SWCD Recommendation					
Yrs of Service	Vacation	Emergency Medical Benefit (FMLA)	Personal/Other	Holidays	TOTAL
During 1 - 4 yrs	168	64		11	320
During 5 - 9 yrs	180	64		11	332
During 10 -14 yrs	192	64		11	344
During 15 - 19 yrs	204	64		11	356
During 20+ yrs	216	64		11	368
Max carryover into new yr	240	720		no carryover	
Payable as severance	Yes	No			

Motion/Seconded Carpenter, Koczur to adopt the paid leave accrual schedule as a guideline to be applied to new benefits-eligible for new hire employees. The term “vacation” should be changed to “paid time off.”

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried

Motion/Seconded Koczur, Carpenter to amend the previous motion to adopt the paid leave accrual schedule as policy to be applied to new benefits-eligible for new hire employees. The term “vacation” should be changed to “paid time off.”

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed; None. Motion carried.

ii. Recruitment criteria adjustment-veteran’s preference points

Schurbon noted that the recruitment criteria adopted at the last meeting for the Conservation Technician position improperly included 5 points for veterans and 10 points for disabled veterans. The law changed in 2012 requiring 10 points for veterans and 15 points for disabled veterans. Revised recruitment criteria were provided.

Motion/Seconded Koczur, Carpenter to approve the revised Conservation Technician recruitment criteria which include 10 points for veterans and 15 points for disabled veterans.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

Motion/Seconded Koczur, Carpenter to have a special board meeting, Monday, January 5th beginning at 3:00 p.m. to interview the final candidates for the open Conservation Technician position.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

b. Adopt 2015 Budget

Schurbon reviewed the draft 2015 budget, which was previously reviewed at the November 2014 meeting. Additional small modifications were made. This draft includes total expenses of \$379,508 and revenues of \$379,753. The final budget, once adopted, will be posted to the Isanti SWCD website.

Motion/Seconded Carpenter, Kilpatrick to adopt the 2015 budget as presented.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

c. Strategic Planning

Weinerman suggested this item be tabled until the next month due to available time.

Motion/Seconded Larsen, Kilpatrick to table strategic planning until the January meeting.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

d. District Policy Handbook

Schurbon presented a draft probationary period section for the Isanti SWCD policy handbook. The draft policy establishes a 6 month probationary period for newly hired or re-hired employees.

Sub-sections included purpose, applicability, duration, evaluation of performance, procedures for recommending regular status, extension of probation period, dismissal during the probationary period and benefits during probation period. Adopting a policy now was recommended so it would be applied to the selected candidate for the Conservation Technician position which the SWCD is currently hiring.

Motion/Seconded Koczur, Kilpatrick to adopt the probationary period policy as presented.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

8. Additions

a. Purchase of new computer

Schurbon described the performance of Swanson's computer as poor. Its age is unknown because it was a hand-me-down from the USDA, but is >5 years.

Motion/Seconded Koczur, Carpenter to authorize the purchase of a new computer not to exceed \$1,250.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

b. PERA – Swanson

Swanson presented a PERA form necessary for her upcoming retirement.

Motion/Seconded Kilpatrick, Koczur to authorize the Chair to sign Swanson's PERA termination of employment form.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

c. Plantskydd purchase

Swanson described the status of Plantskydd animal repellent supplies, which are sold at the district's spring tree sale. She would like to purchase more now based on the amount sold in 2014. Orders placed by the end of the year get 2014 pricing.

Motion/Seconded Koczur, Carpenter to authorize purchase of up to \$600 of Plantskydd.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

d. 2015 IRS mileage rates

Schurbon described the 2015 IRS mileage rate for use of a privately owned vehicle for work is \$0.575 cents per mile. He recommended adopting a policy, to be included in the Isanti SWCD Policy Handbook that is under development, to utilize the IRS mileage rate from this point forward for staff and supervisor use of personal vehicles.

Motion/Seconded Carpenter, Koczur to adopt IRS mileage rates for use of privately owned vehicles for work.

Affirmative: Calander, Larsen, Kilpatrick, Koczur and Carpenter

Opposed: None. Motion carried.

9. Informational

None

Adjourn

Motion/Seconded Koczur, Carpenter to adjourn meeting at 11:30 a.m.

Affirmative: Calander, Larsen, Carpenter, Koczur and Kilpatrick

Opposed: None. Motion carried.

, Barb Kilpatrick, Board Secretary