

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

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

**January 19, 2016
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:04am.

Attendance

Present: Wayne Calander, Barb Kilpatrick, Al Koczur, Ryan Carpenter and Roger Larsen
Staff Present: Tiffany Determan, Todd Kulaf
Others Present: Josh Bork, NRCS; Greg Anderson, County Commissioner; (partial attendance) Bill Fitzgerald, MDA; (partial attendance) Andrew Dotseth, ACD

1. Approve Agenda

Determan requested the addition of the following items: Pay Equity report submission (6g), Grant verification results (7a), and Announcements/Upcoming Events (8a).

Motion/Seconded Koczur/Larsen to approve the agenda with additions as indicated.

Affirmative: Calander, Kilpatrick, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

2. Annual Business Meeting Items

a. Election of officers

Motion/Seconded Kilpatrick, Koczur to keep the current officers including:

Chair - Calander, Vice-Chair – Carpenter, Secretary – Kilpatrick, Treasurer – Koczur, Public Relations – Larsen.

Affirmative: Calander, Kilpatrick, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

b. Hand meeting to chairperson

Chairperson Calander led the remainder of the meeting.

3. Approve Board Meeting Minutes

a. December 15, 2016

b. Special Meeting December 30, 2016

Motion/Seconded Carpenter, Koczur to approve minutes of the December 15, 2015 and December 30, 2016 meetings.

Affirmative: Calander, Kilpatrick, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

4. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

Motion/Seconded Larsen, Carpenter to approve the treasurer's report and pay the bills upon changing the Wetland Drainage Conference payment from the payroll account to the checking account. Checks as follows: Check # 5172 thru 5187 and Check # 6639 thru 6655.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

5. Activity Reports

a. Staff

Kulaf and Determan's activity reports were verbally reviewed.

b. NRCS District Conservationist

Bork's activity report was verbally reviewed.

c. County Commissioners

The County has purchased the Ford Garage and property. Susan Morris will serve as the Chairman and Terry Turnquist as the Vice Chairman for the Isanti County Commissioners-2016.

d. Metro Conservation Districts representative

None to report

6. New Business

a. 2015 District policies

The policies for 2016 below were presented by Determan and modified as shown per the discussion of the board. Underline indicates additions, strikethrough indicates deletions and italics are discussion.

i. Set regular meeting schedule

Isanti SWCD regular meetings shall be the 3rd Tuesday of each month at 8:00am at the Cambridge USDA Service Center.

ii. Board per diem rate

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.

iii. Mileage reimbursement rate

The mileage reimbursement rate shall follow the current IRS approved rate.

iv. Appoint board member to Co Water Plan Task Force

Appoint Al Koczur to represent the SWCD on the Co Water Plan Task Force.

v. 2016 policy handbook

The Isanti SWCD shall utilize the most recent Isanti County Policy and Procedure Manual except any policies set at SWCD board meetings shall replace or prevail over the Isanti County Policy and Procedure Manual. *Board requested that Determan review the County's updated policy to ensure that no policies conflict.*

vi. Designate official depository

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

vii. Designate approved check signers

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

viii. Pre-approve payments for payroll, insurance, utilities

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

ix. 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.

x. 2016 annual plan

The SWCD's current Biennial Budget Request to BWSR, together with the SWCD's State Cost Share Policies, shall serve as the SWCD 2016 annual plan.

xi. Isanti SWCD state cost share policies

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 one ton 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. 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 ranking highly with current NRCS farm evaluation methods/software 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 the policies as shown and modified above.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. 2016 fee schedule

The board reviewed the proposed changes to the SWCD staff fee schedule which includes new staff and changes in paid benefits (social security, Medicare, PERA, insurance), compensated absences, and basic overhead (utilities, insurance, audit, etc.) on an hourly basis.

Classification	Position*	2016	2015
Administrative	Administrative Assistant	\$38.00	\$38.00
Technical Support	Technician-level positions	\$45.00	\$39.00
Technical Specialist	District Manager, Specialist-level positions	\$65.00 to 68.00	63.00

Motion/Seconded Larsen, Koczur to approve the 2016 Isanti SWCD Fee Schedule changes as presented.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

c. Resolution to change authorization and account privileges

Determan requested privileges and contacts on the following accounts should be changed from Schurbon to Determan:

- Peoples Bank of Commerce including:
- Account authorized signer
- Credit card (cancel card in Schurbon’s name, issue new card in Determan’s name).
- MCIT (SWCD insurance)
- State of MN Department of Revenue (sales & use tax, payroll tax)
- IRS (Federal Sales Tax)
- State of MN – PERA
- State Auditor, including SAFES website login
- Others currently listing Jamie Schurbon as the primary Isanti SWCD contact and/or authorized user.

Motion/Seconded Koczur, **Kilpatrick** to Approve Isanti SWCD resolution 2016-1 changing the primary contact/manager/signer for the SWCD accounts listed above from Jamie Schurbon to Tiffany Determan.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

d. 2016 State Cost Share technical assistance option

Determan stated that the State Cost Share technical assistance option had been requested in 2013, 2014 and 2015. Since the district made the decision to use some of the Capacity Funds for cost share Determan was worried that there would not be sufficient staff time to assist with the technical aspect of cost share projects. The board indicated that it make sense to submit the request. Determan noted that she would verify with BWSR that it makes sense to use the Cost Share money for technical assistance and the Capacity money for cost-share.

Motion/Seconded Carpenter, Larsen to approve the 2016 State Cost Share dollars for technical assistance.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

e. County AIS education: CLIMB Theater education contract

Determan explained that the AIS plan that the County adopted includes some additional funds for the SWCD to coordinate CLIMB Theater to provide education at Isanti County Elementary Schools (two schools per year fits within the budget). The board requested we make sure the theater has a list of all elementary schools in the county including Charter Schools.

Motion/Seconded Koczur, **Kilpatrick** to approve signing the 2016 CLIMB Theater Contract for Services.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

f. Staff Training Attendance Approvals:

- i. Stearns Annual Shoreland Workshop: Feb. 4th, \$30/person (Tiffany/Todd)
- ii. Drainage & Wetland Conference: Feb. 11th, \$95 (Tiffany)
- iii. U of M Extension Civic Engagement Cohort: Free (Tiffany)

Determan reviewed the need for the training listed.

Motion/Seconded Koczur, Larsen to approve signing staff attendance at the trainings/workshops listed.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

g. Pay Equity submission approval

Determan explained the annual requirement to submit the pay equity information to Minnesota Management and Budget. This information is reviewed to make sure there is no pay discrepancies between genders.

Motion/Seconded Koczur, Carpenter to approve submitting the Pay Equity Report upon verifying that the years of service is listed correctly.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

7. Old Business

a. Grant Verification results

Determan passed out and reviewed the Grants Verification letter and report to the board. The verification examined revenue and expenditures of the BWSR grants issued in the State Fiscal Year 2013 (July 1, 2012-June 30, 2013). Determan indicated that all recommendations are now being followed.

Motion/Seconded Carpenter, Larsen to agree and approve the Grants Verification Report and recommendations as written.

Affirmative: Calander, Kilpatrick, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

8. Additions

a. Announcements/Upcoming Events

Determan passed out the 2015 MASWCD Accomplishments and reminded the board to respond to the Campaign Finance and Public disclosure request. The following events were announced: 2016 MACD Spring Meeting: Wednesday April 6th; 2016 MASWCD Legislative Briefing and Day at the Capitol, March 21-22; and Governor's Water summit, February 27th. The board asked Determan to bring up the spring meetings during the February meeting.

9. Informational

a. Blue Lake Monitoring Report

Kulaf reviewed the monitoring reports for Blue Lake and tributaries.

b. MAWQCP: MDA & ACD

Bill Fitzgerald (MDA) and Andrew Dotseth (ACD) presented information regarding the new program.

10. Adjourn

Motion/Seconded Koczur, Larsen to adjourn meeting at 11:20 a.m.

Affirmative: Calander, Larsen, Carpenter, Koczur and Kilpatrick

Opposed: None. Motion carried.

_____ **Barb Kilpatrick, Board Secretary** _____ **Date**



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

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

**February 16, 2016
8:00 A. M.**

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

Attendance

Present: Wayne Calander, Al Koczur, Ryan Carpenter and Roger Larsen
Staff Present: Tiffany Determan, Todd Kulaf
Others Present: Josh Bork, NRCS; Greg Anderson, County Commissioner; Judy Schaubach, (Long Lake Improvement Association); Jerry Schaubach (Long Lake Improvement District)

1. Approve Agenda

Determan requested the addition of the following items: CWF14 Partial Construction Payment Request (5d-2), Rum River WRAPS subcontract (5g), and Office Equipment Purchase Request (5h).

Motion/Seconded Koczur/Larsen to approve the agenda with additions as indicated.

Affirmative: Calander, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes from the January 19th, 2016 regular meeting.

Motion/Seconded Koczur, Carpenter to approve minutes of the January 19 regular meeting.

Affirmative: Calander, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

Motion/Seconded Larsen, Carpenter to approve the treasurer's report and pay the bills as presented.

Checks as follows: Check # 6658 thru 6672 and Check # 5192 thru 5201.

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Kulaf and Determan's activity reports were verbally reviewed. Determan highlighted Schurbon's accomplishments.

b. NRCS District Conservationist

Bork's activity report was verbally reviewed.

c. County Commissioners

Commissioner Anderson reported on county attendance at the February 11 Drainage Conference, Union negotiations, and bids for construction at the Ford Building.

d. Metro Conservation Districts representative

Meeting is set for February 24th, 2016.

5. New Business

a. Approve 2016 Clean Water Fund Grant Agreement

Determan presented the BWSR contract for the Long Lake Community Partners Grant. The contract is for \$25,000 and must be spent by December 31, 2018. Determan pointed out that the work plan has already been approved and the SWCD needs to approve the contract in order for BWSR to release the funds to the district.

Motion/Seconded Koczur, Larsen to approve the grant agreement for the BWSR Clean Water Fund grant titled “Long Lakeshore Rehabilitation and Stormwater Treatment.”

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. Long Lake Community Partners Memorandum of Understanding

Determan reviewed the MOU for the Long Lake Community Partners Grant which describes the responsibilities and relationships between the SWCD, Long Lake LID and Long Lake Improvement Association such that the grant work plan will be carried out as approved by the BWSR. Jerry and Judy Schaubach expressed their eagerness and gratitude for the grant opportunity.

Motion/Seconded Larsen, Koczur to approve signing the MOU for the Long Lake Rehabilitation and Stormwater Treatment Project.

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

c. BWSR 2015 grants closeout

Determan explained that the FY 2015 BWSR Easement Delivery and State Cost Share grants have been fully expended and need to be closed out following BWSR procedure.

Motion/Seconded Koczur, Carpenter to approve signing the 2015 Easement Delivery and State Cost Share Financial Report Closeout form.

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

d. CWF 14: City of Isanti RR Ave. Project payment requests

- 1. Coordination and Design: \$18,000**
- 2. Construction: \$ 44,328.43**

Determan reviewed the project and presented pictures taken during construction. The City is requesting reimbursement for \$18,000 from the grant for engineering and design costs incurred in 2015 and a partial payment request for construction. She explained that there will be additional construction cost because the stormwater pond is not complete.

Motion/Seconded Larsen, Carpenter to approve payment request to the City of Isanti totaling \$62,328.43.

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

e. Blue Lake LID 2016 Monitoring Contract Approval

Determan reviewed the 2016 contract which includes AIS plant surveys as well as water quality monitoring as recommended by the SWCD and approved by the LID. The contract total is \$12,552.00.

Motion/Seconded Carpenter, Larsen to approve the 2016 Water Resources Monitoring and Management contract with the Blue Lake Improvement District.

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

f. Authorize hiring tree sale technicians

Determan noted that the SWCD hired temporary employees to assist with past tree sales and the board should consider doing the same in 2016. Last year tree sale technicians were paid \$9.25/hr and estimated cost to the SWCD is \$1,063.

Motion/Seconded Koczur, Larsen to approve authorizing the district Manager to recruit and hire up to 6 tree sale technicians on a temporary basis at the rate of \$9.25 per hour.

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

g. Rum River WRAPS Letter of Agreement

Determan explained the Rum River WRAPS process and the importance of being involved in the watershed project. She noted that this contract is with Anoka Conservation District because they are the fiscal agent for the grant. All funds must be expended by June 30th, 2016.

Motion/Seconded Koczur, Carpenter to approve signing the Rum River WRAPS Letter of Agreement for 44,752.00.

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

h. Office Equipment Purchase Request

Determan requested approval to purchase two stand-up workstations which were included in the 2016 approved budget.

Motion/Seconded Larsen, Koczur to approve purchase of two stand-up workstations as presented.

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

6. Old Business

7. Additions

8. Informational/announcements:

Determan presented the following upcoming events.

- a. **6th Grade Conservation Day: Friday May 20th**
- b. **MACD Spring Meeting: April 6th:** Confirmed attendance: Larson; tentative attendance: Koczur
- c. **MASWCD Legislative Briefing and Day at the Capitol: March 21-22;** Confirmed attendance: Larson; tentative attendance: Koczur

9. Adjourn

Motion/Seconded Larsen, Koczur to adjourn meeting at 9:58 a.m.

Affirmative: Calander, Larsen, Carpenter, Koczur

Opposed: None. Motion carried.

_____ **Barb Kilpatrick, Board Secretary** _____ **Date**



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

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

**March 15, 2016
8:00 A. M.**

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

Attendance

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Barb Kilpatrick, and Roger Larsen
Staff Present: Tiffany Determan, Todd Kulaf
Others Present: Greg Anderson, County Commissioner

1. Approve Agenda

Determan requested the addition of the following items: WL40 rental Agreement (5g), MACD Summer Tour Date Selection (5h), CWF14 Financial Statement Approval (5i), and Letter to Jason Weinerman (5j)

Motion/Seconded Larsen/ Koczur to approve the agenda with additions as indicated.

Affirmative: Kilpatrick, Calander, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes from the February 16th, 2016 regular meeting.

Motion/Seconded Larsen/Carpenter to approve minutes of the February 16th regular meeting.

Affirmative: Kilpatrick, Calander, Carpenter, Koczur and Larsen

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

Motion/Seconded Carpenter/Larsen to approve the treasurer's report and pay the bills as presented.

Checks as follows: Check # 5205 thru 5216 and Check # 6674 thru 6685.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Kulaf and Determan's activity reports were verbally reviewed. Determan highlighted Schurbon's accomplishments.

b. NRCS District Conservationist

Bork's activity report was distributed and reviewed.

c. County Commissioners

Commissioner Anderson reported on county attendance at AMC, buffer mapping updates, distribution of property tax statements, County Strategic Planning, and AIS Seasonal workers employment opportunities at the County.

d. Metro Conservation Districts representative

Koczur reviewed the February MCD meeting including the new groundwater campus planning grant.

5. New Business

a. Pheasants Forever Contract

Determan presented the SWCD-Pheasants Forever Contract. Determan pointed out that none of the funds will be used for administrative time, the \$5,000 will go towards planting pheasant habitat.

Motion/Seconded Koczur/Kilpatrick to approve contract with Isanti Co Pheasants Forever for administering their habitat fund in 2016.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. Spectacle Lake Weed Mapping Contract.

Determan noted that the SWCD completed AIS mapping services for the Spectacle Lake Improvement Association in 2015. The Association uses the mapping services to apply for aquatic plant treatment (AIS only) permits from the DNR. The Association wishes to contract for SWCD time to complete the same services in 2016.

Motion/Seconded Carpenter/Koczur to approve signing the contract with Spectacle Lake Improvement Association for 2016 Curlyleaf Pondweed and Eurasian Watermilfoil mapping.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

c. Green Lake Monitoring Contract

Determan explained that the Green Lake Improvement District wishes to engage in a contract for services with Isanti SWCD. Monitoring is to include stream flow, stream water monitoring, lake monitoring and a water quality report. She noted that the funds will come from LID money already encumbered by the SWCD.

Motion/Seconded Koczur/Kilpatrick to approve signing the contract with Green LID for 2016 Water Resources Monitoring and Management.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

d. Approve Purchase of Field equipment: Capacity Grant

Determan reminded the board that the SWCD dedicated a total of \$8,000 to purchasing field equipment in order to expand our services. \$6,000 of this money comes from the Capacity Grant (100K). She reviewed the equipment needed and recommended that the total should stay closer to \$6,000 at this time.

Motion/Seconded Larson/Carpenter to approve purchase of water monitoring supplies not to exceed \$6,000.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

e. BWSR Year End Financials

Peterson Co has completed our 2015 year-end financial statements. To meet deadlines, they have already been submitted to the State. The board did not feel that a motion was needed since they were already submitted.

f. Biennial Budget Request

Determan explained that BWSR requires each district submit a BBR by April 15. The BBR lists 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.

Motion/Seconded Koczur/Carpenter to approve authorizing the district Manager to submit the BBR to BWSR.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

g. WL40 Rental Agreement

Determan reviewed the need for the WL40s and that the SWCD had rented the water level equipment from ACD in 2015. The equipment is needed for the Blue Lake Monitoring efforts.

Motion/Seconded Larsen/Koczur to approve signing the WL40 Rental Agreement with ACD.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

h. MACD Summer Tour

Determan let the board know the dates that other districts had indicated they were available for the MACD Summer Tour. The board selected June 27th as all districts and the NRCS were available that day.

Determan indicated that the Minnco center would be reserved. No motion needed.

i. CWF 14 Financial Statement Approval

Determan explained the need to approve the financial statement for the Isanti RR project so that the 40% withheld by BWSR could be released.

1st motion: Motion/Seconded Larsen/Kilpatrick to approve signing the CWF 14 Financial Statement.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

2nd motion: Motion/Seconded Larsen/Koczur to approve District Manager to sign all future financial statements.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

6. Old Business

a. 2nd Quarter ACD Contract for Services

Determan explained that she would like to continue contracting with ACD for Jamie's time to assist with technical projects and various tasks. The 2nd quarter contract covers ACD time from April-June. Jamie's time may be substituted 1:1 with other ACD staff in order to take advantage of their skill sets on an occasional basis.

Motion/Seconded Koczur/Kilpatrick to approve signing the 2nd quarter ACD contract for services.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

7. Additions

8. Informational/announcements

a. 2015 Annual Report

Determan passed around the 2015 Annual Report and reviewed it. The report will be placed on the website.

b. MACD Spring Meeting: April 6th: Confirmed attendance: Larson. Tiffany passed out the agenda.

9. Adjourn

Motion/Seconded Koczur/Kilpatrick to adjourn meeting at 10:50 a.m.

Affirmative: Calander, Larsen, Carpenter, Koczur

Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date



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

**April 19, 2016
8:00 A. M.**

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

Attendance

Present: Wayne Calander, Al Koczur, Roger Larsen and Barb Kilpatrick (arrived after item 3),
Staff Present: Tiffany Determan, Josh Bork
Others Present: Greg Anderson, County Commissioner; Jason Wineman, BWSR Board Conservationist

1. Approve Agenda

Motion/Seconded Koczur/Larsen to approve the agenda as written.

Affirmative: Calander, Koczur and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes from the March 15, 2016 regular meeting.

Motion/Seconded Larsen/Koczur to approve minutes of the February 16th regular meeting.

Affirmative: Calander, Koczur and Larsen

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

Motion/Seconded Koczur/Larsen to approve the treasurer's report and pay the bills as presented.

Checks as follows: Check # 6687 thru 6700, 6101 thru 6102 and Check # 5221 thru 5232.

Affirmative: Calander, Larsen and Koczur

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan reviewed all SWCD activity reports verbally (Determan, Kulaf and Schurbon).

b. NRCS District Conservationist

Bork's activity report was distributed and reviewed. Bork noted that the EQIP Local Work Group meeting is scheduled for May 17th, 2016 after the SWCD regular board meeting. He included a copy of the MOU between the SWCD and NRCS which has not been updated since 1996.

c. County Commissioners

Commissioner Anderson reported on progress made on the remodeling of the new law enforcement building, Union negotiations, strategic planning and his attendance at the Technical Evaluation panel (TEP).

d. Metro Conservation Districts representative

Koczur reviewed the Spring MACD meeting at Ramsey CD. He reviewed information provided at the meeting including NRCS updates, Enhanced capacity funding, metro groundwater plans and buffers.

5. New Business

a. 50% project payment to Long Lake Association from the CWF16 Community Partners Grant: \$10,043.00

Determan stated that the BWSR had deposited 50% of the grant funds into the SWCD account in April and recommended passing on 50% of the funds available to the lake association so they could begin installing projects.

Motion/Seconded Koczur/Larsen to approve payment of \$10,043 to the LLIA for 50% of the grant project costs associated with the CWF Community Partners Grant.

Affirmative: Kilpatrick, Calander, Larsen and Koczur

Opposed: None. Motion carried.

b. Washington Conservation District Technical Assistance Contract: \$5,000

Determan requested that \$5,000 of the TSA funds scheduled to be received in fall 2016 be used to dedicate 65 hours' worth (\$5,000) of Washington Conservation District engineer time to cover projects that may come up over the summer.

Motion/Seconded Larsen/Kilpatrick to approve signing the Washington Conservation District Technical Services contract for \$5,000.

Affirmative: Kilpatrick, Calander, Larsen and Koczur

Opposed: None. Motion carried.

c. Professional Outreach Services Agreement: Easement Promotion for MN Land Trust (MLT): \$2,500

Determan noted that MLT has identified priority areas for easements within Isanti County and they would like to partner with by providing the SWCD \$2,500 to promote their program. The priority areas fall within local priority areas that have been identified in the Rum WRAPs.

Motion/Seconded Koczur/Larsen to approve signing the MLT Professional Outreach Services agreement for \$2,500.

Affirmative: Kilpatrick, Calander, Larsen and Koczur

Opposed: None. Motion carried.

d. Volunteer Rate Establishment: \$24/hr

Determan recommended the board adopt a rate at which to calculate in-kind volunteer labor for grants. She recommended establishing a rate of \$24 per hour based on volunteer values for the independent sector in MN.

Motion/Seconded Kilpatrick/Koczur to approve adopting a \$24 per hour a volunteer rate for 2016.

Affirmative: Kilpatrick, Calander, Larsen and Koczur

Opposed: None. Motion carried.

6. Old Business

7. Additions

8. Informational/announcements

a. NRCS Conservation Client Gateway Program

Determan and Bork explained the program and requested that a SWCD supervisor try the pilot program. No volunteers.

b. Election Filing

Determan reminded the supervisors of filing dates.

c. Rum River Watershed Restoration and Protection Strategy Video

Determan played the new Rum WRAPS video for the supervisors.

9. Adjourn

Motion/Seconded Kilpatrick/Larsen to adjourn meeting at 10:50 a.m.

Affirmative: Calander, Larsen, Koczur

Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date



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

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

**May 17th, 2016
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:02am.

Attendance

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Roger Larsen and Barb Kilpatrick,
Staff Present: Tiffany Determan, Todd Kulaf, Josh Bork
Others Present: Greg Anderson, County Commissioner

1. Determan 6 Month Performance evaluation- Closed Door Session approx. 8-9 am

Chair Calander called the meeting to order at 8:00am. At 9:00 the staff performance evaluation concluded and the meeting was opened.

2. Approve Agenda

Determan requested adding item 5e. Personnel Evaluation Outcome.

Motion/Seconded Larsen/Koczur to approve the agenda with addition 5e.

Affirmative: Calander, Koczur, Carpenter and Larsen

Opposed: None. Motion carried.

3. Approve Board Meeting Minutes from the April 19, 2016 regular meeting.

Motion/Seconded Koczur/Carpenter to approve minutes of the February 16th regular meeting.

Affirmative: Calander, Koczur, Carpenter and Larsen

Opposed: None. Motion carried.

4. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

A listing of bills to be paid was presented by Determan.

Motion/Seconded Carpenter/Larsen to approve the treasurer's report and pay the bills as presented.

Checks as follows: Check # 5233 thru 5248 and Checks # 6103 thru 6138.

Affirmative: Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

5. Activity Reports

a. Staff

Determan and Kulaf reviewed their activity reports.

b. NRCS District Conservationist

Bork's activity report was distributed and reviewed. Bork noted that the EQIP Local Work Group meeting is scheduled for June 21, 2016 after the SWCD regular board meeting.

c. County Commissioners

Commissioner Anderson reported on progress made on the remodeling of the new law enforcement building and Union negotiations.

d. Metro Conservation Districts representative

Next meeting is scheduled for May 20th.

6. New Business

a. Rum River Channel Restoration: Approve Outdoor Heritage Fund Grant Submission

Determan reviewed the Rum River channel restoration project and grant application with the board and explained the need for the SWCD (or other project partner) to pay the project costs up front. The SWCD would get reimbursed by the grant. The board expressed their interest in the project and the need to ensure that all of the landowners effected would be on board with the project.

Motion/Seconded Larsen/Carpenter to approve submission of grant with the reservation that the project could be withdrawn if there is unanimous landowner opposition.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. Green Lakeshore Restorations Project: Authorize Requesting Contractor Quotes

Kulaf explained the bidding process for the Green Lake projects by reviewing the bid packets, contractors and timeline.

Motion/Seconded Kilpatrick/Carpenter to approve distributing the request for quotes for the Green Lakeshore Restorations projects to area landscaping and construction contractors.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

c. Pheasants Forever Farm Bill Biologist: Authorize grant submission

Determan reviewed the joint Pheasants Forever Farm Bill Biologist grant application. She noted that the maximum cost to the SWCD would likely be closer to \$7,500. She noted that there are two different grants to apply for. Additionally, Determan noted that there are many details that would need to be worked out if the grant is obtained.

Motion/Seconded Larsen/Carpenter to approve grant submission with a maximum Isanti SWCD match of \$15,000.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

d. Pay scale development: guidance on process to use

Determan explained the need to develop a pay scale system for budgeting and staff moral purposes. She noted that she had investigated the methods in which other SWCDs have developed their scale and asked the board for direction on one of two options: Option 1) hire a consultant at \$400-500 or Option 2) Use the federal system. The board recommended starting with the federal scale. She noted that she would do some research and put together some information for the June meeting.

e. Personnel evaluation outcomes

Determan's performance was favorably reviewed.

Motion/Seconded Carpenter/Larsen to determine that Determan has successfully completed her probationary period and increase her wage by \$1.00 as agreed upon in the hiring contract.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

7. Old Business

8. Additions

9. Informational/announcements

a. Election Filing

Determan reminded the supervisors of filing dates.

b. MASWCD Resolutions

Determan reviewed the resolution process and asked the board if they had any issues to consider.

c. Program Updates

Determan updated the board on the MAWQCP and buffer/county ditch process.

10. Adjourn

Motion/Seconded Kilpatrick/Larsen to adjourn meeting at 10:50 a.m.

Affirmative: Calander, Larsen, Koczur

Opposed: None. Motion carried.

_____ **Barb Kilpatrick, Board Secretary** _____ **Date**



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

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

**June 21, 2016
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:02am.

Attendance

Present: Wayne Calander, Al Koczur (left after item 5d), Ryan Carpenter, Roger Larsen and Barb Kilpatrick,
Staff Present: Tiffany Determan, Todd Kulaf (for staff report), Josh Bork (left after item 4d)
Others Present: Greg Anderson, County Commissioner; Jason Weinerman (arrived after item 5c)

1. Approve Agenda

Koczur requested the addition of item 5g Pheasants Forever banquet. Determan requested adding item 5h MAWQCP Grant Closeout and 5i Volunteer use approval.

Motion/Seconded Larsen/Koczur to approve the agenda with addition of items 5d through 5i.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes from the May 17, 2016 regular meeting.

Motion/Seconded Koczur/Carpenter to approve minutes of the May 17th regular meeting.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

A listing of bills to be paid was presented by Determan.

Motion/Seconded Larsen/Kilpatrick to approve the treasurer's report and pay the bills as presented.

Checks as follows: Check # 6139 thru 6154 and Checks # 5249 thru 5263.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan and Kulaf reviewed their activity reports. There was discussion regarding the Truax Drill rental radius. The board recommended a radius of 20-30 miles outside of the county as to limit the wear and tear of the drill while being pulled on the road. Kulaf will consider the recommendations and write a guideline for future rentals.

b. NRCS District Conservationist

Bork's activity report was distributed and reviewed. Bork noted that he is interested in having a self-guided field day sometime in August-September.

c. County Commissioners

Commissioner Anderson reported on the mud runs in Crown, union negotiations, and the upcoming budget meetings.

d. Metro Conservation Districts representative

Koczur reported on work plan amendments and metro children's water festival as discussed at the May 20th MCD meeting.

5. New Business

a. ACD 3rd quarter contract

Determan explained the continued need for assistance from ACD. She explained that Schurbon has been providing training and support to Kulaf for management of the Green Lake projects as well as the Blue Lake Subwatershed Assessment. Determan went on to explain that Schurbon's assistance with other existing tasks is needed due to work load.

Motion/Seconded Koczur/Carpenter to approve ACD 3rd quarter contract.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. Green Lakeshore Restorations Project:

i. Volunteer rate establishment:

Determan explained that many of the landowners are contributing in-kind time to meet their portion of project costs. She recommended in kind labor rates specific to the Green Lake Retrofit grant as follows:

In-kind labor value to be calculated by the following methods in order of preference:

1. The rate the selected construction contractor has quoted for this project, if available, and actual quantities.
2. \$24/hr if the contribution units are hours.
3. The designer's estimated unit cost, if the units are not hours (example: square feet of installed block wall).

Motion/Seconded Carpenter / Kilpatrick to approve the recommended in kind labor value which will be calculated by the order of preference as recommended.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

ii. Technical Approval Authority for Shoreline Restorations

Determan explained The Green Lakeshore restoration project designs require review and sign-off by an individual with "technical approval authority (TAA)" because they utilize State Clean Water Funds. Chris Lord from Anoka Conservation District, who drafted the construction designs, has TAA for rain gardens but not for the lakeshore stabilizations. She offered the board two options: 1) Assign Determan TAA for ecological shoreland restorations or 2) Hire Washington Conservation District to sign off on the projects. Determan noted her experience with shoreland design, design review, training, and sign-off while at Sherburne SWCD. She noted that she had talked with Jason Weirnerman and he agreed that the board could assign a staff person with appropriate experience TAA for ecological practices. The board agreed that it would be a good idea to have a staff person in-house that could sign off on these types of projects. There was some consideration to table the conversation to the July board meeting so this item could be discussed in more detail and not covered under the Green Lake Projects. The board asked that the criteria used to review Determan's experience with shoreline restorations be added to the appropriate policies.

Motion/Seconded Koczur / Kilpatrick to approve Isanti SWCD District Manager Technical Approval Authority for Shoreline Restorations/Critical Area Plantings.

Affirmative: Kilpatrick, Calander, Larsen and Koczur

Opposed: Carpenter. Motion carried.

iii. Contractor Selection and landowner agreements

Determan indicated that two actions are needed for item iii as follows: Action 1. Select a contractor and Action 2. To finalize landowner contracts. Determan reviewed the contractor quotes and landowner contracts.

Motion/Seconded Larsen /Carpenter to accept Seasonal Concepts Inc. quote for the Green Lakeshore Restorations project for \$75,441.72 and designate the District Manager as the Isanti SWCD's authorized representative to sign the contract for services and change orders within the project budget.

Affirmative: Kilpatrick, Carpenter, Calander, Larsen and Koczur

Opposed: None. Motion carried.

Motion/Seconded Koczur/Larsen to designate the District Manager as the Isanti SWCD's authorized representative to sign partnership agreements with landowners for the construction, operation and maintenance of Green Lakeshore Rehabilitation and Stormwater Treatment projects including the following landowners: Carlson, Chilson, Dancik, Glenn, Hage, Hammer, Link, Orton, and Roos.

Affirmative: Kilpatrick, Carpenter, Calander, Larsen and Koczur

Opposed: None. Motion carried.

c. Rum River WRAPS Phase 2 Contract

Determan explained the Phase 2 Rum River WRAPS contract which would delegate 3,753.00 to the SWCD to work on completion of the WRAPS. She noted that the billing a rate is \$45/hour. The Phase 2 contract will expire on June 30th, 2017.

Motion/Seconded Kilpatrick/Koczur to approve the Phase 2 Rum River WRAPS Contract with the Anoka Conservation District.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

d. Approve FY17 DNR Groundwater Monitoring Contract

Determan reviewed the FY17 contract and noted that the observation wells had been increased from 5 to 11. She noted the payment had correspondingly been increased from \$1,200 to \$1,920.

Motion/Seconded Koczur/Carpenter to Approve the FY2017 professional and technical services contract with the MN DNR for groundwater level monitoring for \$1,920.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

e. Draft 2017 Budget

Determan reviewed the draft 2017 budget and asked the finance committee to meet after she has a more complete draft budget. Larsen offered to take Carpenters place on the finance committee. The board agreed that they would entertain the option of adding a staff person if/when funds allow.

Motion/Seconded Carpenter/Kilpatrick to approve the finance committee to review the draft budget and make recommendation for 2017 County Allocation request.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

f. Pay scale development

Determan gave a progress report. She noted that she hopes to have some information to present at the July or August board meeting.

g. Pheasants Forever Banquet

Koczur passed around the PF banquet flyer and asked the board to consider donating and attending the annual banquet.

Motion/Seconded Larsen/Carpenter to approve a donation of \$220 for the banquet and dinner on September 10th.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

h. MAWQCP Grant Closeout

Determan noted that the funds for the MAWQCP had been spent according to the program contract.

Motion/Seconded Carpenter/Larsen to approve signing the MAWQCP financial report/grant closeout.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

i. Volunteer Use Approval

Determan noted that she would like to approve the use of a volunteer to assist with some field activities. She passed around a waiver that had been provided by the county.

Motion/Seconded Larsen/Carpenter to approve use of a volunteer for field activities upon signing a waiver and tracking the use of the volunteers time.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

6. Old Business

7. Additions

8. Informational/announcements

a. MAWQCP-New Money available

Determan described the funds available for continued participation in the MAWQCP program.

b. 2017 Clean Water Funds list

Determan reviewed a list of potential grants for 2017 which included projects that cover Long Lake, Blue Lake and Green Lake.

c. Upcoming meetings/events

- i. MACD Summer Tour: June 27th REGISTRATION
- ii. Fields to streams webinar (rural hydrology): July 20th
- iii. BWSR Executive Director Discussion Session: July 28th

9. Adjourn

Motion/Seconded Larsen/ Kilpatrick to adjourn meeting at 11:08 a.m.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen

Opposed: None. Motion carried.

_____ **Barb Kilpatrick, Board Secretary** _____ **Date**



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

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

**July 19, 2016
8:00 A. M.**

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

Attendance

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Roger Larsen and Barb Kilpatrick,
Staff Present: Tiffany Determan
Others Present: None

1. Approve Agenda

Determan requested adding item 5c. Authorize District Manager to make grant change orders and amendments and 6a. FY16 Capacity Amendment Approval.

Motion/Seconded Larsen/Koczur to approve the agenda with addition of items 5c and 6a.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes from the June 21st, 2016 regular meeting.

Motion/Seconded Larsen/Carpenter to approve minutes of the June 21st regular meeting.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

A listing of bills to be paid was presented by Determan.

Motion/Seconded Carpenter/Kilpatrick to approve the treasurer's report and pay the bills as presented. Checks as follows: Check # 6155 thru 6171 and Checks # 5265 thru 5282.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan reviewed staff activity reports.

b. NRCS District Conservationist

Determan passed out Bork's activity report

c. County Commissioners

No commissioner report given.

d. Metro Conservation Districts representative

Next MCD meeting in August.

5. New Business

a. MASWCD Outstanding Conservationist Awards

Determan reviewed purpose of Outstanding Conservationist Awards. The board concurred that they would like to select a group or individual for the award in 2016. Discussion was had over selection of two candidates for the board to select from, possibly a farmer and a lake group. Determan will discuss candidates with Kulaf and Bork and bring to the August board meeting for approval.

Motion/Seconded No motion needed.

b. Contract for Technical Approval for Engineering Projects

Determan reminded the board they had assigned her with TAA for ecological projects for shoreline restorations at the June meeting. She noted that after review of some of the projects, she realized that some of the projects may be considered engineering projects. Engineering projects require an engineer to sign off on the design. She recommended signing a contract with the Washington Conservation District so they could sign off on engineering projects as necessary.

Motion/Seconded Koczur / Larsen to approve signing letter of agreement with the Washington Conservation District for 2016 engineering and technical assistance not to exceed \$1,000.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

c. Authorize District Manager to make amendments and change orders to grants as needed.

Determan explained that some of the grants the SWCD has will require shifting of funds to account for work plan changes. She noted that it may be unfavorable to wait a month to make the changes in the case that the funds/changes are needed immediately.

Motion/Seconded Carpenter/Larsen to approve the District Manger to make amendments and change orders to grants as long as the changes are reported at the following board meeting.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

6. Old Business

a. FY 16 Capacity Grant Amendment

Determan explained that the SWCD would be receiving \$15,377 in addition to the \$100,000. She noted that in 2017 the additional funds would only be received if the County increased their allocation.

Motion/Seconded Larsen/Koczur to approve signing the \$15,377 capacity funds amendment.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

7. Additions

8. Informational/announcements

a. 2017 County Allocation Request

Determan explained the 2017 county allocation request as recommended by the financial committee.

b. Program Updates

Determan gave an update on the buffer law and One Water One Plan.

c. Upcoming Meetings/Events: None

d. Grant & Time Tracking Overview

Determan reviewed the district time and grant tracking system.

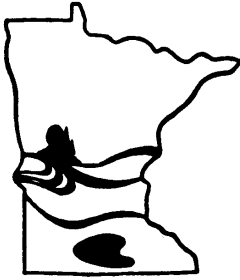
9. Adjourn

Motion/Seconded Koczur/ Carpenter to adjourn meeting at 9:44 a.m.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen

Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date



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

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

**August 16, 2016
8:00 A. M.**

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

Attendance

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Roger Larsen and Barb Kilpatrick,
Staff Present: Tiffany Determan, Todd Kulaf (for staff report only)
Others Present: None

1. Approve Agenda

Determan requested adding item 5a. Supervisor Compensation and item 7e. Other.

Motion/Seconded Koczur/Larsen to approve the agenda with addition of items 5a and 7e.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes from the July 19th, 2016 regular meeting.

Motion/Seconded Larsen/Carpenter to approve minutes of the July 19th regular meeting.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

A listing of bills to be paid was presented by Determan.

Motion/Seconded Larsen/Carpenter to approve the treasurer's report and pay the bills as presented.

Checks as follows: Checks # 5283 thru 5294 and Checks # 6172 thru 6184.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan and Kulaf reviewed their staff activity reports. Determan reviewed Schurbon's activity report.

b. NRCS District Conservationist

Determan passed out and reviewed Bork's activity report

c. County Commissioners

Commissioner Anderson noted that he will be attended the Buffer Update meeting on Thursday, August 18th. He provided updates on the county's Strategic Planning process, union negotiations, and upcoming budget meetings.

d. Metro Conservation Districts representative

Next MCD meeting August 31st.

5. New Business

a. Supervisor Compensation

Determan explained that Larsen and Koczur had attended several county board meetings with her and had not been paid per diem for them. She noted that the Policy Handbook states that approval must be given for meetings other than those associated with committee meetings and board meetings. She recommended that the board make a motion to approve payment of per diems for all meetings attended by board members.

Motion/Seconded Koczur / Carpenter to approve supervisor compensation for activities other than attendance of board meetings and committee meetings.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

6. Old Business

a. MASWCD Outstanding Conservationist Award Selection

Determan reviewed the two candidates for recognition selection of the Outstanding Conservationist Award.

Motion/Seconded Koczur/Carpenter to approve selection of the Long Lake Improvement Association and Long Lake Improvement District as the Isanti SWCD 2016 Outstanding Conservationists and the purchase a recognition sign or plaque to be posted at the boat landings. .

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. 100K amendment work plan

Determan reviewed the 2016 amended funding provided by BWSR. Determan made a recommendation to use the funds to purchase a vehicle to help Kulaf and Determan do their jobs.

Motion/Seconded Koczur/Larsen to approve the work plan as presented by Determan.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

7. Informational/announcements

a. 2017 County Allocation Request-amendment

Determan explained the supplemental letter send to Kevin Vanhooser regarding the state match opportunity and noted that Mr. Vanhooser increased the SWCDs request to an additional \$30,000.

b. Program Updates

Determan gave an update on the buffer law and the Rum River WRAPS

c. Upcoming Meetings/Events: Kulaf to attend Clean Water Summit on 9/22/2016, Determan to attend buffer workshop 8/18/2016, MACD Fall Meeting 11/2/2016.

d. Grant Work Plan and Change Orders

Determan noted that she moved funds from Cost Share to Equipment in the Capacity Work Plan in order to purchase a replacement part for the AquaCalc.

e. Other

Determan requested that supervisors consider sitting on the MACD nominating committee and/or the MASWCD board. All supervisors declined.

8. Adjourn

Motion/Seconded Larsen/Koczur to adjourn meeting at 10:30 a.m.

Affirmative: Koczur, Kilpatrick, Calander, Carpenter, Larsen

Opposed: None. Motion carried.

_____ **Barb Kilpatrick, Board Secretary** _____ **Date**



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

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

**September 20, 2016
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:02am.

Attendance

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Roger Larsen and Barb Kilpatrick,
Staff Present: Tiffany Determan, Todd Kulaf (for staff report only), Josh Bork
Others Present: Greg Anderson, County Commissioner; Jason Winerman (after agenda item 3a)

1. Approve Agenda

Motion/Seconded Larsen/Koczur to approve the agenda as written.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes from the August 16th, 2016 regular meeting.

Motion/Seconded Koczur/Kilpatrick to approve minutes of the August 16th, 2016 regular meeting.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

A listing of bills to be paid was presented by Determan.

Motion/Seconded Larsen/Kilpatrick to approve the treasurer's report and pay the bills as presented.

Checks as follows: Checks # 6185 thru 6199 and Checks # 5295 thru 5306.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan and Kulaf reviewed their staff activity reports. Determan reviewed Schurbon's activity report.

b. NRCS District Conservationist

Bork presented his activity report.

c. County Commissioners

Commissioner Anderson updated the board on union negotiations, old Ford garage status, and the preliminary budgeting process.

d. Metro Conservation Districts representative

Koczur explained the details of the August 31st MACD meeting which included work plan updates and the Children's Water Festival.

5. New Business

a. ACD 4th Quarter Contract Approval

Determan reviewed the 4th quarter ACD contract and noted that ACD's assistance is needed for 4th quarter. There was some discussion regarding expenses and the hope to hire a staff person to help with some of the work.

Motion/Seconded Koczur/Carpenter to approve ACD 4th Quarter ACD contract.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. Authorize Conservation Partners Legacy Grants

Determan reviewed the two CPL grants (Rum River Revetments and the Re-Maeander) with the board and explained the reasoning for submitting the Revetment application and the partnership with ACD.

Motion/Seconded Koczur/Larsen to approve keeping both applications in the pool of eligible applicants.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

c. Approve Kulaf and Determan BWSR Academy Registration

Determan reviewed the costs for both Determan and Kulaf to attend the BWSR Academy for all three days and noted that the total training costs for the year are still under the amount budgeted.

Motion/Seconded Koczur/Carpenter to approve Determan and Kulaf to attend all three days of the BWSR Academy.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

6. Old Business

a. Salary Schedule Development

Determan reviewed the work she has done on developing a salary schedule. Weinerman pointed out that having a salary schedule is helpful for annual budgeting.

Motion/Seconded Koczur/Larsen to approve Determan to draft a salary schedule based on the Isanti County schedule.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

7. Informational/announcements

a. FY 15 Green Lake Retrofits Change Order #2 Review (information)

Determan explained the contractor change order which included the addition of contractor brick installation and planting for a total increase of \$1,945.00. She noted that the contractor is still under the maximum amount allowed by the grant.

b. Water Plan-Groundwater Priority Concern Action Review

Determan passed out the Groundwater Action Table as developed by the Water Plan Committee and asked the board to review on their own. The table will be discussed at the October board meeting.

c. Upcoming Meetings/Events: Kulaf and Determan to attend the BWSR Academy on October 24-26th.

d. Other

Weinerman commended the board for their progress and involvement. He also mentioned that the Farm Bureau representative is asking that farmers contact SWCD's in regards to the buffer maps. Kilpatrick, Larsen and Bork attended the Green Lake Project Tour post-board meeting.

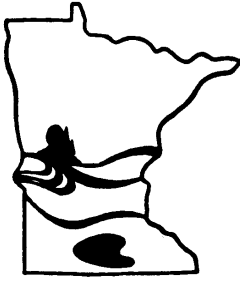
8. Adjourn

Motion/Seconded Larsen/Koczur to adjourn meeting at 9:45 a.m.

Affirmative: Koczur, Kilpatrick, Calander, Carpenter, Larsen

Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date



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

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

**September 20, 2016
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:02am.

Attendance

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Roger Larsen and Barb Kilpatrick,
Staff Present: Tiffany Determan, Todd Kulaf (for staff report only)
Others Present: Greg Anderson, County Commissioner; Jason Weinerman (left after item 5D)

1. Approve Agenda

Determan requested the addition of item 5e. BWSR Grants Closeout and 5F MASWCD Resolutions.

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

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes from the September 20th, 2016 regular meeting.

Motion/Seconded Kilpatrick/Larsen to approve minutes of the September 20th, 2016 regular meeting.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

3. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

A listing of bills to be paid was presented by Determan.

Motion/Seconded Kilpatrick/Larsen to approve the treasurer's report and pay the bills as presented.

Checks as follows: Checks # 5307 thru 5319 and Checks # 6203 thru 6217.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan and Kulaf reviewed their staff activity reports. Determan reviewed Schurbon's activity report.

b. NRCS District Conservationist

Determan gave a verbal update on Bork's report noting that he has been detailed to the Ada office for the next 4 months. Determan also mentioned the NRCS-SWCD Operational Agreements which will go into effect spring 2017.

c. County Commissioners

Commissioner Anderson updated the board on the preliminary budget noting that the SWCD request is included in the preliminary budget, the County Comprehensive Plan, and the Joint Truth in Taxation meeting to be held on Dec. 1st at 7:00 PM at the Richard Harvey Center. Anderson also requested that Determan attend an upcoming Committee of the Whole meeting to discuss Buffer enforcement.

d. Metro Conservation Districts representative

Next meeting-November 16th.

5. New Business

a. MASWCD Convention Registrations

Koczur and Larsen indicated they would like to attend Tuesday sessions and the luncheon with the Outstanding Cooperators. Determan indicated that she would be attending both days. Determan also let the board know that representatives from both the LLIA and LLID would be attending on Tuesday for the Outstanding Conservation Cooperator Programing.

Motion/Seconded Carpenter/Kilpatrick to approve Koczur, Larsen and Determan to attend the Convention and luncheon with the OCCs.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. Approve 2017 Tree Sale Expenditures

Determan reviewed the memo created by Schurbon regarding 2017 tree sale expenditures.

Motion/Seconded Kilpatrick/Carpenter to approve up to \$1,020 for assistance from Webkeeping with the SWCD website's online tree sale capabilities and security features.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

c. One Watershed One Plan

5C and 5D were covered prior to 5A and B. Determan reviewed a PowerPoint presentation covering the basics of the program. Weinerman answered questions from the county commissioner and board members. Determan stressed that this program is voluntary but that SWCDs would not have access to non-competitive funds if a plan is not prepared.

Information only, no motion needed.

d. Resolution to support Lower St. Croix Basin One Watershed One Plan Project

Determan reviewed the resolution provided by Washington Conservation District.

Motion/Seconded Koczur/Larsen to approve adoption the Resolution to Support the Lower St. Croix Basin One Watershed One Plan Project.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

6. Old Business

7. Informational/announcements

a. Water Plan-Groundwater Priority Concern Action Review

Determan passed out the Groundwater Action Table as developed by the Water Plan Committee. Carpenter made mention that private well protection education is also important.

b. Other program updates: none

c. Upcoming Meetings/Events: Rum River Watershed Unhealthy Lakes Meeting: Oct. 19th, 7-8:30; Nov. 2nd MACD Fall meeting at Cabelas in Rogers.

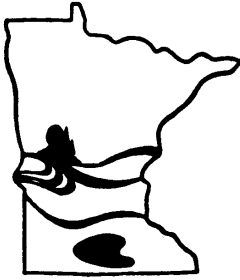
8. Adjourn

Motion/Seconded Larsen/Koczur to adjourn meeting at 10:53 a.m.

Affirmative: Koczur, Kilpatrick, Calander, Carpenter, Larsen

Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date



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

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

**November 15, 2016
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:02am.

Attendance

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Roger Larsen and Barb Kilpatrick,
Staff Present: Tiffany Determan, Todd Kulaf (for staff report and item 8b only)
Others Present: Greg Anderson, County Commissioner; Judy and Jerry Schaubach, Long Lake reps (left after item 6a)

1. Approve Agenda

Motion/Seconded Koczur/Carpenter to approve the agenda as written.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes from the October 18th, 2016 regular meeting.

Motion/Seconded Larsen/Koczur to approve minutes of the October 18th, 2016 regular meeting.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

3. 2016 Outstanding Conservationist Presentation

Carpenter presented the Outstanding Conservationist award to the Long Lake Improvement District and Lake Association (represented by their presidents: Judy and Jerry Schaubach). Austin Gerth from the Isanti County news was present to take photos.

4. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

A listing of bills to be paid was presented by Determan.

Motion/Seconded Larsen/Carpenter to approve the treasurer's report and pay the bills as presented.

Checks as follows: Checks # 5323 thru 5332 and Checks # 6219 thru 6232.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

5. Activity Reports

a. Staff

Determan and Kulaf reviewed their staff activity reports. Determan reviewed Schurbon's activity report.

b. NRCS District Conservationist

Determan gave a verbal update on Bork's report noting that NRCS State Conservationist Kathee Pulman will be presenting the NRCS Work Force plan on the 16th of November.

c. County Commissioners

Commissioner Anderson updated the board on the Joint Truth in Taxation meeting to be held on Dec. 1st at 7:00 PM at the Richard Harvey Center, construction on the new dispatch center, and high speed internet access meetings.

d. Metro Conservation Districts representative

Next meeting-November 16th.

6. New Business

a. Approve adjusted 2016 budget

Determan reviewed the approved and adjusted 2016 budgets with the board noting areas where the numbers differed significantly. She explained that the more accurate adjusted budget would help with year-end reporting.

Motion/Seconded Carpenter/Kilpatrick to approve the adjusted 2016 SWCD Budget as presented.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. Review DRAFT 2017 Budgets

Determan reviewed two draft budget scenarios with the board. Scenario one included contracting with a neighboring district for staff time and/or hiring a seasonal person to help with field work. Scenario two included hiring an Administrative Assistant. Scenario two would only be possible if the SWCD receives the full \$30,000 from the County; this would bring in enough state funding for Determan to feel comfortable hiring a staff person. The board agreed to have the financial committee meet to go over the budgets prior to the December meeting. No motion needed.

c. SWCD Buffer Implementation Grant

Determan reviewed the BWSR Buffer Grant agreement with the board. She stated that the SWCD will again receive \$10,000 to help implement the law.

Motion/Seconded Koczur/Larsen to approve signing the SWCD Buffer Implementation Grant agreement..

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

d. Approve Applying for a Minnesota Conservation Corps Apprentice

Determan explained that she would like to apply for this free help for the summer of 2016. The apprentice would help with field work and she would also have the person assist Mille Lacs SWCD with monitoring. She also noted that if the grant allows, she would ask if Zoning would be interested in using some of the persons time.

Motion/Seconded Koczur/Kilpatrick to approve applying for a Minnesota Conservation Corps Apprentice.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

7. Old Business

a. Approve SWCD Pay Scale

Determan reviewed the pay scale developed based on comments from the October board meeting. She noted that the county system was used but she had added on to the lower end of each step to be more consistent with surrounding Districts.

Motion/Seconded Koczur/Carpenter to approve pay scale as presented.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

8. Informational/announcements

a. Rum River WRAPS Update

Determan reviewed the contents of the WRAPS document and the lakes TMDLs. She will review parts of the document during board meetings as time allows.

b. Green Lake Retrofits Update

Kulaf reviewed the Green Lake projects using a power point.

c. Upcoming Meetings/Events: County Board Workshop-Buffer Update, Nov. 28th @ 9:15

d. Meeting evaluation: what worked, what didn't

Lots of information to digest-some long meetings are good.

9. Adjourn

Motion/Seconded Kilpatrick/Carpenter to adjourn meeting at 11:32 a.m.

Affirmative: Koczur, Kilpatrick, Calander, Carpenter, Larsen

Opposed: None. Motion carried.

_____ **Barb Kilpatrick, Board Secretary** _____ **Date**



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

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

**December 20, 2016
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:02am.

Attendance

Present: Wayne Calander, Al Koczur, Ryan Carpenter, Roger Larsen and Barb Kilpatrick,
Staff Present: Tiffany Determan, Todd Kulaf (for staff report)
Others Present: Greg Anderson, County Commissioner; Clark Anderson, newly elected supervisor (Staff reports only)

1. Staff Performance Evaluations – Closed Door Session

Chair Calander called the meeting to order at 8:02am. At 9:10 staff performance evaluations concluded and the meeting was opened.

2. Approve Agenda

Determan requested the addition of item 6h. FY17 State cost-share prioritization.

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

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

3. Approve Board Meeting Minutes from the November 15th, 2016 regular meeting.

Determan noted that the correction to item 4. Financial Reports be stricken. She mentioned that the \$212 remaining in the Isanti RR CWF grant was correct. Larsen noted that the motion on item 7a. should be changed from “approve applying for a Minnesota Conservation Corps Apprentice” to “approve pay scale as presented”.

Motion/Seconded Koczur/Carpenter to approve minutes of the November 15th, 2016 regular meeting with changes.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

4. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

Determan’s printer wasn’t working, the financial committee reviewed the bills to be paid on Determan’s computer.

Motion/Seconded Kilpatrick/Larsen to approve the treasurer’s report and pay the bills as presented.

Checks as follows: Checks # 6234 thru 6247 and Checks # 5336 thru 5347.

Affirmative: Calander, Koczur, Kilpatrick, Carpenter and Larsen

Opposed: None. Motion carried.

5. Activity Reports

a. Staff

Determan and Kulaf reviewed their staff activity reports. Determan reviewed Schurbon's activity report.

b. NRCS District Conservationist

Determan gave a verbal update on Bork's report noting that the Ada District Conservationist position had been posted.

c. County Commissioners

Commissioner Anderson noted that the final levy would be set on December 21st. Anderson also updated the board on progress made on the County Strategic Plan, Truth in Taxation meetings, high speed internet feasibility study, and AMC annual meeting topics.

d. Metro Conservation Districts representative

Koczur updated to board on the MACD election results, MAWQCP program, changes to the MCD work plan, campus groundwater conservation planning, and the children's water festival.

6. New Business

a. Personal evaluation outcomes.

The board discussed favorable reviews of Kulaf and Determan.

Motion/Seconded Larsen/Kilpatrick to approve salary increases as follows for Kulaf and Determan: Kulaf: Grade 18 Step 4 and Determan: Grade 25 Step 5.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

b. 2017 1st Quarter operational assistance with Anoka Conservation District.

Determan reviewed the tasks as outlined in the 1st quarter contract.

Motion/Seconded Koczur/Carpenter to approve signing the 2017 1st Quarter operational assistance contract with Anoka Conservation District.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

c. Rum River Re-meander Conservation Partners Legacy Contract

Determan reviewed the contract as included in the board packet. Carpenter expressed concerns that he didn't feel the project had any benefits.

Motion/Seconded Larsen/Kilpatrick to approve signing the Rum River Re-meander Conservation Partners Legacy Contract.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

d. Rum River Revetments Conservation Partners Legacy Contract

Determan reviewed the contract as included in the board packet.

Motion/Seconded Koczur/Kilpatrick to approve signing the Rum River Revetments Conservation Partners Legacy Contract.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

e. 2017 DNR Observation Well Contract Amendment Approval

Determan reviewed the amended contract as included in the board packet.

Motion/Seconded Carpenter/Koczur to approve signing the 2017 DNR Observation Well Contract Amendment Contract.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

f. 2017 BWSR Buffers Contract Approval

Determan reviewed the amended contract as included in the board packet.

Motion/Seconded Larsen/Kilpatrick to approve signing the 2017 BWSR Buffers Contract.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

g. NRCS Civil Rights

Determan reviewed Civil Rights as included in the board packet. No motion needed.

h. FY17 State Cost Share Prioritization

Determan explained that she would like to prioritize using the state cost share funds to pay for stormwater reduction practices on and around Blue Lake.

Motion/Seconded Koczur/Carpenter to approve prioritizing the use of the 2017 State cost share funds on Blue Lake.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

7. Old Business

a. Adopt 2017 Budget

Determan noted that she had met with the financial committee and they had favorably reviewed the draft 2017 budget. Determan asked the board to consider if they would like to increase per-diems. The board discussed.

Motion/Seconded Carpenter/Kilpatrick to approve the 2017 budget with changes to the supervisor per diems as follows: \$60 per meeting within the county and \$75 per meeting outside of Isanti County.

Affirmative: Kilpatrick, Calander, Carpenter, Larsen and Koczur

Opposed: None. Motion carried.

8. Informational/announcements

a. Program updates/other

Carpenter mentioned the Becker U of M Research Facility in Sherburne County will lose its land due to the expansion of the Becker Excel Energy Plant.

b. Upcoming Meetings/Events: Water Plan Meeting, December 20th @ 3 PM.

c. Meeting evaluation: what worked, what didn't

Lots of information to digest-some long meetings are good.

9. Adjourn

Motion/Seconded Carpenter/Larsen to adjourn meeting at 11:32 a.m.

Affirmative: Koczur, Kilpatrick, Calander, Carpenter, Larsen

Opposed: None. Motion carried.

_____ **Barb Kilpatrick, Board Secretary** _____ **Date**