



**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 17, 2017
8:00 A. M.**

Administration of Oath by Chad Struss, Auditor-treasurer for Al Koczur and Roger Larsen prior to meeting start.

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

Attendance

Present: Wayne Calander, Barb Kilpatrick, Al Koczur, Clark Anderson 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 deleting item 6d. MCIT electronic withdrawals approval and replacing it with Rum River Revetments contracts.

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

Affirmative: Calander, Kilpatrick, Anderson, Koczur and Larsen

Opposed: None. Motion carried.

2. Annual Business Meeting Items

a. Election of officers

Supervisor Koczur nominated Roger Larsen as vice-chair and cast a white ballot to continue officer's assignments for 2017 to remain the same as 2016.

Motion/Seconded Koczur/Anderson for 2017 officer positions as follows:

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

Affirmative: Calander, Kilpatrick, Anderson, 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- December 20th, 2016

Motion/Seconded Koczur/Larsen to approve December 20th, 2016 minutes as written

Affirmative: Calander, Kilpatrick, Anderson, 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 Koczur/Kilpatrick to approve the treasurer's report and pay the bills upon striking the "to print" payment to Determan from the payroll expenses. Checks as follows: Check # 5348 thru 5360 and Check # 6248 thru 6262.

Affirmative: Calander, Kilpatrick, Anderson, 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

Commissioner Anderson noted that at the Annual Meeting of the County Board the chair position has been rotated to Terry Turnquist and the Vice-Chair to Dave Oslund. Anderson also updated the board on the high-speed internet work and the Isanti Bike and Trail-way study.

6. New Business

a. 2017 District policies

The policies for 2017 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:

- \$60 per day for meetings within Isanti County and \$75 for those outside of the County.
- Travel mileage reimbursement from the Supervisor's primary in-county residence to the meeting is allowable.
- Per diems will be provided for conferences, seminars and meetings related to District activities. Expenses included are generally considered to be ones that the board member deems to be necessary in order to fulfill the duties of office.
- 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. The 2017 rate is 53.5 cents.

iv. Committee Assignments

Representatives appointed as follows: Water Plan Committee: Al Koczur; Metro CD: Al Koczur, alternate Roger Larsen; Finance: Al Koczur, Roger Larsen; Personnel: Clark Anderson, Barb Kilpatrick.

v. 2017 policy handbook

The Isanti SWCD shall utilize the Isanti SWCD Policy and Procedure Manual.

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 payroll, insurance, utilities bills and where the SWCD receives full reimbursement for the expense.

ix. Designate District Manger as authorized representative

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

x. 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.

xi. 2017 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 2017 annual plan.

xii. 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/Kilpatrick to approve the policies as shown and modified above.
Affirmative: Calander, Kilpatrick, Anderson, Larsen and Koczur
Opposed: None. Motion carried.

b. 2017 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*	2017
Administrative	Administrative Assistant	\$38.00
Technical Support	Technician-level positions	\$41.00
Technical Specialist	District Manager, Specialist-level positions	\$60.00

Motion/Seconded Larsen/Koczur to approve the 2017 Isanti SWCD Fee Schedule as presented.
Affirmative: Calander, Kilpatrick, Anderson, Larsen and Koczur
Opposed: None. Motion carried.

c. FY16 Long Lake Grant Closeout

Determan presented the summary of work done with the Community Partners grant and informed the board that the grant will need to be closed out prior to BWSR releasing the last 10% of funds.

Motion/Seconded Larson/Kilpatrick to approve the final financial statement and closeout of the FY16 Long Lake CWF Grant.
Affirmative: Calander, Kilpatrick, Anderson, Larsen and Koczur
Opposed: None. Motion carried.

d. Rum River Revetments Contracts

Determan reviewed the memo written by Jamic Schurbon regarding the two subcontracts for work.

Motion/Seconded Koczur/Anderson to approve contracts for services between the Isanti SWCD and ACD for a) Revetments on the Rum project professional services and b) Enhancing Rum River shore Habitat with Revetments professional services element.
Affirmative: Calander, Kilpatrick, Anderson, Larsen and Koczur
Opposed: None. Motion carried.

e. FY17 Capacity Services grant agreement and work plan

Determan presented the 2017 Capacity Services work plan as follows:

- o Education/Outreach: \$2,000
- o Training and Professional Development: \$1,500
- o Technology & Capital Equipment: \$5,000
- o Cost Share & Incentives: N/A
- o Staff: \$129,000 (\$3,000 of this falls into the Contracted Assistance Line)

She noted that she would like to reserve some of the funds for cost share but needs to be conservative with spending the funds and put a focus on getting more staff to help get work done and seek additional projects.
Motion/Seconded Larsen/Koczur to approve the FY17 Capacity Services Grant Agreement and work plan as presented.

Affirmative: Calander, Kilpatrick, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

f. Approve Spectacle Lake 2017 Services Contract

Determan reviewed the 2017 Service Contract noting the SWCD will complete EWM mapping and begin a subwatershed assessment around Spectacle Lake in 2017.

Motion/Seconded Kilpatrick/Larsen to approve Spectacle Lake 2017 Services Contract.

Affirmative: Calander, Kilpatrick, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

g. Rum River re-meander engineer contract approval

Determan reviewed the edited NPEAP contract for engineering services for the Rum River Project with Mike Mayer.

Motion/Seconded Koczur/Anderson to approve signing the Contract for Services with MM Engineering LLC.

Affirmative: Calander, Kilpatrick, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

7. Old Business- none

8. Informational/Announcements

- a. **Program updates/other:** Determan gave an update on the Buffer Requirement letters to be sent out by early February.
- b. **Upcoming meetings/events:** January 23rd, 7:00 BLID meeting, February 9th, 7:00 GLID meeting, February 15th, 2:00 1W1P meeting with County Board; Annual MACD meeting March 29th.
- c. **Meeting evaluation:** What worked? What were the gaps? What could be done to improve the meeting?

9. Adjourn

Motion/Seconded Koczur/Larsen to adjourn meeting at 10:55 a.m.

Affirmative: Calander, Larsen, Anderson, 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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**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

**February 21, 2017
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:03am.

Attendance

Present: Wayne Calander, Al Koczur, Clark Anderson and Roger Larsen
Staff Present: Tiffany Determan, Todd Kulaf
Others Present: Josh Bork, NRCS; Greg Anderson, County Commissioner

1. Approve Agenda

Determan requested deleting item 5l. March board meeting date change.

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

Affirmative: Calander, Anderson, Koczur and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes- January 17th, 2017

Motion/Seconded Larsen/Anderson to approve January 17th, 2017 minutes as written

Affirmative: Calander, Anderson, 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. Checks as follows: Check # 6263 thru 6274 and Check # 5361 thru 5371.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

4. 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

Commissioner Anderson gave a report on the high-speed internet feasibility study, Isanti County Master Bike Trail Plan and the AMC Legislative workshop.

5. **New Business**

a. **Authorize hiring tree sale technicians.**

Determan reviewed her recommendation to increase tree sale technician pay from \$9.25/hr to \$15/hr and requested the board authorize her to recruit applicants.

Motion/Seconded Larsen/Koczur to approve authorizing District Manager to recruit and hire up to 6 tree sale technicians on a temporary bases at a rate of \$15.hr..

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

b. **Blue Lake LID-County-SWCD Partnership Agreement**

Determan reviewed the 2017 partnership agreement and work plan.

Motion/Seconded Koczur/Larsen to approve the 2017 Blue Lake LID-County-SWCD Partnership Agreement as presented.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

c. **Blue Lake SE Inlet Feasibility Study-Scope of Work.**

Determan presented the scope of work as written by Wenck Associates for the SE Inlet Feasibility Work.

Motion/Seconded Koczur/Larsen to approve the Scope of Work as presented.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

d. **Long Lake LID Contract for Services**

Determan reviewed 2017 LLID and LLIA contract for monitoring services and work plan.

Motion/Seconded Larsen/Anderson to approve the 2017 Long Lake LID Contract for Services.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

e. **CWF17 Long Lake Community Partners 2.0 Agreement and MOU**

Determan reviewed the BWSR grant agreement and corresponding MOU. She noted that the MOU is the same one that was reviewed by BWSR and signed by the LLID and LLIA in 2016 for the first Community Partners Grant.

Motion/Seconded Anderson/Koczur to approve signing the CWF17 Long Lake Community Partners 2.0 Agreement and MOU.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

f. **Monitoring Equipment Purchase**

Determan reviewed Kulaf's quote for purchasing two data-loggers to record water levels, the maintenance Agreement and a field tablet. She notes that the expenses were allocated in the 2017 Capacity Grant and will not exceed the budgeted amount of \$5,000.

Motion/Seconded Koczur/Larsen to approve purchasing two OTT Data loggers and a field tablet as budgeted.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

g. **Administrative Assistant**

Determan reviewed the two options for hiring a part time administrative assistant: 1) partnership with Kanabec SWCD or 2) use a staffing agency. Determan reviewed the agreement and position description that was presented by Kanabec SWCD.

Motion/Seconded Koczur/Anderson to approve contracting with Kanabec SWCD to hire a part time administrative assistant.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

h. FY17 BWSR RIM Agreement

Determan reviewed the new BWSR RIM Agreement. She noted that the agreement is based on work orders and will be effective until January 31, 2022.

Motion/Seconded Anderson/Koczur to approve entering into a Master Joint Powers Agreement with the State of MN to implement the RIM Program.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

i. AIS Survey Mini-Grants

Determan reviewed Kulaf's memo regarding offering a mini-grant program to encourage lake groups to use the SWCD for AIS mapping to be used for DNR control permits. The grants will be available in \$500 increments and the first two will be offered to Blue and Spectacle Lakes as they have existing contracts with the SWCD. She noted that the money is from the County AIS fund. The board requested that the program be announced in the Isanti County News Paper so that all would be aware and have an equal opportunity.

Motion/Seconded Anderson/Koczur to approve the AIS Mini-Grant Program as proposed.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

j. Vehicle Purchase

Determan requested that the board pre-approve the purchase of a vehicle using the FY16 Capacity Grant. She noted that the budget for this was approved at a past meeting. Koczur noted that he would help Determan look at vehicles.

Motion/Seconded Larsen/Koczur to pre- approve purchasing a vehicle using the FY16 Capacity funds as budgeted.

Affirmative: Calander, Anderson, Larsen and Koczur

Opposed: None. Motion carried.

k. MASWCD Legislative Briefing & Day at the Capitol.

Determan let the board know the importance of attending the Day at the Capitol and that she plans to attend the Briefing as well as the Day at the Capitol. Larsen and Koczur noted that they will attend the Day at the Capitol.

Motion/Seconded No motion needed.

l. March Board Meeting Date

Determan noted that the March board meeting falls on the Day at the Capitol. The board agreed to change the March regular meeting to Monday, March 20th at 8:00 am.

Motion/Seconded No motion needed.

6. Old Business- none

7. Informational/Announcements

- a. Program updates/other:** Determan gave an update on the Buffer Requirement letters to be sent out by early February.
- b. Upcoming meetings/events:** MACD Meeting + Supervisor Orientation March 29th; Water Plan Meeting February 21 @ 3PM; Day at the Capitol, March 21;
- c. Meeting evaluation:** What worked? What were the gaps? What could be done to improve the meeting?

8. Adjourn

Motion/Seconded Anderson/Larsen to adjourn meeting at 10:07 a.m.

Affirmative: Calander, Larsen, Anderson, Koczur and

Opposed: None. Motion carried.

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



**Isanti Soil & Water Conservation District
110 Buchanan St. North
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**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

**March 20th, 2017
8:00 A. M.**

The meeting was called to order by Vice Chairman, Roger Larsen at 8:11am.

Attendance

Present: Al Koczur, Clark Anderson and Roger Larsen
Staff Present: Tiffany Determan, Todd Kulaf (for item 4a and 5d)
Others Present: Josh Bork, NRCS (until item 5a)

1. Approve Agenda

Determan requested addition of item 5e. Presentation projector purchase approval.
Motion/Seconded Koczur/Anderson to approve the agenda with addition as indicated.
Affirmative: Anderson, Koczur and Larsen
Opposed: None. Motion carried.

2. Approve Board Meeting Minutes- February 21st, 2017

Motion/Seconded Koczur/Anderson to approve February 21st, 2017 minutes as written
Affirmative: Anderson, 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 Anderson/Koczur to approve the treasurer's report and pay the bills. Checks as follows: Check # 5372 thru 5382 and Check # 6275 thru 6286.
Affirmative: Anderson, Larsen and Koczur
Opposed: None. Motion carried.

4. 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

Commissioner Anderson provided Determan with a written report indicating that the county has adopted a resolution to enforce the buffer law if state funds are made available.

d. Metro Conservation Districts Rep

Koczur gave a report on the February MCD meeting touching on MAWQCP status, "other waters" and the Campus Groundwater Conservation program.

5. New Business

a. ACD 2nd Quarter Contract for Services

Determan reviewed the work plan for the 2nd quarter ACD Services.

Motion/Seconded Koczur/Anderson to approve signing the ACD 2nd Quarter Contract for Services.

Affirmative: Anderson, Larsen and Koczur

Opposed: None. Motion carried.

b. Conservation Corps MN Contracts (Crew Days and Apprentice)

Determan reviewed the two contracts for grants received by CCM.

Motion/Seconded Anderson/Koczur to approve both the Crew Days and Apprentice Contracts with CCM.

Affirmative: Anderson, Larsen and Koczur

Opposed: None. Motion carried.

c. Year-end Financial Reports

Determan presented the Year-end financial reports as completed by Peterson Inc. She noted that they have been submitted to BWSR to make the March 15th deadline.

Motion/Seconded No motion needed.

d. Board Workshop

i. 2016 Highlights

Determan passed out the 2016 Highlights book and reviewed it. Kulaf expanded upon the Blue Lake Subwatershed Assessment (SWA) and Monitoring Reports.

ii. A glimpse into 2017

Determan reviewed two new programs: Oxford Township monitoring and the Metro Conservation District Program: Campus Groundwater Conservation Plans (CGCP).

Motion/Seconded No motion needed.

e. Presentation Projector Purchase Approval

Determan requested approval to purchase a portable projector for use during presentations not held at the SWCD office. She indicated that the board had budgeted for office equipment purchase and preliminary research resulted in a total purchase amount of approximately \$600.

Motion/Seconded Anderson/Koczur to approve researching and purchasing a projector for use at presentations.

Affirmative: Anderson, Larsen and Koczur

Opposed: None. Motion carried.

6. Old Business- none

7. Informational/Announcements

a. **Program updates/other:** Determan gave an update on the Buffer Requirement of Other Waters and indicated that she would have something prepared for the board at the April Meeting.

b. **Upcoming meetings/events:** MACD Meeting + Supervisor Orientation March 29th; Day at the Capitol, March 21;

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

8. Adjourn

Motion/Seconded Koczur/Anderson to adjourn meeting at 10:26 a.m.

Affirmative: Larsen, Anderson, Koczur and

Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date



**Isanti Soil & Water Conservation District
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**REGULAR SUPERVISORS MEETING
ISANTI SWCD DISTRICT OFFICE
CAMBRIDGE, MN 55008**

**April 18th, 2017
8:00 A. M.**

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

Attendance

Present: Al Koczur, Clark Anderson and Roger Larsen, Barb Kilpatrick, Wayne Calander
Staff Present: Todd Kulaf
Others Present: Josh Bork, NRCS (until item 5c)

1. Approve Agenda

**Motion/Seconded Larsen/Koczur to approve the agenda as written.
Affirmative: Calander, Anderson, Koczur, Kilpatrick, and Larsen
Opposed: None. Motion carried.**

2. Approve Board Meeting Minutes- March 20, 2017

**Motion/Seconded Koczur/Anderson to approve March 20, 2017 minutes as written.
Affirmative: Calander, Anderson, Koczur, Kilpatrick, and Larsen
Opposed: None. Motion carried.**

3. Financial Reports

a. Treasurers report

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

b. Approve payment of bills

**Motion/Seconded Larsen/Anderson to approve the treasurer's report and pay the bills. Checks as follows: Check # 6287 thru 6302 and Check # 5383 thru 5393 (excluding ck 5390 and 6290 for Wayne Andersons March per diem as he was not present).
Affirmative: Calander, Anderson, Koczur, Kilpatrick, and Larsen
Opposed: None. Motion carried.**

4. 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

Commissioner Anderson provided a report on County Strategic Planning, the high-speed internet feasibility study and the April 24th Committee of the Whole meeting regarding County Ditch planning.

d. Metro Conservation Districts Rep

Koczur reported on the MACD Annual Meeting covering legislative activities on SWCD Capacity Funds, DNR buffer mapping, NRCS-SWCD relationships and the new supervisor training.

5. **New Business**

a. **Oxford Township Monitoring Contract**

Kulaf reviewed the work plan and agreement for monitoring Oxford Township lakes.

Motion/Seconded Koczur/Larsen to approve signing the 2017 Oxford Township Lake Monitoring Agreement.

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

Opposed: None. Motion carried.

b. **Administrative Assistant**

i. **Costs/Office Equipment**

Motion/Seconded Koczur/Kilpatrick to approve authorizing the district manager to purchase supplies and equipment necessary for the Administrative Assistant to Operate.

ii. **Interviews**

Motion/Seconded Koczur/Anderson to designate Roger Larsen to serve as the hiring committee which assist with interviews.

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

Opposed: None. Motion carried.

c. **ACD WL40 Agreement**

Kulaf reviewed the ACD WL40 agreement for continuous level loggers on Blue Lake. He noted that the cost of \$460 will be reimbursed by the BLID and are a part of the agreement.

Motion/Seconded No motion needed.

d. **Other Waters**

Kulaf explained the Buffer Law policy which requires SWCDs to identify "other waters" for inclusion in local water plans. He noted that the identification DOES NOT make them subject to the regulatory requirements of the State Buffer Law. He noted that the SWCD has always used the best available information to identify conveyances and treat sources of pollution when actively pursuing restoration and protection of county waters. The concept for the other waters will be to use the most up-to-date layers such as the DNR 24K hydrology and LiDAR derived products such as the Hydrographic Position Index (HPI). He explained that Determan will provide a resolution at the May meeting.

Motion/Seconded No motion needed.

e. **2017 Audit**

Kulaf explained that the SWCD will require an audit for the year ending December 31, 2016.

Motion/Seconded Anderson/Kilpatrick to approve using Peterson Company LTD to perform and audit on the Isanti SWCD finances for fiscal year 2016.

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

Opposed: None. Motion carried.

6. **Old Business- none**

7. **Informational/Announcements**

a. **Program updates/other: None**

b. **Upcoming meetings/events: Sidestep Risks when conducting SWCD Business (Tiffany), May 2nd; Township Association Meeting, April 27th @ 7:00; Water Plan Meeting, April 18th @ 3:00; Tree Sale April 29th!**

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

8. **Adjourn**

Motion/Seconded Anderson/Koczur to adjourn meeting at 9:26 a.m.

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

Opposed: None. Motion carried.

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



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

**May 16th, 2017
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:03am.

Attendance

Present: Al Koczur, Clark Anderson and Roger Larsen, Barb Kilpatrick, Wayne Calander
Staff Present: Todd Kulaf (Item 4a)
Others Present: Josh Bork, NRCS; Greg Anderson, County Commissioner

1. Approve Agenda

Determan requested addition of items 5 d. Blue Lake: HR Green Contract for Services and 5 e. SWCD Retreat.

Motion/Seconded Koczur/Kilpatrick to approve the agenda with additions as requested.

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

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes- April 8, 2017

Motion/Seconded Larson/Koczur to approve April, 2017 minutes as written.

Affirmative: Calander, Anderson, Koczur, Kilpatrick, 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/Anderson to approve the treasurer's report and pay the bills. Checks as follows: Check # 6303 thru 6327, Check #5395 thru 5418 and all electronically paid expenses.

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

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan and Kulaf reviewed their activity reports were verbally. Determan reviewed ACD accomplishments.

b. NRCS District Conservationist

Bork reviewed his activity report noting that NRCS will be undergoing a major reorganization-details unknown at this point.

c. County Commissioners

Commissioner Anderson provided a report on County Strategic Planning (near completion), the high-speed internet feasibility study, sheriff's Open House, 6th Grade Conservation Day, and the County's plans to modernize the ditch records.

d. Metro Conservation Districts Rep

Next meeting scheduled for May 31st.

5. **New Business**

a. **MN Buffer Law**

Determan reviewed the "other watercourses" policy #6 and explained the concept of the resolution. It was specifically noted that the other waters will not be regulated by the Buffer Law.

Motion/Seconded Koczur/Kilpatrick to approve the Other Watercourses Resolution #2017-05-16.

Affirmative: Calander, Koczur, Kilpatrick, and Larsen

Opposed: Anderson. Motion carried.

b. **Cell Phone Policy**

Kulaf explained that other SWCDs have a Cell Phone Policy that reimburses staff for personal cell phone use associated with work. She reviewed metro cell phone policy reimbursement rates which ranged from \$15-55 per month.

Motion/Seconded Anderson/Larsen to approve a \$20 per month cell phone policy.

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

Opposed: None. Motion carried.

c. **MASWCD Resolutions**

Determan reviewed the resolution process and asked if the board had any specific concerns they wanted to draft into a resolution. No resolutions at this time.

Motion; No motion needed.

d. **Blue Lake: HR Green Contract for Services**

Determan explained the need for engineering services to prepare concept designs and cost estimates for pollution reduction projects on Blue Lake in preparation for a grant application. She noted that the costs for engineering would be covered under the Metro TSA Engineering and Technical Services Grant.

Motion/Seconded Koczur/Anderson to approve the HR Green Contract for Services.

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

Opposed: None. Motion carried.

e. **SWCD Retreat**

Determan asked the board if they would be interested in partaking in a retreat to discuss the strategic path for the SWCD. She noted that Jason Weinerman would facilitate the meeting. The board concurred that they would like to have a retreat to be held following the August or September board meeting. Location to be determined by Determan but will be held off-site. Location ideas discussed: Isanti Creamery, Brass Rail.

Motion: No motion needed

6. **Old Business- none**

7. **Informational/Announcements**

a. **Program updates/other:** Determan provided an update on the Blue Lake SE Inlet treatment project as recommended by Wenck Associates.

b. **Upcoming meetings/events:** MACD Summer Meeting: July 12th 9:00am-3PM Oakdale; SWCD Governance 101 Save the Date: Sept 14-15; County Board meeting (2016 Highlights) May 17th @ 9:45am; Blue Lake Shoreland Workshop, May 20th; Francis Lake Annual Meeting, May 20th; Long Lake Joint Association and LID meeting June 17th.

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

8. **Adjourn**

Motion/Seconded Larsen/Koczur to adjourn meeting at 9:35 a.m.

Affirmative: Calander, Anderson, Koczur, Kilpatrick, and 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**

**June 20, 2017
8:00 A. M.**

The meeting was called to order by Chairman, Wayne Calander at 8:05am.

Attendance

Present: Al Koczur, Clark Anderson and Roger Larsen, Wayne Calander

Staff Present: Tiffany Determan, Anne LeRoy

Others Present: None

1. Approve Agenda

Determan requested addition of item 5 j. Boat Rental Reimbursement.

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

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes- May 16, 2017

Motion/Seconded Larson/Anderson Motion to approve May, 2017 minutes as written.

Affirmative: Calander, Anderson, 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. Checks as follows:

Check # 5423 thru 5433, Check #6325 thru 6349 and all electronically paid expenses.

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan: Determan verbally reviewed her report. She affirmed that a recent accounting audit results may not be provided until December. Conservation Corps apprentice stated on May 22nd and will be helping with field activities through August 11th. Tree sales were discussed and financial details were presented. It was suggested to possibly limit the number of species for future sales.

Kulaf: Determan verbally reviewed Kulaf's Report highlighting the Green lakeshore project and Blue Lake surface water monitoring.

ACD: Determan used photos and verbally reviewed the ACD activity report.

b. NRCS District Conservationist

No report provided

c. County Commissioners

Determan provided Commissioner Greg Anderson's report. The draft of the Isanti County broadband survey is getting closer to completion. It will be released through several different sources for all of Isanti's residents and businesses for analysis. This will help determine the next steps to take with the Isanti County Broadband Initiative. Isanti County Zoning recently notified all Isanti County townships of a noxious weed spraying program that will target leafy spurge. This will occur on about 50 miles of Isanti County road right-of-way. The effort will be coordinated with the townships who may also be spraying for noxious weeds.

d. Metro Conservation Districts Rep

Al Koczur reported that the May meeting was informational. He highlighted MCD programs including MAWQCP, shared technical services, and Vector Works software.

e. Legislative Update

Alternative Practice language has been adapted so soil and water can approve plans to improve success rates based on local conditions.

Department of Agriculture – buffer seeding cannot include noxious weed seeds.

Extensions for buffer law compliance can be requested to extend deadline to 7/1/18 for cases where existing crop harvest prevents sooner compliance.

Financing was granted to counties for enforcement of buffer law compliance.

5. New Business

a. ACD 3rd Quarter Contract

Determan reviewed the contract.

Motion/Seconded Koczur/Clark to approve the ACD 3rd Quarter Contract

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

b. NRCS/SWDC Operational Agreements

Determan reviewed the NRCS and SWCD Operational Agreement, highlighting options for the need for SWCD to provide non-monetary services to the NRCS in order compensate for operational expenses.

These activities recognize the contributions of each and would be able to adapt annually to benefit the partnership between the NRCS and the SWCD.

Motion/Seconded Koczur/Larson to approve NRCS/SWDC Operational Agreements as presented.

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

c. FY18 BWSR Clean Water Fund Grants (information provided at meeting)

Determan presented photos of project areas and described the proposed Blue Lake Protection Grant application:

Spencer Brook Township – Proposed installation of catch basins on a township road that would be maintained by the township and a rain garden that would need agreement of the homeowner to maintain.

Stanford Township - Improvement of boat access area by creating a rock retaining wall, building impervious steps along the paved launch, and install native plantings along the shoreline.

Southeast Inlet on Blue Lake – Proposed to reduce phosphorus and sediment going into the lake by installing a berm and sand filtration systems by an existing wetland. The Lake improvement district would need to share the project costs.

Motion: No motion needed.

d. Agreements/Forms Signed

i. Green Lake Improvement District Monitoring Agreement

ii. 2016 Audit: Bank Authorization

iii. Buffer Financial Report – Report of 2016 money spent was sent to BWSR

Motion/Seconded Koczur/Larson to approve agreements as signed by district manager.

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

e. 2018 DNR Observation Well Agreement

Determan explained that due to improved technology by using data loggers, that monitoring of 11 wells will only be done 4 four times a year. The contract reporting rate remains the same, but there is a grant reduction due to fewer data collection reports.

Motion/Seconded Calandar/Koczur to approve the FY2018 professional and technical services contract with the MN DNR for groundwater level monitoring for \$960.00.

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

f. FY17 Equipment Purchase: Pygmy Meter

Need to replace a part that broke on a piece of equipment that is used to monitor water flow rates. The price is \$675.

Motion/Seconded Larson/Clark to approve a \$675.00 purchase of a new pygmy meter using the FY17 Capacity funds.

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

g. Green Lake CWF Project Replacement: Carlson

SWDC will provide technical, installation, and financial assistance for hillside stabilization.

Motion/Seconded Koczur/Larson to use district funds to replace the failed project as recommended in the technical memorandum by J. Schurbon.

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

h. Canoe purchase authorization (information available at meeting)

Determan explained that the SWDC has been using the personal canoe owned by SWDC staff. Determan explained the ongoing need to use a canoe for monitoring lakes and streams. The Isanti Sheriff Department has agreed to provide secured storage. Approval was granted to spend up to \$800.00 for canoe and accessories.

Motion/Seconded Koczur/Larson Authorized district manager to spend up to \$800.00 for a canoe and needed accessories.

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

i. Run River Re-meander Phase I Archeological Survey (SHPO response and request for services included)

Determan presented a six acre map of an area in Cambridge Township that showed where the project will reconnect 1.1 miles of the Rum River that had been plugged by a manmade shortcut. Due to possible historical significance, and many regulations governing this area, professional archaeological testing has been proposed. The timeline for this survey is expected to be approximately June 20, 2017 to July 30, 2017.

Motion/Seconded Koczur/Larson to approve contract with Nienow Cultural Consultants for a Phase I archeological survey.

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

j. Boat Rental Reimbursement

Board discussed and agreed that it is most economical to continue to rent motorboat usage rather than to purchase a boat used for monitoring aquatic invasive species. The rental rate agreed upon was \$100 per usage. The board discussed a concern over insurance liability when towing the rented boat with the SWDC owned truck. Determan will confirm coverage with MCIT. She will report findings to the board during the July meeting.

Motion/Seconded Anderson / Koczur to approve rental rate of \$100.00 per usage for rental of motor boat for district monitoring.

Affirmative: Calander, Anderson, Koczur, and Larsen

Opposed: None. Motion carried.

6. Old Business- none

7. Informational/Announcements

a. Program updates/other: Rum river Re-meander Update

b. Upcoming meetings/events:

- Isanti County Water Plan Meeting , June 20, 3-4:30pm – Al Koczur will attend
- MACD Summer Meeting: July 12th 9:00am-3PM Oakdale. Al Koczur and Roger Larson will be attending.
- SWCD Governance 101 Save the Date: Sept 14-15 - Determan is interested in attending; Registration is due 8/28

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

8. Adjourn

Motion/Seconded Koczur/Anderson to adjourn meeting at 10:42 a.m.

Affirmative: Calander, Anderson, Koczur, and 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

July 18, 2017

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

8:00 A. M.

The meeting was called to order by Chairman, Wayne Calander at 8:05am.

Attendance

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

Staff Present: Tiffany Determan, Anne LeRoy

Others Present: Michael McCullough-SWCD Apprentice; Josh Bork, NRCS

1. Approve Agenda

Larsen requested addition of item 5e. Anoka Conservation District Ag Certification/Farm Bill Technician

Determan requested addition of item 5f. NACD Contribution

Koczur requested addition of item 5g. Pheasants Forever Sponsorship

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

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes- June 20, 2017

Motion/Seconded Koczur/Larsen Motion to approve June 20, 2017 minutes as written.

Affirmative: Calander, Kilpatrick, 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 Kilpatrick/Larsen To approve the treasurer's report and pay the bills. Checks as follows: Check # 5437 thru 5439, Check #5441 thru 5445, Check # 6350 thru 6364 and all electronically paid expenses.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan: Determan verbally reviewed her report. Determan hosted a meeting with Blue Lake Improvement District representatives to discuss construction plans and financing for the SE Inlet project. Progress on the Rum River Re-meander project included coordinating with multiple partners to assess the site, determine boundaries, and schedule the archeological survey. Determan presented to Long Lake Improvement Association and Improvement District plans for work to be done in 2018 that will use Area 4 grant money and LID match to complete a Subwatershed Assessment. She also coordinated with the DNR hydrologist on approval of lakeshore restoration plans for the Long Lake Community Partners Grant. Ongoing work continues with monthly monitoring activities, advising landowners on buffer law requirements, and creating the written portion of the Water Plan.

Kulaf: Kulaf verbally reviewed recent activities including Green Lake water monitoring with volunteers, site visits with landowners, completion of projects, and spring planting prep. Surface water monitoring and

analysis is ongoing at Blue, Spectacle, and Long Lakes and in Oxford Township. He attended township meetings with Stanford and Spencer Brook in order to plan for grant writing. Ongoing coordination continues with buffer area boundary identification and Mille Lacs surface water monitoring.

McCullough: Conservation Corps apprentice Michael McCullough reported that his time with the Isanti SWCD has been educational and he's appreciative of the variety of opportunities through the summer. These included water monitoring and being included on the writing of the water plan. After August 11th he will be going to school in Pennsylvania.

LeRoy: Reported that time has been spent training, learning Isanti operating systems and finances, and researching information for Isanti County Fair educational flyers. She attended BWSR administrative training in Walkcr, MN on June 28-29 and will be going to additional grant tracking training on 7/26 in Milaca.

b. NRCS District Conservationist

Josh Bork reported program updates on EQIP, CSP, and CRP. Upcoming events and trainings include a local workgroup meeting and a pollinator habitat workshop on July 25th at Up Root Farm in Princeton from 1-4pm.

c. County Commissioners

Determan provided Commissioner Greg Anderson's report as follows: The county is drafting a resolution to implement a County Ditch Program and Modernization Program. Sheriff Caulk has announced that Isanti County's new and expanded dispatch center is now operational. The county Auditor/Treasurer staff are scheduled to view tax forfeited properties that are scheduled for public sale later this year. Design Nine, the company contracted to complete a broadband feasibility study for the county, will be presenting their findings at the July 27th Isanti County Township Officer's Meeting. A series of work sessions have been scheduled regarding a 2018 county budget and setting a preliminary tax levy on September 20, 2017. The first meeting will be held on July 31st.

d. Metro Conservation Districts Rep

Al Koczur reported on his meeting / riverboat event where he was able to view the new St Croix bridge. Koczur reported on four resolutions presented at the meeting including: 1. Tie conservation practices to farm subsidies, 2. SWCDs to cooperate with the NRCS to share information, 3. Funding to plan for protection and restoration of Ash trees and remediation needed in regarding the Emerald Ash Borer. 4. Modification needed to change drain tiles / control runoff on farm fields.

e. Legislative Update

No update at this time.

5. New Business

a. BWSR Buffer Cost Share

Determan explained that the BWSR Cost Share is a non-competitive grant to meet the buffer strip requirements. Isanti is eligible for \$10,000. The SWCD will need to track and report all citizen interest and return any unspent money.

Motion/Seconded Larsen/Koczur To approve a 75% cost share match up to a maximum cost of \$200 per acre for seeding for buffer strip compliance.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

b. 2018 Draft Budget/County Allocation Request

Determan Recommendation: 1) Direct the Manager to present this information to the county commissioners and request a minimum 2018 allocation of 1) \$61,750 (\$7,000 more than 2017), 2) \$54,750 (same as 2017) or 3) other amount that provides the SWCD with the ability to increase conservation efforts.

Motion/Seconded Koczur/Larsen To approve requesting an additional \$7,000 from the county to maximize BWSR matching funds.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

c. Personal Equipment Usage

Determan explained that it was verified that MCIT discourages using personal equipment for liability reasons. Research found that other SWCD's have faced similar scenarios. Recommendation was made from field technician to pursue acquiring a boat that is 14-17' with a 25 hp motor or larger that would be suitable for water quality monitoring and AIS inspections. MCIT confirmed the cost to insure a boat and trailer of this description would cost less than \$200 per year. Secured storage will be requested from the Isanti County.

Motion/Seconded Koczur/Kilpatrick Motion to approve a maximum expenditure of \$3,000 for a boat, motor, trailer, and necessary equipment needed to continue lake monitoring activities and to insure the boat through MCIT.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

d. Rum CWF Grant (info available at meeting)

Determan explained that the Rum River partners including Mille Lacs, Anoka and Isanti SWCDs are interested in pursuing a CWF grant to install projects that would benefit the Rum River. Determan noted that many project locations have already been identified and prioritized.

Motion/Seconded Koczur/Larsen To support a Joint-CWF Grant Application to protect the Rum River.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

e. Anoka Conservation District – Ag Certification/Farm Bill Technician

Larsen explained that he had a discussion with the District Manager at Anoka Conservation District (ACD) regarding potentially hiring a joint Ag Certification/Farm Bill Technician. The board concurred that it would be worthwhile for Determan to discuss this further with ACD.

Motion: No motion needed.

f. NACD Contribution

Determan presented a donation request from the National Association of Conservation Districts (NACD) to go towards education and lobbying efforts. The board discussed the request and it was decided that research would be done to see how other districts are supporting/coordinating with this organization. A decision about donating was tabled at this time.

Motion: No motion needed.

g. Pheasants Forever Sponsorship

Koczur presented the Pheasants Forever Sponsorship Form.

Motion/Seconded Larsen/Kilpatrick To approve sponsoring Isanti Pheasants Forever in the amount of \$220.00

Affirmative: Calander, Kilpatrick, and Larsen

Opposed: None. Motion carried.

6. Old Business- none

7. Informational/Announcements

a. Program updates/other: Water Quality Priority Concern- Water Plan Update The priority concern of the Water Plan is to focus efforts on protection and restoration of natural resources. This plan explains objectives, specific action items, who is responsible for each activity, and follows up with addressing concerns and evaluations for each objective.

b. Upcoming meetings/events: SWCD Governance 101 Registration Sept 14-15, Local Work Group meeting following August 15 Board meeting; Board Retreat following September 19th board meeting.

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

8. Adjourn

Motion/Seconded Larsen/Koczur to adjourn meeting at 10:25 a.m.

Affirmative: Calander, Kilpatrick, Koczur, and 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 15, 2017 8:00 A. M.

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

Attendance

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

Staff Present: Tiffany Determan, Anne LeRoy

Others Present: Josh Bork, NRCS, Todd Kulaf (Staff Report Only)

1. Approve Agenda

Determan requested addition of item 5e. Athman state cost share project

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

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

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes- July 18, 2017

Motion/Seconded Kilpatrick/Koczur To approve the July 18, 2017 minutes as written.

Affirmative: Calander, Kilpatrick, Anderson, 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/Anderson To approve the treasurer's report and pay the bills. Checks as follows: Check # 5449 thru 5459, Check #5441 thru 5445, Check # 6365 thru 6383 and all electronically paid expenses.

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

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan: Determan verbally reviewed her report. Work has included preparing the 2018 budget that will be presented to the Isanti county board on August 16th. Coordinated information meetings with landowners adjacent to the Blue Lake SE inlet in order to answer questions and concerns regarding water flow once/if the Sand Filter is installed at the campground. Authored and submitted the CWF grant application for this project. Reviewed, commented on, and presented the Rum River Partners grant. Assisted Anoka Conservation District with site visits to select project locations for Cedar Tree Revetments. Three additional locations were selected that will require more extensive repairs. Outreach included sending out a mailer and responding to questions regarding buffer compliance. Determan also presented the Blue Lake top six proposed projects as identified by the needs of the 2016 subwatershed assessment that will help reduce phosphorus by 95 lbs. annually.

Kulaf: Kulaf verbally reviewed his recent activities including water monitoring, coordinating with MVTL, data analysis, site visits and outreach to land owners. Kulaf explained the Stanford Township Public Access

plans for Blue Lake that will reduce sediment runoff into the lake while making the water access safer and aesthetically pleasing for users.

LeRoy: Reported that time has been spent on office administrative activities including banking, payroll, web page updates, mailings to land owners, and BWSR financial training on 7/26/17 in Milaca.

b. NRCS District Conservationist

Josh Bork reported program updates on EQIP, CSP, and CRP. The deadline for EQIP applications is 8/15.

c. County Commissioners

Commissioner Greg Anderson reported that the county is in meetings to set the 2018 budget, with a preliminary levee deadline in September. Anderson also presented the county's outreach effort to survey Isanti county residents and businesses to get feedback on telephone and internet usage and needs to help improve technology. Surveys are available online through the county and the SWCD's websites, and paper copies are also available.

d. Metro Conservation Districts Rep

Nothing to report at this time. The next meeting will be on 8/30.

e. Legislative Update

No update at this time.

5. New Business

- a. Anoka Sandplain Partnership-Outdoor Heritage Grant Agreement** Determan provided a copy of, and requested board approval to sign this 5 year grant with a maximum amount of \$231,000.

Motion/Seconded Koczur/Larsen To approve signing and work on the Anoka Sandplain Partnership-Outdoor Heritage Grant.

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

Opposed: None. Motion carried.

- b. 2017 Outstanding Conservationist** The board discussed conservation practices and achievements by several individuals that have happened within agricultural, aquatic, and forestry environments.

Motion/Seconded Kilpatrick/Koczur To approve David Medvecky to be recognized as the 2017 Outstanding Conservationist.

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

Opposed: None. Motion carried.

- c. Agricultural Outreach Shared Position** Determan presented a possible opportunity to access the services of a an agricultural technician in collaboration with Mille Lacs. Funding for this support will come from the department of agriculture. More details are still to be worked out.

No Motion Needed.

- d. Online Banking and Access Authorization** Determan explained how online access will help streamline daily financial operations. Levels of access and actions will be controlled by the district manager and they can be modified as needed in the future.

Motion/Seconded Koczur/Kilpatrick Approval granted to establish online banking for the existing SWCD accounts with full access for the district manager and viewing access for the administrative assistant.

Affirmative: Calander, Kilpatrick, Koczur, Anderson and Larsen

Opposed: None. Motion carried.

- e. Athman State Cost Share Project** Determan presented details for this erosion control project located on the northern part of Blue Lake. Requested to cost share 75% of the project cost for a payment of \$3,488.00. The landowner would pay \$1,162.00 upon completion.

Motion/Seconded Koczur/Anderson Approved cost share contract in the amount of \$3,488.

Affirmative: Calander, Kilpatrick, Koczur, Anderson and Larsen

Opposed: None. Motion carried.

6. Old Business

- a. **Rum River One Watershed One Plan** Determan presented details on this collaborative effort with Mille Lacs and Anoka SWCDs. It is expected to take a significant amount of time to develop this plan and would require that one board member sit on the policy committee. The policy committee will meet monthly for two years.

Motion/Seconded Larsen/Koczur To continue to pursue a 2018 for the Rum River One Watershed Plan development application.

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

Opposed: None. Motion carried

7. Informational/Announcements

- a. **Program updates/other:** Blue Lake CWF Grant; Rum River Revetments-projects selected
- b. **Upcoming meetings/events:** USDA Local Work Group 10:30am August 15th; County Budget Presentation, August 16th @ 1PM; SWCD Governance 101 Registration Sept 14-15, Local Work Group meeting following August 15 board meeting; 8/23 COLA meeting @ 5PM; 8/26 Blue Lake Improvement District meeting; Board Retreat following September 19th board meeting.
- c. **Meeting evaluation:** What worked? What were the gaps? What could be done to improve the meeting?

8. Adjourn

Motion/Seconded Koczur/Larsen to adjourn meeting at 10:40 a.m.

Affirmative: Calander, Kilpatrick, Koczur, Anderson, and 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 19, 2017 8:00 A. M.

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

Attendance

Present: Al Koczur, Roger Larsen, Clark Anderson, Barb Kilpatrick, and Wayne Calander
Staff Present: Tiffany Determan, Anne LeRoy
Others Present: Todd Kulaf (Staff Report Only)

1. Approve Agenda

Determan requested removal of item 5d. FY18 BWSR RIM Work Order Contract Approval – no discussion is needed at this time.

Motion/Seconded Koczur/Larsen To approve the agenda with the removal of item 5d as requested.

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

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes- August 15, 2017

Motion/Seconded Koczur/Anderson To approve the August 15, 2017 minutes as written.

Affirmative: Calander, Kilpatrick, Anderson, 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.

Motion/Seconded Larsen/Anderson To approve the treasurer's report as written.

b. Approve payment of bills

Motion/Seconded Larsen/Kilpatrick To approve payment of the bills. Checks as follows: Check # 5460 thru 5471, Check # 6384 thru 6403 and all electronically paid expenses.

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

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan: Determan reported that the district's 2018 funding request, and 5 year allocation plan that were presented to the Isanti County Board Budget meeting was supported SWCD board members and by testimony from the Isanti County COLA. The preliminary budget will be set by the County on 9/20/17. Direct outreach included: storm water recommendations for 2 landowners (requested by the County), Blue Lake Improvement District annual meeting, Isanti County COLA meeting, visited and investigated BMP opportunities for 4 sites that are eligible for FY17 State Cost Share Funds on Blue Lake, completed aquatic and terrestrial plant surveys on East and West Twin Lakes and Hoffman Lake. Completed 1st buffer compliance waiver due to crop harvest timing, and site visits to measure buffer widths. Meetings were held with Mille Lacs SWCD and BWSR RIM staff to discuss easements. Other meetings attended included Water Plan Committee to discuss zoning and final water plan document writing, and the kick-off meeting for Lower St Croix IWIP in Center City. Project documentation involved updating time tracking and budgeting spreadsheets, e-link reporting on multiple projects, and submitting permits needed for projects.

Kulaf: Kulaf verbally reviewed his recent activities including water monitoring, desktop data analysis, coordinating no-till drill rentals, plant survey and identification for Oxford Township, coordinating with engineers for a project on Blue Lake. He also worked establishing buffer zone boundary identifications and fielded land owner phone calls and walk-in questions about buffer compliance. Kulaf attended and provided professional advice for the Spectacle Lake EWM workshop. The board viewed a video that was produced that featured Kulaf demonstrating how to identify invasive vs. non-invasive aquatic plants. Kulaf also worked on desktop delineations, developed GIS maps for landowners and TEP meetings, and provided county GIS assistance to the County.

LeRoy: Reported that time has been spent on office administrative activities including banking, payroll, board meeting preparation, treasurer's report documentation, researching and making recommendations for a boat that would be suitable for AIS and lake monitoring work, and doing web page updates.

b. NRCS District Conservationist

None Available.

c. County Commissioners

Commissioner Greg Anderson is participating in a Regional Broadband teleconference and unable to attend the meeting. Anderson reported that a broadband feasibility survey has been mailed to Isanti County residents to gain feedback on the need for internet services to the area. There will be a County Commissioners meeting on 9/20 to set the preliminary levy for 2018. Anderson attended a meeting with the Association of MN Counties where the topic of SWCD taxing authority and funding was discussed.

d. Metro Conservation Districts Rep

Information from the meeting held on August 20th included commentary that the buffer compliance is becoming complicated to understand due to the various alternative practices that are now allowed. Goals of the 25 by 25 plan were discussed. A presentation about the Line 3 pipeline proposal was interrupted by protesters. The Association of MN Counties is developing an education committee to focus on who should be doing education and outreach regarding conservation issues.

e. Legislative Update

No update at this time.

5. New Business

- a. 4th Quarter ACD Operational Agreement** Determan provided a copy of, and requested board to approve the operational agreement through December 31, 2017. This agreement provides for temporary operational assistance with the objective of properly and efficiently managing natural resources and specifies billing policy as related to the services provided.

Motion/Seconded Koczur/Kilpatrick To approve signing 4th Quarter ACD Operational Agreement.

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

Opposed: None. Motion carried.

- b. Approve FY18 & FY19 BWSR Programs and Operations Agreement** The board was presented with details of grant funding designated for capacity services, buffer law initiatives, conservation delivery, and cost-sharing. Each grant details required implementation activities and reporting of financial records. The grant amounts awarded are aligned with expected projects of the Isanti SWCD.

Motion/Seconded Koczur/Larsen To approve the FY18 and FY19 BWSR Programs and Operations Agreement.

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

Opposed: None. Motion carried.

- c. FY17CPL ACD Cedar Tree Revetment Site Approval** Determan presented a map showing the eight proposed sites within Anoka County. Determan recommended to approve the sites and funding for the installation of cedar tree revetments at the 8 sites, utilizing funding that is administered by Isanti SWCD but can only be used in Anoka County. These revetments will reduce moderate bank erosion and are scheduled to be installed early-mid October. Each of the 8 land owners will provide 10% matching funds towards the project.

Motion/Seconded Larsen/Koczur To approve the 8 proposed sites that were selected for the installation of cedar tree revetments utilizing the Conservation Legacy Partners – Enhancing Rum River Shore Habitat with Revetments Grant.

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

Opposed: None. Motion carried.

- d. **FY18 BWSR RIM – Topic removed from agenda – No discussion/action needed**
- e. **RIM Conservation Easement – Rum River Watershed** Determan presented details for this work order contract that will compensate the SWCD not in excess of \$300 for work performed relative to easements.
Motion/Seconded Koczur/Anderson Approved permission for SWCD staff to investigate projects that would utilize RIM Conservation for the Rum River Watershed.
Affirmative: Calander, Kilpatrick, Koczur, Anderson and Larsen
Opposed: None. Motion carried.
- f. **Kulaf Field Laptop Replacement –** Determan requested funding for a new laptop computer to replace one that is used for field work. The previous computer was misplaced– either lost or stolen. The cost of the replacement laptop was \$267.18.
Motion/Seconded Kilpatrick/Anderson Approved payment for 75% of the cost (\$200.39) to replace the equipment.
Affirmative: Calander, Kilpatrick, Koczur, Anderson and Larsen
Opposed: None. Motion carried.

6. Old Business

- a. **Contract Cancellation: State Cost Share FY17-01 Athman** Determan explained that the landowners have decided not to proceed with a restoration project for their property on Blue Lake. Funding for this cost share is available until December 2018 and the district will pursue other projects with the funds.
Motion/Seconded Larsen/Koczur Accept the cancellation of the Athman contract and utilize funds for other projects within the scope of the state cost-share program.
Affirmative: Calander, Kilpatrick, Koczur, Anderson and Larsen
Opposed: None. Motion carried.

7. Informational/Announcements

- a. **Program updates/other:**
Determan explained that since the NRCS is discontinuing use of the Pitney Bowes postage meter that the SWCD must also modify how mail is handled. Due to the current postage volume, the most economical approach is to buy stamps as needed. Determan requested a refund of the SWCD postage funds. Pitney Bowes inaccurately refunded money in excess of what was owed. The overpayment was returned to Pitney Bowes.

LeRoy distributed informational packets regarding the annual MASWCD resolutions for the board to review. These will be discussed and voted upon at the October board meeting.

Buffer Compliance – Staff is using Google Earth to evaluate public waters areas that fall within the scope of the buffer program. To date, 18 areas have been identified as needing modification to be in compliance. Staff will contact land owners to provide education and assistance.

Rum River Re-meander – Staff continues oversight and coordination of this project. Design work is continuing and needs to be completed before opening the construction bidding process. The archeological investigation didn't discover any significant historical artifacts. Storm water permits will need to be acquired before construction can begin.

- b. **Upcoming meetings/events: 9/19/17 Board Meeting for Strategic Planning following board meeting.**
10/17/17 Isanti SWCD Board Meeting
10/25/17 Metro Conservation District Meeting

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

8. Adjourn

Motion/Seconded Koczur/Larsen to adjourn meeting at 9:38 a.m.

Affirmative: Calander, Kilpatrick, Koczur, Anderson, and 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

October 17, 2017 8:00 A. M.

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

Attendance

Present: Al Koczur, Roger Larsen, Clark Anderson, Barb Kilpatrick, and Wayne Calander
Staff Present: Tiffany Determan, Anne LeRoy
Others Present: Todd Kulaf (Staff Report Only)

1. Approve Agenda

Determan requested to add discussion on 7b to include presenting the Outstanding Conservationist Award at the November Board Meeting.

Motion/Seconded Koczur/Larsen To approve the agenda with additional discussion in 7b.

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

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes-

a. **September 19th Regular Meeting**

b. **September 19th, 2017 Strategic Planning Session**

Motion/Seconded Koczur/Kilpatrick To approve the September 19th, 2017 Regular Meeting and Strategic Planning Meeting minutes as written.

Affirmative: Calander, Kilpatrick, Anderson, 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 Kilpatrick/Larsen To approve the treasurer's report as presented and approve payment of the bills. Checks as follows: Check # 5472 thru 5482, Check # 6405 thru 6420 and all electronically paid expenses.

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

Opposed: None. Motion carried.

4. Activity Reports

a. Staff

Determan: Determan reported that meetings included the Isanti SWCD board's strategic planning meeting, and the Anoka SWCD meeting at Oxford Town hall where results of a feasibility study were presented on the BMP's for a ditch that drains into Typo Lake. Coordination of a draft for a stormwater protection plan and environmental assessment worksheet for the Rum River re-meander project with the DNR and MPCA. Buffer compliance work included sending out notification letters, creating a general news release aimed to landowners who didn't receive letters, and working 1:1 with landowners to provide recommendations and complete waivers as needed. Project site visits and set up engineering assistance for projects on Blue and Long lakes. Assisted Kulaf with Oxford Township monitoring and helped Oxford Township apply for an Innovative Townships grant that would help pay for 2018 water quality monitoring. (\$5,000) Reviewed and commented on a draft for the Water Plan documents for the County Zoning department. Reviewed

draft documents and attended a Metro Conservation District Groundwater Audit Program planning meeting. Training included attending a two-day Governance 101 meeting by MASWCD. Also attended a BWSR listening session and purchased a boat for water quality and AIS monitoring. Determan presented maps and photos showing recently completed cost-share rain garden and lakeshore projects.

Kulaf: Kulaf verbally reviewed his recent activities including AIS training at the U of M, providing county GIS assistance as requested, no till drill rentals, and attending SWCD staff meetings. Kulaf presented a summary and photos of lakeshore restoration done on the Hage property on Green Lake. Kulaf also worked on surface water monitoring by coordinating samples with MVTL and doing data analysis for Green Lake, Blue Lake, Francis Lake, Oxford Township, Long Lake, and Mille Lacs County waters. Kulaf led landowner outreach and attended township meetings for Blue Lake. Kulaf supported work on buffer compliance by mapping boundary identifications, doing site inspections and assisting landowners in person and over the phone. AIS work included attending a COLA meeting, early detection, and educational outreach to Spectacle Lake covering Eurasian watermilfoil and teaching landowners about Curly-leaf pondweed on Blue Lake.

LeRoy: Reported that time has been spent on office administrative activities including banking, payroll, board meeting preparation, treasurer's report documentation, buffer compliance mailings, attended the strategic planning meeting, ordering truck signage and sign to be presented to the outstanding conservationists, and applied for boat insurance and registration. A fact sheet with photos of the boat was given to board members.

b. NRCS District Conservationist

Bork briefed the board with NRCS program updates. Bork is working in conservation planning for the 2018 EQIP program with 12 applicants. Payment reminders were sent for those in the CSP program. The NRCS is waiting for the approval to process payments for 2017. Bork completed site visits and recommendations for CRP re-enrollments. Work was also done to develop conservation plans and new seedings. Upcoming meetings include the MACD annual Meeting at Cabela's on October 31 and the DC Meeting in Duluth on October 26th.

c. County Commissioners

Commissioner Greg Anderson is participating in a County Commissioner Board Meeting and unable to attend the SWCD meeting. Anderson reported that he attended a water plan meeting on October 17th. Anderson announced that the County Commissioners approved a preliminary budget which included an approx. 6.9% Levy increase. The preliminary budget also included some funding increase for the SWCD. A "Truth in Taxation" presentation is scheduled for Tuesday, December 5, 2017 starting at 6:00pm at Hardy Center in Cambridge.

d. Metro Conservation Districts Rep

Nothing to report at this time. The next meeting will be in November.

e. Legislative Update/BWSR Updates

No legislative update at this time. Determan reported BWSR/NRCS will host technical training sessions for job approval authority based on geographic need. The 2018/19 BWSR Capacity funding will be \$7,000 less than expected, with total resources projected at \$130,000.

5. New Business

a. MASWCD Convention Resolutions were discussed and voted upon. The ballot sheet will be submitted via mail on 10/18/17.

b. Approve 2018 Tree Sale Expenditures

Determan recommended to authorize up to \$1500 for expenses associated with operational expenditures necessary for website maintenance to include online ordering and security features. Motion/Seconded Larsen/Koczur To approve up to \$1500 to support online ordering for the 2018 tree sale.

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

Opposed: None. Motion carried.

- c. **2018 Tree Sale Species and Pricing-info available at meeting**
Determan presented the species selections that were decided with consideration for expected growing success in Isanti County. The 2018 tree sale is expecting to sell over 20,000 trees. Quantities on species/sizes were modified based on sales from the previous year. Container tree species will be reduced from 12 varieties to 3 species. Minor pricing adjustments have been made based on supplier costs with the pricing for the bare root trees remaining the same. Determan recommended the board approve the selected species and pricing.

Motion/Seconded Larsen/Clark To approve the species selection and pricing for the 2018 tree sale.

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

Opposed: None. Motion carried.

- d. **Set Financial Committee Meeting Date (review of Draft 2018 budget)**
Members of the financial committee reviewed dates and availability to meet to discuss the budget.

Motion/Seconded Koczur/Larsen To meet on November 14th at 10am to review the draft of the 2018 budget.

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

Opposed: None. Motion carried.

6. **Old Business**

- a. **Board Retreat Follow-up**

Meeting minutes from the September Strategic Meeting will be available at the November board meeting.

7. **Informational/Announcements**

- a. **Program updates/other:** MAWQCP Update, Isanti Cedar Tree Revetments, Buffer Law
b. **Upcoming meetings/events:** East Central Legislative Tour, Nov. 1; MASWCD Convention, Dec 3-5; BWSR Academy, Nov 1-3rd, next Board meeting, Nov 21 – will make formal presentation to 2018 Outstanding Conservationists.
c. **Meeting evaluation:** What worked? What were the gaps? What could be done to improve the meeting?

8. **Adjourn**

Motion/Seconded Kilpatrick/Clark to adjourn meeting at 9:48 a.m.

Affirmative: Calander, Kilpatrick, Koczur, Anderson, and 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 21, 2017 8:00 A. M.

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

Attendance

Present: Al Koczur, Roger Larsen, Barb Kilpatrick, and Wayne Calander
Staff Present: Tiffany Determan, Anne LeRoy, Todd Kulaf (Staff Report Only)
Others Present: Greg Anderson, County Commissioner; Jim Haubenschild, Green Lake Improvement District; Josh Bork, NRCS; Jason Weirnerman, BWSR; Dave Medvecky, Outstanding Conservationist; Bev Medvecky, Outstanding Conservationist; Isanti County Newspaper Photographer.

1. Approve Agenda

Determan requested to add the following items:

- Begin meeting with the Pledge of Allegiance.
- 6.h Discussion about the Per Diem policy for board members.
- 6. i Year-end reports contract with accounting firm.
- 6.j 2018 Capacity and buffer work plan

Motion/Seconded Larsen/Koczur To approve the agenda with starting the meeting with the Pledge of Allegiance and additional discussion items 6, h, i, and j.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

2. Approve Board Meeting Minutes-

a. October 17, 2017 regular meeting

Motion/Seconded Koczur/Kilpatrick To approve the October 17th, 2017 Regular Meeting minutes as written.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

3. 2017 Outstanding Conservationist Presentation

Chairman Calander read a proclamation acknowledging the achievements and conservation-minded practices that are demonstrated by Dave and Bev Medvecky. District Manager Determan presented an outdoor sign to the Medvecky's that can be posted on their property. The Medvecky's graciously accepted the award and thanked the board for their work and for choosing them for the award. The Medvecky's will be attending the MASWCD Convention in December for further recognition.

4. Financial Reports

a. Treasurers report

b. Approve payment of bills

Motion/Seconded Larsen/Kilpatrick To approve the treasurer's report as presented and approve payment of the bills. Checks as follows: Check # 5484 thru 5498, Check # 6421 thru 6434, and all electronically paid bills.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

5. Activity Reports

a. Staff

Determan: Determan verbally reviewed activities for the previous month that included attending BWSR trainings, beginning work on developing a groundwater audit program of public buildings as a demonstration project. Determan continues to lead coordination of permitting needed for the Rum River Re-meander project. Significant time was spent reviewing and commenting on the draft water plan that is being authored by Isanti County Zoning. Meetings included continued work on the Lower St Croix IWIP, County Zoning Department communications meeting, connecting with BWSR and Rum River Partners regarding forest easements and forest work in the Rum River Watershed. Public outreach involved advising and mailings for the few remaining properties that need to work towards buffer compliance, and site visits with the Washington Conservation District for Blue Lake Cost Share projects. Time was also spent reviewing and adjusting budgeting for the SWCD.

Kulaf: Kulaf reported that he attended BWSR training that included surveying and understanding wetland laws. He also networked to learn how other SWCD's are responding to aquatic invasive species so that he can develop a protocol for assisting Isanti County lakes. Water monitoring activities are complete for the season so Kulaf will now be spending time analyzing test data and developing reports for each of the monitored areas.

LeRoy: LeRoy noted that a significant amount of time has been spent in trainings. She attended BWSR training that covered financial reporting, contract review, civic organization, and an overview of the E-Link grant reporting requirements. On November 16th LeRoy attended a Minnesota Business Tax Education Partnership seminar on employment reporting and tax reporting requirements. On November 29th LeRoy will be attending a seminar on administration of AgBMP loans. LeRoy also met with Ken Harder (fairgrounds manager) to explore options for the location of the spring tree sale distribution site. The first direct mailing for the tree sale will go out and online ordering will be up and running by the end of November. Support to the SWCD staff included all accounting, payroll, creation of business cards, and clerical work as needed for buffer compliance mailings.

b. NRCS District Conservationist

Bork announced that he has re-enrolled 4 people for the CRP program. Payments for various programs are being processed. The NRCS is continuing to be restructured and it's looking like NRCS management of the state will be divided into 4 sections. Bork reported that there was one successful dormant seeding completed that utilized the drill rental program. Bork will be attending the MASWCD Annual Convention on December 3-5.

c. County Commissioners

Commissioner Greg Anderson reported that the Isanti County Law Enforcement Center and Dispatch expansion project is complete. The County has received the results of the recently completed broadband survey. 1,300 residents and 36 business responded. 94% of surveys indicated that improvements to internet service are needed. The next step will be to conduct a feasibility study that will provide recommendations for infrastructure and costs. The county board will meet on this topic again on December 6th. The county held a tax forfeited land sale. Since inventory was low the bidding was competitive. On December 5th there will be a Truth in Taxation meeting at 6pm at the Hardy Center in Cambridge. The public is invited to attend.

d. Metro Conservation Districts Rep

Koczur attended a meeting on November 15th. Topics discussed included the need for groundwater monitoring, youth education activities are growing in the metro area, and that the agriculture water certification program will see changes coming and that more money is being dedicated to improving water quality on farms.

e. Legislative Update/BWSR Updates

Determan reported that she talked with John Jaschke (BWSR Executive Director) about the possibility of allowing SWCD's to be granted taxing authority.

6. New Business

a. Rum River Cedar Tree Revetment Amendment

Determan presented the proposed amendment in a handout from the Anoka Conservation District. The project has exceeded the linear footage as specified in the grant goals. The installations have occurred at eight construction sites. Two amendments are requested:

1. Amend the contract between ACD and Isanti SWCD. Increases staff time allocation to ACD from \$42,500 to \$75,000 and mileage from \$100 to \$200. Board action needed from both Isanti SWCD and Anoka SWCD.

2. Amend the grant agreement between Isanti SWCD and the MN DNR to move \$34,000 from construction labor contracts (installation crews) to professional services (ACD staff) and supplies. – No SWCD board action needed.

Motion/Seconded Koczur/Larsen To approve the amendment to Contract for Services between the Isanti SWCD and the ACD for Enhancing the Rum river shore Habitat with Revetments Professional Element.
Affirmative: Calander, Kilpatrick, Koczur, and Larsen
Opposed: None. Motion carried.

- b. **Approve Adjusted 2017 Budget** (Available at meeting)

Determan reviewed the 2017 budget vs. actual expenses to date.

Motion/Seconded Koczur/Kilpatrick To approve adjusting the 2017 budget based on actual expenses to date.

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

- c. **Review Draft 2018 Budget** (Available at meeting)

Determan reviewed highlights of the draft budget for 2018. This draft budget was reviewed and approved previously by the district finance committee on November 15th. Highlights include: Hiring another conservation technician to increase field services to residents, capital outlay towards purchasing one replacement computer and new equipment needed for the new technician. Intergovernmental revenues and grant funding were reviewed with regards to how they would be utilized to increase and improve services. The board was encouraged to review the draft proposed before the final voting that will be done at the December board meeting. **No motion needed.**

- d. **Tree Sale Location** (Info at meeting)

LeRoy reported that due to Curling Club spring activities their facility may not be available as a distribution point for the spring tree sale. The fairgrounds are an ideal location because of logistical considerations. The fairgrounds manager is the responsible party for reserving alternate buildings that would be available. These facilities get booked well in advance. SWCD staff will look into alternate locations for distribution. LeRoy requested approval for a maximum budget of \$1,500.00 to be paid for facilities rental for approximately one week for secured storage and a distribution site for the spring tree sale.

Motion/Seconded Koczur/Larsen To approve a maximum budget of \$1,500 for rental of a storage and distribution site for the spring tree sale if the Curling Club location is not available.

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

- e. **Determan Time Off Request (Feb/March)**

Per the SWCD personnel policy, extend leave must be pre-approved by the board. Determan requested 9 days off time off between Feb/March 2018.

Motion/Seconded Koczur/Larsen To approve Determan's leave as requested.

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

- f. **Lower St. Croix IWIP Update and Policy Committee**

Determan explained to the board that the Isanti SWCD is actually geographically a part of two watersheds. Involvement in the Lower St Croix watershed includes 14% of Isanti County, and includes Oxford and North Branch Townships. The board needs to appoint one of its members who will be a strong advocate for our rural areas to serve on the Lower St Croix work plan committee. The commitment will include attendance to multi-agency policy committee meetings that are held on the 2nd Thursday of every month for approximately one year.

- g. **Rum River IWIP Resolution**

Motion/Seconded Koczur/Kilpatrick To approve support and participation in the Rum River One Watershed One Plan Resolution (IWIP)

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

h. Review of board per diem policy

Determan reviewed State Statute 103C and determined that even though supervisors may need to attend more than one meeting / event per day, that they can only be financially compensated one per-diem payment. Mileage, and expenses associated with multiple meetings will be reimbursed at the SWCD policy and prevailing IRS standard rates. **No motion required.**

i. Year-end accounting reports contract

Determan requested approval to sign a contract with Peterson & Company to handle the accounting services needed for the annual year-end reporting and generation of required W-2 tax forms. Peterson has been the firm of choice in previous years and is used by most SWCD offices.

Motion/Seconded Larsen/Koczur To approve signing of a contract indicating the intention to use Peterson for accounting services for year-end of 2017.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

j. 2018 Capacity/Buffer work plan

Motion/Seconded Koczur/Larsen To accept the 2018 capacity/buffer work plan.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

7. Board Retreat Follow-up

Jason Weinerman presented his notes from the board's Strategic Planning meeting that was held on September 19th. This included a list of current activities and projects performed by the SWCD as well as future opportunities that should be pursued to meet the purpose and mission of the SWCD. Board members and staff were given surveys to complete and mail back to Jason Weinerman.

8. Informational/Announcements

a. Program updates/other: Buffer Law, Metro Groundwater Planning

Determan reported that as of the November 1st deadline the SWCD had no response from 9 landowners affected by the public waterways deadline. Since then contact has been made with 3 residents. The next step will be to send letters offering assistance/education via certified mail to the remaining 6 landowners. If there is still no response, the protocol involves inspection site visits with an escort from the sheriff's department. The purpose of the escort would be to provide authority to access in the event of trespassing concerns that may arise from landowners. The county is the buffer law enforcement authority, but a zoning ordinance specific to buffer law compliance has not been approved yet.

b. Upcoming meetings/events: MASWCD Annual Convention December 3-5

c. Meeting evaluation: What worked? What were the gaps? What could be done to improve the meeting? Kilpatrick thought a good amount of time was spent on topics.

9. Adjourn

Motion/Seconded Larsen, Koczur to adjourn meeting at 10:48 a.m.

Affirmative: Calander, Kilpatrick, Koczur, and 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 19, 2017 8:00 A. M.

Attendance

Present: Al Koczur, Roger Larsen, Barb Kilpatrick, Clark Anderson, and Wayne Calander
Staff Present: Tiffany Determan, Anne LeRoy, Todd Kulaf (Staff Report Only)
Others Present: Greg Anderson, County Commissioner; Josh Bork, NRCS;

1. Staff Performance Evaluations – Closed Door Session approx. 8-9am

The regular board meeting was called to order by Chairman, Wayne Calander at 9:24 am.

2. Approve Agenda

Determan requested to add/edit the following items:

7.f SWCD Audit Review

7.g Strategic Refresh Meeting Review

7.d Change from State Cost Share Program to Draft State Cost Share Guidelines

Motion/Seconded Koczur/Larsen To approve the agenda with the additions of items 7f, 7g, and changes to 7d.

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

Opposed: None. **Motion carried.**

3. Approve Board Meeting Minutes-

a. November 21, 2017 regular meeting

Motion/Seconded Larsen/Kilpatrick To approve the November 21st, 2017 Regular Meeting Minutes as written.

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

Opposed: None. **Motion carried.**

4. Public Comment

No comments were made at this meeting.

5. Financial Reports

a. Treasurers report

b. Approve payment of bills

Motion/Seconded Larsen/Anderson To approve the treasurer's report as presented and approve payment of the bills. Checks as follows: Check # 5499 thru 5509, Check # 6436 thru 6446, and all electronically paid bills.

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

Opposed: None. **Motion carried.**

6. Activity Reports

a. Staff

Determan: Determan verbally reviewed activities for the previous month that included attending the MASWCD Convention and presenting at the County Board Legislative Session. Determan spent time assisting with the tree sale website ordering and sale location, updating grant time tracking spreadsheets, completed staff reviews for Kulaf and LeRoy, initiated year end reporting for all projects, and submitted

paperwork for reimbursement on two Pheasants Forever projects. Determan began planning for hiring a technician in 2018. Buffer work included updating compliance tracking for state reporting and drafting final notice letters. Determan supported the county zoning office by advising and formatting maps for the county water plan. Project review included three cost-share projects on Blue Lake and work for the Lower St Croix 1WIP. Determan will be taking on the job of project coordination for the Lower St Croix 1WIP work plan.

Kulaf: Kulaf reported working on the Green Lake SWA by doing desktop analysis to establish BMP ranking and cost benefits for each recommended project. Kulaf reported surface water monitoring that was done for the Mile Lacs SWCD. Buffer program work included desktop identification of boundaries and answering questions from landowners. WCA/TEP work included County GIS assistance, slide reviews, creating desktop delineations, TEP meeting prep and attending TEP meetings.

LeRoy: LeRoy completed administrative duties as needed. Met with Ken Harder to contract the Kennel Building on the Fairgrounds as a site for the tree sale distribution on May 4-5, 2018. Trainings included learning about the AgBMP loan program for practices to improve water quality and decrease usage of fossil fuels and attending a Cross-agency administrative practices sharing session with Kanabec, Mille Lacs, Stearns, Benton and Pine Counties.

b. NRCS District Conservationist

Bork introduced the new Ultima Contract employee, Tacy Call. Tacy started full-time on December 11th. Bork reported program updates including EQIP – planning has begun for the 2018 applications, CSP – payments have been completed. All renewals for CRP have been completed. Bork presented the NRCS Civil Rights Policy Statement and requested that the SWCD board members sign the document.

c. County Commissioners

Commissioner Greg Anderson reported that Isanti County will finalize the 2018 budget at the meeting on December 20th. Anderson attended the county's Truth in Taxation meeting on December 5th. Overall turnout was low, but residents who attended were able to ask questions and get answers.

d. Metro Conservation Districts Rep

No news to report. The next meeting will be 1/28/18. Koczur will attend.

e. Legislative Update/BWSR Updates

Determan announced that the SWCD was awarded a Clean Water Fund Grant for \$251,000 for Blue Lake. Many projects are planned that will use this funding that include a sand filter, improvements to a public access in Stanford Township, installation of rain gardens, and working on projects with private landowners.

7. New Business

a. NRCS Civil Rights- Bork presented a document for the board to sign that detailed civil rights policies. All board members signed the document.

b. Personnel evaluation outcomes or actions

Board discussion reflected positive feedback for performance reviews for Determan and Kulaf (LeRoy's review was completed by Kanabec SWCD) The board noted appreciation for the accomplishments of the SWCD staff.

Motion/Seconded Koczur / Larsen To approve new wage rates for both Determan and Kulaf to begin in 2018.

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

Opposed: None. Motion carried.

c. Personnel Policy Review-The board reviewed proposed changes at meeting. An electronic copy will be emailed to the board members so they can review in depth so they are prepared with questions and ready to discuss/approve during the January meeting.

d. State Cost Share Guidelines: Determan presented a draft of a guidelines document that would standardize applications for cost-sharing projects that would be conducted with oversight from the SWCD. This can be amended as needed. Guidelines to be approved/adopted at annual meeting.

- e. **Staffing Considerations:** Determan confirmed that funding is available to hire another full-time technician with a projected start date of March 2018. Bork (NRCS) stated that he would prefer that the technician have job approval authority to author CRP Programs and would hope that they could dedicate time to support the Farm Services Bill. SWCD support of the NRCS is required in the operations agreement.
- f. **Annual Audit 2015-2016:** The SWCD has received the final audit from Peterson & Co. There were no significant findings. An electronic copy of the audit will be posted on the SWCD website.
- g. **Strategic Refresh** The final summary of the Strategic Planning Meeting, authored by Jason was presented. This outlines the near-future priorities as set by the board members.

8. Old Business

a. Adopt 2018 budget

Motion/Seconded Koczur / Kilpatrick To approve the 2018 budget for the Isanti SWCD.

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

Opposed: None. Motion carried.

9. Informational/Announcements

- a. **Program updates/other:** Blue Lake Priority Action Plan, 1W1P updates, County Waterplan
- b. **Upcoming meetings/events:** 1/17 County Board Meeting Determan to attend
1/23 Isanti SWCD Regular Board Meeting
3/12-13 Day at the Capitol
- c. **Meeting evaluation:** What worked? What were the gaps? What could be done to improve the meeting?

10. Adjourn

Motion/Seconded Larsen, Anderson to adjourn meeting at 11:42 a.m.

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

Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary

_____ Date