



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

REGULAR SUPERVISORS MEETING

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

January 15, 2019 8:00 A.M.

Attendance

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

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

1. Approve Agenda

Determan requested to add item 7E Climb theatre contract

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

Affirmative: Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

2. Public Comment

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

3. Selection of Officers

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

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

Board Chair: Roger Larsen

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

Affirmative: Koczur, Schaubach, Swanson

Abstain: Larsen

Opposed: None. Motion carried.

Board Vice-Chair: Jerry Schaubach

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

Affirmative: Koczur, Swanson, Larsen

Abstain: Schaubach

Opposed: None. Motion carried.

Board Secretary: Greg Swanson

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

Affirmative: Koczur, Larsen, Schaubach

Abstain: Swanson

Opposed: None. Motion carried.

Board Treasurer: Allan Koczur

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

Affirmative: Swanson, Larsen, Schaubach

Abstain: Koczur
Opposed: None. Motion carried.

b. Hand meeting to Chairperson

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

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

Affirmative: Koczur, Larsen

Abstain: Schaubach, Swanson

Opposed: None. Motion carried.

5. Financial Reports

a. Treasurers Report

b. Approve Payment of Bills

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

6. Activity Reports

a. Staff

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

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

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

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

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

b. NRCS District Conservationist

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

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

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

7. New Business

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

i. Set Regular meeting schedule and location

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

ii. Designate Official Notice Posting Location(s)

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

iii. Committee Assignments

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

Finance Committee: Koczur and Larsen

Operations Committee: Swanson and Schaubach

Personnel Committee: Swanson and Anderson

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

Metro Conservation Districts: Swanson, with Koczur as the Alternate

Metropolitan Association of Conservation Districts (MACD): Open

Isanti County Water Plan: Koczur

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

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

MASWCD Board: open

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

iv. 2019 Policy Handbook

1. Board per diem rate

2. General updates

3. Cost Share Policies/guidelines

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

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

Determan presented Policy Handbook updates that included the following:

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

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

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

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

v. Designate official depository

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

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

vi. Designate approved check signers

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

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

vii. Mileage reimbursement rate

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

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

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

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

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

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

ix. Designate District Manager as authorized representative

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

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

x. 2019 Billing Rates/Fee Schedule

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

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

xi. 2019 Annual Plan

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

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

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

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

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

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

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

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

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

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

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

e. Climb Theatre Contract

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

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

Affirmative: Koczur, Larsen, Swanson, Schaubach

Abstain: None.

Opposed: None. Motion carried.

8. Old Business

Determan reviewed recent progress on the Rum River Remeander project.

9. Informational/Announcements

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

b. Upcoming meetings/events:

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

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

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

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

10. Adjourn

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

Affirmative: Koczur, Larsen, Schaubach, Swanson

Abstain: None.

Opposed: None. Motion carried.

_____ **Greg Swanson, Board Secretary**

_____ **Date**



**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**

February 19, 2019 8:00 A.M.

Attendance

Present: Al Koczur, Roger Larsen, Jerry Schaubach, Greg Swanson, Clark Anderson
Staff Present: Tiffany Determan, Anne LeRoy
Others Present: Rod Greder; UofM Extension Service – Isanti County, Greg Anderson; Isanti County Commissioner; Jerry Norberg

The regular board meeting was called to order by Chair Larsen at 8:00 am.

1. Approve Agenda

Determan requested the following additions and removal of items:
5k – authorization to execute contract with Isanti Township
5l – authorization to approve amendment
Strike business item 7a because Zimmermann is unable to attend meeting.

Motion/Seconded Koczur/Swanson To approve the agenda with modifications as requested.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

2. Public Comment/Open Forum

Resident Jerry Norberg from Fannie Lake stated he was attending to observe the meeting.

3. Consent Agenda:

a. Treasurers Report

b. Board meeting minutes-January 15th, 2019

Motion/Seconded Swanson/Schaubach To approve the consent agenda, treasurer's report, and the January 15, 2019 board meeting minutes.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

4. Approve Payment of Bills

Motion/Seconded Schaubach/Swanson To approve payment of the bills including checks as follows: Check # 6591 thru 6601, Check # 5620 thru 5625, and all electronically paid bills.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

5. New Business

a. MN Extension Service Local Agent Introduction: Rod Greder

Rod Greder provided information about the U of M Extension services, current agricultural education opportunities, and information about the Isanti County Master Gardener program. Rod requested input for the nomination of an outstanding Farm Family to be named in Isanti County for 2019.

b. Authorize hiring tree sale technician(s)

Determan presented a request to hire seasonal staff to assist with the annual tree sale. Due to having an additional technician and operational changes the number of seasonal employees has been reduced.

Motion/Seconded Koczur/Swanson To approve the hiring of two temporary employees at the rate of \$15 per hour for the 2019 tree sale with an expected total cost of \$645.90.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

c. Authorization to execute Rum River Watershed 1W1P Memorandum of Agreement

Determan presented and requested the execution of the Rum River Watershed 1W1P Memorandum of Agreement that has been reviewed by the attorneys of Sherburne County, Isanti County, Mille Lacs County, Morrison County, Benton County, BWSR, and MN Counties Intergovernmental Trust (MCIT).

Motion/Seconded Schaubach/Swanson To sign/execute the Rum River Watershed 1W1P Memorandum of Agreement.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

d. Schedule Annual Environmental Quality Incentive Program (EQIP)-Local Work Group meeting will be held on March 19, 2019 (following the Isanti SWCD regular board meeting)

e. Authorization to provide final payment to Stanford Township for shoreline erosion control project- Blue Lake CWF FY18 for \$ 41,122.50

Motion/Seconded Koczur/Anderson To authorize final payment to Stanford Township for shoreline erosion control project with funding coming from the Blue Lake CWF FY18, in the amount of \$ 41,122.50

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

f. Consider 2018 Audit Bid-Peterson Company LTD

Determan requested to use the accounting firm of Peterson Company LTD to conduct an audit of the District for 2018. The audit is required per BWSR policy because the SWCD surpassed \$500,000 in expenditures since the last audit. Previously the SWCD board had approved a budget of \$3,500 for the audit. The Peterson bid came in at \$2,600.

Motion/Seconded Swanson/Anderson To approve hiring Peterson Company LTD to perform an audit on the Isanti SWCD finances for the fiscal year 2018.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

g. Blue Lake CWF Grant

i. 2019 Diagnostic Study Results

Determan presented the findings and recommendations for implementation of best practices to improve water quality on Blue Lake as determined by Wenck Inc. These practices are to replace the originally planned sand filter project.

ii. Authorization to amend BWSR Grant contract

Motion/Seconded Koczur/Swanson To approve project changes as suggested from the diagnostic study done by Wenck, and agreed upon by SWCD staff and the Blue Lake Improvement District, and approved by BWSR, that will amend the Blue Lake Clean Water Fund Grant to eliminate the SW Sand Filter project for other practices.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

h. Authorization to increase Administrative Assistant time from 2 to 3 days during T. Determan Maternity Leave.

Determan requested approval to increase the administrative assistant hours during her maternity leave. **Motion/Seconded Anderson/Koczur** To approve payment for additional 8 hours per week for the administrative assistant during Determan's maternity leave.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

i. Approve the 2019 BWSR Work Order for Reinvest in MN (RIM) for \$300.

Determan recommended accepting the 2019 BWSR Work Order for Reinvest in MN contract. This provides for inspection on six existing RIM designated properties in Isanti County to assure there is no usage modification that would violate the RIM requirements.

Motion/Seconded Swanson/Schaubach To approve the 2019 BWSR Work Order for Reinvest in MN (RIM) in the amount of \$300.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

j. Day at the Capitol platform

Determan encouraged board members to participate at the 2019 SWCD Day at the Capitol event as a way to advocate for environmental issues affecting Isanti County. The event will be on March 5th and 6th. The District will schedule one on one meetings with the Isanti County representatives. Continued capacity funding from the Clean Water Fund and future statutory funding authority for the Soil and Water Districts are top issues.

6. Old Business

a. Paid Parental Leave Options (Swanson, LeRoy)

Swanson and LeRoy presented that currently the District's Emergency Medical Benefit policy can be used for maternity leave. Swanson proposed that the District look into offering short term disability insurance to employees. The insurance would need additional research before offering to the employees. Swanson proposed a modification to page 22 of the personnel policy, under serious health condition to read: allow use of this benefit to include pregnancy, pre-natal care, care for a newborn or newly adopted child.

Motion/Seconded Swanson/Koczur To modify the personnel policy page 22, serious health condition #3 to read: Any period of incapacity due to pregnancy, prenatal care, or care for a newborn or newly adopted child.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

b. Determan maternity leave request

Determan requested maternity leave of 8 weeks expecting to be gone during the months of April and May. At this time Determan has accumulated 25 days of EMB time that will be used along with 9 days of comp time due to her. Benefits would be paid as usual. The board members discussed suspending the regular board meeting in April due to Determan's absence.

Motion/Seconded Schaubach/Swanson To approve Determan's maternity leave as requested and to suspend the April regular board meeting.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

c. Revisit Committee Assignments:

i. Lower St. Croix 1W1P: current: primary J. Schaubach., alternate G. Swanson.

ii. Rum River Watershed 1W1P: current: primary A. Koczur, alternate G. Swanson.

Discussion among board members revealed that scheduling conflicts may occur with the original committee assignments to the different One Watershed One Plan organizations.

Motion/Seconded Swanson/Koczur To approve appoint the following as representatives:

Lower St Croix 1W1P – Primary Representative Greg Swanson, Alternate Representative Jerry Schaubach

Rum River 1W1P – Primary Representative Al Koczur, Alternate Representative Jerry Schaubach

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

7. Informational/Announcements

~~a. Anoka Ramsey Community College Groundwater Audit Board Training.~~

b. **Program updates: LSC Priority Issues if time allows.**

c. **Upcoming meetings/events:**

MASWCD Legislative Day at the Capitol: March 5-6 (Determan, Koczur, Swanson will attend on 3/6 – Swanson will attend the evening activities on 3/5)

February 25th 4-6PM Lower St Croix 1W1P Policy Committee Meeting (Swanson will attend)

March 4th 6-8pm Rum River 1W1P Orientation Meeting in Princeton (Koczur and Schaubach will attend)

8. Staff and Committee Reports

a. SWCD Staff

Determan reported working on year-end financial reporting and updating grant tracking forms. Coordination and planning for both the Lower St Croix and Rum River 1W1P groups included advising policy committees for each. The Rum River Remeander project is nearing completion for the winter phase of the project. Determan has been making regular site visits and was interviewed by the Nature Conservancy and Isanti Newspaper for stories about the project. Payment requests have been submitted to the DNR and payments to the vendors were completed. Work continued on the Blue Lake Clean Water Fund Grant by meeting with the Blue Lake Improvement District and amending details in the BWSR contract to reflect project changes.

Kulaf has increased his skills by attending trainings for shoreland restorations geared towards earning Job Approval Authority for critical area plantings, cost-share documentation training, and Early Detection and Distribution Mapping Systems. Kulaf has supported the Wetland Conservation Act by reviewing TEP projects using aerial photos and desktop tools. He also assisted a walk-in landowner who had questions about his property. Kulaf developed a “How To” document to help the County staff understand how to upload shape files that are used in computer mapping. Kulaf established a plan for 2019 lake aquatic invasive species early detection and planning. Coordination with lake groups, DNR, and local treatment companies has been organized for spring Curly Leaf pondweed treatments on Green Lake, Blue Lake, Spectacle Lake, and Lake Francis. Kulaf worked to create a restoration design for the Isanti Township Boat Access.

Zimmermann provided agricultural outreach services to landowners in the Lower St Croix area and providing updates for courses and information relevant to farmers that was posted on the SWCD website. Water monitoring work included data reporting to the MN PCA, and calculation of nutrient loading reports for Green, Long, Francis, and Oxford Lakes based on water sampling. Zimmermann attended a training for Filter Strips (393) and manure waste management. Zimmermann partnered with NRCS to author Forest Stand Improvement (666) plans for landowners. Zimmermann also attended the East Central Landscaping Planning Committee meeting where he provided feedback on supporting documents and information. Several attempts were made to review the Anoka Ramsey Community College campus groundwater study. Zimmermann is hoping to connect with the college in March.

LeRoy provided administrative support to the District as needed. Tree sales are coming in via the website and through the mail. The second mailing of the order form will be sent to all residential address in Isanti County early in March.

Casey Field spent 46 hours working on the MAWQCP program in Isanti County. A total of 8 farms are MAWQCP certified in Isanti County with 2 more farms seeking certification. Field finished an assessment on a large Isanti County farm that didn't meet the MAWQCP Certification standards due to a heavy presence of drain tile. Field and area specialist, Ryan Clark will continue to work with the landowner to see if the landowner is willing to make changes to meet the requirements.

b. NRCS District Conservationist – no report given

c. County Commissioners

Isanti County Commissioner Greg Anderson reported that the County zoning office is reviewing the shoreland ordinances and policies. Anderson attended the Rinke Noonan Drainage and Waters Conference in St Cloud. The County is responsible for wetlands administration and is the ditch authority. The County is working on a modernization plan for ditches that will include a prioritization process to identify areas that need improvements. The county is reviewing the definition and consulting with experts for establishing feedlot designation and setback requirements. On March 29th the Zoning Department will be hosting an Agricultural Inspector Workshop. The County is also considering raising the tobacco purchase age from 18 to 21 years. The County will hold a public hearing to consider a local option sales tax to fund highway projects. The County is still seeking information to provide broadband services with the goal of having fiber-optic available to every home.

d. Committee Reports

Greg Swanson reviewed the January 28th Lower St. Croix Policy Committee meeting noting that he voiced his thoughts on preserving the health of lakes in the Isanti County portion of the watershed.

9. Adjourn

Motion/Seconded Koczur/Anderson To adjourn the meeting at 10:27 am.

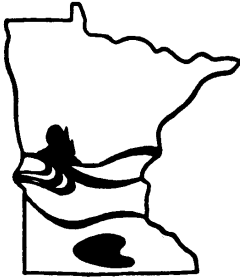
Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None.

Opposed: None. Motion carried.

_____ **Greg Swanson, 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**

March 19, 2019 8:00 A.M.

Attendance

Present: Al Koczur, Roger Larsen, Jerry Schaubach, Greg Swanson, Clark Anderson
Staff Present: Tiffany Determan, Anne LeRoy
Others Present: Caitlin Potter, MaryJo Youngbauer – Watershed Planner, Chisago SWCD, Greg Anderson – Isanti County Commissioner

The regular board meeting was called to order by Chair Larsen at 8:00 am.

1. Approve Agenda

Motion/Seconded Koczur/Anderson To approve the agenda as presented.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

2. Public Comment/Open Forum

3. Consent Agenda:

a. Treasurers Report

b. Board meeting minutes-February 19th, 2019

Motion/Seconded Swanson/Anderson To approve the consent agenda, treasurer's report, and the February 19th, 2019 board meeting minutes.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

4. Approve Payment of Bills

Motion/Seconded Swanson/Schaubach To approve payment of the bills including checks as follows: Check # 6593 thru 6601, Check # 5617 thru 5622, and all electronically paid bills.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

5. New Business

a. Lower St. Croix Conservation Planer presentation- Chisago SWCD

Youngbauer explained her role within the Lower St Croix One Watershed One Plan. In the area of the Lower St Croix Watershed covering Pine, Isanti, Chisago, Anoka, and Washington counties she intends to write 100 conservation plans within the next 3 years. There are a total of seven conservation planners like Youngbauer in the state. In Isanti County, her services will include the areas of North Branch and Oxford Townships.

b. Authorization to amend the Anoka Sandplain Partnership Outdoor Heritage Fund Grant to include habitat restoration at the Cedar Creek Ecosystem Reserve (CCER).

i. CCER information: Caitlin Potter, PhD

ii. Amendment request*

Potter gave an overview of the Cedar Creek Ecosystem Reserve's purpose and activities. Cedar Creek Ecosystem Science Reserve is a University of Minnesota biological field station with many ecosystems and species found throughout the forests and grasslands of North America that has been permanently protected since 1942. Faculty, staff and students who work at Cedar Creek are dedicated to understanding how human activities, such as agriculture and fossil fuel combustion, are changing ecosystems. Annually 5,000 students in grades 3-5 tour the reserve. The CCER is located at 2660 Fawn Lake Drive NE East Bethel.

The amendment to the Anoka Sandplain partnership would include habitat restoration at the Cedar Creek Ecosystem Reserve. It would also need to be approved by the Anoka Sandplain Partnership. The project would result in Isanti SWCD hiring of seasonal staff to assist with invasive species treatment. Isanti SWCD would contract with Anoka SWCD to manage the seasonal staff and lead the treatment process.

Motion/Seconded Swanson/Schaubach To authorize staff to submit a request to the Anoka Sandplain Partnership to amend the OHF grant to include habitat restoration and protection at the CCER through 2022.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

c. Authorization to execute Lake Service Agreements as follows:

- i. Blue LID: Monitoring, AIS Survey and 2nd 1/2 of grant match \$23,162**
- ii. Francis LID: Monitoring, \$1,818**
- iii. Green LID: AIS Survey and Lakeshore Restoration Program, \$7,500**
- iv. Long LID: Monitoring, \$3,776**
- v. Oxford Township: Monitoring, \$9,185**
- vi. Spectacle Lake: AIS Survey, \$892**

Motion/Seconded Swanson/Koczur To approve Lake Service Agreements as requested Blue Lake LID Monitoring and second half of grant match, Francis LID Monitoring, Green LID Monitoring, Long LID Monitoring, Oxford Township Monitoring, and Spectacle Lake AIS Survey.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

d. Authorization to execute Service Agreement with Chisago SWCD for the Lower St. Croix Surface Water Assessment Grant (SWAG) for \$3,550.

Motion/Seconded Koczur/Swanson To approve authorization to execute Service Agreement with Chisago SWCD for the Lower St. Croix Surface Water Assessment Grant (SWAG) for \$3,550.00.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

e. Authorization to amend High Meadows Re-meander Contract with MN Native Landscapes, not to exceed an additional \$2,846.

Motion/Seconded Schaubach/Swanson To approve authorization to amend High Meadows Re-meander Contract with MN Native Landscapes, not to exceed an additional \$2,846.00.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

f. Discussion regarding ditch survey assistance for Isanti County Ditch Modernization Plan

Determan explained that ditch field surveys are done November -March, when the ground is frozen. This improves safety for those doing the work. Mille Lacs has been allocating 15 hours for every 5 miles of ditch inspection. Due to various hazards of inspecting it is suggested to do the work in teams of two people. The SWCD would need to be granted trespass rights to access the land surrounding ditches. Ditch #16 (leading to Green Lake) is approximately 9 miles long. Using the standards experienced by Mille Lacs, it is expected to take 2 staff 180 hours at a cost of \$7,200.

Motion/Seconded Koczur/Anderson To consider providing ditch survey assistance for Isanti County.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

g. Authorization to execute Rum River 1W1P subcontract with Sherburne SWCD
Motion/Seconded Anderson/Koczur To approve authorization to execute the Rum River 1W1P subcontract with Sherburne SWCD.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

6. Old Business

a. Day at the Capitol follow-up

Motion/Seconded Schaubach/Swanson To allow Determan, on behalf of the Isanti SWCD Board, to distribute information regarding the legislative financing bills as a means of long term financial support for the Soil and Water Conservation Districts.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None

Opposed: None. Motion carried.

7. Informational/Announcements

a. Program updates: 1W1P updates, Rum Re-meander time-lapse video, 2018 SWCD Highlights, Fannie Lake Access Project

b. Upcoming meetings/events: EQIP Local Work Group, March 19th 10:30-11:30 (or after board meeting); March 25th 4-6PM LSC Policy Committee Meeting; April 29th, Rum River Policy Committee Meeting TBD; March 22nd 9:00-12:00, MCD Legislative Reception

8. Staff and Committee Reports

a. SWCD Staff

From February 12th to March 12th Determan reported attending an all-state manager's meeting, a metro managers meeting, the SWCD Day at the Capitol, the Oxford Township annual meeting, and an Isanti County Ditch Authority meeting with Isanti county Commissioners. A significant amount of time was dedicated to reviewing and editing lake and stream monitoring reports. Determan developed 2019 agreements for lake services contracts. Financial reports were submitted to BWSR via e-link. Work was done to coordinate both the Lower St Croix 1W1P and Rum River 1W1P groups.

Kulaf attended several trainings including a 2-day Basics of Construction plans, Supervision, and Documentation training, 1.5 day Vector Works training, Wetland Banking training, and the Ricky Noonan Ditch Seminar in St Cloud. Time as spent reviewing and assisting landowners on Wetland Conservation Act and Technical Evaluation Panel projects. AIS coordination of Curly Leaf Pond Weed treatments and scheduling AIS mapping were done for area lakes. Work continued for restoration project planning on Green Lake. The Isanti Township Boat Access moved forward with the signing of a contract at the township meeting and submitting required DNR permits. On March 30th Kulaf hosted a two-hour workshop for residents of Blue Lake that promoted water quality project installations in 2019.

Zimmermann attended a training for writing seeding plans, nutrient management, crop update, and pollinator plantings. Zimmermann also provided agricultural event information that was posted on the District Website. He partnered with Bork to gain access to Toolkit – an application used to write conservation plans and create maps for clients. Review of the final report for the Anoka-Ramsey Community College Campus Groundwater Conservation planning report was completed. Work was planned for water monitoring in the Sunrise River during 2019.

LeRoy reported Administrative functions included accounting, payroll, PERA filing and deposits, bank deposits and reconciliations, monthly filing and payment of taxes, board meeting prep, purchasing, filing, organization, updates to the treasurer's report, walk-in customer service, website updates, and district staff meetings. Appointments were made for the 2019 MASWCD Day at the Capitol. A significant amount of time was dedicated to customer service for the tree sale. This included fielding phone calls and walk in customer service, a mass mailing, and website orders as well as organization for the distribution day.

b. NRCS District Conservationist – no report given

c. County Commissioners

The County is addressing a revision to the Feedlot Ordinance to establish a setback distance between Feedlots and Residential areas. Permitting for numbers of animal units, and length of having animals is also being defined. There will be a work session for this topic on March 25th.

The County will host a public hearing on raising the tobacco purchase age from 18 to 21 on March 20th.

The County Board is still exploring funding options for broadband services.

The County is working to establish a ditch modernization program that will include inspection and maintenance standards and schedules.

The Water plan meeting is scheduled for April 16th.

d. Committee Reports

The board discussed suspending the April meeting, pending any urgent business that may arise before April 17th. Staff will evaluate and publicly post if the meeting should be cancelled.

9. Adjourn

Motion/Seconded Koczur/Anderson To adjourn the meeting at 10:27 am.

Affirmative: Koczur, Larsen, Schaubach, Swanson, Anderson

Abstain: None.

Opposed: None. Motion carried.

_____ **Greg Swanson, Board Secretary**

_____ **Date**



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

REGULAR SUPERVISORS MEETING

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

May 21, 2019 8:00 A.M.

Attendance

Present: Clark Anderson, Al Koczur, Roger Larsen, Jerry Schaubach, Greg Swanson

Staff Present: Todd Kulaf, Thomas Zimmermann, Anne LeRoy

Others Present: Josh Bork – NRCS, Greg Anderson – Isanti County Commissioner

The regular board meeting was called to order by Chair Larsen at 8:00 am.

1. Approve Agenda

Motion/Seconded Koczur/Anderson To approve the agenda as presented.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

2. Public Comment/Open Forum

Board member Swanson recommended a podcast that is called Field Work. The podcast focuses on the experiences of farmers who use conservation practices. Swanson would be interested in the District developing a farmer mentor program as a means to increase conservation.

3. Consent Agenda:

LeRoy reviewed the District expenses and revenues.

a. Treasurers Report

Motion/Seconded Swanson/Schaubach To approve the Treasurers Report as presented..

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Opposed: None. Motion carried.

b. Board meeting minutes – March 19, 2019

Motion/Seconded Swanson/Koczur To approve the consent agenda, and the March 19th, 2019 board meeting minutes.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

4. Approve Payment of Bills

LeRoy reviewed the District expenses.

Motion/Seconded Swanson/Anderson To approve payment of the bills including checks as follows: Check # 5629 thru 5634, Check # 6602 thru 6608, and all electronically paid bills.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Opposed: None. Motion carried.

5. New Business

a. Authorization to execute a change order to the MN Native Landscapes contract for Rum River Re-meander reinforcements.

Kulaf presented evidence of structural damage done due to high water during the 2019 spring thaw. Recommended repairs include installing log sills, adjust the slope to a 3:1 grade or less, use trees and fill from the north side of the project area, with adding vegetation at a later date. Kulaf also noted that the DNR advised that the logs would be preferred over installing rock. The initial construction costs were lower than anticipated. The modification would use existing grant funds to pay MN Native Landscapes up to \$99,000.

Motion/Seconded Schaubach/Swanson To approve the execution of a change order to the MN Native Landscapes contract for the Rum River Remeander reinforcements so that repairs can be made.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

b. Resolution to support Snake River Watershed 1W1P

The Snake River 1W1P covers 3% of Isanti County towards the northern borders with Kanabec and Pine counties.

Motion/Seconded Koczur/Anderson To approve a resolution that states that the Isanti SWCD supports the Snake River Watershed One Water One Plan organization, but will not participate in the process. The Isanti SWCD would like to be notified of projects managed by the SR1W1P within Isanti County.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

Note: The board requested more information as to how the flow of the Snake River Watershed impacts the Lower St Croix Watershed.

c. Decision to pay National Association of Conservation District (NACD) annual dues

Kulaf presented the request to join/pay NACD annual dues. The NACD is an organization that facilitates federal legislative advocacy and provides educational materials.

Motion/Seconded Swanson/Anderson To table a decision on supporting the National Association of Conservation District until the benefits of membership are better understood.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

d. MASWCD Resolution discussion

Each year, the MASWCD membership utilizes the resolution process as a means for voicing concerns and opinions to influence change with regard to natural resources conservation policies and funding issues. Discussion amongst the board members focused on acknowledgement of this resource for advocacy and the need for pre-planning and knowledge of the deadlines if they should decide to author a resolution.

e. No-Till Drill - consider charging landowner for damage and repairs

Zimmerman explained that during a rental a bearing went out. The renter tried to remove the disc for repairs and didn't realize that there were right-handed and left-handed nuts. This led to stripping out the threads and necessary repair expense. The replacement parts cost \$158.75, plus \$197.26 in shipping costs. (Total \$356.01)

Motion/Seconded Koczur/Anderson Since the renter was attempting to repair, and the damage was not malicious, do not charge the renter for the repair; but to reinforce that renters should not attempt repairs in the future.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

6. Campus Groundwater Conservation Program - Board Training

Zimmermann presented his findings of CGCP with a hand out that was given to attendees. Zimmermann analyzed water usage at the Anoka-Ramsey Community College in Cambridge and the City of Isanti. He advised modifications to reduce water usage. Zimmermann feels the assessment would benefit other organizations. If others are interested in doing a study coordinating access to the facilities is necessary.

7. Activity Reports

a. Staff

Kulaf's staff report included many lake shore site visits, participation in the organization of tree week. He completed project feasibility and effectiveness rankings for project sites on Green Lake and scheduled project installations. Kulaf organized a pre-construction meeting with the contractor and engineer for the Isanti Township Boat Access. This project is expected to be complete by June 15th. Kulaf hosted a shore line restoration workshop on Blue Lake on March 30th. Project sites on Blue lake were ranked and selected for upcoming work. He also visited sites of installations done in 2018. Kulaf attended the Wyanett Township meeting and met with landowners.

Zimmerman dedicated time to the tree sale. He worked to receive and pre-bag the orders. Zimmermann collaborated with Mille Lacs County to inspect Judicial Ditch 3. No-till Drill rentals are being scheduled with 5 current users, and 3 more interested. He flagged properties as requested by landowners to ensure continued compliance with buffer laws. Zimmermann partners with NRCS to view Peggy Nelson's forestland. Water monitoring has begun. New stream probes enclosures and equipment were installed on two Blue Lake inlets. Campus groundwater conservation planning included a site inspection of the City of Isanti infiltration basin.

LeRoy reported administrative functions that included payroll, accounting, website maintenance, bank deposits and administrative support. Time was dedicated to the tree sale by printing all orders and pre-bagging orders for customers. LeRoy contacted the customers who didn't pick-up on the designated day and met with customers on the Monday after the sale. Special reports that had to be filed included the MCIT 2020 payroll estimation, SAFES report, and an inventory of all electronic equipment to MCIT.

b. NRCS District Conservationist

Bork summarized activities of the NRCS. EQIP has 1st sign up completed, with 2 additional application sin the works. The EQIP program has obligated \$120,000 for no-till, cover crops, sediment basin and erosion control. The CSP program is working on Forestry based applications. The incentive programs have been taken out of CRP and the CP38e acres are not included in the latest program. Pheasants Forever programming will not be included with CRP. The NRCS has approved hiring team lead positions.

c. County Commissioners

Commissioner Anderson reported that the Isanti Conservation Day was a success with 22 different stations serving over 500 elementary students. Commissioners Anderson and Turnquist are involved with the Rum River 1WIP policy group. At the most recent meeting the firm called RESPECT was chosen to facilitate the establishment of group policies. County roadwork will begin on a 4-mile stretch of County Road 5 starting at the Sherburne County Line. New traffic

control signals are being installed at the intersection of Hwy 5 and 47 to improve safety. The County will be requesting resident feedback to clearly define cost points for broadband services. County Commissioner Chad Struss will be involved with the 2020 Census.

d. LSC 1W1P Policy Committee

Board member Swanson reported that the Lower St Croix One Watershed One Plan committee is working to establish language/common terminology to be used in plans. They are also working to identify priorities identified for protection or repair. The next meeting will be on May 28th from 4-6pm.

e. Rum 1W1P Policy Committee

Board Member Koczur reported the selection of the company Respec (Respec.com) to be the group facilitator. The next meeting will be on June 27th from 5-8pm, with the location to be determined.

8. Informational/Announcements

- a. Program updates/other: Blue Lake CWF grants**
- b. Upcoming meetings/events: SWCD Audit is scheduled for July 22nd**
- c. Meeting evaluation: What worked? What were the gaps? What could be done to improve the meeting?**

9. Adjourn

Motion/Seconded Anderson/Swanson To adjourn the meeting at 9:45 am.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None.

Opposed: None. Motion carried.

_____ **Greg Swanson, 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 18, 2019 8:00 A.M.

Attendance

Present: Clark Anderson, Al Koczur, Roger Larsen, Jerry Schaubach, Greg Swanson
Staff Present: Tiffany Determan, Anne LeRoy, Todd Kulaf, Thomas Zimmermann
Others Present: Josh Bork – NRCS, Greg Anderson – Isanti County Commissioner

The regular board meeting was called to order by Chair Larsen at 8:00 am.

1. Approve Agenda

Motion/Seconded Koczur/Swanson To approve the agenda as presented.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

2. Public Comment/Open Forum

No comments were made.

3. Consent Agenda:

Determan reviewed the District expenses and revenues.

a. Treasurers Report

Motion/Seconded Swanson/Anderson To approve the Treasurers Report as presented.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Opposed: None. Motion carried.

b. Board meeting minutes – May 21, 2019

Motion/Seconded Swanson/Anderson To approve the consent agenda, and the May 21st, 2019 board meeting minutes.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

4. Approve Payment of Bills

Determan reviewed the District expenses.

Motion/Seconded Anderson/Swanson To approve payment of the bills including checks as follows:

Check # 6663 thru 6668, Check # 5653 thru 5658, and all electronically paid bills.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Opposed: None. Motion carried.

5. New Business

a. Authorization to approve FY20 DNR observation well monitoring agreement

Determan explained that historically the District has monitored groundwater observation wells at 11 sites for the DNR. The information is uploaded to the DNR database. The District is paid \$30 for each on-line data submittal for a maximum compensation of \$960.

Motion/Seconded Swanson/Schaubach To approve FY20 professional and technical services agreement with the MN DNR for groundwater level monitoring for \$960.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

b. Authorization to enter into agreement with Washington Conservation District for engineering services for \$5,000

Determan proposed entering into an agreement with Washington Conservation District for engineering services on Spectacle and Blue Lakes. The \$25,000 contract will be paid from funding received from the Metro Conservation District.

Motion/Seconded Koczur/Swanson To approve the execution to enter into agreement with Washington Conservation District for engineering services not to exceed \$25,000, paid from funding from the Metro Conservation District.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

c. FY2020 Clean Water Fund Grant idea discussion: Info available at meeting

Determan met with staff to discuss the how to best spend available funds available from a Clean Water Fund accelerated implementation grant. Ideas included developing agricultural outreach events, projects on Spectacle lake to improve water quality, and working with the City of Isanti to install curb cut raingardens as part of their stormwater control program. Swanson asked about using funding to purchase equipment that could be used by the residents of the District.

d. Authorization to enter into agreement with Wenck Associates to complete a diagnostic study for Green Lake

Determan requested entering into an agreement with Wenck Associates to complete a phosphorus diagnostic study for Green Lake in the amount of \$6,000 to be paid with \$5,045 from Metro Conservation District (MCD) Engineering and Technical Assistance fund (State money) and \$955 from the Green Lake Improvement District.

Swanson asked if other waters were considered. Determan confirmed that Green Lake was selected after ranking multiple project sites.

Motion/Seconded Koczur/Clark To approve the execution of an agreement with Wenck Associates to complete a diagnostic study for Green Lake with funding from MCD and the Green Lake Improvement District.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

e. Rum River Watershed 1W1P Advisory Committee recommendations: info available at meeting

Determan discussed the Rum River Watershed 1W1P Advisory Committee recommendations. She noted that the Policy Committee will approve the recommendation at the June 27th meeting.

**f. Authorization to execute contracts for Green Lakeshore Restoration Program projects*:
info available at meeting**

Determan explained the need for critical area plantings needed to stabilize shore areas. Four out of five proposed projects have landowner signed contracts. Shelly Larsen from Hayland Woods is the lead on project designs. Funding for these projects will total \$15,000 with \$10,000 coming from Capacity funds and \$5,000 from the Green Lake Improvement District.

Motion/Seconded Swanson/Schaubach To approve the execution of a contract for Green Lakeshore restoration projects for the four landowners who have already signed contracts, and to grant Determan authority to sign the 5th proposed project after the landowner signs and submits their contract.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

6. Old Business

a. Decision to pay National Association of Conservation District (NACD) annual dues-

Determan discussed how the NACD works to advocate for the Farm Bill and that most SWCD's do support the NACD. The annual dues paid for membership can vary.

Motion/Seconded Clark/Koczur To approve payment in the amount of \$500 for annual dues to be paid to the National Association of Conservation District.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

b. Follow-up from May board meeting: MASWCD Resolutions, Snake River Watershed 1W1P

The board discussed the process of presenting resolutions to the MASWCD at the annual meeting. Koczur stated that the Isanti SWCD has never proposed resolutions. The Isanti SWCD has supported other resolutions for activities that would benefit the residents of Isanti County. Swanson said that he has observed a discord/friction between the urban and rural districts that compete for their different needs. Swanson noted that Area 4 is both financially and politically strong. Determan advised that the board members can suggest, discuss, and author resolutions any time during the year.

7. Board Training: The SWCD has adopted the County Water Plan as our 10-year plan. We will review the Surface Water priority, actions and 2019 planned tasks. Please review spreadsheet prior to meeting.

Determan provided a spreadsheet that detailed specific actions that assigned which agency is responsible, estimated costs, the expectation for measurable results, and deadlines for environmental priorities identified in Isanti County. Agency cooperation is assigned to the SWCD, NRCS, and the County. Swanson questioned why the SE area of the county has no groundwater observation wells. Swanson offered to pursue questioning with the DNR and report back to the board.

8. Activity Reports

a. Staff

Determan was on parental leave from April 4 – June 3rd. During this time she did work when necessary to maintain oversight of the 1W1P, district tree sale, Rum River Remeander, and various administrative duties. County assistance was provided by attending a ditch meeting with the County commissioners and other staff regarding the ditch modernization plan for Isanti

County. Determan prepared the County Water Plan accomplishment table for the April Water plan Meeting. Grant reporting and payment requests were filed for the Outdoor Heritage Fund for the Rum River Remeander project. Site visits were done to assess damage from spring flooding in the project area. Support for the St Croix and Rum River 1W1P programs included reviewing actions items that were requested by the consultants, attending meetings, and coordinating meetings.

Kulaf worked with several lake groups to address their needs and projects. Water monitoring data from 2018 was presented to Francis Lake. Proposed projects on Blue Lake were ranked for feasibility and effectiveness. Kulaf planned and hosted a shoreline restoration workshop, and presented watershed analysis findings for residents of Spectacle Lake. Kulaf collaborated with the Green Lake residents to select projects to improve water quality. Kulaf summarized the Fannie Lake Township Boat Access project that is nearing completion. Kulaf also demonstrated the effectiveness of the Blue Lake raingarden by showing a video of how the garden filled and drained after a heavy rainfall. Time in the office was used to review WCA and TEP projects as well as providing customer service.

Zimmermann continued oversight of the no-till drill rentals and repairs. He reported increasing interest for usage to help with dead spots in hay fields. Water monitoring for Oxford, Blue, Long, and Francis Lakes has been submitted for lab work. Stream samples were also taken for the Sunrise River as part of the Lower St Croix partnership. Zimmermann reached out to Isanti County Government Center as a potential partner for a campus groundwater conservation planning.

LeRoy reported time spent on administrative functions including accounting, board meeting preparation, walk in customer service, and website updates. On June 4-5 LeRoy attended the annual spring administrative assistant meeting in Duluth. On July 27th LeRoy will be attending a MCIT Seminar on data practices policies.

Fields – no report

b. NRCS District Conservationist

Josh Bork reported that being co-located with FSA has been helpful when communicating with farmers about cover crops and plantings. EQIP has had one additional contract funded. July 12th is the deadline to sign up for Preventive Plant acres. Isanti County has not been identified in the 53 county priority area for EQIP. The priority areas are south and east of Isanti County. There have been two new applicants for the CSP program in 2019. Both are forestry and Thomas has assisted with updating Forest Stewardship plans. Bork also announced that the NRCS is now hiring team lead positions.

c. County Commissioners

Isanti County Commissioner Greg Anderson will attend the Drainage Authority meeting on June 19th. Also on June 19th the County Board will hold the Appeal & Equalization meeting for residents who wish to contest the valuation of their properties. Anderson reported the June 16th Haubenschield Breakfast on the Farm was well attended with an estimate of serving 1,400 people. Visitors were mainly not farmers and it was a good educational experience. The County is continuing to work on fixing potholes and the 4-mile stretch of County Road 5 will continue through October. On June 6th The Hoffman Lake Wildlife Management Area in Oxford Township was dedicated and is open to visitors.

d. Metro Conservation District

Swanson reported that the MCD approved funding for children's educational outreach. There is concern about the group's ability to be self-sufficient and that dues may need to be increased. The MCD is working to develop a 3-year plan.

e. 1W1P Policy Committee's

Al Koczur reported the next Rum River policy committee meeting will be held at the Mille Lacs Courthouse on June 27th.

Swanson reported that the Lower St Croix 1W1P is moving towards creating an implementation schedule.

9. Informational/Announcements

a. Program updates/other:

Rum River Re-meander:

Determan reported that observations are being done to determine repairs that will be needed due to the high waters this spring.

Capacity Funding:

Determan reported that the legislature has continued capacity funding for 2 years.

BWSR will be updating the SWCD statute to clearly identify actions and activities that are required by the SWCDs.

Lawns to Legumes Program:

This program encourages homeowners to change from turf grass to pollinator friendly lawns and will be funded from the lottery proceeds. Details of program management are still being developed.

b. Upcoming meetings/events: MACD summer meeting and tour, June 27th – Swanson will attend

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

10. Adjourn

The office portion of the board meeting concluded at 10:35pm. After a short recess, the board members toured the Fannie Lake Township access restoration project.

Motion/Seconded Koczur/Schaubach To adjourn the meeting at 11:30 am.

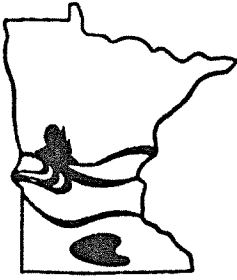
Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None.

Opposed: None. Motion carried.

Greg Swanson, Board Secretary

Date



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

REGULAR SUPERVISORS MEETING

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

July 16, 2019 8:00 A.M.

Attendance

Present: Clark Anderson, Al Koczur, Roger Larsen, Jerry Schaubach

Staff Present: Todd Kulaf,

Others Present: Josh Bork – NRCS

The regular board meeting was called to order by Chair Larsen at 8:00 am.

1. Approve Agenda

Determan requested additional agenda items as follows: 5g. Approve contract #SCS19-03 for multi-species cover crop for \$764 for Levi Larowe- 19.1 acres @ \$40/acre; 5h. Approve contract #SCS19-04 for multi-species cover crop for \$1,008 for Scott Larowe- 25.2 acres @ \$40/acre; 6a. Outdoor Heritage Fund grant discussion; 6b. Pheasants Forever Donation request.

Motion/Seconded Koczur/Schaubach To approve the agenda with additions.

Affirmative: Anderson, Koczur, Larsen, Schaubach

Abstain: None

Opposed: None. Motion carried.

2. Public Comment/Open Forum

None.

3. Consent Agenda:

a. Treasurers Report

b. Board meeting minutes – March 19, 2019

Motion/Seconded Schaubach/Anderson To approve the consent agenda items.

Affirmative: Anderson, Koczur, Larsen, Schaubach

Abstain: None

Opposed: None. Motion carried.

4. Approve Payment of Bills

Determan reviewed the District expenses.

Motion/Seconded Schaubach/Anderson To approve payment of the bills including checks as follows: Check # 6670 thru 6683, Check # 5659 thru 5670, and all electronically paid bills.

Affirmative: Anderson, Koczur, Larsen, Schaubach,

Opposed: None. Motion carried.

5. New Business

a. 2019 Outstanding Conservationist(s)

Determan presented staff recommendations.

Motion/Seconded Koczur/Anderson To select Rodney and Sara Elmstrand as the 2019 Isanti SWCD Outstanding Conservationists to be recognized at the MASWCD Annual Convention.

Affirmative: Anderson, Koczur, Larsen, Schaubach

Abstain: None

Opposed: None. Motion carried.

b. County Allocation

Determan presented the County allocation request as recommended by the financial committee in July. The allocation request is based off of the 5-year plan.

Motion/Seconded No motion needed

c. Rum River Re-meander Enhancement cost increase

Determan presented the updated bids for the re-meander breach repairs and explained that the extreme weather has made this project difficult. She noted that there is grant money to cover the costs.

Motion/Seconded Koczur/Anderson To approve change order #2 with MN Native Landscapes which includes a budget increase for an additional \$118,215.40 and authorize the District Manager to complete the steps necessary to complete the project.

Affirmative: Anderson, Koczur, Larsen, Schaubach

Abstain: None

Opposed: None. Motion carried.

d. Approve job description and authorize District Manger to hire a part-time Administrative Assistant

Determan presented the job description and hiring process for a part-time Administrative Assistant. Koczur recommended offering pro-rated benefits. There was discussion regarding who should be involved in the interviews and where the job should be posted. The board concurred that they would like one Personnel Committee member to sit in on interviews and that the same member should sit in on both interviews. It was noted that it should be advertised in the local newspaper.

Motion/Seconded Anderson/Koczur To approve the job description and authorize the District Manger to hire a part-time Administrative Assistant per the process presented with the following modifications: 1) include a pro-rated cash stipend for benefits in the job description and 2) the interviewing committee will consist of the District Manger, one staff person, and one Personnel Committee member (Anderson if available).

Affirmative: Anderson, Koczur, Larsen, Schaubach

Abstain: None

Opposed: None. Motion carried.

e. Approve contract #SCS19-02 for multi-species cover crop for \$544.00; Barry Springborn: 13.6 acres @ \$40/acre

Determan presented information for the cover crop.

Motion/Seconded Schaubach/Anderson to approve contract #SCS19-02 for multi-species cover crop for \$544 for Barry Springborn on 13.6 acres.

Affirmative: Anderson, Koczur, Larsen, Schaubach

Abstain: None

Opposed: None. Motion carried.

f. County ditch inspection services discussion

Determan presented the background on county ditch record modernization and noted that the SWCD has been assisting the County by participating in quarterly ditch committee meetings. She indicated that there has been discussion about having the SWCD conduct the initial ditch inspections. She noted that there has not been an official ask but this conversation was meant to get the board thinking about whether or not the SWCD is a good fit for this work. Determan pointed out that it is important that the SWCD play an active role in the process for two reasons: first, during ditch inspections the

SWCD can identify additional Best management practices and second, long-term the SWCD should be at the table when the ditch authority is planning maintenance activities. The board concurred that they would consider assisting, upon formal and itemized request, with the initial ditch inventory/survey but they do not have the staff capacity to do more. The board also agreed that it is important that the SWCD is at the table when discussion ditch maintenance.

g. Approve contract #SCS19-03 for multi-species cover crop for \$764.00; Levi Larowe: 19.1 acres @ \$40/acre

Determan presented information for the cover crop.

Motion/Seconded Anderson/ Schaubach to approve contract #SCS19-03 for multi-species cover crop for \$764 for Levi Larowe on 19.1 acres.

Affirmative: Anderson, Koczur, Larsen, Schaubach

h. Approve contract #SCS19-04 for multi-species cover crop for \$1008.00; Scott Larowe: 25.2 acres @ \$40/acre

Determan presented information for the cover crop.

Motion/Seconded Anderson/ Schaubach to approve contract #SCS19-03 for multi-species cover crop for \$764 for Levi Larowe on 19.1 acres.

Affirmative: Anderson, Koczur, Larsen, Schaubach

6. Old Business

a. Outdoor Heritage Fund (OHF) grant discussion

Determan noted that County Parks has a Native Pollinator Project at Becklin Park that they have requested assistance with. Koczur noted that this park is open to handicap hunting and he feels the project is beneficial. There was discussion regarding the seed mix and cost. The board concurred that they would like to see if the seed mix cost could be lowered and would like the Parks department to put in some match. Determan indicated that the board had previously agreed to fund the Cedar Creek Ecosystem Reserve buckthorn treatment project. The board concurred that the grant funds could be used to do both. Determan noted that she does not want to jump the gun on grant amendments and would like to see what happens with the Re-mender. The board concurred that she should figure out the details as described above and present the information again at the August meeting.

b. Pheasants Forever Donation Request

Koczur requested that the SWCD contribute a donation to Pheasants Forever similar to past years.

Motion/Seconded Anderson/ Koczur to approve a \$250 donation to Pheasants Forever.

Affirmative: Anderson, Koczur, Larsen, Schaubach

7. Board Training- none

8. Activity Reports

a. Staff

Determan reviewed her report noting that the Rum river 1WIP project coordination work is consuming. She also noted that she has been working on the re-meander and Blue Lake Wetland restoration site selection.

Kulaf verbally gave his staff report indicating that the projects he has been working on are: Blue Lake Clean Water Fund Grant shoreline projects, Fannie Lake Access, Spectacle Lake grant application.

Zimmerman's report was briefly reviewed by Determan. She noted that he is getting close to having job approval authority for some project types. She also noted that he is working on coordinating a Soil Health Field Day in September.

b. NRCS District Conservationist

Bork summarized activities of the NRCS. He noted there is a new contracted administrative person who is shared between five counties. That person is currently helping Thomas and Mary Jo (Lower St. Croix Conservation Planner) with a mailing.

c. County Commissioners

No report provided.

d. LSC 1W1P Policy Committee

Determan reported for Swanson who was not present. She noted that there was not meeting in June and the next meeting is set for July 22nd. During that meeting the committee will be focusing on how to prioritize within the plan and how to prioritize for funding.

e. Rum 1W1P Policy Committee

Board Member Koczur reported the policy committee worked on bylaws, approved the outreach plan, and the kick-off plans. He noted that the Outreach Plan developed by the staff is very ambitious and that there are three kickoff meetings planned. The next meeting is set for August 22nd.

9. Informational/Announcements

- a. **Program updates/other:** National Fish and Wildlife Federation (NFWF) Grant, Tour.
- b. **Upcoming meetings/events:** Water Plan meeting, June 16th 3-4:30 pm.
- c. **Meeting evaluation:** What worked? What were the gaps? What could be done to improve the meeting?

10. Adjourn

Motion/Seconded Anderson/Koczur To adjourn the meeting at 9:56 am.

Affirmative: Anderson, Koczur, Larsen, Schaubach

Abstain: None.

Opposed: None. Motion carried.

Greg Swanson, 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
A.M.
CAMBRIDGE, MN 55008**

August 20, 2019 8:00

Attendance

Present: Clark Anderson, Al Koczur, Roger Larsen, Jerry Schaubach, Greg Swanson
Staff Present: Todd Kulaf,
Others Present: Josh Bork – NRCS, Greg Anderson-County Commissioner

The regular board meeting was called to order by Chair Larsen at 8:00 am.

1. Approve Agenda

Determan requested additional agenda items as follows: 5e. Authorization to enter into an agreement with Wenck to complete a hydrologic investigation for Blue Lake wetland restorations and 6c. Resolution to support State RIM easement funding for the Rum River watershed.

Motion/Seconded Koczur/Swanson To approve the agenda with additions.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

2. Public Comment/Open Forum

None.

3. Consent Agenda:

a. Treasurers Report

b. Board meeting minutes – July 16, 2019

Motion/Seconded Swanson/Schaubach To approve the consent agenda items.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

4. Approve Payment of Bills

Determan reviewed the District expenses.

Motion/Seconded Swanson/Anderson To approve payment of the bills including checks as follows: Check # 6684 thru 6689, Check # 5671 thru 5676, and all electronically paid bills.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Opposed: None. Motion carried.

5. New Business

a. Authorization to execute 2020/2021 Programs and Operations grants with Board of Water and Soil Resources.

Determan reviewed the BWSR agreement with the board.

Motion/Seconded Swanson/ Koczur to approve execution of the 2020/2021 Programs and Operations grants with the Board of Water and Soil Resources.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

b. Authorization to accept and distribute \$1,000 from The Nature Conservancy for the Joe Mustari wetland restoration project located in Isanti MN.

Determan presented the Mustari wetland project and explained the partnership wetland restoration effort. She noted that the project fits within the Water Plan priorities of restoring hydrologic function to the Rum River and restoring wetlands.

Motion/Seconded Koczur/Schaubach to approve accepting and distributing \$1,000 from The Nature Conservancy for the Joe Mustari wetland restoration project.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

c. Annual tree sale complaint deadline discussion (June 15th).

Determan discussed the current practice for receiving and dealing with tree sale complaints. The board concurred that a deadline for complaints should be listed but that no monetary reimbursements should be given. Rather, there should be a clear disclaimer on the order forms that indicates that all sales are final. The board agreed that it would be up to the managers discretion whether replacement trees are provided. The board also agreed that literature on proper handling and maintenance should be provided to customers.

Motion/Seconded Koczur/Schaubach To approve setting of policies for the tree sale as follows: no monetary reimbursements for trees that did not survive, rather replacement trees can be given at the managers discretion.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

d. Draft 2020 Budget

Determan presented the draft 2020 budget.

Motion/Seconded Schaubach/Anderson To approve the draft 2020 budget.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

e. Authorization to enter into an agreement with Wenck to complete a wetland hydrologic investigation for Blue Lake wetland restorations.

Determan presented the proposal from Wenck for the wetland hydrologic studies for Blue Lake. She noted that the cost can be reimbursed by the MCD engineering and Technical Assistance Funds. Swanson questioned whether a second bid was received. Determan noted that the board does not require 2 bids unless the cost exceeds \$25,000.

Motion/Seconded Koczur/Anderson to approve signing the agreement with Wenck to complete a wetland hydrologic investigation for Blue Lake wetland restorations.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None

Opposed: None. Motion carried.

6. Old Business

a. Rum River Re-meander: landowner access agreements

Determan explained the need for two landowner access agreements to secure the access route to repair the Rum River re-meander. She noted that the County Attorney had reviewed the agreements.

Motion/Seconded Schaubach/Swanson to approve the landowner access agreements.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

b. Administrative Assistant position progress report

Determan provided an update on the interviews and noted that an applicant had been selected and will be offered the job.

Motion/Seconded no motion needed.

c. Resolution to support State RIM easement funding to the Rum River Watershed.

Determan explained that the board has already indicated that they support RIM funding for the watershed but that a resolution could be signed and sent to BWSR as a simple way to show support. She noted that BWSR is in the process of dedicating \$3 million to the watershed to build a RIM program and \$2,000 per easement will be reimbursed to the SWCD for staff time. She also noted that the watershed partners are investigating a partnership with the Nature Conservancy and that they may be able to provide funding for promotion.

Motion/Seconded Swanson/Schaubach to approve resolution 2019-01 for support of State funding for RIM easements for the Rum River watershed.

Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

7. Activity Reports

a. Staff

Determan provided a supplement to her report by giving an update on the re-meander, the SWCD audit, MASWCD convention planning and the States new Lawns to Legumes program.

Determan noted that Kulaf has been working on the grant application for Spectacle Lake.

Determan pointed out that Zimmermann is still working on securing a date for the Soil Health Day.

b. NRCS District Conservationist

Bork summarized activities of the NRCS. He noted there is a Soil Health Day on September 10th in Rush City and provided updates on current CRP and EQIP projects including a WASCOB in Day.

c. County Commissioners

Commissioner Anderson noted that there would be a public hearing on August 21st for the updated feedlot ordinances. He also noted that Extension has requested funding for a position for an Ag outreach person. Finally, he provided updates on the county budget process, road work, and broadband.

d. LSC 1W1P Policy Committee

Schaubach provided an update on the July Policy Committee meeting. He noted that most of the time was spend in small groups discussing future organizational structures of the group.

e. Rum 1WIP Policy Committee

Koczur noted that the next Policy Committee meeting would be held on August 23rd and the meeting will focus on completion of the Bylaws and election of a chair and vice chair.

8. Board Training- Isanti County Water Plan: groundwater priority concern actions.

9. Informational/Announcements

- a. Program updates/other:** None provided.
- b. Upcoming meetings/events:** September 5th, SWCD Tour of Practices 9:30-2:30 PM;; September 10th, County Budget meeting 9:00AM; November 15th, Fall MACD meeting, 9:30-3:30 Cabelas; September 7th, Pheasants Forever Banquet; September 24th, Blue Lake Improvement District annual meeting.
- c. Meeting evaluation: What worked? What were the gaps? What could be done to improve the meeting?** Some discussion was had regarding setting an end time for meetings. The board concurred that it would be difficult to set restrictions on the length of each meeting.

10. Adjourn

Motion/Seconded Anderson/Koczur To adjourn the meeting at 10:21 am.

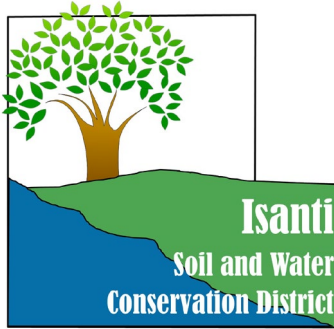
Affirmative: Anderson, Koczur, Larsen, Schaubach, Swanson

Abstain: None.

Opposed: None. Motion carried.

Date

_____ **Greg Swanson, Board Secretary** _____



ISANTI SOIL & WATER CONSERVATION DISTRICT
110 Buchanan Street South
Cambridge, MN 55008
763-689-3271

Mission: to provide technical, financial and educational resources in order to implement practices and projects that preserve, protect and enhance water quality, soil and other natural resources.

REGULAR SUPERVISORS MEETING MINUTES

October 15, 2019

Attendance

Present: Clark Anderson, Al Koczur, Roger Larsen

Staff Present: Tiffany Determan, Linda Gehrking

Others Present: Josh Bork – NRCS, Greg Anderson-County Commissioner

Board Members not present: Jerry Schaubach and Greg Swanson

1. Approval of Agenda

Motion/Seconded Koczur/Anderson To approve the agenda as presented.

Affirmative: Anderson, Koczur, Larsen

Abstain: None

2. Open Forum

None

3. Administrative Assistant Introduction

Was discussed at last month's board meeting

4. Consent Agenda:

a. Treasurers Report

b. Board meeting minutes-September 17, 2019

Motion/Seconded Koczur/Anderson To approve the consent agenda items.

Affirmative: Anderson, Koczur, Larsen

Abstain: None

5. Approve Payment of Bills

Determan reviewed the District expenses.

Motion/Seconded Koczur/Anderson To approve payment of the bills as presented.

Affirmative: Anderson, Koczur, Larsen
Abstain: None

6. Old Business

a. 2018 Audit follow-up

Determan followed up on the 2018 Audit: 1) Bank accounts exceeding FDIC insurance limits: Determan and Gehrking investigated banking options. She noted item 7 on the agenda will address this issue; 2) Lack of financial control within the District: Determan noted that most SWCDs have a lack of financial controls due to limited staff involved with financials. She went on to note that she will work with BWSR on things that can limit this lack. Some things the SWCD can do to increase controls: have the Treasurer receive bank statements and review treasurer reports and have the district manager review and spot check treasurers reports and bank reconciliations.

Motion/Seconded No motion needed.

7. New Business

a. Authorization to initiate sweeping program with First Bank and Trust

Determan, explained the differences between the Sweep vs. Pledge Securities account.

Motion/Seconded Anderson/Koczur To approve authorization to initiate sweeping program with First Bank and Trust.

Affirmative: Anderson, Koczur, Larsen
Abstain: None

b. Authorization to transfer funds and close Minnco Credit Union Account

Motion/Seconded Anderson/Koczur To approve transferring funds and closing Minnco Credit Union Account.

Affirmative: Anderson, Koczur, Larsen
Abstain: None

c. Authorization to provide final payment for Isanti Township Lakeshore and Stormwater Restoration(s)- SCS2019-01; \$4,109.92 (info provided at meeting)

Kulaf reported that Fannie Lake Restoration has been completed.

Motion/Seconded Koczur/Anderson To approve authorization of final payment for Isanti Township Lakeshore and Stormwater Restoration in the amount of \$4,109.92.

Affirmative: Anderson, Koczur, Larsen
Abstain: None

d. Authorization to provide final payment for J. Mustari Wetland Restoration-Funded by The Nature Conservancy- \$1,000

Determan reported that all project work was inspected by the USFWS project manager to ensure the specifications and quality of work were met.

Motion/Seconded Koczur/Anderson To approve authorization of final payment to Mustari Wetland Restoration in the amount of \$1,000. (CK# 6712)

Affirmative: Anderson, Koczur, Larsen
Abstain: None

e. Lower St. Croix One Watershed One Plan: Organizational agreements

Determan reported that the partners (per BWSR) will need to determine how they are going to work together to implement the plan by entering into a formal organizational agreement. Policy committee is reviewing the two different agreements 1) the Joint Powers Collaboration and 2) Joint Powers Entity. The board concurred that they would like legal guidance on the topic by the Isanti County Attorney.

Motion/Seconded No Motion needs to be entered at this time.

f. Review MASWCD 2019 Resolution Ballot: be prepared to vote on resolutions

Determan discussed the 2019 resolution packet from Paul Hoppe, MASWCD NE Director and Resolution/Policy Committee Chair. Each Board Member needs to approve or disapprove of the 18 resolutions and turn ballot into the SWCD district manager for submittal to the MASWCD office by November 1, 2019.

Motion/Seconded No Motion needs to be entered at this time.

g. November Regular Board meeting

Determan questioned the need for a board meeting in November. The board concurred that no meeting was necessary if there are no urgent agenda items.

Motion/Seconded Koczur/Anderson To approve there will be no November 2019 Board Meeting.

Affirmative: Anderson, Koczur, Larsen

Abstain: None

8. Activity Reports

a. Staff

Determan reviewed her monthly activity report. She highlighted a few items: 1) she met with Green Lake Improvement District president to discuss past and future work; 2) she met with Wenck to discuss the Green Lake Diagnostic Study and Blue Lake wetland restorations.

Kulaf reviewed his monthly activity report. Kulaf reported Zebra Mussels were identified on Spectacle Lake (wide spread according to DNR). Kulaf also noted that he worked on projects related to the Blue Lake Clean Water Fund rant. Finally, he summarized Isanti County's new Wetland Conservation Act Ordinances which went into effect October 1, 2019.

Zimmermann reviewed his monthly activity report. Zimmermann reported that he is wrapping up water monitoring for Blue, Long, Francis and Oxford lakes. He also reported that he has been preparing for the Field Crop day on October 17, 2019.

Gehrking reviewed her monthly activity report. She noted that she provided administrative support to the District as needed.

b. NRCS District Conservationist

Bork summarized activities of the NRCS.

c. County Commissioners

Commissioner Anderson reported on the public hearing on September 18, 2019 regarding the feedlot ordinance proposed amendment and the preliminary County budget that includes the SWCD allocation.

d. Committees

None

9. Board Training:

None.

10. Informational/Announcements

a. Program updates/other:

b. Upcoming meetings/events: Oct. 24th, Rum River 1W1P Policy Committee; October 28th, Lower St. Croix Policy Committee; November 15th 9-3:30 PM, MACD Fall meeting, Cabelas; Nov. 20th, MCD; Ramsey County Public Works.

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

11. Adjourn

Motion/Seconded Koczur/Anderson To adjourn the meeting at 10:20 am.

Affirmative: Anderson, Koczur, Larsen

Abstain: None

Greg Swanson, 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 18, 2018 8:00 A.M.

Attendance

Present: Al Koczur, Barb Kilpatrick, Clark Anderson, Roger Larsen, and Wayne Calander
Staff Present: Tiffany Determan, Todd Kulaf, Thomas Zimmermann, Anne LeRoy
Others Present: Josh Bork, NRCS; Greg Anderson, Isanti County Commissioner; Jerome Schaubach, Greg Swanson

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

1. Approve Agenda

Motion/Seconded Koczur/Anderson To approve the agenda.

Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander

Opposed: None. Motion carried.

2. Public Comment

No comments were made.

3. Approve Regular Board Meeting Minutes – November 20, 2018

Motion/Seconded Larsen/Kilpatrick To approve the November 20, 2018 board meeting minutes as written.

Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander

Opposed: None. Motion carried.

4. Financial Reports

a. Treasurers Report

b. Approve Payment of Bills

Motion/Seconded Kilpatrick/Anderson To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 6563 thru 6568, Check # 5597 thru 5602, and all electronically paid bills.

Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander

Opposed: None. Motion carried.

5. Activity Reports

a. Staff

Determan has begun year end grant reporting and creation of a new timesheet for 2019. Annual staff evaluations were completed and reviewed with the personnel committee. Technical collaboration with DNR hydrologist was done to plan the Fannie Lake access restoration. Meetings were held with Isanti County officials to address Wetland Conservation Act issues specific to Isanti County. Wenck will be contracted to identify practices for use of the Clean Water Fund Grant on Blue Lake. Construction has begun on the Rum River Remeander project. Work on the Lower St Croix IWIP included meetings to discuss progress and changes needed to current priorities and measurable goals. Rum River IWIP coordination included meeting with partners to discuss how the Landscape Stewardship Plan identifies opportunities to protect and restore forested areas within the watershed. Rum River IWIP planning committee meetings, budgeting, and work plan review were done in December and will continue into 2019.

Kulaf attended a hydrology training. Meetings included a meeting with Isanti County officials to address Wetland Conservation Act issues specific to Isanti County, landowner assistance to discuss future work, and a

site visit for the City of Isanti. Technical Evaluation Panel (TEP) work included meetings and review of aerial photos, and Wetland Conservation Act laws. A subwatershed assessment is being developed to identify project locations and determine project feasibility for the Anoka Ramsey Community College. Contractor and e-mail outreach was done to coordinate work for both Blue and Green Lakes. Long Lake GIS analysis and shoreline restoration prioritization was completed.

Zimmermann attended a training focused on hydrology and grassed waterways. Zimmermann coordinated and hosted a Minnesota Agricultural Water Quality Certification Program open house on December 12th. Landowners were able to learn and ask questions about the program requirements. Zimmermann updated No-Till Drill technical and rental information and took winter cover crop pictures to be included on the website. Water monitoring and analysis reports were written and submitted to the MPCA. Reports and analysis were completed for the Anoka-Ramsey Community College groundwater conservation planning.

LeRoy reported time spent on administrative duties, accounting, payroll and website maintenance. Office work included board meeting preparation, filing, and customer assistance. LeRoy reported that the tree sale is up and running on the new website. Tree order forms will be mailed to 1,885 previous customers by the end of December. The all-county mailing was re-designed to be in compliance with Every Door Direct UPSP requirements. This mailing will go out early in February 2019.

Field spent 13 hours working on the Minnesota Agricultural Water Quality Certification Program for Isanti County. Site visits with current enrollees occurred. Upon evaluation a landowner was advised of changes to be made to continue participation in the program. A total of 7 farms are currently certified in Isanti County.

b. NRCS District Conservationist

Bork provided NRCS program updates. The deadline to sign up for Environmental Quality Incentives Program (EQIP) is January 19th. Eligibility will follow the 2018 guidelines. Conservation Stewardship Program (CSP) payments and contract modifications for 2018 have been completed. Renewals and sign up for 2019 CSP are on hold, pending Federal budget outcomes. The farm bill will feature increases to the CRP cap to be phased in over the next 5 years. Bork will continue as acting DC through December 21st. As of now, the Ultima contract has not been renewed for the administrative assistant position. The NRCS is waiting for the announcement to see if they will be affected by a potential Federal government shut-down.

c. County Commissioners

Commissioner Anderson reported that the County's Truth in Taxation meeting was held on December 4th. The County final levee will be approximately 5.8%. The broadband task force is seeking grant opportunities at the Federal level and hoping to source state funding. The County is moving ahead with implementing ditch inspection procedures. These will be included with the One Watershed One plan goals. The Wetland Conservation Act review of policy meetings are being held. Kurt Daudt will be asked to allow counties to comment on modifications to laws affecting the Wetland Conservation Act. Anderson mentioned that there will be an Organic Farming Conference in St Cloud on January 10-11.

d. Committee Reports

The Metro Conservation District (MCD) meeting was held on November 28th. The MCD sent a letter to Ramsey County inviting them to participate with the MCD. There was low attendance at the 11/28 meeting due to bad weather.

6. New Business

a. Authorization to provide payment to Shoreline Landscaping for Spencer Brook Township Tiger Street Rain Gardens for Blue Lake Clean Water Fund Grant.

A copy of the invoice from Shoreline landscaping was presented for the board to review.

Motion/Seconded Larsen/Koczur To approve payment to Shoreline Landscaping in the amount of \$12,599 for raingardens installed in Spencer Brook Township during the fall of 2018.

Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander

Opposed: None. Motion carried.

b. Personnel evaluation outcomes or action

Determan presented increases that were recommended by the personnel committee based on performance reviews.

Motion/Seconded Koczur/Kilpatrick To approve the following pay rate changes effective 1/1/2019:

Kulaf from \$22.99 to 23.58 (2.6%)

Determan from \$36.70 to 37.55 (2.6%)

Zimmermann from \$19.63 to 20.69 (5.4%)

Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander

Opposed: None. Motion carried.

c. Authorization to amend the Contract for Services between Isanti SWCD and Anoka Conservation District (ACD) for Enhancing the Rum River Shore Habitat (Conservation Partners Legacy Grant).

Determan and the ACD requested a modification of the contract between the SWCD's for the Rum River Revetment project to allow for changes to funds allocations so that more projects can be completed with the remaining funding. The overall amount of the grant stays the same. As a result of this change the Isanti SWCD will directly pay for equipment and tool expenses rather than reimbursing the Anoka SWCD.

Motion/Seconded Anderson/Koczur To approve amending the Contract for Services between the Isanti SWCD and ACD for enhancing the Rum River shore habitat with revetments by modifying the professional services element.

Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander

Opposed: None. Motion carried.

d. Federal Shutdown Procedures

Determan explained that as long as the NRCS is funded, the SWCD will be able to access the offices. If Federal agency funding is suspended, the District will be prepared to function off-site to continue to provide services to the residents of Isanti County and our partner agencies.

7. Old Business

a. Adopt 2019 Budget

Previous to the board meeting the finance committee reviewed the 2019 budget with Determan.

Motion/Seconded Larsen/Anderson To approve the 2019 budget.

Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander

Opposed: None. Motion carried.

b. Clean Water Fund Grants

Determan informed the board that the SWCD didn't receive any additional Clean Water Fund grant funding.

c. Support FY18 Capacity Funds for Green Lake Capacity Building

Determan requested dedication of \$10,000 of District capacity funds to start projects on Green Lake. The Green Lake LID would provide \$5,000 in matching funds for a total of \$15,000 available.

Motion/Seconded Koczur/Larsen To approve dedicating \$10,000 of District capacity funds towards projects on Green Lake. This funding would be available until 12/31/2020.

Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander

Opposed: None. Motion carried.

8. Informational/Announcements

a. Program updates/other:

Rum 1W1P, Private Forest Management in Rum River Watershed: Landscape Stewardship Plan, Rum Re-meander Project, 319 small watersheds

b. Upcoming meetings/events: Lower St. Croix Policy Meeting: January 28th, 4-6 PM.

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

9. Adjourn

Motion/Seconded Koczur/Larsen To adjourn the meeting at 9:54 am.

Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander

Opposed: None. Motion carried.

Barb Kilpatrick, Board Secretary

Date