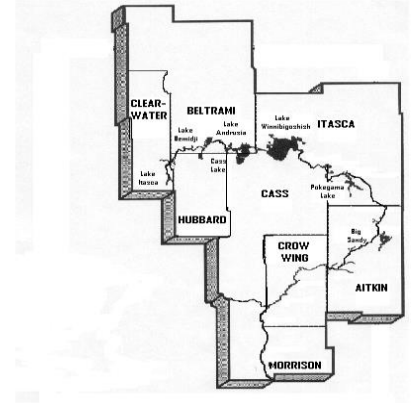




**Mississippi Headwaters Board  
Meeting Agenda  
Cass County Courthouse  
Walker, MN  
April 15, 2016  
10:00 am**



- **Call to Order/Pledge of Allegiance**

**Approve/Amend**

- **Agenda**
- **Consent Agenda – March.'16 Minutes & Expenses (att. 1 & 2)**
- **ED Staff Report & Correspondence (att. 3)**

**Planning and Zoning (Actions)**

None

**Action / Discussion Items:**

- AIS Media Campaign- Chip Leer
- 1 Watershed 1 Plan presentation- Shawn Tracy
- NJPA Letter of Support (att. 4)
- Resolution 2016-02 (att. 5)
- LSOHC contractor (att. 6)

**Misc:** ☀ Legislature Update (if any)      ☀ County Updates (if any)

**Meeting Adjourned - Thank you**

**Mtgs:**

**May 20, '16, 10:00 AM – MHB Board meeting- Walker, MN**

## **Attachment 1 & 2**

Draft Minutes

Monthly Expenses

## **Mississippi Headwaters Board**

**(MHB) March 25, 2016**

**Cass County Courthouse, Walker MN  
56484**

### **MEETING MINUTES**

**Members present:** Kevin Maurer (Morrison), Cal Johannsen (Hubbard), Scott Bruns (Cass), Dean Newland (Clearwater), Paul Thiede (Crow Wing) and Tim Terrill (Executive Director).

**Others Present:** Senator Bob Lasard and Julie Blackburn of RESPEC.

**Chairman Maurer called the meeting to order followed by the Pledge of Allegiance.**

**M/S Newland/Thiede to accept the proposed changes to the agenda as follows:  
Discuss meeting with the Governor's aid. Motion Carried.**

**M/S Johannsen/Thiede to accept the consent agenda. Motion Carried.**

#### **Executive Director's Report**

- Held meeting with MPCA.
- Helped WSB to plan 2016 Water Monitoring Budget.
- Drafted an eligibility announcement letter for the LSOHC program.
- Busy working with AIS media from DNR to put on the social media site.
- Participated in a teleconference with NRCS to discuss the pollinator's initiative.
- Attended the Grand Rapids WRAPS meeting and discussed the zonation model.
- Talked with Gary Leaf about attending the Governors' Deer Hunting Opener. Produced a list of other possible outreach opportunities within each of the eight counties in the MHB.
- Attended meeting with the City Council of Little Falls to discuss various storm water implementation options and funding issues. Tim is trying to get a meeting scheduled with Helen McLennan of the Morrison SWCD and the city engineer next.
- Itasca County will be contributing funding to the AIS Awareness Campaign. Hubbard County may contribute some funds next year. Beltrami is undecided right now because their P&Z department is undergoing some changes.

#### **Action/Discussion Items**

Video presentation was given by Julie Blackburn of RESPEC. She thanked the board for allowing her some time on the agenda. She gave a brief demonstration of what a Story Map is, and what she would like to place on the Story Map.

Tim drafted a letter on behalf of the MHB detailing the concerns of many of the resort owners within the MHB area. Most of the resort owners desire to do the right thing toward AIS on their resort property; however, the DNR AIS training schedule is not sufficient enough to enable all interested inspectors to make the training. MHB would strongly urge the DNR to consider a pilot project for expanded AIS training of resort owners.

**M/S Thiede/Newland to sign and send the letter as drafted by Tim regarding AIS training for resort owners. Motion carried.**

Tim presented the Board with educational opportunities available to bring about MHB awareness regarding the table top display. However, the board feels that there is just not enough consensus or an approved outreach budget yet to make a decision on this matter.

Discussed whether or not the board wanted to meet with the Governors' aide or not. Bob Lessard suggested that the MHB board members should meet with the aide. Tim will contact her and schedule a meeting, place and time.

Next meeting to be held April 15th at the Cass County Commissioners meeting room in the Cass County Courthouse.

**M/S Johannsen/Thiede to adjourn. Motion carried.**

---

**Kevin Maurer, Chairman**

---

**Tim Terrill, Executive Director**

04/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

P 1  
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
74	74-00-000-000-000-0000-10001-	Cash & Pooled Investments							
16/03	57 03/04/16	PRJ					-3,663.38	-3,663.38	
16/03	110 03/08/16	APP A0308					-72,884.00	-76,547.38	
	A030816								
16/03	245 03/16/16	APP A0315					-2.50	-76,549.88	
	A031516								
16/03	263 03/18/16	PRJ					-3,529.41	-80,079.29	
16/03	431 03/29/16	APP A0329					-860.50	-80,939.79	
	A032916								
16/03	505 03/31/16	GNI FEB					-304.17	-81,243.96	
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
16/03	560 03/31/16	GEN					-525.00	-81,768.96	
	RECURRING	SYSTEM GENERATED DUE TO LINE							
	LEDGER BALANCES --- DEBITS:		.00	CREDITS:		-81,768.96	NET:	-81,768.96	
74	74-00-000-000-000-0000-20050-	Vouchers Payable							
16/03	108 03/08/16	API B 516					-72,884.00	-72,884.00	
	W A030816								
16/03	110 03/08/16	APP A0308					72,884.00	.00	
	A030816	AP CASH DISBURSEMENTS JOURNAL							
16/03	244 03/16/16	API B 530					-2.50	-2.50	
	W A031516								
16/03	245 03/16/16	APP A0315					2.50	.00	
	A031516	AP CASH DISBURSEMENTS JOURNAL							
16/03	414 03/28/16	API B 549					-860.50	-860.50	
	W A032916								
16/03	431 03/29/16	APP A0329					860.50	.00	
	A032916	AP CASH DISBURSEMENTS JOURNAL							
	LEDGER BALANCES --- DEBITS:		73,747.00	CREDITS:		-73,747.00	NET:	.00	

04/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

P 2  
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
74	74-00-000-000-000-0000-38400-	Expenditures							
16/03	57 03/04/16 PRJ pr0304 1160304 1160304 pay030416 WARRANT=160304 RUN=1 BI-WEEKL						3,663.38	3,663.38	
16/03	108 03/08/16 API B 516 W A030816						19,884.00	23,547.38	
16/03	244 03/16/16 API B 530 W A031516						2.50	23,549.88	
16/03	263 03/18/16 PRJ pr0318 1160318 1160318 pay031816 WARRANT=160318 RUN=1 BI-WEEKL						3,529.41	27,079.29	
16/03	414 03/28/16 API B 549 W A032916						860.50	27,939.79	
16/03	505 03/31/16 GNI FEB WF PCARD						304.17	28,243.96	
16/03	560 03/31/16 GEN RECURRING						525.00	28,768.96	
	LEDGER BALANCES --- DEBITS:		28,768.96		CREDITS:	.00	NET:	28,768.96	
74	74-00-000-000-000-0000-38500-	Revenues							
16/03	108 03/08/16 API B 516 W A030816						53,000.00	53,000.00	
	LEDGER BALANCES --- DEBITS:		53,000.00		CREDITS:	.00	NET:	53,000.00	
74830	74-00-830-000-000-000-0000-58300-	Miscellaneous Other Revenue							
16/03	108 03/08/16 API 003845 18874 5073 W A030816 NJPA PAYMENT TO FWS Fishing the Wildside						53,000.00	53,000.00	
	LEDGER BALANCES --- DEBITS:		53,000.00		CREDITS:	.00	NET:	53,000.00	
74830	74-00-830-000-000-000-0000-61000-	Salaries & Wages - Regular							
16/03	57 03/04/16 PRJ pr0304 1160304 1160304 pay030416 WARRANT=160304 RUN=1 BI-WEEKL						2,584.89	2,584.89	

04/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

P 3  
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
16/03	263 03/18/16	PRJ pr0318	1160318	1160318			2,370.82	4,955.71
	pay031816	WARRANT=160318	RUN=1	BI-WEEKL				
	LEDGER BALANCES --- DEBITS:		4,955.71		CREDITS:	.00	NET:	4,955.71
74830	74-00-830-000-000-000-0000-61200- Active Insurance							
16/03	57 03/04/16	PRJ pr0304	1160304	1160304			701.86	701.86
	pay030416	WARRANT=160304	RUN=1	BI-WEEKL				
16/03	263 03/18/16	PRJ pr0318	1160318	1160318			706.01	1,407.87
	pay031816	WARRANT=160318	RUN=1	BI-WEEKL				
	LEDGER BALANCES --- DEBITS:		1,407.87		CREDITS:	.00	NET:	1,407.87
74830	74-00-830-000-000-000-0000-61300- Employee Pension & FICA							
16/03	57 03/04/16	PRJ pr0304	1160304	1160304			376.63	376.63
	pay030416	WARRANT=160304	RUN=1	BI-WEEKL				
16/03	263 03/18/16	PRJ pr0318	1160318	1160318			347.58	724.21
	pay031816	WARRANT=160318	RUN=1	BI-WEEKL				
	LEDGER BALANCES --- DEBITS:		724.21		CREDITS:	.00	NET:	724.21
74830	74-00-830-000-000-000-0000-62100- Telephone							
16/03	244 03/16/16	API 006205	19498	5097	B		1.79	1.79
	W A031516	MARCH CTC & 2/1-2/29	LD CALLS	Consolidated Telecom				
16/03	244 03/16/16	API 006205	19498	5097	B		.71	2.50
	W A031516	MARCH CTC & 2/1-2/29	LD CALLS	Consolidated Telecom				
16/03	263 03/18/16	PRJ pr0318	1160318	1160318			55.00	57.50
	pay031816	WARRANT=160318	RUN=1	BI-WEEKL				
	LEDGER BALANCES --- DEBITS:		57.50		CREDITS:	.00	NET:	57.50
74830	74-00-830-000-000-000-0000-62680- Non-Employee Per Diems							
16/03	263 03/18/16	PRJ pr0318	1160318	1160318			50.00	50.00
	pay031816	WARRANT=160318	RUN=1	BI-WEEKL				

04/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

P 4  
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
16/03	414 03/28/16 API 100532			20215	5232	B	50.00	100.00
	W A032916 MHB MEETING PER DIEM			Morrison County Audi				
16/03	414 03/28/16 API 002534			20218	5233	B	50.00	150.00
	W A032916 MHB MEETING PER DIEM AND MILEA			Newland, Dean				
16/03	414 03/28/16 API 002837			20220	5228	B	50.00	200.00
	W A032916 MHB MEETING PER DIEM AND MILEA			Johannsen, Calvin				
	LEDGER BALANCES --- DEBITS:			200.00				
				CREDITS:			.00	NET: 200.00
74830	74-00-830-000-000-000-62720-							Non-Employee Mileage
16/03	414 03/28/16 API 002833			20217	5229	B	83.16	83.16
	W A032916 MHB MEETING MILEAGE			Maurer, Kevin J.				
16/03	414 03/28/16 API 002534			20218	5233	B	59.40	142.56
	W A032916 MHB MEETING PER DIEM AND MILEA			Newland, Dean				
16/03	414 03/28/16 API 002837			20220	5228	B	27.00	169.56
	W A032916 MHB MEETING PER DIEM AND MILEA			Johannsen, Calvin				
	LEDGER BALANCES --- DEBITS:			169.56				
				CREDITS:			.00	NET: 169.56
74830	74-00-830-000-000-000-62990-							Prof. & Tech. Fee - Other
16/03	108 03/08/16 API 003845			18875	5073	B	19,884.00	19,884.00
	W A030816 IF GRANT TO FWS			Fishing the Wildside				
16/03	414 03/28/16 API 101308			20230	5270	B	540.94	20,424.94
	W A032916 MPCA WSB INVOICE #9			WIDSETH SMITH NOLTIN				
16/03	560 03/31/16 GEN					B	525.00	20,949.94
	RECURRING FINANCIAL SERVICE							
	LEDGER BALANCES --- DEBITS:			20,949.94				
				CREDITS:			.00	NET: 20,949.94
74830	74-00-830-000-000-000-63320-							Employee Mileage
16/03	505 03/31/16 GNI FEB					B	84.24	84.24
	WF PCARD WRAPS Grand Rapids communicat							
				TIM TERRILL-OOP				
16/03	505 03/31/16 GNI FEB					B	35.32	119.56
	WF PCARD Cass County Board meeting							



04/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

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glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
16/03	505 03/31/16			TIM TERRILL-OOP GNI FEB		B	26.68	146.24
	WF PCARD			Sentinel Landscape meeting				
16/03	505 03/31/16			TIM TERRILL-OOP GNI FEB		B	57.24	203.48
	WF PCARD			MHB monthly meeting				
16/03	505 03/31/16			TIM TERRILL-OOP GNI FEB		B	51.25	254.73
	WF PCARD			GR WRAPS zonation modeling pr				
				TIM TERRILL-OOP				
	LEDGER BALANCES --- DEBITS:			254.73	CREDITS:	.00	NET:	254.73
74830	74-00-830-000-000-0000-64090- Office Supplies							
16/03	505 03/31/16			GNI FEB		B	36.48	36.48
	WF PCARD			display connectors				
16/03	505 03/31/16			TIM TERRILL-DOWNING DISPLAYS INC GNI FEB		B	5.00	41.48
	WF PCARD			parking				
16/03	505 03/31/16			TIM TERRILL-DULUTH ENTERTAINMENT CON GNI FEB		B	2.72	44.20
	WF PCARD			mailing MHB guidebook				
16/03	505 03/31/16			TIM TERRILL-USPS 26110004033407503 GNI FEB		B	2.52	46.72
	WF PCARD			agenda packet				
16/03	505 03/31/16			TIM TERRILL-USPS 26110004033407503 GNI FEB		B	2.72	49.44
	WF PCARD			mailing MHB guidebook				
				TIM TERRILL-USPS 26110004033407503				
	LEDGER BALANCES --- DEBITS:			49.44	CREDITS:	.00	NET:	49.44
	GRAND TOTAL --- DEBITS:			237,284.92	CREDITS:	-155,515.96	NET:	81,768.96

51 Records printed

\*\* END OF REPORT - Generated by Jason Rausch \*\*

## **Attachment 3**

### Executive Directors Report

# Executive Director Report

March 2016 – April 2016

## Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed over monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Held weekly call in meeting with MPCA.
5. Sent in electronic data processing coverage report to MCIT.
6. Sent request out to Julie Larson from the No. MN Regional Science Fair to see if any award recipient students were interested in presenting their projects before the MHB Board.
7. Worked to set up meeting between the MHB Commissioners and the Governor's Sr. Policy Analyst, Molly Peterson.
8. Talked with landowner and explained the MHB Comprehensive Plan regarding the agricultural practices section.
9. Set up meeting with Aitkin County Land Dept. to present our MHB sub watershed prioritization process to them. They are really interested in what I presented at the Fisheries and Forestry conference and want me to share it with staff.
10. Processed Guidebook request.
11. Submitted Biennial Budget Review to BWSR for calendar year 7/1/17 – 6/30/19. The MHB has over \$2.3M that could be potentially applied for in 4 cities.
12. Sent out request for AIS content to contact list.
13. Expect a LSOHC application and NJPA application at next board meeting.

## Meetings & Networking

1. Met with Little Falls and Bemidji to discuss possible stormwater Clean Water Legacy grant for 2017.
2. Video of the MHB and what we are trying to accomplish with AIS through the NJPA grant was filmed. NJPA will produce and distribute this video to their vendors and audience via social media and other conferences.
3. Held phone interview with Gene Rebeck who writes articles for the Initiative Foundation. I was interviewed about the MHB AIS program and how it was developed and distributed. If selected, an article will be written in the IQ magazine, which produces articles about what the Initiative Foundation is doing in North Central, MN.
4. Met with the NCCR to discuss who is applying for LSOHC funding this year. A reporter from the Star Tribune was present and will write a story about drinking water and where it originates, threats, and the current efforts being done in this area.
5. Met with Enbridge and Barr Engineering to discuss potential projects. Lake Irving will be further investigated and a top priority, and Cass Lake and Grand Rapids will be

investigated further for MHB and Enbridge value agreement. A desktop analysis will be performed by Barr engineering to broaden the scope, and a matrix will be developed as a cost benefit analysis through Envision.

6. Attended Morrison County Local Water Plan task force meeting.
7. Attended meeting with Governor's Sr. Policy Advisor, Molly Pederson.

## **Planning and Zoning**

**None**

## **Attachment 4, 5 & 6**

AIS media campaign presentation  
1 Watershed 1 Plan presentation  
NJPA Letter of Support  
Resolution 2016-02  
LSOHC Contractor



## Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St – Brainerd, MN 56401

Web Site: [www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)

Date: April 15, 2016

National Joint Powers Alliance  
202 12<sup>th</sup> Street NE  
Staples, MN 56479

Dear Anna Gruber,

The Mississippi Headwaters Board (MHB) mission is to enhance and protect outstanding and unique natural, scientific, historical, recreational, and cultural values in the first 400 miles of the Mississippi River from its source at Lake Itasca in Clearwater County to the southerly boundary of Morrison County, Minnesota.

The MHB recognizes that a consistent and coordinated multi-county aquatic invasive species (AIS) awareness campaign is vital to the protection of the many lakes, streams, and rivers in Minnesota. That is why the MHB eight county Joint Powers Board supports an application to the Innovative Funding program of the National Joint Powers Alliance to promote funding of an AIS distribution awareness campaign.

Sincerely,

Kevin J. Maurer

MHB Chairman



## RESOLUTION 2016-02

### Mississippi Headwaters Board

---

At a regularly scheduled meeting of the Mississippi Headwaters Board held on April 15, 2016, Commissioner \_\_\_\_\_ offered the following resolution and moved its adoption:

The Mississippi Headwaters Board (MHB) hereby resolves that the MHB Executive Director has the authority to prepare, submit and sign grant proposal(s) with approval from the MHB of such action, and sign a grant agreement if a grant application is approved.

Commissioner \_\_\_\_\_ seconded the motion for the adoption of the resolution and it was declared adopted upon the following vote: \_\_\_\_ Ayes, \_\_\_\_ Nays.

---

I, Tim D Terrill, Executive Director of the Mississippi Headwaters Board, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 15<sup>th</sup> of April A.D. 2016, and the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL  
At Walker, Minnesota, this 25th day of April, A.D. 2016.

---

Tim D Terrill – Executive Director

---



**Personnel - MHB**

Position	FTE	Over # of years	LSOHC Request	Anticipated Leverage	Leverage Source	Total
Program Coordinator	0.10	2.00	568,000	50		568,000
Administration	0.10	2.00	52,000	50		52,000
Total	0.20	6.00	571,000	50		571,000