

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
August 24, 2018
Cass County Courthouse
Walker, MN 56484

MEETING
MINUTES

Members present: Paul Thiede (Crow Wing), Davin Tinquist (Itasca), Anne Marcotte (Aitkin), Keith Winger (Beltrami), Cal Johannsen (Hubbard), and Tim Terrill (Executive Director).

Others Present: Greg Kaiser (Gull Lake Productions), Chip Leer (Fishing the Wildside), Marcel Noway (Hubbard SWCD)

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

M/S (Johannsen/Tinquist) to approve of the agenda with the addition of the 1 Watershed 1 Plan opportunity. Motion Carried.

M/S (Tinquist/Winger) to approve of the consent agenda. Motion Carried.

Planning & Zoning

None

Action/Discussion Items Executive Director Report

Tim gave a brief update on Canoe Days.

Tim explained that BWSR came and did a story on the Miss. Headwaters Habitat Corridor project and that it should be released in the next 3 or 4 months.

Tim reported that he is in the process of meeting with the counties to discuss the potential MHB Lakes program.

Tim reported that the MHB social media program is going well and DNR is developing a positive social media campaign in which we can use some of their posts to display on MN Traditions.

A few years ago the MHB did a stormwater retrofit analysis on cities that have a border on the Miss. River. Our report stated that there was a possibility for a buffer to be created on Little Rabbit Lake. Crow Wing SWCD is working on a project where a road in Riverton may be removed and replaced in a different location and a buffer will need to be created on Little Rabbit Lake. Tim stated that this is only in the conceptual stage right now, but wanted to alert the board that funding a stormwater buffer is something the MHB could look into when the time is right.

1W1P opportunity- Tim said that he has been attending the Leech Lake 1W1P meetings to follow the process. He noted that during the administration discussion that there is a possibility the policy committee may

consider having Cass county be the fiscal agent and the Leech Lake Area Watershed Foundation be the coordinator for the watershed once the plan is completed and funded. Tim brought up the idea that since the Upper Miss., Grand Rapids, and Brainerd watersheds all contain the Mississippi River that this might be an opportunity for the MHB to become a coordinator once these plans are finished. Discussion ensued by the board and it was brought up that the governance issue is a big issue because Joint Powers law is a bit foggy now. It appears that BWSR is really pushing this 1W1P due to reducing the competition of grants and creating base funding. There was a real concern about who attends the watershed meetings and if county representation is present at those meetings. Consensus was obtained that Tim should monitor the process.

AIS and County report- Greg Kaiser gave a context update on the MN Traditions 2.0 campaign. He stated that some of the positives and some of the adaptations made to the AIS portion of the campaign. One challenge was fraud software that caused him to have to reengineer some of the fences. Also, revisions had to be made to the geofences since high counts were being served at certain accesses. He explained that after adjusting the geofences, over delivery, under delivery and inconsistency of counts were still a problem because of multiple variables. The goal of the campaign was to educate the public about AIS and geofences are good for gathering an audience but not a hard count. So changes were made so that funding for the underperforming tactic was shifted to one of the better performing tactics like contextual retargeting. Discussion ensued about the variables and the question was asked to Greg if he delivered what he said he would deliver. Greg stated that from an outreach perspective on the AIS campaign it delivered exactly what it said it would do, but the count was not reliable. Tim summed up the conversation saying that the Rec campaign (trails, parks) did not performed and that the MHB will receive any unspent funding from that campaign back into their budget. The AIS campaign will shift to other performing tactics. Based on the conversation at the end of the AIS season we should bring in some AIS coordinators in November to what we are getting and buying, what the results have been. The board is looking forward to the report.

Comp Plan revision- The board reviewed Sections I-N.4.

County Updates- Aitkin is holding a strategic planning session.

Legislative Updates- None

M/S (Marcotte/Winger) to adjourn. Motion carried.

Chairman Paul M. Thiede

Executive Director Tim Terrill

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 08 TO 2018 08

P 1
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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	10001	Cash & Pooled Investments							
						SOY BALANCE		298,580.61	
					PER 01		173,155.22	471,735.83	
					PER 02		22,474.25	494,210.08	
					PER 03		-177,597.42	316,612.66	
					PER 04		65,321.92	381,934.58	
					PER 05		-11,618.98	370,315.60	
					PER 06		-7,105.91	363,209.69	
					PER 07		-16,677.63	346,532.06	
18/08	159 08/01/18	GNI					8,255.20	354,787.26	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
18/08	169 08/03/18	PRJ					-3,643.12	351,144.14	
18/08	350 08/10/18	APP VOID					76.75	351,220.89	
	C050917								
18/08	421 08/14/18	APP A0814					-4,538.10	346,682.79	
	A081418								
18/08	490 08/17/18	PRJ					-3,794.96	342,887.83	
18/08	593 08/21/18	GNI					-386.95	342,500.88	
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
18/08	750 08/28/18	APP A0828					-396.20	342,104.68	
	A082818								
18/08	805 08/31/18	PRJ					-2,924.17	339,180.51	
18/08	811 08/30/18	APP VOID					109.38	339,289.89	
	A062017								
18/08	875 08/31/18	GEN					-525.00	338,764.89	
	RECURRING	SYSTEM GENERATED DUE TO LINE							
	LEDGER BALANCES	---	DEBITS:	269,392.72	CREDITS:	-229,208.44	NET:	40,184.28	
74	20050	Vouchers Payable							
						SOY BALANCE		.00	
18/08	350 08/10/18	APP VOID					-76.75	-76.75	
	13027	AP CASH DISBURSEMENTS JOURNAL							
18/08	419 08/14/18	API B 2782					-2.71	-79.46	
	W A081418			Unknown					
18/08	420 08/14/18	API B 2777					-4,458.64	-4,538.10	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 08 TO 2018 08

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ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	W A081418				Unknown					
18/08	421	08/14/18	APP A0814					4,538.10	.00	
	A081418		AP CASH DISBURSEMENTS JOURNAL							
18/08	749	08/28/18	API B 2818					-396.20	-396.20	
	W A082818				Unknown					
18/08	750	08/28/18	APP A0828					396.20	.00	
	A082818		AP CASH DISBURSEMENTS JOURNAL							
18/08	811	08/30/18	APP VOID					-109.38	-109.38	
	10905		AP CASH DISBURSEMENTS JOURNAL							
	LEDGER BALANCES --- DEBITS:			4,934.30		CREDITS:	-5,043.68	NET:	-109.38	
74	38400	Expenditures				SOY BALANCE			.00	
						PER 01		17,694.04	17,694.04	
						PER 02		11,140.97	28,835.01	
						PER 03		183,481.47	212,316.48	
						PER 04		14,263.36	226,579.84	
						PER 05		11,618.98	238,198.82	
						PER 06		12,868.21	251,067.03	
						PER 07		18,879.29	269,946.32	
18/08	169	08/03/18	PRJ pr0803 1180803 1180803					3,643.12	273,589.44	
	pay0803		WARRANT=180803 RUN=1 BI-WEEKL							
18/08	419	08/14/18	API B 2782					2.71	273,592.15	
	W A081418				Unknown					
18/08	420	08/14/18	API B 2777					4,458.64	278,050.79	
	W A081418				Unknown					
18/08	490	08/17/18	PRJ PR0817 1180817 1180817					3,794.96	281,845.75	
	PAY081718		WARRANT=180817 RUN=1 BI-WEEKL							
18/08	593	08/21/18	GNI					386.95	282,232.70	
	WF PCARD									
18/08	749	08/28/18	API B 2818					396.20	282,628.90	
	W A082818				Unknown					
18/08	805	08/31/18	PRJ PR0831 1180831 1180831					2,924.17	285,553.07	
	PAY083118		WARRANT=180831 RUN=1 BI-WEEKL							
18/08	875	08/31/18	GEN					525.00	286,078.07	
	RECURRING									
	LEDGER BALANCES --- DEBITS:			286,078.07		CREDITS:	.00	NET:	286,078.07	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 08 TO 2018 08

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	38500	Revenues							
							SOY BALANCE	.00	
					PER 01		-190,849.26	-190,849.26	
					PER 02		-33,615.22	-224,464.48	
					PER 03		-5,884.05	-230,348.53	
					PER 04		-79,585.28	-309,933.81	
					PER 06		-5,762.30	-315,696.11	
					PER 07		-2,201.66	-317,897.77	
18/08	159 08/01/18	GNI					-8,255.20	-326,152.97	
	ST OF MN								
							LEDGER BALANCES --- DEBITS:	.00	
							CREDITS:	-326,152.97	
							NET:	-326,152.97	
74830	53290	Natural Resources							
							REVISED BUDGET		.00
					PER 01		-27,571.56	-27,571.56	
					PER 02		-5,838.18	-33,409.74	
					PER 04		-76,475.98	-109,885.72	
18/08	159 08/01/18	GNI					-8,255.20	-118,140.92	
	ST OF MN	INV 8							
							LEDGER BALANCES --- DEBITS:	.00	
							CREDITS:	-118,140.92	
							NET:	-118,140.92	
74830	61000	Salaries & Wages - Regular							
							REVISED BUDGET		.00
					PER 01		4,955.02	4,955.02	
					PER 02		4,955.03	9,910.05	
					PER 03		7,804.16	17,714.21	
					PER 04		5,078.90	22,793.11	
					PER 05		5,078.89	27,872.00	
					PER 06		5,078.90	32,950.90	
					PER 07		5,078.90	38,029.80	
18/08	169 08/03/18	PRJ pr0803	1180803	1180803			2,539.45	40,569.25	
	pay0803	WARRANT=180803	RUN=1	BI-WEEKL					
18/08	490 08/17/18	PRJ PR0817	1180817	1180817			2,539.45	43,108.70	
	PAY081718	WARRANT=180817	RUN=1	BI-WEEKL					
18/08	805 08/31/18	PRJ PR0831	1180831	1180831			2,539.45	45,648.15	
	PAY083118	WARRANT=180831	RUN=1	BI-WEEKL					
							LEDGER BALANCES --- DEBITS:	45,648.15	
							CREDITS:	.00	
							NET:	45,648.15	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 08 TO 2018 08

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	61200	Active Insurance							
							REVISED BUDGET		.00
					PER 01		1,470.56	1,470.56	
					PER 02		1,469.38	2,939.94	
					PER 03		1,449.18	4,389.12	
					PER 04		1,448.94	5,838.06	
					PER 05		1,476.12	7,314.18	
					PER 06		1,479.24	8,793.42	
					PER 07		1,476.92	10,270.34	
18/08	169 08/03/18	PRJ pr0803	1180803	1180803			734.47	11,004.81	
	pay0803	WARRANT=180803	RUN=1	BI-WEEKL					
18/08	490 08/17/18	PRJ PR0817	1180817	1180817			747.51	11,752.32	
	PAY081718	WARRANT=180817	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		11,752.32		CREDITS:	.00	NET:	11,752.32	
74830	61300	Employee Pension & FICA							
							REVISED BUDGET		.00
					PER 01		722.96	722.96	
					PER 02		725.48	1,448.44	
					PER 03		1,151.16	2,599.60	
					PER 04		738.28	3,337.88	
					PER 05		747.26	4,085.14	
					PER 06		747.20	4,832.34	
					PER 07		747.24	5,579.58	
18/08	169 08/03/18	PRJ pr0803	1180803	1180803			369.20	5,948.78	
	pay0803	WARRANT=180803	RUN=1	BI-WEEKL					
18/08	490 08/17/18	PRJ PR0817	1180817	1180817			378.00	6,326.78	
	PAY081718	WARRANT=180817	RUN=1	BI-WEEKL					
18/08	805 08/31/18	PRJ PR0831	1180831	1180831			384.72	6,711.50	
	PAY083118	WARRANT=180831	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		6,711.50		CREDITS:	.00	NET:	6,711.50	
74830	62100	Telephone							
							REVISED BUDGET		.00
					PER 01		60.42	60.42	
					PER 02		59.83	120.25	
					PER 03		57.43	177.68	
					PER 04		58.89	236.57	
					PER 05		57.15	293.72	
					PER 06		56.86	350.58	
					PER 07		60.65	411.23	
18/08	419 08/14/18	API 006205		81451	15943		1.72	412.95	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 08 TO 2018 08

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ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
18/08	749	08/28/18	API 002837		82344	16092		27.25	1,965.27		
	W A082818	MHB MEETING/MILEAGE	08.24.18		JOHANNSEN, CALVIN						
18/08	749	08/28/18	API 004028		82346	16101		43.05	2,008.32		
	W A082818	MHB MEETING/MILEAGE	08.24.18		WINGER, KEITH						
18/08	749	08/28/18	API 001099		82347	16093		60.50	2,068.82		
	W A082818	MHB MEETING/MILEAGE	08.24.18		MARCOTTE, ANNE						
LEDGER BALANCES --- DEBITS:				2,068.82	CREDITS:			.00	NET:	2,068.82	
74830	62990	Prof. & Tech. Fee - Other									
										REVISED BUDGET	.00
								PER 01	5,226.89	5,226.89	
								PER 02	2,783.18	8,010.07	
								PER 03	172,078.09	180,088.16	
								PER 04	6,531.48	186,619.64	
								PER 05	2,454.84	189,074.48	
								PER 06	4,491.51	193,565.99	
								PER 07	10,196.54	203,762.53	
18/08	420	08/14/18	API 002876		81410	15950		145.50	203,908.03		
	W A081418	PACELAB #26			PACE ANALYTICAL SERV						
18/08	420	08/14/18	API 002876		81411	15950		97.00	204,005.03		
	W A081418	PACE LAB #26			PACE ANALYTICAL SERV						
18/08	420	08/14/18	API 002876		81412	15950		203.00	204,208.03		
	W A081418	PACE LAB #26			PACE ANALYTICAL SERV						
18/08	420	08/14/18	API 002876		81413	15950		203.00	204,411.03		
	W A081418	PACE LAB #26			PACE ANALYTICAL SERV						
18/08	420	08/14/18	API 101308		81422	15955		3,810.14	208,221.17		
	W A081418	wsn invoice #26			WIDSETH SMITH NOLTIN						
18/08	875	08/31/18	GEN					525.00	208,746.17		
		RECURRING FINANCIAL SERVICE									
LEDGER BALANCES --- DEBITS:				208,746.17	CREDITS:			.00	NET:	208,746.17	
74830	63320	Employee Mileage									
										REVISED BUDGET	.00
								PER 01	220.96	220.96	
								PER 02	440.36	661.32	
								PER 03	472.75	1,134.07	
								PER 04	222.91	1,356.98	
								PER 05	590.08	1,947.06	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 08 TO 2018 08

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
					PER 06		539.62	2,486.68	
					PER 07		598.53	3,085.21	
18/08	593 08/21/18 GNI						26.81	3,112.02	
	WF PCARD		1434 - Easement visit						
			TIM TERRILL-OOP						
18/08	593 08/21/18 GNI						26.92	3,138.94	
	WF PCARD		1434 - Camp Ripley CRSL MTG						
			TIM TERRILL-OOP						
18/08	593 08/21/18 GNI						32.70	3,171.64	
	WF PCARD		1434 - Camp Ripley Sentinel						
			TIM TERRILL-OOP						
18/08	593 08/21/18 GNI						56.14	3,227.78	
	WF PCARD		1434 - Northern Counties MTG						
			TIM TERRILL-OOP						
18/08	593 08/21/18 GNI						57.77	3,285.55	
	WF PCARD		1434 - Leech Lake 1W1P						
			TIM TERRILL-OOP						
18/08	593 08/21/18 GNI						57.77	3,343.32	
	WF PCARD		1434 - MHB monthly MTG						
			TIM TERRILL-OOP						
18/08	593 08/21/18 GNI						73.58	3,416.90	
	WF PCARD		1434 - Aitkin MTG-new LSOHC						
			TIM TERRILL-OOP						
	LEDGER BALANCES --- DEBITS:		3,416.90		CREDITS:	.00	NET:	3,416.90	
74830	64090		Office Supplies						
					REVISED BUDGET				.00
					PER 01		131.87	131.87	
					PER 02		30.82	162.69	
					PER 03		6.15	168.84	
					PER 04		22.96	191.80	
					PER 05		199.69	391.49	
					PER 06		27.23	418.72	
					PER 07		5.43	424.15	
18/08	593 08/21/18 GNI						1.84	425.99	
	WF PCARD		agenda macket mailing						
			TIM TERRILL-USPS PO 2611000401						
18/08	593 08/21/18 GNI						2.66	428.65	
	WF PCARD		guidebook mailing						
			TIM TERRILL-USPS PO 2611000401						
18/08	593 08/21/18 GNI						4.98	433.63	
	WF PCARD		Board snack						
			TIM TERRILL-SUPER ONE FOODS #45						
	LEDGER BALANCES --- DEBITS:		433.63		CREDITS:	.00	NET:	433.63	
	GRAND TOTAL --- DEBITS:		841,851.52		CREDITS:	-678,546.01	NET:	163,305.51	

64 Records printed

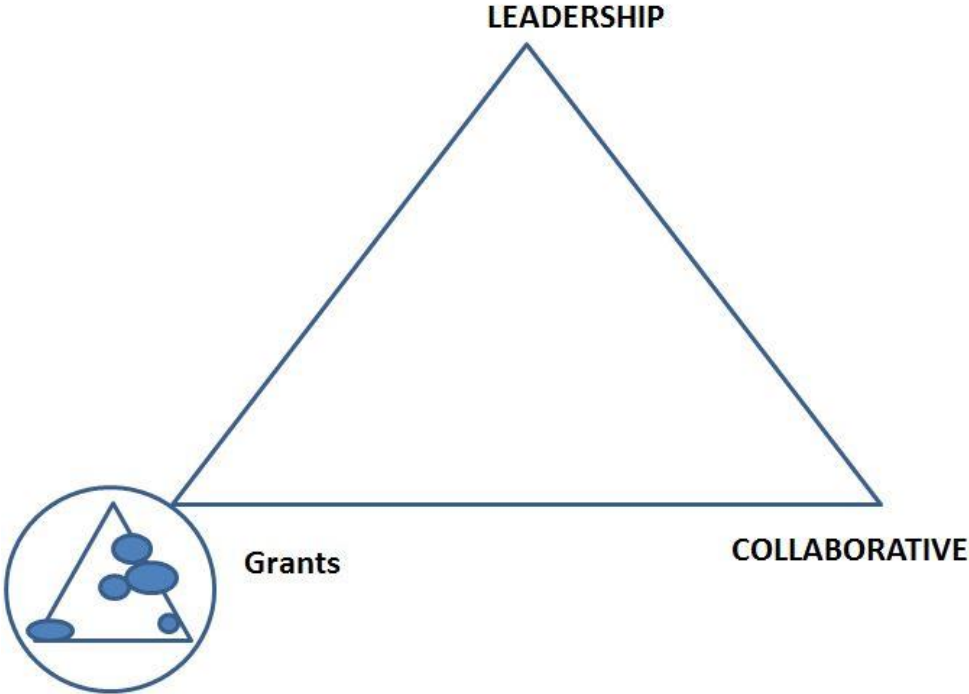
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Planning and Zoning

None

Action/Discussion

Executive Director's Report
Comp plan Revision



Executive Director Report

July-August 2018

Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Reviewed potential variances that may be coming before the Board next month.
5. Attended call in meetings with MPCA.
6. Provided comments to GBA ordinance revision.
7. We are rescheduling the PMA25 talk before the Bemidji City Council until October 1, 2018. This is because some additions and corrections need to be made to the report.
8. Reviewed Clear Vue resort conversion from the GBAJPB.
9. Reviewed the draft Leech Lake River 1W1P document.

Meetings & Networking

1. Met with Crow Wing and Itasca county to discuss potential MHB Lakes Program.
2. Met with Cass and Beltrami county to discuss potential MHB Lakes Program. Bob Kangas and Neil Gaalswyk provided good comments and additional items to consider about agriculture.
3. Met with Morrison county to discuss potential MHB Lakes Program.
4. Met with The Nature Conservancy organization in the Twin Cities to discuss ways to help improve or the Miss. Headwaters Habitat Corridor Project.
5. Attended North Central Conservation Roundtable meeting where the DNR provided a concept for the beginnings of a Wildlife Conservation Focus Area.
6. Provided our Comp plan rules to the Chippewa National Forest for the Penn South area. They are in the process of selecting areas to manage forest before they start developing a NEPA study.
7. Completed survey from NACo to provide feedback for a roundtable discussion they are going to have with the EPA, Dept. of Interior, Dept. of Energy and NOAA on identifying opportunities to reduce nutrient pollution in the Mississippi River Basin and the Great Lakes Region.
8. Attended North Central Landscape Committee meeting.
9. Met with Hubbard county to discuss potential MHB Lakes Program.
10. Attended Grand Rapids WRAPS meeting and provided input. Ambassador committee prioritized the majority of the mainstem of the Mississippi River.