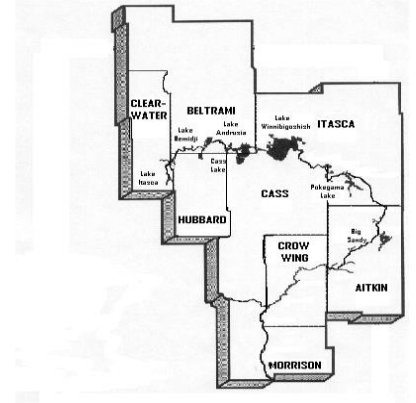




**Mississippi Headwaters Board
Meeting Agenda
Cass County Courthouse
Walker, MN
February 22, 2019
10:00 am**



10:00 AM

- Call to Order/Pledge of Allegiance

10:05 AM Approve/Amend

- Agenda
- Consent Agenda – February 08, '19 Minutes & January Expenses (att. 1 & 2)

Planning and Zoning (Actions)

- None

Action / Discussion Items:

- Executive Director's Report
- Bylaws for Officer Rotation
- SFY 2020 Annual Plan and Budget
- Planning Summary
- MN Traditions Aquatic Invasive Species program
- MHB History Review- 1990's
- Comp Plan Review.

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

Meeting Adjourned - Thank you

Mtgs:

March 22, '19, 10:00 AM – MHB Board Meeting- Walker, MN

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
February 8, 2019
Cass County Courthouse
Walker, MN 56484

MEETING
MINUTES

Members present: Anne Marcotte (Aitkin), Craig Gaasvig (Beltrami), Ted Van Kempen (Hubbard), Mike Wilson (Morrison), Neal Gaalswyk (Cass), Davin Tinquist (Itasca), and Tim Terrill (Executive Director).

Others Present: Todd Hubmer (WSB), Brad Chapulis (Baxter City Administrator), John Ringle (Cass SWCD District Manager).

Chairman Wilson called the meeting to order followed by the Pledge of Allegiance. A changing of officers was announced in accordance to the MHB Bylaws rotation: Chairman Mike Wilson (Morrison), Vice Chair Neal Gaalswyk (Cass), Secretary/Treasurer Davin Tinquist (Itasca). Commissioner Marcotte brought to the board attention that there is a potential for a large gap in years to exist between the time a Commissioner becomes Chair and becomes Chair again due to the rotation schedule. Tim provided an example based on the rotation schedule that the last time Aitkin county was Chair was back in 2009 and because Comm. Napstad was not re-elected in 2017, it will be 2023 when Aitkin gets another chance to become Chair. A similar situation occurred with Hubbard county this year. Tim was asked to bring the By-laws to the next board meeting and to bring a recommendation before the Board next month.

M/S (Gaalswyk/Marcotte) to approve of the agenda. Motion Carried.

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

Planning & Zoning

None

Action/Discussion Items

1. Pay Equity Report- Tim Explained the Pay Equity Report to the board and how it is required to be completed every three years **M/S (Gaasvig/Gaalswyk) to approve of the Pay Equity report. Motion Carried.**
2. Northern MN Science Fair Donation- Tim explained to the Board that this donation is requested and that the MHB has approved of this \$300 request every year. Approximately 50 to 100 students from our 15 county region (Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kittson, Koochiching, Marshall, Lake of the Woods, Pennington, Red Lake, Roseau, and Wadena) compete, and about 30 students with poster presentations and 5 with research papers are selected to advance to the State Science Fair. Discussion ensued and Comm. Gaalswyk provided some historical context that this was something that was associated with the RiverWatch program back in the '90's, and that he is not sure that this is today something that the Board wants to support due to potential mission drift. He thought that while it is a good thing, we should ask if the science fair promotes clean water or is it

something else. Comm. Marcotte thought that due to the timing of the request, we should provide funding to them now, but have them back months before they make another request (perhaps October 2019) so that a presentation can be given to the Board about what they promote. **M/S (Gaalswyk/Tinquist) to provide \$300 to the Northern MN Science Fair. Motion Carried.**

3. MHB and Crow Wing SWCD expense reimbursement contract. Tim provided the context that the Cass SWCD is requesting to share services with the Crow Wing SWCD so that easements can be obtained through the Miss. Headwaters Habitat Corridor Project in the Miss. River area. Discussion ensued about the particulars of the contract regarding funding, and Tim explained that there is a funding gap between prospecting/verifying eligibility for easements and actual application packet preparation. The MHB could utilize Outdoor Heritage funding that they already have received to help fund these shared services. John Ringle, Cass SWCD District Manager, explained that this type of arrangement has occurred before between Cass and Crow Wing in the Pine River easement program, and he thought this would be a good fit for this program as well. **M/S (Marcotte/Tinquist) to approve of contract. Motion Carried.**
4. MHB Letter of Support for US Endowment Funding. Tim explained that the Letter of Support was approved by consensus via email and that the grant will go to help support capacity in the Morrison County SWCD office to process easements for multiple easement programs in the Camp Ripley Sentinel Landscape area.
5. Baxter Stormwater Proposal to MHB. Tim explained how back in 2014 the MHB did a stormwater retrofit study on 12 cities that border the Miss. River. He explained how this has led to grant attainment for implementation efforts in these cities. Today is a chance to help the city of Baxter apply for an LCCMR grant to fund an acquisition and water quality practice for the Whiskey Creek Tributary in Baxter. City administrator Brad Chapulis explained how Baxter has made this their top priority for this year to help reduce phosphorus loading from the Whiskey Creek watershed which is about 400 acres of drainage which encompasses the commercial district and HWY 371 of Baxter. Todd Hubmer from WSB provided a ppt. about the project and how it has multiple benefits for habitat, drinking water, flood reduction, and water quality. Commissioners were pleased about the project in that the stormwater retrofit study is being applied to certain projects and that this is an example of how the MHB can add value to other entities wanting to protect water quality. **M/S (Gaalswyk/Marcotte) for the MHB to be the applicant to the LCCMR grant and provide a letter of support. Motion Carried.**
6. Aitkin County Recreational Signage Pilot Project. Tim approached the board in Dec. 2018 to discuss a way to properly sign a section of the River from Pallisade to Hwy. 169. He thought that enjoyment of the Mississippi would help provide long term protection. Tim said that he received bids from organizations and got a quote on the price of design. Aitkin County would provide materials for a kiosk and installation. Tim requested that the board utilize MHB funds up to \$1000 to pay for the sign design. **M/S (Marcotte/Gaalswyk) to approve \$1000 for sign design. Motion Carried.**
7. MHB History Review. Tim provided a history of the 1980's to the board so that they would have an idea of how the MHB worked back in the '80's.
8. Executive Director's Report.
 - a. Tim explained that Sarah Strommen is the newly appointed DNR Commissioner. He said he worked with her in the past, and that she owns a family cabin around Leech Lake.
 - b. Tim explained he is working with the Morrison historical society about a potential streambank stabilization project. He had some discussion with the Executive Director of the historical society and found out that they were applying for grants to help save their building. Tim suggested that since the bank is cutting into the area and also threatening the Great River Road, that she call Carol Zoff from MNDOT who works for the Great River Road program. He thought they might have some ideas on how to fund this since their road is also being threatened by the erosion.

- c. Tim reviewed the Leech Lake River 1W1P document and provided some guidance to the Board about how this program will look in the future.
 - d. Testified before the Environment and Natural Resources Policy and Finance Committee about the MHB statute clarification.
9. Future Board Meeting Place Discussion. Tim discussed how in the past the Board has met in different places like Baxter and Lake Itasca and wanted to know what they felt about the time and place in Walker. Tim stated that keeping the meeting location and time in Walker works best for Comm. Newland because of prior commitments. Comm. Gaalswyk said that the location fine, but would like to see the time change in the summer to 9 am when those commitments are changed for Comm. Newland. Comm. Marcotte expressed concern that changing the time might cause a consistency issue like it has in the past. There was consensus to keep the board meeting in Walker and at 10 am for now, but to revisit the issue in the summer.
10. Comprehensive Plan review. Tabled until next meeting.

Legislative & County Updates- None

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

Chairman Mike Wilson

Executive Director Tim Terrill

02/11/2019 14:32
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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 01 TO 2019 01

P 1
glacthst

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			328,985.03	
19/01	5 01/01/19	APP A0101					-305.25	328,679.78	
	A010119								
19/01	48 01/04/19	PRJ					-3,740.58	324,939.20	
19/01	83 01/04/19	GEN					1,500.00	326,439.20	
	TRANSFER	SYSTEM GENERATED DUE TO LINE							
19/01	137 01/08/19	APP A0108					-12,118.00	314,321.20	
	A010819								
19/01	201 01/10/19	GNI 893524 AmyG		30528			1,500.00	315,821.20	
	iNovah	SYSTEM GENERATED DUE TO LINE							
19/01	305 01/15/19	GNI 894028 AmyG		30587			3,000.00	318,821.20	
	iNovah	SYSTEM GENERATED DUE TO LINE							
19/01	381 01/09/19	GNI					9,125.86	327,947.06	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
19/01	382 01/18/19	PRJ					-3,840.79	324,106.27	
19/01	473 01/18/19	GNI					359.25	324,465.52	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
19/01	503 01/22/19	APP C0122					-3.56	324,461.96	
	C012219								
19/01	897 01/25/19	GNI 894889 AmyG		30730			1,500.00	325,961.96	
	iNovah	SYSTEM GENERATED DUE TO LINE							
19/01	1762 01/28/19	GNI 895028 AmyG		30752			3,000.00	328,961.96	
	iNovah	SYSTEM GENERATED DUE TO LINE							
19/01	1848 01/29/19	APP A0129					-845.66	328,116.30	
	A012919								
19/01	1868 01/29/19	GNI DEC					-538.94	327,577.36	
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
19/01	2455 01/31/19	GEN					-525.00	327,052.36	
	RECURRING	DUE TO / DUE FROM							
	LEDGER BALANCES --- DEBITS:		19,985.11		CREDITS:	-21,917.78	NET:	-1,932.67	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 01 TO 2019 01

P 2
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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	20050	Vouchers Payable							
						SOY BALANCE		-305.25	
19/01	5 01/01/19	APP A0101					305.25	.00	
	A010119	AP CASH DISBURSEMENTS JOURNAL							
19/01	136 01/08/19	API B 3249					-12,118.00	-12,118.00	
	W A010819								
19/01	137 01/08/19	APP A0108					12,118.00	.00	
	A010819	AP CASH DISBURSEMENTS JOURNAL							
19/01	435 01/22/19	API B 3281					-3.56	-3.56	
	W c012219								
19/01	503 01/22/19	APP C0122					3.56	.00	
	C012219	AP CASH DISBURSEMENTS JOURNAL							
19/01	1847 01/29/19	API B 3310					-845.66	-845.66	
	W A012919								
19/01	1848 01/29/19	APP A0129					845.66	.00	
	A012919	AP CASH DISBURSEMENTS JOURNAL							
	LEDGER BALANCES --- DEBITS:		13,577.72		CREDITS:	-13,272.47	NET:	305.25	
74	38400	Expenditures							
						SOY BALANCE		.00	
19/01	48 01/04/19	PRJ PR0104 1190104 1190104					3,740.58	3,740.58	
	PAY010419	WARRANT=190104 RUN=1 BI-WEEKL							
19/01	136 01/08/19	API B 3249					12,118.00	15,858.58	
	W A010819								
19/01	382 01/18/19	PRJ PR0118 1190118 1190118					3,840.79	19,699.37	
	PAY011819	WARRANT=190118 RUN=1 BI-WEEKL							
19/01	435 01/22/19	API B 3281					3.56	19,702.93	
	W c012219								
19/01	1847 01/29/19	API B 3310					845.66	20,548.59	
	W A012919								
19/01	1868 01/29/19	GNI DEC					538.94	21,087.53	
	WF PCARD								
19/01	2455 01/31/19	GEN					525.00	21,612.53	
	RECURRING								
	LEDGER BALANCES --- DEBITS:		21,612.53		CREDITS:	.00	NET:	21,612.53	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 01 TO 2019 01

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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	
74	38500	Revenues									
								SOY BALANCE	.00		
19/01	83	01/04/19	GEN					-1,500.00	-1,500.00		
	TRANSFER										
19/01	201	01/10/19	GNI 893524	AmyG	30528			-1,500.00	-3,000.00		
	iNovah										
19/01	305	01/15/19	GNI 894028	AmyG	30587			-3,000.00	-6,000.00		
	iNovah										
19/01	381	01/09/19	GNI					-9,125.86	-15,125.86		
	ST OF MN										
19/01	473	01/18/19	GNI					-359.25	-15,485.11		
	ST OF MN										
19/01	897	01/25/19	GNI 894889	AmyG	30730			-1,500.00	-16,985.11		
	iNovah										
19/01	1762	01/28/19	GNI 895028	AmyG	30752			-3,000.00	-19,985.11		
	iNovah										
	LEDGER BALANCES --- DEBITS:				.00			CREDITS:	-19,985.11	NET:	-19,985.11
74830	52990	Local Grant									
								REVISED BUDGET		.00	
19/01	83	01/04/19	GEN					-1,500.00	-1,500.00		
	TRANSFER		CROW WING SUPPORT								
19/01	201	01/10/19	GNI 893521	AmyG	30528			-1,500.00	-3,000.00		
	iNovah		2019 APPROPRIATIONS								
19/01	305	01/15/19	GNI 894028	AmyG	30587			-1,500.00	-4,500.00		
	iNovah		AITKIN COUNTY SUPPORT								
19/01	305	01/15/19	GNI 894027	AmyG	30587			-1,500.00	-6,000.00		
	iNovah		MORRISON COUNTY SUPPORT								
19/01	897	01/25/19	GNI 894889	AmyG	30730			-1,500.00	-7,500.00		
	iNovah		CASS CONTRIBUTION								
19/01	1762	01/28/19	GNI 895028	AmyG	30752			-1,500.00	-9,000.00		
	iNovah		HUBBARD COUNTY SUPPORT								
19/01	1762	01/28/19	GNI 895027	AmyG	30752			-1,500.00	-10,500.00		
	iNovah		ITASCA COUNTY SUPPORT								

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 01 TO 2019 01

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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
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-10,500.00	NET:	-10,500.00	
74830	53180	Environmental Assistance /MPCA			REVISED BUDGET				.00
19/01	473 01/18/19 GNI ST OF MN INV 31						-359.25	-359.25	
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-359.25	NET:	-359.25	
74830	53290	Natural Resources			REVISED BUDGET				.00
19/01	381 01/09/19 GNI ST OF MN DNR1Q-19						-9,125.86	-9,125.86	
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-9,125.86	NET:	-9,125.86	
74830	61000	Salaries & Wages - Regular			REVISED BUDGET				.00
19/01	48 01/04/19 PRJ PR0104 1190104 1190104 PAY010419 WARRANT=190104 RUN=1 BI-WEEKL						2,539.44	2,539.44	
19/01	382 01/18/19 PRJ PR0118 1190118 1190118 PAY011819 WARRANT=190118 RUN=1 BI-WEEKL						2,596.60	5,136.04	
	LEDGER BALANCES --- DEBITS:			5,136.04	CREDITS:	.00	NET:	5,136.04	
74830	61200	Active Insurance			REVISED BUDGET				.00
19/01	48 01/04/19 PRJ PR0104 1190104 1190104 PAY010419 WARRANT=190104 RUN=1 BI-WEEKL						833.89	833.89	
19/01	382 01/18/19 PRJ PR0118 1190118 1190118 PAY011819 WARRANT=190118 RUN=1 BI-WEEKL						813.27	1,647.16	
	LEDGER BALANCES --- DEBITS:			1,647.16	CREDITS:	.00	NET:	1,647.16	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 01 TO 2019 01

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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	61300	Employee Pension & FICA								
					REVISED BUDGET				.00	
19/01	48 01/04/19	PRJ PR0104	1190104	1190104			367.25	367.25		
	PAY010419	WARRANT=190104		RUN=1	BI-WEEKL					
19/01	382 01/18/19	PRJ PR0118	1190118	1190118			375.92	743.17		
	PAY011819	WARRANT=190118		RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		743.17		CREDITS:	.00	NET:	743.17		
74830	61500	Worker's Compensation								
					REVISED BUDGET				.00	
19/01	136 01/08/19	API 101939		91668	1913015		5,188.00	5,188.00		
	W A010819	PC & WC RENEWAL			MN COUNTIES INTERGOV					
	LEDGER BALANCES --- DEBITS:		5,188.00		CREDITS:	.00	NET:	5,188.00		
74830	62100	Telephone								
					REVISED BUDGET				.00	
19/01	382 01/18/19	PRJ PR0118	1190118	1190118			55.00	55.00		
	PAY011819	WARRANT=190118		RUN=1	BI-WEEKL					
19/01	435 01/22/19	API 006205		92610	17723		1.71	56.71		
	W c012219	JANUARY CTC & 12/18 - 12/18		LD CONSOLIDATED	TELECOM					
19/01	435 01/22/19	API 006205		92610	17723		1.85	58.56		
	W c012219	JANUARY CTC & 12/18 - 12/18		LD CONSOLIDATED	TELECOM					
	LEDGER BALANCES --- DEBITS:		58.56		CREDITS:	.00	NET:	58.56		
74830	62990	Prof. & Tech. Fee - Other								
					REVISED BUDGET				.00	
19/01	136 01/08/19	API 101649		91652	1913016		6,930.00	6,930.00		
	W A010819	PROFESSIONAL SERVICES 4TH QTR		WEST COMMUNICATIONS						
19/01	1847 01/29/19	API 002876		93014	17828		57.50	6,987.50		
	W A012919	WATER TESTING		PACE ANALYTICAL SERV						
19/01	1847 01/29/19	API 101308		93019	17830		788.16	7,775.66		
	W A012919	WSN INVOICE 32		WIDSETH SMITH NOLTIN						
19/01	2455 01/31/19	GEN					525.00	8,300.66		
	RECURRING	FINANCIAL SERVICE								

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 01 TO 2019 01

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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
	LEDGER BALANCES --- DEBITS:			8,300.66	CREDITS:		.00	NET: 8,300.66	
74830	63320	Employee Mileage							
									REVISED BUDGET .00
19/01	1868 01/29/19	GNI DEC					5.83	5.83	
	WF PCARD	1434 - Whiskey Creek DISC W/							
		TIM TERRILL-OOP							
19/01	1868 01/29/19	GNI DEC					58.32	64.15	
	WF PCARD	1434 - LSOHC partnership MTG							
		TIM TERRILL-OOP							
19/01	1868 01/29/19	GNI DEC					26.92	91.07	
	WF PCARD	1434 - camp rip sent lscape							
		TIM TERRILL-OOP							
19/01	1868 01/29/19	GNI DEC					193.48	284.55	
	WF PCARD	1434 - AMC CONF/LSOHC staff							
		TIM TERRILL-OOP							
19/01	1868 01/29/19	GNI DEC					57.77	342.32	
	WF PCARD	1434 - MHB board MTG							
		TIM TERRILL-OOP							
	LEDGER BALANCES --- DEBITS:			342.32	CREDITS:		.00	NET: 342.32	
74830	63340	Hotel & Meals Travel Expense							
									REVISED BUDGET .00
19/01	1868 01/29/19	GNI DEC					8.00	8.00	
	WF PCARD	State OFF parking							
		TIM TERRILL-MN ST IAP ADM PMD PARK							
19/01	1868 01/29/19	GNI DEC					154.61	162.61	
	WF PCARD	AMC CONF hotel							
		TIM TERRILL-HILTON GARDEN INN BL							
19/01	1868 01/29/19	GNI DEC					17.30	179.91	
	WF PCARD	AMC CONF meal							
		TIM TERRILL-HILTON GREAT AM GRILL							
19/01	1868 01/29/19	GNI DEC					11.20	191.11	
	WF PCARD	meal							
		TIM TERRILL-MCDONALD'S F7494							
	LEDGER BALANCES --- DEBITS:			191.11	CREDITS:		.00	NET: 191.11	
74830	64090	Office Supplies							
									REVISED BUDGET .00
19/01	1868 01/29/19	GNI DEC					1.63	1.63	
	WF PCARD	agenda packet mailing							
		TIM TERRILL-USPS PO 2611000401							
19/01	1868 01/29/19	GNI DEC					3.88	5.51	
	WF PCARD	board snack							
		TIM TERRILL-SUPER ONE FOODS #45							

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 01 TO 2019 01

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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
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LEDGER BALANCES --- DEBITS:					5.51			CREDITS: .00	NET: 5.51	
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GRAND TOTAL --- DEBITS:					76,787.89			CREDITS: -75,160.47	NET: 1,627.42	
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70 Records printed

** END OF REPORT - Generated by Korie Bedard **

Planning and Zoning

None

Action/Discussion

Executive Director's Report

Bylaws for Officer Rotation

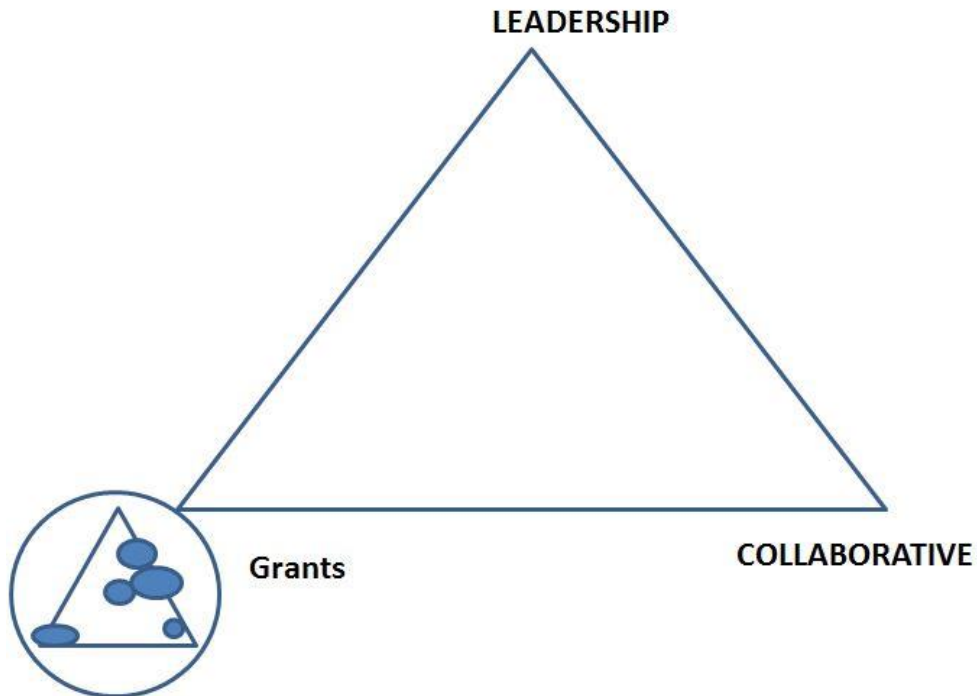
SFY 2020 Annual Plan and Budget

Planning Summary

MN Traditions Aquatic Invasive Species program

MHB History Review- 1990's

Comp Plan Review.



Executive Director Report

January-February 2019

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. Called Assoc. of MN Counties to determine if there is a statutory process that counties must use to adopt the MHB Comprehensive Plan.
7. The MHB will be administratively reorganizing the reimbursement structure for the MN Pollution Control Agency (MPCA) water monitoring grant. MPCA was audited and they need to retain 10% of the reimbursement funds from the program.
8. Provided comment on Hubbard shoreland management ordinance amendment. Hubbard county is looking at adopting an outdoor recreational facility standard (zip lines, rope courses, biking, skiing, hiking, and athletic fields) that would require a CUP. The MHB Comp. plan is silent on this type of use, so I recommended that it be approved at the local county level and brought before the MHB board for certification at a later date.
9. Provided comment to Scheer Planning case from the GBAJPB.

Meetings & Networking

1. Talked with Non-profit MN Rural Counties director Dan Larson about the history and formation of the MHB to use as a model for him to present to his board.
2. Contacted AMC staff to see if there was a state statute or process in which the MHB could uniformly pass a resolution in each county.
3. Set up meeting between Enbridge and MHB to look at opportunities to modify the program requirements.
4. Met with Joel Larson from U of MN Extension to discuss programs both he and I are working on and whether there is an interest to jointly partner on some opportunities. Extension works in 5 subject area: decentralized wastewater, soil health in rural agricultural watersheds, stormwater, groundwater/drinking water, and lakes and aquatic ecosystems. I am looking at septic systems and AIS ways to partner with Extension at this time.
5. Held conversation with Enbridge personnel to discuss current program parameters and their limitability. Enbridge will take some time to discuss this with staff and get back with me about possible options for change.

6. Attended ACUB Sentinel Landscape committee meeting. They are holding a national REPI meeting in September and might ask the MHB to develop a canoe trip down the Miss. River.

Article III - OFFICERS

1. The officers of the board shall consist of a chair, vice chair, and a secretary-treasurer.
2. The officers shall rotate among the members according to the following schedule, provided however, that no one shall be elected an Officer unless he or she has served one year on the Board:

Itasca County	1992	2000	*	2011
Cass County	1993	2001	2007	2012
Clearwater County	1994	2002	2008	2013
Hubbard County	1995	2003	*	2014
Morrison County	1996	2004	*	2015
Crow Wing County	1997	2005	*	2016
Aitkin County	1998	*	2009	2017
Beltrami County	1999	2006	2010	2018

* Adjustment per Clause #5

3. The office of Vice Chair shall be filled by the member representing the county scheduled to be
Chair in the next year.
4. The office of Secretary-Treasurer shall be filled by the member representing the county scheduled to be chair in two years.
5. Adjustments may be necessary to the rotation after each election cycle. If a newly elected board member was in the rotation to fill an Officer position within the coming year, that board member will be skipped on the rotation list and all other members move up accordingly.
6. The Mississippi Headwaters Board shall request the county to replace any member who misses
two consecutive meetings without notice.
7. The majority of the Board is five members.

MHB Commissioner Officer Rotation (corrected since 2013)

Crow Wing County	2005	*	2011	2018
Hubbard County	2003	*	2012	*
Morrison County	2004	*	2016	2019
Cass County	2001	2007	2014	2020
Itasca County	2000	*	2013	2021
Clearwater County	2002	2008	2015	2022
Aitkin County	*	2009	*	2023
Beltrami County	2006	2010	2017	2024

Mississippi Headwaters Board Work Plan July 1st, 2019 to June 30th, 2020 SFY 2020

This Work Plan is submitted as required by Minnesota Statute 103F.361 to 103F.377 and the MNDNR. The Work Plan is to be implemented by the joint powers board member counties of Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca and Morrison in conjunction with the attached budget. This proposed budget recognizes the work that has been accomplished the last couple of years, and looks forward to full funding of what we can accomplish with ever increasing responsibility to protect the first 400 miles of the Mississippi River.

WORK PLAN:

The Mississippi Headwaters Board (MHB) participates with and provides leadership and staff support to citizens and partners within the Upper 400 mile Mississippi River corridor, as funding permits, in four program areas:

- A.** Long Range Planning through administration of the Comprehensive Plan
- B.** Resource Stewardship, River utilization and Best Management Practices implementation
- C.** Public Education, Information and Incentives.
- D.** Administration.

The Mississippi Headwaters Board has made river protection a priority, and remains ready to champion the development of this cause. The funding necessary to complete this will require utilizing many revenue streams such as: Clean Water Legacy, general appropriation, Outdoor Heritage funding, and private funding opportunities. The work plan and budget constitute an effective plan to coordinate Mississippi Headwaters Board efforts with the Minnesota's water protection initiatives. This organization is up to the challenge with and through the on-going support of the state of Minnesota, our eight member counties, various local agencies, and private partners. Below are key initiatives that the Mississippi Headwaters Board plans to execute, followed by the four program area details as mentioned above.

2020 INITIATIVES

I. Stormwater Tactical Planning

The Executive Director will work with the cities within the MHB counties to help them apply for implementation grants. Bemidji and Baxter.

Outcome: Stormwater issues will be addressed and a strategy for implementation will be worked out.

Result:

II. Aquatic Invasive Species (AIS)

Work with counties to acquire funding for social media to bring about awareness of AIS issues.

Outcome: Reach recreational users through social media to bring about awareness of aquatic invasive species issues.

Result:

III. Natural Resource Protection

The MHB will begin the process of having the MHB statute changed to reflect all zoning authorities excluding statutory or home rule charter cities.

Outcome: All zoning authorities excluding statutory or home rule charter cities will fall under the MHB Comprehensive Plan.

Result:

IV. Outdoor Recreation

The MHB will work with Aitkin and other willing counties to promote a Mississippi River water trails system.

Outcome: Implement consistent signage in Aitkin county on the Miss. River as a pilot project for other counties to follow.

Result:

PROGRAM AREAS

A. Long range planning through administration of the Comprehensive Plan.

1. Review the existing plan annually and update as needed.
2. Facilitate public hearings in each county on any plan changes.
3. Facilitate communication and cooperation between the counties and other agencies via resolutions of support and cooperative agreement procurement.
4. Continue to assist the eight individual Mississippi Headwaters Board counties in the development and improvement of a river specific Water Plan chapter amendment specific to water quality objectives along the first 400-miles of the river corridor.
5. Submit reports as required to State and DNR.
6. Review and certification of land use actions within the first 400 miles of the Mississippi River corridor.
7. Prepare and present to the appropriate policy committees of the Minnesota legislature a biennial report concerning the action of the Board in exercising the authority granted by the legislature under sections 103F.361 to 103F.377

B. Encourage Resource Stewardship and Best Management Practices.

1. Partner with entities that work within the MHB area through exchange of report analysis (i.e. GIS and existing data sets).
2. Seek effective interface with lake and river citizen groups.
3. Continue to encourage new techniques and practices specifically in municipal annexations and townships through communication and collaboration.
4. Review, certify, and track city and township ordinances as they affect the Mississippi Headwaters corridor, while supporting each in the strategic development and implementation of projects along the river.
6. Update and maintain the Mississippi Headwaters Board web site to provide the public with easy access to information about the board, and other pertinent regulatory information.
7. Conduct public meetings and training as necessary to afford opportunity to the public to be fully informed of the plan, Best Management Practices and project cost-share opportunities.
8. Advocate safe and environmentally conscientious community and public recreational access to and usage of the river corridor.
9. Produce literature for the on-going education of river stewardship.
10. Support the positions of the Mississippi Headwaters Board and perform tasks as required to fulfill the State statute and values of the board.
11. Continued attention to the coordinated management of headwaters dams as a system rather than individual sites in the Mississippi Headwaters Board corridor.
12. Work with counties on Aquatic Invasive Species prevention strategies.

C. Plan Implementation through Public Education, Information and Incentives.

1. Seek funding for various Mississippi river quality programs.
2. Participate and encourage implementation of goals through collaboration on partner projects in the Minnesota Upper Mississippi watershed basin.
3. Seek opportunities to inform the public of water monitoring opportunities and practices.
4. Work with other area organizations and partners on various grants throughout the Upper Mississippi River for water monitoring programs.

D. Administration:

Consistent with the MCIT (Minnesota County Trust Insurance) and other government policies, Mississippi Headwaters Board will administer, coordinate, and communicate efficiently and ethically in the public interest, to provide cost efficient, reliable and courteous public service to the best of its ability. This will be accomplished in compliance with the enabling statute and the Comprehensive Land-use Plan. The computer programs will be used to the maximum potential within the abilities of staff, taking into consideration that many constituents rely on traditional means of communication and cannot be neglected.

1. Provide technical support, staff support, comment, training and review as needed.
2. Ensure consistent, administered action of minimum standards through zoning procedures and a prioritized risk assessment methodology for specific river focused objectives.
3. Provide review and comment of conditional use projects in the corridor.

4. Certify county actions on variances, ordinances, and amendments to zoning ordinances; or utilize process for appeal.
5. Work with applicants (and/or local zoning personnel) prior to the board meeting in order to improve application quality and compliance.
6. Meetings (External Operations)
 - a. The Mississippi Headwaters Board will meet monthly or as necessary to review and certify zoning variances, amendments and ordinances from the eight member counties.
 - b. Prepare testimony as needed.
 - c. Provide an agenda that provides information on budget, correspondence, actions, and pertinent issues.
 - d. Meet with the Technical Advisory Committee as deemed necessary to review over the Comprehensive plan and area zoning requirements.
 - e. Mississippi Headwaters Advisory Committee will meet according to the by-laws and as deemed necessary.
 - f. Assemble a Project Review Committee to assist the board with filtering area zoning/environmental projects for board involvement.
 - g. Administer and maintain professional services and contracts as needed.
7. Internal Operations
 - a. The Executive Director with the direction of the Mississippi Headwaters Board will oversee activities in compliance with the Crow Wing Personnel Policy and continue the planning process to acquire funding for the position to oversee day to day operations and ensure funding sustainability.
 - i. Define duties & obligations.
 - ii. Assure eight county participation with the Mississippi Headwaters Board activities.
 - iii. Locate/strengthen ties with other partners and legislative agencies.
 - iv. Formal planning process for continued development of Mississippi Headwaters Board role.
 - b. The Fiscal Agent with the direction of the Executive Director will perform office duties in compliance with the Personnel Policy.
 - i. Maintain office and computer network.
 - ii. Maintain website and mailing list files.
 - iii. Archive old files.
 - iv. Address needs in compliance with the MCIT, OSHA, and other recommendations.
 - v. Maintain financial system and provide:
 - Revenue accounts, invoices, contracts and expenditures.
 - Monthly financial reports to the Mississippi Headwaters Board.
 - Assistance for audits.
 - Prepare annual and FY budget, materials, and requests for each county.
 - Coordinate annual budget.
 - c. Staff Development
 1. Continued professional education of staff.
 2. Fulfill federal, state, local and Mississippi Headwaters Board requirements for employees as discussed in the Crow Wing County Personnel Policy.

SFY ANNUAL BUDGET '20

Approx. Expenses (Office Operation)	Approx. Budgeted Annually
Salary (Insur,active insur, Exec. Director PERA&FICA)	\$ 95,000.00
Proposed Program Specialist	\$ 53,500.00
Travel & Training Expenses	\$ 843.00
Insurance Liability (Work Comp)	\$ 4,355.00
Phone Services	\$ 703.00
MHB Per Diem	\$ 3,096.00
MHB Mileage (IRS rate)	\$ 2,788.00
Staff Mileage	\$ 4,351.00
Office Operations:	\$1,167.00
Prof. Service most of this is pass through except CW financial, Comp. plan exp., science fair, web hosting,	\$ 165,243.00
EXPENSE TOTAL	\$ 331,046.00

Approx. Revenue	Income
State/DNR	\$ 124,000.00
Grant Revenue	\$ 68,687.00
County Appropriations	\$ 12,000.00
Proposed County in-kind Support \$281,187	
Misc. Revenue (AIS,MCIT divd.)	\$ 61,000.00
Guidebook Sales	\$ 300.00
Sub-total	\$ 265,987.00
Proposed Grants/Other	
Outdoor Heritage Fund	\$7,629
CWL Implementation- Stormwater	\$2,000
MPCA Water Quality/Monitoring	\$2,528
Sub-total	\$12,157
REVENUE TOTAL	\$ 278,144.00

Proposed Grants/Other	Approx. Budgeted Annually	Approx. Administrative Revenue
Feed Lots and Septic		
Restoration/reforestation		
Impervious / stormwater planning		
Agricultural practices		
Groundwater		
Conservation Easements		
Land Application		
Planning		
Leadership		
AIS grant		
Outdoor Heritage Fund	\$29,000	\$7,629
CWL implementation- Stormwater	\$24,000	\$2,000
MPCA Water Quality/Monitoring	\$27,844	\$2,528
Total	\$80,844	\$12,157

	A	B	C	D
1	<u>MHB Planning sheet</u>			
2		Funding sources	Organizational Grant Amount	Income
3		DNR base grant	\$124,000.00	\$124,000.00
4		county support	\$12,000.00	\$12,000.00
5		MPCA Water Testing	\$28,000.00	\$2,500.00
6		LSOHC Easement & Acquisition	\$29,000.00	\$7,500.00
7		Guidebook sales		\$200.00
8		Clean Water Legacy (BWSR)	?	\$2,000.00
9		LCCMR Baxter project	\$1,500,000.00	?
10		LSOHC Restoration grant	\$2,000,000.00	?
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23		Total	\$3,693,000.00	\$148,200.00
24				
25		Base		
26		Stable		
27		Opportunistic		
28				
29		2018-2019		
30		County support	\$ 12,000.00	
31		LSOHC	\$ 7,500.00	
32		MPCA	\$ 2,500.00	
33		MHB Rec. campaign refund	\$ 18,000.00	
34		Initiative Foundation 10% grant	\$ 17,000.00	
35		Total	\$ 57,000.00	
36				
37		Projects we can support now that work with our mission		
38		AIS social media		

1987-1997 Staff Report Summary

General Observations:

1. Practices funded from various grants.
 - a. RiverWatch was big and MHB administered the grant for the region. Other southern areas of MN utilized Riverwatch as a model. Were given the opportunity to administer Riverwatch for the Red River Valley area.
 - b. River Defense Network- Initiative for planning, prevention, and mitigation of spills. funding to purchase spill containment materials for cities to utilize in the event of a spill.
 - c. Beltrami and Clearwater beaver control project.
 - d. Lake Bemidji stormwater sediment traps
2. Many technical meetings and legislative work about governmental items.
 - a. River monitoring
 - b. Comprehensive Plan Ordinance updates- recommended standard 1000' corridor.
 - c. Identifying cultural and historical sites in Chippewa National Forest
 - d. Inventory on river resources.- identifying habitat requirements of each species in Headwaters.
3. Education was a large component of what we did.
 - a. Spoke and held workshops around the country and statewide about zoning, water quality, forestry and shoreland management, MHB zoning
 - b. Educational Videos produced on various resource topics.
 - c. Canoe Days and recreational trip planning.
 - d. Attended MET Council water supply management meeting for drought.
 - e. Worked with Community colleges.
 - f. Canoe Days.
 - g. 9.12.88- workshop on COLA lake management strategies to lake associations.
 - h. MN Archaeology week- events to promote stewardship of archaeological resources.
 - i. Production of Brochures- Woodlot & River.
 - j. Guidebook
4. Provided comments, opinions, and letters of support for a variety of issues.
 - a. Regional education strategy.
 - b. Secure funding for MHB.
 - c. Legal help on ordinance clarification.
 - d. Signing of and environmental assessment to go to congress for the Lake Wini stabilization project.
 - e. Commented on DNR shoreland rules.
 - f. Great River Road scenic byways program
 - g. Comment on 371 Bypass Environmental Impact Statement.
 - h. Miss. River Bill in U.S. Congress to designate entire Miss. River as a special project for water quality protection.
5. Planning
 - a. Participated in local county water management plans.
 - b. Strategic planning for MHB Board.
 - c. MHB Comprehensive Management Plan updating.
 - d. Coordination of various meetings- Dam Tenders meeting for lake levels; Headwaters Heritage meeting; River Cities meeting;