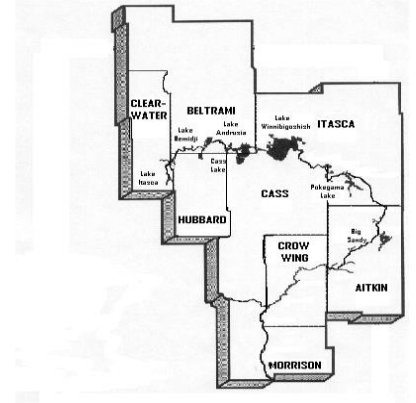




**Mississippi Headwaters Board
Meeting Agenda
Cass County Courthouse
Walker, MN
March 22, 2019
10:00 am**



10:00 AM

- Call to Order/Pledge of Allegiance

10:05 AM Approve/Amend

- Agenda
- Consent Agenda – February 22, '19 Minutes & 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
- Envirothon Request
- MN Traditions Aquatic Invasive Species program
- Federal Dam Remediation project
- Comp Plan Review.

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

Meeting Adjourned - Thank you

Mtgs:

April 26, '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), Davin Tinquist (Itasca), Dean Newland (Clearwater), and Tim Terrill (Executive Director).

Others Present: Chip Leer (Fishing the Wildside), Marcel Noyes (Hubbard SWCD Supervisor)

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

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

Planning & Zoning

None

Action/Discussion Items

1. Executive Directors Report
 - a. Tim explained that he 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.
 - b. Tim informed the Board about his previous and current year's work on the MHB statute amendment. Currently SF 16 has passed in committee with the help of Sen. Carrie Ruud, and Rep. John Persell is helping to pass HF 758. Tim will follow these Bills to make sure they pass.
 - c. A meeting was set up between the ED and Enbridge to discuss opportunities to modify the existing program requirements. Because the program is very specific and narrow, the applicability has proven to be very restrictive. Tim presented some opportunities and possible assessments that could be done to help the existing program flourish, as well as other alternatives. Enbridge will take some time to discuss this with staff and get back to Tim about some possible options for change.
 - d. Tim attended the ACUB Sentinel Landscape committee meeting. A National REPI meeting will be held at Camp Ripley in September and there may be an opportunity to develop another canoe trip down the Miss. River. A final date has not yet been established.
2. By-Laws for Officer Rotation- Based on the Feb. 8th board discussion Tim provided the MHB with the current By-laws regarding officer rotation. Members looked at it and agreed that a new Chair position should be established every year, but expressed concern about the length of time it could take between one county becoming the Chair. The chance of a member being elected, and then being defeated in 4 years is a real possibility, and that could cause a member to never serve as the Chair

during their tenure on the MHB. Through consensus, the MHB Board recommended Tim to reword the By-Laws so that the MHB Board selects a new Chair every year with only the opportunity to serve one year at a time and not two consecutive years. He is instructed to bring the proposed changes back next month.

3. SFY 2020 Annual Plan and Budget- Tim presented the MHB with the Annual Plan and explained how it is formatted and updated every year. Tim also presented the Annual Budget and explained how the numbers were figured. Members were confused about the proposed program specialist and grants and recommended the word proposed be deleted from the budget. Several suggestions were made to restructure the revenue and expense side of the budget and add in a reserve funding to help balance the revenue and expense side out. Tim will restructure it to their suggestions and bring it back next month.
4. Planning Summary- Tim provided the MHB with a planning sheet about what grants he considers Base, Stable, and Opportunistic. He used that as an opportunity to explain the current fiscal year situation, and that it changes every year based on grant funds received. Tim brought up that to keep the MHB Reserve funding at the level it currently is, that they would need to allocate around \$57,000 toward approved opportunities that present themselves this year. Tim said that the AIS social media program is one opportunity, and that the Aitkin Recreational sign pilot program is another that could be beneficial and within the MHB mission. Comm. Gaasvig brought up that there is also an opportunity to fund Beltrami county for aerial photography next year. Comm. Wilson stated that he would like to see Tim present some project opportunities and possibly a plan of what the MHB should fund. The MHB could look at paying maybe a portion of the expense.
5. MN Traditions Aquatic Invasive Species program- Tim provided the MHB with the context and background of the AIS program and Chip Leer presented a powerpoint about the history and current year direction MN Traditions wants to take this year. After the presentation, Commissioners were pleased that the program has exceeded expectations and Tim requested that the MHB contribute \$35K to this year's campaign to supplement the support the counties have given. Commissioner's were supportive of the idea, but needed more factual and historical information about what was funded, who supported the program in the previous years, and the reason they supported or not supported it this year. The MHB asked Tim to provide a funding and program history for next month so they could make an informed decision.
6. 1990 MHB History Review- Tim provided a brief history of the MHB board activities in the 1990's based off ED reports.
7. Comp Plan Review- Tim provided the MHB with suggested changes from section R regarding changes to the definition of an accessory structure. He also defined what non-recreational leases are in relationship to County, State, and Federal guidelines. He suggested to the MHB that the word Hardship be changed to Practical Difficulty and use the most current definition because the terminology has changed over the past 15 years. Next meeting Tim will bring a "clean" copy to the next board meeting along with a summary sheet and look at the major points of interest in the document.

Legislative & County Updates- Ted discussed the process Hubbard county is taking regarding 1W1P, and Davin expressed that he is trying to convince his Itasca Commissioners that it is advantageous to be a decisionmaker in this process.

M/S (Tinquist/Van Kempen) to adjourn. Motion carried.

Chairman Mike Wilson

Executive Director Tim Terrill

03/12/2019 11:05
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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 02 TO 2019 02

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			328,985.03	
					PER 01		-1,932.67	327,052.36	
19/02	53 02/01/19 PRJ						-3,813.73	323,238.63	
19/02	347 02/12/19 APP A0212 A021219						-300.00	322,938.63	
19/02	354 02/04/19 GNI ST OF MN SYSTEM GENERATED DUE TO LINE						8,671.82	331,610.45	
19/02	389 02/06/19 GNI ST OF MN SYSTEM GENERATED DUE TO LINE						26,017.06	357,627.51	
19/02	428 02/15/19 PRJ						-3,848.12	353,779.39	
19/02	652 02/14/19 GNI 896369 AmyG 30993 iNovah SYSTEM GENERATED DUE TO LINE						8,572.00	362,351.39	
19/02	669 02/12/19 GNI ST OF MN SYSTEM GENERATED DUE TO LINE						953.66	363,305.05	
19/02	850 02/19/19 APP A0219 A021919						-57.50	363,247.55	
19/02	851 02/19/19 APP C0219 C021919						-594.91	362,652.64	
19/02	1415 02/27/19 GNI JAN PCARD SYSTEM GENERATED DUE TO LINE						-299.70	362,352.94	
19/02	1608 02/28/19 GEN RECURRING DUE TO / DUE FROM						-525.00	361,827.94	
	LEDGER BALANCES --- DEBITS:		44,214.54		CREDITS:		-11,371.63	NET:	32,842.91
74	20050	Vouchers Payable							
					SOY BALANCE			-305.25	
					PER 01		305.25	.00	
19/02	346 02/12/19 API B 3349 W A021219						-300.00	-300.00	
19/02	347 02/12/19 APP A0212 A021219 AP CASH DISBURSEMENTS JOURNAL						300.00	.00	
19/02	421 02/19/19 API B 3344 W C021919						-594.91	-594.91	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 02 TO 2019 02

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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	
19/02	389 02/06/19	GNI					-26,017.06	-54,673.99		
	ST OF MN									
19/02	652 02/14/19	GNI 896369	AmyG	30993			-8,572.00	-63,245.99		
	iNovah									
19/02	669 02/12/19	GNI					-953.66	-64,199.65		
	ST OF MN									
	LEDGER BALANCES --- DEBITS:			.00		CREDITS:	-64,199.65	NET: -64,199.65		
74830	53180	Environmental Assistance /MPCA								
						REVISED BUDGET			.00	
						PER 01	-359.25	-359.25		
19/02	669 02/12/19	GNI					-953.66	-1,312.91		
	ST OF MN INV 32									
	LEDGER BALANCES --- DEBITS:			.00		CREDITS:	-1,312.91	NET: -1,312.91		
74830	53290	Natural Resources								
						REVISED BUDGET			.00	
						PER 01	-9,125.86	-9,125.86		
19/02	354 02/04/19	GNI					-8,671.82	-17,797.68		
	ST OF MN LSOHC INV 10									
19/02	389 02/06/19	GNI					-26,017.06	-43,814.74		
	ST OF MN DNR2Q-19									
	LEDGER BALANCES --- DEBITS:			.00		CREDITS:	-43,814.74	NET: -43,814.74		
74830	58300	Miscellaneous Other Revenue								
						REVISED BUDGET			.00	
19/02	652 02/14/19	GNI 896370	AmyG	30993			-8,572.00	-8,572.00		
	iNovah BELTRAMI AIS SUPPORT									
	LEDGER BALANCES --- DEBITS:			.00		CREDITS:	-8,572.00	NET: -8,572.00		
74830	61000	Salaries & Wages - Regular								
						REVISED BUDGET			.00	
						PER 01	5,136.04	5,136.04		
19/02	53 02/01/19	PRJ PR0201	1190201	1190201			2,602.96	7,739.00		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 02 TO 2019 02

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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
	PAY020119	WARRANT=190201	RUN=1	BI-WEEKL						
19/02	428	02/15/19	PRJ PR0215	1190215	1190215			2,602.96	10,341.96	
	PAY021519	WARRANT=190215	RUN=1	BI-WEEKL						
	LEDGER BALANCES	---	DEBITS:		10,341.96		CREDITS:	.00	NET:	10,341.96
74830	61200	Active Insurance					REVISED BUDGET			.00
							PER 01	1,647.16	1,647.16	
19/02	53	02/01/19	PRJ PR0201	1190201	1190201			833.89	2,481.05	
	PAY020119	WARRANT=190201	RUN=1	BI-WEEKL						
19/02	428	02/15/19	PRJ PR0215	1190215	1190215			813.27	3,294.32	
	PAY021519	WARRANT=190215	RUN=1	BI-WEEKL						
	LEDGER BALANCES	---	DEBITS:		3,294.32		CREDITS:	.00	NET:	3,294.32
74830	61300	Employee Pension & FICA					REVISED BUDGET			.00
							PER 01	743.17	743.17	
19/02	53	02/01/19	PRJ PR0201	1190201	1190201			376.88	1,120.05	
	PAY020119	WARRANT=190201	RUN=1	BI-WEEKL						
19/02	428	02/15/19	PRJ PR0215	1190215	1190215			376.89	1,496.94	
	PAY021519	WARRANT=190215	RUN=1	BI-WEEKL						
	LEDGER BALANCES	---	DEBITS:		1,496.94		CREDITS:	.00	NET:	1,496.94
74830	62100	Telephone					REVISED BUDGET			.00
							PER 01	58.56	58.56	
19/02	421	02/19/19	API 006205		93986		17964	1.76	60.32	
	W C021919	FEBRUARY CTC & 1/19 - 1/19	LD CONSOLIDATED	TELECOM						
19/02	421	02/19/19	API 006205		93986		17964	5.01	65.33	
	W C021919	FEBRUARY CTC & 1/19 - 1/19	LD CONSOLIDATED	TELECOM						
19/02	428	02/15/19	PRJ PR0215	1190215	1190215			55.00	120.33	
	PAY021519	WARRANT=190215	RUN=1	BI-WEEKL						
	LEDGER BALANCES	---	DEBITS:		120.33		CREDITS:	.00	NET:	120.33

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 02 TO 2019 02

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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	62680	Non-Employee Per Diems								
					REVISED BUDGET				.00	
19/02	421 02/19/19	API 002809		94021	18006		50.00	50.00		
	W C021919	MHB/MILEAGE		TINQUIST, DAVIN C						
19/02	421 02/19/19	API 101580		94023	18010		50.00	100.00		
	W C021919	MHB		WILSON, MICHAEL						
19/02	421 02/19/19	API 001099		94024	17985		50.00	150.00		
	W C021919	MHB/MILEAGE		MARCOTTE, ANNE						
19/02	421 02/19/19	API 003257		94025	17976		50.00	200.00		
	W C021919	MHB/MILEAGE		GAASVIG, CRAIG						
19/02	421 02/19/19	API 003260		94026	18008		50.00	250.00		
	W C021919	MHB/MILEAGE		VAN KEMPEN, THEODORE						
19/02	1551 02/28/19	API 003257		95207	18067		50.00	300.00		
	W C030519	MHB MEETING/MILEAGE		GAASVIG, CRAIG						
19/02	1551 02/28/19	API 001099		95208	18072		50.00	350.00		
	W C030519	MHB MEETING/MILEAGE		MARCOTTE, ANNE						
19/02	1551 02/28/19	API 100532		95210	1914152		50.00	400.00		
	W C030519	MHB PER DIEM FOR MIKE WILSON		MORRISON COUNTY AUDI						
19/02	1551 02/28/19	API 002534		95211	18084		50.00	450.00		
	W C030519	MHB MEETING		NEWLAND, DEAN						
19/02	1551 02/28/19	API 002809		95212	18093		50.00	500.00		
	W C030519	MHB MEETING/MILEAGE		TINQUIST, DAVIN C						
	LEDGER BALANCES --- DEBITS:			500.00	CREDITS:		.00	NET:	500.00	
74830	62720	Non-Employee Mileage								
					REVISED BUDGET				.00	
19/02	421 02/19/19	API 002809		94021	18006		69.60	69.60		
	W C021919	MHB/MILEAGE		TINQUIST, DAVIN C						
19/02	421 02/19/19	API 100532		94022	1913904		104.40	174.00		
	W C021919	MILEAGE - MIKE WILSON		MORRISON COUNTY AUDI						
19/02	421 02/19/19	API 001099		94024	17985		64.38	238.38		
	W C021919	MHB/MILEAGE		MARCOTTE, ANNE						
19/02	421 02/19/19	API 003257		94025	17976		59.16	297.54		
	W C021919	MHB/MILEAGE		GAASVIG, CRAIG						
19/02	421 02/19/19	API 003260		94026	18008		40.60	338.14		
	W C021919	MHB/MILEAGE		VAN KEMPEN, THEODORE						

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 02 TO 2019 02

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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
19/02	1551 02/28/19	API 003257		95207	18067		59.16	397.30	
	W C030519	MHB MEETING/MILEAGE		GAASVIG, CRAIG					
19/02	1551 02/28/19	API 001099		95208	18072		64.38	461.68	
	W C030519	MHB MEETING/MILEAGE		MARCOTTE, ANNE					
19/02	1551 02/28/19	API 101580		95209	18094		104.20	565.88	
	W C030519	MILEAGE		WILSON, MICHAEL					
19/02	1551 02/28/19	API 002809		95212	18093		69.60	635.48	
	W C030519	MHB MEETING/MILEAGE		TINQUIST, DAVIN C					
	LEDGER BALANCES --- DEBITS:			635.48	CREDITS:		.00	NET:	635.48
74830	62990	Prof. & Tech. Fee - Other							
									REVISIED BUDGET .00
					PER 01		8,300.66	8,300.66	
19/02	346 02/12/19	API 009999		93997	17941		300.00	8,600.66	
	W A021219	NORTHERN MN SCIENCE FAIR		Unknown					
19/02	849 02/19/19	API 002876		94566	18013		57.50	8,658.16	
	W A021919	PROJECT PRJ00330		PACE ANALYTICAL SERV					
19/02	1608 02/28/19	GEN					525.00	9,183.16	
	RECURRING	FINANCIAL SERVICE							
	LEDGER BALANCES --- DEBITS:			9,183.16	CREDITS:		.00	NET:	9,183.16
74830	63320	Employee Mileage							
									REVISIED BUDGET .00
					PER 01		342.32	342.32	
19/02	1415 02/27/19	GNI JAN					28.65	370.97	
	PCARD	1434 - Sentinel L&scape coord							
		TIM TERRILL-OOP							
19/02	1415 02/27/19	GNI JAN					85.26	456.23	
	PCARD	1434 - NC L&scape stewardship							
		TIM TERRILL-OOP							
19/02	1415 02/27/19	GNI JAN					176.32	632.55	
	PCARD	1434 - DNR Roundtable							
		TIM TERRILL-OOP							
	LEDGER BALANCES --- DEBITS:			632.55	CREDITS:		.00	NET:	632.55

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 02 TO 2019 02

P 7
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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	63340	Hotel & Meals Travel Expense							
						REVISED BUDGET			.00
					PER 01		191.11	191.11	
19/02	1415 02/27/19	GNI JAN	meal after DNR Roundtable				9.47	200.58	
	PCARD	TIM TERRILL-DAIRY QUEEN #14993							
LEDGER BALANCES --- DEBITS:				200.58	CREDITS:		.00	NET:	200.58
GRAND TOTAL --- DEBITS:				103,781.60	CREDITS:		-131,075.93	NET:	-27,294.33

69 Records printed

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Planning and Zoning

None

Action/Discussion

Executive Director's Report

Bylaws for Officer Rotation

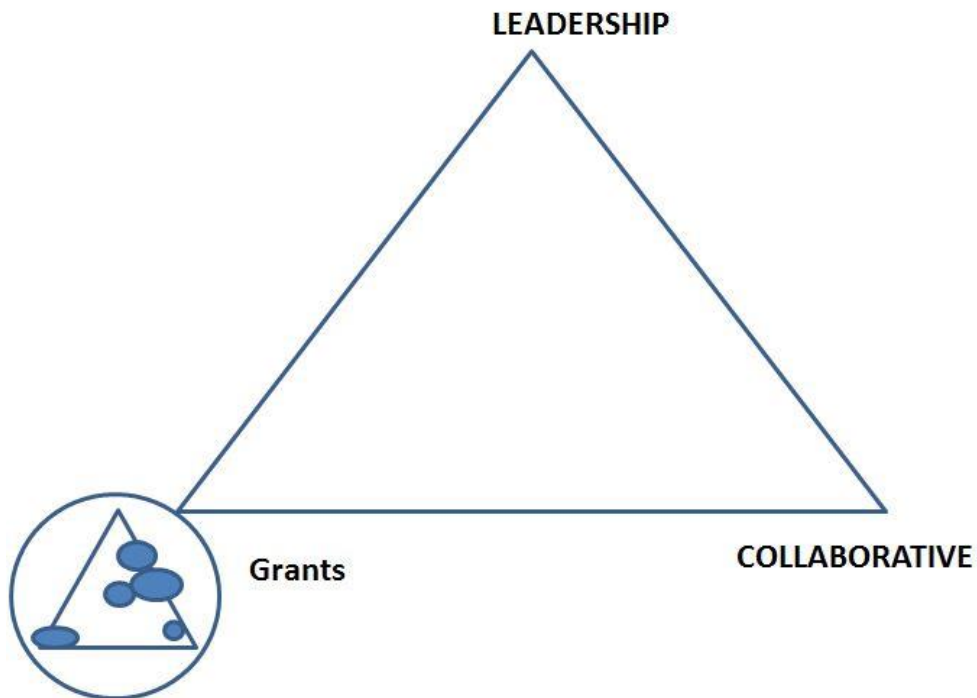
SFY 2020 Annual Plan and Budget

Envirothon Request

MN Traditions Aquatic Invasive Species program

Federal Dam Remediation Project

Comp Plan Review.



Executive Director Report

February-March 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. Reviewed LCCMR grant and suggested changes that help make the grant more concise. Suggested setting up a meeting before it is sent in for review by LCCMR staff.
7. Sent agenda materials to Crow Wing county for the Crow Wing County Forest acquisition.
8. Sent in LCCMR proposal for staff review. The team did a good job of making comments and really polished up the documents.
9. The stretch of the Miss. River from Grand Rapids through Aitkin county will be getting a Total Maximum Daily Load (TMDL) developed on it in the next couple of years. The MPCA knows that soils are a contributor to the turbidity in the River, but they will be looking at other sources that may contribute as well.
10. Article written by BWSR about the MHHCP easement and acquisition program was written and distributed. This focused more on the easement portion of the program and how a landowner was happy to participate in it.
11. Sent in MHB accomplishments to the Morrison Local Water Plan committee.

Meetings & Networking

1. Held meeting with Aitkin County and Fishing the Wildside to discuss signage and construction particulars on the Palisade to Hwy 169 water trail.
2. Attended the CW county board meeting where the CW county forest North was accepted as an acquisition. Approximately 156 acres will be donated to CW county and follow their forest management plan. The land has mature aspen on it, and is available as early as 2020 to be harvested in a timber sale. It is estimated that it could bring up to \$60K in revenue. While it is excellent habitat and has more than a half-mile of shoreland frontage on the Miss. River, it also helped meet the county water plan goals for water quality.
3. Met with WSB and discussed some minor changes with them regarding the LCCMR grant.
4. Attended the leech lake dam restoration meeting and discussed dam remediation and channel re-meandering.

5. Held teleconference with MHHCP partners to discuss property in Beltrami county where a landowner is interested in selling his land.
6. Sent guidebook materials to Fishing the Wildside so that it could be used for the recreational kiosk in Aitkin.
7. Attended FERC EA scoping meeting for the Grand Rapids and Prairie River Dam. An Environmental Assessment is to be completed on the 2 dams and Allete (owner) was asking for any comments for the public to propose. I commented on the fact that the Leech Lake Dam will be rehabilitated in the next 5 years and they should be in contact with them as they can better understand flow and how it relates to them. I also asked them to consider fish passage and AIS control measures to enhance the natural values of the Miss. River. I brought up the opportunity to discuss recreational opportunities like a portage area for canoes and kayaks, and possibly better walking trails and biking trails. The recreation specialist told me that they have a portage area already and that they have done some vegetation management to have signage be more visible.
8. Held meeting with DNR and Comm. Gaasvig about the potential for an acquisition. The conversation lead to the possibility of the donation going to Beltrami county instead of the DNR because of the lower PILT payment of \$5.13/acre for a forestry acquisition. I am currently looking into that possibility.
9. MHB statute had its second reading in the House and Senate, and it has been moved to the general register in the House and I will know by the beginning of April where it is going from there.
10. Held a discussion with Itasca SWCD about the potential for project implementation in the city of Grand Rapids. Tim Fritz was unsure how GR would be open to a stormwater planter and raingardens, but said they had some experience with performing maintenance on them in the past. I will set up a meeting to help start the conversation and see if this could lead to a grant in the fall of 2019.

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; Board will select a new Chair once a year and will serve a one year term. An existing board member will be selected the following year to serve as Chair provided that they have served at least one year on the Board. A board member can serve as Chair for multiple terms, as long as that term is staggered every other year.~~

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Itasca County	1992	2000	*	2015
Cass County	1993	2001	2007	2016
Clearwater County	1994	2002	2008	2017
Hubbard County	1995	2003	2009?	2018
Morrison County	1996	2004	*	2019
Crow Wing County	1997	2005	*	2020
Aitkin County	1998	*	2013?	2021
Beltrami County	1999	2006	2014?	2022

* Adjustment per Clause #5

3. ~~The office of Vice Chair shall be selected by the MHB Board and will serve a one year term. An existing board member will be selected the following year to serve as Vice Chair provided that they have served at least one year on the Board. A board member can serve as Vice Chair for multiple terms, as long as that term is staggered every other year. filled by the member representing the county scheduled to be Chair in the next year.~~

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4. ~~The office of Secretary-Treasurer shall be selected by the MHB Board and serve a one year term. An existing board member will be selected the following year to serve as Secretary-Treasurer provided that they have served at least one year on the Board. A board member can serve as Secretary-Treasurer for multiple terms, as long as that term is staggered every other year. 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.

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

July 1, 2019 to June 30, 2020

Approx. Expenses (Office Operation)	Approx. Budgeted Annually
Salary (Insur, active insur, Exec. Director PERA&FICA)	\$ 95,000.00
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	\$ 44,687.00
County Appropriations	\$ 12,000.00
County in-kind Support \$300,181	
Reserve Funding	\$ 76,902.00
Misc. Revenue (AIS, MCIT divd.)	\$ 61,000.00
Guidebook Sales	\$ 300.00
Sub-total	\$ 318,889.00
Grants/Other	Approximate Admin. Revenue
Outdoor Heritage Fund	\$7,629
CWL Implementation- Stormwater	\$2,000
MPCA Water Quality/Monitoring	\$2,528
Sub-total	\$12,157
REVENUE TOTAL	\$ 331,046.00



**HUBBARD COUNTY
Soil & Water
Conservation District**

March 1, 2019

Mississippi Headwaters Board
Tim Terrill-Executive Director
322 Laurel St
Brainerd, MN 56401

Dear Tim and Board Members,

This year's North Central Area 8 Envirothon is being held on Wednesday, May 1, 2019 at Lake Bemidji State Park. We are anticipating participation from Lake of the Woods, Wadena, Itasca, Beltrami, Cass, Crow Wing, Hubbard, and Koochiching SWCD's and schools.

The Envirothon provides an educational opportunity to expose students, grades 6-12, to Minnesota's ecology, and to recognize student achievements beyond athletics. The three top scoring high school teams will compete at the state level at the Oliver Kelly Farm in Elk River, MN on May 20th. The state winners will be able to compete at nationals on July 28th – August 2nd at North Carolina State University in Raleigh, NC. We have sent a team to nationals in the past and hope to again!

Although the people involved in this event donate their time, there are monetary expenses that are necessary to hold this event for supplies, trophies, shirts, snacks and lunches along with other items. Monetary support is important to the success of our Envirothon. We hope you can help with this year's expenses. There will be a list of sponsors at the Envirothon and sent to the local newspapers.

If you have any questions regarding the Envirothon, please contact me at 732-0121.

Sincerely,

Annette Olson
Administrative Assistant

High school kids 9-12

Theme - Ag and The Environment: Knowledge and Technology to Feed The World
- put together an irrigation plan - feed the world
- oral presentation
- resource stations - soils, wildlife, aquatic/wetlands, forestry

603 Central Avenue N Suite 100  Park Rapids, MN 56470 | 218-732-0121

hubbardswcd.org

Minnesota Traditions AIS Program Background and History

Background: At the Feb. 22nd MHB board meeting, Commissioners saw a ppt. about this year's funding request for a social media campaign. Commissioners were pleased about MN Traditions social media success, but wondered why not as many counties are supporting it this year. The MHB asked Tim to provide a funding and program history so they could make an informed decision.

2019 AIS Prevention Aid from State to Counties:

Morrison- \$127,514	Cass- \$507,868
Crow Wing- \$443,109	Hubbard- \$258,396
Aitkin- \$272,085	Beltrami- \$200,938
Itasca- \$647,761	Clearwater- \$109,726

History: The vision of the awareness campaign was to create a multi-county AIS campaign that has a consistent message and influences behavioral change to prevent the spread of AIS.

2015- MN Traditions launched with a website and TV program infomercials (NJPA grant).

2016- Website continues, new social media program added (\$34,500 social media) and launched, TV programing re-aired along with internet videos, TV PSA's, radio PSA's. (MARCD, Initative Foundation)

2017- Social Media and website continues and supported with new media content (\$36,800 Social Media).

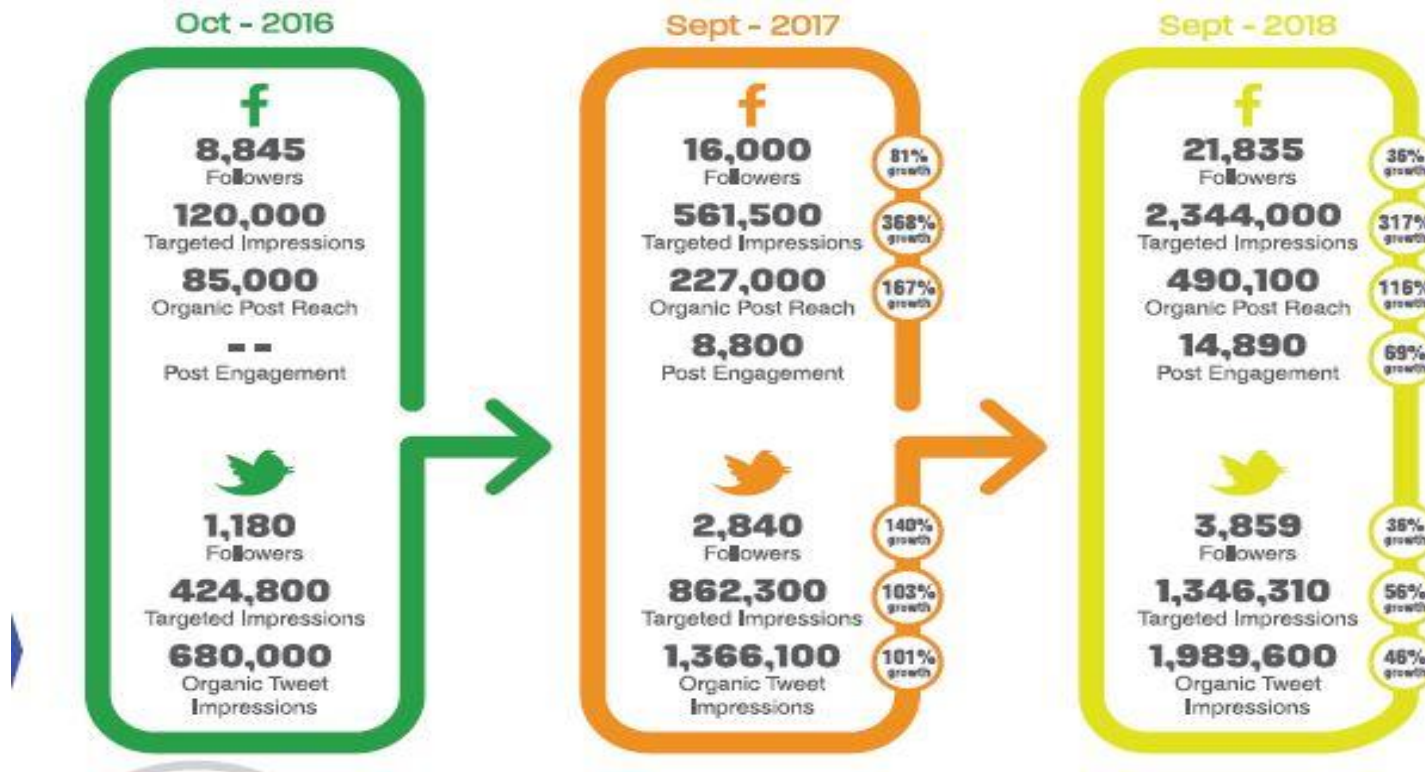
2018- Social Media continues and digital marketing added (\$40K social media).

2019- Focus on just Social Media (\$25K counties).

Funding and Support History based off project funding year

Counties	2015	2016	2017	2018	2019	Comments					
Morrison	\$10,000		\$15,000	\$6,919		1/19 email- opting out because last year's campaign had emphasis on traffic data. Will spend money this year on DNR Comp. research AIS social marketing and education on behavior change which will be completed in July 2019.					
CW	\$20,000		\$15,000	\$23,670	\$8,572	conversation- Will fund it because it is so inexpensive					
Aitkin	\$16,000		\$15,000	\$15,658		10/18 email- not interested unless the electronic count works in the future. Social media is not enough for our committee to join in.					
Itasca				\$5,000		1/19 email- Does not align well with the 2019 Itasca AIS program. Conversation- I don't have the money in the line item.					
Cass	\$20,000			\$18,793	\$8,572	They believe it is a good program.					
Hubbard						They have always focused on inspections over MN Traditions					
Beltrami				\$12,199	\$8,572	Participated in 2018 because it was more local based, and now utilizing more of its potential.					
Clearwater	\$15,000		\$15,000	\$9,104		conversation- Not participating.					
IF, NJPA, MARCD, MHB	\$54,300	154,484		\$30,000							
TOTAL	\$135,300	\$154,484	\$60,000	\$121,343	\$25,716						

Social Media Performance History:



2019 Minnesota Traditions Social Media Campaign

Social Media Posting/Advertising- \$42K; Share/Like Promotional Campaign- \$3,100; Content Creation- \$5000; Coordination/admin- \$9,900

TOTAL: \$60,000

Strategy: Look into programmatic base funding from all 8 MHB counties so that everyone receiving benefit is contributing.

March 4, 2019

Mr. Nathan Campbell,
U.S. Army Corps of Engineers
St. Paul District
180 Fifth Street Suite 700
St. Paul, Minnesota 55101

Dear Mr. Campbell:

This is in reference to the United States Army Corps of Engineers (Corps) Continuing Authorities Program. The Nature Conservancy understands that the provisions of Section 1135 of the Water Resources Development Act of 1986, as amended, provides authority for the Corps to improve environmental quality through modifications to Corps structures or implementation of measures in affected areas. The Nature Conservancy requests that the Corps conduct a study to determine the feasibility of implementing fish passage at the Leech Lake dam. We also request that you consider including fish passage during the scheduled dam reconstruction preventing the need for a Section 1135 process.

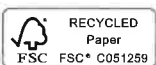
The Nature Conservancy understands that initial feasibility investigations would be fully federally funded up to \$100,000. Any remaining feasibility costs would be shared 50/50 pursuant to the terms of a CAP Feasibility Cost Share Agreement. Moreover, the Conservancy understands that if a feasible alternative is identified, a Project Partnership Agreement (PPA) will need to be executed between a non-federal sponsor and the Corps. The obligations as a local sponsor under Section 1135, including the cost share requirement of 25% of the project design and implementation costs will be outlined in this PPA.

Regards,



Richard L. Biske
Freshwater Program Director
The Nature Conservancy, MN, ND, SD
(612) 331-0766

CC
Minnesota Department of Natural Resources
Divisions of Fish and Wildlife, Ecological and Water Resources
Leech Lake Band of Ojibwe
Mississippi Headwaters Board
US Forest Service



The Nature Conservancy
Minnesota, North Dakota,
South Dakota Chapter
1101 West River Parkway, Suite 200
Minneapolis, MN 55415

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nature.org