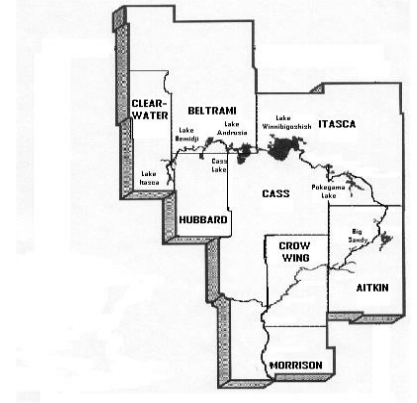




**Mississippi Headwaters Board  
Meeting Agenda  
Cass County Courthouse  
Walker, MN  
February 28, 2020  
10:00 am**



**10:00 AM**

- **Call to Order/Pledge of Allegiance**
- **2020 Officers-** Chairman- Neal Gaalswyk (Cass), Vice Chair- Anne Marcotte (Aitkin), Secretary/Treasurer- Davin Tinquist (Itasca)

**10:05 AM Approve/Amend**

- Agenda
- Consent Agenda – January '20 Minutes & Expenses

**Planning and Zoning (Actions)**

- None

**Action / Discussion Items:**

- Hubbard request MHB funding for Envirothon
- Annual Work Plan & Budget approval
- DNR Joint Powers Agreement and MHB Resolution for Agreement
- Executive Director's Report

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

**Meeting Adjourned - Thank you**

**Mtgs: March 27, '20, 10:00 AM – MHB Board Meeting- Walker, MN**

## **Attachment 1 & 2**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board  
January 24, 2020  
Cass County Courthouse  
Walker, MN 56484

MEETING  
MINUTES

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

Comm. Wilson opened the meeting with the pledge of allegiance.

**Officer Election-** Tim explained that since the by-laws were changed that nominations are open for Chairman. Commissioner Wilson said that he was okay if someone else wanted to be Chairman. It was asked who would be Chairman if the rotation were to continue, and Tim replied Comm. Gaalswyk. Comm. Gaalswyk agreed to be Chair. **M/S (Tinquist/Gaasvig) to nominate and elect Comm. Gaalswyk as Chair. Motion Carried.** The Board asked who would be Vice Chair if the rotation were to continue and Tim replied Comm. Tinquist. Craig suggested that since this by-law change was adopted last year by the suggestion of Comm. Marcotte, that she be Vice-Chair. **M/S (Gaalswyk/Wilson) to nominate and elect Comm. Marcotte as Vice Chair. Motion Carried.** Comm. Tinquist was asked if he wanted to still remain Secretary-Treasurer and he replied in the affirmative. **M/S (Wilson/Barrows) to nominate and elect Comm. Tinquist as Secretary-Treasurer. Motion Carried.**

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

**M/S (Tinquist/Barrows) to approve of the consent agenda. Motion Carried.** Comm. Van Kempen brought up the idea of having the expenses be easier to read instead of in a bulk format. Comm. Barrows said that he talked with Crow Wing finance director Nick Meilke, and they are going to work on an abridged and better way to easily look at finances from a board perspective.

**Planning & Zoning- NONE**

**Correspondence-** Tim provided the Board with a copy of the Leech Lake Association INC letter which discussed how the Aitkin flood control channel is creating more lake and stream flood conditions upstream and the need to hold a conversation with the Army Corps of Engineers (ACOE) regarding a win for all constituencies from Aitkin to Bemidji. Tim stated that he received comment from Aitkin Comm. Marcotte that the information contained in the letter is based on assumption and not facts. He also stated that no Aitkin County Commissioners were cc'd on this letter, but a large number of Representatives, Senators, state agencies, and county administrators were. The board agreed and Comm. Tinquist stated that this is a long standing issue in Itasca county, and ACOE has been more willing in to address water level issues than in the past. The biggest issue is to help make this a priority. Comm. Gaalswyk stated that this information is FYI only for the MHB board because there is not much that can be done from the MHB board level. The board departed from the issue and moved on to other agenda items.

**Action/Discussion Items**

1. **Annual Work Plan approval-** Tim presented the annual work plan before the board and stated that the initiatives for SFY 2021 is what he would like to focus on next year. Various members of the board thought that it was too generic and not specific enough and wanted more details especially on the measurable side. They directed that Tim take it back and provide more details.
2. **Audit-** Tim provided the board with last year's state fiscal year audit. The board reviewed it and asked various questions about budgeted and actual revenues and compensated absences. Comm. Gaasvig noted that this audit is purely from a financial standpoint and noted it does not delve into questions regarding fraudulent activity.
3. **BWSR CWF grant application status-** Tim explained to the board that the Lake Irving project which he co-wrote with Beltrami SWCD was funded. He said that 79 projects were submitted statewide, BWSR approved of 39 projects, and that Lake Irving ranked #2. He noted that it was quite an accomplishment and that he has been working on this for around 4 years. Tim told the board that he is having a meeting with around 10 partners to discuss next steps because Mayor Albrecht would like to see if Bemidji would be willing to fund alternative 4 (\$490K) rather than alternative 2 (\$156K). Various discussion ensued from Commissioners about why and how they would want to do that, but ultimately noted that it is Bemidji's decision.

### **Executive Directors Report**

1. Tim provided the board with the explanation that recommendations from the LSOHC council to the legislature were changed due to an increase in the states budget forecast. Each council member received an additional over \$900K to allocate to their projects. Saxhaug appropriated his funding to every project evenly, and Jamie Becker-Finn appropriated her allocation to the MHHCP project. This increased the allocation from \$3.375M to \$4.310M.
2. Tim discussed MN Traditions and how he is branching out with the Top 0 counties to seek funding from other sources. He believes he will meet the budgeted \$70K which will yield anywhere from 6K-8K followers on Facebook.
3. Tim held a meeting with state DNR staff to work on developing an MOU between the DNR and MHB to implement signage on DNR administered accesses. He said it is crucial since many accesses across the 400 miles are DNR administered. He said that he developed an MOU with counties and cities already and included a maintenance and upkeep plan. Commissioners asked if this plan is in perpetuity and Tim replied "no" because entities don't want these costs passed on to them that long. He said that if the entity believes in 10 or 15 years that it is still valuable, they will replace it because the cost is minimal. Discussion ensued about sign quality, and Tim assured them that this is fade resistant and high quality signage. It was asked if there was any discussion with federal agencies about this, and Tim replied that this will begin once the low hanging fruit is implemented. Tim continued the discussion and said that he held a meeting with outfitters in Crow Wing and Morrison to find out what accesses are being used most by people living outside the county. They provided him information about what sites to sign first because of their use and popularity. One outfitter noticed the signs in palisade and was pleased that our organization did this.

### **Annual Performance Review**

**M/S (Barrows/Tinquist) to close the meeting**

**M/S (Barrows/Gaasvig) to open the meeting and accept Resolution 2020-01 with a general rating of performing and apply the corresponding performance based pay adjustment of 3% prorated back to 1/1/20. Motion Carried 6 ayes, 0 nays.**

Legislative & County Updates- None.

**Meeting adjourned by Comm. Gaalswyk since the agenda was completed.**

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Vice Chair Anne Marcotte

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Executive Director Tim Terrill

## January Budget Summary

<u>Expenses:</u>	<u>Amount</u>	<u>Explanation</u>
Salaries/Benefits	\$10,812.66	reimbursed by Gov. grant
MHB board Per Diem		reimbursed by Gov. grant
Hotel/Meals/travel exp.		reimbursed by Gov. grant
MHB Mileage		reimbursed by Gov. grant
Employee Mileage	\$223.82	reimbursed by Gov. grant
Professional Services	\$7,315.00	everything in this line item is reimbursed by the grants below except \$2625 which is for financial services and audit.
Office supplies/operations	\$57.13	reimbursed by Gov. grant
<b>Total</b>	<b>\$18,408.61</b>	

<u>Revenues:</u>	<u>Amount</u>	<u>Explanation</u>
Governor's DNR grant		non competitive quarterly reimbursement
MPCA water testing		competitive monthly reimbursement
LSOHC grant		competitive quarterly reimbursement
Miscell. other revenue	\$120.00	competitive reimbursed for Guidebook sales and MCIT audit dividend
County Support	\$12,000.00	non competitive annual reimbursement
<b>Total</b>	<b>\$12,120.00</b>	

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 01 TO 2020 01

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			335,865.06	
20/01	21 01/03/20	PRJ					-3,837.73	332,027.33	
20/01	103 01/07/20	APP A0107					-4,690.00	327,337.33	
	A010720								
20/01	222 01/08/20	GNI 014540 AmyG		35726			120.00	327,457.33	
	iNovah	SYSTEM GENERATED DUE TO LINE							
20/01	246 01/14/20	APP A0114					-2,100.00	325,357.33	
	A011420								
20/01	303 01/17/20	PRJ					-3,870.78	321,486.55	
20/01	373 01/21/20	GNI 015497 AmyG		35857			1,500.00	322,986.55	
	iNovah	SYSTEM GENERATED DUE TO LINE							
20/01	380 01/22/20	APP C0121					-2.13	322,984.42	
	C012120								
20/01	462 01/23/20	GNI 015753 AmyG		35893			7,500.00	330,484.42	
	iNovah	SYSTEM GENERATED DUE TO LINE							
20/01	594 01/27/20	GNI 015993 AmyG		35927			1,500.00	331,984.42	
	iNovah	SYSTEM GENERATED DUE TO LINE							
20/01	951 01/31/20	PRJ					-3,159.15	328,825.27	
20/01	1298 01/31/20	GNI					-223.82	328,601.45	
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
20/01	1302 01/31/20	GNI 016496 AmyG		35978			1,500.00	330,101.45	
	iNovah	SYSTEM GENERATED DUE TO LINE							
20/01	1584 01/31/20	GEN					-525.00	329,576.45	
	RECURRING	DUE TO / DUE FROM							
LEDGER BALANCES --- DEBITS:				12,120.00	CREDITS:	-18,408.61	NET:	-6,288.61	
74	20050	Vouchers Payable			SOY BALANCE			.00	
20/01	99 01/07/20	API B 4322					-4,690.00	-4,690.00	
	W A010720								
20/01	103 01/07/20	APP A0107					4,690.00	.00	
	A010720	AP CASH DISBURSEMENTS JOURNAL							

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 01 TO 2020 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
20/01	242 01/14/20	API B 4342					-2,100.00	-2,100.00	
	W A011420								
20/01	246 01/14/20	APP A0114					2,100.00	.00	
	A011420 AP CASH DISBURSEMENTS JOURNAL								
20/01	332 01/21/20	API B 4353					-2.13	-2.13	
	W C012120								
20/01	380 01/22/20	APP C0121					2.13	.00	
	C012120 AP CASH DISBURSEMENTS JOURNAL								
	LEDGER BALANCES --- DEBITS:		6,792.13		CREDITS:	-6,792.13	NET:	.00	
74	38400	Expenditures							
					SOY BALANCE			.00	
20/01	21 01/03/20	PRJ PR0103 1200103	1200103				3,837.73	3,837.73	
	PAY010320 WARRANT=200103 RUN=1 BI-WEEKL								
20/01	99 01/07/20	API B 4322					4,690.00	8,527.73	
	W A010720								
20/01	242 01/14/20	API B 4342					2,100.00	10,627.73	
	W A011420								
20/01	303 01/17/20	PRJ PR0117 1200117	1200117				3,870.78	14,498.51	
	PAY011720 WARRANT=200117 RUN=1 BI-WEEKL								
20/01	332 01/21/20	API B 4353					2.13	14,500.64	
	W C012120								
20/01	951 01/31/20	PRJ PR0131 1200131	1200131				3,159.15	17,659.79	
	PAY013120 WARRANT=200131 RUN=1 BI-WEEKL								
20/01	1298 01/31/20	GNI					223.82	17,883.61	
	WF PCARD								
20/01	1584 01/31/20	GEN					525.00	18,408.61	
	RECURRING								
	LEDGER BALANCES --- DEBITS:		18,408.61		CREDITS:	.00	NET:	18,408.61	
74	38500	Revenues							
					SOY BALANCE			.00	
20/01	222 01/08/20	GNI 014540 AmyG	35726				-120.00	-120.00	
	iNovah								



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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 01 TO 2020 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	
20/01	373	01/21/20	GNI	015497	AmyG	35857			-1,500.00	-1,620.00		
	iNovah											
20/01	462	01/23/20	GNI	015753	AmyG	35893			-7,500.00	-9,120.00		
	iNovah											
20/01	594	01/27/20	GNI	015993	AmyG	35927			-1,500.00	-10,620.00		
	iNovah											
20/01	1302	01/31/20	GNI	016496	AmyG	35978			-1,500.00	-12,120.00		
	iNovah											
	LEDGER BALANCES --- DEBITS:					.00	CREDITS:	-12,120.00	NET:	-12,120.00		
74830	52990	Local Grant										
											REVISED BUDGET	.00
20/01	373	01/21/20	GNI	015503	AmyG	35857			-1,500.00	-1,500.00		
	iNovah			BELTRAMI SUPORT								
20/01	462	01/23/20	GNI	015750	AmyG	35893			-1,500.00	-3,000.00		
	iNovah			AITKIN COUNTY SUPPORT								
20/01	462	01/23/20	GNI	015749	AmyG	35893			-1,500.00	-4,500.00		
	iNovah			CLEARWATER SUPPORT								
20/01	462	01/23/20	GNI	015751	AmyG	35893			-1,500.00	-6,000.00		
	iNovah			MORRISON COUNTY SUPPORT								
20/01	462	01/23/20	GNI	015748	AmyG	35893			-1,500.00	-7,500.00		
	iNovah			CROW WING COUNTY SUPPORT								
20/01	462	01/23/20	GNI	015752	AmyG	35893			-1,500.00	-9,000.00		
	iNovah			ITASCA COUNTY SUPPORT								
20/01	594	01/27/20	GNI	015991	AmyG	35927			-1,500.00	-10,500.00		
	iNovah			HUBBARD COUNTY SUPPORT								
20/01	1302	01/31/20	GNI	016496	AmyG	35978			-1,500.00	-12,000.00		
	iNovah			FY20 FUNDING DONATION								
	LEDGER BALANCES --- DEBITS:					.00	CREDITS:	-12,000.00	NET:	-12,000.00		
74830	58400	MHB - Sales										
											REVISED BUDGET	.00
20/01	222	01/08/20	GNI	014549	AmyG	35726			-120.00	-120.00		
	iNovah			GUIDEBOOK SALE 12								

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 01 TO 2020 01

P 4  
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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:		-120.00	NET:	-120.00
74830	61000		Salaries & Wages - Regular						
					REVISED BUDGET				.00
20/01	21 01/03/20 PRJ PR0103 1200103 1200103						2,602.96	2,602.96	
	PAY010320 WARRANT=200103 RUN=1 BI-WEEKL								
20/01	303 01/17/20 PRJ PR0117 1200117 1200117						2,602.96	5,205.92	
	PAY011720 WARRANT=200117 RUN=1 BI-WEEKL								
20/01	951 01/31/20 PRJ PR0131 1200131 1200131						2,743.50	7,949.42	
	PAY013120 WARRANT=200131 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:			7,949.42	CREDITS:		.00	NET:	7,949.42
74830	61200		Active Insurance						
					REVISED BUDGET				.00
20/01	21 01/03/20 PRJ PR0103 1200103 1200103						860.28	860.28	
	PAY010320 WARRANT=200103 RUN=1 BI-WEEKL								
20/01	303 01/17/20 PRJ PR0117 1200117 1200117						838.33	1,698.61	
	PAY011720 WARRANT=200117 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:			1,698.61	CREDITS:		.00	NET:	1,698.61
74830	61300		Employee Pension & FICA						
					REVISED BUDGET				.00
20/01	21 01/03/20 PRJ PR0103 1200103 1200103						374.49	374.49	
	PAY010320 WARRANT=200103 RUN=1 BI-WEEKL								
20/01	303 01/17/20 PRJ PR0117 1200117 1200117						374.49	748.98	
	PAY011720 WARRANT=200117 RUN=1 BI-WEEKL								
20/01	951 01/31/20 PRJ PR0131 1200131 1200131						415.65	1,164.63	
	PAY013120 WARRANT=200131 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:			1,164.63	CREDITS:		.00	NET:	1,164.63
74830	62100		Telephone						
					REVISED BUDGET				.00
20/01	303 01/17/20 PRJ PR0117 1200117 1200117						55.00	55.00	
	PAY011720 WARRANT=200117 RUN=1 BI-WEEKL								

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 01 TO 2020 01

P 5  
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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
20/01	332 01/21/20	API 006205		116731	21346		2.13	57.13	
	W C012120	MONTHLY CTC BILLING		CONSOLIDATED TELECOM					
	LEDGER BALANCES --- DEBITS:			57.13	CREDITS:	.00	NET:	57.13	
74830	62990	Prof. & Tech. Fee - Other			REVISED BUDGET				.00
20/01	99 01/07/20	API 101649		115690	1920621		4,690.00	4,690.00	
	W A010720	4TH QTR 2019 SERVICES		WEST COMMUNICATIONS					
20/01	242 01/14/20	API 001802		116314	21327		2,100.00	6,790.00	
	W A011420	HUGH HEINECKE AUDIT		HEINECKE HUGH					
20/01	1584 01/31/20	GEN					525.00	7,315.00	
	RECURRING	FINANCIAL SERVICE							
	LEDGER BALANCES --- DEBITS:			7,315.00	CREDITS:	.00	NET:	7,315.00	
74830	63320	Employee Mileage			REVISED BUDGET				.00
20/01	1298 01/31/20	GNI					107.88	107.88	
	WF PCARD	1434 - DNR NE rgnl hdqtrs							
		TIM TERRILL-OOP							
20/01	1298 01/31/20	GNI					4.81	112.69	
	WF PCARD	1434 - mtg w/ kayak clubs r							
		TIM TERRILL-OOP							
20/01	1298 01/31/20	GNI					35.03	147.72	
	WF PCARD	1434 - Aitk cnty brd MOU appr							
		TIM TERRILL-OOP							
20/01	1298 01/31/20	GNI					18.10	165.82	
	WF PCARD	1434 - Crosby rec signage mtg							
		TIM TERRILL-OOP							
20/01	1298 01/31/20	GNI					58.00	223.82	
	WF PCARD	1434 - Aitk NAT. res Adv. Comm							
		TIM TERRILL-OOP							
	LEDGER BALANCES --- DEBITS:			223.82	CREDITS:	.00	NET:	223.82	
	GRAND TOTAL --- DEBITS:			55,729.35	CREDITS:	-49,440.74	NET:	6,288.61	

59 Records printed

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

# **Planning and Zoning**

**None**

## **Action/Discussion**

Hubbard request MHB funding for Envirothon  
Annual Work Plan & Budget approval  
DNR Joint Powers Agreement and MHB Resolution for Agreement  
Executive Director's Report



**HUBBARD COUNTY**  
**Soil & Water**  
Conservation District

February 11, 2020

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

Dear Mr. Terrill,

This year's North Central Area 8 Envirothon is being held on Wednesday, May 6, 2020 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 Itasca Biological Station on May 18<sup>th</sup>. The state winners will be able to compete at nationals on July 26<sup>th</sup> – August 1<sup>st</sup> at University of Nebraska in Lincoln, NE. 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 and we want to thank you again for your wonderful donation of \$300 last year! We hope you can help with this year's expenses again. 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



## Why a competition like this?

- To allow students to showcase their environmental expertise
- To provide an educational opportunity and expose students to Minnesota's ecology
- To encourage academic excellence and recognize students' outstanding accomplishments in areas beyond athletics

## How can we get involved?

- Contact your school's agriculture or science teacher, or
- Contact your local Soil & Water Conservation District, or
- Contact any committee member listed on the back of this brochure



## 2020 Envirothon Committee

Megan FitzGerald  
**Beltrami SWCD** 218-243-2749  
megan.fitzgerald@co.beltrami.mn.us

Kelly Condiff  
**Cass SWCD** 218-547-7399  
kelly.condiff@co.cass.mn.us

Lori Buell  
**Clearwater SWCD** 218-694-6845  
lori.buell@mn.nacdnet.net

Sheila Boldt  
**Crow Wing SWCD** 218-828-6197  
sheila.boldt@crowwingswcd.org

Crystal Mathisrud  
**Hubbard SWCD** 218-732-0121  
crystal.mathisrud@mn.nacdnet.net

Tim Frits  
**Itasca SWCD** 218-326-0017  
tim.frits@itascaswcd.org

Jolen Simon  
**Koochiching SWCD** 218-283-1180  
jolen.simon@co.koochiching.mn.us

Corryn Trask  
**Lake of the Woods SWCD** 218-634-1842  
corryn.trask@mn.nacdnet.net

Anne Oldakowski  
**Wadena SWCD** 218-632-4201  
anne.oldakowski@wadena.mnswcd.org

## 2020 North Central Envirothon

**An Outdoor Learning  
Event for Students  
Promoting Natural Resource  
Involvement and Education**



*\*Offered again this year\**  
*Junior Envirothon*  
*available for grades 6-8*





## Who can participate?

- Teams consist of 5 students working collaboratively to answer 20 questions at each learning station
- Students must be in grades 9-12 or **6-8 to compete in the Junior Envirothon**
- Each team has an adult advisor (advisor can serve for up to three teams)



## Details for North Central

- Wednesday, May 6, 2020
- Event held rain or shine
- Registration begins at 8:45 a.m.
- Students are served morning snack and lunch
- Prizes given

## What is the Envirothon?

- Nationwide event began in Pennsylvania in 1979
- Began in Minnesota in 1993
- Unique, hands-on outdoor competition for students in **grades 9-12**
- Challenges students' environmental knowledge and problem solving skills
- Teams visit five 25-minute learning stations based on key areas of the environment
- Stations presented by natural resource professionals in the fields of wetlands, wildlife, forestry, soils and a current environmental issue
- Students make an 8-10 minute oral presentation
- Top three **9-12th grade** teams from Area VIII advance to state competition
- Winner of Minnesota's competition advances to the National Canon Envirothon

## When & Where?

- The 2020 North Central Envirothon will be held Wednesday, May 6, 2020 at Lake Bemidji State Park, Bemidji, MN
- Minnesota State Envirothon for grades 9-12 will be held May 18, 2020 at the Itasca Biological Station in Itasca State Park.
- This year's national Canon Envirothon will be held July 26-August 1 at the University of Nebraska in Lincoln, Nebraska.





# MINNESOTA

## State Envirothon

*North America's largest high school  
environmental education competition*



Local natural resource professionals facilitate 5 hands-on learning stations:

### Aquatic/Wetlands



Aquatic habitat, hydrologic cycle, water quality, wetlands, and more.

### Forestry



Forest management and silviculture, tree identification, and more.

### Soils



Soil classes, properties and profiles, erosion potential, and more.

### Wildlife



Adaptation, species identification, survival needs, and more.

### Current Issue\*



\*New topic each year—2020 Topic: Water Resource Management: Local Control and Local Solutions.

## Competitions:

Teams of 5 students compete by taking exams and giving an oral presentation.

### Local

**Wednesday, May 6, 2020:**

High school students compete each year at 8 regional Envirothon's.

For more info, contact your local Soil and Water Conservation District:

[www.maswcd.org](http://www.maswcd.org)

*Click 'SWCDs On the Web'*

### State

**Monday, May 18, 2020:**

Top 3 teams in each regional competition advance to the State Envirothon, May 18, 2020, at Itasca Biological Station, located in the Itasca State Park.

<http://www.maswcd.org/envirothon.htm>

### National

**July 26 - August 1, 2020:**

The national Envirothon will be held July 26 –August 1, 2020, at the University of Nebraska located in Lincoln.

For more information about the national Envirothon, please refer to their website.

[www.envirothon.org](http://www.envirothon.org)



Minnesota Association of Soil and Water Conservation Districts (MASWCD) is a 501(c)(3) non-profit corporation, representing the Soil and Water Conservation Districts of Minnesota. Donations to MASWCD are tax-deductible.

## Bottom Line

Participating students learn about Minnesota's natural resources, collaborate with fellow team members, and discover career options in natural resource management.

# Combining in-class curriculum with hands-on field experiences.

The Envirothon is a hands-on environmental and natural resources problem solving competition that builds leadership skills for high school students in grades 9-12.

The program consists of in-class curriculum with hands-on outdoor field experiences where students can learn natural resource management techniques from natural resource professionals.

Participating teams are trained and tested in five natural resource categories: Aquatics/ Wetlands, Forestry, Soils, Wildlife, and Current Environmental Issues. Each team is also required to give a 10-minute oral presentation. The oral presentation challenges teams to work together and communicate their solution to a complex environmental issue in front of a panel of judges.



Regional area competitions are hosted and by local **Soil and Water Conservation Districts (SWCDs)**. The SWCDs partner with conservation organizations, educators, and other natural resource agencies to assist with the regional events. The top 3 teams from each regional area advance to the Minnesota State Envirothon.

## The Program:

- *Educates future resource stewards.*
- *Promotes E-STEM: Environment, Science, Technology, Engineering, and Math education.*
- *Creates Community Awareness*
- *Fosters appreciation and respect for the natural world and fellow citizens.*
- *Expands students' knowledge and comprehension skills.*



Students are exposed to real life environmental concerns, while also receiving the opportunity to learn more about environmental career opportunities and responsibilities.



**For more information about the Envirothon, or for sponsorship opportunities contact:**

**Judy Johnston, MN Envirothon Coordinator  
Stevens County SWCD**

**12 Highway 28 E, Suite 2 | Morris, MN 56267**

Phone: (320) 589-4886 ext. 114

[judy.johnston@stevensswcd.org](mailto:judy.johnston@stevensswcd.org)

## Current Issue Scenario 2020

### Water Resource Management: Local Control and Local Solutions

The land and lakes near Itasca State Park make up a significant natural resource for the state of Minnesota. This area is home to numerous diverse flora and fauna, provides ample recreational opportunities, and is a continual draw for those wanting to experience Minnesota's natural beauty. Agriculture, like tourism, also supports the economy in some counties in this area of the state. In recent years, agriculture in the form of potato farms has been creeping toward the Itasca State Park region. This process converts forested lands dominated by pines to irrigated agriculture.

The Itasca State Park region is part of the Upper Mississippi River basin. Recent studies show that the rates of land conversion from forests to agriculture in the Upper Mississippi River basin are among the highest in the country. Without best management practices employed, the high quality waters resources (i.e., surface water quality and groundwater supplies) in the Upper Mississippi River basin may be threatened. Because of the important economic and social benefits the Itasca State Park region provides to the state, this topic has received attention from various local and state governmental organizations as well as news organizations.

A retiree was recently selected to take the lead of local lake association for Straight Lake in Becker County, Minnesota (Figure 1). The lake association has not been active for many years, but that is changing because of recent articles lakeshore owners are reading in newspapers. The lake association has contracted you to put together management recommendations for the lake and lakeshore owners. They request that the recommendations be based on sound science. The lake association leader knows there are many background materials on the land, surface waters, and groundwater near Straight Lake because of recent issues related to: 1) groundwater use and quality, 2) surface water quality and fisheries, and 3) land conversion from forests to agriculture. However, the leader does not have the expertise to sift through this information and then formulate a plan for the lake association. Finally, although the requested recommendations are primarily intended for Straight Lake, the lake association members would also like to know more about the groundwater in their area and why the Minnesota Department of Natural Resources are concerned about groundwater quantity and quality of the Pinelands Sands area (Figure 2).

#### **Expectations from lake association:**

- 1) Develop a general assessment of the water resources in their area including:
  - a. current water quality in Straight Lake, any long-term trends available, and how Straight Lake water quality compares with other lakes in the area
  - b. description of the Pineland Sands area aquifer and any long-term trends available
  - c. description of the current threats to water quality and quantity of Straight Lake and the Pineland Sands area aquifer
- 2) Recommendations for property owners to either maintain or improve their shoreline and lawn care. Keep in mind that most owners will only be able to commit minimal financial resources to any proposed projects.
- 3) Many lakeshore owners are nearing retirement and planning for their futures. Many of them have expressed interest in leaving a conservation legacy to promote a healthy lake. As such, the lake association is asking for the plan to include any options owners have for placing restrictions on their land before selling it or passing it on to their children.
- 4) Many members of the lake association enjoy fishing in Straight Lake and the three nearby-designated trout streams (Straight River, Upper Straight Creek, and Straight Lake Creek). They heard that cisco (tullibee) are



important in supporting sport fish in lakes and have recently read about threats to cisco populations in Minnesota in the news. Therefore, they request the plan to include:

- a. Description of the role cisco play in Minnesota fisheries
- b. Description of current threats to cisco populations in northern Minnesota
- c. Status of cisco populations in Straight Lake
- d. Recommendations for best land management practices by lakeshore owners to promote healthy cisco populations

## Figures



Figure 1. Satellite view of Straight Lake in Becker, County Minnesota.

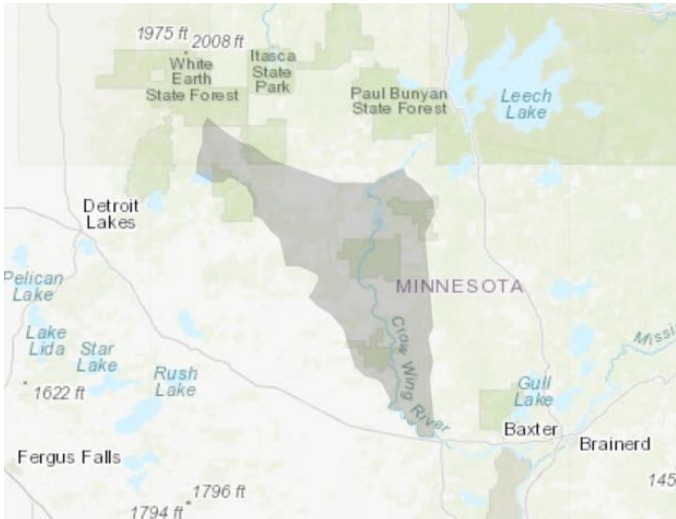


Figure 2. Pineland Sands Area in the shaded portion of the map. According to Richard Peterson of the Minnesota Department of Natural Resources, “The Pineland Sands Area is a glacial outwash area characterized by fine to coarse grained sands and gravels which are well drained. These sandy soils also infiltrate a significant amount of precipitation making them important groundwater recharge areas. The water table aquifer and surface water bodies in this area are interconnected and dependent on one another. Withdrawals in the water table aquifer can cause lower water levels in the nearby wetlands, lakes and streams. Some of the streams are designated trout streams and highly dependent on a cold groundwater supply.”

## Resources

- Straight Lake natural resource data and information. Useful links on the left of the page.  
<https://www.dnr.state.mn.us/lakefind/lake.html?id=03001000>
- General resources for managing water  
<https://extension.umn.edu/natural-resources#water>
- A Citizen's Guide to Lake Protection  
<http://www.shorelandmanagement.org/depth/citizen.pdf>
- \*\*Understanding Shoreland BMPs  
<http://www.shorelandmanagement.org/depth/bmp.pdf>
- Fact-sheet blue-green algae  
<https://www.pca.state.mn.us/sites/default/files/wq-s1-90.pdf>
- \*\*Straight River Groundwater Management Area Plan  
[https://files.dnr.state.mn.us/waters/gwmp/area-sr/sr\\_gwma\\_plan.pdf](https://files.dnr.state.mn.us/waters/gwmp/area-sr/sr_gwma_plan.pdf)
- Refuge for Tullibees  
<https://www.dnr.state.mn.us/mcvmagazine/issues/2016/may-jun/refuge-lakes.html>
- Articles in popular press read by lake association members
  - <http://www.startribune.com/a-great-river-at-risk/394188561/>
  - <http://www.startribune.com/interactive-the-urgent-threats-facing-the-mississippi-river/393294531/>
  - <http://www.startribune.com/mighty-mississippi-river-faces-mounting-environmental-threats/393294611/>
  - <http://www.startribune.com/feb-6-dnr-halts-pines-to-potatoes-conversion-in-central-minnesota/290946331/>

\*\*Denotes resources are lengthy and at times technical, but have useful materials throughout the document.

# Mississippi Headwaters Board Work Plan

## July 1<sup>st</sup>, 2020 to June 30<sup>th</sup>, 2021

### SFY 2021

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.1. Protect and Enhance Scientific Values
- A.2. Protect and Enhance Natural Values
- A.3. Protect and Enhance Historic/Cultural Values
- A.4. Protect and Enhance Recreational Values
- A.5. 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.

## **SFY 2021 INITIATIVES**

### **I. Stormwater Implementation**

The Executive Director will implement the LCCMR grant to help acquire approximately 14 acres for Baxter.

**Measureable:** Land will be acquired in the city of Baxter to help secure a place for a stormwater prevention practice to be installed later.

**Result:**

**II. Aquatic Invasive Species (AIS)**

Implement funding for Social Media campaign.

**Measurable:** Leverage approximately \$70,000 to increase 6,000-8,000 followers on Facebook and 1,500 followers on Twitter.

**Result:**

**III. Natural Resource Protection**

The MHB will implement the new legislative appropriation from the Outdoor Heritage Council

**Measurable:** Tim will report acres and projected acres that the program has preserved.

**Result:**

--Purchase 442 acres of private land that is an inholding in the Savanna State Forest, Aitkin County, and convey to DNR Forestry as an addition to the state forest.

--Purchase 24 acres on the Mississippi River in Crow Wing County and convey to DNR Wildlife to append to the newly created Indian Jack WMA.

--Purchase 22 acres on the Mississippi River and convey to Crow Wing County to add to 159 acres acquired in 2019 and conveyed to Crow Wing County. This county forest land is part of a larger contiguous permanently protected habitat complex along the Mississippi in Crow Wing County that includes over 9 miles of river and 1,672 acres of county and state forest and two conservation easements.

--Complete and record 9 easements in Aitkin County (983 acres), 3 easements in Crow Wing County (200 acres); two easements in Morrison County (163 acres) and 1 easement in Itasca County (92 acres).

--With new funding of \$4.3 million to be approved by the 2020 State Legislature and available July 1, an easement waiting list of over 25 landowners can be addressed and new acquisitions explored. Beltrami County SWCD will start processing easements that fit MHHCP program criteria.

**IV. Recreational signage**

Produce an MOU between the MHB and DNR that promotes recreational signage on DNR administered accesses.

**Measurable:** Tim will have a MOU signed that will allow recreational signage on DNR administered accesses.

<b>Result:</b>	Aitkin	Waldeck to Kimball access
		Kimball to Aitkin County Campground access
	Crow Wing	Kiwanis to Crow Wing State Park
	Morrison	Maple Island Park to Blanchard Dam

## **PROGRAM AREAS**

### **A.1.To Protect and Enhance Scientific Values**

**Goal:** Organize agencies and organizations to promote protection of the Mississippi River regarding water monitoring and scientific data accumulation and modeling.

The MHB will:

- use data to identify and prioritize water quality issues pertaining to stormwater, groundwater, and source water protection;
- promote the use of best available technologies and develop processes to ensure that data is incorporated into state and county planning efforts.

### **A.2.To Protect and Enhance Natural Values**

**Goal:** To preserve and protect the habitat and water quality of the Mississippi River and watersheds that drain into it by coordinating partnerships that meet the goals of the MHB.

The MHB will:

- form partnerships to promote the leadership of the MHB while leveraging resources to protect the river;
- protect and restore parcels along the Corridor and catchments to enhance the habitat and water quality of the catchment in cooperation with government and non-profit agencies;
- work with federal, state, and local agencies to ensure consistent communication between multi-jurisdictional entities;
- continue regional planning and implementation of stormwater protection practices with cities to help preserve the Mississippi River and continue developing regional and statewide awareness and education efforts about aquatic invasive species;
- maintain and enforce the Plan and minimum zoning standards to promote consistent performance-based zoning; mitigate impervious lot expansion through BMPs and plans; and maintain public land ownership in the Corridor.

### **A.3.To Protect and Enhance Historic/Cultural Values**

**Goal:** Create partnerships and strategies with organizations to develop, protect, promote, store, display, and increase awareness about the Mississippi River's valuable history and cultural areas.

The MHB will:

- utilize its website and the best available technologies to collect, store, and disseminate historical and cultural information;
- coordinate partners and tribes to gain and disseminate information of culturally significant areas and encourage the preservation of historic maps, photographs, and documents.

### **A.4.To Protect and Enhance Recreational Values**

**Goal:** Facilitate and maintain new and existing partnerships with stakeholders to promote, develop, and protect the recreational opportunities that complement the Mississippi River.



The MHB will:

- work with local, county, and state partners to coordinate efforts and improvements to the Great River Road and the Mississippi River Trail to help people experience the river in a meaningful way;
- help coordinate multi-purpose water and recreational trail plans to encourage planning and implementation consistency at a regional level.
- work with local, county, and state partners to coordinate efforts to protect the member counties from invasive species.

#### **A.5. 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.

# 

July 1, 2020 to June 30, 2021

Approx. Expenses (Office Operation)	Approx. Budgeted Annually
<b>Salary</b> (Insur,active insur, <b>Exec. Director</b> PERA&FICA)	\$ 102,953.00
<b>Program Specialist</b>	\$ 53,500.00
<b>Travel &amp; Training Expenses</b>	\$ 660.00
<b>Insurance Liability</b> (Work Comp)	\$ 3,000.00
<b>Phone Services</b>	\$ 700.00
<b>MHB Per Diem</b>	\$ 2,200.00
<b>MHB Mileage (IRS rate)</b>	\$ 2,500.00
<b>Staff Mileage</b>	\$ 4,400.00
<b>Office Operations:</b>	\$720.00
<b>Prof. Service</b> most of this is pass through except CW financial, Comp. plan exp., science fair, web hosting,	\$ 641,450.00
<b>EXPENSE TOTAL</b>	\$ 812,083.00

Approx. Revenue	Income
State/DNR	\$ 124,000.00
Grant Revenue	\$ 605,221.00
County Appropriations	\$ 12,000.00
County in-kind Support \$300,181	
Reserve Funding	
Misc. Revenue (AIS,MCIT divd.)	\$ 52,162.00
Guidebook Sales	\$ 200.00
<b>Sub-total</b>	\$ 793,583.00
<b>Grants/Other</b>	Approximate Admin. Revenue
Outdoor Heritage Fund	\$7,000
AIS MN Traditions	\$2,000
LCCMR	\$3,500
Miss. River signage	\$6,000
<b>Sub-total</b>	\$18,500
<b>REVENUE TOTAL</b>	\$ 812,083.00

Reserve funding could be used from the MHB fund balance account to fund the Program Specialist position, but should not be considered a committed fund. It is the desire of the MHB Board that the base funding of the State/DNR allocation be increased to fund the program specialist position.

**MISSISSIPPI RIVER STATE WATER TRAIL SIGNAGE  
JOINT POWERS AGREEMENT BETWEEN  
THE STATE OF MINNESOTA AND MISSISSIPPI HEADWATERS BOARD**

This agreement, between the State of Minnesota, acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the "State", and the Mississippi Headwaters Board, hereinafter referred to as the "MHB."

**WITNESSETH:**

WHEREAS, the Commissioner of Natural Resources has the authority, duty, and responsibility under Minnesota Statutes 97A.141 to provide public water access on lakes and rivers, and under Minnesota Statutes 85.32 to provide, develop and maintain the Minnesota state water trails system.

WHEREAS, the State and the MHB are authorized under Minnesota Statutes Section 471.59, to enter into agreements to jointly or cooperatively exercise common power; and

WHEREAS, the State and the MHB have determined that improved signage on the Mississippi River is of high priority under the state water trails program; and

WHEREAS, the MHB exists to preserve and protect the outstanding and unique natural, scenic, historical, recreational and cultural values of the first 400 miles of the Mississippi River, and

WHEREAS, the State owns multiple tracks of public land along the upper section of Mississippi River state water trail corridor, of which a list is attached and incorporated into this agreement as Exhibit A; and

WHEREAS, the State and the MHB desire to cooperate in the design and installation of signs for paddlers using the Mississippi River state water trail; and

WHEREAS, a resolution or copy of the MHB meeting minutes authorizing MHB to enter into this agreement is attached and incorporated into this agreement as Exhibit B; and

NOW, THEREFORE, in consideration of the mutual benefit to be derived by the public bodies hereto and for the benefit of the public, the parties agree as follows:

**I. STATE'S DUTIES AND RESPONSIBILITIES**

- a. The State will review the locations and types of the signs recommended by the MHB and determine if they are appropriate for the users and sites.
- b. The State will review and approve the signs before they are fabricated by the MHB.
- c. The State will review the content, size and graphic design of the sign and submit comments to the MHB in a reasonable amount of time or by an agreed upon deadline.
- d. Installation of the signs shall be the responsibility of the State.
- e. The State will provide the sign post (if there is not one existing) and hardware for posting the sign. The State will encumber funds for any supplies needed for sign installation through the standard internal purchasing process.
- f. The State will install the sign in the approximate area recommended by the MHB and in accordance with cultural and natural resource reviews and ADA requirements.
- g. The State shall provide routine maintenance of the sign(s) and keep them in good and sanitary order including minor repairs.
- h. The DNR can request a replacement sign(s) as needed from the MHB. After the agreement expiration date, neither party has to participate in replacing the signs.

## II. MISSISSIPPI HEADWATERS BOARD DUTIES AND RESPONSIBILITIES

- a. MHB will submit signage plans and obtain approval for location and types of signs from the State prior to design and fabrication.
- b. The MHB will develop the content and graphic design of sign(s) and ensure the sign(s) meet or exceed ADA requirements.
- c. The MHB will use information from the State water trails maps and other sources to promote the safest routes with the additional river signage.
- d. The MHB will seek approval from the State for the size, color, material and content of the sign before fabrication. The State can refuse to post signs that were not pre-approved.
- e. The MHB will incorporate the corrections and improvements recommended by the State.
- f. The MHB agrees to pay for the fabrication of the sign(s) and the delivery or shipping of the signs to the DNR Area or Park office responsible for the installation of the sign.
- g. The MHB should provide an approximate location and orientation for posting the sign, actual locations will be determined by the State.
- h. The MHB may replace a sign as requested from the State, one time and as funding is available. After the agreement expiration date, neither party has to participate in maintaining these exact signs.
- i. The MHB must request permission and obtain approval from the State for use of the MN DNR logo, "Minnesota State Parks and Trails" or any unit name on sign(s) or promotional materials.
- j. The MHB shall prevent invasive species from entering into or spreading within the facilities by cleaning equipment prior to arriving at the facilities.
  - i. If the equipment, vehicles, gear, or clothing arrives at the facilities with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned using tools or equipment (brush/broom, compressed air or pressure washer). MHB shall properly dispose of material cleaned from equipment and clothing. If the material cannot be disposed of onsite, it will be secured prior to transport and legally disposed offsite.
  - ii. MHB shall ensure that all equipment and clothing used for work in public waters has been adequately decontaminated for aquatic invasive species. All equipment and clothing including but not limited to waders, vehicles and boats that are exposed to any public water of the state must be thoroughly cleaned and drained of all water before transport to another location.

## III. FUNDING

The State shall provide funding for its responsibilities under Article I (a – h) through the standard internal purchasing process including, but not limited to a separate requisition in which funds will be encumbered. The cost of the signs will be borne by MHB. The total obligation of the State for its responsibilities under Article I shall be limited to the amount of funds legislatively appropriated and administratively allocated to this project. No additional funding will be provided, unless agreed upon by all parties and an amendment to this Agreement is completed and executed.

## IV. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, and other applicable law. MHB's liability shall be governed by Minnesota Statutes Sections 466.01 - 466.15, and other applicable law.

V. TERM

- a. **Effective Date:** March 20, 2020 or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, Subdivision 2, whichever is later. MHB shall not begin work under this Agreement until it is fully executed and MHB has been notified by the State's authorized representative to begin the work.
- b. **Expiration Date:** December 31, 2025 for a period of five (5) years except as otherwise provided herein or agreed to in writing by both parties. The agreement can be extended with a written amendment as agreed upon and signed by both parties per article XI.

VI. AUDIT

Under Minnesota Statutes Section 16C.05, sub. 5, the books, records, documents and accounting procedures and practices of the MHB relevant to the agreement shall be subject to examination by the Commissioner of Natural Resources, the Legislative Auditor and the State Auditor for a minimum of six (6) years from the end of this agreement.

VII. ANTITRUST

The MHB hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this Agreement resulting from antitrust violations that arose under the antitrust laws of the United States and the antitrust laws of the State of Minnesota

VIII. CANCELLATION

This Agreement may be cancelled by the State at any time with cause or as necessary as provided in Article II, upon thirty (30) days written notice to MHB.

This Agreement may also be cancelled by the State if it does not obtain funding from the Minnesota Legislature, or other funding sources, or if funding cannot be continued at a level sufficient to allow for the payment of services covered under this agreement. The State will notify the MHB by written or fax notice. The State will not be obligated to pay for services provided after the notice is given and the effective date of cancellation. However, the MHB shall be entitled to payment, determined on a pro-rated basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is cancelled because of a decision of the Minnesota Legislature, or other funding source, not to appropriate the necessary funds. The State shall provide the MHB notice of lack of funding within a reasonable time of the State receiving that notice.

IX. GOVERNMENT DATA PRACTICES

The MHB and the State must comply with the Minnesota Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the MHB under this agreement. The civil remedies of Minn. Stat. 13.08 apply to the release of the data referred to in this clause by either the MHB or the State.

X. PUBLICITY AND ENDORSEMENT

Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the MHB individually or jointly with others, or any subcontractors, with respect to the program and services provided from this agreement.

XI. COMPLETE AGREEMENT

This Agreement, and amendments, constitutes the entire agreement between the parties. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

XII. OTHER TERMS AND CONDITIONS

NOTICES: Any notice, demand or communication under this Agreement by either party to the other shall be deemed to be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid or by email to:

The State

Minnesota Department of Natural Resources  
Parks and Trails Water Recreation Consultant  
500 Lafayette Road  
St. Paul, MN 55125  
waterrec.dnr@state.mn.us

MHB

Mississippi Headwaters Board  
Executive Director  
322 Laurel Street  
Brainerd, MN 56401  
timt@mississippiheadwaters.org

IN WITNESS WHEREOF, the parties have caused the Agreement to be duly executed intending to be bound thereby.

DEPARTMENT OF NATURAL RESOURCES

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

MISSISSIPPI HEADWATERS BOARD

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DEPARTMENT OF ADMINISTRATION

Delegated to Materials Management Division

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Effective Date)

MISSISSIPPI HEADWATERS BOARD

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as req. by Minn. Stat. 16A.15 and 16C.05.

Signed: Karen Potvin

Date: 2/20/2020

Contract: 172956

## Exhibit A

### Mississippi River State Parks and public water access sites

Name of State Park or public water access	Owner/Administrator
Itasca State Park (River mile 1341.6)	DNR Parks and Trails
Lake Itasca public water access	DNR Parks and Trails
Gulsvig Landing, #3, public water access	DNR Parks and Trails
Coffee Pot Landing, #2 public water access	DNR LaSalle Lake SNA
Bear Den public water access site	DNR Parks and Trails
Pine Point Landing public water access	DNR Parks and Trails
Iron Bridge public water access	DNR Parks and Trails
Irving Lake public water access (North and South)	DNR Parks and Trails
Bemidji Lake (multiple public water access sites)	DNR Parks and Trails
Lake Bemidji State Park	DNR Parks and Trails
Co Rd 12 public water access	DNR Parks and Trails
Co Rd 25 public water access	DNR Parks and Trails
Cass Lake (several water access sites)	DNR Parks and Trails
Winnibigoshish Lake (multiple public water access)	DNR Parks and Trails
Co Rd 3 public water access	DNR Parks and Trails
Schoolcraft State Park and public water access	DNR Parks and Trails
Izaak Walton Park public water access	DNR Parks and Trails
Blackberry Bridge public water access	DNR Parks and Trails
Herb Beers public water access	DNR Parks and Trails
Co Rd 72 public water access	DNR Parks and Trails
County Line public water access	DNR Parks and Trails
Lee Ferry public water access	DNR Parks and Trails
Wolds Ferry Crossing public water access	DNR Parks and Trails
Hwy 6 public water access	DNR Parks and Trails
Trommald public water access	DNR Parks and Trails
Green's Point public water access	DNR Parks and Trails
Crow Wing State Park and public water access	DNR Parks and Trails
Fort Ripley Landing public water access	DNR Parks and Trails
Fletcher Creek public water access	DNR Parks and Trails
Little Falls Dam public water access	DNR Parks and Trails
Charles A. Lindbergh State Park	DNR Parks and Trails
Pike Creek public water access	DNR Parks and Trails
Royalton Sportsman's Club public water	DNR Parks and Trails





## RESOLUTION 2020-02

### Mississippi Headwaters Board

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**Whereas**, the Mississippi Headwaters Board (MHB), is required by Minnesota Statutes 103F.361-378 to identify and protect the natural, cultural, historical, scientific and recreational values of the first 400 miles of the Mississippi River; and

**Whereas**, the MHB Board has created a program which places signage on the Mississippi River at public water accesses,

**Whereas**, the Dept. of Natural Resources (DNR) has reviewed that program and wishes to place signage on their DNR administered public water accesses,

**Whereas**, the DNR has created a Joint Powers Agreement and wishes to formally enter into agreement with a resolution of support from the Mississippi Headwaters Board,

**Now, therefore be it resolved**, that the MHB officially adopts the Dept. of Natural Resources Joint Powers Agreement and will fulfill the duties herein.

This resolution was adopted by a vote, Ayes \_\_\_\_ Nays:\_\_\_\_, of the Mississippi Headwaters Board on **February 28, 2020** and will be made of record in accordance with the Minutes of same.

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I, **Anne Marcotte**, Vice-Chair of the Mississippi Headwaters Board (MHB), do hereby certify that I have compared the foregoing with the original resolution filed in the MHB office on the **28<sup>th</sup> of February A.D. 2020**, and the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL

At Walker, Minnesota, **this 28th day of February, A.D. 2020**

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Anne Marcotte- Vice-Chair of the Board

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# Executive Director Report

January- February 2020

## 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. Submitted Special District Financing Reporting to the State Auditor.
7. Sent out invoices to some of the counties for AIS support.
8. Developed email that will be sent to AIS coordinators for us to gather contact information for the MN Traditions AIS campaign.
9. Organized contact information of local people willing to do interviews for MN Traditions.
10. Submitted LSOHC and Governor's reimbursement to DNR.
11. Reviewed DNR signage JPA several times, and sent it to the Crow Wing county attorney for review.
12. Beltrami county is looking at easement possibilities in their county. This is the first time they have had capacity to do this. Morrison county is working on 2 potential easements.
13. Updated LCCMR project statement and sent back to LCCMR staff.
14. Wrote Miss. Signage resolution for board to sign.
15. Developed ppt. for AIS coordinators to explain 2021 proposal.

## Meetings & Networking

1. Responded to email from Shawn Tracy from HDR engineering to develop final report for the Brainerd Stormwater Retrofit analysis.
2. Based on a discussion with Bob Lessard, I wrote him a brief description of an opportunity to do terrestrial invasive species removal and pollinator habitat planting in the utility corridor that runs through the Chippewa National Forest. Bob said that he is interested in elevating the recognition of the MHB utilizing federal funds to help restore habitat.
3. Held meeting with MPCA and WSN to discuss the future of WSN and MHB role in the WPLMN program. WSN has chosen not to perform the water testing and data analysis work and MPCA made the decision to absorb the workload rather than find another suitable partner.
4. Held a meeting with Baxter city administrator, Brad Chapulis, SWCD manager, Melissa Barrick, and BWSR Clean Water Specialist, Jeff Hrubes to discuss the unfunded grant for a stormwater basin in Baxter on Excelsior Dr. The grant ranked 4 points below the

funding line, and there was a good analysis from the group on how to increase the score for next year's application in August 2020.

5. Held meeting with the Bemidji Mayor and staff, BWSR, Beltrami SWCD, and HRGreen to discuss process to implement alternative 4 for PMA 25. A BWSR grant was received by the Beltrami SWCD and the city is looking at using their stormwater fund to implement alternative 4 rather than alternative 2. I am working with Bemidji's community Development Director, Steve Jones, to help leverage other funds to help in this endeavor.
6. Attended budget meeting with Crow Wing finance director Nick Mielke. We developed a spreadsheet that simplifies all the budget data given at staff meetings.
7. Attended Upper Miss. 1W1P advisory committee meeting. The advisory committee was made aware that the policy committee is in the process of weighing the benefits and disadvantages of being a joint powers committee or a joint powers entity. The committee was also given a review of what the DNR is planning to do regarding statewide LiDAR planning and acquisition of funds to successfully implement a statewide LiDAR program.