

# Mississippi Headwaters Board (MHB)

November 19th, 2010

Cass County Courthouse, Walker, MN

## Meeting Minutes

**Members Present:** Jack Frost (Beltrami County), Lori Dowling (Itasca County), Lyle Robinson (Hubbard County), Dick Downham (Cass County), Tom Wenzel (Morrison County), Paul Thiede (Crow Wing County), Brian Napstad (Aitkin County), and Pam Kichler (Admin. Asst.)

**Members Excused:** Dean Newland (Clearwater County)

**Others Present:** Bill Patnaude - Beltrami ESD and Tech. Advisory Committee (TAC) Chair

**9:10 am** – Chair Jack Frost (Beltrami) called to order the monthly meeting of the Mississippi Headwaters Board at 9:10 am on November 19th, 2010, in Walker, MN. The meeting began with the pledge of allegiance.

**9:11 am - Agenda** (Nov. 19<sup>th</sup> '10). **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Paul Thiede (Crow Wing) to approve the Agenda - 7 ayes, 0 nays. Motion carried.

**9:12 am – Consent Agenda** (Oct. '10 – Minutes/Nov. '10 Expense). **Motion** was made and seconded by Commissioners Lori Dowling (Itasca) / Tom Wenzel (Morrison) to approve the November '10 Consent Agenda - 7 ayes, 0 nays. Motion carried.

**9:13 am – Staff Report** (Nov. '10). Pam Kichler (Admin. Asst.) highlighted several items:

- **#9 (P/B)** – Staff mailed the DNR '11 1<sup>st</sup> Q reimbursement request for \$17,672.08.
- **#3 (P/C)** – Staff received an EA from Bolton & Menk on the Aitkin Airport project. The document is large but is available for closer review on-line.
- Staff advised that the Crow Wing County Land Services Dept. had forward a copy of the revised ordinance to the office for review/comment and FYI. Staff explained that the changes are clearly identified on the last page of the document. Paul Thiede (Crow Wing) offered additional details as well.

**9:20 am – Zoning Actions – None**

**9:20 am – Action Items –**

► **Project Review Committee meeting** - Staff provided a draft copy of the November 15<sup>th</sup> Project Review Committee (PRC) meeting minutes. Bill Patnaude (TAC Chair) took the floor to provide the board with further detail. Below are some specifics identified through discussion:

- 1) A total of two PRC meetings have transpired to-date. The following persons were identified as attendees of one or more of the PRC meetings: Bill Patnaude (Beltrami ESD), Jack Frost (MHB '10 Chair), Pam Kichler (MHB staff), Todd Holman (The Nature Conservancy), Chad Severt (BWSR), Dan Steward (BWSR) and Terry Neff (Aitkin Zoning). There has been several attempts made to have Mike Carroll (DNR Regional Director) attend one of the meetings\*.
- 2) The purpose of the Nov. 15<sup>th</sup> meeting was to discuss recommendations that would be brought back to the MHB on the development of a sub-committee that would review current and/or proposed projects within the eight counties that may be a good fit for MHB involvement.
- 3) Eight county river related projects could come to the MHB staff for preliminary review from any one of four areas: County, Advisory or Technical Committees or from outside sources. Once a project is received in the office, staff will first prepare a summary for the MHB and then pass the information onto the PRC to evaluate for possible recommendation. Projects considered for recommendation must follow the three initiatives identified at the 2 Strategic Planning Session. The MHB Initiatives identified

through the Strategic Planning Sessions and possible actions plans that are currently being reviewed by the PRC and the Re-branding sub-committee are:

- a. **1<sup>st</sup> initiative:** re-branding and re-strategizing the organizations support of water quality programs w/in the first 400 miles of the river; **action plan** – refresh organizations look and perception through new logo and Guidebook, re-designed WEB site and development of the PRC
  - b. **2<sup>nd</sup> initiative:** continued administration of timely/efficient review of variance request etc that limits duplication w/county efforts; **action plan** – continue current variance review process but investigate other areas to enhance board worth through development of new value-added programs, i.e. provide a venue to commence inventory and review of all eight county comprehensive water plans to determine uniformity as they relate to the corridor and watershed
  - c. **and 3<sup>rd</sup> initiative:** engage in a campaign to educate citizens on river protection; **action plan** – jump start MHB participation in River Watch programs and nurture involvement in other community based river protection efforts to include development of a program to inventory and access sensitive areas and their recovery progress along the river
- 4) A preliminary flow chart with a list of possible PRC members was drafted at the Nov 15<sup>th</sup> meeting and presented today for suggestions and comments. The suggested PRC members identified were: MHB Chair and staff, representatives from BWSR, MPCA, DNR, Tribal and county commissioner per specific project area. Non-government entities may also be brought in as ex-officio non-voting members (i.e. The Nature Conservancy).
  - 5) There will be an attempt to meet again by the next MHB meeting, to further refine the PRC sub-committee structure, guidelines and start further development on targeted programs.

Side-bar: There was continued discussion on what, if any, unfavorable board perceptions there may be and that any/all future collaborative relationships should be closely scrutinized.

Side-bar: Lyle Robinson (Hubbard) provided some detail on a specific proposed DNR acquisition near the Itasca State Park (1000 acre Lower LaSalle Lake) in an effort to meet minimum acreage requirements to be re-classified as a National Park. How will this affect existing area resorts, this board, and future funding etc? This is another example of how this board (and the PRC) could work in support of all the eight counties and have a louder voice than the individual counties would alone on concerns.

\*An announcement has recently gone out that implied that Mike Carroll is considering other job opportunities. Mike Carroll has confirmed this but added that any move is very preliminary

### ► Strategic Planning Project Update -

Paul Thiede (Crow Wing – subcommittee chair) and staff started by offering a brief update and provided examples for board review of the Logo and Professional Agreement that was discussed at length at last months MHB meeting. Several other items were also added to discussion and are highlighted below:

- 1) **Logo** – The board was presented a final draft of the logo. An additional letterhead style was also presented (logo w/board detail in the left margin of the page) as an alternative to the traditional style. The Commissioners liked this different option but asked that subsequent pages also contain the basic logo.
- 2) **Professional Service Agreement** – The board was provided a final draft for review and was satisfied w/the language. Staff will ask Chip to print, sign and mail two copies to the office for MHB Chair signature.
- 3) **Guide Book outline** – Staff provided a pre-production outline of the Guide Book layout. One change from the first version would include the addition of reader ‘Tools’ at the conclusion of

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each section as well as a summary of the tools in the back of the book. It was also suggested that Wild Rice activities be added and that the specific 7 water reservoirs get special mention as well

**Motion** was made and seconded by Commissioners Lyle Robinson (Hubbard) / Lori Dowling (Itasca) to approve the above sub-committee recommendations as outlined above - 6 ayes, 0 nays. Motion carried.

► **River Watch Update -**

Pam Kichler (Admin. Asst.) updated the board on her recent communications with Noel Griese (Itasca SWCD) re: his recent contact with the Deer River High School (DRHS) River Watch program teacher. As the board may recall from last month's meeting, staff was asked to confer w/Noel on what River Watch data the board should expect from schools in order to satisfy annual MHB reimbursement requirements for the program. The cap for reimbursement will remain at \$500 annually per school but Noel has yet to get a meeting together w/the DRHS teacher to gather details on what scientific data is currently being gathered and how. In the meantime, the board asked staff to look at old contract wording on the 'Letters of Agreement' between RW schools and the MHB and draft a new version that would reflect current requirements. Bill Patnaude (TAC Chair) will work with Pam on this prior to the next MHB meeting in Dec. Once complete and board approved, the DRHS will be asked to sign one. This agreement version could then be used when approaching other schools and volunteer monitoring groups going forward.

► **Employee Review paperwork/'11 Officer rotation/meeting dates -**

Pam Kichler (Admin. Asst.) advised that the board would need to complete an annual review on her for 2010. The board asked staff to send a blank form to Crow Wing HR so that it can be forward to the board members to complete and return prior to the Dec 17<sup>th</sup> meeting. The members asked whether it was ok with Pam if during the closed portion of the meeting for her review, they could ask that she leave the room to allow the board to briefly conference prior to bringing her back to complete the review. Pam indicated that that would be fine

The board asked Pam to place '11 Officer Rotation on next month's agenda for discussion. Pam noted as well that she intends to put the 2011 calendar meeting dates in the 8 papers at the end of the month.

There was no further business of the MHB to discuss, **motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Lori Dowling (Itasca) to adjourn the meeting at 10:55 am - 6 ayes, 0 nays, Motion carried.

11:45 am – Misc –

☼ **Legislature Update – none**

☼ **County Updates –**

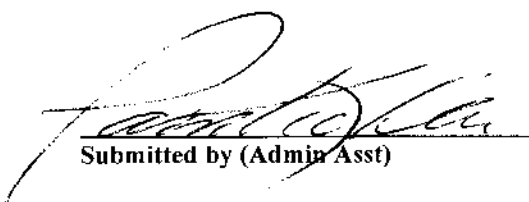
► Chair Jack Frost (Beltrami) was asked to speak about the MHB at the Dec. 9<sup>th</sup> Upper Mississippi River Stakeholders meeting. The board suggested that copies of the old Guide Book be brought to possibly sell and to take names of those interested in purchasing the new version once published. The board asked staff to retain 20 old copies for archive.

► Brian Napstad (Aitkin) provided detail on possible opportunities to ask for project money (i.e. Clean Water Grants) for future projects in the individual counties as well as new MHB programs

► Next MHB meeting: Friday, December 17<sup>th</sup> '10 at 9 am – Cass County Courthouse, Walker, MN

Meeting Adjourned.

  
Chair Approval

  
Submitted by (Admin Asst)