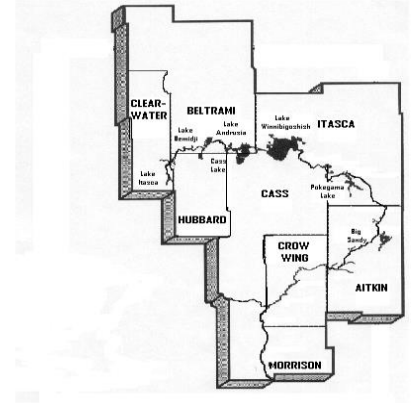




**Mississippi Headwaters Board
Meeting Agenda
Cass County Courthouse
Walker, MN
February 23, 2018
10:00 am**



- **Call to Order/Pledge of Allegiance**

10:00 PM Approve/Amend

- Agenda
- Consent Agenda – January '18 Minutes & Expenses (att. 1 & 2)

Planning and Zoning (Actions)

- None

Action / Discussion Items:

- Executive Director's Report (att. 3)
- Enbridge contract to approve (att. 4)
- Statute Revision
- MHB Recreational Campaign
- Comp plan Revision (att. 5)

Closed Meeting for Executive Directors Annual Performance Evaluation

- Performance Review

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

Meeting Adjourned - Thank you

Mtgs:

March 23, '18, 10:00 AM – MHB Board Meeting- Walker, MN

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
January 26, 2018
Cass County Courthouse
Walker, MN 56484

MEETING
MINUTES

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

Others Present: Marcel Noyes (Hubbard County Supervisor), Bob Lessard (DNR Liaison), Greg Kaiser (Gull Lake Productions).

Vice-Chairman Tinquist called the meeting to order followed by the Pledge of Allegiance. A changing of officers was announced in accordance to the MHB Rotation: Chairman- Paul Thiede, Vice-Chair- Cal Johannsen, Secretary/Treasurer- Mike Wilson. Commissioner Wilson expressed that he may not be on the board based on the election of a new Commissioner which will take previous commissioner Johnson's place. The board acknowledged his remark.

M/S (Marcotte, Thiede) to approve of the rotation. Motion Carried.

M/S (Tinquist, Wilson) to approve the agenda. Motion Carried.

M/S (Johannsen, Wilson) to approve of the consent agenda. Motion Carried.

Planning & Zoning

None

Action/Discussion Items **Executive Director Report**

Tim discussed a phone call he had with Crow Wing county attorney Don Ryan and the jurisdictional authority for the MHB. Mr. Ryan stated that he had a conversation with a person at the attorney general's office and they stated that the GBA would need to follow make sure they are restrictive or more restrictive than the county land use ordinance, but that they do not necessarily have to follow the procedural rule of certifying before the MHB. Discussion ensued and it was decided that Tim should update the statute and let Mr. Ryan review it, and then present it to Commissioner Marcotte for review. Sen. Carrie Rudd should be contacted to support it legislatively.

M/S (Marcotte, Wilson) to approve of this procedure. Motion Carried.

Tim stated that he is setting up dates with townships to meet with them and discuss the role of the MHB. Commissioners suggested that he attend individual township annual meetings rather than a District township meeting.

Tim noted that he assisted Gary Doucette with his sustainable conservation idea.

Tim attended the MN Association of County Land Commissioners and discussed the concept of a recreational campaign.

Tim explained that Paula and he are working to help SWCD's with marketing to help promote the Miss. Headwaters Habitat Corridor easement and acquisition project.

Tim attended the Aitkin Natural Resource Advisory Committee meeting and gave them a brief introduction of the MHB.

Tim announced that the Comp Plan was edited and that it is ready for regional review. Commissioner Thiede advised the group that a sub-committee should be formed before it is sent out. After much discussion, it was decided that Commissioner Thiede, Marcotte, and Wilson should be appointed to review the plan.

Tim presented the board with the annual plan and budget for the upcoming year. He addressed some of the initiatives he would like to complete this year and went over the budget with them.

M/S (Johannsen, Wilson) to accept the annual plan and budget. Motion Carried.

Tim presented the board with a power point presentation about the MN Traditions 2.0 AIS campaign and how it is being used as a model to develop the recreational campaign. At the end of the presentation, Tim asked the board to support the AIS campaign with an additional \$30,000 of MHB funding and to look for ways to fund the recreational campaign. Discussion ensued about privacy and alternatives to participation and under participation by the counties and remedies.

M/S (Marcotte, Wilson) to approve of \$30,000 of MHB funding to be used as additional support for MN Traditions 2.0. Motion Carried.

The board asked Tim to come back next meeting with a more precise presentation about the MHB recreational campaign.

Legislative Updates- Commissioner Marcotte announced to the board that the wild rice standard was not approved to go through the MPCA.

County Updates- none

M/S (Johannsen, Marcotte) to adjourn. Motion carried.

Vice-Chairman Cal Johannsen

Executive Director Tim Terrill

02/12/2018 12:35
alainab

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 01 TO 2018 01

P 1
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	74-00-000-000-000-0000-10001-						Cash & Pooled Investments SOY BALANCE	298,580.61	
18/01	15 01/02/18 APP A0102 A010218						-4,355.00	294,225.61	
18/01	110 01/05/18 PRJ						-3,571.87	290,653.74	
18/01	211 01/09/18 APP A0109 A010918						-4,701.89	285,951.85	
18/01	291 01/11/18 GNI iNovah SYSTEM GENERATED		Lisak	25309			1,500.00	287,451.85	
18/01	335 01/12/18 GNI iNovah SYSTEM GENERATED		AmyG	25328			100,000.00	387,451.85	
18/01	388 01/16/18 APP A0116 a011618						-5.42	387,446.43	
18/01	395 01/16/18 GNI iNovah SYSTEM GENERATED		Lisak	25352			3,000.00	390,446.43	
18/01	491 01/19/18 PRJ						-3,681.67	386,764.76	
18/01	564 01/19/18 GNI iNovah SYSTEM GENERATED		AmyG	25408			23,592.64	410,357.40	
18/01	632 01/23/18 GNI DECEMB WF PCARD SYSTEM GENERATED						-500.04	409,857.36	
18/01	662 01/24/18 GNI iNovah SYSTEM GENERATED		AmyG	25471			26,262.88	436,120.24	
18/01	741 01/25/18 GEN RCLS SYSTEM GENERATED						503.14	436,623.38	
18/01	823 01/29/18 GNI iNovah SYSTEM GENERATED		AmyG	25526			8,419.04	445,042.42	
18/01	841 01/29/18 GNI ST OF MN SYSTEM GENERATED						27,571.56	472,613.98	
18/01	854 01/30/18 APP 0130 A013018						-353.15	472,260.83	
18/01	903 01/30/18 GNI ST OF MN SYSTEM GENERATED						1,720.00	473,980.83	
18/01	969 01/31/18 GEN RECURRING SYSTEM GENERATED						-525.00	473,455.83	

02/12/2018 12:35
alainab

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 01 TO 2018 01

P 2
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
18/01	986 01/31/18 GEN						-1,720.00	471,735.83	
	RCLS	SYSTEM GENERATED DUE TO LINE							
	LEDGER BALANCES --- DEBITS:		192,569.26		CREDITS:	-19,414.04	NET:	173,155.22	
74	74-00-000-000-000-0000-20050- Vouchers Payable								
					SOY BALANCE			.00	
18/01	12 01/02/18 API B 2088						-4,355.00	-4,355.00	
	W A010218								
18/01	15 01/02/18 APP A0102						4,355.00	.00	
	A010218 AP CASH DISBURSEMENTS JOURNAL								
18/01	177 01/09/18 API B 2119						-4,420.42	-4,420.42	
	W a010918								
18/01	187 01/09/18 API B 2117						-281.47	-4,701.89	
	W A010918								
18/01	211 01/09/18 APP A0109						4,701.89	.00	
	A010918 AP CASH DISBURSEMENTS JOURNAL								
18/01	383 01/16/18 API B 2140						-5.42	-5.42	
	W A011618								
18/01	388 01/16/18 APP A0116						5.42	.00	
	a011618 AP CASH DISBURSEMENTS JOURNAL								
18/01	847 01/30/18 API B 2187						-353.15	-353.15	
	W A013018								
18/01	854 01/30/18 APP 0130						353.15	.00	
	A013018 AP CASH DISBURSEMENTS JOURNAL								
	LEDGER BALANCES --- DEBITS:		9,415.46		CREDITS:	-9,415.46	NET:	.00	
74	74-00-000-000-000-0000-38400- Expenditures								
					SOY BALANCE			.00	
18/01	12 01/02/18 API B 2088						4,355.00	4,355.00	
	W A010218								
18/01	110 01/05/18 PRJ PR0105 1180105 1180105						3,571.87	7,926.87	
	Pay010518 WARRANT=180105 RUN=1 BI-WEEKL								
18/01	177 01/09/18 API B 2119						4,420.42	12,347.29	
	W a010918								
18/01	187 01/09/18 API B 2117						281.47	12,628.76	

02/12/2018 12:35
alainab

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 01 TO 2018 01

P 4
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
18/01	986 01/31/18	GEN					1,720.00	-190,849.26	
	RCLS								
	LEDGER BALANCES --- DEBITS:		3,220.00		CREDITS:	-194,069.26	NET:	-190,849.26	
74830	74-00-830-000-000-000-0000-52990-	Local Grant							
					REVISED BUDGET				.00
18/01	291 01/11/18	GNI 772694 Lisak		25309			-1,500.00	-1,500.00	
	iNovah	CLEARWATER COUNTY SUPPORT							
18/01	564 01/19/18	GNI 773469 AmyG		25408			-1,500.00	-3,000.00	
	iNovah	BELTRAMI COUNTY SUPPORT							
18/01	662 01/24/18	GNI 773854 AmyG		25471			-1,500.00	-4,500.00	
	iNovah	CASS COUNTY SUPPORT FUNDING DO							
18/01	823 01/29/18	GNI 774189 AmyG		25526			-1,500.00	-6,000.00	
	iNovah	MORRISON SUPPORT AIS							
18/01	985 01/31/18	GEN					1,500.00	-4,500.00	
	RCLS	MORRISON SUPPORT AIS							
18/01	985 01/31/18	GEN					-1,500.00	-6,000.00	
	RCLS	MORRISON COUNTY SUPPORT							
18/01	986 01/31/18	GEN					-1,500.00	-7,500.00	
	RCLS	AITKIN COUNTY SUPPORT							
18/01	986 01/31/18	GEN					-1,500.00	-9,000.00	
	RCLS	ITASCA COUNTY SUPPORT							
	LEDGER BALANCES --- DEBITS:		1,500.00		CREDITS:	-10,500.00	NET:	-9,000.00	
74830	74-00-830-000-000-000-0000-53180-	Environmental Assistance /MPCA							
					REVISED BUDGET				.00
18/01	741 01/25/18	GEN					-503.14	-503.14	
	RCLS	RECLASS							
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-503.14	NET:	-503.14	
74830	74-00-830-000-000-000-0000-53290-	Natural Resources							
					REVISED BUDGET				.00
18/01	841 01/29/18	GNI					-27,571.56	-27,571.56	
	ST OF MN	DNR2Q-18							

02/12/2018 12:35
alainab

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 01 TO 2018 01

P 5
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
18/01	903 01/30/18	GNI					-1,720.00	-29,291.56		
	ST OF MN	72.BSFCHLCAREAD15.DE17								
18/01	986 01/31/18	GEN					1,720.00	-27,571.56		
	RCLS	72.BSFCHLCAREAD15.DE17								
LEDGER BALANCES --- DEBITS:			1,720.00	CREDITS:		-29,291.56	NET:	-27,571.56		
74830	74-00-830-000-000-000-0000-58300-	Miscellaneous Other Revenue								
		REVISED BUDGET								.00
18/01	335 01/12/18	GNI 772771 AmyG		25328			-100,000.00	-100,000.00		
	iNovah	ENBRIDGE 2ND INSTALLMENT								
18/01	395 01/16/18	GNI 773057 Lisak		25352			-1,500.00	-101,500.00		
	iNovah	AITKIN COUNTY SUPPORT								
18/01	395 01/16/18	GNI 773056 Lisak		25352			-1,500.00	-103,000.00		
	iNovah	ITASCA COUNTY SUPPORT								
18/01	564 01/19/18	GNI 773469 AmyG		25408			1,500.00	-101,500.00		
	iNovah	BELTRAMI AIS SUPPORT								
18/01	564 01/19/18	GNI 773469 AmyG		25408			-1,500.00	-103,000.00		
	iNovah	BELTRAMI AIS SUPPORT								
18/01	564 01/19/18	GNI 773470 AmyG		25408			-9,793.28	-112,793.28		
	iNovah	CASS AIS SUPPORT 2D INSTALLMNT								
18/01	564 01/19/18	GNI 773468 AmyG		25408			-12,199.36	-124,992.64		
	iNovah	BELTRAMI AIS SUPPORT								
18/01	662 01/24/18	GNI 773857 AmyG		25471			-15,658.88	-140,651.52		
	iNovah	AITKIN AIS								
18/01	662 01/24/18	GNI 773856 AmyG		25471			-9,104.00	-149,755.52		
	iNovah	CLEARWATER AIS								
18/01	823 01/29/18	GNI 774189 AmyG		25526			-6,919.04	-156,674.56		
	iNovah	MORRISON SUPPORT AIS								
18/01	986 01/31/18	GEN					1,500.00	-155,174.56		
	RCLS	AITKIN COUNTY SUPPORT								
18/01	986 01/31/18	GEN					1,500.00	-153,674.56		
	RCLS	ITASCA COUNTY SUPPORT								
LEDGER BALANCES --- DEBITS:			4,500.00	CREDITS:		-158,174.56	NET:	-153,674.56		

02/12/2018 12:35
alainab

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 01 TO 2018 01

P 6
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	74-00-830-000-000-000-0000-58400-	MHB - Sales							
					REVISED BUDGET				.00
18/01	564 01/19/18	GNI 773466	AmyG	25408			-100.00	-100.00	
	iNovah	PIONEER PHOTOGRAPHY							
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-100.00	NET:	-100.00	
74830	74-00-830-000-000-000-0000-61000-	Salaries & Wages - Regular							
					REVISED BUDGET				.00
18/01	110 01/05/18	PRJ PR0105	1180105	1180105			2,477.51	2,477.51	
	Pay010518	WARRANT=180105	RUN=1	BI-WEEKL					
18/01	491 01/19/18	PRJ pr0119	1180119	1180119			2,477.51	4,955.02	
	pay011918	WARRANT=180119	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		4,955.02		CREDITS:	.00	NET:	4,955.02	
74830	74-00-830-000-000-000-0000-61200-	Active Insurance							
					REVISED BUDGET				.00
18/01	110 01/05/18	PRJ PR0105	1180105	1180105			734.59	734.59	
	Pay010518	WARRANT=180105	RUN=1	BI-WEEKL					
18/01	491 01/19/18	PRJ pr0119	1180119	1180119			735.97	1,470.56	
	pay011918	WARRANT=180119	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		1,470.56		CREDITS:	.00	NET:	1,470.56	
74830	74-00-830-000-000-000-0000-61300-	Employee Pension & FICA							
					REVISED BUDGET				.00
18/01	110 01/05/18	PRJ PR0105	1180105	1180105			359.77	359.77	
	Pay010518	WARRANT=180105	RUN=1	BI-WEEKL					
18/01	491 01/19/18	PRJ pr0119	1180119	1180119			363.19	722.96	
	pay011918	WARRANT=180119	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		722.96		CREDITS:	.00	NET:	722.96	
74830	74-00-830-000-000-000-0000-61500-	Worker's Compensation							
					REVISED BUDGET				.00
18/01	12 01/02/18	API 101939		65513	999712124	B	117.00	117.00	
	W A010218	2018 RENEWAL PREMIUM		MN COUNTIES	INTERGOV				

02/12/2018 12:35
alainab

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 01 TO 2018 01

P 7
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
18/01	12 01/02/18	API 101939		65514	999712124	B	4,238.00	4,355.00		
	W A010218 2018	RENEWAL PREMIUM		MN COUNTIES	INTERGOV					
	LEDGER BALANCES --- DEBITS:			4,355.00	CREDITS:		.00	NET:	4,355.00	
74830	74-00-830-000-000-000-0000-62100- Telephone									
								REVISED BUDGET	.00	
18/01	383 01/16/18	API 006205		66575	13408	B	1.83	1.83		
	W A011618	January CTC & 12/1-12/31	LD	CA CONSOLIDATED	TELECOM					
18/01	383 01/16/18	API 006205		66575	13408	B	3.59	5.42		
	W A011618	January CTC & 12/1-12/31	LD	CA CONSOLIDATED	TELECOM					
18/01	491 01/19/18	PRJ pr0119 1180119		1180119			55.00	60.42		
	pay011918	WARRANT=180119	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:			60.42	CREDITS:		.00	NET:	60.42	
74830	74-00-830-000-000-000-0000-62680- Non-Employee Per Diems									
								REVISED BUDGET	.00	
18/01	491 01/19/18	PRJ pr0119 1180119		1180119			50.00	50.00		
	pay011918	WARRANT=180119	RUN=1	BI-WEEKL						
18/01	847 01/30/18	API 001099		67397	13520	B	50.00	100.00		
	W A013018	MHB MEETING & MILEAGE 01.26.18		MARCOTTE, ANNE						
18/01	847 01/30/18	API 002837		67399	13519	B	50.00	150.00		
	W A013018	MHB MEETING & MILEAGE		JOHANNSEN, CALVIN						
18/01	847 01/30/18	API 100532		67400	1906420	B	50.00	200.00		
	W A013018	MHB MEETING		MORRISON COUNTY	AUDI					
18/01	847 01/30/18	API 002809		67401	13546	B	50.00	250.00		
	W A013018	MHB MEETING		TINQUIST, DAVIN C						
	LEDGER BALANCES --- DEBITS:			250.00	CREDITS:		.00	NET:	250.00	
74830	74-00-830-000-000-000-0000-62720- Non-Employee Mileage									
								REVISED BUDGET	.00	
18/01	632 01/23/18	GNI DECEMB					44.94	44.94		
	WF PCARD	1071 - MHB Walker		PAUL THIEDE-OOP						
18/01	847 01/30/18	API 001099		67397	13520	B	60.50	105.44		
	W A013018	MHB MEETING & MILEAGE 01.26.18		MARCOTTE, ANNE						

02/12/2018 12:35
alainab

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 01 TO 2018 01

P 8
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
18/01	847 01/30/18	API 002837		67399	13519	B	27.25	132.69	
	W A013018	MHB MEETING & MILEAGE		JOHANNSEN, CALVIN					
18/01	847 01/30/18	API 002809		67401	13546	B	65.40	198.09	
	W A013018	MHB MEETING		TINQUIST, DAVIN C					
	LEDGER BALANCES --- DEBITS:			198.09	CREDITS:		.00	NET:	198.09
74830	74-00-830-000-000-000-62990- Prof. & Tech. Fee - Other REVISED BUDGET								.00
18/01	177 01/09/18	API 101649		65991	13324	B	4,420.42	4,420.42	
	W a010918	WESTCOM INVOICE #2		WEST COMMUNICATIONS					
18/01	187 01/09/18	API 101308		65958	13325	B	223.97	4,644.39	
	W A010918	WSN INVOICE #19		WIDSETH SMITH NOLTIN					
18/01	187 01/09/18	API 002876		65959	13320	B	57.50	4,701.89	
	W A010918	PACE INVOICE #19		PACE ANALYTICAL SERV					
18/01	969 01/31/18	GEN					525.00	5,226.89	
	RECURRING FINANCIAL SERVICE								
	LEDGER BALANCES --- DEBITS:			5,226.89	CREDITS:		.00	NET:	5,226.89
74830	74-00-830-000-000-000-63320- Employee Mileage REVISED BUDGET								.00
18/01	632 01/23/18	GNI DECEMB					94.16	94.16	
	WF PCARD	1434 - Cass SWCD presentation		TIM TERRILL-OOP					
18/01	632 01/23/18	GNI DECEMB					25.15	119.31	
	WF PCARD	1434 - Landscape stewardship		TIM TERRILL-OOP					
18/01	632 01/23/18	GNI DECEMB					26.75	146.06	
	WF PCARD	1434 - Sentinel Landscape		TIM TERRILL-OOP					
18/01	632 01/23/18	GNI DECEMB					74.90	220.96	
	WF PCARD	1434 - AMC conference		TIM TERRILL-OOP					
	LEDGER BALANCES --- DEBITS:			220.96	CREDITS:		.00	NET:	220.96
74830	74-00-830-000-000-000-63340- Hotel & Meals Travel Expense REVISED BUDGET								.00
18/01	632 01/23/18	GNI DECEMB					102.27	102.27	
	WF PCARD	Hotel for AMC conference							

02/12/2018 12:35
alainab

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 01 TO 2018 01

P 9
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
TIM TERRILL-HOLIDAY INN & SUITES ST									
	LEDGER BALANCES --- DEBITS:			102.27			CREDITS: .00	NET: 102.27	
74830	74-00-830-000-000-0000-64090- Office Supplies						REVISED BUDGET		.00
18/01	632 01/23/18 GNI DECEMB						4.49	4.49	
	WF PCARD snack for easement meeting								
	TIM TERRILL-BRAINERD CUB FOODS								
18/01	632 01/23/18 GNI DECEMB						1.61	6.10	
	WF PCARD agenda packet mailing								
	TIM TERRILL-USPS PO 2611000401								
18/01	632 01/23/18 GNI DECEMB						115.42	121.52	
	WF PCARD ink jet cartridges								
	TIM TERRILL-OFFICEMAX/OFFICEDEPOT6590								
18/01	632 01/23/18 GNI DECEMB						6.46	127.98	
	WF PCARD mailing envelopes								
	TIM TERRILL-OFFICEMAX/OFFICEDEPOT6590								
18/01	632 01/23/18 GNI DECEMB						3.89	131.87	
	WF PCARD board snack								
	TIM TERRILL-SUPER ONE FOODS #45								
	LEDGER BALANCES --- DEBITS:			131.87			CREDITS: .00	NET: 131.87	
	GRAND TOTAL --- DEBITS:			248,312.80			CREDITS: -421,468.02	NET: -173,155.22	

106 Records printed

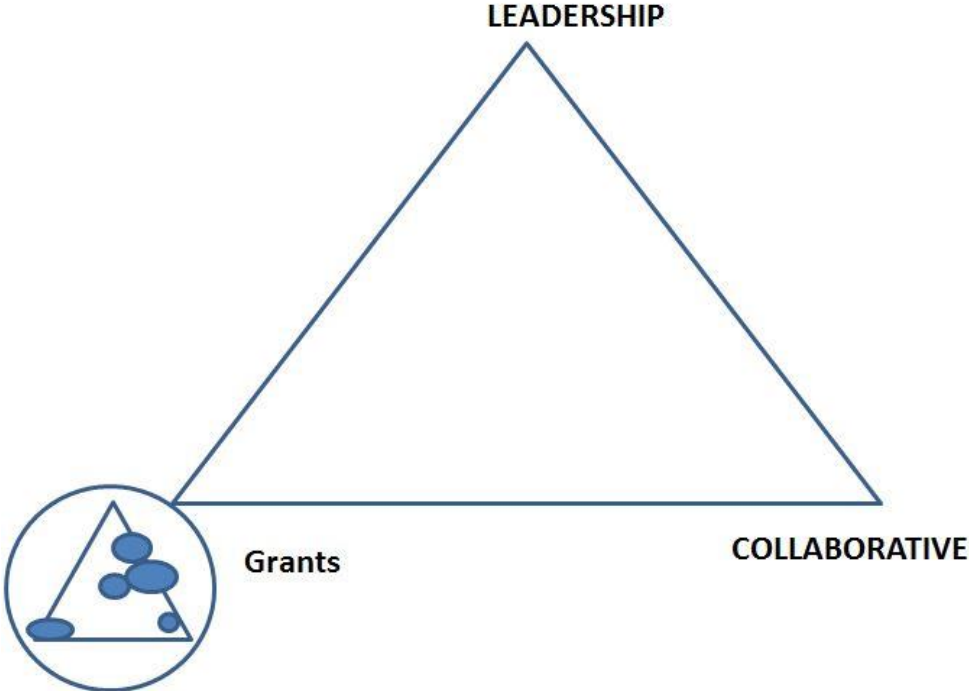
** END OF REPORT - Generated by Alaina Bundy **

Planning and Zoning

None

Action/Discussion

- Executive Director's Report
- Enbridge Contract
- Statute Revision
- MHB Recreational Campaign
- Comp plan Revision
- Personnel Review



Executive Director Report

January- February 2018

Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Reviewed potential variances that may be coming before the Board next month.
5. Attended call in meetings with MPCA.
6. Worked on SDRF for the State Auditor.
7. Completed summary of changes of MHB Comp. Plan.
8. Sent revised MHB statute to Crow Wing county attorney to review changes which would allow for uniform land use decisions and certification across the first 400 miles of the Mississippi river. Commissioner Marcotte reviewed the changes as well.
9. Provided Guidebooks to Reno Wells who will distribute Guidebooks to local township Reps, 10 state association of townships, Cass county assoc. of townships board of directors, and to State Board of Directors. Reno wants to raise awareness to townships about the MHB.
10. Talked with Greg Tuttle about changing DNR classification on the Miss. river from forested to urban.
11. Invited Brainerd tourism to the AIS coordinators meeting to ask questions about the benefit of this campaign to their organization.

Meetings & Networking

1. Attended Leach Lake 1W1P meeting to discuss prioritization and issues in the watershed.
2. Attended Camp Ripley open house and met with landowners to give an overview of the easement and acquisition program that the MHB offers in that geography.
3. Held an easement coordination meeting with Beltrami county to discuss what possibilities and tools we will be providing them.
4. Attended the Clearwater county township association meeting and provided a powerpoint that discussed who the MHB was and what programs we offer.
5. Attended Miss. River Brainerd WRAPS meeting.
6. Held phone meeting with CW county attorney Don Ryan and reviewed the MHB statute revision.
7. Attended Aitkin county board meeting and the 207.5 acres of Aitkin County Growth parcel was approved to be donated to the county.

8. Held AIS coordinator meeting to discuss what the campaign looks like and provided examples of videos and articles. Seth Neistadt who is the vice president of the Brainerd Lakes Chamber to attend.
9. Held MHB Comp plan meeting with sub-committee.
10. Spoke with Steve Hughes on KKIN radio about the MHB history, AIS program, and guidebooks.
11. Attended Leech Lake 1W1P meeting.

PIPELINE SAFETY AND STORMWATER PROJECT AGREEMENT

THIS AGREEMENT made effective as of the ____ day of _____, 2018 (the “**Effective Date**”),

B E T W E E N:

THE MISSISSIPPI HEADWATERS BOARD (the “**Recipient**”)

and

ENBRIDGE INC., (“**Enbridge**”)

WHEREAS The Mississippi Headwaters Board is seeking Enbridge’s participation in and support for a joint project on Pipeline Safety and Stormwater Management (the “**Project**”) for the period January 1, 2018 through to and including January 1, 2022 (the “**Project Period**”);

AND WHEREAS Enbridge wishes to participate in this Project with the Mississippi Headwaters Board;

NOW THEREFORE in consideration of the premises and mutual covenants hereinafter contained, the Parties agree that:

1. **Project Benefits.** In consideration of payment to the Project in-kind (defined herein), the Recipient will provide Enbridge with the benefits set out in Schedule A (the “**Benefits**”).
2. **Project Support.** In return for the Project Benefits, Enbridge will make a total payment of \$200,000.00 (USD), following receipt of invoices from the Recipient before the end of 2017. For clarity, the total Project Support payable during the term of this agreement totals \$200,000.00 (USD).
3. **The Recipient shall:**
 - a) use the Project Support only as expressly permitted by this agreement and as summarized in the October 20, 2017 presentation by Enbridge to the Biennial Conference of the Mississippi Headwaters Board that is appended to Schedule A of this Agreement;
 - b) use the Project Support for stormwater projects in the Upper Mississippi Watershed in accordance with the identified Mississippi Headwaters Board Stormwater Analysis or additional follow up Analysis as agreed upon by the Mississippi Headwaters Board and Enbridge;

- c) leverage the Project Support to obtain matching support from other applicable State or Federal granting agencies;
- d) collaborate with Enbridge to provide an annual report on the project and its progress, and a final report that outlines the enhanced social, environmental economic benefits created by the Project; and
- e) collaborate with Enbridge to engage with other interested local stakeholders on the benefits created by the Project.

4. Enbridge shall:

- a) Provide the Mississippi Headwaters Board with an annual report on pipeline safety measures undertaken by the company that reduce risk to water quality in the Upper Mississippi Watershed.
- b) Collaborate with the Mississippi Headwaters Board to measure and communicate the benefits of the projects to other stakeholders.

5. Term. Subject to earlier termination as provided for herein, the term of this Agreement shall commence on the Effective Date and expire on January 1, 2022 (the “**Term**”). Enbridge may terminate the agreement without cause upon 30 days written notice to Recipient.

6. Liability and Indemnity. Each party agrees to defend, indemnify, and hold the other harmless from any and all claims and demands of Members or Participants, which may result from the negligence of the other in connection with its duties and responsibilities under this Agreement, unless such action is a result of intentional wrongdoing of the other party. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof.

The obligations of the Parties under this Section shall survive the termination of this Agreement and remain in effect thereafter without limitation of time.

7. Insurance. The Recipient shall secure and maintain throughout the duration of this Agreement, general liability insurance relative to the Recipient’s responsibility for bodily injury, including death, and material damage to the property of a third party, to a combined limit of no less than two million dollars (\$1,000,000.00). For the purposes of this Section, “Recipient” comprises the Recipient along with its administrators, managers, employees, assignees, officials, agents, representatives, sub-contractors and collaborators.

8. Use of Enbridge Logo and Name. The Recipient shall make no use of the Enbridge name or logos or symbols without first obtaining express written consent from Enbridge.

9. **Use of Recipient Logo and Name.** Enbridge shall make no use of the Mississippi Headwaters name or logos or symbols without first obtaining express written consent from the Mississippi Headwaters Board.
10. **Agency.** Neither Enbridge nor the Recipient will be liable or accountable in any manner whatsoever to any third party as a result of the actions of the other. Enbridge and the Recipient agree that they are entering into this Agreement as independent parties, and nothing herein gives either the right or entitlement to act as agent, representative or alter-ego of the other in any dealings with third parties. This Agreement does not create an agency or employment relationship between Enbridge and the Recipient or any of either party's respective employees.
11. **Notice.** Any notice or other communication to be given under this Agreement shall be in writing and delivered to the party or mailed to such party by prepaid mail addressed to such party at the address set forth below:

If to **Enbridge**:

ENBRIDGE INC.
ATTENTION: Linda Coady
Chief Sustainability Officer

and/or

Gina Jordan
Manager, Community Investment
200, 425 1st Street SW
Calgary, AB, Canada T2P 3L8

If to the **Recipient**:

Mississippi Headwaters Board
Attention: Tim Terrill
Executive Director
322 Laurel St.
Brainerd, MN, USA 56401

12. **Interpretation.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and of Canada and the laws of the State of Minnesota and of the United States, applicable therein. Headings used herein are for the convenience of reference only and shall not be considered in construing or interpreting this Agreement. The words "herein", "hereunder", "hereof" and other similar words refer to this Agreement as a whole and not to any particular paragraph. Any provision herein prohibited by law shall to the extent prohibited be ineffective without invalidating any other provisions hereof. This Agreement, together with all

exhibits and schedules attached hereto and all documents referenced therein constitutes the entire Agreement of the parties hereto and supersedes all prior agreements and understandings, oral or written, among the parties hereto with respect to the matters herein and shall not be modified or amended except by written Agreement signed by the parties. Unless otherwise noted, all references to amounts of money in this Agreement and any schedule shall mean lawful currency of Canada.

IN WITNESS WHEREOF, the authorized representatives of the Parties have executed this Agreement as of the date first written above.

Mississippi Headwaters Board

Tim Terrill
Executive Director

Enbridge Inc.

Linda Coady
Chief Sustainability Officer

Enbridge Inc.

Gina Jordan
Manager, Community Investment

Schedule A Program Benefits

The schedule is attached to and forms a part of the Pipeline Safety and Stormwater Project Agreement dated [REDACTED] as between **Enbridge Inc.** ("Enbridge") and the Mississippi Headwaters Board (the "**Recipient**").

The Recipient shall:

1. Collaborate with Enbridge to execute the Project as outlined in the October 20, 2017 presentation to the Biennial Conference of the Mississippi Headwaters Board and attached to Schedule A.
2. Work with Enbridge to measure and report on the enhanced social, environmental and economic benefits created by the Project, and engage with local stakeholders on it.
3. Apply for grants to help leverage funding for the Project. The Parties recognize that state or federal grants will need to be obtained to help implement the Project.

Attachment:

Oct 20, 2017 Presentation by Enbridge to the Biennial Conference of the Mississippi Headwaters Board.

Pipeline Safety and Stormwater Management in the Upper Mississippi Watershed

New Approaches to Public/Private Partnerships on Water Protection

Mississippi Headwaters Board Biennial Conference
Walker, Minnesota, October 20, 2017

Linda Coady
Chief Sustainability Officer, Enbridge

2016 Starting Point



-
- **Joint Working Group to Design a Joint Project:** Mississippi Headwaters Board (MHB) and Enbridge
 - **Governor's Water Summit:** Call for new public/private partnerships to protect water quality in Minnesota

***Can a Pipeline System support
improved Stormwater Management?***

Inspiration: Previous Innovation Project & Case Study



New York State: Natural Infrastructure and Water Quality Protection



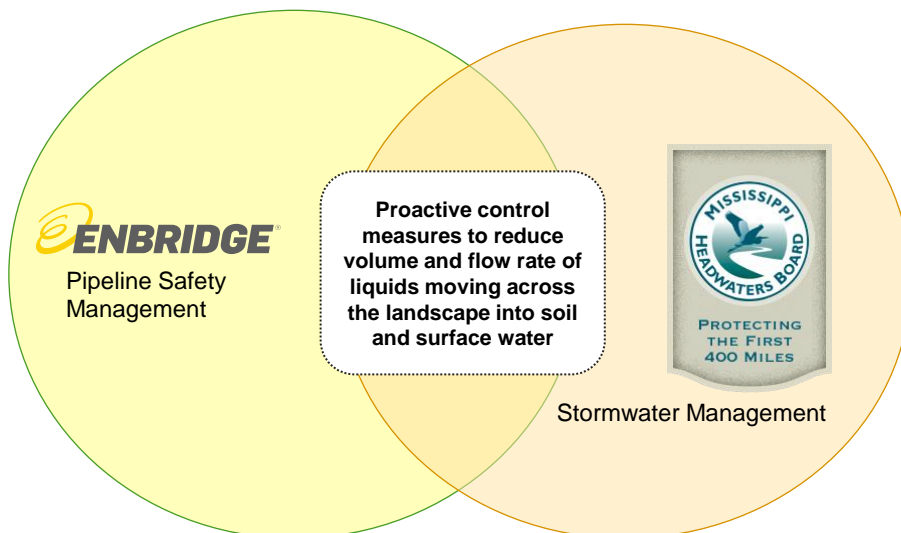
- Catskill Watershed Partnership and New York City Drinking Water
- How a \$1.5M investment in upstream natural infrastructure helped avoid a \$8-10M downstream water treatment plant for NYC
- Improved watershed management, payments for ecosystem services

3

Further Application



Minnesota: Energy Infrastructure and Water Quality Protection?



4

Project Objective

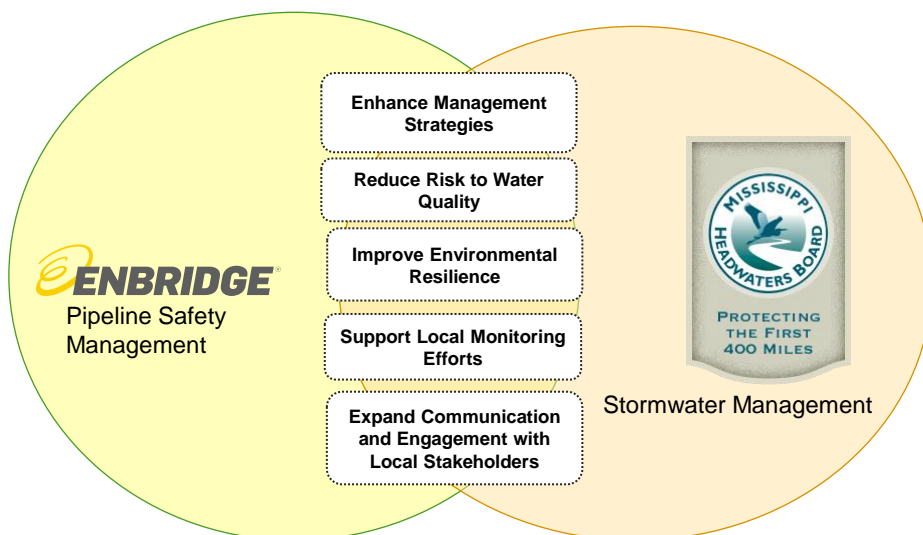


- Explore how **landscape management and design practices** at the watershed level can enhance Enbridge’s goals for pipeline safety and MHB’s goals for improved stormwater management



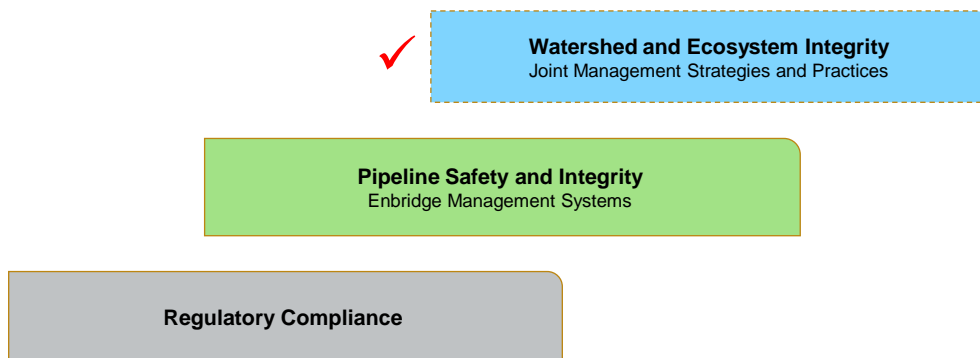
5

Mutual Benefits From a Joint Project



6

Project Intent: Multi-Year and Additive Strengthen Existing Strategies for Water Protection



7

Approach 4 Steps

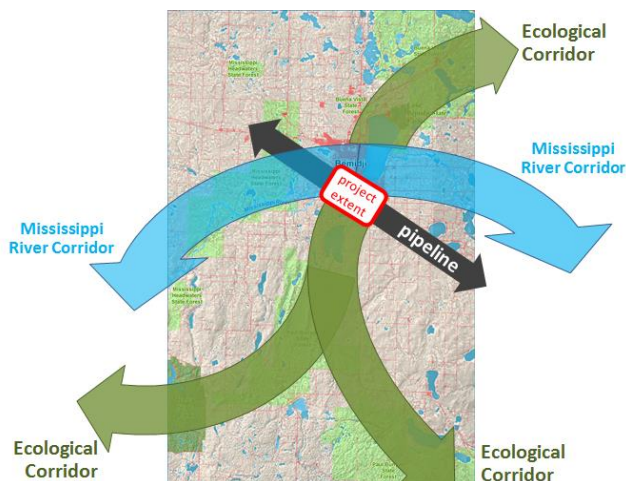


- 1) **Identify an area** in the existing Enbridge pipeline corridor that is also a high focus MHB area for water quality protection
- 2) **Identify opportunities to align** safety planning for pipeline infrastructure with local planning for improved stormwater management infrastructure
- 3) **Prioritize potential sites** and opportunities based on the MHB implementation toolbox and other factors related to feasibility, connectivity, sensitive areas and cost/benefit analysis
- 4) **Track and Measure** social, economic and environmental benefits

8

Focus Area: Point of Convergence

Upper Mississippi River, Enbridge Mainline Corridor, Lake Irving/ Lake Bemidji



Rationale for Project Location

Intersection



- **High Consequence Area**
 - Enbridge mainline pipeline corridor crossing where the Mississippi River enters Lake Irving and Lake Bemidji
 - Other environmental, economic and social challenges and opportunities
- **MHB: TMDL* Plan for Lake Irving**
 - Opportunity plus requirement for additional stormwater management tools/strategies
- **Enbridge: Test new approaches**
 - Align operations to support local community priorities on water protection
 - Additional opportunities to engage on pipeline safety and environmental performance

*TMDL: Total Maximum Daily Load for restoration of impaired water under the Clean Water Act

Focus Area Selection

Upstream of Milepost 938 – Milepost 942 (southern edge of Lake Irving, Bemidji, MN)



Project Methodology

Hydrological Assessment and Screening



- Identified and mapped opportunities to **design and align pipeline spill containment and control measures with measures to reduce volume and/or flow rate of stormwater runoff** moving across the landscape and into soil and surface water
- With input from Barr Engineering and Natural Resources Engineering
- Potential opportunities fell into 3 categories: Tier 1, Tier 2 and Tier 3

Tier 1 Opportunities

Enhanced Pipeline Safety Infrastructure



Can be done on existing Enbridge property in Mainline Corridor ROW*

- Inland spill response tactics
- Pipeline control points
- Remotely operated pipeline valves
 - Isolation, volume reduction, impact mitigation
- Pipeline ROW landscape and grading
- Expanding existing tree inventory
- Invasive species control
- Existing monitoring efforts

*ROW: Right-of-Way



13

Tier 2 Opportunities

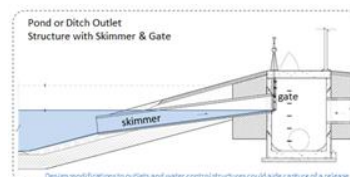
Enhanced Land Management Practices



Requires Enbridge collaboration with other interested individual landowners (along pipeline ROW)

Best Management Practices (BMPs)

- Pretreatment of runoff
- Stormwater pond/ wetland
- Pond or Ditch Outlet
 - Structure with Skimmer and Gate
- Native Plant Community Restoration
 - Land Cover Conversion



14

Potential Opportunities

Tier 3 – Enhanced Stormwater Management Infrastructure



Requires broader partnerships with communities and governments

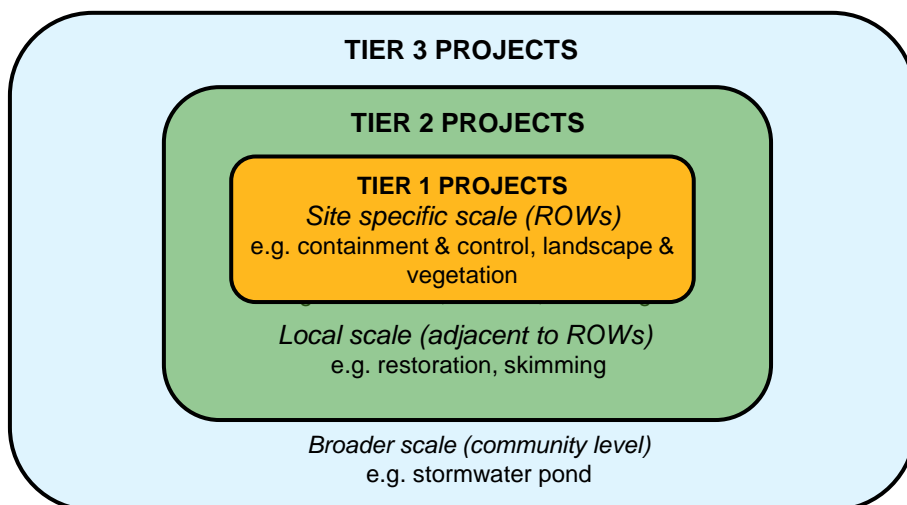
- Identify stakeholders that could contribute to joint solutions
- Implement significant environmental protection projects
- Potential project – Lake Irving TMDL Plan
 - City of Bemidji PMA25 Stormwater Management Site



15

Tier Opportunities

Overview



16

Funding



- Enbridge to fund **Tier 1** opportunities and collaborate with other interested landowners on **Tier 2** opportunities
- Enbridge to provide “matchable” private sector funding for **Tier 3** project
 - Mississippi Headwaters Board to leverage the balance required to execute the project

17

Tracking and Measuring Results using *Envision*

3rd Party Framework for Assessing Sustainable Value



- The Envision Framework is currently used and recognized in both the U.S. and Canada as a credible third party framework for sustainable value creation at the community level
 - Can be used for both public and private sector projects
- Based on a comprehensive suit of sustainability criteria that address the full range of environmental, social and economic impacts and benefits
 - Can be used for formal or informal assessment



18

Envision Framework

5 Categories



**QUALITY
OF LIFE**

QL2.1 Enhance public health and safety



LEADERSHIP

LD1.1 Provide effective leadership and commitment
LD1.3 Foster collaboration and teamwork
LD1.4 Provide for stakeholder involvement



**RESOURCE
ALLOCATION**

RA1.6 Reduce excavated materials taken off-site
RA3.1 Protect fresh water availability



**CLIMATE
AND RISK**

CR2.3 Prepare for long-term adaptability
CR2.4 Prepare for short-term hazards



**NATURAL
WORLD**

NW1.2 Protect Wetlands and Surface Water
NW2.3 Prevent Surface and Groundwater Contamination
NW2.1 Manage Stormwater
NW3.1 Preserve Species Biodiversity
NW3.2 Control Invasive Species
NW1.1 Preserve Prime Habitat

19

Questions?

Comp Plan Revision Process

Background:

At the September 2016 board meeting, the ED suggested that the MHB Comp plan be updated. He showed some specific examples where opportunities exist and where it could be considered out of date. The board considered this and asked the ED to develop a process and present it at the next board meeting. At the October MHB Board meeting, the ED presented a process and the board agreed that the process should move forward where a technical and management plan committee would review the Comp plan and make comments and suggestions. A general consensus from the Board was that the Comp plan could be reduced by the number of pages by eliminating duplicative or repetitive wording that is in the state code, and inserting links instead of writing out the statute.

Technical & Management plan Committee Meetings:

- ❖ After each meeting, the Comp plan was updated and the previous version was saved.

The first meeting was held on Nov. 22, 2016 and the following people attended: Dan Hecht, Clearwater ESD, Sue Uhrinak, Cass Lake city clerk, Todd Holman, The Nature Conservancy, Kirk Titus, Cass County Land Dept., Heather Baird, MN DNR, Bryan Harvey, City of Brainerd, Mark Ostgarden, City of Brainerd planning administrator, John Ringle, Cass ESD, Tim Terrill, MHB Executive Director. A brief history of the MHB was presented along with the approved update process. After that, some general discussion ensued about what has worked in the past and what might need some improvement.

A second meeting was held on January 24, 2017 and the following people attended: Sharon Peterson (Morrison County), Carol Zoff (Dept. of Transportation), Dan Hecht (Clearwater), Dan Swenson (Itasca), John Ringle (Cass), Kirk Titus (Cass), Brent Rud (Beltrami), Shane Foley (Beltrami), Sam Malloy (Leech Lake Band of Ojibwe), Tim Terrill (Miss. Headwaters Board). A review of part 3 of the Comp plan was reviewed and suggestions were made by the committee.

A third meeting was held on Feb. 28, 2017 and a short review over part 3 of the plan was done with suggested changes added, and a review of part 2 was completed. Attendees included: : Phil Votruba (MPCA) Todd Holman (TNC), Jake Kitzmann (Camp Ripley, Dan Swenson (Itasca), Randy Thoreson (National Park Service), Chris Pence (Crow Wing), Tim Terrill (Miss. Headwaters Board).

A fourth and final meeting on March 28, 2017 was held and the MHB interactive map was presented and part 2 edits were discussed. Attendees included: Carol Zoff (MNDOT), Dan Swenson (Itasca Environmental Services Director), Tim Terrill (Miss. Headwaters Board).

MHB sub-committee:

An approved MHB sub-committee was formed by the board to review the plan. Neal Gaalswyk, Paul Thiede, and Duane Johnson attended along with Dan Swenson who is and Environmental Services Director in Itasca county. A "clean" along with a "strikethrough" 3.28.17 copy of the Comp plan was presented to them before the meeting so they could review some of the changes. Without getting too much into the plan, the members suggested that I have an editor review the plan to look at grammatical, format, and flow issues as a result of multiple updates that have occurred over the past

few years. Some discussion centered around the objectives of part II be written at a higher level than bulleted points. It was suggested that the administration portion of the section be taken out. A legal review was suggested just to make sure the plan follows statute.

Legal Review:

The MHB Comp plan 8.10.17 was sent out to two law firms suggested to the ED by MCIT. Each law firm provided a price quote, and Iverson Reuvers Condon was selected and provided comments and suggestions. This produced 10.16.17 comp plan.

Editing:

Comp plan 10.16.17 was sent to Lois Kasperson and was directed to use her editing skills for correct spelling, subject/verb agreement, numbering, sentence structure and overall document flow. This led to the 12-18-17 edited Comp plan document.

Every edit of the Comp plan is considered draft until the MHB board approves of it.

Next Steps:

I will take the current 2002 Comp plan and compare it with the LK 12-18-17 edited comp plan. The LK 12-18-17 edited comp plan has suggested changes and comments by the technical and management committee, board sub-committee, legal counsel, and editing. I will develop a document that notes in the comments what it used to originally read, what group made the suggestion, and note how it is changed now.

Executive Summary

The Mississippi Headwaters River ~~corridor~~Corridor is located ~~in~~ along the first 400 miles of the Mississippi River in North Central Minnesota—. It is characterized by the presence of surface water, associated drainage basins and groundwater aquifers, a complex vegetative system and freshwater, and wetland and terrestrial wildlife habitat—. These abundant resources are strongly influenced by human culture.

In 1980, ~~the~~ eight counties (Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, and Morrison) signed a joint-powers agreement to uphold the MHB Comprehensive Management Plan. In 1981, the legislature enabled ~~the~~ Planthis Plan with zoning authority through MN Stat. Minn. Stat. § 103F. 361-103.F. 377.

The Comprehensive Plan has been updated ~~in~~ at this time ~~order~~ to comply with the provisions of the Planthis Plan as referenced by statute and to address the annexation by municipalities, new technologies, and the increased needs of the region.

This currente 2018 Plan essentially maintains the same restrictions as the previous plans—. Revisions have been subject to review meetings of: the Technical Committee; Management Plan Committee; written comment from the Regional Agency people; and public hearings.

The MHB endorsed goals to implement the Planthis Plan—. They are to complement existing water protection efforts in the Mississippi River watershed; to provide a format for partnerships working together for the common good and toward common goals; to encourage stewardship in practices affecting water quality; and to provide opportunities for education to diverse peoples and increased information regarding the protection and enhancement of the five MHB values.

MHB's mission is to enhance and protect outstanding and unique natural, scientific, historical, recreational, and cultural values: ~~i~~ This in the first 400 miles of the Mississippi River from its source at Lake Itasca in Clearwater County to the southerly boundary of Morrison County, Minnesota.

the next paragraph that was deleted because the Plan is no longer divided into 3 parts. The 2002 MHB Comprehensive Plan is divided into three parts including Administration and Authority, Management Objectives, and Standards. Maps of the MHB Corridor are included in the Appendices.



Tim Terrill

The word upper was inserted here before Mississippi but the sub-committee thought it was ambiguous.



Tim Terrill

Corridor is capitalized throughout the document when it refers to the official MHB Corridor- Lois did this.



Tim Terrill

In changed to along by Lois.



Tim Terrill

Lois added "and" to the sentence.

Lois Kasperson

Formatted: Font: Italic



Tim Terrill

Lois added for the 8 counties for clarity.



Tim Terrill

Lois Added "comprehensive" because it is being called the Comp plan throughout the document.

Lois Kasperson

Formatted: Font: Italic



Tim Terrill

Lois added for consistency



Tim Terrill

Lois added this phrase for clarity?



Tim Terrill

Use to read "The 2002 Plan" but was changed to reflect



Tim Terrill

Lois added "review" for clarification.



Tim Terrill

This use to read- Citizens Taskforce, Advisory Committee, written comment from the public, e-mail, phone calls, technical advisors, and at least two public hearings in each of the eight counties throughout the years 1998 to 2002.

Lois Kasperson

Formatted: Indent: Left: 0", Hyphenate, Tab stops: 0.5", Left + 0.75", Left + 1", Left + 1.25", Left + 1.5", Left

Lois Kasperson

Formatted: Hyphenate, Tab stops: 0.5", Left + 0.75", Left + 1", Left + 1.25", Left + 1.5", Left

Lois Kasperson

Formatted: Font: Times New Roman