



## **Attachment 1 & 2**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board

April 24, 2020

Land Services Building

Webconference: <https://hello.freeconference.com/conf/call/6097629>

Brainerd, MN 56484

MEETING

MINUTES

Members present by Role Call: Dean Newland (Clearwater), Craig Gaasvig (Beltrami), Ted Van Kempen (Hubbard), Davin Tinquist (Itasca), Anne Marcotte (Aitkin) Steve Barrows (Crow Wing), Mike Wilson (Morrison) and Tim Terrill (Executive Director).

Pledge of Allegiance

**M/S (VanKempen/Gaasvig) to approve of the agenda and Consent Agenda.** Commissioner VanKempen made note that in the minutes that Joint Powers Board should be changed to say Joint Powers Entity. Tim said he would make the correction. **Role Call taken. Motion Carried Unanimously.**

Commissioner Barrows explained the new monthly budget to the board. He said he met with Tim last month and they developed a new template that showed monthly revenue and expenses along with Year To Date spending and the Projected Budget. He said the budget shows only MHB expenses and can be implemented on 7/1/20. Comm. Barrows asked for comment and each board member expressed that they liked the new format. Comm. Gaasvig expressed that he liked the format, but would like more detail in the professional services and miscellaneous other revenue section on what those expenses are. Tim will develop two spreadsheets next month for the board to consider in which one will provide detail in the explanation column and another will provide extra lines in the budget for those two line items.

**Action/Discussion:**

1. Forming of Budget Committee- Comm. Barrows explained that he thought it might be beneficial for the board to approve of the concept of developing a budget committee that could meet once a year to help develop a planning budget for the next fiscal year. Conversation ensued and the board thought it was a good idea. Commissioner Barrows said that they would wait until next month when the Chairman was present to formally approve of the committee.
2. New Laptop and docking station- Tim stated that his desktop computer is almost 7 years old and he is in need of a laptop that allows him to do work in the office as well as in different settings outside the office. He stated that many resource professionals are working remotely and having meetings via video conferencing, but that his current desktop does not allow him to video conference. Tim gave specifics on how the computer update would affect the hardware and software programs and how it would allow him to do work seamlessly. Members of the board thought that it would be beneficial and help keep him up to date and in step with the current technology that existed. **M/S (Gaasvig/Marcotte) to purchase laptop, docking and associated connector expenses. Role Call taken. Motion Carried Unanimously.**
3. MN Traditions Powerpoint- Tim presented a ppt. to the board that he will give to the AIS coordinators in July. The board liked that he is interacting with staff and getting their feedback on how to set up the

program next year. Comm. Wilson explained that he would like Tim to meet with Amy and provide her an explanation of how the program is benefiting the county.

4. Itasca SWCD Request for funding- In the past, the MHB has provided funding to projects in various counties that meet MHB values. Some of those projects were stormwater retrofit analysis and raingarden implementation in cities. Because of this, other cities have followed suit and performed their own SRA to help acquire funding for stormwater implementation. Itasca SWCD applied and received approval for funding from the Clean Water Fund to pay for urban stormwater projects in the city of Coleraine (application). The funding allows for raingardens and a variety of projects to be completed in subsection 3 and 7. Projects implemented would be two raingardens in subsection 3 and raingardens by the ballfield in subsection 7, or subsurface storage, or a detention basin (+). Trout Lake drains to Trout Lake Creek and the Swan River which makes it way to the Miss. River in Jacobson. Itasca SWCD is requesting \$10K to help assist with the required match of 25% of the project. Discussion ensued and board members liked the project but were not clear on how the \$10K would help the project if they already received enough funding for the project through the grant. Tim said he did not directly ask that question, but he assumed it might help to do extra education or additional projects that they would not have funding for. Comm. Tinquist gave some background about the lake and thought it was a good project that would protect the lake and eventually the Miss. River, but he would like more detail from the SWCD as to what the MHB money would be used for. He was in favor of the project if it would be used for implementation than if it were to go toward educational benefits.  
**M/S (Tinquist/VanKempen) to table the item to the May agenda and have the SWCD be at the meeting to help answer questions. Role Call taken. Motion Carried Unanimously.**
5. Executive Directors Report
  - a. Tim informed the board that the Hubbard SWCD cancelled the Envirothon for this year, so instead of sending the \$300 check this year in support of it, they will send him a request next year.
  - b. Tim said that he listened to MN Aquatic Invasive Species Research Center (MAISRC) webinar about the willingness for recreationalists to pay a daily user fee to use a MN lake. The webinar was interesting because Gull lake and Pokegama lake were two of the four lakes that they performed the survey. The program lacked a large enough group of people to be meaningful, and 46% of the people surveyed were not willing to pay anything. Of the people that were willing to pay, the mean was around \$10 per day. This research will most likely be presented to the legislature and that surveys and research can be valuable, but they are not necessarily the only tool needed to help develop public policy.
  - c. Tim attended a Federal Natural Resources Conservation Service (NRCS) State Technical Committee Meeting- NRCS has a new way of ranking and prioritizing practices, and they have the ability to provide an increase in payment rates for priority Source Water Protection practices in EQIP program and other programs.
  - d. LCCMR and LSOHC proposals- Tim told the board that the appropriation bill for LCCMR funding passed in the House, but the Senate sent a letter saying they will not consider a bill in the Senate due to the deficit that will occur next year. Regarding the LSOHC proposal- LSOHC staff sent out an email today to program coordinators telling them to anticipate a 25% reduction or greater in program funding due to a revised/reduced sales-tax forfeit.
  - e. Held AIS teleconference meeting between the MHB and DNR staff and Fishing the Wildside about ways we could partner together. The conversation was pleasant, and each explained their role and history in working with AIS. There is a pilot program available from the DNR which funds strategies to work with lake associations and fishing clubs to educate people on ways to help stop the spread of AIS, but it is not at the level that the MHB works at. The end

result was in the future, both entities should continue to think about ways to work together in partnership and recognize any gaps that the MHB could fulfill.

County or Legislative Updates- None

**M/S (Marcotte/VanKempen) to adjourn the board meeting. Motion Carried Unanimously.**

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Chair Neal Gaalswyk

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Executive Director Tim Terrill

## April Budget Summary

		YTD spending/rei mbursement	Projected Budget	% of budget spent	
<b>Revenues:</b>	<b>Monthly Amount</b>				<b>Explanation</b>
Governor's DNR grant (53290)			\$124,000.00	0.00%	non competitive quarterly reimbursement
MPCA water testing					competitive monthly reimbursement
LSOHC grant (53290)	\$2,272.65		\$7,000.00	0.00%	\$410.80- revenue correction, \$1,861.85- Invoice #5 reimburseme
LCCMR			\$3,500.00		competitve quarterly reimbursement
Guidebook sales (58400)			\$200.00	0.00%	reimbursment for Guidebook sales
Enbridge program (58300)			\$4,000.00	0.00%	estimate \$4K in MHB reimbursement for signage project
Miscell. Other revenue (58300)			\$2,000.00	0.00%	
MCIT Dividend (58300)			\$424.00	0.00%	MCIT refund
County Support (52990)			\$12,000.00	0.00%	non competitive annual reimbursement
BWSR Grant Stormwater (53090)			\$1,000.00	0.00%	competitive reimbursement
<b>Total</b>	<b>\$2,272.65</b>		<b>\$30,124.00</b>		
<b>Expenses:</b>	<b>Monthly Amount</b>				<b>Explanation</b>
Salaries/Benefits					
FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$7,833.34		\$101,801.13	0.00%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)			\$2,216.00	0.00%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)			\$2,700.00	0.00%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)			\$300.00	0.00%	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)			\$2,900.00	0.00%	reimbursed by Gov. DNR grant
Employee Mileage (63320)	\$154.21		\$4,400.00	0.00%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$525.00		\$8,175.00	0.00%	\$525 CW account. Services
Office supplies/operations (64090)	\$82.07		\$1,400.00	0.00%	\$24.99- Free conferenc call services, \$57.08- telephone
Training & Registration Fees (63380)			\$400.00	0.00%	reimbursed by Gov. DNR grant- AMC leg. Conference
<b>Total</b>	<b>\$8,594.62</b>		<b>\$124,292.13</b>		

Governor's DNR grant is always \$124K every year

LSOHC grant is around \$6K to \$8K every year



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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 04 TO 2020 04

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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
20/04	489	04/14/20	API B	4611				-72,900.00	-80,065.69	
	W	A041420								
20/04	491	04/14/20	APP VOID					-72,000.00	-152,065.69	
	22086	AP CASH DISBURSEMENTS JOURNAL								
20/04	492	04/14/20	APM 003534					72,000.00	-80,065.69	
	VOID				FISHING THE WILDSIDE					
20/04	497	04/14/20	APP CA0414					80,065.69	.00	
	A041420	AP CASH DISBURSEMENTS JOURNAL								
20/04	744	04/13/20	API B	4607				-2.08	-2.08	
	W	C042120								
20/04	1029	04/21/20	APP C0421					2.08	.00	
	C042120	AP CASH DISBURSEMENTS JOURNAL								
	LEDGER BALANCES --- DEBITS:			226,043.21		CREDITS:	-226,043.21	NET:	.00	
74	38200	Encumbrances				SOY BALANCE			.00	
20/04	1424	04/30/20	POE					1,738.99	1,738.99	
	PO ENTRY									
	LEDGER BALANCES --- DEBITS:			1,738.99		CREDITS:	.00	NET:	1,738.99	
74	38400	Expenditures				SOY BALANCE			.00	
						PER 01	18,408.61		18,408.61	
						PER 02	12,935.40		31,344.01	
						PER 03	10,662.86		42,006.87	
20/04	261	04/07/20	API B	4589				73,975.44	115,982.31	
	W	A040720								
20/04	328	04/10/20	PRJ PR0410	1200410	1200410			3,927.65	119,909.96	
	PAY041020	WARRANT=200410	RUN=1	BI-WEEKL						
20/04	487	04/14/20	API B	4608				7,165.69	127,075.65	
	W	A041420								
20/04	489	04/14/20	API B	4611				72,900.00	199,975.65	
	W	A041420								
20/04	492	04/14/20	APM 003534					-72,000.00	127,975.65	
	VOID				FISHING THE WILDSIDE					

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 04 TO 2020 04

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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
20/04	744	04/13/20	API B	4607				2.08	127,977.73	
	W	C042120								
20/04	1151	04/24/20	PRJ PR0428	1200424	1200424			3,960.69	131,938.42	
	PAY042820	WARRANT=200424	RUN=1	BI-WEEKL						
20/04	1240	04/16/20	GNI MAR					174.98	132,113.40	
	BREM	PCARD								
20/04	1542	04/29/20	GNI MARCH					154.21	132,267.61	
	WF	PCARDS								
20/04	1829	04/30/20	GEN					525.00	132,792.61	
	RECURRING									
	LEDGER BALANCES	---	DEBITS:	204,792.61		CREDITS:	-72,000.00	NET:	132,792.61	
74	38500		Revenues			SOY BALANCE			.00	
						PER 01	-12,120.00		-12,120.00	
						PER 02	-70,694.17		-82,814.17	
						PER 03	-26,891.50		-109,705.67	
20/04	266	04/06/20	GNI					-410.80	-110,116.47	
	ST OF MN									
20/04	1152	04/22/20	GEN					-9,027.54	-119,144.01	
	ST OF MN									
	LEDGER BALANCES	---	DEBITS:	.00		CREDITS:	-119,144.01	NET:	-119,144.01	
74	38700		Budgetary Resv for Enc			SOY BALANCE			.00	
20/04	1424	04/30/20	POE					-1,738.99	-1,738.99	
	PO ENTRY									
	LEDGER BALANCES	---	DEBITS:	.00		CREDITS:	-1,738.99	NET:	-1,738.99	
74830	53290		Natural Resources			REVISED BUDGET				.00
						PER 02	-24,394.17		-24,394.17	
						PER 03	-6,933.73		-31,327.90	
20/04	266	04/06/20	GNI					-410.80	-31,738.70	
	ST OF MN	4								
20/04	1152	04/22/20	GEN					-9,027.54	-40,766.24	

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ACCOUNT DETAIL HISTORY FOR 2020 04 TO 2020 04

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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	
ST OF MN 5											
LEDGER BALANCES --- DEBITS:					.00	CREDITS:		-40,766.24	NET:	-40,766.24	
74830	61000	Salaries & Wages - Regular			REVISED BUDGET						.00
								PER 01	7,949.42	7,949.42	
								PER 02	5,362.08	13,311.50	
								PER 03	5,362.08	18,673.58	
20/04	328	04/10/20	PRJ PR0410	1200410	1200410			2,681.04	21,354.62		
PAY041020 WARRANT=200410 RUN=1 BI-WEEKL											
20/04	1151	04/24/20	PRJ PR0428	1200424	1200424			2,681.04	24,035.66		
PAY042820 WARRANT=200424 RUN=1 BI-WEEKL											
LEDGER BALANCES --- DEBITS:					24,035.66	CREDITS:		.00	NET:	24,035.66	
74830	61200	Active Insurance			REVISED BUDGET						.00
								PER 01	1,698.61	1,698.61	
								PER 02	1,698.61	3,397.22	
								PER 03	1,698.61	5,095.83	
20/04	328	04/10/20	PRJ PR0410	1200410	1200410			860.28	5,956.11		
PAY041020 WARRANT=200410 RUN=1 BI-WEEKL											
20/04	1151	04/24/20	PRJ PR0428	1200424	1200424			838.33	6,794.44		
PAY042820 WARRANT=200424 RUN=1 BI-WEEKL											
LEDGER BALANCES --- DEBITS:					6,794.44	CREDITS:		.00	NET:	6,794.44	
74830	61300	Employee Pension & FICA			REVISED BUDGET						.00
								PER 01	1,164.63	1,164.63	
								PER 02	772.64	1,937.27	
								PER 03	772.64	2,709.91	
20/04	328	04/10/20	PRJ PR0410	1200410	1200410			386.33	3,096.24		
PAY041020 WARRANT=200410 RUN=1 BI-WEEKL											
20/04	1151	04/24/20	PRJ PR0428	1200424	1200424			386.32	3,482.56		
PAY042820 WARRANT=200424 RUN=1 BI-WEEKL											
LEDGER BALANCES --- DEBITS:					3,482.56	CREDITS:		.00	NET:	3,482.56	

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 04 TO 2020 04

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	62100 Telephone								
							REVISED BUDGET		.00
							PER 01	57.13	57.13
							PER 02	57.77	114.90
							PER 03	57.15	172.05
20/04	744 04/13/20 API 006205			122617		22159	2.08	174.13	
	W C042120 CTC MONTHLY BILLING			CONSOLIDATED		TELECOM			
20/04	1151 04/24/20 PRJ PR0428 1200424			1200424			55.00	229.13	
	PAY042820 WARRANT=200424 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:			229.13		CREDITS:	.00	NET:	229.13
74830	62990 Prof. & Tech. Fee - Other								
							REVISED BUDGET		.00
							PER 01	7,315.00	7,315.00
							PER 02	2,029.65	9,344.65
							PER 03	1,493.62	10,838.27
20/04	261 04/07/20 API 101308			121770		22093	1,975.44	12,813.71	
	W A040720 WSN 10% RETAINAGE			WIDSETH SMITH		NOLTIN			
20/04	261 04/07/20 API 003534			121771			72,000.00	84,813.71	
	W A040720 FISHING THE WILD SIDE AIS FUND			FISHING THE WILDSIDE					
20/04	487 04/14/20 API 101649			122379		1922824	6,020.00	90,833.71	
	W A041420 PAULA WEST #11			WEST COMMUNICATIONS					
20/04	487 04/14/20 API 009999			122381		22151	1,145.69	91,979.40	
	W A041420 TNC INVOICE MARCH 2020			Unknown					
20/04	489 04/14/20 API 003845			122392		1922823	72,900.00	164,879.40	
	W A041420 REVISED 2020 MN TRAD AIS CAMPA			FISHING THE WILDSIDE					
20/04	492 04/14/20 APM 003534			121771			-72,000.00	92,879.40	
	VOID FISHING THE WILD SIDE AIS			FISHING THE WILDSIDE					
20/04	1829 04/30/20 GEN						525.00	93,404.40	
	RECURRING FINANCIAL SERVICE								
	LEDGER BALANCES --- DEBITS:			165,404.40		CREDITS:	-72,000.00	NET:	93,404.40
74830	63320 Employee Mileage								
							REVISED BUDGET		.00
							PER 01	223.82	223.82
							PER 02	192.51	416.33
							PER 03	478.98	895.31
20/04	1542 04/29/20 GNI MARCH						26.45	921.76	

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 04 TO 2020 04

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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
20/04	WF PCARDS	1434	-	Landscape stewardship						
				TIM TERRILL-OOP						
20/04	1542	04/29/20	GNI MARCH					37.09	958.85	
20/04	WF PCARDS	1434	-	Aitkin City for MOU						
				TIM TERRILL-OOP						
20/04	1542	04/29/20	GNI MARCH					36.05	994.90	
20/04	WF PCARDS	1434	-	Morrison DRT mtg						
				TIM TERRILL-OOP						
20/04	1542	04/29/20	GNI MARCH					54.62	1,049.52	
20/04	WF PCARDS	1434	-	adjustment						
				TIM TERRILL-OOP						
	LEDGER BALANCES	---	DEBITS:		1,049.52		CREDITS:	.00	NET:	1,049.52
74830	64090		Office Supplies				REVISED BUDGET			.00
							PER 02	134.42	134.42	
20/04	1240	04/16/20	GNI MAR					9.99	144.41	
	BREM PCARD			TIM TERRILL-CONFERENCECALLSERV						
				TIM TERRILL-CONFERENCECALLSERVICES						
20/04	1240	04/16/20	GNI MAR					15.00	159.41	
	BREM PCARD			TIM TERRILL-CONFERENCECALLSERV						
				TIM TERRILL-CONFERENCECALLSERVICES						
20/04	1240	04/16/20	GNI MAR					149.99	309.40	
	BREM PCARD			TIM TERRILL-SP * ASG AUTO SPOR						
				TIM TERRILL-SP * ASG AUTO SPORTS						
	LEDGER BALANCES	---	DEBITS:		309.40		CREDITS:	.00	NET:	309.40
	GRAND TOTAL	---	DEBITS:		789,305.67		CREDITS:	-700,766.80	NET:	88,538.87

58 Records printed

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

# **Planning and Zoning**

**None**

## **Action/Discussion**

Forming of budget committee  
Itasca SWCD Request for Funding  
Executive Director's Report



## Mississippi Headwaters Board Funding Request Questionnaire

Crow Wing County Land Service Bldg. - 322 Laurel St. - Brainerd, MN 56401

Web Site: [www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)

Below are some questions that the Mississippi Headwaters Board (MHB) requests your organization answer before the MHB board can distribute funds to requesting organizations. Please submit at least 1 month before any funding is needed. **The MHB was created in 1980 to protect the Natural, Recreational, Cultural, Scientific, and Historical values of the Mississippi River.**

1. Tell us about yourself. What is the primary purpose of your organization?

The Itasca SWCD is a local agency which provides access to conservation and resource management services. In cooperation with federal, state, and local agencies, the District provides technical assistance, cost-sharing and natural resource management information and education.

2. Tell us how this project will align with one or more of the multiple values listed above, and what you want to accomplish with your project?

This project will benefit not only the annual phosphorous load reduction that eventually leads into the Mississippi River, it also will provide new habitat areas in urban landscapes. There will also be student education programs included into this project.

3. What amount of funding are you requesting, and what will it be used for? Have you requested funds from other sources and are they secured?

I am asking for \$10,000 to use in conjunction with the Trout Lake Stormwater Enhancement Grant we received from BWSR. Our BSWR grant was approved in March 2020 and will expire December 2022.

4. Is this project regional in scope and/or involve any of the MHB member counties (Clearwater, Hubbard, Beltrami, Cass, Itasca, Aitkin, Crow Wing, and Morrison)?

This project construction will only occur in the subwatershed of Trout Lake, however benefits will be included in Aitkin, Crow Wing, and Morrison Counties indirectly resulting from this project in the form of sediment loading reduction to the Mississippi River.

5. What type of organization are you (governmental, Nonprofit, etc...)

Our organization is a local unit of government 103C.



## Projects and Practices Application

Grant Name –Itasca County Upper Mississippi Headwaters Watershed Phosphorus Reduction

Grant ID -

Organization - Itasca County Soil and Water Conservation District (SWCD)

Allocation	Projects and Practices 2020	Grant Contact	Tim Frits
Total Grant Amount Requested	\$315,000	County(s)	Itasca
Grant Match Amount	\$78,750	12 Digit HUC(s)	
Required Match %	25%	Applicant Organization	Itasca SWCD
Calculated Match %	25%	Application Submitted Date	August 22 <sup>nd</sup> , 2019
Other Amount	\$393,750 total grant value		
Project	Trout Lake Stormwater Enhancement Project		

### Project Summary

**Project Abstract: Succinctly describe what you are trying to achieve and how you intend to achieve those results, including the types and quantity of projects and/or practices included in the application budget and anticipated outcomes.**

This project is the first step toward a watershed-based stormwater implementation approach to reduce phosphorus and total suspended solids in Trout Lake watershed. Itasca County LWM Plan identifies this project as a priority due to development concerns around Trout Lake. Itasca SWCD is partnering with the City of Coleraine, Greenway Joint Recreational Association and the Trout Lake Association to achieve a 30% reduction in total phosphorus and a 30% reduction in Total Suspended Solids, which adds up to preventing about 30,000 lbs. of sediment and 43 lbs. of phosphorus from reaching Trout Lake. We hope to achieve this objective by implementing the top prioritized rain gardens, stormwater planter boxes, and extended detention basin identified from the Coleraine Stormwater Retrofit Assessment.

**Proposed Measurable Outcomes: In 250 characters or less, state the proposed measurable outcomes of the project.**

This project will reduce roughly 30% Total Phosphorus and Total Suspended Solids from entering into Trout Lake from the city of Coleraine's storm-water infrastructure. Educational outreach will also take place with association groups and schools.

**Does your organization have any active competitive CWF grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.**

Itasca SWCD does not currently have any active CWF grants. We currently have 1 FTE that will be responsible for implementing these grant dollars. The project manager that will be responsible for this grant has successfully executed multiple grants in his career. He also has projected budgets and completed detailed reports on multiple projects. He has implemented a variety of complex best management practices.

**Water Resource: Identify the water resource the application is targeting for water quality protection or restoration.**

The water resource we are targeting is Trout Lake by which the city of Coleraine outputs their storm-water into. This application will help improve urban storm-water management with the city of Coleraine.

**Question 1 (17 points): (A) Describe why the water resource was identified in the plan as a priority resource. For the proposed project, identify the specific water management plan reference by plan organization (if different from the applicant), plan title, section, and page number. (B) In addition to the plan citation, provide a brief narrative description that explains whether this application fully or partially accomplishes the referenced activity. (C) Provide weblinks to all referenced plans.**

The Itasca County Local Water Management Plan contains a list of several priority concerns, goals, and actions. Goal 5 under Land Use and Development on page 17 identifies this project under Action 2: Secure grant funding to implement recommendations of the Itasca SWCD 2018 completed Cities of Grand Rapids and Coleraine storm-water assessment and implementation recommendation studies. Grand Rapids storm-water implementation was completed in 2018, with this application it will fully accomplish this Goal with implementing Coleraine storm-water. Implementation projects and practices are identified by the Coleraine assessment from HRGreen. Trout lake is also a priority lake because it measures "Highest" for P Sensitivity, which is Goal #1 under surface water resources: Increased improvement activities focus on impaired and at-risk public waters (page 14 of ICLWMP). Trout lake has been identified by the DNR as an outstanding resource for Cisco Refuge Lake and a Lake of Biological Significance in Itasca county, keeping this lake healthy is another priority concern because of the outstanding water quality. These goals for fish and wildlife habitat can be found on page 34 of the ICLWMP.

Reports are located at ([https://www.itascawcd.org/images/Coleraine\\_Stormwater\\_Retrofit\\_Assessment.pdf](https://www.itascawcd.org/images/Coleraine_Stormwater_Retrofit_Assessment.pdf))  
([https://www.itascawcd.org/images/Water\\_Resources/Final\\_Jan29\\_2019\\_effective\\_h2o\\_plan\\_amendment.pdf](https://www.itascawcd.org/images/Water_Resources/Final_Jan29_2019_effective_h2o_plan_amendment.pdf))  
(<https://www.pca.state.mn.us/sites/default/files/wq-ws4-61a.pdf>)

**Question 2 (3 points): (A) Describe how the resource of concern aligns with at least one of the statewide priorities referenced in the Nonpoint Priority Funding Plan. (also referenced in the "Projects and Practices" section of the RFP). (B) Describe the public benefits resulting from this proposal from both a local and state perspective.**

Trout Lake in Itasca county is a high priority lake that we want to protect. Under page 11 of the "Projects and Practices" section of the RFP, bullet item 1 "#2 Protect those high-quality unimpaired waters at greatest risk of becoming impaired. This proposal will help improve TP load reduction by 30% which is outlined also in the Mississippi River Grand Rapids WRAPS report. This 1,890-acre lake is also a high-quality cisco refuge lake, which generates local revenue to the surrounding community from recreational visitors, which is also #3 Restore and protect water resources for public use and public health, including drinking water. This project works with local government and the City of Coleraine to mitigate large phosphorus loads discharging into Trout Lake from the 13,634-acre watershed that contribute to the eutrophication to the lake body. If we keep this high-quality resource protected, we can maintain local property tax base of \$65 million and keep providing a great recreational community healthy.

**Question 3. (15 points) Describe the methods used to identify, inventory, and target the root cause (most critical pollution source(s) or threat(s)). Describe any related additional targeting efforts that will be completed prior to installing the projects or practices identified in this proposal.**

We have already completed an assessment that targets these concerns of TP loads. #1 Paul Radomski study of Lakes of Phosphorus Sensitivity Significance, outlines Trout Lake as having a "highest" LPSS Priority Class, and suggest a load reduction goal of 117 lbs./yr. #2 From the Coleraine Stormwater Retrofit Assessment (see attachment), we can target identified areas to install practices that will reduce load by 43lbs/yr. #3 There has also been an additional survey of a proposed project within the assessment that wasn't identified from the HRGreen study. This completed a cost-benefit analysis that we used to identify specific BMP practices from the sub watersheds. #4 More survey and design will be needed to accomplish direct installation of BMP practices in sub watershed 6, extended detention basin, sub watershed 7 and 8, four rain gardens, sub watershed 11, 12, and 13, 6 rain gardens. The Itasca SWCD has conducted 3 public meetings with the city of Coleraine and 2 meetings with Greenway Joint Recreational Association for support and finical planning to implement this proposal. We were able to identify the top practices to reduce pollution loads with the best benefits for cost during those 5 working meetings. City volunteers will be used for outreach of these practices to help promote maintenance of BMP practices installed.

**Question 4. (10 points): How does this proposal fit with complimentary work that you and your partners are implementing to achieve the goal(s) for the priority water resource(s) of concern? Describe the comprehensive management approach to this water resource(s) with examples such as: other financial assistance or incentive programs, easements, regulatory enforcement, or community engagement activities that are directly or indirectly related to this proposal.**

Because Trout Lake is one of the highest priorities identified in the Itasca LWMP and for the Itasca SWCD, there are many programs directed to the lake shed such as shoreline restoration/management, septic system maintenance, buffers, and stormwater education sessions. The community has been engaged through the school district 4th grade class assignments and the lake association has contributed financial assistance for projects. Itasca SWCD has used base grant cost share for other projects on Trout Lake, such as 530 ft. of shoreline plantings. There have been 5 stormwater educational sessions provided to city residents for keeping stormwater drains clean. Itasca County has financial assistance for septic system maintenance for landowners on the lake.

**Question 5. (10 points): (A) What is the primary pollutant(s) will this application specifically address? (B) Has a pollutant reduction goal been set (via TMDL or other study) in relation to the pollutant(s) or the water resource that is the subject of this application? If so, please state that goal (as both an annual pollution reduction AND overall percentage reduction, not as an in-stream or in-lake concentration number). (C) If no pollutant reduction goal has been set, describe the water quality trends or risks associated with the water resource or other management goals that have been established. (D) For protection projects, indicate measurable outputs such as acres of protected land, number of potential contaminant sources removed or managed, etc.**

The primary pollutant that we are concerned about for this proposal is Phosphorus. From Paul Radomski reduction goal of Trout Lake, we would like to reduce current loads by 43lbs./yr., which is also identified from the Mississippi River Grand Rapids WRAPS Report. An annual reduction goal of 117lbs./yr. is the target goal. With this application funding, we would be able to drop our goal from 117lbs./yr. to 74lbs./yr. That would increase treatment capacity by 30% and prevent 30,000 lbs. of sediment and 43 lbs. of phosphorus from entering Trout Lake in this phase of watershed funding. 6 rain gardens would reduce 13.4 lbs./yr., detention basin will reduce 31 lbs./yr.

**Question 6. (10 points): (A) What portion of the water quality goal will be achieved through this application? Where applicable, identify the annual reduction in pollutant(s) that will be achieved or avoided for the water resource if this project is completed. (B) Describe the effects this application will have on the root cause of the issue it will address (most critical pollution source(s) or threat(s)).**

From the Mississippi River Grand Rapids WRAPS, the goal is set at 30% phosphorus load reduction. With this proposal will we see an annual phosphorus load reduction of 43lbs./yr. if all projects are installed. The installation of new stormwater treatment practices will collect pollutants that are currently not being collected within the 13,634-acre watershed. This application will also create 7 new pollinator habitat areas within the city of Coleraine. This will provide a more diverse native plant community. By removing these pollutants before reaching the lake, we have a greater chance for maintaining or improving the existing water quality.

**Question 7. (5 points): If the project will have secondary benefits, specifically describe, (quantify if possible), those benefits. Examples: hydrologic benefits, enhancement of aquatic and terrestrial wildlife species, groundwater protection, enhancement of pollinator populations, or protection of rare and/or native species.**

A benefit not directly related to lake phosphorus loading is the educational value by involving school students with planting these practices. Greenway school district has volunteered to help install these projects that will help enhance pollinator populations and educate students on the importance of stormwater. Another benefit will be engaging the community with educational seminars on the importance of stormwater practices and how they can contribute to the protection of Trout Lake.

**Question 8. (15 points): (A) Describe why the proposed project(s) in this application are considered to be the most cost effective and feasible means to attain water quality improvement or protection benefits to achieve or maintain water quality goals. Has any analysis been conducted to help substantiate this determination? Discuss why alternative practices were not selected. Factors to consider include, but are not limited to: BMP effectiveness, timing, site feasibility, practicality, and public acceptance. Note: For in-lake projects such as alum treatments or carp management, please refer to the feasibility study or series of studies that accompanies the grant application to assess alternatives and relative cost effectiveness. You will also need to attach a copy of this study within the Attachments tab. (B) If your application is proposing to use incentives above and beyond payments for practice costs, please describe rates, duration of payments and the rationale for the incentives' cost effectiveness. Note: For in-lake projects such as alum treatments or carp management, please refer to the feasibility study or series of studies that accompanies the grant application to assess alternatives and relative cost**

**effectiveness. Please attach feasibility study to your application in eLINK.**

The proposed project is the most effective because there currently is no stormwater treatment practices in place. The most cost-effective practices are to be installed from the HRGreen Coleraine Stormwater Retrofit Assessment study, along with working on practices at the top of the stormwater system and then working our way down. The HRGreen Coleraine study specifically ranked the type and location of stormwater practices through modeling and concept design with the most cost-benefit practice. Each sub watershed's stormwater effluent water quality was modeled within P8 Urban Catchment Model.

**Question 9. (8 points): What steps have been taken or are expected to ensure that project implementation can begin soon after the grant award? Describe general environmental review and permitting needs required by the project (list if needed). Also, describe any discussions with landowners, status of agreements/contracts, contingency plans, and other elements essential to project implementation.**

If grant is awarded: #1 We will need to specifically design each practice at each specific BMP location, which will be completed by TSA8 and city engineers. #2 Once these designs are completed, the city will outreach with the community on installation practices, along with coordination with school district educational programs. #4 City planning meetings will be necessary to coordinate project timelines of each BMP. BMP projects have been coordinated with the DNR Hydrologist, city staff, and local cooperators, permits will be obtained with final designs and contractor bids.

**Question 10. (2 points): What activities, if any proposed, will accompany your project(s) that will communicate the need, benefits, and long-term impacts to your local community? This should go above and beyond the standard newsletters, signs and press releases.**

The school district will hold educational events, which could include fundraising, poster contests, classroom participation with planting some native flowering plants. The city has talked about implementing a adopt a storm drain for community members. There will be an educational board on why stormwater is important installed by practices. The most effective way to inform and engage the small community is implement residents.

**Question 11. (0 points). All project applications for feedlots must include a work sheet with supplemental questions being answered. This worksheet is found on the BWSR webpage "Apply for Grants." Have you attached this worksheet?**

Does Not Apply

**The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.**

Currently there is no traditional funding for this type of implementation unless applied through the Clean Water Legacy Amendment.

## Application Budget

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs.)
Education and Outreach	Educational seminars, community meetings, and school projects.	Education/Information	\$5,000	3 Years
CWF Project funding	15 projects total projected and survey/design fees.	Project Cost	\$278,000	10 Years
Technical/Engineering Assistance	Project and practices development, installation monitoring, final inspection and certification.	Project Grant Cost	\$8,000	3 years

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs.)
Itasca SWCD project over-sight	Project planning with landowners and contractors, contract and payment admin, and construction certification.	Administration	\$24,000	10 years

### Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Implementation	Phosphorus		Mississippi River Grand Rapids Watershed		

### Activity Details

Activity Name	Question	Answer

Application Image

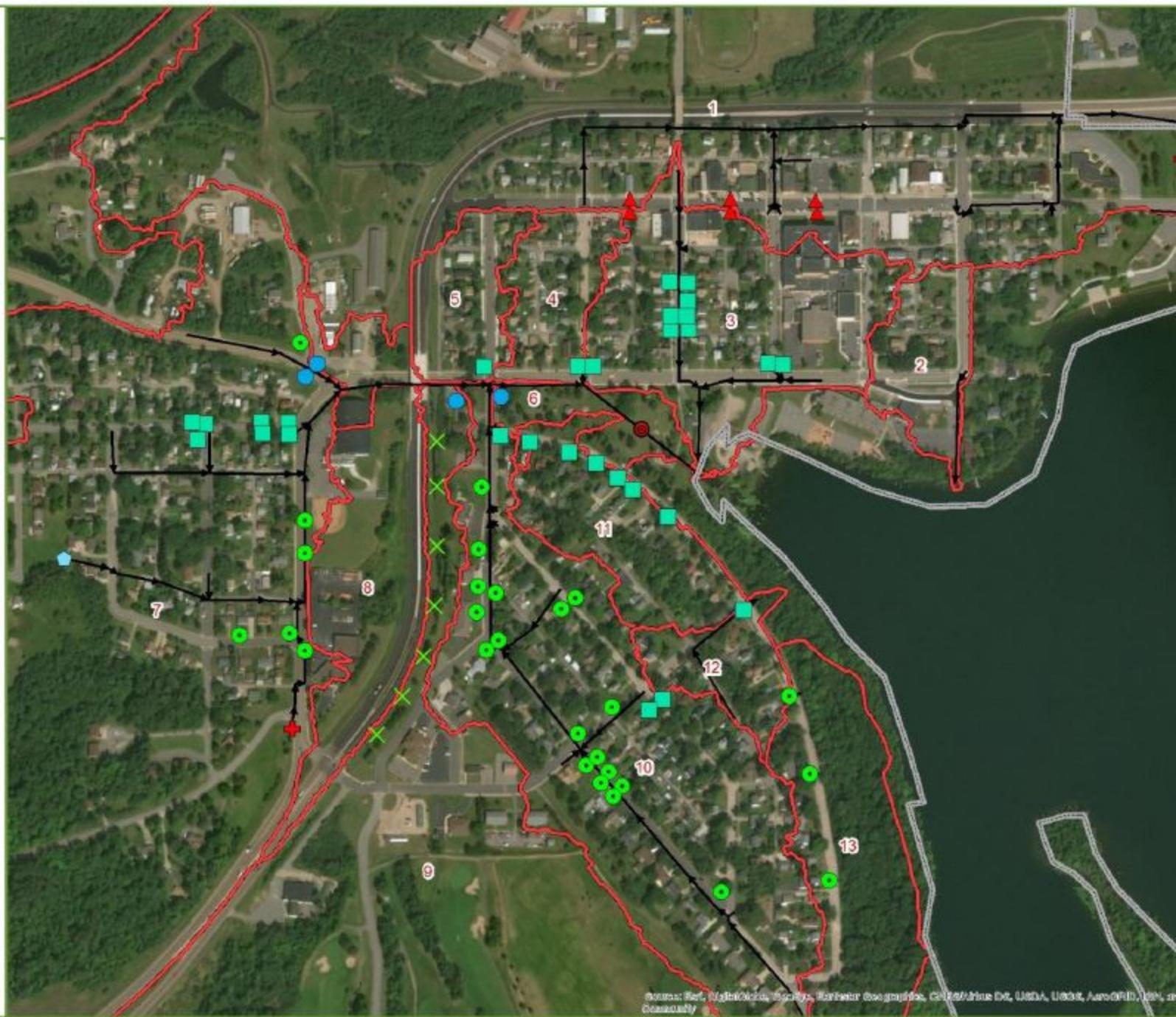
Figure 3. Potential Stormwater Retrofit Locations

Coleraine, MN

Legend

BMP

-  Ditch Check
-  Extended Detention
-  Infiltration
-  Modification
-  Raingarden
-  Stormwater Tree Planter
-  Sub-surface
-  Surface/Subsurface
-  Coleraine Boundary
-  Storm Pipe
-  Subwatersheds



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0 Feet 250 500



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNR/Air Force DDT, USDA, USGS, AeroGRID, IGN, and the Community

# Executive Director Report

April - May 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. Discussed timing of variance with landowner concerning a property in Itasca County.
6. Consulted DNR and updated maps for fabrication.
7. Sent Miss. River signage to Fishing the Wildside for fabrication.
8. Requested Coleraine study from Itasca SWCD to determine whether the MHB would consider funding this as an urban stormwater match.
9. Submitted photos of dams on the Miss. River to the Mississippi River Parkway Commission for them to submit an application to the National Scenic Byways program to be nominated as a designated All-American Road.
10. Sent MN Tradition articles to Morrison and Cass county for them to share them with the local newspaper.
11. Sent email to Aaron Hautala who is on the DNR recreational committee to discuss how the MHB is working with the DNR to create recreational signage on the Miss. River.
12. Sent out MHB appropriations request letter to all 8 MHB member counties.
13. Developed a Miss. Headwaters Habitat Corridor Program proposal for \$7M. This provides approximate funding of \$3M for easements and \$4M for acquisitions. We are not comfortable in the current budget climate to ask for the traditional \$9M this year.
14. All Outdoor Heritage Funds received a 14.28% decrease this year due to the budget forecast. Our Miss. Headwaters Outdoor Heritage funds will be \$3.694M which is still an increase from last year.
15. Reviewed Miss. River signage and sent it out to partners for review as well.
16. Responded to question from realtor about setbacks from Lake Winnibigoshish.
17. Sent canoe day schedule request to the Governor asking him to attend Canoe Day in August.
18. Sent signage corrections back to Fishing the Wildside for correction.

## Meetings & Networking

1. Held meeting with Fishing the Wildside and Pinnacle to discuss social media campaign frequency and content and discuss ways to have followers interact with MN Traditions.