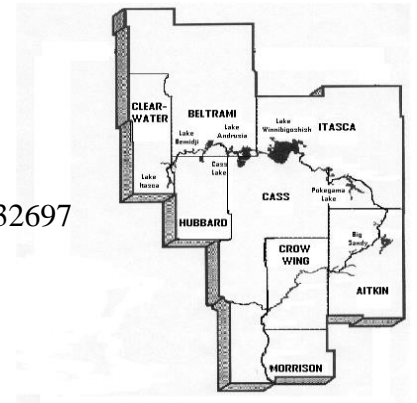




**Mississippi Headwaters Board  
Meeting Agenda  
MHB Conference Room  
322 Laurel St. Brainerd, MN  
56401**

Zoom: <https://us02web.zoom.us/j/85125832697>

**February 26, 2021  
9:00 am**



**9:00 AM**

- **Call to Order/Pledge of Allegiance**
- **2021 Officers-** Chairman- Anne Marcotte (Aitkin), Vice Chair- Davin Tinquist (Itasca)  
Sec./Treasurer- Steve Barrows.

**9:05 AM Approve/Amend**

- Agenda
- Consent Agenda – January '21 Minutes & Expenses

**Planning and Zoning (Actions)**

- None

**Action / Discussion Items:**

- Report on LLBO and future work- discussion
- MHB video progress- discussion
- 2021 goals- discussion
- Signage MOU between USDA and MHB- action
- Executive Director's Report- discussion

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

**Meeting Adjourned - Thank you**

**Mtgs: March 26, '21, 9:00 AM – Zoom meeting**

## **Attachment 1 & 2**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board  
January 29, 2021  
Miss. Headwaters Board Conference Room  
322 Laurel St.  
Brainerd, MN

Webconference:

MEETING  
MINUTES

Members present by video or audio Roll Call: Ted Van Kempen (Hubbard), Anne Marcotte (Aitkin) Steve Barrows (Crow Wing), Mike Wilson (Morrison), Craig Gaasvig (Beltrami), Neal Gaalswyk (Cass), and Tim Terrill (Executive Director).

Others Present: Marcel Noyes, Kate Hagsten.

Pledge of Allegiance

Chairman Gaalswyk asked if there were any additions to the agenda. None offered. **M/S (Barrows/Marcotte) to approve of the agenda. Roll Call taken. Motion carried unanimously.**

Officer Selection: 2021 officers were selected by the board Chair- Anne Marcotte (Aitkin), Vice Chair- Davin Tinquist (Itasca), and Sec./Treasurer- Steve Barrows (Crow Wing). **Chairman Gaalswyk called for nominations to cease and to approve of nominees. M/S (Van Kempen/Wilson) Motion carried unanimously.**

Gaalswyk virtually passed the gavel to Comm. Marcotte and she Chaired the rest of the meeting.

**M/S (Gaalswyk/Van Kempen) to approve of the Consent agenda. Motion carried unanimously.**

### Planning and Zoning

None

### Action/Discussion:

1. **MHB funding to Leech Lake Band of Ojibwe (LLBO)**- Tim explained that MHB has a mini-grant program that provides funding to member counties and it was Cass county's turn to receive it. John Ringle was called by Tim to see if there were any projects available, and John referred him to Kate Hagsten from the LLBO for a native grass and forb planting in a solar panel area. Kate explain that there are 5 sites on the reservation that are in need of a native seed planting and is requesting funding for the Jackson Village area. She said the site would use no herbicides and would be planted to outcompete terrestrial invasive species. Kate provided a map of where the project would take place. Tim summarized Kate's remarks and concluded that he would utilize this project as a way to talk with the tribal council to explain who the MHB is, and present them with a check. Comm. Gaalswyk acknowledged that he supports the project for the relationship value it possesses, because it would help cool the soil, improve water quality, turn disturbed soil to undisturbed, increases filtration and habitat on the land,

and supports our mission to protect the land by keeping it undisturbed. Comm. Gaasvig stated he was not in favor of the project because he believes it doesn't fit our mission and it sends a message for anyone to apply for a nice project. Comm. Gaalswyk asked Tim to explain where the funding is coming from and Tim said it comes from residual Governor's funding. Comm. Barrows explained that he supports the project because of the relationship with the tribal council. Kate further explained that the site will stop invasive species from crowding in and also build a relationship between the tribe and MHB. **M/S (Gaalswyk/Van Kempen) to approve of funding of \$10,000 to the LLBO. Motion carried with members voting in the affirmative with the exception of Comm. Gaasvig against due to previous comments.**

### **Performance Review**

Chair Marcotte chose to move the performance review up on the agenda due to Comm. Gaalswyk needing to leave by 10:00 am. **M/S (Wilson/Gaalswyk) to close meeting. Motion carried unanimously.** Tim gave brief overview and then left the meeting for Commissioners to discuss. Tim was invited back to the meeting and Chair Marcotte summarized the comments from the board and requested that goal setting is needed in the future and for Tim to develop some goals. **M/S (Gaasvig/Wilson) to open the meeting. Motion carried unanimously. M/S (Gaalswyk/Van Kempen) to approve of resolution 2021-01 with an assign a ranking of performing. Motion carried unanimously.**

Comm. Gaalswyk exited the meeting and the board returned to the discussion items.

2. MHB & Beltrami Environmental Services MOU- Tim explained that Minnesota Traditions produced 2021 AIS videos and Beltrami county wants to play them on Paul Bunyan Communications TV as 30 second commercials. This MOU is the tool to make that happen. **M/S (Gaasvig/Barrows) to approve of Memorandum of Understanding between MHB and Beltrami Environmental Services. Motion carried unanimously.**
3. **Budget Committee-** Tim explained that he will be setting up dates with the Chair, Comm Barrows and Gaasvig to discuss the budget and workplan.

### **Executive Directors Report**

1. Tim updated the board that the legislature has a House and Companion bill for the LCCMR proposal submitted last year for the Baxter Whiskey Creek project. He is optimistic that the bill will pass this session.
2. Tim said that he is holding meetings with Aitkin Lakes and Rivers Committee and they are looking into a Resourcetainment event from Hwy. 169 to Aitkin Campground. It is at the concept stage now, but details are being worked out.
3. Tim attended the DNR Roundtable which talked about social diversity and including minorities into outdoor education. Tim said he emailed the DNR AIS director and communications person to see if they would be interested in pooling resources to diversify the MN Traditions AIS social media campaign. No comment back from DNR yet.
4. Sally Fineday agreed to write a brief history about the area around Lake Wini. She is a native American and Miss. River Parkway Commission board member.
5. Tim called and scheduled a meeting for Governor Walz to attend the Biennial conference in November 2021 and present Bob with an award.

Legislative Updates- Chair Marcotte said that the legislature has presented 360 bills so far.

County Updates- Comm. Van Kempen explained that discussion about the TCF conservation lands in Hubbard are being looked at by the land commissioner. The board is looking at purchasing and selling off land. Ted noted that some school districts come up short when lands are given to DNR and a PILT payment is given. The

value of the county is to keep the tax base. Comm Wilson thought as a goal that Tim should work closer with ESD's in the county with MN Traditions so that the board and staff are of the same mind and it makes it easier to vote in unison. Comm. Gaasvig asked where Beltrami county was in the process and Tim said they are supporting it this year. Comm. Gaasvig asked if the MN Traditions program is approved of every year and Tim said that it was approved as a program back in 2015 when it started and he is working off that directive. Comm. Gaasvig thought it should be voted on as a program every year. Chair Marcotte thought that because individual county timelines are hard to match up with this particular program, and that we have expanded outside the MHB region that Tim provide an annual update about the program.

**M/S (Barrows/Wilson) to adjourn. Motion carried unanimously.**

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Chair Anne Marcotte

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Executive Director Tim Terrill

**February '21 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)	\$26,640.84	\$61,811.79	\$124,000.00	49.85%	non competitive quarterly reimbursement
LSOHC grant (53290)	\$2,069.27	\$2,865.63	\$7,000.00	40.94%	LSOHC reimbursement for invoice #8 and #1
Guidebook sales (58400)		\$19.99	\$200.00	10.00%	reimbursement for Guidebook sales
Enbridge program (58300)		\$2,670.76	\$3,000.00	89.03%	signage work
Miscell. Other revenue (58300)			\$2,000.00	0.00%	
MCIT Dividend (58300)		\$283.00	\$424.00	66.75%	MCIT refund
County Support (52990)	\$4,500.00		\$12,000.00	0.00%	Beltrami, Morrison, Clearwater JPB reimbursement
BWSR Grant Stormwater (53090)			\$1,000.00	0.00%	competitive reimbursement
<b>Total</b>	<b>\$33,210.11</b>	<b>\$5,839.38</b>	<b>\$25,624.00</b>		*
<b>Expenses:</b>	<b>Monthly Amount</b>				<b>Explanation</b>
Salaries/Benefits FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$7,820.03	\$45,351.82	\$101,801.00	44.55%	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)		\$1,100.00	\$2,700.00	40.74%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)		\$8.65	\$300.00	2.88%	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)		\$80.50	\$2,900.00	2.78%	reimbursed by Gov. DNR grant
Employee Mileage (63320)		\$325.96	\$4,400.00	7.41%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$2,725.00	\$3,275.00	\$8,175.00	40.06%	CW account. Services, Audit,
Office supplies/operations (64090)	\$94.28	\$688.75	\$1,400.00	49.20%	telephone, office supplies
Training & Registration Fees (63380)			\$400.00	0.00%	reimbursed by Gov. DNR grant-
<b>Total</b>	<b>\$10,639.31</b>		<b>\$124,292.00</b>		

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

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

\*The total under revenue does not reflect the \$124K because it is a non-competitive grant, and it doesn't always fall in the fiscal year.

02/10/2021 08:18  
KorieW

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2021 01 TO 2021 01

P 1  
glacthst

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	10001		Cash & Pooled Investments							
						SOY BALANCE			335,831.98	
21/01	171	01/11/21	GEN					725.50	336,557.48	
	ST OF MN		SYSTEM GENERATED DUE TO LINE							
21/01	215	01/13/21	GNI 189105	AmyG	39473			3,000.00	339,557.48	
	iNovah		SYSTEM GENERATED DUE TO LINE							
21/01	301	01/15/21	PRJ					-3,914.34	335,643.14	
21/01	344	01/15/21	GNI 189422	AmyG	39494			1,500.00	337,143.14	
	iNovah		SYSTEM GENERATED DUE TO LINE							
21/01	409	01/19/21	APP A0119					-9,517.83	327,625.31	
	A011921									
21/01	410	01/19/21	APP C0119					-2.08	327,623.23	
	C011921									
21/01	565	01/25/21	GNI DEC					-37.20	327,586.03	
	BREM PCARD		SYSTEM GENERATED DUE TO LINE							
21/01	626	01/26/21	APP A0126					-650.00	326,936.03	
	A012621									
21/01	683	01/26/21	GEN					26,640.84	353,576.87	
	ST OF MN		SYSTEM GENERATED DUE TO LINE							
21/01	768	01/29/21	PRJ					-3,960.69	349,616.18	
21/01	777	01/27/21	GEN					8,661.60	358,277.78	
	ST OF MN		SYSTEM GENERATED DUE TO LINE							
21/01	1027	01/31/21	GEN					-525.00	357,752.78	
	RECURRING		SYSTEM GENERATED DUE TO LINE							
			LEDGER BALANCES --- DEBITS:		40,527.94	CREDITS:	-18,607.14	NET:	21,920.80	
74	20050		Vouchers Payable							
						SOY BALANCE			.00	
21/01	279	01/19/21	API B 5388					-2.08	-2.08	
	W C011921									
21/01	394	01/19/21	API B 5408					-9,517.83	-9,519.91	
	W A011921									
21/01	409	01/19/21	APP A0119					9,517.83	-2.08	
	A011921		AP CASH DISBURSEMENTS JOURNAL							





02/10/2021 08:18  
KorieW

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2021 01 TO 2021 01

P 3  
glacthst

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
21/01	683	01/26/21	GEN					-26,640.84	-31,866.34	
	ST OF MN									
21/01	777	01/27/21	GEN					-8,661.60	-40,527.94	
	ST OF MN									
	LEDGER BALANCES --- DEBITS:				.00		CREDITS:	-40,527.94	NET:	-40,527.94
74830	52990		Local Grant							
							REVISED BUDGET			.00
21/01	215	01/13/21	GNI 189110 AmyG		39473			-1,500.00	-1,500.00	
	iNovah		BELTRAMI JPB SUPPORT							
21/01	215	01/13/21	GNI 189109 AmyG		39473			-1,500.00	-3,000.00	
	iNovah		MORRISON JPB SUPPORT							
21/01	344	01/15/21	GNI 189422 AmyG		39494			-1,500.00	-4,500.00	
	iNovah		CLEARWATER JPB FUNDS							
	LEDGER BALANCES --- DEBITS:				.00		CREDITS:	-4,500.00	NET:	-4,500.00
74830	53290		Natural Resources							
							REVISED BUDGET			.00
21/01	171	01/11/21	GEN					-725.50	-725.50	
	ST OF MN	1								
21/01	683	01/26/21	GEN					-26,640.84	-27,366.34	
	ST OF MN	DNR2Q-21								
21/01	777	01/27/21	GEN					-8,661.60	-36,027.94	
	ST OF MN	8								
	LEDGER BALANCES --- DEBITS:				.00		CREDITS:	-36,027.94	NET:	-36,027.94
74830	61000		Salaries & Wages - Regular							
							REVISED BUDGET			.00
21/01	301	01/15/21	PRJ PR0115 1210115	1210115		1210		2,681.04	2,681.04	
	PAY011521		WARRANT=210115	RUN=1	BI-WEEKL					
21/01	768	01/29/21	PRJ PR0129 1210129	1210129		1210		2,681.04	5,362.08	
	PAY012921		WARRANT=210129	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:				5,362.08		CREDITS:	.00	NET:	5,362.08



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KorieW

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2021 01 TO 2021 01

P 5  
glacthst

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
21/01	1027	01/31/21	GEN					525.00	10,692.83	
		RECURRING	FINANCIAL SERVICE							
		LEDGER BALANCES	---	DEBITS:	10,692.83	CREDITS:	.00	NET:	10,692.83	
74830	64090		Office Supplies							
							REVISED BUDGET			.00
21/01	565	01/25/21	GNI DEC					14.00	14.00	
		BREM PCARD	buying USB storage device							
			TIM TERRILL - BEST BUY		00005223					
21/01	565	01/25/21	GNI DEC					23.20	37.20	
		BREM PCARD	mailing of MHHCP phamphlets							
			TIM TERRILL - USPS PO 2611000401							
		LEDGER BALANCES	---	DEBITS:	37.20	CREDITS:	.00	NET:	37.20	
		GRAND TOTAL	---	DEBITS:	87,912.13	CREDITS:	-109,832.93	NET:	-21,920.80	

51 Records printed

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

## **Action/Discussion**

Report on LLBO and future work- discussion

MHB video progress- discussion

2021 goals- discussion

Signage MOU between USDA and MHB- action

Executive Director's Report- discussion

## 2021 Performance Evaluation Goals

1. Attend 2 training and/or speaking conferences in 2021.
2. Hold a planning session with the MHB board in the summer to discuss direction and programs.
3. Hold program updates at MHB board meeting in May for LSOHC easement and acquisition program, and December for Minnesota Traditions social media campaign.



FS Agreement No. 21-MU-11090300-009

Cooperator Agreement No. \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
Between The  
MISSISSIPPI HEADWATERS BOARD  
And The  
USDA, FOREST SERVICE  
CHIPPEWA NATIONAL FOREST**

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Mississippi Headwaters Board , hereinafter referred to as “MHB,” and the United States Department of Agriculture (USDA), Forest Service, Chippewa National Forest, hereinafter referred to as the “U.S. Forest Service.”

Background: The Mississippi River headwaters is located approximately 72 river miles from the forest, and travels about 52 miles through the Chippewa National Forest, including two of the largest lakes in Minnesota and numerous smaller lakes. The river is popular for canoest, fishing, hunting, wild rice gathering, and other recreationists. The Mississippi Headwaters Board has requested permission to install guide signs along the river route to assist users knowing when the next available access point and provide information signs at the access locations.

Title: Mississippi River Guide Sign Project

**I. PURPOSE:** The purpose of this MOU is to document the cooperation between the parties to install and maintain information and guide signs at boat accesses and locations along the Mississippe River in accordance with the following provisions.

**II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:**

As the Mississippi River is a popular river to canoe, either by long distance canoeists or for day trips, providing information along the route helps river travelers know where they are in relation to the next access point, helping them plan their trips, know where they can park vehicles, or letting emergency service know where to find them if necessary. The Mississippi Headwaters Board has been working with agencies that have access sites along the river, including county, state, and other federal agencies. Providing access information along the river within the Chippewa National Forest provides a consistent format across the multiple jurisdictions.

In consideration of the above premises, the parties agree as follows:



**III. MHB SHALL:**

- A. Provide sign templates and sign plan to the U.S Forest Service for review. The MHB must have written U.S. Forest Service approval prior to installing signs.
- B. Provide and install signs.
- C. Maintain signs and replace when necessary over a period of 5 years after installation, as determined by the MHB.
- D. Work with partner organizations on the installation and maintenance of the signs. A list of partner organizations and contact information will be provided to the Forest Service.

**IV. THE U.S. FOREST SERVICE SHALL:**

- A. Review sign designs and location plans; approve as appropriate.
- B. Provide U.S. Forest Service sign standards to the MHB.
- C. Provide written response to sign plan.

**V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

- A. The Forest Service is not responsible for the purchase, installation, or maintenance of the signs and kiosk. The Mississippi Headwaters Board will work with clubs and organizations to accomplish the work and are responsible for the groups following any federal and state safety standards.
- B. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Name: Tim Terrill Address: 322 Laurel Street City, State, Zip: Brainard, MN 56401 Telephone: 218-824-1189 FAX: Email: Timt@mississippiheadwaters.org	Name: Tim Terrill Address: 322 Laurel Street City, State, Zip: Brainard, MN 56401 Telephone: 218-824-1189 FAX: Email: timt@mississippiheadwaters.org



**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Name: Kenneth Hansen Address: 417 Forestry Drive City, State, Zip: Blackduck, MN, 56630 Telephone: 218-835-3116 FAX: 218-835-4291 Email: kenneth.hansen@usda.gov	Name: Brenda Frenzel Address: 200 Ash Avenue NW City, State, Zip: Cass Lake, MN 56633 Telephone: 218-335-8692 FAX: 218-335-8641 Email: brenda.frenzel@usda.gov

C. **NOTICES.** Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or MHB is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the MOU.

To MHB, at MHB’s address shown in the MOU or such other address designated within the MOU.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

D. **PARTICIPATION IN SIMILAR ACTIVITIES.** This MOU in no way restricts the U.S. Forest Service or MHB from participating in similar activities with other public or private agencies, organizations, and individuals.

E. **ENDORSEMENT.** Any of MHB’s contributions made under this MOU do not by direct reference or implication convey U.S. Forest Service endorsement of MHB's products or activities.

F. **NONBINDING AGREEMENT.** This MOU creates no right, benefit, or trust responsibility, substantive or procedural, enforceable by law or equity. The parties shall manage their respective resources and activities in a separate, coordinated and mutually beneficial manner to meet the purpose(s) of this MOU. Nothing in this MOU authorizes any of the parties to obligate or transfer anything of value.

Specific, prospective projects or activities that involve the transfer of funds, services, property, and/or anything of value to a party requires the execution of separate agreements and are contingent upon numerous factors, including, as applicable, but not limited to: agency availability of appropriated funds and other resources; cooperator availability of funds and other resources; agency and





cooperator administrative and legal requirements (including agency authorization by statute); etc. This MOU neither provides, nor meets these criteria. If the parties elect to enter into an obligation agreement that involves the transfer of funds, services, property, and/or anything of value to a party, then the applicable criteria must be met. Additionally, under a prospective agreement, each party operates under its own laws, regulations, and/or policies, and any Forest Service obligation is subject to the availability of appropriated funds and other resources. The negotiation, execution, and administration of these prospective agreements must comply with all applicable law.

Nothing in this MOU is intended to alter, limit, or expand the agencies' statutory and regulatory authority.

- G. USE OF U.S. FOREST SERVICE INSIGNIA. In order for MHB to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications (Washington Office) prior to use of the insignia.
- H. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no U.S. member of, or U.S. delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- I. FREEDOM OF INFORMATION ACT (FOIA). Public access to MOU or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).
- J. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- K. PUBLIC NOTICES. It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. MHB is/are encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:



MHB may call on the U.S. Forest Service's Office of Communication for advice regarding public notices. MHB is/are requested to provide copies of notices or announcements to the U.S. Forest Service Program Manager and to The U.S. Forest Service's Office of Communications as far in advance of release as possible.

- L. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. MHB shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this MOU.
- M. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. MHB shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)*

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.**

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

*"This institution is an equal opportunity provider."*

- N. TERMINATION. Any of the parties, in writing, may terminate this MOU in whole, or in part, at any time before the date of expiration.
- O. DEBARMENT AND SUSPENSION. MHB shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should MHB or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.



- P. MODIFICATIONS. Modifications within the scope of this MOU must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.
  
- Q. COMMENCEMENT/EXPIRATION DATE. This MOU is executed as of the date of the last signature and is effective through December 31, 2025 at which time it will expire.
  
- R. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this MOU.

In witness whereof, the parties hereto have executed this MOU as of the last date written below.

---

TIM TERRILL, Executive Director Date  
Mississippi Headwaters Board

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JENNIFER K. YOUNGBLOOD, Deputy Forest Date  
Supervisor  
U.S. Forest Service, Chippewa National Forest

The authority and format of this agreement have been reviewed and approved for signature.

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BRENDA FRENZEL Date  
U.S. Forest Service Grants Management Specialist



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# Executive Director Report

January-February 2021

## 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. Talked with Crow Wing IT to see if I could get messages to my office phone to go to my cell phone.
6. Updated county commissioner emails.
7. Sent in Special District Financing Report to State Auditor.
8. Began updating annual work plan and budget.
9. Working with USDA to produce contract for signage to be placed at USDA administered sites.

## Meetings & Networking

1. Had conversation with Doug Ohlman from pioneer photography. He is working with Public radio and they would like to see if he has any swag to give to viewers. Doug thought of our guidebooks, and is looking to purchase more books.
2. Attended DNR Roundtable and wrote email to DNR information officer about the possibility of partnering with the DNR on an AIS/education campaign targeted toward minorities.
3. Held MHHCP tech team meeting in which 4 easements were recommended to move forward for processing along with 1 potential acquisition. To date the project has permanently protected 3,882 acres and 43 miles of shoreland with another 2,400 acres in process.
4. Held conversation with Melissa Barrick about coordinating acquisition and Clean Water Fund grants assuming our LCCMR proposal gets funded this year. Talked about a “big check” presentation once funding is received.
5. Gave presentation before cass swcd for MN Traditions.
6. Held conversation with Patty Thielen, DNR NE Regional Director, to discuss the possibility of county management being conducted on DNR lands. Patty said that she would talk with her foresters to discuss this and get back with me. If the conversation goes any further, I would have Comm. Barrows meet with the DNR to discuss possibilities revolving around revenue generation (timber sales), efficiency (red tape), and access which have been issues in the past and present.
7. Sent email to Dirk Wierenga who will be producing a 5-10 minute video about the history and formation of the MHB. I outlined the content, layout, purpose, and audience that the film should be focusing on. Provided him with contact information of Doug Ohlman as a potential narrator because he wrote the MHB Guidebook.

8. Attended Aitkin Lakes & Rivers committee meeting where the group decided to hold a paddle from the Kimball access to Aitkin County campground sometime in June. Lots of planning is beginning with transportation logistics, along with tasting events to include Block North (food and beer), Little Round Still (Wadena distillery), and Brother Justus (whiskey made with peat from APT) at the end of the paddle. People were appreciative that the signs were up with the QR code tracker so that participants could track themselves and not get lost.
9. Attended North Central Conservation Roundtable and discussed various programs be implemented in the upper Miss. River Basin. I discussed the MHB and partners role in The Conservation Fund MN Heritage Forest parcels, and many were impressed by the role, leadership and forward thinking that the MHB took in helping counties acquisition parcels of their choosing.
10. Provided comment to the Crow Wing county zoning ordinance revision.
11. Working on producing Mississippi River signs for Morrison, Aitkin, and Itasca.
12. Was the speaker at the DNR invasive species roundtable under the topic “public engagement for AIS prevention.” Over 68 AIS coordinators attended the session and I talked about Minnesota Traditions and how it is succeeding at promoting behavioral change.
13. As a result of the DNR meeting, MAISRC is interested in forming some type of partnership where MN Trad helps promote their spiny waterflea website campaign. I will be discussing with them opportunities where they can help us as well.
14. Held budget committee meeting with commissioners. I am redeveloping an internal document so that expenses can be shown and accurate planning can be achieved for this next budget year.