Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271

REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **January 16, 2018 8:00 A. M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Roger Larsen, and Wayne Calander
Staff Present:	Tiffany Determan, Anne LeRoy, Todd Kulaf (Staff Report Only)
Others Present:	Greg Anderson, County Commissioner; Josh Bork, NRCS; Jason Weinerman, BWSR

The regular board meeting was called to order by Chairman, Wayne Calander at 8:00 am.

1. **Approve Agenda**
   Determan requested to add item 7f – Technician Position Description

   Motion/Seconded Larsen/Koczur To approve the agenda with the additions of item 7f.
   Affirmative: Calander, Koczur, and Larsen
   Opposed: None. Motion carried.

2. **Public Comment**
   No comments were made at this meeting.

3. **Annual business Meeting items**
   a. **Election of Officers: Chair, Vice Chair, Secretary, Treasurer**
   b. **Hand meeting over to the new Chairperson**

   Motion/Seconded Koczur/Larsen cast a white ballot to continue officer's assignments for 2018 the same as 2017. Calander as Chairperson, Larsen as Vice-Chair, Kilpatrick as Secretary, and Koczur as Treasurer.
   Affirmative: Calander, Koczur, and Larsen
   Opposed: None. Motion carried.

4. **Approve Board Meeting Minutes-**
   a. **December 19, 2017 regular meeting**

   Motion/Seconded Koczur/Larsen To approve the December 19th, 2017 Regular Meeting Minutes as written.
   Affirmative: Calander, Koczur, and Larsen
   Opposed: None. Motion carried.

5. **Financial Reports**
   a. **Treasurers report**
   b. **Approve payment of bills**

   Motion/Seconded Larsen/Koczur To approve the treasurer's report as presented and approve payment of the bills. Checks as follows: Check # 5510thru 5520, Check # 6447 thru 6463, and all electronically paid bills.
   Affirmative: Calander, Koczur, and Larsen
   Opposed: None. Motion carried.

6. **Activity Reports**
   a. **Staff**

Determan: Determan verbally reviewed activities for the previous month that included meeting with Bork to develop the position description for a new technician who will focus on agricultural outreach and rural conservation. Grant reporting deadlines required that documentation be posted to e-Link. Annual reports and requests for reimbursement were completed for the CPL projects which included the Rum River Re-meander and Anoka Conservation District Revetments. Outreach activities included assisting landowners with buffer information, meeting with landowners who will contact with the SWCD on cost-sharing projects. Partnership with Isanti County included reviewing and providing feedback on the Water Plan and assisting the county with the 2018 AIS Work Plan. Development of the Lower St Croix 1W1P group included attending two meetings to develop the memorandum of agreement.

Kulaf: Kulaf reported dedicating much of his time to completing the Green Lake Subwatershed Assessment. Projects have been identified, developed, and ranked as part of 2018 planning. Time was also spent compiling data for the Francis Lake surface water monitoring. Buffer work continues with desktop boundary identification and fielding phone calls from landowners.

LeRoy: LeRoy completed administrative duties as needed, worked on confirming online tree sales, payroll, and accounting. Time was also spent compiling financial information for year-end reporting.

   b. **NRCS District Conservationist**

Bork reviewed conservation activities that included that payments for 2017 CSP have been completed and the deadline for 2018 sign-up is March 2nd. The CRP program is experiencing price increases in seed costs this year, and so far there haven't been any new sign-ups. Tacy Call has received her computer and is now training and assisting with program operations.

   c. **County Commissioners**

Commissioner Greg Anderson reported that Isanti County is currently negotiating union contracts for staff that will cover 2018-2020. Anderson reported that the broadband survey draft is now complete and under review. Upcoming meetings that Anderson will attend include:
February 5th 7-9 pm Broadband summit/public roundtable at the Kanabec County Courthouse 7-9pm
February 21st -Waterplan taskforce meeting.

   d. **Metro Conservation Districts Rep**

No news to report. The next meeting will be in February. Koczur will attend.

   e. **Legislative Update/BWSR Updates**

Weinerman announced that additional CWF funds would be available. Additional BWSR capacity funds may be available based on county funding to SWCD's.

7. **New Business**
   a. **2018 District Policies**-action item
      i. **Set Regular meeting schedule**
      Isanti SWCD regular meetings shall be the 3rd Tuesday of each month at 8:00am at the Cambridge USDA Service Center.
      ii. **Board per diem rate**
      $60 per day for meetings within Isanti County and $75 for those outside of the County.
      iii. **Mileage reimbursement rate**
      The mileage reimbursement rate shall follow the current IRS approved rate. The 2018 rate is 54.5 cents.
      iv. **Committee Assignments: Personnel (2), Finance (2), Water Plan (1), Metro CD (1)**
      Representatives appointed as follows: Water Plan Committee: Al Koczur; Metro CD: Al Koczur, alternate Roger Larsen; Finance: Al Koczur, Roger Larsen; Personnel: Clark Anderson, Barb Kilpatrick.
      v. **2018 Policy Handbook**
      The Isanti SWCD shall utilize the Isanti SWCD Policy and Procedure Manual.
      vi. **Designate official depository**
      Designate First Bank and Trust located in Cambridge as the official SWCD depository.
      vii. **Designate approved check signers**
      Authorize Determan, Koczur, and Kilpatrick as authorized signers of SWCD checks.

viii. **Pre-approve payments for payroll, insurance, utilities**
Authorize the District Manager to approve payments for payroll, insurance, utilities bills and where the SWCD receives full reimbursement for the expense.

ix. **Designate District Manager as authorized representative**
Designate the District Manager as the District authorized representative to sign all board approved contracts, and associated documents (financial statements, change orders, amendments) on behalf of the SWCD. Manager required to notify board of all documents signed.

x. **Designate official notice posting location(s)**
Designate the Isanti SWCD website and the bulletin board inside the main entrance of the USDA Service Center as official SWCD notice posting locations. All notices shall be posted in both locations.

xi. **2018 Annual Plan**
The SWCD's current Biennial Budget Request to BWSR, together with the SWCD's State Cost Share Policies, shall serve as the SWCD 2017 annual plan.

xii. **Cost Share Policies/guidelines**
Adopted SWCD Cost Share Guidelines.

xiii. **2018 Billing Rates/Fee Schedule**
The board reviewed the proposed changes to the SWCD staff fee schedule which includes new staff and changes in paid benefits (social security, Medicare, PERA, insurance), compensated absences, and basic overhead (utilities, insurance, audit, etc.) on an hourly basis.

Motion/Seconded: Larsen/Koczur to approve policies as shown above.
Affirmative: Calander, Koczur, and Larsen
Opposed: None. Motion carried.

b. Draft Memorandum of Agreement-1W1P Lower St. Croix
Determan presented a draft of the Lower St Croix One Watershed On Plan (1W1P) memorandum of agreement. The Southeast region of Isanti County is included within this watershed. This agreement defines the political subdivisions included, purpose of the organization, and guidelines for management, administration, and acknowledges authorized representatives to the group. The plan requires that a representative from Isanti SWCD participate on the IWIP policy board. This draft has been reviewed and approved by MCIT. If participating agencies don't agree to sign the plan it will impact how future projects are managed and financed. Board discussion included a request to have a clear definition of the goals of this plan vs. what is not included with this plan. Commissioner Anderson requested more information about how funding changes will affect Isanti County Planning and Zoning. Further information and clarification will be available at the February SWCD board meeting.

c. FY18 Blue Lake Priority Action Plan Grant Agreement-action item
Determan presented details of a $251,545.00 BWSR competitive grant that was awarded to the SWCD for conservation projects to be completed to improve the water quality of Blue Lake by December 31, 2020. Projects and locations that will use these funds were presented on a map of Blue Lake. They include curb and sediment catch basins, hillside stabilization and shoreline restorations, the installation of two raingardens, and the installation of a sand filter that will treat rainwater before it enters the lake. Reporting of activities and expenses will be submitted to BWSR through eLink and any unused funds will be returned to BWSR upon completion of the grant.

Motion/Seconded Koczur/Larsen To approve the Blue Lake Action Plan.
Affirmative: Calander, Koczur, and Larsen
Opposed: None. Motion carried.

d. Green Lake Subwatershed Assessment Summary (provided at meeting)
Kulaf presented the results of the Green Lake Subwatershed Assessment (SWA). Green lake is the biggest lake in Isanti County and it has been designated as impaired by the MN Pollution Control Agency for not meeting state water quality standards. Green Lake does have a Lake Improvement District that has demonstrated a willingness to participate in conservation projects to improve the water quality. The Green Lake SWA input geographical data about the soils, topography, and current land uses to identify

projects that are most likely to work. Kulaf analyzed the projects and their effectiveness to the costs to prioritize project sites. In Northbrook Watershed there were 46 identified projects that are expected to remove 139.6 pounds of phosphorous. In Wyanett Creek Watershed there were also 46 identified projects that have the potential to remove 157.24 pounds of phosphorus. Implementation of these practices will include: landowner outreach, educational workshops, site visits, contracting with the landowners, creating project designs, and project implementation. Mille Lacs SWCD will partner with Isanti SWCD to identify parcels for a direct mailing in agricultural areas.

e. New Per diem Instructions

LeRoy introduced that in 2018 per diem payments will be managed similar to surrounding Districts. Supervisors will be supplied with forms where they document their own meetings, mileage, and attach expense receipts. These will be turned in quarterly, and board members will be paid at the meeting following the end of each calendar quarter. Q1 will be paid at the April board meeting, Q2 will be paid at the July board meeting, Q3 will be paid at the October board meeting, Q4 will be paid at the January board meeting.

f. New Technician Job Description

Determan presented the position description, focused duties and responsibilities, and qualifications needed, and the pay scale for a new conservation technician. This addition will expand the expertise of the SWCD by focusing on agricultural outreach and rural conservation.

Motion/Seconded Larsen/Koczur To approve the hiring and job description of a new full-time conservation technician.
Affirmative: Calander, Koczur, and Larsen
Opposed: None. Motion carried.

8. Old Business

9. Informational/Announcements

a. Program updates/other: 1W1P updates

b. Upcoming meetings/events:
January 16th @ 3PM Water Plan Meeting
January 17th @ 9AM County Board Meeting
January 25th @ 7PM Association of Townships meeting
February 20th @ 8am Isanti SWCD Board Meeting

c. Meeting evaluation: What worked? What were the gaps? What could be done to improve the meeting?
No comments were made.

10. Adjourn

Motion/Seconded Koczur/Larsen to adjourn meeting at 10:18 a.m**.**
Affirmative: Calander, Koczur, and Larsen
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
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REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **February 20, 2018 8:00 A. M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Roger Larsen, Clark Anderson, and Wayne Calander
Staff Present:	Tiffany Determan, Anne LeRoy, Todd Kulaf (Staff Report Only)
Others Present:	Greg Anderson, County Commissioner; Josh Bork, NRCS

The regular board meeting was called to order by Chairman, Wayne Calander at 8:00 am.

1. **Approve Agenda**

   Motion/Seconded Koczur/Larsen To approve the agenda as presented.
   Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
   Opposed: None. Motion carried.

2. **Public Comment**
   No comments were made at this meeting.

3. **MCIT Sexual Harassment Training (30 minutes)**

4. **Approve Regular Board Meeting Minutes – January 16, 2018**

   Motion/Seconded Larsen/Kilpatrick To approve the agenda as presented.
   Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
   Opposed: None. Motion carried.

5. **Financial Reports**
   a. **Treasurers Report**
   b. **Approve Payment of Bills**

   Motion/Seconded Larsen/Anderson To approve the treasurer's report as presented and approve payment of the bills. Checks as follows: Check # 5510 thru 5522, Check # 6447 thru 6467, and all electronically paid bills.
   Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
   Opposed: None. Motion carried.

6. **Activity Reports**
   a. **Staff**

   Determan: Determan reviewed activities which included completing BWSR required annual reporting, reviewing applicants for the conservation technician position, and invoicing. Outreach included attending the Pheasants Forever annual meeting and presenting the 1W1P plan to the Association of Townships. Determan supported the County by providing input on the final draft of the Water Plan, attending meetings, and updating the buffer compliance tracking database. Project work continued on the Blue Lake sand filter and Rum River Re-meander and ADC Revetments.

Kulaf: Kulaf reported an increase in landowner inquiries about drill rentals for spring. Currently two are scheduled for May. Outreach also included assisting people with their tree orders. County assistance included discussions with the zoning office regarding WCA law. 2017 water monitoring reports were completed and submitted to the MPCA for Blue and Francis lakes. Water quality monitoring data is being compiled for lakes in Oxford Township and Green Lake. Plans were created for AIS control for both Blue and Spectacle Lakes.

LeRoy: LeRoy summarized activities that covered monthly administrative duties. Year-end reporting involved generation of W-2's, MCIT Payroll audit, and providing financial documents to Peterson and Company so they could generate the 2017 Annual Financial Statement. The website was updated with monthly agendas and recent completed projects as required by BWSR. Outreach included attending the Isanti County Master Gardener's meeting where LeRoy introduced developing a partnership between the SWCD and the gardeners. Two gardeners offered to volunteer with the tree distribution in May. LeRoy also obtained Oak Wilt information that was posted to the website.

b. NRCS District Conservationist Bork reported that the acting State Conservationist will be in place for 6 months. This change is welcomed and will hopefully improve retention and operations. The NRCS will be restructuring coverage of the state by dividing into 4 areas. Bork is currently processing 13 applications for EQIP. The NRCS has seen an increase in forestry inquiries from landowners who own smaller lots. The EQIP program has funds available to assist with the writing of forestry plans. Bork also reported that the NRCS is seeing an increased interest from landowners in participating in the CRP Program.

c. County Commissioners Anderson updated the board with recent Isanti County activities. The broadband feasibility study has been completed and the board is now investigating steps to proceed with expanding internet access throughout the county. Anderson attended an International Economic Summit in Mora where he learned from a population trends expert that the state workforce is expected to be declining in 2030. This will present challenges for all employers. The county's draft water plan will be available for public comment on at the regular board meeting on 2/21/18.

d. Metro Conservation Districts Rep Koczur reported that the next meeting will be on 2/28/18. No updates at this time.

e. BWSR/Legislative Update – None available at this time.

7. New Business

a. Authorize hiring tree sale technicians

Determan explained the need to hire temporary, seasonal staff to work with the distribution of trees from the tree sale. LeRoy will be available to help on May 4th and 5th. LeRoy stated that two people have also volunteered to assist with the distribution. Not sure of the availability of the volunteers, Determan requested approval to recruit and hire up to 5 tree sale technicians on a temporary basis at $15 per hour.

Motion/Seconded Koczur/Kilpatrick To approve Determan to recruit and hire up to 5 tree sale technicians for temporary employment for the tree distribution. The technicians will be paid an hourly rate of $15.00 per hour.
Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
Opposed: None. Motion carried.

b. Lower St. Croix 1W1P Memorandum of Agreement & Policy Committee Nomination-enclosed MOA, Work Plan, Budget and Timeline for review at meeting.

Determan reviewed the Lower St Croix 1W1P Memorandum of Agreement with the board stating that it has been thoroughly reviewed by legal representatives from all participating partners. Determan requested that the board sign the agreement.

Motion/Seconded Koczur/Larson To approve signing of the Lower St Croix 1W1P Memorandum of Agreement.
Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
Opposed: None. Motion carried.

Determan also reviewed and emphasized the need for representation from the Isanti SWCD board on the Lower St. Croix 1W1P Policy Committee. Since the areas of the county that are included in the LSC1W1P area include North Branch and Oxford Townships, Determan recommended that either Kilpatrick or Calander consider this monthly commitment. Decision on who would represent Isanti SWCD was tabled until the March 20th Board meeting.

c. Staff hiring timeline and ranking criteria

Determan discussed the recruitment and ranking process of selecting candidates for the Conservation Technician position. Interviews will take place on March 14-15, with a targeted start date of April 3rd.

d. Updated NRCS Operational Agreement

Determan presented an amended NRCS Operational Agreement that will allow for additional resources needed when hiring the additional Conservation Technician.

Motion/Seconded Koczur/Kilpatrick To approve and sign the amended NRCS Operational Agreement.
Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
Opposed: None. Motion carried.

e. 2017 Annual Report- Printed copies were distributed to Board Members at the meeting.

8. Old Business - None

9. Informational/Announcements

- **a. Program updates/other:** Blue Lake Priority Action Plan, 1W1P updates
  Determan reported that Isanti County still has not signed the Rum River 1W1P as of 2/20/18.
- **b. Upcoming meetings/events: SWCD Day at the Capitol 3/13/18 –** Determan, Larsen, and Koczur will attend**; Geological Atlas Meeting: 4/3/181-3PM –** Kilpatrick will attend **, MACD Spring Meeting**: **4/4/18, 9AM-3PM**
- **c. Meeting evaluation: What worked? What were the gaps? What could be done to improve the meeting?**

10. Adjourn

Motion/Seconded Koczur/Anderson to adjourn meeting at 10:45 a.m**.**
Affirmative: Calander, Koczur, Anderson and Larsen
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
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REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **March 20, 2018 8:00 A. M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Roger Larsen, Barb Kilpatrick, Clark Anderson, and Wayne Calander
Staff Present:	Tiffany Determan, Anne LeRoy, Todd Kulaf
Others Present:	Josh Bork, NRCS

The regular board meeting was called to order by Chairman, Wayne Calander at 8:02 am.

1. **Approve Agenda**
   Determan requested to add the following new business items:
   D. Lower St Croix 1W1P
   E. Biennial Budget Request
   There will only be two candidates interviewed for the Conservation Technician position today.

   Motion/Seconded Kilpatrick/Koczur To approve the agenda with the changes as requested by Determan.
   Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
   Opposed: None. Motion carried.

2. **Public Comment**
   No comments were made at this meeting.

3. **District Technician Final Interviews (2 candidates- ~45 min/interview-start at 8:30)**
   Determan verbally reviewed the first interviews and qualifications of each applicant. Applicants were interviewed by the entire board and staff using standardized questions.
   Motion/Seconded Anderson/Kilpatrick To approve offering the position of District Technician to Thomas Zimmermann, pending verification of references and background check. Starting wage will be set at $18.62 per hour and after successful completion of 6 month probation period, increase to $19.63 per hour.
   Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
   Opposed: None. Motion carried.

4. **Approve Regular Board Meeting Minutes – February 20, 2018**

   Motion/Seconded Larsen/Clark To approve the board meeting minutes as presented.
   Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
   Opposed: None. Motion carried.

5. **Financial Reports**
   a. **Treasurers Report**
   b. **Approve Payment of Bills**
   Determan observed that an expense was classified incorrectly on a payment that was issued to return grant funds. This will need to be corrected.

Motion/Seconded Larsen/Kilpatrick To approve the treasurer's report with correction to grant expense classification and approve payment of the bills. Checks as follows: Check # 5523 thru 5528, Check # 6468 thru 6473, and all electronically paid bills.
Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
Opposed: None. Motion carried.

6. New Business

a. Lake Services Agreements

i. Green Lake LID
ii. Blue Lake LID
iii. Francis Lake LID
iv. Oxford Township

Determan reviewed details of each contract, noting that expenditure amounts had previous approvals.
Motion/Seconded Koczur/Clark To approve signing the 2018 lake services agreements for Green Lake LID, Blue Lake LID, Francis Lake LID, and Oxford Township.
Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
Opposed: None. Motion carried.

b. FY18 Blue Lake CWF Grant Contracts

i. Stanford Township Contract CWF18-01
ii. Spencer Brook Township Contract CWF18-02 (contract provided at meeting)

Motion/Seconded Koczur/Kilpatrick To approve the Stanford Township Contract CWF-18-01.
Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
Opposed: None. Motion carried.

Motion/Seconded Koczur/Clark To grant Determan authority to make modifications to the Spencer Brook Township Contract CWF18-02 as requested by the township board to include an indemnification clause that includes contractors. Determan will e-mail the revisions to the Isanti SWCD board members. Each board member will reply individually with their approval to sign the contract. Approval will be communicated this way to expedite facilitation of the contract so the partnership isn't delayed due to meeting dates.
Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
Opposed: None. Motion carried.

c. 2017 Financial Statement Review
Determan reviewed the District's 2017 financial statements as prepared by the accounting firm of Peterson Company. The financial statements will be posted on the District website.

e. Biennial Budget Review
Determan reviewed the Biennial Budget that needs to be submitted to BWSR by April 15th.
Motion/Seconded Larsen/Clark To accept the Biennial Budget as prepared by Determan.
Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
Opposed: None. Motion carried.

7. Old Business

a. Lower St. Croix 1W1P Policy Committee Appointment
Wayne Calander volunteered to accept the position as Isanti SWCD representative on the Lower St. Croix 1W1P Policy Committee.
Motion/Seconded Kilpatrick/Larsen To grant accept Wayne Calander to represent the Isanti SWCD on the Lower St. Croix 1W1P Policy Committee.
Affirmative: Calander, Koczur, Anderson, Kilpatrick and Larsen
Opposed: None. Motion carried.

8. **Activity Reports**

   a. **Staff**

   Determan reported time spent on the hiring process and preparation of office equipment/accesses for the new employee. Coordination of meetings with Rum River Watershed partners, BWSR and the Forest Resource Council to discuss RIM easements and other forest related conservation for the watershed. Determan attended Lower St. Croix MPCA WRAPS meeting- during this meeting the MPCA told partners about monitoring they intend to do as part of the process. Outreach included going to the SWCD Day at the Capitol with SWCD Board Members and sending out a flyer for the Geographic Atlas meeting that will be held on April 3rd. Determan prepared contracts for Stanford and Spencer Brook Townships that included maintenance plans. Determan coordinated a local planning meeting for the Lower St Croix 1W1P.

   Kulaf attended trainings that included a 2 day AIS Summit in Brooklyn Center and Water monitoring Equipment training in Brainerd. Outreach included taking phone calls from residents regarding water quality and tree order questions. Water monitoring reports were started for Green Lake and Long Lake. The water report for Oxford Township was completed. Planning has begun for the Blue Lake boat access, Tiger Street projects, and Blue Lake AIS plan.

   LeRoy spent time on District administrative duties and provided year-end reports as needed to BWSR and the US Census. Much time was spent on the 2018 tree sale. The fairgrounds has been contracted for the distribution site. The actual sale and distribution will be held on May 4th and 5th. The District website was updated weekly.

   b. **NRCS District Conservationist**

   Bork provided program updates. EQIP has 6 applications under review with 13 eligible applications. Work has also included prescribed grazing, high tunnel systems, a well decommissioning, and pasture planting. The NRCS has received 4 CSP applications. There have been no new sign ups for CRP. Other updates included Federal administrative level restructuring and the move to FPAC (Farm Production and Conservation)

   c. **County Commissioners**

   Commissioner Greg Anderson submitted his report via e-mail as follows:
   On 3/14/18 the Isanti County Board of Commissioners approved the Resolution for the One Watershed One Plan for the Rum River and the Memorandum of Agreement for the Lower St. Croix One Watershed One Plan.
   Isanti County Zoning is coordinating and presenting a ditch/drainage informational meeting that will include BWSR, DNR, SWCD, and USDA. The meeting is expected to happen in April.
   The Isanti County Economic Development Authority recommended to the Isanti County Board that the board should continue efforts to pursue a plan to provide quality, affordable high speed broadband/internet service to all residents and businesses in Isanti County.

   d. **Metro Conservation Districts Rep**

   Koczur summarized the MCD meeting. The MCD yellow pages is a recently developed database where users can find peers who have expertise on specific conservation topics. The MCD re-elected incumbent officers. Budgets, grant reports, and projects were reviewed. The 18-19 Budget was reviewed and there was discussion about funding for campus groundwater studies. The next meeting will be on May 30th.

   e. **BWSR/Legislative Update** – no updates at this time.

9. **Informational/Announcements**

   a. **Program updates/other:** 1W1P updates
   b. **Upcoming meetings/events:** MACD Spring Meeting: April 4th, 9AM-3PM; Geological Atlas Meeting: April 3rd, 1-3PM; CLIMB Theater Arts and Science Academy, April 4th.
   c. **Meeting evaluation:** What worked? What were the gaps? What could be done to improve the meeting?

10. Adjourn

Motion/Seconded Koczur/Anderson to adjourn meeting at 12:23 p.m.
Affirmative: Calander, Koczur, Anderson and Larsen
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
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REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **April 17, 2018 8:00 A. M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Roger Larsen, Clark Anderson, and Wayne Calander
Staff Present:	Tiffany Determan, Anne LeRoy, Todd Kulaf
Others Present:	Josh Bork, NRCS; Greg Anderson, Isanti County Commissioner; Sandy Hagen, Oxford Township Board Member

The regular board meeting was called to order by Chairman, Wayne Calander at 8:04 am.

1. **Approve Agenda**
   Determan requested to add the following new business items:
   6a. Change 6a from "discussion" item to "decision" item regarding state cost-share non-structural cost share options
   6b. Add non-structural projects text to item 6b. i.

   Motion/Seconded Koczur/Clark To approve the agenda with the changes as requested by Determan.
   Affirmative: Calander, Koczur, Anderson, and Larsen
   Opposed: None. Motion carried.

2. **Public Comment**
   Sandy Hagen was introduced to the board. He is a current member of the Oxford Township Board who attended to learn more about the SWCD.

   Board member Koczur spent time with Isanti County staff to better understand how tax structuring is established on agricultural properties. He reported that the rules are very complicated.

3. **Approve Regular Board Meeting Minutes – March 20, 2018**

   Motion/Seconded Larsen/Clark To approve the March 20, 2018 board meeting minutes and the corrected financial report from February 20, 2018.
   Affirmative: Calander, Koczur, Anderson, and Larsen
   Opposed: None. Motion carried.

4. **Financial Reports**
   a. Treasurers Report
   b. Approve Payment of Bills
   Motion/Seconded Larsen/Clark To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 5529 thru 5532, Check # 6474 thru 6481, and all electronically paid bills.
   Affirmative: Calander, Koczur, Anderson, and Larsen
   Opposed: None. Motion carried.

5. **Activity Reports**

a. Staff

Determan reported spending time updating and reporting grant hours and a capacity amendment on e-Link. Administrative work included conducting interviews/hiring verifications and creation of training plans for the technicians and herself. Outreach activities centered around the day at the Capitol with Larsen and Koczur, meeting prep for the Local Work Group, review and comment on outreach letters and preparation of a presentation for the Isanti Rain Garden Workshop. Upcoming outreach will include working with the Fannie Lake Improvement District and supporting the Blue Lake Improvement District. Determan also coordinated meetings for the Lower St Croix 1W1P policy and steering committee meetings.

Kulaf attended the Isanti Geologic Atlas seminar and a Total Station training. Observation wells were completed in March. Technical assistance time was spent fielding phone calls regarding water quality and SWCD projects, and tree sale. Time was spent developing a PowerPoint for the WCA workshop and review of TEP agenda and landowner projects. Kulaf began on reporting water quality data for Long Lake and streams. Lake surface water monitoring data was presented to Green Lake, Blue Lake, and Oxford Township. Work on plans for 2018 monitoring continues for these areas. Support to Isanti County AIS/Public Education included organizing a shoreline plant identification workshop that will be held on June 16th and developing a Rapid Response plan for Isanti County. Grant specific work included Blue Lake boat access project planning, Tiger Street project planning and site visits, landowner outreach and design alterations.

LeRoy reported administrative time spent on the district's finances, filing quarterly reports, updating the website and preparation for the board meeting. Support for the tree sale included answering tree questions from residents and confirming sales. LeRoy created a postcard mailer to remind customers of the sale date and did organizational work needed for the sale days.

Field spent 37 hours working on Outreach and assessments on Isanti applicants. Mr. Field has created outreach letters to landowners owning farmland within the Blue Lake Watershed. He utilized ArcMap and the Beacon GIS to identify farmland within the watershed and created a mailing list with those landowners. These 22 letters will be placed in the mail on April 2, 2018. For April, Mr. Field plans to continue contacting the remaining existing applicants but hopes to get a few responses and applications from the mailing.

New Conservation Technician Zimmermann will start on April 23rd.

b. NRCS District Conservationist

Bork provided NRCS program updates. Currently the NRCS has 6 EQIP applications under review with 13 more eligible applications. The CSP program has received 4 applications that are under review and ranking. There have been no new signups for CRP. Restructuring of the NRCS/FPAC (Farm Production and Conservation) continues at the Federal level, but changes have not yet impacted the day to day operations.

c. County Commissioners

Commissioner Greg Anderson announced that the County broadband study us now available for review online at the County's website. Anderson encouraged attendance at the County Wetlands, Ditch, and Buffer workshop that will be on April 25th from 8:30 – 12:30 at the Isanti County boardroom. Isanti County will also be participating in the gps4593 Economic Development Career Readiness educational session on May 4th in North Branch. The County also supports the East Central Jobs Fair on April 17th at the Armed Forces Service Center in Cambridge.

d. Metro Conservation Districts Rep

There was no MCD update. Koczur attended the spring MACD meeting. At the meeting they reviewed the role of the board members.

e. BWSR/Legislative Update

Determan updated the board with news that as of a hearing on 4/12 the bill related to granting SWCD's taxing authority is still being discussed. Each district has different relationships with their Counties and partnering agencies and the differences make creation of a statewide law difficult. The MN Association of Counties will not support giving taxing authority to the SWCD's.

6. New Business

a. State Cost Share Non-Structural Cost Share options (decision)

Determan reviewed this cost-share program that could fill a gap for projects that aren't currently getting funded through the NRCS EQIP program. Examples of covered practices would include cover crops and residue/tillage management. Response to participate is due by 6/30/18.

Motion/Seconded Koczur/Clark To sign and submit the non-structural Land Management Practices Cost Share application.
Affirmative: Calander, Koczur, Anderson, and Larsen
Opposed: None. Motion carried.

b. District Policy Item Updates

i. State Cost Share Guideline Update- Iron Enhanced Sand Trench's

Determan reviewed the updated SWCD State Cost Share Guidelines that include documentation specific to installing Iron Enhanced Sand Trench's and Non-Structural practices. She noted that the guidelines will be updated on the website.

ii. Designate official depository's (Minnco Credit Union and Affinity Credit Union)

LeRoy presented a review of the suggested financial institutions. Affinity requires members to be alumni of the UofM or for the organization to have an educational/teaching focus. Minnco was very responsive to inquiries and has account options that would suit the needs of the district.

Motion/Seconded Larsen/Koczur To approve district policy updates to (i) the State Cost Share Guidelines and to (ii) designate Minnco Credit Union in Cambridge as an official depository, in addition to First Bank and Trust, for the Isanti Soil and Water Conservation District.
Affirmative: Calander, Koczur, Anderson, and Larsen
Opposed: None. Motion carried.

c. ACD WL40 Agreement (reimbursed under BLID Agreement)

Determan noted that the equipment is rented from Anoka Conservation District and reimbursed by the Blue Lake Improvement District.

Motion/Seconded Koczur/Clark To approve rental for three WL-40 water level monitoring devices from the Anoka Conservation to Isanti SWCD for the calendar year of 2018. This value of this agreement is $345.00
Affirmative: Calander, Koczur, Anderson, and Larsen
Opposed: None. Motion carried.

d. MASWCD Resolutions

The board was presented with the opportunity to prepare and submit formal resolutions to the area level MASWCD**.** The resolutions are submitted annually as a means of voicing concerns and opinions to influence change with regard to natural resource conservation policy funding and issues. Area level resolutions are reviewed for submission by the MASWCD to the state level for the Annual Convention.
There was no formal vote but the consensus of the Isanti SWCD board was not to present any formal resolutions at this time.

7. Old Business

There was no old business to discuss.

8. Informational/Announcements

a. Program updates/other: Rum River 1W1P, Oxford Monitoring Report

b. Upcoming meetings/events: WCA informational Meeting, April 25th 8:30am; Isanti Rain Garden Workshop: April 19th @ 6-8PM; Isanti County Agricultural Program presentation, April 26th @ 7PM (Association of Townships)

c. **Meeting evaluation:** What worked? What were the gaps? What could be done to improve the meeting?
Overall board members were happy that the meeting covered all presented topics and had adequate discussion within two hours.

10. Adjourn

Motion/Seconded Larsen/Clark to adjourn meeting at 10:00 am.
Affirmative: Calander, Koczur, Anderson and Larsen
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271

REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **May 15, 2018 8:00 A. M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Roger Larsen, Barb Kilpatrick, and Wayne Calander
Staff Present:	Tiffany Determan, Anne LeRoy, Thomas Zimmermann
Others Present:	Josh Bork, NRCS; Greg Anderson, Isanti County Commissioner

The regular board meeting was called to order by Chairman, Wayne Calander at 8:03 am.

1. **Approve Agenda**
   Determan requested to add the following new business items:
   6e. State cost-share Paulson contract on Blue Lake
   6f. BWSR Rum River Watershed RIM Forested Easement program

   Motion/Seconded Koczur/Larsen To approve the agenda with the additions as requested by Determan.
   Affirmative: Calander, Koczur, Kilpatrick, and Larsen
   Opposed: None. Motion carried.

2. **Public Comment**
   No public comments were requested at this meeting.

3. **Approve Regular Board Meeting Minutes – April 17, 2018**

   Motion/Seconded Koczur/Kilpatrick To approve the April 17, 2018 board meeting minutes as written.
   Affirmative: Calander, Koczur, Kilpatrick, and Larsen
   Opposed: None. Motion carried.

4. **Financial Reports**
   a. Treasurers Report
   b. Approve Payment of Bills
   Motion/Seconded Larsen/Koczur To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 5533 thru 5541, Check # 6482 thru 6488, and all electronically paid bills.
   Affirmative: Calander, Koczur, Kilpatrick, and Larsen
   Opposed: None. Motion carried.

5. **Activity Reports**
   a. Staff
   Determan reported spending time preparing for and training the new technician, promoting the SWCD board elections and recruiting for candidates, reviewing lake monitoring reports, board meeting preparation, and attending a managers meeting. Outreach included the tree sale, presenting at the Isanti Rain Garden Workshop, hosting a local work group meeting, reporting lake monitoring results to both Long Lake and Francis Lake. Determan spent time responding to DNR questions regarding the public waters permit for the Rum River Re-meander project. Involvement with the Lower St Croix 1W1P Policy Committee involved a presentation and

coordination of planning team follow-up meetings. State cost-share oversight involved several projects including a site visit to Green Lake, coordinating a contract with Paulson's on Blue Lake, and talking to several parties about well sealing. Determan reported that the SE sand filter project on the campground on Blue Lake has been declined by the landowners.

Zimmermann reviewed his first few weeks with the district. Orientation, training, and securing Lincpass are all underway. Trainings included buffer law implementation, water monitoring, WASCOB webinar, CGCP audit protocol. Project development has included buffer law guidance, water monitoring training with technician Kulaf, offering assistance for AIS programs. Buffer law outreach involved reviewing parcels on Buff CAT, writing and mailing letters to public ditch owners, and flagging parcels as requested.

LeRoy reported administrative time spent on the district's finances, filing monthly reports, updating the website and preparation for the board meeting. Time was dedicated to the tree sale. LeRoy took a two-day course on QuickBooks. LeRoy handed out new and improved supervisor expense tracking sheets to the board.

Casey attended the Association of Townships Meeting with Ryan Clark where they presented information on Ag Certification. He hasn't received any responses from a targeted mailing that promoted Ag Certification and EQIP programs that was sent out to landowners near Blue Lake.

b. NRCS District Conservationist

Bork provided NRCS program updates. The NRCS has one EQIP-RCPP application under review with five new contracts for high tunnel, grazing systems, well sealings, cover crop, and pasture planting. For applications for CSP have been received and are currently being reviewed and ranked. Bork has spent time overseeing several drill rentals for over 100 acres of CRP properties. On 5/15 Bork will attend a meeting to learn more about the staffing changes affecting the NRCS in Minnesota.

c. County Commissioners

Commissioner Greg Anderson updated the board on recent activities at the county. Work on improving internet service continues. Isanti County has contracted with Cooperative Network Services to develop the implementation plan for installing infrastructure and services to residents. On May 2nd the county commissioners took a Wildlife Management tour at the Becklin Homestead County Park WMA. May 18th will be the Isanti County Conservation Day for area 5th and 6th graders at the Becklin Homestead County Park. Isanti County Commissioner Susan Morris will serve as an alternate representative to the Lower St Croix 1W1P committee. Anderson reported that the county ditch drainage seminar offered a good exchange of information.

d. Lower St Croix 1W1P Policy Committee

Determan reviewed the activities of the policy committee. The committee has decided to hire a consultant to do the plan writing. Chisago SWCD will lead interviews with the consulting applicants. The policy committee meets at the Wyoming Library on the 4th Monday of every month. The group will shift to bi-monthly meetings once policies are more established.

6. New Business

a. State Cost Share Contract: FY17 SCS-02 Lance Ekvall, Well Sealing $382.50

Determan presented a bid, location map, and contract to cost-share the sealing of a well located in Athens Township.

Motion/Seconded Koczur/Kilpatrick To approve payment in the amount of $382.50 using cost-share funding for the sealing of a well for Lance Ekvall.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

b. Long Lake Improvement District Monitoring Agreement

Determan presented a contract for services with the Long Lake Improvement District whereas the Isanti SWCD would provide stream water quality monitoring and management as outlined in the 2018 work plan for a cost of $4,459.00

Motion/Seconded Larsen/Koczur To approve contracting to provide stream water quality monitoring and management for the Long Lake Improvement District.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

c. LSC 1W1P Policy Committee- Alternate Member Assignment

Determan requested that the SWCD board designate a representative to serve as an alternate to Wayne Calander in the event he is unable to attend the LSC 1W1P meetings. A SWCD employee would not be eligible to attend as the alternate.

Motion/Seconded Larsen/Kilpatrick To appoint Al Koczur as the alternate representative to the Lower St. Croix 1W1P Policy Committee.

Affirmative: Calander, Kilpatrick, and Larsen

Opposed: None. Motion carried.

d. SWCD Tour of Practices

Determan proposed a Tour of Practices to showcase and educate about Conservation efforts led by Isanti SWCD. Invitees could include the Isanti County Board, township members, and other partners/stakeholders. The event would take place in August-September.

e. State Cost-share Contract $3,042.90 Paulson/Blue Lake

Determan presented maps and construction plans for a 2-phase project on the Paulson property of Blue Lake. Plans call for a 650 square foot 18" deep shoreline sand/iron filter and a 300 square foot rain garden that will be positioned between the garage/driveway and the shoreline. The total cost of the project is estimated to be $4,242.90. With 75% ($3,042.90) paid through cost-share funding the homeowners would be responsible for $1,200.00 – which would be provided by in-kind labor, or hired services by the homeowner.

Motion/Seconded Koczur/Kilpatrick To approve cost-share funding for the Paulson project on Blue Lake in the amount of $3,042.90.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

f. BWSR RIM Forestry Program

Determan provided information supporting BWSR's RIM Forest Easement Program.

Motion/Seconded Koczur/Kilpatrick To support participation with BWSR to promote forested easements within the Run River Watershed.

Affirmative: Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

7. **Informational/Announcements**
   a. **Program updates/other: Rum River 1W1P, Rum River Re-meander, Blue Lake CWF grants- None**
   b. **Upcoming meetings/events: Water Plan Meeting, May 15th 3pm; Co. Board Meeting, May 16; MACD Summer Tour, June 20, 9-3:30 pm.**
   c. **Meeting evaluation: What worked? What were the gaps? What could be done to improve the meeting?**
8. **Adjourn**
9.

Motion/Seconded Kilpatrick/Larsen to adjourn meeting at 9:32 am.

Affirmative: Calander, Koczur, Kilpatrick, and Larsen

Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271

REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **June 19, 2018 8:00 A. M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Roger Larsen, Barb Kilpatrick, Clark Anderson and Wayne Calander
Staff Present:	Tiffany Determan
Others Present:	Josh Bork, NRCS; Greg Anderson, Isanti County Commissioner

The regular board meeting was called to order by Chairman, Wayne Calander at 8:02 am.

1. **Approve Agenda**
   Determan requested to add the following new business items:
   6f. Lessard Sams Outdoor Heritage County (LSOHC) Grant Project
   6g. Approve Contract #SCS17-03 for Shoreline Restoration for Sherry O'Donnell

   Motion/Seconded Kilpatrick/Koczur To approve the agenda with the additions as requested by Determan.
   Affirmative: Anderson, Calander, Koczur, Kilpatrick, and Larsen
   Opposed: None. Motion carried.

2. **Public Comment**
   No public present at this meeting.

3. **Approve Regular Board Meeting Minutes – May 15, 2018**

   Motion/Seconded Larsen/Anderson To approve the May 15, 2018 board meeting minutes as written.
   Affirmative: Anderson, Calander, Koczur, Kilpatrick, and Larsen
   Opposed: None. Motion carried.

4. **Financial Reports**
   a. **Treasurers Report**
   b. **Approve Payment of Bills**
   Motion/Seconded Anderson/Kilpatrick To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 6500 thru 6512, Check # 5534 thru 5559, and all electronically paid bills.
   Affirmative: Anderson, Calander, Koczur, Kilpatrick, and Larsen
   Opposed: None. Motion carried.

5. **Activity Reports**
   a. **Staff**
      Determan reviewed her staff report in addition to the highlights of Kulaf's, Zimmermann's, and Fields.
   b. **NRCS District Conservationist**
      Bork provided NRCS program updates. Bork noted that there will be CRP funds available, but the practices and payments have changed.

c. County Commissioners

Commissioner Greg Anderson updated the board on recent activities at the county. He noted progress made on the County Wide Broadband initiative, the excellent turnout for the 5th and 6th grade conservation days, reported fish kills of Francis Lake, and the upcoming 2019 Budget Sessions.

d. MACD Rep. Report

Koczur reported on the Children's Water Festival, Groundwater Audits, and the MAWQCP program.

6. New Business

a. FY19 DNR Observation Well Agreement

Determan provided the FY19 agreement and pointed out that it is the same as the FY18 agreement.

Motion/Seconded Larsen/Koczur To approve signing the FY19 DNR Observation Well Agreement.
Affirmative: Anderson, Calander, Koczur, Kilpatrick, and Larsen
Opposed: None. Motion carried.

b. Rum River Re-Meander Bid Document Contract: Civil Methods Inc.

Determan reviewed the status and complexity of the Re-meander project. She noted that the project is complex, and she recommended hiring an outside consultant to develop the bid packet to be used for the sealed bidding process. She also explained that Civil Methods recently put together a bid packet for a similar project for Carver SWCD.

Motion/Seconded Larsen/Koczur To approve contracting with Civil Methods Inc. for the development of the Bid Packet per the scope of services provided.
Affirmative: Anderson, Calander, Kilpatrick, Koczur, and Larsen

c. Approve Contract #SCS18-01 for multi-species Cover Crop for $484; Rodney Elmstrand: 12.1 acres @ $40/acre.

Motion/Seconded Anderson/Koczur To approve contract SCS18-01 for multi-species cover crop for $484.
Affirmative: Anderson, Calander, Kilpatrick, and Larsen
Opposed: None. Motion carried.

d. Approve Contract #SCS18-02 for multi-species Cover Crop for $1,800; Keith Stamm: 45 acres @ $40/acre.

Motion/Seconded Anderson/Koczur To approve contract SCS18-02 for multi-species cover crop for $1,800.
Affirmative: Anderson, Calander, Kilpatrick, and Larsen
Opposed: None. Motion carried.

e. MASWCD Leadership Institute Attendance: $3,500: Determan

Determan requested to attend the 2018-19 session of the Leadership Institute noting that it is more than was originally budgeted for. There was discussion regarding her attendance.

Motion/Seconded Koczur/Larsen To approve Determan's attendance at the MASWCD Leadership Institute for $3,500.
Affirmative: Anderson, Calander, Kilpatrick, and Larsen
Opposed: None. Motion carried.

f. LSOHC Grant Project: Mickelson Floodplain Restoration

Determan explained that the SWCD received two grants, each $231,000, for the Rum River Re-meander project—one from LSOHC and the other from the DNR Conservation Partners Legacy (CPL). She noted that she is currently using the CPL grant for the re-meander and has reserved a portion of the LSOHC grant for budget overruns. She went on to note that the LSOHC grant was applied for via the Anoka Sandplain Partnership. Determan explained that the Mickelson Floodplain Restoration was originally on the grant proposal as a Great River Greening project but was withdrawn due to overall grant budget shortages. She explained the Mickelson Project proposal to subcontract with Great River Greening to plant 10 acres of trees in the floodplain. The board voiced concerns over a failed cedar tree revetment project that had was installed in 2013 by Great River Greening. The board also voiced concern regarding reed canary grass management and the resulting success of the tree plantings. Finally, the board wanted to know if the DNR Area

Hydrologist Approves of the project. Determan stated that she would get more information and bring it back to the board in July.

Motion/Seconded no motion needed, tabled until the July meeting.

g. **Approve Contract #SCS17-03 for Shoreline Restoration for Sherry O'Donnell**
Determan reviewed the O'Donnell Project plans with the board. She noted that she is assisting Todd Kulf with the design and he will be using it towards his Job Approval Authority.

Motion/Seconded Koczur/Larsen To approve Contract SCS17-03 for $3,168.
Affirmative: Anderson, Calander, Kilpatrick, and Larsen
Opposed: None. Motion carried.

7. **Informational/Announcements**
   a. **Program updates/other: Rum River 1W1P, Rum River Re-meander, Blue Lake CWF grants-** Determan gave an update of the Sand Filter Project.
   b. **Upcoming meetings/events: MACD Summer Tour, June 20, 9-3:30 pm; County Committee of the Whole meeting, June 25th, 9-10am.**
   c. **Meeting evaluation: What worked? What were the gaps? What could be done to improve the meeting?**
8. **Adjourn**

Motion/Seconded Anderson/Larsen to adjourn meeting at 9:45 am.
Affirmative: Anderson, Calander, Koczur, Kilpatrick, and Larsen
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271

REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **July 17, 2018 8:00 A. M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Roger Larsen, Barb Kilpatrick, Clark Anderson and Wayne Calander
Staff Present:	Tiffany Determan, Anne LeRoy
Others Present:	Josh Bork, NRCS; Greg Anderson, Isanti County Commissioner

The regular board meeting was called to order by Chairman, Wayne Calander at 8:00 am.

1. **Approve Agenda**
   Determan requested to add the following new business items:
   6f. Pheasants Forever Donation
   6g. HR Green contract for technical assistance

   Motion/Seconded Larsen/Koczur To approve the agenda with the additions as requested by Determan.
   Affirmative: Anderson, Calander, Koczur, Kilpatrick, and Larsen
   Opposed: None. Motion carried.

2. **Public Comment**
   No public present at this meeting.

3. **Approve Regular Board Meeting Minutes – June 19th, 2018**

   Motion/Seconded Anderson/Kilpatrick To approve the June 19, 2018 board meeting minutes as written.
   Affirmative: Anderson, Calander, Koczur, Kilpatrick, and Larsen
   Opposed: None. Motion carried.

4. **Financial Reports**
   a. **Treasurers Report**
   b. **Approve Payment of Bills**

   Motion/Seconded Anderson/Larsen To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 6501 thru 6514, Check # 5552 thru 5559, and all electronically paid bills.
   Affirmative: Anderson, Calander, Koczur, Kilpatrick, and Larsen
   Opposed: None. Motion carried.

5. **Activity Reports**
   a. **Staff**
      Determan reviewed that time was dedicated to budgeting for 2019, preparing for requesting County funding, outreach to both Fannie and Green Lakes and coordination of projects. Coordination with consultants for the policy steering committee for the Lower St Croix 1W1P continued. The Rum River Re-meander project will be open to construction bids starting on July 19th and sealed bids will be opened on August 3rd. Determan supported the Anoka SWCD by following up on sourcing cedar trees for revetment projects on the Rum River. On 6/29 the grant application for the Rum River 1W1P was submitted by Determan. Due to scheduling issues, the SWCD projects tour will be postponed until 2019.

Determan also reviewed staff reports for Kulaf and Zimmermann.
Kulaf spent time providing technical assistance by organizing a Shoreline Maintenance Workshop, attended the Isanti County COLA meeting, completed a Curly-leaf pondweed surveys on Blue and Francis Lakes. On Spectacle Lake Kulaf worked on Eurasian Water Milfoil and Curly-Leaf pondweed surveys and mapping. Site visits, education-outreach and contract updates were completed as needed in a timely manner.
Zimmermann assisted Kulaf with weed surveys and mapping on Blue, Spectacle, and Francis lakes. Trainings included Conservation planner courses on cover crops, hands-on Ob-well training, and NRCS review of WASCOB surveying. Water monitoring was done on Oxford Township lakes and two stream probes were installed on Long Lake. Outreach involved updating buffer compliance records, following up on ditch buffers, and agricultural mailings and site visits with landowners.
LeRoy reported time spent on administrative duties, working to create a new SWCD website, and attending the BWSR spring administrative session that was held in Baxter.

b. NRCS District Conservationist

Bork provided NRCS program updates. Bork has been conducting field observations on CRP parcels. The deadline for EQIP sign up is August 17, 2018.

c. County Commissioners

Commissioner Greg Anderson updated the board on recent activities at the County. He noted that the Lake Francis LID now has a website and their first official meeting will be on August 18th at the Bradford Town Hall. Members of the Lake Francis LID are interested in treatment options for curly-leaf pondweed. The County's 2019 budget process is starting with a few changes. The County Chair (Dave Oslund) and Vice-Chair (Mike Warring) will do preliminary reviews of budgets and requests. Isanti County recently reviewed and updated the solid waste and feedlot ordinances to be consistent with the requirements of other government agencies. The expansion Broadband service is moving forward. The County has sent requests for qualifications to various companies who would apply to be the official County provider of broadband/internet services.

d. LSC 1W1P Policy Committee

Determan and Calander attended the Lower St Croix 1W1P policy Committee meeting on June 25. Officers were selected and Keystone Waters will facilitate their future meetings. The next meeting will be on August 27th in Taylors Falls. It will be open to stakeholders and include a boat tour on the St Croix River. The September meeting will be held in the northern region of the watershed.

6. New Business

a. FY17 Buffers & FY18 RIM Grants Closeout (Information)

Determan provided confirmation that the funds were properly spent and recorded for the FY17 buffer and FY18 RIM grants. The treasurer's report reflects these with a zero balance and they will be removed. 2018 is expected to be the last year of funding for buffers.

b. Resolution #2018-02: Adopt Isanti County Comprehensive Water Plan as Isanti SWCDs 5-Year Comprehensive Plan.

Determan reviewed the need to adopt the County Comprehensive Water Plan as it is a vehicle that is used to identify work priorities and support is required when submitting applications for grants with BWSR. Determan explained that once the Lower St Croix 1W1P and Rum River 1W1P plans are finalized they will become the primary source of guidance for prioritization and practices done by the SWCD.

Motion/Seconded Koczur/ Larsen To approve adopting the Isanti County Comprehensive Water Plan as Isanti SWCD's 5 year comprehensive plan.

Affirmative: Anderson, Calander, Kilpatrick, Koczur, and Larsen

Opposed: None. Motion carried.

c. 2018 Outstanding Conservationist(s)

Determan presented recent practices led by the City of Isanti that reflect a dedication to environmental conservation. These included: two cedar tree revetment projects on the Rum River, the city's rain garden program, 2015 RR Ave Stormwater Pond, and achievement of reaching level 4 in the MPCA's Green Step Program.

Motion/Seconded Larsen/Koczur To approve naming the City of Isanti as the Outstanding Conservationist for 2018.
Affirmative: Anderson, Calander, Kilpatrick, Koczur, and Larsen
Opposed: None. Motion carried.

d. Grant Applications: Green Lake Clean Water Fund, Green Lake Watershed Readiness (Federal Grant)

Determan reviewed that CWF grant applications to be submitted. Green Lake CWF: The SWCD and GLID will rank prospective projects to prioritize and Hayland Woods will complete the design portion of the restorations. The Green Lake LID will pursue outreach and involvement for landowners. The value of the grant will be $50,000 - $75,000, with the majority of the funding being used for direct project costs.

The NRCS National Water Quality Initiative Grant – 12 digit HUC – for the Green Lake Watershed would help the District to build on the Green Lake SWA to meet Federal standards. This grant application would be presented to the NRCS, and if accepted, would give one year to complete practices to being the water quality to Federal standards.

Motion/Seconded Koczur/Kilpatrick To allow Determan to pursue CWF and Green Lake Watershed Readiness grants focused to benefit the Green Lake Watershed and Green Lake LID.
Affirmative: Anderson, Calander, Kilpatrick, Koczur, and Larsen
Opposed: None. Motion carried.

e. County Allocation (Information)

Determan will seek funding from Isanti County in the amount of $100,915 for 2019 operations. The amount works out to $4.33 per parcel. Financial support from the County is critical to maintain day to day operations. Potential BWSR funding to the District is tantamount to the financial support given by the County.

f. Pheasants Forever Donation

Determan presented the annual request for donation from the Isanti County chapter of Pheasants Forever. Koczur confirmed that all donations are used locally. Previous donations by the SWCD were in the amount of $220.00. The annual banquet will be on September 8th.

Motion/Seconded Larsen/Anderson To donate $250.00 to the Isanti County Pheasants Forever.
Affirmative: Anderson, Calander, Kilpatrick, Koczur, and Larsen
Opposed: None. Motion carried.

g. HR Green Contract for Technical Assistance

Determan requested authority to contract with HR Green for technical consulting on the Blue Lake Stanford access. HR Green has been very responsive and supportive to date with answering questions regarding projects on Blue Lake.

Motion/Seconded Koczur/Anderson To contract with HR Green as the provider of technical assistance pertaining to work done on the Blue Lake Stanford access. The amount of the contract will not exceed $2,500.00. It will be paid through the Blue Lake CWP grant.
Affirmative: Anderson, Calander, Kilpatrick, Koczur, and Larsen
Opposed: None. Motion carried.

7. Old Business

a. Mickelson Floodplain Restoration Follow-up Determan explained that the SWCD will not be involved with the 10 acre Mickelson project. The landowner will proceed with funding and assistance from other sources.

8. Informational/Announcements

a. Program updates/other: 2018 Cedar Tree Revetment locations

The Anoka SWCD will have oversight of approximately 600' of cedar tree revetments on three locations along the Rum River. These will be installed in October of 2018. The locations are: 1)

City of Isanti River Bluff Preserve, 2) Herting property in Athens Township, 3) Heins property in the City of Isanti.

b. Upcoming meetings/events:
LSC Stakeholder meeting: August 27th 4-6pm
Isanti SWCD Board Meeting: August 21, 2018 8:00am

c. Meeting evaluation: What worked? What could be done to improve the meeting?
Koczur felt that the meeting went ok and other board members agreed.

9. Adjourn
Motion/Seconded Koczur/Larsen to adjourn meeting at 9:19 am.
Affirmative: Anderson, Calander, Koczur, Kilpatrick, and Larsen
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271

REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **August 21, 2018 8:00 A.M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Barb Kilpatrick, Clark Anderson and Wayne Calander
Staff Present:	Tiffany Determan, Anne LeRoy
Others Present:	Josh Bork, NRCS; Greg Anderson, Isanti County Commissioner, Greg Swanson, Jerome Schaubach

The regular board meeting was called to order by Chairman, Wayne Calander at 8:00 am.

1. **Approve Agenda**
   Determan requested to add the following new business items:
   6d. Truax Drill maintenance needed

   6e. FY19 Non-structural cost share authorization

   Motion/Seconded Koczur/Anderson To approve the agenda with the additions as requested by Determan.
   Affirmative: Anderson, Calander, Koczur, Kilpatrick
   Opposed: None. Motion carried.

2. **Public Comment**
   No comments were made.

3. **Approve Regular Board Meeting Minutes – July 17th, 2018**

   Motion/Seconded Koczur/Anderson To approve the July 17th, 2018 board meeting minutes as written.
   Affirmative: Anderson, Calander, Koczur, Kilpatrick
   Opposed: None. Motion carried.

4. **Financial Reports**
   a. **Treasurers Report**
   b. **Approve Payment of Bills**

   Motion/Seconded Kilpatrick/Clark To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 6516 thru 6531, Check # 5560 thru 5573, and all electronically paid bills.
   Affirmative: Anderson, Calander, Koczur, Kilpatrick
   Opposed: None. Motion carried.

5. **Activity Reports**
   a. **Staff**
      Determan reviewed that time was dedicated to setting the budget and sourcing funding from various resources. Determan reviewed the proposed budget with the SWCD finance committee. Grant requests were submitted to the USDA National Water Quality Initiative for Green Lake and a joint proposal for Rum River Watershed shoreline restoration projects and floodplain reconnection funding was also submitted. Meetings and site visits included Fannie Lake, Spec Lake, Blue Lake Improvement District, Stanford Township, the Isanti County Board meeting, and

three visits to State cost-sharing job sites. Oversight and planning work continued for the Lower St Croix 1W1P group. All bids for the Rum River Re-meander project were reviewed and a recommendation to select the contractor was made.

Kulaf spent time providing technical assistance and oversight on shoreline restoration and erosion control projects that included both public and private properties. WCA/TEP work included landowner assistance, site visits and assisting with compliance and restoration issues that had been ordered by the County. Technical GIS analysis, and assessments were worked on for Spectacle Lake, Long Lake, and Blue Lake. Water sampling was done on the 7 lakes in Oxford Township. Kulaf also answered landowner questions via e-mails, phone calls, and in person. Kulaf attended the Isanti County COLA meeting where he learned about the concerns of lakeshore owners.

Zimmermann completed a Conservation Planner Course and training that was sponsored by NRCS. Project development included preparation for the Minnesota Agricultural Water Quality Certification Program (MAWQCP) informational meeting that will be held in December, meeting with Anoka Ramsey Community College regarding participation in a groundwater usage study, and agricultural mailings and site visits. Follow-up was done for compliance on public ditch buffer areas and updating compliance records as needed for buffers. Lake water monitoring was completed for Blue, Green, and Long Lakes as well as on the Oxford Township Lakes. Research was done to better understand the differences between West and East Twin Lakes in Oxford Township.

LeRoy reported time spent on administrative duties, accounting, working to create a new SWCD website. While testing well water for nitrates at the Kanabec County Fair LeRoy heard from landowners who had suggestions to improve and promote the SWCD tree sales.

Field created agricultural outreach letters that were sent to 30+ landowners within the Green Lake Watershed and created follow-up letters that were sent to the Blue Lake Watershed. Site visits included verification of practices. Isanti currently has 5 MAWQCP certified farms with one awaiting MDA approval.

b. NRCS District Conservationist

Bork provided NRCS program updates. Bork met the new State Conservationist, Troy Daniels at the NRCS office in Cambridge. They toured the area so Daniels could see projects and meet residents. Daniels stated that one of his goals is to simplify the programs and ranking processes. The NRCS is now looking to hire for several positions.

c. County Commissioners

Commissioner Greg Anderson reported that the County's preliminary levee will be set at the September 19th meeting. Interviews are ongoing with potential broadband providers to the County. The County has been working on updating ordinances pertaining to setbacks as related to number of animal units and feedlot definitions when it comes to sub-dividing property. At this point the county is gathering information with public hearings yet to be scheduled. The Lake Francis LID held their first official meeting.

6. New Business

a. Draft 2019 Budget

Determan reviewed financial plans for the 2019 budget. This budget has been previously reviewed by the District finance committee (Larsen and Koczur).

Motion/Seconded Anderson/Kilpatrick To approve adopting 2019 Budget.
Affirmative: Anderson, Calander, Kilpatrick, Koczur
Opposed: None. Motion carried.

b. Review Lower St Croix 1W1P Priorities

Informational – Determan worked with Darrick Wotachek from Isanti County Zoning to identify priorities and goals for the Lower St Croix 1W1P that may not have been identified in the Water Plan. These include: Increased development pressure on Natural Environment Lakes, the impact of ditch maintenance (or lack of) on water quality, the influence of agricultural practices on water quality, and the need to protect healthy water in Oxford Township as land usage changes. There is a meeting

planned for September 26th from 5-7pm at the North Branch Library that will be open to more stakeholders where they can learn about the LSC1W1P.

c. Authorization to execute contract with M. Paulson for an enhanced shoreline buffer and rain garden on Blue Lake – CWF18-03

Determan presented the project design done by Washington Conservation District that includes a rain garden and an iron enhanced trench to capture dissolved phosphorous. Predicted reduction numbers for this site are.62 pounds of phosphorous and 40.22 pounds of sediment per year. The estimated cost is $4,802.27 with 75% of costs ($3,601.70) paid for by the Blue Lake Cleanwater Fund Grant.

Motion/Seconded Koczur/Kilpatrick To authorize Determan to sign the project contract with M. Paulson that would carry a payment of $3,601.70 from the Blue Lake CWF Grant.
Affirmative: Anderson, Calander, Kilpatrick, Koczur
Opposed: None. Motion carried.

d. Truax Seed Drill – Repairs Needed

Determan explained that the Truax drill is in need of major repairs involving the discs, scrapers, and bearings. The clutch is also worn and difficult to engage.

Motion/Seconded Koczur/Anderson To purchase parts as needed to keep the Truax seed drill operational in the amount of $658.87, plus shipping costs for the parts.
Affirmative: Anderson, Calander, Kilpatrick, Koczur
Opposed: None. Motion carried.

e. FY19 Non-Structural Cost-Share

Determan requested authorization to use FY19 State Cost-Share funds for non-structural practices such as cover crops, no-till conservation practices for landowners who didn't qualify for funding by the EQIP program.

Motion/Seconded Koczur/Kilpatrick To allow expense of FY19 State Cost-Share funds for non-structural practices for landowners unable to get EQIP funding for non-structural practices such as cover crops, no-till conservation practices for landowners who didn't qualify for funding by the EQIP program.
Affirmative: Anderson, Calander, Kilpatrick, Koczur
Opposed: None. Motion carried.

7. Old Business

a. **Determan requested authorization to provide final payment to L. Ekvall a well sealing project Contract #SCS17-02**

Determan confirmed that the well was sealed while on a site visit and the landowner provided the correct paperwork from the contractor to verify that the project was completed. This project had previously been approved on 5/15/18.

Motion/Seconded Anderson/Koczur To issue final payment in the amount of $382.50 to L. Ekvall for a completed well sealing.
Affirmative: Anderson, Calander, Kilpatrick, Koczur
Opposed: None. Motion carried.

b. Authorization to select contractor for High Meadows Rum River Re-meander Project

Determan reviewed the contractors and values of five sealed bids that were submitted. MN Native Landscapes was the lowest bidder coming in with a cost of $219,415. This is above the original targeted amount of $207,867. The highest bid was $447,691. Funding for this project comes from the Outdoor Heritage Fund Grant and Conservation Partners Legacy Grants. With approval, construction would begin November 2018. Determan requested authorization to execute a contract with MN Native Landscapes and to review and approve any change orders that are within the budget.

Motion/Seconded Koczur/Clark To grant Determan authorization to execute a contract with MN Native Landscapes and to review and approve any change orders that are within the budget.
Affirmative: Anderson, Calander, Kilpatrick, Koczur
Opposed: None. Motion carried.

8. Informational/Announcements

a. Program updates/other:

No additional topics were discussed.

b. Upcoming meetings/events:

LSC Stakeholder meeting: August 27th 4-6pm – Determan, Larsen, and Koczur will attend
County Allocation Workshop, September 5th, 12pm – Determan will present the SWCD proposed budget
Cambridge Township Meeting September 10th – Determan will present

c. Meeting evaluation: What worked? What could be done to improve the meeting?

Kilpatrick felt the meeting went well.

9. Adjourn

Motion/Seconded Kilpatrick/Clark To adjourn meeting at 9:30am.
Affirmative: Anderson, Calander, Koczur, Kilpatrick
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271

REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **September 19, 2018 8:00 A.M.**
CAMBRIDGE, MN 55008

Attendance
Present: Al Koczur, Clark Anderson, Roger Larsen and Wayne Calander
Staff Present: Tiffany Determan, Todd Kulaf, Anne LeRoy
Others Present: Josh Bork, NRCS

The regular board meeting was called to order by Chairman, Wayne Calander at 8:02 am.

1. **Approve Agenda**

   Motion/Seconded Koczur/Anderson To approve the agenda as presented.
   Affirmative: Anderson, Calander, Koczur, Larsen
   Opposed: None. Motion carried.

2. **Public Comment**
   No comments were made.

3. **Approve Regular Board Meeting Minutes – August 21st, 2018**

   Motion/Seconded Larsen/Anderson To approve the August 21st, 2018 board meeting minutes as written.
   Affirmative: Anderson, Calander, Koczur, Larsen
   Opposed: None. Motion carried.

4. **Financial Reports**
   a. **Treasurers Report**
   b. **Approve Payment of Bills**

   Motion/Seconded Larsen/Anderson To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 6532 thru 6539, Check # 5574 thru 5579, and all electronically paid bills.
   Affirmative: Anderson, Calander, Koczur, Larsen
   Opposed: None. Motion carried.

5. **Activity Reports**
   a. **Staff**

   Determan reviewed that time was dedicated to writing and submitting grant applications. Two of the grants are joint efforts with Anoka and Mille Lacs SWCD's. Determan presented the SWCD 2019 allocation request to the County Finance Committee. Project management and technical assistance included coordinating the Rum River Re-meander and multiple site visits. Lower St Croix 1W1P work focused on coordinating agendas, attending a stakeholder meeting, and ensuring that meetings stay on track. Determan, Kulaf, and M. Paulson were interviewed by BWSR for a success story on conservation completed through the Blue Lake Grant. The story is expected to be published by November. Determan also reviewed truck repairs in the amount of $1,309.35. She noted that the spare tire holder was rusted and broke and would also need to be

repaired. The cost for repair was noted as approximately $350. The board did not want to move forward with the repair at the time.

Kulaf spent time working on WCA/TEP with compliance site visits, reviewing landowner projects, RO extension notices, and GIS assistance. Water quality sampling was completed on Blue, Long, Green, Francis, and the seven lakes in Oxford Township. Blue Lake grant projects include coordinating with the township on multiple projects. Sub-watershed field and GIS analysis helped to prioritize projects around Spectacle Lake. Kulaf provided oversight to the shoreline project, planting and developing reduction estimates at the O'Donnell site on Green Lake.

Zimmermann attended a Forest Management training. Project development included planning a MAWQCP outreach event with Casey Fields, and various site visits. A monitoring plan for buffer compliance tracking was created and will be posted on the District website. Stream sampling for base flow and stream probe data was downloaded for analysis. Water quality monitoring was completed for the lakes in oxford Township. Groundwater study work started with data collection and analysis at the Anoka-Ramsey Community College. The City of Isanti City Hall and Community Center were also approved as a secondary study sites.

LeRoy reported time spent on administrative duties, accounting, payroll and website maintenance and building of the new website. Office work included board meeting preparation, filing, and customer assistance.

Field's report detailed that 6 landowners now have MAWQCP certified farms, with 3 more to be reviewed, and 1 in the certification process. Casey is planning a MAWQCP workshop with Zimmermann that will be scheduled in December.

b. NRCS District Conservationist

Bork provided NRCS program updates. CSP payments are in process. Bork will be assisting in North Branch 1-2 days per week. There may be a quick sign-up opportunity for the EQIP program coming in October/November. The new farm bill is still being written in Washington. The existing scoring/ranking system is expected to see changes. Bork has been doing CRP site visits to confirm plantings. He reported that many are doing well and showing good growth.

c. County Commissioners

No report was given.

d. Committee Reports

On 8/27 the Lower St Croix1W1P policy committee discussed and will continue to work on their Vision Statement. The LSC1W1P committee approved operational bylaws. The next meeting will be on 10/22 4pm to 6pm at the North Branch Library.

The Metro Conservation District meeting held on 8/29. they reviewed the successes of the annual youth education Water Festival event that is held at the State Fairgrounds. Due to the dissolution of the Ramsey SWCD, and that the work of the SWCD is now under the umbrella of Ramsey County, the MCD will extend an invitation to Ramsey County to join the MCD organization. The MCD is working to improve attendance and participation at their meetings.

6. New Business

a. Review Buffer Compliance Tracking Plan

Per BWSR Policy, a formalized buffer compliance tracking plan has been created by Zimmermann. It will be posted on the District's website by the November 1st deadline.

b. Authorization to execute Contract for Services for Tiger Street rain gardens with Shoreline Landscaping (Blue Lake CWF)

Determan presented two bids that were submitted for this project that needs to be completed no later than spring of 2019. Determan recommended Shoreline Landscaping as the contractor.

Motion/Seconded Koczur/Larsen To approve execution of a contract for services with Shoreline Landscaping for the Tiger Street Raingardens with funding in the amount of $12,599 with funding coming from the Blue Lake CWF.

Affirmative: Anderson, Calander, Koczur, Larsen
Opposed: None. Motion carried.

c. Approve FY19 Capacity and Buffer Grant Agreements
Determan presented the FY19 BWSR Capacity and Buffer Law Implementation Grants for board review and approval.

Motion/Seconded Koczur/Anderson To approve the FY19 Capacity (P19-2361) in the amount of $100,000 and Buffer Grant (P19-2453) in the amount of $10,000 agreements as presented.

Affirmative: Anderson, Calander, Koczur, Larsen
Opposed: None. Motion carried.

d. Approve Rum River Access Agreement for the Re-meander
Determan presented a right of entry contract to be presented to the landowner adjacent to the Rum River Re-meander work site. This contract would allow for access to the work site and storage of equipment by contracted workers and agencies involved with the Re-meander project.

Motion/Seconded Anderson/Koczur To approve the Rum River Access Agreement that would allow construction access and usage of the land adjacent to the work site.

Affirmative: Anderson, Calander, Koczur, Larsen
Opposed: None. Motion carried.

e. Consider Medvecky Drill Maintenance Payment- info at meeting
Determan recommended that the board remunerate Medvecky for storage and recent maintenance on the no-till drill.

Motion/Seconded Larsen/Anderson To approve the purchase of a $250 Fleet Farm gift certificate to present to Dave Medvecky in appreciation for recently completed maintenance and ongoing storage of the no-till drill for the District.

Affirmative: Anderson, Calander, Koczur, Larsen
Opposed: None. Motion carried.

f. Authorization to execute Contract for Services for Fanny Lake Twp. access restoration with Civil Methods Inc.
Determan announced that Isanti Township has approved construction to stop erosion at the township access on Fannie Lake. Civil Methods has experience with the work that will be needed. Determan requested approval to contract with Civil Methods Inc with $3,500 being budgeted from the Area 4 TSA funds and a township contribution of $400 for a total estimated cost of $3,900.00.

Motion/Seconded Koczur/Anderson To approve execution of a contract with Civil Methods for engineering to stop shoreline erosion at the Isanti Township access on the Southeast end of Fannie Lake.

Affirmative: Anderson, Calander, Koczur, Larsen
Opposed: None. Motion carried.

7. Old Business

a. Rum River Partners CWF Grant Application Review – Informational

b. Lake Mille Lacs, Green, and George Shoreline Restorations with benefits to the Rum River Grant Application – Informational

c. Review contract amendment CWF18-01: Paulson's Phase 2
Determan explained that the original estimate fell $2,000 short due to additional costs for geotextile fabric, sand-iron mixture and rental of a backhoe needed for trenching due to soil compaction. Due to project timing- she contacted W. Calander for approval to amend the grant contract from $4,802.27 to $6,211.92. He recommended that the contract move forward with manager approval and that change be reviewed at the September board meeting.

Motion/Seconded Anderson/Koczur To approve the already amended and executed Paulson Phase 2 contract to allow for additional costs necessary to complete the project. The new contract amount is $6,211.92.
Affirmative: Anderson, Calander, Koczur, Larsen
Opposed: None. Motion carried.

8. Informational/Announcements

- **c.** Program updates/other:
- **d.** Upcoming meetings/events: LSC Stakeholder meeting: Sept 26th 5:30-7:30PM
- **e.** Meeting evaluation**:** What worked? What could be done to improve the meeting?

9. Adjourn

Motion/Seconded Larsen/Anderson To adjourn meeting at 9:21 am.
Affirmative: Anderson, Calander, Koczur, Larsen
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271

REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **October 16, 2018 8:00 A.M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Barb Kilpatrick and Wayne Calander
Staff Present:	Tiffany Determan, Todd Kulaf, Thomas Zimmermann, Anne LeRoy
Others Present:	Josh Bork, NRCS; Greg Anderson, Isanti County Commissioner; Jerome Schaubach

The regular board meeting was called to order by Chairman, Wayne Calander at 8:04 am.

1. **Approve Agenda**

   Motion/Seconded Koczur/Kilpatrick To approve the agenda as presented.
   Affirmative: Koczur, Kilpatrick, Calander
   Opposed: None. Motion carried.

2. **Public Comment**
   No comments were made.

3. **Approve Regular Board Meeting Minutes – September 18th, 2018**

   Motion/Seconded Koczur/Kilpatrick To approve the September 18th, 2018 board meeting minutes as written.
   Affirmative: Koczur, Kilpatrick, Calander

Opposed: None. Motion carried.

4. **Financial Reports**
   a. **Treasurers Report**
   b. **Approve Payment of Bills**

   Motion/Seconded Koczur/Kilpatrick To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 6549 thru 6562, Check # 5583 thru 5588, and all electronically paid bills.
   Affirmative: Koczur, Kilpatrick, Calander
   Opposed: None. Motion carried.

5. **Activity Reports**
   a. **Staff**

Determan reviewed district activities that included staff meetings, board meeting prep, authoring website content, submitting election questionnaires to the Isanti County News, and employee reviews. Determan worked on creating a BWSR Academy presentation on gender inclusion. Site visits and preparation of payment vouchers for Green (State Cost Share) and Blue Lakes (State Cost share and Clean Water Fund Grant) were completed. Coordination and organization of the Rum River Remeander project pre-construction meeting that will be held on October 19th. Time was spent for the Lower St Croix 1W1P attending meetings and reviewing documents on the prioritization of issues. Grant applications that would collaborate with other agencies are also in the works.

Kulaf spent time managing the completion of the O'Donnell project on Green Lake. Project coordination and site visits were done for projects on Blue Lake. GIS analysis was worked on for Spectacle and Long lakes that will help identify future projects. Field work involved water sampling for the 7 lakes in Oxford Township and training Zimmermann on taking the DNR ObWell readings. Kulaf supported the County by reviewing projects, wetland boundary identification, and providing GIS assistance. Kulaf and Zimmerman assisted with the installation of a 250 ft cedar tree revetment on the shore of Rum River.

Zimmermann worked to expand and improve the SWCD agricultural services by attending a Stearns County Certified Crop Advisor training, meeting with Casey Fields and Ryan Clark to plan a future MAWQCP (Minnesota Agricultural Water Quality Certification Program) meeting, and completing a nutrient muck sample for a landowner near Green Lake. Zimmermann also met with a farmer and NRCS to discuss a future water and sediment control basin (WASCOB) project. Zimmermann advanced the buffer program by providing customer service to landowners, visiting buffer plantings with BWSR staff, and collaborating with Isanti County on buffer compliance workflows so that the County can provide enforcement. Water monitoring on Blue, Green, Long, and the Lakes in Oxford Township continued and will be wrapped up in October. Focus on Conservation Groundwater Control Program (CGCP) included authoring the analysis of the Anoka-Ramsey Community College data and analyzing the data collected from the City of Isanti public buildings.

LeRoy reported time spent on administrative duties, accounting, payroll and website maintenance and building of the new website. Office work included board meeting preparation, filing, and customer assistance. Work has started on the 2019 tree sale.

b. NRCS District Conservationist

Bork provided NRCS program updates. CSP payments are being processed for 2018. Compliance checks for CRP are being completed. A revised Farm Bill is not expected until sometime after the elections. NRCS e-mail address will be changing along with the introduction of FPAC. NRCS changes at the state level are still in the development stages. The state will be managed in four geographical areas. The new area office that will service Isanti County will be located in Baxter.

c. County Commissioners

Commissioner Anderson announced that the county has set a preliminary levee at 5.9%. Decision on the amount of funding to the SWCD will be decided in December. The county board has hired CTC Phone Cooperative as a provider of broadband services to the currently underserved areas of Isanti County. The expectation is to have plans and costs set by January. There will be a county ditch meeting on October 24th, 7pm at the Historic Mille Lacs Courthouse to address Judicial Ditch #3 that is located in the NW area of the county along the border with Mille Lacs County. Ditch work has also been progressing on county ditch #10 between Spencer Brook and Lake Francis to mitigate water flow that was impacted by beavers.

d. Committee Reports

Determan reported that the Lower St Croix 1W1P meeting that was on 9/26 had approximately 40 participants. Discussion centered on gathering information to prioritize issues that affect the Lower St. Croix Watershed. The policy committee will approve ranking system for priorities a the October 26th meeting.

6. New Business

a. Consider revised drill fee and schedule

Per staff the current fee schedule doesn't encourage large acreage planting outside the county.
Current fees:

Isanti County	$12/acre - $150 minimum
Outside Isanti Co	$17/acre - $150 minimum

Recommended Fee Revision:

Isanti County	$12/acre - $150 minimum
Outside Isanti Co	$12/acre - $250 minimum

Several renters requested delivery and pick up of the drill in 2018. The SWCD staff recommended establishing a delivery/ pick-up rate of $75.00

The current drill set up doesn't encourage cover crop planting. The current grain box is designed for small, native seeds and some of the cover crops have larger seeds. The district will track usage and comments from users to decide how to improve service to landowners looking for assistance with planting cover crops.

Motion/Seconded Koczur/Kilpatrick To approve modification of the drill rental rates as requested and establishment of a pick up and delivery service/fee. Options to modify the drill to accommodate cover crop seed were tabled until landowner requests were analyzed and pricing of possible modifications were made available.
Affirmative: Koczur, Kilpatrick, Calander
Opposed: None. Motion carried.

b. T. Zimmermann 6-month evaluation action

Determan completed Zimmermann's 6-month evaluation. Results were reviewed and commented on by the Personnel Committee (Anderson and Kilpatrick). The personnel committee and District manager were favorable of Zimmermann's performance and recommended to increase his hourly rate to $19.63 (per board recommendation during hiring process) and remove Thomas from new-hire probation.

Motion/Seconded Koczur/Kilpatrick To approve the personnel committee's recommendation to increase Zimmermann's hourly rate to $19.63 (per board recommendation during hiring process) effective October 22nd and change employment status to be off the new-hire probation.
Affirmative: Koczur, Kilpatrick, and Calander
Opposed: None. Motion carried.

c. Authorization to provide final payment for M. Paulson for Lakeshore and Stormwater Restoration(s)- SCS 17-01: $2,160.08 & CWF 18-01: $3,827.94

Determan presented vouchers that detailed costs for the Paulson contracts. Completed project summaries also showed photos of the work completed on Blue Lake. Expected pollution reductions include reduction of phosphorus by 7.62 pounds per year and reduction of 75.5 pounds of sediment run-off.

Motion/Seconded Koczur/Kilpatrick To approve payments for the Paulson Lakeshore and Stormwater Restoration in the amount of $2,160.08 from State Cost share and $3,827.94 from the CWF-18 grant.
Affirmative: Koczur, Kilpatrick, and Calander
Opposed: None. Motion carried.

d. Authorization to provide final payment for S. O'Donnell for Lakeshore Restoration- SCS 17-03: $3,168.00

Determan presented the voucher that detailed costs associated with the O'Donnell project. A completed project summary featured photos showing multiple practices that will reduce erosion and help stabilize a hillside area.

Motion/Seconded Koczur/Kilpatrick To approve payments for the O'Donnell Lakeshore Restoration using State Cost-Share 17-03 in the amount of $3,168.00.
Affirmative: Koczur, Kilpatrick, and Calander
Opposed: None. Motion carried.

e. Authorization to provide final payment for K. Stamm for cover crops – SCS18-02: $1,800.00

Determan recommended that the board approve payment of $1,800.00 ($40 per acre for 45 acres) for planting cover crops that included radish, cowpeas, and winter cereal rye that was planted on 8/24/18.

Motion/Seconded Kilpatrick/Koczur To approve payment to K. Stamm for planting cover crops using funds from State Cost share SCS18-02 in the amount of $1,800.00.
Affirmative: Koczur, Kilpatrick, and Calander
Opposed: None. Motion carried.

f. Authorization to provide final payment for R. Elmstrand for Cover Crops- SCS 18-01: $484.00

Determan recommended that the board approve payment of $484.00 ($40 per acre for 12.1 acres) for planting cover crops that included sunn hemp, radish, and lentil.

Motion/Seconded Koczur/Kilpatrick To approve payment to R. Elmstrand for planting cover crops using funds from State Cost share SCS18-02 in the amount of $1,800.00
Affirmative: Koczur, Kilpatrick, and Calander
Opposed: None. Motion carried.

g. MASWCD Annual Convention Registration December 9-11. Registration deadline Nov. 26th, 2018

Information about the convention was given to board members. Koczur stated that he is planning on attending. Confirmation from other board members will be needed at the November board meeting.

Motion/Seconded Koczur/Kilpatrick To approve payment to K. Stamm for planting cover crops using funds from State Cost share SCS18-02 in the amount of $1,800.00
Affirmative: Koczur, Kilpatrick, and Calander
Opposed: None. Motion carried.

h. Review MASWCD 2018 Resolution Ballot

The board reviewed and discussed the proposed resolutions. Votes were collected and will be mailed as required. A copy of the official voting record will be on file at the SWCD offices.

i. 2019 Tree Sale Expenditures: Informational Only

Determan explained that the spring 2019 tree sale will need additional expenses associated with website maintenance and internet security. These costs have previously been approved in the 2018 budget. Jerome Schaubach offered to promote the District tree sale on the Long Lake Improvement Association website.

j. Authorize revised staff evaluation procedures.

Determan requested a change in the current staff evaluation procedures. She requested to utilize the Personnel Committee rather than the full board: the personnel committee will complete the review and make a recommendation to the board thus taking less time during a board meeting.

Motion/Seconded Koczur/Kilpatrick To approve modification of the District employee evaluation process to occur between the District Manager and the Personnel Committee before presenting to the entire board.
Affirmative: Koczur, Kilpatrick, and Calander
Opposed: None. Motion carried.

7. Old Business

a. Re-visit spare tire hoist repairs: ~$430.00

Determan explained that not having the spare mounted under the truck is causing a hardship on the staff due to continually needing to move it in and out of the truck. The tire won't fit inside the truck and often the bed is needed for hauling equipment and supplies. There is a theft concern if the tire is unsecured in the bed of the truck, or left in the parking lot. There isn't space inside the office for tire storage. The original quote from the dealership was ~$430.00. Staff requested authorization to repair the tire hoist on the truck. Calendar noted that he received a quote for the service from Steve's Time repair for $300.

Motion/Seconded Koczur/Kilpatrick To repair the tire hoist at Steve's Tire in Cambridge.
Affirmative: Koczur, Kilpatrick, and Calander
Opposed: None. Motion carried.

b. FY17 Capacity Grant Closeout: information

Determan presented written details of the budgeted/spent amounts of this $137,500.00 grant as reported on BWSR's reporting website. This grant was executed on 3/2/17. The grant was enhanced with matching funds from Isanti County and other resources to maximize the actual value to Isanti residents to $167,500.

8. Informational/Announcements

a. Program updates/other:
- Upcoming meetings/events:
  - Water Plan Meeting, Tuesday Oct. 16th @ 1:30PM
  - Rum River Remeander Pre-Construction meeting Oct 19th
  - Fall MACD meeting: Friday Nov. 16th @ Cabela's
  - LSC Policy Committee, Monday Oct. 22nd, 4 PM @ Wyoming Library
  - Rum River 1W1P Meeting / planning Session October 23rd
  - Personnel Committee meeting date: TBD

b. Meeting evaluation: What worked? What could be done to improve the meeting?

Kilpatrick mentioned that she has not received the board packets that were mailed prior to the meetings for September and October. LeRoy stated that she will follow up with the Post Office on the delivery issue. To assure that board members are prepared for discussions at the meetings hard copies will continue to be mailed and they will now be e-mailed on the Wednesday prior to each meeting.

9. Adjourn

Motion/Seconded Koczur/Kilpatrick To adjourn meeting at 10:25 am.
Affirmative: Koczur, Kilpatrick, and Calander
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary _____ Date

Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271

REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE — November 20, 2018 8:00 A.M.
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Barb Kilpatrick, Clark Anderson, Roger Larsen, and Wayne Calander
Staff Present:	Tiffany Determan, Todd Kulaf, Thomas Zimmermann, Anne LeRoy
Others Present:	Josh Bork, NRCS; Greg Anderson, Isanti County Commissioner; Jerome Schaubach

The regular board meeting was called to order by Chairman, Wayne Calander at 8:02 am.

1. **Approve Agenda**
   Determan requested to add item 6e. Tree sale pricing rate increases.
   Determan also requested to move up item 6d New website tour to happen right after approval of the agenda
   Motion/Seconded Koczur/Kilpatrick To approve the agenda with the changes as requested by Determan.
   Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
   Opposed: None. Motion carried.

2. **Public Comment**
   No comments were made.

3. **Approve Regular Board Meeting Minutes – October 16, 2018**

   Motion/Seconded Koczur/Anderson To approve the October 16th, 2018 board meeting minutes as written.
   Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
   Opposed: None. Motion carried.

6d. New Website Tour
LeRoy announced that the new website is expected to go live on December 1st with the beginning of the tree sale.

4. **Financial Reports**
   a. **Treasurers Report**
   b. **Approve Payment of Bills**

   Motion/Seconded Anderson/Larsen To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 6550 thru 6562, Check # 5586 thru 5596, and all electronically paid bills.
   Affirmative: Koczur, Kilpatrick, Calander
   Opposed: None. Motion carried.

5. **Activity Reports**
   a. **Staff**

Determan reviewed district activities that included staff meetings, board meeting prep, completing personnel evaluations, updating billable rates and attending BWSR Academy. Outreach included being a presenter at BWSR Academy, working with Isanti Township on the proposed Fannie Lake Access, and presenting the Outstanding Conservationist award to the City of Isanti. Determan advised edits to the Isanti County water plan advisory minutes. Work for Blue Lake included preparation of all data submission to Wenck to determine best management practices in lieu of the sand filter project. Determan led the pre-construction meeting for the Rum

River Re-meander with the DNR, engineer, and contractors on October 19th. The water was very high at that time. It will need to recede and the ground freeze before construction can begin. There were several meetings for the Lower St Croix 1W1P policy and advisory meetings. The Rum River 1W1P group had an orientation meeting at BWSR Academy. Work began on coordinating the budget, work plan and Memorandum of Agreement for Rum River.

Kulaf attended staff meetings, submitted precipitation reports, worked with Zimmermann on winterizing the boat, and had two site visits for potential projects in 2019. Classes at BWSR Academy included learning about computer analysis tools, stormwater project design, and grant opportunities. Kulaf provided technical evaluation of landowner projects using aerial photography, site visits, and mapping tools. Kulaf authored a certification of satisfactory restoration for a violation site that was submitted to the DNR.

Zimmermann's October trainings included attending a hands-on soil health event in Kanabec County and attending BWSR Academy. At BWSR Academy Zimmermann learned ways to improve communications in person and through social media. Projects led by Zimmermann include organizing a MAWQCP event to be held in December, creation a no-till drill information flyer, and water sampling. Attention to buffers included reviewing the public ditch buffers for compliance, updating BWSR's BuffCAT parcels before the November 1st deadline and attending a public hearing regarding Judicial Ditch 3 that is shared between Isanti and Mille Lacs Counties. Reports are being written for the Anoka-Ramsey Community College campus and City of Isanti groundwater conservation plans. Two state cost share contracts were approved and paid out for implementation of cover crops.

LeRoy reported time spent on administrative duties, accounting, payroll and website maintenance and building of the new website. Office work included board meeting preparation, filing, and customer assistance. LeRoy attended classes on outreach, budgeting, grant tracking in Quick Books, and communications at BWSR Academy.

Field spent 11 hours working with Zimmermann to plan a Minnesota Agricultural Water Quality Certification Program outreach event for Isanti County that is scheduled for December 12th. Field attended a Minnesota Department of Agriculture certification event at Haudenschild Farms.

b. NRCS District Conservationist

Bork provided NRCS program updates. The deadline for EQIP (Environmental Quality incentives Program) sign up deadline is January 19th. Conservation Stewardship Program payments are being issued for 2018. The Conservation Reserve Program is still on hold until a new farm bill is signed. Bork will continue to be the acting district conservationist for Chisago through December 21st. The Ultima Contract that provides the NRCS administrative assistant is set to expire in December this year.

c. County Commissioners

Commissioner Anderson has been involved with the activities and public hearing regarding the ditch that is shared with Mille Lacs County. Mille Lacs County has begun a ditch modernization program and because Ditch #3 is shared with Mille Lacs Isanti County has started to review their ditch policies.

d. Committee Reports

There was no Metro Conservation District Report.
The Lower St Croix One Watershed One Plan Committee met on October 28th to prioritize issues from both public and agency input.

6. New Business

a. Authorization to Sign Letter of Agreement with Chisago SWCD for Lower St. Croix Watershed Conservation Planning Assistance.

Determan explained that this contract would not add costs to the Isanti SWCD. MaryJo Youngbauer, the Lower St Croix Conservation Planner, would work with Zimmermann to write agricultural conservation plans. One of the goals of the Lower St Croix 1W1P calls for one hundred plans per year that include agricultural producers.

Motion/Seconded Koczur/Anderson To enter into agreement with Chisago SWCD for the Lower St Croix Watershed for conservation planning assistance.
Affirmative: Koczur, Kilpatrick, Calander
Opposed: None. Motion carried.

b. Surface Water Assessment Grant (SWAG) Partnership with Chisago SWCD- Information Only.

Determan noted that the second round of the Lower St. Croix watershed restoration and protection strategy (WRAPS) will start in 2019 with the monitoring of lakes and streams to measure progress and fill in gaps in data needed to inform the WRAPS and local planning efforts. The SWCD requested that the MPCA add a monitoring location on the North Branch of the Sunrise River in North Branch Twp. This section of the river was identified during the initial WRAPS as being impaired for e. coli bacteria; however, no data was collected at this location. The MPCA has a grant process by which they will pay locals to conduct the monitoring, no match is required. Because there is only one sight in Isanti County we would like to partner with Chisago SWCD for grant submittal. Chisago SWCD will administer the grant and subcontract with Isanti SWCD for monitoring of the location. The grant covers staff, mileage and lab costs for monitoring specific to MPCA guidelines. Chisago will apply for the grant. No motion needed.

c. Authorization to enter into agreement with Wenck. Inc. to complete a phosphorus Diagnostic Study for Blue Lake.

Determan discussed that the agreement with Wenck would facilitate identification of projects around Blue Lake that would produce a reduction of phosphorous with comparable results that would have been achieved with the sand filter project that was unable to be installed due to landowner concerns. The contract amount has an estimated total cost of $5,000. Funding for this contract will be sourced from Metro Conservation Districts and does not require a match. This funding from MCD must be spent by 12/31/18. Funding for project implementation around Blue Lake has a closing date of 12/31/20.

Motion/Seconded Koczur/Kilpatrick To enter into agreement with Wenck, Inc. to complete a phosphorous diagnostic study for Blue Lake.

Affirmative: Koczur, Kilpatrick, Larsen, Calander
Opposed: None. Motion carried.

d. Website review – moved to top of meeting

e. Tree sale price increase.

LeRoy explained that wholesale costs have increased. An increase of $3.75 per bundle is requested. Ordering for 2019 will have final pricing for the bundles that will include the sales tax. This is being done to improve accuracy of sales and tax collections.

Motion/Seconded Koczur/Larsen To increase the price of bare root seedlings to $35.00 per bundle. This price includes sales tax.
Affirmative: Koczur, Kilpatrick, Larsen, Calander
Opposed: None. Motion carried.

7. **Old Business**
   a. **Lower St. Croix 1W1P Priority Issues** – No update was available at this time.
8. **Informational/Announcements**
   a. **Program updates/other: None**
   b. **Upcoming meetings/events:** Personnel Committee meeting date: Dec. 3rd 1-3 PM; MASWCD Convention: Dec. 9-11th MAWQCP, Dec. 12th, 9-11am; Lower St. Croix Policy Meeting: January 28th, 4-6 PM.
   c. **Meeting evaluation: What worked? What could be done to improve the meeting?**

   Kilpatrick thought the meeting went smoothly.There were technology problems with using a projector. Determan announced that board meetings in 2019 will include educational segments for the board members.
9. **Adjourn**

   Motion/Seconded Koczur/Larsen To adjourn meeting at 9:52 am.
   Affirmative: Koczur, Kilpatrick, and Calander
   Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary **_____ Date**

Isanti Soil & Water Conservation District
110 Buchanan St. North
Cambridge, MN 55008
763-689-3271

REGULAR SUPERVISORS MEETING

ISANTI SWCD DISTRICT OFFICE **December 18, 2018 8:00 A.M.**
CAMBRIDGE, MN 55008

Attendance

Present:	Al Koczur, Barb Kilpatrick, Clark Anderson, Roger Larsen, and Wayne Calander
Staff Present:	Tiffany Determan, Todd Kulaf, Thomas Zimmermann, Anne LeRoy
Others Present:	Josh Bork, NRCS; Greg Anderson, Isanti County Commissioner; Jerome Schaubach, Greg Swanson

The regular board meeting was called to order by Chairman, Wayne Calander at 8:02 am.

1. **Approve Agenda**
   Motion/Seconded Koczur/Anderson To approve the agenda.
   Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
   Opposed: None. Motion carried.

2. **Public Comment**
   No comments were made.

3. **Approve Regular Board Meeting Minutes – November 20, 2018**
   Motion/Seconded Larsen/Kilpatrick To approve the November 20, 2018 board meeting minutes as written.
   Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
   Opposed: None. Motion carried.

4. **Financial Reports**
   a. **Treasurers Report**
   b. **Approve Payment of Bills**

   Motion/Seconded Kilpatrick/Anderson To approve the treasurer's report and approve payment of the bills. Checks as follows: Check # 6563 thru 6568, Check # 5597 thru 5602, and all electronically paid bills.
   Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
   Opposed: None. Motion carried.

5. **Activity Reports**
   a. **Staff**

   Determan has begun year end grant reporting and creation of a new timesheet for 2019. Annual staff evaluations were completed and reviewed with the personnel committee. Technical collaboration with DNR hydrologist was done to plan the Fannie Lake access restoration. Meetings were held with Isanti County officials to address Wetland Conservation Act issues specific to Isanti County. Wenck will be contracted to identify practices for use of the Clean Water Fund Grant on Blue Lake. Construction has begun on the Rum River Remeander project. Work on the Lower St Croix 1W1P included meetings to discuss progress and changes needed to current priorities and measurable goals. Rum River 1W1P coordination included meeting with partners to discuss how the Landscape Stewardship Plan identifies opportunities to protect and restore forested areas within the watershed. Rum River 1W1P planning committee meetings, budgeting, and work plan review were done in December and will continue into 2019.

   Kulaf attended a hydrology training. Meetings included a meeting with Isanti County officials to address Wetland Conservation Act issues specific to Isanti County, landowner assistance to discuss future work, and a

site visit for the City of Isanti. Technical Evaluation Panel (TEP) work included meetings and review of aerial photos, and Wetland Conservation Act laws. A subwatershed assessment is being developed to identify project locations and determine project feasibility for the Anoka Ramsey Community College. Contractor and e-mail outreach was done to coordinate work for both Blue and Green Lakes. Long Lake GIS analysis and shoreline restoration prioritization was completed.

Zimmermann attended a training focused on hydrology and grassed waterways. Zimmermann coordinated and hosted a Minnesota Agricultural Water Quality Certification Program open house on December 12th. Landowners were able to learn and ask questions about the program requirements. Zimmermann updated No-Till Drill technical and rental information and took winter cover crop pictures to be included on the website. Water monitoring and analysis reports were written and submitted to the MPCA. Reports and analysis were completed for the Anoka-Ramsey Community College groundwater conservation planning.

LeRoy reported time spent on administrative duties, accounting, payroll and website maintenance. Office work included board meeting preparation, filing, and customer assistance. LeRoy reported that the tree sale is up and running on the new website. Tree order forms will be mailed to 1,885 previous customers by the end of December. The all-county mailing was re-designed to be in compliance with Every Door Direct UPSP requirements. This mailing will go out early in February 2019.

Field spent 13 hours working on the Minnesota Agricultural Water Quality Certification Program for Isanti County. Site visits with current enrollees occurred. Upon evaluation a landowner was advised of changes to be made to continue participation in the program. A total of 7 farms are currently certified in Isanti County.

b. NRCS District Conservationist

Bork provided NRCS program updates. The deadline to sign up for Environmental Quality Incentives Program (EQIP) is January 19th. Eligibility will follow the 2018 guidelines. Conservation Stewardship Program (CSP) payments and contract modifications for 2018 have been completed. Renewals and sign up for 2019 CSP are on hold, pending Federal budget outcomes. The farm bill will feature increases to the CRP cap to be phased in over the next 5 years. Bork will continue as acting DC through December 21st. As of now, the Ultima contract has not been renewed for the administrative assistant position. The NRCS is waiting for the announcement to see if they will be affected by a potential Federal government shut-down.

c. County Commissioners

Commissioner Anderson reported that the County's Truth in Taxation meeting was held on December 4th. The County final levee will be approximately 5.8%. The broadband task force is seeking grant opportunities at the Federal level and hoping to source state funding. The County is moving ahead with implementing ditch inspection procedures. These will be included with the One Watershed One plan goals. The Wetland Conservation Act review of policy meetings are being held. Kurt Daudt will be asked to allow counties to comment on modifications to laws affecting the Wetland Conservation Act. Anderson mentioned that there will be an Organic Farming Conference in St Cloud on January 10-11.

d. Committee Reports

The Metro Conservation District (MCD) meeting was held on November 28th. The MCD sent a letter to Ramsey County inviting them to participate with the MCD. There was low attendance at the 11/28 meeting due to bad weather.

6. New Business

a. Authorization to provide payment to Shoreline Landscaping for Spencer Brook Township Tiger Street Rain Gardens for Blue Lake Clean Water Fund Grant.

A copy of the invoice from Shoreline landscaping was presented for the board to review.
Motion/Seconded Larsen/Koczur To approve payment to Shoreline Landscaping in the amount of $12,599 for raingardens installed in Spencer Brook Township during the fall of 2018.
Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
Opposed: None. Motion carried.

b. Personnel evaluation outcomes or action

Determan presented increases that were recommended by the personnel committee based on performance reviews.
Motion/Seconded Koczur/Kilpatrick To approve the following pay rate changes effective 1/1/2019:
Kulaf from $22.99 to 23.58 (2.6%)

Determan from $36.70 to 37.55 (2.6%)
Zimmermann from $19.63 to 20.69 (5.4%)
Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
Opposed: None. Motion carried.

c. Authorization to amend the Contract for Services between Isanti SWCD and Anoka Conservation District (ACD) for Enhancing the Rum River Shore Habitat (Conservation Partners Legacy Grant).

Determan and the ACD requested a modification of the contract between the SWCD's for the Rum River Revetment project to allow for changes to funds allocations so that more projects can be completed with the remaining funding. The overall amount of the grant stays the same. As a result of this change the Isanti SWCD will directly pay for equipment and tool expenses rather than reimbursing the Anoka SWCD.
Motion/Seconded Anderson/Koczur To approve amending the Contract for Services between the Isanti SWCD and ACD for enhancing the Rum River shore habitat with revetments by modifying the professional services element.
Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
Opposed: None. Motion carried.

d. Federal Shutdown Procedures

Determan explained that as long as the NRCS is funded, the SWCD will be able to access the offices. If Federal agency funding is suspended, the District will be prepared to function off-site to continue to provide services to the residents of Isanti County and our partner agencies.

7. Old Business

a. Adopt 2019 Budget

Previous to the board meeting the finance committee reviewed the 2019 budget with Determan.
Motion/Seconded Larsen/Anderson To approve the 2019 budget.
Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
Opposed: None. Motion carried.

b. Clean Water Fund Grants

Determan informed the board that the SWCD didn't receive any additional Clean Water Fund grant funding.

c. Support FY18 Capacity Funds for Green Lake Capacity Building

Determan requested dedication of $10,000 of District capacity funds to start projects on Green Lake. The Green Lake LID would provide $5,000 in matching funds for a total of $15,000 available.
Motion/Seconded Koczur/Larsen To approve dedicating $10,000 of District capacity funds towards projects on Green Lake. This funding would be available until 12/31/2020.
Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
Opposed: None. Motion carried.

8. Informational/Announcements

a. Program updates/other:
Rum 1W1P, Private Forest Management in Rum River Watershed: Landscape Stewardship Plan, Rum Re-meander Project, 319 small watersheds

b. Upcoming meetings/events: Lower St. Croix Policy Meeting: January 28th, 4-6 PM.

c. Meeting evaluation: What worked? What could be done to improve the meeting?

9. Adjourn

Motion/Seconded Koczur/Larsen To adjourn the meeting at 9:54 am.
Affirmative: Koczur, Kilpatrick, Larsen, Anderson, Calander
Opposed: None. Motion carried.

_____ Barb Kilpatrick, Board Secretary **_____ Date**