

**“Team Up for Clean Waters”**  
**Itasca Water Legacy Partnership Quarterly Meeting**  
Monday, April 18, 2016 3:00 pm  
Itasca County Courthouse ITV Room #135 (Near Sheriff’s Office)

**AGENDA**

**Present:** (Board): Katie Aho, Dennis Anderson, Kathy Cone, Pat Leistikow, Dave Lick, Shirley Loegering, Jan Sandberg; (Technical Board): Andy Arens, Bill Grantges, Eric Raitanen

**Absent:** (Board) John Downing, Patty Gould St. Aubin, Bill Marshall, Grant Prokop, Davin Tinquist, John Zimmerman; (Technical Board) Moriya Rufer, Dan Steward, Dan Swenson

There was a quorum of the Board present.

**1. Administrative Items**

**a. Agenda**

Dennis asked to add an item to address some angler issues and Dave asked Andy to describe the proposed Enbridge grant.

**b. Minutes from Quarterly Board meeting January 14, 2016 (sent via email)**

*Motion to approve the January 14, 2016 Quarterly Board meeting minutes. (Shirley Loegering, Kathy Cone) M/S/U*

**c. Treasurer’s Report**

Pat has not heard back from Hannu—there have been no financial statements for two months. She will follow up with them. Pat noted that IWLP has approximately \$131,000 in funds, with about \$58,000 in general operating. No major funds received recently from the County, and there is still a balance in the AIS account. IWLP began the year with \$57,000 in general operation, \$1,200 in memorial funds and \$1,250 carried over for the Youth Summit. The Blandin grant has \$33,588 left, with none spent in the last three months. There was carryforward for AIS of around \$50,000 but there has been three months of activity to reimburse, likely leaving \$35,000. Shirley added she just received a bill for an AIS ad in paper for \$185 (bill to Prevention). Pat has committed to continuing as the Treasurer.

*Motion to approve the Treasurer’s report. (Kathy Cone, Shirley Loegering) M/S/U*

**d. Reappoint continuing Board members: Anderson, Cone, Gould-St. Aubin, Loegering**

Dave noted that we failed to re-appoint several Board members in January.

*Motion to appoint Dennis Anderson, Kathy Cone, Patty Gould St. Aubin and Shirley Loegering to three-year terms to the IWLP Board. (Jan Sandberg, Pat Leistikow) M/S/U*

**e. Membership on the Technical Advisory Board**

Jan described membership on the Technical Advisory Board, which has generally not been done by individual motion, rather recognizing persons representing certain governmental entities, such as the US Forest Service and Itasca SWCD. In one case last year we did approve a specific individual but then did not treat the succeeding representative the same way. She suggested that we include language on the Technical Advisory Board list noting that members are recruited for specific expertise or that they represent governmental entities in Itasca County.

*Motion to add language to the Technical Board list describing the list as including representatives of specific agencies and including Andy Arens as the Itasca SWCD representative. (Pat Leistikow, Dennis Anderson) M/S/U*

**f. Annual report**

The report was completed late February and previously approved by the Executive Committee. If there are any changes, let Jan know ASAP as it has been posted on the IWLP website.

**g. July 15<sup>th</sup> Board meeting location, time**

The July 15<sup>th</sup> meeting is a Friday. Dave Lick or John Zimmerman will likely host a meeting and get-together at 3 pm. More information soon.

**h. Transfer AIS duties to SWCD**

Dave described the history of the AIS Coordinator. SWCD has proposed to take over the Coordinator's duties-see Attachment #1. IWLP's has a concern that there be more detail with budget line items in the new contract with SWCD (that will replace the contract with IWLP). Also, the SWCD is busy, and they need to lean on the Coordinator. Pat reviewed the agreement and it looks fine, her issue is indirect costs. Her ideal would be if there is a maximum; SWCD wants to try to determine actual costs via hourly billing. She noted that the County had an issue with indirect costs for IWLP. One idea is 8 percent of total costs minus capital equipment. Pat also thinks there should be a home base for the Coordinator, preferably an office space, clarifies issue for insurance and liability.

Jan raised issue of IWLP's role on the AIS Tech Committee. The Tech Committee wants the role of the committee to continue. Consensus that we should clarify IWLP's role is should continue as in past.

Dave said that John is drafting a letter and it should be ready soon. Andy would like to see something if possible before the May 3 SWCD meeting.

**2. President's Report – Dave Lick**

Dave summarized a number of articles in news recently. First, taking water from the Great Lakes under an agreement of the neighboring Governors. Second, the Polymet project is proceeding but Twin Metals is being treated differently. Water Conference—Itasca is mostly the top of the watershed and it sometimes seems that there is more lip service that careful consideration. Note what happened with the PCA Citizens Advisory Board elimination led by a few farmers upset about feedlot issues.

Shirley raised the plastic bag issue discussed at the Executive Committee and whether the Board should take a stand on some of these issues. Some issues are very narrow focus, others are broad. Dave reminded us that at the Executive Meeting, we compromised on producing and handing out re-useable bags. Bill mentioned that who we partner with may be an issue. John had mentioned looking at the possible impact on 501c3. Dave has wanted IWLP to pick a research topic and explore multiple issues, not necessarily advocate for a single position. Jan and Shirley felt we should develop a policy statement about taking positions at all or if so, when. They will work on this.

**3. Committee/Project Reports**

**a. ICC Lab – Dave Lick**

Dave reviewed his last conversation with Bob Borash about getting them some help to collect and format data for the 35 lake trend study. The executive Committee approved up to \$2,000.

**b. AIS – Bill Grantges**

Bill described the 50 lake AIS risk study (similar to one completed in Beltrami County) funded through a CAP grant and matched with funds from Itasca County AIS funds. The hiring process is ongoing with initial training tomorrow. He also has a 615 hour DNR grant for Bowstring and Pokegama lakes. His 2015 program report nearly finished. Dennis Anderson commented on effective billboards—Bill agreed that some will be some used this year.

Bill is coordinating an AIS event on Saturday April 23 AIS event that includes a FREE boat wash and AIS information.

Despite violations, including repeat violations, there are still no tickets issued. Bill said there was one warning, no tickets in Itasca County. DNR feels that the county attorney will not prosecute. Should we meet with or write a letter to the county attorney? Dave thought we need to have the DNR, County and Sheriff in the room if we have a meeting. Bill has some money set aside for sheriff staff to be available at landings. Does it make a difference to do this now or wait until after the transfer to SWCD? Bill will be seeing a DNR CO tomorrow and will relay info about this meeting and ask whether it would help to work on a strategy to start writing tickets. Dennis added that it needs to be clear to DNR that it is a priority to write tickets, not just education.

**c. Planning Committee – John Zimmerman**

John is putting together an outline for a meeting of 1.5 to 2 hours to help identify possible future projects for IWLP. Part of this is to introduce folks to what IWLP does. Shirley suggested asking about both perceived problems and how this would fit with IWLP. One idea was to have a certification process for resorts—septic system status, buffers, etc. Shirley mentioned that Explore MN includes a request for what green things businesses are doing.

John is asking each Board member to propose two names, call and confirm if they are interested and generally available. Please make the calls within in the next two weeks. First step is to send out feelers for interest. Timing yet TBD, site would be within the Grand Rapids area. Dennis asked for some structure including taking points for us to use when calling people. Make sure to highlight when distributing minutes. Katy also suggested using the Facebook post to solicit ideas.

**d. Education Committee – Kathy Cone**

Kathy reported on planning for the May Youth Summit which is well underway. They have reviewed volunteers (7:30 am start time) and presenters. . The event will be held 9:15 am to 2:15 pm. Kathy reviewed a number of other details for the event. The orientation meeting is May 23.

The Children’s First event is all set.

**e. Membership Committee – Shirley Loegering**

Donations have gone up from same time last year. Those who have not paid will be reminded with the Annual Report notice. Shirley will include the accomplishment sheet that she distributed at the meeting. Bill will be using some of the water conference posters at the April booth.

**f. Grants Committee**

We need a committee chair. Andy reported on an Enbridge/RC&D grant—he was just notified that it is fully funded, and they are now finalizing the grant agreement. The grant is for the southern half of Itasca County (area around the pipeline) with a focus on follow up to the Deer-Pokegama Study recommendations for more extensive survey of contributing stream sites and continued sampling of Pokegama and Deer lakes. Time is short as the grant ends in November 2017. SWCD will contract out stream sampling. There is no expectation of contributions in time or money from the Deer or Pokegama lake associations.

Dave noted that the Blandin extension was approved for 2016-18.

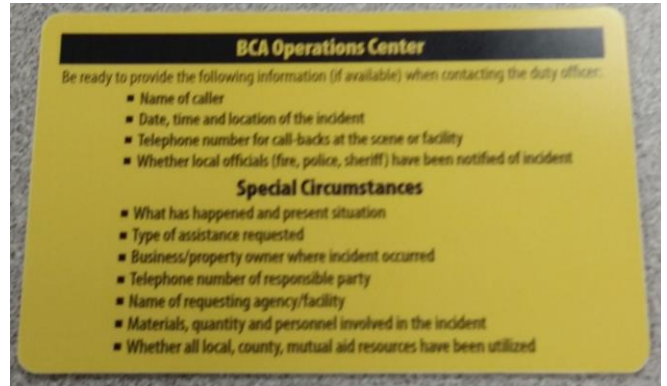
**g. PR Committee**

We need a committee chair. Sally Sedgwick is writing articles that are distributed to various publications in Itasca County. The Exec Committee has authorized an article on the trend study.

**h. Angler item – Denis Anderson**

Anglers: Denny reported on communications with Katy and Grant. One issue is garbage on lakes near fish houses. This is a problem with big and small lakes, items left can freeze in and be difficult to remove. How can the problem be approached? Would the COs welcome the public help—take photos, report GPS locations?

Dennis also heard about incidents creating frustration for some folks when trying to report environmental issues that are time sensitive. There was a major fish kill on a trout stream last year in SE MN. His first call on Saturday did not get anyone, not until 48 hours later and by then the incident had passed. He found information for a BCA Duty Officer—card shown



below.

**4. 2016 quarterly meeting dates are as follows:**

Friday, July 15 – 3 pm. Location TBD

Monday, October 17 - 3:00pm, Courthouse

Respectfully submitted, Jan Sandberg

**Itasca SWCD Proposal to Assume IWLP AIS Duties**  
February 2016

**Specifically:**

- Assumption of IWLP Prevention/Inspection, Community Action Projects, and Communications/Awareness AIS programs.
- At this time, the Itasca SWCD (ISWCD) is not proposing also assuming Itasca County roles of database, website, and county reserve management.

**Target transfer completion date:** July 1<sup>st</sup> 2016

**The Itasca SWCDs intent is to retain the proven frame-work that has been established by IWLP:**

Bill Grantges, IWLP AIS program coordinator, has done a good job managing the IWLP AIS programs to date, and the ISWCD does not intend to replace him. Further, we are not interested in trying to perform Bill's coordination duties, as it would be a shame not to utilize Bill's expertise, and the Itasca SWCD does not have the time necessary to commit to these duties.

Bill's Compensation:

It's our understanding that Bill's salary is \$45,000.00/yr, without benefits, plus personal vehicle mileage and program costs such as electronic needs. The Itasca SWCD proposes offering the same salary, plus health insurance if of interest to Bill. Our health insurance plan would cover Bill, but any family added is on your own. The Itasca SWCD also offers a dental plan, on your own if you chose to participate. Additional information can be provided to Bill upon his request.

Bill's mileage/vehicle use:

Cost of paying mileage to Bill for personal vehicle use, versus purchasing a vehicle for his use (both with AIS funds) would be evaluated. If more cost effective, and adequate for Bill's needs, a vehicle may be purchased from program specific AIS funding.

Office space:

The Itasca SWCD sees benefits to Bill's office being maintained in the Itasca SWCD office, as opposed to out of his home; one of the main benefits being coordination with the office administrator, district manager, and AIS early detection-control-monitoring staff. We do potentially have room in our down-stairs office, and this would be considered and discussed with Bill. If Bill were to be located in office, he would be exempt from standard office protocols; no set hours or designated sick or annual leave due to his salaried field staff classification.

A similar format as Bill currently uses will be utilized to minimize office space needs for his 18ish interns. Space will be provided to his interns as needed, on a minimal basis, for occasional training and timesheet processing, for example. The Natural Resource Conservation Service (NRCS) is in the process of an office upgrade/move. The ISWCD will consider moving with the NRCS if they pursue a different office location. Initial space requests have been made, and the ISWCD has requested additional space, partly for AIS program staff; this includes office and outdoor storage. This process may take up to an additional 18 months.

Equipment Storage:

Additional equipment storage will be considered as needed, and if secured, would be funded with AIS funds. At least in the meantime, equipment will continue to be stored at Bill's residence and in the County impound lot.

ISWCD program over-sight and authority:

IWLP and Bill's established framework will generally be utilized, and no major changes are anticipated at this time. Bill will continue to run the Prevention, Inspection, Community Action Project, and Communication/Awareness programs, and will supervise his program interns. Bill will be supervised directly by Andy Arens, the ISWCD Manager, and in-directly by the ISWCD board of supervisors. Bill would be required to attend monthly ISWCD board meetings to report progress, and request approval for program changes beyond manager Arens' authority. Annual performance reviews would be conducted with Bill by Manager Arens and the ISWCD personnel committee.

Pay-roll services:

Whether through a pay-roll service company or in-house, pay-roll service cost will be 35% of gross wages paid. Any un-employment will not be charged to AIS funding, beyond this 35% of gross wages figure.

General program over-sight and administration:

AIS funds must cover all ISWCD AIS administrative costs. Assumption of IWLP duties will increase district gross revenue approximately \$327,000.00 (\$573K total FY17 allocation, less \$105K County, less \$140k for existing SWCD AIS programs). The ISWCD is required to have audits performed for each \$500,000 in gross revenue, which costs \$3,500.00 per audit. \$327,000 is 65% of \$500,000.00, so the audit cost associated with this increased gross revenue is \$2,300.00.

Program over-sight and administration will be minimal due to most duties perform by program coordinator Bill Grantges. However, especially the first year, there will be district time requirements to get the program running at the SWCD, provide guidance as necessary, and deal with problems as they arise. The Itasca SWCD will compensate itself from AIS funds for AIS admin time spent. To cover all costs, an average staff rate of \$45.00/hr can be expected for 2016. Using IWLP's template from 2015 of \$5,600.00 for general admin, after deducting \$2,300.00 for audit cost, this leaves \$3,300.00 for general admin. At an average staff rate of \$45/hr to cover all costs, this allows for 73 hours. Dave Lick estimates that he spent 35 to 40 hours in 2015 (significantly more in previous years to get established), which doesn't include any additional time for Pat, John, Jan, or others. My estimate of total general admin time for the initial 2016 season for mainly Kathy Cone and Andy Arens is 100 hours. At \$45/hr this is \$4,500.00, and with the added \$2,300.00 audit cost brings the total projected general admin cost to \$6,800.00. With the loss of start-up/transfer time, second year and beyond admin cost would likely decrease.

The ISWCD does not intend to favor its existing AIS programs over Bill's programs. Further, the ISWCD values the Itasca County AIS technical committee, and encourages its continuation. AIS technical committee and Itasca County recommendations would continue to be valued and strongly taken into considered.

**2016 IWLP to ISWCD AIS transfer signatures:**

ISWCD District Manager Andy Arens: \_\_\_\_\_ Date: \_\_\_\_\_

ISWCD Board Chair Chuck Isaacs: \_\_\_\_\_ Date: \_\_\_\_\_

IWLP Chair Dave Lick: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT