

**Summary of IWLP Executive Committee Actions November 2015 – January 2016**

**November 2015**

Jan Sandberg made a motion to accept the Treasurer's report. Sarah Verke seconded the motion. Motion carried.

Jan Sandberg made a motion to accept the October minutes. Pat Leistikow seconded the motion. Motion carried.

**December 2015**

Shirley Loegering made a motion to accept the Treasurer's Report. Kathy Cone Seconded. Motion carried.

Jan Sandberg made a motion to accept the November minutes. Brian Rusch seconded. Motion carried.

**January 2016**

Motion to approve the December 9, 2015 Executive Committee minutes. (Kathy Cone, Jan Sandberg) M/S/U

Motion to approve the financial reports. (Kathy Cone, Patty Gould St. Aubin) M/S/U

Motion to reimburse Patty Gould St. Aubin \$70.25 expenditures for the letters about the RMBEL opening. (Kathy Cone, Jan Sandberg) M/S/U

Motion to pay \$250 for a 2016 membership for an ICTV membership. (Dave Lick, Patty Gould St. Aubin) M/S/U

Motion to set aside \$2,500 for public relations purposes in 2016 for contracted services to develop articles and similar. (Pat Leistikow, Kathy Cone) M/S/U

Motion to add Shirley Loegering as a member of the Executive Committee given her role as website and data coordinator. (Jan Sandberg, Pat Leistikow) M/S/U

Motion to accept Byron Snowden's resignation from the IWLP Board. (Jan Sandberg, Shirley Loegering) M/S/U.

## December 2015 Summary

Fiscal Year ending 12/31/2015

January 12, 2016

2015

DRAFT

ATTACHMENT #2

	IWLP Operating	Memorials	ETF Lake Access	Youth Education Summit	Adult Education Summit	Purple Loosestrife National Forest	Blandin Univ of Wisconsin	Blandin IWLP Operating	Itasca County Aquatic Invasive Species	Total
Revenue										
<b>Beginning Balance 01/01/2015</b>	<b>51,603.02</b>	<b>1,104.28</b>	<b>4,320.00</b>	<b>6,882.00</b>	<b>(500.00)</b>	<b>(551.39)</b>	<b>3,270.14</b>	<b>36,480.66</b>	<b>63,098.71</b>	<b>165,707.42</b>
Memberships and Donations	4,780.42								7,700.00	12,480.42
Education Grants					3,989.41					3,989.41
Grants	277.42				4,000.00	555.69		2,308.31	180,372.00	187,513.42
Memorials		100.00								100.00
Interest and Dividends	35.28							74.94		110.22
Administrative fee	11,980.14									11,980.14
Miscellaneous										-
Subtotal Revenue FY 2015	17,073.26	100.00	-	-	7,989.41	555.69	-	2,383.25	188,072.00	216,173.61
<b>Available Cash Revenue FY 2015</b>	<b>\$ 68,676.28</b>	<b>\$ 1,204.28</b>	<b>\$ 4,320.00</b>	<b>\$ 6,882.00</b>	<b>\$ 7,489.41</b>	<b>\$ 4.30</b>	<b>\$ 3,270.14</b>	<b>\$ 38,863.91</b>	<b>\$ 251,170.71</b>	<b>\$ 381,881.03</b>
Expenditures										
Contracted Services			4,320.00	943.22	6,093.52	4.30		1,234.98	114,322.77	126,918.79
Salaries and Wages									45,000.00	45,000.00
Employer paid benefits									4,306.44	4,306.44
Office equipment										-
Equipment									20,007.53	20,007.53
Repair and Maintenance									283.08	283.08
Mileage and Travel									3,023.18	3,149.53
Reimbursement Other					126.35				548.86	613.26
Conference Registration					64.40				372.00	372.00
Conference Materials					241.10					241.10
Program Supplies	349.55				272.87				2,983.41	3,605.83
Fuel and Oil									650.68	650.68
Grant Administration Fee							3,270.14		8,710.00	11,980.14
Education events										-
Education supplies				2,870.71						2,870.71
Postage	198.52								142.00	340.52
Promotion	670.33			665.00	654.73					1,990.06
Accounting Fees	2,893.41									2,893.41
Dues and Memberships	485.00									485.00
Supplies and printing	397.24			153.89	36.44				653.79	1,241.36
Website	2,556.65									2,556.65
Insurance	3,971.00									3,971.00
Other fees										-
Interest and bank fees	45.50									45.50
Rental and Storage	60.00			1,000.00				4,040.05		5,100.05
Transfers										-
Subtotal Expenditures FY 2015	\$ 11,627.20	\$ -	\$ 4,320.00	\$ 5,632.82	\$ 7,489.41	\$ 4.30	\$ 3,270.14	\$ 5,275.03	\$ 201,003.74	\$ 238,622.64
<b>Ending Cash balance 12/31/2015</b>	<b>\$ 57,049.08</b>	<b>\$ 1,204.28</b>	<b>\$ -</b>	<b>\$ 1,249.18</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 33,588.88</b>	<b>\$ 50,166.97</b>	<b>\$ 143,258.39</b>
Checking										73,222.42
Timing Differences-Payroll										(762.88)
Savings										68,984.70
Edward Jones										1,814.15
Total Cash Balance 12/31/2015										<b>\$ 143,258.39</b>

10:06 AM  
 01/11/16  
 Cash Basis

**Itasca Water Legacy Partnership  
 Profit & Loss by Class  
 All Transactions**

	<u>Acquatic Invasive Species</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>4220 · Grants</b>		
4220.1 · Itasca County AIS	270,372.00	270,372.00
4220 · Grants - Other	7,500.00	7,500.00
<b>Total 4220 · Grants</b>	<u>277,872.00</u>	<u>277,872.00</u>
<b>Total Income</b>	<u>277,872.00</u>	<u>277,872.00</u>
<b>Gross Profit</b>	277,872.00	277,872.00
<b>Expense</b>		
7005 · Conference Registration	547.00	547.00
7020 · Contract Services	117,627.98	117,627.98
7025 · Education	389.14	389.14
7030 · Event Expense	36.00	36.00
7050 · Mailing and Postage Costs	70.00	70.00
7060 · Program Supplies	3,466.41	3,466.41
7070 · Promotional and Advertising	192.75	192.75
7080 · Reimbursement-Meals and Lodging	265.31	265.31
7090 · Reimbursed Expense-Other	548.86	548.86
7200 · Salaries and Wages		
7250 · Payroll Taxes	5,669.92	5,669.92
7200 · Salaries and Wages - Other	63,750.00	63,750.00
<b>Total 7200 · Salaries and Wages</b>	<u>69,419.92</u>	<u>69,419.92</u>
7550 · Office Supplies		
7551 · Postage	72.00	72.00
7550 · Office Supplies - Other	365.52	365.52
<b>Total 7550 · Office Supplies</b>	<u>437.52</u>	<u>437.52</u>
7560 · Printing and copying	487.22	487.22
7600 · Grant Administrative Fee	5,610.00	5,610.00
8260 · Repair and Maintenance	283.08	283.08
8300 · Travel and lodging expense	3,385.63	3,385.63
8310 · Fuel and Oil Expense	650.68	650.68
9830 · Capital Equipment Purchases	20,007.53	20,007.53
<b>Total Expense</b>	<u>223,425.03</u>	<u>223,425.03</u>
<b>Net Ordinary Income</b>	<u>54,446.97</u>	<u>54,446.97</u>
<b>Net Income</b>	<u><u>54,446.97</u></u>	<u><u>54,446.97</u></u>

grant fee -4280.00  
 balance 50166.97

**Itasca County AIS Coordinator Monthly Report  
for December 10, 2015 – January 12, 2016**

Prevention Priority Area

- 2015 Watercraft Inspection data for DNR AIS Intern Inspections received January 5<sup>th</sup>.
  - 9,861 total inspections (DNR + IWLP) completed at 26 landings on 17 lakes.
  - 2015 drain plug violation rate is 9.48%. This is a 68% decrease in drain plug violations from last year. 2014 violation rate for drain plugs was 29.19%.
- An invoice was received from the DNR for the IWLP Grant from the DNR for AIS Inspections by DNR Interns. This grant was funded and budgeted through the Prevention Priority Area budget using State AIS funds through Itasca County. While the award was for 750 hours only 389.5 hours were performed. \$6,000 (\$8/hour x 750 hours=\$6,000) had been budgeted for this grant. The invoice total of \$3,116 was \$2,884 under budget.
- I am in the process of applying for a grant from the Initiative Foundation to help fund AIS Risk Assessments for 50 lakes in Itasca County. Incomplete data that is needed for this assessment includes water chemistry (Calcium, alkalinity, hardness, ph), trophic state and substrate state.
- Reports in progress include: Report on Itasca County LGU Watercraft Inspection Cooperative Agreement (May 2014- December 2015), Report to Itasca County on 2015 AIS Watercraft Inspection program, Report to Itasca County on 2014-2015 AIS Program. Report results will be widely publicized in February.
- Attended 12/10/15 and 1/11/16 AIS Technical Committee meetings, 12/14/15 DNR regional 2015 AIS Watercraft Inspection Review in Brainerd and the Aitkin County AIS Mini Summit on 12/28/15
- Working with Itasca County Environmental Services and GIS departments to complete the audit of all Itasca County public water accesses that have boat launches. This report will be sent to the DNR so that they can update their database on the number of public accesses and the number of parking spaces they contain. This data is used to compute the AIS award amounts to counties from the state. This new data will be used to determine county award amounts for State Fiscal Year (SFY) 2017. SFY 2017 starts on July 1, 2016.

### Early Detection Training Priority Area

- The AIS Technical Committee has recommended that this Priority Area should no longer be assigned to UofM, Itasca County Extension. Early Detection training will be handled on a contract basis as it is needed. Early Detection work was performed by the SWCD this past season very successfully and has been assigned to the SWCD going forward.

### Control, Monitoring and Research Priority Area

- This Priority Area is recommended to be renamed “Control and Early Detection/Rapid Response.” 2015 fiscal reports are being completed.

### Community Action Projects Priority Area

- \$16,000 in CAP grants awarded in December, 2015. \$37,542 in CAP Grants were awarded in 2015. \$10,636 in unused 2015 funds have been rolled over into 2016. \$38,815 is available for future CAP Grants at this time.
- I am working with the Sand Lake Association along with Rich Rezanka and Bob Moore from the DNR on a plan to modify and expand the Sand Lake public access to better accommodate thermal AIS decontaminations. This is planned as a CAP Grant for the Sand Lake Association.
- Q&A Guide for supplemental AIS Watercraft Inspection Hours by Itasca County AIS Inspectors is under final review.

### Communications, Awareness Priority Area

- Mass media projects underway for 2016 will start in February.
  - Reporting of 2015 AIS Program accomplishments will start along with recruiting for 2016 AIS Watercraft Inspectors.
  - 30 second radio spots on AIS awareness will run from April-October.
  - Gas station pump toppers and restrooms, convenience stores, casino, restaurant and bait shops will be used in AIS awareness program planned to run May-July throughout Itasca County.
  - Consulting with MadeToCreate marketing firm on new concept promotions.

### County/Database, Website & Reserve Priority Area

- I am currently working with Dan Swenson on year end AIS Program reporting.
- Public landing count underway using GIS information.
- Work on 2015 County AIS Financial reporting is ongoing with Itasca County, IWLP and SWCD.
- Discussions between SWCD, IWLP and Itasca County concerning the transfer of IWLP's AIS Program involvement areas to the SWCD are ongoing.

**ATTACHMENT #5**

Itasca County AIS Program  
 Community Action Projects (CAP)  
 Budget Report by AIS Coordinator  
 January 11, 2016

	July 1, 2014 to June 30, 2015	July 1, 2015 to October 31, 2015	November 1, 2015 to December 31, 2015	July 1, 2014 to December 31, 2015 Total	Jan. 1, 2016 to June 30, 2016
<u>Revenues</u>					
Itasca County	20,000.00	28,179.00	-	48,179.00	28,179.00
<b>Total Revenues</b>	<b>20,000.00</b>	<b>28,179.00</b>	<b>-</b>	<b>48,179.00</b>	
<u>Expenses</u>					
<b>Grants Completed</b>					
Dixon Lake Association	5,000.00		-	5,000.00	
Sand Lake Association	755.00	1,500.00	-	2,255.00	
Grand Rapids Marine	2,838.00		-	2,838.00	
Pokegama Lake Association		1,000.00	-	1,000.00	
Wabana Chain of Lakes		1,500.00	-	1,500.00	
Siseebakwet Lake Association		1,200.00	-	1,200.00	
<b>Total Completed &amp; Paid</b>	<b>8,593.00</b>	<b>5,200.00</b>	<b>-</b>	<b>13,793.00</b>	
<b>Grants Not Completed</b>					
T&M Marine	5,000.00			5,000.00	
Bowstring Shores Resort	1,749.50			1,749.50	
Johnson Lake		1,000.00		1,000.00	
Deer			4,000.00	4,000.00	
Dixon			10,000.00	10,000.00	
Sand			2,000.00	2,000.00	
<b>Total Not Completed</b>	<b>6,749.50</b>	<b>1,000.00</b>	<b>16,000.00</b>	<b>23,749.50</b>	
<b>Total Expenses</b>	<b>15,342.50</b>	<b>6,200.00</b>	<b>16,000.00</b>	<b>37,542.50</b>	
<b>Cash Balance at Month End</b>	<b>4,657.50</b>	<b>26,636.50</b>	<b>10,636.50</b>	<b>10,636.50</b>	<b>38,815.50</b>

***“Team Up for Clean Waters”***  
**Itasca Water Legacy Partnership (IWLP)**

**2015 Membership Report**

January 14, 2016

by Shirley Loegering

As of December 31, 2015 current paid-up membership units totaled 93, including four new members. Total donation revenue for 2015 was \$4,880.42 (includes \$100 in Memorials). IWLP also received \$277.42 in stock donations. Donations were down about \$1,500 from 2014. The cost to run the 2015 membership campaign was \$461.00 or about 9% of the revenue raised.

Part of the reduced membership revenue may be due to the fact that new member solicitations (319) were not mailed out until January of this year instead of in December as in past years.