



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**  
Itasca County Courthouse  
123 NE 4th Street  
Grand Rapids, MN 55744

January 27, 2015  
Regular Meeting

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**REQUEST FOR BOARD ACTION RBA-2015-37**

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**DEPARTMENT:** Land

**PRESENTER:** CISMA AIS Technical Committee / Coordinator / **GOTIME REQUIRED:** < 5 minutes

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**AGENDA ITEM:**

State Fiscal Year (SFY) 2015 / 2016 AISP Budget

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**BOARD ACTION REQUESTED:**

Approve SFY 2015 / 2016 Aquatic Invasive Species Program budget.

**BACKGROUND:**

SFY 2015 - July 1, 2014 through June 30, 2015. \$256,336.00 [Approved 08/12/2014]  
[Amended 01/13/15]

SFY 2016 - July 1, 2015 through June 30, 2016. \$569,636.00 [Pending]

Recommended for Regular Agenda.

**ITEM HISTORY:**

History:

01/20/15 COUNTY BOARD RECOMMENDED FOR REGULAR  
NEXT: 01/27/15

Aquatic Invasive Species (AIS) Technical Committee member John Zimmerman provided information regarding the request to approve the SFY 2015/2016 Aquatic Invasive Species Program budget.

**COUNTY ATTORNEY REVIEW:** No

**SUPPORTING DOCUMENTATION:**

- 2947\_Budget Plan (PDF)

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Terry Snyder, District #2                              |
| <b>SECONDER:</b> | Leo Trunt, District #3                                 |
| <b>AYES:</b>     | Davin Tinquist, Terry Snyder, Leo Trunt, Rusty Eichorn |
| <b>ABSENT:</b>   | Mark Mandich   |

**Itasca County Cooperative Invasive Species Management Area: Aquatic Invasive Species Technical  
Subcommittee Recommendations**  
**to**  
**Itasca County Board**  
**for**  
**2014-2016 Itasca County Aquatic Invasive Species Program**  
[Draft submitted 1-14-2015]

The Aquatic Invasive Species Technical Subcommittee (AIS Tech Committee) of the Itasca County Cooperative Invasive Species Management Area (Itasca CISMA) is composed of up to two representatives from the following agencies/entities:

- US Forest Service – Chippewa National Forest (USFS)
- Leech Lake Band of Ojibwe (LLBO)
- Minnesota Department of Natural Resources (DNR)
- University of Minnesota Extension- Itasca County  
Itasca County
- Itasca Soil and Water Conservation Service (SWCD)
- Itasca Coalition of Lake Associations (ICOLA)
- Itasca Water Legacy Partnership (IWLP)

The AIS Tech Committee recommends as “guidelines for the use of the [Aquatic Invasive Species Prevention Aid] proceeds...” (2014 Minnesota Statute 477A.19 Subd.3) a cooperative Aquatic Invasive Species Program (AISP) that utilizes the expertise and abilities of existing agencies, organizations and entities in accomplishing AIS priorities identified by the AIS Tech Committee and Itasca County stakeholders.

Each of the proposed six “Priority Areas” will each be managed by a sponsoring agency or organization responsible to the Board for accomplishing the AIS priorities specific to the priority area (see Summary of Proposed AISP Priority Areas below and detailed descriptions in appendices). An overview of the funding allocated to each priority area can be seen in the table below. More detailed line-item budgets will be included with the detailed descriptions in the Appendix. A significant portion of the overall distribution from the state, which “must use the proceeds solely to prevent the introduction or limit the spread of aquatic invasive species..” has been retained as an unallocated contingency reserve for later direction toward the AIS program priorities, as experience warrants.

An AIS Coordinator will support and facilitate cooperation among the leadership; ensure that all State funding requirements are met; accommodate monies from other sources such as the Itasca Environmental Trust Fund or DNR grants with the AISP funding; seek cooperation with additional stakeholder local government units, associations and organizations; and provide monthly reports on the AIS Program as a whole to the Itasca Board of Commissioners.

Whereas several portions of the programs described below have been operating on limited budgets in the past, the expansion of the Itasca County AIS Program with the State directed distribution has required the AIS Tec Committee to direct funds into additional and expanded programs with limited experience. Therefore, the report and recommendations herein will be reviewed for effectiveness on a regular basis and adjusted as appropriate.

**Summary of Proposed Itasca AISP Priority Areas with leading organization:**

**Prevention: lead organization – IWLP.** Priorities include AIS watercraft inspection and decontamination program, enforcement, education, public landing infrastructure improvements, local partnerships (anglers, fishing guides, bait shops, hunters, marine businesses, float plane operators and all other businesses).

**Early Detection: lead agency – U of MN Extension – Itasca County.** Priorities include working with the University of Minnesota Aquatic Invasive Species Research Center to develop educational resources including AIS identification, curriculum, citizen science and infrastructure for reporting and responding to AIS. Supplemental instruction will be offered to professionals and educational programs will be offered to citizens of Itasca County.

**Control, Monitoring and Research: lead agency – Itasca SWCD.** Priorities include coordinating trained AIS field crew(s) for early detection, control and monitoring of AIS in Itasca County lakes and rivers; and coordinating with Minnesota AIS Research Center, MN Sea Grant and MN DNR research on control and monitoring for long-term control of AIS, which will include “citizen science”, when appropriate.

**Community Action Projects: lead organization –ICOLA.** Priorities include managing a small grants program that enables organizations, associations or individuals to further AIS prevention locally by means of enhancing other AISP programs or innovative projects, matching funds required to leverage AIS prevention efforts.

**Communication/Awareness: lead organization – IWLP.** Priorities include managing public communications, mass media programs, AIS awareness at public events, printed materials, outreach to new or external AIS partners, AIS programs for youth, contributing website content, and collateral support for other priority areas’ communication needs.

**Database, Website and County Reserve: lead agency – Itasca County** (AIS Coordinator as website liaison). Priorities include participating with the DNR AIS Database, developing a county AIS website to include AIS location map, identification, reporting, calendar of events, volunteer opportunities, contact information; a reserve of unallocated funds will be maintained to provide flexibility to the AISP.

**Summary of Proposed Budget for Itasca AISP Priority Areas**

| Priority Area                           | Fiscal Year 2015<br>(July 2014-<br>June 2015) | Fiscal Year 2016<br>(First Half:<br>July to<br>December<br>2015) | Fiscal Year 2016<br>(Second<br>Half:<br>January to<br>June 2016) | Total Fiscal<br>Year<br>2016 | Total<br>Program<br>FY 2015 &<br>2016 | Budget<br>Percentage |
|---|---|--|--|------------------------------|---------------------------------------|----------------------|
| Prevention,<br>Inspection               | \$125,900                                     | \$121,143  | \$128,343  | \$249,486                    | \$375,386                             | 45%                  |
| Early Detection,<br>Training /1         | \$51,044                                      | \$29,669   | \$29,669   | \$59,338                     | \$110,382                             | 13%                  |
| Control,<br>Monitoring,<br>Research     | \$34,278                                      | \$44,128   | \$36,928   | \$81,056                     | \$115,334                             | 14%                  |
| Community<br>Action Projects            | \$20,000                                      | \$28,179   | \$28,179   | \$56,359                     | \$76,359                              | 9%                   |
| Communication,<br>Awareness             | \$8,014                                       | \$10,117   | \$10,117   | \$20,234                     | \$28,249                              | 3%                   |
| Database,<br>Website, County<br>Reserve | \$17,100                                      | \$51,581   | \$51,581   | \$103,163                    | \$120,261                             | 15%                  |
| Total                                   | 256,336                                       | \$248,818  | \$284,818  | \$569,636                    | \$825,972                             | 100%                 |

**Note: the distribution from the State to Itasca County for AIS was \$256,336 for Fiscal Year 2015 (distributed July 2014), and \$569,636 for Fiscal Year 2016 (beginning July, 2015)**

**/1 Budget approved pending submission of detailed plan**

**Further Details:**

**Appendix A: Prevention**

**Appendix B: Early Detection and Reporting, Training (forthcoming)**

**Appendix C: Control, Monitoring, and Research**

**Appendix D: Community Action Projects**

**Appendix E: Communication and Awareness**

**Appendix F: Database, Website and County Reserve**

## **Appendix A: Prevention**

### **Itasca Aquatic Invasive Species Program Plan: Prevention**

**Bill Grantges, Itasca Water Legacy Partnership**

**Total Funding, 2014- FY2016: \$375,386 (45%)**

#### **Program Description:**

The AIS Prevention Program is essential to stopping the spread of AIS in Itasca County and is comprised of four crucial parts: Inspection, Decontamination, Enforcement and Partnership Development. This Program is Itasca County's first line of defense against the spread of AIS. Watercraft inspections prevent AIS from being transferred from one location to another as well as being an extremely effective method to teach watercraft owners about AIS and how to prevent its spread. Decontamination must be readily available for any inspection program to succeed. When AIS is found on a watercraft or if the watercraft is determined to be at high risk of being contaminated with AIS, decontamination must be preformed. Enforcement of Minnesota's AIS laws by DNR trained law enforcement officers is not only an essential part of Itasca County's defense against AIS, it is the single most requested task by the citizens of Itasca County during a series of three Town Hall Meetings held in the Fall of 2014. Forming partnerships with a broad range of groups and businesses in Itasca County to fight the spread of AIS is the fourth leg of the Prevention Program. By working together with opinion leaders, area businesses, townships, groups and others, partners will take ownership of the goal to stop the spread of AIS.

Seven lakes in Itasca County have been classified as high priority lakes by the Itasca County AIS Panel: Pokegama, Wabana, Trout, Bowstring, Splithand, Swan, and Deer. These seven lakes will be targeted for priority inspections, thermal decontaminations and law enforcement efforts. Itasca County lakes with known infestations will also be targeted.

#### **Program Outcomes and Impacts:**

- A reduction in the spread of AIS to Itasca County.
- Revenue will generated from civil citations issued for AIS violations.
- 1 Itasca County Sheriffs Deputy will be assigned to public landings or roadside check points. The Deputy will work 4 hours per week for 20 weeks. All Itasca County Sheriff's Deputies will be DNR trained to issues AIS citations.
- Itasca County AIS Watercraft Inspectors will be stationed at Itasca's seven high priority lakes May 1, 2015 to October1, 2015..
- Decontamination team(s) will provide thermal decontamination for high risk watercraft May 8 to October 1, 2015.
- Partnerships and special promotions will be made that will foster ownership in stopping the spread of AIS in Itasca County. Partners will include: opinion leaders, area businesses, townships, bait shops, Guides, marine dealers, rental shops, 4H, Scouting groups, resort owners and others.
- Magnetic traffic counters will be installed on 5 high priority lakes to monitor usage 24 hours per day for 22 weeks. The data retrieved will help to efficiently allocate AIS inspection resources in 2016.

APPENDIX B: EARLY DETECTION and REPORTING, TRAINING

To be determined.

## Appendix C: Control, Monitoring and Research

### Itasca Aquatic Invasive Species Program Plan: Control, Monitoring and Research

Itasca Soil and Water Conservation District

Contact: Chuck Isaacs

#### Program Description:

The AIS Control, Monitoring and Research Program's goals are to prevent the spread of AIS by assisting with early detection of AIS, through rapid response to new AIS infestations and ongoing control of existing infestations of purple loosestrife and flowering rush (and other species, where appropriate), and coordinating control and monitoring of AIS, including "citizen science" opportunities, with one or more of the following agencies:

- University of Minnesota Aquatic Invasive Species Research Center (MAISRC)
- University of Minnesota Sea Grant
- Minnesota Department of Natural Resources
- University of Minnesota Extension
- Minnesota Invasive Species Advisory Council (MISAC)
- Regional and local partners (Itasca County CISMA, MN Board of Soil and Water Resources)

This program intends to complement the Prevention and Early Detection priority areas by expanding the reach of the Early Detection Program to include additional lakes and rivers, assist with follow-up verification of newly reported potential infestations of Itasca County AIS priority species, and provide rapid response (control) of new infestations of purple loosestrife and flowering rush. This program will also coordinate with MAISRC and other agencies on research and implementation of long-term control of AIS infestations (e.g., test new products, biocontrols, methods), with the goal of minimizing/eliminating the spread of these infestations to new locations within and beyond Itasca County. While the emphasis will be on researching long-term control of AIS, this program may also include research on other AIS needs within the county that are identified by the AIS Tech Committee (e.g., the efficacy of decontamination units or early detection equipment and methodology).

To accomplish the above, the program will employ and train one or more field crew(s). This program will also coordinate citizen participation in AIS control and monitoring research efforts when appropriate (i.e., "citizen science"), with the added benefit of peer-peer outreach and education. The MAISRC has already communicated a commitment to "citizen science".

#### Program Outcomes and Impacts:

- Document lakes and rivers that are not infested with AIS ("negative" report), and recheck on a rotating schedule
- Treatment of existing and new AIS infestations within the County using cutting-edge methods
- Collaborative relationships with AIS professionals and researchers in Minnesota
- Trained and experienced local professionals and citizen volunteers committed to preventing, detecting and controlling new infestations within Itasca County
- Reduced spread of AIS to new water bodies within and beyond Itasca County

## Appendix D: Community Action Projects

### **Itasca Aquatic Invasive Species Program Plan: Community Action Projects**

Catherine McLynn and Tom Nelson,  
Itasca Coalition of Lake Associations  
Total Funding 2015- FY2016: \$76,359 (9%)

#### **Purpose**

The Aquatic Invasive Species (AIS) Tech Committee will consider applications from Itasca County organizations or individuals for purchase of equipment, materials or services intended to prevent the introduction and/or the spread of Aquatic Invasive Species in Itasca County.

#### **Grant Approval Process for Community Action Projects (CAP)**

Applications for CAP grants will be reviewed by the AIS Tech Committee for recommendation of approval. Matching funds of 10% will be requested in cash, matching grants, in-kind contributions, or volunteer labor based on standard wage rates. Grants may be limited to \$5,000. Successful grant recipients must submit invoices or advance payment request and a final project report to the Itasca County AIS Coordinator. After review, the Coordinator will request disbursement from the county within two weeks.

#### **Funds and Grant Administration**

Funds allocated by the Board of Commissioners specifically earmarked for the Community Action Projects will be disbursed through the County acting as fiscal agent. The Land Department will be responsible for this until it is passed to Environmental Services Department billing process.

The AIS Coordinator will publicize the CAP Program, make available the application form with instructions, and assist applicants. The Coordinator will maintain a record of commitments made by the AIS Tech Committee, and provide reports of the status of grant commitments and funds available.

The CAP program will begin disbursement as soon as adequate funds are available. The application and review process will begin in February 2015.

#### **Budget**

The budget for the CAP program will be 11% of the total funds available for the prevention of AIS made available to the county by the State Legislature. Of the funds available for both 2014 and 2015, this program will have \$90,000 to disburse. Subsequent years will have approximately \$60,000 available. A schedule for application, hearing, approval and disbursement will be established. Unspent funds can be moved forward to the following year. A reserve of 15% will be maintained.

# Itasca County Aquatic Invasive Species Program (AISP) Community Action Projects (CAP) Grant Application

Itasca County Cooperative Invasive Species Management Area (ICCISMA), Aquatic Invasive Species Technical Committee

Note - Itasca County individuals and organizations must use this form to apply for funds from the Community Action Projects AIS Program. Read Section 6: Instructions and make sure you complete and sign this application. If you need assistance contact the Itasca County AIS Coordinator Bill Grantges at 218-256-9100 or [Itasca.AIS.Coordinator@Gmail.com](mailto:Itasca.AIS.Coordinator@Gmail.com). Mail completed applications to: Itasca County AIS Program, P.O. Box 189, Grand Rapids, MN 55744 or send to [Itasca.AIS.Coordinator@Gmail.com](mailto:Itasca.AIS.Coordinator@Gmail.com).

## Section 1: Applicant Information

### Type of Applicant

- Individual   
  Lake Association   
  Business   
  Nonprofit Organization   
  Educational Institution  
 City   
  Township   
  Tribe   
  Other \_\_\_\_\_

|                                   |               |  |          |
|-----------------------------------|---------------|--|----------|
| Organization                      |               |  |          |
| Waterbody Name(s) (if applicable) |               | Township(s) where project is located (if applicable) |          |
| Authorized Representative Name    |               | Authorized Representative Title                      |          |
| Street Address                    | City          | State  | Zip Code |
| Daytime Phone                     | Evening Phone | Email Address  |          |
| Project Manager Name              |               | Project Manager Title                                |          |
| Street Address                    | City          | State  | Zip Code |
| Daytime Phone                     | Evening Phone | Email Address  |          |

|                               |      |                |          |
|-------------------------------|------|----------------|----------|
| Reimbursement/Payment Details |      |                |          |
| Name and Title                |      | Street Address |          |
| Organization                  | City | State          | Zip Code |

**Section 2: Project Information**

Project Title

Project Start and Completion Dates

Project Description



**Section 6: Application Instructions**

Applications may be accepted from Itasca County individuals and organizations for funds up to \$5,000 for equipment, materials or services to prevent the introduction and/or the spread of AIS in Itasca County.

**Grant Approval Process:**

If you have any questions about this program or would like assistance with filling out this application, please contact the Itasca County AIS Coordinator Bill Grantges at 218-256-9100 or [Itasca.AIS.Coordinator@Gmail.com](mailto:Itasca.AIS.Coordinator@Gmail.com). Mail completed applications to: Itasca County AIS Program, PO Box 189, Grand Rapids MN 55744. Completed applications can also be sent via email to [Itasca.AIS.Coordinator@Gmail.com](mailto:Itasca.AIS.Coordinator@Gmail.com).

Applications will be considered quarterly throughout 2015 according to the following timeline:

Submit by: February 15, April 15, June 15 and August 15.

AIS Tech Committee review: March 1, May 1, July 1 and September 1.

Awards announced by: April 1, June 1, August 1 and October 1.

Applicants will be notified when the AIS Tech Committee will be meeting to review their applications. Applicants are welcome to attend. Preference may be given to applications that include 50% cash match or in-kind match.

**Reimbursement Process:**

Successful grant recipients must submit invoices or advance payment request and a final project report to the Itasca County AIS Coordinator. After review, he will request disbursement of a check from Itasca County within two weeks.

**In-Kind:**

In-Kind can include both Cash and In-Kind Matches.

Cash Match is actual cash contributed to a project, such as:

- Cash contributed by your organization
- Cash contributed by a third party that is supported by a Partner Commitment Letter and documented in the grantee's files
- Supplies or contracted services to be paid for by the grantee for project activities during the grant period.

In-kind Match is non-cash donations of a good or service, such as:

- Personnel time given to the project (existing staff or volunteers)
- Use of equipment
- Donated supplies or services

All match funds must:

- Be reasonable, necessary, and allowable for the performance of the grant award
- Conform to grant program guidelines
- Be provided for in the approved budget
- Be from a non-state source
- Be treated consistently with other costs incurred by the organization
- Be in accordance with Generally Accepted Accounting Principles (GAAP)
- Be adequately documented (i.e., are verifiable from the grantees records and reported to the grant program as requested)

**For Itasca County AIS Program Use Only**

| Date Received | Date Reviewed | Date to AISTP | DNR Waterbody ID # | AISP Priority Area | Waterbody Risk Designation | Project Priority Rank |
|---------------|---------------|---------------|--------------------|--------------------|----------------------------|-----------------------|
|               |               |               |                    |                    |                            |                       |

Past Sources of Funding & Amounts

Project Partners

Other Sources of Funding

|  |   |           |
|--|---|-----------|
| Eligible Project   | Prior AISP Grants, Date(s) and Amounts Received To Date |           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |   |           |
| Project Awarded,   | Date  | Comments: |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |   |           |

## **Appendix E: Communications and Awareness**

### **Itasca Aquatic Invasive Species Program Plan: Communication and Awareness**

#### **Bill Grantges, Itasca Water Legacy Partnership (IWLP)**

**Total Funding 2014- FY2016: \$28,249 (3%)**

#### **Program Description:**

Effective communications and public awareness programs are a key part of any good AIS Plan. The Itasca County AIS Communications and Awareness Program's focus is to raise AIS awareness and AIS knowledge within the county. Emphasis will be given to reaching those most closely associated with the waters of the County. This demographic includes: resort owners and their customers, bait shops, fishing guides, aviation businesses offering water landings, marine dealers, construction firms, riparian owners and others. The Communications and Awareness Program has three key components: AIS Printed Materials, AIS Information at Public Events and AIS Awareness Using Mass Media. The AIS Printed Materials component covers brochures and handouts for the public that are targeted at AIS education and awareness. This includes original content as well items created by the MN DNR, Itasca SWCD, Minnesota Sea Grant, Wild Life Forever, MN AIS Research Center, U of M Extension, Itasca County AIS Website and others. The AIS Information at Public Events component of the Plan addresses the need for an AIS educational presence at as many public events as possible. Events include but are not limited to: fishing tournaments, Itasca County Fair, Tall Timber Days, Home Shows, Sports Shows and many others. AIS Prevention and Education presentations will be made throughout Itasca County to organizations including schools, civic groups, Township leaders, Lake Associations and others. AIS Awareness using Mass Media uses mass media to reach an audience in Itasca County to inform about AIS and Best Practices to stop the spread of AIS. An active exchange of articles and content between the Communications and Awareness program and the Itasca County AIS Website program will help to make the best and most current information available to the public.

#### **Program Outcomes and Impacts:**

- A reduction in the spread of AIS to Itasca County Lakes.
- AIS brochures will be updated and made available to the public at key distribution points.
- A professional public AIS presentation capacity will be created. AIS presentations at outdoor events will be facilitated by the use of a canopy, display boards, display tables, and handouts. AIS presentations at indoor group meetings will make use of a laptop, LCD projector, display boards and handouts.
- Radio ads, Movie Theater Infomercials, YouTube, Twitter, print media articles and ads will be used to teach and inform how to stop the spread of aquatic invasive species.
- AIS information will be more readily available and presented more frequently.

## **Appendix F: Database, Website and Legal**

### **Itasca Aquatic Invasive Species Program Plan: Database, Website and County Reserve**

**Lead: Itasca County**

**Total Funding 2014- FY2016: \$120,261 (15%)**

#### **Database**

The Itasca County Aquatic Invasive Species Program (AISP) will participate with and rely upon the DNR AIS databases and mapping, when available. A link to these statewide services will be established. Newly detected infestations in Itasca County will be validated by DNR staff and posted to the DNR database, with alerts publicized locally. This information will be used for further preventive measures and management to limit the spread of AIS within the County and beyond.

#### **Website**

The Itasca Cooperative Invasive Species Management Area's AIS Technical Committee and stakeholders suggested several website features that would be useful to them in their efforts to help prevent and control the spread of AIS in Itasca County. These suggested features are listed below in order of usefulness – as determined from input by attendees at AIS Town Hall Meetings (Sand Lake, Marcell, and Grand Rapids) conducted in October 2014.

#### **Itasca County AIS Website Features:**

- 1) AIS locations in Itasca County
- 2) AIS locations in surrounding counties
- 3) Location of AIS decontamination sites
- 4) List of Itasca County AIS and how to identify them
- 5) How to report an AIS
- 6) Community Action Project Grant application and instructions
- 7) Calendar of AIS events (workshops, trainings, other opportunities)
- 8) How can I help? – AIS volunteer opportunities
- 9) AIS Trained Lake Service Providers in Itasca County (a list of fishing guides, bait sales, dock removal, boat transport/storage, etc. that have been trained by MN DNR on protocols to help "Stop the Spread" of AIS)
- 10) Minnesota AIS regulations
- 11) AIS materials and speakers for your event
- 12) How to add your AIS event to the AIS calendar
- 13) Other suggestions welcome

From these suggestions, Itasca County IT and AIS Tech Committee members will prioritize website features according to importance and the ability to create them in the first phase of website development. Additional features and/or links can be added as time, funding and availability allow. The Communications and Awareness leader and the AIS Coordinator will serve as liaisons to the website

### **County Reserve**

A percentage of the entire distribution from the State to Itasca County for the purpose of preventing the introduction and limiting the spread of AIS will be maintained in an unallocated reserve. These funds may be used for county expenses regarding the AISP, including legal issues, staff time, and other. The funds will also be available for re-prioritizing, over-runs and other adjustments as experience warrants.