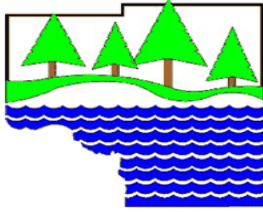


Itasca County
Aquatic Invasive Species Program Policy
August 12, 2014

- I. Background:** The Aquatic Invasive Species Fund is established due to the passage of enabling legislation - [M.S. 477.19] Aquatic Invasive Species Prevention Aid.
- II. Responsible Departments:**
1. **Local Government Sponsor** – is County Board. Approve by resolution or plan, the Aquatic Invasive Species Program (AISP) Guidelines for use of the state funding. With that comes a responsibility to insure that funds are spent appropriately.
 2. **Fiscal agent** – is County Auditor/Treasurer. Funds received and disbursed according to CB approved guidelines and standard billing process of the county department housing staff liaison/fund manager.
 3. **Staff Liaison/Fund Manager** - Environmental Services Director or his designee is responsible to serve as staff liaison/fund manager of the AISP as outlined in this policy. *[Land Commissioner is interim staff liaison/fund manager until August 1, 2015].*
 - A. The staff liaison role arranges communications for County Board meetings for external partner organizations and is responsible for accountability of funds spent and that field work is completed satisfactorily. (by personal inspection, partner reports etc.)
 - B. The fund manager role is responsible for approval of bills and reporting to the state on behalf of the county. Funds may be disbursed to organization(s) by up-front grant(s) with reporting requirements. Other approved methods are on a reimbursement basis or by direct payment to vendor(s).
- III. Purpose:** To expend funds for purposes solely related to preventing the introduction or limiting the spread of aquatic invasive species within the county by partnering with non-profit organizations, governmental entities/agencies, and educational institutions within Itasca County as follows:
1. **Retained Funds** for direct county costs of the AISP and to serve as a contingency account for the County.
 2. **Unallocated Funds** are held in reserve.
 3. **Base Grants** for aquatic invasive species education, prevention and control programs and activities that may include but are not limited to Soil and Water Conservation District, MN Extension – Itasca County, Itasca Water Legacy Partnership (IWLP), and lake associations.
 4. **AIS Technical Committee** of the Cooperative Invasive Species Management Area (CISMA) will review AIS county budget and AIS base grant budgets and grant requests and make recommendations for the use of the state funding. The Itasca County Board will review recommendations during annual budget meetings or monthly work sessions and allocate funds at their discretion. No matching funds are required.
 5. **Eligible expenditures** include but are not limited to agency/organization time and materials, advertising, training, AIS Coordinator contracting, mileage at IRS rate, field supplies, GIS data capture, office supplies, and significant assets related to the purpose.



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

August 12, 2014
Regular Meeting

REQUEST FOR BOARD ACTION RBA-2014-277

DEPARTMENT: Land

PRESENTER: Garrett Ous

TIME REQUIRED:

AGENDA ITEM:

Aquatic Invasive Species Program Policy

BOARD ACTION REQUESTED:

Approve the Aquatic Invasive Species Program Policy.

BACKGROUND:

This policy has been reviewed by County Auditor/Treasurer, affected county staff and the AIS technical committee of the Cooperative Invasive Species Management Area group.

ITEM HISTORY:

History:

08/05/14

COUNTY BOARD

RECOMMENDED FOR CONSENT

NEXT: 08/12/14

Land Commissioner Garrett Ous provided information regarding the request to approve the Aquatic Invasive Species Program Policy.

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION:

- 2573_AISP Policy 081214 FINAL (PDF)

RESULT:	ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Davin Tinquist, District #1
SECONDER:	Mark Mandich, District #5
AYES:	Tinquist, Snyder, Trunt, Eichorn, Mandich