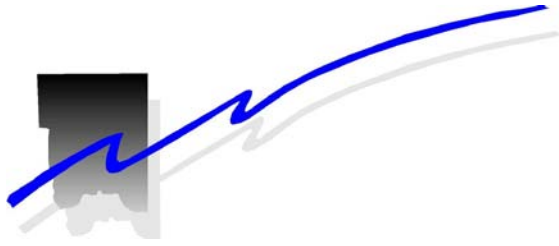


Ramsey Conservation District



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Minutes of the **Board of Supervisors Regular Board Meeting** held August 13, 2010.

1. Meeting called to order by Chair Wasley at 9:00 a.m.

A. Roll of Attendance

Supervisors present:

Carrie Wasley – Chair
Nick Quade, absent with notice
Karen Eckman – Treasurer
Mara Humphrey – Vice-Chair
Margaret Behrens –
Secretary/Information

Others present:

| | |
|----------------------------|-------------------------------------|
| Tom Petersen, RCD Staff | Tom Karlson, State Auditor's Office |
| Ann WhiteEagle, RCD Staff | Marlen Johnson, RC B&A |
| Ryan Johnson, RCD Staff | Lee Mehrkens, RC B&A |
| Mike Goodnature, RCD Staff | Darwin Lookingbill, RC Attorney |
| Sarah Ash, RCD Staff | |

B. Review of Agenda: **Supervisor Behrens moved and Supervisor Eckman seconded to approve the revised agenda. Motion carried unanimously.**

2. 2009 Audit Management & Representation Letter: Tom Karlson from the Office of the State Auditor; Marlen Johnson and Lee Mehrkens with Ramsey County Budget and Accounting; and Darwin Lookingbill with Ramsey County Attorney's Office; were all present to answer questions and clarify for the Board the responsibility and potential liability associated with signing the 2009 Audit Management and Representation letter. **Resolution 10-08-01.** Supervisor Eckman moved and Supervisor Behrens seconded. **Resolved the Board approved jointly signing the 2009 Audit Management & Representation letter, including all the Supervisors present at the meeting.**

Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

3. Staff Reports/Presentation: The Board was sent a report detailing the major activities of staff members, including a time reporting summary for the first half of 2009. Sarah Ash presented the Board with results from her inspections of completed raingarden and shoreline restoration projects from the past five years. She reported that the vast majority of the projects were being successfully maintained. She also stated that residents have requested educational signs for posting at the project sites.

4. A. Approval of Standing Reports

Secretary's Report – **Motion by Supervisor Eckman, Supervisor Behrens seconded to approve the minutes of July 9, 2010. Motion carried unanimously.**

B. Treasury Report – Ms. WhiteEagle presented a mid-year review of revenue and expenditures to the Board. **Motion by Supervisor Humphrey, Supervisor Behrens seconded to approve the detailed Treasury Report for 2nd Quarter 2010. Motion carried unanimously.**

5. Action Items

A. Reimbursement for FY08/FY09 Native Buffer Projects:

Resolution 10-08-02. Supervisor Humphrey moved and Supervisor Eckman seconded. **Resolved the Board approved the following resolution:**

Whereas, the RCD Board has approved shoreline restoration cost-share funding for the aforementioned shoreline owners,

Whereas, the cost-share funding is derived from FY09 BWSR Native Buffer funds, and

Whereas, the aforementioned have submitted the required Payment Voucher, invoice, and itemized receipts per requirements, and

Whereas, the RCD Board authorized Technical Approval Authority (Ryan Johnson) and the RCD Board authorized Administrative Authority (Tom Petersen) have certified that the projects have been completed according to the required technical standards and specifications and that the sufficient and accurate documentation of project costs has been submitted to support reimbursement, and

Whereas, the RCD Board of Supervisors has reviewed the Payment Voucher and finds the request s for reimbursement acceptable and consistent with the cost-share Agreements.

Now Therefore Be It Resolved, the RCD Board of Supervisors authorizes the District Chair to sign the Payment Vouchers for the Stephanie McNamara (VLAWMO) shoreline restoration projects, and

Be It Further Resolved, the RCD Board approves reimbursement payment in the following amounts:

- Stephanie McNamara (VLAWMO)- 800 County Road E, Vadnais Heights, MN 55127 for the Birch Lake Shoreline Restoration
BWSR Contract# NB-FY09-10; Total project cost is \$22,859.00; Total Eligible Component Cost: \$9,310.00; BWSR Cost Share Payment: \$6,982.50/75% in BWSR NB-FY09 cost share. Total amount to be reimbursed to Stephanie McNamara (VLAWMO) is \$6,982.50 (75% eligible component cost). Technical and Administrative reimbursement to the RCD shall be \$1,745.63 (20% BWSR Grant Amount).
- Stephanie McNamara (VLAWMO)- 800 County Road E, Vadnais Heights, MN 55127 for the Whitaker Pond Restoration
BWSR Contract# NB-FY09-9; Total project cost is \$7,028.47; BWSR Cost Share Payment: \$5,271.35/75% in BWSR NB-FY09 cost share. Total amount to be reimbursed to Stephanie McNamara (VLAWMO) is \$5,271.35 (75% eligible component cost). Technical and Administrative reimbursement to the RCD shall be \$1,317.84 (20% BWSR Grant Amount).
- Beth Perra – 3164 West Owasso Blvd, Roseville, MN 55113; BWSR Contract # NB-FY09-16
Total project cost is \$16,325.00; \$7,250.00 (44% total project cost) in BWSR NB-FY09 cost share. Total amount to be reimbursed to Beth Perra is \$7,250.00 (44% total project cost). Technical and Administrative reimbursement to the RCD shall be \$1,812.50 (20% BWSR Grant Amount).

Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

Resolution 10-08-03. Supervisor Humphrey moved and Supervisor Behrens seconded. **Resolved the Board approved the following resolution:** The MN BWSR has provided \$55,000 in FY08 and \$150,000 in FY09 Native Buffer Cost-Share funding to the RCD for the restoration of eroded shorelines on lakes within Ramsey County; and

Whereas, the aforementioned have submitted the required Payment Voucher, invoice, and itemized receipts per requirements, and

Whereas, the RCD Board authorized Technical Approval Authority (Ryan Johnson) and the RCD Board authorized Administrative Authority (Tom Petersen) have certified that the projects have been completed according to the required technical standards and specifications and that the sufficient and accurate documentation of project costs has been submitted to support reimbursement, and

Whereas, the RCD Board of Supervisors has reviewed the Payment Voucher and finds the request s for reimbursement acceptable and consistent with the cost-share Agreements.

Now Therefore Be It Resolved, the RCD Board of Supervisors authorizes the District Chair to sign the Payment Vouchers for the Stephanie McNamara (VLAWMO) shoreline restoration projects, and

Now Therefore Be It Resolved, the RCD Board agrees to approve reimbursement payment in the following amounts:

- Brighton Shores Townhomes (c/o Mike and Barb Kitlinski) at 1136 Chelsea Court, New Brighton, MN 55112 for a shoreline restoration.
Contract # NB-FY09-14, Conservation Practice: 342, 580, 643 Total Project Cost: \$34,064.79; BWSR Cost Share of eligible components 50%/\$12,853.83 (NB-FY08 \$10,411.37, NB-FY09 \$2,442.46); T&A Amount: 20%/\$3,213.46 (NB-FY08 \$2,602.84, NB-FY09 \$610.62). Total amount to be reimbursed to Brighton Shores Townhomes is \$12,853.83. Technical and Administrative reimbursement to the RCD shall be \$3,213.46.

Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

B. Encumbrance for FY09 Native Buffer Projects: **Resolution 10-08-04.** Supervisor Eckman moved and Supervisor Humphrey seconded. **Resolved the Board approved the following resolution:** The MN BWSR has provided \$150,000 in FY09 Native Buffer Cost-Share funding to the RCD for the restoration of eroded shorelines on lakes within Ramsey County and wetland restoration; and Whereas, the BWSR cost-share shall not exceed 75% of the total construction cost and the RCD shall utilize 20% of the BWSR cost-share grant for technical and administrative costs incurred by the RCD staff; and Whereas, the RCD Board of Supervisors designates, Ryan Johnson, District Staff as the technical representative for these projects. Now Therefore Be It Resolved, the RCD Board agrees to enter into BWSR cost-share agreements with the following:

- John Broghammer- 1527 14th Ave NW, New Brighton, MN 55112 for a shoreline restoration. Contract# NB-FY09-18, Conservation Practice: 342, 580, 643; Total Project Cost: \$6,450.00; BWSR Cost Share of eligible components \$3,225.00 /75% from NB-FY09 funding; T&A Amount: \$806.25/20%, from NB-FY09 funding. This project must be started by 22.Jul.11 and finished by 30.Nov.11.
- South Port Terminal- St Paul Port Authority (Louis Jambois) at 637 Barge Channel Road, St Paul, MN 55107 for a Wetland Restoration. Contract# NB-FY09-17, Conservation Practice: 342 & 643; Total Project Cost: \$23,974.30, Total Eligible Costs: \$16,157.30; BWSR Cost Share of eligible components \$12,117.98 /75% from NB-FY09 funding; T&A Amount: \$3,029.49/20%, from NB-FY09 funding. This project must be started by 28.Aug.11 and finished by 30.Nov.11.
- Anne Vaughan- 459 McCarrons Blvd S, Roseville, MN 55113 for a shoreline restoration. Contract# NB-FY09-19; Conservation Practice: 342, 580, 643; Total Project Cost \$4,990.00, BWSR cost share funding: \$2,450.00/50% from NB-FY09 Funding; T&A Amount: \$612.50/20% from NB-FY09 Funding. The project must be started by 2.Aug.11 and finished by 30.Nov.11.
- Arden Hills Island Beach Club: 1480 Skiles Lane, Arden Hills, MN 55112 (c/o Aaron Seymour: 3464 Siems Court, Arden Hills, MN 55112) for a shoreline restoration. Contract# NB-FY09-20; Conservation Practice: 342, 580, 643. Total Project Cost: \$39,577.50; BWSR Cost Share of eligible Components: \$7,500.00/75% of Native Buffer 2009 Funding; T&A Amount: \$1,875.00/20%. The project must be started by 5-Aug-11 and finished by 30-Nov-11.

Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

C. Amendment for FY09 Native Buffer Project: No amendment presented.

D. Cancellation of Contract: The Board was informed that a resident had requested cancellation of her raingarden project. **Resolution 10-08-05.** Supervisor Eckman moved and Supervisor Behrens seconded. **Resolved the Board approved cancellation of the entire contract (NB-FY09-11), per the request of the homeowner and contract holder, Carolyn Mohn. The project is located at 3459 Seims Court, Arden Hills, MN 55112 for a shoreline restoration. Total project cost: \$17,944.29; BWSR Cost Share: 50%, \$8,972.15; T&A amount: \$2,243.04. The BWSR cost share and T&A amounts are hereby unencumbered and can be re-encumbered for another project.**

Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

E. Ratify MASWCD District Capacity Assessment: Manager Petersen explained that the assessment had to be submitted to the MASWCD by August 22nd, in order to participate in the MASWCD Annual Meeting awards programs in December. **Resolution 10-08-06.** Supervisor Humphrey moved and Supervisor Behrens seconded. **Resolved the Board conditionally approved the MASWCD District Capacity Assessment as completed by Manager Petersen, subject to additions submitted from Supervisors and staff by Friday, August 20, 2010.**

Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

F. 2010 RCD Outstanding Conservationist: **Resolution 10-08-07.** Supervisor Behrens moved and Supervisor Eckman seconded. **Resolved the Board approved the following nominations for 2010:**
RCD Outstanding Conservationist: McCarrons Lake Neighborhood Association
Outstanding Supervisor: Karen Eckman
Community Conservationist: City of Shoreview for Pervious Pavement Project
Outstanding Educator: Sage Passi, RWMWD
Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

G. Gem Lake Retro-fit Study Contract: **Resolution 10-08-08.** Supervisor Eckman moved and Supervisor Humphrey seconded. **Resolved the Board authorized the Chair to sign the Professional Services Agreement with VLAWMO for the Gem Lake Study.**
Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

H. Approve the FY11 BWSR General Services & Cost-Share Agreement: **Resolution 10-08-09.** Supervisor Eckman moved and Supervisor Humphrey seconded. **Resolved the Board authorized the Chair to sign the FY11 grant agreement with BWSR for \$18,719 General Services and \$9,841 for the State Cost Share.**
Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

I. Extension of Student Internship for Nathaniel Morrill: **Resolution 10-08-10.** Supervisor Eckman moved and Supervisor Humphrey seconded. **Resolved the Board authorized up to an additional \$1,200 in funding the second student intern, Nathaniel Morrill.**
Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

J. Encumbrance for BWSR FY11 Cost Share Project: **Resolution 10-08-11.** Supervisor Behrens moved and Supervisor Eckman seconded. **Resolved the Board approved the following resolution:**
Whereas, The MN BWSR has provided \$9,841.00 in FY-11 conservation project Cost-share funding to the RCD for assisting land owners install water quality and erosion control practices; and
Whereas, this project shall be called the “Maplewood Mall- Woodlyn and Lydia Ave. rainwater garden water quality treatment project”, and for the purpose of BWSR, shall be considered a BWSR conservation practice D8 (sediment basin) / Bio-Retention basin; and
Whereas, Current storm water runoff from this site flows directly into the greater Ramsey County Ditch Number 18 drainage system and drains to Kohlman Lake/Lake Phalen Chain of Lakes; and
Whereas, the estimated construction cost of the project is \$158,790.81.
Now Therefore be it Resolved, The RCD Board of Supervisors shall enter into a BWSR cost-share agreement with the Ramsey-Washington Metro Watershed District (RWMWD) , Contract number FY-11-01 in the amount of \$7,872.80 or 75% of the total construction cost, whichever is less; and
Be it further Resolved, the RWMWD shall hire a MN Registered Engineer to serve as the “Technical Representative” for practice design and project completion certification and all other technical requirements as required by BWSR for cost-share projects; and
Be it further Resolved, the RCD shall utilize \$1,968.2 or 20% of the FY-11 BWSR cost-share allocation for Technical and Administrative costs associated with the project; and
Be it further Resolved, the terms and conditions as outlined in contract number FY-11—01 shall apply.
Be it further Resolved, the project shall begin by October 1, 2010 and be completed by December 15, 2010, unless otherwise amended by mutual consent and agreement of the RCD and the RWMWD.
Voting in favor of the resolution: Behrens, Eckman, Humphrey, and Wasley – Voting against: none – Abstaining: none

6. Natural Resource Conservation Service Report (NRCS): No report.

7. Standing Committee Reports

A. Metro Conservation District (MCD) – Eckman/Wasley

The next meeting is Wednesday, September 1st at the RCD Office (Marsden Room) and it will focus on Clean Water Legacy funding.

B. Rice Creek Advisory Committee – Wasley

The meetings are the first Wednesday of the month at 5pm. Mr. Johnson attended the last meeting and reported that it was the last meeting for Administrator Thomas.

C. Watershed Advisory Commission (RWMWD Advisory Committee) – Quade/Humphrey

D. Capitol Region Watershed District Citizen Advisory Committee – Eckman/Quade

Supervisor Eckman reported that the proposed 2011 budget increased by 31% over the current year.

E. Legislative Committee – Committee of the whole

F. RCCLG – Behrens/Humphrey

G. Strategic Planning Update – Staff & Board

Manager Petersen informed the Board that he recently spoke with Joel Settles, with Hennepin County Environmental Services, who explained that the cooperative agreement between Hennepin County and the Hennepin Conservation District (HCD) would expire at the end of the year. Supervisor Eckman summarized a recent meeting with the HCD Chair Kim Boyce, who explained the relationship between the County and the County employees that assist the HCD.

8. Unfinished Business

A. Update on Water Management Summit: Supervisors Behrens, Eckman, and Humphrey, along with Manager Petersen attended the Summit on July 12th in St. Cloud, MN.

B. Update on 2011 Budget Presentation to County Board: The Board commented that the meeting went well and hoped to meet with County Commissioners to discuss further the RCD's relationship with the County.

Supervisor Humphrey requested changing the next Board Meeting date, due to a schedule conflict. The Board changed the September Board Meeting date by consensus.

9. Next Regular Meeting Date – Friday, September 24, 2010 at 2:30p.m.

10. Adjournment: Chair Wasley adjourned the meeting at 11:25am

These minutes are respectfully submitted by
Ann WhiteEagle
Office Manager