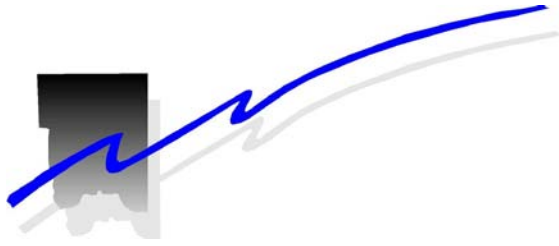


Ramsey Conservation District



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Minutes of the **Board of Supervisors Regular Board Meeting** held November 3, 2010.

1. Meeting called to order by Chair Wasley at 2:02 p.m.

A. Roll of Attendance

Supervisors present:

Carrie Wasley – Chair
Nick Quade, absent without notice
Karen Eckman – Treasurer
Mara Humphrey – Vice-Chair
Margaret Behrens – Secretary/Information

Others present:

Tom Petersen, RCD Staff Bob Fossum, CRWD
Ann WhiteEagle, RCD Staff
Ryan Johnson, RCD Staff
Mike Goodnature, RCD Staff

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

C. Election Results: Supervisor Wasley was re-elected for District 4 and Janelle Anderson was elected to District 1. Supervisor Eckman is the currently serving for District 1, but did not seek re-election.

2. A. Approval of Standing Reports

Secretary's Report – **Motion by Supervisor Eckman, Supervisor Behrens seconded to approve the minutes of October 8, 2010. Motion carried unanimously.**

B. Treasury Report – Supervisor Wasley requested that the grants would be highlighted once the completion date is within six months. She also questioned the actual Supervisor per diem balance in regards to the RCD cap. **Action Step:** Manager Petersen will see if a survey exists on per diems for the SWCDs in Minnesota and present his findings at the December Board Meeting. **Motion by Supervisor Behrens, Supervisor Eckman seconded to approve the Detailed 3rd quarter Treasury Report. Motion carried unanimously.**

3. Staff Reports: The Board was mailed a report detailing the major activities of the staff, prior to the meeting. Supervisor Eckman requested that Manager Petersen put more attention into matching tasks with objectives in his written reports. She also asked for an accounting for time management, so that the Board is informed on revenue producing tasks versus administration tasks. Manager Petersen suggested that the whole staff differentiate between the revenue generating tasks and non-revenue generating tasks for trending purposes. **Action Step:** the staff will discuss this at the next staff meeting.

4. Action Items

A. Employee Handbook Revision: Supervisor Eckman explained that the feedback from the Ramsey County HR department was so extensive that it constituted a major revision to the handbook. Supervisor Eckman completed the suggested changes and the Board and staff were given a revised copy of the handbook. Supervisor Eckman summarized some of the changes and highlighted a proposed change to the Sick Leave Policy. Currently the RCD has followed the Ramsey County policy for sick leave, which allowed an unlimited accrual. Supervisor Eckman stated, based on information surveyed by

Manager Petersen, that several SWCDs in the Metro area do not limit their sick leave accrual, but that some did. In the revised employee handbook, the proposed sick leave accrual is limited to 1000 hours, though one staff member has already exceeded this limit.

Supervisor Humphrey arrived at 2:48pm.

Supervisor Wasley requested that the revised employee handbook be completed before the end of the year. Supervisor Humphrey asked about the revised job descriptions and Manager Petersen stated that he hoped to have them ready for the December Board Meeting. **Resolution 10-11-01.** Supervisor Humphrey moved and Supervisor Eckman seconded. **Resolved the Board approved a Special Meeting on November 29, 2010 at 2:30pm at the RCD Board Meeting room for staff and Board to review the revised employee handbook.**

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

B. MASWCD Conference Special Meeting: **Resolution 10-11-02.** Supervisor Humphrey moved and Supervisor Behrens seconded. **Resolved the Board approved a Special Meeting for the Board to attend the MASWCD Annual Convention and Trade Show on December 5-7, 2010.**

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

C. Williams Pond Stormwater Retro-fit Project: Manager Petersen located Williams Pond on an aerial photo for the Board and explained that the pond drains into McCarrons Lake in Roseville. He introduced Bob Fossum, who is the Water Resource Manager for the Capitol Region Watershed District. Mr. Fossum explained that the goal of the retro-fit project was to reduce phosphorus to McCarrons Lake, as well as a BMP for treating stormwater. A newer technology will be used for the project, which entails using iron filings and sand to bind with the phosphorus. The City of Roseville will complete yearly maintenance and water sampling will take place to see that the project is working. The total project cost including engineering is \$109,879 and any costs over that amount will be paid by CRWD. Manager Petersen recommended that the RCD contribute \$25,000 from funds available from a grant received by the Anoka Conservation District. Supervisor Behrens questioned if other technologies were considered. Mr. Fossum detailed the other technologies considered and the cost effectiveness of the method chosen.

Resolution 10-11-03. Supervisor Humphrey moved and Supervisor Eckman seconded. **The Board approved the following resolution:**

Whereas, the CRWD has requested cost-share funding from the RCD in the amount of \$25,000 for retro-fit construction of Williams Pond in Roseville; and

Whereas, the Williams Pond stormwater management system is a high-priority water quality protection feature in the McCarron's Lake watershed; and

Whereas, the ACD, through a special legislative appropriation, has made available to the 11 Metro SWCDs' (\$50,000 per district) for BMP cost-share projects that protect water quality; and

Whereas, the CRWD has completed an analysis of the watershed leading to Williams Pond and determined the retro-fit of the Pond to be a cost-effective and high-priority project for the protection and improvement of water quality in McCarron's lake; and

Whereas, the CRWD has completed design for the retro-fit of Williams Pond and estimated the construction cost to be \$65,879.

Now therefore be it resolved, the RCD shall reimburse the CRWD for the successful construction of the Williams Pond stormwater retro-fit BMP per the terms and conditions as contained in cost-share agreement MCD-1; and

Be it further resolved, the CRWD's engineer for this Project shall be responsible to determine the BMP design standards and specifications, BMP Plan preparation, selection of construction methodologies and materials specifications, and provide technical certification that the BMP has been constructed in accordance with the Plans and specification for the Project.

Be it resolved, Pending final approval of the Cost-share Agreement by the Ramsey county Attorney's Office, the Chair is authorized to enter into a cost-share agreement with the CRWD in the amount of \$25,000.

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

Resolution 10-11-04. Supervisor Humphrey moved and Supervisor Eckman seconded. **Resolved the Board approved the following resolution:**

Whereas, the ACD has \$50,000 available to the RCD to provide cost-share assistance to both public and private land-owners for the installation of water quality protection BMPs; and

Whereas, the ACD and Ramsey County Attorney's Office have drafted and agreement for the transfer of funds from the ACD to the RCD for the BMP cost-share program.

Now Therefore Be it Resolved, the RCD Board authorized the Chair to sign the fund transfer agreement between the RCD and ACD as is approved by the Ramsey County Attorney's Office.

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

D. FY09 Native Buffer Project Reimbursement: **Resolution 10-11-05.** Supervisor Eckman moved and Supervisor Behrens 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

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 approve reimbursement payment for the following amount:

Rebecca & David Ternes: 2905 Arthur Place, Roseville, MN 55113 for a Shoreline restoration on Langton Lake.

Contract # NB-FY09-8, Conservation Practice: 342, 580, 643 Total Project Cost: \$19,653.70; BWSR Cost Share of eligible components 50%/\$9,826.85; T&A Amount: 20%/\$2,456.71. Total amount to be reimbursed to Rebecca & David Ternes is \$9,826.85. Technical and Administrative reimbursement to the RCD shall be \$2,456.71.

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

E. FY09 Native Buffer Project Encumbrance: **Resolution 10-11-06.** Supervisor Behrens 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

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:

Michael Thienes at 284 South McCarrons Blvd, Roseville MN 55113 for a shoreline restoration project located at 284 & 286 South McCarrons Blvd Roseville, MN 55113

Contract # NB-FY09-21, Conservation Practice: 342, 580, 643 Total Project Cost: \$8,600.00: BWSR Cost Share: 50%/\$4,300.00; CRWD Cost Share: 25%/\$2,150.00; T&A Amount: 20%/\$1,075.00. The project must be started by 18-Oct-11 and finished by 18-Oct-12.

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

F. Financial Strategy Special Meeting (11/17): Supervisor Eckman explained several reasons for the Board having a meeting with staff from the Ramsey County Budget & Accounting department, especially since the Ag fee reserve is diminishing. Manager Petersen stated that he would like to receive assurances from the County that they will provide cash flow once the RCD reserves are exhausted. **Resolution 10-11-07.** Supervisor Eckman moved and Supervisor Behrens seconded. **Resolved the Board approved a Special Meeting to participate in a Financial Strategy meeting on November 17, 2010 from 9:00 – 11:00am at the Ramsey County Courthouse in St. Paul in room 250.**

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

Resolution 10-11-08. Supervisor Behrens moved and Supervisor Eckman seconded. **Resolved the Board approved a Special Meeting on November 16, 2010 from 2:00 – 3:30pm, to prepare for the Financial Strategy meeting with the Ramsey County staff.**

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

G. Board Approval of RCD staff pursuing NRBG: **Resolution 10-11-09.** Supervisor Eckman moved and Supervisor Humphrey seconded. **Resolved the Board approved that the RCD staff pursue Ramsey County Board delegation for the acquisition and administration of the BWSR FY2011 NRBG funds.**

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

H. MCD 2011 Work Plan and Revisions to the MCD JPA: Manager Petersen explained that the MCD 2011 Work Plan needs to be approved by the RCD Board before the December 17, 2010 meeting. He further explained that the dues for the MCD would be increasing for 2011, if professional administrative services are purchased.

I. Area IV Association of Conservation Districts' Fall Meeting (11/18): Supervisors Behrens and Eckman expressed availability to attend the meeting. It was determined that there was no need to declare a Special Meeting with only two Board members attending.

J. Status Report on Supervisor Quade: Supervisor Quade has been unresponsive to RCD Board and staff inquiries on his status as Supervisor. Supervisor Behrens offered to personally deliver a "resignation letter" to Supervisor Quade, if Supervisor Wasley would draft the letter.

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

6. Unfinished Business

A. Update on Draft revised Ramsey County Groundwater Protection Plan: Due to time constraints, discussion is moved to the December Board Meeting

B. Update on October 21st Mini Tour with County Commissioner Reinhardt: Manager Petersen stated that the tour was a success.

7. Standing Committee Reports
 - A. Metro Conservation District (MCD) – Eckman/Wasley
Supervisor Wasley will attend the next meeting.
 - B. Rice Creek Advisory Committee – Wasley
 - C. Watershed Advisory Commission (RWMWD Advisory Committee) – Quade/Humphrey
 - D. Capitol Region Watershed District Citizen Advisory Committee – Eckman/Quade
 - E. Legislative Committee – Committee of the whole
 - F. RCCLG – Behrens/Humphrey
 - G. Strategic Planning Update – Staff & Board
8. Next Regular Meeting Date – Friday, December 10, 2010 at 2:30p.m.
9. Adjournment: Chair Wasley adjourned the meeting at 5:48p.m.

These minutes are respectfully submitted by
Ann WhiteEagle
Office Manager