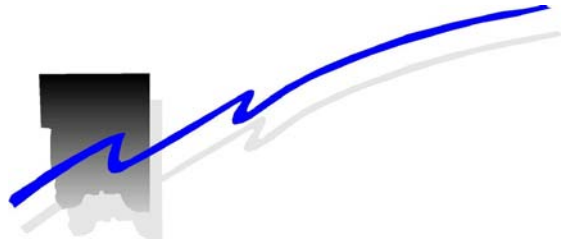


## Ramsey Conservation District



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### Minutes of the **Board of Supervisors Regular Board Meeting** held January 13, 2011.

1. Meeting called to order by Chair Wasley at 2:30 p.m.

A. Swearing in of Supervisors: Recently elected Supervisors Carrie Wasley and Janelle Anderson were sworn in, along with appointed Supervisor Gwen Willems, by Supervisors Margaret Behrens and Mara Humphrey.

B. Roll of Attendance

**Supervisors present:**

Carrie Wasley  
Mara Humphrey  
Margaret Behrens  
Gwen Willems  
Janelle Anderson

**Others present:**

Melissa Lewis, BWSR  
Ryan Johnson, RCD Staff  
Mike Goodnature, RCD Staff  
Ann Whiteeagle, RCD Staff

C. Review of Agenda: **Supervisor Willems moved and Supervisor Humphrey seconded** to approve the agenda. Motion carried unanimously.

2. A. Approval of Standing Reports

Secretary's Report – Supervisor Behrens requested the addition of her reference to “State Statute and RCD Policy” added to discussion on per diem. **Motion by Supervisor Humphrey, Supervisor Willems seconded** to approve the minutes of December 10, 2010. Motion carried unanimously.

B. Treasury Report – Ann explained that expenditures and payroll are still posting to the 2010 budget and the final 2010 Treasury Report for 4<sup>th</sup> quarter would be available for the March board meeting. **Motion by Supervisor Behrens, Supervisor Humphrey seconded** to approve the Abbreviated 4th quarter (to-date) Treasury Report. Motion carried unanimously.

3. Staff Reports: The Board was sent a written report prior to the meeting, including time reporting for the second half of 2010 for different activities. Supervisor Humphrey reported that she had received the job description updates from all the staff, as was requested at the last board meeting. Supervisor Wasley requested that staff update the Board on the past six weeks. Ryan reported that he had taken over the Wetland Conservation Act (WCA) activities and that there is approximately one day per week that he could be working on WCA and that the RCD had been underperforming in this area. Mike reported that he is following up on a number of projects, as well as completing the necessary reporting. Ann commented on the feedback received from the Supervisor's letter to the RCD partners, which explained the recent reorganization of the RCD. She said that overall the response was positive and supportive that the RCD will continue to provide the services to Ramsey County that it has in the past.

4. BWSR Report on Annual Plan: Board Conservationist Melissa Lewis from the Board of Water and Soil Resources was present to answer any questions the Board or staff might have on end of the year

reporting of grant activity, which is due February 1<sup>st</sup> as well as the Annual Plan, which needs to be submitted to BWSR by March 15<sup>th</sup>. She summarized the importance of the Annual Plan and that it should coincide with the Comprehensive Plan. **Action Step:** Ann will email the 2010 Comprehensive Plan to Supervisors Anderson and Willems.

5. Action Items

A. Strategic Planning Update: Supervisor Wasley gave a brief summary of the strategic planning process that the RCD conducted in 2010, which resulted in the 2010 RCD Comprehensive Plan.

B. RCD Supervisor 2011 Offices and Committee Selection: Supervisor Humphrey explained that the Board members usually alternate offices, but because of the recent changes to the RCD, she nominated Supervisor Wasley to continue to be Chair of the Board for 2011. Supervisor Behrens seconded the nomination and called for an amendment of the RCD policy to allow for Supervisors to repeat their offices in consecutive years. **The nomination and motion carried unanimously.**

Supervisor Wasley nominated Supervisor Humphrey to remain Vice-Chair for 2011. Supervisor Behrens seconded the nomination and again amended the RCD policy to allow for Supervisors to repeat their offices in consecutive years. **The nomination and motion carried unanimously.**

Supervisor Humphrey nominated Supervisor Behrens to remain Education and Information Officer for 2011 and allow for her to repeat her office in consecutive years. **The nomination and motion carried unanimously.**

Supervisor Behrens nominated Supervisor Anderson to be the Secretary for 2011. **The nomination carried unanimously.**

Supervisor Anderson nominated Supervisor Willems for Treasurer in 2011. **The nomination carried unanimously.**

**Resolution 11-01-01.** Supervisor Humphrey moved and Supervisor Anderson seconded. **Resolved the Board approved the listed committee assignments as follows for 2011:**

	<u>Primary</u>	<u>Alternate</u>
Annual Report, Annual Plan, Comprehensive Plan	Committee of the whole	
Budget/Finance	Willems	Wasley
Personnel	Humphrey	Wasley
Metro Conservation Districts	Wasley	Humphrey
Rice Creek Watershed District Citizens' Advisory Committee	Anderson	
VLAWMO Tech/Advisory Committee	Behrens	
Watershed Advisory Commission (RWMWD Advisory Board)	Humphrey	Wasley
Capitol Region Watershed District Citizens' Advisory Committee	Willems	
Legislative Committee	Committee of the whole	
RCLLG	Behrens	

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

- C. **Resolution 11-01-02.** Supervisor Behrens moved and Supervisor Humphrey seconded. Resolved the Board approved payment of the 4<sup>th</sup> quarter 2010 expense reports as submitted by Supervisors Behrens, Eckman, Humphrey, and Wasley.

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

D. Student Interns for 2011: **Resolution 11-01-03.** Supervisor Behrens moved and Supervisor Willems seconded. Resolved the Board approved the staff recruiting and hiring up to three student interns for 2011 for up to a total of \$20,000.

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

E. Establishing Regular Board Meeting Dates for 2011: **Resolution 11-01-04.** Supervisor Humphrey moved and Supervisor Behrens seconded. Resolved the Board established Friday, February 18<sup>th</sup> and March 18<sup>th</sup> at 3:00pm for the next two board meetings.

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

F. BWSR Close-out for Completed Projects/Grants: **Resolution 11-01-05.** Supervisor Humphrey moved and Supervisor Behrens seconded. Resolved the Board approved the Treasurer signing the Final Financial Reports for the FY2009, 2010, 2011 Cost Share Grants and the FY2008/2009 CWMA (Cooperative Weed Management Area) Grant.

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

At 3:45pm the meeting was closed by Chair Wasley to discuss personnel matters with Ramsey County Attorney Jeffrey Stephenson. The meeting opened again at 4:18pm without any action taken.

G. Approval of 2011 Revised Budget: The revised 2011 budget reflects a 10% decrease over the original approved 2011 budget. **Resolution 11-01-06.** Supervisor Humphrey moved and Supervisor Behrens seconded. Resolved the Board approved the 2011 RCD revised budget of \$309,700.

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

H. Approval of MCD 2011 Work Plan and Dues: **Resolution 11-01-07.** Supervisor Willems moved and Supervisor Humphrey seconded. Resolved the Board approved the 2011 MCD Work Plan, which included purchasing 175 LRP hours, and further approved payment of \$240 for dues to the MCD.

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

I. Approval of 2011 MASWCD Dues: **Resolution 11-01-08.** Supervisor Behrens moved and Supervisor Anderson seconded. Resolved the Board approved payment of the MASWCD 2011 dues for \$2,795 and the MASWCD 2011 Area IV dues of \$225.

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

J. BWSR FY11 WCA Enforcement Grant: **Resolution 11-01-09.** Supervisor Behrens moved and Supervisor Willems seconded. Resolved the Board authorized the RCD Chair to sign the FY2011 Metro WCA Grant Agreement for \$5,000 for the period December 1, 2010 through December 31, 2012.

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

K. BWSR WCA 2010 Admin Cost Share Reimbursement: **Resolution 11-01-10**. Supervisor Anderson moved and Supervisor Behrens seconded. Resolved the Board approved the following resolution:

**Whereas**, BWSR has provided funds to the RCD for the purpose of reimbursing the RCD and LGUs administrating and enforcing the WCA in Ramsey County; and

**Whereas**, the RCD has \$17,063.40 remaining in FY2010 WCA administrative funding that must be spent by June 30, 2011; and

**Whereas**, reimbursement funding is a 50% expenditure match cost-share; and

**Whereas**, the RCD has long-standing program (1992 to the present) to reimburse LGUs and the RCD for administrating WCA, and **Whereas**, the RCD has agreements with the Ramsey-Washington Metro Watershed District (RWMWD), Vadnais Lake Area Water Management Organization (VLAWMO), and Rice Creek Watershed District (RCWD) to reimburse for the administration of WCA;

**Whereas**, the RCWD, VLAWMO, RWMWD, and RCD have all submitted documented reimbursable WCA administrative expenses for the period of May 1, 2010 thru November 15, 2010.

**Now Therefore Be It Resolved**, the VLAWMO, RWMWD, RCWD, and RCD shall be reimbursed in the following amounts from the FY2010 WCA Administrative fund: **VLAWMO \$1,350.00, RWMWD \$442.52, RCWD \$555.00, and RCD \$5,531.88 for a total of \$7,879.40.**

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

6. Ramsey County attorney comments covered earlier in the meeting.
7. Natural Resource Conservation Service Report (NRCS): No report.
8. Standing Committee Reports
  - A. Metro Conservation District (MCD)
  - B. Rice Creek Advisory Committee
  - C. Watershed Advisory Commission (RWMWD Advisory Committee)
  - D. Capitol Region Watershed District Citizen Advisory Committee
  - E. RCCLG
  - F. VLAWMO Tech/Advisory Committee
9. Next Regular Meeting Date – Friday, February 18, 2011 at 3:00p.m.
10. Adjournment: **Supervisor Anderson moved and Supervisor Behrens seconded** to adjourn the meeting at 4:30p.m. Motion carried unanimously.

These minutes are respectfully submitted by  
Ann Whiteeagle  
Administrator