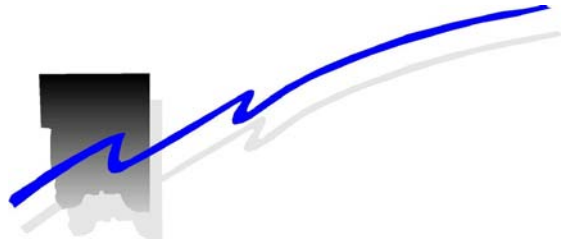


Ramsey Conservation District



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Minutes of the **Board of Supervisors Regular Board Meeting** held December 10, 2010.

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

A. Roll of Attendance

Supervisors present:

Carrie Wasley – Chair
Karen Eckman – Treasurer
Mara Humphrey – Vice-Chair
Margaret Behrens –
Secretary/Information

Others present:

Ann WhiteEagle, RCD Staff Michelle Wohlers, NRCS
Ryan Johnson, RCD Staff David Bogue, Roseville Resident
Mike Goodnature, RCD Staff
Ady Wickstrom,
Shoreview City Council

B. Review of Agenda: Supervisor Wasley moved Strategic Planning to the first Standing Committee Report. **Supervisor Behrens moved and Supervisor Eckman seconded** to approve the revised agenda. Motion carried unanimously.

Ady Wickstrom, from the Shoreview City Council, was on hand to present Supervisor Eckman with a “Certificate of Appreciation” for dedicated service to her community as RCD Supervisor and member of the Ramsey County League of Local Governments (RCLLG). Ms. Wickstrom also encouraged the Board to attend RCLLG meetings.

2. A. Approval of Standing Reports

Secretary’s Report – **Motion by Supervisor Humphrey, Supervisor Behrens seconded** to approve the minutes of November 3, 2010. Motion carried unanimously.

Motion by Supervisor Eckman, Supervisor Behrens seconded to approve the minutes of November 16, 2010. Motion carried unanimously.

Motion by Supervisor Eckman, Supervisor Humphrey seconded to approve the minutes of November 17, 2010, with the addition that “the RCD would monitor finances monthly”. Motion carried unanimously.

Motion by Supervisor Humphrey, Supervisor Behrens seconded to approve the minutes of November 29, 2010, with the correction that “the County Attorney will forward the Employee Handbook to Ramsey County HR”. Motion carried unanimously.

B. Treasury Report – On the report, Ann noted that there was an additional \$70.5K in revenue yet to be received for 2011 and expected the fund balance to be approximately \$70K by the end of the year, if all the anticipated revenue came in. **Motion by Supervisor Humphrey, Supervisor Behrens seconded** to approve the Abbreviated 4th quarter (to-date) Treasury Report. Motion carried unanimously.

3. Staff Reports: The Board was sent a written report detailing the major activities of the staff, prior to the meeting. Supervisor Wasley commented that she appreciated the percentage of billable vs. non-billable hours provided by the technical staff on their reports.

4. Action Items

A. FY10 Native Buffer Project Reimbursement: Ryan reported on the large number of projects he was able to close out in November, including a large project for Northwestern College, which had over 2,000 square feet of shoreline restored with native plantings and other erosion control practices.

Resolution 10-12-01. Supervisor Eckman moved and Supervisor Humphrey seconded. **Resolved the Board approved the following resolution:** The MN BWSR has provided \$282,569.00 in FY10 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

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

Northwestern College (c/o Matthew Brown) at 3003 Snelling Ave N, Roseville, MN 55113 for a shoreline restoration. Contract # NB-FY10-1a, Conservation Practice: 342, 580, 643 Total Project Cost: \$133,423.00; BWSR Cost Share of eligible components 50%/\$66,711.50; T&A Amount: 20%/\$16,677.88. Total amount to be reimbursed to Northwestern College (Matthew Brown) is \$66,711.50. Technical and Administrative reimbursement to the RCD shall be \$16,677.88.

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

B. FY09 Cost Share Project Reimbursement: **Resolution 10-12-02.** Supervisor Humphrey moved and Supervisor Eckman seconded. **Resolved the Board approved the following resolution:** The MN BWSR has provided \$18,988.00 in FY09 BWSR Cost-Share funding to the RCD for eligible conservation practices 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 Kristine Giga, City of Roseville P.E. as the technical representative for these projects.

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

Kristine Giga of the City of Roseville at 2660 Civic Center Drive, Roseville, MN 55113 for multiple Raingarden installation and plantings located on Rosewood Lane in Roseville MN. Contract # FY09-2, Conservation Practice 712 Total Project Cost: \$48,089.50, BWSR Cost Share 75%/\$13,054.30, T&A Amount: 20%/\$3,263.57. Total amount to be reimbursed to the City of Roseville (Kristine Giga) is \$13,054.30. Technical and Administrative reimbursement to the RCD shall be \$3,263.57.

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

C. FY09 Native Buffer Project Reimbursement: **Resolution 10-12-03.** 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 approve reimbursement payment in the following amounts:

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: \$19,583.75; BWSR Cost Share of eligible Components: \$4,895.94/75% of Native Buffer 2009 Funding; T&A Amount: \$1,223.98/20%. Total amount to be reimbursed to the Arden Hills Island Beach Club (Aaron Seymour) is \$4,895.94. Technical and Administrative reimbursement to the RCD shall be \$1,223.98.

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

D. FY09 Native Buffer Project Encumbrances: **Resolution 10-12-04.** Supervisor Humphrey moved and Supervisor Eckman seconded. **Resolved the Board approved the following resolution:** The MN BWSR has provided \$150,000.00 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:

Lake Como (Adam Robbins: City of Saint Paul) at 1100 North Hamline Avenue, Saint Paul, MN 55102 for a shoreline restoration on Lake Como.

Contract# NB-FY09-23, Conservation Practice: 342, 580, 643 Total Project Cost: \$13,311.93; BWSR Cost Share of eligible components 75%/\$9,983.95; T&A Amount: 20%/\$2,495.99. The project must be started by 16-Nov-11 and finished by 16-Jul-12.

Indian Oaks Pond (Matt Woodruff, City of Arden Hills) at 1245 West Highway 96, Arden Hills MN 55112 for a shoreline restoration on Indian Oaks Pond located adjacent to 1416 Indian Oaks Court, Arden Hills.

Contract# NB-FY09-22, Conservation Practice: 342, 580, 643 Total Project Cost: \$22,000; BWSR Cost Share of eligible components 50%/\$11,000; T&A Amount: 20%/\$2,750.00. The project must be started by 29-Nov-11 and finished by 29-Jul-12.

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

E. Blue Thumb 2011 Partnership Agreement: Ann reminded the Board that Blue Thumb was the education and outreach organization for the Rice Creek Watershed District and that the RCD has been a long time partner. Supervisor Eckman informed the Board that she is working with Tina Plant, with Hedberg Nursery and a Blue Thumb partner, on a native plant sale for 2011. **Resolution 10-12-05.** Supervisor Behrens moved and Supervisor Humphrey seconded. Resolved the Board authorized the Chair to sign the 2011 Blue Thumb Partnership Agreement.

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

F. BWSR FY2011 Natural Resources Block Grant: **Resolution 10-12-06.** Supervisor Eckman moved and Supervisor Behrens seconded. **Resolved the Board authorized the Chair to sign the BWSR 2011 NRBG.**

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

G. FY2011 Cost Share Reimbursement: **Resolution 10-12-07.** Supervisor Humphrey moved and Supervisor Behrens seconded. Resolved the Board approved the following resolution: The MN BWSR has provided \$9,841.00 in FY11 BWSR Cost-Share funding to the RCD for eligible conservation practices 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 Ramsey-Washington Metro Watershed District's hired Registered Engineer as the technical representative for this project.

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

Cliff Aichinger, Ramsey-Washington Metro Watershed District 2665 Noel Drive, Little Canada, MN 55117 for the raingarden project located at Maplewood Mall, Lydia Avenue and Woodlyn Avenue Entrances

Contract # FY11-1, Conservation Practice 712 Total Project Cost: \$50,537.73, BWSR Cost Share 75%/\$7,872.80, T&A Amount: 20%/\$1,968.20. Total amount to be reimbursed to the Ramsey-Washington Metro Watershed District is \$7,872.80 and technical and administrative reimbursement to the RCD shall be \$1,968.20 (20% BWSR Grant amount).

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

H. FY2010 Cost Share: **Resolution 10-12-08.** Supervisor Humphrey moved and Supervisor Eckman seconded. **Resolved the Board approved the following resolution:** The MN BWSR has provided \$8,767.00 in FY10 BWSR Cost-Share funding to the RCD for eligible conservation practices 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 Saint Paul's hired Registered Engineer as the technical representative for this project.

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

Adam Robbins, City of Saint Paul Parks and Recreation Department 25 West 4th Street, 400 City Hall Annex, Saint Paul, MN 55108 for the raingarden project located at 1100 Hamline Avenue North, Saint Paul MN.

Contract # FY10-1, Conservation Practice 712 Total Project Cost: \$42,363.31, BWSR Cost Share 75%/\$7,013.60, T&A Amount: 20%/\$1,753.40. Total amount to be reimbursed to the City of Saint Paul is \$7,013.60 and technical and administrative reimbursement to the RCD shall be \$1,753.40 (20% BWSR Grant amount).

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

5. Natural Resource Conservation Service Report (NRCS): Michelle Wohlers thanked Supervisor Eckman for her service on the RCD Board. Michelle also informed the Board that orchards are eligible for conservation practice funding under the Conservation Stewardship Program. The staff will follow-up by forwarding Michelle contact information on any orchards in Ramsey County.

6. Standing Committee Reports

A. Strategic Planning – Staff & Board

Supervisor Wasley began the discussion by handing out a draft 2011 revised RCD budget. Ann explained that she will need to review the revised budget with Steve Kuhn, the RC budget analyst, before asking the Board to approve the revision. Supervisor Wasley explained the proposed increases and decreases in the budget, with an overall decrease in the revised budget. Supervisor Humphrey requested adjusting staff salaries to reflect the increased duties to all the staff positions, due to the elimination of the District Manager position. Ann explained that the work load is being divided among the three remaining staff and decisions were being made collectively. Supervisor Wasley had also provided a comparison of staff salaries that indicated the RCD staff were earning significantly less than their counter parts at other metro SWCDs. Also a range of salary increase scenarios was given for the Board to consider.

Resolution 10-12-09. Supervisor Humphrey moved and Supervisor Behrens seconded. **Resolved the Board approved equalizing salaries, adding a 2% cost-of-living increase, and an additional 10% merit increase to reflect the increase in staff duties, effective January 1, 2011.**

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

Action Step: The staff was asked to update their job descriptions to reflect the responsibilities being completed by the staff. Supervisor Humphrey offered to be the liaison for the staff to work with, if they have questions on this or on any other issue that might come up during this transition.

The per diem budget was increased for 2011 in the revised budget and Supervisor Eckman suggested that the Board used the increase to attend the annual MASWCD conference and the Supervisor boot camp.

Resolution 10-12-10. Supervisor Behrens moved and Supervisor Humphrey seconded. **Resolved the Board eliminated the monthly cap for per diems effective November 1, 2010.**

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

Supervisor Humphrey clarified that the policy defining the qualifications for per diem wasn't changing. Along with staying within RCD per diem policy, Supervisor Behrens also stated that they should be in agreement with State Statute. Supervisor Eckman detailed the current policies reimbursable meetings as: Board Meetings, Committee Assignments, and other meetings as pre-approved by the Board.

The staff informed the Board that the overall feedback from the partners was supportive of the staff as they move forward without a district manager. Supervisor Humphrey reminded the Board that Ann's status as interim administrator was limited to the end of 2010. **Resolution 10-12-11.** Supervisor Humphrey moved and Supervisor Behrens seconded. **Resolved the Board named Ann Whiteeagle as RCD Administrator, effective immediately.**

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

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

C. Rice Creek Advisory Committee – Wasley

D. Watershed Advisory Commission (RWMWD Advisory Committee) – Humphrey

E. Capitol Region Watershed District Citizen Advisory Committee – Eckman
Supervisor Eckman had prepared a written report of the last meeting she attended, prior to the Board Meeting. She encouraged the Board to have a Supervisor attend the meetings and further suggested that the Board assigns a liaison to the MASWCD.

F. Legislative Committee – Committee of the whole

G. RCCLG – Behrens/Humphrey

Supervisor Behrens moved and Supervisor Humphrey seconded to declare a Special Meeting for Thursday, December 16, 2010 at 4:00pm at Jake's Restaurant in Maplewood for Board and staff to attend a holiday party and to tour the recently completed raingarden at the Maplewood Mall. Motion carried unanimously.

Supervisor Humphrey moved and Supervisor Humphrey seconded to recess the meeting at 3:43 to interview candidates for the vacant District 2 RCD Supervisor office. Motion carried unanimously.

7. The Board Meeting reconvened at 4:40pm. The Board discussed the two candidates that they had interviewed and commented that both candidates were well qualified, experienced, and professional.

Resolution 10-12-12. Supervisor Humphrey moved and Supervisor Behrens seconded. **Resolved the Board appointed Gwen Willems to complete the remaining District 2 Supervisor term.**

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

Action Step: Supervisor Wasley will inform the candidates of the RCD Board decision and invite newly appointed Gwen Willems and recently elected Janelle Anderson to the December 16th Special Meeting.

By consensus the Board moved the January Board Meeting to January 7th in order to swear in the new Supervisors.

8. Next Regular Meeting Date – Friday, January 7, 2011 at 2:30p.m.

9. Adjournment: **Supervisor Humphrey moved and Supervisor Behrens seconded** to adjourn the meeting at 4:50p.m. Motion carried unanimously.

These minutes are respectfully submitted by
Ann WhiteEagle