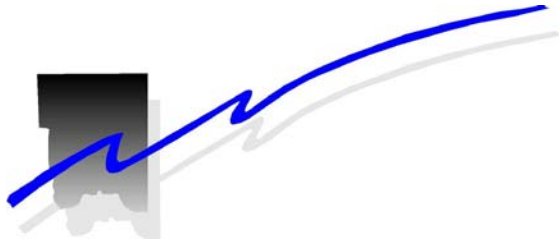


## Ramsey Conservation District

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Minutes of the **Board of Supervisors Regular Board Meeting** held October 17, 2011.

1. Meeting called to order by Chair Wasley at 3:03 p.m.

A. Roll of Attendance

**Supervisors present:**

Carrie Wasley  
Mara Humphrey, arrived at 3:06  
Margaret Behrens  
Gwen Willems  
Janelle Anderson

**Others present:**

Ryan Johnson, RCD Staff  
Ann Whiteeagle, RCD Staff  
Harry McPeak, Ramsey County Attorney's Office

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

C. Announcements: None

2. Hennepin Conservation District Request: Harry McPeak from the Ramsey County Attorney's Office was present to give the RCD some comments regarding a request from the Hennepin Conservation District (HCD) Board of Supervisors made to the RCD and others to see if there was interest in taking over the administrative and/or technical services for the HCD. Mr. McPeak questioned if there would be a conflict of interest because both organizations compete for the same funds. He also commented on hiring additional staff versus hiring consultants to assist with the increased work load, especially with an uncertain revenue stream. Supervisor Wasley asked if there was a formula for establishing the hourly rate for consultants and Mr. McPeak will follow-up on this question.

3. Approval of Standing Reports

A. Secretary's Report – **Motion by Supervisor Humphrey, Supervisor Behrens seconded** to approve the minutes of September 19, 2011. Motion carried unanimously.

B. Treasury Report – Ann informed the Board that the fund balance was technically in the negative at the end of the quarter, but that revenues have since been received. **Motion by Supervisor Willems, Supervisor Behrens** seconded to approve the 3<sup>rd</sup> quarter 2011 Abbreviated Treasury Report. Motion carried unanimously.

4. Action Items

A. Approval for Other Meetings: The Board discussed the current RCD Board policy regarding “other meetings” and the requirement that they must be pre-approved by the Board in order for the Supervisor to receive per diem and mileage. Supervisor Humphrey clarified her understanding of the per diem policy was \$75 for board meetings and special board meetings, \$50 for committee assignment meetings, and \$25 for other meetings. She supported the current policy and commented that board members could retro-actively receive approval of other meetings. The policy regarding other meetings was not changed.

B. Native Buffer 2010 Grant Project Encumbrance: **Resolution 11-10-01.** Supervisor Humphrey moved and Supervisor Behrens seconded. Resolved the Board approved the following: 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 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:

Bill Kaplan at 1556 Arden Place, Arden Hills MN 55112: Project Location- Arden Hills Island Beach Club Phase B: 1520 Arden Place, Arden Hills MN 55112 for a shoreline restoration on Lake Johanna. Contract #NB-FY10-8, Conservation Practice 342, 580, 643; Total Project Cost: \$19,993.75; BWSR Cost Share for eligible components: 25%/\$4,998.44; T&A Amount: 20%/\$1,249.61. The project must be started by 30-Aug-12 and finished by 30-Nov-12.

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

C. Native Buffer 2010 Grant Reimbursement: **Resolution 11-10-02.** Supervisor Behrens moved and Supervisor Anderson seconded. Resolved the Board approved the following: 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:

Linda Nichols at 734 Carla Lane, Little Canada MN, 55109 for a shoreline restoration on Lake Gervais. Contract # NB-FY10-4, Conservation Practice: 342, 580, 643 Total Project Cost: \$12,472.00; BWSR Cost Share of eligible components (\$11,472.00) 50%/\$5,736.00; RWMWD Cost Share of eligible components (\$11,472.00) 25%/\$2,868.00; T&A Amount: 20%/\$1,434.00. Total amount to be reimbursed to Linda Nichols is \$8,604.00. Technical and Administrative reimbursement to the RCD shall be \$1,434.00.

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

D. Native Buffer 2009 Project Reimbursement: **Resolution 11-10-03.** Supervisor Willems moved and Supervisor Behrens seconded. Resolved the Board approved the following: 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:

City of Roseville, Kristine Giga 2660 Civic Center Drive, Roseville MN 55113: Project location- Rosewood Wetland, West of 2211 Rosewood Lane, Roseville, MN 55113 for a wetland/pondedge stabilization.

Contract # NB-FY09-13, Conservation Practice: 342, 580, 643 Total Project Cost: \$238,725.87; BWSR Cost Share of eligible components (\$29,891.40) 50%/\$14,111.25; T&A Amount: 20%/\$3,527.81. Total amount to be reimbursed to the City of Roseville is \$14,111.25. Technical and Administrative reimbursement to the RCD shall be \$3,527.81.

City of Arden Hills, Kristine Giga 1245 Hwy 96 West, Arden Hills MN 55112: Project location- Indian Oaks Pond, West of 1398 Indian Oaks Court, Arden Hills MN 55112 for a wetland/pondedge stabilization. Contract # NB-FY09-22, Conservation Practice: 342, 580, 643 Total Project Cost: \$16,622.04; BWSR Cost Share of eligible components 50%/\$8,311.02; T&A Amount: 20%/\$2,077.76. Total amount to be reimbursed to the City of Roseville is \$8,311.02. Technical and Administrative reimbursement to the RCD shall be \$2,077.76.

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

E. MASWCD Annual Conference Registration/Ballot: **Resolution 11-10-04.** Supervisor Behrens moved and Supervisor Anderson seconded. Resolved the Board approved payment of per diem, registration, and mileage for any Supervisor available to attend the MASWCD Annual Meeting on December 4-6, 2011.

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

**Resolution 11-10-05.** Supervisor Humphrey moved and Supervisor Behrens seconded. Resolved the Board approved staff submitting the composite ballot to the MASWCD for the 2011 resolutions.

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

F. Approval of Well Sealing Cost Share Reimbursement: **Resolution 11-10-06.** Supervisor Willems moved and Supervisor Humphrey seconded. Resolved the Board approved the following well-sealing reimbursements:

Owner	Address	Receipt Received	Reimbursement
Charles Jirasek	328 Floral Drive, Shoreview, MN 55126	\$1,200.00	\$600.00
Julie Goldben	2169 East Larpenteur Ave, Maplewood MN 55109	\$3,180.00	\$750.00
James Peterson	1917 Stowe Ave, Arden Hills, MN 55112	\$1,595.00	\$750.00
Margy Benedix	2083 Longview Drive, New Brighton, MN 55112	\$685.00	\$342.50
Richard Holmgren	1951 County Road B E, St Paul, MN 55109	\$909.00	\$454.50
Steven Hammer	1858 Myrtle Street, Maplewood MN 55109	\$1,245.00	\$622.50
John Hawkins	509 12th Ave NW New Brighton, MN 55112	\$926.50	\$463.25

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

G. Approval of 3<sup>rd</sup> Quarter Supervisor Expense Claims: **Resolution 11-10-07.** Supervisor Behrens moved and Supervisor Willems seconded. Resolved the Board approved 3<sup>rd</sup> quarter expense claims submitted by Supervisors Anderson, Behrens, Humphrey, Wasley, and Willems.

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

H. GLWMO 2011 PSA Amendment: Ann explained that Ryan exceeded the \$6,500 maximum for the professional service agreement with the Grass Lake Water Management Organization. In the agreement the amount can be increased with an amendment and she has requested that the GLWMO Board consider additional funding for fourth quarter. **Resolution 11-10-08.** Supervisor Humphrey moved and Supervisor Behrens seconded. Resolved the Board authorized the Chair to sign the 2011 GLWMO PSA amendment, if approved by the GLWMO Board.

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

I. Review Process (Informational): Supervisor Humphrey explained that the personnel committee (Humphrey and Wasley) have an evaluation form to be used for 2011 staff reviews. She will be sending the staff and Board the form for review. The committee requested that a portion of the November board meeting be closed in order to discuss the reviews. Supervisor Willems mentioned that the staff member could request that the discussion be open.

J. Metro Conservation District/Landscape Restoration Program Additional Hours: Ann explained that the MCD/LRP designers had exceeded the contract budget by 42.5 hours working on a project in St. Paul. She requested that the Board authorize payment of the overage, as well as extra hours for finishing 2011 projects. **Resolution 11-10-09.** Supervisor Anderson moved and Supervisor Behrens seconded. Resolved the Board approved purchasing up to an additional 80 hours of MCD/LRP time for 2011.

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

K. Natural Resources Block Grant (NRBG) Delegation: Traditionally the RCD has received delegation from the Ramsey County Board of Commissioners for the NRBG. Ann drafted a letter for the Board to review, requesting a delegation for the 2012 NRBG. The funding is \$16,677 to administer the Wetland Conservation Act and \$8,094 for Local Water Management funds. **Resolution 11-10-10.** Supervisor Willems moved and Supervisor Behrens seconded. Resolved the Board approved staff submitting the letter to the Ramsey County Board pending RCD Board review.

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

L. Area IV Meeting (10/19) and LEAP Program (11/14): **Resolution 11-10-11.** Supervisor Humphrey moved and Supervisor Behrens seconded. Resolved the Board approved extending the November 14, 2011 Board Meeting, so that any and all Supervisors could attend the LEAP Program, hosted by the Ramsey-Washington Metro Watershed District.

5. Natural Resource Conservation Service Report (NRCS): No report.
6. Staff Report: The Board was sent a written report, prior to the meeting, on the staff activities since the last board meeting.
7. Standing Committee Reports – The Board reported on the committee meetings they attended.
  - A. Metro Conservation District (MCD) – Wasley
  - B. Rice Creek Advisory Committee – Anderson
  - C. Watershed Advisory Commission (RWMWD Advisory Committee) – Humphrey
  - D. Capitol Region Watershed District Citizen Advisory Committee – Willems
  - E. RCCLG – Behrens
  - F. VLAWMO – Behrens
  - G. Regional Parks Commission – Wasley
  - H. Other Meeting Reports – Board

8. Next Regular Meeting Date – Monday, November 14, 2011 at 3:00pm.
9. Adjournment: **Motion by Supervisor Humphrey, Supervisor Behrens seconded** to adjourn at 5:22pm. Motion carried unanimously.

These minutes are respectfully submitted by  
Ann WhiteEagle