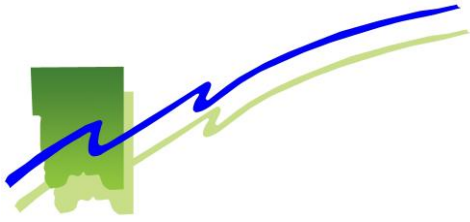


Ramsey Conservation District

Board Packet for
February 1, 2018 Board Meeting
6:30pm, Board Conference Room

Part 2



Meeting Date: 2/1/2018

Prepared by: Ann WhiteEagle

Purpose/Action Requested: Approval of Revised 2018 Budget

Summary:

Attached is a proposed revision to the 2018 budget. As the Board was previously notified, Ramsey County has unallocated their funding to the Ramsey Conservation District for FY18-19. This will be a significant decrease to the RCD budget for 2018 and 2019. We had expected to receive \$29,571 in levy and additional \$30,000 for the BWSR Local Capacity match (plus now we will lose the BWSR \$30,000), and we will lose the Ag Fees, which were estimated at \$68,700. We have a very lean budget, with most of our expenditures going toward salaries and benefits. Since we need our current full-time staff to complete our work plan for 2018, I propose cutting \$8,000 from Seasonal/Temporary Staff and \$10,000 from Board Per Diem. At the same time, I believe the staff should receive salary increases in 2018. I have left this line item blank but will have proposed salary increases for the Board to consider. I will not include myself in this calculation. The remaining shortfall, I would propose using our reserves. We have approximately \$364,000 in reserves and though this won't be a long-term solution, it will get us through this current crisis. Another complication is that we are going outside of Ramsey County for attorney services and this increased expense could be up to \$30,000.

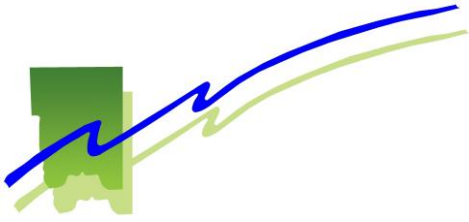
Explanation of Fiscal/FTE Impact:

Approximately \$142,663 in reserves to make up for the budget shortfall in 2018.

Draft

2018 Operating Budget

Operating Budget Expenses:	2018	Revised 2018
411101 Salaries, Permanent	313,681.74	313,681.74
411103 Salaries, Temporary	8,000.00	-
411104 Supervisor Per Diem	20,000.00	10,000.00
411106 Reserve for Salary Increases		
411201 P.E.R.A.	25,026.00	25,026.00
411202 F.I.C.A.-OASDI	20,688.00	20,688.00
411203 F.I.C.A.-HI	4,838.00	4,838.00
411301 Health & Welfare Insurance	53,389.00	53,389.00
411306 Life Insurance	475.00	475.00
411307 Long-Term Disability	420.00	420.00
411308 Unemployment Compensation	10,000.00	10,000.00
411410 Cell phone allowance		2,500.00
Subtotal	456,517.74	441,017.74
421101 Auditor	3,000.00	3,000.00
421102 State Auditor	200.00	200.00
421402 Data Processing Services - Maintenance	21,180.00	21,180.00
421501 Consulting Services (web design, etc)	10,000.00	30,000.00
421602 Advertising & Promotion	1,800.00	1,800.00
421603 Printing & Stationery	750.00	750.00
421701 Postage	438.26	438.26
421707 Telephone-Local Service	2,002.00	2,002.00
421710 Telephone-Cellular Service	1,440.00	1,440.00
422402 Building & Office Space	12,096.00	12,096.00
422502 Equipment & Machinery Rental	3,000.00	3,000.00
424102 Fire & Extended Coverage Insurance	318.00	318.00
424103 Workers Compensation Insurance	1,600.00	1,600.00
424302 Membership & Dues	8,000.00	8,000.00
424303 Conference & Seminar Expense	4,000.00	4,000.00
424305 Volunteer/Comm Meeting Exp	1,000.00	1,000.00
424501 Mileage/Parking	5,000.00	5,000.00
Subtotal	75,824.26	95,824.26
431101 Office Supplies	1,300.00	1,300.00
431103 Program Supplies	1,000.00	1,000.00
432001 Water	250.00	250.00
Subtotal	2,550.00	2,550.00
441211 Data Processing Equipment	3,000.00	3,000.00
443102 PC Software Costs	600.00	600.00
Subtotal	3,600.00	3,600.00
Grand Total Operating Budget Expenses	538,492.00	542,992.00
Operating Budget Revenues:		
County Support (levy)	29,571.00	-
314425 State Grant and Aid	170,000.00	140,000.00
312201 Fee for Services-Other Governments	230,221.00	250,329.00
311709 Contractual Services	10,000.00	10,000.00
311310 Ag Fees	68,700.00	-
County Match for BWSR	30,000.00	
Reserves		142,663.00
Grand Total Operating Budget Revenues	538,492.00	542,992.00



Meeting Date: 2/1/2018

Prepared by: Chair Humphrey

Purpose/Action Requested: Approval of RCD By-Law Revisions

Summary:

In the current RCD By-Laws (on the website), under Article IX (attached), number one states, “The RCD shall hold one regular monthly board meeting each month”. The RCD Board has skipped numerous meetings in 2017, so suggestion to strike this sentence.

Also, later in this item number is stated, “Any cancellation of future meetings must be approved at a meeting of Supervisors,” though that is preferred, the RCD board meetings have been cancelled for numerous reasons, including inclement weather and lack of quorum. Suggestion to add “whenever possible” to the end of the sentence.

To simplify the per diem amounts for different meetings, a suggestion is having a \$50 minimum for meetings other than Board Meeting and Special Meetings (including all RCD Forums), which receive \$75. This would impact our budget, but it would simplify things. This could be effective January 1, 2018, depending on Board approval.

By-Laws of the Powers and Responsibilities of the Ramsey Conservation District

Minnesota Statutes 103C established soil and water conservation districts as governmental and political subdivisions of the State of Minnesota with certain inherent powers and duties. The Ramsey Conservation District (RCD) is that subdivision for Ramsey County.

Article 1: The Duties of the RCD

The RCD shall develop a comprehensive plan for the conservation of soil and water resources.

The RCD shall present an annual budget to the Board of Ramsey County Commissioners.

The following are discretionary powers of the RCD:

The RCD may construct, install, improve, maintain and operate any structures and works necessary or convenient for the performance of any of the operations authorized within Minnesota Statutes, Chapter 103C.

The RCD may conduct resource surveys and demonstration projects.

The RCD may sue or be sued.

The RCD may require compensation or contributions for goods and services provided.

The RCD may carry out soil and water conservation measures on any lands within Ramsey County with the consent of the fee owner.

The RCD may cooperate or enter into agreements with any governmental agency or individual landowner within Ramsey County for the purpose of carrying on programs of water management and erosion prevention and control.

The RCD may purchase or accept gifts of real or personal property, earn from the property and provide equipment and supplies which will bring about conservation

practices within Ramsey County.

The RCD may assume land by purchase, lease or otherwise to improve, maintain, operate and administer any RCD project undertaken by the federal or state government.

The RCD may make application or enter into an agreement with any designated authority for federal assistance.

The RCD may appropriate necessary funds to provide membership in state and national associations which have as their purpose the betterment and improvement of soil and water conservation district operations.

The RCD may procure insurance directly or through Ramsey County when mutually agreed.

The RCD may publish information relating to the activities of the RCD.

The RCD may provide advice or consult with county and municipal representatives.

The RCD may employ technical experts and such other officers, agents and employees both permanent and temporary as may be required and shall determine their qualifications, duties and compensation.

Article II: Discontinuance of the District

The RCD may be discontinued in accordance with Minnesota Statutes section 103C.221.

Article III: The Powers and Responsibilities of the RCD Supervisors

RCD Supervisors are obligated to conduct the business of the RCD.

The RCD Board of Supervisors is a policy board. The primary focus is on setting overall policy and objectives. As an elected official, each RCD Supervisor is responsible for operating the RCD as a political subdivision of Minnesota State Government. Supervisors shall determine the long term objectives for the RCD and which resource problems the RCD will address. The RCD Supervisors will periodically review the overall situation within Ramsey County and develop board policies which address county resources as a whole. RCD Staff shall carry out these policies. The RCD Board

of Supervisors shall make best efforts to conduct a comprehensive evaluation on RCD policies.

Article IV: Ramsey Conservation District

Location: The principal place of business of the RCD is 1425 Paul Kirkwold Drive, Arden Hills, MN, 55112.

Geographic Divisions: The RCD is divided into five districts at the discretion of the RCD. Each RCD Supervisor must reside in a specific district and be elected by residents of that district.

Term of Office: Each RCD Supervisor term is for four years. Terms are staggered and there shall be no more than three terms expiring in a given year.

Article V: Eligibility

In order to be an RCD Supervisor the following qualifications apply:

1. Legal residency in Ramsey County.
2. Residence in the nominating district for which the filing is specific
3. File sixty (60) days prior to a general election at the Ramsey County Elections Office
4. Complete necessary filing forms including the statement of economic interest form with the Minnesota Campaign Finance and Public Disclosure Board.
5. Submit either a nominating petition along with a filing fee or file a petition signed by qualified voters within the nominating district.

Incompatibility of Office Source: Based on a September 12, 1973 ruling by the MN State Attorney General, the Office of Supervisor of a Soil and Water Conservation District is incompatible with or has a conflict of interest with that of a city or village council person, town board supervisor or county commissioner, if the city, village, town or county is located within the soil and water conservation district. This ruling is based on the MN Supreme Court statement that public offices are *"incompatible when their functions are inconsistent, their performances resulting in antagonism and a conflict of duty, so that the incumbent of one cannot discharge with fidelity and propriety the duties of both."*

Article VI: Resignation

If a Supervisor wishes to resign from RCD service, the Supervisor shall submit his or her resignation in writing to the RCD Board.

Article VII: Relocation

Supervisors must be legal voters residing within Ramsey County and their Supervisor district. If a Supervisor relocates his or her residence outside of his or her district, the Supervisor no longer qualifies to serve as Supervisor for that district.

Article VIII: Vacancy

If a vacancy occurs within the office of an elected or appointed RCD Supervisor the RCD shall place notice of said vacancy in the local official publication or other publications within the nominating district prior to appointment or election.

If a vacancy occurs more than fifty-six (56) days before the next state primary election, the RCD Board shall fill the vacancy by appointment in accordance with Minnesota Statutes section 103C.305 Subd.6(a).

If a vacancy occurs less than fifty-six (56) days before the next state primary election, the RCD Board shall fill the vacancy by appointment in accordance with Minnesota Statutes section 103C.305 Subd. 6(b).

Article IX: Meetings and Attendance

1. The RCD shall hold one regular monthly board meeting each month. Meeting dates, times, and locations for the next calendar year shall be determined by the Supervisors at the January board meeting and shall be posted on the RCD website. Agendas and supporting materials shall also be posted on the website. Any cancellation of future meetings must be approved at a meeting of Supervisors.
2. Supervisors unable to attend an RCD regular board meeting shall contact the RCD office prior to the meeting.
3. Meetings of the RCD are governed by the Minnesota Statutes, section 471.705 which is the Open Meeting Law. Except for limited situations described in MS 471 all meetings of the RCD Board are open to the public.

A quorum shall be a majority of Supervisors in accordance with Minnesota statutes section 103C.315 Subd. 3.

Article X: RCD Officers

Each of the five RCD Supervisors shall hold an officer position which consists of the

following: Chair, Vice Chair, Secretary, Treasurer and Education and Information Officer. All officers shall be elected by majority vote at the first meeting of the RCD each year.

Chair: Responsible for guiding the overall activities of the RCD and presiding at official RCD meetings.

Vice Chair: Assumes the position of the Chair when the Chair is unable to be present.

Secretary: Responsible for the official RCD record.

Treasurer: Responsible for the financial record of the RCD.

Education and Information: Serves as a liaison between the RCD and the public.

Article XI: RCD Committees

The RCD Supervisors will come to a mutual agreement by majority vote on which of the following committees they will attend and represent the RCD at said meeting. If a Supervisor cannot attend the meeting, a replacement should be found so that the RCD may be represented.

RCD Committees include:

Internal: Budget
 Comprehensive Plan
 Legislation
 Personnel

External: Capital Region Watershed District's Citizens' Advisory Committee
 Metro Conservation Districts Board
 Ramsey Washington Metro Watershed District Board
 Rice Creek Watershed District Citizens' Advisory Committee
 Ramsey County League of Local Governments Board
 Vadnais Lake Area Water Management Organization

Article XII: Compensation and Expenses Reimbursement

The position of RCD Supervisor is a non-salaried position. Compensation is set on a per diem basis. The maximum rate of the per diem is established by the Board of Soil

and Water Resources (BWSR) in accordance with MN Statutes, §103C.315 Subd.4. Currently the maximum compensation allowed per day is \$75.

Mileage traveled to and from a Supervisor's main residence for the purpose of attending approved RCD business will be reimbursed at the federal rate established annually.

Compensation for regular, special, committee and other meetings is set by the RCD. It cannot exceed the maximum rate set by BWSR in accordance with MN State Statutes, Chapter 103C. The following is the compensation rate for meetings as currently set by the RCD Board:

Regular Board meetings	\$75
Special Board meetings	\$75
Standing Committees (see above)	\$50
Other meetings, conventions etc.	\$25

RCD Board approval is required for compensation at all functions. Travel must be directly related to the business of the RCD. At least two RCD Supervisors must nominate a specific meeting to have that meeting designated as a special internal or external meeting and available for compensation and reimbursement for mileage.

If the RCD prepays the cost of a seminar, training session, etc. and the Supervisor does not attend without prior justification, the Supervisor shall reimburse the RCD in full for all advance payments if said payment is non-refundable.

Expense Reports: Compensation rates, mileage reimbursement rates, events and meetings attended requiring compensation and expense claims must be approved by the RCD Board and recorded in the minutes. All travel expenses such as lodging and meals are reimbursed at actual costs. All claims must be accompanied by required receipts.

Expenses will be reimbursed only when within the current reporting period.

The Ramsey County Payroll Office issues reimbursement checks to the Supervisors. RCD staff have no control over the processing of reimbursements.

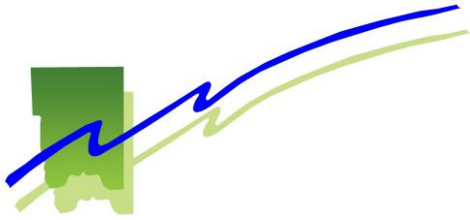
Article XIII: Amendment Procedures

The RCD Supervisor Handbook shall be adopted by a majority vote of the RCD Supervisors. Revision of non-statutory or BWSR requirements shall require the affirmative vote of a majority of the RCD Supervisors.

Article XIV: Items Not Included in By-Laws

All conduct and procedures not provided for herein are governed by Minnesota Statutes. Rules of Procedure, if not covered under Minnesota Statutes, shall be consistent with Robert's Rules of Order.

**Approved by the Ramsey Conservation District Board on October 21, 2013.
Revised May 4, 2017.**



Meeting Date: 2/1/2018

Prepared by: Ann WhiteEagle

Purpose/Action Requested:

Staff requests board approval of hiring a seasonal position and intern for the 2018 field season.

Summary:

Though the operations budget zeroed out the seasonal assistance, we have project/grant funding that we could use to fund seasonal staff, including a Right Track intern. The RCD has benefitted greatly from having seasonal staff and interns assist staff with completing the work plan – specifically field work, including assistance with the AIS Program. The staff is requesting authorization to hire a seasonal staff position, not to exceed \$20,000/year and an intern for \$4,000. The operations budget will be reimbursed by the project budget.

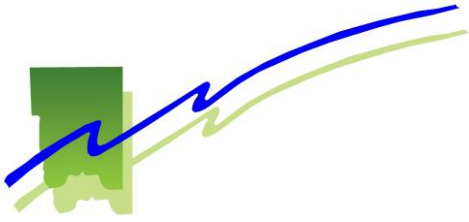
Explanation of Fiscal/FTE Impact:

Seasonal Staff \$20,000/year

Internship \$4,000/year

Supporting Documents:

None



Meeting Date: 2/1/2018

Prepared by: Ann WhiteEagle

Purpose/Action Requested: Approval of Attorney Services Consultant and Approval of payment to parliamentarian and payment and contract with Galowitz-Olson, PLLC, both assisting us with the February board meeting.

Summary:

Attached is a Request for Proposal that was sent to an email list of attorney firms. This list was created from recommendations from water management organizations that we work with. It was also advertised in the St. Paul Pioneer Press and posted to the RCD website. Please feel free to forward it to any attorney firm that board members would recommend or the office would be glad to forward it, if provided the name.

Kevin Wendt is the parliamentarian attending to assist with Robert's Rules and maintaining order at the board meeting. Attached is his rate quote and qualifications.

The contract with Galowitz-Olson, PLLC was to provide attorney services for the February board meeting (including prep and follow-up), not to exceed \$5,000.

Explanation of Fiscal/FTE Impact:

Estimate of \$30,000

**Pioneer Press newspaper January 24, 2018.
Mailed/mailed notice current attorney list January 22, 2018.
RCD website & posted notice at office January 22, 2018.**

RAMSEY CONSERVATION DISTRICT

SOLICITATION OF INTEREST NOTICE

The Supervisors of the Ramsey Conservation District are seeking qualified attorney services with experience in the work of special unit of government organizations, such as Soil and Water Conservation Districts.

The solicitation will enable the RCD Board of Supervisors to identify consultants qualified to supply the professional services needed by the RCD. Based upon the review of the written information, the Supervisors will determine whether a personal appearance is required and, if necessary, will notify you.

Written proposals include background and profile information on the firm, along with the specific information as to expertise in soil & water conservation district or watershed district matters, hourly billing rates for 2018, and names and qualifications of personnel.

Information should be limited to four pages and received at the RCD office no later than February 1, 2018.

Ramsey Conservation District
Attn: Ann WhiteEagle
1425 Paul Kirkwold Drive
Arden Hills, MN 55112

For further information, contact Ann WhiteEagle, District Manager, at 651-266-7271 or ann.whiteeagle@co.ramsey.mn.us



6232 5th Avenue South • Richfield, MN 55423 • info@kdwconsulting.com

January 5, 2018

Ann WhiteEagle, District Manager
Ramsey Conservation District
1425 Paul Kirkwold Drive
Arden Hills, MN 55112

Dear Ms. WhiteEagle,

Thank you for the opportunity to work with the District's board. Here is my rate quote.

Service	Hourly Rate
Meeting – Governmental (Min. 2 hr.)	\$225.00 / hr.
Document Review & Meeting Preparation (Min. 1 hr.)	\$150.00 / hr.
DISCOUNT – First engagement (first meeting only)	25%

I am happy to offer a discount which would apply to the first meeting.

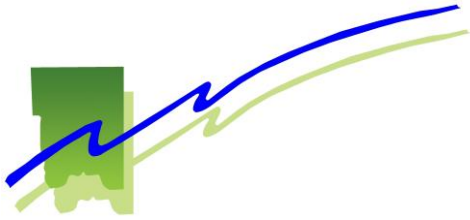
I expect that document review and meeting preparation would be no more than 1 hour per meeting, unless a particularly contentious or research-heavy issue is expected. General preparation would reduce over time.

I am a Past President of the Minnesota State Association of Parliamentarians, as well as of my local unit. Having served for city councils, school boards and city commissions, as well as many other national and regional organizations, I have the experience and expertise to be effective in helping the board and the district reach their goal of civilized and efficient meetings.

Thank you again, and I look forward to the opportunity to work with your organization.

Sincerely,

Kevin Wendt
Professional Registered Parliamentarian



Meeting Date: 2/1/2018

Prepared by: Ann WhiteEagle

Purpose/Action Requested: Approval of FY18-19 Budget Packet

Summary:

Attached is the FY18-19 Budget Packet that has been up for board approval at numerous board meetings and remains unapproved. I took out the budget portion of the packet, because we have to revise those numbers with recent County Board action. If there are objections, suggestions, or revisions – please provide these, preferably before the board meeting, so that we could finally get this approved. The lack of this approval was cited as the reason for the unallocation of County funds.

Department Summary



Ann WhiteEagle, District Manager 1425 Paul Kirkwold Drive

(651) 266-7270

RAMSEY CONSERVATION DISTRICT

VISION

A vibrant community where all are valued and thrive.

MISSION

A county of excellence working with you to enhance our quality of life.

DEPARTMENT OVERVIEW

The Ramsey Conservation District (RCD) is one of eighty-nine Soil and Water Conservation Districts (SWCDs) in Minnesota. SWCDs are special purpose local units of state government established to manage and direct natural resource programs at the local level. The RCD has an elected board of Supervisors, who provide governance to the organization.

The RCD provides programs and services, whose focus is to promote long-term sustainability of Ramsey County's natural resources, including and especially our rich reserves of groundwater and our lakes, rivers, and wetlands.

We are committed to being fiscally responsible with the funds entrusted to us and to pursue grant funding to maximize resources and promote intergovernmental cooperative efforts for increased cost-efficiency.

PROGRAMS / SERVICES

Groundwater Protection – Through a grant from the Clean Water Fund, the RCD provides cost share assistance to Ramsey County landowners to seal unused wells. Priority is given to wells located in drinking water supply and wellhead protection areas. This effort is foundational for groundwater and drinking water protection. The RCD received two additional Clean Water Fund grants in 2017 to resume efforts in targeted areas. The RCD received additional funding from the County in 2017 to pursue further projects for drinking water protection efforts.

Conservation Design Assistance – This is a program to improve the natural resources in Ramsey County with projects that include raingardens, shoreline restorations, and native plantings. With funding from Water Management Organizations, the RCD provides free technical assistance to landowners for site visits to recommend storm water management practices, as well as landscape design assistance for projects. Additional funding from Clean Water Legacy grants, as well as cost share from water management organizations is available to landowners to install the projects. Also, the RCD received a Clean Water Fund grant in 2017 to provide streambank restoration and protection to the Sucker Lake Channel, which is a critical conduit for drinking water supply for the most Ramsey County residents.

Erosion Control Program – The RCD assists the cities of Arden Hills and Shoreview, as well as the Rice Creek Watershed District with inspections of construction sites to insure storm water control to prevent sediments and other pollutants from ending up in rivers, streams, lakes, and wetlands.

Environmental GIS Program – This program assists surrounding local government units with the mapping of water quality data, including bathymetric and vegetation surveys of Ramsey County lakes and storm water ponds.

Wetland Conservation Act Administration – The Wetland Conservation Act (WCA) was passed in 1991, with the ultimate goal of “no net loss of wetlands”. The RCD serves on technical evaluation panels to ensure WCA compliance. This service provides protection of wetland sites within Ramsey County and is funded in part through grants from the Board of Soil and Water Resources.

Department Summary



Ann WhiteEagle, District Manager 1425 Paul Kirkwold Drive

(651) 266-7270

Ob-Well Monitoring – In partnership with the Department of Natural Resources (DNR), the RCD monitors 16 observation wells in Ramsey County for groundwater levels. The DNR uses this data for an ongoing study.

Subwatershed Retrofit Analysis Services – With a grant from the Clean Water Fund and matching funding from local government units, the RCD is completing a number of comprehensive watershed retrofit analysis studies to identify optimal sites for the installation of water quality improvement projects.

Education & Outreach – RCD staff and Board participate regularly in events, such as the Ramsey-Washington Metro Watershed District Waterfest and the Metro Children's Waterfest to promote conservation practices. Since 2013 the RCD has hosted an annual State of the Waters event to discuss various topics from water supply to community resilience. In 2016 the RCD began a Conservation Forum to highlight local efforts in conservation. These forums have reached capacity for attendance at nearly every event. Also, the RCD maintains both Facebook and Twitter accounts to educate the public and give event updates.

Rain Gauge Network – There are over 60 volunteers collecting precipitation levels in Ramsey County, which is nearly twice as many rain gauge volunteers than any other county in the state. The RCD staff enters precipitation levels collected by the rain gauge volunteers and reports this information to the State Climatology Office.

Invasive Weed Management – The RCD is one of 10 partners with the Ramsey County Cooperative Weed Management Area to control invasive plants that negatively impact natural lands, parks, and open spaces. The RCD is also assisting with the efforts to improve and restore lakes that have been infested by invasive aquatic species, such as Eurasian watermilfoil, curly-leaf pondweed, and zebra mussels. The RCD staff completed boat launch inspections in 2015 in an effort to prevent the spread of aquatic invasive species through boater education and watercraft inspections. In 2016, RCD staff logged 348 hours of inspections, with a planned increase to 2,142 hours in 2017.

GOALS & STRATEGIES

Strengthen individual, family and community health, safety and well-being.

- Promote cleaner water for the health of our communities
- Improve the natural resources for all people in Ramsey County
- Protect the quality of groundwater through targeted projects
- Monitor activities that will impact surface water quality
- Host events for sharing new conservation information, discussion and possible collaboration among organizations throughout Ramsey County that are working on water issues

Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty.

- Our partnerships with other organizations creates increased opportunities for all neighborhoods
- Continue to grow partnerships with local organizations that provide opportunities in targeted neighborhoods

Enhance access to opportunity and mobility for all residents and businesses.

- Target environmental education and outreach efforts with ways to connect people with opportunities for conservation
- Offer internships for students to access natural resource field experience

Model forward-thinking investment, fiscal accountability and transparency.

- Maximize services provided while remaining within the budget
- Target grant writing efforts with prioritized projects
- Maintain a fund balance equal to or greater than 25% of the current budget

Department Summary

Ann WhiteEagle, District Manager 1425 Paul Kirkwold Drive

2017 ORGANIZATION CHART

Personnel - FTE
2016 Budget -
2017 Budget -
2018 Proposed -
2019 Proposed -

No County Employees



Department Summary



GOALS, STRATEGIES & PERFORMANCE MEASURES

RAMSEY CONSERVATION DISTRICT

GOAL

1. **Strengthen individual, family and community health, safety and well-being** through effective safety-net services; innovative programming; prevention and early intervention; and environmental stewardship.

STRATEGY OR STRATEGIES TO MAKE PROGRESS TOWARDS THIS GOAL

- A. Promote cleaner water for the health of our communities
- B. Improve the natural resources for all people in Ramsey County
- C. Protect the quality of groundwater through targeted projects
- D. Monitor activities that will impact surface water quality
- E. Host events for sharing new conservation information, discussion and possible collaboration among organizations throughout Ramsey County that are working on water issues

PERFORMANCE MEASURES – ANALYSIS HIGHLIGHTS

The Conservation District works effectively with all landowners and federal, state and local government units to carry out conservation efforts throughout Ramsey County to further environmental stewardship.

MN Wetland Conservation Act (WCA) Protection Activities - One of the statutory obligations for SWCDs, including the RCD, is to serve on Technical Evaluation Panels (TEP) under WCA. These TEPs provide forums to discuss site-specific interpretation of law, rules, and technical data. Wetlands protect water quality, recharge groundwater, and provide critical habitat for wildlife. Over 80% of Ramsey County's pre-settlement wetlands have been destroyed, so this is a high priority measure.

Assist citizens with cost share for sealing unused wells - Sealing abandoned/unused wells is foundational for groundwater protection. The RCD estimates that Ramsey County has over 13,000 abandoned/unused wells in the County. The current RCD goal is to seal approximately 50 wells per year. Priority is given to wells located in targeted wellhead protection areas and/or drinking water supply management areas (DWSMA). The RCD has sealed a total of 357 wells and the majority of the wells were located in DWSMAs. The RCD received two Clean Water Fund grants in 2017 for well sealing, which should provide funding for sealing wells for the next three years.

Construction site erosion permit inspections for the cities of Arden Hills and Shoreview, also for the Rice Creek Watershed District - The RCD partners with the cities of Shoreview and Arden Hills to conduct inspections on active construction sites, to ensure compliance measures are being taken to prevent sediment from moving into surrounding water bodies. The RCD also conducts inspections for the Rice Creek Watershed District. The regulations are set forth in the municipalities' storm water pollution prevention plans and are enforced to ensure cleaner lakes, rivers, streams and wetlands. The number of inspections greatly increased in 2016 due to the continued increase in construction/redevelopment activities. This trend seems to be continuing into the current year.

Bathymetric & Vegetative Lake Surveys - Lake surveys were completed on lakes and storm ponds in Ramsey County to better quantify the amount and type of aquatic vegetation in the lakes and estimate sediment loading in storm ponds. Sonar technology was used to determine the bottom contour of the lakes. These studies assist with long term planning and lake management. An upward trend is expected for this valuable service, as staffing levels will allow.

Annual State of the Waters Event and Tours – The RCD began the State of the Waters event and annual tours in 2013 to increase public awareness on conservation projects and to highlight local efforts on various topics.

Department Summary



GOALS, STRATEGIES & PERFORMANCE MEASURES

RAMSEY CONSERVATION DISTRICT

PERFORMANCE MEASURES – DATA

		2014	2015	2016	2017	2018-19
#	Performance Measures	Actual	Actual	Actual	Estimate	Estimate
AB C	MN Wetland Conservation Act protection activities	50	65	61	65	120
C2	Assist citizens with cost share for sealing unused wells	52	86	11	50	100
D	Construction site erosion permit inspections for the cities of Arden Hills and Shoreview, also for the Rice Creek Watershed District	392	787	912	825	1600
D2	Bathymetric & Vegetative Lake Surveys	13	22	27	20	40
E	Annual State of the Waters Event and Tours	x	x	x	x	x

PERFORMANCE MEASURES – ADDITIONAL INFORMATION (if necessary)

No additional detail about the data is required.

GOAL

2. **Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty** through proactive leadership and inclusive initiatives that engage all communities in decisions about our future.

STRATEGY OR STRATEGIES TO MAKE PROGRESS TOWARDS THIS GOAL

- A. Our partnerships with other organizations creates increased opportunities for all neighborhoods
- B. Continue to grow partnerships with local organizations that provide opportunities in targeted neighborhoods

PERFORMANCE MEASURES – ANALYSIS HIGHLIGHTS

Site visits and clean water designs completed for water quality protection and erosion control practices - The Conservation Design Program continues to be the most requested service for the RCD and includes site visits and raingarden/clean water designs to landowners interested in preventing flooding and erosion due to storm water runoff. This program is funded by the water management organizations in Ramsey County and this coordinated effort promotes the efficient use of resources. Since most of the land use in Ramsey County is residential, privately owned land, assisting with land management is a crucial niche for the RCD.

Inspiring Communities Program designs - This program focuses on investing in neighborhoods most impacted by foreclosure and vacant properties – with the rehabilitation of vacant properties as an opportunity for neighborhood transformation. The number of designs for this program will vary based on the number of foreclosed and vacant properties.

PERFORMANCE MEASURES – DATA

		2014	2015	2016	2017	2018-19
#	Performance Measures	Actual	Actual	Actual	Estimate	Estimate
A	Site visits and clean water designs completed for water quality protection and erosion control practices	412	325	565	500	1000
B	Inspiring Communities Program designs	51	3	16	20	40

Department Summary



GOALS, STRATEGIES & PERFORMANCE MEASURES

RAMSEY CONSERVATION DISTRICT

PERFORMANCE MEASURES – ADDITIONAL INFORMATION (if necessary)

No additional detail about the data is required.

GOAL

3. Enhance access to opportunity and mobility for all residents and businesses

through connections to education, employment and economic development throughout our region.

STRATEGY OR STRATEGIES TO MAKE PROGRESS TOWARDS THIS GOAL

- A. Target environmental education and outreach efforts with ways to connect people with opportunities for conservation
- B. Offer internships for students to access natural resource field experience
- C. Leveraging involvement with other Soil and Water Conservation Districts (SWCD) to advance efforts in our community and the region as a whole

PERFORMANCE MEASURES – ANALYSIS HIGHLIGHTS

Environmental education and outreach efforts are a critical component in our conservation efforts. The RCD annually hosts a number of events, as well as assists with events and workshops given by other water management organizations. Events such as the Lake Phalen Waterfest, and the Children's Waterfest are examples of successful outreach efforts, which connect multi-generational and multi-cultural groups to opportunities for conservation.

Not only is the RCD continuing to host a Conservation Corp member to work alongside technical staff and gain valuable experience, but in 2017 the RCD partnered with the Right Track Program to provide an internship for a St. Paul youth to assist with efforts to build a skilled and diverse workforce for the future.

PERFORMANCE MEASURES – DATA

		2014	2015	2016	2017	2018-19
#	Performance Measures	Actual	Actual	Actual	Estimate	Estimate
A	Workshops and participation in environmental educational events	18	12	21	20	30
B	Host site for Conservation Corp	Yes	Yes	Yes	Yes	Yes
A2	Volunteer hours		1560	1620	1,600	3,200
C	Board and staff hours spent on regional planning efforts		140	163	150	300
A3	Number of volunteer rain gaugers	64	64	64	70	140

PERFORMANCE MEASURES – ADDITIONAL INFORMATION (if necessary)

No additional detail about the data is required.

GOAL

4. Model forward-thinking investment, fiscal accountability and transparency

through professional operational and financial management.

STRATEGY OR STRATEGIES TO MAKE PROGRESS TOWARDS THIS GOAL

- A. Maximize services provided while remaining within the budget

Department Summary



GOALS, STRATEGIES & PERFORMANCE MEASURES

RAMSEY CONSERVATION DISTRICT

- B. Target grant writing efforts with prioritized projects
- C. Maintain a fund balance equal to or greater than 25% of the current budget

PERFORMANCE MEASURES – ANALYSIS HIGHLIGHTS

State grant funding provided to landowners through the RCD for conservation practices - The RCD currently offers cost share to landowners for well sealing and for the design and installation of water quality projects, such as raingardens. New in 2016 was funding awarded to assist with the Buffer Law and the MN Agricultural Water Quality Certification Program, which are both aimed at protecting surface water.

The RCD was also awarded four Clean Water Fund grants in 2017. The RCD was also awarded a \$50,000 grant to increase urban agriculture initiatives in Ramsey County. The RCD was the only SWCD in the State to receive this grant.

In the last six consecutive years, the RCD has continued to increase the fund balance, demonstrating financial and operational excellence. In 2016, the RCD operational budget consisted of 55% revenue from fee-for-service, 24% from grants and 21% from the County.

PERFORMANCE MEASURES – DATA

		2014	2015	2016	2017	2018-19
#	Performance Measures	Actual	Actual	Actual	Estimate	Estimate
B1	State grant funding provided to landowners through the RCD for conservation practices	\$152,046	\$131,274	\$286,167	\$1million	\$150,000
B2	State grant funding awarded to the RCD	\$371,500	\$365,357	\$1,135,988	\$512,840	\$350,000
C	Fund Balance	\$217,804	\$287,514	\$364,498	\$380,000	\$760,000
A	Return on taxpayer investment, per \$1 investment	\$11	\$11	\$20	\$40	\$20

PERFORMANCE MEASURES – ADDITIONAL INFORMATION (if necessary)

Return on taxpayer investment, per \$1 investment - For every dollar that the RCD received in tax levy in 2016 from Ramsey County, the RCD returned \$20 on the investment in natural resource projects. The RCD leveraged a total of \$337,000 as the match for grant funding in 2016. A large increase in return on investment is expected in 2017 because of the large grant received for the Lilydale Restoration project. The RCD currently has nearly \$2 million available in the project/grant budget.

Department Summary



EXPLANATIONS OF MAJOR CHANGES

RAMSEY CONSERVATION DISTRICT

	2018 Budget	2018 Financing	2018 Fund Balance	2018 Levy
1. Grants	202,500	202,500	-	-

The proposed grant total is an estimate.

	2018 Budget	2018 Financing	2018 Fund Balance	2018 Levy
2. Salaries, Permanent	86,647	86,647	-	-

Salaries increased because of a legislative appropriation that allocated \$100,000 to each Soil and Water Conservation District in the state. The RCD increased staffing for the majority of this funding and hired two new staff.

	2018 Budget	2018 Financing	2018 Fund Balance	2018 Levy
3. Board Per Diem	20,000	20,000	-	-

The RCD Board approved increasing attendance at other meetings and allowed for individual Supervisors to decide on which meetings they will attend, so the budget was increased to accommodate this board action.

	2018 Budget	2018 Financing	2018 Fund Balance	2018 Levy
4. Consulting (Website)	10,000	10,000	-	-

The RCD Board approved having an independent website. Currently the RCD is included in the Ramsey County website.

	2018 Budget	2018 Financing	2018 Fund Balance	2018 Levy
5. Unsealed Wells Inventory Project	(15,000)	-	(15,000)	-

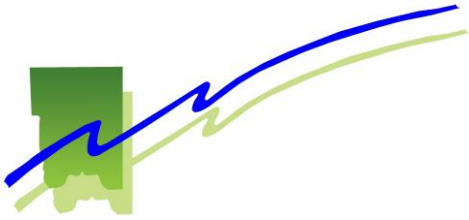
RCD staff is currently working on an inventory of Unsealed Wells in Ramsey County. This funding was from the RCD reserves. The project is expected to be completed in the next five years and the RCD now has another funding source for the project.

	2019 Budget	2019 Financing	2019 Fund Balance	2019 Levy
6. Data Processing Services	820	820	-	-

The budget for Data Processing Services has increased in part because of an increase in RCD staff.

	2019 Budget	2019 Financing	2019 Fund Balance	2019 Levy
7. Data Processing Equipment	1,404	1,404	-	-

The RCD is budgeting for a new printer, as the current printer is over 20 years old.



Meeting Date: 2/1/2018

Prepared by: Ann WhiteEagle

Purpose/Action Requested:

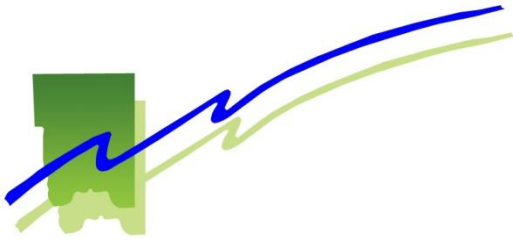
Staff is requesting board approval of the July and October minutes.

Summary:

The board minutes were put under business items rather than consent agenda, because a few Supervisors communicated that they wanted to abstain from voting for the July minutes, because they did not attend the meeting. Under the consent agenda, this would not be possible, so the minutes were put under business items for this reason. The board can vote separate approvals for the minutes if they so choose.

Explanation of Fiscal/FTE Impact:

None



Minutes of the **Board of Supervisors Regular Board Meeting** held July 6, 2017.

1. Meeting called to order by Chair Humphrey at 6:30 pm.

Roll of Attendance

Supervisors present:

Others present:

Mara Humphrey	Kevin Bigalke, BWSR Central Regional Manager
Gwen Willems	Dale Krystosek, BWSR PRAP Coordinator
Paul Gardner	John Ristad, Ramsey County Attorney
Lena Buggs, absent with notice	Ann WhiteEagle, RCD Staff
Margaret Behrens, absent with notice	

- A. Approval of Agenda: Supervisor Humphrey requested moving the June 1st minutes from the Consent Agenda to Business Items and adding Item M, Duty Delegation. Supervisor Gardner requested moving the BWSR presentation after Business Items. **Motion by Supervisor Willems and seconded by Supervisor Gardner** to approve the amended agenda. Motion carried unanimously.

- B. Announcements: The Board packet included a list of upcoming meetings, which included the MCD/Area IV Tour on July 12th, and the RCD Conservation Forum and Tour on August 16th.

- C. Public Comment: None

2. Consent Agenda

Motion by Supervisor Willems and seconded by Supervisor Gardner to approve the amended consent agenda. Motion carried unanimously.

- ~~A. Approval of Minutes from June 1, 2017~~

(This item was moved under Business Items, No. 5(N))

- B. Staff Reports

3. Business Items

Supervisor Humphrey requested approval of the following Business Items in one motion. Item D: 2017 Conservation Forum Update, and Item K: August Agenda Item Requests, were information only and did not require any action. **Resolution 17-07-01. Motion by Supervisor Willems and seconded by Supervisor Gardner** to approve the following Business Items, excluding items B, G, M, and N:

A. FY17 CWF Well Sealing Grants – Encumbrance of applications for C17-1480:

Encumbrance / Application Approval - Grant C17-1480, \$20,000 total			
Contract Number	Owner	Address	Maximum Reimbursement
WS1480-20	Rebecca Cote	3741 Midland Ave, White Bear Lake, MN 55110	\$ 750.00
WS1480-21	Renee Garbers	5307 Grand Avenue, White Bear Township, MN 55110	\$ 750.00
WS1480-22	Linda Hoeschler, trustee	1300 Goose Lake Rd, Gem Lake, MN 55110	\$ 750.00
WS1480-23	Rachel Meurett	2563 Oriole Lane, New Brighton, MN 55112	\$ 750.00
WS1480-24	Robert Michaletz	186 Edgewater Ave, Shoreview, MN 55126	\$ 750.00
WS1480-25	Jean Wocken	4125 Reiland Lane, Shoreview, MN 55126	\$ 750.00
Proposed Total			\$ 4,500.00

Approval of Reimbursements for C17-1480:

Landowner Reimbursement Approval - Grant C17-1480, \$20,000 total				
Contract Number	Owner	Address	Receipt Rec'd	Reimburse
WS1480-3	Sherri Boyer	345 Second Ave SE, New Brighton, MN 55112	\$ 2,279.00	\$ 750.00
WS1480-4	Nancy DeMarre *	2859 Lexington Ave N #D, Roseville, MN 55113	\$ 960.00	\$ 480.00
WS1480-11	Michelle Persuitti	3150 Shorewood Drive, Arden Hills, MN 55112	\$ 1,200.00	\$ 600.00
WS1480-13	Emmy Reppe	2912 Matilda St Roseville, MN 55113	\$ 1,397.00	\$ 698.50
WS1480-14	Caroline Rusten-O'Hagan*	2509 Snelling Curve, Roseville MN 55113	\$ 1,315.00	\$ 657.50
* Well location if different than reimbursement address				
WS1480-4	Nancy DeMarre	3029 Rice St, Roseville, MN 55113		
WS1480-14	Caroline Rusten-O'Hagan	3400 White Bear Ave, White Bear Lake, MN 55110		

Encumbrance of applications for C17-5165:

Encumbrance / Application Approval - Grant C17-5165, \$108,000 total			
Contract Number	Owner	Address	Maximum Reimbursement
WS5165-12	Michael Hanna	1969 Greenbrier St, Maplewood MN 55117	\$ 750.00
WS5165-13	Sara Marsolek	3127 Hafner Court, Shoreview, MN 55126	\$ 750.00
WS5165-14	Lloyd Meyer	2551 Germain St, Maplewood, MN 55109	\$ 750.00
WS5165-15	Lawrence Olson	3027 Shorewood Lane, Roseville MN 55113	\$ 750.00
WS5165-16	Mary Schoenborn	2649 Midvale Place E, Maplewood, MN 55119	\$ 750.00
WS5165-17	Troy West	3076 Shorewood Lane, Roseville, MN 55113	\$ 750.00
WS5165-18	Lee Woodruff	2567 Avon St N, Roseville, MN 55113	\$ 750.00
Proposed Total			\$ 5,250.00

Approval of Reimbursements for C17-5165:

Landowner Reimbursement Approval - Grant C17-5165, \$108,000 total				
Contract Number	Owner	Address	Receipt Rec'd	Reimburse
WS5165-2	Stephen Loveless*	3842 McMenemy St, Vadnais Heights, MN 55127	\$ 600.00	\$ 300.00
WS5165-7	Germaine Nash*	194 Gladstone Circle, Lino Lakes, MN 55014	\$ 1,210.25	\$ 605.12
* Well location if different than reimbursement address				
WS5165-2	Stephen Loveless	1683 Lois Drive, Shoreview, MN 55126		
WS5165-7	Germaine Nash	20 County Rd C East, Little Canada, MN 55117		

- C. AIS Program – Payment of WaterGuards invoices from 6/19/2017 and 7/4/2017 for \$14,397, approval of WaterGuards contract amendment for increased inspections on Bald Eagle Lake (paid by Bald Eagle Area Association) for up to \$5,000, and purchase approval for refreshments and flyers for the Starry Trek event on 8/5/2017.
- E. Conservationist of the Year – Approval of Frogtown Farm as nominee for MASWCD Outstanding Conservationist Award
- F. Treasurer’s Report, 2nd Quarter 2017 – Approval of 2nd Quarter Treasury Report and Disbursement Journal (included in July Board Packet).
- H. MACD Tour Approval – Registration for tour of \$160
- I. DNR Observation Well Contract – Approval of DNR 2017/18 Observation Well Contract
- J. NACD Urban Ag Grant Reimbursements – Approval of encumbrance and payments to qualifying applicants for NACD Urban Ag Grant.
- L. Approval of Timesavers Invoice – Approval of payment for Timesavers Invoice \$207
Voting in favor of these Business Items: Willems, Gardner, and Humphrey – Voting against: None – Abstaining: None
- B. 2018-19 RCD Budget Packet: Supervisor Humphrey advised since the Board did not approve the budget packet by the deadline, there will not be a budget hearing. She suggested further discussion when the full Board is present. It was agreed upon by consensus.
- G. June 2017 Supervisor Expense Claims: Supervisor Humphrey stated that she supports approval of expense reports that were submitted for the board packet. **Resolution 17-07-02. Motion by Supervisor Willems and seconded by Supervisor Humphrey.** Resolved, the Board approved the June 2017 Supervisor Expense claims included in the Board packet submitted by Supervisor Humphrey for \$87.84 and Supervisor Willems for \$246.40.
Voting in favor: Willems, Gardner, and Humphrey – Voting against: None – Abstaining: None
- M. Duty Delegation: Supervisor Humphrey reported the Board had previously delegated District Manager Ann WhiteEagle some authorities, including sign-off authority. In order to clarify Ms. WhiteEagle’s responsibilities as District Manager, she provided a Resolution regarding delegation duty. Supervisor Gardner referred to the Resolution, under the second “whereas”, and inquired if Ms. WhiteEagle was included. Supervisor Humphrey suggested amending it to include the words, “except for the District Manager.” Supervisor Gardner also suggested the Board be notified with updates for items, such as when grants have been received and the approval of work plans. Supervisor Humphrey stated this Resolution can be changed in the future and confirmed that it received attorney review.

Resolution 17-07-03. Motion by Supervisor Gardner and seconded by Supervisor Willems.

Resolved, the Board approved the following:

WHEREAS, the Ramsey Conservation District (RCD) was chartered in 1973 to maintain and enhance the quality of soil and water in Ramsey County as expressed in MN State Statute 103C; and

WHEREAS, the Ramsey Conservation District Board of Supervisors (Board) has the authority, duty and responsibility to establish and amend the policies of the Ramsey Conservation District (RCD) and the District Manager has the duty and responsibility to manage and administer the RCD in accordance with Board policies; and

WHEREAS, the Board has determined it should focus its primary attention on the policy issues of the RCD and the District Manager should be delegated explicit authority by the Board to manage and administer the RCD and establish routine administrative procedures of the RCD; and

WHEREAS, the Board hereby delegates to the District Manager the authority of the Board under 103C, including but not limited to the following:

1. Preparation of the annual budget and submission of the budget to Ramsey County;
2. Delegation to sign State grant documents for receiving funds;

3. Designation of Ann White Eagle as the Data Practices Contact;
4. Hiring, firing and compensation increases of all RCD employees, except for the District Manager;
5. Authority to amend the Employee Handbook in a form to be approved by the RCD's attorney;
6. Authority to submit any and all grant applications;
7. Preparation and approval of the Annual Plan and Annual Report of Accomplishments;
8. Payment approval for the Operating Budget, including Board compensation and reimbursement, pursuant to the fee schedule contained in the approved RCD By-Laws;
9. Encumbrance and payment approval for the Project Budget, including grant funded projects, consistent with Board of Water and Soil Resources Policy;
10. Approval of Work Plans and amendments to Work Plans;
11. Identify Official Paper for Legal Notifications;
12. Approval authority for leave requests, subject to the RCD Employee Handbook;
13. Signature approval for contracts;
14. Authority to amend and implement the goals and strategies identified in the RCD Comprehensive Plan 2017-2025;

NOW, THEREFORE BE IT RESOLVED, the Board hereby delegates to the District Manager the authority of the Board under 103C, until the adoption of a nullifying resolution by a majority of the RCD Board of Supervisors.

Voting in favor of the Resolution: Willems, Gardner, and Humphrey – Voting against: None – Abstaining: None

- N. Approval of June 1, 2017 Minutes: Supervisor Willems referred to page 2, item 3(C), requested "Ramey" be changed to "Ramsey." Ms. WhiteEagle also clarified it is a FY15 grant, not an FY16 grant. Supervisor Humphrey referred to page 5, Item J, and stated Supervisor Buggs did not vote in favor or against, nor abstained on this item. Ms. WhiteEagle stated staff was unsure how to reflect this in the minutes. The Board agreed the minutes should reflect Supervisor Buggs did not vote. Supervisor Willems referred to page 9, Item V, and requested the fourth line read, "Ms. WhiteEagle stated it is increasing by an incidental amount." Kevin Bigalke, BWSR Central Regional Manager, referred to page 8, Item U, and requested the last line read, "The Buffer Law requires the BWSR Board to report back to the Legislature." He then referred to page 9, and requested the first paragraph read, "...if a resolution is not submitted to BWSR by June 28."

Resolution 17-07-04. Motion by Supervisor Gardner and seconded by Supervisor Willems.

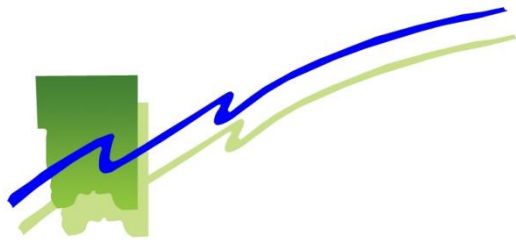
Resolved, the Board approved the amended June 1, 2017 Minutes.

Voting in favor: Willems, Gardner, and Humphrey – Voting against: None – Abstaining: None

4. BWSR – Performance Review and Assistance Program (PRAP) Review: Dale Krystosek, PRAP Coordinator, reported the PRAP program was authorized by the Legislature in 2007. Specifically, with Ramsey County, this review will include a checklist to review the data practices acts, personnel policy, annual audits, and high-performance standards. It will also assess the implementation of the long-range plan and conduct a survey of Board, staff, and partners. A summary of the findings will be part of the Legislative report in January and a local report will also be provided. This report will also include recommendations for improved performance as well as recognize high-performance standards that have been achieved. If there any performance items that are not being achieved, they will make it an action item that will need to be completed within 18 months. They conduct about 24 assessments each year and try to complete them within 60 days. In response to Supervisor Gardner, Mr. Bigalke stated the State Auditor looks at the finances and they provide more of a programmatic audit. They require cooperation of the Supervisors, and it is helpful for the full Board to be aware of the process. Mr. Krystosek stated they need to begin in August in order to have time to develop a Legislative report. Ms. WhiteEagle requested that they provide a separate introductory overview to the Supervisors not in attendance at the meeting. Attorney Ristad suggested they provide a brief introductory email that can be sent out to all the Supervisors. Mr. Krystosek agreed.

5. Standing Committee Reports: This item was not reported on.
6. Next Regular Board Meeting: Supervisor Humphrey suggested they cancel the August and September Board meetings and meet again in October. **Motion by Supervisor Gardner and seconded by Supervisor Willems** to cancel the August and September Board meetings and set Thursday, October 5, 2017 at 6:30pm for the next RCD Board Meeting. Motion carried unanimously.
7. Adjournment: **Motion by Supervisor Willems and seconded by Supervisor Gardner** to adjourn at 6:55pm. Motion carried unanimously.

DRAFT



Minutes of the **Board of Supervisors Regular Board Meeting** held October 5, 2017.

1. Meeting called to order by Chair Humphrey at 6:30 pm.

Roll of Attendance

Supervisors present:

Others present:

Mara Humphrey	Mary Peterson, BWSR
Gwen Willems	Ann WhiteEagle, RCD Staff
Lena Buggs	Joe Lochner, RCD Staff
Margaret Behrens	Justin Townsend, RCD Staff
Paul Gardner	Dale Kystosek, BWSR
	Kevin Bigalke, BWSR
	John Ristad, Ramsey County Attorney

- A. Approval of Agenda: Supervisor Buggs requested to have items A, D, E, G of the consent agenda removed for discussion. Supervisor Behrens requested adding her “data practices request” to the agenda. Chair Humphrey added these items after Business Item G. **Motion by Supervisor Willems and Supervisor Gardner seconded to approve the revised agenda.** Motion carried unanimously.
- B. Announcements: Ann WhiteEagle distributed the MASWCD annual meeting registration and agenda. **Supervisor Willems and Supervisor Gardner seconded** to approve the MASWCD Annual Meeting, as a special meeting. Motion carried unanimously.
- C. Public Comment: Chair Humphrey recognized Diana Longrie, Maplewood resident, who was videoing the board meeting for a possible future news program that she produces. She spoke regarding the letter of resignation from Supervisor Gardner that she obtained, as part of a data practices request submitted to the RCD. She inquired why he was present and voting at the July 6th meeting. Chair Humphrey responded they had consulted with legal counsel on this matter. Supervisor Gardner had asked to resign, and the Board asked him to reconsider. The entire Board did not accept his resignation, and therefore he is a current board member.

2. Consent Agenda

- A. ~~Approval of Minutes from July 6, 2017~~
- B. Staff Reports
- C. Treasury Report/Disbursement Journal

~~D. Authorize staff to submit MASWCD Composite Ballot~~

~~E. FY18-19 Budget Packet Approval~~

~~F. BWSR Academy Registration for Staff~~

~~G. RCD By Law Revision~~

Motion by Supervisor Buggs and seconded by Supervisor Behrens to approve the amended Consent Agenda.

Supervisor Buggs requested a copy of Supervisor Gardner's letter of resignation. Chair Humphrey explained a data practices request is the proper channel for receiving that.

Voting in favor: Gardner, Willems, and Humphrey- Voting against: Behrens and Buggs. Motion carried.

3. BWSR – Performance Review and Assistance Program Review with Dale Krystosek, Kevin Bigalke, and Mary Peterson. Mr. Dale Krystosek explained this is a level 2 review for Ramsey County and Ramsey Conservation District (RCD), which is typically done every ten years. Each year they are required to provide a report to the legislature that discusses progress on implementing local water plans and local government performance. With this review, they looked at the 2012-2016 RCD Comprehensive Plan. They requested the RCD staff provide a progress report on what has and has not been implemented. He reported 36 of the 41 action items listed in the RCD Comprehensive Plan have either been started or completed. They have also developed a performance standards checklist and determined they RCD is compliant with 18 out of 18 basic standards and has achieved nine of 14 high performance standards and commended the RCD for this. Mr. Krystosek referred to page 5 of the report, and commented on the results of the survey they had requested RCD Board members and RCD staff to take. The summary included responses on which programs and projects that were successful, reasons they were successful, and ways to improve the effectiveness of the district. They also conducted a survey of 27 partners of the RCD and referred to the results provided in a table on page 8. He noted in all the categories, the RCD was rated very high. Several of the partners did also indicate dysfunction among the Board. Mr. Krystosek highlighted the general conclusions and commendations that are included on page 9 of the PRAP report. The general conclusions include:

- The RCD provides important services to the citizens of Ramsey County and this performance assessment confirms the Conservation District's effective administration of local conservation programs and projects.
- The RCD partners believe the RCD is doing good work.
- Recent Board conflict has created a necessity to reassess the Conservation District's mission, conduct at Board meetings, and procedures for oversight and management of district operations.
- The strong working relationships of the Conservation District staff with partners provides a strong base to build upon for future local resource management in Ramsey County.
- The partners who responded to the PRAP survey provided strong to good marks in their judgement of the performance of the Conservation District.
- Based on comments from Ramsey Conservation District Board, staff, and external partners, there appears to be serious dysfunction on the current Board.

Mr. Krystosek reported the following recommendations are offered by BWSR, and he encouraged the RCD to consider them:

- Recommendation 1: Improve communication and interaction among Board members by working with a conflict management or mediation specialist and conduct a strategic assessment of the district to determine whether the existing mission, goals, by-laws and Board

- member responsibilities are understood and remain relevant.
- Recommendation 2: Organize Annual Work Plan to address high priority items with specific, measurable action items and monitor staff and Board delivery of programs and projects.
 - Recommendation 3: Develop a fiscal management agreement between the RCD and Ramsey County.
 - Recommendation 4: Develop orientation and continued education plan for the Board and staff to provide for operational effectiveness of the district and Board members through education, succession of positions and outreach to partners.
 - Recommendation 5: Continue to build on the use of major or minor watershed scale in the comprehensive plan by the use of Prioritized, Targeted, and Measurable criteria in implementation of action items of the plan.

Mr. Krystosek highlighted the documents included at the end of the report and requested the Board provide a comment letter that will be included in the final report.

Ms. Mary Peterson, BWSR Board Conservationist, thanked the Board for actively working on PRAP and level 2 review. She commended the RCD for the new programs and initiatives it has developed over the last five years and for the numerous accomplishments, including successful grant applications and increasing the fund balance for five consecutive years. She stated she has enjoyed working with RCD and offered help with follow up on any recommendations.

Chair Humphrey thanked BWSR for the time and work they put into the report. She also thanked staff for their efforts while working with limited resources.

Chair Humphrey opened the floor for questions. Supervisor Buggs inquired if partnering with the County is the first step in trying to dissolve the district. Mr. Kevin Bigalke stated this is the opposite of dissolution. The recommendations are to identify opportunities for improvement and ways to work better together, and BWSR would like to provide assistance in doing so. The report does not include ways to dissolve the RCD. The PRAP assessment identifies areas that are strengths as well as opportunities for improvement. Supervisor Buggs stated she is interested, through a third party, to further explore conflict resolution and mediation. It would be a conflict of interest if BWSR or the County provided these services. Mr. Bigalke stated they would use an independent mediation consultant that would come in and help create improved Board relations and BWSR could provide financial assistance for this. Mr. Krystosek stated a comment letter is needed from the Board stating any feedback on the recommendations and interest in funding within 3-4 weeks. Chair Humphrey expressed her appreciation for the PRAP and suggested staff could also provide comments.

Supervisor Behrens stated she missed the Consent Agenda and wished to return to it. **A motion was made to reconsider the Consent Agenda by Supervisor Behrens and seconded by Supervisor Buggs.** Voting in favor: Behrens and Buggs - Voting against: Gardner, Willems, and Humphrey. Motion failed.

There was discussion regarding Supervisor Gardner's resignation status. Supervisors Buggs and Behrens felt Supervisor Gardner is no longer a Supervisor because he was never reinstated. Supervisor Buggs stated that she believes Chair Humphrey acted improperly and illegally because the full Board did not get to see his resignation letter. Chair Humphrey stated Supervisor Gardner never offered it to the Board and that she did consult with the County Attorney on the matter. Supervisor Buggs stated it does not have to be offered to the full Board and it was deliberately concealed from the full Board.

Further discussion ensued regarding Supervisor Gardner's status on the Board. Supervisor Behrens stated Chapter 3 of State Statute states, "When effective, except for provided in Subd. 3 where there is a contingency or other expressed provision of the law or charter to the contrary, a resignation is effective when it is received by the officer, the body, or Board authorized to receive it." She stated the resignation was received by Ann WhiteEagle, who is the officer, and by Chair Humphrey. They asked Chair Humphrey to get Supervisor Gardner's resignation because Chair Humphrey stated she did not have it. However, per Supervisor Buggs, that was untrue and stated Chair Humphrey should resign.

Supervisor Buggs stated everyone on the Board has the opportunity to express their opinion. She commented Chair Humphrey knew the July 6 meeting was illegal. They did not have quorum and purposely waited until she was out on vacation to have the meeting when Chair Humphrey was previously given the directive to get Supervisor Gardner's resignation in writing. At the time of that meeting, Supervisor Gardner had not been to a meeting for the past four months and he voted illegally. Both BWSR and legal counsel were present at that meeting as well, and they knew of Supervisor Gardner's resignation. She stated Chair Humphrey should resign. She does not have confidence in her leadership ability or in the District Manager.

Supervisor Gardner requested legal counsel provide direction on this topic and stated he would like to be off the Board.

Ms. WhiteEagle pointed out the Chair Humphrey did not accept the resignation, and that is why the letter was not released.

Supervisor Buggs stated Ms. WhiteEagle colluded with the Chair Humphrey repeatedly and should be terminated. There are also other Board members that have worked with them as well.

Supervisors Behrens and Buggs requested their vote on the July 6, 2017 Board meeting minutes be abstained because they were not at the meeting. Chair Humphrey clarified the minutes were moved to Business Items and they are not a part of the Consent Agenda. Supervisor Buggs clarified that she did not intend to pull items from the Consent Agenda.

Chair Humphrey inquired if the Board would like to move ahead on the agenda to Business Items. Supervisors Willems and Gardner said yes, and Supervisor Buggs and Behrens said no and stated they opposed Supervisor Gardner's vote since he is not on the Board.

Attorney Ristad stated that Minnesota State Statute 351.01 Sub. 2 talks about when a resignation is effective and discusses when it is received by the officer or Board authorized to receive it. The Ramsey Conservation District by-laws state, "When a Supervisor wishes to resign from RCD service, the Supervisor shall submit a resignation in writing to the RCD Board." It is his legal opinion that a resignation is effective when it is received in writing by the entire Board, not the Chair. In this case, that has not happened and the resignation is not effective. Supervisors Behrens protested stating according to the State Statute that governs the RCD office, the resignation is effective. The RCD by-laws do not supersede the State law.

Supervisor Gardner stated it would be appropriate to lodge a protest in the minutes.

4. Business Items

- A. PRAP Next Steps: Supervisor Gardner requested making a motion. **Resolution 17-10-01. Motion by Supervisor Gardner and seconded by Supervisor Willems.** Resolved, the Board directed the District Manager to work with the County Manager to organize a working group to develop a formal agreement between the Ramsey Conservation District and Ramsey County as recommended by the BWSR PRAP report using the services agreement between the County of Olmsted and the Olmsted Soil and Water Conservation District as a possible model and bring back a resolution by the January RCD Board Meeting.

Voting in favor: Gardner, Willems, and Humphrey- Voting against: Behrens and Buggs. Motion carried.

Chair Humphrey suggested they adjourn the meeting and set a meeting date in January to allow them to speak with counsel to make sure they can proceed.

Motion by Supervisor Buggs and seconded by Supervisor Willems to adjourn the meeting until further notice to allow the Board to consult with independent counsel outside of Ramsey County. Buggs stated Ramsey County is a partner and it is a conflict of interest given that Chair Humphrey, Ms. WhiteEagle and other Board members have been working in collusion of the full Board by consulting Ramsey County Attorney.

Voting in favor: Behrens and Buggs - Voting against: Gardner, Willems, and Humphrey. Motion failed.

- B. FY17 CWF Well Sealing Application/Encumbrance Approval: **Resolution 17-10-02.** Motion made by Supervisor Gardner and seconded by Supervisor Willems. Resolved, the Board approved the following well sealing applications:

Encumbrance / Application Approval - Grant C17-1480, \$20,000 total			
Contract Number	Owner	Address	Maximum Reimbursement
WS1480-26	Debra Burkhardt	5405 Portland Ave, White Bear Township, MN 55110	\$ 750.00
WS1480-27	Adrienne Casselman	3739 St Regis Dr, White Bear Lake, MN 55110	\$ 750.00
WS1480-28	Judith Markoe, POA for Je	474 Koehler Rd, Saint Paul, MN 55127	\$ 750.00
WS1480-29	Merlin & Mary Nelson	5005 Turtle Lane E, Shoreview, MN 55126	\$ 750.00
WS1480-30	LaVerne Rhode	4997 Turtle Lane E, Shoreview, MN 55126	\$ 750.00
Proposed Total			\$ 3,750.00

Encumbrance / Application Approval - Grant C17-5165, \$108,000 total			
Contract Number	Owner	Address	Maximum Reimbursement
WS5165-19	Debra Burkhardt	5405 Portland Ave, White Bear Township, MN 55110	\$ 750.00
WS5165-20	Dexter Butler	1947 White Bear Ave N, Maplewood, MN 55109	\$ 750.00
WS5165-21	David Dudyacha	10 Poplar Lane, North Oaks, MN 55127	\$ 750.00
WS5165-22	Charles Kavaloski	2917 Troseth Rd, Roseville, MN 55113	\$ 750.00
WS5165-23	Lloyd Law	1605 Demont Ave E, Maplewood MN 55109	\$ 750.00
WS5165-24	Carol Manning	2321 County Rd F, White Bear Lake, MN 55110	\$ 750.00
Proposed Total			\$ 4,500.00

Voting in favor: Gardner, Willems, and Humphrey- Voting against: Behrens and Buggs. Motion carried.

Supervisors Buggs and Behrens objected to this vote because they claimed that Supervisor Gardner is not a member of the Board.

C. FY14 Flood Relief Grant (DRAP): **Resolution 17-10-03.** Motion made by Supervisor Willems seconded by Supervisor Humphrey. Resolved, the Board approved the City of St. Paul contract not to exceed \$917,811.00 or 100% of the total eligible cost, for the stabilization of the North Knob at Lilydale Regional Park. The total grant is \$925,811.00. The Board appropriated \$8,000.00 for technical and administrative services by RCD staff. The Board further approved the execution of the FY14 Flood Relief Grant extension delegation request.

Cooperator	Conservation Practice	Contract #	Grant	Action	End Date	Technical Representative	Amount
City of St. Paul	148M (Erosion Control)	FR143B-01	FY14 Flood Recovery (2014 DRAP Phase 3b)	Encumbrance	11/1/18	James Landini	\$925,811.00

Voting in favor: Gardner, Willems, and Humphrey- Voting against: Behrens and Buggs. Motion carried.

Supervisors Buggs and Behrens objected to this vote because they claimed that Supervisor Gardner is not a member of the Board.

D. FY15 Community Partners Project Encumbrance: **Resolution 17-10-04.** Motion made by Supervisor Gardner seconded by Supervisor Willems. Resolved, the Board authorized the execution of the contract not to exceed \$24,920 or 75% of the total eligible cost, with JGM Properties for the installation of three parking lot raingardens.

Cooperator	Conservation Practice	Contract #	Grant	Action	End Date	Technical Representative	Amount
JGM Properties	Infiltration Basins (570)	CP15-08	FY2015 Community Partners	Encumbrance	11/1/2018	Joe Lochner	\$24,920.00

Voting in favor: Gardner, Willems, and Humphrey- Voting against: Behrens and Buggs. Motion carried.

Supervisors Buggs and Behrens objected to this vote because they claimed that Supervisor Gardner is not a member of the Board.

E. FY17 Community Partners Project Encumbrance: **Resolution 17-10-05.** Motion made by Supervisor Gardner seconded by Supervisor Willems. Resolved, the Board authorized the execution of the following contract with the Common Bond Communities not to exceed \$17,763 or 75% of the total eligible cost:

Cooperator	Conservation Practice	Contract #	Grant	Action	End Date	Technical Representative	Amount
CommonBond Communities	Infiltration Basins (570)	CP17-01	FY2017 Community Partners	Encumbrance	11/1/2018	Joe Lochner	\$17,763.00

Voting in favor: Gardner, Willems, and Humphrey- Voting against: Behrens and Buggs. Motion carried.

Supervisors Buggs and Behrens objected to this vote because they claimed that Supervisor Gardner is not a member of the Board.

F. Expense Report Reimbursement - Chair Humphrey recommended they skip this item.

Mr. Bigalke clarified BWSR is not recommending the RCD enter an agreement like the Olmstead

County agreement. PRAP Recommendation No. 3 is for developing a fiscal management agreement between RCD and Ramsey County and would be an agreement for services that Ramsey County has provided. There is no record that shows they are providing that service to the RCD on its behalf. Ramsey County has similar delegation agreements with other LGUs. It clearly shows what services they are providing, why they are providing them, and when they are providing them.

- G. Lower St. Croix Watershed - One Watershed One Plan: **Resolution 17-10-06**. Motion made by Supervisor Willems seconded by Supervisor Gardner. Resolved, the Board accepted the staff recommendation to decline participation in the Lower St. Croix Watershed One Watershed One Plan.

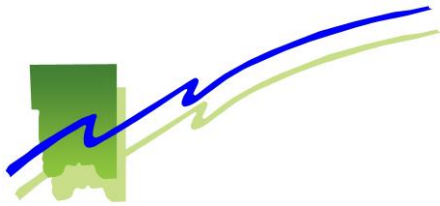
Voting in favor: Gardner, Willems, and Humphrey- Voting against: Behrens and Buggs. Motion carried.

Supervisors Buggs and Behrens objected to this vote because they claimed that Supervisor Gardner is not a member of the Board.

5. Next Regular Board Meeting – TBD

6. Adjournment: **Motion by Supervisor Gardner** to adjourn at 7:19 pm.

Voting in favor: Gardner, Willems, and Humphrey- Voting against: Behrens and Buggs. Motion carried.



2018 BWSR Well Sealing Grant Encumbrances (G1); Special Case (G2); Remaining Funds (G3)

Meeting Date: 2/01/2018

Grants: C17-5165 and C17-1480 (Well-Sealing)

Prepared by: Andrea Prichard

New Contract #s: WS5165 25-31

Grant #	Total Allocated for Landowner Reimbursement	Pending Encumbered Amount	Cumulative Reimbursed Amount	Balance Available
C17-1480	\$ 20,000	\$ 2,250	\$ 17,256.75	\$ 493.25
C17-5165	\$ 90,000	\$ 7,500	\$ 11,288.50	\$ 71,211.50

G1. Purpose/Action Requested:

Approve the encumbrance of well sealing cost-share Clean Water Fund grant C17-5165 funds for the eligible program applicants listed below.

Summary:

The C17-5165 grant (original sum \$108,000) has \$90,000 designated to spend for the reimbursement of landowners who seal their well in compliance with the RCD cost-share program terms and \$18,000 designated for administrative compensation. 24 landowners have already been approved for the use of these funds, and the action requested is to approve the following 7 priority applicants for participation in the program.

Explanation of Fiscal/FTE Impact:

Clean Water Fund 2017 grant C17-5165 will be used to pay for program-related staff time and partial reimbursement of landowners for the sealing of 100-150 wells.

Encumbrance / Application Approval - Grant C17-5165, \$108,000 total			
Contract Number	Owner	Address	Maximum Reimbursement
WS5165-25	Keith Cook	223 Twin Lake Trail, Little Canada, MN 55127	\$ 750.00
WS5165-26	Robert Johnson	430 Hawes Ave, Vadnais Heights, MN 55127	\$ 750.00
WS5165-27	Bernard Reiland	2120 Ronald Ave, White Bear Lake, MN 55110	\$ 750.00
WS5165-28	John Spielman	2084 Roth Place, White Bear Lake, MN 55110	\$ 750.00
WS5165-29	Randy Stockman	1633 Goose Lake Rd, Gem Lake, MN 55110	\$ 750.00
WS5165-30	John Tellin	2572 Holloway Ave E, Maplewood, MN 55119	\$ 750.00
WS5165-31	Dawn Witthaus	2316 Lilac Lane, White Bear Lake, MN 55110	\$ 750.00

Proposed Total \$ 5,250.00

G2. Purpose/Action Requested:

Approve the partial reimbursement of Edward John Dobbs for the sealing of his well, which occurred about two months after the expiration of his 6-month grant agreement with the RCD.

Summary:

Edward John Dobbs, a wait-listed applicant for the well-sealing cost share program since April 13, 2016, was approved to seal his well May 1, 2017. He proceeded in late summer to work with Malenke Water to seal the well, but they discovered it had been improperly sealed before, with a large amount of waste having been dumped into the chute before Mr. Dobbs obtained the property. This required extra work for sealing the well, as well as notification of the MPCA for groundwater contamination – in the end, the MN Dept of Health issued a variance since Malenke Water was not able to extract the pump after months of attempts, culminating in an early January 2018 sealing of the well. Generally we require, per contract, that the well be sealed within 6 months of the approval date (by Nov 1), but this difficult case required more time for the contractors to work with the MDH for the variance and seal the well. RCD staff amended the October Board agenda to request an extension of Mr. Dobb's contract, but the amendment was not put before the Board at that time, and the extension did not occur.

Mr. Dobbs has stated that he is low-income and is struggling to afford this process. October 10th, he made a partial payment of \$2000 toward the final cost of the well-sealing. As of January 19th, Malenke Water stated that they will prepare and provide the final invoice next week.

Explanation of Fiscal/FTE Impact:

\$750 has already been encumbered from the well-sealing "WS1480" grant for Mr. Dobbs's well – his contract number is WS1480-5. If the Board grants this exception to the 6-month rule, then \$750 will be used from this grant to reimburse Mr. Dobbs, as is done with other cost-share participants. This grant is 86% spent and is expected to be closed in the coming months as the final approved landowners submit paperwork for reimbursement.

If the Board wishes to apply any additional funds to relieve the financial burden of Mr. Dobbs for the sealing of this well (which the contractor believed to have been leaking oil and PCBs for decades), then those funds would come from an RCD source rather than grant funds, which are capped at \$750 per well.

G3. Purpose/Action Requested:

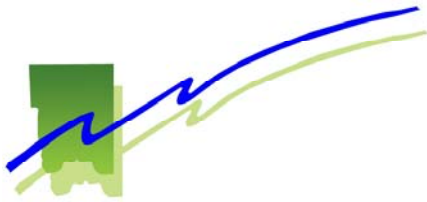
Board authorization to use the remaining grant funds (less than 10%) to reimburse the RCD for administrative staff time.

Summary:

Now that 86% of the grant has been spent (soon to be at least 92%), remaining funds after well-sealing reimbursements are complete could either **a)** be used to compensate staff administrative time on the program or **b)** be returned to BWSR. Per BWSR policy, work plans involving less than 10% of the total grant value can be changed without BWSR approval for grants of this size. If more funds are encumbered, the grant could be overspent.

Explanation of Fiscal/FTE Impact:

The final remainder of the WS1480 grant after all encumbered participants are paid (less than \$2000) would be applied toward paying staff time for hours of cost-share program management.



Meeting Date: 02/01/2018

Grant: FY2015 Community Partners

Prepared by: Brian Olsen

Contract Number: CP15-09

Purpose/Action Requested:

Authorize the execution of a contract not to exceed \$6,351 or 75% of the total eligible cost, with Brighton Square Homeowners Association for the installation of one bio-infiltration practice.

Summary:

In 2017, Ramsey Conservation District (RCD) Staff conducted a site visit per the request of the Brighton Square Home Owners Association, to discuss potential water quality projects that could be incorporated into their property. RCD staff provided technical assistance and drew up the construction designs. A stormwater analysis was completed for the site to verify the priority of project types and specific locations, and the cost-effective benefit to reduce runoff and pollution from the site. Brighton Square HOA has developed plans for installing one of the most cost effective projects verified through the assessment. A bio-infiltration basin will be installed near the center of the property where it is currently turf grass. This water quality practice will capture and treat runoff from a large turf area, as well as the surrounding building roofs and sidewalks before it runs off into the street and to the storm sewer system. Brighton Square has shown interest in future projects after the completion of this initial bio-infiltration basin.

Cooperator	Conservation Practice	Contract #	Grant	Action	End Date	Technical Representative	Amount
Brighton Square HOA	Infiltration Basins (570)	CP15-09	FY2015 Community Partners	Encumbrance	11/1/2018	Joe Lochner	\$6,351

Conservation Practice Information:

Project Name: Brighton Square Homeowners Association

Project Location: 1201 Brighton Square, New Brighton, MN 55112

Spokesperson (Land Occupier): Sharon Outwater; Maintenance & Pool, Brighton Square Homeowners Association

Spokesperson (Land Owner): Sharon Outwater; Maintenance & Pool, Brighton Square Homeowners Association

Conservation Practice Category: Infiltration; 570 – Stormwater Runoff Control

Cost Share Assistance Request for the following practice(s):

Conservation Practice 570:

1. *Total Project Cost:* \$10,617.56
2. *BWSR Cost Share encumbrance request for eligible components:* 60% / \$6,351.00
3. *Local Match provided by:*
 - a. Rice Creek Watershed District: 25% / \$2,654.39
 - b. Landowner Contribution: Brighton Square Homeowners Association: 15% / \$1,613.10

Explanation of Fiscal/FTE Impact:

Project Funds and staff costs to install the project(s) are available through a FY15 Clean Water Fund grant and Technical and Administrative amount to be consistent with percentages outlined in the grant work plan. Designated Technical Representative for the project is: Joe Lochner, Ramsey Conservation District Staff.

Project Timeline:

The project must be started by September 1, 2018 and completed by November 1, 2018, unless otherwise amended by mutual consent and agreement by both parties.

Supporting Documents:

FY2015 Community Partners Contract; CP15-09 Fact Sheet

COMMUNITY PARTNERS GRANT 2015

BRIGHTON SQUARE HOME OWNERS ASSOCIATION

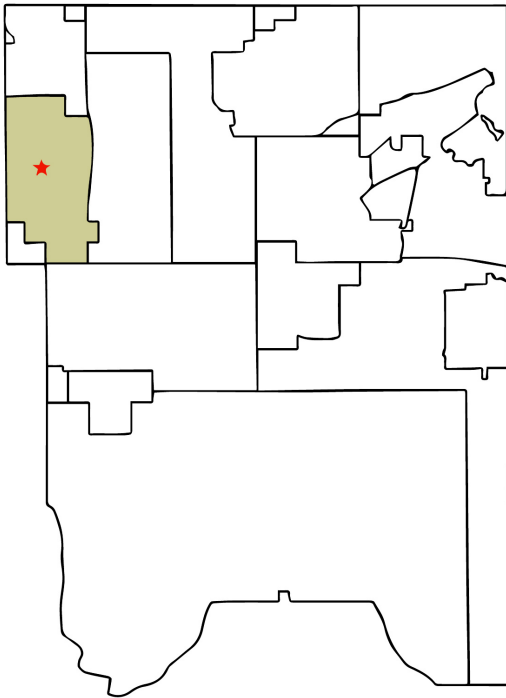
NEW BRIGHTON, MN

Project Goal:

To provide technical assistance and cost share funding for community partners interested in installing runoff and pollutant reduction projects that will help reduce Runoff Volume, Total Phosphorous (TP), and Total Suspended Solids (TSS).

Location:

1201 Brighton Square
New Brighton, MN 55112
Rice Creek Watershed District



Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) by a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, Rice Creek Watershed District (RCWD), and the land-owner.

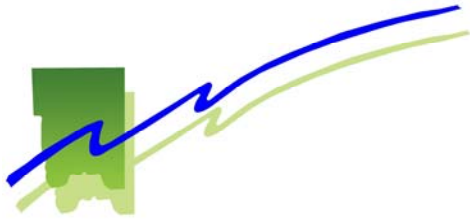


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Project Stats:	Project Costs:
Square Feet: 400	Project Cost: \$10,617.56
TP Red. (lbs./yr): 0.2241	BWSR/RCD Grant: \$6,351
TSS Red. (lbs./yr): 65.77	RCWD Funding: \$2,654.39
Vol. Red. (cu-ft/yr): 6,759	Owner Cost: \$1,613.10





Meeting Date: 02/01/2018

Grant: FY2015 Community Partners

Prepared by: Michael Schumann

Contract Number: CP15-10

Purpose/Action Requested:

Authorize the execution of a contract not to exceed \$12,000 or 75% of the total eligible cost, with Lionsgate Academy Charter School (Land Occupier) and Wellington Management, Inc. (Land Owner) for the installation of one bio-infiltration practice.

Summary:

In 2017, Ramsey Conservation District (RCD) Staff conducted a site visit per the request of Lionsgate Academy Charter School, to discuss potential water quality projects that could be incorporated into a retrofit of the property. RCD staff provided technical assistance and the review of construction designs. A stormwater analysis was completed for the site to verify the priority of project types and specific locations, and the cost-effective benefit to reduce runoff and pollution from the site. Lionsgate Academy Charter School has developed plans for installing the most cost effective project verified through the assessment. By reducing asphalt through a parking lot retrofit, a bio-infiltration basin will be installed on the southern end of the property. This water quality practice will capture and treat both parking lot and roof runoff.

Cooperator	Conservation Practice	Contract #	Grant	Action	End Date	Technical Representative	Amount
Lionsgate Academy	Infiltration Basins (570)	CP15-010	FY2015 Community Partners	Encumbrance	11/1/2018	Joe Lochner	\$12,000

Conservation Practice Information:

Project Name: Lionsgate Academy

Project Location: 599 Cardigan Road, Shoreview, MN 55126

Spokesperson (Land Occupier): Diane Restorff; Executive Director, Lionsgate Academy

Spokesperson (Land Owner): Todd Kaufman; Wellington Management, Inc.

Conservation Practice Category: Infiltration; 570 – Stormwater Runoff Control

Cost Share Assistance Request for the following practice(s):

Conservation Practice 570:

1. *Total Project Cost:* \$49,134.00
2. *BWSR Cost Share encumbrance request for eligible components:* 24% / \$12,000
3. *Local Match provided by:*
 - a. Ramsey-Washington Metro Watershed District: TBD
 - b. Landowner Contribution: Lionsgate Academy: TBD

Explanation of Fiscal/FTE Impact:

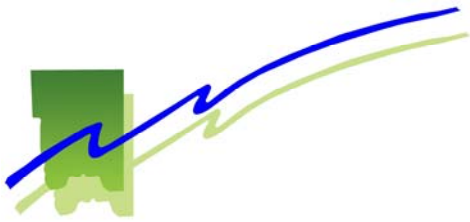
Project Funds and staff costs to install the project(s) are available through a FY15 Clean Water Fund grant and Technical and Administrative amount to be consistent with percentages outlined in the grant work plan. Designated Technical Representative for the project is: Joe Lochner, Ramsey Conservation District Staff.

Project Timeline:

The project must be started by September 1, 2018 and completed by November 1, 2018, unless otherwise amended by mutual consent and agreement by both parties.

Supporting Documents:

FY2015 Community Partners Contract; CP15-10 Fact Sheet



Meeting Date: 2/01/2018

Grant: FY2017 Community Partners

Prepared by: Joe Lochner

Contract Number: CP17-03

Purpose/Action Requested:

Authorize the execution of a contract not to exceed \$21,105 or 75% of the total eligible cost, with Lifetrack for the installation of three parking lot raingardens.

Summary:

In 2017, Ramsey Conservation District (RCD) Staff conducted a site visit per the request of Lifetrack, Leo A. Daly, and Capitol Region Watershed District to discuss potential water quality projects that could be incorporated into a retrofit of the existing campus. RCD staff provided watershed analysis and the review of construction documents for project implementation. A stormwater analysis was completed for the site to verify the priority of project types and specific locations, and the cost-effective benefit to reduce runoff and pollution from the site. The best management practices will capture runoff from both the building roof and parking lot.

Cooperator	Conservation Practice	Contract #	Grant	Action	End Date	Technical Representative	Amount
Lifetrack	Infiltration Basins (570)	CP17-03	FY2017 Community Partners	Encumbrance	12/1/2018	Joe Lochner	\$21,105

Conservation Practice Information:

Project Name: Lifetrack

Project Location: 709 University Ave W., St. Paul, MN 55104

Spokesperson: Curtis Knutson

Conservation Practice Category: Infiltration; 570 – Stormwater Runoff Control

Cost Share Assistance Request for the following practice(s):

Conservation Practice 570:

1. *Total Project Cost:* \$121,894.78
2. *BWSR Cost Share encumbrance request for eligible components:* 17% / \$21,105.00
3. *Local Match provided by:*
 - a. Capitol Region Watershed District: TBD% / \$TBD
 - b. Landowner Contribution: Lifetrack: TBD% / \$TBD

Explanation of Fiscal/FTE Impact:

Project Funds and staff costs to install the project(s) are available through a FY17 Clean Water Fund grant and Technical and Administrative amount to be consistent with percentages outlined in the grant work plan. Designated Technical Representative for the project is: Michael Schumann, Ramsey Conservation District Staff.

Project Timeline:

The project must be completed by December 1, 2018, unless otherwise amended by mutual consent and agreement by both parties.

Supporting Documents:

FY2017 Community Partners Contract; CP17-03 Fact Sheet

COMMUNITY PARTNERS GRANT 2017

LIFETRACK

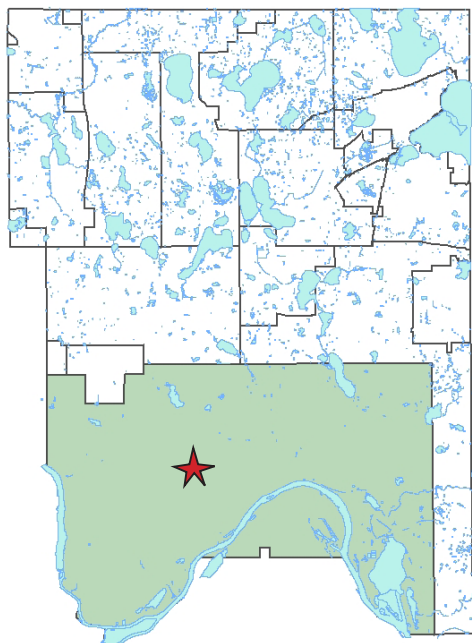
ST. PAUL, MN

Project Goal:

To provide technical assistance and cost share funding for community partners interested in installing runoff and pollutant reduction projects that will help reduce Runoff Volume, Total Phosphorous (TP), and Total Suspended Solids (TSS).

Location:

St. Paul, MN
Capitol Region Watershed District



Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) through a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, Capitol Region Watershed District (CRWD), and the landowner (Lifetrack).

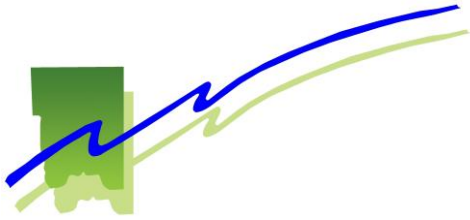


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Project Stats:	Project Costs:
Cubic Feet: 2,951	Project Cost: \$121,895
TP Red. (lbs./yr): 0.66	BWSR/RCD Grant: \$22,105
TSS Red. (lbs./yr): 443.13	CRWD Funding: \$TBD
Vol. Red. (acre-ft/yr): 48,262	Owner Cost: \$TBD





Meeting Date: 2/1/2018

Prepared by: Ann WhiteEagle

Purpose/Action Requested:

Nominate offices and select committee assignments for 2018.

Summary:

Attached is the list of offices and committee assignments for 2018. A description of the offices is in the RCD By-Laws and is in the board packet under Business Item B. In 2017 for the first time, the RCD Board voted to have all Committee Assignments served by the whole board. BWSR recommended against doing this for future years, especially because any committee work would need full board meeting notice.

Explanation of Fiscal/FTE Impact:

None

2018 RCD Officers and Committee Assignments			
RCD OFFICES	Nominee		
Chair			
Vice Chair			
Secretary			
Treasurer			
Education and Information			
COMMITTEE ASSIGNMENTS	Primary		Alternate
Budget			
Comprehensive Plan			
Legislative			
Personnel			
STANDING COMMITTEES	Primary		Alternate
Metro Conservation Districts			
Rice Creek Watershed District CAC*			
VLAWMO Advisory Committee*			
VLAWMO Tech Commission			
Ramsey-Washington Metro WD CAC*			
Capitol Region WD CAC*			
Capitol Region WD Board Meeting			
Ramsey County League of Local Governments			
Metro MAWD			
White Bear Lake Lake Resolution Committee			
*Advisory meetings, which are designated in state statute for SWCD participation			
OTHER MEETINGS	Primary		Alternate
RiverEast Planning Committee			
District 6 Land Use Task Force			

2018 Standing Committee Meetings

Meeting	Location	Time	Day	Contact #	Contact	Web site	Next Mtg
Metro Conservation Districts	Earle Brown Tower, 6120 Earle Brown Drive, Brooklyn Center, MN 55430	4:00 PM	last Wednesday in Feb, May, Aug, and the 3rd Wednesday of Nov.	651-266-7271 or any RCD Staff	Ann	www.metrotsa4.org	February 28, 2018 at 4:00 PM
Rice Creek Advisory Committee	Lino Lakes City Hall Community Room 600 Town Center Parkway, Lino Lakes, MN	5:30 PM	1st Wednesday	763-398-3072	Samantha	www.ricecreek.org	February 7, 2018 at 5:30 PM
Ramsey -Washington Metro WD Citizen Advisory Committee	2665 Noel Drive, Little Canada, MN 55117	6:30 PM	4th Tuesday of every other month	651-792-7951	Carole	www.rwmwd.org	February 13, 2018 at 6:30 PM
Capitol Region Watershed District Citizen Advisory Committee	1410 Energy Park Drive, Suite 4 St. Paul, MN 55108	7:00 PM	2nd Wednesday of every other month	651-644-8888	Michelle	www.capitolregionwd.org	February 14, 2018 at 7:00 PM
Ramsey County League of Local Governments (RCLLG)	Varies	5:30 PM	Thursdays - approx. every other month	651-222-7409 ext 206		http://www.mngts.org/rcllg/	???
Vadnais Lake Area Water Management Organization (VLAWMO) Technical Commission	800 East Co. Road E, Vadnais Heights, MN 55127	7:30 AM	2nd Friday monthly	651-204-6070	Stephanie	www.vlawmo.org	February 09, 2018 at 7:30am
VLAWMO Citizen's Advisory Committee WAV	800 East Co. Road E, Vadnais Heights, MN 55127	5:00 PM	varies	651-204-6070	Stephanie	www.vlawmo.org	???
Metro MAWD	1410 Energy Park Drive, Suite 4 St. Paul, MN 55108	7:00 PM	Quarterly	651-644-8888	Michelle	www.capitolregionwd.org	???
White Bear Lake Lake Level Committee	WBL City Hall, 4701 Hwy 61	7:00 PM	varies	651-429-8520		www.wblcd.org	???
Capitol Region Watershed District Board Meeting	1410 Energy Park Drive, Suite 4 St. Paul, MN 55108	6:00 PM	1st and 3rd Wednesday	651-644-8888	Michelle	www.capitolregionwd.org	???