



Minutes of the **Board of Supervisors Regular Board Meeting** held January 11, 2016.

1. Meeting called to order by Chair Humphrey at 4:01 p.m.

Roll of Attendance

**Supervisors present:**

**Others present:**

Margaret Behrens	Joe Lochner, RCD Staff
Paul Gardner	Michael Schumann, RCD Staff
Mara Humphrey	Laura Triplett, RCD Staff
Carrie Wasley	Andrea Prichard, RCD Staff
Gwen Willems	Ann WhiteEagle, RCD Staff
	Ashley Bennett, RCD Staff

A. Approval of Agenda: **Motion by Supervisor Willems and Supervisor Behrens second** to approve the final agenda. Ann requested to add Action item L: FY16 BWSR Grant Agreements and Work Plans. Motion carried unanimously.

B. Announcements: The Board was sent a list of upcoming meetings in the board packets. The MACD Area IV quarterly meeting will be held at the RCD location, on April 6<sup>th</sup> with the time TBD. Motion by Supervisor Behrens and Supervisor Wasley seconded to approve the January 20, 2016 USGS update meeting at White Bear Lake Council Chambers, 4701 Highway 61, WBL, MN. Motion carried unanimously.

2. Staff / NRCS Reports: The staff updated the board on recent projects and activities. No report from NRCS.

3. Approval of Standing Reports:

A. Secretary's Report – Minutes of December 14, 2015

**Motion by Supervisor Willems and Supervisor Wasley second** to approve the minutes.

Motion carried unanimously.

B. Treasury Report, Abbreviated 4<sup>th</sup> Quarter, 2015

**Motion by Supervisor Wasley and Supervisor Willems second.** Motion carried unanimously.

4. Action Items

A. RCD Supervisor 2016 Offices and Committee Selection: **Resolution 16-01-01.** Supervisor Behrens moved and Supervisor Wasley second. Resolved, the Board approved the following:

Supervisor Wasley nominated Supervisor Humphrey for Chair for 2016. Nomination approved by acclamation.

Supervisor Wasley nominated Supervisor Behrens for Vice Chair for 2016. Nomination approved by acclamation.

Supervisor Wasley nominated Supervisor Gardner for Secretary for 2016. Nomination approved by acclamation.

Supervisor Behrens nominated Supervisor Wasley for Treasurer for 2016. Nomination approved by acclamation.

Supervisor Behrens nominated Supervisor Willems for Education and Information for 2016. Nomination approved by acclamation.

<b>Committee Assignments</b>	<b>Primary</b>	<b>Alternative</b>
Budget	Wasley	Humphrey
Comprehensive Plan	Committee of the Whole	
Legislative	Committee of the Whole	
Personnel	Humphrey	Wasley

<b>Advisory Committees</b>	<b>Primary</b>
Metro Conservation Districts	Willems
Rice Creek Watershed District Citizens' Advisory Committee	Gardner
VLAWMO Advisory Committee	Behrens
VLAWMO Tech Commission	Behrens
Ramsey-Washington Metro Watershed District Citizens' Advisory Committee	Gardner
Capitol Region Watershed District Citizens' Advisory Committee	Willems
Capitol Region WD Board Meeting	Wasley
Ramsey County League of Local Governments	Behrens
Metro MAWD	Willems
White Bear Lake, Lake Resolution Committee	Behrens

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

- B. Approval of the CWF Well Sealing Reimbursements: **Resolution 16-01-02**. Supervisor Behrens moved and Supervisor Willems second. Resolved the Board approved the following reimbursements:

<b>Owner</b>	<b>Address</b>	<b>Receipt Rec'd</b>	<b>Reimburse</b>
James Dustin	4216 Edgemont St, Vadnais Heights, MN 55127	1056.00	528.00
David Garland*	3529 17th Ave S, Minneapolis, MN 55407	1275.00	637.50
Karen Garvin	4050 Clover Ave, Vadnais Heights, MN 55127	702.00	351.00
Kevin Green	2507 Knoll Circle, Maplewood, MN 55109	1100.00	550.00
Kathy Olson	1673 Rosewood Ave N, Maplewood, MN 55109	1840.00	750.00
Neil Webster	2808 Noel Dr., Little Canada, MN 55117	897.00	448.50
<b>* Well location if different than reimbursement address</b>			
David Garland*	5512 Shadyside Lane, White Bear Lake, MN 55110		

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

- C. Approval of December 2015 Supervisor Expense Claims: **Resolution 16-01-03.** Supervisor Wasley moved and Supervisor Behrens second. Resolved the Board approved the expense reports as submitted by Supervisors Behrens \$249.15, Gardner \$77.30, Humphrey \$191.40, Wasley \$85.35, and Willems \$289.10.

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

- D. Approval of 2016 Dues: **Resolution 16-01-04a.** Supervisor Behrens moved and Supervisor Wasley second. Resolved the Board approved payment of dues for the MCD \$600.00, AreaIV/MACD \$300 and the NACD \$100.00.

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

The Board discussed the increase for the MASWCD 2016 dues, with the total being \$4,677.78. Ann thought the RCD was charged the highest amount, along with the other metro districts, but wasn't sure. She would check with the MASWCD.

**Resolution 16-01-04b.** Supervisor Behrens moved and Supervisor Wasley seconded. Resolved, the Board approved paying the MASWCD the 2015 dues amount of \$3,148.70 and authorized the Treasurer, Supervisor Wasley, to draft a letter to the MASWCD, highlighting some of the RCD concerns with the dues increase.

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

- E. BWSR FY 15 WCA Admin Cost Share Reimbursement: **Resolution 16-01-05.** Supervisor Behrens moved and Supervisor Wasley second. Resolved the Board approved the following:

**Whereas,** BWSR has provided \$16,677 in funds for FY15 for the purpose of reimbursing the RCD and LGUs for the administration of WCA in Ramsey County; and

**Whereas,** these funds must be spent by June 30, 2016; and

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

**Whereas,** VLAWMO, RWMWD, RCWD and the RCD have all submitted documented reimbursable WCA administrative expenses for the period of June 1, 2015 through December 31, 2015; and

**Whereas,** the City of St. Paul has submitted documented reimbursable WCA administrative expenses for the period January 1, 2015 through December 31, 2015; and

**Now Therefore Be It Resolved,** the entities shall be reimbursed in the following amounts from the FY2015 WCA Administrative funds: St. Paul \$1,472.00; RCWD \$735.00; VLAWMO 2,921.00; RWMWD \$308.34; and RCD \$4,897.20.

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

- F. 2016 Professional Service Agreement Approval: **Resolution 16-01-06.** Supervisor Willems moved and Supervisor Wasley second. Resolved the Board approved the following: Rice Creek Watershed District professional service agreement for 2016 BMP design assistance.

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

- G. Approval of 2016 Mileage Rate/ Official newspaper: **Resolution 16-01-07**. Supervisor Behrens moved and Supervisor Willems second. Resolved the Board approved the adoption of the 2016 IRS mileage reimbursement rate of \$.54 per mile and approved the St. Paul Pioneer Press as the office newspaper for public meeting announcements.  
Voting in favor of the resolution: Behrens, Humphrey, Wasley, Gardner and Willems – Voting against: none – Abstaining: none
- H. BWSR FY 14 Community Partners Grant Project Reimbursement: **Resolution 16-01-08**. Supervisor Behrens moved and Supervisor Willems second. Resolved the Board approved the following:
- The MN BWSR has provided \$150,000.00 in FY2014 Clean Water Funds through the Community Partners Conservation Program Grant to the RCD for water quality projects installed on Faith Organization, School, and Business properties;  
**Whereas**, the BWSR cost-share shall not exceed 75% of the total construction cost; and  
**Whereas**, the RCD Board of Supervisors designates, Joe Lochner, Ramsey Conservation District Staff as the technical representative for this project.  
**Now Therefore Be It Resolved**, the RCD Board agrees to approve reimbursement payment in the following amounts:
- Boys and Girls Club of the Twin Cities: Spokesperson Simon Sperl: 690 Jackson Street, St. Paul, MN 55130 for infiltration basins and educational signage.  
Contract #CP 14-04, Conservation Practice 570; Total Project Cost: \$54,787.83; BWSR Cost Share for eligible components: 45.5%/\$24,924.01. Local Watershed (Capitol Region Watershed District) Cost Share for eligible components: 50.5%/\$27,124.43. Landowner Contribution: 5%/\$2,739.39. Technical and Administrative amount to be consistent with percentages outlined in grant work plan.  
Voting in favor of the resolution: Behrens, Humphrey, Wasley, Gardner and Willems – Voting against: none – Abstaining: none
- I. Approval of Revised 2016 Budget: Ann requested a formal fiscal policy from the Board to identify the authorization of staff to spend funds within identified parameters. Supervisor Wasley explained that the Board did not want to hinder work getting done by requiring unnecessary oversight. Ann will group budget line items together for consideration at the February board meeting.
- Resolution 16-01-09**. Supervisor Behrens moved and Supervisor Wasley second. Resolved the Board approved the adoption of the revised 2016 Budget of \$520,090.  
Voting in favor of the resolution: Behrens, Humphrey, Wasley, Gardner and Willems – Voting against: none – Abstaining: none
- J. RCD Comprehensive Plan update: The 2017-2025 Comprehensive Plan shall be approved before January 2017. Subsequent board meetings will include discussion of Comprehensive Plan needs, objectives, and strategies.
- K. Personnel Committee: **Resolution 16-01-10**. Supervisor Wasley moved and Supervisor Behrens seconded. Resolved the Board approved the position announcement and authorized the staff to advertise, interview, and hire an additional design staff member within the advertised salary range.  
Voting in favor of the resolution: Behrens, Humphrey, Wasley, Gardner and Willems – Voting against: none – Abstaining: none
- Resolution 16-01-11**. Supervisor Behrens moved and Supervisor Willems seconded. Resolved the Board approved extending the Assistant District Technician position beyond the original six month limited position, which would end February 12, 2016. The extension is up to twenty hours per week, up to \$25,000.  
Voting in favor of the resolution: Behrens, Humphrey, Wasley, Gardner and Willems – Voting against: none – Abstaining: none

- L. FY16 BWSR CWMA Grant Agreement and Work Plans: Resolution 16-01-12. Supervisor Behrens moved and Supervisor Willems seconded. Resolved the Board authorized the Chair to sign the 2016 Cooperative Weed Management grant agreement for \$15,000 and authorized the staff to submit the work plans for both the CWMA and 2016 Local Capacity Services to BWSR.

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

5. Standing Committee Reports- The Board Reported on the committee meetings they attended.
  - A. Metro Conservation Districts – Supervisor Willems
  - B. Rice Creek Advisory Committee – Supervisor Gardner
  - C. Ramsey-Washington Metro Watershed District Citizen Advisory Committee and Board – Gardner
  - D. Capitol Region Watershed District Citizen Advisory Committee – Supervisor Willems, Supervisor Wasley
  - E. Ramsey County League of Local Governments – Supervisor Behrens
  - F. VLAWMO Tech and Advisory Committee – Supervisor Behrens
  - G. White Bear Lake CD Lake Level Committee – No Report
  - H. Metro MAWD – No Report

6. Next Regular Meeting Date/ Workshop – Monday, February 8, 2016 at 4:00pm.

7. Adjournment: **Motion by Supervisor Behrens, Supervisor Willems seconded** to adjourn at 5:50pm. Motion carried unanimously.

These minutes are respectfully submitted by Ashley Bennett.