



Approved February 1, 2018

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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.