

Meeting Date:06/01/2017

Prepared by: Ann WhiteEagle

N. Purpose/Action Requested:
FY16/17 WCA (Decision)

Summary:

The WMOs have been asked for their WCA invoices, but since the inspection period runs to the end of May 31st, we won't have the final invoices until the end of the day on May 31st. They will be available for board review at the board meeting. This is one of the challenges of having board meetings on the first week of the month.

Proposed Resolution:

Whereas, BWSR has provided \$16,677 in funds for FY16 and for FY17 for the purpose of reimbursing the RCD and LGUs for the administration of WCA in Ramsey County; and

Whereas, FY16 funds must be spent by June 30, 2017 and have a balance of \$3,538.38; and

Whereas, FY17 funds must be spent by June 30, 2018 and have a balance of \$16,677; 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, and Vadnais Lake Area Water Management Organization (VLAWMO) to reimburse for the administration of WCA;

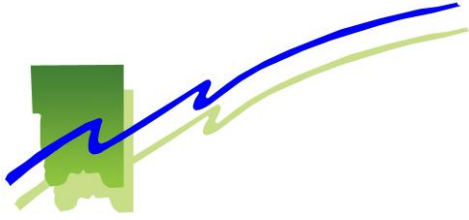
Whereas, VLAWMO, RWMWD, RCWD and the RCD have all submitted documented reimbursable WCA administrative expenses for the period of January 1, 2017 through May 31, 2017; and

Now Therefore Be It Resolved, the entities shall be reimbursed in the following amounts from the FY2016 WCA Administrative funds: RCWD \$XXX; VLAWMO \$XXX; RWMWD \$XXX; and RCD \$XXX; and

Further Be It Resolved, the entities shall be reimbursed in the following amounts from the FY2017 WCA Administrative funds: RCWD \$XXX; VLAWMO \$XXX; RWMWD \$XXX; and RCD \$XXX.

Explanation of Fiscal/FTE Impact:

These payments are made from the Wetland Conservation Act grant that Ramsey County delegates to the Ramsey Conservation District.



Meeting Date:06/01/2017

Prepared by: Mara Humphrey

O. Purpose/Action Requested:

RCD By-Law/Board Meeting Operating Procedures Review (Informational)

Summary:

Attached is a draft of Board Meeting Operating Procedures for review

Explanation of Fiscal/FTE Impact:

None

RCD Board Meetings

A. Regular Meetings

The regularly scheduled RCD Board meetings are set at the January Board Meeting each year for the upcoming year, and are held at the District office, located at 1425 Paul Kirkwold Drive, Arden Hills, MN. If a Board meeting date, time, or location needs to be changed, an official notice is posted in the RCD office at least three days prior to the scheduled meeting. All regular meetings of the RCD Board are open to the public.

B. January Meeting

The RCD Board meets in the Ramsey Conservation District Board Room, located at the District office in Arden Hills, for the transaction of business. The RCD Board transacts organizational business during this meeting, including:

1. Administrative oath of office (if required)
2. Elect officers
3. Appoint Supervisors to RCD committees
4. General business
5. Meeting Dates and Times
6. Review By-laws, Supervisor Handbook, and Employee Handbook

C. Open Meeting Law

All meetings of the RCD Board are subject to the Open Meeting Law (Minnesota Statute 13D.01).

C1. Closed Meetings

The RCD Board may by motion convene in closed session for the purposes of transacting business. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, or as otherwise required or permitted by the Minnesota Open Meeting law.

C2. Special Meetings

The RCD Board may establish a special meeting if necessary. Procedures to schedule a special meeting shall be in accordance with Minnesota Statutes 13D.04.

The RCD Board may schedule workshops, forums or additional meetings at such times and concerning such subjects. A schedule of such meetings shall be maintained in the RCD Office. Workshops and other informal meetings of the Board, not regularly held, shall be subject to the same notice requirements of the Open Meeting Law. The Board may take board action at workshops, forums, or other special meetings if the action item was properly noticed.

D. Meeting Conduct

The following meeting conduct rules shall apply for all RCD meetings:

1. Respect the dignity of each individual.
2. Respect one another's facts, opinions and right to speak.
3. We realize that our thinking processes are shaped by our backgrounds. None of us can be completely objective as a result. We all have our natural biases that we may not even be aware of. We must respect that in one another. Backgrounds are neither right nor wrong; they just are. Diversity, differences, conflict are all inevitable.
4. We choose to deal with conflict in a healthy manner. Therefore, there will be no name calling and putdowns of individuals or ideas. This does not mean you can't openly disagree and support your ideas, opinions and facts.
5. Listen respectfully-no interruptions.
6. In the interest of time, time limits may be established.
7. Questions may be asked of the presenters during the time allotted.

E. Audience/Citizens Requests

The RCD Board has allotted time for public comment at the beginning of each board meeting. If an individual seeks to appear before the RCD Board for additional time, he/she should notify the RCD Board Chair of his/her intention and the issue to be presented.

F. Public Attendance

The public is invited and encouraged to attend RCD Board meetings. All approved minutes of Board meetings are kept in the RCD office and approved minutes are posted on the RCD web site.

G. Quorum

A quorum shall be necessary for the transaction of business. A majority of the members of the board shall constitute a quorum and no business shall be transacted unless voted on by a majority (three votes) of the whole RCD Board (MN Stat. 103C315 Subd. 3). Less than a majority of members may convene a meeting, but no business may be transacted.

Any RCD Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is requested to contact the RCD Board Chair or the District Manager to indicate his or her planned absence.

H. Role of Presiding Officer

The presiding officer of the meeting will be the Chair. In the absence of the Chair, the presiding officer will be the Vice Chair. The duties and powers of the presiding officer shall include the following:

1. Preside at all meetings of the RCD Board.
2. Require the vote on all questions regularly moved and to announce the result.
3. Review and comment on the draft agenda for each regular and special meeting of the Board, as well as add additional items from other Board Members as time permits.

4. Serve as representative of the Board in execution of contracts, orders, resolutions and determinations of the Board.

The Chair of the Board may make a motion and has the same voting rights and responsibilities as other members.

I. Addressing the Chair

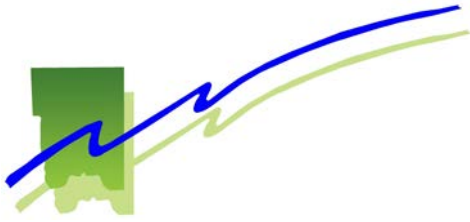
Formal protocol will be used when speaking to the RCD Board. The RCD Board Chair shall be addressed as “Mr./Madam Chair.” Members of the RCD Board shall be addressed as “Supervisor (last name).”

Any member of the RCD Board or members of the public may speak on any matter before the RCD Board when recognized by the Chair and within established procedures as outlined in these Rules.

J. District Manager

The District Manager or designee shall attend all meetings of the RCD Board. The District Manager or District Staff may participate in the discussion or recommend a resolution or action to the RCD Board. A member of the Board may call on the District Manager or staff member to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.

The agenda is set by the RCD Chair in consultation with the District Manager or designee who prepares a written agenda for all regular and special meetings of the RCD Board. The District Manager or designee shall also: 1) make entries of all Board resolutions; 2) record the vote of each member on all actions taken by the Board; 3) preserve and file all business acted upon by the Board; 4) copy any and all resolutions or decisions of the Board; and 5) perform such further duties as designated by the Board.



Meeting Date:06/01/2017

Prepared by: Ann WhiteEagle

P. Purpose/Action Requested:

Approval of payment of RCLLG Dues (Decision). Supervisor Behrens might have an additional update.

Summary:

Attached is the invoice from the RCLLG.

Explanation of Fiscal/FTE Impact:

Cost is \$250.



INVOICE

INVOICE # 123

DATE: 15-Mar-17

Ramsey County League of Local Governments

Attn: Marre Jo Sager, Treasurer

1630 Daisy Ct. New Brighton, MN 55112

(651) 247-7289

marrejo.sager@moundsvIEWSschools.org

Bill to: Ramsey Cty. Conservation District
1425 Paul Kirkwold Drive
Arden Hills, MN 55112

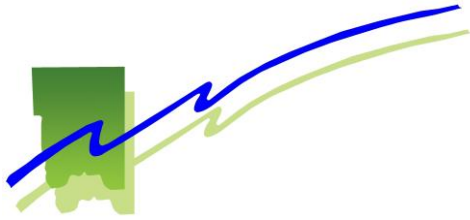
COMMENTS: 2017 Membership Dues

DATE	DESCRIPTION			BALANCE	AMOUNT
3/15/2017	2017 membership dues				\$250
	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
					\$250.00

REMITTANCE	
Invoice #	123
Date:	
Amount due	250
Amount Enclosed:	

Make all checks payable to Ramsey County League of Local Government

THANK YOU FOR YOUR BUSINESS!



Meeting Date:06/01/2017

Prepared by: Ann WhiteEagle

Q. Purpose/Action Requested:

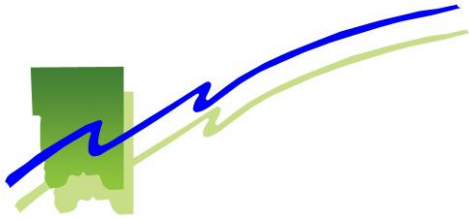
Sherburne & Washington SWCD Service Agreement Approval

Summary:

Sherburne SWCD has requested design services from our technical staff. The total amount not expected to exceed is \$2,592.00. For the Washington CD, the RCD has requested technical services from their engineer for an amount not to exceed \$3,120.00.

Explanation of Fiscal/FTE Impact:

\$3,120 for the Washington CD service agreement, which will be paid from MCD engineering funds and FY16 Increased Capacity Grant.



Meeting Date:06/01/2017

Prepared by: Ann WhiteEagle

R. Purpose/Action Requested:

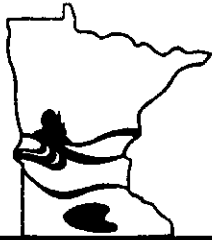
MASWCD Leadership Institute (Information)

Summary:

Attached is the MASWCD brochure and registration form for the leadership institute. We haven't registered staff or board members in the last six years or so because of budgetary constraints. Attendance would involve seven sessions and up to three webinars. Registration deadline is July 14th, so if there was interest to attend, the Board could decide at either the June or July board meeting.

Explanation of Fiscal/FTE Impact:

Cost is \$2,850 per person.



R

MASWCD

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Assistant Director
SHEILA VANNEY

Office Manager
STEFANIE MARTINEZ

Minnesota Association of Soil and Water Conservation Districts

255 Kellogg Boulevard East, Suite 101, St. Paul, MN 55101 | 651-690-9028 | www.maswcd.org

May 18, 2017

Soil and Water Conservation District Supervisors & Employees:

The Minnesota Association of Soil and Water Conservation Districts, in cooperation with the University of Minnesota Extension, Natural Resources Conservation Service and Minnesota Board of Water and Soil Resources, is offering a **MASWCD Leadership Institute** for our members.

This is an outstanding training opportunity for SWCD supervisors, staff and partners. The MASWCD leadership institute is a forum for you to build personal leadership capacity and to understand, interpret and influence the forces affecting your district. Leadership skills are vital for Districts to continue to address conservation needs throughout the State of Minnesota.

This one-year leadership co-hort program includes seven training sessions and additional educational webinars. The registration fee includes tuition, hotel lodging, air-fare to Washington DC, course instructors, and course materials for all sessions.

Enclosed is registration information describing this dynamic district educational program. The MASWCD encourages your district to register a representative and invest in the future of your SWCD.

If you have any questions, please contact the MASWCD office (651) 690-9028. The registration deadline is **July 14, 2017**. The MASWCD Leadership Institute is another example of MASWCD providing educational opportunities for our members. Thank you.

Sincerely,

Kurt Beckstrom
MASWCD President

Enclosure.

Why You Should Participate

Knowing the skills of planning, budgeting, policy development and all the rest is only half of the job of conservation. The other part of the job — and often the most challenging— requires proficiency in such critical areas as communication, confidence, team building, facilitation, and visionary leadership.

This program provides in-depth instruction and experiences to help you become a highly effective leader in your organization and community.

The MASWCD Leadership Institute offers curriculum and discussions designed for SWCD supervisors, staff and partners who want to deepen their learning, enhance personal leadership skills, and connect with others who also want to grow as leaders.



Since 1996, over 225 SWCD board members and staff have participated in this dynamic leadership training program.

**Space is limited,
so register today!**

Course Instructors:

Lisa Hinz & Kim Boyce. Lisa is a leadership and civic engagement (LCE) educator with the University of Minnesota. Kim is formerly a LCE educator and regional director with Extension, now retired, and a past SWCD supervisor. Both are skilled at building capacity of individuals and organizations in public and community settings, including SWCDs and natural resources organizations.

There is nothing noble about being superior to some other man. The true nobility is in being superior to your previous self.

~ Hindu Proverb

We must become the change we want to see.

~ Mahatma Gandhi

The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.

~ Vince Lombardi



Minnesota Association of

Soil & Water Conservation Districts

www.maswcd.org

**Strengthening
Leadership Capacity
for Conservation Work
In Minnesota**

MASWCD Leadership Institute



2017-2018



MASWCD



**UNIVERSITY OF MINNESOTA
EXTENSION**



**United States
Department of
Agriculture**

Sponsored by:

- ◆ MN Association of Soil & Water Conservation Districts
- ◆ University of Minnesota Extension
- ◆ Natural Resources Conservation Service
- ◆ MN Board of Water & Soil Resources

MASWCD Leadership Institute 2017-2018



The Minnesota Association of Soil and Water Conservation Districts, in cooperation with the University of Minnesota Extension, now offers the 11th Leadership Program for representatives of Soil and Water Conservation Districts, Board of Water and Soil Resources, and Natural Resources Conservation Services.

The MASWCD Leadership Institute is a dynamic educational experience to build leadership skills, confidence, and professional networks to do effective conservation work across Minnesota.

Registration

The registration fee for the MASWCD Leadership Institute \$2,850.

- The registration fee covers:
- * tuition, instructor fees, speakers fees, and course materials for 7 in-person sessions;
 - * optional webinar training programs;
 - * air fare to Washington DC; and
 - * lodging and group meals for all sessions

Registrations must be received in the MASWCD office by Monday, July 14, 2017.

Testimonials

"The Leadership Institute challenged me, made me take time for personal development, and opened my eyes to many ways to lead and communicate."

"This program gave me guidance. It gave me insight on the type of leadership I desire to be. So much information and material have been provided to help me improve and be better equipped to provide service to those I come in contact with on a regular basis."

"It was the best investment of my time and energy for various reasons. I benefited greatly from interaction with like-minded conservationists as guided learning activities were practiced. In addition, because the sessions were held in various locations in Minnesota, we learned more about our state from local speakers."

Dates & Topics

August 16-17, 2017 - Moorhead, MN
September 25-27, 2017 - Duluth, MN
November 15-16, 2017 - Morton, MN
February 11-15, 2018 - Washington D.C.
March 21-22, 2018 - St. Paul, MN
June 12-14, 2018 - Lanesboro, MN
August 8-9, 2018 - Grand Rapids, MN

- Over the course of the 7 sessions and up to 3 webinars, leadership topics including:
- ◆ Understanding personal leadership
 - ◆ Developing personal and vision
 - ◆ Practicing ethical leadership
 - ◆ Effective communication
 - ◆ Addressing conflict
 - ◆ Facilitating effectively
 - ◆ Strengthening team leadership
 - ◆ Collaborating with stakeholders

*Most sessions also include local SWCD speakers
Final schedule is subject to change.*

Registration Form

MASWCD Leadership Institute 2017-2018

Please print or type:

Name: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

SWCD: _____

NRCS/BWSR _____

MASWCD Area (1-8): _____

I am a: ☐ supervisor ☐ employee

Registration Fee: \$2,850 per person

Please make check out to MASWCD & mail to:

MASWCD

255 Kellogg Boulevard East, Ste. 101

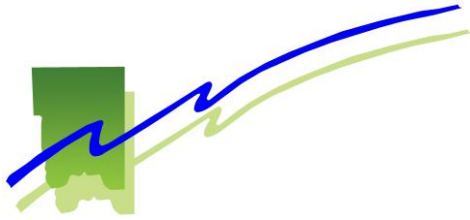
St. Paul, MN 55101

Phone: 651-690-9028

Registrations must be received in the MASWCD office by July 14, 2017.

Note: A maximum of 30 participants from SWCDs, BWSR and NRCS will be accepted for this program.

Registrants will be accepted on a first-come, first-serve basis, with consideration given to MASWCD Area, so that the group includes individuals from across the state.



Meeting Date:06/01/2017

Prepared by: Ann WhiteEagle

S. Purpose/Action Requested:

Approval of 1st Quarter Abbreviated Treasury Report

Summary:

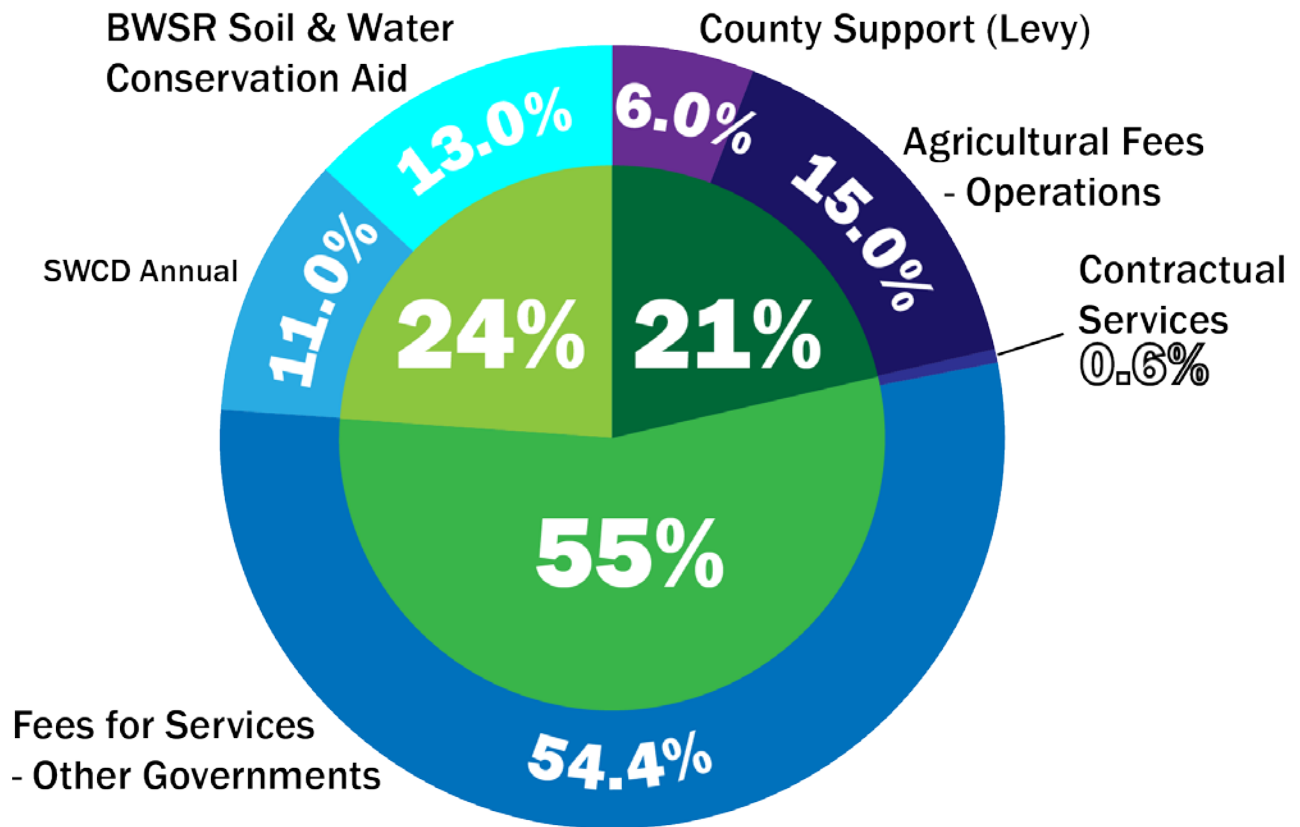
The following are some highlights from the final 1st Quarter 2017:

- We finished 2016 with a fund balance of \$364K.
- The RCD ends 1st quarter spending \$12K more than 1st quarter 2016.
- Ag fee revenue increased \$4K over the Ag fee revenue at 1st quarter 2016.

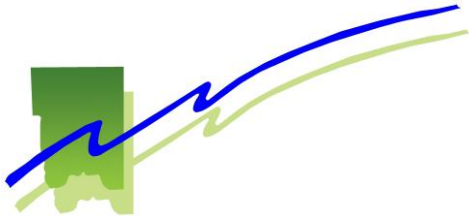
Abbreviated 1st Quarter 2017 Treasurer's Report			
		Actual	Projected
2017 Revenue		YTD Q1	Total 2017
County Support (Levy)		0	60
Ag Fees Rec'd YTD		14.6	74.4
Contracted Services		0	1.5
Fee for Service		30.6	215
BWSR		0	182
Ag Reserve		0	0
Total		45.2	532.9
		Actual	Budget
2017 Expenditures		YTD Q1	Total 2017
Operating Budget		107.2	532.9
Total		107.2	532.9
Revenue less Expenditure			-62
Fund balance 1/1/17			364
Actual fund balance 3/31/17			302
Note: All figures in 000s			
Fund balance 1/1/16			188
Ag Fee received 3/31/16			10.1

1st Quarter 2017 Disbursement Journal

Date	Vendor#	Name	Amount	Detail
3/17/2017	0000001770	RiverPrint	53.00	Printing business cards - Buggs, Behrens
3/22/2017	0000207126	Office Depot	32.91	Printing color copies of Day at the Capitol flyers
3/17/2017	0000100171	Telecommunications	172.20	telephone
3/22/2017	0000100171	Telecommunications	172.20	telephone
2/26/2017	`0000102335	Mn Assoc Of Soil & Water Cons	4,611.79	Membership & dues
2/28/2017	`0000106878	Maswcd Area Iv	300.00	Membership & dues
3/3/2017	`0000102335	Mn Assoc Of Soil & Water Cons	400.00	Conference & Seminar - Day at Capitol registration
2/23/2017	`0000207126	Us Bank Procurement Card	22.02	Meeting exp - refreshments for buffer mtg
2/23/2017	`0000207126	Us Bank Procurement Card	53.90	Meeting exp - pizza for interview panel
2/23/2017	`0000207126	Us Bank Procurement Card	44.78	Meeting exp - refreshments for interview panel
3/31/2017		Payroll	694.12	Mileage/Parking
2/23/2017	`0000207126	Us Bank Procurement Card	396.35	Office Supplies - chair for Schumann
2/23/2017	`0000207126	Us Bank Procurement Card	113.75	Office Supplies - toner
2/23/2017	`0000207126	Us Bank Procurement Card	16.18	Office Supplies - misc
2/23/2017	`0000207126	Us Bank Procurement Card	14.97	water
3/22/2017	`0000207126	Us Bank Procurement Card	33.90	Office Supplies - nametags for Behrens and Buggs
3/22/2017	`0000207126	Us Bank Procurement Card	35.14	Office Supplies - paper
3/22/2017	`0000207126	Us Bank Procurement Card	9.25	Office Supplies - pencils and pens
3/22/2017	`0000207126	Us Bank Procurement Card	14.97	Water
			7,191.43	



Ramsey Conservation District 4th Quarter 2016 Received Funds



Meeting Date:06/01/2017

Prepared by: Ann WhiteEagle/Supervisor Willems

T. Purpose/Action Requested:

Review of any proposed resolutions.

Summary:

Attached is the letter from the MASWCD regarding the 2017 Resolution Process. This is an ideal opportunity to provide a policy position to the MASWCD regarding the work of SWCDs. Please bring any possible resolutions to our board meeting. Supervisor Willems explained the process at the last board meeting, but any proposed policy resolutions would need to be approved by the RCD board at the July board meeting, to be considered at the Area Meeting on July 12th.

Explanation of Fiscal/FTE Impact:

None



MASWCD

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SHEILA VANNEY

Office Manager
STEFANIE MARTINEZ

Minnesota Association of Soil and Water Conservation Districts

255 Kellogg Boulevard East, Suite 101, St. Paul, MN 55101 | 651-690-9028 | www.maswcd.org

March 30, 2016

To: Minnesota Soil and Water Conservation Districts
From: Kurt Beckstrom, MASWCD President
Subject: Call for Resolutions – 2017 Resolution Process

Attached please find the following materials related to the 2017 Resolutions Process:

- resolutions process guidelines;
- sample resolution format; and
- resolutions which will sunset in 2017.

Note: An updated version of the MASWCD Policy Handbook will be posted to the MASWCD web site – www.maswcd.org – on the Resolutions Process page. The handbook is a compilation of all standing MASWCD resolutions and action taken to date.

Please also note:

- ⇒ The “therefore, be it resolved” in the resolution should state **an action or a policy position** that MASWCD should take as it relates to the work of SWCDs. This will help with the post-convention resolution prioritization process.
- ⇒ All resolutions will need to include information on the potential fiscal impact for MASWCD (budget, staffing, committee, etc.)
 - The intent is to encourage a comprehensive discussion on policy and program issues, including implications to the Association’s budget. The National Association of Conservation Districts also requests similar language for their resolutions. Fiscal impact estimates will provide the members with additional guidance and consideration for various requests submitted by local SWCDs.
- ⇒ **The deadline for Area resolutions to be received in the MASWCD office is July 21.**

If you have any questions, please do not hesitate to me at (320) 556-3403, or LeAnn Buck at (651) 690-9028. Thank you.

Enclosures.



MINNESOTA ASSOCIATION OF SOIL & WATER CONSERVATION DISTRICTS (MASWCD)

RESOLUTIONS PROCESS GUIDELINES

The resolutions process is the means by which local SWCD Supervisors can identify soil and water conservation needs and issues and bring them before the membership of the Association for review and action at the MASWCD Annual Convention. The resolution process provides a forum for education and information to SWCD board members on statewide conservation issues. The resolutions also provide guidance and direction to the Board of Directors of the MASWCD and NACD.

In order to provide for an orderly process, the following steps shall be used.

1. Resolutions are to be developed and passed first by a local district, and then must be submitted to and approved by the MASWCD Area Association of which that district is a member. (*Policy adopted by MASWCD Board of Directors September 16, 2011*) An SWCD must be an MASWCD member in good standing in order to be eligible to submit a resolution.
2. All resolutions must be typed and in proper format – including clear identification of the originating district, contact person, and Area. Background information explaining the intent of the resolution can be submitted with the resolution and should be limited to one page.
 - In addition, each resolution must include information on the potential fiscal impact for MASWCD (budget, staffing, committee, etc.). (*Policy adopted by MASWCD Board of Directors Feb. 17, 2010.*)
3. In the year following the defeat of a resolution by member vote, no SWCD may submit an essentially identical resolution to the one defeated. (*Policy adopted by MASWCD Board of Directors Aug. 26, 2008.*)
4. The time line for the resolution process is as follows:
 - July 21 - Deadline for Area resolutions to be into the MASWCD office.
 - Mid to End of August - MASWCD Board reviews packet.
 - September 15 - Packets sent to SWCDs for pre-convention balloting.
 - November 1 - Deadline for pre-convention ballots to be into the MASWCD office.
5. In order to develop a uniform resolution packet, MASWCD will:
 - Only accept those resolutions submitted prior to July 21.
 - Only accept resolutions that are in proper format.
 - Only accept agency and other organization resolutions that have come through dues-paying member SWCDs.
 - Eliminate those which are not related to MASWCD responsibilities.
 - Eliminate those which are the same as standing MASWCD resolutions.
 - Consolidate similar resolutions.
 - Edit and condense resolutions.

MASWCD will seek the consent of the authoring district.
6. In August the packet will go before the MASWCD Board of Directors for approval.
7. Resolutions will be duplicated and mailed to all SWCDs by September 15. This will give each SWCD adequate time to review all resolutions and to vote their position on each prior to the annual convention, using the pre-convention resolution ballot process.

Resolutions Process Guidelines

8. The results of the pre-convention resolution ballot process will be distributed during the first general session of the convention. All resolutions needing further discussion, amendment, and/or action will also be presented. No action is taken at the first general session.
9. Resolutions needing further action will be brought before the membership for action during the second general session of the convention. This will provide additional time for convention delegates to study each proposed resolution.

REMINDER: Each district submitting a resolution which is brought up for further action must continue their responsibility for the resolution and speak for it when it is brought before the membership.

10. The pre-convention resolution ballot process is a means to limit debate on the floor of the convention on resolutions for which the membership has a strong agreement for or against. Toward that end, the following will apply:
 - If 66 percent of all supervisors whose ballots are received vote to APPROVE a resolution, the resolution will be deemed as moved and seconded for adoption at the annual meeting.
 - If 66 percent of all supervisors whose ballots are received vote to DISAPPROVE a resolution, it will automatically be rejected, with no further action at the annual meeting.
 - If 34% of all supervisors whose ballots are received vote to BRING THE RESOLUTION TO THE CONVENTION FLOOR FOR FURTHER DISCUSSION OR AMENDMENT, it will be brought to the MASWCD annual meeting for further action. This provision overrides the first two, in the event that this condition and one of the above conditions are both met.

(Policy adopted by MASWCD Board of Directors March 24, 2009.)

11. If an EMERGENCY occurs and an SWCD feels an EMERGENCY RESOLUTION is necessary, the SWCD should contact the MASWCD Area Director and submit to him/her the emergency resolution. It is then the responsibility of the Area Director to carry forward the resolution to the MASWCD Board for action.
12. The following are criteria for an EMERGENCY RESOLUTION:
 - The issue or event is something that has taken place between the time resolutions are due in the MASWCD office and when they are acted upon at the convention.
 - The resolution deals with a natural disaster.
 - The issue or event must be acted upon before the beginning of the next resolution process.Final decisions regarding EMERGENCY RESOLUTIONS will be made by the MASWCD Board of Directors.

13. No resolutions will be accepted from the floor of the convention.

14. Area Directors should be consulted for information on deadlines for resolutions to be submitted at the Area level. All resolutions approved at the Area level must be received in the MASWCD office no later than July 21.

15. It is the policy of MASWCD to sunset resolutions after four years from adoption. Resolutions over two biennia (four years) may no longer be applicable or suitable for MASWCD to pursue, and new or revised legislative actions may be sought through the resolutions process annually. *(Policy adopted by MASWCD Board of Directors March 27, 2007)*

Sample Resolution Format

RESOLUTION TITLE

WHEREAS,

(Statement of fact, finding or argument)

WHEREAS,

(Statement of fact finding or argument)

WHEREAS,

(Statement of fact, finding or argument)

THEREFORE, BE IT RESOLVED,

(By whom should an action be taken)

BE IT FURTHER RESOLVED,

(If applicable)

(By whom should an action be taken)

(What action should be taken)

FISCAL IMPACT STATEMENT

Dollar amount estimate of potential fiscal impact for MASWCD

Use the following as guides:

- High Workload: Approximately 40 hours of time at \$75* per hour = \$3000
- Medium-High Workload: Approximately 20 hours of time at \$75* per hour = \$1500
- Medium-Low Workload: Approximately 10 hours of time at \$75* per hour = \$750
- Low Workload: Approximately 5 hours of time at \$75* per hour = \$375

* \$75 per hour estimate includes all operational costs including staff and/or board time, overhead, travel, committee expenses, etc.

Submitted by:	Area Association: (Area Number)
	Date adopted:
Reviewed by MASWCD Board of Directors	MASWCD Annual Convention
Date:	Date:
	Action:

For further information contact:

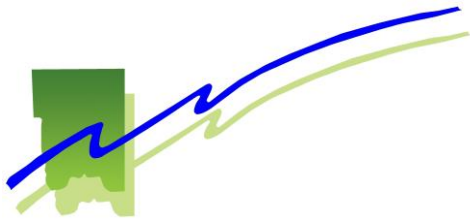
name, SWCD, phone number, email address

Background (optional but helps explain intent behind resolution):

RESOLUTIONS WHICH WILL SUNSET IN DECEMBER, 2017

The following resolutions became standing policy for MASWCD after being approved by the membership in December, 2013. They will sunset in December 2017. For more information, including the full text of the resolutions and action taken to date, please visit the "Resolutions Process" page on the MASWCD web site (www.maswcd.org).

Resolution Number and Title	
1	INCREASING SWCD VISIBILITY
2	WATERSHED PLANNING/IMPLEMENTATION
3	GROUNDWATER MONITORING PAYMENT
4	IRRIGATION WATER MANAGEMENT
5	FUNDING GROUNDWATER WORKSHOPS
6	SUPPORT SWCD ROLE WITH GROUNDWATER
7	SWCD ROLE IN GROUNDWATER
9	FUNDS TO SWCDs FOR AG BMP LOANS
10	INCREASE CAP ON BMP LOANS
11	FOREST MANAGEMENT PRINCIPLES
12	RIPARIAN FOREST EASEMENTS
13	CONTINUED SUPPORT OF SFIA
14	SUPPORT DNR NURSERIES
15	WCA EXEMPTION: WATER QUALITY
16	WCA EXEMPTION: HABITAT IMPROVEMENT
17	CP-39 ELIGIBLE FOR RIM
19	EXTEND CC HAY/GRAZE DEADLINE
20	COVER CROPS ON PREVENTED PLANTING ACRES
21	COVER CROPS ELIGIBLE FOR STATE COST SHARE
22	CRP COST-SHARE FOR LOCAL SEED
23	LOCAL INPUT ON CRP REVISIONS
24	CRP RENTAL PAYMENTS
26	SWCD MENTOR PROGRAM
28	NONPROFIT STATUS FOR ENVIROTHON
30	FUNDING FOR NPEAP
E-1	STATE COST SHARE D-4: SHELTERBELTS



Meeting Date: 06/01/2017

Prepared by: Andrea Prichard

1. Purpose/Action Requested:

To be in compliance with MN State Law (Statutes §103F.48, Subd. 4), SWCD Boards must approve a resolution on Riparian Water Protection (Buffer “Other Watercourses”) by July 1st, 2017

Summary:

Part of Governor Dayton’s 2015 Buffer Law is that SWCDs must identify watercourses *not* identified in the Buffer map that should be provided protection by local water management authorities. This list of watercourses must be passed as a SWCD Board resolution and be distributed to WMO/WDs by July 1st 2017 so that WMO/WDs may incorporate them into their Plans by July 1st 2018.

In Ramsey’s case, the WMO/WDs are so well established and waters so well inventoried and protected by existing rules/ordinances that no additional watercourses needed to be added to WMO plans (they are already included). As a justification, SWCD staff worked with all WMO/WDs in the county to compile an accurate and up-to-date map of protected waters within Ramsey County and accompanying text to describe the basic buffers/protections in place for these waters, by water management organization.

Explanation of Fiscal/FTE Impact:

It would not have a fiscal impact for the RCD.

2. Purpose/Action Requested:

Approve staff closing out the FY16 Buffer Grant.

Proposed resolution:

Whereas, BWSR has provided \$3,000 in funds for FY16 for the purpose of reimbursing the RCD for assistance with the 2015 Buffer Law; and

Whereas, the RCD has completed grant reporting to BWSR in ELink; and

Now Therefore Be It Resolved, the RCD shall submit to BWSR the final financial report for the FY 16 Buffer Grant.

Supporting Documents:

Draft Resolution

Protected Waterbodies in Ramsey County document/map

Resolution No. 17-06-xx

Local Water Resources Riparian Protection (“Other Watercourses”) in Ramsey County

Whereas, Minnesota Statutes §103F.48, Subd. 4 requires Soil and Water Conservation Districts (SWCDs) in consultation with local water management authorities, to develop, adopt, and submit to each local water management authority within its boundary a summary of watercourses for inclusion in the local water management plan.

Whereas, the Board of Water and Soil Resources (BWSR) has adopted the Local Water Resources Riparian Protection (“Other Watercourses”) Policy 6, dated August 25, 2016, which identifies steps SWCDs are required to take in developing said inventory.

Whereas, Ramsey Conservation District met with local water management authorities within its jurisdiction and Tom Gile of BWSR on January 10th, 2017, to discuss the Buffer Law and the development of the “Other Watercourses” list as well as an inventory of water bodies that are currently subject to protection within Ramsey County.

Whereas, Ramsey Conservation District has reviewed watershed data and LGU protection and determined that Water Resources Riparian Protection is already being provided throughout Ramsey County and no additional watercourses have been identified for required inclusion into watershed district or water management organization plans.

Whereas, the Ramsey Conservation District has provided rationale for the exclusion of additional watercourses through the creation of a document and map describing the existing watercourse and waterbody protection throughout Ramsey County, per watershed district boundary, which shows buffer rules as well as other local protection in place for water bodies not subject to Buffer Law protection.

Therefore be it resolved that, the Ramsey Conservation District has no additional watercourses to include in local water authorities’ plans since adequate protection is already in place.

Be it further resolved that, to comply with MS §103F.48, the Ramsey Conservation District shall provide notification of this decision as well as rationale to BWSR and all water management authorities within Ramsey County borders.

Buffer Law Implementation – Ramsey County
Local Water Resources Riparian Protection (“Other Watercourses”)
Accompanying Document to the Ramsey Conservation District Resolution No. 17-06-xx

Background

The [Buffer Law Policy 6](#) requires that Soil and Water Conservation Districts consult with local water management authorities to prepare a list of waters not included in the [Buffer Protection Map](#) that would benefit from buffers or alternative water quality practices, for later inclusion in the water management authority’s plan. The resulting list must be adopted as a resolution by the SWCD Board and submitted to BWSR and water management authorities by July 1, 2017.

Other Watercourses in Ramsey County

After reviewing watershed data and consulting with water management authorities within Ramsey County, the Ramsey Conservation District has concluded that water bodies not included in the Buffer Protection Map ***already have adequate protection*** from the multiple regulations, policies, buffers, and other types of protection in place enforced by the local government units, as shown in the accompanying map and described in greater detail below. Therefore, **no additional watercourses** are recommended for integration into water management authorities’ plans within Ramsey County borders because these water bodies are already included in watershed district and water management organization plans.

As justification for the absence of additional water bodies identified for inclusion into plans, we present below a summary of water protection in place, broken down by water management authority. This summary corresponds to the map found below.

Protected Waterbodies in Ramsey County, by WMO/WD (with accompanying map)

In Alphabetical Order:

CRWD – Capitol Region Watershed District

25-ft buffer requirement around natural waterbodies under CRWD wetland rules. For the southern border, City of St Paul protection as part of the [Mississippi River Corridor Critical Area Program](#)*

Lower Minnesota River Watershed District (small area within Ramsey County)

City of St Paul protection as part of the [Mississippi River Corridor Critical Area Program](#) *

Lower Mississippi River Watershed Management Organization (small area within Ramsey County)

City of St Paul protection as part of the [Mississippi River Corridor Critical Area Program](#) *

MWMO - Mississippi Watershed Management Organization (small area within Ramsey County)

25-ft buffer requirement around existing wetlands under City of St Paul wetland ordinance as part of the Wetland Management Plan.

RWMWD – Ramsey-Washington Metro Watershed District

10 ft buffer requirement for sediment ponds and 25-75 ft average buffer requirement for wetlands depending on management class under RWMWD rules.

Average buffer requirement (ft) in RWMWD				
Wetland Mgmt Class	Manage A	Manage B	Manage C	Sediment Pond
Buffer in ft	75	50	25	10

(Minimum buffer is 37.5, 25, and 12 ft for A, B, and C, respectively)

City of St Paul protection as part of the [Mississippi River Corridor Critical Area Program](#) *

RCWD – Rice Creek Watershed District

RCWD has an MS4 permit for public ditches in its district and also serves as the LGU for WCA for wetlands that are not public waters - public water wetlands are managed by the DNR. RCWD's targeted areas with buffer requirements lie just to the north (upstream) of Ramsey County's boundaries, but within Ramsey County, RCWD has a fully integrated water quality management strategy within their approved Water Management Plan implemented through permits and policies.

VLAWMO – Vadnais Lake Area Water Management Organization

16.5-ft buffer requirement for streams, and 20-75 ft average buffer requirement for water bodies depending on their management class.

Average buffer requirement (ft) in VLAWMO					
Wetland Mgmt Class	Preserve	Manage 1	Manage 2	Manage 3	Streams
Buffer in ft	75	40	30	20	16.5

(Minimum buffer is 67, 34, 24, and 16 ft for Preserve, 1, 2, and 3, respectively)

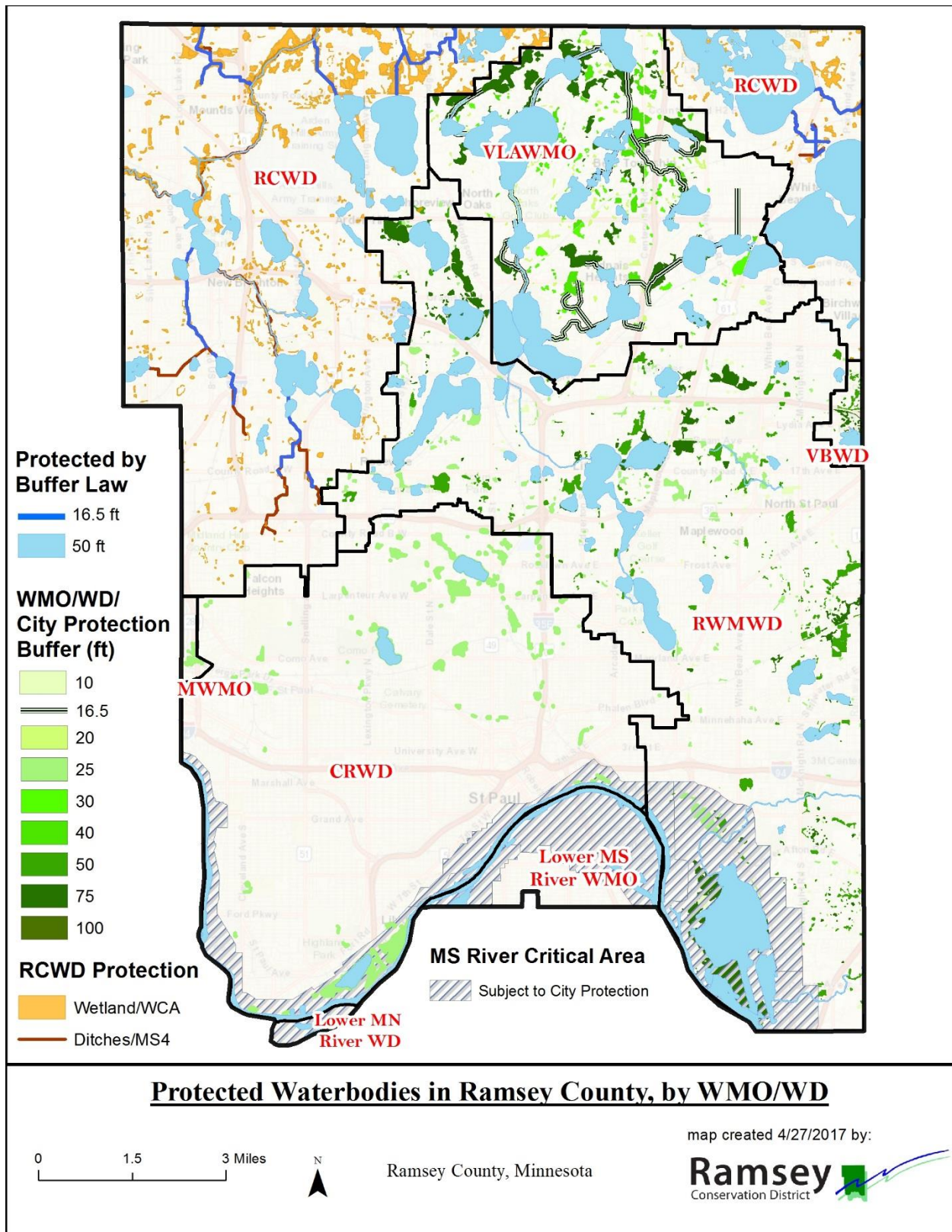
VBWD – Valley Branch Watershed District (small area within Ramsey County)

50-100 ft average buffer requirement depending on the wetland management class.

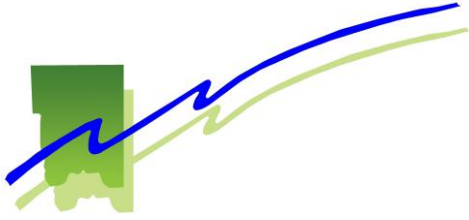
Average buffer requirement (ft) in VBWD			
Wetland Mgmt Class	Preserve	Manage 1	Manage 2
Buffer in ft	100	75	50

(Minimum buffer is 25 ft)

* The Mississippi River Corridor Critical Area Program recently updated its rules in 2016, and St Paul is currently in transition to enforcing the new rules.



Additional information on protection is available upon request with RCD or directly with the water management authority. For more information, contact andrea.prichard@co.ramsey.mn.us at the Ramsey Conservation District.



Meeting Date:06/01/2017

Prepared by: Ann WhiteEagle

V. Purpose/Action Requested:

Authorizing signing engagement letter for 2016 Audit

Summary:

The RCD is required to have an audit either every three years or when revenues exceed \$500K. The RCD was notified by BWSR that an audit is required for 2016.

Explanation of Fiscal/FTE Impact:

Cost is \$2,325.

March 31, 2017

Ann WhiteEagle
Ramsey Soil and Water Conservation District
1425 Paul Kirkwold Drive
Arden Hills, MN 55112

To Board of Directors:

We are pleased to confirm our understanding of the services we are to provide Ramsey Soil and Water Conservation District for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Ramsey Soil and Water Conservation District as of and for the year ended December 31, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Ramsey Soil and Water Conservation District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Ramsey Soil and Water Conservation District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Schedule of Contributions
- 4) Schedule of Proportionate Share of Net Pension Liability

We have also been engaged to report on supplementary information other than RSI that accompanies Ramsey Soil and Water Conservation District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance

with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of Ramsey Soil and Water Conservation District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Ramsey Soil and Water Conservation District's financial statements. Our report will be addressed to the board of directors of Ramsey Soil and Water Conservation District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Ramsey Soil and Water Conservation District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Ramsey Soil and Water Conservation District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Ramsey Soil and Water Conservation District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Peterson Company Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor or its designee, for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Peterson Company Ltd. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal or state awarding agency or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in the summer and to issue our reports no later than October 31, 2017. Michael Peterson, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be \$2,325. Any out-of-pocket expenses incurred (not related to postage) for receiving bank confirmations will be included in invoice. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices not paid within 30 days will accrue interest at 1.50%. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Ramsey Soil and Water Conservation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Peterson".

Michael Peterson, CPA
Peterson Company Ltd.

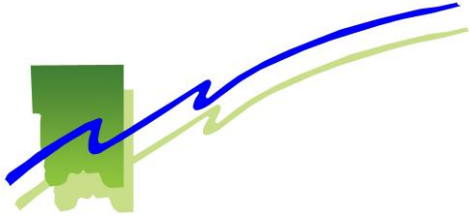
RESPONSE:

This letter correctly sets forth the understanding of Ramsey Soil and Water Conservation District.

By: _____

Title: _____

Date: _____



Meeting Date:06/01/2017

Prepared by: Mara Humphrey

W. Purpose/Action Requested:

Approve May 2017 Supervisor Expense Claims

Summary:

By the board packet deadline, the only Supervisor Expense claim is from Supervisor Humphrey.

Explanation of Fiscal/FTE Impact:

Expense is \$87.84.

RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Mara Humphrey

For Period: May 2017

[illegible]

*No payment without receipt.

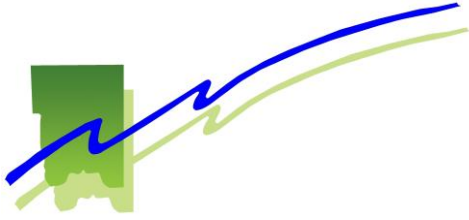
APPROVED:

Claimant's Signature

Date _____

Board Approval

Date _____



Meeting Date:06/01/2017

Prepared by: Mara Humphrey

X. Purpose/Action Requested:

July Agenda Item Requests

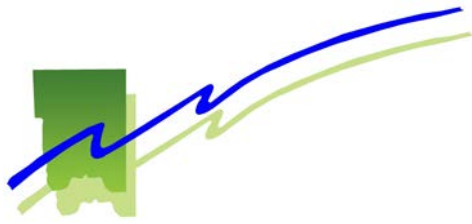
Summary:

Staff requests for July agenda items include:

- FY15 BWSR Community Partner Project Encumbrance/Close-out
- FY17 CWF Well Sealing Grants
- AIS Program
- DNR Grant Agreement
- 2017 Forum Update
- NACD Urban Ag Grant Reimbursements

Supporting Documents:

None



Meeting Date:06/01/2017

Prepared by: Mara Humphrey

Y. Purpose/Action Requested:

Review of Policies & Procedures for Filling Vacant Board Seat.

Summary:

Attached is the procedures as written in the By-Laws of the Powers and Responsibilities of the Ramsey Conservation District and in the Minnesota Statutes.

Potential questions (asked for previous appointments):

1. How did you hear about this unique opportunity for an appointment to complete two years of Paul Gardner's term?
2. Please tell us about your interest and experience in conservation and what motivates you to serve as a Ramsey Conservation District Board Supervisor.
3. What experience have you had in serving in any leadership capacity within your community?
4. What skills and knowledge do you bring to this position? What do your peers say are your greatest strengths and/or contributions? What would you tell voters?
5. What schedule constraints, if any, do you have to attend monthly Board Supervisor meetings? Current schedule is the 1st Thursday at 6:30pm. Would additional meetings be possible, i.e. Committee Assignment Meetings
6. What concerns, if any, do you have about assuming this Board Supervisor position?
7. What else would you like us to know about you relative to this opportunity?
8. What questions do you have about the position?

Supporting Documents:

Policies & Procedures for Filling Vacant Board Seat

Potential Questions

Policies and Procedures for Filling Vacant Board Seat

“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).”

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

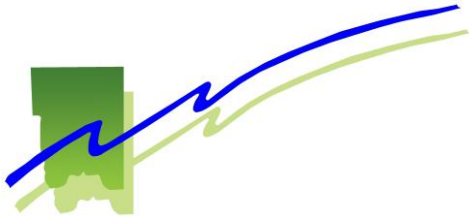
“Subd. 6.Vacancy.

(a) If a vacancy occurs in the office of an elected supervisor more than 56 days before the next state primary, the district board shall fill the vacancy by appointment. The supervisor appointed shall hold office until the first Monday in January following the next general election. A successor shall be elected at the general election following the appointment and hold office for the remainder of the term or for the next regular term, whichever is appropriate.

(b) If a vacancy occurs less than 56 days before the next state primary, the district board shall fill the vacancy by appointment. The appointed supervisor shall hold office until the expiration of the term or until the first Monday in January following the second succeeding general election, whichever is shorter. A successor shall be elected at the general election preceding expiration of the appointed term and hold office for the remainder of the term or for the next regular term, whichever is appropriate.

(c) All terms under this subdivision continue until a successor has been elected and has qualified.”

- *From Minnesota Statutes section 103C.305 Subd. 6*



Meeting Date:06/01/2017

Prepared by: Ann WhiteEagle

Z. Purpose/Action Requested:

Approval of entering into TimeSaver Contract for completing RCD board minutes for the remainder of 2017, subject to attorney review.

Summary:

RCD board meeting minutes have become overly time-consuming for staff. TimeSaver Off Site Secretarial, Inc. was recommended.

Explanation of Fiscal/FTE Impact:

Maximum cost is \$139 up to one hour and \$34 for each 30 minutes following the first hour.