



Approved April 11, 2016

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Minutes of the **Board of Supervisors Regular Board Meeting** held March 14, 2016.

1. Meeting called to order by Chair Humphrey at 3:01 p.m.

Roll of Attendance

Supervisors present:

Others present:

Margaret Behrens	Joe Lochner, RCD Staff
Paul Gardner	Michael Schumann, RCD Staff
Mara Humphrey	Andrea Prichard, RCD Staff
Carrie Wasley	Ann WhiteEagle, RCD Staff
Gwen Willems arrived at 3:55pm	Ashley Bennett, RCD Staff
	Kimberly Murray, North Oaks Home Owners Assoc.

Approval of Agenda: **Motion by Supervisor Wasley, Supervisor Behrens seconded** to approve the final agenda. Supervisor Humphrey requested to add Action Item K: Board of Supervisors Meeting Time Change to the agenda. Motion carried unanimously.

A. Announcements: Kimberly Murray, Executive Director of the North Oaks Homeowners Association, presented information on the city’s proposal to apply for a MPCA Green Corp member for September 2016. The North Oaks Homeowners Association is seeking a letter of support from the Ramsey Conservation District for the application. **Motion by Supervisor Gardner, Supervisor Behrens seconded** to submit a letter of support for the City of North Oaks Green Corp member application by Friday, March 18, 2016. Motion carried unanimously.

The Board was sent a list of upcoming meetings in the board packets. The MACD Area IV quarterly meeting will be held at the Ramsey County Public Works Building, 1425 Paul Kirkwold Drive, Arden Hills, MN 55112, on April 6th from 9 AM – 3 PM. **Motion by Supervisor Wasley and Supervisor Behrens second** to approve the MACD Area IV quarterly meeting as a special meeting. 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 February 8, 2016

Motion by Supervisor Wasley and Supervisor Behrens second to approve the minutes. Motion carried unanimously.

B. Treasury Report– Detailed 4th Quarter, 2015

Motion by Supervisor Wasley and Supervisor Behrens second to approve the minutes. Motion carried unanimously.

4. Action Items

A. Approval of February, 2016 Supervisor and Staff Expense Claims: **Resolution 16-03-01.** Supervisor Wasley moved and Supervisor Behrens seconded. Resolved, the Board approved the expense reports as submitted by Supervisors Behrens \$277.00, Gardner \$137.42, Humphrey \$87.96, Wasley \$306.32 and Willems \$267.78 and staff member WhiteEagle \$30.00.

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

B. Approval of the CWF Well Sealing Reimbursement: **Resolution 16-03-02.** Supervisor Behrens moved and Supervisor Wasley second. Resolved the Board approved the following:

Owner	Address	Receipt Rec'd	Reimburse
Cynthia Carrillo*	45 University Ave, SE, #506, Minneapolis, MN 55414	1685.00	750.00
Tony Oswald	1700 Rosewood Ave N, Maplewood, MN 55109	930.00	465.00
* Well location if different than reimbursement address			
Cynthia Carrillo*	796 Carla Lane, Little Canada, MN 55119		

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

C. Encumbrance for FY14/FY15 Community Partners Cost Share Project: **Resolution 16-03-03.** Supervisor Behrens moved and Supervisor Wasley seconded.

Whereas, The MN BWSR has provided \$150,000 in FY2015 Clean Water Funds through the Community Partners Conservation Program Grant to the RCD for water quality projects installed on Faith Organizations, Schools, 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 these projects.

Now therefore Be It Resolved, the RCD Board agrees to enter into BWSR cost-share agreements with the following:

Fleur Royale Condominiums.: Spokesperson Vicki Pream: Property Manager, at Keller Property Management, for Fleur Royale Condominiums at 181 Little Canada Rd E, Little Canada, MN 55117 for the three infiltration basins. Contract #CP 15-02, Conservation Practice 570; Total Project Cost: \$57,827.78; BWSR Cost Share for eligible components: 38%/\$21,974.00. Local Watershed (Ramsey-Washington Metro Watershed District) Cost Share for eligible components: 57%/\$32,961.00. Landowner Contribution: 5%/\$2,893.00. Technical and Administrative amount to be consistent with percentages outlined in grant work plan. The project must be started by October 1, 2016 and completed by October 1, 2017, unless otherwise amended by mutual consent and agreement by both parties.

Gloria Dei Lutheran Church: Spokesperson: Julie Printz; 700 Snelling Ave S, St. Paul, MN 55116 for infiltration basins and educational signage. Contract #CP 15-03, Conservation Practice 570; Total Project Cost: \$75,477; BWSR Cost Share for eligible components: 27%/\$20,423.00. Local Watershed (Capitol Region Watershed District) Cost Share for eligible components: 69%/\$52,502.00. Landowner Contribution: 5%/\$3,398.00. Technical and Administrative amount to be consistent with percentages outlined in grant work plan. The project must be started by July 1st, 2016 and completed by July 1st, 2017, unless otherwise amended by mutual consent and agreement by both parties.

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

Encumbrance of Flood Relief Project: **Resolution 16-03-04. Supervisor Wasley moved and Supervisor Behrens seconded.**

Whereas, The MN BWSR has provided \$95,591 for FY2014 DR-4182 Flood Relief to provide assistance to repair projects of the storm event known as DR-4182;

Whereas, the allowable BWSR cost-share is up to 100% of the project cost;

Whereas, the RCD Board of Supervisors designates, Joe Lochner, Ramsey Conservation District Staff as the technical representative for these projects.

Now Therefore Be It Resolved, the RCD Board agreed to enter into a BWSR cost-share agreement with the following:

Nichols/Phillips Residence: Spokesperson Linda Nichols: Landowner at 734 Carla Ln, Little Canada, MN 55109 for the shoreline restoration project on Gervais Lake. Contract #FR-04, Conservation Practice 580; Total Project Cost: \$24,975.31; BWSR Cost Share for eligible components: 100%/\$24,975.31. Local Watershed (Ramsey-Washington Metro Watershed District) Cost Share for eligible components: 0%/\$0,000.00. Landowner Contribution: 0%/\$0,000.00. Technical and Administrative amount to be consistent with percentages outlined in grant work plan. The project must be started by October 1, 2016 and completed by December 1, 2017, unless otherwise amended by mutual consent and agreement by both parties. Voting in favor of the resolution: Behrens, Humphrey, Wasley – Voting against: none – Abstaining: Gardner

- D. FY 14 CWMA Work Plan Amendment: Ann stated that she received a request from Carole Gernes, who is administering the Cooperative Weed Management Area (CWMA) program, to amend the work plan and spend the remaining \$1,215.27 of the 2014 grant on education rather than purchasing materials and monitoring. Since this adjustment would be less than 10% of the grant, BWSR would not need to approve the amendment. **Resolution 16-03-05.** Supervisor Wasley moved and Supervisor Behrens seconded. Resolved, the Board approved amending the FY14 CWMA work plan, with the remaining \$1,215.27 to be spent on education activities.

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

- E. 2016 Professional Service Agreement (PSA) Approval: **Resolution 16-03-06.** Supervisor Wasley moved and Supervisor Behrens seconded. Resolved, the Board approved the PSA with Valley Branch Watershed District, with RCD providing project design assistance for 2016-17, not to exceed \$2,750 per year. Further resolved, the Board approved the PSI with RCWD for the Hansen Park Revegetation Project, for design assistance, not to exceed \$8,064.

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

Supervisor Willems arrived at 3:55pm, due to board meeting time change.

- F. 2016 MASWCD Dues/ Day at the Capitol: Supervisor Wasley reported on feedback from several other SWCDs on the MASWCD dues, to assist with clarification for the RCD. **Resolution 16-03-07.** Supervisor Wasley moved and Supervisor Behrens seconded. Resolved, the Board approved sending a “letter of protest” to the MASWCD Board, explaining why the RCD paid the dues amount from 2015, rather than the full amount requested for 2016.

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

Day at the Capitol Event: **Resolution 16-03-08.** Supervisor Willems moved and Supervisor Wasley seconded. Resolved, the Board approved the MASWCD Day at the Capitol event on March 21-22, 2016 as a special meeting, allowing all and any board members to attend and receive per diem and reimbursement for expenses.

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

- G. RCD Comprehensive Plan and Mission Update: Supervisor Willems with discuss edits for the mission statement with Supervisor Gardner.

H. Budget Policy/ Authority: Ann explained that all RCD spending is reviewed and approved by the Ramsey County Finance Department and she requested a board policy regarding expenditure payments. Payroll accounted for most of the operating budget. **Resolution 16-03-09.** Supervisor Willems moved and Supervisor Wasley seconded. Resolved, the Board authorized the District Manager to spend funds within the approved 2016 operating budget of \$520,090, without RCD Board approval.

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

I. RCLLG Dues: **Resolution 16-03-10.** Supervisor Wasley moved and Supervisor Behrens seconded. Resolved the Board approved paying RCLLG 2016 dues of \$250.

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

J. Personnel Committee: **Resolution 16-03-11.** Supervisor Wasley moved and Supervisor Behrens seconded. Resolved the Board approved increasing the hours for the Assistant District Technician position to 32 standard hours and full-time benefits, with the ability to work up to 40 hours per week, dependent on work load and with funding from the Increased Capacity Grant, effective March 14, 2016.

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

Also, Ann requested Board approval to advertise for a specialist position. She explained that hiring a licensed landscape designer would allow for the other two landscape design staff to become licensed. **Resolution 16-03-12.** Supervisor Behrens moved and Supervisor Wasley seconded. Resolved the Board approved staff advertising for a specialist position.

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

K. Board of Supervisors Meeting Time Change: By consensus the Board moved the board meeting time to 3:00pm, beginning next month at the April meeting.

6. 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- Supervisor Gardner
- D. Capitol Region Watershed District Citizen Advisory Committee & Board Meeting - 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 – Supervisor Willems

7. Next Regular Meeting Date– Monday, April 11, 2016 at 3:00pm.

8. Adjournment: **Motion by Supervisor Willems, Supervisor Wasley seconded** to adjourn at 5:00pm.
Motion carried unanimously.

These minutes are respectfully submitted by Ashley Bennett.