Anoka Conservation District
Supervisors Regular Board Meeting
Tuesday, January 18th, 2011 5:00 PM

Swearing-in Ceremony
- Karl Tinglestad
- Mary Jo Truchon

Selection of Officers & Committees Assignments

Regular Agenda (Approval of January Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports (Dec and Jan provided at the Feb Meeting)
D. Approval of January Bills
E. Legislative Updates

Old Business

New Business-Action Items
F. Approve ACD Resolutions
G. 2011 RCWD Cost-Share Service Agreement
H. 2011 RCWD Golden Lake Subwatershed Assessment Agreement.
I. Magnolia/Creek Villas Pond CWF Reimbursement
J. URRWMO Monitoring & Management Contract
K. Pre-Treatment Chamber Patent – Attorney Engagement
L. Approve Area IV Dues
M. Conservation Practice Approval Authority
N. Letter to MN Land Trust about Beach Property
O. Wade Johnson Exit Interview Form
P. Office Profiles for the Website
Q. District Capacity Award
R. Metro Conservation Districts
   - Budget/Dues
   - JPA Summary of Changes
   - LRP Hosting JPA (approval and signature)
   - Consider Treasurer/Fiscal Agent
   - Consider Secretary
   - Dakota SWCD Letter pertaining to the CWF appropriation
S. Supervisor and Employee Anniversary Recognition
T. ACD Computer Network

New Business-Informational Items
U. RCD Letter
V. Watershed Updates

Additions
W. 2011 MASWCD Dues
X. Andover Award
Y. Anoka Chamber of Commerce Dues

FYI /Meetings and Dates
- Tentative ACD Board Meeting Tuesday February 22nd, 5:00 pm
- MASWCD Legislative Briefing and Day at the Capitol – Feb 28 – March 1
- ACD Tree Sale April 30th Anoka County Fair Grounds
Board Meeting Minutes
Date: January 18, 2011
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Karl Tingelstad, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:00 pm

Swearing in Ceremony
Cindy Reichert, Anoka County Elections Manager, performed the swearing in ceremony for ACD’s newly elected supervisor Karl Tingelstad and re-elected supervisor Mary Jo Truchon.

Selection of Officers and Committee Assignments
- Tingelstad nominated Truchon for Chair. Nass seconded the motion.
- Nass nominated Lindahl for Vice Chair. Komec seconded the motion.
- Lindahl nominated Nass for Treasurer. Tingelstad seconded the motion
- Komec nominated Berkness for Secretary. Lindahl seconded the motion.
- Tingelstad moved to cease nominations and cast a unanimous ballot for the slate. Nass seconded the motion. All ayes, motion carried.

The ACD committee assignments were discussed. It was decided that everything remain the same as 2010 with the exception of Tingelstad replacing DeLaForest on the Operations Committee and as an alternate for the Personnel Committee.
- Lindahl moved the ACD Committee assignments as modified. Nass seconded the motion. All ayes, motion carried.

The MCD assignments were discussed. It was decided that Lindahl would serve as primary for Metro Conservation Districts and Komec as alternate. Nass would serve as primary for MCD Area IV and Tingelstad as an alternate. The remaining committee assignments were unchanged.
- Lindahl moved the MCD committee assignments as modified. Tingelstad seconded the motion. All ayes, motion carried.

Regular Agenda (Approval of January Agenda)
- Lindahl moved to approve the January Agenda noting additions (W) 2011 MASWCD Dues (X) Andover Awards (Y) Anoka Chamber of Commerce Dues. Nass seconded the motion. All ayes, motion carried.

A. December 20th Minutes of the Regular Board Meeting
- Nass moved to approve the December Meeting Minutes. Komec seconded the motion. All ayes, motion carried.
B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed.

Lord brought attention to the fact that Mitch Haustein, Seasonal Water Resources Technician, painted McKay suites 200 and 250. Lord explained that Haustein used the leftover paint used for the ACD offices.

Monte distributed her activity report, performance summary, and a fact sheet regarding “The Privacy Act and the Freedom of Information Act”. Monte brought attention to various items within her activity report and performance summary. The Board reviewed the fact sheet about the privacy act.

C. Approve Financial Reports (December and Jan provided at the Feb Meeting)

D. Approval of December Bills  (acted on after item Y)
   • Nass moved to approve electronic payment EP53 – EP 56 along with check numbers 11582 –11617, noting the Void of check 11606. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
Lord stated to the Board that the MCD wants to go through the agency grant process to request legacy funds instead of going straight to the Legislature. The Board discussed the approach and all agreed that ACD would abide by the MCD members’ wishes but did not feel that this approach would be the most effective. Lord distributed a brochure outlining accomplishments of the program explaining that it would be up to each district to promote the LRP and MCD as they see fit.

The Board also reviewed MASWCD Legislative Briefing and Day at the Capital information along with an Anoka county map of the legislative districts and profiles of each legislator. The Board discussed the MASWCD briefing and if Board members should attend. Tingelstad, Komec and Lindahl expressed interest. There was further discussion about the day at the Capitol and after some discussion it was decided ACD would attend on March 1st and 2nd.
   • Nass moved to authorize up to 3 supervisors to attend the MASWCD legislative briefing. Komec seconded the motion. All ayes, motion carried.

Old Business

New Business –Action Items

F. Approve ACD Resolutions
The Board reviewed the 2011 resolutions.

   Resolution 2011-01 2011 Meeting Schedule
   • Nass made a motion to adopt Resolution 2011-01 indicating the 2011 Meeting schedule. Tingelstad seconded the motion. All ayes, motion carried.

   Resolution 2011-02 Designation of Official Depository
• Nass made a motion to adopt Resolution 2011-03 designating Wells Fargo Blaine Branch to be Anoka Conservation District’s official depository. Tingelstad seconded the motion. Nass, Tingelstad, Truchon, Lindahl ayes, Komec abstained, motion carried.

Resolution 2011-03 Requiring Anoka County to Provide Liability Ins. For ACD
• Nass made a motion to adopt Resolution 2011-03 Requiring Anoka County to Provide Liability Insurance for ACD. Lindahl seconded the motion. All ayes, motion carried.

G. 2011 Rice Creek Watershed District (RCWD) Cost – Share Service Agreement
The Board reviewed a 2011-2012 Service Agreement between ACD and RCWD for the RCWD water quality BMP Cost Share Program. Lord explained that it is similar to previous agreements.
• Lindahl made motion that we enter into agreement with RCWD for BMP cost-share administration. Tingelstad seconded the motion. All ayes, motion carried.

H. 2011 RCWD Golden Lake Stormwater Retrofit Analysis Study - Phase 1
The Board reviewed an agreement with RCWD for 2011 Golden Lake Stormwater Retrofit Analysis study.
• Tingelstad made a motion that we enter into the agreement with RCWD for the 2011 Golden Lake Stormwater Retrofit Analysis. Komec seconded the motion. All ayes, motion carried.

I. Magnolia/Creek Villas Pond CWF Reimbursement
The Board reviewed a CWF reimbursement request from Coon Creek Watershed District (CCWD) for the Magnolia/Creek Villas Pond modification. Lord explained that the project was of great value as the project will receive treatment equivalent to the installation of 2 dozen rain garden installations.
• Komec moved to approve the CWF reimbursement of $2,668 to the CCWD for the completion of the Magnolia Pond modification. Nass seconded the motion. All ayes, motion carried.

The Board reviewed a 2011 contract with URRWMO for monitoring and management.
• Nass moved to approve entering into the agreement with URRWMO for 2011 Water Monitoring and Management. Komec seconded the motion. All ayes, motion carried.

K. Pre-treatment Chamber Patent – Attorney Engagement
The Board reviewed a letter from Terra Nova Patent Law, PLLC, regarding the process and payment to patent the Rain Garden Pre-treatment Chamber. Lord provided a breakdown of expenses and explained that we will need $500 for a patent search to ensure that a similar product hasn’t already been patented. If not, we need an additional $2,200 up front and can anticipate another payment of around $1,800 by the time the process is complete.
• Nass moved that Lord pursue the patent and pay the initial payment of $2,700. Lindahl seconded the motion. All ayes, motion carried.

L. Approve MASWCD - Metropolitan Area 4
The Board reviewed an invoice for Area IV dues.
• Lindahl moved to approve payment of $225 for Area IV dues. Komec seconded the motion. All ayes, motion carried.

M. Conservation Practice Technical Approval Authority
The Board reviewed correspondence along with an agreement about technical approval authority (TAA) for conservation practices. Lord explained to the board that cost share designs have to be approved by those with TAA according to USDA standards. Lord went on to state that it was unfortunate that Craig Peterson, NRCS Area Engineer, spent five hours meeting with Wade Johnson, former Landscape Restoration Specialist, a couple of weeks before Johnson was laid off to review Johnson’s work for TAA. Lord stated that Shawn Tracy, Landscape Restoration Specialist, still has TAA. Nass asked if we should also approve former employee Johnson’s TAA, as he would be able to add it to his resume which might help him find a job. Lord stated that it would not be possible as he is no longer employed by ACD and TAA is something NRCS reviews and approves for SWCD employees as part of our partnership with them.
• Lindahl moved that we approve the Conservation Practice Technical Approval Authority for Engineering Practices Assignment and Acceptance for Shawn Tracy. Nass seconded the motion. All ayes, motion carried.

N. Letter to MN Land Trust about Beach Property
The Board reviewed a letter to the MN Land Trust about the Beach property prepared by Lord. The letter provided information about the clean up day along with future plans for the property.
• Komec moved that we approve the letter to the MN Land Trust. Nass seconded the motion. All ayes, motion carried.

O. Wade Johnson Exit Interview Form
The Board reviewed the exit interview form filled out by Wade Johnson.

P. Office Profiles for the Website
The Board reviewed office profiles for the website prepared by Mitch Haustein, Seasonal Technician. Lord explained that Berkness started the profiles and Haustein took it over making changes and added the finishing touches. Berkness explained that the profiles would be categorized within the “about us” section of the website. Lord explained that it was important for the Board to review and approve the lease amounts outlined within the profiles. There was also discussion about how much Lord would be able to negotiate if an offer was made.
• Tingelstad made a motion that we post the profiles for vacant space. Komec seconded the motion. All ayes, motion carried.

Q. District Capacity Award
The Board reviewed the “2010 Honorable Mention” ACD received for the 2010 District Capacity Award along with a copy of the capacity form totals, which ironically put ACD in the “Superior” category. Lord reminded the Board that ACD replaces the
program activities listed, which are all geared towards agricultural programs, with ACD program activities. Lord explained that in the past the MASWCD accepted the form. There was discussion about the District Capacity resolution that was passed and the fact that ACD members heard from other districts that they felt the district capacity form was unfair. There was a discussion about how the form should be geared to all SWCDs as the MASWCD is suppose to be providing service to all SWCDs, not just the rural SWCDs in agricultural areas. The Board suggested that Lord write a letter questioning the outcome of the 2010 District capacity scoring.

- Truchon made a motion for Lord to write a cordial letter to the MASWCD inquiring about the outcome of the scoring. Tinglestad seconded the motion. All ayes, motion carried.

R. Metro Conservation District (MCD)

Budget/Dues

Lord explained that at the previous ACD Board meeting the Board approved MCD dues of up to $200. The budget was revised to reflect dues of $240 and a new motion was needed to reflect this change.

- Lindahl made a motion to approve MCD dues of $240. Komec seconded the motion. All ayes, motion carried.

JPA Summary of Changes

The Board reviewed the summary of changes to the MCD joint powers agreements along with the agreements provided by Lord.

LRP Hosting JPA (Approval and Signature)

The Board reviewed the hosting JPA

- Lindahl moved that we approve the MCD JPA for hosting the LRP. Komec seconded the motion. All ayes, motion carried.

Consider Treasurer/Fiscal Agent or Secretary

There was discussion about whether or not ACD wants to serve as Treasurer or Secretary and all agreed that we would be willing to do one but not both.

Dakota SWCD Letter Pertaining to the CWF appropriation

The Board reviewed a letter and budget from Dakota SWCD about participating in the LRP program. Lord explained that Dakota SWCD is not willing to take on program liability. Lord explained that he worked it out with Dakota SWCD so they would not need to take on program liability, which would not work if all districts made the same request but it is necessary to get an assessment completed in Dakota. All agreed that the accommodations Lord made were worth it to get valuable projects on the ground in Dakota County.

- Nass moved to approve work plan and budget: noting footnote #1 that provided ACD would reimburse DSWCD on approval of a completed assessment which assures we won’t be put in the position of compensating Dakota SWCD for efforts that don’t result in a completed assessment. Komec seconded the motion. All ayes, motion carried.

S. Supervisor and Employee Anniversary Recognition

Lord informed the Board that he and Berkness spoke about standardizing employee anniversary awards. Lord suggested a sculpture or a plaque with the employee/
supervisor name and anniversary date etched on it to put in the garden that ACD plans to install on the office grounds. The Board discussed other possible ideas along with the length of service required to become eligible for an award. Lord suggested that everyone think about and hopefully over the coming months everyone can put their heads together.

T. Computer Network
The Board reviewed a memo prepared by Lord regarding the need for a new server. Lord explained that we could ad space to the current server which would cost $1,400 and give us 146 GB of space, or spend $2,200 for the replacement server which would give us up to 2000 GB of space.

- Tinglestad moved to approve the purchase of replacement server not to exceed $1,200 for hardware and software and $1,000 for technical service to set it up. Komec seconded the motion. All ayes, motion carried.

New Business-Informational Items

U. Ramsey Conservation District (RCD) Letter
The Board reviewed a letter from RCD about the recent restructuring of the district due to the layoff of the District Manager.

V. Watershed Updates
Truchon gave updates of the recent Rice Creek Watershed Citizens Advisory Committee Meeting she attended. Lindahl updated all on the recent Coon Creek Watershed District meeting he attended.

Additions

W. MASWCD Dues
The Board reviewed the invoice for $2,795.00 for MASWCD dues. There was discussion about recent events and the lack of services provided to ACD by the MASWCD.

- Lindahl made a motion to table the item. Nass seconded the motion. All ayes, motion carried.

X. Andover Award
The Board viewed the city of Andover’s Outstanding Conservation Plaque. There was discussion about presenting the award at the Andover City Council meeting. Berkness was asked to get on the City Council agenda. Lindahl stated he would not be available on February 4th – February 11th.

Y. Anoka Chamber of Commerce
The Board reviewed a renewal of dues notice for the Anoka Chamber of Commerce. Truchon stated that she was not comfortable supporting a group that has a clear political agenda as our office is non-partisan. Lindahl pointed out that the political agenda is not that of the Anoka Chamber of Commerce but the North Metro Chamber of Commerce. There was further discussion about the Anoka Chamber services.

- Lindahl made a motion to approve renewing ACD’s membership with the Anoka Chamber of Commerce and pay dues of $50. Tinglestad seconded the motion. All ayes, motion carried.
FYI / Meetings / Dates

- ACD Board Meeting, 5:00pm Tuesday February 22, 2011  ACD Office
- MASWCD Legislative Briefing February 28th, 7:00 pm – 8:45 pm St. Paul
- ACD Day at the Capitol, March 1 – 2nd
- Metro Meeting Wednesday, March 30th Earle Brown, Brooklyn Center
- ACD Tree Sale April 30th Anoka County Fair Grounds 8:00 am – 1:00 pm

- Komec moved to adjourn at 8:10 pm. Nass seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary  Date

Approved as to form and content by Mary Jo Truchon, Chair  Date
4:30 Supervisor Training: Pretreatment Chamber video display and handouts prepared for the MECA Conference

Regular Agenda (Approval of February Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. MASWCD 2011 Dues
G. Operations Committee Meeting, January 31, 2011

New Business-Action Items
H. Request to unencumber remaining CWF for CCWD Pond funds
I. Request to unencumber all of CWF for Xeon Pond Project
J. Sherburne Elk River Retrofit Assessment – CWF request
K. Chisago CWF Installation Funds Request Agreement
L. Native Buffer Cost Share Return - $630
M. 2011 LRRWMO Monitoring and Management Contract
N. 2011 SCWMO Monitoring and Management Contract
O. Pay Equity Report
P. JPA with Dakota SWCD for CWF
Q. 2010 Year End Financial Statements

New Business-Informational Items
R. Watershed Updates

Additions
S. MCD 2011 Dues
T. 
U. 

FYI /Meetings and Dates
- MASWCD Legislative Briefing and ACD Day at the Capitol – Feb 28th - March 2nd
- ACD Board Meeting ACD office March 21st 5:00pm
- Metro Area 4 Meeting Rockford Township Hall April 6th 9:30am – 3:00pm
- ACD Tree Sale April 30th Anoka County Fair Grounds
- Set up Operations Committee Meeting to deal with CWF Rollover Money
Board Meeting Minutes
Date: February 22, 2011
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Karl Tingelstad, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:00 pm

Regular Agenda (Approval of February Agenda)
- Nass moved to approve the February Agenda noting the addition (S) MCD Dues. Lindahl seconded the motion. All ayes, motion carried.

A. January 18th Minutes of the Regular Board Meeting
- Nass moved to approve the January Meeting Minutes. Komec seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed.

Upon reading Lord’s activity report, Nass inquired if he had heard from the St. Francis Fire Department about the burning of the empty Beach Buildings. Lord explained that he had not.

Truchon mentioned that she is glad to see a lot of Nate Zwonitzer, Conservation Specialist, at so many RCWD meetings.

Monte distributed her activity report, along with WHIP flyers. Monte provided program updates for WHIP, CSP and EQIP.

C. Approve December and January Financial Reports
- Nass moved to approve the December Financial Reports. Lindahl seconded the motion. All ayes, motion carried.
- Nass moved to approve the January Financial Reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of Bills (acted on after item S)
- Nass moved to approve electronic payment EP57 along with check numbers 11628 – 11657 noting the void of previously approved checks 11609 - 11617. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates

Anoka Conservation District Regular Board Meeting February 22, 2011
1 of 5
The Board reviewed an MASWCD legislative report. There was a brief discussion about the MASWCD strategy. Lord reminded the Board that ACD’s day at the Capitol is scheduled for March 1st and March 2nd. Tinglestad suggested that appointments be made with each representative a head of time. Berkness stated she is currently working on scheduling 15 minute appointments with each representative and then took a tally of who would be attending.

**Old Business**

F. **MASWCD 2011 Dues**

- Nass moved to leave the item on the table. Tinglestad seconded the motion.
  All ayes, motion carried.

**New Business – Action Items**

G. **Operations Committee Meeting January 31, 2011**

- **Cost Share Policy**
  Lindahl explained that the Committee discussed performance based cost share.

  - Lindahl moved that ACD facilitate discussions on establishing performance based cost share with the watershed districts, WMOs and others in Anoka County who may be interested to see if we can develop a single county-wide approach. Tinglestad seconded the motion. All ayes, motion carried.

  Lord explained that many counties are moving towards this approach, providing cost share based on the benefits instead of a fixed percentage. There was discussion about the various ways to structure it and the challenges associated. All agreed that it would take small increments, but over time ACD could help to develop a model that will work for all. All ayes, motion carried.

  - **Commercial Lease Template**
    Lord provided a draft commercial lease template to be used for the vacant office suites for the Board to approve.

    - Nass moved to adopt the commercial lease template as presented acknowledging that its terms would be subject to negotiation with potential tenants. Lindahl seconded the motion. All ayes, motion carried.

  - **2011 Annual Plan**
    Lindahl explained that the 2011 Annual Plan booklets were previously distributed to all Board members. Lindahl explained that it was noted that Groundwater depletion should be noted as a high priority urban problem in the cost share policy section but that would require modifications to the 2010 – 2014 comp plan first. The committee decided it would be best to wait and amend the comp plan and the annual plan when the new cost share policy is established.

    - Lindahl moved to adopt the 2011 annual plan as modified with acknowledgement that changes to the cost share section are anticipated. Nass seconded the motion. All ayes, motion carried.

**Day at the Capitol**

Lord provided incomplete versions of the Metro Conservation Districts Clean Water Fund (CWF) brochures explaining that he has Mitch Haustein, Seasonal Water Resources Technician, working on updating elements of the brochures. Lord also explained that he hoped that Anoka County would have the CWF video ready in time.
H. Request to unencumber remaining Clean Water Funds (CWF) for CCWD Pond Funds
The Board reviewed a memo prepared by Nate Zwonitzer, Conservation Specialist which explaining that $137.50 of CWF was left after the Northdale pond installation and needed to be unencumbered.
- Lindahl moved that we unencumber the remaining Clean Water funds for the Northdale Middle School Pond modification project. Komec seconded the motion. All ayes, motion carried.

I. Xeon Pond CWF Unencumbrance
The Board reviewed a memo prepared by Zwonitzer requesting the Unencumbrance of $20,894 clean water funds that were previously encumbered for the Xeon Street Pond Construction. Lord explained that CCWD will not be able to construct the pond until 2012.
- Tinglestad moved to unencumber all the Clean Water Funds for the Xeon Street Pond Project. Komec seconded the motion. All ayes, motion carried.

J. Sherburne Elk River Retrofit Assessment – CWF Request
The Board reviewed an Invoice from Sherburne SWCD for the Elk River Assessment.
- Lindahl moved to approve the invoice for assessment funds and send Sherburne SWCD $5,971.81. Nass seconded the motion. All ayes, motion carried.

K. Chisago CWF Installation Funds Request Agreement
The Board reviewed an installation funds Agreement from Chisago requesting $50,000. Lord explained that Chisago SWCD has 2 projects coming out of assessment process one of which has 7 sub-projects. Lord went on to explain the importance of project timing stating the projects need to be complete by July. Lord recommended approving payment of 90%.
- Komec moved that we enter into agreement with Chisago SWCD for project installation funds and pay $45,000 and the remaining $5,000 upon completion of the project. Tinglestad seconded the motion. All ayes, motion carried.

L. Native Buffer Cost Share return
The Board reviewed a request to return $630 of the 2008 Native Buffer funds.
- Nass moved to return the remaining 2008 Native Buffer Cost share in the amount of $630. Tinglestad seconded the motion. All ayes, motion carried.

M. 2011 LRRWMO Monitoring and Management Contract
The Board reviewed the 2011 LRRWMO Monitoring and Management Contract. Lord explained that it is a standard contract with LRRWMO.
- Nass moved to approve entering into the agreement with LRRWMO for 2011 Water Monitoring and Management. Lindahl seconded the motion. All ayes, Motion carried.

N. 2011 SCWMO Monitoring and Management Contract
The Board reviewed the 2011 SCWMO Monitoring and Management Contract.
- Nass moved to approve entering into the agreement with SCWMO for 2011 Water Monitoring and Management. Lindahl seconded the motion.
Lord explained that SCWMO is in the process of dissolving and portions being absorbed by CCWD. The ACD moved forward with the monitoring and management contract as the transition won’t happen overnight. CCWD is interested in taking a proactive approach and is in discussions with ACD staff about initiating some monitoring on SCWMO streams even though the SCWMO has not officially dissolved. All ayes, motion carried.

O. Pay Equity Report
   • Nass moved to approve the pay equity report. Tinglestad seconded the motion. All ayes, motion carried.

P. JPA with Dakota SWCD for CWF
The Board reviewed a JPA from Dakota for the Clean Water fund grant. The board discussed the various issues with the agreement. The board originally approved the work plan provided by Dakota SWCD because it had a caveat that ACD would reimburse DSWCD on approval of completed assessments. The language in the JPA supersedes the workplan and calls for ACD to reimburse DSWCD upon invoice at the rates indicated in the workplan. This potentially leaves ACD on the hook to remit payments for hours worked, regardless of whether or not there is a completed work product. It also fails to reference the CWF installation guidelines approved by the ACD Board. In all other cases, the assessment funds and installation funds were dealt with in separate agreements and perhaps it would be best to do that again. A JPA that essentially allocates $50,000 of installation funding for Dakota SWCD without reference to the encumbrance and installation deadlines is not fair to the other districts.
   • Truchon made a motion that ACD work with DSWCD to modify the JPA and/or 2011 Work Plan to provide payment for completed assessments and to stress that it is necessary to comply with the approved Clean Water Fund Metropolitan Landscape Restoration Program Project Installation Funds Implementation Guidance. Nass seconded the motion. All ayes, motion carried.

Q. 2010 Year End Financial Statements
The Board reviewed the 2010 finances.
   • Tinglestad motioned to approve the 2010 year end financial statements. Komec seconded the motion. All ayes, motion carried.

New Business-Informational Items
R. Watershed Updates
Lindahl explained that CCWD deferred the timing of the Xeon Street pond, which was dealt with earlier on the agenda. Truchon explained that RCWD Manager John Waller talked at length about RCWD’s role to enforce ditch law at the last meeting. Truchon questioned how an LGU can effectively enforce ditch law and WCA simultaneously when they often seem to be at odds with each other. Truchon stated that we should be educating ourselves on the issue.

Additions
S. MCD 2011 Dues
   • Lindahl moved to approve payment of the MCD dues in the amount of $240. Nass seconded the motion. All ayes, motion carried.
Lord explained the workload situation could warrant the permanent hiring of a Technician. Lord went on to explain that if the Technician focused his time on marketing Rain Guardians and was able to sell an additional 100, the budget would still be in the black. Also, ACD would be able to complete the additional monitoring wanted by CCWD. Lord explained the need for an Operations, Finance and Personnel Meeting. There was discussion about meeting times and dates and it was decided that all the meetings would occur on March 10th with the Operations at 3:00pm, Finance at 4:00pm and Personnel at 5:00pm.

- Metro Meeting Wednesday, March 30th Earle Brown, Brooklyn Center
- Metro Area 4 Meeting Rockford Township Hall April 6th 9:30 am – 3:00pm
- ACD Tree Sale April 30th Anoka County Fair Grounds 8:00 am – 1:00 pm

Tingelstad moved to adjourn at 6:42 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary  Date

Approved as to form and content by Mary Jo Truchon, Chair  Date
Regular Agenda (Approval of March Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. MASWCD 2011 Dues (Letter to MASWCD)
G. Operations Committee Meeting, March 10th
H. Finance Committee Meeting, March 10th
I. Personnel Committee Meeting, March 10th

New Business-Action Items
J. 2011 Rice Lake Installation Funding
K. Approve Cost Share Contract for Rice Lake Elementary Rain Garden Project
L. 2011 Sand Creek Installation Funding
M. CWF Installation Funds Agreement with Sherburne SWCD
N. Conservation Corps Site Agreement
O. 2011 RCWD Monitoring and Management Contract

New Business-Informational Items
P. Ag Preserves Grant Proposal
Q. Izaak Walton League Watershed Summit
R. Watershed Updates
S. MCD Managers Meeting

Additions
T. 2011 SRWMO Monitoring and Management Contract
U. E.R.C Construction Inc. - Proposal to Lease 200 & 250
V. CWF Installation Funds Agreement with Scott SWCD
W. 2011 Lakes and Rivers Rain Guardian Exhibit
X.
Y.

FYI /Meetings and Dates
• Metro Meeting March 30th Brooklyn Center
  o Visioning Session 2pm – 4pm
  o Regular Meeting 4pm – 6pm
• Metro Area 4 Meeting Rockford Township Hall April 6th 9:30am – 3:00pm
• ACD Board Meeting ACD office April 18th 5:00pm
• ACD Tree Sale April 30th Anoka County Fair Grounds
Board Meeting Minutes  
Date: March 21, 2011  
Location: 1318 McKay Drive NE Suite 300  
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karla Komec, Supervisor  
Karl Tingelstad, Supervisor

Others Present: Chris Lord, District Manager  
Kathy Berkness, Administrative Assistant  
Melissa Lewis, Board Conservationist for the BWSR (departed 7:15pm)

Chair Truchon called the meeting to order at 5:00 pm

Regular Agenda (Approval of March Revised Agenda)
• Komec moved to approve the revised March Agenda. Nass seconded the motion. All ayes, motion carried.

A. February 22nd Minutes of the Regular Board Meeting
• Nass moved to approve the February Meeting Minutes. Tingelstad seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed.

Upon reading, Mitch Haustein, Seasonal Water Resource Technicians report, Tingelstad questioned if the material removed from the freezers at the Beach Property was composted. Lord explained that the items removed were not in any condition for composting as most of it being deer carcasses covered with maggots.

Lord brought attention to the Clean Water Fund promotional video stating that the video did not work during the legislative meetings but others he spoke to did not have a problem viewing it. Nass added that maybe a firewall had something to do with it. Nass questioned which districts linked the video to their websites, which Lord stated he believed that Sherburne, Ramsey and Carver.

Lord brought attention to the Dakota SWCD assessment and explained that he had postponed his call to Brian Watson, Dakota SWCD District Manager about the issues with the JPA partly because he did not want to delay work on the assessment which is now complete. Lord explained that Shawn Tracy, Landscape Restoration really enjoyed working with Dakota SWCD staff and gained new insight from staff. Lord explained that there is a check ready for the completed assessment and if Watson insists on a signed JPA to move forward with another assessment ACD will work with them to create one that works with the guidance structure. Lord reminded all that an assessment agreement is not necessary and that a payment is made upon completion of an assessment.
Truchon brought attention to the City of Cambridge decision not to install projects identified from the assessment, mentioned in Jamie Schurbon, Water Resource Specialist’s report. There was a brief discussion about the Cities decision.

Upon reviewing Dennis Rodacker, Wetland Specialists report, Lord commented that Rodacker is assisting Schurbon with some of his monitoring tasks. Lord stated Rodacker seems to really enjoy his new tasks.

Lord made comment about the Landscape Restoration Program activity report stating the hours identified for Dakota are being charged back to ACD.

C. Approve February Financial Reports
   • Nass moved to approve the February Financial Reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of Bills (acted on after item W)
   • Nass moved to approve electronic payment EP58 – EP60 along with check numbers 11658–11688 noting the void of 11674 and 11687. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates
The Board reviewed an MASWCD legislative update along with a legislative alert. Lord brought attention to the cuts the house and senate committees are proposing with their omnibus bill which would affect service grants and the Natural Resource Block Grant along with cuts to BWSR administration/operation. The Board reviewed the members of the Environment and Natural Resource Committees and found that Peggy Scott was the only Anoka County committee member. There was discussion about which members should be contacted. It was decided that the Board would contact all Anoka County senate and house members. Lord stated he would email the contact information to the Board members the following morning.

There was a brief discussion about the day at the Capitol. Lord stated that Senator Jungbauer was so impressed by the Landscape Restoration Program that he stated it needed long term funding. Truchon made comment that she thought the day was very successful.

Old Business
F. MASWCD 2011 Dues
The Board reviewed Lord’s letter to the MASWCD about the district capacity and agreed that it was very well done. The Board discussed services provided by MASWCD to SWCDs and the benefits of membership for non-agriculturally focused districts along with the demographics of the MASWCD Board members.

New Business –Action Items
G. Operations Committee Meeting March 10, 2011
   ➢ Clean Water Fund Rollover Installation Dollars
Lindahl explained that the Committee discussed Clean Water Fund rollover dollars.
   • Lindahl moved to recommend the approach devised in the example shown by the Metro Managers provided that all are reminded that projects must stem
from completed stormwater retrofit assessments. Tingelstad seconded the motion.
Example: $100,000 is available.

- District A requests $15,000
- District B requests $20,000
- District C requests $50,000
- District D requests $80,000

Allocation goes as follows.
$15,000 to each district (total $60,000)
$5,000 more each to Districts B, C, & D (total $15,000)
$12,500 more each to District C & D (total $25,000)

Districts A & B are fully funded. Districts C & D each receive $32,500. No consideration was given for matching funds or cost/benefit of the projects receiving funds. All ayes, motion carried.

- Lindahl made a motion to allow Lord to grant an extension to the initial funds encumbered until the April Board Meeting for districts that request an extension and provide information on the likely projects, partnerships and matching funds to provide assurance that progress is being made toward full utilization of funds. Tingelstad seconded the motion. All ayes, motion carried.

Rain Guardian Pretreatment Chamber Business Plan
The committee reviewed a business plan for the Rain Guardian developed by Mitch Haustein, Seasonal Water Resource Technician that laid out methods of promoting the chamber to increase annual sales to 150 chambers in 2011 and beyond.

- Lindahl made a motion to aggressively promote the sale of Rain Guardian pretreatment chambers to increase water quality benefits through improved rain garden effectiveness and to maximize the return to the taxpayer. Tingelstad seconded the motion. All ayes, motion carried.

- Lindahl made a motion to approve development of all supporting materials with product branding. Tingelstad seconded the motion. All ayes, motion carried.

- Tingelstad moved to approve updating the 2011 ACD Fee Schedule to include the proposed Rain Guardian replacement parts pricing, delivery cost, and shipping and handling costs. Komec seconded the motion. All ayes, motion carried.

H. Finance Committee Meeting, March 10, 2011
Nass provided meeting details stating that after 2011 budget updates ACD was able to find funds to hire a full time Water Resource Technician to aggressively promote the pre-treatment chamber along with additional technical services needed by CCWD.

- Lindahl moved to approve the budget modifications to accommodate the hiring of a full time technician up to $19.50/hour with benefits to allow the district to aggressively promote the Rain Guardian pretreatment chamber and to provide expanded technical services to the CCWD. Komec seconded the motion. All ayes, motion carried.
I. **Personnel Committee Meeting, March 10th**
Komec explained events of the Personnel Committee Meeting and brought attention to the Water Resource Technician position description, position announcement and the position application ranking and interview questions and Recruitment schedule.

- Komec moved to adopt the Water Resource Technician job description with changes and to modify the ACD Handbook to incorporate the position in the Classification and Compensation Plan. Nass seconded the motion. All ayes, motion carried.
- Komec moved that we adopt the Water Resource Technician position announcement as presented. Nass seconded the motion. All ayes, motion carried.
- Komec moved that we adopt the Water Resource Technician Position Application Ranking, Interview Questions and Recruitment Schedule as presented. Nass seconded the motion. All ayes, motion carried.

J. **2011 Rice Lake Installation Funding**
The Board reviewed a memo created by Nathan Zwonitzer, Conservation Specialist requesting the unencumbrance of the remaining CWF balance for 2010 Rice Lake projects and encumbering for fund for 2011 Rice Lake rain gardens and Rice Lake Elementary,

- Tingelstad moved unencumber remaining CWF balance from 2010 Rice Lake Rain Gardens. Nass seconded the motion. All ayes, motion carried.
- Tingelstad moved to encumber $9,500 in CWF for the Rice Lake Elementary rain garden project. Komec seconded the motion. All ayes, motion carried.
- Tingelstad moved to encumber $30,000 in CWF for 2011 Rice Lake Rain Gardens. Komec seconded the motion. All ayes, motion carried.

Lord explained that ACD is over matching which will give other participating SWCDs the flexibility to pursue projects where matching funds are less than the 35% overall match requirement.

K. **Approve Cost Share Contract for Rice Lake Elementary Rain Garden Project**
The Board reviewed a cost share contract for the Rice Lake Elementary rain garden project.

- Tingelstad moved to approve the RCWD state cost share contract for the Rice Lake Elementary Rain Garden project in the amount of $9,500 and authorize Truchon’s signature. Tingelstad seconded the motion. All ayes, motion carried.

L. **Sand Creek Installation Funding**
The Board reviewed a request to encumber 2010 and 2011 state cost share funds and unencumber CWF for the Sand Creek rain gardens. Lord explained that CCWD is having a hard time getting the PCA agreement for match funds approved thus making it difficult to fall within the CWF time constraints. Changing the project funding source will allow more time for coordination and construction.

- Nass moved to unencumber the CWF balance for the Sand Creek Rain...
• Nass moved to encumber $5,441.80 of 2010 State cost share for the Sand Creek rain gardens. Komec seconded the motion. All ayes, motion carried.

• Nass moved to encumber $2,217.20 of 2011 State cost share for the Sand Creek rain gardens. Komec seconded the motion. All ayes, motion carried.

M. CWF Installation Funds Agreement with Sherburne SWCD
The Board reviewed a CWF installation Funds Agreement with Sherburne SWCD.
• Tingelstad moved to approve entering into the agreement with Sherburne for $50,000 in CWF Installation Funds. Nass seconded the motion. All ayes, motion carried.

N. Conservation Corps Site Agreement
The Board reviewed the site agreement with the Conservation Corps for the apprentice.
• Lindahl moved to approve entering into the agreement as project host with the Conservation Corps. Tingelstad seconded the motion. All ayes, motion carried.

O. 2011 RCWD Water Monitoring and Management Contract
The Board reviewed the standard agreement with RCWD for water monitoring and management.
• Nass moved to approve entering into agreement with RCWD for 2011 Water Monitoring and Management for $4,260. Komec seconded the motion. All ayes, motion carried.

P. Ag Preserves Grant Proposals
The Board reviewed an Ag Preserves Grant proposal prepared by Lord. Lord stated that he is requesting $35,894 but only budgeted for $15,000.

Q. Izaak Walton League Watershed Summit
Nass and Truchon informed the Board that they attended the Izaak Walton League Watershed Summit. Truchon made comment that Shawn Tracy, Landscape Restoration Specialist did a great job presenting and that there were only three attendees representing SWCDs. Both made comment about the sustainability framework that was discussed at the meeting. Truchon stated she was disappointed with the sustainability presentation which was about overlap between the SWCDs and the watershed districts and how SWCDs are not needed. There was a brief discussion about the need for both entities and the reasons why. Melissa Lewis offered a quote that made sense created by Jay Riggs, WCD District Manager “Plan on a watershed basis and implement on a political basis”.
• Tingelstad motioned to approve paying the Watershed Summit registration fee for both in the amount of $30 each. Lindahl seconded the motion. All ayes, motion carried.

New Business-Informational Items
R. Watershed Updates
Lindahl stated the SCWMO is totally dissolved as of 3/17/2011. Lord made
comment that ACD has met with Tim Kelly, CCWD Administrator and Wenck
Engineer, Ed Mathiesen, to discuss the monitoring tasks that would be associated
with the boundary changes. Lord stated that Kelly was encouraged by the fact that
ACD was so well versed in SCWMO projects and history and that Lord offered to
provide a tour in the spring. The Board discussed the various SCWMO projects ACD
was involved with.

S. MCD Managers Meeting
Lord explained that the MCD managers met on February 23rd and discussed the
visioning session before the regular MCD meeting on March 30th from 2:00pm –
4:00pm. Each SWCD is instructed to list three areas that they feel the MCD should
focus on over the next five years. Lord stated the four areas that he felt were
important: LRP/NPEAP design assistance, assessments, BMP performance, and
education/website material. There was discussion about all that could be
accomplished if the SWCD’s worked together to develop education material.

Additions
T. 2011 SRWMO Water Monitoring and Management Contract
The Board reviewed the 2011 SRWMO Water Monitoring and Management Contract.
- Nass moved that we enter into agreement with SRWMO for 2011 Water
  Monitoring and Management for $23,573. Tingelstad seconded the motion.
  All ayes, motion carried.

U. E.R.C Construction Inc. – Proposal to Lease 200 & 250
The Board reviewed a lease proposal from ERC along with at memo prepared by
Lord outlining the lease amounts and ACD break even points. Lord stated that the
proposal was much lower than ACD’s asking rate. Lord explained that he has had
some interested parties but there are challenges with having to wait for the monthly
Board meeting. Lord outlined his recommendation.

- Lindahl authorized Lord to pursue renting Suite 250 at $600 a month on a two
  year lease with free use of Suite 200 for up to one year or as long as it
  remains vacant whichever is shorter and provide them with the right of
  refusal for Suite 200 at a rate of $275 a month should another tenant make an
  offer on suite 200. After one year, they would commit to $875 for both suites
  for an additional year if suite 200 is still available. This offer is subject to
  withdrawal at any time prior to signing of a lease along and Truchon is
  authorized to execute a lease consistent with the above terms. Nass seconded
  the motion. All ayes, motion carried.

V. CWF Installation Funds Agreement with Scott SWCD
The Board reviewed a CWF Installation Funds agreement with Scott SWCD.
- Tingelstad moved that we enter into agreement with Scott SWCD for CWF
  Installation funds in the amount of $50,000. Lindahl seconded the motion. All
  ayes, motion carried.

W. 2011 Lakes and Rivers Conference Rain Guardian Exhibit
The Board reviewed a memo prepared by Mitch Haustein regarding the 2011 Lakes
and Rivers Conference Rain Guardian Exhibit. Lord explained that the exhibitor
registration is $465 and the electrical service charge $35. Lord further explained that
ACD would have to pay for a hotel room but the registration would cover two staff members. Lord stated that it would be great promotion for the Rain Guardians as there are over 500 registered attendees.

- Tingelstad moved to approve exhibitor registration along with the electrical service charge and hotel accommodations for two employees to attend the 2011 Lakes and Rivers Conference with expenses not to exceed $650.00. Nass seconded the motion. All ayes, motion carried.

Tingelstad suggested arranging a presentation about promotion of the Clean Water Funding with the Anoka County Board of Commissioners. The Board agreed this was a good idea and discussed the timing of their Board meeting. It was decided that ACD would attempt to get on the Agenda hopefully April 12th or the first meeting in May.

- Lindahl made a motion for Lord to get on the Anoka County Board agenda and pull everything together for the presentation. Tingelstad seconded the motion. All ayes, motion carried.

**FYI / Meetings / Dates**

- Metro Area 4 Meeting Rockford Township Hall April 6th 9:30 am – 3:00pm
- ACD Board Meeting April 18th ACD Office April 18th
- ACD Tree Sale April 30th Anoka County Fair Grounds 8:00 am – 1:00 pm

- Tingelstad moved to adjourn at 7:35 pm. Lindahl seconded the motion. All ayes, motion carried.
Regular Agenda (Approval of April Agenda)
A. Approval of March Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. MASWCD Dues
G. Personnel Committee Meeting – April 14, 2011

New Business-Action Items
H. RCD Installation Agreement
I. JPA with Dakota SWCD for CWF
J. Approve Amended JPA Agreement Establishing the MCD
K. Wright SWCD Installation Agreement
L. Resolutions
   • Road Salt
   • Stable Funding for LRP
   • District Capacity
M. Ricci State Cost Share Cancellation
N. Request for Long Lake Conservation Camp Sponsorship

New Business-Informational Items
O. Ag Preserves Grant Award
P. MCD Meeting Recap
Q. Metro Area IV Meeting
R. Watershed Updates

Additions
S. Approve 2011 MOU with Coon Lake Improvement Districts for Monitoring
T. Beach Property Hazardous Clean Up Quotes
U. Lower Coon Creek Assessment Project Area
V. Approve 2011 CCWD Monitoring & Management Work Plan
W. Rain Guardian Distributorship
X. Martin Lake Association Letter

FYI /Meetings and Dates
• ACD Tree Sale April 30th Anoka County Fair Grounds
• ACD Board Meeting ACD office May 16th 5:00pm
• Metro Meeting March 30th Brooklyn Center, Earle Brown
Board Meeting Minutes
Date: April 18, 2011
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair arrived at 5:07
Vici Nass, Treasurer
Karla Komec, Supervisor,
Karl Tingelstad, Supervisor, arrived at 5:11

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, NRCS District Conservationist
Bart Biernat, Anoka County Environmental Services, arrived at 5:18

Chair Truchon called the meeting to order at 5:02 pm

Regular Agenda (Approval of April Agenda)
Komec moved to approve the April Agenda noting the following additions (S)
Approve 2011 MOU with Coon Lake Improvement Districts for Monitoring, (T)

Lindahl arrived at 5:07 pm

A. March 21, 2011 Minutes of the Regular Board Meeting
Nass moved to approve the March Meeting Minutes. Komec seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed.

Lord brought attention to the Rural Preserve Property Tax Program upon reading Dennis Rodacker, Wetland Specialist’s report. Lord informed the board that the new rules for legislation may remove the need for the Conservation Assessment Plan, stating that it almost implies that previous assessment plans payments might need to be refunded.

Upon reviewing Jamie Schurbon, Water Resource Specialist’s report, Truchon wanted it noted that Schurbon does a lot of work with the Martin Laker’s Association and his efforts are well received. Lord mentioned that Schurbon contacted Isanti SWCD about completing a storm water assessment.

Lord explained the situation with the network which was outlined in his report, stating the invoice for the server was for $2,500 which was much more then the $1,000 the district was quoted. Lord explained that he contacted the IT specialist about the difference and is waiting to hear back.
Tingelstad arrived at 5:11 pm

Nass brought attention to the fact that Lord’s assisting more with monitoring. Lord explained that the transfer of the MCD treasurer and secretary has freed up some of his time. Lord explained that CCWD purchased a $10,000 Hydro lab and has contracted ACD to use it for monitoring. Lord went on to explain that the site is close to his house, thus, convenient for him to deploy.

Bart Biernat, Anoka County Environmental Services, arrived at 5:18 pm

Upon reviewing Nate Zwonitzer, Conservation Specialist’s report, Komec inquired about what the 4 foot setback from the curb for placement of the chamber. Lord explained that this is a City of Fridley rule and does not apply to the installation of all Rain Guardians.

Lord brought attention to the Rain Guardian engraved plates stating that Mitch Haustein, Seasonal Water Resource Technician is working with Norsemen Trophies to develop the plates. Lord provided further detail about the engraved Plates.

Monte distributed her activity report and highlighted some of the items.

C. Approve March Financial Reports
   • Nass moved to approve the March Financial Reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval of Bills
   Tingelstad moved to approve electronic payment EP61 along with check numbers 11689–11717. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
   The Board reviewed an MASWCD letter which was in response to the letter written by Lord. There was a brief discussion about the letter. Truchon commented that Loyal Fischer would be contacting her about restructuring of the district capacity program and welcomed any suggestions before the meeting. Lord commented about the concern that smaller SWCDs are at a disadvantage based on the current district capacity program criteria.

Old Business

F. MASWCD 2011 Dues
   • Nass moved to take the MASWCD Dues off the table. Komec seconded. All ayes, motion carried.
   • Nass moved to pay the 2011 MASWCD dues in the amount of $2,750. Komec seconded the motion. All Ayes, motion carried.

G. Personnel Committee Meeting – April 14, 2011
   Komec provided details of the April 14th Operations Committee Meeting
   • Komec moved to offer the Water Resource Technician position to candidates in the following order; Mitch Haustein, Andrew Dotseth, and Freya Rowland. Nass seconded the motion. All ayes, motion carried.
• Komec moved that the regular full time Water Resource Technician position be offered in the order noted above upon acceptable verification of references, previous employment, education, applicable licensure, and a driving record satisfactory to use ACD vehicles, to begin Saturday April 23, 2011 or Saturday May 7, 2011 depending on candidate availability, at a starting rate of $19.00/hr plus benefits. Nass seconded the motion. All ayes, motion carried.

New Business — Action Items

H. Ramsey Conservation District Installation Agreement
The Board reviewed an Installation agreement with RCD for $25,000
• Tingelstad moved that we enter into agreement with RCD for CWF installation funds in the amount of $25,000 and approve Chair Truchon’s signature. Nass seconded the motion. All ayes, motion carried.

I. JPA with Dakota SWCD for Clean Water Fund
Lord explained that the Board reviewed the first draft JPA at a prior meeting. Lord worked with Brian Watson, Dakota SWCD Manager to clarify that ACD will pay for completed assessments and to incorporate the installation guidance criteria into the JPA.
• Nass moved that we enter into the JPA with Dakota SWCD for services related to the CWF. Tingelstad seconded the motion. All ayes, motion carried.

J. Approve Amended JPA Agreement Establishing the MCD
The Board reviewed the amended JPA agreement establishing the MCD.
• Lindahl moved to approve the amended JPA Establishing the MCD and authorize Chair Truchon to execute it. Nass seconded the motion. All ayes, motion carried.

K. Wright SWCD Installation Agreement
The Board reviewed an Installation Agreement with Wright SWCD for $50,000.
Nass moved that we enter into agreement with Wright SWCD in the amount of $50,000 for Installation funds. Lindahl seconded the motion. All ayes, motion carried.

L. Resolutions
The Board reviewed information about the resolution process from the MASWCD. The Board discussed potential resolutions for road salt, stable funding for LRP and the district capacity program suggested by Truchon. To be effective resolutions must be structured to call for clear action on the part of the MASWCD. There was a brief discussion about the road salt issue but it was not clear how the MASWCD could effectively take action on this but that we as a board could support other agencies that are working on this problem. In terms of the district capacity program, ACD resolution from last year was already approved and it directs MASWCD to revamp the program to allow districts to better reflect the services they provide. Stable funding for LRP is not something the state association as a whole will likely be interested in since it only services the metro area. We need to work with the metro district to achieve this.

M. Ricci Cost Share Cancellation
The Board reviewed a memo prepared by Zwonitzer, requesting cancellation of the Ricci State Cost Share. Lord explained that the utility lines were to close to the project site.
• Lindahl moved to unencumber all state cost share funding for the Ricci project and cancel the cost share contract. Komec seconded the motion. All ayes, motion
carried.

N. Request for Long Lake Conservation Camp Sponsorship
The Board reviewed a request for camp sponsorship from a Jacob Schaefbauer. Lord explained that the letter was sent on to Wright SWCD which is the County the requester resides in. Tingelstad suggested we send a reply to the requester.

New Business-Informational Items
O. Ag Preserves Grant Award
The Board reviewed a memo prepared by Lord proposing the allocation of the $15,000 Ag Preserve funds.
- Tingelstad moved to approve the allocation of Ag Preserves funds in the amount of $15,000 as follows: $6,000 for technical assistance for water quality improvement projects, $4,000 for assessments, $3,000 for water quality monitoring and $2,000 for stream biomonitoring. Nass seconded the motion. All ayes, motion carried.

P. MCD Meeting Recap
Lord provided detail of the recent MCD visioning session stating the top rated activities being Urban Stormwater Assessments, Rural Stormwater Assessments, BMP Performance Monitoring/Assessment and Design Assistance.

Q. Metro Area IV Meeting
Nass provided a recap of the Metro Area IV meeting stating she along with Truchon, Tingelstad, and Berkness attended. Nass reminded all that Area IV would be hosting the Convention this year to be held in Bloomington December 4th – 6th.

R. Watershed Updates
Lindahl stated that because of the redistricting due to the dissolving of SCWMO, Ted Capra, CCWD Board member, would be loosing his seat.

Truchon stated that a ditch inspector presented a report and pictures of various parts of the ditch at the RCWD Citizen Advisory Committee meeting.

Additions
S. Approve 2011 MOU with Coon Lake Improvement Districts for Monitoring
The Board reviewed the 2011 MOU with Coon Lake Improvement Districts for Monitoring. Lord explained that the monitoring would be once a month and we cut the price in half only this year.
- Tingelstad moved to enter into agreement with the Coon Lake Improvement District for Water Quality Monitoring. Lindahl seconded the motion. All ayes, motion carried.

T. Beach Property Hazardous Clean up Quotes
The Board reviewed two quotes for hazardous clean up. Lindahl explained that he had requested three quotes and it appeared that we were still waiting on one. The Board was pleased with the Nitti quote of $8,390 which was $2,810 less then the Williams Brothers Contracting Quote.
- Tingelstad made a motion to enter into an agreement with Nitti for $8,390. Komec seconded the motion. All ayes, motion carried.
U. Lower Coon Creek Assessment Project Area
The Board reviewed a memo prepared by Zwonitzer regarding the Lower Coon Creek Assessment Project Area. Coon Creek is seeking an additional 674 acres of the assessment area resulting in additional $3,150 which would come from ACD’s in kind contribution as CCWDs budget for assessments is fixed.

- Tingelstad moved to increase ACD’s contribution toward the assessment by $3,150 to cover the additional area requested by CCWD under the condition that it not be further increased without board approval. Nass seconded the motion. All ayes, motion carried.

V. 2011 CCWD Monitoring and Management Work Plan
The Board reviewed the 2011 Water Resource Monitoring and Management Work Plan for CCWD. Truchon questioned if the agreement incorporated the new boundary changes in which Lord replied that it did.

- Lindahl made a motion that we enter into agreement for 2011 with CCWD form monitoring and Management. Nass seconded the motion. All ayes, motion carried.

W. Rain Guardianship Distributorship
Lord informed the Board that an individual in Vermont is interested in a rain guardian. Lord stated that Haustein looked into the shipping cost being at around $175 for a single chamber, but that shipping multiple chambers would lower the price. Lord suggested creating partnerships with various agencies across the nation to promote and distribute Rain Guardians and while receiving a royalty for each chamber sold. ACD could train out of state entities on the assembly of a rain guardian. Lord stated that the situation warrants an operations meeting and inquired if there were other items that needed to be covered. Berkness mentioned that the anniversary recognition was an item that still needed to be discussed.

X. Martin Lake Letter
Truchon passed around the letter she received from the Martin Lake Association. Truchon pointed out that the Association really loves working with Schurbon.

FYI / Meetings / Dates
- ACD Board Meeting May 16th ACD office 5pm
- MCD Managers Meeting May 5th
- MCD Meeting May 25th Earle Brown Brooklyn Center

- Nass moved to adjourn at 7:05 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date

Anoka Conservation District Regular Board Meeting April 18, 2011 5 of 5
Anoka Conservation District
Supervisors Regular Board Meeting
Monday, May 16, 2011, 5:00 PM

Supervisor Training – (4:30-5:00) – Presentation of 2010 Water Almanac and Projects Report

Regular Agenda (Approval of May Agenda)
A. Approval of April Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. Operations Committee Meeting May 9th, 4:30
   • Rain Guardian Distributorship
   • ACD Landscaping Plan – Recognition Garden
G. Finance Committee Meeting, May 11th, 4:30 – 2012 Budget (information provided at Meeting)

New Business-Action Items
H. Chisago SWCD CWF Project Extension Request- Linden Street & Mulligan Ct.
I. RCD CWF Project Extension Request–Central Middle School, St. Mary’s Church, Williams Pond
J. HCD CWF Project Extension Request-Pond Modification, Bio-Filtration treatment, Catchment 22 and 26 Rain garden Project
K. ACD CWF Project Extension Request–Rice Lake Elementary and Neighborhood Rain Gardens
L. State Cost Share Installation Funding for Sand Creek
M. A.T. Group Business Associate Agreement
N. Rural Preserves Property Tax Program
O. Update on Martin and Typo Lake Carp Barriers
P. Coon Lake Stormwater Assessment Payments
Q. Larson Cost Share Grant Reimbursement

New Business-Informational Items
R. MASWCD Awards
S. Watershed Updates
T. MCD Managers Meeting
U. ACD Presentation at Anoka County Board Meeting
V. Tree Sale

Additions
W. ACD Apparel
X. CWF Rollover Requests.
Y.
Z.
AA.
BB.

FYI /Meetings and Dates
• Metro Meeting May 25th Brooklyn Center, Earle Brown
• ACD Board Meeting ACD office June 20th 5:00pm
• Metro Area 4 Summer Meeting Farmington June 23rd
Board Meeting Minutes
Date: May 16, 2011
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Karl Tingelstad, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, NRCS District Conservationist (departed at 7:24 pm)
Tim Wilson, NRCS State Conservationist (departed at 6:20 pm)
Nate Zwonitzer, Conservation Specialist

Chair Truchon called the meeting to order at 5:02 pm

Regular Agenda (Approval of May Agenda)
- Komec moved to approve the May Agenda noting the following additions (W) ACD Apparel (X) CWF Rollover Requests. Nass seconded the motion. All ayes, motion carried.

A. April 18, 2011 Minutes of the Regular Board Meeting
- Nass moved to approve the April Meeting Minutes. Komec seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed.

Upon reviewing Lord’s activity report, Nass questioned the status of the server. Lord stated that ACD issued the IT specialist a check for $1,000 which was the quoted amount for the server migration. Lord stated that he requested an itemized list of activities that are unrelated to the server installation that represents the extra $1,500 charged but hadn’t heard back from him. Truchon suggested that Lord meet with the IT specialist to get the situation resolved.

Lord stated the all the appliances were removed from the Beach property and stated he hoped that Nitti Rolloff, the Company that ACD hired for hazardous cleanup, would have the house down and rolled away within 6 – 8 weeks.

Nass questioned the Carp barrier project outlined in Schurbon’s report. Lord explained that Wenck was hired to design barriers for Martin Lake inlets and outlets and EOR was hired for the barrier at Typo Lake outlet. Wenck provided great conceptual designs but they were hand sketches, which needed improvement to be more professional looking.

Zwonitzer explained that RCWD is installing Rain Gardens on 15 different properties and
currently there are 10 designs finalized. Truchon made comment that Zwonitzer is very involved with the RCWD and does a great job presenting.

Wilson provided details of his activities and pointed out that Area 6 was being eliminated and absorbed by Area 5. Wilson made comment that he likes the new office and thought it was a wise investment.

Monte distributed her activity report bringing attention to a new food smart phone safety application called “Ask Karen” that instantly answers food safety questions.

C. Approve April Financial Reports
   • Nass moved to approve the April Financial Reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval of Bills (covered after item Q)
   • Tingelstad moved to approve electronic payment EP62 along with check numbers 11718–11748. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
   The Board reviewed the MASWCD legislative update.

Old Business
F. Operations Committee Meeting May 9, 2011
   Lindahl provided details of the meeting stating the Committee discussed Rain Guardian distributorship along with the Recognition Garden and landscaping.
   * Rain Guardian Distributorship
      • Lindahl moved to approve the partnership framework for the Rain Guardian. Tingelstad seconded the motion.
      Lord provided further detail stating that the framework had been updated prior to the committee meeting as he and Haustein, added more detail. The Board discussed bonuses based on quantity purchased and decided that it would make invoicing to complex at this time. Lord explained that Haustein added a product return policy to the business plan. All ayes, motion carried.
   * Recognition Garden and Landscaping
      The Board reviewed a draft design plan of the Recognition Garden and landscaping, created by Andy Schilling, Landscape Restoration Specialist.
      • Lindahl motioned to pursue the mobile wall concept and direct staff to develop a detailed phased plan with costs. Nass seconded the motion.
      Lord explained the design concept, stating it would consist of mobile walls made of mesh or cable upon which we could affix placards to commemorate the service of staff and supervisors and outstanding conservationists. The Recognition Garden needs to be constructed in a way that compliments the landscape. All Ayes, motion carried.

   The Board reviewed the 2011 and 2012 budget along with committee meeting minutes and the appropriation justification letter to Anoka County. Nass provided detail from the May 11th Finance Committee meeting bringing attention to the 2011 budget which included $4,000 for hiring an attorney to draft agreements for establishing partnerships outside of MN for Rain Guardian promotion and sales.
• Nass moved that we adopt the 2011 budget as amended. Komec seconded the motion. All ayes, motion carried.
Nass apologized for the 2012 draft budget stating it didn’t include pay raises or increases to health insurance benefits, explaining the reasons for this.

• Nass moved that we adopt the 2012 budget as distributed. Komec seconded the motion. All ayes, motion carried.

Wilson left at 6:20pm

New Business –Action Items

H. Chisago SWCD CWF Project Extension Request – Linden St & Mulligan Ct.
Lord provided a memo which summarized all CWF extension requests he received in emails from SWCDs some of which were already listed on the agenda items H – K. Lord made note he was still awaiting requests from some of the SWCDs. Lord explained that the memo summarizing the CWF extension requests take the place of agenda items H – K.

• Lindahl moved to approve project construction initiation deadline extension to July 19, 2011 for all districts who submit a request prior to May 31, 2011. Nass seconded the motion. All ayes, motion carried.

I. RCD CWF Project Extension Request – Central Middle School, St. Mary’s Church, Williams Pond
Covered under item H

J. HCD CWF Project Extension Request
Covered under item H

K. ACD Project Extension Request
Covered under item H

L. State Cost Share Installation Funding for Sand Creek
The Board reviewed a memo prepared by Zwonitzer regarding the allocation of the State Cost share for the Sand Creek project. Zwonitzer was present to explain that as a result of the Ricci project cancellation enough 2010 state cost share funds became available to cover the Sand Creek projects instead of splitting it between 2010 and 2011. Replacing the 2011 allocation with 2010 funds will streamline tracking and reporting.

• Tingelstad moved to unencumber $2,217.20 of 2011 State Cost share for the Sand Creek rain gardens. Nass seconded the motion. All ayes, motion carried.

• Tingelstad moved to encumber $2,217.20 in 2010 state cost share for the Sand Creek rain gardens. All ayes, motion carried.

M. A.T. Group Business Associate Agreement
The Board reviewed a Business Associate Agreement with Allan Roth, A.T. Group Consultant.

• Tingelstad moved that we enter into agreement with A.T. Group, LLC and authorize Chair Truchon’s signature. Nass seconded the motion.
Lord questioned Berkness about the particulars of the agreement. Berkness explained that an agreement is now needed between clients and agent/brokers because of changes
to the requirements under HIPPA. Lord questioned the coverage currently provided by A.T. Group, in which Berkness responded, Dental and Long-term disability. The Board brought up concerns with the agreement and decided that the item should be tabled until Lord thoroughly had time to review the agreement.

- Tingelstad withdrew his motion and tabled the approval of the A.T. Group Business Associate Agreement. Nass seconded the motion. All ayes, motion carried.

**N. Rural Preserves Property Tax Program**

The Board reviewed an email from Craig Mell, Chisago SWCD District Manager, outlining the steps the Chisago SWCD Board has taken in regards to the new law changes to the Rural Preserve Property Tax Program which is to return the funds to landowners for fees collected and submit a state claims bill. There was discussion about if ACD should submit a claim and it was decided that ACD would submit a claim for the $1,400 paid by the landowners who received conservation plans.

- Tingelstad motioned to authorize Lord to submit a states claim bill for up to $1,400. Komec seconded the motion. All ayes, motion carried.

**O. Update on Martin and Typo Lake Carp Barriers**

The Board reviewed a memo prepared by Schurbon updating all about the Martin and Typo Lake Carp barriers. Lord explained some of the frustrations Schurbon was having with the project, in particular, finding an entity to assume ownership and maintenance responsibility. The structures need to be designed to minimize liability issues. Should the barriers become damaged or clogged they must not result in property damage. Implementing repairs should be done at the discretion of the responsible entity, giving them the opportunity to assess the effectiveness of the project and value of implementing repairs and time to seek outside funding. Lord suggested that future repairs would be made easier if the responsible party put maintenance funds aside every year, similar to what WMOs do with cost share. If SRWMO were to take responsibility for the barriers, they could slowly build up a reserve so funds were readily available when needed. Lord explained challenges with this as the City of East Bethel is the fiscal agent for the SRWMO and having funds that roll into the next year does not correspond with their accounting process. There was discussion about ACD being the fiscal agent and streamlining the entire process. Another frustration was that SRWMO originally planned on contributing $50,000 but then decided on $25,000. They found out that the Martin Lake Association was contributing $5,000 and responded by cutting their contribution even more to $20,000. Nass issued a directive stating Schurbon needs to work with local government entities to develop a solution and avoid an impasse.

**P. Coon Lake Stormwater Assessment Payments**

The Board reviewed a memo prepared by Schurbon about the Coon Lake Assessment Payments. The memo outlined that SRWMO would want ACD to begin work on the Stormwater Assessment in 2012 but would not budget for it until 2013. Lord explained that he did not have a problem starting in 2012 and receiving payment until 2013 but would want an agreement in place outlining details. The Board inquired with Zwonitzer how he felt about the work load. Zwonitzer outlined the assessments currently in the works for 2011 and touched on all the projects that would result from each, stating that staff would be extremely busy. Nass issued a directive for staff to indicate ACD’s willingness to deliver the Coon Lake Stormwater Assessment in 2013 provided no work begins on it until an agreement is in place.
Q. Larson Cost Share Grant Reimbursement
The Board reviewed a memo requesting the Larson Cost Share reimbursement prepared by Zwonitzer along with related materials.

- Tingelstad moved to approve cost-share reimbursement of $420.20. Komec seconded the motion. All ayes, motion carried.
- Nass moved that we unencumber the remaining $291.75 set aside for the Larson Project. Tingelstad seconded the motion. All ayes, motion carried.

New Business-Informational Items

R. MASWCD Awards
Truchon explained that she went to a meeting in Carver about the MASWCD’s District Capacity program. She met with Loyal Fisher and Felicia Brockoff. Truchon went on to explain that she thought they would be discussing the district capacity but instead the focus was directed to creating a SWCD self evaluation form structure. Truchon suggested the structure be formatted somehow around the leadership wheel. Lord made comment that he thought it was a brilliant idea since MASWCD sponsored the leadership training where the leadership wheel was heavily used and the process would help districts identify the root issues impeding their success.

S. Watershed Updates
Lindahl informed that the CCWD is hosting a tour to look at five different streams in the Six Cities WMO area. Lindahl mentioned that Ted Capra is no longer a Board member with Scott Bromley taking his place but was unsure of the second new Board member’s name. Truchon mentioned that she was happy to see Zwonitzer’s presence at many of the RCWD citizen advisory committee meetings. Truchon mentioned that a portion of Bald Eagle Lake residents were in the process of getting city sewer. There was discussion about which part of the lake this was occurring.

Monte left at 7:24

T. MCD Managers Meeting
Lord provided details of the MCD managers meeting stating the group spoke about changes to NPEAP to allow for on-call engineering service including using engineers that SWCD’s have on staff. The group also focused on MCD priorities to prepare for the next request of CWF funds. Lord explained that the three priorities outlined were assessments, LRP and BMP performance. When the group tried to put them in order of importance it was difficult because of the different priorities of the various districts.

U. ACD Presentation at Anoka County Board Meeting
The Board discussed the Anoka County Board meeting and all felt that it went well. There was a brief discussion about comments made by various members. Tingelstad suggested inviting elected officials to come look at our place. Nass informed Tingelstad that an open house for elected officials is already on the table. There was a brief discussion about how the open house should be structured. Lindahl suggested a tour of a city where ACD has installed projects.

V. Tree Sale
Berkness informed the Board that the tree sale was successful and ACD sold out of all
trees and shrubs during pre-sale which was the goal. Berkness also stated that she felt the bundles of 10 were a success and suggested offering them again next year.

W. ACD Apparel
The Board reviewed a memo prepared by Haustein about the purchase of ACD clothing through Queensboro. Haustein’s letter explained that the appearance of the ACD clothing looked very professional and would be nice to have for meetings. Haustein outlined the previous motion by the board paying 50% up to $50 for clothing with the ACD logo. Lord explained that Berkness looked up the remaining amount total of $132.80 for those that previously ordered and had not reached the $50 limit bringing the total to $182.80

- Tingelstad made a motion to approve ACD covering 50% of the ACD apparel, up to $50 per employee opening it up to previous employee orders that did not use the entire $50 not to exceed $182.80. Lindahl seconded the motion. All ayes, motion carried.

X. CWF Rollover Requests
The Board reviewed a memo prepared by Lord regarding CWF rollover request emails from Washington CD, Wright SWCD and Scott SWCD.

- Lindahl moved to approve rollover request allocating $20,000 to Washington CD for Lake McKusick, $11,294.75 to Wright SWCD for Heron Lake Rain Gardens and $20,000 to Scott SWCD for Pond Modifications. Tingelstad seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates

- ACD Board Meeting June 20\textsuperscript{th} ACD office 5pm
- Metro Area 4 Meeting, June 23\textsuperscript{rd} Farmington
- MCD Meeting May 25\textsuperscript{th} Earle Brown Brooklyn Center
- Schedule Operations Meeting – Rain Guardian Frame work and ACD Open House
- Inform Finance Treasurer when Anoka County provides date for 2012 Budget Meeting.

- Tingelstad moved to adjourn at 8:05 pm. Lindahl seconded the motion. All ayes, motion carried.
Supervisor Training – (4:30-5:00)  Nate Zwonitzer  - Stormwater Assessment Update

Regular Agenda (Approval June Agenda)
A. Approval of May Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. A.T. Group Business Associate Agreement

New Business-Action Items
G. Bunker Native Buffer Final Cost Share Payment
H. 2009 Native Buffer Cost Share Close Out
I. Karpe Feedlot State Cost Share Contract
J. Project Name Correction: Wright SWCD “Heron Lake RG” is actually the “Howard Lake RG”
K. SWCD CWF Installation Agreements
L. Ground Water Level Monitoring Well Agreements
M. Approve Anoka County Union Renewal
N. 2011 MASWCD Convention Planning
O. Tree Program Evaluation
P. RCWD Rice Lake Rain Garden – Cost Share Contract

New Business-Informational Items
Q. Invitation to a Summer Leadership Event
R. Watershed Updates
S. MCD Meeting

Additions
T. NPEAP Request
U. LRP Staffing
V.

FYI/Meetings and Dates
- Metro Area 4 Summer Meeting Farmington June 23rd
- MASWCD Convention Planning Meeting June 29th, Rogers, Cabela’s
- ACD Board Meeting ACD office July 18th 5:00pm
- Metro Meeting July 27th Brooklyn Center, Earle Brown
- Outstanding Conservationist Award Nominations due August 22, 2011
- MASWCD Convention Bloomington, December 4th – 6th
Anoka Conservation District Regular Board Meeting

Date: June 20, 2011
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Karl Tingelstad, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Nate Zwonitzer, Conservation Specialist

Chair Truchon called the meeting to order at 5:06 pm

Regular Agenda (Approval of June Agenda)

- Komec moved to approve the June Agenda noting the following additions (T)
  NPEAP Application (U) LRP Staffing. Nass seconded the motion. All ayes, motion carried.

A. May 16, 2011 Minutes of the Regular Board Meeting

- Lindahl moved to approve the May Meeting Minutes. Tingelstad seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Truchon inquired about how it was going with Dakota SWCD. Lord explained that Dakota submitted a stormwater retrofit assessment report that included three small subwatersheds totaling 2000 acres. There was some misunderstanding in that Lord and Shawn Tracy were under the impression that the report represented a single assessment while Dakota SWCD considered it three separate assessments. Upon initial review, Lord was disappointed that the report omitted modeling information completed by Shawn Tracy identifying over 300 projects and instead only outlined twelve projects recommended for installation. Ultimately, modeling information for the remaining projects was added to the end of the assessment report. Lord was further frustrated by the fact that many of the projects omitted from the report were much more cost effective than those recommended. Lord explained that the current CWF Installation Funds guidelines do not mandate that funds be used for the most cost effective projects, because doing so seemed unnecessary. Lord stated that he sent an email to Brian Watson, Dakota SWCD Manager, inquiring as to why the more cost effective projects were not recommended for installation but never got a response.

Nass wanted it noted that she commends Zwonitzer for sending additional information to Senator, Barb Goodwin, District 50, about ACD activities in her district.
C. Approve May Financial Reports
   • Nass moved to approve the May Financial Reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of Bills (covered after item P)
   • Nass moved to approve electronic payment EP63 – EP64 along with check numbers 11749–11787. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates
   The Board reviewed the MASWCD legislative report along with a legislative action alert about the government shutdown. There was a brief discussion about the proposed budget and the reduction to the general services grant and NRBG. Lord explained that the cuts only represent 1.5% of ACD’s revenue. There was additional discussion about the much larger proposed reductions for BWSR staffing but some of those are offset by new revenues from the Legacy Amendment and a reduced workload in the area of WCA.

Old Business
F. A. T. Group Business Associate Agreement
   • Tingelstad moved to untable the A.T. Group Business Associate Agreement. Lindahl seconded the motion. All Ayes, motion carried.

   Lord explained that he had more time to review the agreement and realized that the term “Company” referred to ACD throughout the agreement, which actually offers us protection. The only item in question was in section C where it refers to the “Covered Entity” which was not defined anywhere. Lord stated that he has sent an email to Al Roth, A.T. Group requesting a definition of “Covered Entity”.

   • Lindahl made a motion that if Lord receives an acceptable definition of “Covered Entity” that we authorize the Chair to sign the agreement. Nass seconded the motion. All ayes, motion carried.

New Business—Action Items
G. Bunker Native Buffer Final Cost Share Payment
   The Board reviewed a cost share voucher and detail project information. Lord explained that he thought the original term of the grant ended 12/31/2010. BWSR said that we have until June 30, 2011. Lord informed the Board that the prescribed burn was completed on 193 acres well over the 63 acres originally planned stating the conditions were just right for prescribed burns.

   • Tingelstad moved to approve the final cost share payment for the Bunker Native Buffer project #NBCS-FY08-04 to Anoka County Parks in the amount of $6,006.74 and authorize the Chair’s signature on the voucher. Nass seconded the motion. All ayes, motion carried.

H. 2009 Native Buffer Cost Share Close Out
   The Board reviewed the cost share close out report which provided a detailed description of the 2009 Native buffer cost share activities provided by Berkness. Lord stated that he thought the Petro project was using Native Buffer Cost Share and the project was not completed. After thinking about it for a moment, Berkness replied that Petro was using the 2008 Native Buffer funds and that this close out only included the Mississippi West
and Bunker Prairie projects outlined in the report, which were all completed.

- Nass moved that we approve and submit the 2009 Native Buffer Cost share close out report and authorize the Chair’s signature. Lindahl seconded the motion. All ayes, motion carried.

I. Karpe Feedlot State Cost Share Contract

Lord explained that he sent the contract to Karpe in the beginning of April for his signature but did not get it back. Karpe stopped in the office to check on the project status and Lord had him sign it at that time.

- Komec moved that we enter into the feedlot cost share contract for the Karpe project number Feedlot FY-11 at the address 24069 Rum River Blvd St. Francis, with cost sharing not to exceed $35,549 or total of state and federal funding not to exceed 75 percent of the total eligible cost. Allocating $2,400 to project development and $1,997 for administration noting practice timelines to begin before June 30, 2012 and fully installed by December 31, 2012. Nass seconded the motion. All ayes, motion carried.

J. Project Correction: Wright WCD “Heron Lake RG” is the “Howard Lake RG”

Berkness explained that at the May meeting the Wright SWCD project was referred to as the Heron Lake Rain Gardens but should have been called the Howard Lake Rain Gardens.

- Nass made a motion to update the ACD records to reflect the Wright SWCD project from Heron Lake Rain Gardens to Howard Lake Rain Gardens. Tingelstad seconded the motion. All ayes, motion carried.

K. SWCD CWF Installation Agreements

The Board reviewed installation funds agreements with Carver SWCD, WCD, Scott SWCD & Wright SWCD.

- Tingelstad moved that we enter into the Clean Water Fund Installation agreement with Carver SWCD in the amount of $50,000 noting the expiration date of December 31, 2011 or until all obligations have been approved, whichever comes first. Komec seconded the motion. All ayes, motion carried.

- Lindahl moved that we enter into the Clean Water Fund Installation agreement with WCD for the Lily Lake Retrofit, Target Cottage Grove and McKusick Lake Retrofit projects in the amount of $64,000 noting the expiration date of December 31, 2011 or until all obligations have been approved, whichever comes first. Nass seconded the motion. All ayes, motion carried.

- Tingelstad moved that we enter into the Clean Water Fund Installation agreement with Scott SWCD in the amount of $20,000 for the Upper Prior Lake Pond Modifications project noting the expiration date of December 31, 2011 or until all obligations have been approved, whichever comes first. Nass seconded the motion. All ayes, motion carried.

- Lindahl moved that we enter into the Clean Water Fund Installation agreement with Wright SWCD in the amount of $11,294.75 for the Howard Lake Stormwater
Retrofit Rain Gardens Project noting the expiration date of December 31, 2011 or until all obligations have been approved, whichever comes first. Tingelstad seconded the motion. All ayes, motion carried.

Lord explained that he had made calls to the SWCDs to see if their sub agreements were in place to get a better feel before sending 90% of the installation funds. Lord went on to explain that the SWCD’s that responded were moving along well, thus he included payments which were outlined in the bills report. Berkness mentioned that Lord did not instruct her to prepare a check for Scott SWCD but she included a check anyway. Lord responded believed that Scott SWCD was moving along and felt comfortable paying them 90%. Lord inquired with the Board if they wanted to call each out in separate motions or just cover them during the normal bill approval process. Nass responded that the payments should be called out separately.

- Nass motioned to payout 90% of CWF installation funds for the SWCDs noting the breakdown as follows:
  - Check 11762 in the amount of $22,500 to Ramsey SWCD for installation
  - Check 11763 in the amount of $45,000 to Sherburne SWCD for installation
  - Check 11769 in the amount of $45,000 to Caver SWCD for installation
  - Check 11771 in the amount of $47,990 to Dakota SWCD representing $45,000 for installation and $2,990 for assessments
  - Check 11765 in the amount of $63,000 to Scott SWCD representing $45,000 for installation and $18,000 in rollover installation funds
  - Check 11786 in the amount of $57,000 to WCD representing $39,600 for installation and $18,000 for rollover installation funds
  - Check 11774 in the amount of $55,165.27 to Wright SWCD for installation

Tingelstad seconded the motion. All ayes, motion carried.

L. Monitoring Agreements
The Board reviewed the Ground Water Monitoring Well Agreements with the MN Department of Natural Resources. Lord explained that it was a standard contract and that the amount has remained the same for many years but the cost to ACD has increased as the work is currently done by higher paid staff instead of seasonal workers. Lord contacted DNR about this for the 2012 monitoring season to see if steps could be taken to increase the payment or reduce the workload. Lord stated that the DNR might be installing electronic devices which would reduce the time it takes for us to gather the data.

- Nass moved that we enter into the ground water level monitoring agreement with the MN DNR for the time period from July 2011 through June 2012. Lindahl seconded the motion. All ayes, motion carried.

M. Approve Anoka County Union Renews
The board reviewed renewal information for the Anoka County Union.

- Komec moved to renew the Anoka County Union for 2 years in the amount of $56.00. Nass seconded the motion. All ayes, motion carried.

N. 2011 MASWCD Convention Planning
Lord reminded the Board that one staff and one supervisor need to represent each Area IV SWCD. Nass suggested herself as she is the co-director of Area IV and suggested Lord as the employee. Lord stated that he would channel his ideas through Berkness.
• Tingelstad moved to elect Nass and Berkness as the designated MASWCD Convention Planning members for the ACD office. Komec seconded the motion. All ayes, motion carried.
Various ideas for Convention themes were discussed along with session ideas. The Board agreed the Rain Guardian should have a booth in the Trade Show.

O. Tree Program Evaluation
The Board reviewed information from the MASWCD about the Tree Program which included resolutions about the use of native species and another about non-invasive native plants. There was discussion about the fact that ACD already created a resolution about native species that went on and was approved by the MASWCD. Nass stated that the resolution was put in place because of Isanti SWCD. There was a brief discussion about the structure of the Isanti SWCD tree sale and the trees sold. All agreed that Isanti SWCD should not send their tree order form to neighboring residents in counties that already have an SWCD tree sale.

P. RCWD Rice Lake Rain Garden – Cost Share Contract
Lord explained that the item was not just about RCWD Rice Lake Rain Garden but state cost share. Lord explained that we encumbered funds last year in June for the RCWD Rice Lake Rain Gardens and the contract was later signed in September. Lord stated that BWSR wants the funds back because the contract was not signed before June 30, 2010. Lord went on to say that ACD was under the impression that if the ACD Board acted to allocate funds toward a project before the grant period expiration date that those funds were considered ‘encumbered’ in accordance with the cost share guidelines. Lord stated he learned in his communications with Melissa Lewis, BWSR representative, that BWSRs definition of encumbering is the same as approving the contract. Lewis pointed out various sections of the cost share manual which allude to this. The Board discussed their frustration with the cost share manual, all agreeing that the guidelines are ambiguous and discussed examples. BWSR now wants ACD to return the $18,803. The Board also discussed the procedures for non-compliance outlined in the manual which all agreed are somewhat puzzling; particularly where it states that the district must use non-state funds when returning funds for non-compliance. Truchon expressed her disappointment for the Anoka County taxpayers. All agreed that a Special Board meeting was needed to go over the current CWF and state cost share allocations to make sure ACD is in compliance.

New Business-Informational Items
Q. Invitation to a Summer Leadership Event
The Board reviewed an email from Kim Boyce, U of M Extension Educator, about an out of town leadership event this summer. The Board agreed that funds were not available to attend the event as it would require travel expenses.

R. Watershed Updates
Truchon stated that the RCWD Citizen Advisory Committee did not meet. Lindahl stated he attended the CCWD meeting. There was discussion about CCWD’s decision to suspend their efforts to accept jurisdiction over portions of the Six Cities WMO and subsequently not to monitor the Pleasure Creek or Spring Brook.
Additions

S. MCD Meeting
Lord informed all that for one hour prior to their last meeting, the MCD continued the previous visioning session. Lord stated that the session was not providing the level of clarity they were hoping for and so evolved into a discussion about CWF application concepts pulled together by Lord and Riggs (Washington CD Manager). Overall, the MCD supervisors responded positively to the concepts.

T. NPEAP Request
The Board reviewed a NPEAP request for a Dynascape Software update by Shawn Tracy, Landscape Restoration Specialist. Lord explained that Tracy needs the upgrade as his Windows 2007 computer is not compatible with the current version of Dynascape.

- Lindahl made a motion to submit the NPEAP request for $675 needed for the Dynascape Software Subscription renewal. Komec seconded the motion. All ayes, motion carried.

U. LRP Staffing
The Board reviewed an email from Chris to the MCD Executive Committee members outlining three scenarios to supplement the LRP staffing during the busy season. Of the three proposals, the most cost effective was also the only scenario that didn’t require a work plan amendment by the MCD and so it was the only option that could be implemented immediately. That scenario is to hire a non-benefit eligible LRP employee who would work from home. Lord stated he spoke to the third place candidate when interviewing for the last LRP position that would be willing to work for 10-30 hours at the rate of $23.50.

- Lindahl made a motion to authorize Lord to immediately hire Joe Lochner as a temporary employee for $23.50 to work up to 29 hours a week. Komec seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates

- ACD Board Meeting July 18th ACD office 5pm
- MCD Meeting July 27th Earle Brown Brooklyn Center 4:00pm – 6:00pm
- Schedule Operations Meeting – Rain Guardian Framework and ACD Open House
- Inform Finance Treasurer when Anoka County provides date for 2012 Budget Meeting.

The Board reviewed the FYI meeting and dates and decided the Special Board meeting would occur on June 27th at 5:00.

- Lindahl moved to adjourn at 8:25 pm. Nass seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date
Anoka Conservation District
Supervisors Special Board Meeting
Monday, June 27, 2011, 5:00 PM

Agenda

A. 2009 State Cost Share Return of Funds and Close out
B. Rice Lake Rain Gardens Round 2
C. Server Installation
D. Approval of Bills
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Karl Tingelstad, Supervisor
Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Nate Zwonitzer, Conservation Specialist

Chair Truchon called the meeting to order at 5:17 pm

**Special Agenda (June 27th Agenda)**
- Komec moved to approve the June 27th Special Meeting Agenda. Nass seconded the motion. All ayes, motion carried.

**Action Items**

A. 2009 State Cost Share Return of Funds and Close Out
The Board reviewed BWSR Return of State Grant Funds forms pertaining to 2009 State Cost Share.
- Lindahl made a motion to return the 2009 State Cost Share Grant, P.O. #15578 funds in the amount of $18,803.00 and authorize the Chair to sign the 2009 State Cost Share Final Financial Form. Komec seconded the motion. All ayes, motion carried.

B. Rice Lake Rain Gardens Round 2
The Board reviewed a memo and cost share contract prepared by Nate Zwonitzer, Conservation Specialist.
- Tingelstad moved to approve the State Cost Share/Clean Water Fund contract number St. C/S FY-10-1, CWF-5 with the Rice Creek Watershed District for the construction of up to 15 curb-cut rain gardens in the Rice Lake subwatershed, Lino Lakes, Minnesota. Work must begin by 9/20/2011 and must be completed by 11/19/2011 unless the contract is amended by mutual consent. State cost-sharing is not to exceed $8,516.80 or 75% of the total eligible cost, whichever is less. Clean Water Fund cost-sharing is not to exceed $24,403.75 or 65% of the total eligible cost, whichever is less. The intent of this grant is to apply the full amount of State cost share first using local match of 25%. The remainder of eligible expenses will be cost-shared using Clean Water Funds at 65% (35% local match) up to the indicated amount. Technical/administrative funds totaling $2,129.20 will be utilized by ACD for administering the state cost share portion of this contract. Lindahl seconded the motion. All ayes, motion carried.

Zwonitzer provided a breakdown of the funding and explained that the RCWD recently approved a contractor. Zwonitzer noted that one of the fifteen landowners listed, pulled out of the project earlier in the day, but the motion was worded so that it would not change the funding of the project.
C. Server Installation
The Board reviewed two invoices from The Solution Fits for the server installation totaling $2,464.04. The amount was $1,464.04 over the $1,000 originally quoted. Lord stated that most of the activities outlined on the invoices were server installation related but noted on the invoices where the activities were not, amounting to $449.50. Lord went on to explain that ACD already paid The Solution Fits close to $2,000 in January for server issues. Lord stated that item D would cover the approval for payment.

D. Approval of Bills
- Nass moved to approve check number 11788 – 11789. Tingelstad seconded the motion. All ayes, motion carried.

Nass, Truchon, Komec and Tingelstad provided details of Area IV meeting they attended, on June 23rd in Farmington hosted by Dakota SWCD.

Lord informed the Board that the changes in ACD’s interpretation of BWSR’s encumbrance requirements will require some alteration to ACD’s Comp Plan and Annual Plan so a meeting would need to be set.

Komec moved to adjourn at 5:38 pm. Tingelstad seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary   Date

Approved as to form and content by Mary Jo Truchon, Chair   Date
4:30 EQIP Work Group (all supervisors invited)

Regular Agenda (Approval July Agenda)
A. Approval of June Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. Special Board Meeting June 27, 2011

New Business-Action Items
G. Rental Agreement for Suite 50
H. Technical Approval Authority – MN-ENG-013 form for Andy Schilling
I. CWF
   • Project Extensions
   • Application Concepts
J. Outstanding Conservationist – hand out provided at meeting
K. Suite 200
L. Annual and Comp Plan Schedule

New Business-Informational Items
M. MASHWCD Convention
   • Resolutions
   • Planning
N. Watershed Updates
O. MCD Meeting

Additions
P. MN Idea Open
Q. Carp Barriers Grant
R. SWCD Governance 101
S. Anoka County Water Meeting

FYI /Meetings and Dates
• Metro Meeting July 27th Brooklyn Center, Earle Brown
• ACD Board Meeting ACD office August 15th, 5:00pm
• MASHWCD Convention Planning Meeting July 26th, Rogers, Cabela’s
Board Meeting Minutes  
Date: July 18, 2011  
Location: 1318 McKay Drive NE Suite 300  
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karla Komec, Supervisor  
Karl Tingelstad, Supervisor

Others Present: Chris Lord, District Manager  
Kathy Berkness, Administrative Assistant  
Mary Monte, NRCS District Conservationist (departed at 5:55 pm)

Chair Truchon called the meeting to order at 5:04pm

Regular Agenda (Approval of July Agenda)
- Tingelstad moved to approve the July Agenda noting the following additions (P) MN Idea Open (Q) Carp Barriers Grant (R) SWCD Governance 101 and (S) Anoka County Water Meeting. Nass seconded the motion. All ayes, motion carried.

A. June 16, 2011 Minutes of the Regular Board Meeting
- Lindahl moved to approve the June Meeting Minutes. Nass seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed.

Nass inquired about the damaged rain guardian mentioned in Mitch Haustein, Water Resource Technician’s report. Haustein outlined in his report that he repaired a damaged Rain Guardian located in the Rice Lake Rain Garden project area. Lord explained that it was likely a snow plow that caused the damage but would like to eventually complete a diagnostic study. Lord explained that there is not a damage/repair policy in place at this time but ACD staff promptly dealt with the issue and intends to continue to do so in the future. Lord went on to explain that he found another woodworker to do the mill work that is doing a great job and charges less than Janish Wood Working saving ACD $35 a box.

Berkness provided a Rain Guardian website update stating Barb Bauman, former ACD employee, who is currently providing assistance with the website, is having issues with the template as the menu is not as intuitive as the previous Joomla templates she has worked on. Berkness explained that the website will be almost complete, once the structural issues are worked through.

Lord informed the Board that he attended and presented at the Blue Thumb tour. Lord explained that ACD was the first stop on the tour and he touched on the assessment process and explained the distinction between curb cut rain garden inlets and pretreatment. Lord emphasized the importance that the primary goal should be to eliminate the risk of stormwater bypassing the garden before it is full to maximize the
functional benefit of the garden. Pretreatment approaches serve the primary benefit of making maintenance much easier. No pretreatment approach comes close to the ease of maintenance provided by the Rain Guardian. Lord stated that many of the attendees’ were concerned with the visual aesthetics rather than what works the best. Nass made comment that Menards has decorative grates that could be welded together to cover the Rain Guardian making it more visually appealing.

Monte distributed her activity bringing attention to the current lawsuit against the USDA by minority workers.

C. Approve June Financial Reports
   • Nass moved to approve the June Financial Reports. Lindahl seconded the motion. All ayes, motion carried.

D. Approval of Bills (covered after item P)
   • Nass moved to approve electronic payment EP65 along with check numbers 11790–11819. Tinglestad seconded the motion. All ayes, motion carried.

E. Legislative Updates
   Tinglestad provided information about the government shut down.

Monte departed at 5:55 pm

Old Business
F. Special Board Meeting June 27, 2011
   The board reviewed minutes from the Special Board Meeting.
   • Komec moved to approve the June 27th Special Board meeting minutes. Lindahl seconded the motion. All ayes, motion carried.

New Business – Action Items
G. Rental Agreement Suite 50
   Lord reminded the Board that Suite 50 rental arrangement is on an annual basis and currently up for renewal. The Board reviewed the lease agreement listing the current tenants Linda Kinnee and Brian Bardwil minus Cailie Bubb. Lord explained that Bubb caused minor issues with the tenants above in suite 100, and is confident that her absence will keep the peace. Lord stated that Kinnee really enjoys the living arrangements and doesn’t want to leave. There was a brief discussion about the pets section of the agreement with the Board deciding to update "no more than 2 dogs” to “no more than 2 pets”. Komec noted a few grammatical changes.
   • Tinglestad moved to authorize Mary Jo Truchon signature on the rental agreement for suite 50. Nass seconded the motion. All ayes, motion carried.

H. Technical Approval Authority – MN ENG 013 form for Andy Schilling
   The Board reviewed the technical approval authority-MN-ENG-013 form for Andy Schilling, Landscape Restoration Specialist. Lord reminded the Board that Andy has an M.S. in Landscaping architecture. Craig Peterson, NRCS Area Engineer, reviewed some of Schillings current designs and work and signed off on the TAA.
I. Clean Water Fund
   o Project Extensions
The Board reviewed a breakdown of all CWF installation timelines created by Lord. Lord reminded the Board that they have been extending on a month to month basis. Lord brought attention to HCD and stating he has not received any updates.
   • Nass moved to approve the CWF project extensions through August 16 for the participating Counties. Tingelstad seconded the motion. All ayes, motion carried.

   o Application Concepts
CD 2012 – 2013 CWF Application Concepts
Lord explained that three concepts emerged as top priorities from the previous managers meeting, Subwatershed assessments, the Landscape Restoration Program and the Implementation Performance Assessments. Lord went on to state that Melissa Lewis, BWSR Representative, was present to provide CWF Application guidance which is geared toward projects, not a program, which structurally makes it difficult for MCD to apply for LRP or assessment funds. Lord outlined further challenges stating Brian Watson, Dakota SWCD Manager, wants the Clean Water Funds distributed equally among districts to do with what they want as some SWCDs have design staff on hand and do not need to use the LRP services. Lord pointed on the irony of this request as Watson did not want to be part of the program in the past. Lord stated that Watson has yet to bring a proposal to the group with an itemized budget, how much his district would charge for design time or what they would deliver for the funds received.
   • Lindahl made a motion to endorse the application concepts of Subwatershed Assessments, The Landscape Restoration Program and Implementation Performance Assessment for the CWF application. Nass seconded the motion. All ayes, motion carried.

J. Outstanding Conservationist – hand out provided at the meeting
The Board reviewed a memo prepared by Lord outlining two Outstanding Conservationist recommendations. The first listed the Braido’s and their efforts to create an ecological residential home/property and their demonstrated a commitment to conservation. The second was the Rice Watershed District for their partnership with ACD to forge ahead with the subwatershed retrofit assessment process and aggressively promote and install the projects identified therein. The Board discussed the accomplishments of each and agreed that both recommendations are worthy of the Outstanding Conservationist title.
   • Lindahl made a motion to that we recognize RCWD as the Outstanding Conservationist for 2011. Nass seconded the motion. All ayes, motion carried.

K. Suite 200
Lord explained that he was contacted by a guy who is interested in renting Suite 200. He had questions about the rental agreement in particular where it lists that he would be required to have $1 million of personal insurance. Lord explained that he called risk management who then needed to call someone at the insurance company. Lord expressed his frustration in not having a go-to insurance agent to get immediate answers.
   • Nass moved to authorize Lord to negotiate the lease and Chair Truchon to sign the leases. Lindahl seconded the motion. All ayes, motion carried.

L. Annual and Comp Plan Schedule
Lord explained that the annual plan should be in place and approved by September suggesting the meeting take place at the Ham Lake Park pavilion. The Board suggested suite 200 if it has not been rented out. There was discussion about the dated and time and it was decided on August 22, from 10am to 4pm.

- Nass authorized the office to find an appropriate meeting space not to exceed $150. Tingelstad seconded the motion. All ayes, motion carried.

New Business-Informational Items

M. MASWCD Convention
   o Resolutions
   The Board reviewed four resolutions provided by the MASWCD previously discussed at the July Board meeting.
   o Planning
   The Board reviewed planning notes from the June 29th planning meeting Nass and Berkness attended. Nass brought attention to the convention planning theme which the Board reviewed and discussed along with the guest speakers. The Board had a brief discussion about the speakers and the theme. Berkness brought attention to the social media session stating she volunteered in hopes that she would take the reigns and have the session geared towards a specific media tool such as videos, but was unable to sway MASWCD staff. Berkness stated that she spoke with LeAnn about the social media session who suggested looking at the big picture, in hopes that the results of this training would branch off into training on specific media tools and to keep in mind the Area IV meetings. LeAnn suggested a speaker from the U of M extension services. Berkness stated she appreciated the fact that LeAnn had a speaker in mind. The Board discussed that ACD does not have a facebook or twitter and is not interested in either, thus maybe this topic would be better suited for an SWCD that does.
   - Tingelstad moved that Berkness unvolunteer from the social media session. Komec seconded the motion. All ayes, motion carried.

Lord suggested pulling Craig Mell, Chisago SWCD District Manager, and Dennis Fuchs, Stearns SWCD District Manager, into the session on “SWCD public and Non profit Partnerships”.

N. Watershed updates
Truchon explained that the RCWD Citizen Advisory Committee does not meet until August. Lindahl stated that CCWD is forming a Citizen Advisory Board. Lindahl also informed the Board that the SCWMO jurisdiction change is currently in the hands of Anoka County that it will likely end up back at CCWD.

O. MCD Managers Meeting
Lord explained that the mangers met and discussed the CWF application budget. The group agreed with approximately $1 million without the installation component. Lord stated that there are member districts concerned about maintaining internal staff and so may not utilize the LRP.

P. MN idea Open
Lord explained that the MN Idea Open is giving $15 thousand for the best idea of how you would use the funds to help your community become aware of and address water issues in Minnesota. The Board reviewed information about Dock-vertising created by Jamie
Schurbon, Water Resource Specialist, which proposes a three dimensional transparent message box embedded in the walking surface of public docks and fishing piers, peering down in the water: much like a glass bottom boat. Lord stated there is currently another in the works about videos such as curb cut rain gardens. The application is being written so that it has a touch of humor to grab attention.

- Nass moved to authorize staff to pursue funds from the MN Idea Open Challenge. Tingelstad seconded the motion. All ayes, motion carried.

**Q. Carp barriers Grant**
The Board reviewed a memo prepared by Schurbon requesting support for grant application for three SRWMO projects. Lord stated he and Mitch went to the Linwood meeting and they were on Board with long term maintenance of the Carp barriers for Martin and Typo Lakes.

- Tingelstad moved that ACD support the above listed projects and grant applications as the ACD anticipates being an active partner in these projects. Nass seconded the motion. All ayes, motion carried.

**Additions**

**R. SWCD Governance 101**
The Board reviewed information from the MASWCD about a session on SWCD Governance.

- Nass motioned to send one supervisor and one staff approving associated expenses. Komec seconded the motion. All ayes, motion carried.

**R. Anoka County Water Board**
Truchon informed the Board she attended the Anoka County Water Board Meeting and provided details from that meeting

**FYI / Meetings / Dates**

- Convention Planning Meeting July 26th, Cabela’s
- ACD Board Meeting August 15th ACD office 5pm
- ACD Planning Meeting August 22, 10am–4pm

- Nass moved to adjourn at 8:15 pm. Tingelstad seconded the motion. All ayes, motion carried.
Supervisor Training - NA

Regular Agenda (Approval August Agenda)
A. Approval of July Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business

New Business-Action Items
F. Agreement with the City of Fridley for the Oak Glen Stormwater Retrofit Assessment
G. Agreement with RCWD for the Planting Plan at West Moore Lake for Water Quality Enhancements
H. Volunteer & Cooperator Appreciation
I. Martin Lake Retrofit Clean Water Fund Request
J. 2010/2011 Clean Water Fund
   • Project Installation Update
   • Installation Rollover Funds
K. 2012/2013 Clean Water Fund Applications
L. Seasonal Technician
M. Seth Petro Project Reimbursement (distributed at Board Meeting)
N. 2008 WCA Enforcement Cost Share Close Out

New Business-Informational Items
O. BWSR Update July 21, 2011
P. MASWCD Convention Planning Update
Q. Annual Planning Meeting August 22nd
R. Watershed Updates

Additions
S. Suite 200 Lease
T. Nitrogen Report – Dead Zone
U.
V.
W.
X.

FYI /Meetings and Dates
• Annual Planning Meeting August 22nd 10am – 4pm Ham Lake Park (1843 153rd Avenue NE)
• MASWCD Convention Planning Meeting August 24th, Rogers, Cabela’s
• ACD Board Meeting ACD office September 18th, 5:00pm
• Area IV MACD meeting at Cabela’s in Rogers from October 19th 9:00am-3:30pm
Chair Truchon called the meeting to order at 5:00pm

**Regular Agenda (Approval of August Agenda)**
- Lindahl moved to approve the August Agenda noting the following additions (S) Lease Agreement for Suite 200 (T) Nitrogen Report “The Dead Zone”. Komec seconded the motion. All ayes, motion carried.

**A. July 18, 2011 Minutes of the Regular Board Meeting**
Truchon noted a typographical error on the top of page two, changing ‘ascetic’ to ‘aesthetic.’
- Lindahl moved to approve the July Meeting Minutes as corrected. Nass seconded the motion. All ayes, motion carried.

**B. Review of Staff Activity Reports and Programs**
Individual staff reports were reviewed and discussed.

Lord explained the Rain Guardian modifications that were mentioned in his report; namely shortening the filter to allow more water to overflow earlier, adding another filter wall channel to allow it to be moved to increase the size of the overflow area even more, and raising the side debris walls to ensure that overflows were concentrated on the side opposite the inlet.

Nass brought attention to the Carp Barriers mentioned in Jamie Schurbon, Water Resource Specialist’s report, questioning why the emergency overflow at Martin Lake is higher than Typo Lake. Lord explained the engineer who created the design, is no longer with Wenck and it is most likely he wrote the wrong elevations on the report. The Wenck Engineer that ACD often works with, Ed Matthesien, is reviewing the design even though contracted dollars have been exhausted. Lord informed Nass about a related meeting in Linwood on September 8th at 6:30.

Upon reviewing the Landscape Restoration Specialists’ report, Komec inquired about the Chelsea Heights project specifics in Ramsey County. Berkness stated she would check with Shawn Tracy, Landscape Restoration Specialist, and get back to Komec.

**C. Approve July Financial Reports**
• Nass moved to approve the July Financial Reports. Komec seconded the motion. All ayes, motion carried.

**D. Approval of Bills (covered after item S)**

• Nass moved to approve electronic payment EP66 along with check numbers 11820–11848. Noting the exception of check 11827 to Nittie Rolloff Services which should be held until the final inspection at the Beach Property is approved. Tingelstad seconded the motion. All ayes, motion carried.

**E. Legislative Updates**

NA

**Old Business**

**New Business – Action Items**

**F. Agreement with the city of Fridley for the Oak Glen Stormwater Retrofit Assessment**

The board reviewed the Agreement with the city of Fridley for the Oak Glen Storm Water Retrofit Assessment. Lord explained that it was previously called Glen Creek and has taken a long time to finalize. Lord went on to explain that ACD will fund 75% and the City of Fridley will figure out how to come up with the remaining 25%.

• Nass moved to authorize entering into agreement with the City of Fridley for the Oak Glen Stormwater Retrofit Assessment. Lindahl seconded the motion. All ayes, motion carried.

**G. Agreement with Rice Creek Watershed District (RCWD) for the Planting Plan at West Moore Lake for Water Quality Enhancements**

The Board reviewed an agreement with RCWD for the planting plan at West Moore Lake for water quality enhancements. Lord reminded the Board that ACD previously assisted with the Moore Lake east side planting on September 11, 2001. The Board briefly reflected about that day.

• Komec moved that ACD enter into agreement with RCWD for the planting plan at West Moore Lake water quality enhancements, Nass seconded the motion. All ayes, motion carried.

**H. Volunteer and Cooperator Appreciation**

The Board reviewed a Memo prepared by Berkness requesting $325 for the Volunteer and Cooperator gift of a choice between two books: “Best Hikes…Twin Cities” and “It’s so Cold in Minnesota”.

• Tingelstad moved to approve the volunteer and cooperator gift and expense of up to $325. Komec seconded the motion. All ayes, motion carried.

**I. Martin Lake Retrofit Clean Water Request**

The Board reviewed a memo prepared by Mitch Haustein, Water Resource Technician, requesting Clean Water Funds dollars for the Martin Lake Rain Gardens. Lord explained that the projects bids are coming in higher than estimated. Lord stated that we applied for a Minnesota Conservation Corp Grant (MCC) and secured a crew for 10 days.
• Nass moved that we approve an additional $17,170 from remaining Clean Water Fund Installation dollars for the installation of up to five curb-cut rain gardens identified in the Martin Lake Stormwater Retrofit Assessment. Lindahl seconded the motion. All ayes, motion carried.

J. Clean Water Funds Project Installation and Rollover Funds
The Board reviewed a memo prepared by Lord requesting project extensions to September 20, 2011 and also outlined rollover requests. Lord explained that he recently found out $20,100 of the Hennepin Conservation District (HCD) installation funds became available and sent out an email to all SWCDs. He received requests from Ramsey SWCD and Washington Conservation District (WCD) in addition to ACD’s request. The Board discussed the rollover requests and decided that fairest scenario would be to split the funds between Ramsey SWCD and ACD as neither district received rollover funds to-date, contrary to WCD which already received $20,000. Lord explained that he has not been receiving updates on the assessment or project status from HCD which could result in additional Clean Water Funds becoming available explaining that the structural challenge for HCD, only having one employee.

• Nass moved that we give HCD a one month extension stipulating that we get more specifics about progress and a signed contract by the end of 30 days directing Lord to provide a detailed outline to HCD. Lindahl seconded the motion. All ayes, motion carried.

• Tinglestad moved to approve the allocation of $10,050 CWF to ACD for the Martin Lake retrofits and $10,050 CWF to Ramsey SWCD for Central Middle School. Komec seconded the motion. All ayes, motion carried.

• Tinglestad moved to approve the CWF project extensions to September 20, 2011. Lindahl seconded the motion. All ayes, motion carried.

K. Clean Water Fund Applications
The Board reviewed a memo prepared by Lord outlining Clean Water Fund requests on behalf of MCD for the Storm Water Retrofit Assessment and the Landscape Restoration Program; SRWMO for the carp barriers; and ACD for the Glen Creek Stabilization and the Anoka County Stormwater Retrofits. Lord explained that ACD would administer the grant for the Glen Creek Project but Fridley would oversee the construction.

• Lindahl made a motion that we submit an application for Clean Water Funds in the amount of $300,000 for the Glen Creek Stabilization Project. Nass seconded the motion. All ayes, motion carried.

• Komec made a motion that ACD apply for Clean Water Funds for Retrofit BMP Installation Funds to be used through out Anoka County in the amount of $150,000 for 2012 - 2013. Tinglestad seconded the motion. All ayes, motion carried.

Nass reminded everyone the Board of Water and Soil Resources (BWSR) Clean Water Fund application requirements - all proposed projects must be listed in the SWCD Comp plan. There was discussion about the BWSR Clean Water Fund application guidance and all agreed that the assessment process, the best projects for the least amount of money should not be overlooked.
L. Seasonal Technician
The Board reviewed a memo prepared by Lord requesting authorization to hire Colin Snowberg as a Seasonal Water Resource Technician through September 11th. Lord explained that there are many maintenance tasks along with monitoring.

- Tingelstad moved to authorize hiring Colin Snowberg as Seasonal Water Resources Technician, at $8.00/hour for up to 40 hour per week from August 20th through September 11th. Komec seconded the motion. All ayes, motion carried.

M. 2008 Wetland Conservation Act (WCA) Enforcement Cost Share Close Out and Return of Unused Funds
The Board reviewed the 2008 WCA Enforcement cost share close out report prepared by Berkness. Berkness explained that the district predicted there would be unused funds to be returned to BWSR, stating we received enforcement funds of $59,200 in 2008.

- Lindahl made a motion to approve the cost share close out report for the 2008 WCA Enforcement Funds #15313 and return $10,852.18 in unused funds to BWSR. Tingelstad seconded the motion. All ayes, motion carried.

New Business-Informational Items
O. BWSR Updates
The Board reviewed an update provided by BWSR.

P. Minnesota Association of Soil and Water Conservation Districts (MASWCD) Convention Planning Update
The Board reviewed and discussed the MASWCD convention planning outline prepared by Berkness. Truchon provided additional updates. The Board discussed the suggested SWCD contribution and decided that ACD does not support giving convention attendees a gift and that snacks were not needed at the Sunday night reception. There was further discussion about the hospitality room and the suggested SWCD contribution of $150. The Board agreed not to contribute because the hospitality room will need multiple ACD volunteers and when accounting for staff time, expenses will exceed the $150. The Board agreed to seek donations for the auction. Lord suggested that Berkness seek out various artists associated with the “Artist Crawl” for possible artwork donation. There was further discussion and many donation ideas suggested by the Board.

Q. Annual Planning Meeting August 22nd.
Lord provided the Board with results from an action wheel assessment taken online which is similar to the action wheel used in MASWCD leadership training. The Board agreed the action wheel assessment would be beneficial tool for the planning meeting and decided that all supervisors along with employees should complete the online assessment and forward the results to Lord.

R. Watershed updates
NA

Additions
S. Lease Agreement for Suite 200
The Board reviewed the six month lease agreement with Hedberg Moving Solutions for Suite 200. Lord brought attention to the rent charge of $300 a month instead of the $350
but explained that if business grows Hedberg expressed interest in renting out both Suite 200 and Suite 250.

- Tingelstad moved to immediately enter into the lease agreement with Hedberg Moving Solutions for six months in the amount of $300/month and approve Truchon’s signature. Nass seconded the motion. All ayes, motion carried.

T. Nitrogen Report – “Dead Zone”
Truchon brought attention to a recent report created by the USDA called “Dead Zone” brining attention to Agriculture, being the source of nitrogen causing the problem.

FYI / Meetings / Dates
- ACD Board Meeting September 19th ACD office 5:00pm
- Linwood Martin Lake Carp Barrier Meeting, Linwood Center
- Metro Meeting September 28, Brooklyn Center
- Set Finance Committee Meeting to review budget when we hear from the County

- Tingelstad moved to adjourn at 7:31 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date
Amended

Anoka Conservation District
Supervisors Regular Board Meeting
Monday, September 19th, 2011, 5:00 PM

4:30 pm – Nate Zwonitzer - Glen Creek Stabilization Project

Regular Agenda (Approval September Agenda)
A. Approval of August Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. Action Wheel Update

New Business-Action Items
G. Comp Plan Amendments
H. Martin and Typo Lake Carp Barrier Grants
   • BWSR Clean Water Legacy
   • DNR Conservation Legacy Partners
I. Oak Glen Creek Stabilization Project Amendment (will distribute at meeting)
J. 2010/2011 Clean Water Fund (CWF)
   • 2010/2011 CWF Extension Request and Work Plan Amendment
   • Hennepin Conservation District Clean Water Fund Installation Agreement
   • Ramsey Conservation District Amended Installation Agreement
   • Project Installation Update & Rollover Requests (will distribute at meeting)

New Business-Informational Items
K. Minnesota Association of Soil and Watershed Conservation Districts - Convention Planning Update
L. Watershed Updates
M. SWCD Governance 101

Additions
N. Nitti Rolloff Services, Inc Invoice
O. Anoka Nature Preserve Grant Update
P. Contractor Selection Martin Lake Rain Gardens
Q. Facebook
R. Presentation to Retired Teachers

FYI /Meetings and Dates
• ACD Board Meeting ACD office October 17th, 5:00pm
• Area IV MACD meeting at Cabela's in Rogers from October 19th 9:00am-3:30pm
• Metro Meeting September 28th Brooklyn Center Earle Brown
• Set up Personal Meetings for Employee and Manager Reviews
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Karl Tingelstad, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Nate Zwonitzer, Conservation Specialist
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:09pm

Regular Agenda (Approval of September Agenda)

- Komec moved to approve the September Agenda with the following additions noted:
  - (N) Nitti Rolloff Services, Inc. Invoice
  - (O) Anoka Nature Preserve Grant Update
  - (P) Contractor Selection Martin Lake Rain Gardens
  - (Q) Facebook
  - (R) Presentation to Retired Teachers
- Tingelstad seconded the motion. All ayes, motion carried.

A. August 15, 2011 Minutes of the Regular Board Meeting
Komec noted that the minutes outlined that she arrived at 5:15 which was incorrect.
Berkness stated that notation was meant for Tingelstad.

- Tingelstad moved to approve the August Meeting Minutes as corrected. Lindahl seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed.

Truchon inquired about the Rain Guardian modifications that were mentioned in Zwonitzer’s report. Zwonitzer informed the Board that a majority of the modifications were finished and will be tested when it rains.

Nass mentioned that she went to the Linwood Martin Lake Carp Barrier Meeting on September 8th that Jamie Schurbon, Water Resource Specialist, presented and that it was well attended. Nass commented that Schurbon did a wonderful job and was really impressed with the way he interacted with residents.

Monte provided her activity report to the Board bringing attention to the CRP Plans. Monte questioned if ACD wanted to continue signing off on Anoka County CRP plans.
Truchon questioned if ACD’s signature would affect the outcome. Monte stated that it would not. The Board discussed and decided that it would be best for Monte to continue updating the Board in her semi monthly activity reports and that there was no need for ACD to sign off on each plan.

C. Approve August Financial Reports
   • Nass moved to approve the August Financial Reports. Lindahl seconded the motion. All ayes, motion carried.

D. Approval of Bills
   • Nass moved to approve electronic payment EP67 – EP69 along with check numbers 11849–11876. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates
NA

Old Business

F. Action Wheel Update
The Board reviewed the results for the action wheel taken by the supervisors and staff a few weeks prior. The majority of the report listed green which is considered “no issues”. Truchon made comment that it was due to Lord’s great management. Nass added that staff should take credit also. There was discussion about what the outcome might be for the Metro Conservation District organization and how helpful the exercise could be. Lord stated he would present it to MCD for their consideration.

New Business – Action Items

G. Comp Plan Amendments
The Board reviewed the amendments to the Anoka Conservation District Comprehensive Plan. Lord explained that amendments were needed as the Clean Water Fund guidelines state that the priorities need to be outlined in the water management plan. Truchon questioned why the Mississippi River was missing. Lord stated the plan didn’t include regional water bodies but felt that including it would be a good idea. There was discussion about where within the report this information should be included. The Board decided that this addition could be dealt with at another time as the plan would need to be restructured. Komec provided grammatical updates to the plan.
   • Nass moved to approve the amendments to the 2010 – 2014 Anoka Conservation District Comprehensive plan as outlined. Komec seconded the motion. All ayes, motion carried.

H. Martin and Typo Lake Carp Barrier Grants
   • BWSR Clean Water Legacy
   • DNR Conservation Legacy Partners
Lord explained that the DNR Conservation Legacy Partners application needed to be in by September 14th and that he suggested that Schurbon apply for it. The Board reviewed a memo prepared by Schurbon which outlined details about each grant.
• Tinglestad moved to approve submitting the DNR Conservation Legacy Partners Grant application for $130,389 for Typo and Martin Lake Carp Barriers, with ACD as the applicant. Lindahl seconded the motion. All ayes, motion carried.

• Tinglestad moved to approve ACD submitting the BWSR Clean Water Legacy Grant for the Typo and Martin lakes Carp Barriers project, with ACD as the applicant. Nass seconded the motion. All ayes, motion Carried.

I. Oak Glen Creek CWF Application Amount
The Board reviewed a memo prepared by Zwonitzer requesting an increase to the Oak Glen Creek Application amount that was approved at the August meeting.
• Nass moved that we approve submitting the application for Clean Water Funds for up to $350,000 for the Oak Glen Creek stabilization project. Tinglestad seconded the motion. All ayes, motion carried.

J. 2010/2011 Clean Water Fund (CWF)
  o 2010/2011 CWF Extension Request and Work Plan Amendment
The Board discussed the need for a Clean Water Fund extension in case last minute installation dollars are returned to ACD. Lord explained reasons that warrant amendments to the workplan.
• Nass moved that we authorize ACD to send the workplan amendment and extension request to the BWSR contact person noted in the grant agreement; Dan Weirens, BWSR Land & Water Section Administrator. Tinglestad seconded the motion. All ayes, motion carried.

  o Hennepin Conservation District Installation Agreement
• Tinglestad moved that we enter into agreement with Hennepin Conservation District for Clean Water Fund installation dollars in the amount of $29,900. Lindahl seconded the motion. All ayes, motion carried.

  o Ramsey Conservation District Amend Installation Agreements
• Nass moved to approve the Amended Ramsey Conservation District Agreement and that we enter into the agreement for Clean Water Fund installation dollars in the amount of $43,750 noting that it supersedes all the other agreements. Komec seconded the motion. All ayes, motion carried.

  o Clean Water Fund Project Installation Update and Extension
The Board reviewed a memo prepared by Lord regarding Clean Water Fund extension and rollover dollars.
• Tinglestad moved to approve rollover funding for projects as noted: ACD Martin Lake retrofits $2,235, ACD Rice Lake projects $4,065 and Washington Conservation District (WCD) Lilly Lake Retrofits, $10,000. Lindahl seconded the motion.

Nass inquired if Lord communicated to all participating SWCDs about the available rollover dollars. Lord explained that he had and that he only heard back from Washington Conservation District. All ayes, motion carried.

New Business-Informational Items
K. Minnesota Association of Soil and Watershed Conservation District – Convention planning
The Board reviewed a schedule prepared by Berkness which outlined the times and number of ACD volunteers needed to staff the hospitality room. The Board discussed the schedule and the pre-convention activities and it was decided that the various tasks warrant getting a room on Sunday night.
- Lindahl made a motion that ACD reserve a room for Sunday night. Tingelstad seconded the motion. All ayes, motion carried.
- Lindahl made a motion that we present the volunteer schedule at the Area IV meeting and seek additional volunteers so ACD doesn't have to staff it disproportionately. Tingelstad seconded the motion.
Berkness clarified that other districts would be staffing the hospitality room and other aspects of the convention and so the sign up sheet was only for ACD staff.
- Lindahl withdrew his motion. Tingelstad accepted the withdrawal.

L. Watershed Updates
Lindahl explained events of the recent Coon Creek Watershed District meeting he attended stating they are currently working on creating a Citizen Advisory Committee.

Truchon explained that she attended the Rice Creek Watershed District Citizens Advisory Committee meeting and found out that Board member Rick Mastell is resigning. There was a brief discussion about the process of becoming a Watershed Board member.

M. SWCD Governance 101
Tingelstad informed the Board that he and Zwonitzer attended the SWCD Governance 101 meeting in Alexandria. Tingelstad reviewed the topics covered and distributed correspondence he received from the meeting. Specific attention was directed to the open meeting law.

Additions
N. Nitti Rolloff Services, Inc. Invoice
The Board reviewed an invoice from Nitti Rolloff Services for an additional $1,317 above the $8,390 quoted. Lord explained Nitti invoiced ACD for the additional amount because the pile of debris that was removed as part of the contract include much more dirt than expected and so it cost a lot more to dispose of. Lindahl stated that they should have called ACD before removing it to get approval for the additional cost. Lord explained that the removal of this pile was part of the work plan.
- Lindahl made a motion that he would work with Lord to draft a letter to Nitti about the reason for not paying the additional amount and send it around to members before the next meeting. Tingelstad seconded the motion. All ayes, motion carried.

O. Anoka Nature Preserve Grant Update
The Board reviewed a memo prepared by Zwonitzer about a LSOHC grant application for 11 project areas, one being the Anoka Nature Preserve prepared by U.S FWS, Great River Greening, Wild Turkey Federation and ACD. Zwonitzer explained that Wayne Ostlie at Great River Greening coordinated everything.
• Tingelstad moved to direct the Board to compose a formal “thank you” to Wayne Ostlie at Great River Greening for his efforts in coordinating the Anoka Sandplain Partnership LSOHC grant application. Nass seconded the motion. All ayes, motion carried.

P. Contractor Selection – Martin Lake Rain Gardens
The Board reviewed a memo prepared by Mitch Haustein, Water Resource Technician, about the urgency to select a contractor for the Martin Lake Rain Gardens as the timeline constraints require contractor selection prior to the October meeting.
• Tingelstad moved to authorize the Chair enter into an installation contract not to exceed budgetary constraints with the contractor recommended by Anoka Conservation District staff on behalf of the Anoka Conservation District, for three rain gardens near Martin Lake noting the timeline requires a contractor selection before the October meeting. Lindahl seconded the motion. All ayes, motion carried.

Q. Facebook
Truchon stated because of the time restraints the Board could discuss Facebook at another time.

R. Presentation to Retired Teachers
Truchon explained that she was approached by a group of retired teachers that are interested in conservation and interested in information from the ACD office. There was a brief discussion about the ACD website and all the resource information within it.

FYI / Meetings / Dates
• ACD Board Meeting October 17th ACD office 5:00pm
• Set Finance Committee Meeting to review budget when we hear from the County
• Tingelstad moved to adjourn at 7:38 pm. Lindahl seconded the motion. All ayes, motion carried.
4:30 pm – WCA 101 Training – Dennis Rodacker

Regular Agenda (Approval October Agenda)
A. Approval of September Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. Nitti Rolloff Service Letter
G. Facebook

New Business-Action Items
H. 2012 BCBS Health Insurance Renewal
I. ACD Disability Plan Change
J. Hennepin Conservation District Request for Administrative and Technical Services
K. MASWCD Convention
   • Resolution Voting
   • Convention Registration
   • Planning details
L. 2011 Rice Lake Grant Project Reimbursements
M. 2010/2011 Clean Water Fund (CWF)
   • Hennepin Conservation District Amended Installation Agreement
   • Washington Conservation District Amended Installation Agreement
   • Project Installation Update & Rollover Requests (will distribute at meeting)
N. Cost Share Contract for Lakeshore Restoration

New Business-Informational Items
O. MCD Meeting
P. Watershed Updates

Additions
Q. Year End Finances
R. Anoka County Record
S. Blackburn Revetment Cost Share Application
T.
U.

FYI /Meetings and Dates
• Area IV MACD meeting at Cabela’s in Rogers from October 19th 9:00am-3:30pm
• ACD Board Meeting ACD office November 21st, 5:00pm
• MASWCD Annual Convention December 4 – 6th – Doubletree Hotel, Bloomington
• Set up Finance Meeting for Budget Updates
Board Meeting Minutes  
Date:    October 17, 2011  
Location:  1318 McKay Drive NE Suite 300  
                                          Ham Lake, MN 55304

Members Present:  Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karla Komec, Supervisor  
Karl Tingelstad, Supervisor

Others Present:  Chris Lord, District Manager  
Kathy Berkness, Administrative Assistant  
Mary Monte, NRCS District Conservationist (left at 6:25)

Chair Truchon called the meeting to order at 5:06pm

Regular Agenda (Approval of October Agenda)
- Lindahl moved to approve the October Agenda with the following additions noted:
  (N) Year End Finances  
  (O) Anoka County Record  
  (P) Blackburn Revetment  
  (Q) Facebook  
- Tingelstad seconded the motion.  All ayes, motion carried.

A. September 19, 2011 Minutes of the Regular Board Meeting
- Tingelstad moved to approve the September Meeting Minutes. Lindahl seconded 
  the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed. Nass questioned the status of the 
corral which was mentioned in various staff activity reports. Lord replied that it still needs 
a latch. He has had trouble finding the type needed and unfortunately during a particular 
windy day the door was blown off the hinges. It now needs repair and a latch.

Upon reading Lord’s report Komec questioned if he was going to set up a day for the 
remaining Beach property clean up. Lord stated that he is just going to use staff as there 
is not that much to do. Both Nass and Komec offered their assistance.

Nass questioned if ACD was done using her grate. Lord replied that he was and 
explained the modifications to the Rain Guardian made as a result of the two main 
concerns - the price and the visual aesthetics. The side inlet prototype will be used for 
the Martin Lake Rain Garden projects. If it proves effective, the chamber can be 
shortened to reduce the cost of materials and therefore sale price without compromising 
our margins. There was a brief discussion about the promotion of the product.

Monte provided her activity report and details of her activities.
C. Approve September gust Financial Reports
   • Nass moved to approve the September Financial Reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of Bills (covered after item L)
   • Nass moved to approve electronic payment EP-70 along with check numbers 11877–11903. Lindahl seconded the motion. All ayes, motion carried.

E. Legislative Updates
Lord explained that he wouldn’t find out about the Clean Water Funding until after December 14th and that an operations meeting would be needed to go over the strategy.

Old Business
F. Nitti Rolloff Services
The Board reviewed a letter to Nitti Rolloff services about an additional invoice sent to ACD. Lord explained that Lindahl provided the content for the letter. Lindahl provided minor alterations to the letter.
   • Nass moved to approve the amended letter to Nitti Rolloff services and authorize Chair Truchon’s electronic signature. Komec seconded the motion. All ayes, motion carried.

G. Facebook
Truchon stated that she felt ACD should have a presence on Facebook as more and more organizations do. There was a discussion about ACD having a facebook and if it would be of value. Tinglestad commented that he created one for the election and offered to manage the site. Lord mentioned that there is a session at the MASWCD convention about social media that will include Facebook and Twitter where we might be able to gauge the value of those tools to ACD.

New Business –Action Items
H. 2012 BCBS Health Insurance Renewal
The Board reviewed the memo prepared by Jamie Schurbon, Water Resources Specialist, recommending a Health Insurance option change to a low deductible plan to help curb the increase in premium. Truchon suggested ACD increase the contribution. Lord replied that an increase in contribution would be something the finance committee would discuss.
   • Tinglestad moved to select option 4, the BCBS plan 118 $300 deductible CMM Plan with the ACCORD network for 2012. Lindahl seconded the motion. All ayes, motion carried.

I. ACD Disability Plan Change
The Board reviewed information from the AT Group about disability comparing current 90 day plan to a 30 day proposed plan for less money. Lord stated that the change would remove the need for short term disability
   • Tinglestad moved to approve the switch to the Coordinated STD/LTD Disability Plan with Lincoln Financial to include a premium amount of $178.89. Lindahl seconded the motion. All ayes, motion carried.
J. Hennepin Conservation District (HCD) Request for Administrative Technical Services

The Board reviewed a request for administrative services from HCD. According to workload estimates provided by Hennepin Environmental Services, which is currently providing these services, HCD would only pay for approximately half, requiring ACD to subsidize the rest by $30,000. This would take away from services provided to Anoka County. Truchon brought up the controversial water management study that brings into question the purpose of SWCDs. The complete loss of HCD could start a domino affect and so it would be nice if we could help them. There was discussion about the importance of the services provided by SWCDs.

- Lindahl moved that ACD draft a letter to HCD kindly declining their request for administrative services. Nass seconded the motion. All ayes, motion carried.

J. MASWCD Convention

- Resolution Voting
  The Board reviewed the resolution material and provided the votes on the ballot.

- Convention Registration
  The Board reviewed the convention registration information. Lord brought attention to the fact that he along with Berkness and Haustein were all listed as Rain Guardian exhibitors. Exhibitors receive a ticket for Monday’s lunch and admittance to all educational sessions thus the only fee needed for himself and Berkness would be for Tuesday’s lunch.

- Planning Details
  Berkness stated that the convention would be recapped at the Area IV meeting.

L. 2011 Rice Lake Grant Project Reimbursements

The Board reviewed a memo and payment vouchers prepared by Nate Zwonitzer, Conservation Specialist requesting final project reimbursements to Rice Creek Watershed District.

- Tingelstad moved to approve Clean Water Fund payment in the amount of $8,224.02 to the Rice Creek Watershed District for the construction of the Rice Lake Elementary rain gardens. Komec seconded the motion. All ayes, motion carried.

- Tingelstad moved to approve State Cost Share payment in the amount of $8,516.80 to the Rice Creek Watershed District for the construction of 13 residential rain gardens in the Rice Lake subwatershed. Lindahl seconded the motion. All ayes, motion carried.

- Tingelstad moved to approve Clean Water Fund payment in the amount of $24,403.75 to the Rice Creek Watershed District for the construction of 13 residential rain gardens in the Rice Lake subwatershed. Komec seconded the motion. All ayes, motion carried.

- Tingelstad moved to approve transfer of $2,129.20 for Technical Assistance to ACD from State Cost Share for Rice Lake Rain Gardens. Komec seconded the motion. All ayes, motion carried.

Lord explained that ACD provided substantial labor toward the actual installation of the Rice Lake Rain Garden projects. The funds are not being used to reimburse ACD for Administrative, design, promotion or construction oversight effort; only for direct shovel-in-hand labor toward installation.
Truchon forward the Chair discussion points for the next meeting.

**Additions**

**Q. Year End Finances**
The Board reviewed the 2010 year end financials. Lord reminded the Board that earlier in the year the Board discussed that the financials would need adjustments due to the purchase of the building. Lord inquired with BWSR on how items should be listed as they noted that items were not balanced. BWSR was not sure how to address the problem and suggested that the ACD accountant review and advise. Mark Babcock, ACD’s accountant suggested the removal of long term liabilities associated with mortgage interest on the McKay property along with a couple of other minor adjustments. Thereafter Lord was able to bring the financials statements into balance. Once the Board approves the statements, Lord stated he will forward them on to Babcock who will submit them to the Office of the State Auditor.

- Nass moved to approve the 2010 Year end finances as amended. Lindahl seconded the motion. All ayes, motion carried.

**R. Anoka County RECORD**
The Board reviewed information about a new bi-weekly newsletter called the Anoka County RECORD. There was discussion about the origination and funding of the paper along with the content.

**S. Blackburn Revetment Cost Share Application**
The Board reviewed a memo and correspondence for the Blackburn revetment project prepared by Zwonitzer. The cedar tree revetment will correct 55 feet of actively eroding riverbank on the Rum River in Ramsey.

- Nass moved to approve the Blackburn cedar tree revetment cost share application upon signature from the landowner for up to 50% of eligible expenses of $1,680 whichever is less. Cost share funds will be split evenly between the Lower Rum WMO and the Anoka County Ag Preserve funding. Lindahl seconded the motion, all ayes, motion carried. All ayes, motion carried.

Tingelstad reminded the Board that a finance committee meeting was needed to update the budget. The Board members discussed and decided that the meeting would occur on November 3rd, 2011 at 4:00.

**FYI / Meetings / Dates**

- ACD Board Meeting November 21st ACD office 5:00pm
- Metro Managers Meeting November 16th 1:00pm
- MASWCD Annual Convention December 4 – 6, Bloomington

- Tingelstad moved to adjourn at 7:18 pm. Lindahl seconded the motion. All ayes, motion carried.
• Tingelstad moved to approve the Clean Water Fund transfer for actual installation labor to ACD of $4,670.00 distributed as follows: $3025 to Rice Lake Elementary, $935 to Rice Lake Rain Gardens RL5 and $710 Rice Lake Rain Gardens RL13 as noted above for the Rice Lake projects. Nass seconded the motion. All ayes motion carried.

M. 2010/2011 Clean Water Fund (CWF)
   o Hennepin conservation District Amended Installation Agreement
      The Board reviewed the amended installation Agreement with HCD for $26,000.
      • Tingelstad moved to approved entering into the installation agreement with HCD for the Robbinsdale CLA Capture and Reuse $13,000 and the Robbinsdale CLA Pond Retrofit $13,000 beginning January 1, 2010 and expiring December 31, 2011. Nass seconded the motion. All ayes, motion carried.

   o Washington Conservation District Amended Installation Agreement
      The Board reviewed the amended installation Agreement with WCD for $74,000.
      • Nass moved to approved entering into the installation agreement with WCD for the Lilly Lake $14,000, Target Cottage Gove Retrofit $40,000, McKusick Lake Retrofit $20,000 beginning January 1, 2010 and expiring December 31, 2011. Tingelstad seconded the motion. All ayes, motion carried.

   o Project Installation Update & Rollover Requests
      The Board reviewed a memo prepared by Lord providing installation updates, an extension request, and a request to reallocate a portion of $3,900 which was returned by HCD. Lord explained that he contacted all metro districts to solicit requests for additional funds but no requests were submitted.
      • Tingelstad moved to approve rollover funding for the Martin Lake Retrofits in the amount of $2,842. Nass seconded the motion. All ayes, motion carried.

N. Erickson Lake George shoreline restoration
   The Board reviewed a memo along with a cost share contract for a Lake George shoreline restoration prepared by Schurbon
   • Tingelstad moved to approve Ms Erickson’s request for $371.60 cost share grant for the lakeshore restoration project noting the funds for this project should come out of the URRWMO Cost Share Grant fund. Komec seconded the motion. All ayes, motion carried.

New Business-Informational Items
O. Metro Conservation District Meeting
   Lord explained the challenges in approving a work plan as it is due by the end of December and the group meets in November. There was also discussion about the use of on-call engineering and staff engineers with other districts.

P. Watershed Updates
   Lindahl explained the Coon Creek Watershed District is adopting a policy on a CCWD Citizens advisory committee.

   Truchon explained that the Rice Creek Watershed District Citizens Advisory Committee did not meet because there was nothing on the agenda. There was a suggestion that
4:30 pm – Annual Plan – General Discussion and Review

Regular Agenda (Approval November Agenda)
A. Approval of October Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. Finance Committee Meeting

New Business - Action Items
G. Approve 2012 State Cost Share and General Services Grant
H. Approve 2012 NRBG
I. BWSR State Cost Share Policy Update
J. Approve 2011 Pictometry Purchase
K. Warnke ACD Cost Share Expiration
L. Blackburn Cedar Tree Revetment Cost Share Close Out
M. MASWCD Convention
N. 2010/2011 Clean Water Fund (CWF)
   • 2010 CWF Agreement Amendment
   • ACD Martin Lake Rain Garden Project Close Out
   • Dakota SWCD South Grove VI Retrofit Project – Close out
   • Chisago SWCD Olinda Green Townhomes and Linden Street Overlook Project – Close out
   • Project Installation Updates (will distribute at meeting)

New Business - Informational Items
O. Carp Barrier Grant Application
P. Area IV Meeting
Q. MCD Meeting
R. Watershed Updates
S. “For the Love of Lakes” by Darby Nelson

Additions
T. Conservation Corps Site Partner Application
U.
V.
W.
X.

FYI / Meetings and Dates
• MASWCD Annual Convention December 4 – 6th – Doubletree Hotel, Bloomington
• ACD Board Meeting ACD office December 19th, 5:00pm
• Metro Meeting Earle Brown Building Brooklyn Center December 21st at 4:00 pm
• Set up Committee Meetings: Finance, Personnel and Operations
Members Present:  Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karla Komec, Supervisor

Members Absent:  Karl Tingelstad, Supervisor

Others Present:  Chris Lord, District Manager  
Kathy Berkness, Administrative Assistant

Chair Truchon called the meeting to order at 5:09pm

**Regular Agenda (Approval of November Agenda)**

- Nass moved to approve the October Agenda with the following additions noted:
  1. Conservation Corps Site Partner Application  
  2. Metro Water Supply Advisory Committee Appointment

  Komec seconded the motion.  All ayes, motion carried.

**A. October 19, 2011 Minutes of the Regular Board Meeting**

- Nass moved to approve the October Meeting Minutes. Komec seconded the motion. All ayes, motion carried.

**B. Review of Staff Activity Reports and Programs**

Individual staff reports were reviewed and discussed. Truchon asked if efforts to correct the Rice Lake rain garden that wasn’t infiltrating were successful. Lord explained that soils were replaced as deep as they could reasonably dig but that there hasn’t been a significant rain fall since so we will have to wait and see.

Upon reading Mitch Haustein, Water Resource Technician’s report, Truchon commented that she was glad to see that the Rain Guardian is getting exposure in the National Association of Conservation Districts Winter magazine. Lord explained to the Board that the Washington Conservation District, who previously communicated that they needed 16 Rain Guardians for their Target Project, recently informed Lord that they went with a cheaper alternative. Lord explained that Jay Riggs, WCD District Manager, provided him a picture of the Target project showing a cement version of the Rain Guardian. There was an inquiry about the infringement on the patent. Lord explained that because the patent is pending there is not much ACD can do at this time. There was discussion and speculation about the cost of the alternatives and all agreed that it is doubtful that the alternative is less expensive than the Rain Guardian. Lord explained that he is waiting for the WCD price breakdown. Lindahl made comment that it’s part of doing business and you know it’s a winning idea when your idea is copied.

Truchon made comment after reading about the Martin Lake Retrofit project in a variety of
staff activity reports that she was happy to see all the fabulous teamwork among staff.

Truchon brought attention to Dennis Rodacker’s Wetland Specialists activity report about the Rice Creek Watershed District (RCWD) WCA Legislation. Truchon explained that Barb Haake, RCWD Board member, brought this situation to her attention, informing her that the RCWD is trying to get a bill passed so that some of the mitigation can be done outside of the Metro Area. The RCWD Board apparently voted 4 – 1 to pay $130,000 to lobby for the bill. Rodacker requested more information from BWSR and RCWD without much luck.

- Nass moved that the ACD Board request from BWSR, any information they have on the WCA Wetland Replacement Citing proposal being supported by RCWD. Komec seconded the motion. All ayes, motion carried.

Truchon brought attention to the Road Construction on 242 stating the trucks are taking sand from the pond in Ostman Park to be used for the project. Truchon made comment about the prairie planting and her concern for the situation.

Berkness informed the Board that she met with Haustein and Lord about the Rain Guardian website and made the requested updates thus the website is up and running.

Lord explained to the Board about the issues with the mapping tool, one being that the Lawrence group, who created the utility no longer exists. Lord explained that he is hoping to work something out with Anoka County GIS to add layers such as soils, wetlands and landcover to their online mapping tool which has the added benefit of current high resolution aerial photographs.

Attention was brought to the WCA enforcement issue outlined in Lord’s activity report which outlined that some people at BWSR would like to close out the Bromley case and have his Restoration Order rescinded. There was discussion about the fact that the violation was never corrected but that it will not likely be brought back to criminal court or be pursued in civil court. A deed restriction remains in place, which is probably the appropriate level of action needed to ensure that the public’s long-term interest will eventually prevail.

- Truchon moved that the ACD support the TEP’s findings that a violation remains on the property and that the deed restriction should remain in effect. Nass seconded the motion. All ayes, motion carried.

C. Approve October Financial Reports
- Nass moved to approve the October Financial Reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of Bills (after item S)
Nass moved to approve electronic payment EP-71 along with check numbers 11904-11936. - Noting the possible voiding of check #11935 if the SRWMO decides to defer the Martin Lake Rain Garden Project surplus instead of receiving a check. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
NA
**Old Business**

**F. Finance Committee Meeting**

Nass provided a recap of the finance committee meeting, stating that the committee reviewed a draft 2012 budget but will not be able to approve the actual budget until we have all the numbers. Lord informed the Board that 2011 will have positive net revenue and the 2012 budget is balanced but there are many unknowns with CWF at this time. Lord explained that the group agreed to use the draft budget for the 2012 annual plan and that the budget portion of the plan could be updated once we have final grant numbers.

**New Business – Action Items**

**G. Approve 2012 State Cost Share and General Services Grant**

The Board reviewed the 2012 State Cost Share and General Services Grant with BWSR.

- Nass moved to approve the 2012 State Cost Share Grant for $14,439 and General Services Grant for $20,765 with BWSR for a total of $35,204. Lindahl seconded the motion. All ayes, motion carried.

**H. Approve the 2012 Natural Resources Block Grant (NRBG)**

The Board reviewed the 2012 NRBG Grant Agreement with BWSR.

- Nass moved to approve the 2012 Natural Resources Block Grant with BWSR for a total of $92,842 which was composed of Local Water Management for $8,094, Wetland Conservation Act for $63,192, Shoreland Administration for $2,615, Separate Sewage Treatment Systems for $17,441 (BWSR) and $1,500 (MPCA). Lindahl seconded the motion. All ayes, motion carried.

**I. BWSR State Cost Share Policy Update**

The Board reviewed a memo prepared by Zwonitzer who recently attended BWSR training on the new state cost share manual and policy changes. There was attention directed to the bulleted item outlining the change in the signing authority which could be directed to the Manager instead of the Chair. Lord explained that the contract still needed to be approved by the Board so having staff sign is wouldn’t save any time. There was also discussion about another change in the Board not needing to sign the project vouchers. After some discussion it was decided that the Board would continue to review and sign the voucher.

**J. 2011 Pictometry Data Purchase**

The Board reviewed a request for Pictometry data prepared by Dennis Rodacker, Wetland Specialist.

- Nass moved to approve the purchase of the 2011 pictometry data from Anoka County for $1,000. Komec seconded the motion. All ayes, motion carried.

**J. Warnke ACD Cost Share Expiration**

The Board reviewed a memo written by Zwonitzer recommending that we allow a cost share contract for the Warnke project to expire on November 23, 2011. The landowner was able to do most of the project tasks for very little cost and will complete the project but is not requesting any more cost share assistance so he can work at his own pace.

- Lindahl made a motion to allow the Warnke ACD Water Quality cost share contract to expire on November 23, 2011 and unencumber $985.25 in Ag. Preserves Backyard Conservation Cost Share and $599.25 in Ag. Preserves Water Quality
Improvement Cost Share so they are available for projects. Komec seconded the motion. All ayes, motion carried.

L. Blackburn Cedar Tree Revetment Cost Share Close Out
The Board reviewed a request for cost share payout and corresponding materials for the Blackburn Project. Lord made comment that employees Rodacker, Haustein, and Schilling had never worked on a cedar tree revetment so Zwonitzer showed them the ropes. Comments were made again on how well the ACD employees work together as a team.

- Nass moved to approve the ACD Water Quality cost share reimbursement to Art Blackburn for the cedar tree revetment in the amount of $1086.91. Cost share funds will be split evenly between the LRRWMO cost share ($543.46) and County Ag Preserves Funding ($291.75 Water Quality Improvement and $251.70 Backyard Conservation) with the remaining $593.29 in encumbered funds for the Blackburn project unencumbered ($296.75 Ag. Preserves Backyard Conservation, LRRWMO 2006 Cost Share of $28.12 and LRRWMO 2009 Cost Share of $268.42). Komec second the motion. All ayes, motion carried.

M. MASWCD Convention
Berkness explained that a motion was needed to allow ACD to put the hospitality room expenses on the district card and be reimbursed by the Area IV Treasurer at the convention.

- Lindahl moved to approve hospitality room expenses on the ACD card to be reimbursed by the Area IV Treasurer. Nass seconded the motion. All ayes, motion carried.

N. 2010/2011 Clean Water Fund (CWF)
- 2010 CWF Agreement Amendment
The Board reviewed the amended grant agreement. Lord explained that he still had not heard back about the work plan amendment.

- Nass moved to approve the CWF Grant Agreement amendment for $1,000,000 ending December 31, 2012. Lindahl seconded the motion. All ayes, motion carried.

- ACD Martin Lake Rain Garden Project Close Out
The Board reviewed a request for project reimbursement and corresponding material along with the project profile all prepare by Haustein. ACD served as the project manager on this project and so needs to take actions as both the project manager and the CWF grant administrator. As project manager we need to pay the contractor for satisfactory work. As CWF grant administrator we will need to approve the vouchers and CWF reimbursements. Lord explained that although we don’t have an installation agreement with ourselves, we hold ourselves to the same standard that we hold other partners and had to complete the project profile along with eLINK reporting before receiving full reimbursement of installation funds.

- Nass moved to authorize payment to St. Croix Valley Landscaping in the amount of $14,022.96 for the construction of the Martin Lake rain gardens. Komec seconded the motion. All ayes, motion carried.

- Komec moved to approve the voucher and practice certification summary form with signature by the ACD Board Chairperson. Nass seconded the motion. All ayes, motion carried.
• Nass moved to authorize CWF reimbursement in the amount of $15,127 to the Anoka Conservation District for the construction of the Martin Lake rain gardens as per the voucher and practice certification summary form. Komec seconded the motion. All ayes, motion carried.

  o Dakota SWCD South Grove VI Retrofit Project – Close out
  The Board reviewed the Dakota SWCD project profile for the South Grove VI Retrofit Project.
  • Lindahl moved to approve payment of the remaining 10% of CWF installation funds in the amount of $5,000 to the Dakota SWCD for the South Grove VI Retrofit Project. Komec seconded the motion. All ayes, motion carried.

  o Chisago SWCD Olinda Green Townhomes and Linden Street Overlook
  The Board reviewed the Chisago project profiles for the Olinda Green Townhomes and the Linden Street Overlook. Berkness explained that Chisago did the modeling in P8 and that Landscape Restoration Specialist, Shawn Tracy is working with them to get it completed in the required WinSLAMM. Once complete they will update the project profile.
  • Nass moved to approve payment of the remaining 10% of CWF installation funds in the amount of $5,000 to the Chisago SWCD for the Olinda Green Townhomes and the Linden Street Overlook contingent upon updated modeling and the receipt of the updated project profiles and eLink reporting. Lindahl seconded the motion. All ayes, motion carried.

  o Project Installation Updates
  Lord explained to the Board that most districts are on track for finishing their CWF projects and the exceptions being Hennepin Conservation District (HCD) and Wright SWCD. The districts were sent instructions that all deliverables needed to be complete by December 9th so that the Board would be able to approve CWF reimbursements before the end of the year. The Board discussed repercussions if this deadline were not met.
  • Nass made a motion to require all CWF Installation deliverables, with the exception of Wright SWCD and HCD, to be completed by December 9th in time for approval at ACD December board meeting to avoid forfeiture of the remaining 10% – noting the reason being that a special meeting would need to be called in late December if this deadline is not met thus resulting in extra costs to ACD. Lindahl seconded the motion. All ayes, motion carried.

New Business-Informational Items

O. Carp Barrier Grant Application
The Board reviewed a memo prepared by Jamie Schurbon, Water Resource Specialist, about the Carp Barrier project. Schurbon explained that the DNR Conservation Legacy Partners was successful awarding $129,938 for the project. Truchon commented that it was a wonderful accomplishment on Schurbon’s part. There was discussion about tapping into the NPEAP funds for the engineering aspects of this project thus SRWMO funding could be applied to administration and project oversight.

P. Area IV Meeting
Nass provided details of the Area IV meeting recently attended by Truchon, Nass and Berkness.
Q. MCD Meeting
Lord explained that he attended an MCD Manager’s meeting the previous week which included the attendance of Melissa Lewis, Board of Soil and Water Resources. Lewis informed the MCD that the Assessment application was being recommended for $100,000 (later revised to $216,000) but nothing for the Landscape Restoration Program (LRP) as the application did not rank out high enough. Without funds to support LRP designs the program will not survive. Lord explained that he sent an email to Lewis the following day asking her if it was possible to combine the LRP and Assessment applications and allow MCD to determine how to apply the funds. She later indicated that this was not possible. The Board discussed the structure of the program to see if there were other alternatives. After much discussion the Board came to the reality that the program does not have funding after December 31, 2011. Lord went on to explain that some district may be interested in a shared staff position to fill the gap left by LRP but such a partnership would not come together fast enough to retain current staff. There was discussion about restructuring the program to only involve the five districts possibly housing out of Ramsey Conservation District. Nass suggested we form a coalition with the districts on the Rum River and go straight to legislation for funding. There was discussion about the timing of formally informing the Landscape Restoration Specialists about their positions ending. Lord explained that he already talked to them.

- Nass moved to notify Landscape Restoration Specialists’ Shawn Tracy, Andy Schilling and Joe Lochner that beyond December 31, 2011 there will be no funding for their positions and unless another funding source develops in the interim, their positions will come to an end. The Board wants it to be known that this is a funding issue and the Specialists have done a superb job for conservation in Anoka County, the Metro and the State of Minnesota and that they all leave the district in good standing. Lindahl seconded the motion. All ayes, motion carried.

R. Watershed Updates
Lindahl informed the Board he attended the last Coon Creek Watershed District (CCWD) meeting stating Tim Kelly, CCWD Manager, was very excited about the Sand Creek rain gardens and Xeon Street pond project which resulted from the Sand Creek Retrofit Assessment. Truchon informed the Board that she attended the RCWD meeting and reminded all that Rick Mastell’s seat is open on the Board.

S. “For the Love of Lakes” by Darby Nelson
Truchon brought the book “For the Love of Lakes” by Darby Nelson and offered to lend it out to those that wanted to borrow it. Truchon provided information about the book and the author.

Additions
T. Conservation Corps Site Partner Application
Lord explained that this was the apprentice program that placed Collin Snowberg in our office last summer.

- Nass moved that we submit the Conservation Corps Site Partner Application to get another apprentice for 2012. Komec seconded the motion. All ayes, motion carried.

T. Metro Water Supply Advisory Committee Appointment
The Board reviewed a memo prepared by Schurbon about him being appointed to the Metropolitan Area Water Supply Advisory Committee. Schurbon emailed Anoka County Board Chairperson Rhonda Sivarajah make sure that she did not object to his appointment since the position was previously filled by County Commissioner Dennis Berg.

- Nass moved that we support submitting Jamie Schurbon’s name as a representative for Anoka County on the Metropolitan Area Water Supply Advisory Committee, pending support from the Anoka County Board of Commissioners Chair Person. Komec seconded the motion. All ayes, motion carried.

**FYI / Meetings / Dates**
- MASWCD Annual Convention December 4 – 6, Bloomington
- ACD Board Meeting December 19th ACD office 5:00pm
- MCD Meeting December 21st 4:00-6:00pm Earle Brown Tower

- Lindahl moved to adjourn at 7:20 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date
Anoka Conservation District
Supervisors Regular Board Meeting
Monday, December 19, 2011, 5:00 PM

Regular Agenda (Approval December Agenda)
A. Approval of November Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of Bills
E. Legislative Updates

Old Business
F. Finance Committee Meeting – 2012 Budget on December 8th
G. Personnel Meeting - Employee Reviews on December 14th

New Business-Action Items
H. Amendement 1 to Grant Agreement Between the Metropolitan Council and ACD for WOMP
I. Approve 2012 ACD Annual Plan
J. Clean Water Funds
   • BWSR Meeting Assessment Funds
   • Use of $5,963.62 of assessment funds originally allocated to Dakota SWCD to the Golden Lake Retrofit Assessment in Anoka County
   • Anoka SWCD City of Isanti Stormwater Retrofit Assessment $5,971.81
   • Carver SWCD Susan, Ann, Lucy Subwatershed Assessment - $5,971.81
   • Ramsey SWCD Bridal Veil Creek: Urban Stormwater Assessment Retrofit Assessment $11,943.62
Installation Funds
   • Carver SWCD Burandt Lake Rain Gardens Project Close Out - $5,000.00
   • Scott SWCD Upper Spring Lake and Upper Prior Lake Stormwater Pond Modification Projects – Project Close Out - $6,813
   • Ramsey CD St Mary’s Bioinfiltration $625 and Williams St Detention Pond Retrofit Pond $3,750 Project Close Out
   • Washington - ISD 833 Bioretention $600, Lake McKusick Bioretention $2,000, 2010 Lily Lake Bioretention $400, 2011 Lilly Lake Bioretention $1,000, Target Bioretention $4,000 Project Close Out
K. Approve January 2012 Meeting Date

New Business-Informational Items
L. MASWCD Convention
M. Watershed Updates
N. ACD Christmas Party

Additions
O. Self Assessment on Video’s
P. Legacy Amendment Stakeholders’ Forum January 5
Q. License Agreement for Online Pictometry

FYI /Meetings and Dates
• Tentative ACD Board Meeting ACD office January 17th, 5:00pm
• Landscape Restoration Farewell Potluck – January 11th 12 – 3pm Ramsey Public Works Building
Board Meeting Minutes
Date: December 19, 2011
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Karl Tingelstad, Supervisor (arrived at 5:06pm)

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:00pm.

Regular Agenda (Approval of December Agenda)
- Nass moved to approve the December Agenda with the following additions noted:
  (O) Self Assessment on Videos
  (P) Legacy Amendment Stakeholders’ Forum
  (Q) License Agreement for Online Pictometry
Komec seconded the motion. All ayes, motion carried.

A. November 21, 2011 Minutes of the Regular Board Meeting
Minor changes were noted to the minutes.
- Lindahl moved to approve the November Meeting Minutes as amended. Komec
  seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed. Nass brought attention to Jamie
Schurbon, Water Resource Specialist’s report where he outlined that the consulting firm
EOR completed 80% of the carp barrier design for $10,000 but have estimated an
additional $16,000 to complete the remaining 20%. Lord explained that Schurbon
required many more revisions for the current design draft and that perhaps EOR was
trying to recoup some of their losses by bolstering revenues on the second contract. In
any event, we can utilize a different firm to complete the designs.

Nass brought attention to the iron enhanced sand filters. Lord explained that iron filings
added to a sand filter enhance the filters ability to adsorb phosphorus. The practice is still
being tested but appears very promising. Ramsey Conservation District used the
approach for some of their projects and is monitoring the outcomes.

Monte distributed her report and brought attention to the fact that Soil Conservationist
Jerry Anderson was retiring. Monte stated that she will miss Anderson as they have
similar working styles and worked well together. There was a discussion about the
opportunity of a funding source through Pheasants Forever, mentioned in Monte’s report.
Lindahl explained that he belonged to the Anoka chapter which is very well funded but
doesn’t do a lot of activity in Anoka County due to the lack of prime hunting opportunities for pheasant in this county. There was discussion about encouraging partnerships with Isanti County/SWCD since there are more hunting opportunities to the north. Monte said she would send Lindahl more information.

C. Approve November Financial Reports
   • Nass moved to approve the November Financial Reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of Bills (acted upon after item L)
   • Nass moved to approve electronic payment EP-72 along with check numbers 11937-11976. Noting the void of check #11955 along with a disclosure that all CWF checks are held until deliverables have been met and approved by staff. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates
   There was brief discussion about whether or not we should have a ‘Day at the Capitol’ and the need for a legislative agenda and strategy. Tingelstad suggest inviting former State Representative Kathy Tingelstad to assist us in developing an approach that would be successful. It was determined that the matter should be discussed at an operations committee meeting.

Old Business
F. Finance Committee Meeting
   Nass provided a recap of the finance committee meeting. Nass went on to explain that Lord was going to give the staff a budget and year end training to provide staff a better understanding of the issues. Berkness stated that Lord gave the meeting and that it was very informative for staff.
   • Nass moved to approve the 2011 and 2012 budget updates as presented. Truchon seconded the motion. All ayes, motion carried.

G. Personnel Meeting – Employee Reviews December 14, 2011
   Komec provided a Personnel Committee Meeting recap stating that she liked that Truchon questioned each employee about their wish list.
   • Komec moved to authorize retaining all regular ACD employees in their current positions at their current salaries. Nass seconded the motion. All ayes, motion carried.
   • Komec moved to authorize working on meeting staff requests for hardware, software and equipment within budgetary constraints. Nass seconded the motion. All ayes, motion carried.
   • Komec moved to authorize offering up to.15FTE position to LRP staff with a salary of up to $27 in order of seniority beginning 1/1/2012. Tingelstad seconded the motion. All ayes, motion carried.

New Business – Action Items
H. Amendment 1 to Grant Agreement Between the Metropolitan Council and ACD for WOMP
   The Board reviewed the Grant agreement amendment. Lord explained that the purpose of the amendment was to extend the grant through 2012 and that the proposed funding
should be adequate.

- Nass moved to approve Amendment 1 to the grant agreement number SG2010-001 between the Metropolitan Council and ACD. Lindahl seconded the motion. All ayes, motion carried.

I. Approve 2012 Annual Plan
Typographical and grammatical changes to the plan were provided.

- Lindahl moved to approve the 2012 Annual plan with the recommended updates. Komec seconded the motion. All ayes, motion carried.

J. Clean Water Funds
BWSR Meeting
The Board reviewed a list of issues that BWSR prepared pertaining to the implementation of LRP staffing and administration of the Clean Water Fund grant. Lord explained that he and Berkness along with Truchon and Nass met with BWSR staff, Melissa Lewis and Jim Haertel. Lord went on to explain that the meeting resulted in two proposed adjustments. One being that ACD should clearly specify that the portion of Dakota Funds that Dakota deferred to ACD in exchange for paying for LRP staff to assist them on their assessment was used for an assessment other than the one completed in Dakota County. The other adjustment is to have the MCD clarify that CWF funds were only used for LRP Staffing, and not administration or other potentially ineligible uses. Lord went on to explain that early on in the development of the work plan that a portion of CWF funds were approved for the development of portions of the website as an element of program development. Utilizing funds in this way, however, would require extensive documentation and so it is much simpler to restrict the use of CWF funds to staffing.

Assessment Funds
- Lindahl moved to use the $5,963.62 originally allocated to assist Dakota SWCD with the Inver Grove Heights Assessments for the Golden Lake Retrofit Assessment in Anoka County, Nass seconded the motion. All ayes, motion carried.
- Nass moved that we compensate ACD for the Isanti Stormwater Retrofit Assessment in the amount of $5,971.81. Lindahl seconded the motion. All ayes, motion carried.
- Tingelstad authorized payment to Carver SWCD for the Susan Ann Lucy Subwatershed Assessment in the amount of $5,971.81. Lindahl seconded the motion. All ayes, motion carried.

Berkness explained that Shawn Tracy, Landscape Restoration Specialist, is currently working with Will Forbord, Carver SWCD Urban Conservation Specialist on necessary revisions to the modeling for the assessment report and so payment will not be sent until the report is finalized.

- Tingelstad moved to authorize payment to Ramsey SWCD for the Bridal Veil Creek: Multi County Urban retrofit assessment. Lindahl seconded the motion. Lord explained that RCD partnered with HCD and Ramsey did the work. Because of the complexity of the assessment as it was completed in a highly urbanized area, the CWF allocation was twice as much. All ayes, motion carried.
- Tingelstad made a motion that all CWF SWCD distributions are contingent upon successful completion of the deliverables outlined within the workplan. Komec seconded the motion. All ayes, motion carried.

Installation Funds
The Board reviewed project profiles from the participating CWF Metro Conservation
Districts all requesting the remaining 10% of installation funds for project close outs.

- Tingelstad moved to authorize payment to Carver SWCD for the Burandt Lake Rain Garden Projects for the remaining 10% of CWF installation funds in the amount of $5,000. Komec seconded the motion. All ayes, motion carried.
- Lindahl moved to authorize payment to Scott SWCD for the Upper Spring Lake and Upper Prior Lake Stormwater Pond Modifications for the remaining 10% of CWF installation funds in the amount of $6,813.00. Komec seconded the motion. All ayes, motion carried.
- Lindahl moved to authorize payment to Ramsey Conservation District for the remaining 10% of CWF installation funds as follows: St. Mary’s Bioinfiltration $635 and Williams St. Detention Pond Retrofit $3,750. Nass seconded the motion. All ayes, motion carried.
- Tingelstad moved to authorize payment to Washington Conservation District for the remaining 10% of CWF installation funds as follows: ISD 833 Bioretention $600, Lake McKusick, Bioretention $200, 2010 Lily Lake Bioretention $400, 2011 Lilly Lake Bioretention $1000, Target Bioretention $4000. Nass seconded the motion. All ayes, motion carried.

K. Approve January 2012 Meeting Date
- Nass moved to set January 17th at 5:00 for the next regular meeting of the ACD Board of Supervisors. Tingelstad seconded the motion. All ayes, motion carried.

New Business-Informational Items

L. MASWCD Convention
The Board discussed events of the annual convention. There was further discussion about what to get the Outstanding Conservationist Rice Creek Watershed District (RCWD)

- Tingelstad moved to approve the purchase of a commemorative gift for the RCWD of up to $125. Komec seconded the motion. All ayes, motion carried.

Tingelstad brought up the Social Media Session that he attended suggesting possible media formats for district exposure. It was decided that use of social media should be discussed at an operations committee meeting.

M. Watershed Updates
Lord brought to the Board’s attention that BWSR had a meeting to approve the new Coon Creek Watershed boundaries that incorporate portions of the former Six Cities WMO. Lindahl explained that the citizens’ advisory Board has seven applicants that will be appointed on January 9th. Lindahl informed the Board that there is a 150 pound beaver that was spotted in Coon Rapids. The City workers do not want to go near it.

Truchon stated that the RCWD Citizen’s Advisory Committee did not meet.

N. Holiday Party
The Board reviewed a memo prepared by Berkness outlining two different party scenarios: having the party at a bowling alley or at an employee’s house. Water Resource Technician, Mitch Haustein, offered to have it at his house. There was discussion about when and where to have the party and it was decided to accept Haustein’s offer. The party will be on January 14th at 4:00 pm.
Additions

O. Self Assessment on Video’s – Loyal Fisher
Truchon explained that Loyal would like ACD to do a video to be used as an assessment tool. Truchon reminded all that this was in regards to the restructuring of MASWCD’s district capacity form and that Loyal was in charge of devising an assessment tool. Lord suggested the online survey related to the leadership wheel that ACD recently used for the planning process and noted that he already suggested using it to Loyal. There was further discussion about the leadership wheel and all agreed that it would be a great assessment tool.

P. Legacy Amendment Stakeholder’s Forum January 5
The Board reviewed information about the Clean Water Legacy Amendment stakeholders meeting.
  • Nass moved to direct Chris to attend the Legacy Stakeholder meeting on January 5th. Komec seconded the motion. All ayes, motion carried.

Q. License Agreement for Online Pictometry
The Board reviewed an agreement with Anoka County for the Online Pictometry Imagery.
  • Tingelstad moved that ACD enter into the Agreement with Anoka County for the digital ortho and oblique aerial photos. Nass seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
  • MASWCD Day at the Capitol, February 15 – 16th
  • Tentative ACD Board Meeting February 21, 2012, 5:00
  • Set Up Operations Committee Meeting –a legislative agenda and strategy for ‘Day at the Capitol’
  • Lindahl moved to adjourn at 7:29 pm. Nass seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary

Approved as to form and content by Mary Jo Truchon, Chair