Anoka Conservation District
Supervisors Regular Board Meeting
Tuesday, January 17th, 2012 5:00 PM

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
F. Andy Schilling, Shawn Tracy & Exit Interview

New Business-Action Items
G. Approve ACD Resolutions
H. 2012 ACD Handbook
I. 2012 ACD Fee Schedule
J. 2012 Rice Creek Watershed District Water Quality BMP Cost Share Agreement
K. Conservation Partners Legacy Grant for Typo and Martin Carp Barriers
L. Anoka Area Chamber of Commerce Dues
M. MCD – Workplan
N. CWF Work Plan Amendment
O. MASWCD
   • Dues
   • Annual Report and Accomplishments
   • Day at the Capitol
   • Leadership/Self Assessment Tool

New Business-Informational Items
P. Watershed Updates

Additions
Q. 2012 ACD Initiatives
R.
S.
T.
U.

FYI /Meetings and Dates
• MCD Meeting Earle Brown Building Brooklyn Center January 25, 2011
• MASWCD Legislative Briefing and Day at the Capitol – February 15-16th
• Tentative ACD Board Meeting Tuesday February 21st, 5:00 pm ACD Office
• ACD Tree Sale April 30th Anoka County Fair Grounds
• Schedule Operations Meeting - Legislative Agenda
Chair Truchon called the meeting to order at 5:00pm.

**Selection of Officers and Committee Assignments**
- Nass moved to cast a unanimous ballot for the entire slate of 2011 officers as it stands for 2012. Lindahl seconded the motion. All ayes, motion carried.
- Nass move to cast a unanimous ballot for the entire slate of 2011 committee assignments as it stands for 2012. Lindahl seconded the motion. All ayes, motion carried.

**Regular Agenda (Approval of January Agenda)**
- Komec moved to approve the agenda noting Truchon’s requested addition “2012 ACD Initiatives.” Lindahl seconded the motion. All ayes, motion carried.

**A. December 19, 2011 Minutes of the Regular Board Meeting**
Some typographical corrections were noted.
- Nass moved to adopt the December 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. Upon reviewing Lord’s report Truchon stated she was pleased that ACD is creating so many videos.

**C. Approve December Financial Reports**
Nass brought attention to the investment accounts and questioned why the interest income wasn’t proportional to the balance in the accounts. Lord theorized that flat rate fees could be the cause but since the total disparity was under $3.00 he didn’t think it warranted a lot of time to investigate. That time would be better spent researching options to get a higher return on our investment. The Board discussed various options to improve interest rates.
- Nass moved to direct staff to look for other investment options. Komec seconded the motion. All ayes, motion carried.

**D. Approval of Bills (acted upon after item L)**
- Nass moved to approve electronic payment EP-73 – EP 75 along with check
numbers 11977- 12007.  - Noting the void of check #12004-12005. Komec seconded the motion.  All ayes, motion carried.

E. Legislative Updates
Lord reminded the Board that the MASWCD ‘Day at the Capitol’ is already an item on the agenda.

Old Business
F. Landscape Restoration Specialists Exit Interview
- The Board reviewed the personnel committee minutes which described the exit interviews. The Board wanted it noted in the minutes that they appreciate the Landscape Restoration Specialists for their service and that they are proud to have been associated with them.

New Business –Action Items
G. Approve ACD Resolutions
Resolution 2012-01 2012 Meeting Schedule
- Lindahl made a motion to adopt Resolution 2012-01 indicating the 2012 Meeting schedule. Komec seconded the motion. All ayes, motion carried.

Resolution 2012-02 2012 Designation of Office Depository
- Lindahl made a motion to adopt Resolution 2012-02 designating Wells Fargo in Blaine as the office depository for the Anoka Conservation District. Komec seconded the motion. All ayes, motion carried.

Resolution 2012-03 2012 Requiring Anoka County to Provide Liability Insurance for ACD
- Komec made a motion to adopt Resolution 2012-03 Requiring Anoka County to Provide Liability Insurance for ACD. Nass seconded the motion. All ayes, motion carried.

H. 2012 Handbook
There were minor changes noted to the 2012 ACD Handbook.
- Komec moved to approve the amended 2012 ACD handbook. Nass seconded the motion. All ayes, motion carried.

I. 2012 Fee Schedule
There were minor changes noted to the 2012 Fee Schedule. Komec questioned why Berkness and Lord’s biographies included information about their residence and family. Lord explained that the biographies would probably change because the 2012 Clean Water Fund requirements include credential based information about Board members and staff. Additionally, Lord stated that it would be a good idea to revise all of the biographies. There was a brief discussion about the information needed and where within the website to include the supervisor biographies. Lindahl advised to remove chain saw rental from the fee schedule for liability reasons and because they are readily available elsewhere.
- Komec moved that we revise staff biographies to be more credential based. Nass seconded the motion. All ayes, motion carried.
- Nass moved that we approve the amended 2012 Fee Schedule. Lindahl seconded the motion. All ayes, motion carried.
J. 2012 Rice Creek Watershed District Water Quality BMP Cost Share Agreement  
   BWSR Meeting  
The Board reviewed the 2012 RCWD water quality BMP Cost share agreement with ACD.  
   • Komec moved that we enter into the agreement with RCWD for the 2012 BMP Cost Share.  Nass seconded the motion.  All ayes, motion carried.

K. Conservation Partners Legacy Grant for Typo and Martin Carp Barriers  
The Board reviewed an agreement for the Typo Martin Lake Carp Barriers project with the State of MN.  
   • Nass moved that we enter into Conservation Partners Legacy Grant Program, agreement number 3-1241, for the Typo and Martin Lakes Carp Barriers in the amount of $129,938.00 noting the start date as of January 17 2012 and an expiration date of June 30, 2015.  Komec seconded the motion.  All ayes, motion carried.

L. Anoka Area Chamber of Commerce Dues  
The Board reviewed the Anoka Area Chamber of Commerce invoice for 2012 dues along with a list of member benefits.  Lindahl reminded the Board that he is a member and stated some of the membership advantages.  
   • Lindahl moved that ACD continue the membership with the Anoka Area Chamber of Commerce and pay dues of $50.  Komec seconded the motion all ayes, motion carried.

M. MCD - Workplan  
The Board reviewed the work plan created by Jay Riggs, WCD Manager for the Metro Conservation Districts.  There was discussion about the fact that the plan referenced the Landscape Restoration Program which no longer exists.  Lord reminded the Board that the Metro received $216,000 for assessments.  Lord stated that there was an email sent out to each district about the match for the assessments and he replied $9,000 as ACD is hoping to do one for Moore Lake and another for the City of Anoka.  Lord brought attention to the fact that there are no administration funds available for each district reporting and that Washington Conservation District will be doing all the reporting.  There was a discussion about what stance ACD should take at the Metro meeting pertaining to the document and it was decided that reference to the Landscape Restoration Program should be removed and that the subwatershed assessment be a separate program and not part of the LRP.

N. CWF Work Plan Amendment  
The Board reviewed a memo from BWSR about the Clean Water Fund plan amendment request.  Lord explained BWSR approved the shift of $10,000 from staffing to Administration.  In addition to this change the description of staff was simplified to better describe how things were ultimately implemented.  The original description was very detailed with the intent of demonstrating that the program was not supplanting state funds but it resulted in administrative complexity that was not necessary.  Lord explained that the program did not previously receive funding from the State but rather from NRCS, so the concern about the potential for supplanting is alleviated.

O. MASWCD
Annual Report and Accomplishments
The Board reviewed a MASWCD annual report and outline of accomplishments.

Day at the Capitol
The Board reviewed the MASWCD dates for the day at the capitol and discussed the advantages/disadvantages of going at the same time as the MASWCD. It was decided that ACD would go on separate dates. The dates selected were Tuesday, March 6 and Thursday, March 8.

MASWCD Dues
The Board reviewed the MASWCD dues in the amount of $2,795 and there was discussion about the services provided by the MASWCD and the benefits. The cost to ACD to continue membership and participation in MASWCD activities was estimated at $5,000/year. After much discussion the Board found it difficult to justify that level of expense in relation to the benefits received. There was discussion about the resolutions presented to the MASWCD pertaining to SWCDs having taxing authority and how they never materialized.

• Nass moved to table the discussion on paying the dues. Komec seconded the motion. All ayes, motion carried.

New Business-Informational Items
P. Watershed Updates
Lindahl informed the Board that the Coon Creek Watershed District (CCWD) Citizens Advisory Committee is meeting in February also mentioning that the Six Cities WMO (SCWMO) is officially annexed. There was discussion about the SCWMO area taken over by CCWD.

Truchon provided an update from the RCWD Citizens Advisory Committee she attended stating that RCWD is pursuing legislative changes that would allow them to mitigate for the wetland loss outside of the metro area.

Additions
Q. 2012 Initiatives
There was discussion about the Day at the Capitol and the ACD legislative agenda. It was decided that an Operations Meeting needed to be set before the February Board meeting.

• Nass moved that ACD staff take the direction to begin the process of forming a Rum River Coalition. Lindahl seconded the motion. All ayes, motion carried.

• Lindahl made a motion that we develop a work plan for the Beach property. Nass seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
• ACD Board Meeting February 21, 2012 ACD Office
• ACD Day at the Capitol March 6 and March 8
• ACD Tree Sale April 28, 2012

• Truchon moved to adjourn at 6:58 pm. Lindahl 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

Anoka Conservation District Regular Board Meeting January 17, 2012
5 of 5
Anoka Conservation District  
Supervisors Regular Board Meeting  
Tuesday, February 21st, 2012 5:00 PM  

Supervisor Training: 4:30 - ACD 2011 Annual Report Video – Mitch Haustein

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 (Dec and Jan provided at the Feb Meeting)  
D. Approval of February Bills  
E. Legislative Updates  

Old Business  
F. Operations Committee Meeting  
   • ACD Day at the Capitol  
   • Beach Property Plan  
   • Rum River Coalition  

G. MASWCD Dues of $2,795  

New Business-Action Items  
H. 2011 ACD Year End Financials  
I. 2010 State Cost Share Close Out  
J. 2008 Native Buffer Cost and Share Return  
K. Clean Water Fund Installation Funds Allocation  
L. Carp Barriers Engineering Assistance  
M. Moore Lake Stormwater Retrofit Analysis Agreement  
N. Oak Glen Stabilization  
O. Valic Deferred Comp Agreement  
P. Rhonda Sivarajah letter of support  
Q. Metro Conservation District  
R. McKay Property  
   • Suite 200 Rental Agreement  
   • Suite 250 Rental Agreement  
   • Suite 400 Rental Agreement  
S. Braido Cost Share Amendment  

New Business-Informational Items  
T. Watershed Updates  

Additions  
U. NRCS Certainty Subcommittee  
V.  
W.  
X.  

FYI/Meetings and Dates  
• ACD Board Meeting Monday March 19, 5:00 pm ACD Office  
• ACD Day at the Capitol March 6 and 8th  
• Metro Area Conservation District Thursday, March 22nd 9:30am Cabela's in Rogers,  
• ACD Tree Sale April 30th Anoka County Fair Grounds
Board Meeting Minutes  
Date: February 21, 2012  
Location: 1318 McKay Drive NE Suite 300  
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karl Tingelstad, Supervisor (arrived at 5:54)

Members Absent: Karla Komec, Supervisor

Others Present: Chris Lord, District Manager  
Kathy Berkness, Administrative Assistant  
Nate Zwonitzer, Conservation Specialist (arrived at 5:14)  
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:03pm.

Regular Agenda (Approval of February Agenda)  
• Lindahl moved to approve the agenda noting the addition of (U) NRCS Certainty Subcommittee. Nass seconded the motion. All ayes, motion carried.

A. January 17, 2012 Minutes of the Regular Board Meeting  
• Lindahl moved to adopt the January 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. Upon reviewing Water Resource Specialist, Jamie Schurbon’s report, Nass made comment that she found it interesting that no action was taken by Isanti to deal with a large open feedlot draining into Seelye Brooke causing poor water quality. Schurbon was present to provide detail stating that it is in the hands of MPCA who is pursuing it aggressively. Nass brought attention to another item in Schurbon’s report about his conversations with the DNR in relation to raising the water above the Coon Rapids Dam so it will serve as a more effective carp barrier. Lord provided further detail.

C. Approve December & January Financial Reports  
• Nass moved to approve the December and January financial reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval of Bills (acted upon after item U)  
• Nass moved to approve electronic payment EP-76 along with check numbers 12008 - 12029. Lindahl seconded the motion. All ayes, motion carried.

E. Legislative Updates  
The Board reviewed MASWCD information about the ‘Day at the Capitol’. Truchon
reminded the Board that the ACD ‘Day at the Capitol’ is already an item on the agenda. Tingelstad mentioned that the legislative boundary changes were finalized.

**Old Business**

**F. Operations Committee Meeting**

Lindahl provided a recap of the February 15th Operations Meeting.

- **ACD Day at the Capitol**
  
  Lindahl explained that the operations committee would hand out project profiles, a fact sheet on the Rum River Coalition, an ACD Highlights Brochure, and video for legislators. There was a brief discussion about information to provide to Legislators and what they would be interested in. Truchon mentioned that they always ask about what projects we have completed within their district. Lord suggested that the staff meet to review the map of districts and distribute profiles specific to each Legislator’s district. Lord stated he will also type up a ‘talking points’ sheet. Berkness inquired with the Board if they want Legislators pulled out of committee meetings as she needs to know when making appointments. Truchon mentioned that Representative Tom Hackbarth met with her at Perkins on a separate occasion other than the ACD ‘Day at the Capitol’ and felt that the interaction was much more positive than pulling out of committee. There was a brief discussion and it was decided that it would be better to schedule a separate meeting.

- **Rum River Coalition**
  
  The Operations Committee discussed potential partners for the Rum River Coalition. Lord explained that there was discussion about the challenges of having too many partners, giving an example of the Metro Conservation District Joint Powers when it grew to eleven partners. The pros and cons of using a Joint Powers Board or just having a less formal Coalition were also discussed. Nate Zwonitzer, Conservation Specialist, was present to explain that the Mille Lacs Band of Ojibwe, a suggested partner, have a great relationship with Mille Lacs County but other relationships need a lot of work. Truchon inquired if the MPCA’s new approach to studying entire watersheds, all at once, and coming out of it with a TMDL for all pollutant of concern, would affect the Coalition. Lord explained that the MPCA is just beginning to work on the Rum River watershed and that perhaps the coalition could do the study instead of MPCA. Schurbon will be attending a meeting on this issue shortly. The Board decided that they would wait until after Schurbon’s meeting with MPCA before moving forward with the Coalition.

- **Beach Property Plan**
  
  Lord noted that there are no funds for rigorous property improvements on the Beach property but a plan could be developed to seek funds. The Board reviewed a property plan schedule. The map of plan activities will need to be developed so people can better visualize what the plan entails.

**G. MASWCD Dues of $2,795**

The issue of paying MASWCD dues remains on the table from the January board meeting. There was discussion about the Area IV meeting in March and who would attend. Nass stated she would attend as non-voting member. No action was taken to move MASWCD Dues payment from the table.

**New Business – Action Items**

**H. 2011 ACD Year End Financials**

Lord explained the challenge in completing the 2011 year end financials stating the invoiced hours for payroll were different than we thought. As an example, the invoice
received in mid January was titled ‘December.’ We have always believed that due to the timing and title of the invoice that it included payroll paid for hours worked in the previous month only. In fact, the ‘December’ invoice covered the last half of November and the first half of December. In 2011, an adjustment on Anoka County’s part to implement it in the way we believed it was always being done resulted in an additional payment of $17,000 plus FICA and PERA. This greatly reduced our projected positive fund balance. Lord explained that he counteracted this by accounting for all the Rain Guardian parts and preassembled units as a prepaid expense, which pushed the cost of the products into 2012. Everything is explained within the manager’s discussion and analysis attached to the financial statements.

- Nass moved to approve the 2011 ACD Year End Financials. Lindahl seconded the motion. All ayes, motion carried.

I. 2010 Cost Share Close Out
The Board reviewed 2010 State cost share close out information prepared by Berkness.
- Tingelstad moved to approve the 2010 State cost share close out final financial report and authorized Chair Truchon’s signature. Lindahl seconded the motion. All ayes, motion carried.

J. 2008 Native Buffer Cost Share and Return
Lord explained that although board action was made well within necessary time frame to encumber funds toward the Braido Project, the cost share contract was signed after the state contract date, and so those funds were not fully encumbered in time. Further explaining that the situation goes back to when there was confusion about the definition of “encumber”.
- Nass moved that the District return $3039.06 of Native Buffer Cost Share Grant Agreement PO Number 15327 to BWSR. Lindahl seconded the motion.

Discussion:
Lord explained that Melissa Lewis, BWSR Board Conservationist told us we had to send back $188.84 of Native Buffer technical assistance for the Petro Project because the Board had not allocated it to ACD in a motion. We were later told that because our monthly financial statements reflected project amounts and TA allocation and are approved at each meeting that this would suffice and we did not need to send it back. Lord further explained that we would need to receive the Petro TA funds in 2012 as we cancelled the transaction in 2011 to avoid having to re-print all the reports again.

All ayes, motion carried.

Lord suggested that going forward when state cost share contracts are received to allocate the technical assistance at that time and then again to a specific project to make sure we are covering all of our bases.

K. Clean Water Funds Installation Funds Allocation
The Board reviewed a Memo prepared by Berkness regarding the unallocated and slippage of CWF installation funds.
- Tingelstad move to encumber the unallocated Clean Water Installation funds of $920.50 and slippage of $324.50 (unspent $137.50 ACD and $187 Scott SWCD funds) totaling $1,245 to the Sand Creek Rain Gardens Project. Lindahl
L. Carp Barriers engineering assistance
The Board reviewed a Memo prepared by Schurbon outlining project estimates for the Martin and Typo Lake Rough Fish Barriers.

- Lindahl moved to engage Wenck Associates for design and construction assistance per their bid of $15,610 for both the Martin Lake and Typo Lakes project. Nass seconded the motion. All ayes, motion carried.

M. 2012 Moore Lake Stormwater Retrofit Analysis Study
The Board reviewed an agreement with RCWD for the 2012 Moore Lake Stormwater Retrofit Analysis Study Phase 1. Zwonitzer explained the Project stating that that we anticipate using $9,000 of the $18,000 projected to be received through the Metro Conservation Districts for the subwatershed assessment.

- Nass moved to approve the service agreement with the Rice Creek Watershed District for the 2012 More Lake Retrofit Analysis study in the amount of $9,000. Tingelstad seconded the motion. All ayes, motion carried.

N. Grant Agreement for Oak Glen Creek Corridor Stabilization
The Board reviewed a memo prepared by Zwonitzer about the Oak Glen Creek Corridor Stabilization Project. The application was submitted for $339,700 an included $85,000 cash match from the City of Fridley for a total project cost of $424,700. The application was approved by BWSR and we were originally told that we would have the agreement before the February meeting but then on February 15th we were told that it would not be ready.

- Tingelstad moved to approve the work plan submission for the Oak Glen Creek Project #C12-130 for the fiscal year 2012 State of Minnesota Board of Soil Resources Competitive Grant Program. Nass seconded the motion. All ayes, motion carried.

- Tingelstad moved to authorize Chair Truchon to execute the grant agreement for fiscal year 2012 State of Minnesota Board of Water and Soil Resources Competitive Grant Program for the Oak Glen Creek project #C12-130 and designate District Manager Chris Lord as the authorized representative. Nass seconded the motion. All ayes, motion carried.

O. Valic Deferred Comp Agreement
Berkness explained that Anoka County allows ACD employees to utilize their Deferred Comp program. The agreement is an amendment and restatement of governmental section 457(b) plan currently maintained by the employer identified as the Anoka County Deferred Compensation Plan.

- Lindahl made a motion to authorize the signature of the chair on the deferred compensation plan adoption agreement. Nass seconded the motion. All ayes, motion carried.

P. Rhonda Sivarajah Letter of Support
The Board reviewed a letter written by Anoka County Board Commissioner Chair, Rhonda Sivarajah, to the Met Council Chair, Susan Haigh, regarding the need for Anoka County to have representation on the Metro Area Water Supply Advisory Committee along with
her suggestion that Schurbon be that representation. Sivarajah listed reasons why she felt Schurbon was qualified.

**Q. Metro Conservation Districts (MCD)**
The Board reviewed a letter written by Roland Cleveland, Chair of the Metro Conservation Districts (MCD), about the continuation of the Landscape Restoration Program (LRP) to be sent to partners. Lord inquired with Lindahl, who attended the last MCD meeting, the reasoning behind the letter. Lindahl stated that the MCD Board is pleased with the program and did not want to see it go away. The Board discussed the letter and agreed that it would confuse our partners, being LRP employees no longer work for the program.

**R. McKay Property**

- **Suite 200 Rental Agreement**
- **Suite 250 Rental Agreement**
- **Suite 400 Rental Agreement**

  - Tingelstad moved to renew the rental agreement for Suite 200 with Hedberg Moving Solutions beginning March 1, 2012 and ending August 31, 2012. Lindahl seconded the motion. All ayes, motion carried.
  
  - Lindahl moved to approve the Rental Agreement for Suite 250 with DMZ Auto beginning February 16, 2012 and ending February 28, 2013. Nass seconded the motion. All yes, motion carried.

Lord explained that suite 250 was a referral from Ron Touchette, Rock Solid Broker, which means he is entitled to 10% of the monthly $600 rent. All ayes, motion carried.

  - Lindahl moved to approve the Rental Agreement for Suite 400 (formerly 300) with Theng, Chubb & Associates LLC, Realtors, beginning February 15, 2012 and ending August 31, 2012. Tingelstad seconded the motion.

Discussion: Lord explained that Theng, Chub & Associates originally signed a month to month lease paying $450 for suite 250. DMZ Auto came along and offered $600/month and wanted an annual lease. We informed Theng, Chub & Associates and asked if they were interested in retaining Suite 250 at a higher rental rate for a longer term or if they preferred Suite 400 (formerly 300).

All ayes, motion carried.

Lord explained the original templates included damage deposit but were altered to remove the first and last months rent to accommodate the tenants’ requests during negotiations. Lord mentioned that Suite 100 does not have a damage deposit on file as they were renting before we moved in.

**S. Braido Native Buffer Contract Amendment**
The Board reviewed a memo prepared by Zwonitzer that outlined the reasons for changing the project fund allocation from Native Buffer Cost Share to Ag Preserves. Truchon inquired if this was due to the return of the Native buffers covered earlier on the agenda which Zwonitzer replied that it was.

  - Tingelstad moved to maintain existing contract terms and cost share amount of $2431.25 for the Braido Native Buffer Cost Share contract FY10-02 and amend the
funding source from State Cost Share to ACD’s Ag Preserves

**New Business-Informational Items**

**T. Watershed updates**
Lindahl explained that he didn’t make the Coon Creek Watershed District Citizens Advisory Committee Meeting but did make it to the regular Coon Creek Meeting

Truchon stated she attended the Rice Creek Watershed District meeting arriving late missing most of Mitch Haustein’s presentation. Truchon stated the presentation was well received by everyone.

**Additions**

**U. NRCS Certainty Subcommittee**
The Board reviewed information for MASWCD about the NRCS Certainty Subcommittee. After thoroughly reviewing the information it was decided that the committee’s focus is more agricultural.

**FYI / Meetings / Dates**

- ACD Day at the Capitol March 6 and March 8
- ACD Board Meeting ACD Office March 19th 5:00pm
- Metro Area Conservation Meeting District Cabela’s in Rogers March 22nd 9:30am
- Metro Conservation District Meeting Earle Brown Tower Brooklyn Center March 28th 4:00
- ACD Tree Sale April 28, 2012

- Tingelstad moved to adjourn at 7:20 pm. Lindahl 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, March 19th 2012 5:00 PM

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 March Bills
E. Legislative Updates

Old Business
F. MASWCD Dues of $2,795

New Business-Action Items
G. 2012 URRWMO Water Monitoring and Management Contract for Services
H. 2012 SRWMO Water Monitoring and Management Contract for Services
I. 2012 LRRWMO Water Monitoring and Management Contract for Services
J. ACD Handbook Updates (Investment and Depository Funds)
K. Petro Stabilization Native Buffer Administrative Funds Allocation - $188.84

New Business-Informational Items
L. ACD Day at the Capitol
M. 2012 Ag Preserves
N. Watershed Updates

Additions
O. 2012 CCWD Water Monitoring and Management Workplan
P. 2012 NACD Membership Dues
Q. Cost Share Program Requirements (Comp Plan & Annual Plan)
R. County Board Presentation
S. T.

FYI /Meetings and Dates
• Metro Area Conservation District Thursday, March 22nd 9:30am Cabela's in Rogers,
• Metro Conservation District Meeting March 28th 4pm Earle Brown Tower in Brooklyn Center
• Anoka Conservation District Board Meeting Monday April 16th at the ACD office
• ACD Tree Sale April 30th at the Anoka County Fair Grounds
Board Meeting Minutes
Date: March 19, 2012
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

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

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

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

Regular Agenda (Approval of March Agenda)
- Tingelstad moved to approve the March agenda with the following additions: (O) 2012 CCWD Water Monitoring and Management Workplan (P) 2012 NACD Membership Dues (Q) Cost Share Program Requirements (R) Anoka County Board Presentation. Nass seconded the motion. All ayes, motion carried.

A. February 21, 2012 Minutes of the Regular Board Meeting
A few grammatical changes to the minutes were noted.
- Lindahl moved to approve amended 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 reviewing Water Resource Technician Mitch Haustein’s report, Lord commented that Haustein had met with Adam Stenberg of Cretex Concrete Products to develop a concrete version of the Rain Guardian. Lord stated that Haustein was hoping after he returned from vacation that Stenberg would have a Rain Guardian computer layout ready and was disappointed that it was not. Lord stated that the Target in Lino Lakes is interested in stormwater management and using a concrete version of the Rain Guardian. Lord reminded all about the Washington Conservation District Target project in Cottage Grove where concrete Rain Guardian copies were installed. Lindahl questioned if they signed a non-disclosure agreement and advised that ACD use one going forward for prevention of product infringement.

Upon reviewing Wetland Specialist, Dennis Rodacker’s report, Truchon informed the Board of the Native Plant Society Meeting she attended where Michael Bourdahs, Research Scientist at MN PCA, gave a presentation on a method for assessing wetland vegetation diversity and quality.

Upon reviewing, Water Resource Specialist, Jamie Schurbon’s report, Truchon asked about the Rum River meeting he attended. Lord indicated that PCA hosted a meeting to
discuss an assessment process they are initiating for the entire Rum River watershed. It includes a lot of biological monitoring as well as some chemistry monitoring and will culminate with a report that is intended to help direct resource management activities. Lord expressed concern that MCPA has used single point biological monitoring results to classify water resources as impaired for biota. Schurbon attended the meeting and mentioned our idea of forming a Rum River Coalition to some of the attendees and they seemed very interested. Lord followed up with Susan Shaw, Mille Lacs SWCD Manager, who is interested but does not have the financial resources to provide any matching funds if needed. Lord went on to explain that Shaw has great ties with the Isanti Water Planner, Holly Nelson, and that between the three counties ACD covers most of the watershed. MPCA has been contacted about having an SWCD lead coalition and is interested in discussing this option. Lord stated he is hopeful that the process will take less time and the final product will be more useful for local resource managers if the coalition takes the lead.

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

D. Approval of Bills (acted upon after item R)
   • Nass moved to approve electronic payment EP77 – EP78 along with check numbers 12030–12058 noting the void of check 12051 and 12058. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates
   The Board reviewed a MASWCD legislative update.
   Tingelstad informed the Board that his mother resigned from the school board.

Old Business

F. MASWCD Dues of $2,795
   The issue of paying MASWCD dues remains on the table from the January board meeting. Truchon read a draft letter she wrote to MASWCD about the level of service received by the MASWCD. There was discussion about the timing of the letter. It was decided that the letter not be mailed until after the March 22nd Area IV meeting giving MASWCD employees a chance to open up a dialog with Nass, who plans on attending the meeting. In the meantime, Lord will work in conjunction with the board members via email to finalize the letter.

New Business –Action Items

G. 2012 URRWMO Water Monitoring and Management Contract for Services
   The Board reviewed the URRWMO Water Monitoring and Management Contract. Komec noted typographical and grammatical changes.
   • Lindahl moved that we enter into the amended agreement with URRWMO for 2012 Water Monitoring and Management Services. Tingelstad seconded the motion. All ayes, motion carried.

H. 2012 SRWMO Water Monitoring and Management Contract for Services
   The Board reviewed the SRWMO Water Monitoring and Management Contract.
• Nass moved that we enter into the agreement with SRWMO for 2012 Water Monitoring and Management Services. Komec seconded the motion. All ayes, motion carried.

I. 2012 LRRWMO Water Monitoring and Management Contract for Services
The Board reviewed the LRRWMO Water Monitoring and Management Contract.
• Tingelstad moved that we enter into the agreement with LRRWMO for 2012 Water Monitoring and Management Services. Lindahl seconded the motion. All ayes, motion carried.

J. ACD Investment Accounts Brokerage
Lord explained that the Board previously directed staff to seek alternatives to increase investment revenues. In order to take advantage of opportunities that arise, Lord indicated a need to provide the Treasurer the authority to act on behalf of the Board to engage different brokers. Lord provided the needed changes to the ACD Handbook to achieve this goal. Lord clarified that the ACD official depository is the bank where we have our primary checking and savings accounts but the proposed delegation of authority would allow the Treasurer to change that to achieve the underlying goal of increasing investment revenue. Changing our official depository is not likely necessary to meet this goal. It is more likely that we will add approved brokerage firms who can help us manage our funds in compliance with state mandated restrictions for the investment of public funds (MN Stat. 118A). As an example, Multi-Bank Securities has CD’s at 2.7% that we could put some of our $50,000 in long term endowments to cover easement inspection expenses.

• Tingelstad moved to approve the handbook changes to the Treasurer’s duties and the ACD investment policy. Komec seconded the motion. All ayes, motion carried.

K. Petro Stabilization 2008 Native Buffer Administrative Fund Allocation - $188.84
Lord explained that ACD was originally instructed by Melissa Lewis, Board of Soil and Water Resources, that the 2011 administrative funds for the Petro Project needed to be sent back to BWSR because they were not allocated by the ACD Board for that project in a motion. After altering the 2011 year end finances, program register and annual reports to accommodate this change, BWSR conceded that since funds were clearly designated for that project in the monthly financial statements that are reviewed and approved at each regular Board Meeting for several consecutive months, that we are eligible to retain the funds. Although we haven’t historically taken action to receive TA funds as revenue when projects are installed, we will do so from now on.

• Nass moved that ACD receive as revenue $188.84 of 2008 Native Buffer funds for 2011 administration of the Petro Stabilization Project. Tingelstad seconded the motion. All ayes, motion carried.

New Business-Informational Items
L. ACD Day at the Capitol
The Board discussed the ‘Day at the Capitol’ on March 6th and 8th. Truchon and Nass commented they were pleased with how everything went. There was discussion about various meetings with legislators and how engaged they were. The Board agreed that there is confusion about the relative jurisdictions of Watershed Districts/WMOs and SWCDs and a general feeling amongst legislators is there is too much water management government overlapping. Preparation of a video to provide clarity on this
issue was discussed. Staff followed up with several legislators on issues that arose during the meetings. Lord noted that staff has been directed to initiate contact with legislators throughout the year to inform them of projects in their area.

M. 2012 Ag Preserves
The Board reviewed a memo prepared by Lord to Kim Boyce, Anoka County Extension Services, outlining the District’s 2012 Ag Preserves request. Lord explained that by the time notification from Extension Services for project funding requests and reporting arrived at the office, there was only five days to pull it all together. Lord explained that out of the $22,602 requested ACD will probably only receive $12,000. The Board reviewed the Ag Preserves report which outlined activities that 2011 Ag Preserve funds were use for.

N. Watershed Updates
Truchon stated she did not attend the Rice Creek Watershed District Citizen’s Advisory Committee. Lindahl stated he attended the Coon Creek Watershed District Advisory Committee stating there will be a learning curve for the newly formed committee.

Additions

O. 2012 CCWD Water Monitoring and Management Work Plan
The Board reviewed the 2012 CCWD Water Monitoring and Management Workplan.
- Nass moved to approve the 2012 CCWD Water Monitoring and Management Work Plan. Komec seconded the motion. All ayes, motion carried.

P. 2012 NACD Membership Dues
The Board reviewed information from the NACD about the 2012 membership. Lord noted that our Rain Guardian was featured in their latest national newsletter and that they have really made great strides to better represent non-agricultural natural resource issues.
- Tingelstad moved to table paying the NACD dues. Motion failed for lack of a second.
- Nass moved that ACD send the NACD $250, the same amount as last year. Komec seconded the motion. All ayes, motion carried.

Q. Cost Share Program Requirement (Comp Plan & Annual Plan)
Lord explained that BWSR is in the process of retooling the state cost share program and posted to their website a draft guidance document (November 2010) that requires SWCD cost share policy cover several new elements. Lord explained that since our cost share policy applies to all cost share funds that we administer and not just state cost share program funds, he had to develop policy statements that were broad in nature. Lord provided suggested amendments to ACD’s cost share program requirements to address BWSR’s mandates while remaining flexible enough to allow the efficient and effective implementation of our other project implementation cost share program funds. Lord explained each of the bulleted items added to the handbook to the Board. Lord will provide a copy of the changes to BWSR in hopes that the policy statements will spark a discussion and deeper understanding by BWSR staff about how their mandates are implemented locally in conjunction with a broader array of other programs and services.
- Tingelstad moved to adopt the recommended cost share program requirements modifications and update the comp plan and the annual plan. Lindahl seconded the motion. All ayes, motion carried.
R. County Board Presentation
Tingelstad suggested giving a presentation to the County Board. There was discussion about ACD creating a video for the commissioners and further discussion about what information to include. The board expressed confidence in Lord’s ability to pull together appropriate material. Lord stated he would contact the county to find out which meeting ACD could present at.

FYI / Meetings / Dates
- ACD Board Meeting ACD Office April 16\textsuperscript{th} 5:00pm
- ACD Tree Sale April 28, 2012
- Contact Anoka County to get on Meeting Agenda

- Tingelstad moved to adjourn at 7:13 pm. Lindahl seconded the motion. All ayes, motion carried.
Anoka Conservation District
Supervisors Regular Board Meeting
Monday, April 16th  2012 5:00 PM

4:30 – The Martin and Typo Lake Carp Barrier Video – Mitch Haustein

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

Old Business
F. MASWCD Dues of $2,795

New Business-Action Items
G. 2012 RCWD Water Monitoring and Management Contract for Services
H. Messer Habitat Improvement Contract Amendment
I. Area IV
   • Area IV Dues - $250
   • Hospitality Room Expense $1.61
   • March 22nd Area IV meeting
J. MCD
   • MCD Dues $240
   • March 28th MCD Meeting
K. ACD Website Restructure

New Business-Informational Items
L. Envirothon Judge
M. 2012 SWCD Elections Filing Period – May 22nd – June 5th
N. Watershed Updates

Additions
O. Woody Biomass Grant Application
P. Suite 50
Q.
R.
S.

FYI /Meetings and Dates
• Anoka Conservation District Board Meeting Monday April 16th at the ACD office
• ACD Tree Sale April 30th at the Anoka County Fair Grounds
• Contact Anoka County Board and get on their Agenda
• Distribution of the Anoka County Record and Anoka Area Chamber of Commerce Newsletter
Board Meeting Minutes  
Date: April 16, 2012  
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 5:08 pm)

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

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

Agenda
- Nass moved to approve the April agenda with the following additions: (O) Woody Biomass Grant Application (P) Suite 50. Komec seconded the motion. All ayes, motion carried.

A. Approval of March Meeting 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.

Truchon questioned Lord about the investment options upon reviewing his report. Lord explained that he contacted Affinity Credit Union in Cambridge, suggested by Nass, stating it was difficult to get through the phone system but eventually did and was assured a investment banker would get back to him, but no one did. Lord stated he is working with an individual from Multi-Bank Securities who he hopes will be able to increase the investment yield through a variety of CD’s. Lord indicated that he did extensive research to verify that the firm and representative are legitimate, noting that in this era of large scale scams and fraudulent business tactics, it’s better to error on the side of caution.

Truchon questioned the WinSLAMM training upon reviewing Nate Zwonitzer, Conservation Specialist’s report. Lord explained that WinSLAMM version 10 has been in the Beta testing phase for the last six months with Nate and Mitch working extensively with the software developers. When the training on WinSLAMM for the MCD subwatershed analysis protocol was brought up, Lord mentioned to the metro partners that ACD staff is probably better suited to provide the training because of our expertise in applying the software to the refined analysis protocols. We are in the process of developing a training proposal. The WinSLAMM developer has indicated that the complexity of the analysis being done by ACD staff using his software exceeded his original vision.
Truchon mentioned her concern about the legislative change to WCA increasing the De-Minimis exemption from 2,500 ft² to 5,000 ft² mentioned in Dennis Rodacker, Wetland Specialist’s report. Truchon stated she spoke to Rodacker and he doesn’t feel the change will result in substantially more wetland impact. Lord stated he is concerned about how the change will affect wetlands in shoreland wetland protection zones.

Truchon brought attention to the videos Berkness distributed to North Metro and Quad Cities, outlined in her report. Berkness stated she contacted each cable company and the videos are ready to run. Truchon suggested Berkness contact the cable companies to have ACD employees give interviews. Truchon mentioned that Coon Rapids has its own cable company and suggested Berkness contact Steve Erickson.

Nass and Truchon made comments upon reviewing Jamie Schurbon, Water Quality Specialist’s, report and stated that they are impressed with his ability to get the local government leaders on Board with the Carp Barrier Project.

Monte distributed her report stating that a replacement for Jerry, NRCS retiree, was hired and is doing a great job. Monte provided details outlined within her report.

C. Approval of Financial Reports
   • Nass moved to approve the March financial reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of April Bills (Moved after item P)
   • Nass moved to approve electronic payment EP79 and EP80 along with check numbers 12059 –12081. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
   The Board reviewed a legislative update from the MASWCD along with a letter from Mark Dayton to the senate and speaker of the house about the 2012 legislative agenda.

Old Business
F. MASWCD Dues of $2,795
   The issue of paying MASWCD dues remains on the table from the January board meeting. Lord explained that he had not heard from the MASWCD yet in regards to the letter that was sent. Truchon inquired if the MASWCD had a Board meeting, suggesting that it might be the reason we have not heard back.

New Business-Action Items
G. 2012 RCWD Water Monitoring and Management Contract for Services
   The Board reviewed the contract for services with RCWD for water monitoring and management.
   • Nass moved that ACD enter into the agreement with RCWD for 2012 water monitoring and management. Tinglestad seconded the motion. All ayes, motion carried.

H. Messer Habitat Improvement Contract Amendment
The Board reviewed a contract amendment to the Messer Habitat project prepared by Zwonitzer extending the contract deadline.
- Tingelstad moved to amend the end date of the Messer Habitat Improvement Cost Share Grant from 7/19/2012 to 12/31/2013. Komec seconded the motion. All ayes, motion carried.

I. Metropolitan Area Conservation District (Previously Area IV)
The Board reviewed dues for the MACD and convention expenses
- Tingelstad moved to table the MACD dues. Lindahl seconded the motion. Nass mentioned that the MACD is very concerned about ACD paying its dues and that Mary Wetter, Director, was going to review the by-laws to see if membership to MASWCD is required. All ayes, motion carried.
- Tingelstad moved to pay the remaining convention expenses of $1.61 to the MACD. Komec seconded the motion. All ayes motion carried.

J. Metropolitan Conservation Districts (MCD)
The Board reviewed an invoice for 2012 dues in the amount of $240.
- Nass moved to pay $240 in MCD 2012 Dues. Lindahl seconded the motion. All ayes, motion carried.

K. ACD Website Restructure
The Board reviewed a memo prepared by Berkness that outlined advantages of switching from Macromedia to Joomla. Lord explained that Joomla has downloads to make websites compatible with phone apps which is the direction technology is moving. Berkness stated that our website is 25 years old in website years and noted that both the AnokaNaturalResources.com and AnokaSWCD.org sites are intertwined and that we want to separate them. Lord explained that the Anoka Natural Resources website was designed as an information clearing house but that with the ease and speed of browsing using Google and other search engines, it has become obsolete and so has not been maintained for some time.
- Tingelstad motioned to transition the AnokaSWCD.org website to Joomla at a cost not to exceed $1,000. Lindahl seconded the motion. All ayes, motion carried.

New Business-Informational Items
L. Envirothon Judge
The Board reviewed a memo prepared by Schurbon about the Metro Area Envirothon. In the memo Schurbon inquired if a supervisor wanted to participate by judging the oral presentations. Truchon stated she was interested and would contact Schurbon.

M. 2012 SWCD Elections Filing Period May 22nd –June 5th
The Board reviewed the election filing timeline and the members up for re-election: Lindahl, Nass and Komec all stated they were filing again when questioned.

N. Watershed Updates
Lindahl stated he attended the newly formed CCWD Citizen advisory committee and that they are still going through a learning curve. Truchon stated she attended the RCWD Citizen Advisory Committee meeting stating there are six cities, two of which are Blaine and Lino Lakes collaborating, using $50,000 in cost share funds to purchase effective ice
pre-treatment using brine.

**O. Woody Biomass Grant Application**
The Board reviewed a memo prepared by Lord about a Woody Biomass Grant Application that would accelerate restoration efforts associated with a grant awarded for an application prepared by Conservation Specialist Zwonitzer. The award would provide funds to treat woody invasive species with herbicide on 130 acres of the Anoka Nature Preserve. This application would allow for the removal utilization of the treated vegetation and would accelerate the restoration.

- Tingelstad moved to authorize submitting a grant application for up to $75,000 for woody biomass harvest to accelerate current oak woodland and savanna restoration efforts in the Anoka Nature Preserve. Nass seconded the motion. All ayes, motion carried.

**P. McKay Suite 50**
The Board reviewed a memo prepared by Lord which provided a timeline of incidents that occurred involving the dogs in suite 50 along with ACD’s response to each. The Board discussed each incident and debated on the action that should be taken. After thoughtful consideration of incidents and the owners failed attempts to keep the dogs tied up and under control, the Board decided that the dogs present a clear risk of harm to other tenants and neighbors.

- Tingelstad motioned to require that the dogs be removed from the property by the end of April, during which time, the dogs must be indoors or leashed at all times and if the dogs are observed running loose or another incident of aggressive behavior is reported the authorities will be contacted and the dogs will be removed immediately. Failure to comply with these requirements will be breach of the lease and may lead to eviction. Nass seconded the motion. All ayes, motion carried.

**FYI /Meetings and Dates**
- Set up a finance meeting for the 2013 Budget
- Tingelstad motioned to adjourn at 7:05. Lindahl 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 – Oak Glen Creek Project Update – Nate Zwonitzer

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

Old Business
F. MASWCD Dues of $2,795
G. MASWCD Metropolitan - Area IV Dues of $250 $225
H. Finance Committee Meeting May 17th – 2013 Budget

New Business-Action Items
I. Conservation Academy Agreement for Apprentice
J. Landscape Restoration Program Liability Report
K. Linwood Covenant Church Rain Garden Grant Application
L. Smith Cedar Tree Revetment Cost Share
M. Lake George Reed-Boniface Grant Application
N. Addendum to Rum Rive Nature Area Management Plan Management Plan
O. Sand Creek Rain Garden Cost Share
P. 1328 Suite 50 Lease
Q. Sprint contract for ACD and LRP Cell Phones

New Business-Informational Items
R. 2012 Ag Preserves Grant
S. ACD’s deed of gift (historical pictures) to the Anoka County Historical Society

Additions
T.
U.
V.

FYI /Meetings and Dates
- Regular ACD Board Meeting, June 18th ACD Office June 18th 5:00
- MACD Area IV meeting June 20th Roger's Cabela's Conference Room 9:30am-3:00pm
- Distribution of the Anoka County Record
- Contact Anoka County Board and get on their Agenda
Board Meeting Minutes
Date:      May 21, 2012
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 5:19 pm)

Others Present:          Chris Lord, District Manager
                          Kathy Berkness, Administrative Assistant
                          Nate Zwonitzer, Conservation Specialist
                          Mary Monte, NRCS District Conservationist (departed 6:31 pm)
                          Miranda Wagner, NRCS Soil Conservation Technician (departed 6:31 pm)

Chair Truchon called the meeting to order at 5:05 pm

Monte introduced new employee Miranda Wagner to the Board.

**Agenda**
- Komec moved to approve the May agenda. Nass seconded the motion. All ayes, motion carried.

**A. Approval of April Meeting Minutes of the Regular Board Meeting**
- Lindahl moved to approve the April 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.

Truchon thanked Lord for dealing with the tenant situation mentioned in his report. Lord provided a brief description of the Rain Guardian for new NRCS employee Wagner.

Tingelstad arrived 5:19

Truchon thanked Zwonitzer for taking videos of Oak Glen Creek corridor and upstream stormwater infrastructure, which he displayed earlier during supervisor training.

Truchon questioned if the details of building a Walmart in Andover was finalized, outlined in Dennis Rodacker, Wetland Specialist’s report. Lindahl responded that there is a public meeting in early June. Komec inquired about the location of ditch 53-62 in which Zwonitzer replied 109th and Lexington by Rice Creek Watershed District’s office.

Monte distributed her report and provided details.

**C. Approval of Financial Reports**
• Nass moved to approve the April financial reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of May Bills (Moved after item Q)
• Nass moved to approve electronic payment EP81 along with check numbers 12082–120112. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
Lord explained that he has directed staff to regularly contact legislators about projects in their district, thereby better engaging them and reducing the burden to convey all project information on ACD’s day at the Capitol. Lord stated Rodacker and Berkness are working on a legislator contact information handout to be kept at employee desks.

Tingelstad questioned if attempts have been made to get on the Anoka County Board agenda. Lord explained that it would be best to wait until late June or earlier July to coincide with our Anoka County budget requests.

Old Business
F. MASWCD Dues of $2,795
The issue of paying MASWCD dues remains on the table from the January board meeting.

Truchon inquired if the District has the money to pay the $2,795 in dues. Nass responded that the budget is even tighter in 2013. There was discussion about payment of the dues and the consensus was that it is difficult to justify that level of expense in relation to the benefits received. Komec commented that it was disappointing that the MASWCD did not respond to our letter.

G. MASWCD Area IV Dues of $250 $225
Nass provided her opinion stating the advantages of Area IV membership.

• Nass moved to pay the MASWCD Area IV dues in the amount of $225 and provide a letter explaining that ACD is not a member of MASWCD. Tingelstad seconded the motion.

Nass explained that she wanted it to be clear that ACD not renewing MASWCD membership has nothing to do with the dissolution of the Landscape Restoration Program (LRP) and our relationship with our Metro partners. Lord explained that our membership and participation with the Metro Conservation Districts, which formed the LRP, should address that concern. Nass stated she wanted to make it twice as clear. All ayes, motion carried.

H. Finance Committee Meeting May 17th – 2013 Budget
Nass provided an overview of the May 17th Finance Meeting bringing attention to the projected 2013 shortfall of approximately $8,000. Nass went on to explain that the committee discussed the benefits of showing pass through project and program funds but differentiating them from other district revenues and expenditures. Lord explained that Nass came up with the idea of putting it in a separate section from the rest of the budget commenting that it was a great idea.

• Nass moved that we approve the 2013 budget as presented with the addition of pass through funds. Komec seconded the motion. All ayes, motion carried.
Lord provided further detail about his quest to find higher investment returns for ACD providing the pros and cons of initiating investments with Multi Security Bank explaining the difficulty engaging investment advisors with familiarity on government investment limitations along with his lack of investment knowledge. Lord stated he contacted Anoka County, Lee Kreiger, who manages $300 million of the County’s money averaging only 20 basis points (.20%) due to the need to keep funds liquid. Lord explained that Kreiger told him that the higher the rate the more unstable the bank and suggested he speak with Wells Fargo Investment Banker, Jennifer Curtis. Lord contacted Curtis who stated that Wells Fargo changed their policy to only work with entities that have $5 million to invest or more and are only pulling .2% interest as well. The Board discussed initiating investments with Multi-Bank Securities.

- Nass moved to authorize investing with Multi-Bank Security LLC. Komec seconded the motion. Lindahl made a friendly amendment of adding: “investing up to $100,000”. All ayes, motion carried.

**New Business-Action Items**

I. Conservation Academy Agreement for Apprentice
The Board reviewed a Conservation Academy site agreement between the ACD and the Conservation Corps. Lord explained that as of Friday, May 18th, at 7:00 pm, our designated apprentice backed out. Lord further explained that Jamie Schurbon, Water Resource Specialist, had commented that he was surprised by some of the apprentice’s questions leading him to believe she did not know much about the position at all, which was unusual so late in the game. Lord advised to move forward with the agreement in hopes that the Conservation Corps will assign someone else.

- Nass moved that we enter into agreement with the Conservation Corps for the Conservation Apprenticeship Academy. Lindahl seconded the motion. All ayes, motion carried.

J. Landscape Restoration Program (LRP) Liability Report
The Board reviewed the LRP liability report prepared by Lord who provided detail bringing attention to ACD’s portion. Lord explained the various columns of the report and how additional unemployment expenses could occur, if former Landscape Restoration Specialists lost their current jobs and filed for unemployment within the next seven months. Lord stated that at the last managers meeting it was suggested that the liability funds be used to help fund MCD program development.

- Nass motioned that ACD request return of our share of the unused LRP liability fund while allowing a contribution of up to $1,000 for program development provided all districts contribute equally, with the exception of Isanti SWCD, who has not been active with the MCD. Tingelstad seconded the motion. All ayes, motion carried.

K. Linwood Covenant Church Rain Garden Grant Application
The Board reviewed a letter and grant materials for the Linwood Covenant Church rain garden prepared by Schurbon.

- Tingelstad moved to deny the grant request due to lack of benefit to a priority waterbody directing staff to provide technical assistance to the church if requested. Nass seconded the motion. All ayes, motion carried.
L. Smith Cedar Tree Revetment Cost Share
The Board reviewed a letter and grant materials for the Smith cedar tree revetment in Ramsey prepared by Zwonitzer who was present to provide detail stating ACD completed the Blackburn project upstream last year. Zwonitzer stated he considered the Smith revetment to be an excellent project.
- Komec moved to approve the Smith cedar tree revetment project cost share contract contingent upon approval by the LRRWMO board for $2,028.12 of LRRWMO cost share funding and $563.88 in ACD water quality cost share. Total reimbursements are not to exceed $2,592 or 50% of eligible expenses, whichever is less. Nass seconded the motion. All ayes, motion carried.

M. Lake George Reed-Boniface Grant Application
The Board reviewed a memo along with grant materials for the Reed-Boniface Lake George lakeshore restoration prepared by Schurbon.
- Tingelstad moved to deny the Reed-Boniface application for a lakeshore restoration because the problem is likely to recur, our policy prohibits providing funds toward the repair or maintenance of projects that previously received cost share, and applications materials inadequately itemized labor and materials cost. Komec seconded. All ayes, motion carried.

N. Addendum to Rum River Area Management Plan
Lord explained the reasons for the addendum of the Ecological Restoration Plan to the Anoka Nature Preserve Management Plan.
- Tingelstad moved to approve the addendum: Anoka Nature Preserve Woodland Ecological Restoration and Management Plan. Nass seconded the motion. All ayes, motion carried.

O. Sand Creek Rain Garden Cost Share
The Board reviewed a memo and cost share materials for the Sand Creek rain gardens prepared by Zwonitzer. Komec commented that she observed work being done on Xeon street project as she drives by it on the way to work. Lord suggested she take pictures of the project.
- Nass moved to approve State cost share/Clean Water Fund contract number St. C/S FY-11-1 with the Coon Creek Watershed District for the construction of up to 9 curb-cut rain gardens in the Sand Creek subwatershed, Coon Rapids, Minnesota. Work must begin by 11/21/2012 and must be completed by 5/21/2014 unless the contract is amended by mutual consent. State cost-sharing is not to exceed $8,604 or 75% of the total eligible cost, which ever is less. Clean Water Fund cost-sharing is not to exceed $1,245 and does not require a match, but must conform to all other grant funding level requirements. Clean Water Fund cost share will only be available if construction is completed before 12/31/2012. Technical/administrative funds totaling $2,151 will be applied to ACD for administering the State cost share portion of this contract. Tingelstad seconded the motion. All ayes, motion carried.

P. 1328 Suite 50
Lord explained that despite the request for Suite 50 tenants to remove the dogs, they are still present, further explaining that it is a lengthy and expensive process to have the
tenants evicted for being non-compliant. Lord went on to explain that they have kept the dogs indoors and tied up and advised staff to call the sheriff if they are spotted off the leash. There was a brief discussion about the lease option and it was decided that Operations Committee should address modifications to the lease. There was further discussion about if the tenants should be invited to the Operations Committee meeting or the following Board meeting. Nass suggested that Operations Committee come up with a recommendation for the board and invite the tenants to the Board meeting.

**Q. Sprint Contract for ACD and LRP Cell Phones**

Lord explained that ACD’s current contract with Sprint for the three LRP and one ACD phone is up June 5th. Employees discussed an alternative, to the district cell which is not used, that ACD possibly provide a small stipend for using personal phones. The approach would save ACD money while reimbursing staff for personal cell phone use. The challenge is to determine if and how to implement such an approach. It was decided that the situation should be referred to the Operations Committee.

**New Business-Informational Items**

**R. 2012 Ag Preserves Grant**

The Board reviewed information about the $11,000 2012 Ag Preserves Grant awarded to ACD.

**S. ACD’s deed of gift (historical pictures)**

The Board reviewed a letter from the Anoka Historical Society thanking ACD for donating historical pictures. Berkness explained there was a discussion about what to do with the historical pictures and the Anoka Historical Society seemed like the logical choice but apologized for not giving the Board a heads-up before bringing the pictures to the Historical Society. All agreed that the Anoka Historical Society is an appropriate place for the ACD pictures.

- Nass moved to approve the Deed of Gift to the Anoka Historical Society for historical photos that ACD had on hand. Lindahl seconded the motion. Tingelstad abstained, the remaining supervisors voting in favor. Motion carried.

Truchon, Nass and Tingelstad stated they will attend the June 20th MACD Area IV meeting.

The Operations Meeting date and time was set for June 6th at 4:00pm

**FYI /Meetings and Dates**

- In June early July Contact the County Board and get on their Agenda.
- Tingelstad motioned to adjourn at 6:52. 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 Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of June Bills
E. Legislative Updates

Old Business
F. MASWCD Dues of $2,795
G. Operations Meeting June 6th at 3:30

New Business-Action Items
H. Letter of Agreement Between Chisago SWCD & ACD
I. 2013 Ground Water Level Monitoring Well Agreements
J. Joint Powers Agreement Between MCD TSA JPA & ACD for WinSLAMM Training
K. MCD Subwatershed Analysis (SWA) Program Application
L. 2012 – 2013 Delta Dental Coverage Renewal
M. Biennial Budget Request
N. Outstanding Conservationist Award
O. Close Investment Accounts
   • Kern Administrative
   • Kern Management
   • Rum River Nature Area
   • Anoka Conservation District
P. TA Request for State Cost Share Base Grant FY-2012

New Business-Informational Items
Q. Watershed Updates

Additions
R. Tingelstad Letter to ABC Newspaper
S. Lord’s Vacation Request
T. Rum River Watershed
U.
V.

FYI /Meetings and Dates
• MACD (Area IV) meeting June 20th Roger's Cabela's Conference Room 9:30am-3:00pm
• Anoka Conservation District Board Meeting ACD Office July 16th 5:00 pm
• Contact Anoka County: Get on Board Agenda and Follow up to set 2013 Budget Meeting
• Distribution of the Anoka County Record
Board Meeting Minutes

Date:     June 18, 2012  
Location: 1318 McKay Drive NE Suite 300  
           Ham Lake, MN 55304

Members Present:  
Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karl Tingelstad, Supervisor (arrived at 5:14 pm)

Members Absent  
Karla Komec, Supervisor

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

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

Agenda

• Nass moved to approve the June amended agenda noting the following additions:  
  (R) Tingelstad letter to the ABC Newspapers, (S) Lord’s vacation request (T) Rum  
  River Watershed. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of May Meeting Minutes of the Regular Board Meeting

• Nass moved to approve the May meeting minutes. Lindahl seconded the motion.  
  Lord inquired with the Board if they would like to view the minutes in advance stating that it  
  would be a better time to make changes if needed, before the meeting instead of during.  
  The Board discussed decided that receiving the minutes before would be OK. All ayes,  
  motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Upon reading Nate Zwonitzer, Conservation Specialist’s report, comments were made  
about how dynamic the Oak Glen Creek Stabilization project is. Lord stated that because  
the creek is constantly eroding, an Engineer needs to be on site to provide direction.  
Truchon made comment about what a great impression staff has made with various  
organizations commenting on the wonderful presentations given by Zwonitzer, Mitch  

Lindahl questioned how the WinSLAMM training went given by Zwonitzer and Haustein for  
the Metro Conservation Districts. Lord responded that the hands on training went from  
8am to 3:30pm, covering a great deal but that by two in the afternoon attendees started to  
glaze over. Lord went on to say that there was a lot of positive feedback.

Tingelstad arrived 5:14.  
Truchon questioned if there were funds to continue doing subwatershed assessments.  
Lord reminded the Board that the Metro Conservation District received $216, 000 for  
assessments allotting each district $18,000 for two assessments spanning two years and  
that a request for $9,000 for the Moore Lake Assessment is covered later on the Agenda.
Lord also stated that Schurbon met with Isanti SWCD staff and that the District hopes to move forward implementing assessments in the Chain of Lakes area east of Cambridge for Isanti SWCD. We are currently waiting on the approval of Isanti SWCD.

Nass commented about all the accomplishments in Lord’s report. Lindahl questioned the status of the Anoka Nature Preserve Woody Biomass harvest application. Lord replied that the District did get the $75,000.00 in funds for the project and discussed some of the practices that would be completed stating he will be working with the City of Anoka Parks Board and DNR.

Lord provided further detail regarding a call he received about slime mold on a Oak Grove Landowners lawn, stating he and Josh Kravik, superintendent of Viking Meadows Golf Club, conducted a site visit and both were perplexed. Lord explained that the soil is well drained, the area is not shaded, and the irrigation timing is appropriate and yet the most of the 2.5 acre property is infested with slime mold. There was some speculation on what might work, such as not watering at all, applying fungicides, raking, and even using Listerine.

Berkness was questioned if she wanted to call out anything within her activity report. Berkness explained that everything is moving forward with the website software migration and that she would like to give a supervisor training on the software Joomla. Truchon commented to Tingelstad that if would be nice if he could attend these trainings since staff works hard to put them on and inquired if his job schedule makes it impossible for him to attend, as he has missed most trainings. Tingelstad replied that his work schedule did not directly conflict with attending supervisor training but it leave him sleep deprived and so he has opted to catch up on sleep instead.

Lord provided information about a recent WCA violation that did not make it in to Dennis Rodacker, Wetland Specialist’s report. Lord explained that a landowner got approval from the City of Ham Lake to install a basketball court. The Landowner was not instructed to get approval from the Coon Creek Watershed District (CCWD) before moving forward with the project and is now being told that the court needs to be removed as it violates WCA guidelines. Lord explained that the cost of building the court was $10,000 and will cost the same to remove it. The Board expressed concern that there seems to be a disconnect with the City of Ham Lake and the CCWD.

C. Approval of Financial Reports

- Nass moved to approve the May financial reports. Lindahl seconded the motion. Lord informed the Board that the district did purchase two $50,000 certificates of deposit (CDs) and that their values will fluctuate from month to month but they are FDIC insured so the principle is secured. Lord explained that the CDs payout twice annually and questioned if a statement provided when interest is posted will suffice. The Board discussed and decided that a statement is only needed when the CD pays out. All ayes, motion carried.

D. Approval of June Bills (Moved after item Q)

- Nass moved to approve electronic payment EP82 – EP83 along with check numbers 12113–12144. Tingelstad seconded the motion. All ayes, motion carried.

Anoka Conservation District Regular Board Meeting June 18, 2012
2 of 6
E. Legislative Updates
Tingelstad congratulated Board members up for reelection as all are running unopposed.

Old Business
F. MASWCD Dues of $2,795
The issue of paying MASWCD dues remains on the table from the January board meeting.

There was a brief discussion about how not being a member of MASWCD would affect the district.

G. Operations Meeting June 6th at 3:30
Lindahl gave an overview of all items covered at the operations meeting. The committee recommends providing a stipend to employees who use their cell phones for work. Lord provided further detail stating that the smart phones are a valuable tool as you can sync with work email and have a navigation system which is helpful when in the field. The charges for smart phone internet services are higher than regular phone services. Nass questioned if the district could use funds for such a thing and wanted to know the cost difference in using district phones and providing a stipend. Lord stated that the cost of four district phones is $175/month and the maximum stipend, if the entire office had smart phones, would be $90/month for six phones. Lord pointed out that personal cell phone use for work is a recent development and there isn’t really a standard protocol for it with government entities. Lord explained that he spoke with Kate Drewry, from the DNR, who stated that the State provided employees with work phones but wanted every call tracked in detail, which eventually turned out to be an administrative nightmare thus she gave her phone back.

- Lindahl moved to authorize a monthly stipend to regular full time employees for personal cell phone use for district business, specifying $15.00 for smart phones set up to access work email and calendars and with internet browsing, and $5.00 for phones not providing these benefits. Tingelstad seconded the motion. All ayes, motion carried.

The board reviewed the Data Practices Policy that was modified from first person to third person.
- Tingelstad moved to approve Data Practices Policy modifications to the ACD Handbook. Nass seconded the motion. All ayes, motion carried.

The Board reviewed the Lease Agreement for Suite 50 altered to recommend no pets and month-to-month lease and discussed the fact that the lease states 60 day notice to vacate. There was some discussion about if this should be changed.
- Tingelstad moved to amend the lease agreement from “60 days to vacate” to “30 days to vacate”. Nass seconded the motion. All ayes, motion carried.
- Tingelstad moved to approve the Suite 50 lease agreement as amendment and update the handbook accordingly. Nass seconded the motion. All ayes, motion carried.

New Business-Action Items
H. 2013 Ground Water Level Monitoring Well Agreements
The Board reviewed the 2013 Ground Water Level Monitoring Well Agreements. Lord explained that the $1,320 does not cover our cost to complete the tasks. Lord further explained that he contacted the DNR to discuss the situation and was told that they plan on installing electronic monitoring devices, which would decrease monitoring frequency.

- Nass moved that we enter into the agreement with the DNR for 2013 Ground Water Level Monitoring for $1,320 effective July 1, 2012 through June 30, 2013. Lindahl seconded the motion. All ayes, motion carried.

I. Joint Powers Agreement between the MCD TSA JPA & ACD for WinSLAMM Training.
The Board reviewed a Joint Powers agreement between the Metropolitan Soil and Water Conservation Districts (MCD) Technical Service Area (TSA) Joint Powers Board and ACD for WinSLAMM Training.

- Tingelstad moved that we enter into the JPA with MCD for WinSLAMM training provided by ACD not to exceed $4,650. Nass seconded the motion. All ayes, motion carried.

J. MCD Subwatershed Analysis (SWA) Program Application
The Board reviewed a request to the MCD for $9,000 in clean water funds for the Moore Lake Assessment. Lord explained that there is $9,000 in matching funds from Rice Creek Watershed District.

- Lindahl moved to approve the MCD Subwatershed Analysis (SWA) Program Application for Moore Lake in the Amount of $9,000 and submit to MCD. Nass seconded the motion. All ayes, motion carried.

K. 2012-2013 Delta Dental Coverage
The Board reviewed the new Delta Dental Rates effective September 1, 2012.

- Nass moved to approve the dental coverage renewal for 20012-2013. Lindahl seconded the motion. All ayes, motion carried.

L. Biennial Budget Request (BBR)
Lord explained the complexity in completing the BBR because on the one hand it is supposed to outline what each SWCD needs for future funds, but on the other hand it is used to request the amounts that BWSR has already allocated for each district, regardless of actual needs. While they don’t want it to become a wish list, they provide preference points for projects identified in the BBR during future grant applications. To improve future grant applications it is prudent to include all potential projects in the BBR, essentially creating a wish list.

Lord distributed the SWCD Programs and Operations portion of the BBR. Lord explained that in the past ‘Conservation Delivery’ was called ‘General Services’ and could be used for any general expenses without having to report what it went toward. While the funds can still be used for general expenses, BWSR now requires the funds be earmarked far in advance, and then reported in eLINK. The Board discussed that it would simplify reporting to earmark all conservation delivery funds to go toward rent. Lord brought attention to the cost share portion of the BBR stating he hoped to use the entire amount for technical assistance to help get other CWF funded projects in the ground and that the NPEAP portion of the BBR is completed by Scott SWCD.
Lord distributed the NRBG explaining that ACD only receives around $16,000 over two years in Land and Water funds but must leverage $155,000. Lord also explained the SSTs and Shoreland pass through to Anoka County.

Lord distributed the competitive portion of the BBR and explained the complications with the structure stating that BWSR would prefer that requests be specific to a particular water body or subwatershed but with so many priority waters and the variety of BMPs that could be applied to each water resource and the variability in promotion, design, installation and maintenance costs specific to each BMP, completing the BBR per BWSR’s preference would be untenable. Instead, Lord requests according to BMP types regardless of the benefiting water resource; e.g. lakeshore stabilization, streambank stabilization, and rain gardens. He also included some project specific requests.

- Nass moved to authorize Lord to update and submit the Biennial Budget Request to BWSR per the discussion to serve as ACD’s annual plan. Tingelstad seconded the motion. All ayes, motion carried.

Nass commented that the BBR process may work out well for portions of the state, but definitely not the Metro Area.

M. Outstanding Conservationist
There was discussion about whether or not the district should nominate a 2012 Outstanding Conservationist for Anoka County, since we are not a member of the MASWCD. The Board decided to continue to nominate an Outstanding Conservationist for Anoka County. Nass suggested that the District also establish a lifetime achievement award.

N. Close Investment Accounts
Lord explained that $100,000 was transferred out of checking and invested in two $50,000 certificates of deposit. The next step is to close the investment accounts to replenish a portion of the checking.

- Tingelstad moved to transfer the funds from the investment to checking and close the following accounts: Kern Administrative Fund, Kern Management Fund, Rum River Nature Area Fund and the Anoka Conservation District Investment Fund. Nass seconded the motion. All ayes, motion carried.

O. TA Request for State Cost Share Base Grant 2012
The Board reviewed a memo prepared by Zwonitzer explaining that BWSR is allowing SWCDs to request use of state cost share base grant funding for technical assistance which would allow SWCDs to be reimbursed for Technical Assistance in areas that SWCDs do not receive funding. The request was for the use of all 2012 State Cost share funds in the amount of $14,439 to be used for Technical assistance.

- Nass moved to approve the technical assistance option request for state cost share base grant for $14,439 of fiscal year 2012 funds to technical staff salaries and benefits for technical assistance. Lindahl seconded the motion. All ayes, motion carried.

New Business-Informational Items
P. Watershed Updates
Truchon and Lindahl provided updates of the CCWD and RCWD Citizens Advisory Committees meetings they attended.

Q. Tinglestad Letter to the ABC Newspaper
The Board reviewed a published letter to the editor of the ABC Newspapers written by Tinglestad, about the BWSR change in cost share guidelines. The Board also reviewed the policy on supervisor contact with the media which outlined that all media contact needs to be approved by the Board before it is distributed. Truchon informed Tinglestad that it is great that he displayed the initiative to write letters to the press and encouraged him to do so but added that letters written as a representative of ACD must accurately reflect official ACD policies and positions and be reviewed by the Board, who often rely upon staff to ensure accuracy. Alternatively, correspondence such as letters to the editor could be provided as a private citizen and not indicate a supervisor’s affiliation with ACD. Nass further advised that district letters need to be proof read and constructed in a professional manner.

R. Lord’s Vacation Request
Lord inquired with the Board if he could have the week of July 23rd off.
- Nass moved to authorize Lord’s vacation request of July 23 through July 27th. Tinglestad seconded the motion. All ayes, motion carried.

S. Rum River Watershed
Lindahl suggested incorporating the Rum River Coalition into the ACD Plan as it is a BWSR requirement. Lord explained that the District is working towards this but the process is slow to build as we need to come up with match funds and develop partnerships which take a lot of time.

FYI/Meetings and Dates
- Anoka County Budget Meeting July 11, at Government Center, 2:00pm
- Metro Conservation District Meeting July 25, Earle Brown Brooklyn Center, 4:00pm

- Nass motioned to adjourn at 7:32. Tinglestad 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 Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of July Bills
E. Legislative Updates

Old Business
F. MASWCD Dues of $2,795

New Business-Action Items
G. EQIP Work Group
H. 2008 Native Buffer Cost Share Close out and return of funds
I. 2010 WCA Enforcement Close Out
J. Gustafson Water Quality Cost Share Grant Application
K. Anoka Sand Plain Habitat Restoration and Enhancement – Phase II Grant agreement
L. JPA with the State of MN for inventory assistance
M. Concrete version of the Rain Guardian Fee Structure
N. Contract with Corporate Technologies
O. Outstanding Conservationist Award (distribute on Monday)

New Business-Informational Items
P. Metro Area Water Supply Advisory Council
Q. Watershed Updates
R. MACD Area IV Meeting
S. Farm Bill

Additions
T.
U.

FYI /Meetings and Dates
• Metro Conservation District Meeting July 25th Earle Brown Brooklyn Center
• Anoka Conservation District Board Meeting ACD Office August 20th 5:00 pm
• Contact Anoka County: Get on Board Agenda
• Distribution of the Anoka County Record
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

Agenda
- Nass moved to approve the July Agenda. Komec seconded the motion. All ayes, motion carried.

A. Approval of June Meeting Minutes of the Regular Board Meeting
- Tingelstad moved to approve the June meeting minutes. Lindahl seconded the motion. Lindahl suggested amending page 6 item Q striking “on behalf of the Anoka Conservation District” in the first sentence and replacing “on behalf” with “as a representative” in the third sentence. Komec noted that she did not make the motion, on page 3 item D so that would need to be corrected. Tingelstad and Lindahl accepted the amendments as friendly. All ayes, motion carried.

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

Upon reviewing Nate Zwonitzer, Conservation Specialist's report, Truchon made comment that she was pleased that he took Senator Goodwin to the Oak Glen Creek Site.

Truchon brought attention to Jamie Schurbon, Water Resources Specialist's appointment to the Metro Area Water Supply Advisory Council.

Tingelstad questioned the current status with the tenants outlined in Lord’s report. Lord explained that their lease ends at the end of the month and that the dogs have to be out, thus Cailie and Brian would not renew but not sure if Linda will renew. Tingelstad suggested that we not renew with the current tenants. Lord stated that the lease was altered from annual to month to month. Lord went on to explain the call received by Brain Bardwill confronting him about information given to a potential lessor in East Bethel. Brian was displeased that he was not leased the property and was accusatory towards Lord and presumptuous about what was disclosed. Lord stated the irony of the situation, ACD wanting Brian, Cailie and the dogs out, why would he try to sabotage the situation as he answered the questions honestly. Lord explained that Brian’s call was minutes after a Suite 250 tenant complained about feeling threatened when his dog “Kilo” growled and
cornered her. Lord went on to explain that Brian mentioned that he along with Cailie and the dogs would be renting the property across the street. The Board discussed the situation with the dogs and all agreed to rely on the local ordinances.

Nass and Lord gave an overview of their budget meeting with Anoka County. Nass stated that attendees included, commissioners Matt Look and Rhonda Sivarajah along with Anoka County employees. All viewed the 2011 ACD Annual Report video. Lord went on to explain some of the questions and concerns asked by Sivarajah and Look. Both Nass and Lord agreed that the meeting went well and that the video was a great representation of the District.

Monte distributed her report and provided details including mention of the food drive that is being sponsored by USDA through field offices. The Board discussed the idea of ACD having a food drive.

C. Approval of Financial Reports
   • Nass moved to approve the June financial reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval of July Bills (Moved after item Q)
   • Nass moved to approve electronic payment EP84 – EP85 along with check numbers 12145–12171, noting that check number 12170 is held and sent with the Typo and Martin Lake Carp Barrier project permit when it is completed, and the voiding of check number 12160. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
   There was some discussion about the farm bill and the redistricting.

Old Business
F. MASWCD Dues of $2,795
   The issue of paying MASWCD dues remains on the table from the January board meeting.

   There was a brief discussion about taking the dues off the table.

New Business-Action Items
G. EQIP Work Group
   Monte provided detail about the new EQIP work group session process stating that listening sessions need to be held and open to the public, in addition to this change Districts need to extend an invitation to local partners such as Cities, DNR, Watershed Management Organizations. The Board discussed a time that would work best and after some discussion decided that the listening session would occur on August 7th at 2:30pm and the Work group would follow from 2:30pm – 3:30pm, held at the ACD office with Truchon and Komec representing the ACD on the LWG.

H. 2008 Native Buffer Cost Share Close out and Return of Funds
   The Board reviewed the final financial report and a return of funds form for the 2008 Native Buffers Grant. Lord inquired about the amount of return funds and why there was so
much. Berkness reminded all about the situation with ACDs interpretation of encumbering, differing from BWSRs, resulting in the funding source change for the Braido’s from 2008 Native Buffer to Ag Preserves.

- Nass moved to return the 2008 Native Buffer funds Grant Agreement number 15327 in the amount of $387.66 Lindahl Seconded the motion, All ayes, motion carried.
- Tingelstad moved to closed out the 2008 Native Buffer Cost Share Grant number 15327 and authorize Truchon’s signature on the final report. Nass seconded the motion. All ayes, motion carried.

I. 2010 WCA Enforcement Close Out
The Board reviewed a final report for 2010 WCA Enforcement funds. Berkness stated all 2010 enforcement funds were utilized and is confident that all of 2011 funds will be utilized by the end of December 31, 2012.

- Tingelstad moved close out the 2010 WCA Enforcement Grant number 17185 and authorize Truchon’s signature on the final report. Komec seconded the motion, All ayes, motion carried.

J. Gustafson Water Quality Cost Share Grant Application
The Board reviewed a water quality cost share grant application along with a voucher for reimbursement funds for the Gustafson lake shore restoration on Linwood Lake.

- Lindahl moved to approve the cost share grant to Marti and Gary Gustafson on Linwood Lake in an amount not to exceed $37.35 from the SRWMO cost share funds. Komec seconded the motion. All ayes, motion carried.
- Tingelstad moved to approve the reimbursement voucher and authorize Truchon’s signature and send a check to the Gustafson’s for $29.43. Lindahl seconded the motion. All ayes, motion carried.

K. Anoka Sand Plain Habitat Restoration and Enhancement - Phase II Grant agreement.
Lord explained that the agreement is for a portion of the $1,050,000 Lessard Sams Outdoor Heritage Council umbrella Anoka Sand Plan Habitat Restoration and Enhancement Phase II Grant, for which Zwonitzer successfully received a grant award. Our portion is for $99,400 to treat buckthorn on 130 acres of the Anoka Nature Preserve property in the City of Anoka on which we hold a conservation easement. Lord explained the changes that had been made to the attached budget since sending out board packets and provided replacements for items K21 & K22.

- Nass moved to approve Truchon’s signature on the conflict of interest letter sent along with ACDs conflict of interest policy. Komec seconded the motion. All ayes, motion carried.

Lord stated that he worked with Patrick Donnell, Senior DNR grant coordinator, to word the resolution specifically to include Truchon as the authorized signor and himself as the contact person.
- Nass moved to approve the MN Department of Natural Resources Grant Agreement Resolution Identifying Authorized Representatives, Project manager and Fiscal Agent, and Authorizing Grant Funds for “Anoka Sand Plain Habitat Restoration and Enhancement – Phase II” Project and authorize the chair’s signature. Tingelstad seconded the motion. All ayes, motion carried.
• Nass moved to enter into the Grant Agreement for the Outdoor Heritage Fund with the State of MN for the Anoka Sand Plain Habitat Restoration and Enhancement – Phase II for $99,400. Komec seconded the motion. All ayes, motion carried.

L. JPA with the State of MN for Inventory Assistance
Lord explained the Joint Powers Agreement is in relation to completing an inventory of the condition of the Mississippi River riverbank from the Coon Rapids Dam upstream to the Hwy 169 bridge in Anoka for a total not to exceed $10,000.
• Tingelstad moved to enter into the Joint Powers Agreement with the State of MN through its Director of Ecological and Water Resources, of the Department of Natural Resources and the Anoka Conservation District and authorize Truchon's signature. Nass seconded the motion. All yes, motion carried.

M. Concrete Version of the Rain Guardian
The Board reviewed a memo prepared by Mitch Haustein, Water Resource Technician, which outlined ACD costs associated with the different version of the concrete Rain Guardian and the staff recommended retail prices for the ACD’s fee schedule. Lord stated that the price is not set in stone and would change if vendor prices increased.
• Nass moved to approve the concrete Rain Guardian pricing per the following staff recommendation: 36” chamber with HS-20 one piece cast iron or light truck two piece galvanized grate for $1,299 and 36” chamber with light duty two piece galvanized grate for $999 with the caveat that prices are subject to change depending on pricing and availability of materials. Tingelstad seconded the motion. All ayes, motion carried.

N. Contract with Corporate Technologies
Lord explained that ACD has been utilizing the computer services with Corporate Technologies costing $400 per month. Further explaining that ACD receives unlimited phone technical support (Tier 1) which some of the employees have utilized. Lord stated that Haustein called to get help with the Windows 7 computer that has always had issues. The IT specialist took control of his computer for six hours working through and solving all of the issues. In addition to the unlimited phone support, ACD receives 4.5 of onsite services, (Tier 2) which ACD has utilized. Lord explained that staff met and agreed that the service is useful and would like to give it a try for the next year as ACD could use the opportunity to get assistance with upgrading hardware and software.
• Lindahl moved that we continue the current service contract with Corporate Technologies in the amount of $397 a month. Tingelstad seconded the motion. All ayes, motion carried.

O. Outstanding Conservationist Award
The Board reviewed a memo prepared by Lord outlining recommendations for outstanding conservationist. Lord brought up the fact that the nomination does not fall under the same time restraints as the MASWCD’s. There was a brief discussion about the outlined nominees.
• Nass moved that ACD select the Martin Lakers as the 2012 Anoka County Outstanding Conservationist. Tingelstad seconded the motion. All ayes, motion carried.
Nass suggested we bring back the idea of giving a Lifetime in Conservation Award
suggested before. Nass recommended Lyle Bradley, a former Anoka High School teacher who has been involved in conservation efforts in Anoka County for decades and was a former ACD supervisor. Nass and Truchon highlighted some of the reasons why Bradley deserves the award.

- Nass moved that ACD select Lyle Bradley for the 2012 Anoka County Lifetime of Conservation award. Tingelstad seconded the motion. All ayes, motion carried.

Lord suggested that Truchon and Nass meet with Bradley to interview him for a news release as their history working with Bradley could spark a more comprehensive recollection of his contributions over the decades.

Potential awards were discussed. The idea of a perpetual award for the Martin Lakers was agreed upon. An award for Bradley will be determined later.

- Nass moved to authorize approximately $100 per award. Lindahl seconded the motion. All ayes, motion carried.

**New Business-Informational Items**

**P. Metro Area Water Supply Advisory Council**
The Board reviewed Schurbon’s notice of appointment by the Governor to the Metro Area Water Supply Advisory Council discussed earlier in the agenda.

**Q. Watershed Updates**
Lindahl provided updates of the CCWD board meeting he attended. Truchon stated that the RCWD Citizens Advisory Committee did not meet in July.

**R. MACD Area IV Meeting**
Nass provided detail from the Metro Area Conservation District (Area IV) meeting she and Truchon attended on June 20th at Cabela’s in Rogers. Nass stated that Hennepin Conservation District was the topic of the meeting. The Board discussed the structure of HCD. Lord reminded supervisors that if Area IV accepts our dues, thereby making us members of Area IV, we should be allowed to vote on issues that are limited to Area IV and not considered an action for the state association.

**S. Farm Bill**
Monte explained the status of the farm bill. Truchon expressed concern that since we are not currently members of the MASWCD, we may need to take direct action related to agricultural issues. Lord pointed out that MASWCD would continue to take a leadership role in that area and questioned why we would suddenly make agricultural issues a priority when we hadn’t in the past. Our frustration with MASWCD has been their lack of leadership for non-agricultural issues, board members keep themselves informed about agricultural issues, since we are not currently members of MASWCD. Lord reminded the Board that MASWCD continues to take a leadership role in that area. He stated that our frustration with MASWCD has been their lack of leadership in non-agricultural issues.

**FYI /Meetings and Dates**
• EQIP Listening Session August 7, 2:00 pm–2:30 pm, ACD Office
• EQIP Work Group Session, 2:30 pm -3:30 pm, ACD Office
• Metro Conservation Districts Meeting July 25, Earle Brown Brooklyn Center, 4:00pm
• ACD Board Meeting August 20, 2012, 5:00 pm  ACD office
• Distributed Anoka County Record

• Nass motioned to adjourn at 7:29. 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
Anoka Conservation District
Supervisors Regular Board Meeting
Monday, August 20, 2012 5:00 PM

4:30 Lower Coon Creek Stormwater Retrofit Analysis & Sand Creek RG Update–Nate Zwonitzer

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

Old Business
F. MASWCD Dues of $2,795
G. 2012 Local Work Group (LWG) for FY2013 EQIP Funding

New Business-Action Items
H. Personnel Committee Meeting
I. Rain Garden Pretreatment Pricing
J. Agreement with RCWD for Rain Garden Repairs
K. Oak Glen Creek JPA
L. Revetment Equipment Purchase
M. Suite 50 – Letters and Profile
N. Request to Purchase ACD Mule
O. Software Purchase
P. Children’s Water Festival
Q. Gerdes Habitat Improvement Close Out and Unencumbrance of Ag Preserves Funds $1,246.26
R. Petro URRWMO Cost Share Unencumbrance of $76.98
S. Carp Barriers Project (provide on Monday)
T. Volunteer and Cooperator Appreciation (provide on Monday)
U. Revamp AnokaSWCD.org online payment structure (provide on Monday)
V. Erickson URRWMO Cost Share Reimbursement Request and Project Close Out

New Business-Informational Items
W. Watershed Updates

Additions
X. Grant Applications
Y.
Z.
AA.

FYI/Meetings and Dates
• Anoka Conservation District Board Meeting  ACD Office September 17th 5:00 pm
• Metro Conservation District Meeting Earle Brown Tower in Brooklyn Center Sept 26th 4:00pm
• Wetland Specialist Application Deadline, September 7th 4:30 pm
• Personnel Committee Meeting for Wetland Specialist Candidate Interviews September 13th
• Distribution of the Anoka County Record
Board Meeting Minutes
Date: August 20, 2012
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
Jamie Schurbon, Water Resource Specialist (during activity report)

Chair Truchon called the meeting to order at 5:11 pm

Agenda
- Komec moved to approve the August Agenda noting the addition (W) Grant Applications. Nass seconded the motion. All ayes, motion carried.

A. Approval of July Meeting Minutes of the Regular Board Meeting
- Tingelstad moved to approve the August meeting minutes. Komec seconded the motion. Truchon suggested amending page 5 item S striking “Truchon expressed concern that since we are not currently members of the MASWCD, we may need to take direct action related to agricultural issues and replacing with “Truchon stated that since we are not currently member of the MASWCD we need to keep ourselves informed about agricultural issues”“. Tingelstad and Komec accepted the amendment as friendly. All ayes, motion carried.

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

Upon reviewing Nate Zwonitzer, Conservation Specialist’s report, Truchon made comment thanking him for the picture of the severe erosion at the Geldacker property on the Mississippi River. Zwonitzer provided further detail about the potential project along with the property whereabouts. Lindahl inquired about the issues with the Rain Guardians separating from the curb cut, outlined in several of the reports. Lord explained that the problem could have been caused from a number of things such as, not letting the cement fully cure or not having clean dry substrates. Lord went on to explain that they had already incorporated set screws for each of the corner posts into the cement, improved the type of adhesive and most recently incorporated an idea of Zwonitzer’s to add bolts that would come outside of the box and embed into the curb cut apron but allow the box to be unbolted if necessary. Lord brought attention to the filter grid displayed on the conference table which was assembled using the heavy duty fiberglass grid.
Truchon brought attention to the carp barriers project in Jamie Schurbon, Water Resources Specialist’s report, stating she was disappointed to see that SRWMO cost share funds needed to be redirected from the Martin Lake Rain Gardens to the Carp Barrier Projects. Schurbon was present to explain the situation in detail stating he received updated construction cost estimates for the barriers from Wenck and discovered that the original designs and cost estimates that NPEAP funds paid for proved inadequate. Schurbon outlined some of his options such as reapply for grant funds, liability claim for errors and omissions against Wenck, and reducing the project scope. Lindahl suggested that ACD take legal action as Wenck has insurance for such issues and offered to be a liaison. Schurbon explained that in the meantime he has received invoices from Wenck racking up employee time dealing with the issues that their lack of diligence created. Schurbon contacted Wenck to express his concerns and Wenck agreed to restructure the invoicing to be task oriented and not hours oriented. They will now invoice upon completion of a task in accordance with the quote they provided for task completion. There was discussion about the possible repercussions of involving the County Attorney. Schurbon suggested waiting to see if ACD will receive increased funding from the DNR before taking legal action.

Berkness provided the Board with training on how to log in to the website and retrieve their Board packets. Lord stated that this process would be used for posting other items such as personnel information that we would not want available to the public. Berkness inquired with the Board if they would like to still receive paper copies of the Board packet now that it will be available online the same day it is mailed out. After some discussion most members except for Komec, want to continue to receive the packets in the mail.

Attention was brought to the Debberie Johnson wetland enforcement situation, outlined in Dennis Rodacker, Wetland Specialist’s report. Lord explained that this was a good example of the effectiveness of using deed restrictions and that Rodacker worked with Johnson to ensure compliance.

C. Approval of Financial Reports
   - Nass moved to approve the July financial reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval of August Bills (Moved after item W)
   - Nass moved to approve electronic payment EP86 along with check numbers 12172–12204 noting the void of check 12196. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates
   Tingelstad provided an update stating there is a special legislative session about possible aide for the flooding in Duluth.

Old Business
F. MASWCD Dues of $2,795
   The issue of paying MASWCD dues remains on the table from the January board meeting.

G. EQIP Work Group
The Board reviewed the 2013 EQIP priorities completed by Lord who provided detail stating there were no attendees for the listening session but Bart Biernat, Anoka County Environmental Health Specialist, Allison Remer from MPCA, NRCS’ Mary Monte and Miranda Wagner, and Truchon and Lord on behalf of ACD attended the Local Work Group meeting. Lord typed up the priorities and sent it out to all and received valuable input from Biernat and Monte.

- Nass moved to approve the 2013 EQIP Funding Local Resource Concerns and Priorities. Komec seconded the motion. All ayes, motion carried.

**New Business-Action Items**

**H. Personnel Committee Meeting**

Komec provided detail of the Personnel Committee Meeting on August 15 stating the committee received Rodacker’s resignation letter, which provided approximately four weeks notice.

- Komec moved that we accept Dennis Rodacker’s resignation in good standing. Truchon seconded the motion. All ayes, motion carried.

The committee met with Rodacker for his exit interview. Lord relayed Rodacker's comments stating he really enjoyed working at ACD and that he accepted the BWSR position because it was tailor made for his skill set and provides professional advancement opportunities that he couldn’t pass up.

- Lindahl moved to direct Lord to prepare a formal letter to Rodacker from the board of Supervisors commending him on his positive attitude, ability to work with landowners, technical proficiency, and willingness to roll up sleeves and tackle any task as a member of the ACD team. Tinglestad seconded the motion. All yes motion carried.

Lord stated the Board approved the updated Wetland Specialist position description in the Spring and it had not changed.

- Nass moved to approve the Wetland Specialist position description as presented. Lindahl seconded the motion. All ayes, motion carried.

The Board reviewed the Wetland Specialist Position Announcement.

- Nass moved to approve the Wetland Specialist announcement as presented. Komec seconded the motion. All ayes, motion carried.

The Board reviewed the Wetland Specialist Recruitment Criteria which included criteria to consider applications, rank applications, manager interview questions and ranking, personnel committee interview questions and ranking, job offer conditions and a recruitment schedule. Lord explained that he will interview up to 10 applicants and bring 3 qualified individuals to the personnel committee.

- Nass moved to approve the recruitment criteria as presented. Tinglestad seconded the motion. All ayes, motion carried.

- Komec moved to recommend recruiting to fill the vacant Wetland Specialist Position. Lindahl seconded the motion. All ayes, motion carried.
Lord explained that he was reviewing the upcoming budget for 2012 – 2013 and found projected net revenue of $85,000. Lord reminded the Board that fiscal uncertain combined with the desire to rebuild our depleted fund balance has resulted in staff being informed during performance evaluations in November and December of last year that an evaluation of employee compensation will have to wait. The Board discussed maintaining the extremely high caliber staff that ACD has by offering pay commensurate for their performance. Lord explained that the proposed increase included an across the board $.50/hr cost of living adjustment and varying disparity adjustments for some of the staff. Lord commented that if the District falls on lean times that the staff and supervisors would work together to structure necessary budget cuts.

- Nass moved to approve the pay increases as presented effective August 25, 2012. Tingelstad seconded the motion. All ayes, motion carried.

Lord explained that he met with staff after the Personnel Committee meeting and modified the request based on more detailed workload projections. Lord stated that he should have met with the staff before the Personnel Committee meeting.

- Lindahl moved to authorize filling two seasonal Assistant Water Resource technical Positions the first, Patrick Ullery at $8.50/hour without benefits up to 32 hrs/wk commencing immediately following his assignment with CCMI (anticipated) September 1, 2012 and continuing until November 2, 2012. The second a recruit based on reliable references $10 - $12 per hour without benefits for 16 hrs/wk starting September 1, 2012 – November 16, 2012. Nass seconded the motion. All ayes, motion carried.

I. Rain Guardian Pricing
The Board reviewed a memo prepared by Mitch Haustein, Water Resource Technician, about the pricing for the Rain Guardian. Lord explained that ACD has been able to optimize the size of the Rain Guardian to reduce cost and would like to pass the savings along to the customer.

- Komec moved to approve the standard Rain Guardian price of $599, and replacement parts as follows: short side wall $45, long side wall $60, short debris wall $25, long debris wall $45, curb-cut seam wall $25, short fill board $10, long fill board $25, corner post $12, long filter channel $20, short filter channel $10, filter grid $55, filter screen $5, emblem $20, 3/16” diameter coated cable $3, ¼” cable clip $1, metal grate $120. Tingelstad seconded the motion. All ayes, motion carried.

Lord brought attention to the fact that the replacement components when added together are more than the $599 Rain Guardian.

J. Agreement with the RCWD for Rain Garden Repairs
The Board reviewed a memo prepared by Zwonitzer and service agreement between ACD and RCWD for rain garden repairs.

- Tingelstad moved to approve the service agreement with the Rice Creek Watershed District for up to $1,000 for the 2012 coordination of repair to Rice Lake rain gardens. Lindahl seconded the motion. All ayes, motion carried.

K. Oak Glen Creek JPA
The Board reviewed a Joint powers agreement for the stabilization of the Oak Glen Creek ravine in the City of Fridley with the Anoka Conservation District. Lord suggested holding off on the approval of the agreement as he spoke with the City attorney and they are running into issues with Easements and hope to have a better idea soon, mentioning that the City of Fridley Council meets one week prior to our next board meeting so acting now would only save us one week at best.

- Tingelstad moved to table the Oak Glen Creek JPA. Nass seconded the motion. All ayes, motion carried.

L. Revetment Equipment Purchase
The Board reviewed a memo prepared by Zwonitzer requesting funds to purchase a pneumatic post driver, air compressor and air hose. Zwonitzer provided further detail about the need for this equipment.

- Tingelstad moved to approve a purchase of air powered post driver, air compressor, and air hose of up to $700. Komec seconded the motion. All yes, motion carried.

M. Suite 50 – Letter and Profile
The Board reviewed the letter prepared by Lord to prior suite 50 tenants, Linda Kinnee and Brian Bardwil, about the items left behind and cleaning they didn’t do which their entire security deposit would be used for. They did not respond to the letter. Lord stated that Berkness created a profile sheet for the property and devised an application form. The board reviewed two applications along with rental agreements. Attention was brought to the first applicant as they listed the modification to allow for a Chihuahua. Lord explained that the second applicant offered to paint the suite. After some discussion the Board was in favor of the second applicant.

- Nass moved to approve the application and rental agreement with Douglas Chepa. Komec seconded the motion. All ayes, motion carried.

N. Sale of the Mule
The Board reviewed a memo prepared by Rodacker requesting to purchase the ACD Mule that he has been storing and maintaining. Rodacker’s memo outlined two proposals. The first is that he purchase it for $2,000 and make it available for use by the district at no cost as needed. The second is that he purchase it outright for $2,500 with no ties to the District. Lord explained that the mule is rarely used and when needed, it does not run right because of the lack of use. Lord stated that it would be worth $2,900 if it was in good condition but his opinion is that it is in fair condition at best. Lord explained that he has spoke with Schurbon who suggested giving our equipment to Anoka County Parks in exchange for an agreement to access other equipment of theirs as well. Nass questioned if we needed to advertise the equipment for sale to a broad audience and consider all bids.

- Tingelstad moved to table the sale of the mule until we determine the proper protocol to follow for the sale of ACD equipment. Nass seconded the motion. All ayes, motion carried.

O. Software Purchase
The Board reviewed a request for upgraded software. Lord explained that Zwonitzer got his new computer which does not have MS Office installed. Lord went on to explain that
the software used by ACD is outdated and explained some of the compatibility issues.

- Nass moved to approve the 7 Microsoft Office 2010 and 1 Microsoft Access 2010, purchase of up to $2,229 plus tax, shipping and handling. Tingelstad seconded the motion. All ayes, motion carried.

P. Children’s Water Festival
The Board reviewed an email about the need for volunteers at the Metro Area Children’s Water Festival on Wednesday September 26, 2012. Tingelstad offered to volunteer at the event and will make contact with the program organizer directly.

Q. Gerdes Habitat Improvement Close Out and Unencumbrance of Ag Preserve Funds $1246.26
- Nass moved to close out the Gerdes Habitat Improvement Project and unencumber the remaining Ag Preserve funds of $1,246.26. Komec seconded the motion. All ayes, motion carried.

R. Petro URRWMO Cost Share Unencumbrance of $76.98
- Nass moved to close out the Petro Project and unencumber the remaining $76.98 of URRWMO cost share funds. Lindahl seconded the motion. All ayes, motion carried.

S. Carp Barrier Project
Lord explained that we did not receive the information from Wenck that we were expecting.

T. Volunteer and Cooperator Appreciation
The Board reviewed a memo prepared by Berkness outlining books from Adventure publications for volunteer and cooperators to choose from as a thank you gift

- Nass motioned to approve the volunteer cooperator gift of a choice between three adventure publications, Cooking for the Birds, 101 Fish Recipes and Minneapolis/St. Paul a Photo Tour for a total not to exceed $500. Tingelstad seconded the motion. All ayes, motion carried.

U. Revamp AnokaSWCD.org online payment structure
The Board reviewed a quote from Barb Bauman for $900 to help integrate a new online payment structure into the website. Berkness explained that there are a lot of components to consider with online payment structure such as the cost of using merchant services and payment gateways, which need to integrate with QuickBooks. Lord explained that changing the structure will help track inventory and make processing easier for landowners who just want to call in and order their trees and shrubs via phone. Lord went on to explain the problems with the current system and the likely time savings that we will experience with the upgrade.

- Nass moved to approve paying Barb Bauman for the online payment integration of up to $900. Tingelstad seconded the motion. All ayes, motion carried.

New Business-Informational Items
V. Watershed Updates
Lindahl stated he went to the Coon Creek Watershed Citizens Advisory Committee meeting. Truchon said she attended the Rice Creek Citizens Advisory Committee where Zwonitzer did a great job presenting. Truchon went on to talk about the Target project.

**W. Grant Applications**
The Board reviewed a memo prepared by Lord outlining projects and amounts for potential Clean Water Fund and DNR Conservation Partners funding.

- Nass moved to authorize staff to apply for grant funds for Oak Glen Creek Retrofit Installations up to $1,200,000, Sunrise Rive WMO retrofits up to $160,000, Golden Lake Retrofits up to $160,000 and Rum River Stabilizations up to $240,000.
  Tingelstad seconded the motion. All ayes, motion carried.

**FYI /Meetings and Dates**
- ACD Board Meeting September 17, 2012, 5:00 pm  ACD office
- Personnel Committee Meeting ACD Office September 13th
- Metro Conservation District Meeting Earle Brown Tower Brooklyn Center Sept 26 4pm
- Metro Area Conservation Districts Meeting November 8th Cabelas Rogers MN 9:30am

  Tingelstad motioned to adjourn at 7:32. Lindahl 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 Rain Guardian and CWF Application Status Updates - Mitch Haustein

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

Old Business
F. MASWCD Dues of $2,795
G. Personnel Committee Meeting
H. Request to Purchase ACD Mule

New Business-Action Items
I. 2013 NRBG
J. LMCIT 2012 -2013 Dues
K. Braido Wetland Reimbursement
L. Geldaker NPEAP Application
M. Withdrawal of Stonelight Estates Appeal
N. Rum Riverbank Stabilization Engineer Selection

New Business-Informational Items
O. Cost Share RIM Rules and Policy Updates
P. Dennis Rodacker Letter
Q. Watershed Updates

Additions
R. Rice Creek District Rules
S.
T.
U.
V.
W.

FYI/Meetings and Dates
• Metro Conservation District Meeting Earle Brown Tower in Brooklyn Center Sept 26th 4:00pm
• Anoka Conservation District Board Meeting ACD Office October 15th 5:00 pm
• Metro Area Conservation Districts Fall Meeting Cabelas November 8th 9:30am – 3pm
• Distribution of the Anoka County Record
Board Meeting Minutes
Date: September 17, 2012
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: Mitch Haustein, Water Resource Technician
Kathy Berkness, Administrative Assistant
Tim Wilson, NRCS State Conservationist
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:07 pm

Agenda
- Komec moved to approve the September Agenda noting the addition (R) Rice Creek District Rules. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of August Meeting Minutes of the Regular Board Meeting
- Nass moved to approve the September 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 Haustein’s report, Truchon commented that she appreciated his proactive work looking for grants. Tingelstad inquired about the issues with the Rain Guardian separating from the curb cut. Haustein explained that the problem could have been caused by a number of things such as, not letting the cement fully cure or not having clean dry substrates. Haustein went on to explain that additional measures have been taken to address the issue. Rain Guardians are now anchored to the concrete slab using masonry screws and carriage bolts on the curb side of the chamber anchor the Rain Guardian to the concrete inlet.

Truchon brought up a situation in the Rice Creek Watershed District, mentioned in Haustein’s report, where rain gardens were installed with impenetrable compost leading to insufficient infiltration rates. Haustein stated all repairs have been completed and final inspections are scheduled for tomorrow. Haustein explained that the mulch and compost layer, to a depth of approximately one foot, were excavated. The excavated area was then backfilled with a mix of coarse washed sand and compost prior to the addition of mulch.

Monte distributed her report bringing attention to a Hennepin County High Tunnel Workshop and related flyer scheduled for October 4th from 9am – 4pm. Monte provided
further detail about the workshop. Truchon offered to help spread the word by adding the information to the ACD website. Truchon asked Berkness to post the information, to which Berkness replied that she would. Monte also provided an update regarding the 2013 Local Resource Concerns discussed at the EQIP work group in August.

Upon reviewing Jamie Schurbon’s report, Truchon commented that she would contact him about a question she had regarding his review of the MPCA’s Aquatic Life Use Standards.

Wilson provided details about his NRCS activities and the details of the restructuring from 7 Areas to 6 stating there is still talk about government downsizing. The Board discussed the legislative process before things are mandated.

C. Approval of Financial Reports
   - Tingelstad moved to approve the August financial reports. Nass seconded the motion. All ayes, motion carried.

D. Approval September Bills (Moved after item R)
   - Nass moved to approve electronic payment EP87-EP89 along with check numbers 12205 -12240. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
Tingelstad stated that his mother, Kathy Tingelstad, intergovernmental coordinator for Anoka County, is working on putting together a new legislative package for 2013. Truchon provided an informative website address about all legislative candidates: http://www.vote411.org/.

Old Business
F. MASWCD Dues of $2,795
   The issue of paying MASWCD dues remains on the table from the January board meeting.

G. Personnel Committee Meeting
Komec provided a recap of the Personnel Committee Meeting on September 13th.
   - Nass moved to authorize offering the regular full time position of Wetland Specialist to Aaron Diehl following verification of a driving record satisfactory to use ACD vehicles. Diehl is to begin as soon as possible but not later than October 8, 2012 with a starting wage of up to $23/hour. The District Manager is authorized to increase the offer to a maximum wage of $24/hour. Lindahl seconded the motion. All ayes, motion carried.

   In the event the applicant declines the offer, the position should be reposted with a revised recruitment schedule that would facilitate approval at the October Board meeting to offer the position to another candidate.

H. Request to Purchase the Mule
The request of former employee Dennis Rodacker to purchase the mule was tabled at the August Board meeting. Berkness stated there was not an update.
New Business Action Items

I. 2013 NRBG
The Board reviewed a Joint Powers Agreement with Anoka County for the 2013 NRBG and the 2013 NRBG Grant agreement. Berkness pointed out that the grant agreement is between BWSR and Anoka County and should state ACD as the NRBG funds are administered by ACD. Berkness stated that the JPA is needed between Anoka County and ACD and that this was something that was approved annually in the past but this agreement is open ended. Once the JPA is approved by the Anoka County Board and ACD we can send it to BWSR to get the verbage changed within the Grant agreement.

- Lindahl moved to approve the Joint Powers agreement with Anoka County which would include minor changes for the administration of the NRBG and authorize Chair Truchon’s signature. Nass seconded the motion. All ayes, motion carried.

- Tingelstad moved to approve the 2013 NRBG Grant agreement upon the updating from Anoka County to Anoka Conservation District and approve chair Truchon’s signature. Nass seconded the motion. All ayes, motion carried.

J. LMCIT 2012 – 2013 Dues
The Board reviewed the LMCIT 2012 – 2013 dues. There was discussion about the dues and if the amount is derived from budget numbers. Lindahl provided further detail on why we pay the dues. Tingelstad suggested that Lord look into the payment of dues to make sure that the budgets pass through does not affect the amount due.

- Tingelstad moved to approve the payment of LMCIT dues in the amount of $1,550, for September 1, 2012–September 30, 2013. Komec seconded the motion. All ayes, motion carried.

K. Braido Wetland Reimbursement
The Board reviewed a memo prepared by Zwonitzer about a wetland restoration project cost share payout.

- Nass moved to approve the Braido Wetland Restoration Cost Share reimbursement for $2,431.25 from the Habitat Ag Preserves funds. Haustein provided further detail about the project. Komec seconded the motion. All ayes, motion carried.

L. Geldaker NPEAP Application
The Board reviewed a memo prepared by Zwonitzer along with an NPEAP application and three project design bids for a Stabilization Plan on the Rum River. Haustein explained the NPEAP process stating that the requested amount of $9,810 will be collected from the landowner and held in escrow. NPEAP funds would be used to pay the engineer, and if the project goes forward the funds held in escrow would be applied to the project installation cost. However, if the project does not go forward the escrow funds would be used to refund MCD/NPEAP. Houston was the least expensive bid amounting to $9,810.

- Nass moved to approve the Geldaker NPEAP Application for $9,810 and any subsequent funding agreements with the land owner to manage escrow funds. Komec seconded the motion. All ayes, motion carried.

M. Withdrawal of Stonelight Estates Appeal
The Board reviewed a letter prepared by former ACD Wetland Specialist, Dennis Rodacker, formally withdrawing ACD from the appeal of the Stonelight Estates WCA Permit.

- Tingelstad moved to withdraw the February 2009 WCA appeal of the Stonelight Estates WCA Permit. Komec seconded the motion. All ayes, motion carried.

**N. Rum Riverbank Stabilization Engineer Selection**
The Board reviewed a memo prepared by Schurbon along with an NPEAP application for engineering assistance for a riverbank stabilization plan within the Rum River Central Regional Park and Cedar Creek Conservation area on the Rum River. Houston Engineering’s bid for design work came in as the least expensive at $9,500.

- Nass moved to approve submitting the NPEAP request to MCD for $9,500 for survey and design work and engage Houston Engineering to assist with the Rum Riverbank stabilization project in Rum River Central Regional Park and Cedar Creek Conservation Area if NPEAP funds are awarded. Noting that if NPEAP funds are not awarded that the county engage Houston Engineering directly, but we should be prepared to do so on their behalf provided we have an agreement with the county to be reimbursed for the cost. Lindahl seconded the motion. All ayes, motion carried.

**New Business-Informational Items**

**O. Cost Share RIM Rules and Policy Updates**
The Board reviewed the Cost Share Rim Rule Policy updates which resulted from a stakeholder meeting which Chris Lord, District Manager, attended in St. Cloud. Haustein provided further detail explaining if 16 of the 40 petitions for the hearing are withdrawn, there will no longer be the 25 required for a hearing. The ACD Board did not take an action as a group but some supervisors and staff did as individuals. Haustein brought attention to some of the changes within the document that resulted from the stakeholder meeting. One in particular was the language in subp 2 section C “State Board reserves the right to approve and provide funding form cost-shared practices directly or through it’s authorized agents”. Haustein conveyed Lord’s frustration about the proposed modification to the language. The program was originally established using Conservation Districts, and the proposed language removes the necessity for Conservation District involvement. Fortunately, BWSR removed the wording “or through it’s authorized agents”. Haustein went on to explain other changes to the document.

**New Business-Informational Items**

**P. Dennis Rodacker Letter**
The Board reviewed a thank you letter to Rodacker on behalf of the supervisors.

**Q. Watershed updates**
Lindahl stated he went to the Coon Creek Watershed Citizens Advisory Committee meeting and Truchon said she attended the Rice Creek Citizens Advisory Committee meeting. Both provided details.

**R. Rice Creek District Rules**
Truchon provided the Rice Creek Rules stating they are in the process of being updated and are looking for technical suggestions. Truchon inquired if staff could review and get back to her. Berkness stated she would give to appropriate staff to review for technical comments.

Truchon instructed Berkness to add Gender and Manager Review to the agenda for the next Personnel Committee meeting.

FYI /Meetings and Dates
- ACD Board Meeting October 15, 2012, 5:00 pm  ACD office
- Metro Conservation District Meeting Earle Brown Tower Brooklyn Center November 28th
- Metro Area Conservation Districts Meeting November 8th Cabelas Rogers MN 9:30am

Tingelstad motioned to adjourn at 6:12. 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 Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of October Bills
E. Legislative Updates

Old Business
F. MASWCD Dues of $2,795
G. Request to Purchase ACD Mule

New Business-Action Items
H. Typo and Martin Lake Carp Barriers Grant Amendment
I. Erickson Cost Share
J. Metro Conservation Districts
   • Landscape Restoration Liability Report
   • Dues
K. Clean Water Fund
   • Wright SWCD Project Installation Final Payout
   • Hennepin Conservation District Project Update
L. Escrow Agreement
M. 2013 BCBS Insurance Renewal
N. Anoka Nature Preserves
O. McKay Property Rentals

New Business-Informational Items
P. Watersheds

Additions
Q. Cedar Harvest on Private Property
R.
S.
T.

FYI/Meetings and Dates
• Metro Area Conservation Districts Fall Meeting Cabelas November 8th 9:30am – 3pm
• Anoka Conservation District Board Meeting  ACD Office November 19th 5:00 pm
• Metro Conservation District Meeting Earle Brown Tower Brooklyn Center November 28th
• Distribution of the Anoka County Record
Anoka Conservation District Regular Board Meeting

October 15, 2012

1318 McKay Drive NE, Suite 300
Ham Lake, MN 55304

Board Meeting Minutes

Date: October 15, 2012
Location: 1318 McKay Drive NE, Suite 300
Ham Lake, MN 55304

Members Present: Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Karl Tinglestad, Supervisor (Arrived at 5:03pm)

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Leo Luskey, Tyrone Transportation, Potential Tenant (Departed at 5:45pm)

Members Absent With Notice: Mary Jo Truchon, Chair

Vice Chair Lindahl called the meeting to order at 5:00 pm

Agenda

• Komec moved to approve the October Agenda noting the addition (Q) Cedar Harvest on Private Property. Lord introduced Leo Luskey, a potential tenant, who is in attendance to talk about the particulars of renting suite 400, item “O” and suggested moving it up on the agenda. Nass seconded the motion. All ayes motion carried.

A. Approval of September Meeting Minutes of the Regular Board Meeting

• Nass moved to approve the September 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 Schurbon’s report, Lindahl brought attention to the issues with Wenck Engineering as it pertains to the Typo and Martin Lake Carp Barrier project. Lord further explained the situation stating Wenck Engineering has missed several deadlines and that it is very disheartening as the designs need to be finalized and sent out for bid so that a contractor can be selected at the November meeting to keep things on track for a winter install.

Tinglestad brought attention to the fact that Zwonitzer’s report mentioned meeting with landowner who inquired about establishing a native planting demonstration, which are the types of projects he’d like to see more of. Lord explained that it is more crucial for Zwonitzer to establish relationships with public works directors and other city staff whose support we need to get approval for such projects. Lord commented that Zwonitzer had done an excellent job working on the Sand creek Rain Gardens and that Coon Creek Watershed district was very pleased.
Berkness stated that Barb Bauman, website developer, is currently working on the new online payment system and hoped that everything was finalized so that the Tree and Shrub sale could be launched on October 22nd.

C. Approval of the Financial Report
   • Nass moved to approve the September financial reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval October Bills (Moved after item Q)
   • Nass moved to approve electronic payment EP90-EP91 along with check numbers 12241 -12272. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
Lord reported that Hennepin County has apparently identified dissolution of the HCD as a high legislative priority and BWSR’s official position is to remain neutral. There was discussion about what the situation means for other SWCD. The Metro Association discussed presenting a united front to defend HCD and SWCDs in general, but took no action. MN Association of Soil and Water Conservation Districts has no official stance at this time as the SWCD leadership agency. All agreed that the MASWCDs legislative focus generally benefits agricultural areas more than non-ag areas.

Tingelstad suggested after the election to send the new representatives information about ACD. Lord agreed that it was a good idea and that ACD has sent project profiles out to representatives about projects occurring in their legislative area.

Old Business
F. MASWCD Dues of $2,795
   • Tingelstad made a motion to remove the MASWCD dues from the table. Komec seconded the motion. All ayes, motion carried.
   
   • Komec made a motion to not pay the 2012 MASWCD dues of $2,795. Nass seconded the motion. All ayes, motion carried.

G. Request to Purchase the ACD Mule
The Board reviewed material about the sale of Government property. Lord reminded the Board that Dennis Rodacker, former Wetland Specialist, presented two Mule purchase proposals, the first is that he purchase it for $2,000 and make it available for use by the district at no cost as needed. Lord explained that the mule is rarely used and when needed, it does not run right because of the lack of use but ACD will need it for the upcoming Anoka Nature Preserves project. Currently Dennis is maintaining the mule. Lord summarized the material stating ACD needs to post the mule for sale in order to consider and accept any offer.
   • Tingelstad moved to put the Mule up for sale and post to the website. Nass seconded the motion. All ayes motion carried.

New Business Action Items
H. Typo and Martin Lake Carp Barriers Grant Amendment
The Board reviewed the amended Typo and Martin Lake Barriers Grant Agreement. Lord explained that Schurbon lobbied diligently to garner the support needed to get the additional funds.

- Nass moved to accept the amendment to the original contract thereby increasing the contract amount by $92,392. Komec seconded the motion. All ayes motion carried.

I. Erickson Cost Share
The Board reviewed a memo prepared by Schurbon regarding cost share reimbursement for a lakeshore restoration project on Lake George. Lord explained that Erickson was notified by Schurbon that the erosion control blanket needed to be installed better thereafter a storm occurred that washed 1/3rd of the plants away. Lord explained that it is important to see this project completed thus allowing new erosion control blanket and replacement plants be eligible expenses (50%) thus hold back 25% of the grant funds and the remainder will be paid after replanting the lost plants.

- Tingelstad moved to approve payment of 75% ($233.63) of Robyn Erickson’s cost share grant reimbursement request. The remainder will be paid after replanting of lost plants. Nass seconded the motion. All ayes, motion carried.

J. Metro Conservation Districts

Landscape restoration program liability report
The Board reviewed a Landscape Restoration Program liability report prepared by Lord which outlined ACD’s allocation of $16,130 which was based on ACD’s level of Landscape Restoration Program participation. Lord reminded the Board that they previously made a motion to leave up to $1,000 with MCD for program development stating Dakota SWCD, Chisago SWCD, Carver SWCD and Ramsey Conservation District all followed suite. There was discussion about an MCD Board member’s suggestion that the entire amount be left for MCD use, which would not be equitable since district contributions ranged from under $1,000 to over $16,000. A motion by an MCD board member to return all of the funds to districts according to their allocation failed.

Dues
Lord explained that a budget with additional administrative and program development expenses would require annual dues of $750. There was discussion about Hennepin and Isanti possibly not having the funds to pay such a large amount and that it might make sense for the $1,000 that some districts leave with MCD from the Landscape Restoration Program be used to fund portions of the budget, thereby keeping dues at $250 so Hennepin and Isanti could remain members.

- Nass moved to take the position that $1,000 of ACD liability funds be left for program development to postpone a dues increase from $250. Komec seconded the motion. All ayes motion carried.

K. Clean Water Fund

Wright SWCD Project Installation and Final Payout
The Board reviewed a project profile for Wright SWCD Howard Lake Rain Gardens. Lord explained that it was a great project with nine rain gardens, some of which were exceptionally large. Berkness stated that Wright SWCD completed all of the deliverables.

- Nass moved to pay the remaining 10% of CWF installation funds to Wright SWCD in the amount of $6,129.48. Komec seconded the motion. All ayes, motion carried.

**Hennepin Conservation District**

Lord explained that ACD has not received anything from HCD. Berkness explained that she did give a deadline of November 8th.

**L. Escrow Agreement**

The Board reviewed a generic escrow agreement based on a template provided by RCWD. Lord explained that the agreement between ACD and a landowner would require the landowner to provide sufficient funds up front to reimburse engineering expenses if they choose not to go forward with installation of a project in a predetermined time frame. Escrowed funds would be applied toward project installation. Forfeited funds could be used at the discretion of the ACD Board to support conservation efforts. The agreement needs approval to use as a template for future NPEAP projects.

- Nass moved to approve the template escrow agreement. Komec seconded the motion. All ayes, motion carried.

**M. 2013 Blue Cross Blue Shield (BCBS) Renewal**

The Board reviewed the 2013 BCBS renewal outlining a 16% increase along with a price a breakdown for individual insurance premiums provided by Schurbon, who is the only individual on the plan. Lord explained that the premium has been increasing every year, reminding all that ACD switched to a deductible plan last year and there was a discussion about increasing the ACD contributions. The Board discussed the options of discontinuing the plan all together along with the repercussions of doing so or keeping the insurance and increasing the ACD contribution amount. The information provided by Schurbon outlined a monthly ACD contribution increase of $185 to lower the employee contribution amount to 33% which is standard. Tingelstad provided his opinion stating he would feel horrible if ACD discontinued health insurance and Schurbon had to go out and get insurance on his own, suggesting ACD drop the employees’ portion to 33%. Nass stated she agreed suggesting the motion wait until Truchon comes back from vacation as she probably would like to weigh-in. Lindahl suggested that the ACD benefit considered as an overall summary of benefits package to be considered during employee evaluations. There was a discussion about doing this and the fact that it is important for employees to know how much they cost the district. Lord indicated that employee benefits was part of the compensation discussions but was not clearly outlined for employees during their performance evaluations.

**N. Anoka Nature Preserves**

The Board reviewed the correspondence about the Anoka Nature Preserve project and Lord stated that the materials provided are indicative of the fact that the project has been rapidly evolving over the last week. Lord went on to explain when he contacted the Conservation Corps following grant agreement approval, he was told they did not have sufficient available crew time. Lord extended some inquiries to several firms that conduct buckthorn treatment and received only one written proposal, which was for more than twice the available funding. Due to the amount of the grant and bid letting requirements, at
least three written proposals must be received to award a contract. There is insufficient
time remaining to reinitiate the bid process and still get the project completed this fall. As
an alternative Lord explained that he is considering hiring a crew of 20-25 seasonal part
time students. Another approach that Lord is simultaneously pursuing is the utilization
Anoka County “sentence to serve” crews. Lord explained that the county does not have
enough individuals to supervise so ACD employees would need to do so. Either of these
two options would require the grant budget be modified to transfer funds from contract
labor to staff. Lord stated that he contacted Patrick Donnell, DNR grant coordinator, to
initiate the process to amend the agreement allowing Lord to hire employees to do the
work but thought it was odd that Donnell kept on bringing up conflict of Interest as if Lord
was doing the work himself as a side job, despite repeated explanation. To ensure all
bases are covered, Lord suggested multiple board actions.

- Nass moved that the approach of hiring crews does not constitute a conflict of
interest and approved the signing of the revised conflict of interest statement.
Tingelstad seconded the motion. All ayes, motion carried.

- Tingelstad made a motion that we amend the work plan and budget as presented.
Komec seconded. All ayes motion carried.

- Tingelstad made motion to hire up to 20-25 students at a rate of $9 for a retroactive
raise for entire duration to $10 for those who miss no more than one shift working
approximately 16-32 hours week through October 18, 2012 – November 18, 2012
for the Anoka Nature Preserve Project. Nass seconded the motion. All ayes,
motion carried.

- Tingelstad moved to give Lord the approval to purchase/rent equipment and
supplies needed to complete the work outlined in the budget for the Anoka Nature
Preserves Project. Komec seconded the motion. All ayes, motion carried.

- Nass authorized the ACD District Manager to enter into any necessary agreements
with the City of Anoka to facilitate the work. Tingelstad seconded the motion. All
ayes, motion carried.

Lord explained the first year goal is to treat all woody invasive species in the 130 acre
woodland area. The plan was written to identify a 35 acre savanna thinning area, of
which only 14 acres need to be completed to meet grant requirements. The plan also
identified an 80 acre woody biomass harvest area of which only 50 acres needs to be
harvested to satisfy grant terms. Structuring the management plan in this way will
encourage project bids to be let according to the greatest number of acres of treatment
delivered for a set amount of funds. This approach will hopefully allow us to over-
deliver and fully utilize available funds.

- Tingelstad moved to approve the updated plan Komec seconded the motion. All
ayes, motion carried.

O. McKay Property Rentals (Covered after item A)
Lord explained that Leo Luskey is interested in suite 400 which is up for lease. Leo was
present to explain his circumstances. Luskey provided a brief overview of his business and explained that he measured the space and was in need of additional file storage space. Lord discussed using space in the basement for the cabinets. Luskey also inquired if the Board would be willing to lower the rent from $650 to $600 to be more inline with what he is currently paying per square foot. Luskey explained that he is working with his cable company to get out of the contract but would like a commitment from the board before canceling his contract. Lord explained that the chance of getting someone on Board to rent the property sooner is unfavorable as a November rental would have needed to be brought to the table at the current meeting.

- Tingelstad moved to authorize the Chair or Vice-Chair to work with Lord on behalf of the Board to draft a lease with Leo Luskey of Tyrone Transportation, Inc. that is favorable to all parties. Nass seconded the motion. All ayes, motion carried.

**New Business-Informational Items**

**P. Watersheds**

Lindahl provided detail of the CCWD citizens Advisory Committee Meeting stating that Tim Kelly, District Administrator, is working on the 2013 budget. Lindahl also mentioned the Oak Glen Creek project being held up by two individuals. Lord stated that there remained only one hold out now and that better communications would have facilitated the process. Many landowners required several discussions to become clear on what the drainage and utility easements would mean for them.

**Additions**

**Q. Cedar Harvest on Private Property**

Lord explained that we are currently in need of cedar trees for revetments and have been in discussions with Kim Neal, Director of Property Services for Mary T. Inc., who owns a 40 acre property in Andover with thousands of eastern red cedar trees. Lord stated that Neal is back in town on Tuesday and Zwonitzer will meet with her.

- Tingelstad moved to authorize the District Manager to negotiate and the Chair or Vice Chair to approve on behalf of ACD an agreement with Mary T. Inc. to harvest eastern red cedar trees from their property with the acknowledgement that neither, Mary T. Inc., its employees, partners nor affiliates will be liable for injuries or damages that arise from our work in doing so. Komec seconded the motion. All ayes, motion carried.

**FYI /Meetings and Dates**

- ACD Board Meeting November 19, 2012, 5:00 pm  ACD office
- MCD Meeting Earle Brown Tower Brooklyn Center November 28th
- Set up Personnel Committee Meetings Before December Board Meeting

Tingelstad moved to adjourn at 7:13. Komec seconded. All ayes, motion carried.
Anoka Conservation District

Supervisors Regular Board Meeting
Monday, November 19, 2012 5:00 PM

4:30 Supervisor Training: Nate Zwonitzer – Project updates

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

Old Business
NA

New Business-Action Items
F. 2013 BCBS Insurance Renewal
G. Typo and Martin Lake Carp Barriers Project Update
   • Hennepin Conservation District Installation
     - Crystal Lake (City of Robbinsdale) Pond Modification CWF $13,000
     - Crystal Lake (City of Robbinsdale) Capture and Reuse CWF $13,000
   • Anoka Conservation District
     - Sand Creek Rain Gardens State Cost Share $10,755
     - Sand Creek Rain Gardens CWF- $1,245
I. Pete Karpe 2011 Feedlot Contract Cancellation - $39,946
J. Messer Habitat Restoration Cost Share Payment $1,508.41
K. Mike Smith Cost Share Payment $2,160.80
L. Purchase of ACD Clothing through Queensboro
M. NACD 2013 Dues (paid $250 in 2012)
N. Mitch Haustein Paternity Request
O. Apply for MCC Apprentice – deadline 11/30/2012
P. Applying for MCC crews for project installs–Rum Riverbank Stabilizations at Co Parks & others

New Business-Informational Items
Q. BWSR Biennial Budget Request 12-13
R. Watersheds
S. MACD (Area IV) Meeting

Additions
T. Moore Lake Subwatershed Analysis
U.
V.

FYI /Meetings and Dates
• Metro Conservation District Meeting Earle Brown Tower Brooklyn Center November 28th
• Set Personnel Committee Meeting – Before December Board Meeting
• Set date and location for Christmas Party
• Distribution of the Supervisor Mail
Board Meeting Minutes
Date: November 19, 2012
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

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Nate Zwonitzer, Conservation Specialist
Jamie Schurbon, Water Resources Specialist (departed at 6:30pm)
Mary Monte, NRCS District Conservationist (departed at 7:01)

Members Absent With Notice: Karl Tingelstad, Supervisor

Chair Truchon called the meeting to order at 5:25 pm

Agenda
- Komec moved to approve the November Agenda noting the addition (T) Moore Lake SWA Extension and (U) Seasonal Water Resources Technician Position. Lindahl seconded the motion. All ayes motion carried.

A. Approval of October Meeting Minutes of the Regular Board Meeting
- Truchon stated that she would like the minutes noted that she was absent with notice. Komec moved to approve the amended October 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.

Upon reviewing Zwonitzer’s report, Nass stated that she was glad to see that he was able to coordinate meeting with the property owner of Mary T Inc. for the use of cedar trees needed for a project. How and when ACD should express our position on utilization of secured funds for the Oak Glen Creek project was also discussed. The challenge of supporting the project in Fridley balanced with getting the funds returned to the State in time to be used for another project with willing landowners was at the heart of the discussion. This will be discussed at the operations committee meeting.

Nass made comment about the wonderful work staff is doing and the importance of getting the news out to the county commissioners. There was a brief discussion about the best way to communicate with the commissioners and the Board decided to tackle the details at an operations meeting.

Monte distributed her activity report and provided further detail.
C. Approval of the Financial Report
   • Nass moved to approve the October financial reports. Komec seconded the motion. All ayes, motion carried.

D. Approval November Bills (Moved after item P)
   • Nass moved to approve electronic payment EP92-1-EP92-2 along with check numbers 12273 -12303. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
   The Board reviewed a map of the new legislative districts along with the new appointees and spoke about the election. Truchon commented that it was important to get the word out about what being a Soil and Water Conservation Board Supervisor entails, as there seems to be a lot of confusion amongst the public. Lord stated that newspapers were not devoting space to articles about constituents running unopposed. Along with county commissioners, we need to reach out to new legislators; Operations will discuss a plan.

Old Business

F. 2013 Blue Cross Blue Shield Insurance (BCBS) Renewal
   Schurbon, the only staff member utilizing ACD’s health insurance plan, recommended the continuation of the BCBS plan for the reason that if the District discontinues the plan it would be difficult to reestablish. Schurbon did offer his opinion stating that he hoped that the district considers making a larger contribution to help offset the increase in premium. Lord went on to explain that if we continue the plan it is important to make it feasible for employees to belong. Truchon, who was absent from the October meeting, expressed her desire to continue with the plan.
   • Nass moved to approve the BCBS 2013 renewal and stay with the current plan. Lindahl seconded the motion. All ayes motion carried.

New Business Action Items

G. Typo and Martin Lake Carp Barriers Project Update
   Schurbon provided detail about the Typo and Martin Lake Carp Barriers stating the project is advancing quickly bringing attention to the semi final Wenck Carp Barrier designs and the Wenck project manual.
   • Lindahl moved to approve advertising for the Martin and Typo Lake carp barrier construction in the Anoka Union and at least one trade publication for a 21 day period beginning November 23 and ending December 14th at 10am. Komec seconded the motion.

Schurbon went on to explain that the project was moving along nicely until a few hours earlier when he ran into another obstacle. He received notification from the highway department that there needs to be a 30-foot setback from the road. Schurbon provided three alternatives: Don’t install the barriers at the designated location, add enough fill to make it work, or put the barrier along the road. Schurbon explained the time restraints in putting the project out for bid and that it might need an addendum. The Board discussed the time frame and possible addendum and expressed concerns about the designs missing important elements and the slow work product provided by Wenck.
• Lindahl moved to revise his original motion to approve advertising for the Martin and Typo Lake carp barrier construction in the Anoka Union and at least one trade publication for a 21 day period beginning November 23 and ending December 14th at 10am and to allow addendums as necessary. Komec seconded the motion. All ayes, motion carried.

Hennepin Conservation District (HCD) Installation
  o Crystal Lake (City of Robbinsdale) Pond Modification CWF $13,000
  o Crystal Lake (City of Robbinsdale) Capture and Reuse CWF $13,000
The Board reviewed the project profiles provided by HCD. Berkness stated that HCD met all the deliverables.

• Nass moved to reimburse HCD the CWF installation funds for the Crystal Lake (City of Robbinsdale) Pond Modification for $13,000 and the Crystal Lake (City of Robbinsdale) Capture and Reuse for $13,000. Lindahl seconded the motion. All ayes, motion carried.

Anoka Conservation District Installation
  o Sand Creek Rain Gardens State Cost Share $10,755
  o Sand Creek Rain Gardens CWF - $1,245

• Lindahl moved to approve State Cost Share payment for contract SCS FY-11-1 in the amount of $8,604.00 to the Coon Creek Watershed District for the construction of nine residential rain gardens in the Sand Creek subwatershed. Komec seconded the motion.

• Lindahl moved to approve Clean Water Fund payment for contract SCS FY-11-1 in the amount of $1,245.00 to the Coon Creek Watershed District for the construction of nine residential rain gardens in the sand creek subwatershed. Komec seconded the motion. All ayes motion carried.

• Lindahl moved to approve the State Cost Share technical assistance payment in the amount of $2,151.00 to the Anoka Conservation District for work related to contract SCS FY-11-1 and the construction of nine residential rain gardens in the Sand Creek Subwatershed. Komec seconded the motion. All ayes, motion carried.

I. Pete Karpe 2011 Feedlot Contract Cancellation
The Board reviewed the final close out report for the Karpe Feedlot Cancellation.

• Lindahl moved to cancel the contract FYll-1 with Pete Karpe at 24069 Rum River Boulevard in St. Francis for the Waste Storage Facility contract number FY11-1 in the amount of $35,549.00. Nass seconded the motion. All ayes, motion carried.

• Lindahl moved to cancel 2011 State Feedlot funds grant agreement #17695 and return funds to BWSR. Nass seconded the motion. All ayes, motion carried.
J. Messer Habitat Restoration Cost Share Payment $1,508.41
The Board reviewed a cost share request and corresponding material for the Messer Habitat Restoration prepared by Zwonitzer.

- Lindahl moved to approve ACD cost share reimbursement to Gary Messer in the amount of $1,508.41 for the Messer Habitat Improvement Project. Komec seconded the motion. All ayes, motion carried.

K. Smith Cost Share Reimbursement Request
The Board reviewed a cost share request and corresponding material for the Smith Cedar Tree Revetment Project prepared by Zwonitzer.

- Nass moved to approve the ACD Water Quality Cost Share reimbursement of $2,160.80 to Mike Smith for the Smith Cedar Tree Revetment Project and unencumber the remaining funds. Lindahl seconded the motion. All ayes, motion carried.

L. ACD Apparel
The Board reviewed a memo prepared by Berkness regarding ACD apparel and inquiring if the Board would be willing to pay 50%, similar to the contribution in 2009 to purchase additional ACD apparel.

- Lindahl moved to approve the ACD covering 50% of the cost of ACD embroidered apparel, up to $50 per employee. Komec seconded the motion. All ayes, motion carried.

M. National Association of Conservation District
The Board reviewed information about the 2013 NACD dues.

- Nass moved to pay the 2013 NACD dues of $775. There was discussion about the district usually sending $250. Nass stated that belonging to the NACD is a benefit, that she really appreciates the correspondence that they send to her, and that they are more responsive than our state association. Both Lindahl and Komec stated that they do not receive anything from the NACD. Nass suggested Berkness look into it. Motion failed for lack of a second.

- Lindahl moved to approve paying NACD dues in the amount of $250. Nass second the motion. All ayes, motion carried.

N. Paternity Leave Request
The Board reviewed a paternity leave request prepared by Mitch Haustein, Water Resource Technician.

- Lindahl moved to approve paternity leave of Haustein taking 4 weeks off following the birth of his daughter and an additional 2 weeks following the conclusion of his wife's 12 week maternity leave. Nass seconded the motion. All ayes, motion carried.

O. Apply for MCC Apprentice – deadline 11/30/2012
- Komec moved to authorize staff to apply for an MCC apprentice – deadline 11/30/2012. Lindahl seconded the motion. All yes, motion carried.
P. **Apply for MCC Crews for project installations**
Zwonitzer provided detail on which projects the crews would be needed.

- Nass authorized staff to apply for MCC crews for project installations. Komec seconded the motion. All ayes, motion carried.

**New Business-Informational Items**

Q. **BWSR Biennial Budget Request (BBR)**
The Board reviewed the BBR along with an email from Melissa Lewis at BWSR about the five activities within the BBR that are not approved which is only a small fraction of what was requested. Attention was brought to the Kern and Beach water resource concern that was not approved. Lord stated that Kern had contacted him about a long term plan for her land. Lord stated that his attempts of applying for maintenance funds were unsuccessful but the District has a management fund set aside. Truchon and Nass offered to pay a visit. There was a discussion about long term planning and the funds available and it was decided to tackle at the Operations Committee Meeting. Lindahl brought up the status of the Beach property and the importance to continue with a long term plan. Lord stated that he had received calls about hunting on the Beach property. Lindahl and Lord discussed the legalities of letting the public hunt on the land. Lindahl suggested adding the Beach property to the Operations Agenda along with Kern.

R. **Watersheds**
Lindahl stated he attended the CCWD Citizens Advisory Committee Meetings and that Tim Kelly, CCWD District Manager is currently working on the Comp Plan which has been sent out for review. Lindahl noted that Kelly has been very complimentary of the work done by Zwonitzer. Truchon stated she attended the RCWD Citizens Advisory Committee meeting and providing further information about RCWD projects

S. **MACD (Area IV Meeting)**
The Board reviewed the minutes from the November Area IV meeting. There was a discussion about the situation to dissolve Hennepin Conservation District. Nass explained that the members took a vote on where they stand with the HCD situation and provided detail on the outcome. The Board decided to add HCD talking points to the Operations Committee Agenda.

**Additions**

T. **Moore Lake Stormwater Subwatershed Analysis Extension**
Zwonitzer explained that because his time was needed for the Target retrofit and the WinSLAMM training, this project needs to be pushed into 2013.

- Nass moved to approve the service agreement amendment for the 2012 Moore Lake Stormwater Retrofit Analysis extending the term of the agreement to March 31, 2013. Komec seconded the motion. All ayes, motion carried.

U. **Seasonal Water Resource Technician Position**
Lord explained that the Seasonal position officially ended last week stating that staff met about workload issues and the position is needed through the end of December.
• Nass moved to authorize Chris to extend the Seasonal Water Resource Technician position to the end of the year. Lindahl seconded the motion. All ayes, motion carried.

FYI /Meetings and Dates
• MCD Meeting Earle Brown Tower Brooklyn Center November 28th
• ACD Board Meeting December 17, 2012, 5:00 pm ACD office

Lindahl moved to adjourn at 7:29. Nass seconded. 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 Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of November Bills
E. Legislative Updates

Old Business
F. Approve Oak Glenn JPA
G. Personnel Committee Meeting – December 4th
H. Finance Committee Meeting – December 5th
I. Operations Committee Meeting – December 12th

New Business-Action Items
J. Revised Karpe Return of Funds
K. Rum River WRAPP Agreement with MPCA
L. Martin and Typo Lake Carp Barrier Bids

New Business-Informational Items
M. Watershed Updates

Additions
N. 2013 Rice Creek Watershed District Water Quality BMP Cost-Share
O. State Grant Agreement for the Anoka Nature Preserves Project
P. Mule Bids
Q. Swearing in at the Annual Meeting
R. Meeting Refreshments
S. StormCon Conference

FYI/Meetings and Dates
• ACD Board Meeting January 22, 2013 5:00pm ACD Office Location
• Set date and location for Christmas Party
• Distribution of Supervisor Correspondence
Chair Truchon called the meeting to order at 5:00 pm

**Agenda**

- Nass moved to approve the December Agenda noting the addition of N. 2013 Rice Creek Watershed District Water Quality BMP Cost-Share, O. State Grant Agreement for the Anoka Nature Preserve Project P. Mule Bid Q. Swearing in at the Annual Meeting R. Meeting Refreshments S. StormCon Conference. Komec seconded the motion. All ayes motion carried.

**A. Approval of November Meeting Minutes of the Regular Board Meeting**
- Lindahl moved the November 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.

Upon reviewing the Rain Guardian Brochure created by Mitch Haustein, Water Resource Technician, Truchon commented that Haustein does an excellent job branding the Rain Guardian commenting that she was proud of the brochure he created.

Upon reviewing Wetland Specialist Aaron Diehl’s report the Board inquired how things were going with his new position. Lord explained that he seems to be getting a sense of his role at ACD which is much different than his previous position, which was more on the permitting end of much larger scale projects.

Nass made comment that she was excited to see that Schurbon is involving Lyle Bradley, mentioned in his report that he contacted Schurbon with concerns of the health of the Rum River. Nass brought attention to the fact that water quality decreased at the same time there was a decline in wildlife. An inquiry was made about the status of the Martin Lake Carp Barrier project and if it would need fill to satisfy the permitting. Lord explained that it was unknown at this time.
C. Approval of the Financial Report
  • Nass moved to approve the November financial reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval December Bills (Moved after item P)
  • Nass moved to approve electronic payment EP93-EP95 along with check numbers 12304 -12335. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
  Tingelstad provided an update stating that Minnesota has a $1.3 million deficit which could increase if feds fail to avoid the cliff.

Old Business

F. Approve Oak Glenn JPA
  The Board reviewed the JPA for Stabilization of the Oak Glen Creek Ravine with the City of Fridley.
  • Nass moved to enter into the Joint Powers Agreement for the stabilization of the Oak Glen Creek Ravine with the City of Fridley. Lindahl seconded the motion. All ayes motion carried.

G. Personnel Committee Meeting
  Komec provided a recap of the Personnel Committee meeting stating that the evaluation form was altered. Komec noted that all regular employees with the exception of Aaron Diehl, who is still in his probationary period, were evaluated. Komec also brought attention to the competitive wage strategy which Lord stated would be discussed under the Finance Committee Meeting section. Lord explained that the spreadsheet is basically a tool to equitably distribute employee compensation adjustments.
  • Komec moved to authorize retaining all employees who were evaluated in their current positions. Nass seconded the motion. All ayes, motion carried.

  The Board discussed the value of having staff meet with the Personnel Committee after meeting with Chris. The meeting structure was discussed and various alterations were tossed around and it was decided that a decision did not need to be made at this time.

H. Finance Committee Meeting
  Nass provided a recap of the Finance Committee Meeting stating the Board reviewed the McKay Property maintenance fund which was outlined in the finance minutes. Nass brought attention to the competitive wage strategy, which Lord explained in detail. The strategy is a means to identify objective target wages based on the federal payscale for each employee with consideration of educational and employment experience, and performance during the preceding evaluation term. Funds available for compensation adjustments will be identified by the Finance committee and this strategy will enable the equitable distribution of limited funds between deserving employees. Lord noted that the only change was made to Berkness’ position adding a requirement of a BA or
equivalent experience. Lord explained how the designated funds work and suggested that ACD identify goals for fund balances.

- After some discussion Nass moved the following:
  - Compensated Absences Fund should be sufficient to cover all liability for accrued FTO and comp time as calculated at year end.
  - McKay Property Fund should be based upon an annually reviewed and approved maintenance schedule
  - Undesignated Fund should be 25% of annual personnel and overhead expenses (total currently $450,000, which would require an undesignated fund balance of $112,500).
  - Upon achievement of above thresholds, up to 50% of projected annual net revenue may be considered for wage adjustments.
  - ACD board may deviate from thresholds and guidelines.

  Lindahl seconded the motion. All ayes, motion carried.

The Board reviewed the 2012 & 2013 Budget updates

- After reviewing the 2012 & 2013 Budget Nass moved the budget with the following:
  - Retain existing staff in their current positions.
  - Securing a seasonal employee through the MCC apprenticeship program
  - $.50 COLA in July for all staff
  - Increase in benefit contribution effective January 1, 2013 to keep pace with rising health insurance costs ($185/month for family, $95/month for single, $50/month for opt-out)

  Lindahl seconded the motion. All ayes, motion carried.

I. Operations Committee Meeting December 12, 2012

Lindahl provided a recap of the Operations Committee meeting stating the Board discussed the public outreach. Also discussed was the McKay property management schedule, Beach property, Kern management plan, HCD talking points, Board leadership, and Oak Glen Creek.

Tingelstad mentioned that the committee recommended the Beach property be handled similar to an SNA. Lord provided clarification stating that it was more like a wildlife preserve where hunting is not allowed but active ecological management is done, as SNAs are pristine do not involve ecological management. The Board discussed the hunting situation and what to do about the various structures on the property. Lindahl stated that there are funding constraints in which Lord responded that the seasonal person is usually given the easement tasks but in 2012 the caliber of help was just not there. Lord stated he would make a conscious effort to make sure that it is on the calendar.

The board discussed the legislative outreach. Lord brought up the prevailing wage statute for construction project, stating that it is based on union scale jobs unless MCC Crews are used. Lord stated the categories for projects include, commercial, industrial, and with everything else being agricultural/residential and suggested lobbying for a
conservation or water quality project category. There was further discussion about legislative outreach.

Truchon mentioned that she spoke with Kern who would like to be contacted through her email furbootfarm@yahoo.com. Nass mentioned that the Sandhill Crane Center for the Arts is closing and the possibility of using the Kern site. The Board discussed the importance of continuing to plan for a long term goal for her property.

The Board discussed the situation with HCD Dissolution and reviewed and discussed the talking points. The Board agreed that Board of Soil and Water Resources stance to aid in the dissolution along with the Minnesota Association of Conservation Districts side stepping the situation is very disappointing. The Board went on to discuss the cost and time it would take to provide administrative services. Lord explained that Tom Peterson, HCD contracted employee, would need an additional $2500 in insurance to take on the responsibilities. The Board reviewed the tasks outlined in the Operations Committee minutes. Lindahl inquired with Berkness how she felt about the time it would take. Berkness stated that there is a lot of unknowns but overall felt if they could accommodate some of our requests, such as banking at Wells Fargo along with thorough instructions for payments, taking over the responsibilities would not be too overwhelming.

- Lindahl moved that we offer to provide administrative services to HCD per the budget provided, conditioned upon them complying with our requests. Komec seconded the motion. All ayes, motion carried.

The Board discussed their leadership goals in regards to groundwater and the geologic atlas along with water governance in Minnesota. Lord brought up the fact that Senator Chamberlain wanted to talk about the complexity of the water governance structure. Lord stated that he would enjoy the opportunity to sit down with Chamberlain and discuss the matter but ACD would first have to develop a position on it. Chamberlain has never gotten a straight answer to the question. The Board discussed the structure and what it would look like if it were simplified.

- Nass moved to have a strategic planning meeting in January to prepare for the legislature talking points for “ACD Day at the Capitol”. Tingelstad seconded the motion. All yes, motion carried.

**New Business Action Items**

**J. Revised Karpe Return of Funds**

Berkness explained that the ACD only received 90% of the funds thus only $35,951 should have been returned.

- Nass motioned to authorize the cancellation of the 2011 funds agreement #17695 and return of funds in the amount of $35,951 noting the void of check number 12292. Komec seconded the motion. All ayes, motion carried.

**K. Rum River WRAPP Agreement with MPCA (moved up after Item E)**

The Board reviewed a memo prepared by Jamie Schurbon, Water Resource Specialist, who was present to discuss the Rum River WRAPP Contract along with a JPA with the
MPCA. The board reviewed the information and made comment that they were pleased and astounded Schurbon pulled everything together. Schurbon outlined some of the issues and concerns with the JPA which were outlined in the memo. First issue being the requirement to pay subcontractors with a 10-day window which could be difficult as the Board meets once a month. Schurbon stated there are ways around this issue and it should not be a deterrent. The second issue being liability and oversight conducted by ACD which could be altered by changing the language to have MPCA conduct the oversight. The third issue, the insurance requirements exceed the District current coverage, which Schurbon will tackle with MPCA.

- Tinglestad moved to approve the Joint Powers Agreement with the MPCA for the Rum River WRAPP provided the above issues are resolved. Nass seconded the motion. All ayes, motion carried.

**L. Martin Lake and Typo Lake Carp Barrier Bids (moved up after item K, which followed E)**
The Board reviewed an outline of five bids for the Carp Barriers Project. Schurbon explained that all bids were much higher than the construction budget, including the contractor he took on site to get initial cost estimates on which he based the budget. Various alterations to the project that would reduce costs were discussed. Schurbon reminded the Board that the grant has an expiration date of June 2015. Truchon inquired about the huge variations in task cost amongst the bidders. The Board directed Schurbon to continue searching for potential cost reductions options and speak with the DNR grant staff about revenue options.

- Nass moved to reject all the Martin and Typo Lake Carp Barrier Bids. Tinglestad seconded the motion. All ayes, motion carried.

**New Business-Informational Items**
**M. Watersheds**
Truchon stated that the RCWD Citizens Advisory Committee did not meet in December. Lindahl stated he attended the CCWD Citizens Advisory Committee Meetings and that the Comp Plan is out for review.

**Additions**
**N. 2013 Rice Creek Watershed District Water Quality BMP Cost Share**
The Board reviewed the 2013 Rice Creek Watershed District Water Quality BMP Cost Share agreement. The reference to Ramsey Conservation District instead of Anoka Conservation District was noted throughout the agreement. Lord stated that RCWD must have forgotten to update their template.

- Tinglestad moved to approve the agreement upon altering the reference from RCD to ACD. Nass seconded the motion. All ayes, motion carried.

**O. State Grant Agreement for the Anoka Nature Preserves Project**
The Board reviewed the Grant agreement and a memo outlining the project specifics

- Nass moved that we enter into the agreement with the State of MN for the Woody Biomass Harvest Agreement for the Anoka Nature Preserves Project. Komec seconded the motion. All ayes, motion carried.
Lord explained that the compensation of $74,400 with bid variance limited to the amount of acreage delivered for available funds hoping to exceed the grant delivery specifications of 50 acres. Lord stated that he met with the City Park Board who was initially apprehensive about taking out cedar trees, but after walking the property was on board because it would enable the use of fire as a management tool.

P. Mule Bids
The Board reviewed two bids for the 1998 Kawasaki mule.

- Nass moved to authorize accepting the highest bid of $2,000 noting the right for ACD to use it at no cost whenever needed. Tingelstad seconded the motion. All ayes, motion carried.

Q. Annual Meeting Swearing In
After some discussion it was decided that Berkness would contact Cindy Riechert from Anoka County to swear in the newly elected supervisors; Jim Lindahl, Karla Komec and Vici Nass at the January 2013 meeting.

R. Refreshments a Meetings
After some discussion it was decided that food brought to meetings for staff and supervisors would be eaten before the meeting then put away until after the meeting as it is a distraction.

S. StormCon Attendance
Lord mentioned a nationwide conference for stormwater management in South Carolina that would be an excellent opportunity to introduce our new Turret to a national audience. The cost of a booth, airfare, hotel, registration, and meals is approximately $4,500. Tingelstad moved to authorize up to $4,500 to send ACD staff to StormCon. Komec seconded the motion. All ayes, motion carried.

FYI /Meetings and Dates
- Swearing in re-elected Supervisors January 22, 2013, 4:50 pm  ACD office
- ACD Board Meeting January 22, 2013, 5:00 pm  ACD office
- MCD Meeting Earle Brown Tower Brooklyn Center January 30th

Lindahl moved to adjourn at 7:29. Nass seconded. All ayes, motion carried.