Anoka Conservation District
Supervisors Regular Board Meeting
Tuesday, January 22, 2013 5:00 PM

Swearing-in Ceremony
• Karla Komec
• Jim Lindahl
• Vici Nass

Selection of Officers & Committees Assignments

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

Old Business
F. Legislative Strategy Meeting

New Business-Action Items
G. Approve ACD Resolutions
H. Approve 2013 Handbook
I. Approve 2013 Fee Schedule
J. MASCWCD 2013 Dues & 2012 Accomplishments
K. Anoka Area Chamber of Commerce
L. 2013 BWSR Conservation Delivery and Cost Share Grant
M. MPCA Surface Water Assessment Grant (SWAG)
N. Coon Lake Improvement District Work Contract 2013

New Business-Informational Items
O. Watershed Updates

Additions
P. Anoka Nature Preserve Project
Q. LRRWMO 2013 Work Contract for Monitoring and Management
R. Rain Guardian Marketing – Low Impact Development
S. Seasonal Staff
T.
U.

FYI /Meetings and Dates
• ACD February Board Meeting TBD
• Metro Area MASCWCD Wednesday, April 3rd Cabelas in Rogers from 9:30 am to about 3:00 pm.
• Distribution of Supervisor Correspondence
• Set the ACD Day at the Capital for last week in February
Board Meeting Minutes
Date: January 22, 2013
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

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

Selection of Officers and Committee Assignments
Tingelstad presided over the meeting during the nomination and election of the Chair.
- Tingelstad nominated Truchon for Chair. Tingelstad called for other nominations. Hearing none, Tingelstad closed nominations. Nass moved to elect Truchon chair. Tingelstad seconded the motions. All ayes, motion carried.
- Truchon assumed the chair.
- Tingelstad nominated Lindahl for Vice Chair. Hearing no other nominations, Truchon closed nominations. Tingelstad moved to elect Lindahl Vice Chair, Truchon seconded the motion. All ayes, motion carried.
- Komec nominated Nass for Treasurer. Hearing no other nominations, Truchon closed nominations. Komec moved to elect Nass Treasurer. Truchon seconded the motion. All ayes, motion carried.
- Tingelstad nominated Berkness for Secretary. Hearing no other nominations, Truchon closed nominations. Tingelstad moved to elect Berkness Secretary. Lindahl seconded the motion. All ayes, motion carried.

The Board discussed adding an appointment of Anoka County Board Liaison. There was further discussion and it was decided the Chair would serve in this capacity and the Vice Chair would be the alternate.
- Nass made a motion to add the Anoka County Board Liaison Assignment to the handbook with the Chair to serve and the Vice Chair as the alternate. Lindahl seconded the motion. All ayes, motion carried.
- Lindahl moved to cast a unanimous ballot for the entire slate of 2013 committee assignments to remain as they were in 2012. Komec seconded the motion. All ayes, motion carried.

Regular Agenda (Approval of January Agenda)
- Nass moved to approve the agenda with the following updates (P) Anoka Nature Preserve Project, (Q) LRRWMO 2013 Work Contract for Monitoring and Management (R) Rain Guardian marketing – Low Impact Development, (S) Seasonal Staff. Lindahl seconded the motion. All ayes, motion carried.

A. December 17, 2012 Minutes of the Regular Board Meeting
Truchon noted two typographical corrections.
- Tinglestad moved to adopt the December Meeting Minutes as amended. 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 Lord’s report Truchon stated she was happy with the work Mitch Haustein, Water Resources Technician, completed to have a Rain Guardian Model created. Lord provided further detail about the model. Nass questioned how the Metro Managers meeting went and Lord stated that it would be covered under agenda Item (F), but added that it was great to hear that all the managers share the same concern about the impact of prevailing wage law on conservation projects and that the group agreed to send an email to BWSR on behalf of the Metro Conservation District members. The Board reviewed the Anoka Nature Preserves buckthorn removal project flyer. Lord explained that he printed 100 copies for the Rum River Library and then put additional copies in the field at the project area trail entrances in the brochure stands recently purchased. Nass suggested sending a news release and Berkness responded that she would.

Upon reviewing Haustein’s report, Nass questioned the mapping of legal hunting areas on the Beach property. Lord explained that Haustein made a map that showed where hunting would be allow per local and state restrictions, which he had hoped would not cover much of the property but in fact includes the interior 1/3 of the seventy acre parcel. Truchon questioned if other Target stores would be interested in working with the Anoka Conservation District. Lord stated that the Target staff would like to work with the ACD staff regardless of which county the project is in.

Truchon questioned the SRWMO online administrator duties outlined in Jamie Schurbon’s report. Lord explained that within the SRWMO contract Schurbon allocates around $1,500 to help the WMO with various administrative duties. Attention was brought to the Rum Riverbank Stabilization at Cedar Creek Conservation Area project that was turned down for BWSR funding. Lord explained that the grant application process takes into account the state funds an organization already has on the books, thus the sooner we get done with pending projects the better.

Upon reviewing, Wetland Specialist Aaron Diehl’s report Tinglestad questioned if WCA comes into play for the new housing development in Blaine. Lord stated that it did and went on to explain some challenges of WCA.

C. Approval of the Financial Reports (December Bills)
- Nass moved to approve the December financial reports. Komec seconded the motion.

Nass brought attention to the December 31, 2012 budget report which outlined net revenues of $87,432, stating it was a good year. Lord stated that the December reports are usually included in the February Board packets but with the late January board meeting, he was able to get the year end finances completed earlier. All ayes, motion carried.

D. Approval of Bills (acted upon after item P)
- Nass moved to approve electronic payment EP96 – EP99 along with check
numbers 12335-12370. Noting the void of check #12280 from November. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
Tingelstad provided a legislative update including some committee assignments and committee consolidations.

Old Business
F. Strategy Meeting
Lord provided a recap of the Strategy Meeting attended by ACD supervisors and staff stating that the most critical concern is the situation with Hennepin Conservation District (HCD) which relates with communicating SWCDs strengths and limitations. The Board discussed the need for stable funding which would help with baseline expenses especially with the HCD and Isanti SWCD circumstances and would ensure SWCD existence. Lindahl pointed out that it is proven that the public cares about natural resources bringing up the legacy amendment that passed and the Andover Open Space referendum. Tingelstad suggested bringing our concerns to Anoka County and using the County lobbyist. Nass stated that it is important to get the ear of the MASWCD and get them to incorporate the information into their distributed legislative material. The Board further discussed the legislative outreach how to really make an impact. Lord commented that it is much more compelling if we can get them out to the project site, bringing up the boat ride that Commissioner Look took with Schurbon to view the erosion issues on the Rum River. There was further discussion about getting legislators out at the project sites. The Board decided that the main objective for the Day at the Capitol would be the situation with HCD which would lead into the funding issues with SWCDs. Truchon commented that she really appreciated the strategy meeting and Nass thanked Lord for his effort.

New Business –Action Items
G. Approve ACD Resolutions
Resolution 2013-01 2013 Meeting Schedule
• Tingelstad made a motion to adopt Resolution 2013-01 indicating the 2013 Meeting schedule. Komec seconded the motion. All ayes, motion carried.

Resolution 2013-02 2013 Designation of Official Depository
• Lindahl made a motion to adopt Resolution 2013-02 designating Wells Fargo in Blaine as the official depository for the Anoka Conservation District. Nass seconded the motion. All ayes, motion carried.

Resolution 2013-03 2013 Requiring Anoka County to provide liability Insurance for ACD
• Tingelstad made a motion to adopt Resolution 2013-03 Requiring Anoka County to Provide Liability Insurance for ACD. Lindahl seconded the motion. Komec noted two grammatical changes to the Resolution. All ayes, motion carried.

H. 2013 Handbook
Lord explained that only the pages with updates were included.
• Lindahl moved to incorporate adding the treasurer as chair of the finance committee to the handbook. Tingelstad seconded the motion. All ayes, motion carried.
• Tingelstad moved to approve the 2013 handbook with changes. Nass seconded the motion. All ayes, motion carried.

I. 2013 Fee Schedule
There were minor changes noted to the 2013 Fee Schedule.

• Tingelstad moved that we approve the 2013 Fee Schedule with changes. Nass seconded the motion. All ayes, motion carried.

J. MASWCD 2013 Dues & 2012 Accomplishments
Truchon stated she was glad to see the MASWCD accomplishments.

• Nass moved to approve paying MASWCD dues in the amount of $2,866.50. Lindahl seconded the motion.
Komec inquired the reason for paying this year and not last year. Nass provided her opinion stating that the budget looks much better going into 2013 than it did going into 2012. Lindahl stated that our membership could provide an impact if we try to affect change through MASWCD. The Board further discussed paying the dues. All ayes, motion carried.

K. Anoka Area Chamber of Commerce
The Board reviewed Anoka Chamber of Commerce dues of $60. There was discussion about the benefits of belonging. Lindahl stated he did attend the meetings. Nass stated she would be interested in seeing a meeting schedule.

• Komec moved to pay the Anoka Chamber of Commerce dues in the amount of $60. Lindahl seconded the motion. All ayes, motion carried.

L. 2013 BWSR Conservation Delivery and Cost Share Grant
The Board reviewed the 2013 Conservation Delivery and Cost Share Grant.

• Tingelstad moved to approve the 2013 State Conservation Delivery and Cost Share Grant agreement PO#3000002287, in the amount of $35,204 authorizing the signature of Chair Truchon. Nass seconded the motion. All ayes, motion carried.

The Board reviewed a memo prepared by Zwonitzer along with a Technical Assistance option request for the 2013 State cost share base grant.

• Nass moved to approve the technical assistance option request for state cost share base grant to apply fiscal year 2013 funds for technical assistance. Technical assistance funding will be allocated in the amount of $13,284 for technical staff salaries/wages and $1,155 for benefits. Tingelstad seconded the motion. All ayes, motion carried.

M. MPCA Surface Water Assessment Grant SWAGG
The Board reviewed a memo created by Schurbon and a state contract for Surface Water Assessment Grant with the Minnesota Pollution Control Agency.

• Tingelstad moved to approve entering into a contract with the MPCA for 2013-2014 Surface Water Assessment. Nass seconded the motion. All ayes, motion carried.

N. Coon Lake Improvement District Work Contract for 2013
The Board reviewed the 2013 Lake Water Quality and Monitoring agreement with Coon Lake Improvement District along with a memo prepared by Schurbon.
• Lindahl moved to approve entering into contract with Coon Lake Improvement District for the 2013 lake water quality monitoring. Komec seconded the motion. All ayes, motion carried.

New Business-Informational Items
O. Watershed Updates
Lindahl provided a brief overview of the CCWD Advisory Committee Meeting he attended. Truchon provided a brief overview of the RCWD Advisory Committee Meeting she attended pointing out that the RCWD has a new education employee, Jessica Bromelkamp.

Additions
P. Anoka Nature Preserves
The Board reviewed an updated budget along with Bid information for the Anoka Nature preserve project. Lord explained the changes to the budget.
• Nass moved to approve the Anoka Nature Preserve updated project budget. Lindahl seconded the motion. All ayes, motion carried.

The board discussed the four outlined Bids for the biomass harvest. Lord explained that ACD will receive $74,400 of the lottery money for the project and provided detail about the reverse bid process approach.
• Nass moved to award the bid to the contractor in the following order of preference: 1) Herring Eco-Logistics, 2) MN Native Landscapes, and 3) S & A Land Clearing (provide the acreage is 60 biomass harvest and 56 ladder fuel). Lindahl seconded the motion. All ayes, motion carried.

Q. LRRWMO 2013 Work Contract for Monitoring and Management
• Nass moved to enter into agreement with the LRRWMO for the 2013 Work Contract for Monitoring and Management. Tingelstad seconded the motion. All ayes, motion carried.

R. Rain Guardian Marketing – Low Impact Development
The Board reviewed a memo prepared by Haustein requesting authorization along with expenses for ACD staff to attend the U of M Low Impact Development Symposium.
• Tingelstad moved to approve the Rain Guardian exhibitor booth at the 2013 Low Impact Development Symposium. Komec seconded the motion. All ayes, motion carried.

S. Seasonal Staff
The Board reviewed a memo prepared by Lord outlining the pending Subwatershed Retrofit Analyses which would require additional staff to complete on time. Lord explained some assessments were pushed to 2013 and that the workload is overwhelming. Lord stated that Matt Entinger, previous Seasonal Water Resource Technical has the skill set to help staff and is very proficient in GIS.
• Tingelstad moved to offer Matt Entinger a Seasonal Water Resource Technician position at $15 per hour without benefits for total compensation not to exceed $18,120 which equates to an expense to the district of $19,500 with FICA, noting that project net revenues in 2013 even with this addition are over $50,000. Lindahl seconded the motion. All ayes, motion carried.
The Board discussed dates for ACD day at the Capitol and it was decided on Thursday February 21st, and Tuesday February 26th.

**FYI / Meetings / Dates**
- Metro Conservation District Meeting, January 30th, Earle Brown Tower, Brooklyn Center
- ACD Board Meeting February 19th, ACD Office
- ACD Day at the Capitol February 21st and February 26th
- Metro Area IV meeting Wednesday April 3rd Cabela’s in Rogers
- ACD Tree Sale April 27th Anoka County Fair Grounds

- Lindahl moved to adjourn at 7:23 pm. 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. Open Mike – Tim Kelly Coon Creek Watershed District
B. Approval of Regular Board Meeting Minutes
C. Review of Staff Activity Reports and Programs
D. Approval of Financial Reports
E. Approval of February Bills
F. Legislative Updates

Old Business
G. Personnel Meeting
   - Zwonitzer Exit Interview
   - Accept Zwonitzer resignation in good standing
   - Update Position Descriptions
   - Haustein Promotion to Specialist
   - Water Resource Technician Position Description

New Business-Action Items
H. 2012 Year End Financials
I. Suite 250 Lease Renewal
J. Monitoring Equipment Purchase
K. Rum River WRAPP Subcontracts
M. Metro Conservation District Dues
N. Surface Water Assessment Grant (SWAG) Agreement

New Business-Informational Items
O. Watershed Updates
P. NRCS Soil Health Training Webinar

Additions
Q. Anoka Nature Preserve
R. S. T. U. V.

FYI /Meetings and Dates
- ACD Day at the Capitol Thursday February 21st and Tuesday February 26th
- Regular ACD Board Meeting March 18th 1318 McKay Drive Ham Lake Office
- Metro Conservation District Meeting, March 27th, Earle Brown Tower, Brooklyn Center
- Metro Area MASWCD (Area IV) Wednesday, April 3rd Cabelas in Rogers from 9:30 am to about 3:00 pm.
- ACD Tree Sale April 27th Anoka County Fair Grounds
- Distribution of Supervisor Correspondence
- Set up Personnel Meeting for Water Resource Tech interviews & Diehl’s 6 mo. probationary period
Truchon called the meeting to order at 5:00pm.

Regular Agenda (Approval of February Agenda)

- Nass moved to approve the agenda with the following updates (Q) Anoka Nature Preserve Project. Komec seconded the motion. All ayes, motion carried.

A. Open Mike – Coon Creek Watershed District (CCWD)
Kelly and Westlund were present to talk about CCWD activities stating they try to meet with partner agency board members every three years to give an update and keep acquainted. Kelly stated that CCWD has a draft of its 10-year Comprehensive Plan out for comment. Kelly informed the Board that the inclusion of portions of the Six Cities WMO into CCWD delayed the completion of the comp plan. Part of their work in the new areas of CCWD was to complete modeling of tributaries such as Springbrook, which had never been done before. Kelly brought attention to Atlas 14, which includes updated precipitation event data prepared by the National Oceanic and Atmospheric Administration. The compilation would replace TP-40 and is based on much higher volume and resolution of data. Not only did the event totals change but because there are so many more monitoring stations it was possible to document variability across the landscape much more accurately. For example, the 100-year 24 hour event increased by 6% to 7.9% and shows a full one inch difference from one side of CCWD to the other. How to apply this level of resolution to CCWD’s models and comprehensive plan has not yet been determined. There was further discussion and questions for Kelly from the ACD Board and Staff. When asked about where he sees the partnership with ACD in10 years, Kelly stated that he hopes the retrofits will continue to evolve and ACD will continue to monitor adding that he is pleased with the partnership as it is a great value to CCWD.

B. January 17, 2013 Minutes of the Regular Board Meeting
Komec noted typographical corrections.
- Nass moved to adopt the January Meeting Minutes as corrected. Tingelstad seconded the motion. All ayes, motion carried.
C. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed. Upon review of Lord’s report he noted that there is some discussion about how best to achieve ground water sustainability and questioned where we should focus our attention to be most effective: increasing infiltration or water conservation.

The Board reviewed Nate Zwonitzer, Conservation Specialist’s report and commented that it was his last report.

Nass commented that she was surprised to see that the Anoka County has $85,000 set aside for the Rum Riverbank project outlined in Jamie Schurbon, Water Resource Specialist’s report. Lord explained that those funds were identified as a match but that the state grant was not awarded. The District will continue to seek state funds to get the project installed.

Upon the review of Aaron Diehl, Wetland Specialist’s report, the Board inquired how he is doing. Lord explained that he is doing well but identified the need for more review of Diehl’s work product during the next two months to prepare for the final probationary period evaluation. Lord explained that Diehl is very smart and is learning ACDs niche in the county. Lord brought up the Beaverbrook Sportsmen’s Club in East Bethel request to build a 300 yard-long firing range. To accomplish this they are proposing to clear out an acre of mature forest, mapped as a natural community. Lord explained that he is guiding Diehl to make sure he understands that even though ACD does not have the final say that he can influence the project decision and provide other alternatives.

Monte distributed her activity report and brought attention to various activities.

D. Approval of the Financial Reports (January Bills)
• Nass moved to approve the January financial reports. Komec seconded the motion. All ayes, motion carried.

E. Approval of Bills (acted upon after item P)
• Nass moved to approve electronic payment EP-100 along with check numbers 12371-12403, noting the void of check numbers 12393-12398. Komec seconded the motion.

Lord pointed out the check to MN Native Landscapes for $32,700, stating that he is holding the check until MN Native Landscapes is half way through the contracted work with the biomass treatment at the Anoka Nature Preserve site, which will occur before the next Board meeting. All ayes, motion carried.

F. Legislative Updates
The Board reviewed the appointment times for the ACD Day at the Capitol and discussed who would be going on February 21st and February 26th. The Board reviewed legislative bills pertaining to environmental and natural resources provided by Tingelstad in addition to the Hennepin Conservation District dissolution bill. There was some discussion about the various bills.

Old Business
G. Personnel Meeting
Komec provided a recap of the personnel committee meeting stating that Zwonitzer completed an exit interview form and that the committee appreciated his comments.

- Komec moved to accept Zwonitzer’s resignation in good standing. Nass seconded the motion. All ayes, motion carried.

The Board reviewed the Conservation Specialist, and Water Resource Technician job descriptions that were tailored to the ever-changing workload.

- Komec moved to approve modifications to the Conservation Specialist and Water Resource Technician positions as presented. Lindahl seconded the motion. All ayes, motion carried.

Lord explained that Haustein is eligible for specialist level position effective March 2, 2013 but has been doing specialist work for 2 years.

- Komec moved to promote Haustein to Conservation Specialist and provide a pay increase of .74 dollars per hour effective March 2, 2013. Nass seconded the motion. All ayes, motion carried.

The Board reviewed the Water Resource Technician Position Recruitment information.

- Komec moved to approve the position announcement, application ranking, interview questions, job offer conditions and recruitment schedule. Tingelstad seconded the motion. All ayes, motion carried.

**New Business — Action Items**

**H. 2012 Year End Finances**

The Board reviewed the 2012 year end financials and managers discussion and analysis. Lord pointed out that the method used in 2011 to report mortgage principle, balance and interest is causing disparity between yearly financial statements. The issue will be brought to the attention of our accountant during the audit who might suggest an adjustment to 2010 and 2011 finances, which the District would reflect in the 2012 finances.

Komec noted a grammatical change within the information.

- Nass moved to approve the 2012 year end finances with corrections. Komec seconded. All ayes, motion carried.

**I. Suite 250 Lease**

The Board reviewed the lease for Suite 250 DMZ Auto. Komec questioned the terms and conditions where it outlined: “….move into leased premises on the latter of February 12, 2012”. Lord explained that it was a carry-over from the original lease and he opted to leave it in because it would make it easier to use as a template in the future if we change tenants. Komec noted a grammatical correction.

- Lindahl moved to approve the Lease for suite 250 with DMZ Auto as corrected. Nass seconded the motion. All ayes, motion carried.

**J. Monitoring Equipment Purchase**

The Board reviewed a memo provided by Schurbon outlining the monitoring equipment needed for 2013.

- Tingelstad moved to approve that purchase of water monitoring equipment with the cost not to exceed $12,000. Komec seconded the motion. All ayes, motion carried.

**K. Rum River WRAPP Subcontracts**

The Board reviewed a memo prepared by Schurbon about the Rum River WRAPP subcontracts with 10 local partners. The ACD would periodically receive the contracts from partnering counties throughout the Rum River watershed. Having the district manager sign
as they arrive would be more efficient. There was a brief discussion about who should sign the agreements and the Board decided that it would be suitable to have Lord execute the agreements on behalf of the board since they are sub-contracts.

- Komec moved to authorize the District Manager to sign sub-contracts with local partners for the Rum River WRAPP. Lindahl seconded the motion. All ayes, motion carried.

L. **State Cost Share Close Out Grant 2010/2011 Clean Water Funds**
The Board reviewed a final financial report for the 2010 / 2011 Clean Water Fund Grant. Berkness explained that Melissa Lewis, former BWSR Board Conservationist, advised her to put the slippage/rounding of .28 cents in administration.

- Tingelstad moved to approve the close out of the 2010/2011 Clean Water Fund Grant. Komec seconded the motion. All ayes, motion carried.

M. **Metro Conservation District Dues**
- Tingelstad moved to approve the 2013 MCD Dues of $250. Lindahl seconded the motion. All ayes, motion carried.

N. **Surface Water Assessment Grant (SWAG) Agreement**
The Board reviewed the Surface Water Assessment Grant Agreement and budget for monitoring a portion of the Rum River WRAPP provided in advance by Schurbon. Komec noted grammatical changes throughout the document. Lord explained that Schurbon was aware but the document is restricted so he was unable make updates but did inform the MPCA. Komec stated that she did not want it deter ACD from getting the grant.

- Tingelstad moved that we approve the MPCA Grant Contract CWF-13 and 2013 SWAG Work Plan and Budget. Lindahl seconded the motion. All ayes, motion carried.

**Business-Informational Items**

O. **Watershed Updates**
Lindahl provided a brief overview of the CCWD Advisory Committee and CCWD Board meetings he attended bringing attention to the magnitude that Atlas 14 will have on CCWD planning. There was some discussion about CCWD not incorporating the Atlas 14 findings into the comprehensive plan at this time, which would delay approval of the plan. Truchon provided a brief overview of the RCWD Advisory Committee Meeting she attended stating that at the last meeting members gave a brief account of what they felt the purpose of the RCWD was and why they are interested in serving on the Committee.

**Additions**

P. **Anoka Nature Preserves**
The Board reviewed a memo prepared by Lord requesting supplemental funding. Lord explained that ACD was under budget for the treatment of buckthorn thus budgeted $14,000 for additional mowing and invasive species harvest and disposal to get more deliverables on the Anoka Nature Preserves sight.

- Nass moved to authorize entering into a contract with MN Native Landscapes to complete additional mowing and invasive species harvest and disposal on not less than 13 acres for an amount not to exceed $14,000. Tingelstad seconded the motion. All ayes, motion carried.
The Board decided discussed the transportation details for the day at the Capitol.

**FYI / Meetings / Dates**
- ACD Board Meeting March 18th, ACD Office
- Metro Conservation District Meeting, March 27th, Earle Brown Tower, Brooklyn Center
- Metro Area IV meeting Wednesday April 3rd Cabela’s in Rogers
- ACD Tree Sale April 27th Anoka County Fair Grounds

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

Prepared by Kathy Berkness, Administrative Assistant/Secretary   Date

Approved as to form and content by Mary Jo Truchon, Chair   Date
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 March Bills
E. Legislative Updates
   • Day at the Capitol
   • HCD & MASWCD Legislative updates

Old Business
F. Personnel Meeting
   • Aaron Diehl, Wetland Specialist Probationary Evaluation
   • Water Resource Technician Position Interviews & Job Offer

New Business-Action Items
G. Ag Preserve Grant Proposals
H. Suite 200 Lease Renewal
I. SRWMO 2013 Monitoring Contract
J. RCWD 2013 Monitoring Contract
K. Rain Guardian Display
L. Gombold Easement
M. Watershed Outlet Monitoring Program (WOMP1) Grant

New Business-Informational Items
N. Watershed Updates

Additions
O. Carp Barriers Project Update
P. Moore Lake Stormwater Retrofit Analysis Extension
Q. 2013 Annual Plan & 2012 ACD Annual Report
R. Suite 400
S. ACD Brochure Request an Educational Event
T. Anoka County Parks 50th Anniversary
U.

FYI /Meetings and Dates
• Metro Conservation District Meeting, March 27th, Earle Brown Dr, Brooklyn Center
• Metro Area MASWCD (Area IV) Wednesday, April 3rd Cabelas in Rogers 9:30 -3:00 pm
• Invasive Blitz Volunteer Training Workshops
• ACD Tree Sale April 27th Anoka County Fair Grounds
• Distribution of Supervisor Correspondence
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karla Komec, Supervisor  
Karl Tingelstad, Supervisor (arrived at 5:11pm)

Others Present: Chris Lord, District Manager  
Kathy Berkness, Administrative Assistant  
Nancy Stowe, Houston Engineering

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

Regular Agenda (Approval of March Agenda)
- Komec moved to approve the March agenda with the following additions (O) Carp Barriers Project Update, (P) Moore Lake Stormwater SRA Extension (Q) 2013 Annual Plan and 2012 Annual Report (R) Suite 400 (S) ACD Brochure Request for an Educational Event (T) Anoka County Parks 50th Anniversary. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of February Meeting Minutes
- Nass moved to adopt the February Meeting Minutes. Lindahl seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed. Upon review of Lord’s report, Truchon inquired about the Anoka Sandplain Partnership asking how often the group meets. Lord responded that they meet quarterly stating they want to be more than just a group that applies for habitat improvement grants. Truchon asked about the status of partnering with Hennepin Environmental Services for stormwater retrofits. Lord explained that everything is sketchy now because of the legislation. Lindahl made comment that he has driven past the Anoka Nature Preserves site and that the contractors are really getting a lot done. Lord mentioned that the contractors have another 20 acre job that they need to get done but will come back after and finish the project.

Upon review of Conservation Specialist Mitch Haustein’s report, Truchon brought attention to the University of Minnesota Stormwater “Lessons Learned” Workshop he presented at. Lord provided further detail, indicating that other presenters spoke highly of the Rain Guardian during their presentations. Lord retrieved half-scale models of the Rain Guardian Bunker and Turret pretreatment chambers stating Haustein brought the models to the MECA Conference he attended in St. Cloud. The original quote to create models was over $4,000 but Prime Time Woodworking was able to create two of each for $450. Nass provided Stowe a brief overview of how the Rain Guardian came about.
C. Approval of the February Financial Reports
   • Nass moved to approve to the February Financial Reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of March Bills
   • Nass moved to approve the electronic payment of EP101 along with check numbers 12404-12435. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
   Lord provided an update about the bills to discontinue Hennepin Conservation District stating he went to the Capitol to testify and the bill made it through the house but did not make the March 15, senate deadline, which does not mean that the bill is dead. Lord advised that the District follow up with members of the Conference Committee once the Committee is formed. There was further discussion about the bill language and the stance BWSR is taking. The Board reviewed information from the MASWCD about legislative bills pertaining to environmental and natural resources.

Old Business

F. Personnel Meeting
   Aaron Diehl Wetland Specialist
   Komec provided a recap of the personnel committee meeting stating that Diehl had his probationary evaluation is doing a great job.
   • Komec moved to retain Aaron Diehl as Wetland Specialist and end his probationary period and consider a compensation adjustment in two months along with the other staff. Truchon seconded the motion. All ayes, motion carried.

Water Resource Technician Position Interviews
   Komec explained that the committee interviewed three applicants and they all came very close within the scoring process. Nass made comment that all candidates were great and the decision was hard.
   • Komec moved to offer the Water Resource Technician position to the candidates in the following order of priority; 1) Kristopher Guentzel, 2) Andrew Dotseth, and 3) Thomas Dietrich with a starting wage of up to $20.00/hour to be negotiated by the District Manager to begin as soon as possible but allowing for adequate notice to be given to current employer and conditioned upon satisfactory verification of education, prior employment, references, and driving record. Nass seconded the motion. All ayes, motion carried.

Seasonal Employee
   The Board reviewed a memo prepared by Lord requesting permission to hire a seasonal employee. Lord explained that Schurbon and Haustein met with Tim Kelly of the Coon Creek Watershed District, who identified additional stormwater retrofit assessments and best management practice installation oversight projects. In order to accommodate the additional workload an additional limited term fulltime employee is needed though October.
   • Nass moved to offer a second limited term Water Resource Technician Position to the regular Water Resource Technician Position runner-up and indicated that if they decline the offer Lord has the authorization to fill the position with other candidates. Lindahl seconded the motion. All ayes, motion carried.
New Business – Action Items

G. Ag Preserve Grant Proposal
The Board reviewed a memo prepared by Lord outlining the 2013 Ag Preserve Grant Proposal. Lord stated that there is not a lot of lead time to prepare the proposal. Last year ACD received $11,000 and the committee usually provides ACD a block grant for a portion of our request to apply toward our projects at our discretion. Lord went over the proposal breakdown stating it did not need a motion.

H. Suite 200 Lease Renewal
The Board reviewed the Lease renewal for suite 200. Berkness explained that Brandon Hedberg is currently looking for space elsewhere as he needs more storage thus he did not want to commit to another 6 months and requested a monthly renewal.
- Lindahl moved to authorize the month-to-month lease renewal with Brandon Hedberg beginning April 1, 2013. Nass seconded the motion. All ayes, motion carried.

I. SRWMO 2013 Monitoring Contract
The Board reviewed the 2013 Monitoring and Management contract with SRWMO.
- Lindahl moved to enter into the agreement with the SRWMO for 2013 monitoring and management. Tingelstad seconded the motion. All ayes, motion carried.

J. RCWD 2013 Monitoring Contract
The Board reviewed the 2013 Monitoring and Management contract with RCWD.
- Tingelstad moved to enter into the agreement with the RCWD for 2013 monitoring and management. Lindahl seconded the motion. All ayes, motion carried.

K. Rain Guardian Display
The Board reviewed a memo prepared by Lord requesting a Rain Guardian tradeshow booth display. Lord explained that the current display is outdated. After researching many displays, Lord stated he was surprised by Triple Discount Displays low prices. The Board reviewed the display specifications and Lord provided further detail stating it would be less expensive and more efficient to have Haustein pull together a design instead of having Triple Discounts Displays do it, but additional software is needed to do so. Nass inquired if we could generalize the display to use it for other presentations. Lord stated that we could order additional side pull downs. There was further discussion about the display.
- Tingelstad moved to authorize the purchase of software and development of graphics for a 10’ Rain Guardian tradeshow booth with retractable banners and podium through Triple Discount Displays. Lindahl seconded the motion. All ayes motion carried.

L. Gombold Easement
The Board reviewed an amendment to the Gombold Conservation Easement and located the property on the Anoka County Map. ACD co-holds the easement with the Minnesota Land Trust. Lord explained the reason for the amendment stating the indemnification language does not protect the state.
- Tingelstad moved to approve the amendment to the Gombold Conservation Property easement giving Lord the authorization to make minor changes. Nass seconded the motion. All ayes, motion carried.

M. Watershed Outlet Monitoring Program (WOMP1 Grant)
Lord explained that the agreement is different from previous agreements awarding $3,200
with no match to maintain the monitoring stations with the Metropolitan Council in charge of getting the samples.

- Tingelstad moved that we enter into agreement with Metropolitan Council for the Watershed Outlet Monitoring Program authorizing the Chair’s signature. Komec seconded the motion. All ayes, motion carried.

**Business-Informational Items**

**N. Watershed Updates**
Lindahl provided a brief overview of the CCWD Advisory Committee and CCWD Board meetings, stating the comp plan review period is almost over. Truchon provided a brief overview of the RCWD Advisory Committee Meeting she attended, stating that she connected with the new educational employee at RCWD.

**O. Carp Barriers Update**
The Board reviewed a memo prepared by Schurbon regarding the Carp Barriers Project outlining that the DNR would like ACD to relinquish the District’s current grant and suggested that we reapply for a new grant up to $400,000. Lord explained that combined with the SRWMO funds there will be just enough to cover the cost of the project but unfortunately does not compensate for employee time already devoted to the project or future employee time. Nass provided her opinion stating it is a great project that staff has already invested a lot of time in and would like to see the project move forward even if ACD is not reimbursed for the staff hours. This was the consensus opinion of the Board. After some discussion, the Board would prefer authorization to use the funds of the current DNR grant to install two barriers instead of four then apply for additional funds for the remaining two sites.

**P. Moore Lake Stormwater Retrofit Assessment (SRA) Project Extension**
The Board reviewed a memo prepared by Haustein requesting an extension for the Moore Lake SRA project to June 30, 2013 due to staff turnover and reassigned workloads.

- Tingelstad moved to approve the 2013 Moore Lake Stormwater Retrofit Analysis Extension to June 30, 2013, and authorize the Chair’s signature. Lindahl seconded the motion. All ayes, motion carried.

**Q. 2012 ACD Annual Report & 2013 Annual Plan**
Lord provided a copy of the 2012 ACD Annual Report and 2013 Annual Plan stating that the BWSR Biennial Budget Request meets the qualifications as the SWCD annual plan but felt that if the District sends out notices to legislators about the annual report that an updated 2013 Annual Plan should also be posted to the website. Board members will review the annual plan and email Lord updates before the next meeting.

- Tingelstad moved to accept the 2012 Annual Report and post the 2013 Annual Plan to the website as a draft. Nass seconded the motion. All ayes, motion carried.

**R. Suite 400**
The Board reviewed an email from a potential tenant interested in suite 400 outlining their desired terms of the lease. The Board discussed the various term options and decided on a two-year lease that increases the second year.

- Tingelstad moved to authorize Truchon and Lord to negotiate a two-year lease with Robert Swedeen and Dale Seiler of Einstein SEO and authorize the Chair’s signature. Lindahl seconded the motion. All ayes, motion carried.
S. ACD Brochure Request for an Educational Event
Komec stated that she is involved with her employer Medtronic “Earth Day” event and inquired about getting copies of the *Water Smart* and *Landscaping for Wildlife* brochures for the event.
- Lindahl moved to provide Komec with up to $25 in the brochures. Nass seconded the motion. All ayes, motion carried

T. Anoka County Parks 50th Anniversary
Truchon presented the Anoka County Parks 50th Anniversary Brochure and suggested we send a letter or card of congratulations.
- Tingelstad moved that ACD send a card or letter congratulating the Anoka County Parks on their 50th Anniversary. Lindahl seconded the motion. All ayes, motion carried.

The Board discussed the FYI meetings and dates.

**FYI / Meetings / Dates**
- ACD Tree Sale April 27th Anoka County Fair Grounds
- Metro Conservation District Meeting, May 29th, Earle Brown Dr. Brooklyn Center
- Set Finance Committee Meeting for 2014 Budget

- Lindahl moved to adjourn at 6:53 pm. Tingelstad seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

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

Old Business
NA

New Business-Action Items
F. Suite 200 Hedberg 30 – day notice
G. Suite 100 Trent Peterson (Genuine Therapy) 3 year lease renewal
H. URRWMO 2013 Monitoring Contract
I. Conservation Corps MN Agreement
J. Anoka Dam Modifications as Asian Carp Barrier
K. Martin Typo Carp Barriers ECP Grant Application
L. 2013 Annual Plan

New Business-Informational Items
M. 2013 Ag Preserves Awarded Funds
N. High School Envirothon Oral Presentation Judge
O. How Can We Improve Civic Engagement?
P. Consultants to Assist SWCDs

Additions
Q. Geldaker Cost Share Grant Application – Mississippi River
R. Monitoring Well Purchase Request
S. Anoka Nature Preserve Easement
T. Agreement with HCD & the City of Independence for Sarah & Independence Lakes SRA

FYI/Meetings and Dates
• Regular ACD Board Meeting May 20th 1318 McKay Drive Ham Lake Office
• Metro Conservation District Meeting, May 29th, Earle Brown Dr. Brooklyn Center
• ACD Tree Sale April 27th Anoka County Fair Grounds
• Set up Finance Committee Meeting for 2014 Budget
• 2013 Leadership Series
• MASWCD call for resolutions
• Distribution of Supervisor Correspondence
Board Meeting Minutes
Date: April 15, 2013
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

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

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

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

Regular Agenda (Approval of April Agenda)
- Komec moved to approve the April agenda with the following additions (Q) Geldaker Cost Share Grant Application (R) Monitoring Well Purchase Request (S) Anoka Nature Preserve Easement (T) Agreement with HCD and the City of Independence for Sarah and Independence Lakes SRA (U) Watershed Updates (V) Area IV Updates.
  Tingelstad seconded the motion. All ayes, motion carried.

A. Approval of March Meeting Minutes
- Nass moved to adopt 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. Upon review of Lord’s report, Nass mentioned that she was disappointed that the Beach property buildings can’t be burned down because of the environmental concerns and that the District will have to pay to have the buildings torn down. Tingelstad inquired about the Hennepin Conservation District (HCD) dissolution bill. Lord replied that he believed it had not yet made it to the floor. Truchon inquired about the wetland banking call Lord received from Ray Jordan. Lord provided further detail about the wetland-banking program and pointed out the Jordan property on the map. There was further discussion about the BWSR Wetland Banking Program.

Upon review of Water Resource Specialist, Jamie Schurbon’s report, Tingelstad stated that he was pleased that LCCMR funds are being pursued for the Anoka Dam modifications needed to make it a more effective barrier against Asian carp.

Upon review of Conservation Specialist Mitch Haustein’s report, Tingelstad stated that he is pleased that the Minnesota Erosion Control Association Seminar went well.

Upon review of Wetland Specialist Aaron Diehl's report, Truchon brought attention to Diehl’s site visit at Aquatore Park in Blaine. Lord explained that the parkland was cleared for a ball field prior to a wetland delineation being completed, making a delineation very difficult and
likely much more expensive for the city than it should have been. Truchon brought attention to the DNR natural heritage data stating that rare species are listed within the DNR website. Lord explained the Kemotoko violation in East Bethel stating Diehl has made contact with the Kemotoko’s since his activity report was generated.

Monte distributed her report and gave program updates. Monte informed the board that the NRCS and Sherburne SWCD are working with producers on having a cover crop demonstration in Sherburne County. There was further discussion about cover crops. Komec mentioned that she used buckwheat as a cover crop and it seemed to work pretty well.

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

D. Approval of April Bills (covered after item V)
   • Nass moved to approve electronic payments EP102 – EP105 along with check numbers 12436-12463. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
   The Board reviewed and discussed the legislative information provided by the MASWCD.

Old Business
   NA

New Business – Action Items

F. Suite 200 Hedberg 30-day notice
   The Board reviewed an email from Suite 200 tenant Brandon Hedberg giving his 30-day notice. Berkness mentioned that she spoke with Hedberg a few days earlier and he did not have everything finalized with his new lessee. Lord explained the month to month arrangement stating that the suite is posted for lease and if there is interest the District will lease it out for an extended period which is preferred over month to month.

G. Suite 100 Trent Peterson (Genuine Therapy) 3 year lease renewal
   The Board reviewed the 3-year lease renewal for suite 100. Berkness explained that current tenant Peterson, is out of the country but agreed to the terms and will sign as soon as he gets back. Lord explained the modification made to the lease.
   • Tingelstad moved to authorize the 3-year lease renewal with Trent Peterson of Genuine Therapy beginning August 1, 2013. Lindahl seconded the motion. All ayes, motion carried.

H. URRWMO 2013 Monitoring Contract
   The Board reviewed the 2013 Monitoring and Management contract with URRWMO.
   • Nass moved to enter into the agreement with the URRWMO for 2013 Monitoring and Management. Komec seconded the motion. All ayes, motion carried.

I. Conservation Corps Agreement
   The Board reviewed the Conservation Corps Agreement
   • Tingelstad moved to enter into the agreement with the Conservation Corps of MN and
Iowa project number 18063-501 and authorize the Chair’s signature. Lindahl seconded the motion. All ayes, motion carried.

J. Anoka Dam Modifications as Asian Carp Barrier
The Board reviewed a memo prepared by Schurbon requesting authorization of signature from ACD on the letter of support for modifying the Anoka Dam to serve as a more effective Asian carp barrier, discussed within the activity report section.

- Tingelstad moved to authorize a signature from the ACD on the letter of support for modifying the Anoka Dam to serve as a more effective Asian carp barrier. Nass seconded the motion. All ayes, motion carried.

K. Martin Typo Carp Barriers ECP Grant Application
The Board reviewed a memo prepared by Schurbon about funding for the Martin Typo Carp Barriers ECP Grant application.

- Tingelstad moved to authorize staff to apply for a DNR expedited Conservation Partners Legacy grant for one carp barrier in the Island-Martin –Typo Lake chain. The maximum application shall be $50,000 and authorize 10% matching fund from the ACD in the form of either in-kind hours or cash already secured. Nass seconded the motion. All ayes, motion carried.

L. 2013 Annual Plan
The Board reviewed the modifications to the annual plan. Lord explained that Komec gave him grammatical updates which he will integrate and inquired with Truchon if she was satisfied with the updates she provided that were incorporated. Truchon stated she was pleased.

- Nass moved to approve the 2013 annual plan with minor modifications. Komec seconded the motion. All ayes, motion carried

Business-Informational Items
M. 2013 Ag Preserves Awarded Funds
The Board reviewed material about the 2013 Ag Preserve funds awarded to ACD for $19,255. Lord provided a breakdown pointing out that the entire $4,000 in cost share funds are proposed to be used for the Geldaker property covered later on the agenda.

N. High School Envirothon Oral Presentation Judge
The Board reviewed an email from Schurbon inquiring if a board member was interested in serving as oral presentation judge for the High School Envirothon. Truchon stated that she did it last year and really enjoyed it and would do it again if no one else could. Comments were made that Truchon’s enthusiasm makes her a perfect fit for the role.

O. How Can We Improve Civic Engagement
The Board reviewed an email from the White House about how to improve civic engagement. The Board further discussed.

P. Consultants to Assist SWCDs
The Board reviewed information from the MASWCD about Consultants to assist SWCDs. Komec commented that ACD already does everything outlined within the information. Truchon stated that the information would benefit the Area IV Association. There was further discussion that it would be helpful if Area IV provided training on the topics.
Q. Geldaker Cost Share
The board reviewed a water quality cost share request and corresponding material prepared by Lord for a lakeshore restoration on the Mississippi River in Ramsey. Lord explained that Zwonitzer had worked with the landowner last year and provided a breakdown of the funding for the project.

- Nass moved to encumber cost-share funds totaling $7,177.88 for the Terry Geldaker riverbank stabilization project from the following sources: Lower Rum River WMO ($1,431.20), Ag preserves Backyard Conservation ($1,711.31), Ag. Preserve Water Quality ($35.37) and Ag Preserves Natural Resource Conservation ($4,000). Komec seconded the motion. All ayes, motion carried.

R. Monitoring Purchase
The Board reviewed a memo prepared by Schurbon requesting permission to purchase 18 WL40 devises needed for monitoring from Frank Svoboda. Lord explained that Svoboda is a long time wetland consultant. The WL40s may not all work but are quite expensive to purchase new so even if 9 work out of 18 it is a great deal.

- Nass moved to authorize payment to Frank Svoboda for 18 WL40 monitoring wells and accessories. Lindahl seconded the motion. All ayes, motion carried

S. Anoka Nature Preserve Easement
The Board reviewed an email to Chris from Greg Lee, City of Anoka Public Services Director, about proposed amenities for an upscale future development west of the Anoka Library. The Board also reviewed the housing development plan. There was further discussion about the possible improvements. The Board decided that the situation warrants an Operations Meeting.

T. Agreement between ACD and HCD along with the City of Independence for SRA
The Board reviewed the agreement with HCD and the City of Independence. Lord further explained the agreement stating HCD would bring Metro Conservation District Assessment funds to the table. In addition, the City of Independence will contribute just under $10,000. There has already been modeling completed in the watershed so this effort will focus on practice opportunity identification and edge of field benefits modeling. Lord explained that Three Rivers Parks would build installed practices into their existing models. Lord noted that there is a huge problem at some monitoring points because of the spread of manure on frozen ground, resulting in nearby tributaries with 3500 micrograms of phosphorus per liter. There was discussion about why Minnesota Pollution Control would not step in. Nass questioned if this was symptomatic of defunding the SWCD. There was further discussion about what can be done about the manure management issue. The consensus of the Board is that they are happy ACD can help with the project.

- Nass moved that we enter into Agreement with the HCD and the City of Independence for the City of Independence – Sarah and Independence Lakes Subwatershed Retrofit Analysis. Komec seconded. All ayes, motion carried.

The Board discussed the FYI information provided, particularly the announcement for the 2013 Leadership Training series. There was some confusion whether it was for alumni or for new members. Berkness was asked to check into it.

The Board reviewed the MASWCD call for Resolution announcement and decided to refer it
to the Operations Committee.

FYI / Meetings / Dates

- ACD Tree Sale April 27th, Anoka County Fair Grounds
- Metro Conservation District Meeting, May 29th, Earle Brown Dr., Brooklyn Center
- MASWCD Metro Area Meeting, hosted by Carver June 13th
- MASWCD Leadership Registration due by July 15th

- Tingelstad moved to adjourn at 7:02 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
Regular Agenda (Approval of Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of April Financial Reports
D. Approval of May Bills
E. Legislative Updates

Old Business
F. Finance Committee Meeting - Budget
G. Operations Committee Meeting:
   • ANP new development amenities
   • MASWCD Call for Resolutions
   • Sand Hill Crane Natural History Area
   • Ground Water

New Business-Action Items
H. 2013 Monitoring and Management Work Plan for CCWD
I. Mississippi WMO Work Contract
J. Amendment to the URRWMO Monitoring and Management Contract
K. Amendment to the SRWMO Monitoring and Management Contract
L. MACD Area 4 Dues
M. MASWCD Leadership Series
N. Software Quotation for ArcGIS
O. Client Engagement Letter to Cover Filing of Patent Application
P. Authorize MCC Crew to Drive Work Vehicles
Q. Lifetime Conservationist – Lyle Bradley

New Business-Informational Items
R. Watershed updates

Additions
S. CCWD Amendment to the 2013 Monitoring and Mgmt. Work Plan
T. 2013 Fee Schedule Change
U.
V.

FYI /Meetings and Dates
• Phase III Soils Training June 6 at the Sibley County Courthouse, 400 Court Ave, Gaylord
• MASWCD Metro Area IV June 13th Meeting hosted by Carver SWCD – bring 30 copies of resolutions
• Regular ACD Board Meeting June 17th 1318 McKay Drive Ham Lake Office
• 2013 Leadership Series Deadline July 15, 2013
• Distribution of Supervisor Correspondence
• **Set up Personnel Committee Meeting**
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karla Komec, Supervisor  
Karl Tingelstad, Supervisor (arrived at 5:10pm)

Others Present: Chris Lord, District Manager  
Kathy Berkness, Administrative Assistant  
Mark Peterson, Friends of the Rum River (departed 6:07 pm)  
Crystal Paumen, Associate Planner for the City of Anoka (departed 6:07 pm)  
Dean Hanson, Hanson Builders (departed 6:07 pm)

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

Regular Agenda (Approval of May Agenda)

- Komec moved to approve the May agenda with the following additions (S) CCWD Amendment to the 2013 Monitoring and Management Work Plan (T) 2013 Fee Schedule Change. Nass seconded the motion. All ayes, motion carried.

A. Approval of April Meeting Minutes

- Nass moved to adopt the April Meeting Minutes. Lindahl seconded the motion. Berkness noted a change in section D noting a change in check number ending in 12462 to 12463 a last minute check to Frank Svoboda. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed. In review of the report Truchon questioned where new Water Resource Technician, Kris Guentzel’s report is. Berkness stated that she knew he completed the report but must have inadvertently omitted it and agreed to email it to everyone.

C. Approval of the April Financial Reports

- Nass moved to approve to the April financial reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval of May Bills (covered after item Q)

- Nass moved to approve electronic payments EP-106 along with check numbers 12464-12496. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates

The Board reviewed and discussed the legislative information provided by the MASWCD. Lord stated that the HCD dissolution passed the House and Senate. Tingelstad suggested following up with the Governors Legislative aides to have it vetoed. Lord replied that the HCD Supervisors are likely doing this.
Old Business
F. ACD Finance Committee Meeting, Thursday May 16, 2013 (covered after the item G)

2013 Budget Update
Nass explained that 2013 is proving to be a very good year. Nass stated that the 2013 budget presented included all current contracts but no speculative work, a $.50/hr raise at six month anniversary for Kris and Andrew, purchase of another vehicle, and allocation of $13,000 toward the purchase of a new copy machine in 2014. Nass added that the committee recommended doubling the deposit into the property maintenance fund and accelerating retirement of the ACD mortgage debt.

- Nass moved to approve the 2013 budget update as presented. Komec seconded the motion. All ayes, motion carried.

Funds for Compensation Adjustment
Nass explained the Committee discussed wage adjustment considerations in the context of the wage plan adopted last winter and incorporated into ACD’s Handbook. Several scenarios were reviewed that would achieve various percentages or identified target wages.

- Tingelstad moved to authorize funds sufficient to achieve 88% ($42,816 total over 2013 and 2014) of target compensation for wage adjustments in July 2013 with the Personnel Committee to recommend individual employee allocations. Lindahl seconded the motion. All ayes, motion carried.

2014 Budget
The Board reviewed notes regarding the 2014 budget.

- Retaining existing staff in their current positions
- Securing a seasonal employee through the MCC apprenticeship program
- A speculative SRA contract with CCWD valued at $15,000 ($56,600 in 2013)
- A speculative BMP Installation Oversight contract with CCWD valued at $19,820 ($45,700 in 2013)
- Increase in benefit contribution effective January 2014 to keep pace with rising health insurance costs ($130/month for family, $65/month for single, $50/month for opt-out)
- No SRAs with MWMO (although likely to have one)
- No SRAs funds through MetroCD (although likely to receive some)
- No Project Installation Funds associated with unsecured grants, which is very conservative.
- Purchase of a copy machine using designated funds.
- Shows a total shortfall of $14,851.
- The 2014 budget does not incorporate wage adjustments anticipated to occur in July 2013.

The $14,851 proposed county budget request increase equates to a 10% increase from the County but only 3% of our operating budget.

- Nass moved to recommend the 2014 Budget as presented. Lindahl seconded the motion. All yes, motion carried.

Accelerated Debt Retirement

- Nass moved to recommend utilizing $2000/month in addition to the ACD monthly mortgage payment to pay down the principle of the mortgage to begin in June 2013 when the July payment is made. Lindahl seconded the motion. All ayes, motion carried. Year-end finances will be evaluated in December to determine if an additional lump sum payment would be appropriate.
G. Operations Committee Meeting, Wednesday May 15, 2013

Anoka Nature Preserve (ANP) Area Development Amenities and Bank Grading

Introductions were made with Peterson, Pauman and Hanson stating they were attending with interest related to the Anoka Nature Preserve and Rum River Heights Development. Lindahl provided a recap of the Operations Committee discussion regarding a plan to create a mid-slope terrace that could accommodate the trail with slopes that include native vegetation. Peterson questioned if the project would involve the clear cutting of trees and expressed his frustration with this practice so homeowners in the new development could have a view of the river. Lord clarified that any project approved by ACD would be in the context of the conservation values of the easement which includes water quality, recreation, education, wildlife, scenic and shoreland restrictions, and not for the benefit of the properties in the new development. A project that is consistent with the conservation values and benefits the new properties with the developer and city as a partner may well emerge and be implemented, however, because it is everyone’s mutual interest. Lord explained that after review of the bank condition, the committee members concurred that bank failure is imminent without efforts to stabilize the toe of the slope and that this development project not only creates an urgency, but also an opportunity to address this issues. But for the development project, bank stabilization efforts could probably wait a couple more years, but once the homes are built, site constraints will make future projects much more costly and design solutions more constrained. At the same time, development of the site will provide cost effective access to earth and tree moving equipment as well as the free disposal of soil removed from the banks. Lord clarified that MN DNR was opposed to bank work and is of the opinion that bank failure is not imminent. Hanson provided a plan set to the Board and Lord pointed out the project area. Hanson explained that he wants happy neighbors and that there may be $100,000 allocated for the bank stabilization effort. Peterson explained that it is important to communicate the plans to the public. Nass asked for input from Pauman. Pauman explained that project plans will be reviewed by the planning commission in June, and then passed on to the City Council noting that the city is taking into account the rules of the conservation easement. She explained that she is attending the ACD meeting to listen and gather information. Truchon offered her opinion stating that this can be a win-win situation for conservation if the right plan is implemented.

- Lindahl moved to direct Lord to work with the developer and city to devise a plan for a tiered mid-slope trail and native vegetation with toe-slope stabilization measures to ensure long-term bank stability as a practice consistent with the conservation values of the property. Tingelstad seconded the motion. All ayes, motion carried.

The Board discussed the fishing dock and Lord explained that the operations committee concurred that ACD’s jurisdiction was limited to the conservation easement so the only question is whether or not the trail and public dock are consistent with the conservation values provided that the publically accessible dock be stored outside of the easement in the off season. Pauman verified that any dock would be stored off-site if the project were to occur.

- Lindahl moved to authorize a publically accessible dock to be stored outside of the easement in the off-season as consistent with the conservation values of the easement. Tingelstad seconded the motion. Further clarification that ACD has no jurisdiction over whether or not restricted access boat slips are attached to the dock since that is not within the conservation easement. The matter of permanent dock lighting within the easement area was not discussed as it is clearly prohibited in the
easement documentation. All ayes, motion carried.

Peterson, Paumen and Hanson dismissed themselves from the meeting and thanked the Board at 6:07 pm

MASWCD Resolutions
Lord explained that since MASWCD has non-profit status they may be able to provide their members with access to some purchasing programs through cooperatives not available to for-profit or government entities.

- Tingelstad moved the 2013 MASWCD Resolution for 501(c) (3) purchasing program. Lindahl seconded the motion. All ayes, motion carried.

Sandhill Crane Natural Area Clear Cutting
Lord brought everyone up-to-date on the situation with the Sandhill Crane Natural Area. Lord explained that the MN DNR acts as a steward of the MN School Trust lands and is obligated to maximize revenue to provide support to schools and that the trust was established when the state was formed and is written into the State’s Constitution. The DNR was criticized last year for not generating sufficient revenue for the Trust and so they are being more proactive than in recent years. Trust lands typically generate revenue by being sold, through mineral, aggregate or timber sales, or through leases to private users for agriculture or recreation. Some properties are classified as non-revenue generating for natural resource protection reasons and the Trust must be compensated for these. All revenues received, less administrative fees, are deposited into the Permanent School Trust and the interest is used to help fund schools. The DNR’s plan to clear-cut 100 acres of mature oak forest is anticipated to result in a deposit that would bring the Trust approximately $600/year in interest. Lord stated that on Friday he met with representatives of the MN DNR, School Trust, Anoka County, MPCA and City of East Bethel. The meeting went well and there seems to be interest on all sides to find a mutually agreeable solution that compensates the Trust, while respecting the position of local entities and residents. To ensure that all parties agree on the current condition of the forest land a group tour of the site will be arranged in the coming weeks. While a short-term strategy to compensate the Trust to prevent the clear cutting is the highest priority, a long-term plan to transfer ownership of these lands out of the Trust needs to be pursued. Doing so would allow management of the SCNA in a way that creates a much more valuable public asset.

- Lindahl moved to direct Lord to work with stakeholders to preserve the ecological integrity of the SCNA and prevent the clear-cutting proposal. Nass seconded the motion. All ayes, motion carried.

Groundwater
Lord mentioned that Groundwater stewardship is listed as a priority in ACD’s Comprehensive and Annual Plan and has become a very visible issue, due in part to the Met Council predicted shortages by 2030 and White Bear Lake water levels. Lord brought attention to the legislative information outlining funds for the US Geologic Survey for the White Bear Lake issue and indicated that it would be beneficial to get Schurbon, Water Resources Specialist, at the table representing Anoka County.

Moved to Item F to cover finance committee meeting

New Business –Action Items
H. 2013 Monitoring and Management Work Plan for CCWD
The Board reviewed the monitoring and management work plan with CCWD for 2013. Lord explained that there is an agenda item amending the agreement approved by CCWD further down on the agenda but should be handled separately.

- Komec moved that we enter into agreement with CCWD for the Monitoring and Management Work Plan for 2013. Lindahl seconded the motion. All ayes, motion carried.

I. Mississippi WMO Work Contract
The Board reviewed a professional Services Agreement with the Mississippi WMO.

- Tingelstad moved that we enter into agreement with the Mississippi WMO for $1,340. Nass seconded the motion. All ayes, motion carried.

J. Amendment to the 2013 URRWMO Monitoring and Management Contract
The Board reviewed the amendment to the URRWMO Monitoring and Management Contract, which includes website operations, and migration to a new host.

- Tingelstad moved to approve the amendment to the 2013 URRWMO contract for services. Lindahl seconded the motion. All ayes, motion carried.

K. Amendment to the 2013 SRWMO Monitoring and Management Contract
The Board reviewed the amendment to the SRWMO Monitoring and Management Contract, which includes website operations, and migration to a new host.

- Lindahl moved to approve the amendment to the 2013 SRWMO contract for services. Tingelstad seconded the motion. All ayes, motion carried.

L. MACD Area 4 Dues

- Tingelstad moved to approve paying the MACD Area IV dues for $225. Nass seconded the motion. All ayes, motion carried.

M. MASWCD Leadership Series
The Board reviewed a MASWCD Leadership schedule for 2013 and 2014. Truchon stated she felt the program was beneficial and asked Berkness, a leadership graduate, how she felt. Berkness stated she learned a lot from the program and was glad she had the opportunity to attend. There was discussion about who to send.

- Tingelstad moved to authorize paying $4,600 to send Nass and Haustein to the 2013/2014 Leadership Training. Komec seconded the motion. All ayes, motion carried.

N. Software Quotation for ArcGIS
The Board reviewed quotation for ArcGIS for desktop and Spatial Analyst. Lord explained that another license was needed in addition to the spatial analyst component needed to capitalize on the LiDAR tool.

- Lindahl moved to approve $3,396.56 for the Desktop ArcGIS and the ArcGIS Spatial Analyst. Tingelstad seconded the motion. All ayes, motion carried

O. Client Engagement Letter to Cover Filing of Patent Application
The Board reviewed letter to Chris Lord from Terra Nova Patent Law, PLLC about the filing of the patent. Lord provided a breakdown of expenses.

- Komec moved that we pay the necessary fees and approve the engagement letter.
Anoka Conservation District Regular Board Meeting May 20, 2013

Lindahl seconded the motion. All ayes, motion carried.

P. Authorize CCMI Crew to Drive Work vehicles
Lord explained that CCMI Apprentices are prohibited from using their own vehicles and ACD’s handbook only allows employees and supervisors to use ACD vehicles. Lord went on to explain the DNR completes driving record checks on all apprentices and only hires those eligible to drive State vehicles but is awaiting copies of the information.
- Nass moved to authorize CCMI Apprentices who have passed the DNR driving record check to drive ACD vehicles for district business. Komec seconded the motion. All ayes, motion carried.

Q. Lifetime Conservationist – Lyle Bradely
The Board discussed that it would be a nice to honor Lyle Bradley in some way for being an ACD Lifetime in Conservation award winner. There was discussion about the various ways to honor Bradley. Truchon suggested correlating it somehow with the Anoka Nature Preserve project as Bradley helped get it established, suggesting a bench on the trail or a kiosk. Lindahl suggested that it would need to be close to the trail-head to deter vandalism. Nass stated it is a great idea because Bradley worked for Anoka High School.

Business-Informational Items
R. Watershed Updates
Lindahl attended the CCWD Advisory Committee Meeting stating they are finalizing their budget. Truchon stated she attended the RCWD Citizen’s Advisory Committee and they approved two rain gardens.

Additions
S. CCWD Amendment to the 2013 Monitoring and Management Work Plan
The Board reviewed the amendment to the work plan. Lord explained that the $12,447 reduction was due to a shift from ACD staff overseeing the installation of many rain gardens to ACD identifying fewer projects in a different area. This shift was necessitated because the roads in the neighborhood that ACD originally was going to work in will be getting resurfaced this year and installing rain gardens at the same time would likely cause damage to the new road surface, the repair of which would make the project no longer cost-effective.
- Tingelstad moved to approve the amendment to the 2013 CCWD Monitoring and Management which includes a reduction of $12,447 and authorize the Chairs Signature. Komec seconded the motion. All ayes, Motion carried.

T. 2013 Fee Schedule Update
The Board reviewed the updates to the fee schedule related to the wetland services. Lord explained that Aaron has been receiving an overabundance of calls referred from local governments. Changing the fee schedule to charge for some of the services might help reduce the frequency with which residents are referred to ACD.
- Tingelstad moved to approve the updates to the 2013 fee schedule. Lindahl seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
- MASWCD Metro Area Meeting, hosted by Carver June 13th
- MASWCD Leadership Registration due by July 15th
The Board reviewed the meetings and dates. Truchon stated she was prepared to be a presentation judge at the Envirothon and was disappointed that she received a call that she did not need to come due to the winter storm.

The Board reviewed the soil training information and inquired if anyone wanted to attend. No one replied.

The Personnel Committee decided to meet on June 11th at 4:00 with Tingelstad as alternate for Nass who will be on vacation.

- Tingelstad moved to adjourn at 7:26 pm. Lindahl seconded the motion. All ayes, motion carried.
Anoka Conservation District
Supervisors Regular Board Meeting
Monday, June 17, 2013 5:00 PM

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

Old Business
F. Personnel Committee Meeting employee increases

New Business-Action Items
G. 2014 Ground Water Level Monitoring Agreements

New Business-Informational Items
H. Watershed updates
I. Area IV Meeting

Additions
J. Hedberg (Former Suite 200) Damage Deposit
K. Stitt Cost Share Application
L.
M.
N.
O.
P.
Q.
R.
S.

FYI /Meetings and Dates
• Regular ACD Board Meeting July 15, 5pm 1318 McKay Drive Ham Lake Office
• 2013 Leadership Series signup Deadline July 15, 2013
• Metro Conservation District Meeting August 28 Earle Brown Tower Brooklyn Ctr
• Distribution of Supervisor Correspondence
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Karla Komec, Supervisor  
Karl Tinglestad, Supervisor  

Members Absent: Vici Nass, Treasurer  

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

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

Regular Agenda (Approval of June Agenda)  
- Komec moved to approve the June agenda with the following additions (J) Hedberg Damage Deposit (K) Stitt Cost Share Application. Tingelstad seconded the motion. All ayes, motion carried.  

A. Approval of June Meeting Minutes  
- Lindahl moved to adopt the May 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 review of Wetland Specialist, Aaron Diehl’s report, Lindahl questioned if ACD could create a video or a fact sheet to help address some of Diehl’s many WCA calls. Lord stated that most of the WCA calls are site specific and so do not have clear-cut answers. Diehl is learning that not everything can be streamlined and each situation needs to be reviewed case-by-case. Diehl is very tuned-in to creating a more efficient process and with another year under his belt he’ll be better equipped to effectively accomplish it.  

Truchon made comment that Conservation Specialist, Mitch Haustein, gave a great presentation at the Rice Creek Watershed District (RCWD) Citizen Advisory Committee Meeting on the Moore Lake Storm Water Retrofit Assessment. Truchon made comment about a RCWD rain garden that is not draining properly.  

Upon review of Lord’s report, Truchon suggested that Lord pursue a quote for a bench that ACD would like to have dedicated to Life Time in Conservation award winner, Lyle Bradley, to be positioned at the Anoka Nature Preserve area. Bradley’s conservation efforts helped get the Anoka Nature Preserve Area established so a dedication bench in the area makes sense.
Monte distributed her report and gave an update on many NRCS programs.

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

D. Approval of June Bills (covered after item K)

E. Legislative Updates
   The Board reviewed and discussed the legislative information provided by the MASWCD.

Old Business
F. Personnel Committee Meeting – Wage Adjustments
   Komec provided an update of the Personnel Committee Meeting stating the committee completed Lord’s mid-year evaluation and reviewed the competitive wage plan for employee increases. Lord explained the competitive wage plan and the tweaks that were made to it.
   - Komec moved to recommend wage adjustment in accordance with the competitive wage plan for staff with the following elements effective June 29, 2013 which expends $42,800 of the $42,816 in available funds;
     o Base pay increase of $1.00/hour for Berkness, Lord, Diehl, Schurbon and $2.00/hour for Haustein.
     o Standard performance ranking of 3.5 for all employees except the District Manager which is set at 3.65.
     o Proposed 89.1% of target wage.
   Lindahl seconded the motion. All ayes, motion carried.

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New Business –Action Items
G. 2014 Ground Water Level Monitoring Agreements
   The Board reviewed the DNR Ground Water Level Monitoring Agreement with the Department of Natural Resources for 2014.
   - Tingelstad moved to enter into agreement with the DNR for the 2014 Ground Water Level Monitoring Agreements and authorize the chair’s signature. Komec seconded the motion. All ayes, motion carried.
New Business –Informational Items

H. Watershed updates
Lindahl attended multiple Coon Creek Watershed District Meetings stating they are making some changes due to the Atlas 14 findings that MNDOT recently adopted. Lindahl stated that the CCWD completed a tour of the rain gardens which are coming along nicely. Truchon stated she attended the RCWD Citizen’s Advisory Committee Meeting commenting on Haustein’s presentation mentioned earlier in the minutes, stating he provided historical photos of Moore lake where it showed highway 65 development only half-way across the lake which was quite interesting. Haustein did a great job fielding questions. Truchon mentioned that the Committee does not meet in July.

I. Area IV Meeting
Truchon, Tingelstad and Komec gave an update about the Area IV Meeting and tour they attended given by Carver SWCD. All stated they were pleased with the tour and provided detail about the projects visited. There was discussion about the resolutions put through that did not pass. Truchon pointed out the difference in the Carver County Soil compared to the Anoka County soil stating that members were amazed when she stated Anoka County residents drinking water is mostly ground water. Tingelstad instructed Berkness to set up an Educational Committee Meeting sometime in July.

Additions

J. Hedberg (former suite 200) Damage Deposit
Lord stated that the lease outlines that the damage deposit must be distributed 21 days after a tenant lease expiration but unfortunately, there is a huge rust stain on the carpet. The Board agreed that upon the removal of the rust stain the damage deposit be disbursed to Hedberg, less the cost of stain removal.

- Lindahl moved to authorize delaying the damage deposit distribution to Brandon Hedberg until the stain is removed from the carpet in Suite 200. Tingelstad seconded the motion. Lindahl seconded the motion. All ayes, motion carried.

K. Stitt Cost Share Application
The Board reviewed a cost share application and corresponding material for a Lakeshore restoration project on Lake George for Alex Stitt. Lord explained the logistics of the project landowners involved.

- Komec moved to approve the cost-share grant for up to $1,135,50, from the Upper Rum River Management Organization cost share fund, and authorize the ACD Chair to execute the contract and operation and maintenance agreement with the property owners of 21123 and 21125 Old Lake George Blvd in Oak Grove. Lindahl seconded the motion. All ayes, motion carried.

The Board reviewed the FYI Meetings and Dates

FYI / Meetings / Dates
- StormCon 2013 Myrtle Beach August 18th – 22nd
- Low Impact Development Symposium, River Centre in St. Paul August 18th – 21st
- Set new employee six month review meeting before October Meeting
- Set up ACD Comprehensive Plan Meeting
Tingelstad stated that MASWCD was once again giving the Governance 101 Training. The Board discussed briefly and felt that a new supervisor would benefit from attending.

Lord stated that a Personnel Meeting would need to be set soon for the 6 month review of Andrew Dotseth and Kris Guentzel and that a Comprehensive Plan Meeting place and time would need to be set and that Berkness would be in touch with the Board.

Lord stated that he and office staff will be out in the field surveying rain garden sites in the Sand Creek neighborhood around University and 109th. Lord informed the Board that if they are interested in meeting on site to contact Berkness.

- Lindahl moved to adjourn at 6:27 pm. Tingelstad seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

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

Old Business
NA

New Business-Action Items
F. Delta Dental Renewal
G. Vacation request for Chris Lord.
H. Contract with Isanti SWCD for Managerial Services.

New Business-Informational Items
I. Watershed updates
J. Bench Estimates for honoring Lifetime Outstanding Conservationist

Additions
K. MASWCD Awards
L. Topics for the MASWCD Convention
M. Rum River Shores Development

FYI /Meetings and Dates
- StormCon 2013 Myrtle Beach August 18th – 22nd - Haustein
- Low Impact Development Symposium, River Centre in St. Paul August 18th – 21st Lord
- Regular ACD Board Meeting August 19, 5pm 1318 McKay Drive Ham Lake Office
- MASWCD Awards Due by August 22nd
- Metro Conservation District Meeting August 28 Earle Brown Tower Brooklyn Center
- Set new employee six month review meeting before October Meeting
- Set up ACD Comprehensive Plan Meeting
- Distribution of Supervisor Correspondence
Members Present: Mary Jo Truchon, Chair
Karla Komec, Supervisor
Jim Lindahl, Vice Chair
Karl Tingelstad, Supervisor
Vici Nass, Treasurer

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Jamie Schurbon, Water Resource Specialist (departed at 6pm)

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

Regular Agenda (Approval of July Agenda)
- Nass moved to approve the July agenda with the following additions (K) MASWCD Awards (L) Topics for MASWCD Convention (M) Rum River Shores Development. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of June Meeting Minutes
It was noted to show Nass as absent and also change the motion in item D be made by Truchon.
- Lindahl moved to adopt the amended June 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.

The Board reviewed Schurbon’s report where it outlined ACD did not get the expedited Conservation Partners Legacy (CPL) grant to do one stand-alone carp barrier. DNR suggested we apply for a larger CPL grant which would include all four barriers. Truchon questioned whether Schurbon felt ACD would get the larger grant. Schurbon replied that it is definitely not a sure thing, stating he was confident we would get the smaller grant but did not, and conveyed his concerns about the delays, resulting in rising project costs. When questioned how the local partners feel about the delay, Schurbon responded that he provides a project update when he receives calls and that partners are frustrated but patient.

Upon Review of the Rain Guardian activity outlined in Mitch Haustein, Conservation Specialists report, Lindahl questioned how the Pretreatment Turrets are functioning at the Lino Lakes Target site. Lord replied that some of the Turrets are plugging up too much and the filter fabric is being replaced with coarser screening. Lord explained the filtration issues in further detail.

Upon review of Andrew Dotseth, Water Resource Technician’s report, Truchon commented that she really liked the Milfoil article Andrew wrote about Ham Lake, published in a variety of
media sources.

Upon Review of Berkness’s Report Truchon questioned the check number 12517 for $1,290 outlined in her report that was sent to Terra Nova Patent Law but never received. Berkness explained that this was the second time this has happened stating that she verified the address and the post office called. Apparently the mail to the address is delivered to a secretarial pool but unfortunately not reaching the intended recipient nor is it returned to the ACD office. Berkness stated that this time it would be sent a different way, possibly fed ex or certified. Lord stated that we might opt to have one of the employee’s drop it off at The Terra Nova Office on their way home.

Upon review of Aaron Diehl, Wetland Specialists report, Truchon inquired about the wetland imagery Diehl is working on. Lord explained.

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

D. Approval of July Bills
   • Nass moved to approve electronic payments EP-109 – EP 110 along with check numbers 12539-12571. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
   Tingelstad questioned the status of the Hennepin Conservation District dissolution. Lord explained the timeline stating we probably will not hear anything until after the first of the year. Truchon stated that ACD should provide input during the comment period. Tingelstad informed the Board that the candidates are starting to come out for next year’s legislative race.

Old Business
   NA

New Business –Action Items
F. Delta Dental Renewal
   The Board reviewed the Delta Dental Renewal information for 2013/2014.
   • Tingelstad moved to approve the 2013/2014 Delta Dental renewal. Komec seconded the motion. All ayes, motion carried.

G. Vacation Request for Chris Lord
   The Board reviewed the vacation request for Chris Lord.
   • Nass moved to approve Lord’s vacation request for July 22nd – July 26th. Lindahl seconded the motion. All ayes, motion carried.

H. Contract with Isanti SWCD for Managerial Services
   The Board reviewed a contract with Isanti SWCD for Managerial Services. Schurbon explained that he interviewed for the Isanti SWCD District Manager position. Isanti SWCD expressed interest in hiring Schurbon, but after review of their financial standing, Isanti SWCD is not in position to offer a long-term full-time position and so as an alternative would like to contract with ACD for Schurbon to serve as their part time District Manager. Schurbon
advised that ACD is concerned about workload issues at this time, bringing attention to the contract, which only provide for one day each week in the beginning. Lord further explained the agreement stating that Isanti SWCD would be able to tap into and use the experience of all ACD employees, a definite advantage for them. The Board further discussed the disadvantages to ACD, in particular, the overwhelming workload employees are currently faced with. Nass explained her concern about the possibility that employees become overworked stating she does not want anyone to have a melt-down and leave. There was further discussion about hiring another employee and the logistics of this individual as there are office space limitations. Schurbon stated that if the Board approved, he would ease into the position slowly and outlined a timeline scenario. After a lengthy discussion, the consensus of the Board is that the Isanti SWCD Managerial partnership would be a win-win for conservation. Lindahl advised to have an early termination clause. The Board further discussed.

• Nass moved to authorized staff to prepare, and the Chair to execute, an agreement with ISWCD on behalf of ACD to provide ISWCD with operational assistance per the following parameters:
  o Compensation rate of $52 per hour
  o Time commitment of not less than 16 or more than 24 hours per week on average
  o Contract to expire at the end of 2013 with renewal to be evaluated in December 2013.
  Tingelstad seconded the motion. All ayes, motion carried.

New Business –Informational Items
I. Watershed Updates
Lindahl stated that he didn’t make it to the last meeting and the CCWD Citizens Advisory Committee does not meet until August. Truchon stated that the RCWD Citizen’s Advisory Committee did not have a July meeting. Lord provided detail about the RCWD rain gardens that are not draining. Lord explained that a well was placed in one of the non-draining rain gardens and after examination of the data; it appears that there is a bump in water elevation between 5am and 11am, which he believes, is attributed to a sprinkler system. Lord further explained that if it’s being filled all the time then this would never have a chance to drain properly. Lord stated that ACD was going to install putty to hopefully help divert some of the water further explaining the details. When questioned about how the landowners feel about the Rain Gardens, Lord stated that they are unhappy and want them taken out. ACD will continue to explore the situation and will not quit until the Rain Gardens are infiltrating properly.

J. Bench Estimate for Honoring Lifetime in Conservation Award Recipient
The Board reviewed a memo prepared by Berkness, outlining the price for three different stone benches, etching and a plaque. The board discussed the various options along with the possibility of using it for future “Lifetime in Conservation” recipients and the logistics of the bench. Nass suggested podiums with historical markings.

• Lindahl moved to explore the purchase of a stone bench and plaque not to exceed $1,300 upon the approval from the City of Anoka to be placed at the Anoka Nature Preserve site. Tingelstad seconded the motion. All ayes, motion carried.

Additions
K. MASWCD Awards
The board reviewed the MASWCD Award materials.

L. MAWCD Convention Suggestions
Truchon stated that the MASWCD sent an email looking for convention topics. After some discussion, it decided that the following items would make a great topic: Frac mining, Ground water aquifers, sulfide mining, WRAPP Progress, SWCD stable funding and the future existence of SWCDs. Berkness stated she would convey the items to the MASWCD.

M. Rum River Shore Development
Lord brought the Board up-to-date on the Rum River Shore Development stating he was contacted by a couple individuals from the “Friends of the Anoka Nature Preserve” stating they don’t feel like the project is in line with the terms of the easement stating he plans on attending the Anoka City Council meeting tonight at 7pm. Lord explained that there is a lot of frustration out there about this project along with the threat of lawsuits and some don’t feel like they have a voice. They do not see the riverbank as a stabilization threat and want to save the 100-year-old trees. Lord expressed his frustration, being pulled in different directions by both parties wanting him to be the project advocate. The Board further discussed but did not alter their previous decision.

Meeting and dates were discussed.

- Nass moved to adjourn at 6:43 pm. Tingelstad seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
- StormCon 2013 Myrtle Beach August 18th – 22nd
- Low Impact Development Symposium, River Centre in St. Paul August 18th – 21nd
- Set new employee six month review meeting before October Meeting
- Set Operation Meeting before October Meeting

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date
ACD SPECIAL BOARD MEETING 4:00 PM Wednesday, July 24, 2013
Anoka Conservation District 1318 McKay Drive NE Suite 300 Ham Lake, MN 55304

Agenda:

Assistant District Technician

Our approved budget includes a base wage of $12,720 for Matt Entinger to provide GIS and other assistance as an Assistant District Technician. We paid Matt $4522.50 in base wages before he took another full time position.

We still need a lot of help, particularly in the coming two months for SRA completion and grant preparation, and maybe some monitoring assistance.

Manager’s Request: I would like authorization to hire one or more Assistant District Technician(s) at up to $17.00/hour depending on qualifications and experience. Staying within our current budget, this would purchase 482 hours of staff time.

If we get an exceptional hire out of this process it may also give us a leg up on finding someone to help longer term as Jamie dedicates more time to Isanti SWCD management.
ACD SPECIAL BOARD MEETING 4:00 PM Wednesday, July 24, 2013

Anoka Conservation District 1318 McKay Drive NE, Suite 300 Ham Lake

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

Others Present: Kathy Berkness, Administrative Assistant

Chair Truchon called the meeting to order at 4:02 pm

Agenda:

The hiring of Assistant District Technician Position(s)

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

The Board reviewed the agenda prepared by District Manager, Chris Lord, which outlined that the ACD approved budget includes a base wage of $12,720 for Matt Entinger to provide GIS and other assistance as an Assistant District Technician. The ACD paid Matt $4,522.50 in base wages before he took another full time position. Also noted is the need for additional staff to finish all the tasks in 2013, particularly in the coming two months for Storm Water Retrofit Assessment completion and grant preparation, and maybe some monitoring assistance.

- Nass moved to authorize Lord to hire one or more Assistant District Technician(s) at up to $17/hour depending on qualifications and experience noting that staying with our current budget, this would purchase 482 hours of staff time. Tingelstad seconded the Motion.

The Board discussed the hiring of District Technician(s). All ayes, motion carried.

- Tingelstad moved to adjourn the meeting. Lindahl seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant

Approved by Mary Jo Truchon, Board of Supervisors Chair
Regular Agenda (Approval of Agenda)
A. Approval of Regular Board Meeting Minutes
B. Approve Special Meeting Minutes
C. Review of Staff Activity Reports and Programs
D. Approval of July Financial Reports
E. Approval of August Bills
F. Legislative Updates

Old Business
   NA

New Business-Action Items
G. Erickson Lake George Shoreline Restoration Approval for final Cost Share Payout
H. Damal Water Quality Cost Shore Application
I. Approve Volunteer Cooperator Gift
J. ACD Grant Applications
K. Rum River Shores Pond with Conservation Easement
L. MASWCD Awards
M. Service Agreement with RCWD for the Locke County Park Rain Garden

New Business-Informational Items
N. Watershed updates
O. The Friends of the Rum River 8th annual “Fun in the Rain or Sun” River Clean up
P. Request from Hennepin Conservation District Board

Additions
Q. 2013 EQIP
R.
S.

FYI /Meetings and Dates
• StormCon 2013 Myrtle Beach August 18th – 22nd - Haustein
• Low Impact Development Symposium, River Centre in St. Paul August 18th – 21nd Lord
• Set up Personnel Committee Meeting- 6 mo. reviews for new employees before Sept Board Meeting
• Regular ACD Board Meeting September 16, 5pm 1318 McKay Drive Ham Lake Office
• Set up Operations Committee Meeting before October Board Meeting
• Set up ACD Comprehensive Plan Meeting, after Operations Meeting – discuss location suite 200 if available?
• Set up Area IV Educational Committee Meeting – after or before the Operations Meeting
• Distribution of Supervisor Correspondence
• MASWCD Metro Area meeting November 14th at Cabelas in Rogers 9:30
• MASWCD District Funding Task Force
• Conservation Agriculture Round Table Sept 17th 11am – 4pm Holiday Inn in Lakeville
Truchon called the meeting to order at 5:00pm.

**Regular Agenda (Approval of August Agenda)**

Komec noted a grammatical change in item (O).

- Tingelstad moved to approve the amended August agenda with the following additions (K) 2013 EQIP. Komec seconded the motion. All ayes, motion carried.

**A. Approval of July Meeting Minutes**

Komec noted that item K of the minutes be updated from MAWCD to MASWCD

- Komec moved to adopt the amended July Meeting Minutes. Lindahl seconded the motion. All ayes, motion carried.

**B. Approve Special July 24 Meeting Minutes**

- Tingelstad moved to adopt the Special July 24, Meeting Minutes. Nass seconded the motion. All ayes, motion carried

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

Individual staff reports were reviewed and discussed.

Upon review of the Rice Creek Watershed District (RCWD) Rain Garden activity outlined in Chris Lord, District Manager’s report, Truchon paid a compliment to staff, stating she is pleased that employees work together so well to correct issues with the rain gardens until everything is satisfactory.

Upon review of Jamie Schurbon’s, Water Resource Specialist, Isanti SWCD activity report, Nass commented that she is really glad that ACD is able to help Isanti out and that Schurbon will likely gain more experience working in agriculture conservation.

Upon Review of Berkness’s activity report, she gave an update about the replacement check for $1,290, which was finally received by Mitchell Rossman, of Terra Nova Patent Law. The check sent to his home address instead of his office, because of delivery issues outlined in her July report.

Upon review of Andrew Dotseth’s, Water Resource Technician’s activity report, attention
brought to where he noted he received a handout from a homeowner on Minard Lake proposing to chemically treat the Lake. The Board discussed the situation. Truchon brought attention to the Rice Creek Watershed District (RCWD) Rain Garden filtration issue mentioned in Dotseth’s report stating the rain garden drainage problem was the result of a neighbors sump pump along with a sprinkler system.

Monte distributed her report and gave update on many NRCS programs.

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

E. Approval of August Bills (covered after item M)
- Nass moved to approve electronic payments EP111–EP112 along with check numbers 12572-12601. Tingelstad seconded the motion. All ayes, motion carried.

F. Legislative Updates
NA

Old Business
NA

New Business –Action Items

G. Erickson Lake George Shoreline Restoration Approval for final Cost Share Payout
The Board reviewed a final cost share request voucher, and corresponding material related to the Erickson Lake George Shoreline Restoration prepared by Schurbon.
- Lindahl moved to authorize a cost share grant payment of $137.97 to Robyn Erickson, including the $77.87 that was previously withheld and $60.10 for recent eligible expenses thus closing the grant. Nass seconded the motion. All ayes, motion carried.

H. Daml Cost Share Application for a Restoration Project on Lake George
The Board reviewed a cost share request and corresponding material prepared by Mitch Haustein, Conservation Specialist.
- Tingelstad moved to approve cost share grant for up to $690 from the Upper Rum River Watershed Management Organization cost share fund and authorize the ACD Chair to execute a contract and operations and maintenance agreement with the property owner of 2351 South Lake George Dr. NW in Cedar MN. Komec seconded the motion. All ayes, motion carried.

I. Approve Volunteer Cooperator Give
The Board reviewed a memo outlined by Berkness outlining three possible publications to offer volunteers and Cooperators to show appreciation. The publications outlined North County Cabin Cooking, Cooking with Wild Berries & Fruits and, Birds of the Midwest.
- Lindahl moved to approve the three publications as a gift choice of one book, to the Volunteers and Cooperators. Tingelstad seconded the motion.
Truchon suggested offering a book written by Darby Nelson about why Minnesota lakes are polluted. Monte stated that there is a great publication about the dragonflies in Duluth and offered to get more information. Berkness stated she would note both suggestions for next years’ gift giving. All ayes, motion carried.
J. ACD Grant Applications
The Board reviewed a memo prepared by staff outlining grant requests for programs accepting applications in the coming weeks. Berkness brought attention to the letter of support related to the Department of Natural Resources (DNR) Carp Barriers request, which needed approval in addition to the grant concepts outlined.

- Tingelstad moved to authorize staff to work with partners and to pursue the grant applications as outlined below in addition to approving the letter of support to the DNR for the Carp Barriers request and authorizing the Chairs signature. Nass seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>Project</th>
<th>Request</th>
<th>ACD Match</th>
<th>Other Match</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DNR Conservation Partners Legacy – 10% match</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin and Typo Lakes Carp Barriers- barriers 1, 2, and 3</td>
<td>$6,466 ACD in-kind</td>
<td></td>
<td>$5,715 eligible “pre-award” expenditures on project</td>
<td>This is a re-application for more dollars. Our previous grant was released.</td>
</tr>
<tr>
<td>DNR Conservation Partners Legacy – Expedited – 10% match</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin and Typo Lakes Carp Barriers – barrier 4</td>
<td></td>
<td>10% required.</td>
<td>Some of the above CPL match to be allocated to this application.</td>
<td>Including this 4th carp barrier with our regular CPL application would exceed the grant maximum award.</td>
</tr>
<tr>
<td>BWSR Clean Water Assistance – 25% match</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coon Lake Area Stormwater Retrofits</td>
<td></td>
<td>$25,000 Sunrise River WMO</td>
<td></td>
<td>SRWMO Board is contracting us to prepare this application.</td>
</tr>
<tr>
<td>RCWD Moore Lake New Pond</td>
<td>$45,000</td>
<td>$11,250 RCWD</td>
<td></td>
<td>This pond was identified in the 2013 Moore Lake SRA.</td>
</tr>
<tr>
<td>CCWD Oak Glen Creek New Pond (McGlynn’s)</td>
<td>$520,000</td>
<td>$267,000 City of Fridley and McGlynn’s</td>
<td></td>
<td>Re-application, need to see what hurt last round</td>
</tr>
<tr>
<td>Metro CD SWAs</td>
<td>$300,000</td>
<td>$75,000 MCD</td>
<td></td>
<td>Re-application, following previously successful application</td>
</tr>
<tr>
<td>RCWD Golden Lake Iron Enhanced Sand Filter and Rain Garden Network</td>
<td>$160,000</td>
<td>$40,000 RCWD</td>
<td></td>
<td>Re-application, 2012 application was unsuccessful</td>
</tr>
</tbody>
</table>

K. Rum River Shores Pond with Conservation Easement
The Board reviewed a memo prepared by Lord along with a Rum River Shores preliminary development map focusing attention on a proposed stormwater pond located within the southern-most portion of the conservation easement. The Board discussed and decided that the proposed pond within the conservation easement is consistent with the conservation values of the easement.

- Nass moved to approve the location of the pond as proposed with the conservation easement as consistent with the conservation values of the easement. Komec seconded the motion. All ayes, motion carried.

L. MASWCD Awards
The board reviewed MASWCD awards material and discussed the possible nominations.

- Nass moved to approve Coon Creek Watershed District (CCWD) as the 2013 Anoka
County Outstanding Conservationist and DC Randle as the MASWCD Teacher Award authorizing the Chairs signature. Komec seconded the motion. Tingelstad suggested offering honorable mention to the Rum River Shores developer. The Board agreed and suggested doing this next year when the project is in the final stages. All ayes, motion carried.

**M. Service Agreement with RCWD for the Locke County Park Rain Garden**
The Board reviewed a memo prepared by Haustein and Service agreement for the Locke County Park Rain Garden.

- Tingelstad moved to approve the service agreement between ACD and the RCWD for the Locke County Park Rain Garden Project, whereas the ACD will provide tasks and deliverables defined in Exhibit A of the grant agreement and authorize the Chairs signature. Komec seconded the motion. All ayes, motion carried.

**New Business – Informational Items**

**N. Watershed Updates**
Lindahl stated that at the last CCWD Advisory Committee meeting there was a budget revision because of a 30% increase due to the CCWD taking on portions of the Six Cities boundaries. Truchon stated that at the RCWD Advisory Committee Meeting that Mitch Haustein, ACD Conservation Specialist, spoke about the rain garden project and Matthew Kocian, RCWD Lake and Stream Specialist, provided an update on the state of the lakes. Truchon distributed Kocian’s report. Truchon provided an update on the Locke project and distributed a picture of the project location.

**O. The Friends of the Rum River 8th annual “Fun in the Rain or Sun” River Clean up**
The Board discussed the dates and time of the event. Nass expressed interest and offered a kayak to anyone interested and stated she would have three available if she and her husband decide not to participate.

**P. Request from Hennepin Conservation District Board (HCD)**
The Board reviewed a request to SWCDs by Hennepin Conservation Board from May 2013, requesting assistance in contacting BWSR board members to voice opposition about the elimination of HCD. The Board discussed and agreed that that ACD worked diligently at the capitol in opposition to this bill.

**Additions**

**Q. 2013 EQIP**
- Nass moved to approve the final EQIP plan with changes. Komec seconded the motion. All ayes, motion carried.

Meeting dates and times discussed resulting in a Personnel Meeting scheduled for September 11, at 4:00.

- Tingelstad moved to adjourn at 5:52 pm. Lindahl seconded the motion. All ayes, motion carried.
FYI / Meetings / Dates

- Personnel Committee Meeting, September 11, 2013 at 4:00 ACD Office
- Set up Operations Committee Meeting before October Board Meeting
- Set up ACD Comprehensive Plan Meeting, after Operations Meeting
- Set up Area IV Educational Committee Meeting – after or before the Operations Meeting

Prepared by Kathy Berkness, Administrative Assistant/Secretary

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

Committee Meetings
F. Personnel Meeting September 11th, Guentzel and Dotseth Six Month Review

Old Business
NA

New Business-Action Items
G. 2014 & 2015 BWSR SWCD Program & Operations Grant Agreement

New Business-Informational Items
H. MASWCD Tree Program Evaluation & Native Non Invasive Plants
I. Watershed updates

Additions
J. Area IV Educational Committee Meeting
K.
L.

FYI /Meetings and Dates
• Conservation Agriculture Round Table September 17th 11am – 4pm Holiday Inn Lakeville
• MASWCD District Funding Taskforce September 18, Stearns SWCD, 110 Second St. S Waite Park
• Set up Operations Committee Meeting before October Board Meeting
• ACD Board Meeting October 21, ACD Office 1318 McKay Drive NE, Suite 300 Ham Lake
• MASWCD Metro Area Meeting November 14th at Cabelas in Rogers 9:30
• Distribution of Supervisor Correspondence
• Geologic Atlas Workshop – Blain City Hall September 9am – 11am
Board Meeting Minutes  
Date: September 16, 2013  
Location: 1318 McKay Drive NE Suite 300  
Ham Lake, MN 55304

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

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

Truchon called the meeting to order at 5:20pm.

Regular Agenda (Approval of September Agenda)

- Komec moved to approve the amended September agenda with the following additions  
  (J) Area IV Educational Committee Meeting.  Tingelstad seconded the motion.  All  
  ayes, motion carried.

A. Approval of August Meeting Minutes

Komec noted a couple grammatical corrections.

- Tingelstad moved to adopt the amended August Meeting Minutes. Lindahl seconded  
  the motion.  All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Upon review of Conservation Specialist Mitch Haustein’s report, Truchon made comment that  
she loved the Rain Guardian tradeshow display. Lord explained that he and Haustein had a  
conference call with Convergent Technologies about a possible Rain Guardian partnership.  
Lord further discussed the advantages of such a partnership stating that the Rain Guardian  
would be represented at some very large tradeshows and through regional reps, which would  
help build national markets. The ACD’s challenge would be to meet the demand for products.  
Lord brought attention to the fact that the patent is official offering twenty years of protection.

Upon Review of Water Resource Technician Kris Guentzel’s report, Nass commented that he  
gave a wonderful Supervisor Training.

Upon review of Water Resource Specialist Jamie Schurbon’s report, Lindahl brought  
attention to the hours outlined in the Isanti and ACD report stating they were above-and-  
behind that of a normal work week and stated his concern that Schurbon become burned  
out. Lord stated that the hours outlined in the Isanti report were included in his total hours  
within his ACD report. Truchon questioned if his computer up and running. Lord explained  
that Schurbon ordered a new computer then later found out that it was not on the approved  
NRCS list. There was further discussion about the NRCS computer and software rules and  
regulations.
Upon review of District Manager Lord’s report, Truchon commented that she ran into Representative Jim Abeler, he communicated that he supports the ACD stance on the Rum River stabilization project and has fielded a variety of calls. Truchon suggested that Lord send Abler a write up about the project along with pictures and suggested sending the two pictures listed in his activity report. Tingelstad stated he was glad to see that the trees are not going to be cut down at the Sandhill Natural History Natural Area. Truchon questioned the Oak Glen Creek project. Lord provided a project update stating Wenck is doing most of the work explaining the project in more detail.

Upon review of Wetland Specialist Aaron Diehl’s report, Truchon brought attention to where he outlined about the tilling and clearing of a wetland in Blaine and questioned where it was located. Lord replied that he did not know but suggested Truchon email Diehl for more information. There was further discussion about a possible violation in St. Francis outlined in Diehl’s report.

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

D. Approval of September Bills
   • Nass moved to approve electronic payments EP113– EP115 along with check numbers 12602-12635. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
Tingelstad suggested thinking about legislative initiatives for next year, in particular stable funding. Lord stated that he and Lindahl are on the Minnesota Association of SWCDs District Funding Taskforce and that a meeting is set for the September 17th in St. Cloud. Lord mentioned that there is pressure by the City of Anoka to get a bonding bill for a carp barrier project at the Rum River Dam. This would be great initiative and a perfect advocate would be Schurbon, now with his Isanti SWCD ties. Lord stated Schurbon plans to attend the legislative tour in the morning.

Old Business
NA

New Business –Action Items
F. Personnel Meeting September 11th, Guentzel and Dotseth Six Month Review.
Komec provided an overview of the Personnel Meeting for Guentzel and Dotseth’s six month review stating that they are both doing well and happy with their jobs. Lord brought up the fact that Dotseth’s six-month review is a month premature but because the Board was meeting for Guentzel, it made sense to include Dotseth’s.
   • Komec moved to retain Andrew Dotseth as Water Resource Technician and end his probationary period and provide a $.50/hr pay increase effective October 19, 2013. Nass seconded the motion. All ayes, motion carried.

   • Komec moved to retain Kris Guentzel as Water Resource Technician and end his probationary period and provide a $.50/hr pay increase effective September 21, 2013. Nass seconded the motion. All ayes, motion carried.
G. 2014 & 2015 BWSR SWCD Program & Operations Grant Agreement
The Board reviewed the 2014 & 2015 BWSR SWCD Program & Operations Grant Agreement. Berkness stated that it used to be an annual grant but now spans two years. Unfortunately, the amount for 2015 is not known at this time.

- Nass moved to approve the 2014 & 2015 State of Minnesota Board of Water and Soil Resources SWCD Program and Operations Grant Agreement PO #3000003443 with the effective date of September 1, 2013 and expiration Date of December 31, 2016. Lindahl seconded the motion. All ayes, motion carried.

New Business –Informational Items
H. MASMCD Tree Program Evaluation & Native Non Invasive Plants
The Board reviewed a memo and resolution from the MASMCD about the tree program and the use of native non-invasive plants.

I. Watershed Updates
Lindahl stated that at the last CCWD Advisory Committee meeting there was a budget revision. Truchon stated that the RCWD Advisory Committee did not meet.

Additions
J. Area IV Education Meeting Minutes
Tingelstad distributed the Area IV Education Committee meeting minutes from the September 11th meeting that he typed up for the Board to review.

Meeting dates and times discussed resulting in an Operations Meeting on October 16th at 4:00. There was discussion about having another education committee meeting before the Operations meeting at 3:00. Nass suggested inviting Education Committee member Larry Goenner of the Sherburne SWCD before having another meeting without him. Berkness stated she would contact Larry.

- Komec moved to adjourn at 6:52 pm. Tinglestad seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
- Operations Committee Meeting, October 16, 2013 at 4:00 ACD Office
- Tentative Area IV Educational Committee Meeting October 16, at 3:00 ACD Office
- Set up ACD Comprehensive Plan Meeting, after Operations Meeting
- MASMCD Annual Convention December 1-3, Double Tree Bloomington, Area 7 hosting
Anoka Conservation District
Supervisors Regular Board Meeting
Monday, October 21, 2013 5:00 PM

4:30 RCWD Rain Garden Monitoring and Repairs – Andrew Dotseth

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

Committee Meetings

Old Business
NA

New Business-Action Items
G. MASWCD
   • Convention Information
   • Resolutions
   • Outstanding Conservationist & Outstanding Teacher Gifts
H. Mississippi WMO Professional Services agreement for Stormwater Retrofit Analysis
I. National Association of Conservation District Dues
J. Approve 2014 & 2015 Natural Resource Block Grant Agreement

New Business-Informational Items
K. Watershed updates

Additions
L. 2014 Blue Cross Blue Shield Renewal
M. Hennepin Conservation District Discontinuance and Transfer of Authority
N.
O.

FYI /Meetings and Dates
• Metro Conservation District Meeting Earle Brown Drive, Brooklyn Center 4:00 pm
• MASWCD Metro Area IV Meeting, November 14 , Cabela's in Rogers 9:30 am
• ACD Board Meeting November 18, ACD Office 1318 McKay Drive NE, Suite 300 5pm
• Minnesota Climate Change Conference – November 7, Science Museum 9am – 530pm
• MASWCD Convention December 1 – 3rd, Double Tree Hotel, Bloomington
• Distribution of Supervisor Correspondence
Board Meeting Minutes
Date: October 21, 2013
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

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

Others Present: Chris Lord, District Manager (departed at 6:15)
Kathy Berkness, Administrative Assistant
Mary Monte, NRCS District Conservationist

Members Absent: Jim Lindahl, Vice Chair

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

Regular Agenda (Approval of October Agenda)

- Tingelstad moved to approve the October agenda with the following additions (L) Blue Cross Blue Shield 2014 Renewal (M) BWSR Hearing Re: Hennepin Conservation District. Nass seconded the motion. All ayes, motion carried.

A. Approval of September Meeting Minutes

- Komec moved to adopt the September 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 review of District Manager Lord’s report, Komec inquired how the Beach property neighbor handled the "no-hunting" policy, outlined in his report. Lord responded that the neighbor understood.

Upon review of Water Resource Specialist Jamie Schurbon’s report, comments were made that he is really making progress as District Manager at the Isanti Conservation District; applying and receiving grants; networking and making local contacts. Nass stated that she was disappointed that Upper Rum River Watershed Management Organization (URRWMO) is planning to end the cost share program with ACD. Lord stated that the URRWMO is an underperforming WMO. They have put aside $1,000 annually in cost share funds for project installations for several years but the funds have not been used. This is because $1,000 is not enough funding for a project so ACD defers it to ‘save up’ until there is. Without projects being implemented with the cost share funds the URRWMO assumes ACD is sitting on the funds or that there simply is no need or interest in the program.

Upon review of Conservation Specialist Mitch Haustein’s report, Truchon questioned the GIS partial data download from the county and how often the data needs updating. Lord explained that ACD has a contract with Anoka County, which is not that expensive, and the information is updated every 3-6 months. Lord further explained that the county recently added soils, wetlands, natural communities and water bodies to their online mapping tool at
our request. While the interface isn’t quite as user-friendly as the one we had, it is nice that the information is out there and available to homeowners.

Upon review of Wetland Specialist Aaron Diehl’s report, Truchon questioned if the excavation of sedge meadow in Linwood is going to happen. Lord explained that WCA doesn’t prohibit clearing or excavating in high quality wetlands. It is challenging to encourage landowners to pursue natural resource sensitive alternatives when they have a vision of their project that is within the bounds of the law but deleterious to the resource. Lord stated he advised Diehl to identify the area of poorest quality and encourage the landowner to excavate there.

Upon Review of Water Resource Technician Andrew Dotseth’s report, Truchon commented that she was pleased with the supervisor training he prepared.

Monte distributed her activity report and provided an update. Monte provided Berkness with various publications to view and possibly use as a gift for next year’s volunteers and cooperators. Berkness thanked Monte and recorded the publication details.

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

D. Approval of October Bills (after item J)

E. Legislative Updates
Truchon shared with the Board an article in the Outdoor Newspaper about protecting unconnected wetlands and passed the article around for all to see. Tingelstad advised the Board that if they want to meet with legislators to do it before the holidays as their schedules get quite busy.

Committee Meetings
F. Operations Committee
Lord provided a brief update of the Operations Committee Meeting on October 16th, about the Comp Planning Strategy and outlined the timing of the Comp Plan and annual plan finalization. Lord pointed out that the Committee members suggested reaching out to stakeholders by a mass email to invite them to complete an online survey. Berkness will begin assembling the stakeholder email list. Nass complimented the Operations Committee Members stating it was nice that they came up with such a good idea so far in advance. Nass stated she remembered how Ed Musielewicz, former NRCS District Conservationist, guided ACD through the comprehensive planning process in the past stating she remembered something he said which stuck with her: “most public officials represent the people and the tax base, the ACD board represents the natural resources”. Tingelstad pointed out the watershed (WMO and Watershed District) boundary map and how it might be feasible to realign supervisor nominating districts with watershed boundaries. Except for Truchon and Tingelstad, who are both in Coon Creek and Rice Creek without a supervisor, each of the other major watersheds has one supervisor in it. Lord explained that transitioning to supervisor boundaries that correspond with the watershed districts really makes a lot of sense since natural resource protection is evolving to more of a watershed approach.

The Board transitioned to item M.
New Business –Action Items

G. MASWCD
- Convention Information
- Resolutions
- Outstanding Conservationist & Outstanding Teacher

The Board reviewed the information about the MASWCD Convention.

- Nass moved to authorize payment for up to five supervisors and two staff to attend the convention adding the authorization to approve all supervisors and five Coon Creek Supervisors/Staff to attend the Tuesday awards lunch. Komec seconded the motion. All ayes, motion carried.

- Nass moved to approve the resolution ballot. Komec seconded the motion. All ayes, motion carried.

Truchon inquired about the outstanding teacher, Mr. Randle, asking which employees are most acquainted with him. Berkness replied that Schurbon works with him through student biomonitoring.

- Nass moved to approve payment for D.C. Randle and guest to attend Monday’s award banquet and up to five supervisors and one staff. Komec seconded the motion. All ayes, motion carried.

H. Mississippi WMO Professional Services Agreement for Stormwater Retrofit Analysis

- Tingelstad moved to approve and enter into the service agreement with the Mississippi Watershed Management Organization for the 2013 – 2014 Southern Columbia Heights/Northern Minneapolis Stormwater Retrofit Analysis for compensation of up to $49,000, which includes $9,000 in MCD funding. Nass seconded the motion. All ayes, motion carried.

I. National Association of Conservation District (NACD) Dues

The Board reviewed the NACD dues correspondence. Berkness stated that the district gave $250 last year. The Board discussed the benefits of the organization.

- Tingelstad made a motion to send $250 for the 2014 NACD Dues. Nass seconded the motion.

- Nass moved a friendly amendment to increase the amount to $300. Tingelstad accepted the amendment as friendly. All ayes, motion carried.

J. 2014 & 2015 BWSR Natural Resource Block Grant

The Board reviewed the 2014 & 2015 BWSR NRBG. Berkness explained that the amount of the 2015 portion is not yet known so the motion can’t include the grant total. BWSR is moving to biennial grants with the intent of cutting down on administrative overhead.

- Tingelstad moved to approve the 2014 & 2015 State of Minnesota BWSR NRBG Grant Agreement PO #3000004035 with an effective date of October 1, 2013 and expiration date of December 31, 2016. Komec seconded the motion. All ayes, motion carried.

New Business –Informational Items

K. Watershed updates
No updates were provided

Additions
L. 2014 Renewal of Blue Cross Blue Shield (BCBS) CMM Plan
The Board reviewed the 2014 renewal information for the BCBS CMM health insurance plan with Resource Training and Solutions. Berkness made comment that the 2014 increase was minimal compared to the previous increases.

- Nass moved to approve the 2014 renewal of the BCBS CMM Plan through Resource Training and Solutions. Komec seconded the motion. All ayes, motion carried.

M. BWSR Hearing on RE: Hennepin Conservation District (HCD) Dissolution (covered after item F)
Lord explained that BWSR is having a hearing tonight about the dissolution of HCD at 7:00pm at Plymouth city hall. The Board reviewed a draft letter to BWSR prepared by Lord on behalf of the ACD Board members about their concerns pertaining to the dissolution of HCD. The Board agreed that the HCD’s lack of financial resources limited their ability to effectively manage natural resources. The Board provided minor changes to the letter. The Board expressed their appreciation for Lord attending the hearing.

- Tingelstad moved that the ACD Board support and sign the letter. Nass seconded the motion. All ayes, motion carried.

Lord left the meeting to attend the hearing.

Meeting dates and times were discussed.

- Tingelstad moved to adjourn at 6:37pm. Komec seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
- MASWCD Task Force Meeting November 19, Cabela’s in Rogers
- White Bear Lake Water Level Meeting, November 20, Century College
- MASWCD Convention December 1 – 3rd, Double Tree Hotel, Bloomington
- Set Personnel Meeting for Employee reviews before the December 18 Board Meeting

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date
4:30 – Offsite Technologies for Locating a Wetland by Aaron Diehl

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

Old Business
NA

New Business-Action Items
F. MASWCD
   • Outstanding Conservationist Gift Authorization
   • Convention Material

New Business-Informational Items
G. Watershed updates
H. Metro Area IV Meeting on November 14th

Additions
I. Walmart Grant Application for Envirothon
J. Carp Barriers Grant from the MN DNR
K. Local Government Officials Meeting
L. RCWD Resolutions for MAWD Conference Consideration

FYI /Meetings and Dates
• MASWCD Task Force Meeting, 10am, November 19, Cabela’s in Rogers
• White Bear Lake Water Level Meeting 6pm, November 20, Century College
• MASWCD Convention December 1 – 3rd, Double Tree Hotel, Bloomington
• Set Personnel Meeting for Employee reviews before the December 16, Meeting
• ACD Board Meeting, 5pm, December 16, ACD Office 1318 McKay Drive NE, Suite 300
• Distribution of Supervisor Correspondence
Board Meeting Minutes
Date: November 18, 2013
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

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

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

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

Regular Agenda (Approval of November Agenda)

• Tingelstad moved to approve the November agenda with the following additions (I) Walmart Grant Application for Envirothon (J) Carp Barriers Grants from the DNR (K) Local Government Officials Meeting (L) RCWD Resolutions for MAWD Convention. Komec seconded the motion. All ayes, motion carried.

A. Approval of October Meeting Minutes
• Komec moved to adopt the 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 review of Conservation Specialist Mitch Haustein’s report, Truchon questioned the location of Stonybrook Creek. Lord pointed out the location on the map and provided more detail about the analysis along with additional information about other analyses outlined in Haustein’s report. Lord pointed out that Wenck is the engineer for the three Coon Creek Watershed District analyses and will be preparing a P8 model in conjunction with work ACD staff are doing. ACD may still complete WinSLAMM modeling for consistency with prior SRAs.

Upon Review of Water Resource Technician Andrew Dotseth’s report, Tingelstad brought attention to a resident’s concern about the decrease in transparency of Lake George. Truchon inquired if Dotseth would be completing the Water Almanac. Lord confirmed that Dotseth was the lead employee to complete the Almanac. Lord noted that Schurbon’s time in the office is very limited because when the Isanti Conservation District service contract was created we committed Schurbon to work there half time. Unfortunately, we hadn’t considered the holiday season and that Schurbon typically takes a lot of personal time off during fourth quarter. All time off is coming out of ACD’s time, leaving Schurbon very few hours at ACD. His absence necessitates the shift of workload to other staff.

Upon Review of Wetland Specialist Aaron Diehl’s report, Truchon made comment that she didn’t realize Diehl was proficient at plant identification.

Upon review of District Manager Lord’s report, an inquiry was made about the Board of Soil and Water Resource (BWSR) hearing related to the Hennepin Conservation District (HCD)
dissolution. Lord explained that it went as he predicted. He spoke on behalf of HCD along with others but ultimately he suspects the decision to dissolve the HCD was made a long time ago. The hearing was only to receive comments. BWSR will formally make a decision in mid-December. The Board discussed the situation and all were disappointed with the likely outcome and agreed that ACD did everything possible.

Upon Review of Jamie Schurbon, Water Resource Specialists report, Komec questioned why the Department of Health would fund the Wood Crest Rain Garden Project. Lord noted that the grant they have is to protect their drinking water source, which is the Mississippi River. Lord further explained that because of the lengthy grant process, most of the Rain Gardens have already been installed and he is hoping that the grant will pay for planting to be done next spring.

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

D. Approval of November Bills
   • Nass moved to approve electronic payments EP119 along with check numbers 12669-12699. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates
   Tingelstad reminded the Board that an Operations Committee Meeting is needed for the legislative agenda. Lord stated that the MASWCD Funding Taskforce has a message to take to legislatures about permanent funding for SWCDs but felt that the MASWCD should provide training so that the message is accurately conveyed. The Board discussed the format that such training should take place. Lord stated that committee meetings for Finance pertaining to the budget, Operations pertaining to the Rain Guardian and legislative platform, and the Personnel for employee evaluations are needed before the end of the year and that the Board can discuss the legislative agenda at that time.

New Business –Action Items
F. MASWCD
   Outstanding Conservationist Gift Authorization
   The Board reviewed a memo prepared by Berkness requesting funds for an Outstanding Conservationist gift.
   • Tingelstad moved to authorize up to $110 on a plaque for the CCWD. Lindahl seconded the motion. All ayes, motion carried.

   Convention Material
   Correspondence from the MASWCD about the convention was distributed. There was a brief discussion about registration and transportation to the event.

New Business –Informational Items
G. Watershed updates
   Lindahl stated that he did not make it to the last CCWD Advisory Committee meeting but did go the CCWD Board meeting where the MS4 SWPPP application was presented for re-authorization. Truchon stated that at the RCWD Advisory Committee Meeting discussed the changes to the cost share application. Truchon provided further detail of meeting events.

H. Metro Area IV Meeting - November 14
   Nass brought everyone up-to-date on meeting events stating attendees received materials about the shift from county water planning to watershed planning. Nass brought all up to
date on the BWSRs recent employee position changes mentioning that she and Truchon got a chance to hear from Jim Haertel, BWSR Metro Regional Manager, and got the BWSR perspective on the HCD dissolution. The Board discussed the dissolution further and their mutual disappointment in BWSR’s position.

Additions

I.  Walmart Grant Application for Envirothon
The Board reviewed a memo prepared by Schurbon requesting approval to submit a grant application to various local Walmarts’.

   •  Lindahl moved to authorize staff to apply for grants from Walmart to support the metro area Envirothon. Nass seconded the motion. All ayes, motion carried.

J.  Carp Barrier Grants From the MN DNR
The Board reviewed a memo prepared by Schurbon about two approved DNR grants for the Martin and Typo Lakes Carp Barriers project along with the generic grant contracts. The overall Board consensus being all members are very pleased to see the project funded. There was further discussion about the project.

   •  Lindahl moved to approve the DNR Conservation Partners Legacy Grant contracts for South Martin Lake Inlet Carp Barrier in the amount of $35,770, requiring a $3,734 match, and the Martin and Typo Lake Carp Barriers for $399,983, requiring a $57,095 match contingent upon District Manager review of the final contract. Nass seconded the motion. All ayes, motion carried.

K.  Local Government Officials Meeting
The Board discussed the Local Government Officials Meeting recently attended by all members. All agreed that it was a beneficial meeting about groundwater and all appreciated the effort made by Kathy Tingelstad, Anoka County Legislative Liaison, in getting ACD Board members on the invite list. Truchon suggested that Berkness follow up to find out when the group meets to make sure that ACD is on the invitation list going forward. There was further discussion about the meetings and the Board agreed that not every meeting warranted an ACD board member attending but meetings related to natural resources would be beneficial to have board members attend.

L.  RCWD Resolution for MAWD Conference
The Board reviewed RCWD resolutions for MAWD Conference.

FYI / Meetings / Dates
Meeting dates and times were discussed. It was decided that the finance committee meeting would be held an hour before the December 16, Board meeting at 4:00, an Operations Committee Meeting on December 10, at 11:30, and a Personnel Meeting on December 11th at 4:00.

   •  MCD Meeting December 18 at 4:00 Earle Brown Drive Brooklyn Center
   •  ACD December Board meeting December 16th at the ACD office
   •  Tingelstad moved to adjourn at 6:37pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date
Anoka Conservation District  
Supervisors Regular Board Meeting  
Monday, December 16, 2013 5:00 PM

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

Committee Meetings
F. Operations Committee Meeting December 10
   • Rain Guardian Partnerships
   • Rain Guardian Revenue Management
   • Legislative Platform
G. Personnel Committee Meeting December 11 – Employee Evaluations
H. Finance Committee Meeting December 16 –
   • 2013 Budget
   • 2014 Budget with Benefit Adjustments

New Business-Action Items
I. 2013 Isanti SWCD Contract Modification
J. 2014 Isanti SWCD Contract
K. 2014 ACD Annual Plan

New Business-Informational Items
L. Board of Soil and Water Resources ACD Audit
M. NACD & NRCS seeking input via Survey on the Local Work Group Process
N. MASWCD
   • Convention
   • Funding Task Force Outcomes
O. Watershed updates

Additions
P. PAYCHEX Payroll Services
Q. 2014 Rice Creek Watershed District Cost Share Agreement
R. Extension of Agreement with HCD and City of Independence for the Sarah and Independence Lakes SRA

FYI /Meetings and Dates
• Metro Conservation Districts Meeting 4pm December 18, 6120 Earle Brown Dr, Brooklyn Ctr
• NACD Climate Stewardship Webinar December 18 at 10am
• ACD Board Meeting 5pm January 21, ACD Office 1318 McKay Drive NE, Suite 300
• Distribution of Supervisor Correspondence
Truchon called the meeting to order at 5:05pm.

Regular Agenda (Approval of December Agenda)
- Tingelstad moved to approve the December agenda with the following additions (P) PAYCHEX Payroll Services, (Q) 2014 Rice Creek Watershed District Cost Share Agreement, (R) Extension of Agreement with HCD and the City of Independence for the Sarah and Independence Lakes SRA. Nass seconded the motion. All ayes, motion carried.

A. Approval of November Meeting Minutes
Komec noted an update on page 3 item (J) Carb Barriers to Carp Barriers
- Lindahl moved to adopt the amended 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.

Monte distributed her activity report bringing attention to the “Justice for All” poster and reviewed and discussed the text with the Board. Monte provided detail regarding the EQIP and the CSP Program.

Berkness brought attention to the Isanti Conservation District (ICD) Website outlined in her report stating she assisted with setting up a new website for Isanti using the open source software Joomla and then trained Jamie Schurbon, Isanti District Manager and ACD Water Resource Specialist and Annette Swanson, ICD Administrative Assistant on how to update the site. Berkness and Lord explained the need for this type of web based application when working from a NRCS networked computer.

Nass brought attention to Jamie Schurbon, ICD activity report were he listed that Schurbon is cutting back hours. Lord explained that there is less need for Schurbon’s time the rest of the year. Positive comments were made about the Star and Tribune article about groundwater management for which Schurbon interviewed.

When reviewing Water Resource Technician Andrew Dotseth’s report, Komec questioned what the “exit interview” was about. Lord explained that it is a pilot class he is taking at the U of M about for water resource managers for which the instructors are seeking input from
participants to refine the class for future enrollees. Water Resource Technician Kris Guentzel, will be taking the class early next year.

C. Approval of December Bills (covered after item R)
   • Nass moved to approve electronic payments EP120 - EP121 along with check numbers 12704-12735. Noting the void of check number 12789-12703. Komec seconded the motion. All ayes, motion carried

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

E. Legislative Updates
   Lord suggested covering the legislative updates within the Operations Committee Notes. Tingelstad provided further detail about the HCD dissolution.

Committee Meetings
F. Operations Committee Meeting, December 10
   Rain Guardian Partnerships
   Lindahl provided an overview of the December 10th Operations Committee meeting stating the Committee Members discussed and reviewed details of five Rain Guardian partnerships.
   • Lindahl moved to authorize staff to move forward in negotiating with ACF Environmental for a 2 to 3 year contract in collaboration with the Chair. Truchon seconded the motion.
   Truchon inquired if ACD wanted to exclude the state of Wisconsin to cover it ourselves. Lord explained that ACF only services the east coast. All ayes motion carried.

   Management of Rain Guardian Revenue
   The Board discussed various options to avoid a large fund balance due to Rain Guardian revenues. Lord provided some of the options stating that with a 501c3 there are many tax and liability benefits but as a government entity ACD already has those benefits so the administrative effort is not worthwhile. Lord provided additional possibilities such as paying down the mortgage, the purchase of other properties and assets, and possibly donate to a non-profit entity such as Great River Greening with a stipulation: for use of funds for conservation projects within Anoka County. Lindahl suggested adding another district vehicle to the list. Members agreed that paying down the mortgage is a high priority. No action was needed at this time.

   Legislative Platform
   Lindahl provided a detailed list of the three priorities for the legislative platform: Local Conservation Delivery Funding Mechanism, Ground Water Conservation implementation and Anoka Dam Carp Barrier Project. The Board discussed the three priorities. Lord explained that he spoke to Schurbon about Isanti SWCD taking the lead of the Anoka Dam Carp Barrier possibly hosting a meeting and including the surrounding local partners. Isanti may not be able to cover out of pocket expenses but they may be willing to coordinate the meeting. The Board discussed assisting ICD with the expenses.
   • Lindahl moved to authorize assisting ICD with out of pocket expenses (not staff time) associated with coordinating the Anoka Carp Barrier meeting up to $500 and suggested contacting the City of Anoka to help with expenses. Nass seconded the motion. All ayes motion carried.

G. Personnel Committee Meeting, December 11 – Employee Evaluations
Komec provided a Personnel Committee Meeting recap stating employees were happy with their positions and performing well.

- Komec moved to authorize retaining all employees in their current positions. Nass seconded the motion. All ayes, motion carried.

**H. Finance Committee Meeting, December 16**

**2013 Budget Update**
The Board reviewed the 2013 Budget. Lord brought attention to the projected net revenue. Lord reminded the Board that updating the budget makes the year-end reporting process easier.

- Nass moved to approve the 2013 budget as amended. Tinglestad seconded the motion. All ayes, motion carried.

The Board reviewed the 2014 Budget
The board reviewed the 2014 Budget which included retaining staff in their current position, increasing ACD benefit dollar, transfer to a payroll services, and accelerated mortgage pay down.

- Nass moved to authorize continuing the accelerated mortgage pay off at the rate of $2000/month through 2014. Komec seconded the motion. All ayes, motion carried.
- Nass moved to authorize entering into an agreement with a payroll services for 2014. Tinglestad seconded the motion. All ayes, motion carried.
- Nass moved to authorize the increase in ACD benefit contributions effective January 1, 2014 ($27/month for family, $8/month for single, $50/month for opt out). Lindahl seconded the motion. All ayes, motion carried.

**New Business – Action Items**

**I. 2013 Isanti SWCD Contract Modifications**
The Board reviewed a memo from Schurbon regarding reducing his ICD hours.

- Lindahl moved to approve reducing the hours provided to the Isanti SWCD under our 2013 contract for operational assistance by up to 40 hours. Nass seconded the motion. All ayes, motion carried.

**J. 2014 Isanti SWCD Contract**
The Board reviewed the Contract with Isanti SWCD for 2014. Komec noted changes where the document referred to the 2013 work plan instead of 2014.

- Lindahl moved to approve the contract for services with corrections noting not less than $37,440 and not to exceed $43,940. Nass seconded the motion. All ayes, motion carried.

**K. 2014 Annual Plan**
The Board reviewed the 2014 annual plan. Truchon suggested changing the wording in LGU outreach portion to better reflect ACD’s cooperative and conscientious approach. Nass stated that she agreed and asked that Lord send out draft language for review and comment by supervisors prior to incorporating it into the plan. Komec noted a grammatical update.

- Nass moved to approve the 2014 Annual Plan with updates pending individual supervisor review and comment. Komec seconded the motion. All ayes, motion carried.
New Business –Informational Items

L. The Board of Soil and Water Resource (BWSR) ACD Audit
The Board reviewed the letter from Tim Dykstal, BWSR Fiscal Compliance Coordinator, in regards to the grants verification audit and a responding letter from Lord. The Board discussed both letters. Lord explained that he received an email from Dykstal in response to his reply letter requesting a return visit which would include BWSR Clean Water Specialist, Marcey Westrick and Bill Eisele, BWSR Administrative Services Director, to go over some of the items in question. After some discussion the Board agreed that because the CWF was a very complicated undertaking it would have been preferable to meet again on site prior to sending the letter out to the list of many recipients, specifically the Anoka County Commissioner which was totally inappropriate. There was further discussion about the fee schedule and Lord assured the board that he has adequate documentation to substantiate our fees.

M. NACD & NRCS seeking input via Survey on the Local Work Group Process
The Board reviewed a NACD newsletter about the partnership with NRCS and a survey seeking information regarding the structure and effectiveness of the local work group. Monte was questioned to see if Monte new about this workgroup process but she stated that she had not been informed. Each board member then completed the survey and provided it to Lord to tally and input.

N. Minnesota Association of Soil and Water Conservation Districts Convention
Tingelstad informed the board that the resolution for the Envirothon becoming a 501(c)3 went through. Tingelstad further explained that the resolution for the MASWCD purchasing program was about to be killed but he tabled it until next year. Comments were made that that move was smart thinking.

O. Stable Funding Task Force
The Board reviewed a MASWCD convention presentation prepared by Lord about stable funding for conservation. Lord stated he was unable to give the presentation at the convention because he was sick but instead it was given by Kurt Beckstrom, Mille Lacs Supervisor, who is also on the taskforce committee and a very good presenter. Truchon expressed dismay that Board Members missed the presentation as they had to meet the Outstanding Conservationist for pictures. Lord provided further detail about the presentation outlining the two options the task force came up with for stable funding for conservation. Lord explained the options; Ad valorem tax levy and the other a Soil and Water Conservation fee-assessed against properties based on a locally developed formula tied to soil and water conservation. There was further discussion about the potential structure of such a fee. The Board discussed the format of the delivery to legislators for this request.

P. Watershed Updates
Truchon explained that the Rice Creek Watershed (RCWD) Citizens Advisory Committee did not meet in December. Lindahl provided detail from the Coon Creek Watershed District meeting he attended stating they are seeing a lot more developments coming through. Lindahl brought attention to the University Avenue project. The Board discussed the proximity of the project to the Northdale pond retrofit.

Additions
Q. PAYCHEX Payroll Services
Lord explained that with the implementation of the Affordable Care Act and implications for large employers as compared to small employers and, that it would make sense to separate ACD from the payroll services provided by Anoka County. The Board reviewed the agreement with the payroll services PAYCHEX. Lord explained that they specialize in working with small group employers and will provide services for around $1000/year.

- Nass moved to authorize Truchon’s signature on the agreement with Paychex and authorized Lord to sign other related material. Tingelstad seconded the motion. All ayes, motion carried.

R. 2014 Rice Creek Watershed District Cost Share Agreement
The Board reviewed the administration agreement for the RCWD BMP cost share program.

- Nass moved that we enter into agreement with the RCWD for up to $10,000 for RCWD BMP cost share program administration. Komec seconded the motion. All ayes, motion carried.

S. Extension of Agreement with HCD and the City of Independence for the Sarah and Independence Lakes Storm Water Retrofit Assessment
The Board reviewed an extension request for the SRA with HCD and City of Independence. Tingelstad question the timing of the SRAs and how the HCD dissolution would affect it. Lord stated that everything would move forward and simply be transferred to the Hennepin Environmental Services. Lord stated the SRAs will be finished in early 2014. Nass questioned if the project had meet resistance by the Mayor of Independence.

FYI / Meetings / Dates
- ACD December Board meeting January 21st at the ACD office

- Tingelstad moved to adjourn at 7:15pm. 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