Board Meeting Minutes  
Date: January 21, 2014  
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

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

Selection of Officers and Committee Assignments
- Nass moved to cast a unanimous ballot for the entire slate of 2013 officers as it stands for 2014. Komec seconded the motion. All ayes, motion carried.
- Tingelstad moved to cast a unanimous ballot for the entire slate of 2013 committee assignments as it stands for 2014. Nass seconded the motion. All ayes, motion carried.

Regular Agenda (Approval of January Agenda)
- Tingelstad moved to approve the agenda with the following updates: (Q) Rum River WRAP Consultant Contract (R) MASWCD Day at the Capitol (S) 2013 Year-end Financials (T) Proxy Hennepin Conservation District for Subwatershed Retrofit Assessment Funds (U) Anoka County Water Resource Task Force (V) 2014 Cover Crop Survey (W) Hugo Well Head Protection Plan, (X) SWCD Technical Assistance & Capacity Summit. Nass seconded the motion. All ayes, motion carried.

A. Approval of December Board Meeting Minutes
Komec noted a change on page 1 last paragraph from “Nass questioned” to “Komec questioned.”
- Nass moved to adopt the December Meeting Minutes as amended. 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 Water Quality Specialist Jamie Schurbon’s report, Truchon brought attention to Lake George’s decline in water quality. The Board discussed the possible causes with Komec bringing attention to where Schurbon noted that spraying herbicide when it is cooler because there is less chance to impact water quality as a short-term solution. Lindahl brought attention to the halt of the Anoka dam project. Lord provided further detail. Truchon questioned how Schurbon is holding up in his two positions: Isanti SWCD District Manager and ACD, Water Resource Specialist. Lord replied that he believed Schurbon is enjoying the opportunity and doing a great job, adding that Isanti SWCD office will be receiving a Clean Water Fund Grant thanks to Schurbon’s efforts.
Upon review of Water Resource Technician Kris Guentzel’s activity, report Nass brought attention to where he mentioned that he assisted Wetland Specialist Aaron Diehl with a wetland infringement and suggested that Guentzel provide more detail, such as the infringement address and contact name in his report whenever he is referring to a wetland situation.

Upon review of Aaron Diehl’s activity report, Truchon brought attention to the wetland brochure funded by the Lower Rum River Management Organization. Lord explained that Diehl is merging from GIS software to publisher so that the brochure will include a map of each recipient’s property and outlined the recipient criteria. Nass inquired about the logistics of Viking Preserve mentioned in his report. Lord provided further detail. Truchon made comment that construction is picking up, increasing Diehl’s workload.

C. Approve December Financial Reports
Berkness explained that there were two changes made after the year-end financial reports were printed, stating the MPCA was invoiced an additional $45 and there was a transfer to the Kern account. Treasurer Nass reviewed the financial reports that included the updates prior to the meeting. Lord pointed out the two changes within the Boards reports.

- Nass moved to approve the updated December Financial Reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval of January Bills (acted upon after item P)
- Nass moved to approve electronic payment EP 122 – EP 131 along with check numbers 12736-12767 noting the increase in the number of electronic payments due to the new payroll provider who electronically takes payroll from ACD checking every pay period, along with a PERA transaction and ING deferred comp transaction. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates
NA

Old Business
NA

New Business – Action Items
F. Approve ACD Resolutions
   Resolution 2014-01 Meeting Schedule
   - Lindahl made a motion to adopt Resolution 2014-01 indicating the 2014 Meeting schedule. Nass seconded the motion. All ayes, motion carried.

   Resolution 2014-02 Requiring Anoka County to Provide Liability Insurance for ACD
   - Tingelstad made a motion to adopt Resolution 2014-02 Requiring Anoka County to Provide Liability Insurance for ACD. Komec seconded the motion. All ayes, motion carried.

G. 2014 Handbook
Truchon suggested adding to the handbook that the ACD Board promotes the most up-to-
date equipment and technology. Lindahl stated that because technology changes so often maybe the handbook was the best format to add this clause. There was further discussion about the addition. Lord inquired if it made sense to add the clause within the guiding principles. The Board discussed further and suggested that he add the clause then send to Supervisors for review. Lord explained that he is in the process of finding out more about the FSA and Dental so where the handbook references Anoka County he will update when the dental and FSA is finalized.

- Nass moved to approve the amended 2014 ACD handbook. Lindahl seconded the motion. All ayes, motion carried.

H. 2014 Fee Schedule
- Tingelstad moved to approve the 2014 Fee Schedule. Lindahl seconded the motion. All ayes, motion carried.

I. 2014 State Cost Share – Allocate to Technical Assistance
- Tingelstad moved to approve the technical assistance option request for state cost share base grant to apply the fiscal year 2014 funds to technical assistance allocating $13,284 for technical staff salaries/wages and $1,155 for benefits. Nass seconded the motion. All ayes, motion carried.

J. Upper Rum River WMO 2014 Water Monitoring and Management Agreement
The Board reviewed the 2014 Water Monitoring and Management Agreement with the URRWMO.
- Nass moved that we enter the agreement with the URRWMO for the 2014 Water Monitoring and Management. Komec seconded the motion. All ayes, motion carried.

K. Anoka Area Chamber of Commerce Dues
The Board reviewed the Anoka Area Chamber of Commerce invoice for 2014 dues and discussed the member benefits. Lindahl pointed out benefits of being a member, one of which was a news article and the other a video.
- Tingelstad moved that ACD continue the membership with the Anoka Area Chamber of Commerce and pay dues of $60. Nass seconded the motion. All ayes, motion carried.

L. Minnesota Association of SWCDs – Area IV 2014 Dues
- Tingelstad moved to pay Minnesota Association of SWCDs Area IV 2014 Dues of $250. Nass seconded the motion. All ayes, motion carried.

M. Minnesota Association of SWCDs 2014 Dues
The Board reviewed an invoice for 2014 dues along with the MASWCD accomplishments. Komec pointed within the accomplishments that the resolution for the 501(3) purchasing program that Tingelstad tabled at the MASWCD convention is scheduled to die at the end of the session. The Board discussed agreeing to resubmit.

N. Approve the 2014 McKay Property Maintenance Schedule and Funds
The Board reviewed a memo prepared by Lord, which outlined the McKay maintenance needs, the estimated life of each element and how long from the time we purchased the property in 2010 that we anticipate needing to affect the repair/replacement. Lord provided
• Nass moved to approve the McKay Property Maintenance Fund Schedule as presented. Komec seconded the motion. All ayes, motion carried.

**New Business-Informational Items**

**O. Watershed Updates**
Lindahl provided an update about the Coon Creek Watershed District (CCWD) Citizens Advisory Committee meeting that he attended stating that the District is working on updating their mission and goals.

Truchon provided an update from the Rice Creek Watershed District (RCWD) Citizens Advisory Committee she attended and provided the RCWD newsletter for all to view.

**P. BWSR Open Requests for Comment Period – One Watershed One Plan (1W1P)**
The Board reviewed and discussed a news release about One Watershed One Plan (1W1P).

**Additions**

**Q. Rum River WRAP Consultant Contract**
The Board reviewed the Rum River WRAP consultant contract and work plan along with a memo prepared by Schurbon.

• Nass moved to approve the contract for services between RESPEC and ACD for the Rum River Watershed Restoration and Protection Project not to exceed $118,183. Komec seconded the motion. All ayes, motion carried.

**R. MASWCD Day at the Capitol**
The Board reviewed MASWCD legislative Briefing & Day at the Capitol information. The Board discussed the advantages and disadvantages of attending the day at the capitol with the MASWCD on March 25th. There was further discussion about the priorities, and it was decided that it can wait until the February Board Meeting.

**S. Year End Financial Report**
The Board reviewed a memo prepared by Lord along with the year-end finances. Lord pointed out the three general elements of the finances, the Management Discussion and Analysis, the financial statements and the notes to the finance statements.

• Nass moved to approve the ACD 2013 Year End Financial Report as presented subject to audit. Komec seconded the motion. All ayes, motion carried.

**T. Proxy Hennepin Conservation District (HCD) for Subwatershed Retrofit Assessment Funds**
The Board reviewed a memo prepared by Tom Petersen, HCD Administrator about the ACD serving as Proxy for the HCD. Lord further explained the situation.

• Nass moved to approve ACD to serve as proxy for MCD SWA funds once HCD is dissolved. Lindahl seconded the motion. All ayes, motion carried.

**U. Anoka County Water Resource Task Force**
Truchon explained that she attended the Anoka County Water Resource Task Force Meeting and that the group covered many items. One item in particular is the fact that Minneapolis, would like to drill a series of groundwater wells to use as a backup drinking water supply in
case something happens to the river supply. The Board discussed how this might impact Anoka County if there was an emergency and the wells were pumped.

V. 2014 Cover Crop Survey
Truchon explained that the Conservation Technology Information Center (CTIC) is seeking farmer input on cover crop conservation options on U.S. farms and that there is an online survey for all farmers inquiring whether they use cover crops or not. Truchon asked Berkness to put information about the survey on the ACD website. Berkness replied that she would do so.

W. Hugo Well Head Protection Plan 2014
Truchon received a notice of a meeting regarding the Hugo Well Head Protection Plan because she sits on the Rice Creek Citizen’s Advisory Committee.

X. SWCD Technical Assistance & Capacity Summit
Lord explained that he was invited to the SWCD Technical Assistance & Capacity Summit stating an invitation went to all MASWCD Stable funding Task Force members. Lord plans to attend.

FYI / Meetings / Dates
- ACD Board Meeting February 18, 2014 ACD Office
- MCD Meeting January 29, 2014, Earle Brown Tower
- MASWCD Day at the Capitol March 25
- ACD Tree Sale April 26, 2014

• Tingelstad moved to adjourn at 6:29 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date
Anoka Conservation District
Supervisors Regular Board Meeting
Tuesday, January 21st, 2014 5:00 PM

Selection of Officers and Committees

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

Old Business

New Business-Action Items
F. Approve ACD Resolutions
G. 2014 ACD Handbook
H. 2014 ACD Fee Schedule
I. 2014 State Cost Share – Allocate to Technical Assistance
J. URRWMO 2014 Water Monitoring and Management Agreement
K. Anoka Area Chamber of Commerce 2014 Dues
L. Minnesota Association of SWCDs – Area IV 2014 Dues
M. Minnesota Association of SWCDs 2014 Dues & Accomplishments
N. Approve the 2014 McKay Property Maintenance Schedule and Funds

New Business-Informational Items
O. Watershed Updates
P. BWSR Open Requests for Comment Period - One Watershed One Plan (1W1P)

Additions
Q. Rum River WRAP Consultant Contract
R. MASWCD Day at the Capitol
S. 2013 Year End Financials
T. Proxy Hennepin Conservation District for Subwatershed Retrofit Assessment Funds
U. Anoka County Water Resources Task Force
V. Cover Crop Survey on the ACD Website
W. Hugo Wellhead Protection Plan
X. SWCD Technical Assistance and Capacity Summit

FYI /Meetings and Dates
- Tentative ACD Board Meeting Tuesday February 18th, 5:00 pm ACD Office
- MASWCD U of M Webinar: MN Waters: Status & Challenges Feb 19, 10am -11am https://umconnect.umn.edu/maswcd/
- Metro Conservation District Meeting January 29th Earle Brown Tower, Brooklyn Center
- Schedule Operations Meeting - Legislative Agenda & Survey
- Tree and Shrub Sale April 26th Anoka County Fairgrounds
Board Meeting Minutes
Date: February 18, 2014
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
Mary Monte, NRCS District Conservationist
Joey Mullen, Guest of Karl Tingelstad

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

Regular Agenda (Approval of February Agenda)

- Komec moved to approve the February agenda. Nass seconded the motion. All ayes, motion carried.

A. Approval of January Meeting Minutes
A correction noted on page 2 of the minutes listing Komec seconding the same motion twice.

- Nass moved to adopt the amended January 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, the Board brought attention to a call he received from a landowner who was inquiring about horse friendly trees and shrubs. Lord provided further detail about the telephone call. Truchon brought attention to various Rice Creek Watershed District (RCWD) projects. Lord stated RCWD Administrator, Phil Belfiori, is asking many great questions about the Golden Lake Pond IESF project. Belfiori is concerned about who will absorb cost overruns if the project goes over budget. While ACD is able to fund cost overruns, we should be able to manage the project well enough to prevent them. Lord stated he assured Belfiori that the grant will pay for the engineering and design and if the bids come in higher than expected the partnership can seek additional project funds from other sources. Lord provided further detail about a fund raising program called "Kids for Conservation" mentioned in his report. It is a program geared towards students promoting ACD’s tree sale with a small portion of their referral sales going towards the students’ school. Lord explained that the initial email about the program went out to superintendents per the advice of teachers who
received a test email about the project. Lindahl suggested sending the program information to parent fund raising groups or booster clubs, as they are the funding raising initiators. Truchon suggested sending to the teachers because they interact directly with the students and will be the ones that get things going up front. Lord stated that there would likely be a follow up call.

Upon reviewing Conservation Specialists Haustein’s report, Lindahl brought attention to where he noted that he met with the City of Coon Rapids and the Coon Creek Watershed District (CCWD) to discuss potentially incorporating water quality improvement practices during future park improvement projects. Lindahl stated that it is a great opportunity as the City of Coon Rapids is receiving a $20 million bonding bill for park improvement projects. Lord stated that Haustein is connecting nicely with City staff in hopes that they will become committed to storm water retrofits. Truchon stated that RCWD now requires TSS and TP volume reductions listed on the grant application questioning if this is something new for ACD. Lord explained that the ACD has always provided this information but it is possible it that it might be new to other partners.

Upon review of Wetland Specialist Diehl’s report, Truchon brought attention to Aquatore Park. Lord stated that the City of Blaine built a curling arena on top of existing ball field that could have built anywhere else on the property and are now proposing to build a replacement ball field on top of a wetland. The curling arena could have been built elsewhere on the property and completely avoided wetland impacts so it is a case of a city painting themselves into a corner and then needing to fill wetlands to get out. Truchon questioned if Water Resource Technician Dotseth, is completing the Water Almanac independently. Lord explained that Dotseth is working on the report with Schurbon overseeing the process.

Upon review of Water Resource Technician Guentzel’s report, Lord commented that he is doing an excellent job completing the modeling for various SRAs. Lord added that Diehl has assisted with the map creation and can make the Arcview software dance. Lord stated he requested a set of maps for each of 52 projects including complex criteria, which Diehl completed in a couple hours, but would have taken a solid week to produce without our updated software and Aaron’s talent to fully utilize it.

Truchon inquired about the legitimateness of the new payroll company “Paychex” stating she heard about an organization whose vendor drained their bank account. Berkness stated that Paychex is a very big company specializing in small group administration. Lord compared the service the insurance industry, stating that the relationship is based on trust and there is no way to know if fraudulent activity is going to occur until it does, chances being minimum, and would be dealt with it at that time.

The Board reviewed Water Resource Specialist Schurbon’s report and Truchon brought attention to the fact that Schurbon met with State Representative Mark Uglem, about the Anoka Dam Asian carp barrier. Truchon inquired about Schurbon’s review of the City of Anoka’s local water plan on behalf of the LRRWMO. Lord explained that
Schurbon assists the LRRWMO with a water plan and that the cities have a certain amount of time to bring their plans up-to-date with the LRRWMO’s. Schurbon reviews the city plans to see if they are compliant.

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

C. Approval of the January Financial Reports
Lord explained the $93,990.06 retained earnings transfer.
- Nass moved to approve to the January financial reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval of February Bills

E. Legislative Updates
NA

Old Business
NA

New Business –Action Items
F. CCWD 2014 Water Monitoring and Management Work Plan
The Board reviewed the 2014 Monitoring and Management Work Plan with CCWD.
- Tingelstad moved to approve the 2014 Monitoring and Management Work Plan with the Coon Creek Watershed District for $180,960 and authorize the Chair’s signature. Lindahl seconded the motion. All ayes, motion carried.

G. Sunrise River WMO (SRWMO) 2014 Water Monitoring and Management Contract
The Board reviewed the 2014 Contract for Services for Monitoring and Management Work Plan with the SRWMO.
- Tingelstad moved to enter into agreement with the SRWMO for the 2014 Monitoring and Management for $41,862 and authorize the Chair’s signature. Nass seconded the motion. All ayes, motion carried.

H. Lower Rum River WMO (LRRWMO) 2014 Water Monitoring and Management Contract
The Board reviewed the 2014 Contract for Services for Monitoring and Management Work Plan with the LRRWMO.
- Tingelstad moved to enter into agreement with the LRRWMO for the 2014 Monitoring and Management for $12,710 and authorize the Chair’s signature. Nass seconded the motion. All ayes, motion carried.
I. Conservation Corp Agreement & Application
The Board reviewed the agreement with the Conservation Corp for CCMI crew days to help with rain garden maintenance and other tasks.

- Nass moved to approve the Clean Water Fund work order and Project Application between the Conservation Corps and ACD as project host. Komec seconded the motion. All ayes, motion carried.

J. Rain Guardian ACF Agreement
The Board reviewed a memo prepared by Lord and an agreement with ACF for the Rain Guardian.

- Nass moved to approve the Rain Guardian pricing tiers as presented and the ACF Distributor Agreement. Lindahl seconded the motion.

Lord explained that for the time being the prices are not listed on the website but instead it directs interested parties to call our office. The Board discussed the large amount of snow-melt that will happen in the East Coast and the opportunity for use of the Rain Guardian. All ayes, motion carried.

K. Fee Schedule Changes
The Board reviewed the fee schedule changes.

- Nass moved to approve the 2104 ACD Fee Schedule Changes as presented to the Rain Guardian and Wetland Sections. Tinglestad seconded the motion. All ayes, motion carried.

L. Pay Equity Implementation Report
The Board reviewed the Pay Equity report. Lord explained the report.

- Nass moved to approve the 2014 Pay Equity Report as presented. Lindahl seconded the motion. All ayes, motion carried.

M. Authorization to fill an Assistant District Technician Position
- Nass moved to approve the Assistant District Technician Position Description and authorize the District manager to fill the position at the pay rate of $12.66/hour (equivalent to a GS 3/1 of the federal payscale) effective Saturday March 1, 2014. Komec seconded the motion.

Lord explained that there is enough work for another full-time employee and thought about filling another regular position with benefits but would have needed a Personnel Committee meeting before the February Board meeting to get someone hired by April. Kris Larson, Water Resource Technician, has worked with the District since September and has an adequate skillset needed for the position. Lord stated that the position is a non-benefit seasonal position with ACD but brought attention to the fact that the position description includes holiday pay, something that ACD does not typically offer to seasonal employees. Nass inquired if the handbook provides a guideline. Lord responded that the handbook references regular employees stating the decision it is up to the Board. The Board discussed. All, ayes, motion carried.
N. Martin-Typo Carp Barriers – Site 2 Bidding
The Board reviewed a memo prepared by Schurbon about the Martin Typo Carp Barriers site 2 bidding. Berkness provided the bid packet for the Board to review, prepared by Schurbon.

- Nass moved to approve seeking bids on the carp barrier for the south inlet of Martin Lake and approve utilizing the contract provided in the bid packet. Lindahl seconded the motion.

Nass stated that she has heard comments from the Typo Lake residents that this project only benefits Martin Lake. Lindahl stated the project will help both lakes stating the Carp in Martin Lake migrate to Typo Lake to spawn. The Board further discussed the project. All ayes, motion carried.

O. Mississippi River Corridor Planning – County Seeking Support for Exemption from the process
Lord explained that he attended a meeting at Anoka County seeking support from Cities and Watershed Districts for a request by Anoka County to gain exemption from the River Corridor Critical Area rule making process. The Board discussed how some of the rules do not make sense and exemption from it would make things much easier for economic development. Lord stated he mentioned to attendees that it may be more successful to seek the ability to locally develop an alternative plan instead of seeking exemption from the regional planning process.

New Business – Informational Items
P. MASWCD Day at the Capitol
The Board reviewed the MASWCD day at the capitol information and discussed the SWCD message and the need for Operations Committee Meeting. Lord stated that the MASWCD plan is to take the SWCD stable funding message and introduce it slowly. There was further discussion about the timing of everything. After some discussion, the Board decided they would attend the day at the capitol on March 24 and March 25. The Board did not express interest in attending the MASWCD informational program on March 24.

Q. One Watershed, One Plan
The Board discussed the email from BWSR regarding One Watershed, One Plan seeking a pilot watershed. The Board discussed the fact that it is a replacement for county water planning, which the Metro doesn’t do and to get a plan off the ground there is simply not enough funding to engage other government entities. Nass brought up the Rum River WRAPP and stated that she told Jim Haertel from BWSR that ACD is already doing this. Lord stated that it would be good to engage with Schurbon once the Rum River WRAPP is complete.

R. Watershed Updates
Lindahl stated he did not attend the CCWD Citizen Advisory or Board meetings. Truchon stated she attended the RCWD Citizen Advisory Committee meeting and there was a presentation about the RCWD rules, completed by Houston Engineering and inadvertently did not mention the Army Corps of Engineers. Truchon stated that there is
improved data available because of Atlas 14, stating that there should be an action plan available because of the results of the detailed data. For example, the data indicate the location of the largest amount of snow to melt in Blaine, thus there should be a plan to infiltrate it.

The Board discussed the District agenda and outreach idea email from the MASWCD distributed by Lindahl. Lord stated that he and Berkness discussed creating a template for individuals running for Board where they could submit a brief bio that ACD could post to the website.

The Board discussed and decided that March 13th at 4:00 would work for the Operations Meeting to discuss the legislative agenda.

**Additions**

**NA**

**FYI / Meetings / Dates**

- Metro Conservation District Meeting March 26 Earle Brown Tower, Brooklyn Center
- Metro Area MASWCD Meeting April 2nd, Cabela’s in Rogers 9:30
- Tree and Shrub Sale April 26 Anoka County Fair Grounds.

- Tingelstad moved to adjourn at 6:46 pm. Lindahl seconded the motion. All ayes, motion carried.

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Prepared by Kathy Berkness, Administrative Assistant/Secretary  Date

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

Old Business
NA

New Business-Action Items
F. Coon Creek 2014 Water Monitoring and Management Work Plan
G. Sunrise River WMO 2014 Water Monitoring and Management Contract for Services
H. Lower Rum River WMO 2014 Water Monitoring and Management Contract for Services
I. Conservation Corps Agreement & Application
J. Rain Guardian ACF Agreement
K. Fee Schedule Changes
L. Pay Equity Implementation Report
M. Authorization to fill a Full Time Intermittent Casual Assistant Water Resource Technician Position
N. Authorization to seek bids for Martin and Typo Lakes Carp Barriers - Site 2
O. Mississippi River Corridor Planning - County Seeking Support for Exemption from process

New Business-Informational Items
P. MASWCD Legislative Day at the Capitol
Q. One Watershed One Plan Pilot
R. Watershed Updates

Additions
S.
T.
U.
V.
W.
X.
Y.

FYI /Meetings and Dates
• ACD Board Meeting Monday March 17th, 5:00 pm ACD Office
• Metro Conservation District Meeting March 26th Earle Brown Tower, Brooklyn Center
• Metro Area MASWCD Meeting April 2nd Cabela's in Rogers 9:30 am
• Tree and Shrub Sale April 26th Anoka County Fairgrounds
• Schedule Operations Meeting - Legislative Agenda & Survey
Truchon called the meeting to order at 5:00pm.

Regular Agenda (Approval of March Agenda)
- Komec moved to approve the February agenda with the noted additions (Q) Coon Creek Watershed District Letter to ACD, (R) Clean Water Fund Golden Lake Iron Enhancement Sand Filter, (S) Natural Resources Block Grant. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of February Meeting Minutes
- Nass moved to adopt the February 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 District Manager, Chris Lord’s activity report, Lindahl inquired about the Board of Water and Soil Resource (BWSR) Audit. Lord stated that he hoped it was close to completion adding that he provided Tim Dykstal, BWSR Fiscal Compliance Auditor, with additional information along with a Clean Water Fund specific fee schedule per Dykstal’s request. ACD’s hourly rates are established to cover office and administrative staff overhead. These expenses may not all be eligible for reimbursement by the CWF. Lord expressed his frustration, stating Dykstal advised him many times to use the General Service Grant (Conservation Delivery) to cover those costs. Unfortunately, Conservation Delivery funds provided only cover about 10% of otherwise ineligible overhead.

Upon review of Water Resource Specialist, Jamie Schurbon’s activity report, Truchon brought attention to Schurbon’s poems created for the city newsletters in the Lower Rum River WMO (LRRWMO). Schurbon recited his current poem about wetlands.
Truchon commented that writing poems about conservation is a clever idea. Upon Review of Schurbon’s Isanti Conservation District (ICD) activities, comments were made that the results of his efforts are transforming ICD.

Administrative Assistant, Kathy Berkness, provided information about the tree sale, stating that sales are down with about 60% sold. Berkness stated that she followed up with Superintendents about “Kids for Conservation” but nothing transpired, and indicated that it is something she can work on for next year’s sale but will target teachers and fund raising groups much earlier. Truchon stated that since it was not turned away by district administration she didn’t see a problem going to the next level suggesting that Berkness start contacting individuals over the summer when district budget work is in process.

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

D. Approval of March Bills
   - Nass moved to approve electronic payments EP-146 – EP-159 along with check numbers 12800-12825. Noting the void of check number 12788-12799. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates
The Board reviewed the MASWCD Legislative Report. Tingelstad inquired about the SWCD Merger Statue HF 720/SF 725. Truchon stated that she believed that the goal is to simplify the process for two or more SWCDs to voluntarily merge. The Board also reviewed the 2014 MASWCD Legislative Platform and SWCD funding initiative information along with the farm bill criteria.

Committee Meetings
F. Legislative Updates
Lindahl provided detail from the March 13 Operations Committee Meeting outlining the three items on the agenda.
   ➢ Supervisor Candidate Profiles
Lindahl stated the committee discussed candidate profiles and ACD is very limited on what can be posted to our website. Lord informed the Board that the only public entity allowed to list candidate information is the Secretary of State’s Office. There was further discussion about what is allowable with a decision to link to the Secretary of State site. Truchon stated that if there are enough candidates the League of Women Voters could hold a forum but she would not be involved in the forum preparation even though she is a member of the League of Women Voters because she would be a candidate and it would be a conflict of interest.

   ➢ Legislative Outreach
Lindahl outlined the legislative outreach ideas the Committee discussed starting with the Anoka Dam Carp Barrier stating the project is on hold so it’s not a good time to bring up.
Lindahl stated the next item discussed, **groundwater conservation implementation**, which there is not likely to be a big push. Lord stated that ground water is an important item to discuss if it is brought up, and suggested informing legislators that the Metro Conservation District tried getting funding for a metro wide program to implement groundwater conservation. **Local Conservation Delivery Funding** was discussed and it was noted that the MASWCD has prepared a handout to introduce the topic but is not pursuing a bill this year. Lastly was the bill for **Supervisor Election By District** (HF1408, SF2303) which requires metro SWCD supervisors to be elected by population based nomination districts. Truchon noted that she testified at a hearing in opposition to HF1408 at the Capitol as did MASWCD Assistant Director Sheila Vanney. Lord pointed out that if the bill is incorporated into the omnibus bill it may be possible to have it amended on the floor and that it may also be easier to get changes made on the Senate side of the aisle. There was further discussion about redistricting and the effect that it would have on ACD. Lindahl stated that redistricting might align the Metro Districts better for attaining levy authority. The Board discussed the pros and cons.

- Tingelstad made a motion that the Board bring it up with legislators and seek an exemption from HF1408 and SF2302 requiring Metro SWCDs supervisors elected by population based nomination district but that we would support such a change if it SWCDs had taxing authority and then it should be state-wide. Lindahl seconded the motion.

There was further discussion about how election by nomination district might work as an advantage to SWCDs. All ayes, motion carried.

- Comp Planning Survey Questions

The Board reviewed the survey questions developed by the Operations Committee. The questions were derived from the prior comp planning process and would be part of an online survey. Truchon suggested being creative and making it fun, using engaging visuals. Lord stated that it all depended on the capacity of the software that is used. There was further discussion about the questions and structure.

**New Business – Action Items**

G. Bruce Bacon Water Monitoring

Bruce Bacon was present to discuss a request for monitoring at a ditch that flows through his property in Ramsey and into Trout Brook. Schurbon was called to the table as he was aware of Bacon’s request and prepared a memo outlining the cost of various monitoring activities for the Board to review. Bacon explained that he has taken a real interest in soils and attended the Ecological Soil Conference in Minneapolis providing further detail, stating that he spent many years working never thinking about the quality of his own wetland. Schurbon explained that once the snow melts that staff could make a trip to Bacon’s property and do a quick assessment to develop a baseline for water quality. Lord advised Schurbon to bring a D-Net for biomonitoring. The Board discussed further and felt that this would be a great start, Bacon agreed. Truchon questioned if Bacon had been in touch with the NRCS Employee John Crellin, who is very passionate about soil. Bacon replied that he was not familiar. Lord provided detail on Crellin’s contact information to Bacon. Bacon informed the Board of a Soil Science Field day that he was involved in on July 12th from 10am – 4pm. Board members expressed interest in
H. Martin Lake Carp Barrier Site 2 Contractor
The Board reviewed a memo prepared by Schurbon along with five quotes for materials labor and installation of the Martin Lake Site II Carp Barrier.
- Tingelstad moved to accept the quote of $28,400 from West Branch Construction and authorize the Chair to sign the Agreement with West Branch Construction. Nass seconded the motion. All ayes, motion carried.

I. Rum River WRAP Work Plan Amendment
The Board reviewed a memo prepared by Schurbon and amendment to the Rum River WRAP work Plan.
- Lindahl moved to approve the amendments to the Rum River WRAP work plan associated with the Swift Contract 56110. Komec seconded the motion. All ayes, motion carried.

J. Professional Services Agreement Amendment – Mississippi WMO SRA
The Board reviewed a memo prepared by Conservation Specialist Mitch Haustein, requesting an amendment to the Professional Services Agreement with Mississippi WMO (MWMO) for the Southern Columbia Heights/North Minneapolis Storm Water Retrofit amending the final date from June 30 2014 to December 31, 2014.
- Nass moved to approve the professional services agreement amendment with the MWMO for the Southern Columbia Heights/North Minneapolis Stormwater Retrofit Analysis. Komec seconded the motion. All ayes, motion carried.

K. Metro Conservation District Dues
The Board reviewed an invoice for 2014 Metro Conservation District dues of $500. Berkness stated she did not prepare a check but would do so in April upon approval.
- Nass moved to approve paying the 2014 Metro Conservation District dues of $500. Komec seconded the motion. All ayes, motion carried. All ayes, motion carried.

L. Suite 250 Lease Renewal with DMZ Auto LLC DBA autolink
The Board reviewed a lease renewal for Suite 250. Lord inquired if DMZ Auto, listed on the lease still operates under that name as they recently changed their company name. Berkness stated that DMZ is still the legal name but the does business as autolink.
- Nass moved to approve the lease renewal with DMZ Auto LLC DBA autolink beginning March 1, 2014 through February 28 2015. Lindahl seconded the motion. All ayes, motion carried.

M. Ag Preserve Proposal
The Board reviewed a memo prepared by Lord outlining the Ag Preserve proposals and report. Lord stated no action needed.
N. Rain Guardian ACF Distributor Agreement Amendment
The Board reviewed a memo prepared by Haustein amending the Rain Guardian Distributer Agreement. Lord explained that ACF expressed interest in selling the Rain Guardian Bunker along with the Turret and the amendment is needed to add the Bunker.
- Nass moved to approve the Distributor Agreement Amendment with ACF Environmental. Komec seconded the motion. All ayes, motion carried.

O. Conservation Academy Agreement with the Conservation Corps MN
The Board reviewed an agreement for the Conservation Corps Apprentice program along with a work plan.
- Tingelstad moved to approve the agreement with the Conservation Corps MN for Project number 18113-501 beginning May 14, 2014 through August 15, 2014 and authorize the Chair’s signature. Nass seconded the motion. All ayes, motion carried.

New Business –Informational Items
P. Watershed Updates
Lindahl stated he did attend the CCWD Citizen Advisory Board meeting and that Dan Fabian, BWSR Representative, gave a presentation. Truchon stated that there was not an RCWD Citizen Advisory Committee meeting.

Additions
Q. Coon Creek Watershed District (CCWD) Letter to ACD
The Board reviewed a letter from Bryon Westlund, President of the CCWD commending the staff for their successful work on the Oak Glen Creek Project. The Board discussed and agreed that it was a nice gesture by the CCWD.

The Board reviewed a memo prepared by Lord about the CWF Golden Lake IESF. Lord explained that the three project partners' responsibilities were not clearly laid out with each party assuming the other will take the lead project manager role. Lord stated after speaking with Nate Zwonitzer, former ACD Conservation Specialist, there may have been some indication during earlier discussions that ACD would fill the role. Lord provided further detail.
- Nass moved to agree to manage the project design and construction elements of the Golden Lake IESF project including entering into contracts with the design engineer and installation contractor provided the City of Blaine executes an Operations and Maintenance Agreement with ACD and the RCWD provides matching funds for the CWF Grant. Lindahl seconded the motion. All ayes, motion carried.
- Lindahl moved to Authorize and submit an Urban Storm Water Remediation Cost Share Program Application to RCWD. Nass seconded the motion. All ayes, motion carried.
S. Natural Resources Block Grant
The Board reviewed a memo prepared by Lord about the Natural Resources Block Grant (NRBG). Lord explained that Anoka County is likely to opt out of utilizing the SSTS and Shoreland components of the NRBG since it is such a small amount of money and not worth all that is required by BWSR to administer the grant. Anoka County will likely move to allow ACD to retain the Shoreland and SSTS.

- Nass moved to agree to administer all elements of the Natural Resources Block Grant and enter into agreement with Anoka County to that effect. Tingelstad seconded the motion. All ayes, motion carried.

The Board reviewed the MACD agenda for the April 2, 2014.

FYI / Meetings / Dates
- Tree and Shrub Sale April 26 Anoka County Fair Grounds.
- Soil Science Field day at Bruce Bacon farm, July 12th from 10am – 4pm
- Set up Finance and Personnel Meetings

- Tingelstad moved to adjourn at 7:11 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary   Date

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

Committee Meetings
F. Operations Committee Meeting March 13, 2014

New Business-Action Items
G. Bruce Bacon Water Monitoring
H. Martin Lake Carp Barrier Site 2 Contractor
I. Rum River WRAPP Work Plan Amendment
J. Professional Services Agreement Amendment –MWMO SRA
K. Metro Conservation District 2014 Dues
L. Suite 250 Lease Renewal with DMZ Auto LLC DBA autolink
M. Ag Preserve Proposal
N. Rain Guardian ACF Distributer Agreement Amendment
O. Conservation Academy Agreement with the Conservation Corps MN

New Business-Informational Items
P. Watershed Updates

Additions
Q. Coon Creek Watershed District Letter to ACD
R. Clean Water Fund Golden Lake Iron Enhancement Sand Filter
S. Natural Resource Block Grant
T.
U.
V.
W.

FYI /Meetings and Dates
- Metro Conservation District Meeting March 26th Earle Brown Tower, Brooklyn Center
- Metro Area MASWCD Meeting April 2nd Cabela’s in Rogers 9:30 am
- Tree and Shrub Sale April 26th Anoka County Fairgrounds
- Schedule Operations Meeting – Survey for Comp Plan
Truchon called the meeting to order at 5:08pm.

**Regular Agenda (Approval of April Agenda)**

- Nass moved to approve the April agenda with the noted additions (V) Staffing. Tingelstad seconded the motion. All ayes, motion carried.

**A. Approval of March Meeting Minutes**

Komec noted a few grammatical corrections
- Tingelstad moved to adopt the amended March Minutes. Nass seconded the motion. All ayes, motion carried.

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

Individual staff reports were reviewed and discussed.

District Manager Chris Lord – Truchon inquired about the stakeholder survey. Lord explained that the online survey tools are limited as far as the number and type of questions. The question, “allocate 10 million to the various ACD programs”, is considered a constant sum question. With constant sum questions, people tend to get lazy and load up the majority of the value in a few categories, thus resulting in worthless data. The Board discussed formatting the question another way such as listing all the programs and having people list them from least to most important. There was further discussion about the way to format the question. Berkness stated that she could work with Lord and prepare a draft survey incorporating some of the suggested changes to present at the next Board Meeting. The Board discussed ACD Day at the Capitol mentioned in Lord’s report. Truchon stated that Groundwater seemed to be the biggest issue. Lord explained that most legislators he met with seemed to resonate with the idea of taxes/fees that would be based on contribution to the problem and phased out when the problem is solved. There was further discussion about the legislative meetings.
and an overall Board member consensus that the day was a success. Truchon inquired about the stormwater pond across from the service road of the lower driveway that turned pink, mentioned in Lord’s report. Lord provided further detail about the pond and provided a colored picture. The Board discussed the possible reasons that the pond turned pink such as red dye. Truchon stated that red dye is toxic. Komec brought attention to the Lake Sara Independence SRA where Lord mentioned that invoicing for the ACD work put into it, might be a little dicey with the transfer of authorities from Hennepin Conservation District to Hennepin County Environmental Services (HCES). Lord further explained that Guentzel provided training to HCES staff. Lord explained that ACD might have to forgo receiving these funds, as the configuration is messy and he does not want to see Washington Conservation District, currently the program host for the MCD, have any issues with BWSR. Komec brought attention to the email that went out about Locke Lake Rain Garden and asked if help was still needed planting the plugs. Lord provided a project implementation timeline stating the planting of the plugs will occur June.

Wetland Specialist Aaron Diehl – Truchon commented that she was pleased that he provided GIS training to the staff.

Water Resource Specialist Jamie Schurbon – The Anoka County Water Resources Report describes issues related to groundwater but fall far short of being a groundwater plan, which Anoka County could really benefit from. Lord brought attention to the fact that the County is not the appropriate entity to complete such a task as they don’t have the necessary regulatory controls to manage groundwater. The Board discussed further the hierarchy of water resource management in Anoka County and which entity would be the best suited to complete and implement a groundwater plan. All agreed that ACD is best suited for this task and would engage cities if funding was provided.

Administrative Assistant Kathy Berkness – Berkness provided information about the tree sale, stating that there are 1460 trees remaining.

Water Resource Technician Andrew Dotseth – Inquiries were made about how the completion of the 2013 Water Almanac went. Lord stated that there were a few formatting tweaks he worked through with the help of Jamie which was to be expected. Komec inquired about what a HOBO logger mentioned in his report. Lord replied that he was not sure what the acronym stood for but the logger is used to collect monitoring data. Lord further stated that the statistical software is close to being maxed-out and will need replacement if we want to continue to include the complete set of monitoring data in our reports.

NRCS District Conservationist Mary Monte – Monte distributed her report and gave an update on many NRCS programs. There was a long discussion about the MN Honey Bee Initiative mentioned in Monte’s report. Monte provided further detail. There was further discussion about how County Fairs deal with Porcine Epidemic Diarrhea PED. Komec provided further detail about the condition.
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
   • Nass moved to approve electronic payments EP-160–EP-174 along with check numbers 12826-12852. Tinglestad seconded the motion. All ayes, motion carried.

E. Legislative Updates
   The Board discussed the progress of the bills, specifically, the revamping of SWCD districts. Lord stated that he believed it was rolling into omnibus. Tinglestad provided the session timeline. There was further discussion about the SWCD supervisor candidate filing period.

New Business – Action Items

F. USDA Civil Rights Review
   The board reviewed the USDA Civil Rights information provided by Monte. Monte went through the correspondence providing detail to the Board. The Board discussed question 4 and 5 of the “USDA Compliance Questionnaire” where it requests Ethnicity stating Hispanic or Latin are not races then proceeding to question 5 where it requests your race but does not list Hispanic or Latino. Some might take offense to this. Monte stated she would look into the wording of the question.

G. Zion Lutheran Rain Garden Grant Request
   The Board reviewed a memo and grant request prepared by Schurbon requesting Lower Rum River Water Management Organization (LRRWMO) cost share for a rain garden at the Zion Lutheran Church Property in Anoka. The Board discussed the lack of water quality improvement, if any, the rain garden would achieve. The Board was concerned that this project would not be consistent with how the LRRWMO intended for the funds to be used.
   • Nass moved to approve the Zion Lutheran Rain Garden LRRWMO cost share funding request upon project approval by the LRRWMO Board who can review project information to make sure that the project it is consistent with their cost share funding criteria. Tinglestad seconded the motion. All ayes, motion carried.

H. 2014 BWSR Clean Water Fund Grant Agreement
   The Board reviewed the BWSR Clean Water Fund Grant Agreement encompassing funds for the Oak Glen Creek Stormwater Pond Expansion and Iron Enhanced Sand Filter, Coon Lake Area Stormwater Retrofits, Golden Lake Iron Enhanced Sand Filter projects. Lord explained that ACD is waiting on approval of the Oak Glen project work plan otherwise everything was approved.
   • Tinglestad moved to approve the grant agreement between the State of MN Board of Water and Soil Resources for the projects: C14-2296 for $517,780, C14-8647 for $43,987 and C14-7468 for $88,590 beginning when BWSR signs
the agreement, and expiring on December 31, 2016 and authorizing the Chair’s signature. Nass seconded the motion. All ayes, motion carried.

I. Allocate the 2014/2015 State Cost Share to Technical Assistance
The Board reviewed a form for 2014/2015 State Cost Share allocation to Technical Assistance. Berkness stated that the Board already made this motion in January but the wrong amount was provided to the Board so another motion would be needed with the correct amount.

- Tingelstad moved to approve the technical assistance option request for state cost share base grant to apply to the fiscal year 2014 funds for $11,107, allocating for technical assistance. Nass seconded the motion. All ayes, motion carried.

J. RCWD 2014 Water Monitoring and Management Contract for Services
The Board reviewed a contract for services with RCWD.

- Nass moved to enter into agreement with the RCWD for 2014 water monitoring and management for $4,875. Tingelstad seconded the motion. All ayes, motion carried.

K. RCWD 2014 Technical Service Agreement
The Board reviewed a services agreement between ACD and RCWD for 2014 Technical Assistance.

- Tingelstad moved to enter into agreement with RCWD for supplemental technical assistance not to exceed $5,000 and authorize the Chair’s signature. Komec seconded the motion. All ayes, motion carried.

L. Fee Schedule Rain Guardian Bunker Update
The Board reviewed an update to the fee schedule needed for the Rain Guardian Bunker ACF distribution changing the amount from $599 to ‘Contact ACD’ as the price will vary depending on if it is being distributed from ACD or ACF.

- Tingelstad moved to approve the change to the 2014 ACD fee schedule. Komec seconded the motion. All ayes, motion carried.

M. Anoka Nature Preserve Controlled Burn
The Board reviewed a project profile outlining the 2014 controlled burn of the Anoka Nature Preserve.

- Nass moved to authorize the District Manager to work with MN Native Landscapes to develop a burn plan, negotiate contract terms and a price. Barring MN Native Landscapes ability to complete the job, PRI will be engaged to complete the contract. The final contract and plan will be brought back to the board for final approval. Tingelstad seconded the motion. All ayes, motion carried.

N. 1 Watershed, 1 Plan Pilot Program Letter of Interest for the Lower St. Croix River Watershed
The Board reviewed a letter to BWSR from Isanti, Washington, Chisago and Anoka Conservation Districts expressing interest in 1 Watershed 1 Plan for the Lower St. Croix River WD. Lord explained that the Lower St. Croix River has a completed TMDL and is in a position to move forward with the 1 Watershed 1 Plan. When the Rum River WRAP is finalized in 2016, ACD will be in a position to move forward with the concept.

- Nass moved to authorize the ACD to support the 1 Watershed 1 Plan initiative for the Lower St. Croix River Watershed. Komec seconded the motion. All ayes, motion carried.

O. Copier Purchase
The Board reviewed a memo prepared by Lord requesting authorization to purchase a new copier.

- Komec moved to authorize the District Manager to pursue replacement of the ACD current copier within the approved budget constraints. Nass seconded the motion. All ayes, motion carried.

P. Martin-Typo Carp Barriers – Sites 1, 3, 4 Bidding
The Board reviewed a memo prepared by Schurbon and corresponding material.

- Nass moved to approve seeking bids on Martin and Typo Lake carp barriers sites 1, 3 and 4 subject to final design revisions and a bid packet meeting staff satisfaction. Komec seconded the motion. All ayes, motion carried.

Q. Biennial Budget – Request
The Board reviewed the Biennial Budget Request summary table that was distributed at supervisor training. Lord asked if there was anything missing that the Board would like to add such as an Outreach and Communications Specialist. The Board thought this would be a good idea to show BWSR that such positions are not otherwise fundable with typical SWCD revenues.

- Tingelstad moved to approve the 2016 / 2017 Biennial Budget Request. Komec seconded the motion. All ayes, motion carried.

R. Unencumber $261.59 of the Ag Preserve Backyard Conservation Cost Share.
Berkness explained that the Messer project deadline has expired and that he has completed his project. Unencumbering the funds will make them available for other projects.

- Tingelstad moved to unencumber $261.59 of the Backyard Conservation funds for the Messer project. Nass seconded the motion. All ayes, motion carried.

New Business – Informational Items
S. MASWCD Call for Resolutions
The Board discussed the resolutions pursued last year.

T. Area IV Meeting
Vici and Mary Jo discussed events of the recent Area IV Meeting they attended.
U. Watershed Updates
Truchon attended the RCWD Citizen’s Advisory Meeting stating she was so glad to hear that RCWD got the $3 million Clean Water Grant for a targeted watershed restoration initiative for Long Lake in Ramsey County.

Additions
V. Staffing
Lord informed the Board that Wetland Specialist Aaron Diehl would be leaving ACD. His wife has a career opportunity that will require they move to Switzerland for 2-3 years for her job at General Mills. Lord stated Diehl wanted to tell the Board before announcing it to staff. The Board expressed their dismay stating Diehl had done a great job and they will be sad to see him go. Tingelstad suggested doing a resolution outlining the positive impact Diehl has made on ACD. It was suggested that he email it to Berkness and she will type it up for Diehl’s exit interview.

FYI / Meetings / Dates
• Metro Conservation District Meeting May 28th 4pm Earle Brown Tower Brooklyn Ctr
• MACD (Area IV) Tour and Meeting June 12th 9am Sherburne History Center
• Soil Science Field day at Bruce Bacon farm, July 12th from 10am – 4pm

• Tingelstad moved to adjourn at 7:26 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date
Regular Agenda (Approval of April 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

New Business-Action Items
F. USDA Civil Rights Review
G. Zion Lutheran Church Grant Request
H. 2014 BWSR Clean Water Fund Grant Agreement
I. Allocate State Cost Share to Technical Assistance
J. RCWD 2014 Water Monitoring and Management Contract for Services
K. RCWD 2014 Technical Service Agreement
L. Fee Schedule Rain Guardian Bunker Update
M. Anoka Nature Preserve Controlled Burn
N. 1 Watershed, 1 Plan Pilot Program Letter of Interest for the Lower St. Croix River WD
O. Copier Purchase
P. Approval to Seek Bids for Martin-Typo Carp Barriers, sites 1,3,4 (provided at meeting)
Q. Biennial Budget Request – (Distributed at Supervisor Training)
R. Unencumber $261.59 of the Messer Cost Share Ag Preserve Backyard Conservation Funds

New Business-Informational Items
S. MASWCD Call for Resolutions
T. Area IV Meeting
U. Watershed Updates
V. Staffing

Additions
W.
X.
Y.
Z.
AA.

FYI /Meetings and Dates
• Tree and Shrub Sale April 26th Anoka County Fairgrounds
• Metro Conservation District Meeting May 28th Earle Brown Tower, Brooklyn Center
• Anoka Conservation District Board Meeting May 19th 5pm ACD
• Set up Personnel Meeting
• Set up Finance Committee Meeting for the 2015 Budget
Truchon called the meeting to order at 5:05pm.

Regular Agenda (Approval of May Agenda)
- Tingelstad Moved to approve the May agenda with noted additions (O) RCWD Cost Share Agreement (P) JPA with Anoka County (Q) Metro Area Envirothon. Nass seconded the motion. All ayes, motion carried.

A. Approval of April Minutes
Komec noted a few grammatical corrections
- Nass moved to adopt the amended April Minutes. Tingelstad seconded the motion. All ayes, motion carried.

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

Conservation Specialist Mitch Haustein – Truchon inquired about the Howard Lake project where various Pretreatment Chamber Bunkers endured snowplow damage. Lord explained that unfortunately, the bunkers were not flagged, stating turrets would have worked better in the location but were not in existence at the time the project was installed. The installer is responsible for replacing the bunkers and there is a possibility that they will exchange them for turrets. Truchon commented that she sees Haustein at the Rice Creek Watershed District (RCWD) meetings and he does a great job answering questions.

Water Resource Specialist Jamie Schurbon – Truchon inquired about how the Zion Lutheran Church Rain Garden installation was coming along. Lindahl mentioned that the church is having an open house on Wednesday at 11:30am, a great time to check it out.

District Manager Chris Lord – Truchon commented that she is glad Lord put so much time into preparing the BWSR biennial budget request and thanked him for his efforts
adding that the request is important. Truchon directed attention to a cedar tree revetment project at the Coon Rapids Dam proposed by Lord requesting a mere $50,000 from Anoka County with the majority of the project to be funded by Great River Greening. Unfortunately, the project was turned down by Anoka County. Truchon questioned what the next step would be to get the project moving forward. Lord stated that there is not a lot ACD can do, adding that it is surprising that the County does not have discretionary funds available. Lord stated that the county has the natural resource inventory available of the proposed project location with results revealing that it is a high priority area. Tingelstad commented on a Rum River Shores picture of the plantings in Lord’s report stating that it is beautiful. Lord provided further detail about the project planting.

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

D. Approval of May Bills
   • Nass moved to approve electronic payments EP175–EP186 along with check numbers 12853-12879. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Updates
   The Board reviewed the MASWCD legislative updates, specifically focusing on the SWCD redistricting that passed. Lord stated that it is up to Anoka County to come up with population-voting configuration by district. Tingelstad commented that there is time to get an amendment in. Truchon stated that she attended a legislative session where Sheila Vanney, MASWCD Assistant Director, gave excellent testimony related to redistricting. Lord stated he left messages with legislators attempting to connect and discuss redistricting. The Board discussed the fact that the change might have a positive impact when SWCDs try to get taxing authority. Lord brought attention to the legislative report stating the sales tax exemption will include SWCDs starting in 2015

Committee Meeting
F. Personnel Committee Meeting May 15th
   Komec gave an overview of the Personnel Committee Meeting.
   • Komec moved to accept Diehl’s resignation as the ACD Wetland Specialist to be in good standing. Tingelstad seconded the motion. All ayes, motion carried.

   Lord stated that to fit all the recruitment and hiring tasks in at the June board meeting, the date will need to be later than the 16th.
   • Tingelstad moved to change the June 16th board Meeting to June 23rd. Lindahl seconded the motion. All ayes, motion carried.

   The Board reviewed the recruitment materials.
Komec moved to authorize approval of the recruitment material as presented including the recruitment schedule, recruitment criteria, position announcement and posting. Tingelstad seconded the motion. All ayes, motion carried.

G. Finance Committee Meeting May 14th
Nass noted 2014 and 2015 Budget updates.

2014 Budget Update
- $74,000 debt service payments on the McKay property in addition to standard mortgage payments.
- $56,377 added to the Undesignated Fund Balance to bring the balance to 25% of annual operating expenses per ACD policy.
- $42,537.39 to develop a special conservation projects fund.
- $30,000 available for wage adjustments covering next 18 months.

2015 Budget
- Retain existing staff positions
- Nominal increase in Rain Guardian sales
- Securing a seasonal employee through the MCC apprenticeship program
- No speculative grant funding
- $24,000 debt service payments on the McKay property in addition to standard mortgage payments
- Wages held constant with the last half of 2014
- No increase in employee benefits
- Continued contract with Isanti Conservation District

Nass moved to approve the 2014 and 2015 budget as amended. Tingelstad seconded the motion. All ayes, motion carried.

New Business –Action Items

H. MWMO Professional Service Agreement
Tinglestad moved to enter into the professional services agreement with the Mississippi WMO for lake level monitoring for $250, authorizing the Chair’s signature. Komec seconded the motion. All ayes, motion carried.

I. June Board Meeting Date
Covered under item F

J. Stakeholder Survey
Lord projected on the white board, the stakeholder survey created in the open source software Survey Monkey and went through it question by question. The Board discussed and provided updates. Berkness stated that she would send the survey out to the board before sending it to stakeholders.

New Business –Informational Items

K. MACD Summer Meeting and Summer Tour
The Board reviewed the Metro Area IV summer tour information. Truchon inquired if staff would be attending. Berkness stated she had intended to go to the summer
meeting but the date falls on her vacation day needed to prepare for her daughter’s graduation open house. Lord stated that he is much too busy to attend. Truchon, Nass and Tinglestad expressed interest in attending.

L. Summer Party Dates
After some discussion, it was decided that Saturday June 28th, will work for the summer party.

M. The Board reviewed the MASWCD Leadership Program information
The Board discussed who should attend the MASWCD leadership program.
• Nass moved that ACD send up to two employees/supervisors to the 2014/2015 MASWCD leadership training. Komec seconded the motion. All ayes, motion carried.

Berkness stated she would follow up before the next meeting, as a check would need to be prepared and approved at the June meeting.

N. Watershed Updates
Coon Creek Watershed District (CCWD) Advisory Committee Meeting - Lindahl provided a brief update stating there have been many developments coming through CCWD for review. The CCWD also has been focusing on implementing their Comp Plan for 2014 and 2018. Lindahl brought attention to the CCWD assuming WCA responsibility for a portion of Ham Lake that is within the Sunrise WMO.

RCWD Citizen’s Advisory Meeting – Truchon stated Haustein was in attendance to discuss RCWD projects stating that he does a great job presenting and all projects he proposed members seemed pleased with.

Additions
O. RCWD Cost Share Agreement
• Nass moved to enter into agreement with the RCWD for the Golden Lake Iron Enhanced Sand Filter Project for $22,500. Lindahl seconded the motion. All ayes, motion carried.

P. JPA with Anoka County for the Natural Resources Block Grant (NRBG)
Lord explained the structure of the NRBG fund delivery stating most often funds go directly to the County but in ACD’s case the District receives the funds, then passes the Minnesota Pollution Control Agency Subsurface Sewage Treatment Systems (SSTS) and Shoreland funds onto Anoka County. ACD administers the WCA and Local Water Management portions of the NRBG grant. After a BWSR audit, Anoka County has decided not to keep the SSTS or the Shoreland funds and inquired if ACD would be interested in administering both programs. The JPA is the result of this change. The Board discussed the possible fund utilization scenarios.
• Lindahl moved to approve the JPA with Anoka County for the NRBG. Nass seconded the motion. All ayes, motion carried.
Q. Metro Area Envirothon
Truchon gave an update of the Metro Area Envirothon she served as an Oral Presentation judge, which occurred on Thursday, May 1, 2014,

FYI / Meetings / Dates
- Soil Science Field day at Bruce Bacon farm, July 12th from 10am – 4pm
- MASWCD Leadership Training August 13 -14 Moorhead MN

- Tingelstad moved to adjourn at 7:26 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary    Date

Approved as to form and content by Mary Jo Truchon, Chair    Date
Anoka Conservation District
Supervisors Regular Board Meeting
Monday May 19, 2014 5:00 PM

4:30 Supervisor Training: Mississippi WMO Subwatershed Retrofit Assessment Overview

Regular Agenda (Approval of May 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

Committee Meeting
F. Personnel Committee Meeting May 15th
G. Finance Committee Meeting May 14th

New Business-Action Items
H. MWMO Professional Services Agreement
I. June Board Meeting Date (to accommodate interview process)
J. Stakeholder Survey

New Business-Informational Items
K. MACD Summer Meeting and Summer Tour
L. Summer Party Dates
M. MASWCD Leadership Program
N. Watershed Updates

Additions
O. RCWD Cost Share Agreement
P. JPA with Anoka County for NRBG Administration
Q. Metro Area Envirothon
R. S.

FYI /Meetings and Dates
• Candidate Filing Period May 20, 2014 through June 3, 2014.
• Metro Conservation District Meeting May 28th Earle Brown Tower, Brooklyn Center
• MACD (Area IV) Tour and Meeting June 12th 9am Sherburne History Center
• Soil Science Field day at Bruce Bacon farm, July 12th from 10am – 4pm
• Set up Personnel Committee Meeting
Board Meeting Minutes  
Date:        June 23, 2014  
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  
Mary Monte, NRCS District Conservationist  

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

Regular Agenda (Approval of June Agenda)  
• Komec Moved to approve the June agenda with noted addition (Q) Chris Lord’s Vacation Request.  Nass seconded the motion. All ayes, motion carried.  

A. Approval of May Minutes  
• Lindahl moved to adopt the May Minutes. Tingelstad seconded the motion. All ayes, motion carried.  

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

Wetland Specialist Aaron Diehl – Truchon asked how the online wetland form is working out. Berkness stated that Diehl has received a few online wetland review requests and that it seemed to be working well and saving Diehl time. The Board discussed the whereabouts of Site 7, mentioned in Diehl’s report.  

Conservation Specialist Mitch Haustein – Tingelstad asked about the draft agreement for Rain Guardian marketing assistance with ASP Enterprises in Haustein’s activity report. Lord provided further detail about the delay stating the Board would be able to review at a later date. Tingelstad inquired about how the installed rain gardens are holding up with all the rain. Lord explained that there are still some RCWD Rain Gardens not draining properly and provided detail. Truchon stated that RCWD staff, Board and Committee Members are pleased with Haustein’s work.  

Administrative Assistant Kathy Berkness – Truchon stated that the “Know the Flow” website has links to the disabled AnokaNaturalResources.com site and asked that Berkness contact Bart Biernat at Anoka County Environmental Services to have the links updated. The Board inquired about the potential fundraiser “Kids for
Conservation”. Berkness stated she heard from a fundraising coordinator at District 11, but has not heard from other districts. Truchon stated that summer is the time to get something going. Nass suggested contacting the Teachers workshop coordinators to get the word out about the opportunity. There was further discussion about posting it to the ACD website. Lindahl suggested adding something about the history of ACD then transition into the “Kids for Conservation”. The Board discussed further and decided to add “Kids for Conservation” to the Operations Committee agenda.

Water Resource Specialist Jamie Schurbon – Tingelstad stated that he is happy to see the Isanti Conservation District is involved with Pheasants Forever. Truchon made comment that she is pleased to see the Geological Atlas moving forward in Isanti.

Water Resource Technician Andrew Dotseth – Komec asked what CLP is, mentioned in Dotseth’s report. Nass explained that it is Curly Leaf Pondweed.

District Manager Chris Lord – Lord stated that there are many projects moving forward highlighting the Mississippi Stabilization project stating Geldaker deviated from the original project plan by using boulders instead of Armormax. Lord informed the Board that he completed all CCWD rain garden designs and the project will be sent out for bid soon. Lord brought up his concerns about the bidding process, informing the Board that Carp Barriers project, covered further down on the agenda, only received one bid, well over the budgeted amount. Lord stated that contractors do not seem to have the time to pull such a detailed bid together as it involves subcontracts. Most contractors are swamped because of the weather delays.

Monte distributed her activity report. Monte stated that she brought up the problem with the "USDA Compliance Questionnaire” refreshing the Boards memory about the April Meeting discussion. Question 4 and 5 of the form identify Hispanic or Latin as an ethnicity and not a race, which is confusing. Monte stated her inquiry made it all the way to Washington D.C. and hopefully the form will be revised.

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

Lord brought attention to the check for $233,475.90 stating that it is for the Oak Glen Creek project as the City of Fridley completed most of the work and submitted reimbursement material. Lord suggested that authorization to make payment noted in the minutes.
   • Nass made a friendly amendment adding the approval of check #12880 for $233,475.90, to the City of Fridley for the Clean Water Fund Project, Oak Glen Creek. Komec seconded the motion. All ayes, motion as amended carried.

D. Approval of May Financial Reports
   • Nass moved to approve the May financial reports. Komec seconded the motion. All ayes, motion carried.
E. Legislative Updates
Tingelstad provided an update.

Committee Meeting
F. Personnel Committee Meeting June 17, 2014
Komec gave an overview of the Personal Committee meeting. Lord provided detail about the applicants stating it was hard to find qualified candidates.

- Komec moved to authorize offering the Wetland Specialist Position to Joan Spence at a starting wage of $22.03/hour plus benefits to begin as early as July 7, 2014 following verification of previous employment, references, education and licensure, and driving record. Nass seconded the motion. All ayes, motion carried.

Nass made comment that she was very impressed with Spence and feels she will do a great job as Wetland Specialist. Nass shared that Spence stated that it is known within the industry that the Anoka Conservation District and Stearns SWCD are considered “WOW” conservation district.

Komec stated that the committee reviewed the evaluations and wage strategy stating employees are doing a wonderful job and discussed that Berkness works beyond her position description and that it needs to be adjusted. Nass noted that during the review of evaluations staff noted that their workload is very heavy but overall the district accomplishes so much compared to other offices where employees work much less but are paid so much more. Nass added that it is important to pay great employees’ well so they do not leave ACD.

- Komec moved to authorize the wage adjustments as presented with an effective date of June 30, 2013. Nass seconded the motion. All yes, motion carried.

Lord stated that an operations committee meeting is needed because one of the outcomes of the evaluation process with the Wetland Specialist, is a suggestion that it would be useful knowing the Board stance on various wetland and natural resources issues. This information could be used when working with residents because they could be referred to the Board policy taking some of the pressure off staff. Nass suggested adding the Administrative Assistant position update to the agenda as well.

New Business—Action Items
G. Carp Barriers Project Bids
The Board reviewed a memo prepared by Schurbon about Carp Barrier bid process outlining that he only received one bid, which was over budget. The Board discussed the weather delays causing contractors to get behind and not having time to complete such a detailed bid. Lord stated that Schurbon would like the flexibility to reopen the bid process when he thinks there is a likelihood of success without coming back to the board for approval to post it.

- Tingelstad moved to reject the lone bid from Blackstone Contractors, LLC because it exceeds the project budget and authorize staff to re-bid the project
in the future. Lindahl seconded the motion. All ayes, motion carried.

Lord stated although it is not part of the current process, including the engineers estimate would be useful. The Board discussed altering the bid process to include the engineers estimate

- Lindahl moved to authorizing altering the bid process to include the engineers estimate. Nass seconded the motion. All ayes, motion carried.

**H. Swenson NPEAP Application**

- Nass moved to approve the Swenson NPEAP application for $9,982 and any subsequent funding agreements with the landowner to manage escrow funds. Komec seconded the motion. All ayes, motion carried.

**I. Ground Water Level Monitoring Well Agreements – FY2015**

The Board reviewed the Ground Water Level Monitoring agreements for 2015. Lord pointed out that the DNR doubled the monitoring amount from $15 to $30 per reading.

- Nass moved to enter into agreement with the State of MN DNR for monitoring 12 wells. Komec seconded the motion. All ayes, motion carried.

**J. Elvrum Rain Garden Curb Fix**

The Board reviewed a memo prepared by Schurbon about a Martin Lake rain garden problem.

- Nass moved to authorize hiring a contractor to perform the work, not to exceed $1,200. Komec seconded the motion.

Lindahl suggested altering our review process to better catch situations like this. Lord stated that this is a unique situation further explaining in detail. All ayes, motion carried.

**K. New Investment Account needed to meet FDIC Guidelines**

The Board reviewed a memo prepared by Berkness about the need for another account to meet state requirements for funds collateralization and/or insurance. FDIC only covers $250,000 per account. A suggestion to open a Trustone money market account, earning more interest than the Wells Fargo savings, in addition to opening a Trustone checking account needed for ease of transferring funds.

- Tingelstad moved to authorize opening up a Trustone Money Market and checking account. Lindahl seconded the motion. All ayes, motion carried.
- Tingelstad moved to authorize adding Christopher A Lord and Vici L Nass to the checking and money market as signers. Komec seconded the motion. All ayes, motion carried.
- Tingelstad moved to give permission to the administrative assistant to received assistance from Trustone customer service with any question or assistance with setting up bill pay. Nass seconded the motion. All ayes, motion carried.

**New Business – Informational Items**

**L. “Picnic Scientifique” Soil Field Day, July 12th 10-4PM**

The Board reviewed the abundance of information about the soil health field day on July 12th to be hosted by Bruce Bacon. A Board member is needed to man a display. Nass
inquired about the type of display that ACD could provide. Lord stated that our display boards are not conducive to the outdoor elements and suggested providing flyers at a table. The Board members discussed who would be attending. Truchon, Nass, Komec and Tingelstad expressed interest.

M. Board of Water and Soil Resources (BWSR) Conservation Project Tour
The Board reviewed information about a BWSR Conservation Project Tour in Anoka and northern Ramsey counties. Lord stated that they would be touring ACD, CCWD and RCWD projects. The BWSR Board will be attending and after some discussion it was decided that most ACD Supervisors would try to attend.

N. Potluck Signup Sheet
The Board discussed the June 28th summer party hosted by Lord and his wife and added information to the potluck signup sheet.

O. MASWCD call for nominations
The Board reviewed information about the MASWCD call for nominations along with the 2014 candidate prospectus

P. Watershed updates
Lindahl provided updates of the Coon Creek Watershed District (CCWD) Advisory Committee Meeting and Board Meetings. Truchon provided updates of the Rice Creek Watershed District Citizen’s Advisory Committee meetings.

Additions
Q. Lord Vacation Request.
The Board reviewed a memo prepare by Lord requesting Wednesday June 24th through Friday June 26th off.
  • Tingelstad moved to accept Lord’s vacation request of June 24th through Friday the 26th off. Komec seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
• Soil Health Field day at Bruce Bacon farm, July 12th from 10am – 4pm
• MASWCD Leadership Training August 13 -14 Moorhead MN

• Tingelstad moved to adjourn at 7:03 pm. Lindahl seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary       Date

Approved as to form and content by Mary Jo Truchon, Chair       Date
Anoka Conservation District
Supervisors Regular Board Meeting
Monday June 23, 2014 5:00 PM

4:30 Review of Stakeholder Survey Results – Kathy Berkness

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

Committee Meeting
F. Personnel Committee Meeting on June 17, 2014

New Business-Action Items
G. Carp Barriers Project Bids
H. Swenson NPEAP application
I. Ground Water Level Monitoring Well Agreements – FY2015
J. Elvrum Rain Garden Curb Fix
K. New Investment Account needed to meet FDIC Guidelines

New Business-Informational Items
L. Festival of Farms Field Day, July 12th, 10 – 4pm- Supervisor Needed
M. BWSR Convention Project Tour
N. Potluck Signup Sheet
O. MASWCD call for nominations
P. Watershed Updates

Additions
Q. Chris Lord’s Vacation Request
R.
S.
T.
U.

FYI /Meetings and Dates
• Soil Science Field day at Bruce Bacon farm, July 12th from 10am – 4pm
• ACD Board Meeting July 21st 5:00 ACD Office in Ham Lake
• Metro Conservation District Meeting July 30th Earle Brown Tower, Brooklyn Center
Board Meeting Minutes
Date: July 21, 2014
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 (departed at 6:22pm)
Kathy Berkness, Administrative Assistant

Truchon called the meeting to order at 5:10pm.

Regular Agenda (Approval of July Agenda)
- Komec Moved to approve the July agenda. Nass seconded the motion. All ayes, motion carried.

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

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

Water Resource Specialist, Jamie Schurbon – Tingelstad brought attention to the call Schurbon received about the parasites in Fawn Lake. There was discussion about a previous death that occurred related to the Fawn Lake parasites. Tingelstad made comment that he is happy about all the rainfall as Coon Lake’s water level was so low the past couple years and now back up to where it should be.

Conservation Specialist Mitch Haustein - Truchon inquired about the Mississippi River Critical Corridor Area (MRCCA) rule change. Lord stated that he and Haustein attended the MRCCS rule change meeting on July 16, to assist residents with questions. The timing was great as BWSR requested an assessment from SWCDs of private properties that sustained flood damages due to the abundance of rainfall. The event offered a great opportunity to collect landowner data and gather information from potential projects sites if funding opportunities do occur. Lord stated Haustein did an excellent job locating the properties on LIDAR and compiling a lot of information in a short amount of time, results reflecting $725,000 in potential projects.

New Wetland Specialist Joan Spence – Lord suggested that if the Board has additional questions about projects mentioned in Spence’s activity report, to contact her directly.
Nass suggested that the Board contact Spence if they have additional information that might be useful to her about projects mentioned in her report.

Wetland Specialist Aaron Diehl - Nass brought attention to ditch 53-62, an area that has a history of controversy regarding wetlands. Lord noted that Bunker Boulevard is going to be widened, which will affect Bromley’s property, possibly resulting in an emergence of his unresolved wetland violation.

District Manager Chris Lord – Lord provided further detail about a wetland violation in the City of Columbus mentioned in his report stating the landowner built a pole barn on a wetland and when confronted by the LGU authorities about the violation, put blame on the contractor. Lord stated he felt compelled to go out to the project because of his history with the site going back to the mid 1990’s.

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

Lord brought attention to the negative checking account balance listed in the balance report stating that it was the QuickBooks balance on June 30, due to a large uncashed check made out to the city of Fridley, a transfer made the following day brought the balance out of the negative.

D. Approval of July Bills
   • Nass moved to approve electronic payments EP202 - EP217 along with check numbers 12922-12947. Lindahl seconded the motion. All ayes, motion carried.

E. Legislative Update
Tingelstad stated he sent an email to his mother Kathy Tingelstad, Anoka County Chief Lobbyist, about the wetland policies resulting from the Operations Committee Meeting on July 15th. His mom suggested he speak with legislators. Tingelstad commented that he will wait until the after elections to contact legislators.

Committee Meeting
F. Operations Meeting July 15th
The Board reviewed the Operations committee minutes and Lindahl provided a brief overview.
   - Natural Resources Policies
Lord discovered that not all the policies were included for the board to review and stepped out of the meeting to make copies then distributed. The Board discussed and decided to review the information and tackle at the August meeting.
   • Tingelstad moved to table the Natural Resource Policy updates to the handbook. Lindahl seconded the motion. All ayes, motion carried.

   - Kids for Conservation
Lindahl explained that promotion of the fundraising partnership between schools and ACD through our tree sale will focus on district 15 elementary school children, with contact to PTA and teachers to begin immediately for a program start during the late summer and fall. This process will include making a short video that explains how the fundraiser works.

- **2015 Local Work Group (LWG) for EQIP Funding**
  The Board reviewed and discussed the 2015 EQIP Local Resource and Concerns. Lord pointed out the updates.
  - Lindahl made a motion to adopt the 2015 EQIP Local Resource and Concerns. Tingelstad seconded the motion. All ayes, motion carried.

**New Business –Action Items**

**G. Anoka Nature Preserve**

The Board reviewed a memo prepared by Lord along with a sketch about and update to the Anoka Nature Preserve Easement. The update is due to the elimination of a cul-de-sac ‘bulb’ within the Rum River Shores development shown because a road was constructed but the road is actually a bit narrower thus increasing the size of the area under the protected easement. The other item was clarification regarding access to the dock previously approved by the ACD Board at the May 2013, meeting, which it has become clear will require stairs to accommodate the steep bank. Lord brought attention to the fact that the dock would not be ADHD accessible. The Board discussed their concerns about this and the fact that there is a wheelchair accessible dock in the River Bend Park just south of Bunker Lake Boulevard on the other side of the river visible from the dock with the Anoka Nature Preserve. Lindahl suggested requesting a sign on site that indicates the location of the accessible nearby dock.

- Nass moved to authorize modification of the conservation easement legal description to remove the cul-de-sac and confirm that a stairway is acceptable adding that signage should be added on site indicating where the handicap accessible dock is located. Komec seconded the motion. All ayes, motion carried.

**New Business –Informational Items**

**H. Strengthening You SWCD Conference**

The Board reviewed the MASWCD Agenda and conference information.

**I. Picnic Scientifique” Soil Field Day, July 12th 10-4PM**

Mary Jo, provide detail of the soil field day event she, Komec, Nass and Tingelstad attended on July 12, hosted by organic farmer and conservation enthusiast Bruce Bacon. Truchon stated that it was a perfect day for bringing together a diverse group who shared interest in raising food for people and habitat for wildlife. Nass informed the Board that Bacon was very pleased and that it was his dream to host such an event. There were several soil scientists in attendance who presented their studies on soil health at the Bacon Farm.

**J. Watershed updates**

Lindahl provided updates of the Coon Creek Watershed District (CCWD)
Advisory Committee Meeting and Board Meetings. Truchon stated the Rice Creek Watershed District Citizen's Advisory Committee did not meet in July.

**FYI / Meetings / Dates**
- MASWCD Leadership Training August 13 -14 Moorhead MN
- BWSR Tour August 27 Vadnais Heights Holiday in 8:00pm

- Tingelstad moved to adjourn at 7:03 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
Supervisors Regular Board Meeting
Monday July 21, 2014 5:00 PM

4:30 Supervisor Training: Aaron Exit Interview

Regular Agenda (Approval of July 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

Operations Committee Meeting
F. Operations Meeting July 15th

New Business-Action Items
G. Anoka Nature Preserve

New Business-Informational Items
H. Strengthening your SWCD Conference
I. Festival of Farms Field Day, July 12th
J. Watershed Updates

Additions
K.
L.
M.
N.

FYI /Meetings and Dates
• BWSR Tour RSVP by August 11th
• MASWCD Leadership Training August 13 -14 Moorhead MN
Anoka Conservation District Regular Board Meeting

August 18, 2014

Board Meeting Minutes

Date: August 18, 2014
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
Jamie Schurbon, Water Resources Specialists (departed at 6:30)
Tim Wilson, NRCS State Conservationist (departed at 6:22pm)
Mary Monte, NRCS District Conservationist

Truchon called the meeting to order at 5:10pm.

Regular Agenda (Approval of August Agenda)

• Nass Moved to approve the August agenda with the following additions: R) Carp Barriers Site 2 Progress Payment, S) ANP Amendment and Burn Contract, T) Anoka Sand Plain Partnership Habitat Restoration and Enhancement Phase III Grant Agreement, U) Golden Lake IESF, V) ArcGIS Licenses. Tingelstad seconded the motion. All ayes, motion carried.

A. Approval of July Minutes

Truchon asked that a sentence be added under item I. Picnic Scientifique clarifying that the event was attended by several soil scientists who presented their studies on soil health.

• Lindahl moved to adopt the July 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.

District Manager Chris Lord – Nass inquired about the building removal on the Beach Easement site. Lord stated that he needs an itemized bid before pursuing. There was further discussion about the buildings. Lindahl suggested demolishing the buildings during winter then completing a final clean up after the snowmelt.

Water Resource Specialist Jamie Schurbon – Truchon inquired about the buckthorn treatment application at Lamprey Pass WMA. Lord provided further detail, indicating that the project is too speculative to apply for at this time. Truchon suggested that Schurbon’s children be in the “Kids for Conservation” video as his son Eli is practically an ACD poster child. Truchon commented that Schurbon provided a wonderful review of the Anoka County Water Resource Report. Lindahl inquired about the date and time of
the Pheasants Forever banquet. Schurbon stated he was unsure but will find out and send the information to Lindahl.

Conservation Specialist Mitch Haustein – Upon reading that Haustein attended a green infrastructure discussion, Truchon commented that MN needs to play catchup as she could see seven green rooftops from her hotel room when in Chicago. Lord explained that several SRAs are pending in the CCWD but are on hold until CCWD clarifies how they want the report format altered to better integrate with their annual and comprehensive planning processes.

Wetland Specialist Joan Spence – There was discussion about Spence’s activity report and the need for more detail. Nass commented that she spoke with Spence who conveyed that she is happy to be at ACD. Truchon stated that she was very pleased with the wetland policy updates Spence provided.

Water Resource Technician Andrew Dotseth – Truchon commented that she wished she could have attended the aquatic plant ID tour Dotseth coordinated. Lord stated that it was an impromptu training. A landowner called Dotseth with questions and he went out the property and accompanied several property owners around the lake on a pontoon to show them the various invasive and native aquatic plants. Lord explained that CCWD expressed frustration that we didn’t use the training as an opportunity to obtain video footage for promotional purposes.

Wilson gave the Board an update on his activity and NRCS programs.

Monte distributed her activity report and provided detail.

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

D. Approval of August Bills (covered after item U)
   • Nass moved to approve electronic payments EP218 – EP230 along with check numbers 12948 -12977. Tinglestad seconded the motion. All ayes, motion carried.

E. Legislative Update
   Tinglestad provided an election-day count down.

Committee Meeting

F. Operations Meeting July 15 Natural Resources Policies
   The Board reviewed the draft ACD policy and the BWSR policy. Lord explained that it made sense to combine the BWSR policy along with the local policy for various reasons. He stated that he was very pleased with the updates provided by Spence which he incorporated into the ACD policy.
   • Nass moved to adopt the Natural Resources policy updates to the ACD Handbook as presented. Komec seconded the motion. All ayes, motion carried.
New Business – Action Items

G. MASWCD SWCD of the Year
The Board reviewed the SWCD of the year application nominating ACD and supporting letters. Truchon made comment that she was very pleased with the supporting letters also complementing Lord on the well-done application.

- Lindahl moved to authorize accepting and submitting the award Application. Tinglestad seconded the motion. All ayes, motion carried.

H. MASWCD Outstanding Conservationist
The Board reviewed a memo prepared by Lord outlining the nominees for Anoka County Outstanding Conservationist. The suggested nominees: Dean Hanson of Landmark Development and developer of the Rum River Shores site in Anoka, The City of Anoka and the City of Fridley. The Board discussed all nominees. Nass brought up the various natural resource projects in Fridley specifically pointing out the Oak Glen Creek Stabilization project. There was discussion about the projects in the city of Fridley.

- Tinglestad moved to select City of Fridley as the 2014 Anoka County Outstanding Conservationist. Nass seconded the motion. All ayes, motion carried.

I. Stitt Cost-Share Reimbursement
The Board reviewed a letter and voucher prepared by Haustein corresponding to the Stitt Cost share Reimbursement request.

- Nass moved to approve $1059.69 in cost-share reimbursement to Alex Stitt for the Stitt lakeshore restoration project. Reallocate the remaining $75.81 to the Upper Rum River Watershed Management Organization cost-share fund closing out the Stitt cost share grant. Komec seconded the motion. All ayes, motion carried.

J. Geldaker Cost Share Payment
The Board reviewed a letter and voucher prepared by Lord corresponding to the Geldaker Cost share Reimbursement request. Lord explained that Geldaker deviated from the original plan and utilized boulders to stabilize a portion of the slope above the 10-year flood elevation. The original plan was to stabilize with Armormax and seed with native species but the design was cost prohibitive and so the contractor and landowner negotiated with the boulders. Lord suggested holding back $500 for the installation of willow stakes to improve the aesthetics and habitat values. The Board discussed further and all were pleased with the boulders.

- Nass moved to approve the return of escrowed funds in the amount of $9,810 and cost share reimbursement of $6,677.88 as follows (LRRWMO $1,431.2, Ag Preserves Conservation - $1,711.31, Ag Preserves Water Quality - $35.47 and Ag Preserves Natural Resources Conservation $3500) while withholding $500 of Ag Preserves Natural Resources Conservation funds until willow staking is complete. Lindahl seconded the motion. All ayes, motion carried.

K. ASP Agreement – Midwest Rain Guardian Distribution
The Board reviewed the distributor agreement with ASP Enterprises pertaining to the distribution of the Rain Guardian. Tingelstad made comment that he is happy to see the agreement finalized. The distributor territory was pointed out and discussed briefly.

- Nass moved to enter into agreement with ASP Enterprises for distribution of the Rain Guardian. Tingelstad seconded the motion. All ayes, motion carried.

**L. Suite 200 Lease Renewal**
The Board reviewed the Lease renewal agreement with Tebco Drywall, Inc for Suite 50.

- Tingelstad moved to renew the lease with Tebco Drywall for Suite 50 as presented. Nass seconded the motion. All ayes, motion carried.

**M. Seasonal Staff**
The Board reviewed a memo prepared by Lord requesting a Seasonal Technician Position for 3 months to help with the workload.

- Nass moved to extend Larson’s position an additional six months to February 27, 2015 at a pay rate of $13.66/hour. Komec seconded the motion. All ayes, motion carried.
- Nass moved to authorize the district manager to fill a 3 month full time seasonal position at a rate not to exceed $12.66 an hour. Tingelstad seconded the motion. All ayes, motion carried.

**N. Martin and Typo Lake Fish Barriers – Sites 1, 3, 4 bids**
Schurbon was present to distribute the outcome of 3 bids he received for the Martin and Typo Lake Fish Barrier. Schurbon provided detail. The Board discussed.

- Tingelstad moved to accept the bid from Rachel Contracting including a base bid of $369,934, alternate for $4,800 and alternate 2 for $15,000 and authorize the chair to sign a contract following receipt of the performance bond, payment bond and certificate of insurance. Nass seconded the motion. All ayes, motion carried.

**New Business –Informational Items**

**O. Volunteer Gift**
The Board reviewed a memo prepared by Berkness about the volunteer / cooperator gift suggesting ACD give a water bottle with the ACD logo. The Board discussed.

- Tingelstad moved to approve gifting the Volunteers and Cooperators an ACD Logo water bottle in blue. Nass seconded the motion. All ayes, motion carried.

**P. Comp Planning Schedule**
The Board reviewed a memo prepared by Lord outlining a timeline for ACD comp planning. The Board discussed the looming deadline for all that needs to occur to finalize the five year plan and decided to have the workshop on September 2 at 2:00pm. Truchon suggested incorporating soil health into the plan, which was followed by a discussion on the need to clarify how we can build programs and services around the priorities that we identify.
Q. Draft 2013 Financials Audit
The Board reviewed the draft 2013 Financials Audit prepared by Mark Babock.

- Tingelstad moved to approve the draft 2013 Financials Audit. Nass seconded the motion. All ayes, motion carried.

R. Carp Barriers Progress payment
Lord explained that ACD received an invoice from West Bank for $22,575 related to work completed on the Martin and Typo Lake Carp Barrier project. Water Resource Specialist Schurbon has inspected the work and verified that it was done according to the design.

- Nass moved to approve the partial payment to West Branch in the amount of $22,575. Lindahl seconded the motion. All ayes, motion carried

The Board moved to Agenda Item D

S. Anoka Nature Preserve Grant Amendment and Prescribed Burn Contract.
The Board reviewed a memo prepared by Lord about the Anoka Nature Preserve Grant and amendment that is needed due to the only bid received for the prescribed burn at ANP by MN Native Landscapes that came in well over budget. Other elements of the budget were updated as well to reflect actual and projected costs.

- Tingelstad moved to seek an amendment to the Anoka Sand Plain Habitat Restoration and Enhancement Phase II accomplishment plan budget to reflect the budget modifications as shown above, primarily to account for the added cost of contracting for the prescribed burn. Komec seconded the motion. All ayes, motion carried.
- Tingelstad moved to enter into a contract with MN Native Landscapes to complete the prescribed burn at the Anoka Nature Preserve not to exceed $14,350, contingent upon approval of the aforementioned amendment. Komec seconded the motion. All ayes, motion carried

T. Anoka Sand Plain Partnership Habitat Restoration and Enhancement Phase III Grant Agreement.
The Board reviewed the grant agreement and corresponding material related to the Anoka Sand Plain Partnership Habitat Restoration and Enhancement Phase III Grant Agreement.

- Tingelstad moved to pass the MN DNR Grant Agreement Resolution identifying the authorized Representative, Project Manager and Fiscal Agent and Authorization of Grant Funds. Nass seconded the motion. All ayes, motion carried.
- Tingelstad moved to authorize execution of the Conflict of Interest and Disclosure Assurance. Komec seconded the motion. All ayes, motion carried.
- Tingelstad moved to authorize execution of the MN Affirmative Action Data Page indicating that ACD has not employed more than 40 FTEs on a single working day, exempting ACD from this provision. Nass seconded the motion. All ayes, motion carried.
• Tingelstad moved to authorize execution of the MN DNR ENRTF/OHF Pass-through Grant Agreement Attachment B: Subcontracting Policy/Procedures indicating that ACD will follow the DNR’s contracting policies/procedures and thresholds for this grant. Lindahl seconded the motion. All ayes, motion carried

• Tingelstad moved to authorize entering into the Stat of MN Grant Agreement for Outdoor Heritage Fund for $155,000 for the Anoka Sand Plain Partnership Habitat Restoration and Enhancement-Phase III, noting that Lord should be added as an authorized representative under subpart 7 as the project Manager and Project Fiscal Agent. Nass seconded the motion. All ayes, motion carried.

U. Golden Lake Iron Enhanced Sand Filter
The Board reviewed a memo prepared by Lord regarding the two bids received for the project. Lord explained that one bid was over budget and the other omitted critical elements of our desired scope of services.

• Nass moved the items listed below. Tingelstad seconded the motion. All ayes, motion carried.
  o Maintain confidentiality of current proposals
  o Extend the proposal due date to Tuesday September 9, 2014
  o Clarify that while a passive gravitational system is optimal, we will be considering powered or mechanical systems to achieve water quality goals as well during the feasibility phase or design.
  o Distribute the RFP/Q to additional firms and extend an invitation to the firms that submitted a proposal to resubmit based on our clarification.

V. ESRI Arc GIS Licenses
Tingelstad moved to approve two licenses of ArcGIS at $1,200 plus tax, shipping and handling each ($1,311.21 X 2 = $2,322.42). Nass seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
• Set date for Board Comp Planning Workshop to go over Draft Plan before October Meeting
• Approve Draft Plan at October Board Meeting then Submit Draft to Stakeholders & BWSR for Review and Comment (30 days)
• Approve Plan at December Board Meeting

• Tingelstad moved to adjourn at 7:23 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 August Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of July Financial Reports
D. Approval of August Bills
E. Legislative Updates

Old Business
F. Operations Meeting July 15th - Natural Resources Policies

New Business-Action Items
G. MASWCD SWCD of the Year
H. MASWCD Outstanding Conservationist
I. Stitt Cost Share Payment and Closeout
J. Geldaker Cost Share Payment
K. ASP Agreement – Midwest Rain Guardian Distribution
L. Suite 200 Lease Renewal
M. Seasonal Staff
N. Martin and Typo Lake Fish Barriers – Sites 1,3,4 bids (information provided at Board Meeting)

New Business-Informational Items
O. Volunteer Gift
P. Comp Planning Schedule Update
Q. 2013 ACD Draft Audit

Additions
R. Carp Barriers Site 2 Progress Payment
S. ANP Amendment and Burn Contract
T. Anoka Sand Plain Partnership Habitat Restoration and Enhancement Phase III Grant Agreement
U. Golden Lake Iron Enhanced Sand Filter
V. ESRI Arc GIS License

FYI /Meetings and Dates
• BWSR Tour August 27th Holiday Inn Express Hotel Vadnais Heights 7:30am
• ACD Board Meeting September 15th McKay Drive Suite 300 Ham Lake 5:00pm
• Set date for Comp Planning Workshop Ham Lake Park Early September
• Set date for Board Comp Planning Workshop to go over Draft Plan before October Meeting
• Approve Draft Plan at October Board Meeting then Submit Draft to Stakeholders & BWSR for Review and Comment (30 days)
• Approve Plan at December Board Meeting
Board Meeting Minutes
Date: September 15, 2014
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 5:00pm.

Regular Agenda (Approval of September Agenda)
Lord noted the addition (M) Clean Water fund Application.
- Lindahl moved to approve the amended September agenda with the following additions (M) Clean Water Fund Application. All ayes, motion carried.

A. Approval of August Minutes
Truchon noted a dollar amount update in item R, from $22,500 to $22,575.
- Komec moved to adopt the August 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.

Wetland Specialist Joan Spence – Nass commented that she appreciated the additional detail in Spence’s activity report this month. The Board discussed the arrangement of her report. Komec inquired about why Spence referred a landowner with Oak Wilt to the Minnesota Pollution Control, questioning the organizations association. Lord stated that he is not sure but Spence has an abundance of knowledge in Forestry and knows the programs available. Truchon brought attention to Spence’s questions to the Board. There was some discussion and decided to tackle Spence’s questions at the Comp Planning meeting.

Water Resource Technician Kris Guentzel – Nass commented that it is great that Guentzel is handling Rain Guardian production. Truchon stated that she was glad to see he attended a Carp Barrier meeting for Schurbon.

Conservation Specialist Mitch Haustein – Truchon noted that it was nice to have Haustein on the tour stating she was very impressed with both Lord and Haustein. Nass commented that he did an excellent job speaking and really appreciated all the material he developed. There was further discussion about the boat ride. All BWSR Tour attendees agreed that the event was a great success. The Board members were
pleased to see that Haustein provided assistance to the City of Fridley in their rain
garden maintenance video, demonstrating how to clean the Rain Guardian pretreatment
chamber. Truchon questioned how Leadership Training is going for Haustein. Lord
stated that Haustein seemed pleased with the program and the opportunity to meet with
other SWCD employees throughout the state.

Seasonal Technician Kris Larson – Tingelstad questioned how the West Coast
distribution was coming along. Lord explained that Larson did some cold-calling to
companies that fit the profile to identify potential partners for Mitch to follow up with.
Follow up isn’t likely to occur until things slow down this winter.

Water Resources Specialist Jamie Schurbon – Truchon questioned why water from
suite 100 leaked to the suite below. Lord explained the situation along with providing a
possible solution such as tiling and grouting the floor in the room where the leak
occurred. Lindahl suggested putting a drain in the room. Truchon suggested putting the
article that Jamie wrote about the Rum River WRAP on the website. Berkness said she
would do so. Lord provided detail about the Martin Lake rain garden inlet problem
Schurbon has been trying to resolve.

ICD District Manager Jamie Schurbon - The Board discussed the ACD contract with
Isanti Conservation District and possible arrangement of a 2015 contract. The Board
consensus is that Schurbon is really accomplishing a lot, making connections, bringing
in grant funds, forming partnerships, etc. Lord stated he is really doing a great job.

Water Resource Technician Andrew Dotseth- Truchon commented that she wished she
could have attended the Plant ID tour for Ham Lake residents given by Dotseth. Lord
explained that it was an impromptu tour requested by residents.

District Manager Chris Lord – Truchon inquired about how the Beach property is coming
along. Lord stated that Dotseth, an East Bethel Fire fighter, is checking with other local
fire departments about possibly demolishing the buildings and Bethel is interested. Lord
explained that the DNR may deny the burn permit if the barn has lead paint or asbestos
shingles or other hazardous material. Even if we contract to have the buildings
demolished we will probably need a lead base paint test before an RFP can be
established. Lindahl explained that the MPCA backed out on the rules for lead base
paint over a year ago. Lindahl stated he would complete a basic test for around $200 if
needed. There was discussion about the various buildings on the property.

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

D. Approval of September Bills (covered after item U)
   • Nass moved to approve electronic payments EP230-EP244 along with check
     numbers 12978-13016. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Update
   NA
Committee Meeting

F. Comp Planning Workshop September 2nd.
The Board reviewed discussed the Comp planning workshop and the next step needed to move forward. Lord pointed out the timeline listed in the meetings and dates at the bottom of the agenda stating the supervisors will need to meet before the October meeting to approve a draft plan. There was further discussion about incorporating soil health. After a brief discussion the Board decided that October 6th at 5pm as the next meeting date.

New Business – Action Items

G. Daml URRWMO Cost Share
The Board reviewed a memo prepared by Berkness related to the Daml Lakeshore Restoration Project cancelation.

- Nass moved to cancel the Daml Cost Share Contract and allocate $690 bookmarked for the Daml Lakeshore restoration back to the URRWMO General Cost Share fund. Lindahl seconded the motion. All ayes, motion carried.

H. Flexible Spending Plan Agreements
The Board reviewed documents from select care. Berkness stated that the documents are associated with the Flexible Benefit Plan that two ACD employees participate in, which Anoka County administered prior to 2014 thus such documents did not previously route through ACD. Lord further explained about the plan.

- Tingelstad moved to adopt the Section 25 Cafeteria-Flexible Benefit Plan effective January 1, 2014 through December 31, 2014. Komec seconded the motion. All ayes, motion carried.
- Tingelstad moved to adopt the master services agreement with Select Account and Resource Training and solutions with the services proved noting the provision of administrative services by MII Life Incorporated by dba Select Account. Komec seconded the motion. All ayes, motion carried.

I. Golden Lake IESF Engineer Firm Selection
The Board reviewed a memo about Golden Lake IESF Engineering Services prepared by Lord along with corresponding material. Lord explained that the firm Hydromethods comes highly recommended not to mention they are the lowest bid. The Board discussed the bids. Lord stated that NPEAP funds would be available for construction oversight if needed.

- Komec moved to authorize entering into a professional services contract with Hydromethods to complete the Golden Lake IESF in accordance with the proposal provided. Lindahl seconded the motion. All ayes, motion carried.

J. Lord Vacation Request
- Nass moved to approve Lord’s vacation request September 29 – October 3, 2014. Tingelstad seconded the motion. All ayes, motion carried.

New Business – Informational Items
K. BWSR SWCD Staff Leadership Discussions
The Board reviewed a memo from John Jaschke, BWSR Executive Director, summarized notes of key ideas generated from the half-day leadership discussion hosted and planned by BWSR. The Board reviewed and discussed the information outlined in the memo. The Board members expressed appreciation for Jaschke’s efforts pulling the summary together.

L. Watershed Updates
Lindahl provided updates of the Coon Creek Watershed District (CCWD) Advisory Committee Meeting and Board Meetings stating the main focus has been on the Comp Plan and the Budget. Truchon stated the Rice Creek Watershed District Citizen’s Advisory Committee had a discussion about a Rain Garden cost share project. The committee also discussed the BWSR Tour.

M. CWF Application
The Board reviewed a memo prepared by Schurbon about a Ditch 20 Feasibility Study CWF Grant Application. Lord provided further detail.

- Nass moved to authorize staff to pursue a BWSR Accelerated Implementation grant for “Ditch 20 Water Quality and Wetland Restoration Feasibility Study” committing up to $18,100 of in-kind match. Komec seconded. All ayes, motion carried.

Lord provided information about another potential CWF application, stating he did not create a memo but felt he should inform the Board. Lord reminded the Board that Haustein created an inventory list during the Mississippi Corridor Meeting of homeowners who incurred property damage due the abundant rain this spring and summer. This information outlined $725,000 in potential projects. The match funds would come from the landowners

- Komec moved to authorize staff to pursue a BWSR Clean Water Fund grant for “Mississippi riverbank stabilization project” with the match to come from the landowners. Lindahl seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
- Comp Planning Workshop 5pm on October 6, ACD office in Ham Lake
- Approve Draft Plan at October Board Meeting then Submit Draft to Stakeholders & BWSR for Review and Comment (30 days)
- Approve Plan at December Board Meeting
- Tingelstad moved to adjourn at 6:23 pm. Nass seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary    Date

Approved as to form and content by Mary Jo Truchon, Chair          Date
Regular Agenda (Approval of September 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 Meeting
F. Comp Planning Workshop September 2nd

New Business-Action Items
G. Daml URRWMO Cost Share
H. Flexible Spending Plan Agreements
I. Golden Lake IESF Engineer Firm Selection (Provide at Meeting)
J. Lord Vacation Request

New Business-Informational Items
K. BWSR SWCD Staff Leadership Discussion
L. Watershed Updates

Additions
M. Clean Water Fund Application
N.
O.
P.
Q.
R.

FYI /Meetings and Dates
• Set date for Board Comp Planning Workshop to go over Draft Plan before October Meeting
• ACD Board Meeting October 20th McKay Drive Suite 300 Ham Lake 5:00pm
• Approve Draft Plan at October Board Meeting then Submit Draft to Stakeholders & BWSR for Review and Comment (30 days)
• MASWCD Metro Area meeting will be November 13th at the Roger’s Cabela’s.
• Approve Plan at December Board Meeting
Board Meeting Minutes
Date: October 20, 2014
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 (arrived at 5:09)

Members Absent: Vici Nass, Treasurer

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

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

Regular Agenda (Approval of October Agenda)
Berkness noted the addition (M) Carp Barriers Contractor Payment.
- Komec moved to approve the amended October agenda with the following
  additions (M) Carp Barriers Contractor Payment. Lindahl seconded the motion.
  All ayes, motion carried.

A. Approval of September Minutes
Truchon noted a change in item (L) from “had a major discussion about a Rain Garden
lawsuit” to “had a discussion about a Rain Garden project”.
- Komec moved to adopt the September Minutes as amended. Lindahl seconded the motion.
  All ayes, motion carried.

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

Water Resource Technician Kris Guentzel – Truchon commented on the Fannie
Skogman Subwatershed Retrofit Assessment and all the time Guentzel devoted to the
finalizing it, expressing her appreciation for all his hard work. Lord explained Guentzel
is the only employee proficient in SWAT modeling software, completing modeling for
many subwatershed assessments, and when things slow down would like to see some
cross training.

Seasonal Technician Kris Larson – Truchon inquired about the installation of crushed
rock in front of the rain guardian chamber to slow water entering some of the Woodcress
Rain Gardens. Lord provided further detail. Truchon suggested creating a rain garden
problems publication. Lord stated that the ACD is actually the go-to organization for
rain garden questions adding that Haustein fields inquiries throughout the state. Lord
stated that he plans to add the rock installation into the standard design specifications.
Tingelstad suggested that the ACD host a Rain Garden panel possibly at the MASWCD
convention. The Board discussed this further.
Water Resources Specialist Jamie Schurbon – Truchon commented that Schurbon is doing a great job as Isanti SWCD District Manager.

Wetland Specialist Joan Spence – Truchon commented that Spence is doing a great job on her activity report. Lord stated that Spence conveyed she is happy with her Wetland Specialist Position at ACD. The Board members expressed appreciation to have her on board. Lord reminded the Board that her six-month review would be at the same time as the employee annual reviews, thus a Personnel meeting is needed before the December meeting.

Administrative Assistant Kathy Berkness – Tingelstad inquired how it is going working with Cretex. Berkness stated that it is going well and really likes the detail they have put into their invoicing this year contrary to last year.

Conservation Specialist Mitch Haustein – Lindahl inquired about how the new pretreatment distributing contract is going with ASP. Lord stated that Haustein received an inquiry about 100 turrets needed for a potential project in Texas, he referred to ASP. Lord explained that this large order would be a great start, as ASP is apprehensive to stock pile product and this large order would put them more at ease. Lord provided the inventory logistics announcing there is a Cretex down the road from ASP explaining how orders would flow. The Board discussed the partnership benefits.

District Manager Chris Lord – Truchon inquired if the picture in Lord’s report is a rain garden he designed. Lord stated that it is and provided further detail about why the retaining wall is two tiered. Lord pointed out that there is a burn scheduled for this week at the Anoka Nature Preserve site by MN Native Landscapes. The seasonal employees have been at the site for the past two weeks spraying for buckthorn. The Board discussed the misconceptions often held about the length of time buckthorn removal can take - a couple years, but in actuality it can take up to ten years. Lord stated that the MN Land Trust completed an inspection of the Beach site and discovered deer stands and motion cameras along with the removal of some of the “no hunting” signs ACD installed. Andrew Dotseth, Water Resource Technician, went out to the property to dispose of the hunting stands but came upon a camera and stand very close to a neighboring boundary. He went directly to the homeowner requesting the removal of the items. The Board decided to send a letter to all the residents adjacent to the property inviting people to enjoy the property for approved uses and explaining the no-hunting policy along with guidance on who to contact should they observe unapproved property uses. Lindahl suggested contacting the DNR Conservation officer. Lord also brought up the fact that citizens are cutting wood at the site inquiring if it is a liability issue. Lindahl stated it would be just like any other government owned property, liability on the citizen. There was further discussion.

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

D. Approval of October Bills (covered after item M)
   • Truchon moved to approve electronic payments EP245-EP259 along with
check numbers 13017-13045. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Update
Tingelstad provided the Board with an update.

Committee Meetings and Other Meetings
F. Comp Planning Draft Review October 6
Lord distributed an ACD budgetary need and projection he prepared beginning in 2001 through 2019, as an addition to the comp plan. The Board discussed the increase in revenue throughout the years and scenarios for the utilization of Rain Guardian revenue. Truchon recommended adding pictures of the ACD property easements to the plan. The Board reviewed and discussed the draft and the next step needed to move forward.

- Lindahl moved to approve the draft Comp Plan for distribution to stakeholders for comment once the figures are updated. Comments to be received by December 8th. Tingelstad seconded the motion. All ayes, motion carried.

New Business – Action Items
G. MASWCD Convention December 7 – 9 at the Double Tree Hotel in Bloomington
The Board reviewed the MASWCD convention material.

- Tingelstad motioned to send up to four supervisors and three staff to the MASWCD convention on December 8th and 9th, and include the MASWCD lunch expense on both days along with sending three representatives of the City of Fridley (Outstanding Conservationist) to the Monday awards luncheon. Lindahl seconded the motion. All ayes, motion carried.

H. MASWCD Resolution Packet
The Board reviewed and discussed the MASWCD resolutions.

I. License Agreement Application with the DNR
The Board reviewed a memo prepared by Spence along with a DNR License agreement for use of natural heritage GIS data. Lord explained the DNR is very protective of their data and requires an agreement.

- Lindahl moved to approve the license agreement for the NHIS between ACD and the DNR. Komec seconded the motion. All ayes, motion carried.

J. National Association of Conservation Districts 2015 Membership
- Komec moved to approve $300 for the NACD 2015 Membership dues. Tingelstad seconded the motion. All ayes, motion carried.

New Business – Informational Items
K. Area IV Meeting November 13th at the Rogers in Cabela’s
The Board reviewed the Area IV agenda and discussed who would be attending.
L. Watershed Updates
Lindahl provided updates of the Coon Creek Watershed District (CCWD) Advisory Committee Meeting and Board Meetings he attended. Truchon provided updates of the Rice Creek Watershed District Citizen’s Advisory Committee Meeting she attended.

M. Carp Barriers Contract Payment
The Board reviewed a voucher and invoice related to the Carp Barriers Project. Lord explained that the voucher structure is for cost share projects but feels that it would be wise to have on hand when making payments to project contractors in case there is an audit because it shows review from a technical, administrative and board level. In most cases, the project landowners are the individuals that hire the contractors directly.

- Komec moved to approve the $4,625 payment to West Branch Construction for the Martin Lake South Inlet Fish Barrier. Lindahl seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
- Stakeholders comment the Comp Plan by December 8th
- Approve final comp plan at the December 15 Board meeting
- Schedule a Finance Committee Meeting Before the December 15 Board Meeting
- Schedule Personnel Committee Meeting before December Board Meeting

- Tingelstad moved to adjourn at 6:16 pm. Lindahl seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary

Approved as to form and content by Mary Jo Truchon, Chair
Anoka Conservation District
Supervisors Regular Board Meeting
Monday October 20, 5:00 PM

Regular Agenda (Approval of October 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 Meeting and Other Meetings
F. Comp Planning Draft Review October 6th

New Business-Action Items
G. MASWCD Convention December 7-9 at the Double Tree Hotel in Bloomington
H. MASWCD Resolution Packet (Ballot due Nov 1)
I. License Agreement with DNR
J. National Association of Conservation Districts 2015 Membership

New Business-Informational Items
K. Area IV Meeting November 13th at the Roger's Cabela's.
L. Watershed Updates

Additions
M. Carp Barriers Project Contractor Payment
N.
O.
P.
Q.

FYI /Meetings and Dates
• Submit Draft to Stakeholders & BWSR for Review and Comment (30 days)
• ACD Board Meeting November 17, McKay Drive Suite 300 Ham Lake 5:00pm
• Set up Personnel Committee Meeting for Employee reviews before December Meeting
• Approve Comp Plan at December Board Meeting
Board Meeting Minutes
Date: November 17, 2014
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karl Tingelstad, Supervisor (arrived at 5:05)

Members Absent: Karla Komec, Supervisor

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 November Agenda)  
Berkness noted the addition (O) Copy Machine Purchase (P) Golden Lake IESF Project Payment (Q) Typo and Martin Lake Carp Barrier Project Payment (R) Area IV Meeting  
  • Nass moved to approve the November agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of October Minutes  
Lord stated that Komec sent him an email about a correction to the minutes; removing Lindahl’s name from the motion to approve the October agenda, which he seconded after Komec moved the motion.
  • Lindahl moved to adopt the October 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.

Isanti SWCD District Manager Jamie Schurbon – Nass commented that she is disappointed that Isanti SWCD is not interested in shared specialist level staff. The Board discussed some of the obstacles Schurbon has to overcome as the Isanti SWCD District Manager and noted that he deserves praise for his success.

Water Resources Specialist Jamie Schurbon – Truchon inquired about the comments Schurbon provided to BWSR about the Revision of State Rules 8410 which govern WMO plans and reports. Lord advised Truchon to contact Schurbon to get specifics or request a supervisor training. Truchon directed attention to the Coon Lake Retrofits and landowners deciding not to participate, suggesting ACD use the cost share program that Capitol Region Watershed, employee Nate Zwonitzer, uses. Truchon stated that she would explain the cost share approach when the RCWD Advisory Committee Meeting is discussed, further down on the agenda.
Conservation Specialist Mitch Haustein – Tinglestad inquired about how the new pretreatment distributing contract is going with ASP. Lord stated that Haustein has received several inquiries that indicate large potential orders in 2015 and received very positive feedback from a webinar he provided.

Water Resource Technician Kris Guentzel – Truchon pointed out the Fannie Skogman SRA where Guentzel modeled infiltration of the first 1” of rainfall within the SFEF Subwatershed. Truchon inquired if there is a plan for modeling more rainfall due to the excess received last year. Lord stated that capturing the first 1” is designed to treat 80% of total annual rainfall. While 80% is an arbitrary number and there will always be someone who asks why we don’t aim higher, the reality is that each successive 1% of incremental treatment is more expensive than the preceding percentage and so aiming for 100% treatment in one area is not as cost-effective as trying to get 50% treatment in two equally sized areas. Ultimately you get the same benefit for less money by first getting everything treated to a lower level. If we ever get to the point that we are effectively treating 80% of all runoff, we can start looking for ways to tackle the remaining 20%, but it is long way off.

Water Resource Technician Andrew Dotseth – Tinglestad inquired if the District has heard anything from the game wardens about the illegal hunting on the Beach property. Lord replied that the game wardens have not been out to the property because they are extremely busy at this time of year. Dotseth is policing the area and found that the landowner he told to remove a permanent stand now has a temporary stand on the property. Lindahl stated, if the resident received a visit from the Anoka County Sheriff’s Office, the illegal hunting would stop. Lord stated that once residents are educated about the property rules and regulations, the hope is, they will police each other.

District Manager Chris Lord – Truchon inquired if there is a plan for the Subsurface Sewage Treatment System funds. Lord stated that he and Berkness met with MPCA Aaron Jensen in hopes that he would have funding success stories of programs that could be mirrored, but unfortunately, this is not the case. The ACD will have to come up with their own plan, such as creating a program for Lake Associations or maybe providing assistance to cities with tracking resident pumping and produce educational material.

Administrative Assistant Kathy Berkness – Truchon inquired on how “Kids for Conservation” was coming along. Berkness stated that she has not received an order yet but has provided all the material to the District 15 Cedar Creek Secretary in hopes that the school contact would begin marketing to students and parents. Lord added that Berkness extended the participation to the St. Francis Special Olympics.

NRCS District Conservationist Mary Monte – Monte provided a NRCS program update. Monte pointed out that the Elk River Service Center made headlines as they provided 47,736 pounds of food to the local food shelves thanks to the community garden and help from Norm’s Farm Market in Becker. Monte communicated how overwhelmed she has been since her co-worker, Miranda Wagner, has been on leave and conveyed that she is excited to soon have her back from maternity leave. There was further discussion about Monte’s activities.
C. Approval of October Financial Reports
   - Nass moved to approve the October financial reports. Tingelstad seconded. All ayes, motion carried.

D. Approval of November Bills (covered after item R)
   - Nass moved to approve electronic payments EP260-EP271 along with check numbers 13046-13073. Tingelstad seconded the motion. All ayes, motion carried.

E. Legislative Update
   Tingelstad provided the Board with names of the new legislators, suggesting ACD send out a communication about what the District is all about. Lord agreed that it would be a good idea. Truchon stated that she is sad that Kathy Tingelstad will no longer be the Anoka County lobbyist, stating that the MASWCD is looking for a lobbyist and that it would be a good fit for her.

New Business –Action Items

F. 2015 State Cost Share Allocate to Technical Assistance
   The Board reviewed a memo prepared by Berkness along with a Technical Assistance Option Request for the 2015 Conservation Cost Share Base Grant.
   - Nass moved to approve the technical assistance option request for the state cost share base grant to apply to the fiscal year 2015 funds of $11,107, allocating to technical assistance. Lindahl seconded. All ayes, motion carried.

G. 2015 Blue Cross Blue Shield Resource Training and Solution Renewal
   The Board reviewed a memo prepared by Berkness along with the 2015 renewal rates for the BCBS. Lord explained that ACD provided insurance plans are more costly than employees can get on their own and so offering a plan is no longer a benefit of the two employees who aren’t covered on a spouses plan.
   - Nass moved not to renew the Blue Cross Blue Shield Health Insurance Plan through Resource Training and Solutions and no longer offer an ACD health plan and to modify the handbook accordingly. Lindahl seconded the motion. All ayes, motion carried.

   Nass wanted it noted that the motion she made, not to renew the BCBS health insurance, has the employees’ best interest at heart, as employees can find much more affordable health care plans within the “Exchange.”

H. Christmas Eve
   The Board reviewed a memo prepared by Berkness inquiring about a possible closure on Christmas Eve. Lord explained that Christmas Eve is a quiet day – few phone calls if any and no visitors. Most often, all employees want the day off and when this happens someone is forced to work. On rare occasions, an employee has wanted to work and sometimes the day lands on the weekend, so making it a permanent holiday or required closure is extraneous. Technology has made it easier to connect remotely; most employees get email on their phones and have access to the server from home, thus
can easily respond to inquiries. With this in mind, it would seem feasible to have the option to close the office on Christmas Eve.

- Nass moved to authorize the District Manager to close the office on Christmas Eve. Lindahl seconded the motion. All ayes, motion carried.

I. Request to Change the December Board Meeting Date
The Board reviewed a memo prepared by Berkness requesting a December Board meeting date change from December 15, to December 22, needed to provide more time to get year-end activities done before the meeting.

- Lindahl moved to change the December Board Meeting date from December 15, to December 22. Nass seconded the motion. All ayes, motion carried.

J. Anoka Sand Plain Habitat Restoration and Enhancement
The Board reviewed a voucher, memo and invoice requesting a project payment of $14,350 to the MN Native Landscape for a 66 acre burn on the Anoka Nature Preserve site.

- Tingelstad moved to approve the payment of $14,350 to the MN Native Landscapes for the 66-acre woodland burn they conducted pertaining to the Anoka Sand Plain Habitat Restoration and Enhancement Project. Lindahl seconded the motion. All ayes, motion carried.

K. MCC Apprentice Applications
Lord explained that he needs authorization from the Board to apply for an MCC apprentice staff person and crew days.

- Nass moved to authorize staff to apply for a MCC apprentice and crew days. Lindahl seconded the motion. All ayes, motion carried.

L. Supervisor Work Session to Discuss
  - Legislative Briefing & Day at the Capitol on Jan 26-27
  - Comp Plan Comments
  - 2015 Handbook

The Board discussed everything that needs to get done before the end of the year and decided that a Supervisor workshop is in need. The Board agreed on December 15, at 4pm for the Supervisor Workshop, December 11, at 1pm for the Personnel Committee meeting, and December 18, at 5pm for the Finance Committee meeting.

New Business –Informational Items
M. Watershed Updates
Lindahl provided updates of the Coon Creek Watershed District (CCWD) Advisory Committee Meeting and Board Meetings he attended stating the focus has been on a request made by Ham Lake to redistrict so that the entire city is within the CCWD boundaries. Lindahl provided further detail about the request. Truchon provided updates of the Rice Creek Watershed District Citizen’s Advisory Committee Meeting she attended stating that the members would like to see the ACD design their cost share program more like Capitol Region Watershed’s. Lord inquired if their cost share
program is a “performance based” system. Truchon provided further detail. Lord stated that the ACD has supported the performance based approach for many years, noting that it is included in our 2010-2014 Comprehensive Plan. Since we currently don’t have our own cost share program, we haven’t had the need to develop our own performance based system. When the time comes, we will certainly reference the work that Nate has done at Capitol Region Watershed District. An opportunity to implement such a program may be right around the corner if we secure funding for the Mississippi Riverbank Stabilization project from the Clean Water Funds.

N. MSWCD Annual Business Day Items
The Board reviewed the material provided by the MWSWCD pertaining to the convention annual business meeting on December 7.

Additions
O. Copy Machine Purchase
The Board reviewed material provided by Lord pertaining to a copy machine purchase. Lord explained that there is $13,000 budgeted for a new copier further explaining that the copier contract per page charge goes up as time goes by and that if ACD continued with their current contract we would be paying more than the price of a new machine in five years. The Board reviewed the spreadsheet prepared by Lord and discussed further.

- Lindahl moved to approved the purchase of a Richoh MP C4503 Copy machine for $9,293.09 and enter into agreement with Metro Sales. Nass seconded the motion. All ayes, motion carried.

P. Golden Lake Iron Enhanced Sand Filter Project Payment
The Board reviewed a voucher, memo and invoice requesting a project payment of $3,915 to Civil Methods, Inc. for project activities associated with the Golden Lake Iron Enhanced Sand Filter Project.

- Tingelstad moved to approve the payment of $3,915 to Civil Methods, Inc. for work they conducted pertaining to the Golden Lake Iron Enhanced Sand Filter Project. Lindahl seconded the motion. All ayes, motion carried

Q. Typo and Martin Lake Carp Barrier Project payment
The Board reviewed a voucher, memo and invoice requesting $1,200 to Wenck Associates, Inc. for work conducted related to the Typo and Martin Lake Carp Barrier Project.

- Lindahl moved to approve the payment of $1,200 to Wenck Associates, Inc. for the project activities associated with the Typo & Martin Lake Carp Barriers Project. Nass seconded the motion. All ayes, motion carried

R. Area IV Meeting
Nass provided an overview of the Area IV meeting she and Truchon attended on November 13, stating that Don Baloun, NRCS State Conservationist, spoke about the programs and grants that SWCDs need to take advantage of. Baloun stated that now is
the time for SWCDs to get the message out about conservation and that the way to have a lasting impact is to pull on the heart strings of the taxpayers.

**FYI / Meetings / Dates**
- Personnel Committee Meeting December 11, 1pm ACD Office
- Supervisor Workshop, December 15, 4pm ACD Office
- Finance Committee Meeting December 18, 5pm ACD Office
- Board Meeting December 22, 5pm ACD Office

- Lindahl moved to adjourn at 7:18 pm. Nass seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary   Date

Approved as to form and content by Mary Jo Truchon, Chair   Date
Anoka Conservation District
Supervisors Regular Board Meeting
Monday November 17, 5:00 PM

Regular Agenda (Approval of November 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 November Bills
  E. Legislative Updates

New Business-Action Items
  F. 2015 State Cost Share Allocate to Technical Assistance
  G. 2015 Blue Cross Blue Shield Renewal
  H. Christmas Eve
  I. Request for December Meeting Date Change
  J. Anoka Sand Plain Habitat Restoration and Enhancement Project Payment
  K. MCC Apprentice Applications
  L. Supervisor Work Session to Discuss
     • Legislative Briefing & Day at the Capitol on Jan 26 - 27
     • Comp Plan Comments
     • 2015 Handbook

New Business-Informational Items
  M. Watershed Updates
  N. MASWCD Annual Business Day Items

Additions
  O. Copy Machine Purchase
  P. Golden Lake IESF Project Payment
  Q. Typo and Martin Lake Carp Barrier Project Payment
  R. Area IV Meeting

FYI /Meetings and Dates
  • Set up Finance Committee meeting to update the 2014 Budget
  • Set up Personnel Committee Meetings for Employee reviews before December Meeting
  • MASWCD Convention December 7-9, Double Tree Hotel Bloomington
  • Approve Comp Plan at the December Board Meeting
  • ACD Board Meeting December 22, 1318 McKay Drive Suite 300 Ham Lake 5:00pm
Board Meeting Minutes  
Date: December 22, 2014  
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 5:15pm.

Regular Agenda (Approval of December Agenda)  
Berkness noted additions: (R) MASWCD Dues and (S) Oak Glen Creek Stabilization Project Payment.  
• Komec moved to approve the December agenda as amended. Nass seconded the motion. All ayes, motion carried.

A. Approval of November Minutes  
Komec noted a change in item (E) from “ant” to “and”. Truchon noted that Nass moved item (D) instead of herself along with change in item (M) from “…ACD curtail their cost share program more like Nate Zwonitzer’s of Capitol Region Watersheds” to “…would like to see ACD design their cost share program more like Capitol Region Watershed Districts”.  
• Nass moved to adopt the November Minutes as amended. Lindahl seconded the motion. All ayes, motion carried.

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

Conservation Specialist Mitch Haustein – Truchon inquired about the Crooked Lake monitoring asking what ACD is specifically monitoring. Dotseth, who was still at the office, joined the meeting to explain.

Seasonal Technician Kris Larson- Lindahl brought attention to the Buckthorn Treatment and the significant amount of acreage that was covered. Lord provided project detail. Lindahl inquired if ACD has safety policy pointing out the picture in Larsen’s activity report where Minnesota Conservation Corps (MCC) workers are standing close to the river. Lord stated that the District does not but that the MCC crews are covered under the MCC safety umbrella. Lindahl suggested that ACD should insist on safety protocols when crews are working on our projects. Board discussed further and all members agreed. Lord outlined the MCC restoration project sites along with explaining the willow staking process.
NRCS District Conservationist Mary Monte – Monte provided a NRCS program update. There was further discussion about Monte’s activities.

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

D. Approval of December Bills (covered after item S)
   • Nass moved to approve electronic payments EP272-EP293 along with check numbers 13074-13105. Komec seconded the motion. All ayes, motion carried.

E. Legislative Update
   The Board discussed the Day at the Capitol and decided that Lord would go to the MASWCD legislative briefing and the District would visit with legislators on February 4, and 5.

Committee Meetings
F. Personnel Committee Meetings – December 11
   ➢ Employee annual Reviews
   ➢ Spence 6 month review
   ➢ Office Administrative Position
   Komec provided an overview of the Personnel Committee meeting.
   • Komec moved to authorize replacing the Administrative Assistant position Description with the Office Administrator position description as corrected. Nass seconded the motion. All ayes, motion carried.
   • Komec moved to retain Lord, Schurbon, Haustein, Dotseth, and Guentzel in their current positions and to promote Berkness to the newly formed Office Administrator position. Nass seconded the motion. All ayes, motion carried.
   • Nass moved to extend the probationary period for Joan Spence as Wetland Specialist for six months to develop proficiency with field wetland delineation, the interpretation and application of the Wetland Conservation Act in a wide variety of scenarios, and to improve communication skills sufficiently to fulfill the demands of the position. Lindahl seconded the motion. All ayes, motion carried.

G. Supervisor Workshop – December 15
   ➢ Handbook
   ➢ Comp Plan
   The Board reviewed and discussed the handbook. Lord explained that the District will have to discontinue the Flexible Spending Account (FSA) because the Affordable Healthcare Act does not allow an employer to offer access to an FSA unless the employer also offers a medical plan. ACD can provide access to a Health Care Savings Account which is available through SelectAccount, our current FSA provider and is quite inexpensive. Lord stated that only a small paragraph of the handbook needed to be altered because it was written to encompass a flexible spending account, which was simply changed from a FSA to a HSA.
• Lindahl moved to approve the 2015 Handbook as amended. Komec seconded the motion. All ayes, motion carried.

The Board reviewed the 2015-2019 Comp Plan.
• Komec moved to approve the 2015 – 2019 Comprehensive Plan as presented and submit it to the state for approval. Nass seconded the motion.

Truchon thanked Lord for all his hard work incorporating the stakeholder changes. All ayes, motion carried.

H. Finance Committee Meeting – December 18
- Budget
- Investment Funds

The Board reviewed the budget along with related correspondence. Lord pointed out the benefits in the 2014 and 2015 stating that the 2015 budget includes a benefit dollar increase of $100 per month since the district no longer offers an employee medical plan, in addition, there is $15,000 set aside for developing an ACD project cost share fund.

• Nass moved to approve the 2014 budget with paying down the mortgage by an additional $40,000, setting aside $15,000 to create an ACD project cost share fund, with the remainder of the fund balance left undesignated. Tingelstad seconded the motion. All ayes, motion carried.
• Nass moved authorize an additional $100/month in ACD benefit stipend. Lindahl seconded the motion. All ayes, motion carried.
• Nass moved to authorize SelectAccount as the administrator of the Health Care Savings Account. Lindahl seconded the motion. All ayes, motion carried.

The Board reviewed a memo prepared by Lord outlining a variety of CD options. The board reviewed and discussed. Lindahl stated that the Federal Reserve will be increasing the rate soon and suggested staggering the maturity dates with a 24 and 36 month CD.

• Lindahl moved to reinvest $50,000 into the Goldman Sachs 24/month Certificate of deposit, maturity date of 1/3/17 and invest an additional $50,000 into the Ally Bank 36/month certificate of deposit, maturity date of 1/2/18. Komec seconded the motion. All ayes motion carried.

New Business –Action Items
I. Swenson Riverbank Stabilization
The Board reviewed a memo about the Swenson riverbank stabilization on the Mississippi River project close out along with corresponding material. The Board discussed the information
• Tingelstad moved to approve return of the escrowed funds of $9,982. Komec seconded the motion. All ayes, motion carried.

J. 2015 Isanti Contract
The Board reviewed the Isanti SWCD contract for 2015.
• Nass moved to authorize the contract with Isanti SWCD for Operational Assistance minimum of 720 hours and a maximum of 845 hour at a rate of $52 per hour. Lindahl seconded the motion. All ayes, motion carried.
K. Golden Lake IESF Civil Method’s Payment Request
The Board reviewed a memo prepared by Berkness requesting a payment to Civil Methods, Inc. for contract work completed on the Golden Lake IESF project.
   - Tingelstad moved to approve the payment of $1,620 to Civil Methods, Inc. for work completed on the Golden Lake IESF project. Nass seconded the motion. All ayes, motion carried.

L. Coon Creek Watershed District Boundary Change
The Board reviewed a BWSR petition for boundary change between the SRWMO and the URWMO and the CCWD. The City of Ham Lake, would like the portion of the city which resides within the SRWMO and URRWMO to be changed to reside within the CCWD boundary. The Board reviewed the information and all agreed that the change is not in the best interest of effective natural resources management.
   - Nass moved to directed staff to write a letter to CCWD and BWSR stating that ACD does not support the boundary change. Komec seconded the motion. All ayes, motion carried.

M. Typo and Martin Lake Carp Barriers Payment Request Rachel Contracting Site 1, 3, & 4
The Board reviewed a memo and corresponding material about a carp barrier payment to Rachel Contracting.
   - Nass moved to authorize payment of $45,932.50, which includes deducting a 5% retainage to Rachel Contracting. Tingelstad seconded the motion. All ayes, motion carried.

N. 2013 Anoka Conservation District Audit
The Board reviewed a memo prepared by Lord along with the state auditor, Tom Karlson’s response to the 2013 ACD audit outlining many items requiring updates. Lord pointed out the section where Karlson mentioned that the mortgage debt needs to be properly accounted for within the financial statements and that ACD did not have authority to issue debt to purchase the buildings in the first place. There was discussion about the fact that ACD purchased the building in 2010 following consultation with the Anoka County Attorney. Lord stated that he will seek further guidance on what, if anything, we should do. Under a typical scenario the county would issue bonds for debt, whereas in ACD’s situation we simply got a mortgage through the credit union that got the office complex in foreclosure. As such, if ACD were to stop making payments, the buildings would simply go to the credit union and so we could make the argument that we didn’t obligate the taxpayer. Lord was directed to focus on updating the mortgage liability within the financial statements and disregard the comment about the issuance of debt, as the latter is a legal opinion, not an a matter of accounting, and the financial statements are meant to report the financial condition of ACD. Lord stated that he is making updates where he can and the remaining will be completed by our accountant, Mark Babcock. The updated report will be presented to the Board as soon as it is completed. Lord also noted that since the revised 2013 Financial Statements, Notes and Management’s Discussion and Analysis will be used as a template for the 2014 financials, the 2014 financial report may not be ready until the February meeting.
O. City of Fridley Outstanding Conservationist Gift
The board discussed presenting the Outstanding Conservationist Plaque to the City of Fridley and decided to try to get on the agenda for the second meeting in January to present the award.

New Business –Informational Items
P. Watershed updates
Lindahl provided updates of the Coon Creek Watershed District Advisory Committee Meetings and Board Meeting he attended. Truchon stated that the RCWD Advisory Committee did not meet in December.

Q. MASWCD Convention
The Board discussed the MASWCD convention attended by Nass, Truchon, Tinglestad, Lord and Schurbon.

Additions
R. MASWCD 2015 Dues
The Board reviewed the MASWCD invoice for dues and related material.
- Lindahl moved to approve payment of $3,148.70 in dues to the MASWCD. Komec seconded the motion. All ayes, motion carried.

S. Oak Glen Creek Stabilization Payment
The Board reviewed an invoice from the City of Fridley. Lord explained that the stabilization project is complete and this is a partial payment of $53,354.10 with the remaining payment to be approved at the January meeting.
- Tinglestad moved to approve the payment of $53,354.10 to the City of Fridley for the Oak Glen Creek Stabilization project. Nass seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
- Board Meeting Tuesday, January 20th, ACD office
- MASWCD Legislative Briefing, January 26th
- ACD Day at the Capitol February 4 & 5

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

Prepared by Kathy Berkness, Administrative Assistant/Secretary

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O. City of Fridley Outstanding Conservationist Gift

New Business-Informational Items
P. Watershed Updates
Q. MASWCD Convention

Additions
R.
S.
T.
U.

FYI /Meetings and Dates
• ACD Board Meeting January 20, 1318 McKay Drive Suite 300 Ham Lake 5:00pm
• MASWCD Leadership– January 27 – January 28 Alexandria, MN
• Distribution of Supervisor Correspondence