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
NA

New Business-Action Items
F. Approve ACD 2015 Resolutions
G. 2015 ACD Fee Schedule
H. URRWMO 2015 Water Monitoring and Management Agreement
I. SRWMO 2015 Water Monitoring and Management Agreement
J. 2015 RCWD Cost-Share Service Agreement
K. Golden Lake IESF Payment
L. CCWD WRAP Change Order
M. Suite 250 Lease

New Business-Informational Items
N. Watershed Updates
O. Present City of Fridley Outstanding Conservationist Award at Council Meeting on February 23

Additions
P. 2013 SSTS and Shoreland Funds
Q. 2015 MACD Area IV Dues
R. Supervisor Email Addresses
S.
T.

FYI /Meetings and Dates
• MASWCD Legislative Briefing January 26, Embassy Suites, St. Paul –6:30pm
• Soil Health 9:30 – 3:00 Stearns History Museum Feb 4
• ACD Legislative Day at the Capitol February 4 & 5
• Tentative ACD Board Meeting Tuesday February 17th, 5:00 pm ACD Office
• Tree and Shrub Sale April 26th Anoka County Fairgrounds
Board Meeting Minutes
Date: January 20, 2015
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, Secretary

Members Absent: Karl Tingelstad, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon requested nominations for officers and committee assignments.
- Lindahl moved to cast a unanimous ballot to continue the 2014 slate of offices
  and committee assignments.

Lord suggested nominating Komec as Secretary since the office should be filled by a
board member even though Berkness actually takes the minutes. Lord noted that things
would still function the same as Komec could designate Berkness to take the minutes.
- Lindahl amended his motion to include Komec as Secretary and the remaining
  slate of 2014 officers and committee assignments the same. Nass seconded the
  motion. All ayes, motion carried.

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

Regular Agenda (Approval of January Agenda)
Berkness noted additions: (P) 2013 SSTs and Shoreland Funds (Q) MACD Area IV
Dues (R) Supervisor Emails.
- Komec moved to approve the January agenda as amended. Nass seconded the
  motion. All ayes, motion carried.

A. Approval of December Minutes
- Lindahl moved to adopt the December Minutes as presented. Komec 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 Andrew Dotseth- Truchon inquired if Dotseth had attended
the Upper Rum River WMO or Sunrise River WMO Board meetings. Lord stated that
Dotseth has attended both meetings. Lord noted that the URRWMO continues to focus
more on not wanting to spend funds than on managing their water resources.

Seasonal Technician Kris Larson- Truchon brought attention to the variety of tasks
outlined in Larson’s activity report. There was discussion about the Seasonal hiring
policy and the length of time Larson has been with the district before his position ends.

Water Resource Specialist Jamie Schurbon – Truchon commented that she was pleased to see that SRWMO and URWMO did not agree with the Coon Creek WD boundary changes in Ham Lake. Truchon made comment that Schurbon has a laborious task, working with the URRWMO members, inquiring what ACD could do about the organization’s lack of water management efforts. The Board discussed further. Lord stated that he and Schurbon had a detailed conversation about the situation and the fact that the Board of Soil and Water Resources is aware of URRWMO’s “short comings” and can’t do much about it as they approved the WMO’s watershed plan and won’t be able to take corrective action until their next plan is due in 2017.

Isanti SWCD District Manager Jamie Schurbon – Lindahl brought attention to the landowner that completed a Pheasants Forever planting to discover that his land was re-classified and taxed more. Lindahl inquired how that could happen and Lord explained that in some counties open space is taxed at a higher rate than agricultural land. It’s up to the landowner to work with the county assessor to seek adjustments in property taxes and we notify landowners of this during the planning phase.

Water Resource Technician Kris Guentzel – Komec stated that she was glad that Guentzel enjoyed the holiday party.

District Manager Chris Lord – Nass inquired about how things were going with Joan Spence, Wetland Specialist. Lord replied that it is a hectic time of the year and he has not had much time to mentor Joan but does plan on accompanying her to TEP meetings after year-end work. Lord stated that he heard back from the auditor about how to adjust the financials per the state auditors request, but is waiting to hear about what needs to be done to QuickBooks and was hoping to have the 2013 audit adjustment to the Board. Lord informed the Board that Mitch Haustein, Conservation Specialist, received a call from New York expressing interest in our Rain Guardian stating Haustein is working on a redesign which includes recycled plastic and flexibility to facilitate assembling chambers of varying depths and to add structural integrity. Lord outlined the problems with the rain garden designs he received from the Washington Conservation District Engineer for the Coon Lake Retrofit project stating that he was hoping to use NPEAP funds for the designs but unfortunately, ACD will need to complete the designs in house.

Wetland Specialist Joan Spence- Nass made comment that she was concerned about Spence noting that she felt “thrown under the bus” stating that it can’t be a good feeling.

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

D. Approval of December Bills (covered after item R)
   • Nass moved to approve electronic payments EP294-EP308 along with check numbers 13106-13144. Komec seconded the motion. All ayes, motion carried.
E. Legislative Update
Truchon stated that she and Lord attended the Legislative panel on Friday, January 16th. The Board reviewed the MASWCD legislative platform along with reviewing the ACD legislative day appointments. The Board discussed who could go when. Lord suggested staff and supervisors meet to go over the agenda for the legislative day. The Board decided on February 2, at 4:pm.

Old Business
NA.

New Business –Action Items

F. Anoka Conservation District Resolutions
Resolution 2015-01 Meeting Schedule
• Lindahl made a motion to adopt Resolution 2015-01 indicating the February 2015 – January 2016 Meeting schedule. Nass seconded the motion. All ayes, motion carried.

Resolution 2015-02 Designation of the Official Depository
• Lindahl made a motion to adopt Resolution 2015-02 Designating Wells Fargo as the official depository. Nass seconded the motion. All ayes, motion carried

Resolution 2015-03 Requiring Anoka County to Provide Liability Insurance for ACD
• Lindahl made a motion to adopt Resolution 2015-03 Requiring Anoka County to provide liability Insurance to ACD. Nass seconded the motion. All ayes, motion carried

G. 2015 ACD Fee Schedule
The Board reviewed the changes to the fee schedule as presented by staff.
• Nass moved to accept the 2015 Fee Schedule as presented.
  Komec seconded the motion. All ayes, motion carried.

H. Upper Rum River WMO 2015 Water Monitoring and Management Agreement
The Board reviewed the 2015 Monitoring and Management Contract with URRWMO. The Board discussed the decision by URRWMO Board members not to monitor water quality on East Twin and Lake George. Lord stated that the URRWMO Board members think that Anoka County parks or lakes associations should have to pay for monitoring. Lindahl suggested letting the County Parks director know about the situation. There was further discussion about the organization’s unwillingness to fulfill their water management duties.
• Nass moved to enter into agreement with the URRWMO for 2015 Water Monitoring and Management. Komec seconded the motion. All ayes motion carried.

I. Sun Rise River WMO 2015 Water Monitoring and Management Agreement
The Board reviewed the SRWMO 2015 Water Monitoring and Management Agreement.
• Lindahl moved to enter into agreement with the SRWMO for 2015 Water Monitoring and Management. Nass seconded the motion. All ayes motion carried.

J. 2015 RCWD Cost-share Service Agreement
The Board reviewed the 2015 RCWD Cost-Share Service Agreement
• Komec moved to enter into agreement with the RCWD for the 2015 BMP Water Quality Cost-Share program not to exceed $10,000. Nass seconded the motion. All ayes motion carried.

K. Golden Lake Iron Enhancement Sand Filter (IESF) Payment
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.
• Lindahl moved to approve the payment of $2,250 to Civil Methods, Inc. for work completed on the Golden Lake IESF project. Komec seconded the motion. All ayes, motion carried.

L. CCWD WRAP Change Order
Lord explained that the CCWD WRAP change order is needed to increase two objective budgets.
• Lindahl moved to approve the CCWD WRAP Change order. Nass seconded the motion. All ayes, motion carried.

M. Suite 250
Lord explained that he received notice from Autolink about canceling the lease due to Bankruptcy. Fortunately, the tenants in 200, Tebco Drywall, wanted more space and decided to lease the suite in addition to their current suite beginning February 1. Lord informed the Board that the rent will be a tad less but since we are not cleaning the bathroom we actually come out even.
• Nass moved that we enter into the lease agreement with Tebco Drywall for suite 200 & 250 for $950 a month expiring on January 31, 2018. Komec seconded the motion. All ayes, motion carried.

New Business –Informational Items
N. Watershed updates
Lindahl stated that the CCWD Citizens’ Advisory Committee did not meet and he missed the CCWD Board meeting the previous week. Truchon stated that the RCWD Advisory Committee is working on their cost share program providing details.

O. Present City of Fridley the Outstanding Conservationist Award
Lord stated that ACD was on the Fridley City Council Meeting agenda to present the Outstanding Conservationist Award to the City of Fridley. The Board discussed who would go with Lord to present the award and decided on Truchon.

Lord left the meeting to retrieve a rain guardian mock up Haustein had been working on for the NYC Greenstreets Project and passed around for the Board to review.
Additions

P. 2013 SSTS and Shoreland Funds
Lord explained that the ACD took over the Shoreland and SSTS funds of the Natural Resources Block Grant from Anoka County, who did not want to administer the funds, sometime in March of 2013, but unfortunately there was not enough time to develop a program in that short amount of time so funds need to go back to BWSR.

- Lindahl moved to authorize the return of FY 2013 Natural Resource Block Grant Shoreland funds of $2,615 and SSTS funds, of $18,941 to the Board of Soil and Natural Resources. Komec seconded the motion. All ayes, motion carried.

Q. Supervisor Emails
Lord inquired if the Board would be interested in an email address through ACD instead of using the personal email addresses. There was discussion about this. Berkness stated she would find out more information.

FYI / Meetings / Dates
- Tree sale April 25th Anoka County Fairgrounds
- MASWCD Metro Area 4 Meeting - Arden Hills MN
- May 18 - Adjournment date for State Legislature

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

[Signature]
Prepared by Kathy Berkness, Office Administrator

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

Date: 2/17/15
Date: 2-17-15
Anoka Conservation District
Supervisors Regular Board Meeting
Tuesday February 17th, 2015 5:00 PM

Regular Agenda (Approval of February Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
   • December 2014 – revised
   • January 2015
D. Approval of February Bills
E. Legislative Updates
   • ACD Legislative Day
   • MASWCD update

New Business-Action Items
F. 2015 Watershed Outlet Monitoring Grant Agreement
G. Suite 50 Rent Delinquency
H. SWCD Redistricting
I. ACD Year End Financials (distribute on Monday)
J. Wildlife Habitat Exemption
K. Level Logger Replacement Plan
L. Seasonal Staff

New Business-Informational Items
M. NRCS/SWCD Event on February 4th-- Jay Fuhrer- Soil Health Specialist
N. Watersheds

Additions
O. Martin and Typo Lake Carp Barriers Payments
   • Wenck
   • Rachel Contracting
P. Anoka Rum River Stabilization Engineering Services

FYI /Meetings and Dates
• Fridley City Council Meeting Feb 23– Truchon & Lord will Present Outstanding Conservationist Award at City Hall, 7pm
• ACD Board Meeting Monday March 16 5pm ACD Office
• MASWCD Metro Area 4 Meeting - Arden Hills MN, March 31
• Tree and Shrub Sale April 26th Anoka County Fairgrounds
• Metro Area Envirothon May 7, 2015 at the U of M Landscape Arboretum – Truchon Participating?
• Adjournment date for State Legislature, May 18
Board Meeting Minutes
Date: February 17, 2015
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, Secretary
Karl Tingelstad, Supervisor (arrived at 5:06)

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Cindy Reichert, Manager of Anoka County Elections (departed at 6:05)
Mary Monte, NRCS District Conservationist (departed at 6:07)

Truchon called the meeting to order at 5:00

Regular Agenda (Approval of February Agenda)
Lord noted additions: (O) Martin and Typo Lake Carp Barrier Payments (P) Anoka Rum River Stabilization Engineering Services and moved item (H) SWCD redistricting after item (C).

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

A. Approval of January Minutes
Komec noted a few grammatical changes.

- Lindahl moved to approve the January minutes as corrected. Komec 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 Andrew Dotseth – Komec inquired if it is common for Dotseth to have to hound lake level volunteers for missing data. Lord replied that there are many lake level volunteers and some hounding has always been part of the process. There is an online option for volunteers to submit data or they can mail the data to the office and staff will enter.

Office Administrator Kathy Berkness - Komec stated that she saw the tree ad in the Union and it looked good. Berkness stated it is the same image used in the table-top display former seasonal employee, Tatiana Hakanson and Lord, created and is currently up at the Government Center.

Seasonal Technician Kris Larson – Truchon inquired about the educational video for the LRRWMO that Larson began planning. Lord stated that Larson is working with Schurbon. Truchon advised Berkness to inform Bart Biernart of Anoka County Environmental Services of the video so he can post on the website “Know the Flow.”
Isanti SWCD District Manager Jamie Schurbon – Lord stated that Schurbon and Board Member Ryan Carpenter, went to the Capitol for the Isanti SWCD legislative day, and the meetings were very successful. Lord noted that Legislators are aware of the District’s funding situation and that Schurbon is trying to get things turned around. Lord stated Schurbon is doing a great job increasing the District’s visibility and seeking out funding. Lindahl inquired about what happened with the Administrative Assistant Annette Swanson. Lord stated that she retired and Schurbon is taking over all the administrative tasks.

Conservation Specialist Mitch Haustein – The Board reviewed conceptual images of the Bunker. Lord explained the design and the different pieces that allow more flexibility to accommodate shallower bioretention cells. Truchon made comment that Haustein did a great job pulling the designs together.

District Manager Chris Lord – Lord explained that the Springbrook and Pleasure Creek Subwatershed Retrofit Analysis (SRA) are 90% complete. Tim Kelly, CCWD District Administrator, does not want the SRAs finalized until completion of an asset inventory is accomplished. This new inventory would be used to refine the final SRA reports. Lord stated that he doesn’t have a problem refining the work product but is hesitant to leave the nearly complete SRAs on hold for so long. Staff turnover or data loss in the interim could compromise completion of any work product without having to repeat substantial portions of the work done to date. Lord stated that he is thinking about just finalizing both SRAs and using the Metro Conservation District fund allocations to ACD for the remaining 10%. Down the road when the SRA report refinements are finalized, all the CCWD SRAs could be fed into the new report format. Lord stated he was very pleased with the quality of the final table-top displays, pointing out the three in the entryway.

Wetland Specialist Joan Spence – Truchon made comment that Spence could create a pollinator display similar to the others.

Monte distributed her report and gave an update of the many NRCS Programs.

C. Approval Financial Reports
   ➢ December 2014 Financial Report
     • Nass moved to approve the Amended December 2014 financial reports. Komec seconded. All ayes, motion carried

   ➢ January 2015 Financial Report
     • Nass moved to approve January 2015 financial reports. Komec seconded. All ayes, motion carried.

D. Approval of December Bills (covered after item R)
   • Nass moved to approve electronic payments EP309-EP325 along with check numbers 13145-13165. Lindahl seconded the motion. All ayes, motion carried.

E. Legislative Update
The Board reviewed the MASWCD Legislative briefing along with the new proposed bill modifying funding for Conservation Districts. Truchon inquired if the bill was a result of the MASWCD legislative efforts for SWCD taxing authority. Lord stated he was not sure about where it came from but noted that in its effort to protect SWCD funding from
county allocations it threatens to reduce Natural Resource Block Grant allocations in proportion to any county general allocation reductions to SWCDs. In the case of ACD, this repercussion would double the cuts to our budget, since we currently receive the NRBG directly. The bill is written to increase general funds but requires a match for a portion of it. There currently are no a match requirements for BWSR general services allocations. Eligible match funds are hard to come by for SWCDs so this could be very problematic.

Old Business

NA

New Business –Action Items

F. 2015 Watershed Outlet Monitoring Grant Agreement
   • Tinglestad moved to enter into agreement with the Metropolitan Council for the 2015 Watershed Outlet Monitoring Program up to $1,600. Komec seconded the motion. All ayes, motion carried.

G. Suite 50 Rent Delinquency
   The Board reviewed the emails exchanged by Berkness and the Suite 50 tenant about his rent delinquency.
   • Lindahl directed staff to write a letter to the Suite 50 tenant informing him that he has five business days to come up with a partial rent payment of $450 along with a plan to rectify his payment delinquency. Tinglestad seconded the motion. All ayes, motion carried.

H. SWCD Redistricting (covered after item C)
   Anoka County Elections Manager Cindy Reichert answered Board questions about the redistricting process explaining ACDs two options; increase the number of ACD supervisors to seven and adopt county commissioner district boundaries, or develop its own population based boundaries for five members. Administratively, neither option is burdensome for county elections to implement. There was further discussion about the redistricting process with the Board consensus being to remain as a five-member Board. ACD staff could contact John Slusarczyk, Anoka County GIS, to get precinct and population data and develop election district options. Optimally, ACD will have a finalized proposal submitted to the state and county by year end to allow time for amendments based on comments. Reichert provided the general guidance that voting districts should be contiguous, of equal population (± 5%), or be bounded by easily identifiable landmarks such as major roads and waterways. The Board directed staff to develop alternative voting districts for consideration by the Board in compliance with the aforementioned criteria as well as to align with natural resource management districts and to facilitate board stability.

I. ACD Year End Financials
   The Board reviewed the amended 2013 year-end financials. Lord pointed out that the alterations were due to the state Auditors response to the 2013 audit. Lord outlined the updates to the financials, stating that they he will resubmit to the Board of Soil and
Water Resources (BWSR) who will likely have further changes. Once the structure is in place the 2014 financials will be prepared and presented.

- Nass moved to resubmit the 2013 year end financials to the BSWR. Tingelstad seconded the motion. All ayes, motion carried.

J. Wildlife Habitat Exemption
The board reviewed a memo prepare by Spence requesting a change in the comp plan policy language for the “Wildlife Habitat Exemptions” Lord explained the reasoning behind the change. Nass complimented Spence on catching the necessary update.

- Nass moved to alter the ACD comp plan policy language to read: “Wildlife Habitat Exemptions are subject to approval by the ACD Board or the Technical Evaluation Panel”. Tingelstad seconded the motion. All ayes, motion carried.

K. Level Logger Replacement Plan
The board reviewed a memo prepared by Dotseth outlining a replacement plan for the WL40s (40’ wells) and the WL80s (80’wells). Lord explained that the Wells are very fragile and delicate and often not handled as such by MCC workers.

- Tingelstad moved to authorize the purchase one OTT communications device in Spring of 2015 for $325.56 and five OTT Orpheus Mini’s at a price of $1,110.88 each, totaling $5,879.96 adding a suggestion that the Board consider budgeting for similar data logger replacements annually through 2019. Nass seconded the motion. All ayes, motion carried.

L. Seasonal Staff
The Board reviewed a memo prepared by Lord about extending the District Technician position to assist with monitoring activities since the District will not be receiving a CCMI Apprentice. Lord further explained that the current seasonal employee, Kris Larson, is interviewing for positions and if he leaves, would like to quickly hire a replacement. Lord stated that he contacted the county to verify that it is allowable to extend the position and keep Larson on in 6-month increments in a non-benefit position.

- Lindahl moved to authorize maintaining the full time Seasonal District Technician Position at a pay rate not to exceed $14.50/hour in six-month terms. Komec seconded the motion. All ayes, motion carried.

New Business –Informational Items
M. NRCS/SWCD Event on February 4th
Jay Fuhrer – Soil Health Specialist
Truchon stated that the NRCS Soil Heath Event she attended on February 4th was extremely interesting and helpful. Truchon provided details of the event.

N. Watersheds
Lindahl explained that CCWD is working on an invasive species rapid response protocol and considering the repercussions of the abandonment of ditch 57-4 that was not finalized in 1986. Truchon stated she attempted to attend the RCWD Citizen’s Advisory Committee Meeting but didn’t realize that the committee changed locations until 30 minutes into the meeting.
Additions
O. Martin and Typo Lake Carp Barriers Payments
The Board reviewed correspondence requesting payment to Wenck for site 2 and Rachel Contracting for sites 1, 3 & 4
- Tingelstad moved to authorize payment of $2,488.20 to Wenck for providing construction oversight and review of shop drawings associated with Typo and Martin Lake Carp Barriers at Site 2. Nass seconded the motion. All ayes, motion carried.
- Tingelstad moved to authorize payment for $12,400 from the payment application 14075.4 for the period 12/18/2014 to 2/13/2015 minus 5% retainage for $11,800, contingent upon receiving proof of materials purchased. Nass seconded the motion. All ayes, motion carried.

P. Anoka Rum River Stabilization Engineering Services
The board reviewed a bid from Houston Engineering, Inc. for the Rum Riverbank Stabilization project design and construction oversight. Lord explained that the bid was well within the budget. Lord suggested applying for NPEAP funds to cover engineering services and if bids come in low enough for construction that the CWF is sufficient to cover engineering as well, ACD can always reimburse NPEAP.
- Lindahl recommended entering into contract with Houston Engineering Services for the Rum Riverbank Stabilization design and construction management services and to submit an application to the Metro Conservation District for NPEAP to cover the cost. Nass seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates
- Tree sale April 25 Anoka County Fairgrounds
- MASWCD Metro Area 4 Meeting - Arden Hills MN March 31
- Metro Area Envirothon May 7 at the U of M Landscape Arboretum
- May 18 - Adjournment date for State Legislature

- Lindahl moved to adjourn at 7:08 pm. Tingelstad seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

[Signature]

Date

Mary Jo Truchon

[Signature]

3/16/2015

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

Date

Anoka Conservation District Regular Board Meeting February 17, 2015

5 of 5
Anoka Conservation District
Supervisors Regular Board Meeting
Monday March 16th, 2015 5:00 PM

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

New Business-Action Items
F. Approve Clean Water Fund Grant agreement for Ditch 20 Feasibility Study
G. Approve 2015 LRRWMO Monitoring Agreement
H. Equipment Rental Agreement
I. Supervisor Emails
J. Anoka Chamber of Commerce Dues
K. 2014 Financials
L. 2014 Annual Report (provide on Monday)
M. Golden Lake IESF NPEAP Application
N. McKay Property
   • Suite 400 Lease Renewal
   • Suite 50 Rent Delinquency
   • Property Conservation Projects

New Business-Informational Items
O. Supervisor Redistricting
P. Ag Preserves Grant Proposals
Q. Watersheds

Additions
R.
S.
T.

FYI/Meetings and Dates
• MASWCD Metro Area 4 Meeting - Arden Hills MN, March 31
• ACD Board Meeting April 20th ACD Office 5pm
• Tree and Shrub Sale April 26th Anoka County Fairgrounds
• Metro Area Envirotthon May 7, 2015 at the U of M Landscape Arboretum
• Adjournment date for State Legislature, May 18
Board Meeting Minutes
Date: March 16, 2015
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, Secretary
Karl Tingelstad, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order at 5:03

Regular Agenda (Approval of March Agenda)
- Komec moved to approve the March agenda. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of February Minutes
- Lindahl moved to approve the February 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 – Lord pointed out the Rain Guardian prototype in the hallway stating it is made out of 100% recycled plastic, easy to assemble and will accommodate a shallow chamber. The board reviewed the various color sample pieces for the chamber and discussed the color options. Lord pointed out that the recycled plastic floats and after some buoyancy testing in the field by Haustein and Guentzel, it was determined that it can float approximately 33 lbs. The metal grate being 29 lbs. this shouldn’t be a problem once the cement of the inlet is cured around the embedded carriage bolts. The Board discussed various scenarios that could possibly occur before securing. Lord stated the installation instructions will be modified to stress the importance of anchoring the chamber. Truchon pointed out that she and Lord attended the City of Fridley Council meeting to present the City of Fridley Outstanding Conservationist award. Nass brought attention the Bunker Lake Blvd widening project that will affect a property with a standing wetland violation and restoration order. Lord explained that the project will have to move forward as if the restoration was complete which means that areas under the proposed road bed must be treated as if they are wetland even though they are currently fill. Lord stated he attended the Rice Creek Watershed District (RCWD) TEP with Spence that focused on a complex project. It became clear that the consultant was not facilitating the process on behalf of his client and the frustration on the part of the TEP and project applicant was mounting. Lord provided advice on how to proceed systematically with the review even though his original intent was just to observe Spence’s performance. Lord stated that Spence
conveyed that it was helpful for her to observe the process. Truchon thanked Lord for sharing his findings about how to use BWSR's fee schedule calculator with the Metro managers.

Conservation Specialist Mitch Haustein – Lord stated that Haustein did a great job on the Rain Guardian Sketch ups.

Wetland Specialist Joan Spence – There was discussion about Spence's report and the need for more detail, especially on the first page. Some sections read like short-hand notes.

Water Resource Specialist Jamie Schurbon – Truchon directed attention to the Metro Area Water Supply Advisory Committee outlined in Schurbon's report stating she was disappointed to hear there were not many changes to the Metro Groundwater Management Plan. The Board discussed further. Nass said that Schurbon deserves "kudos" for his perseverance working with the URRWMO.

Isanti SWCD District Manager Jamie Schurbon – Lord stated that Schurbon hired another employee. The Board discussed the Green Lakeshore Rehab project.

Seasonal Technician Kris Larson – Lord stated Larson is actively seeking permanent employment with benefits.

Office Administrator Kathy Berkness – Berkness provided an update on the tree sale.


C. Approval Financial Reports
   - Nass moved to approve February 2015 financial reports. Tingelstad seconded. All ayes, motion carried.

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

E. Legislative Update
   The Board reviewed and discussed the Legislative bill updates along with the Buffer policy changes provided by the MASWCD.

Old Business

NA

New Business –Action Items

F. Ditch 20 Feasibility Study Grant Agreement
   The Board reviewed a Clean Water Fund grant for a wetland restoration feasibility study to benefit downstream water quality along with the Grant work plan.
   - Nass moved to approve the grant agreement and work plan for the 2015 Clean Water Fund Grant entitled "Ditch 20 Wetland Restoration Feasibility Study to Benefit Downstream Water Quality." Lindahl seconded the motion. All ayes, motion carried.

G. Approve 2015 LRRWMO Monitoring Agreement
• Nass moved to enter into agreement with the LRRWMO for 2015 monitoring and Management. Komec seconded the motion. All ayes, motion carried.

H. Equipment Rental Agreement
The Board reviewed a rental agreement prepared by Schurbon, on behalf of Isanti SWCD, regarding the rental of ACD WL-40 monitoring equipment.
• Tinglestad moved to enter into agreement with SWCD for the Equipment Rental of WL-40 monitoring devices. Lindahl seconded the motion.
After a lengthy discussion about updates needed to protect ACD’s interests, the Board came to consensus on the following terms:

Terms
• Duration of this agreement is calendar year 2015.
• Equipment must be pulled from the field prior to freeze-up.
• Isanti SWCD is responsible for handling, installing and operating equipment.
• In the case of physical breakage or loss, Isanti SWCD will pay a sum of $250 per WL-40 in addition to the rental fee, or actual replacement cost in the case of the HP calculator.
• ACD will charge a prorated fee for equipment returned prior to the end of the monitoring season due to malfunction with a minimum charge of $50.
• ACD reserves the right to request the return of equipment at any time.

Equipment and Services Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>WL-40 water level monitoring device including open-bottom PVC casing. Isanti SWCD to provide mounting post and fasteners.</td>
<td>4</td>
<td>$115</td>
<td>Each</td>
<td>$460</td>
</tr>
<tr>
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<td></td>
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• Tinglestad moved to approve the amendments to the Equipment Agreement. Lindahl seconded the motion. All ayes, motion carried.
• Action on the main motion as amended: all ayes, motion carried.

I. Supervisor Email
The Board reviewed a memo prepared by Berkness about different options for supervisor email.
• Tinglestad moved to have Berkness set up gmail accounts for supervisors along with updating all contact lists with the new email addresses. Komec seconded the motion. All ayes, motion carried.

J. Anoka Chamber of Commerce Dues
• Lindahl moved to renew the Anoka Chamber of Commerce membership and pay dues of $60. Tinglestad seconded the motion. All ayes, motion carried.

K. 2014 Financials
The board reviewed the 2014 Financials. Lord explained that they were due yesterday pointing out various updates stating that it is subject to audit.
• Nass moved to approve the 2014 Financials subject to audit. Tintelstad seconded the motion. All ayes, motion carried.

L. 2014 Annual Report
The Board reviewed the 2014 ACD annual report prepared by Lord.
• Tintelstad moved to approve the 2014 Anoka Conservation District Annual report. Nass seconded the motion. All ayes, motion carried.

M. Golden Lake IESF NPEAP Application
Lord explained that the project budget looks tight and recommending seeking NPEAP funds to finish off the design work so more CWF funds would be available for installation.
• Lindahl moved to approve submitting the NPEAP application for the Golden Lake IESF project for $9,900. Nass seconded the motion. All ayes, motion carried.

N. McKay Property
Suite 400 Lease Renewal
• Tintelstad moved to approve the Suite 400 Commercial Lease Renewal with Robert Swedeen and Dale Seiler of Einstein SEO for $675 monthly commencing May 1, 2015 and terminating April 30, 2016. Lindahl seconded the motion. All ayes, motion carried.

Suite 50 Rent Delinquency
The Board reviewed a memo prepared by Berkness outlining the Suite 50 tenant’s plan of paying off the lease. The Board discussed and decided to review the situation next month to see where the payments are at.

Property Conservation Projects
The Board agreed to tackle this topic at the April Board Meeting.

New Business –Informational Items

O. Supervisor Redistricting
The Board reviewed redistricting maps generated from GIS using the county population layers prepared by Haustein which tried to accommodate the guidance that districts should be contiguous, of equal population (+ 5%), be bounded by easily identifiable landmarks, and criteria decided by the Board to align with natural resource management districts and facilitate Board stability. Lord provided detail about the maps, one being municipal boundary based and the other, natural resource based, both unable to accommodate board Stability because of the location of Board members. The board discussed in great detail and directed staff to provide a version that did preserve current board stability for consideration.

P. Ag Preserve Grant Proposals
The Board reviewed the Ag Preserve grant proposal prepared by Lord. Lord pointed out that funding is way down.

Q. Watersheds
Nothing to report

Additions
NA
FYI / Meetings / Dates
- Tree sale April 25 Anoka County Fairgrounds
- Metro Area Envirothon May 7 at the U of M Landscape Arboretum
- May 18 - Adjournment date for State Legislature

- Tingelstad moved to adjourn at 7:22 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator  Date

Approved as to form and content by Mary Jo Truchon, Chair  Date
Anoka Conservation District
Supervisors Regular Board Meeting
Monday April 20th, 2015 5:00 PM

Regular Agenda (Approval of April Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of April Bills
E. Legislative Updates
   • Dayton Buffer
   • MASWCD Legislative Updates
   • Torkelson/Sparks

New Business-Action Items
F. Supervisor Per Diem Administration Change
G. RCWD 2015 Water Monitoring and Management Contract
H. MWMO 2015 Water Monitoring and Management Contract
I. 2015 Annual Plan
J. Metro Conservation District 2015 Dues
K. Berkness Funeral Leave Request
L. Budzynski Wildlife Habitat Exemption Request

New Business-Informational Items
M. MASWCD Call for Resolutions
N. Supervisor Redistricting
O. Tainted Waters Article in Star and Tribune (Tingelstad Requested)
P. Watersheds

Additions
Q. Rachel Contracting Payment Request – Carp barriers Site 1, 3, & 4

FYI /Meetings and Dates
• Tree and Shrub Sale April 25th Anoka County Fairgrounds
• Metro Area Envirothon May 7, 2015 at the U of M Landscape Arboretum
• Adjournment date for State Legislature, May 18
• ACD Board Meeting May 18th ACD Office 5pm
Board Meeting Minutes
Date: April 20, 2015
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, Secretary
Karl Tingelstad, Supervisor (arrived at 5:11pm)

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Chair Truchon called the meeting to order at 5:04

Regular Agenda (Approval of April)
Berkness added agenda item (Q) Rachel Contracting Payment request – Carp Barriers site 1, 3, & 4
  • Lindahl moved to approve the revised April agenda. Nass seconded the motion. All ayes, motion carried.

A. Approval of March Minutes
  • Nass moved to approve the March minutes. Komec 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 cominked Lord on his and Haustein’s hard work developing voting districts maps.

Water Resource Technician Kris Guentzel – Truchon asked if Guentzel, with all his software modeling knowledge, is farmed out to train other SWCD’s. Lord explained that Guentzel and Haustein provided WinSLAMM/ArcSWAT training courses to the Metro Area SWCDs in addition to the Hennepin Environmental Services, who now serves as the modeling go-to organization for other Hennepin County entities.

Seasonal Technician Kris Larson – Truchon asked Berkness if she sent out the Streambank Restoration and WCA videos Larson is working on to various media sources suggesting that she include the cable channels. Berkness commented that the videos are not finished but will do so when they are ready.

Wetland Specialist Joan Spence – Nass made comment that Spence’s activity report structure was much better than prior months’ reports and a lot easier to understand. Truchon agreed and inquired if Lord had a chance to attend TEP panels with Spence. Lord stated that he has TEP meetings scheduled in the coming weeks.

Office Administrator Kathy Berkness – Berkness provided an update on the tree sale.
C. Approval Financial Reports
   • Nass moved to approve March 2015 financial reports. Tingelstad seconded. All ayes, motion carried.

D. Approval of April Bills (covered after item Q)
   • Nass moved to approve electronic payments EP341-EP357 along with check numbers 13192-13219. Komec seconded the motion. All ayes, motion carried.

E. Legislative Update
   The Board reviewed and discussed the MASWCD Legislative bills, specifically the Dayton Buffer bill and SWCD stable funding.

Old Business

New Business –Action Items

F. Supervisor Per Diem Administration Change
   The Board reviewed a memo prepared by Berkness regarding the change in per diem administration from ACD to Paychex needed because of an employer federal tax reporting conflict between supervisor and staff reporting. The board reviewed and discussed the payment options of automatic deposit or a check.

G. Approve 2015 Rice Creek Watershed District (RCWD)Monitoring Agreement
   • Tingelstad moved to enter into agreement with the RCWD for 2015 monitoring and management. Nass seconded the motion. All ayes, motion carried.

H. Approve 2015 Mississippi Watershed District (MWMO) Monitoring Agreement
   • Tingelstad moved to enter into agreement with MWMO for 2015 monitoring and management. Nass seconded the motion. All ayes, motion carried.

I. 2015 Annual Plan
   The Board reviewed the 2015 Annual Plan prepared by Lord. Lindahl provided minor updates. Truchon directed attention to the word “speculative” listed about climate change. Lord explained the reasoning. Truchon thanked Lord for all his hard work.
   • Nass moved to approve the 2015 Annual Plan with minor changes. Komec seconded the motion. All ayes, motion carried.

J. 2015 Metro Conservation District Dues
   • Lindahl moved to renew the 2015 Metro Conservation District membership and dues of $600. Komec seconded the motion. All ayes, motion carried.

K. 2015 Berkness Funeral Leave
   The board reviewed a memo prepared by Lord requesting three days of funeral leave for Berkness.
   • Nass moved to authorize three days of paid funeral leave for Kathy Berkness for time off related to the death of her father. Komec seconded the motion. All ayes, motion carried.

L. Budzynski WCA Permit for Wetland Wildlife Habitat Management
   The Board reviewed a memo prepared by Spence related to landowner Budzynski who is requesting approval of a wildlife habitat management plan. Lord stated typically, CCWD would approve the plan, but for some reason Tim Kelly, District Manager,
requested that the ACD Board review and make a motion. Truchon inquired if the CCWD passed off to ACD because of political ramifications. Lord stated he was unsure. The Board reviewed and discussed the plan.
  • Tingelstad moved to approve the Budzynski wildlife management plan. Nass seconded the motion. All ayes, motion carried.

New Business –Informational Items

M. MASWCD Call for Resolutions
The Board reviewed the MASWCD call for resolution correspondence and discussed potential resolutions outlined in the annual plan. Lord brought attention to Technical approval authority stating he sent designs to the NRCS Area Engineer, Craig Peterson, over a year ago hoping to receive technical approval authority but still has yet to hear back. Members agreed that the process was not efficient and in need of improvement suggesting a resolution. The Board agreed to take the lead in initiating various resolutions.
  • Nass moved to direct Lord to prepare MASWCD resolutions for the following:
    ➢ Operational and programmatic levy authority for SWCDs,
    ➢ Groundwater conservation through mechanisms such as mandated rain/soil moisture sensors on irrigation systems, private well regulation, limits on lawn size, plumbing code updates to allow gray water segregation, reuse and/or infiltration,
    ➢ Reimbursement of full fee schedule rates from state grants for soil and water conservation districts,
    ➢ Funding for the long-term inspection and maintenance of BMPs, and
    ➢ Development of a technical approval authority training and certification program by BWSR that doesn’t rely on NRCS provided training and oversight. An online module based system would be ideal to accommodate training needs arising from staff turn-over and workload variability over time and would follow employees as they move between jobs.

  Tingelstad seconded the motion. All ayes, motion carried.

N. Supervisor Redistricting
The Board reviewed redistricting maps generated from GIS using the county population layers prepared by Haustein. Map A criteria focused on supervisor stability; Map B was centered on municipal boundaries. Tingelstad commented that the district boundaries in the municipal based approach are much simpler than the supervisor based approach. There was further discussion about Map B, with Board consensus being that it makes the most sense logistically but unfortunately puts Lindahl and Tingelstad in the same district. The Board discussed the various scenarios for length and timing of election seats upon redistricting.
  • Lindahl moved to approve the redistricting using the Municipal based map criteria. Tingelstad seconded the motion. All ayes, motion carried.

O. Tainted Waters Article in Star Tribune
Lindahl provided detail about the Tainted Waters Article in the Star Tribune.

Additions

P. Rachel Contracting Payment Request – Carp Barriers Site 1,3 & 4
The Board reviewed a memo prepared by Schurbon requesting payment to Rachel Contracting along with corresponding material related to the Carp Barrier Project site 1,
3 & 4. Lord explained the reason Schurbon recommended a portion of the payment ($3,750), be held back. Lord further explained that the contractor has come up with less expensive installation ideas but the Engineer is not being very receptive to these suggestions. The Board discussed further.

- Nass moved to authorize payment of the Rachel Contracting invoices for $31,850 from payment application 14075.3 for the period 2/14/2015 to 4/30/2015, minus 5% retainage for a total payment of $30,257.50. Lindahl seconded the motion. All ayes, motion carried.

**FYI / Meetings / Dates**

- May 18 - Adjournment date for State Legislature
- May 26 - MASWCD Board of Directors Meeting - St. Paul MN
- MACD Area IV Summer Tour and Meeting June 18, 2015, Wright SWCD

- Tingelstad moved to adjourn at 6:35 pm. Lindahl seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkeness, Office Administrator

Date: May 18, 2015

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

Date: May 18, 2015
Anoka Conservation District  
Supervisors Regular Board Meeting  
Monday May 18, 2015 5:00 PM

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

New Business-Action Items  
F. St. Francis Stormwater Retrofit Analysis  
G. Guentzel Funeral Leave Request  
H. MASWCD Resolutions  
I. MACD Area IV Summer Tour and Meeting June 18, 2015  
J. Chris Lord Technical Approval Authority for Class IV Stormwater Runoff (Rain Gardens)  
K. Suite 50 Rent  
L. Rum Riverbank Stabilization Bid Posting  
M. Golden Lake IESF Bid Posting  
N. Coon Lake Retrofit Bid Posting  
O. Carp Barriers sites 1, 3, 4 invoice  

New Business-Informational Items  
P. NACD Soil Health Champions Network  
Q. 2015 Envirothon  
R. Watersheds  

Additions  
S. 2014/2015 SSTS Allocation Request  
T. Personnel Matter  
U.  
V.  

FYI /Meetings and Dates  
• Set up Personnel Committee Meeting before June Meeting for Employee Reviews  
• Set Up Finance Committee Meeting before June Meeting for 2016 Budget  
• Anoka county Elections Committee Meeting June 15,  
• Invasive Species Workshop July 22nd  
• Metro Conservation District Meeting June 24 Earle Brown Tower, Brooklyn Center
Board Meeting Minutes
Date: May 18, 2015
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

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

Members Absent: Karla Komec, Secretary

Others Present: Chris Lord, District Manager
                Kathy Berkness, Office Administrator
                Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:07

Regular Agenda (Approval of May)
Berkness added agenda item (S) SSTS Allocation to Ham Lake and (T) Personnel Issue.

- Lindahl moved to approve the revised May agenda. Nass seconded the motion.
  All ayes, motion carried.

A. Approval of April Minutes
- Lindahl moved to approve the April 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 Technician Kris Guentzel – Lord made comment that Haustein and
Guentzel are doing an excellent job with all aspects of their project work.

Office Administrator Kathy Berkness – Berkness provided an update on the outcome of
the tree sale.

Conservation Specialist Mitch Haustein – Truchon commented that she was
disappointed the application for rain garden installations aimed at school campuses
referred by Representative Jerry Newton didn’t come together. Lord provided further
detail to the possible reasons why. Truchon suggested getting a teacher on board to
spearhead the program. Nass stated she is impressed with Haustein’s proactive
approach, meeting with Center Point Energy to determine potential rain garden
installation gas main conflicts. Lord provided further detail. Nass commented that
Haustein’s approach in sending out an online survey to landowners about design needs
is very progressive.

Wetland Specialist Joan Spence – Nass made comment that Spence’s activity report
was confusing and difficult to read. Truchon agreed. The Board discussed further.

Water Resource Specialist Andrew Dotseth – Truchon stated that she is glad Dotseth is
so well connected and able to get the Bethel Fire Department’s agreement to remove
one building along with the garage on the Beach property. Lord stated Dotseth is an East Bethel volunteer fire fighter and well connected with neighboring firefighting organizations. Lord stated that before the barn is destroyed, Dotseth will send a paint sample for lead-base analysis. Lindahl stated he did not need to send in a sample as the MPCA lifted some of their burning restrictions.

Seasonal Technician Kris Larson – Truchon made comment that Larson is doing great things directing attention to the streambank restoration video he finalized. Lord provided further detail about the control device Larson installed within the Lock 23 rain garden.

Isanti District Manager Jamie Schurbon – Lindahl inquired if Schurbon’s Isanti hours, already over 50% before mid-year, will be a problematic. Lord explained the increased hours this year are mainly due to his time getting up to speed after Administrative Assistant, Annette Swanson retired mid tree season, along with training his new employee. Hours should level off, but if not, ACD could amend the Isanti SWCD contract.

Water Resource Specialist Jamie Schurbon – Tinglestad questioned how things are going with URRWMO. Lord explained the organization is trying to engage more. They will be seeking bids for their Water Plan updates. The Board discussed further.

District Manager Chris Lord – The Board reviewed the conservation plan attached to Lord’s activity report. Lord explained that he spoke with Schurbon about conservation plan and now Isanti SWCD has many repeat tree customers because they are implementing their plans. The example of a conservation plan and a signup sheet was available to landowners at the ACD tree sale.

Monte distributed and discussed her activity report.

C. Approval Financial Reports
   • Nass moved to approve April 2015 financial reports. Tinglestad seconded the motion. All ayes, motion carried.

D. Approval of May Bills (covered after item S)
   • Nass moved to approve electronic payments EP358-EP371 along with check numbers 13120-13238. Tinglestad seconded the motion. All ayes, motion carried.

E. Legislative Update
Tinglestad provided a legislative update.

Old Business

NA

New Business – Action Items

F. City of St. Francis Stormwater Retrofit Analysis
The Board reviewed a contract for services with the City of St. Francis for an SRA along with the project summary. Lord provided project funding detail.
   • Lindahl moved to enter into contract for Services with the City of St. Francis for Stormwater Retrofit Analysis. Nass seconded the motion. All ayes, motion carried.

G. 2015 Guentzel Funeral Leave
The board reviewed a memo prepared by Berkness requesting three days of funeral leave for Guentzel.

- Lindahl moved to authorize three days of paid funeral leave for Kris Guentzel for time off related to the death of his father. Nass seconded the motion. All ayes, motion carried.

H. MASWCD Resolutions
The Board reviewed the resolutions prepared by Lord for the MASWCD. Lord stated Komec, unable to attend the Board meeting, emailed minor updates to the resolutions, which Lord provided to the Board.

- Nass moved to approve submitting the following resolutions with minor updates to the MASWCD. Tinglestad seconded the motion.
  - Levy Authority for SWCDs,
  - Fee Schedule Rates for SWCDs,
  - BMP Inspection and Monitoring Funding
  - Technical Approval Authority Process

All ayes, motion carried.

I. MACD Area IV Summer Tour and Meeting
The Board reviewed the information about the MACD Area IV Summer Tour and Meeting on Thursday, June 18, and noted if they planned on attending.

J. Chris Lord Technical Approval Authority for Class IV Stormwater Runoff (Rain Gardens)
The Board reviewed Technical approval authority acceptance and corresponding information for Chris Lord.

- Nass moved to assign Technical Approval Authority for Class IV Stormwater Runoff Control for inventory and evaluation, design and construction per NRCS Area IV Engineer recommendation to Chris Lord Anoka Conservation District Manager. Tinglestad seconded the motion. All ayes, motion carried.

K. Suite 50 Rent Delinquency
The Board reviewed a memo prepared by Berkness is regards to Suite 50 Rent delinquency. The Board discussed the delinquency situation.

- Lindahl moved to pursue eviction as it relates to the Suite 50 tenant. Nass seconded the motion. All ayes, motion carried.

L. Rum River Stabilization Bid Posting
The Board reviewed stabilization designs prepared by Greg Bowles of Houston Engineering. Lord explained the project location.

- Nass moved to send the Rum River Stabilization Project out to Bid. Tinglestad seconded the motion.

Lord pointed out that bids have been coming in a lot higher for projects than the Engineers estimates. If this happens, he will bring everything back to the Board. All ayes, motion carried.

M. Golden Lake Iron Enhanced Sand Filter (IESF) Bid Posting
The Board reviewed an IESF design prepared by Civil Engineering.

- Lindahl moved to put Golden Lake IESF out to bid. Nass seconded the motion. All ayes, motion carried.
N. Coon Lake Retrofit Bid Posting
The Board reviewed the Coon Lake Retrofit Designs prepared by Lord. Lord directed attention to the Shoreline buffer designs stating the landowners have had problems with “ice heaves” and after checking with sources, came to the realization that buffers would not stop the ice heave problem but would create a barrier and reduce impact to the soil thus landowners expectations need to be managed. Lord provided project details bringing attention to a native plant called “Buttonbush”, recommended by HDR employee Shawn Tracy, explaining that it does well in water and is great pollinator. The Board discussed the project.
  - Lindahl moved to put the Coon Lake Retrofit project out to bid. Nass seconded the motion. All ayes, motion carried.

Q. Rachel Contracting Payment Request – Carp Barriers Site 1,3 & 4
The Board reviewed a memo prepared by Schurbon requesting payment to Rachel Contracting along with corresponding material related to the Carp Barrier Project site 1, 3 & 4.
  - Nass moved to authorize payment of the Rachel Contracting invoice for $44,592 from the payment application 14075.4 for the period 5/1/2015- 5/31/2015, minus 5% retainage ($42,362.40 payment) but the payment shall not be sent until staff has verified work completed to the level invoiced. Lindahl seconded the motion. All ayes, motion carried.

New Business – Informational Items

P. NACD Soil Health Champions Network
The Board reviewed an information email from Beth Mason, North Central Region Field Services Representative, about Bruce Bacon joining the NACD Soil Health Champions Network. Lord explained that MASWCD Leann Buck approached him about nominee ideas and Bacon was the logical nominee he provided to Buck. The Board discussed further.

Q. Envirothon
Truchon provided an update on the Envirothon she volunteered at on May 7, stating Felicia Brockoff, of Carver SWCD is retiring as coordinator. The Board discussed the possible logistics of hosting the event and the need to change the location or structure to keep the program viable as enrollment has declined. The consensus was that Anoka County does not have the venue or the resources to host the event.

R. Watersheds
Lindahl explained that CCWD is working on endangered/threatened species policy bringing attention to a costly situation at a project site near Radisson Road where a rare species was destroyed instead of simply relocating it. The Board discussed the project along with the DNR policy. Truchon gave an update of the RCWD Citizen's Advisory Committee Meeting stating the cost share forms and structure are in the fine-tuning process and mentioning the RCWD has two new Board Members.

S. Subsurface Sewage Treatment Systems (SSTS) Allocation to the City of Ham Lake
The Board reviewed a memo prepared by Berkness and breakdown related to the City of Ham Lake 2014 SSTS expense reimbursement and a breakdown of those expenses provided by Doris Nivala, Office Administrator for the City of Ham Lake. Lord explained
that an email was sent to LGUs about the funds available for related expenses and was surprised only to hear from the City of Ham Lake and Linwood Township.

- Tingelstad moved to reimburse the City of Ham Lake 50% of their 2014 SSTs expenses in the amount of $8,762.11 from the 2014/2015 Board of Soil and Water Resources Natural Resource Block Grant Sub Surface Sewage treatment grant funds. Nass seconded the motion. All ayes, motion carried.

T. Personnel Matter
The Board reviewed the feedback received from WCA partners about the performance of Wetland Specialist, Joan Spence, along with the Wetland Specialist Job Announcement, Description and Recruitment Criteria. The Board discussed the partner feedback at length and Spence’s performance as it relates to the position responsibilities.

- Nass made a motion to end the probationary period and terminate Joan Spence in good-standing effective May 29. Lindahl seconded the motion. All ayes, motion carried.
- Lindahl moved to approve the Wetland Specialist recruitment criteria, job announcement and job description for posting immediately. Tingelstad seconded the motion. All ayes, motion carried.

The Board discussed the timing of hiring a new employee.

- Tingelstad moved to approve moving the June Board Meeting Date from June 15, to June 22, in the event that the District Manager does not need to extend the Wetland Specialist position posting. Lindahl seconded the motion. All ayes, motion carried.

FYI/ Meetings/ Dates
- MACD Area IV Summer Tour and Meeting June 18, 2015, Wright SWCD

- Lindahl moved to adjourn at 8:00 pm. Nass seconded the motion. All ayes, motion carried.

[Signatures]

Prepared by Kathy Berkness, Office Administrator

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

Anoka Conservation District Regular Board Meeting May 18, 2015
5 of 5
Regular Agenda (Approval of June Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of Financial Reports
D. Approval of June Bills
E. Legislative Updates

Committee Meetings
F. Finance Committee Meeting June 8
   • McKay Property Maintenance Schedule & Fund
   • 2015 Budget Update
   • 2015 Wage Adjustment Budget
   • 2016 Budget
G. Personnel Committee Meeting June 16
   • Wetland Specialist Position Recruitment
   • Employee Evaluation
   • Wage Adjustments

New Business-Action Items
H. 2014/2015 SSTS Allocation Request - Linwood
I. LRRWMO Water Stormwater Retrofit Analysis (SRA) Contracts
   • Amendment to the LRRWMO Monitoring and Management Contract
   • City of Anoka SRA Contract
   • City of Ramsey SRA Contract
J. Coon Lake Retrofit Contracts
K. Seasonal Staff
L. Site Supply Rain Guardian Distributorship
M. TruStone Mortgage Refinance
N. Golden Lake IESF

New Business-Informational Items
O. MACD Area IV Summer Tour and Meeting June 18, 2015

Additions
P. Anoka County Water Task Force
Q. Watersheds

FYI /Meetings and Dates
• Anoka Conservation Board Meeting July 20, ACD Office 5pm
Board Meeting Minutes
Date: June 22, 2015
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

Members Present: Jim Lindahl, Vice Chair (Acting Chair)
Vici Nass, Treasurer
Karl Tinglestad, Supervisor
Karla Komec, Secretary

Members Absent: Mary Jo Truchon, Chair

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Mary Monte, NRCS District Conservationist
Bart Biernat, Anoka County Environment and Health (departed at 5:45)
Mike Jungbauer, Linwood Township Building Inspector (departed at 6:17)

Vice Chair Lindahl called the meeting to order at 5:10

Regular Agenda (Approval of June)
Biernat noted addition (P) Anoka County Water Resource Task Force. Lindahl moved Item H and Item P further up on the agenda, covered after item A.
  - Komec moved to approve the revised June agenda. Nass seconded the motion. All ayes, motion carried.

A. Approval of May Minutes
  - Nass moved to approve the May minutes. Tinglestad seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs (Covered after items H & P)
Individual staff reports were reviewed and discussed.
Andrew Dotseth, Water Resource Technician – Lindahl mentioned he saw a news release about the Beach Property and some vandalism that occurred. Lord explained that a while ago a few of the “no hunting” signs were destroyed and there had been some poaching on the property. There was further discussion about the Beach property. The Board discussed the ACD boat used for water quality, which has a hole in it. Lord stated Dotseth suggested looking into a Zodiac inflatable boat, referred by another local entity who highly recommended it. The Board discussed further.
Monte distributed and discussed her activity report.

C. Approval of Financial Reports
  - Nass moved to approve May 2015 financial reports. Tinglestad seconded the motion. All ayes, motion carried.

D. Approval of June Bills (covered after item S)
E. Legislative Update
Discuss under item (O) MACD Area IV Summer Tour and Meeting June 18, 2015

Committee Meetings
F. Finance Committee Meeting June 8
The Board reviewed the finance committee minutes along with the proposed budget to the County. Nass provided the meeting detail stating the Committee discussed McKay Maintenance schedule, 2015 budget updates, Wage adjustments and the 2016 budget.

- McKay Property Maintenance Schedule & Fund

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Maintenance funds.

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<tr>
<td>Roof - 1318 &amp; garage</td>
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<td>Roof - 1328</td>
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<tr>
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<td>HVAC fund</td>
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Fund development goals

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- Nass moved to approve the revised maintenance and fund development schedules (above). Komec seconded the motion. All ayes, motion carried.

- **2015 Budget Update**

The Board reviewed the following updates to the 2015 Budget:
Policy on Fund Balances & Wage Adjustment Consideration
1. Compensated Absences Fund should be sufficient to cover all liability for accrued FTO and comp time as calculated at year-end.
2. McKay Property Fund should be based upon an annually reviewed and approved maintenance schedule
3. Undesignated Fund should be 25% of annual personnel and overhead expenses (total currently $583,000, which would require an undesignated fund balance of $145,750).
4. Upon achievement of above thresholds, up to 50% of projected annual net revenue may be considered for wage adjustments.
5. ACD board may deviate from thresholds and guidelines.

Budget Contingencies:
- $15,000 for Beach property clean up
- Nothing allocated to Special Conservation Projects
- $66,400 available for undesignated fund and wage adjustments.

Budget Notes:
- Hire Wetland Specialist at higher wage than originally planned owing to experience level of applicants ($32/hr)
- No MCC apprentice
- 2015 wage adjustments not incorporated. Once done, this will affect the 2015 and 2016 budgets
- Nass moved to approve the 2015 budget as updated with the adjustments. Komec seconded the motion. All ayes, motion carried.

- 2015 Wage Adjustment Budget
- Nass moved to approve $30,000 for wage adjustments for the remainder of 2015 and all of 2016. Komec seconded the motion. All ayes, motion carried

- 2016 Budget
The Board reviewed the 2016 Budget and County budget request form, which outlined the following:
- Retaining existing staff positions
- Nominal increase in Rain Guardian sales
- 2015 recommended wage adjustments carrying over to 2016
- $50/month increase in employee benefits
- $17,500 for the URRWMO Plan Update
- Continued contract with ISWCD for Jamie’s services
- Does not include additional General Services from the State of MN
- Shows request to the county of $168,815, an increase of $19,823
- Nass moved to approve the 2016 Budget as amended. Komec seconded the motion. Ayes, motion carried

G. Personnel Committee Meeting June 16
- Employee Evaluations
Komec provided an overview of the Personnel Committee Meeting stating that the Committee reviewed staff and manager evaluations and all employees are doing great.
- Komec moved to retain all staff in their current positions and provide them a wage adjustment in accordance with the competitive wage strategy as developed
and adopted by the ACD Board. Nass seconded the motion. All ayes, motion carried.

- Wetland Specialist Position Recruitment
  Komec explained that Wozney ranked unanimously the highest by all members with Melissa Collins-Rutter coming in second but Melissa’s experience level would warrant her starting as Technician. If the position had been posted as a Technician it would have increased the applicant pool, so to attract the best candidate the opening should be reposted as a technician if Wozney declines the job offer.
  - Komec moved to authorize offering the Wetland Specialist position to Becky Wozney at a starting wage of $28.93 with credit for Wozney’s prior 10 years with ACD in terms of FTO accumulation, with a starting date as soon as possible but not later than July 13, 2015. Nass seconded the motion. All ayes, motion carried.
  - Komec moved to adopt the Wetland Technician Position Description and incorporation into the handbook in the event that Becky Wozney declines the position, and to repost the position opening as a Wetland Technician with a starting pay range that includes the low end of Wetland Technician to the high end of Wetland Specialist to maximize the applicant pool. It was clarified that Melissa Collins-Rutter would be welcome to reapply. Nass seconded the motion. All ayes, motion carried.

- Wage Adjustments

- Komec moved to approve the wage adjustment as presented to take effect Saturday June 27, 2015. Nass seconded the motion. All ayes, motion carried.

New Business – Action Items

H. 2014/2015 SSTS Allocation Request Linwood (covered after item P)
The Board reviewed material provided by Jungbauer on behalf of Linwood Township related to the purchase of software needed to track private septic tank pumping. The information itemized the software expense along with associated labor expense. Jungbauer provided further detail about the Township’s decision to track and regulate septic tank pumping. Lord stated he is glad that Linwood Township applied for funds and it is an excellent use of the SSTS grant; because of the chain of lakes in the area, failing systems could be critical to water quality.
  - Tingelstad moved to encumber 50% of Linwood Township’s SSTS software and labor expense for $8,734 from the 2014/2015 BWSR NRBG SSTS Grant funds. Nass seconded the motion. All ayes, motion carried.

I. LRRWMO Storm Water Retrofit Analysis (SRA) Contracts
  - Amendment to the LRRWMO Monitoring and Management Contract
  - City of Anoka SRA Contract
  - City of Ramsey SRA contract
  - Tingelstad moved to approve amending the LRRWMO 2015 Water Monitoring and Management Contract adding $2000 for Anoka and Ramsey Subwatershed Retrofit Analyses. Komec seconded the motion. All ayes, motion carried.
  - Tingelstad moved to approve the Cities of Anoka and Ramsey contracts for Stormwater Retrofit Analysis. Nass seconded the motion. All ayes, motion carried.
J. Coon Lake Retrofits Landowner Contracts
The Board reviewed a memo prepared by Schurbon about the Landowner partnership agreements needed for enforceable maintenance and operations preceding the practice installation.
  - Tingelstad moved to authorize the Chair to sign partnership agreements for construction, operation and maintenance with landowners at the Coon Lake Retrofit project sites with: Steven and Lisa Voss, Coon Lake Community and Senior Center, Joyce Sheffield, Leon Mager and Randy Karger. Nass seconded the motion. All ayes, motion carried.

K. Seasonal Staff
The Board reviewed a memo prepared by Lord about hiring another Seasonal employee. The Board discussed
  - Nass moved to authorize the hiring of an Assistant District Technician Position at a rate not to exceed $13.34/hour. Tingelstad seconded the motion. All ayes, motion carried.

L. Site Supply Rain Guardian Distributor Agreement
The Board reviewed a two year Rain Guardian Distributor Agreement with Site Supply. Lord stated the territory would be Kentucky, Ohio and Tennessee with overlapping jurisdiction in Wisconsin. Lord provided details and the Board discussed.
  - Nass moved to enter into the Distributor Agreement with Site Supply. Komec seconded the motion. All ayes, motion carried.

M. Trustone Mortgage refinance
The Board reviewed a memo prepared by Berkness and a commitment letter from Trustone pertaining to the ACD mortgage refinance with Trustone. The Board discussed.
  - Nass moved to approve the terms outlined in the Trustone Financial Federal Credit Union proposal from Jake Johnson at Trustone dated June 15, 2015 and authorize payment of $500. Komec seconded the motion. All ayes, motion carried.

N. Golden Lake Iron Enhanced Sand Filter (IESF) Construction Bids and Engineering Budget
Lord explained that all bids came in much higher than the engineer’s estimate and budget so he sought the advice of an attorney who outlined the state statute pertaining to contract estimates. Lord further explained that the lowest bidder failed to acknowledge an addendum that was part of the bid packet even though nothing in the addendum would alter the bid amounts. Lord explained the complex bid and quote process.

The board discussed in great detail.
  - Komec moved the following:
    - Find that Addendum #1 for the Golden Lake Iron Enhanced Sand Filter is technical in nature and not substantive as it merely corrects erroneous references to whom the Owner is and deletes a requirement to use form MnSCU073.
    - Find that Addendum #1 has no impact on the scope of work or bid amounts.
• Find that the deviation of the low bidder’s bid by omitting reference to Addendum #1 was not substantive.
• Find that the deviation did not provide a substantive advantage to the low bidder or disadvantage to the other bidders.
• Find that the deviation did not impact the determination of the low bidder or the bidding process as a whole.
• Waive the deviation.

Tingelstad seconded the motion. All ayes, motion carried.

• Tingelstad moved to authorize awarding the contract to the lowest bidder, Peterson Companies of 8326 Wyoming Trail Chisago, MN 55013 subject to the following:
  • Work with the low bidder to determine if bid reductions are warranted for unit prices for Items #6, 21, and 23, which are unreasonably high.
  • Secure additional funds from project partners, which in combination with any bid reductions are sufficient to cover the entirety of the contract.
  • Delay the contract award until July 10, 2015.
  • Do not issue a Notice to Proceed until all bid reductions and additional funding agreements have been fully approved.
  • In the event that bid reductions and additional project funding cannot be secured to cover the contract, reject all bids and direct staff to work with project partners to develop alternatives to meet project goals within budgetary constraints.

Nass seconded the motion, All ayes, motion carried.

• Tingelstad moved to authorize the chair to execute all contracts and related agreements in accordance with the terms above. Nass seconded the motion. All ayes, motion carried.

O. MACD Area IV Summer Tour and Meeting June 18, 2015
The Board reviewed various materials from the tour and legislative update. Lord noted that all four of ACD’s resolutions passed and provided detail about the CWF funds allocated to SWCDs to implement the new buffer laws and for general services. The Board discussed further. Lord provided information about the projects toured, indicating that Wright SWCD did a very nice job on the tour.

P. Anoka County Water Task Force (covered after item A)
Biernat provided the Anoka County Community Health and Environmental Services Water Resources Report for 2014 created by the Water Resource Task Force. He gave details about the report along with providing some of the Task Force member names. Biernat explained the origination of the website “Know the Flow” bringing attention to the Task Force presentation “Smart Irrigation” on June 16, at Bunker Hills Activity Center.

New Business –Informational Items

Q. Watersheds
Lindahl stated that he attended a Bus tour with Coon Creek Watershed District and the City of Coon Rapids. Some of the Sand Creek Rain Gardens were within the tour route and were thriving.
FYI/ Meetings/ Dates
- Smart Irrigation Bunker Hills Activity Center July 16, 6:00-8:00
- ACD Volunteer Gift Ideas - usually sent out in October
- Groundwater Workshop for SWCDs - St. Cloud MN August 19

- Lindahl moved to adjourn at 7:16 pm. Nass seconded the motion. All ayes, motion carried.

Kathy Berkness 7/20/2015
Prepared by Kathy Berkness, Office Administrator Date

Jim Lindahl 7/20/2015
Approved as to form and content by Jim Lindahl, Vice Chair Date
Anoka Conservation District
Supervisors Regular Board Meeting
Monday July 20, 2015 5:00 PM

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

New Business-Action Items
F. Coon Lake Stormwater Retrofits Quotes
G. Carp barriers, Rachel Contracting pay request #5
H. Smith Cost Share Application – Rum River Cedar Tree Revetment
I. Golden Lake IESF Budget & Contract
J. Approve Select Account agreements (agreements emailed)
   - Adoption Agreement between Select Account and Resource Training and Solutions
   - Master Service Agreement
   - Plan Document
K. 2016 Local Work Group (LWG) for 2014 Farm Bill Programs
L. TruStone Refinance
M. Boat Replacement Plan
N. Supervisor Districts
O. Rum River Stabilization Bids
P. DNR Obwell Agreement July 1, 2015 – June, 30 2016

New Business-Informational Items
Q. SWCD Governance 101
R. 2015 Groundwater Informational Session for Local Officials
S. Watersheds

Additions
T. 2015 CCWD Monitoring and Management Workplan
U. McKay Property Roof Quotes
V. Rum River Stabilization Engineering Contract
W. Budgeted Purchased Requiring Timely Payments
X. Clean Water Fund and DNR Conservation Legacy Applications

FYI /Meetings and Dates
• Anoka Conservation Board Meeting August 17, ACD Office 5pm
• MASWCD Awards Applications due August 22
• MASWCD Annual Convention December 6 – 8 Double Tree Hilton, Bloomington
Anoka Conservation District

Board Meeting Minutes
Date: July 20, 2015
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
Karla Komec, Secretary

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Tim Wilson, NRCS District Conservationist (departed at 6:40pm)

Chair Truchon called the meeting to order at 5:00

Regular Agenda (Approval of July)
Lord noted additions: (T) 2015 CCWD Monitoring and Management Workplan (U) McKay Property Roof Quotes, (V) Rum River Stabilization Engineering Contract (W) Budgeted Purchases Requiring Timely Payments (X) Clean Water Fund Applications
- Nass moved to approve the revised July agenda. Komec seconded the motion. All ayes, motion carried.

A. Approval of June Minutes
- Lindahl moved to approve 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.

Mitch Haustein, Conservation Specialist – Truchon commented that she is pleased Haustein is participating in his MASWCD leadership training and that he must like it as he has been very involved in a leadership project outlined in his report. Lindahl inquired about the Rum River Shores site status. Lord provided further detail about the mowing blunder on the site by Prairie Restorations; the contractor hired to maintain the riverbank, and provided detail on how he dealt with the situation.

Becky Wozney, Wetland Specialist– Truchon made comment she is pleased to have Wozney on Staff. Lord commented that Wozney has strong plant identification skills, a crucial skill needed when performing wetland delineations. The Board discussed plant identification knowledge of prior Wetland Specialists.

Jamie Schurbon, Water Resource Specialist – Truchon commented that Schurbon is on the Metropolitan Area Water Supply Advisory Committee and hopes that he will participate in providing comments related to the Twin Cities Master Water Supply Plan.

Andrew Dotseth, Water Resource Technician – Nass directed attention to the Beach property vandalism. Lord explained it occurred some time ago to the "no hunting" signs. Dotseth, with all his community connections being a volunteer East Bethel firefighter, is
working with the police department to bring attention to the site in hopes to have it patrolled more often. Truchon commented that she is pleased Dotseth is making connections and bringing exposure to the property. Nass commented that Dotseth is busy repairing equipment; pointing out the various maintenance activities outlined within his report. Lord explained that it is nice to have an employee that is handy and can fix things and Dotseth is that person.

Kris Larson, Seasonal Technician-Tingelstad inquired about the broken WL40. Lord explained it was vandalized and that an insurance claim has been made, as the replacement cost is $900 with a $250 deductible.

Chris Lord, District Manager- Lord pointed out that Leann Buck, MASWCD Director, contacted him about being a member on the SWCD Funding A Hoc Advisory Group and he accepted. The Board discussed with the consensus being that all members are pleased Lord accepted. Truchon directed attention to the Federal Monarch Butterfly Conservation program. Lord applied for funding through the Great River Greening Grant as a companion grant to the Anoka Sandplain. Lord explained the grant structure and funding stating ACD would receive $84,000. Nass offered Milkweed seeds to anyone interested.

Tim Wilson provided details about NRCS employee restructuring.

C. Approval of Financial Reports
   • Nass moved to approve June 2015 financial reports. Tingelstad seconded the motion. All ayes, motion carried.

D. Approval of July Bills (covered after item X)
   • Nass moved to approve electronic payments EP391-EP412 along with check numbers 13271-13296. Komec seconded the motion. All ayes, motion carried.

E. Legislative Update
   NA

New Business – Action Items
F. Coon Lake Stormwater Retrofit Quotes
   The Board reviewed material related to the Coon Lake Retrofit bid quotes. Lord provided detail.
   • Nass moved to approve a contract for $59,566.50 with All Seasons Maintenance Services for the Coon Lake Stormwater Retrofits Project. Tingelstad seconded the motion. All ayes, motion carried.

G. Carp Barriers Rachel Contracting Payment Request #5
   The Board reviewed a payment request along with corresponding material for Rachel Contracting pertaining to the work completed at the Carp Barriers site 1, 2, 4.
   • Lindahl moved to authorize payment of the Rachel Contracting invoice for $9,831.50 ($10,350 request – minus 5% retainage) from payment application 14075.5 for the period of 6/1/2015 – 7/31/2015. Nass seconded the motion. All ayes, motion carried.

H. Smith Cost Share Application – Rum River Cedar Tree Revetment
The Board reviewed a cost share grant request and corresponding material for a cedar tree revetment project in Ramsey located in the Lower Rum River Watershed District. Lord provided project detail.

- Nass moved to approve the cost-share grant for up to $533.65 from the LRRWMO Cost-share fund, and authorize the ACD Chair to execute a contract and operations and maintenance agreement with the property owner of 17655 Argon St. NW in Ramsey MN. Total reimbursements are not to exceed $533.65 or 50% of eligible expenses, whichever is less. Tingelstad seconded the motion. All ayes, motion carried.

I. Golden Lake Budget Update and Contract
The Board reviewed a memo prepared by Lord outlining the need for budget updates to the Golden Lake IESF Project. The updates take into account

- acquisition of NPEAP funds to cover a portion of engineer expenses,
- engineering being far lower for the project overall than originally estimated, construction bids far in excess of the original estimates, and
- additional funds received from RCWD and the City of Blaine.

Lord noted that the design could have been downscaled to get closer to budget but that the current design provides much more treatment over the life of the project. Lord further explained that the current plan includes substantial trail replacement that will increase the project deliverables. The Board discussed the project with the consensus being that all were pleased with the restructuring as it resulted in more project benefits at a better cost-benefit ratio.

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- Tingelstad moved to update the Golden Lake IESF budget as presented. Lindahl seconded the motion. All ayes, motion carried.

J. Select Account Agreement
Berkness explained ACD has a FSA and HSA with Select Account who requires associated agreement approvals. Lord provided further detail and the Board discussed.

- Nass moved to adopt the Health Saving Account Master Services Agreement effective January 1, 2015, through December 31, 2015, and each service year thereafter will begin January 1, and end on December 31. Tingelstad seconded the motion. All ayes, motion carried.

- Nass moved to approve the terms of the HSA Master Service Agreement for the provision of administrative services by MI Life, Incorporated dba SelectAccount. Tingelstad seconded the motion. All ayes, motion carried.

- Nass moved to approve the SelectAccount Flexible Benefit Plan and applicable benefit Summaries. Tingelstad seconded the motion. All ayes, motion carried.

K. 2016 Local Work Group (LWG) for Farm Bill Programs

The Board reviewed the Local work group minutes and information about the Farm Bill Programs. Lord provided minor grammatical updates recommended by Komec.

- Nass moved to approve the 2016 EQIP Plan changes, with corrections to the 2014 Farm Bill Programs. Tingelstad seconded the motion. All ayes, motion carried.

L. TruStone Mortgage Loan Refinance

The Board reviewed a memo prepared by Berkness about the Trustone loan refinance. Lord explained ACD gave Trustone adequate time to prepare for the refinance, but they are taking longer than expected, partly due to a change in loan officers. The timing of the refinance should occur before the August meeting, as the loan is due August 15, approval is needed to have Chair Truchon move forward with the Mortgage refinance and sign documents and checks as needed.

- Lindahl Authorized Chair Truchon to move forward with the mortgage refinance documents and to direct Berkness to prepare a check for closing if needed before the August Meeting and authorize the Treasurer Nass and District Manager Lord’s signature. Komec seconded the motion. All ayes, motion carried.

M. Boat Replacement Plan

The Board reviewed a memo prepared by Dotseth outlining a plan to replace the Boat. The Board discussed. Nass mentioned she has a 12-foot aluminum rowboat if the District is interested in using and provided further details about the boat.

- Lindahl moved to authorize the purchase of a replacement boat and motor at a price no more than $1,600. Komec seconded the motion. All ayes, motion carried.

N. Supervisor Districts

The Board reviewed a memo prepared by Lord about the SWCD supervisor Election District Plan. Lord suggested drawing for three supervisor terms of 4-yrs and the remaining two supervisors would serve 2-yrs. Lord placed tabs of paper labeled 1-5 in a bowl for Tim Wilson to draw to determine terms. The outcome: District one, four and five 4-yr terms and the remaining, District two and three 2-year terms. All five tabs were drawn from the bowl to verify only one of each number 1-5 was written.
• Lindahl moved to approve the new supervisor Terms beginning Jan 1, 2017
  District one, four and five as 4-yr year terms and district two and three 2-yr terms
  reverting back to 4-yr terms in 2019. Nass seconded the motion. All ayes, motion carried.

O. Rum River Stabilization in the Cedar Creek Conservation Area Bids
The Board reviewed a memo prepared by Haustein about the Rum River Stabilization
bids along with corresponding bid Material. The Board discussed the project material.
Lord provided project detail.
• Nass moved to award the project contract to Rachel Contracting in the
  amount of $122,023.00 (Base Bid + Alternative 2) from the Rum River
  stabilization project in the Cedar Creek Conservation Area and authorize the
  Board Chair to execute related documents following verification that Anoka
  has allocated funds dedicated to this project. Lindahl seconded the motion.
  All ayes, motion carried.

P. DNR Obwell Agreement (July 1, 2015 –June 30, 2016)
The Board reviewed the DNR Obwell agreement. Lord explained that ACD received the
agreement on June 29. The agreement included Obwell readings beginning July 1,
before the July 20 Board meeting thus Truchon was contacted to sign the agreement in
advance. Truchon agreed to sign due to the fact that it is a standard agreement and
she did not want to delay work.
• Nass moved to entering into an agreement with the Department of Natural
  Resources for Ground Water Level Monitoring, July 1, 2015 – June 30,
  2016 adding the approval of the backdated July 1, 2015 Board Chair
  signature. Lindahl seconded the motion. All ayes, motion carried.

New Business –Informational Items
Q. SWCD Governance 101
The Board reviewed information about the SWCD Governance 101 training course.
Nass stated she finds some of the MASWCD training courses very motivating. The
Board discussed further.
• Nass moved to authorize the expense of two individuals to attend the
  SWCD Governance 101 training. Tingelstad seconded the motion. All
  ayes, motion carried.

R. Free Groundwater Information Session for Local Officials
The Board reviewed correspondence about groundwater informational session for local
officials in Stearns County On August 19 from 4pm – 6pm and discussed who would
attend.

S. Watersheds
Lindahl and Truchon informed the Board that neither the CCWD nor RCWD had
Advisory Committee Meetings in July.

Additions
Tingelstad moved to approve the work plan with CCWD for the 2015 Monitoring and
Management. Nass seconded the motion. All ayes, motion carried.

U. McKay Roof Quotes
The Board reviewed a memo prepared by Lord about the roof repair. Lord explained that a hailstorm occurred along with high winds and the district is moving forward in coordination with Risk management to see if any of the McKay building shingles received damage. Lord explained he received quotes from different contractors to remove and replace shingles and Dennis Belsheim is the least expensive.

- Tingelstad moved to authorize hiring Dennis Belsheim Construction to remove and replace shingles and roofing on 1328 McKay Drive in accordance with his quote of $7,910 including all material and labor, shingles matched with other buildings, debris removal permitting, dumpster rental and to coordinate with risk management to pursue an insurance claim to help defray the cost. Adding a note that if the insurance adjuster finds damage to 1318 McKay and the garage warranting additional shingle replacement the cost of would be covered by insurance and to hire Belsheim to complete work on the additional buildings as well. Nass seconded the motion. All ayes, motion carried.

V. Rum River Stabilization in the Cedar Creek Conservation Area Engineering Services
The Board reviewed a memo prepared by Lord about the Rum River Stabilization Engineering Service. Lord provided further detail. The Board discussed.

- Nass moved to authorize entering into a contract for professional services with Houston Engineering, Inc. for professional engineering services not to exceed $8,000 for the Rum Riverbank Stabilization project in the Cedar Creek Conservation Area. Tingelstad seconded the motion. All ayes, motion carried.

W. Budgeted Purchases Requiring Timely Payments
The Board reviewed a memo prepared by Lord about budget items needing timely payments. The Board discussed.

- Tingelstad moved to authorize check signators to facilitate budgeted and other approved payments via check when the payee neither accepts credit/debit cards, nor can wait until the next board meeting for payment adding clarification of this policy to the District Financial Operations Section of the handbook. Komec seconded, All ayes, motion carried.

X. Clean Water Fund and DNR Conservation Legacy Applications
The Board reviewed a memo prepared by Lord outlining the staff recommendations to pursue grant application with priorities as follows: Lake George In-Lake and Watershed Retrofit Analysis, Riverbank Stabilization on the Rum and Mississippi Rivers, Ground water Conservation initiatives, MWMO Retrofits, Coon Creek Watershed Retrofits, Coon Creek Campus Conservation Planning. The board discussed.

- Nass authorize a directive to move forward with the grant applications. Lindahl seconded the motion. All ayes, motion carried.

FYI/ Meetings/ Dates
- ACD Volunteer Gift Ideas - usually sent out in October
- Groundwater Workshop for SWCDs - St. Cloud MN August 19
- SWCD Governance 101 – Sept 16-17 Holiday Inn, St. Cloud MN
Tingelstad moved to adjourn at 6:48 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

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

New Business-Action Items
F. MASWCD Awards – Outstanding Conservationist
G. Carp Barriers, Rachel Contracting Payment Request #6
H. Change Order for Coon Lake Retrofits
I. Chris Lord Time Off Request
J. Assistant District Technician Position
K. 2016 Programs and Operations Grant Agreement

New Business-Informational Items
L. Watersheds

Additions
M. Shared Groundwater Education Specialist
N. Volunteer & Cooperator Gift Recipient List

FYI /Meetings and Dates
• Local Official Groundwater meeting August 19 4-6 Stearns County Service Center (3301 County Rd 138) Vici and Mary Jo are registered
• MASWCD Awards Applications due August 22
• Anoka Conservation Board Meeting September 21, ACD Office 5pm
• MASWCD Annual Convention December 6 – 8 Double Tree Hilton, Bloomington
Board Meeting Minutes
Date: August 17, 2015
Location: 1318 McKay Drive NE Suite 300
Ham Lake, MN 55304

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

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:00

Regular Agenda (Approval of August)
Berkness noted additions: (M) Shared Ground Water Education Specialist (N) Volunteer
& Cooperator Gift Recipient List.
  • Tinglestad moved to approve the updated August agenda. Komec seconded the
    motion. All ayes, motion carried.

A. Approval of July Minutes
Truchon noted a change to item (N) from terms beginning Jan 1, 2016 to January 1,
2017.
  • Komec moved to approve the amended July minutes. Lindahl seconded the
    motion. All ayes, motion carried.

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

Mitch Haustein (Conservation Specialist) – Komec inquired about the term “white paper”
outlined in Haustein’s report. Lord explained the meaning of “white paper”. Truchon
commented that she is glad Haustein is participating in the MASWCD project and is
enjoying his MASWCD Leadership Session.

Jamie Schurbon (ACD Water Resources Specialist) – Truchon commented that she did
speak with Schurbon about the Twin Cities Master Water Supply Plan and was pleased
to find out about a law change giving the Metro Area Supply Advisory Committee
approval authority over the Master Water Supply Plan.

Jamie Schurbon (ICD Manager) – Komec questioned if the 23% remaining managerial
hours used to date would be enough to last until the end of the year. Lord explained
that there is leeway within the contract.

Kathy Berkness (Office Administrator) – Truchon inquired with Berkness if she made
contacts with schools and teachers about the “Kids for Conservation” program.
Berkness explained that attempts were made to contact Cedar Creek school
administration at the end of the school year but did not hear back. Cedar Creek
participated last year and had a handful of participants. Berkness stated it is possible
that they feel it is not worth the effort. Truchon commented that now is a great time to make contacts with school administration and teachers. There was a brief discussion about how to reach teachers and administration when school is not in session.

Andrew Dotseth (Water Resource Technician) — Truchon inquired about the Clean Water Fund project proposal for Lake George. Lord explained that earlier in the day he and Dotseth worked on a related match fund obstacle. Project partner Lake George LID is not comfortable contributing $40,000 in required match for the $140,000 project grant. Lord suggested scaling back and applying for grants in smaller increments tackling the practices in smaller phases over time. Truchon inquired about how new employee, Nick Hayes, is doing. Lord commented that Nick is handling all the monitoring duties thus allowing Dotseth time to concentrate on other important tasks. Dotseth is pleased with Hayes and communicated that he catches on quickly.

Becky Wozney (Wetland Specialist) - Lord explained that Wozney is doing a wonderful job and is already up-to-speed, almost as if she never left. Lord stated that Wozney saw Haustein’s six-page activity report and became concerned about providing the board enough information in her own report. Both Nass and Truchon commented that they are happy with her report and that it is well organized. Nass informed the Board she had a question about Wozney’s report and arrived at the office early to inquire with her and found her reply to be very informative, suggesting other members go directly to the employee if they have questions about activity reports.

Chris Lord, (District Manager)- Lord updated the Board on the status of the Golden Lake Iron Enhanced Sand Filter (IESF), Rum River Stabilization and Coon Creek Retrofit projects that are all currently being installed and consuming much of his time. Lord explained that ACD needs to be proactive in project promotion and to assist he purchased a camera that can be mounted to take project photos with an option to shoot pictures ranging from 24 hours to every second. In addition to aiding in promotion, the camera will be useful tool. Lord informed the Board that MN Bound TV producer, Ron Schara, contacted ACD about doing a story about the Rum River. Lord provided additional detail and the Board discussed further.

Mary Monte provided details about NRCS programs and activities.

C. Approval of Financial Reports
   - Nass moved to approve July 2015 financial reports. Tinglestad seconded the motion.
   Lord explained that ACD will have some substantial project installation payments and will need to utilize funds from the Trustone money market account to cover the costs until receipt of grant funds. All ayes, motion carried.

D. Approval of August Bills (covered after item N)
   - Nass moved to approve electronic payments EP413-EP426 along with check numbers 13297-13321. Komec seconded the motion. All ayes, motion carried.

E. Legislative Update
   Lord informed the Board the Anoka Sandplain will not receive funds from the Lessard Sams Outdoor Heritage Grant. There was further discussion about the grant. Lord provided detail about the Metro Managers meeting where the group discussed the buffer criteria. There are questions that BWSR does not know the answer to due to the
vague way the legislation is written. The Board further discussed the unknowns about the buffer law and the importance of BWSR finding answers.

New Business – Action Items
F. MASFCD Awards – Outstanding Conservationist
The Board reviewed a memo about the recommendations for Outstanding Conservationist.
  • Tinglestad moved to nominate Linwood Township for the Anoka County Outstanding Conservationist for 2015. Komec seconded the motion. All ayes, motion carried.

G. Carp Barriers Rachel Contracting Payment Request #6
The Board reviewed a payment request along with corresponding material for Rachel Contracting pertaining to the work completed at the Carp Barriers site 1, 2, 4.
  • Nass moved to authorize payment of the Rachel Contracting invoice for $52,188.25 ($54,935 request – minus 5% retainage) from payment application 14075.5 for the period of 8/12/2015 – 9/5/2015. Lindahl seconded the motion. All ayes, motion carried.

H. Change Order for Coon Lake Retrofits
The Board reviewed a memo prepared by Haustein about the need for modification to the project budget. Lord provided detail about the change order.
  • Lindahl moved to authorize the change order as listed below for the Lincoln Drive stabilization project (site 3) of the Coon Lake Area Retrofits project. Nass seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>Original contract price</th>
<th>$59,556.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net increase of this change order</td>
<td>$ 2,307.00</td>
</tr>
<tr>
<td>Revised contract price</td>
<td>$61,863.50</td>
</tr>
</tbody>
</table>

I. Lord Vacation Request
The Board reviewed a memo prepared by Lord requesting a week off.
  • Tinglestad moved to approve Lord’s vacation request of August 31 – September 4. Nass seconded the motion. All ayes, motion carried.

J. Assistant District Technician Position
Lord informed the Board that the Assistant District Technician Position Nick Hayes accepted, was inadvertently posted to include holiday pay. Since the position was posted as such, a motion is needed because the handbook specifies that it is a non-benefit paid position, not including holiday pay. Lord stated that he altered the position description when the Board approved to paying holidays to Kris Larson, Assistant District Technician, but forgot to change it back. There is room in the budget to accommodate this change. The Board discussed further.
  • Lindahl moved to approve paid holidays for the Assistant District Technician Position Nick Hayes accepted. Nass seconded the motion. All ayes, motion carried.
K. 2016 Programs and Operations Agreement
The Board reviewed the BWSR Programs and Operations Grant Agreement for 2016 and 2017

- Tingelstad moved to approve the 2016 & 2017 State of Minnesota Board of Water and Soil Resources SWCD Program and Operations Grant Agreement PO#4000005922 effective date to begin upon receipt of a fully executed grant agreement and expiration of December 31, 2018. Komec seconded the motion. All ayes, motion carried.

New Business –Informational Items
L. Watersheds
Lindahl stated he attended the Coon Creek Watershed District Board meeting along with the Citizen’s Advisory Committee Meeting. The CCWD is currently in process of looking for a new office site as they plan on expanding and hiring two additional employees with plans of phasing out assistance provided by ACD. Truchon explained that the RCWD Advisory Committee met and discussed the cost share process.

Additions
M. Shared Ground Water Educator
The Board reviewed a discussion paper for a shared ground water educator proposed by the Washington Conservation District. Lord stated that it was discussed at the Managers meeting providing other possible SWCD participants; Scott, Ramsey and Washington. Lindahl stated that Groundwater is a hot button concern. The Board discussed further. Truchon advised that the Board review and discuss another time.

N. Volunteer and Cooperator List
The Board discussed the addition of the Sand Creek, Woodcrest and RCWD Clean Water Fund rain garden program participants to the volunteer and cooperator gift list and the need for a budget increase.

- Nass moved to increase the volunteer & cooperator budget not to exceed $1,200. Komec seconded the motion. All ayes, motion carried.

Lindahl provided a Star Tribune article about rethinking your lawn suggesting Turf Alternative. Nass and Truchon discussed the driving arrangements to the Groundwater Workshop they plan on attending on August 19.

FYI/ Meetings/ Dates
- November 5 Metro Area 4 Meeting - Rogers MN- (tentative)
- December 5, 7, 8 - MASWCD Convention and Double Tree Hotel, Bloomington
- Tingelstad moved to adjourn at 7:29 pm. Komec seconded the motion. All ayes, motion carried.  

Prepared by Kathy Berkness, Office Administrator  Date

Mary Jo Truchon  September 21, 2015

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

Anoka Conservation District Regular Board Meeting August 17, 2015
4 of 4
Anoka Conservation District
Supervisors Regular Board Meeting
Monday September 21, 2015 5:00 PM

4:00 Supervisor Training – Rum River Central Regional Park – Please RSVP

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

New Business-Action Items
F. ICD Contract for Services for the Green Lake Project Designs
G. SWCD Leadership/Self-Assessment
H. Select Plan Account Renewal for 2016
I. Carp Barriers Site 1, 3, 4 Invoice

New Business-Informational Items
J. Watersheds

Additions
K. Golden Lake IESF Payment Request from Peterson Companies
L. Ag Water Quality Certification Program
M. MASWCD Convention Planning
N. 2016/2016 Natural Resource Block Grant Agreement
O. 

FYI /Meetings and Dates
• October 1 Rum River WRAP Project Isanti County Government Center 7pm
• October 19 ACD Board Meeting, Suite 300 1318 McKay Drive, Ham Lake 5pm
• October 28 Metro Conservation Districts Earle Brown Tower, 6120 Earle Brown Drive, Brooklyn Center 4:30pm (tentative)
• November 5 Metro Area 4 Meeting - Rogers MN- 9am (tentative)
• December 6 – 8 MASWCD Annual Convention Double Tree Hilton, Bloomington
Members Present:  Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karl Tingelstad, Supervisor  
Karla Komec, Secretary  

Others Present:  Chris Lord, District Manager  
Kathy Berkness, Office Administrator  

Chair Truchon called the meeting to order at 5:03

Approval of September Agenda  
Lord noted additions: (K) Golden Lake IESF Payment (L) Minnesota Ag Water Quality Certification Program (M) MASWCD Convention Linwood Township Invitees (N) 2016/2017 Natural Resource Block Grant.  
- Komec moved to approve the updated September agenda. Nass seconded the motion. All ayes, motion carried.

A. Approval of August Minutes  
- Komec moved to approve the August minutes. Nass seconded the motion. All ayes, motion carried.

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

Jamie Schurbon (Water Resource Specialist) – Nass inquired if the contractor is going to finish the Typo and Martin Lake Carp Barriers on time as there is a lot of work left to do, outlined in Schurbon’s report. Lord stated that there is no immediate deadline and provided a project timeline stating the ACD can request an extension if needed.  
Tingelstad questioned if Schurbon heard back from Anoka County Commissioner Chair Sivarajah about appointing an elected official to represent Anoka County on the Metro Water Supply Advisory Committee. Lord stated Schurbon had not heard back. The Board discussed further. Lindahl inquired about why the MPCA would be resistant to public input at an upcoming Rum River WRAP stakeholder meeting. Lord explained the difficulties with the MPCA Rum River WRAP grant infrastructure, providing examples.  
Lord stated he had conversations with WRAP partner Susan Shaw of the Mille Lacs Soil & Water Conservation District. They discussed the WRAP project and why the level of enthusiasm varies greatly throughout the watershed. Lord stated that some of the unspent partner money will shift and the ACD will use it for Subwatershed Retrofit Assessments in St. Francis, Ramsey and Anoka.  
Jamie Schurbon (ICD Manager) – Lord explained that Schurbon is in process of interviewing people for the ICD District Manager position and will help with the transition once someone is hired.
Chris Lord, (District Manager) - Truchon commented that Lord’s report is pretty full for someone who went on vacation. Lord stated that the report includes information sent out to employees before he went on vacation about workload which employees have already started addressing.

Kris Larson (District Technician) – Truchon inquired if ACD had worked with 4H kids doing biomonitoring in the past. Lord replied that we had not. Truchon suggested involving the 4H in "Kids for Conservation".

Andrew Dotseth (Water Resource Technician) – The Board discussed the Golden Lake IESF picture outlined within his report.

Kathy Berkness (Office Administrator) – Berkness provided a tree sale update. The Board discussed marketing. Truchon suggested contacting the Anoka County Extension about the sale, as they do not know about it.

Mitch Haustein (Conservation Specialist) – Truchon stated Haustein did a great job showing Rum River Central site. The Board discussed the willow staking through geotextile material that is going to be installed by Anoka County Park's Minnesota Conservation Corps crew at the site.

C. Approval of Financial Approval of Financial Reports
   • Nass moved to approve August 2015 financial reports. Tintelstad seconded the motion. All ayes, motion carried.

D. Approval of August Bills (covered after item N)
   • Nass moved to approve electronic payments EP427-EP442 along with check numbers 13322-13359. Komec seconded the motion. All ayes, motion carried.

E. Legislative Update
   Tingelstad inquired about the status of the Buffer spending criteria. Lord explained that it won’t be finalized for quite some time. He further explained that BWSR distributed a draft framework for requesting and reporting the $100,000 allocations stating that it was quite different from the Ad Hoc Group’s message and more heavy handed. Lord stated his concerns with BWSRs framework. The Board discussed further.

New Business – Action Items

F. ICD Contract for Services for the Green Lakeshore Project Designs
   Lindahl questioned the project name stating that if it is occurring on Green Lake then it should be Green Lake Lakeshore Project Designs or Green Lake Shoreline Project Designs. All members agreed with Lindahl but the project name originated out of the ICD office and it was their choice what to call the project.
   • Tingelstad moved to enter into the contract with ICD for the Green Lakeshore Project Designs. Lindahl seconded the motion. All ayes, motion carried.

G. SWCD Leadership/Self-Assessment
   The Board reviewed the SWCD Leadership/Self-Assessment Tool. The Board discussed the Assessment.

H. Select Plan Account Renewal for 2016
   The Board reviewed 2016 renewal paperwork for select account.
• Tingelstad moved to renew the ACD Select Account Plan for 2016. Komec seconded the motion. All ayes, motion carried.

I. Carp Barriers Rachel Contracting Payment Request #7
The Board reviewed a payment request along with corresponding material for Rachel Contracting pertaining to the work completed at the Carp Barriers site 1, 2, & 4.
• Tingelstad moved to authorize payment of the Rachel Contracting invoice for $24,035 ($25,900 request – minus 5% retainage) from payment application 14075.5 for the period of 9/1/2015-9/30/2015. Lindahl seconded the motion. All ayes, motion carried.

J. Watersheds
Lindahl stated he attended the Coon Creek Watershed District (CCWD) Board meeting along with the Citizen’s Advisory Committee Meeting. The CCWD is currently looking for land to build a new office building needed for the expansion plans. Lindahl provided detail about the two resolutions the CCWD created for the MAWD convention. Truchon attended the RCWD Advisory Committee and provided an update on the RCWD Cost share process.

K. Golden Lake IESF Peterson Payment request
The Board reviewed a memo prepared by Lord along with a voucher.
• Tingelstad moved to Authorize payment to Peterson Companies, Inc. for the Golden Lake IESF project Clean Water Fund contract # C14 – 7468 for the full contract amount ($136,334.13) less 5% retainage ($6,816.71) for a payment of $129,517.42). Lindahl seconded the motion. All ayes, motion carried.

L. MN AG Water Quality Certification Program
Lord provided information about the MN Ag Water Quality Certification Program stating it is rolling out to the entire state and has been in the pilot stage. Although originally not interested in participating, he thought it might be a good idea after find out that workload associated with CCWD is likely to decrease significantly and he suggested ACD serve as the regional coordinator. Wright and Ramsey SWCD have expressed interest in participating as well. Lord explained the coverage area for each district and discussed what the coverage might look like if one of the three SWCDs drops out. Lord stated he spoke with Dotseth and Guentzel about being coordinators and they are interested in the opportunity. The board discussed further.
• Nass moved that ACD volunteer to serve as the Regional Coordinator for the Ag. Water Quality Certification Program covering not more than six of the eleven counties through June of 2017 and to accept the allocation for implementation at the county level. Komec seconded the motion. All ayes, motion carried.

M. MASWCD Annual Convention
The Board reviewed a memo prepared by Berkness about deciding on how many Linwood Township Outstanding Conservationist individuals to invite to the convention. The Board discussed.
• Nass moved to authorize paying expenses of up to three individuals from the Linwood Township. Tingelstad seconded the motion. All ayes, motion carried.

N. 2016/2017 Natural Resources Block Grant (NRBG) Agreement
The Board reviewed the BWSR NRBG Agreement for 2016 and 2017
• Tinglestad moved to approve the 2016 & 2017 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement PO #3000006186 effective date FY 2016 to begin upon receipt of a fully executed grant agreement but not before January 1, 2016, and expiration of December 31, 2018. Terms FY 2017 have not yet been determined. Lindahl seconded the motion. All ayes, motion carried.

The Board discussed meeting dates and times.

FYI/Meetings/ Dates
• October 28 Metro Conservation Districts Earle Brown Tower, 6120 Earle Brown Drive, Brooklyn Center 4:30pm (tentative)
• November 5 Metro Area 4 Meeting - Rogers MN- 9am (tentative)
• December 6 – 8 MASWCD Annual Convention Double Tree Hilton, Bloomington

• Lindahl moved to adjourn at 6:57 pm. Tinglestad seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator Date

Approved as to form and content by Mary Jo Truchon, Chair Date
4:00 Supervisor Training – Coon Lake Retrofit Project Tour and Project Installation Videos

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

New Business-Action Items
F. Change Order–Coon Lake Area Retrofits, Voss Rain Garden
G. Rum Riverbank Stabilization Project Payment Request
H. MASWCD
   • Resolutions
   • Convention
I. Mille Lacs County Water Plan Comment Letter
J. National Association of Conservation District Dues
K. Typo and Martin Lake Carp Barriers Deadline

New Business-Informational Items
L. Present Linwood Township Outstanding Conservationist Plaque
M. MACD Area Meeting Agenda November 5
N. Watersheds

Additions
O. Typo and Martin Lake Carp Barriers Project Payment #8
P. Coon Lake Retrofit Project Payment #1
Q. Shoreline Buffer & Ag Water Quality Certification Implementation
R. Golden Lake IESF Final Project Payment #2
S. Buffer Law – News Paper Article
T. 2014 Financials
U. Outreach Service Agreement for Metro Habitat Protection Program with MN Land Trust

FYI /Meetings and Dates
• **November 5** - MACD Area Meeting – Rogers, Cabela’s 2nd Floor Conference Room 9am
• **November 16** - ACD Board Meeting, Suite 300 1318 McKay Drive, Ham Lake 5pm
• **December 6 – 8** MASWCD Annual Convention Double Tree Hilton, Bloomington
• **2016 CWF Non Competitive Grants** –Need Planning Session
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Vici Nass, Treasurer  
Karl Tingelstad, Supervisor  
Karla Komec, Secretary

Others Present: Chris Lord, District Manager  
Kathy Berkness, Office Administrator  
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:10

Approval of October Agenda
The Board received an updated agenda with the following additions: (O) Typo and Martin Lake Carp Barriers Project Payment #8 (P) Coon Lake Retrofit Project Payment #1 (Q) Shoreline Buffer & Ag Water Quality Certification Implementation (R) Golden Lake IESF Final Project Payment (S) Buffer Law Newspaper Article (T) 2014 Financials (U) Outreach Service Agreement for Metro Habitat Protection Program with MN Land Trust

- Nass moved to approve the updated October agenda. Tingelstad seconded the motion. All ayes, motion carried.

A. Approval of September Minutes
- Nass moved to approve the September minutes. Komec seconded the motion. All ayes, motion carried.

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

Monte distributed her activity report pointing out that her co-worker Miranda Wagner accepted a new position as Soil Conservationist for Carver and Glencoe Field Offices. There was a discussion about the NRCS position replacement timeline. Monte explained some of the changes that have occurred at the NRCS, in addition to providing detail about her report.

Chris Lord, (District Manager) – Tingelstad inquired if there was an update about the $100,000 district capacity funds. Lord stated that the item is further down on the agenda. Truchon noted in Lord's report where he listed that he sparingly discusses WCA issues with Becky Wozney, Wetland Specialist. Lord stated that Wozney is independent and not needing much of his time which he is very grateful for.

Kris Larson (District Technician) – There was discussion about the water damage to the ceiling of Suite 50 caused by the Suite 100 fish tank leakage. Lindahl offered equipment to check the moisture. Truchon commented that Larson is doing many
interesting tasks.

Kathy Berkness (Office Administrator) – Berkness stated she plans to launch the tree sale this week.

Kris Guentzel (Water Resource Technician) – There was discussion about the Ag Water Quality Certification Program mentioned in Guentzel’s report. Lord explained the certification training requirements. A portion of the training occurs every two years with the most recent session occurring just last month, so staff missed it. Lord inquired if Monte would be able to amend her training program to accommodate the current demand. Monte explained that she is not involved with the training suggesting Lord contact LeAnn from the MASWCD. The Board discussed further. Nass inquired about the location of Ditch 20. Lord explained the location and provided detail about the feasibility study.

Jamie Schurbon (Water Resource Specialist) – Lord stated that he and Schurbon met with BWSR Water Plan and Policy Coordinator, Melissa Lewis about the One Watershed One Plan and provided detail about the meeting.

Jamie Schurbon (ICD Manager) – Lindahl expressed his disappointment where Schurbon noted that he met with a landowner who installed a Pheasants Forever Habitat project and, as a result, his land was placed into a higher cost tax classification. The Board discussed further.

Mitch Haustein (Conservation Specialist) – Truchon stated Haustein did a great job showing the Golden Lake IESF site.

C. Approval of Financial Reports
- Nass moved to approve the September 2015 financial reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of October Bills (covered after item U)

Lord pointed out an electronic payment for $550 related to the purchase of a hydraulic stacker for lifting bunkers on pallets. Lord further explained that it is a liability having staff lift and load the bunkers. He found a great deal on Craigslist, right in Ham Lake, and felt he could not pass it up even though Board approval is required for unbudgeted purchases over $500. The Board discussed and backed Lord’s decision. All ayes, motion carried.

E. Legislative Update
Tingelstad inquired if there were any Anoka County Board updates. Nass responded that Commissioner Matt Look was trying to get a ribbon cutting ceremony together at the Rum River Construction Site. Lord explained that he tried to get Kare 11 journalist, Ron Schara, out at the site when construction was occurring but Schara was busy at the MN State fair.

New Business – Action Items
F. Change Order – Coon Lake Area Retrofits, Voss Rain Garden.
The Board reviewed a memo prepared by Haustein related to a change order request for the Coon Lake Area Retrofit project.

- Lindahl moved to authorize a change order to extend the inlet curb as presented for the Voss rain garden project (site 1) of the Coon Lake Area Retrofits project. Nass seconded the motion. All ayes, motion carried.

G. Rum River Stabilization Project Payment Request.
The Board reviewed a memo prepared by Berkness requesting payment authorization for activities associated with the Rum River Stabilization Project.

- Tingelstad moved to authorize payment to Rachel Contracting for the Rum Riverbank Stabilization Project Outdoor Heritage Fund Contract PO #3-61357 for work completed to-date totaling ($111,814.00) less 5% retainage ($5,590.70) for payment of $106,223.30. Komec seconded the motion. All ayes, motion carried.

- Tingelstad moved to authorize payment to Houston Engineering Inc. for the Rum Riverbank Stabilization Project Outdoor Heritage Fund Contract PO #3-61357 for Construction Management Services totaling $6,444.91. Lindahl seconded the motion. All ayes, motion carried.

H. MASWCD

- Resolution
The Board reviewed and discussed the resolutions. Lord expressed his concerns with the possible sunset of the SWCD levy authority resolution.

- Convention
The Board reviewed MASWCD convention material and discussed who could attend.

- Tingelstad moved to authorize convention expenses for up to five supervisors and up to six staff days, including lunch on both days for all attendees. Nass seconded the motion. All ayes, motion carried.

I. Mille Lacs County Water Plan Comment Letter
The Board reviewed a letter to Susan Shaw, District Administrator of the Mille Lacs SWCD with suggested priority issues for their Water Plan from the Isanti Conservation District and the Anoka Conservation District.

- Tingelstad moved to approve the letter to Mille Lacs SWCD and authorize Chair Truchon's digital signature. Nass seconded the motion. All ayes, motion carried.

J. National Association of Conservation of District Dues
The board reviewed the renewal information for the National Association of Conservation District dues. Berkness specified a renewal fee of $300 was sent last year.

- Komec moved to renew the membership with the National Association of Conservation Districts and pay a $300 renewal fee. Nass seconded the motion. All ayes, motion carried.

K. Carp Barrier Delay & Liquidated Damages
The Board reviewed a memo prepared by Schurbon about the Carp Barrier project delay and liquidated damages. Lord explained the liquidation timeline and process outlined in the Rachel Contracting Contract. The Board discussed. Lindahl inquired if the project delay would negatively affect ACD. Lord explained that while state contract
doesn't expire until June 30, 2016, the delay will negatively impact ACD's reputation with partner entities. Rachel Contracting will likely pass on the liquidation damages to subcontractor Milton Presler.

- Lindahl moved to approve extending the deadline for substantial completion of the contract with Rachel Contracting to November 15 and extend the final completion deadline to November 30. If the new deadlines are not met, $500 in liquidated damages will be charged for each day after October 15 that the project has not been completed. Nass seconded the motion. All ayes, motion carried.

New Business –Informational Items
L. Present Outstanding Conservationist Award to Linwood Township
The Board discussed who should present the Linwood Township award at their Township Meeting. After discussion, it was suggested that Nass and Schurbon present at the Meeting in late November.

M. MACD Area IV Meeting Agenda November 5
The Board reviewed the MACD agenda and Nass and Truchon expressed interest in attending.

N. Watersheds
Lindahl stated he attended the Coon Creek Watershed District (CCWD) Board meeting along with the Citizen's Advisory Committee Meeting. The CCWD focus has been on the increase in permit reviews- ten per meeting, along with the Atlas 14 (FEMA Remap) and the roll out to the cities. There was further discussion about FEMA's remapping of flood zones.

Truchon attended the RCWD Advisory Committee and provided an update on the RCWD cost share process stating the members rejected another cost share request. Truchon expressed her concern and will continue to look into the criteria in which the cost share is awarded. There was further discussion.

Additions
O. Carp Barriers Rachel Contracting Payment Request #8
The Board reviewed a payment request along with corresponding material for Rachel Contracting pertaining to the work completed at the Carp Barriers sites 1, 2, & 4.

- Nass moved to authorize payment of the Rachel Contracting invoice for $9,492.40 ($9,992 request – minus 5% retainage) from payment application 14075.5 for the period of 10/1/2015-10/30/2015. Lindahl seconded the motion. All ayes, motion carried.

P. Coon Lake Retrofits – Sites 1, 2 and 3 invoice
The Board reviewed a payment request along with corresponding material from All Season Outdoor Maintenance for the Coon Lake Retrofit Project.

- Tingelstad moved to authorize payment of All Season Outdoor Maintenance for the Coon Lake Retrofit Project Clean Water Fund Contract #C14-8647 for $35,493.56. Following verification that the concrete work is completed to specifications, payment will be provided to the contractor. Nass seconded the motion. All ayes, motion carried.
Q. Buffer Implementation & MN Agriculture Water Quality Certification Plan (MAWQCP) Implementation (BWSR and MCD)
The Board reviewed a memo prepared by Lord related to the Buffer Implementation ($10,000) and the MAWQCP Implementation ($6,000). Lord provided detail and the Board discussed.
- Nass moved to accept the Buffer Implementation and MN Ag Water Quality Certification Program Implementation funding from BWSR and execute related agreements. Komec seconded the motion. All ayes, motion carried.

The Board reviewed the possible MAWQCP County Coverage.
- Nass moved to enter into the JPA with MCD to provide the Area Certification Specialist Services. Tinglestad seconded the motion. All ayes, motion carried.

R. Golden Lake IESF Peterson Payment request
The Board reviewed a memo prepared by Lord along with a voucher pertaining to the Golden Lake IESF Project.
- Tinglestad moved to authorize payment to Peterson Companies, Inc. for the Golden Lake IESF project Clean Water Fund contract # C14 – 7468 for the 5% retainage of $6,816.71. Lindahl seconded the motion. All ayes, motion carried.

S. Shoreline Buffer Law
The Board reviewed the article about the buffer law published in the ABC newspapers. Lord stated that whoever wrote it does not understand the law. Truchon expressed her concern as it states that SWCDs will issue fines for noncompliance. There was further discussion about the article.

T. 2014 Financials
Lord explained that the Board approved the 2014 financials with the understanding that auditor, Mark Babcock, was going to advise ACD on the placement of the initial down payment for the property which was previously reflected incorrectly. Babcock finally got back to ACD with the correction to the finances. Lord explained that upon Board approval today, the updated financials will be sent to the state auditor and it is possible there will be further changes. Lord expressed his frustration stating there are some budget items that he would like incorporated into QuickBooks, such as uncompensated absences and was hoping Babcock would instruct him on how to incorporate, but it did not happen.
- Nass moved to approve the updated 2014 financials as presented. Tinglestad seconded the motion. All ayes, motion carried.

U. Outreach Service Agreement for Metro Habitat Protection Program with MN Land Trust
The Board reviewed the agreement for with Outreach Service Agreement for Metro Habitat Protection Program with MN Land Trust
- Tinglestad moved that ACD enter into agreement with the MN Land Trust for the Metro Habitat Protection Program. Nass seconded the motion. All ayes, motion carried.

The Board reviewed and discussed meeting dates and times. Lord informed the Board that BWSR would like SWCDs to have a plan of action for the $100,000 buffer funds and how they would like to handle this. The Board discussed and decided that Lord
should meet with staff and develop a priority list then schedule an Operations Committee Meeting.

**FYI/ Meetings/ Dates**

- **November 5** Metro Area 4 Meeting - Rogers MN- 9am
- **December 6** – 8 MASWCD Annual Convention Double Tree Hotel, Bloomington
- **Set Operations Meeting** – ACD Priorities for Buffer funds

- Lindahl moved to adjourn at 7:51 pm. Tingelstad seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator  
Date: November 16, 2015

Mary Jo Truchon  
Approved as to form and content by Mary Jo Truchon, Chair  
Date: Nov. 16, 2015
4:00 Supervisor Training – Rum Central Park Project Installation Tour (Flexamat install Nov.16)

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

Committee Meetings
F. November 10 Operations Committee Meeting- District Priorities for $100,000

New Business-Action Items
G. City of Columbus 2014 & 2015 SSTS fund request
H. Gombold Parking Areas
I. Allocate 2016 State Cost Share to Technical Assistance
J. Establishing ACD Supervisor Districts Resolution 2015-04
K. 2016 Buffer Law & MQWQP Grant Agreement
L. Typo and Linwood Lake Carp Barriers Update (provide on Monday)

New Business-Informational Items
M. CCWD Endangered and Threatened Species Resolution
N. MASWCD Convention Agenda Update

Additions
O. Rum River Stabilization Project Payments
P. MASWCD Convention
   • Annual Business Items
   • Governance Training
Q. Watersheds
R. Lyle Bradley – Life Time Conservationist Recognition

FYI /Meetings and Dates
• **November 24** – Linwood Town Board Meeting – Present Outstanding Conservationist Award
• **Set Finance Committee Meeting** for budget
• **Set Personnel Committee Meeting** for employee reviews
• **December 6 – 8** MASWCD Annual Convention Double Tree Hilton, Bloomington
• **December 16** – MCD Board Meeting 4:pm Earle Brown Tower, Brooklyn Center
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karl Tingelstad, Supervisor
Karla Komec, Secretary

Others Present: Chris Lord, District Manager
Jamie Schurbon, Water Resource Specialist (departed at 6:20pm)
Kathy Berkness, Office Administrator

Chair Truchon called the meeting to order at 5:00

Approval of November Agenda
The following additions were noted: (O) Rum River Stabilization Payments (P)
MASWCD Convention Annual Business Items and Governance Training (Q)
Watersheds (R) Lyle Bradley Lifetime Conservationist Recognition.
  • Tingelstad moved to approve the updated October agenda. Lindahl seconded the
    motion. All ayes, motion carried.

A. Approval of October Minutes
  • Lindahl moved to approve the October minutes. Nass seconded the motion.
    Nass noted in item E that Lord, not Nass, spoke about the ribbon cutting ceremony
    on the Rum River. Truchon noted the removal of the word “another” from item N. All ayes,
    motion carried.

B. Review of Staff Activity Reports and Programs (covered after item L)
Individual staff reports were reviewed and discussed.

C. Approval of Financial Reports
  • Tingelstad moved to approve the October 2015 financial reports. Nass seconded
    the motion. All ayes, motion carried.

D. Approval of November Bills (covered after item R)
  • Nass moved to approve electronic payments EP463-EP475 along with check
    numbers 13390-13421 noting the void of check #13396. Komec seconded the
    motion. All ayes, motion carried.

E. Legislative Update
Tingelstad provided a legislative update informing the Board that Senator Brandon
Petersen resigned. Tingelstad suggested approaches for ACD to take to become
acquainted with his successor. Tingelstad mentioned that he spoke with
Representative Abigail Whelan, who inquired about the new Buffer Law, requesting
information from ACD. Lord stated that we are currently in a holding pattern, waiting for
the DNR to develop maps and for BWSR to provide guidance about the MS4 exemption
further stating that he could pull something together for Representative Whelan in the interim.

**New Business – Action Items**

**F. November 10, Operations Committee Meeting – District Priorities**
The Board reviewed the Operations Minutes along with a list of district priorities deliberated by employees and the Operations Committee compiled by Lord. The Board discussed the list of priorities. Some items were determined to be poorly suited to the 100K CWF funding, such as replacing the server and removing buildings from the Beach property. Other items were determined to be second tier projects. Nass provided a recap of the discussion outlining the priorities as follows:

<table>
<thead>
<tr>
<th>Spend 100K</th>
<th>Priority</th>
<th>Water Quality</th>
<th>Water Quantity</th>
<th>Natural Habitats</th>
<th>Wetlands</th>
<th>Soil Health</th>
<th>Groundwater</th>
<th>Pollinators</th>
<th>Invasive Species</th>
</tr>
</thead>
</table>
| $5,000     | Training: some registration, lodging and travel expense, but mostly staff time ~ $3,000-$5,000  
  - Lakeshore restoration/stabilization design  
  - Nutrient management  
  - Ag. Conservation Planning  
  - Total station survey and post-processing  
  - Cert. professional in erosion and sediment control  
  - Stormwater Water Quality Certification | ✓             | ✓             | ✓              | ✓              | ✓         | ✓           | ✓           | ✓           | ✓               |
| $16,000    | Equipment: could utilize $16,000 for equipment and software  
  - Orpheuswater level transducers (10 x $1100 each) to continue reference wetland and other monitoring.  
  - Spatial Analyst software to enable Mitch to do catchment delineation (1 x $2,500)  
  - Vectorworks, or other software for topographic post processing (1 x $2,500) | ✓             | ✓             | ✓              |           |           |             | ✓           | ✓           |                 |
| $8,000     | Website: enhance, restructure, update based on current usage norms (some consulting - $2,000, mostly staff time - $6,000 for total of $8,000). | ✓             | ✓             | ✓              | ✓         | ✓           | ✓           | ✓           |                 |
| Tier 2     | Lake George Phase I SRA calibrated model and BMP identification for contributing watershed. Phase II would be in-lake analysis (pending CWF application, monitoring expense and staff time, may need different modeling software and training $50,000). | ✓             | ✓             | ✓              |           |           |             | ✓           | ✓           |                 |
| $5,000     | Geologic Atlas Training for Local Officials calibrated model and BMP identification for contributing watershed. Phase II would be in-lake analysis (minor facilities cost, mostly staff time - $5,000). | ✓             | ✓             | ✓              |           |           |             |             | ✓           |                 |
| $9,000     | Campus Retrofit Plans: complete plans for schools and municipal facilities (all staff time – cost depends on number of plans - $3,000 per plan, suggest minimum of 3 plans - $9,000) | ✓             | ✓             | ✓              | ✓         | ✓           | ✓           | ✓           | ✓               |

Anoka Conservation District Regular Board Meeting November 16, 2015
2 of 7
<table>
<thead>
<tr>
<th>Spend 100K</th>
<th>Priority</th>
<th>Water Quality</th>
<th>Water Quantity</th>
<th>Natural Habitats</th>
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<th>Groundwater</th>
<th>Pollinators</th>
<th>Invasive Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,500</td>
<td>Land Protection: Update wildlife corridors map and ID sites for outreach (all staff time - $3,500)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>$5,000</td>
<td>Wetland restoration opportunities inventory: county-wide review of sites well-suited to wetland restoration through ditch blocking with some outreach (all staff time - $5,000).</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>$7,000</td>
<td>BMP Inspection &amp; Maintenance: send mailing to all BMP landowners regarding maintenance responsibilities, conduct inspections, provide guidance, perhaps take further (all staff time - $7,000)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>$15,000</td>
<td>Water Quality Modeling: Provide free water quality modeling services for road and development projects to ID opportunities to exceed standards (all staff time – cost depends on number of projects – could limit based on staff availability - $15,000)</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>$5,000</td>
<td>Education: Brochures, table top displays and video additions and updates. ($500 materials, $4,500 staff time - $5,000)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Tier 2</td>
<td>Revelstion Cost Share: Pending LSDHC application. (approx. $5,000/100’ project - $10,000)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>$7,500</td>
<td>Rum River WRAP/1W1P Promotion: follow up efforts to continue momentum. (minimal facilities costs, mostly staff ($7,500)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>

**Tier 1 Totals**
- Equipment and Software: $16,000
- Staff: $66,500
- Materials, Supplies, Expenses: $1,500
- Consulting: $2,000
- **Total:** $86,000

**Tier 2 Totals**
- Cost Share: $10,000
- Staff: $35,000
- Materials, Supplies, Expenses: $5,000
- Consulting: $10,000
- **Total:** $60,000

**G. City of Columbus SSTS Allocation Request**
The Board reviewed a memo prepared by Berkness along with a summary of 2014 and 2015 SSTS Grant expense from the City of Columbus.

- Nass moved to reimburse the City of Columbus 50% of their expenses for 2014 and 2015 totaling $3,782.50 from the BWSR NRBG SSTS 2014/2015 funds.
- Komec seconded the motion. All ayes, motion carried.

**H. Parking Lot at Gombold Property**
The Board reviewed a memo prepared by Lord along with easement documentation related to the Gombold property. Lord explained that the DNR installed a small parking area with perimeter fence on the property. As co-holders of the conservation easement both the Minnesota Land Trust and ACD should have been notified prior to this installation on the property. Lord stated he reviewed the project, and does not feel that it compromises conservation values. The Board discussed further.
• Lindahl moved to provide after-the-fact approval of construction of the parking area as noted on the aerial with clarification that the conservation easement requires approval by the co-holders for all projects not expressly identified in the conservation easement. Tinglestad seconded the motion. All ayes, motion carried.

I. Allocate 2016 State Cost Share to Technical Assistance
The Board reviewed a request to allocate 2016 Cost share funds to Technical Assistance.
• Tinglestad moved to allocate the 2016 BWSR Conservation Cost Share funds to Technical Assistance. Nass seconded the motion. All ayes, motion carried.

J. Resolution 2015-05 Establishing ACD Supervisor Districts
Lord explained the redistricting process stating BWSR requires a resolution approved by the ACD. Lord further explained that Berkness copied the Anoka County resolution only needing to change the last paragraph to have it apply to ACD.
• Nass moved to approve the Establishing ACD Supervisor Districts Resolution 2015-05. Komec seconded the motion. All ayes, motion carried.

K. 2016 Buffer Law and Minnesota Agricultural Water Quality Certification Program Implementation Grant Agreement (MAWQCP)
The Board reviewed the 2016 Buffer Law and MAWQCP Implementation Grant Agreement. Lord explained that each district received funds to promote the MAWQCP, but as one of three metro regional coordinators, ACD will staff will work directly with landowners in the counties we cover to develop whole farm plans. This grant is only for the outreach component, the planning element is part of the agreement between metro districts.
• Tinglestad moved to enter into the Grant Agreement with BWSR for the 2016 Buffer Law and the MAWQCP effective upon all received signatures and an expiration date of December 31, 2017. Komec seconded the motion. All ayes, motion carried.

New Business –Informational Items
L. Carp Barriers (covered after item A)
The Board reviewed a memo prepared by Schurbon about the Martin and Typo Lakes Carp Barriers project delay & liquidated damages. Schurbon explained that at the October meeting the Board approved a substantial completion deadline extension to November 15, and a final completion deadline of November 30, with $500 in liquidated damages for each day after October 15 if the new deadlines were not met. As of today, the project is not substantially complete. There was discussion regarding damages incurred as a result including the number of resident and partner complaints, damaged reputations and interruptions to planned lake management with the carp barriers.

The board reviewed pictures of the four sites and the work remaining on each site. Schurbon explained that although the subcontractor has made significant progress since the last board meeting there is a significant amount of work that remains to be done. The contractor and subcontractor have had adequate time. Schurbon noted that the primary causes of delay have not been caused by significant unforeseen
circumstances, weather or other factors out of the contractor and subcontractor’s control.

Lord explained that the subcontractor’s willingness to address design oversights without extensive documentation or additional funds and tendency to suggest alternative approaches than those included in the plan may have resulted in a better project overall and may also be responsible for some of the delays. Examples include engineering plans that did not match actual conditions in the field, subsurface rocks preventing certain installations and incomplete utility locates by Gopher1. The Board discussed further and decided that time and expenses saved or incurred by the subcontractor should be considered before assessing liquidated damages.

- Lindahl moved to direct staff to itemize ACD approved project deviations by the subcontractor to address difficulties and unanticipated challenges and identify related savings or costs in terms of both time and dollars for consideration when determining liquidated damages. Tinglestad seconded the motion. All ayes, motion carried.

Schurbon explained that there are instances where the subcontractor has not followed the designs, and this has also caused problems. For example the cut elevation of the top of the sheet pilings at sites 3 and 4 does not match the specifications.

- Lindahl moved to direct staff to identify items that the subcontractor did not complete to specifications. Komec seconded the motion. All ayes motion carried.

Lindahl provided his understanding that typically liquidated damages are withheld from payments to the contractor instead of asking the contractor to pay the damages. Lord explained that for this project payments are largely from grant funds and a reduction in payments to the contractor would result in cost savings to the grant program, not compensation to ACD for liquidated damages incurred. ACD is incurring the damages, not the grant program. Lindahl further explained that liquidated damages impact contractors bonding ratings. Lindahl asked if current retainage amounts on the project were sufficient to cover licated damages to date. Schurbon replied that they were.

- Lindahl moved that pending liquidated damages be held in abeyance until further consideration and action by the Board. Nass seconded the motion. All ayes, motion carried.

Schurbon stated that the contract for this project defines substantial completion of the project as “installation of fish barrier.” Lindahl advised that sending a more specific list of the Board’s expectations to the contractor and subcontractor would help prioritize work. The Board discussed and made a unanimous decision as follows:

**ACD considers substantial completion to include:**

- Installation of sheet-pile and H pilings,
- Installation of barrier rock
- Installation of catwalks and railings
- Installation of diversion posts
- Temporary erosion control before winter
Removal of all construction material and equipment from the sites

Other expectations
- Screens in place before ice-out in spring at all three sites

ACD considers substantial completion does NOT include:
- Cutting sheet and H piling to the appropriate heights
- Fish barrier screens.
- Modifications to site 1 to address the gap between the weir and the fish structure.
- Touch-up repair of galvanization.
- Final site grading and stabilization.

- Lindahl moved to approve the list of substantial, not substantial and other expectations outlined above and to extend the final completion deadline to May 1, 2016. Nass seconded the motion. All ayes, motion carried.

Lord discussed the need to quickly execute change orders within the grant budget to keep the project moving forward.
- Nass moved to authorize the District Manager to execute change orders within the grant budget. Tinglestad seconded the motion. All ayes motion carried.

There was discussion about Rachel Contracting payment request #9. Schurbon stated that he first received this pay request on November 13, 2015 in the amount of $93,630. He reviewed that request and inspected work in the field and found that eight of 16 items in the pay request were not complete or were for incorrect quantities. Schurbon stated he communicated these items via email on November 16, 2015 to the contractor who then provided a revised pay request later the same day (today). Schurbon stated that he has found the revised pay request for $84,505 is an accurate reflection of work actually completed.
- Nass moved to authorize payment to Rachel Contracting for $80,279.75 ($84,505 request less 5% retainage) from payment application 14075.9 for the period 11/1/2015 to 11/30/2015. Lindahl seconded the motion. All ayes, motion carried.

M. Coon Creed Watershed District (CCWD) Endangered and Threatened Species Resolution
The Board reviewed and discussed the CCWD Endangered and Threatened Species Resolution. Lord explained that Tim Kelly, CCWD Manager, was hoping ACD would provide the resolution to the Minnesota Association of Soil and Water Conservation Districts (MASWCD) but unfortunately, it is well past the due date. The Board discussed the need for the DNR to establish a plan for endangered species as the current process is inefficient and arbitrary. Lord suggested utilizing the CCWD resolution as a template and modifying it to reflect our role and interests as ACD does not have regulatory authority. Once approved by the ACD Board, it would be ready for submittal to the MASWCD next year and could be forwarded to DNR immediately to demonstrate our shared concerns with CCWD about this important topic.
- Komec moved to direct staff to prepare an endangered and threatened species resolution for consideration by the ACD Board at a later date. Nass seconded the motion. All ayes, motion carried.
N. MASWCD Convention Agenda Update
The Board reviewed the updated MASWCD Convention update agenda.

Additions
O. Rum River Stabilization Project Payments
The Board reviewed a memo prepared by Berkness along with a voucher and corresponding contractor material. Lord questioned the voucher retainage outlined based on the entire budget amount not the payment amount. Lindahl stated that the numbers were consistent with the contractor information provided. Lord stated that it is not consistent with the voucher process that we use internally but the payment is correct and should be approved, and the voucher updated.
- Nass moved to approve the payment to Rachel Contracting for the Rum River Stabilization Swift project # 3-61357 for $9,698.55. Lindahl seconded the motion. All ayes, motion carried.

The Board reviewed a payment request from Houston Engineering. Berkness informed the Board that the contract does not include retainage.
- Komec moved to authorize payment to Houston Engineering Inc. for the Rum Riverbank Stabilization Project Outdoor Heritage Fund contract PO#3-61357 for construction management services completed totaling $421.25. Nass seconded the motion. All ayes motion carried.

P. MASWCD Convention
The Board reviewed MASWCD annual business meeting items and information about Governance Training.

Q. Watersheds
Lindahl stated he attended the Coon Creek Watershed District (CCWD) Board meeting along with the Citizen’s Advisory Committee Meeting and provided detail.

Truchon attended the RCWD Advisory Committee meeting and provided an update.

R. Lifetime Conservationist – Lyle Bradley
Truchon inquired about whatever happened with the engraved bench purchase at the Anoka Nature Preserve site in recognition of Lifetime Conservationist, Lyle Bradley. Berkness said that she remembers providing the Board with information about benches quite some time ago, and will look into it and get back to the Board.

FYI/ Meetings/ Dates
Finance and Personnel committee meetings were scheduled to occur prior to the December board meeting.

December 16 – BWSR Board Authorized Grant Awards
February 1 – BWSR eLINK reporting deadline
- Lindahl moved to adjourn at 8:16 pm. Nass seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator
Date 12/31/2015

Approved as to form and content by Mary Jo Truchon, Chair
Date 12/31/2015

Anoka Conservation District Regular Board Meeting November 16, 2015
4:00 Holiday Potluck

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

Committee Meetings
F. December 10, Finance Committee Meeting- 2015 Budget
G. December 16, Personnel Committee Meeting – Employee Reviews

New Business-Action Items
H. Smith Cost-Share Reimbursement Request
I. Rum River Stabilization Project Payment to Houston Engineering
J. URRWMO Plan update Proposal
K. Carp Barriers update
L. 2016 ICD Operational Assistance Contract
M. LMCIT Liability Coverage Waiver Form
N. Amendments to Rain Guardian Distribution Agreements
O. Linwood Township SSTs Reimbursement Request
P. 2016 Leadership Institute for Problem Solving
Q. 2016 SWCD Local Capacity Services Grant Agreement

New Business-Informational Items
R. Watersheds
S. MASWCD Convention Recap

Additions
T. Committee Structure
U. Vacation Request
V.
W.
X.
Y.

FYI /Meetings and Dates
• Set Operations Committee Meeting for ACD Legislative Day
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Vici Nass, Treasurer
Karl Tingelstad, Supervisor
Karla Komec, Secretary

Others Present: Chris Lord, District Manager
Jamie Schurbon, Water Resource Specialist (departed at 5:34pm)
Kathy Berkness, Office Administrator
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:03

Approval of December Agenda
The following additions noted: (T) Committee Structure (U) Lord Vacation Request.
  • Lindahl moved to approve the updated December agenda. Tingelstad seconded
    the motion. All ayes, motion carried.

A. Approval of November Minutes
Nass noted an update to (F) from Nass provided a recap to Lindahl provided a recap.
Komec updated the title of (M) from Coon Creed to Coon Creek
  • Lindahl Moved to approve the amended November Minutes. Nass seconded the
    motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs (covered after item K)
Individual staff reports were reviewed and discussed.

Monte distributed her activity report providing details about the NRCS programs and
activities.

C. Approval of Financial Reports
The Board reviewed the November 2015 financial reports.
  • Nass moved to approve the November 2015 financial reports. Komec seconded
    the motion. All ayes, motion carried.

D. Approval of December Bills (covered after item S)
  • Nass moved to approve electronic payments EP476-EP495 along with check
    numbers 13422-13467. Komec seconded the motion. All ayes, motion carried.

E. Legislative Update
The Board reviewed a legislative update from the Minnesota Association of Soil
Conservation Districts (MASWCD) about Governor Dayton’s pursuit of $795 million in
funding for clean water and wildlife.
Committee Meeting
F. December 10, Finance Committee Meeting – 2015 & 2016 Budget Updates
Nass provided a recap of the finance meeting outlining the updates to the budget. The Board reviewed the updates.
- Nass moved to approve the 2015 & 2016 Budget as amended. Lindahl seconded the motion. All ayes, motion carried.

G. December 16, Personnel Committee Meeting – Employee Reviews
Komec provided a recap of the Personnel Committee Meeting.
- Komec moved to authorize ending Wozney’s probationary period and retaining Lord, Schurbon, Haustein, Dotseth, Berkness, Wozney and Guentzel in their current positions. Nass seconded the motion. All ayes, motion carried.
- Komec moved to authorize Lord to implement layoffs of seasonal staff based on workload in order of seniority. Nass seconded the motion. All ayes, motion carried.

New Business Action Items
H. Smith Cost-Share Reimbursement Request
The Board reviewed a memo prepared by Haustein and related correspondence requesting cost share reimbursement for the Smith riverbank stabilization project.
- Komec moved to approve the ACD water quality cost-share reimbursement of $533.65 to Mike Smith for phase 2 completion of the cedar tree revetment project on his property. Lindahl seconded the motion. All ayes, motion carried.

I. Rum River Riverbank Stabilization Project
The Board reviewed a memo and payment voucher, prepared by Berkness, related to a reimbursement to Houston Engineering for the Rum River Stabilization Project.
- Lindahl moved to authorize payment to Houston Engineering for the Rum Riverbank Stabilization Project Outdoor Heritage Fund Contract PO # 3-61357 for construction management services for $416.59. Tingelstad seconded the motion. All ayes, motion carried.

J. URRWMO Watershed Plan Update Proposal
The Board reviewed a memo prepared by Schurbon about his recent proposal presentation to the URRWMO to lead their watershed plan update. Lord provided detail about the planning process and explained the concepts ACD would like to propose to the URRWMO at the next meeting. The ACD hopes to become a URRWMO partner in natural resources management.
- Tingelstad moved to offer to reimburse the URRWMO up to $10,000 in time and materials for costs in excess of the planning contract between URRWMO and ACD to complete the plan, upon state approval of the water management plan. Any portion or all of the $10,000 not used for planning cost reimbursement will be allocated to plan implementation. Komec seconded the motion. All ayes, motion carried.

K. Carp Barriers Subcontractor Liquidated Damages & Performance Itemization (covered after item A)
The Board reviewed a memo prepared by Schurbon about Carp Barriers subcontractor liquidated damages & performance. Schurbon provided an update including both
beneficial and detrimental variations from the project design as well as Schurbon’s estimate of the related value of those variation. The Board decided not take action until the project is substantially complete and staff have had an opportunity to negotiate a resolution with the contractor.

L. 2016 ICD Operational Assistance Contract
The Board reviewed the quarterly contract with ICD for operational assistance.
- Nass moved to enter into contract with ICD for operational assistance. Lindahl seconded the motion. All ayes motion carried.

M. LMCIT Liability Coverage Waiver From
- Lindahl moved to not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. Komec seconded the motion. All ayes, motion carried.

N. Amendments to Rain Guardian Distribution Agreements
The Board reviewed a memo prepared by Haustein along with updated Distribution Agreements for ACF and ASP related to the increase of bunker from $575 to $610.
- Tingelstad moved to amend the Rain Guardian Distribution agreement with ACF and ASP. Komec seconded the motion. All ayes, motion carried.

O. SSTS Reimbursement request from Linwood Township
The Board reviewed a memo prepared by Berkness requesting reimbursement to Linwood Township for their SSTS expenses.
- Tingelstad moved to authorize payment to Linwood Township for $7,490.64 for 50% of their total SSTS expense of $14,981.28 from the 2014/2015 BWSR NRBG SSTS Grant Funds. Komec seconded the motion. All ayes, motion carried.

P. 2016 Leadership Institute for Problems Solving
The Board reviewed and discussed MASWCD leadership information

Q. 2016 SWCD Local Capacity Services Grant Agreement
The Board reviewed the 2016 SWCD local capacity service agreement for $100,000.
- Tingelstad moved to authorize entering into agreement with the MN Board of Soil and Water Resources for the 2016 Clean Water Funds SWCD Local Capacity Services Grant Agreement. Lindahl seconded the agreement. All ayes, motion carried.

New Business –Informational Items
R. Watersheds
Lindahl explained that there was not a Coon Creek Citizen’s Advisory Committee Meeting and he did not receive the agenda pertaining to the Coon Creek Watershed District Board meeting so he does not know when the meeting is scheduled. Lord stated that he is sure there is a meeting scheduled for tomorrow. Lindahl stated he did attend the Metro Meeting where he learned that the Metro Grant for Campus Groundwater did not get funded. Lord provided further detail. Lord stated that the NPEAP funds available to SWCDs are going to triple, explaining the plan for some of the funds. Truchon noted that there was not a Rice Creek Advisory Committee meeting but pointed out that she attended a woodcut art show about invasive species. The Artist
is Emily Axtell, RCWD Water Resource Specialist Kyle Axtell’s wife. Truchon stated she was impressed with Emily’s art.

S. MASWCD Convention
The Board discussed sessions and events of the MASWCD convention.

T. ACD Committee restructure
Lord brought attention to the current structure of the ACD three member Board Committees providing examples of how the structure violates Open Meeting Law. The Board discussed altering the Committee members from three board members to two board members and one staff. Lord suggested another option: a three Board Member Committee, one member of which is non-voting.

• Nass moved to direct staff to include two supervisors and one staff on committees. Tinglestad seconded the motion. All ayes, motion carried.

Additions
U. Lord Vacation Request
The Board reviewed a memo prepared by Lord requesting the week of December 28th off. In addition, Lord notes that the handbook does not cover the threshold for when the district manager is required to request time off.

• Tinglestad moved to amend the handbook to authorize the district manager to take up to 3 consecutive workdays off (excluding holidays) without board approval. If board approval cannot be obtained in a timely manner, approval may be granted by two supervisors including the Chair, Vice Chair and personnel committee members. Nass seconded the motion. All ayes, motion carried.

FYI/ Meetings/ Dates
February 1 – BWSR eLINK reporting deadline
• Lindahl moved to adjourn at 7:36 pm. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

Date

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

Date