4:30 Supervisor Orientation

Swearing-in Ceremony
• Mary Jo Truchon
• Jim Lindahl
• Glenda Meixell
• Sharon LeMay
• Steve Laitinen

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 Bills
E. Legislative Updates

New Business-Action Items
F. Approve 2017 Resolutions
G. 2017 Annual Plan
H. MASWCD 2016-2017 Dues
I. Anoka Chamber of Commerce Dues
J. Maturing CD at Multi-Bank Securities Inc
K. Approve 2017 Handbook
L. Approve 2017 Fee Schedule
M. Chris Lord Vacation Request
N. Ditch 20 Project Consulting Firm Selection
O. 2017 Staffing Seasonal and Regular

New Business-Informational Items
P. Watershed Meetings
Q. News Letter Taking Green Infrastructure Mainstream

Additions
R. Rum River revetments contracts with Isanti SWCD for Professional Services
S. Banking Resolutions
T.
U.

FYI /Meetings
• February 1, - BWSR Reporting Due
• 2017 MASWCD Legislative Briefing and Day at the Capitol March 20-21
• Operation Meeting for Day at the Capitol Legislative Agenda
Selection of Officers and Committees

Board Officers

Truchon requested nominations for Chair.

- Lindahl nominated Truchon for Chair. Truchon called for additional nominations three times. Hearing none, nominations were closed. Truchon called for a vote for Truchon to serve as Chair. All members voted in favor.

Truchon called for nominations for Vice Chair.

- Truchon nominated Lindahl for Vice Chair. Truchon called for additional nominations three times. Hearing none, nominations were closed. Truchon called for a vote for Lindahl to serve as Vice Chair. All members voted in favor.

Truchon called for nominations for Treasurer.

- LeMay nominated Meixell for Treasurer. Truchon called for additional nominations three times. Hearing none, nominations were closed. Truchon called for a vote for Meixell to serve as Treasurer. All members voted in favor.

Truchon called for nominations for Secretary.

- Laitinen nominated himself as the Secretary. Truchon called for additional nominations. Hearing none, nominations were closed. Truchon called for a vote for Laitinen to serve as Secretary. All members voted in favor.

Committee Assignments

After some discussion the following committee assignments were agreed upon:

- Personnel: LeMay, Truchon with Meixell as alternate
- Finance: Meixell, Laitinen with Lindahl as alternate
- Operations: LeMay, Lindahl with Laitinen as alternate
- Metro Conservation Districts: Laitinen with Lindahl as alternate
- Area IV: Meixell and LeMay
- Rice Creek Watershed Citizen Advisory Committee: Truchon with LeMay as alternate
- Coon Creek Watershed Citizen Advisory Committee: Lindahl with Meixell as alternate

Laitinen inquired about serving on WMO advisory committees. Lord suggested that while WMO don't have standing advisory committees, specific ACD supervisors could be identified as liaisons to WMOs.

- Liaison to the Lower Rum River WMO and Upper Rum River WMO: Laitinen
- Liaison to the Sunrise River WMO: Lemay
- Liaison to the Mississippi WMO: Meixell

- Meixell moved to cast a unanimous ballot for the slate. Lindahl seconded the motion. All ayes, motion carried.
- Truchon assumed the Chair and called the meeting to order at 5:50
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Steve Laitinen, Secretary
Glenda Meixell, Treasurer

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

Approval of January Agenda
The following additions noted: (R) Rum River Revetment Contracts (S) Banking Resolution.
  • Lindahl moved to approve the updated January Agenda. Meixell seconded the motion. All ayes, motion carried.

A. Approval of December Minutes
Lindahl noted an update in the FYI section.
  • Lindahl Moved to approve the amended December Minutes. Meixell seconded the motion. All ayes, motion carried.

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

C. Approval of Financial Reports
The Board reviewed the December 2016 financial reports along with a memo prepared by Berkness explaining some of the changes to the report resulting in an increase in Net Revenue of $1,250.
  • Lindahl moved to approve the December financial reports subject to updating QuickBooks budget numbers approved by the Board December 19, 2016 and the corrections noted below. Laitinen seconded the motion. All ayes, motion carried
    • $39.17 in expenses inadvertently posted to Lake Water Quality revenue were moved to Reference Wetland expenses.
    • $23.54 in materials for the Rum River Stabilization project paid for with a rebate from Menards was not included in Quickbooks, which is normal for items purchased with rebates. To ensure the expense was attributed to the project for reimbursement through the grant, Rum River Stabilization expense was increased by $23.54 and McKay Maintenance expense was decreased by $23.54.
    • $1,250 in revenue received in 2015 from SRWMO for Stream Hydrology Monitoring was deferred until 2016 because it was related to monitoring post carp barrier construction. Monitoring was completed in 2016 but the funds hadn’t been received yet. $1,250 was transferred from deferred revenue to Stream Hydrology revenue.

D. Approval of January Bills (covered after item S)
  • Meixell moved to approve electronic payments EP684-EP700 along with check numbers 13804-13843. Laitinen seconded the motion. All ayes, motion carried.

E. Legislative Update
Lord pointed out the MASWCD Legislative Day at the Capitol stating that an Operations meeting was needed between now and February to go over a strategy.

New Business Action Items

F. Approve 2017 Resolutions
Resolution 2017-01 Meeting Schedule
• Lindahl made a motion to adopt Resolution 2017-01 indicating the February 2017–January 2018 ACD Board Meeting schedule. Meixell seconded the motion. All ayes, motion carried.

Resolution 2017-02 Requiring Anoka County Provide Liability Insurance
• Meixell made a motion to adopt Resolution 2017-02 requiring Anoka County to provide liability insurance for ACD. Lindahl seconded the motion. All ayes, motion carried.

G. 2017 ACD Annual Plan
Lord stated that he had hoped to have the annual plan updated and sent out to the Board prior to the meeting but ran out of time suggesting the Board take it home and review and come back with updates at the February meeting. Lord pointed out that the budget restructure made it easier to add more detail to the financial section, the addition of a section on staff training and certifications, and the ability to better integrate the plan to staff positions due to the position description updates.

H. MASWCD Accomplishment for 2017 Dues
The Board reviewed the MASWCD accomplishments and discussed the dues. Lord pointed out the advantages to being a member.
• LeMay moved to approve payment of 2017 dues to the MASWCD for $4,611.79. Meixell seconded the motion. All ayes, motion carried.

I. Anoka Chamber of Commerce 2017 Dues
• Meixell moved to approve payment of 2017 dues to the Anoka Chamber of Commerce. Lindahl seconded the motion. All ayes, motion carried.

J. Maturing CD at Multi-Bank Securities Inc.
The Board reviewed information provided by Lord related to a $50,000 CD that matured. The Board discussed the rates.
• Meixell moved to reinvest the Maturing CD into an 18-month CD. Truchon seconded the motion. All ayes, motion carried.

K. 2017 Handbook
Lord pointed out updates to the Handbook needed to account for ACD’s current practice of having a Board member serve as Secretary instead of the Office Administrator and how that influenced financial account signers.
• Laitinen moved to approve the 2017 ACD Handbook as amended. Meixell seconded the motion. All ayes, motion carried.

L. 2017 ACD Fee Schedule
Lord provided detail about the various updates to fees in the fee schedule.
• Meixell moved to approve the 2017 ACD Fee Schedule. Lindahl seconded the motion. All ayes, motion carried.

M. Chris Lord Vacation Request
The Board reviewed a memo prepared by Lord requesting vacation from January 31 - February 10, 2017.
• Meixell moved to approve Lord’s vacation request. Laitinen seconded the motion. All ayes, motion carried.
N. Ditch 20 Project Consulting Firm Selection
The Board reviewed a memo prepared by Leah Hall, Conservation Technician, recommending a consultant for the Ditch 20 project.
- Laitinen moved to authorize the District Manager to sign a contract between CMI and ACD for Phase 1 (feasibility study) assistance with the Ditch 20 Wetland Restoration Feasibility Study not to exceed $25,000. Meixell seconded the motion. All ayes, motion carried

O. 2017 Staffing
The Board reviewed a memo prepared by Lord in regards to staffing along with a Job announcement and corresponding material.
- Meixell moved to approve authorizing a full time seasonal technician starting at up to $15/hr scheduled to work from February through November 2017 to include paid holidays but no FTO, EMB or taxable fringe benefits. Lindahl seconded the motion.

Lord explained that he put the enclosed memo together, requesting a Technician and Seasonal staff additions after meeting with Conservation Specialist, Mitch Haustein and Water Resource Specialists Dotseth and Schurbon. They all met to go over workload and discovered that ACD will be significantly understaffed in 2017. Lord further explained that later when creating the annual plan, he and Haustein were able to get a detailed projection of hours needed for 2017 and discovered that for the time being, a seasonal position would suffice. Lord further stated that he would like to extend the position through December and increase the hourly maximum rate to $15.50. The Board discussed further.
- Lindahl moved to amend the original motion to offer the full time seasonal technician $15.50 and extend the position through December of 2017. Meixell seconded the motion the amended motion. All ayes, motion carried

New Business--Informational Items
P. Watersheds
Lindahl provided main points of the Coon Creek WD Citizen’s Advisory Committee meeting he attended. Truchon noted she attended the Rice Creek WD Advisory Committee meeting and provided details. Laitinen stated he attended the URRWMO meeting along with the LRRWMO meeting and provided updates.

Q. News Letter Taking Green Infrastructure Mainstream
The Board reviewed a newsletter generated in Vancouver which included a picture and information about the Rain Guardian.

Additions
R. Rum River Revetments
Lord explained the cedar tree revetment process and the financial structure of the two agreements: Contract #1: Isanti SWCD contracting with ACD to help with projects and Contract #2: ACD contracting with Isanti SWCD to help with projects.
- Lindahl moved to approve the contracts for services between the Isanti SWCD and ACD for “Revetments on the Rum Project Professional Services” and “Enhancing Rum River Shore Habitat with Revetments Professional Services Elements”.

Anoka Conservation District Regular Board Meeting January 17, 2017
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S. Banking Resolutions
The Board reviewed a memo prepared by Berkness regarding resolutions required by the financial institutions to change the signer on the accounts. Berkness explained that the forms were not filled out as she did not know who the new Treasurer would be.

- Truchon moved to approve adding Meixell as a signer on all the ACD financial accounts and approve the Banking Resolutions with Trustone, MBS Multi-Bank Securities and Village Bank. Laitinen seconded the motion. All ayes, motion carried.

FYI/Meetings/Dates
- Feb. 20th, ACD office closed in observation of Presidents Day.
- Feb. 21st, 5:00 PM, ACD Regular Board Meeting at the ACD Office in Ham Lake
- March 20th & 21st, 2017 MASWCD Legislative Briefing and Day at the Capitol
- April 29th, ACD Tree Sale, 9am – 11am, Anoka County Fair Grounds

- Lindahl moved to adjourn at 7:30 pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

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

Anoka Conservation District Regular Board Meeting January 17, 2017
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4:30 Geologic Atlas Training – Jamie Schurbon

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 2016 Revised
   • January 2017
D. Approval of Bills

Committee Meeting
E. Operations Committee Meeting February 16, 5pm– ACD Legislative Agenda

New Business-Action Items
F. Water Management in Anoka County- Bart Biernat
G. Pay Equity Implementation Report
H. 2017 BWSR Clean Water Grant Agreement:
   • Targeted Mississippi River Bank Stabilization
   • Pump Controlled IESF at Golden Lake Stormwater Treatment Pond
I. Handbook Update – Office Depository
J. LRRWMO Dinner Meeting Attendance
K. 2017 Agreement with LRRWMO for Monitoring and Management
L. 2017 Agreement with SRWMO for Monitoring and Management
M. 2017 Contract with Coon Creek for Monitoring and Management
N. Prescribed Burn Contracts
O. 2016 Year-end financial Report
P. 2017 Annual Plan
Q. 2017 MACD Area IV Dues

New Business-Informational Items
R. 2016 Annual Report
S. Water Management Organizations and Watershed Meetings

Additions
T. 2017 District Capacity Grant
U. Rain Guardian Promotion -2017 Storm Con
V. Oak Glenn Creek Pond Expansion & IESF Agreement Roles
W.
X.
Y.

FYI /Meetings
• March 20 - ACD Board Meeting 5pm, ACD Office in Ham Lake
• 2017 MASWCD Legislative Briefing and Day at the Capitol March 20-21
Members Present: Mary Jo Truchon, Chair (left at 6:50pm)
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Steve Laitinen, Secretary
Glenda Meixell, Treasurer

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Mary Monte, NRCS District Conservationist
Bart Biernat, Anoka County Environmental Services (left at 6pm)

Chair Truchon called the meeting to order at 5:05

Approval of February Agenda
The following additions noted: (T) 2017 District Capacity Grant (U) Rain Guardian Promotion – 2017 StormCon (V) Oak Glenn Creek Pond Expansion & IESF Agreement Roles. Lord requested that item (F) Water Management in Anoka County (Bart Biernat) be moved up in the agenda.

- Lindahl moved to approve the updated February Agenda. Laitinen seconded the motion. All ayes, motion carried.

A. Approval of January Minutes
- Laitinen Moved to approve the January Minutes. Lindahl seconded the motion. All ayes, motion carried.

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

C. Approval of Financial Reports
The Board reviewed a memo about the updated December 2016 financials along with the regular 2017 January financials

- Lindahl moved to approve the 2016 December financial as amended. Laitinen seconded the motion. All ayes, motion carried
- Meixxell moved to approve the 2017 January financials. LeMay seconded the motion. All ayes, motion carried.

D. Approval of February Bills (covered after item V)
- Meixxell moved to approve electronic payments EP701-EP713 along with check numbers 13844-13871. Laitinen seconded the motion. All ayes, motion carried.

Committee Meeting
E. Operation Committee - The Board reviewed the committee minutes.
The Board discussed the Minnesota Association of Soil and Water Conservation Districts (MASWCD) Day at the Capitol events starting with the legislative briefing on March 20, at 2:00- 4:30 then the legislators’ reception from 5:30 – 7:30. There was a discussion about the timing of the event being on the same day as the ACD Board meeting. Lord informed the Board that the legislator reception is a new event. The Board discussed the importance of attending and their availability.

- Meixell moved to shift the ACD March 20\textsuperscript{th} meeting to March 27\textsuperscript{th}. LeMay seconded the motion. All ayes, motion carried.
- Lindahl moved to authorize the ACD Day at the Capitol days as Tuesday, March 21\textsuperscript{st} and Wednesday, March 22\textsuperscript{nd}. Laitinen seconded the motion. All ayes, motion carried.

It was also decided that each day’s participants would meet well before the first meeting to discuss talking points and engagement strategies.

**New Business–Action Items**

**F. Water Management in Anoka County** (covered before item A)
Biernat explained that Anoka County does not have an official groundwater management plan but incorporated water management into its authority as a Community Health Services function to facilitate planning and assessment. Biernat discussed the County’s many water management efforts including the County providing a $750 donation to the Metro Area Children’s Water Festival that Biernat also volunteers at, the formation of a Water Management task force, and the creation of a website called “Know the Flow”. Biernat provided information about a program Anoka County is promoting called the Water Sense Promotional Partnership through the Environmental Protection Agency (EPA). Biernat encouraged ACD to consider joining the program as a way to build a local cooperative effort to encourage residents and businesses to use water efficient fixtures and practices to conserve water and support sustainable use. Biernat provided the well water wise promotion dates and thanked ACD for promoting the program.

Biernat departed at 6:00pm

**G. Pay Equity Implementation Report**
The Board reviewed the Pay Equity Implementation Report created by Lord.

- Laitinen moved to approve the Pay Equity Implementation Report and authorize Truchon’s signature. Meixell seconded the motion. All ayes, motion carried.

**H. 2017 BWSR Clean Water Grant Agreement**

- Targeted Mississippi River Bank Stabilization
- Pump Controlled IESF at Golden Lake Stormwater Treatment pond

The Board reviewed the 2017 BWSR Clean Water grant agreement which encompassed two projects.

- Meixell moved to enter into the 2017 Clean Water Fund Grant Agreement with BWSR for the Targeted Mississippi River Bank Stabilization with a Focus on Bioengineering grant #C17-3029 for $236,000 and the Pump-Controlled Iron Enhanced Sand filter Basin at the Golden Lake Stormwater Treatment Pond grant #C17-3550 for $467,968. Lindahl seconded the motion. All ayes, motion carried.
I. Handbook Update – Office Depository
The Board reviewed an update to the handbook adding TruStone and Village bank as additional official depositories. Lord explained that originally Wells Fargo was the only official depository but ACD has added accounts to ensure all of our funds are fully FDIC insured.

- Meixell moved to approve the update to the 2017 Handbook. LeMay seconded the motion. All ayes, motion carried.

J. Lower Rum River Water Management Organization (LRRWMO) Dinner Attendance
The Board reviewed an invitation from LRRWMO inviting employee Jamie Schurbon, Water Resource Specialist and Board members Lindahl and Laitinen to a LRRWMO outreach event that included dinner.

- Meixell moved to authorize Laitinen and Lindahl to attend the March 22, LRRWMO event and receive per diem. LeMay seconded the motion. Laitinen abstained, all others voting aye. Motion carried.

K. 2017 Agreement with the LRRWMO for 2017 Monitoring and Management
- Lindahl moved to enter into agreement with the LRRWMO for 2017 Monitoring and Management. LeMay seconded the motion. All ayes, motion carried.

L. 2017 Agreement with the SRWMO for 2017 Monitoring and Management
- Lindahl moved to enter into agreement with the SRWMO for 2017 Monitoring and Management. LeMay seconded the motion. All ayes, motion carried.

M. 2017 Contract with CCWD for 2017 Monitoring and Management
- Lindahl moved to enter into contract with the CCWD 2017 Monitoring and Management. Meixell seconded the motion. All ayes, motion carried.

Chair Truchon left the Meeting and Vice Chair Lindahl took over as acting Chair at 6:50pm

N. Prescribed Burn Contracts at the Beach and Gerdes property
The Board reviewed a memo prepared by Carrie Taylor, Conservation Technician, requesting authorization to secure a professional services contract with a contractor to complete prescribed burns on the Gerdes and Beach properties. Laitinen expressed concern that it was much too early in the season and wet for a successful burn. Lord explained that the request was to engage a contractor and get on their schedule. The burns will be done when conditions are right, which can be a very narrow window of opportunity. ACD staff defers to the burn experts on when that window is but will have a contract with performance expectations (e.g. a burn with 70%+ coverage).

- Meixell moved to authorize Lord to execute a professional service contract with a qualified prescribed burn contractor chosen to complete prescribed burns at the Beach and Gerdes properties. The burns will not exceed $7,000 at the Beach Property or $2,000 at the Gerdes property and the contractor will be chosen based on the bid amount, qualification and availability. LeMay seconded the motion. All ayes, motion carried.

O. 2016 Year-end Financial Report
The Board reviewed the Draft 2016 ACD Year-End Financial Report
Lord explained that the PERA numbers are not available but when PERA has them ready ACD accountant, Michael Peterson, will assist in incorporating them into the finances when he completes the audit.

- Meixell moved to approve the draft 2016 Year-End Financial Report pending the audit. Laitinen seconded the motion. All ayes, motion carried.

P. 2017 Annual Plan
The Board reviewed the 2017 ACD Annual Plan. LeMay noted a change in the description of supervisor election districts to have Bethel included in her territory, not Laitinen’s.

- LeMay moved to approve the 2017 ACD Annual Plan and amended. Meixell seconded the motion. All ayes, motion carried.

Q. 2017 MACD Area IV Dues
The Board reviewed the Area IV dues invoice.

- Laitinen moved to approve the 2017 Area IV dues for $300. LeMay seconded the motion. All ayes, motion carried.

New Business–Informational

R. 2016 Annual Report
The Board reviewed and received the 2016 ACD Annual Report.

S. Watershed Management Organizations
The Board Liaison’s for the Watershed and Water Management Organizations discussed meetings they attended as follows:

- Steve Laitinen for the Lower Rum River and the Upper Rum River WMOs.
- Jim Lindahl for the Coon Creek Watershed District
- Sharon LeMay for the Sunrise River WMO

Additions

T. 2017 District Capacity Grant
The Board reviewed the 2017 BWSR District Capacity Grant Agreement.

- Laitinen moved to enter into the 2017 Clean Water Fund SWCD Capacity Services Grant Agreement #P17-5035 for $118,000. Meixell seconded the motion. All ayes, motion carried.

U. Rain Guardian Promotion - 2017 StormCon
The Board reviewed a memo prepared by Mitch Haustein, Conservation Specialist, about attending StormCon in Seattle Washington. Lord explained that these promotional events have fared very well for ACD and Haustein has secured distributor agreements after every event. Currently ACD does not have a distributor on the west coast to the Seattle, Washington location is ideal.

- Meixell moved to authorize a 2017 StormCon Rain Guardian exhibitor booth including all associated costs (e.g. booth and conference registration, airfare, and hotel) and ACD staff time. LeMay seconded the motion. All ayes, motion carried.

V. Oak Glenn Creek Pond Expansion and IESF MOU/JPA
The Board reviewed a memo prepared by Lord outlining the short-term and long-term roles related to the Oak Glen Creek Pond Expansion and IESF. Lord explained that the expiration date for this grant was recently extended by one year to December 31, 2017.
Lindahl inquired if it was the Fridley property that flooded during a rain event in 2016. Lord explained that it was, resulting in the project becoming a high priority for the landowner. Three property ownership changes over the course of the grant have complicated things.

**FYI/ Meetings/ Dates**

- Lindahl provided various news articles
- February 22nd, MCD board meeting, 4-6 PM Earle Brown Tower
- March 20-21, MASWCD Legislative Briefing and Day at the Capitol
- March 27th 5:00 PM, ACD Board Meeting at the ACD Office in Ham Lake
- April 29th ACD Tree Sale, 9am – 11am, Anoka County Fair Grounds

- Lindahl moved to adjourn at 7:32 pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

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

Anoka Conservation District Regular Board Meeting February 21, 2017

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Supervisor Training: 2017 Project Rundown – Brief Overview of Large Projects Anticipated in the Coming Year

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

Legislative
   E. ACD Day at the Capitol

New Business-Action Items
   F. ACD Additional Investment Options
   G. MN Green Corps Application and Resolution
   H. 2017 Agreement with URRWMO for Monitoring and Management
   I. 2017 Agreement with RCWD for Monitoring and Management
   J. 2017 Agreement with MWMO for Monitoring Services
   K. Isanti SWCD 2017 2nd Quarter Contract for Operational Assistance
   L. Linwood Township Subsurface Sewage Treatment Systems Grant Fund Request
   M. Draft MOU with Circle Pines for the CWF IESF Install
   N. Gerdes Cost Share Agreement
   O. Rain Guardian Testing

New Business-Informational Items
   P. ACD Policy – Supervisor Meeting Attendance
   Q. Watershed District and Watershed Management Organizations
   R. Metro Area 4 Meeting which includes New Supervisor Orientation – March 29

Additions
   S. Grant for Urban Agriculture
   T. Wellness Plan
   U. Conservation Corps Host Agreement

FYI /Meetings
   • March 30 – Mary Monte Retirement Open House 1-4pm Sherburne SWCD
   • April 17 - ACD Board Meeting 5pm, ACD Office in Ham Lake
   • April 29 – ACD Tree Sale, Anoka County Fair Grounds
   • May 22 - Constitutional Deadline for Legislative Adjournment
Anoka Conservation District Regular Board Meeting March 27, 2017

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Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Steve Laitinen, Secretary
Glenda Meixell, Treasurer

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

Chair Truchon called the meeting to order at 5:05

Approval of March Agenda
The following additions noted: (S) Grant Related to Urban Agriculture (T) Wellness Program (U) Conservation Corps Host Agreement.

- Meixell moved to approve the updated March Agenda. Laitinen seconded the motion. All ayes, motion carried.

A. Approval of February Minutes
- Laitinen Moved to approve the February Minutes. LeMay seconded the motion. All ayes, motion carried.

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

C. Approval of Financial Reports
- Meixell moved to approve the 2017 February Financials. Laitinen seconded the motion. All ayes, motion carried.

D. Approval of March Bills (covered after item U)
- Meixell moved to approve electronic payments EP714-EP736 along with check numbers 13872-13909. Lindahl seconded the motion.

Lord pointed out that two of the checks were for the purchase of two vehicles, earmarked in the budget for $20,000. One of the checks (13872) was pre-signed and needed before the Board meeting. Lord explained that he followed the check signing guidelines outlined in the handbook. All ayes, motion carried.

Committee Meeting
E. ACD Day at the Capitol
The Board discussed events of the day at the capitol. Truchon and new members LeMay and Laitinen provided details of their meetings with legislatures. Laitinen stated that he attended meetings with Water Resource Specialist Jamie Schurbon, and Conservation Technician Leah Hall, stating they did a great job and the meetings went well except for the meeting with Representative Linda Runbeck which was shared with...
Washington SWCD. Unfortunately, ACD representative had little opportunity to contribute to that discussion. Laitinen explained he enjoyed the meeting at Perkins before heading to the Capitol, and felt it was much more beneficial than the Legislative Briefing. Truchon stated she was with Conservation Specialist Mitch Haustein, on Wednesday and Water Resource Technician Jared Wagner and Wetland Specialist Becky Wozney, on Tuesday stating she was impressed with how staff handled themselves during the meetings also commenting she liked meeting at Perkins beforehand, and felt it was very helpful. LeMay who was with District Manager Chris Lord and Water Resource Specialist Andrew Dotseth, provided a brief overview and suggested that in addition to the standard two days at the Capitol, to also meet with the legislators in January or February which would be more beneficial as they will have less demands on their time. The Board discussed further. Lord mentioned that Rolland Cleveland, Chisago SWCD Board member, expressed having a very positive meeting experience with legislators when their group had consecutive meetings by caucus, which happened coincidentally one year. The Board discussed possibly meeting caucus style earlier in the year, as suggested by LeMay. Meixell commented that she did attended the legislative briefing stating she sent out emails to legislators before the event but unfortunately none attended. Meixell stated she met with Representative Connie Bernardy at a separate occasion and the interaction went well. Lord commented that Bernardy was the only legislator ACD did not meet with and was glad Meixell got a chance to meet with her.

New Business—Action Items

F. ACD Investment Options (covered before item A)
The Board reviewed a memo prepared by Berkness about additional ACD investments needed to keep ACD FDIC insured. Lord provided detail and the Board reviewed the various CD rates and timelines.

- Lindahl moved to approve putting $250,000 in an 18-month CD and $150,000 in a 12-month CD. Meixell seconded the motion. All ayes, motion carried.

G. MN GreenCorp Program Resolution
- Lindahl moved to approve the resolution in support of the GreenCorps application, which indicates Anoka Conservation District’s commitment to host a Minnesota GreenCorps member and willingness to enter an agreement with the MPCA should the Anoka Conservation District’s application be selected. Meixell seconded the motion. All ayes, motion carried.

H. 2017 Agreement with the Upper Rum River Water Management Organization (URRWMO) for Water Monitoring and Management.
- Lindahl moved to enter into agreement with the URRWMO for 2017 Water Monitoring and Management. Laitinen seconded the motion. All ayes, motion carried.

I. 2017 Agreement with the Rice Creek Watershed District (RCWD) for Water Monitoring and Management.
- Lindahl moved to enter into agreement with the RCWD for 2017 Water Monitoring and Management. Laitinen seconded the motion. All ayes, motion carried.
J. 2017 Agreement with the Mississippi Water Management Organization (MWMO) for Water Monitoring Services.
   - Laitinen moved to enter into agreement with the MWMO for 2017 Water Monitoring. Meixell seconded the motion. All ayes, motion carried.

K. 2017 Isanti Soil and Water Conservation District 2017 2nd Quarter Contract for Operational Assistance
   - Lindahl moved to enter into the contract with Isanti SWCD for 2nd Quarter 2017 Operational Assistance. Meixell seconded the motion. All ayes, motion carried.

L. Linwood Township Subsurface Sewage Treatment Systems Grant Fund Request
   The Board reviewed a memo prepared by Berkness, requesting funds from the Natural Resource Block Grant for Linwood Township Subsurface Sewage Treatment Systems Grant Fund request for 2016 expenses and activities already incurred. In addition, a request to encumber funds for a Linwood Lake STS project.
   - Meixell moved to authorize reimbursement Linwood Township 50% of their 2016 STS expenses as follow: $6,147.50 from the 2016 NRBG STS funds and $3,196.50 from the 2016 NRBG STS funds. Lindahl seconded the motion. All ayes, motion carried.
   - Lindahl moved to encumber $5,000 of the 2017 NRGB STS fund for Linwood Lake work. Meixell seconded the motion. All ayes, motion carried.

   The Board reviewed a draft JPA with the City of Circle Pines. Lord stated that he contacted the Anoka County attorney to review but had not heard back. The City of Circle Pines Attorney had already reviewed and commented. Lord explained that the document needed to be signed before the next meeting per BWSR requirements. Lord stated that he was confident that any comments the attorney provided would be minor and could be added prior to final execution.
   - Lindahl moved to enter into the JPA with the City of Circle Pines for the design, construction, operation and maintenance of a pump controlled Iron Enhanced Sand Filter Basin at Golden Lake Stormwater Treatment Pond in the City of Circle Pines subject to minor modifications by the Anoka County Attorney’s Office. Laitinen seconded the motion. All ayes, motion carried.

N. Monarch Butterfly Conservation Funds
   ➢ National Fish and Wildlife Fund for Monarch Habitat on Private Lands
   The Board reviewed a Service Agreement between Great River Greening for the National Fish and Wildlife Monarch Fund along with an ACD cost share agreement with the Gerdes Residence. Lord explained that the agreement is required by the Great River Greening before ACD can receive the $10,000 in funds from the Monarch fund.
   - LeMay moved to approve Service Agreement between Great River Greening and the Anoka Conservation District for NFWF Private Lands Monarch Conservation Habitat and authorize the Chair to sign the agreement. Meixell seconded the motion. All ayes, motion carried.

   ➢ Gerdes Cost Share Grant Request
The Agreement with Gerdes is for Monarch Conservation on his property and is the ACD Cost Share agreement requesting $1,908.78 of the NFWF Monarch funds above.

- Lindahl moved to approve the grant for up to $1,908.78 to create a monarch habitat on the Gerdes Property. Meixell seconded the motion. All ayes, motion carried.

O. Rain Guardian Pretreatment Chamber Pollutant Remove Efficiency Testing
The Board reviewed a memo prepared by Haustein about the testing of pollutant removal from the Rain Guardian. Lord explained that were noticing a pattern in requests by engineers and project planners for documentation of the estimated pollutant removal, specifically TSS from the Chambers. The East Coast has local regulations that require the removal of 50% of the TSS load from the runoff before it enters the Bio-retention. Currently the Rain Guardian has not had any third party testing. Lord further stated that awhile back, St Anthony Falls Laboratory quoted the testing at $10,000 to $20,000 but after a more recent call, was told testing starts at $20,000. Lord explained his concern about paying so much for testing and then possible finding out the chamber does not meet the removal requirements, thus ACD needs to pursue the testing process very cautiously.

- Meixell moved to direct staff to pursue third-party TSS removal efficiency testing of Rain Guardian Pretreatment chambers with the University of Minnesota’s St. Anthony Falls Laboratory. Lindahl seconded the motion. All ayes, motion carried.

New Business—Informational
P. ACD Policy – Supervisor Meeting Attendance
The Board reviewed and discussed the supervisor meeting attendance and compensation policies within the ACD Handbook.

Q. Watershed Management Organizations
The Board Liaison’s for the Watershed and Water Management Organizations discussed meetings they did and did not attended as follows:
   - Steve Laitinen for the Lower Rum River and the Upper Rum River WMOs.
   - Jim Lindahl for the Coon Creek Watershed District
   - Glenda Meixell attended the Coon Creek Watershed District Citizen Advisory Committee Meeting
   - Sharon LeMay for the Sunrise River WMO
   - Mary Jo Truchon for the Rice Creek Watershed District

R. Metro Area 4 Meeting which include New Supervisor Orientation
The Board reviewed the Area IV meeting agenda along with the supervisor training agenda training. The Board discussed who would be attending.

Additions
S. Grant for Urban Agriculture
The Board reviewed information about a grant to pay for our Technical assistance related to urban agriculture, provided by LeMay who expressed her interest in pursuing the grant and stated that most grants are aimed at individuals with money and this grant is to assist the underserved. The Board reviewed a map of the underserved areas and discussed. Lord stated that the competition is very stiff and there are only twenty recipients nationally. In addition, support letters from partners would be needed, along
with a stainability plan all due by May 14. The Board discussed further and decided that staff would reach out via email to city contacts at Fridley, Columbia Heights, Coon Rapids, and Mississippi WMO to see if there is any interest.

T.  Wellness Plan
Truchon stated she remembered when the district had a Wellness plan and really expressed the importance of it. Berkness explained that the previous wellness plan was funded by Resource Training and Solutions and was well received by employees. Unfortunately, we are currently not eligible for wellness funds through Resource Training and Solutions. Lord suggested ACD provide funds for a wellness plan. Truchon inquired about how much would be needed and Berkness suggested starting with $500.

- Truchon moved to approve $500 set aside for the 2017 Wellness Plan. Laitinene seconded the motion. All ayes, motion carried.

U. Conservation Corp
The Board reviewed the contract with the Conservation Corps to host an apprentice.

- Laitinen moved to approve the host site agreement between the Anoka SWCD and the Conservation Corps. Lindahl seconded the motion. All ayes, motion carried.

FYI/ Meetings/Dates
- April 17th 5:00 PM, ACD Board Meeting at the ACD Office in Ham Lake
- April 29th ACD Tree Sale, 9am – 11am, Anoka County Fair Grounds
- Mary 22 – Constitutional Deadline for Legislative Adjournment

- Lindahl moved to adjourn at 7:53 pm. Meixell seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator Date

Mary Jo Truchon April 17/17

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

Anoka Conservation District Regular Board Meeting March 27, 2017
5 of 5
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 Bills

New Business-Action Items
   E. Carp Barriers Close out Payment
   F. Carp Harvest Project DNR Gant Agreement and Contract with Carp Solutions, Inc.
   G. Isanti SWCD Equipment Rental Agreement
   H. Ditch 20 Project Payment Request

New Business-Informational Items
   I. 2017 MASWCD Call for Resolutions
   J. Watershed District and Watershed Management Organizations

Additions
   K. Government 101 Training
   L.
   M.
   N.

FYI /Meetings
   • April 29 – ACD Tree Sale, Anoka County Fair Grounds
   • May 15, ACD Board Meeting Ham Lake
   • May 22 - Constitutional Deadline for Legislative Adjournment
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Sharon LeMay, Supervisor  
Steve Laitinen, Secretary  
Glenda Meixell, Treasurer

Others Present: Chris Lord, District Manager  
Kathy Berkness, Office Administrator  
Yara Gonzalez, Acting NRCS District Conservationist

Chair Truchon called the meeting to order at 5:06

Approval of April Agenda  
The following additions noted: (S) Supervisor Training 101  
- Lindahl moved to approve the updated April Agenda. Meixell seconded the motion. All ayes, motion carried.

A. Approval of March Minutes  
- Laitinen Moved to approve the March Minutes. Lindahl seconded the motion. All ayes, motion carried.

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

C. Approval of March Financial Reports  
Berkness noted the following change to the Balance Sheet (C1) Village Bank Savings – there was $146.98 in interest posted increasing the balance to $230,885.20 and Trustone Share interest posting of .08 increasing the balance to $310.24. Berkness stated that an updated report will be in the official Board minutes.  
- Meixell moved to approve the updated 2017 March Financials. Laitinen seconded the motion. All ayes, motion carried.

D. Approval of April Bills (covered after item K)  
- Meixell moved to approve electronic payments EP737-EP746 along with check numbers 13910-13941 noting the void of check number 13927. Lindahl seconded the motion. All ayes, motion carried.

New Business–Action Items  
E. Carp Harvest Project DNR Grant Agreement and Contract with Carp Solutions Inc.  
The Board reviewed a memo prepared by Schurbon requesting a final payment to Wenck for the Carp Barriers Project.  
- Lindahl moved to authorize payment to Wenck Invoice #11701539 For Anoka Conservation District Regular Board Meeting April 17, 2017
F. Grant Agreement and Carp Solutions Inc. Contract
The Board reviewed a grant agreement with the DNR for Carp removal and management at Martin and Typo Lakes and a contract with Carp Solutions. The Board discussed various organizations that might be interested in the Carp. LeMay suggested the Wildlife Science Center where the wolves are located. The Board discussed and tossed other ideas around.
- Lindahl moved to approve the MN DNR Conservation Partners Legacy Grant agreement for the Martin and Typo Lake Carp Removal Project. Meixell seconded the motion. All ayes, motion carried.
- Meixell moved to approve the contract with Carp Solutions Inc. for Martin and Typo Lake Carp Removal Project services not to exceed $72,786. Lindahl seconded the motion. All ayes, motion carried.

G. Isanti SWCD Equipment Rental Agreement
The Board reviewed an agreement with Isanti SWCD for renting ACD monitoring equipment.
- Laitinen moved to enter into the 2017 agreement with the Isanti SWCD for 2017 Rental Equipment. Meixell seconded the motion. All ayes, motion carried.

H. Ditch 20 Project Payment
The Board reviewed a memo and corresponding material provided by Leah Hall, Conservation Specialist, requesting payment to Civil Methods, Inc. Lord provided detail about the project and the logistics.
- Meixell moved to authorize payment to Civil Methods, Inc. Invoice 201703518 for $6,795 for the Ditch 20 Feasibility Study Engineering services during the period 1/23/2017 to 3/28/2017. Lindahl seconded the motion. All ayes, motion carried.

New Business—Informational
I. 2017 MASWCD Call for resolutions
The Board reviewed the MASWCD resolutions. LeMay provided a resolution to the Board that she wrote up related to providing technical assistance for regenerative soil techniques. Lord stated that he would reformat to the MASWCD structure commenting how great is that LeMay took the initiative.

J. Watershed Management Organizations
The Board Liaison’s for the Watershed and Water Management Organizations discussed meetings they did and did not attended as follows:
- Steve Laitinen for the Lower Rum River and the Upper Rum River WMOs
- Jim Lindahl for the Coon Creek Watershed District
- Sharon LeMay for the Sunrise River WMO
- Mary Jo Truchon for the Rice Creek Watershed District

Additions
K. Supervisor Training 101
The Board reviewed MASWCD material about training for new supervisors or employees for September 14-15. The information was just a “save the date” so there is
not sign up at this time. Lord stated that there might be a video that Board members could take advantage of if they don’t want to miss work. Truchon noted that attending is a great way to network with other SWCD Board members and employees.

**FYI/ Meetings/ Dates**
- May 22 – Constitutional Deadline for Legislative Adjournment
- Set up Finance Committee Meeting before June Board Meeting
- Set up Personnel Committee Meeting after Finance and before the June Board Meeting.
- June 19 – 5pm, ACD Board Meeting, 1318 McKay Drive NE, Ham Lake
- July 12 – MASWCD Metro Area IV Meeting

- Laitinen moved to adjourn at 8:35 pm. Lindahl 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**
4:30 pm Supervisor Training: Mitch Haustein - Overview of the ACD and Rain Guardian Websites

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 Bills

New Business-Action Items
E. Shelter at Anoka Nature Preserve
F. Cost Share Grant Request – Monarch Conservation Gorham Residence
G. Ditch 20 Project Payment Request
H. Classification & Compensation Plan Discrepancy
I. Resolution for MASWCD
J. Rain Guardian Testing Matching Funds
K. Carp Barriers Close out

New Business-Informational Items
L. Watershed Updates

Additions
M. Finance and Personnel Committee Meeting
N. Bruce Bacon Soil Poster
O. MASWCD Area IV Education Committee
P. City Water Planning

FYI /Meetings
- Set up ACD Finance Committee Meeting needed for Budget Updates before June Board Meeting
- Set up ACD Personnel Meeting for needed for Employee Reviews Before June Board Meeting
- May 22 - Constitutional Deadline for Legislative Adjournment
- July 12 – MASWCD Metro Area IV Meeting
- June 19 – ACD Board Meeting 5pm ACD Office 1318 McKay Drive Ham Lake
- Set up Supervisor Training that focuses on Soil Health
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Sharon LeMay, Supervisor  
Steve Laitinen, Secretary  
Glenda Meixell, Treasurer

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

Chair Truchon called the meeting to order at 5:00

Approval of May Agenda
The following additions noted: (M) Finance and Personnel Committee Meetings (N) Bruce Bacon Soil Poster (O) MASWCD Area IV Education Committee (P) City Water Planning.
- Meixell moved to approve the updated May Agenda. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of April Minutes
- Laitinen Moved to approve the April Minutes. Meixell seconded the motion. All ayes, motion carried.

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

C. Approval of April Financial Reports
- Lindahl moved to approve the April 2017 Financials. Meixell seconded the motion. All ayes, motion carried.

D. Approval of May Bills (covered after item L)
- Meixell moved to approve electronic payments EP747-EP760 along with check numbers 13942-13965. Lindahl seconded the motion. All ayes, motion carried.

New Business—Action Items
E. Shelter at the Anoka Nature Preserve
The Board reviewed a memo prepared by Carrie Taylor, Conservation Technician, related to the City of Anoka adding a 20'X30' shelter to the Anoka Nature Preserve. Lord explained that permanent structures are allowed within the easement as long as they do not degrade with the conservation values of the property. The ACD must determine if this is the case. An inquiry was made about whether or not the City of Anoka intends to add a paved walkway to the shelter. Lord stated that at this time they only requested to add a structure. A paved trail/walkway would require separate approval by the ACD Board and could be discussed if and when that request is made.
- Lindahl moved to approve request for building a shelter in the Anoka Nature Preserve which would provide space for people to enjoy the natural setting.
Truchon seconded the motion. All ayes, motion carried.

F. Cost Share Grant Request – Monarch Conservation Gorham Residence
The Board reviewed a memo prepared by Carrie Taylor, along with a cost share request for Monarch Conservation for the Gorham residence. Lord stated that ACD has the funds already and that the grant requires a 25% match.

- Meixell moved to approve the grant for up to $3,810.06 to create monarch habitat on the Gorham property. LeMay seconded the motion. All ayes, motion carried.

G. Ditch 20 Project Payment Request
The Board reviewed a memo prepared by Leah Hall, Conservation Technician, regarding a request for Payment to Civil Methods for engineering services related to the Ditch 20 project.

- Lindahl moved to authorize payment to Civil Methods for Invoice #201705502 for $5,670 for the Ditch 20 Feasibility Study Engineering Services during the period of 3/29/2017 to 4/28/2017. Meixell seconded the motion. All ayes, motion carried.

H. Classification and Compensation Plan Discrepancy
The Board reviewed a memo prepare by Lord related to ACD Employee Classification and Compensation Plan outlining a discrepancy along with related handbook material Lord explained during the last update to the handbook the minimum post-secondary degree and years’ experience requirement for the Specialist level positions was increased from 3 years to 5 years. Technicians require 1 year of experience. Lord explained that the four-year span between the two classes creates a problem with the target wage calculator causing a Technician with 5 years of experience (4 years more than minimum) to get paid more than a Specialist with 5 years’ experience. The easiest solution is to lower the minimum qualifications for Specialist from 5 to 4 years in ACD’s Classification Plan.

- LeMay moved to approve modification of ACD’s Minimum Qualifications section in the Classification Plan as followed along with other references thereto in ACD Handbook. Lindahl seconded the motion. All ayes, motion carried

Minimum Qualifications

<table>
<thead>
<tr>
<th>Class</th>
<th>Related Education (degree) / Prior Related Experience (yrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managerial</td>
<td>MS-MA/6 or BS-BA/7</td>
</tr>
<tr>
<td>Administrative</td>
<td>AA/3 or BA/1</td>
</tr>
<tr>
<td>Technical – Principal</td>
<td>MS-MA/6 or BS-BA/7</td>
</tr>
<tr>
<td>Technical – Specialist</td>
<td>MS-MA/3 or BS-BA/4</td>
</tr>
<tr>
<td>Technical – Technician</td>
<td>MS-MA/0 or BS-BA/1</td>
</tr>
<tr>
<td>Assistant</td>
<td>2 yrs post-secondary education</td>
</tr>
</tbody>
</table>

I. Resolution - National Agricultural Conservation Standards
The Board reviewed a resolution originated by LeMay and restructured by Lord. Lord inquired if LeMay was satisfied with the modifications, which focus on holding rural landowners accountable to minimize water resource degradation in equal measure to the requirements made for urban land uses. LeMay replied that she is very pleased. The Board discussed with the consensus that all were pleased with the resolution direction and excited to present it to the MASWCD.

- Laitinen move to approve the resolution and forward it to MACD for further consideration. LeMay seconded the motion. All ayes, motion carried.
J. Rain Guardian Testing Match Funds
The Board reviewed a memo prepared by Lord requesting approval of matching funds for a grant application to the MN Stormwater Research Council by the St. Anthony Falls Laboratory. The proposal would involve testing Rain Guardian efficacy in comparison to other conventional pretreatment techniques employed in bio-retention BMPs.

- Lindahl moved to provide $10,000 in cash ($5,000/chamber style) plus up to $5,000 in-kind services toward the MN Stormwater Research Council grant application by the St. Anthony Falls Laboratory to test both the Bunker and Turret Rain Guardian Pretreatment Chambers for effectiveness in comparison to other conventional pretreatment techniques used in bio-retention BMPs. Laitinen seconded the motion. All ayes, motion carried.

K. Carp Barriers Project Close Out with Rachel Contracting
The Board reviewed a memo prepared by Schurbon outlining contingencies that must be met before a final closeout payment is made to Rachel Contracting for the Carp Barriers construction.

- Laitinen moved to approve Notice of final acceptance and final payment to Rachel Contracting for the Typo and Martin Lake Fish Barrier Project shall be contingent upon the following 7 close out items. Meixell seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contractor to submit final quantities and pay application</td>
</tr>
<tr>
<td>2</td>
<td>MN Dept of Revenue Certification the contractor has complied with withholding tax laws.</td>
</tr>
<tr>
<td>3</td>
<td>Lien waiver. Conditional on final payment.</td>
</tr>
<tr>
<td>4</td>
<td>Contractor provide certified payrolls, including subcontractor work.</td>
</tr>
<tr>
<td>5</td>
<td>Verify acceptance of guardrail system by Anoka Co Highway Dept.</td>
</tr>
<tr>
<td>6</td>
<td>Guardrail deficiencies addressed – reflective stickers on end treatments and cable tensioning</td>
</tr>
<tr>
<td>7</td>
<td>Document warranty period and contractor’s statement that deviations from the plan are sound.</td>
</tr>
<tr>
<td></td>
<td>Engineer final sign-off on contractor’s final pay application voucher. ACD signatures also needed on the pay voucher.</td>
</tr>
</tbody>
</table>

New Business—Informational

L. Watershed Management Organizations
The Board Liaisons for the Watershed Districts and Water Management Organizations discussed meetings they did and did not attended as follows:

- Steve Laitinen for the Lower Rum River and the Upper Rum River WMOs
- Jim Lindahl for the Coon Creek Watershed District
- Sharon LeMay for the Sunrise River WMO
- Mary Jo Truchon: Rice Creek Watershed District CAC
- Glenda Meixell: Mississippi WMO & Coon Creek WD Board meeting

Additions

M. Finance and Personnel Committee Meeting
Lord provided detail about the upcoming Finance and the Personnel Meetings stating there is a lot to cover. The Finance Committee will tackle 2017 budget updates, developing a 2018 budget to recommend for Board approval, and make recommendations about the McKay maintenance schedule, accelerated mortgage payments, along with funds available for 2017 wage adjustments. Lord stated that the
Personnel Committee meets with employees at the end of the year and the mid-year meeting is to review each employees' self-evaluations and recommend wage increases. Lord explained that there are two supervisors and a staff member, chosen by the Board, needed for the Committee Meetings to achieve three votes. Committee members suggested Schurbon be asked to sit on the Finance Committee and Lord serve as the third Personnel Committee member. The Board discussed the timing of the Committee Meetings and set the Finance Committee meeting for May 22, at 2:00 PM and the Personnel Committee meeting for June 13, at 4:00 PM.

N. Bruce Bacon Soil Poster
LeMay stated she attended an event at Bruce Bacon’s farm and he inquired with her about ACD becoming a partner with Garden Farne by assisting with the sale and distribution of his Soil Science Posters for the Post Modern Era. Lord pointed out that the Board had previously discussed partnering with Bacon related to the sale of his Soil poster and declined for various reasons. The Board reviewed the poster with the consensus that there was an abundant amount of information on it. Truchon recommended that the Board address the request at the June meeting as there was not much time to go over it.

O. MASWCD Area IV Education Committee
Truchon asked LeMay if she would assist with the MASWCD Area IV Education Committee. LeMay replied that she would.

P. City Water Planning
Truchon discussed the importance of each city having a water plan and the importance of citizens engaging with cities to make sure their water plans were good. Lord added that each cities plan has to comply with their respective watershed or water management organization plans so influencing the planning process at that level is very important.

FYI/ Meetings/ Dates
- June 19 – 5pm, ACD Board Meeting, 1318 McKay Drive NE, Ham Lake
- July 12 – MASWCD Metro Area IV Meeting - Washington SWCD

- Laitinen moved to adjourn at 7:12 pm. Meixell seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator  Date
Approved as to form and content by Jim Lindahl, Vice Chair  Date

(Truchon absent)
4:30pm Supervisor Training: Jared Wagner – ACD Additional Waters List Criteria & GIS Analysis

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 Bills

Committee Meetings
E. Finance Committee Meeting
   • McKay Property Maintenance Schedule & Fund
   • 2017 Budget Update (include wage adjustment budget and consider additional mortgage payments)
   • 2018 Budget
F. Personnel Committee Meeting
   • Employee Evaluations
   • Employee Title, Cas & Wage Adjustments

New Business-Action Items
G. Carp Barriers Engineering Pay Request
H. Carp Barriers Close Out Construction
I. Carp Harvest Radio Tags Pay Request
J. Cost Share Grant Reimbursement – Voss Rain Garden
K. Certificate of Deposit Options
L. Staff Owned Equipment Policy
M. Gunnink Coon Lakeshore Restoration
N. 3rd Quarter ICD Operational Assistance Agreement
O. DNR 2017 – 2018 Obwell Agreement
P. Buffer Law Additional Waters Resolution
Q. Advanced Construction Service Estimate
R. Jen Hill Construction Material Rain Guardian Distributer Agreement
S. Rum River Central Regional Park Site 4 Stabilization Engineering
T. Bruce Bacon Poster
U. MASWCD
   • 2017 – 2018 Leadership Institute
   • July 12 Area IV Meeting
   • Governance 101 Training
   • Legislative Update
V. NRCS Coop Working Agreement

New Business-Informational Items
W. Watershed Updates

Additions
X. 2016 ACD Audit
Y. Green Corps Host Agreement

FYI /Meetings
• July 17– ACD Board Meeting 5pm ACD Office 1318 McKay Drive Ham Lake
• Set up Supervisor Training that focuses on Soil Health
• June 30 – Board Per Diem Pay Day
Members Present: Jim Lindahl, Vice Chair  
                     Sharon LeMay, Supervisor  
                     Steve Laitinen, Secretary  
                     Glenda Meixell, Treasurer  

Others Present: Chris Lord, District Manager  
                 Kathy Berkness, Office Administrator  
                 Yara Gonzalez, Acting NRCS District Conservationist

Members Absent: Mary Jo Truchon, Chair

Vice Chair Lindahl called the meeting to order at 5:05

Approval of June Agenda
The following additions noted: (X) 2016 ACD Audit  (Y) Green Corps Host Agreement.
- Lindahl moved to approve the updated June Agenda. LeMay seconded the motion. All ayes, motion carried.

A. Approval of May Minutes
LeMay noted a correction of Item N. "LeMay stated she attended the Soils Day at Bruce Bacon’s farm" should read "LeMay stated she attended an event at the Bruce Bacon’s farm."
- Laitinen moved to approve the amended May Minutes. Meixell seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs
Individual ACD staff reports were reviewed and discussed. Gonzalez distributed her report and provided an update of NRCS programs along with the budget highlights.

C. Approval of May Financial Reports
- Laitinen moved to approve the May 2017 Financials. LeMay seconded the motion. All ayes, motion carried.

D. Approval of June Bills (covered after item Y)
- Meixell moved to approve electronic payments EP761-EP780 along with check numbers 13966-13994. Lindahl seconded the motion. All ayes, motion carried.

Committee Meetings
E. Finance Committee Meeting
   ➢ McKay Property Maintenance Schedule and funds
The Board reviewed the McKay maintenance schedule and Lord provided an overview bringing attention to the addition of the Deck to the list of maintenance items. Lord explained that after the finance meeting, he thought about possibly looking at the maintenance schedule and funds in in terms of cash flow instead of total balance. ACD receives $4,000 a month in rent from tenants and if the mortgage was paid, this would
be more than enough to cover expenses associated with the maintenance schedule. Lord suggested, with this in mind, ACD may want to dedicate more funds to pay off the mortgage instead of building the maintenance fund. The Board discussed further and decided such a change would warrant another finance committee meeting.

- Laitinen moved to approve the revised maintenance and fund development schedules. Meixell seconded the motion. All ayes, motion carried.

### 2017 Budget Update (include wage adjustments budget and consider additional mortgage payments

- Meixell moved to approve the revised 2017 budget with $45k for wage adjustments and $20K for accelerated mortgage pay down, which would maintain the undesignated fund balance at the current level of 32.4% of operations expenses. Lindahl seconded the motion. All ayes, motion carried.

### 2018 Budget Update

Lord directed attention to the budget request for Anoka County pointing out ACD has not received an increase in some time, pointing out the graph. Lord stated that he tried to manage the narrative in a way so it reflects how little ACD receives per capita.

- Laitinen moved to approve the 2018 budget incorporating the 2017 wage adjustment and dedication of $51,000 to projects, resulting in a request for a county contribution of approximately $167,000 in general services and $33,000 in projects. Meixell seconded the motion. All ayes, motion carried.

### F. Personnel Committee Meeting

#### Employee Evaluations

- LeMay moved to retention staff and provide promotions as follows:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Committee’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Dotseth</td>
<td>Retain Andrew Dotseth as a Specialist.</td>
</tr>
<tr>
<td>Jared Wagner</td>
<td>Retain Jared Wagner as a Technician.</td>
</tr>
<tr>
<td>Leah Hall</td>
<td>Retain Leah Hall as a Technician and consider promotion to Specialist at the next evaluation in 6 months.</td>
</tr>
<tr>
<td>Mitch Haustein</td>
<td>Promote Mitch Haustein to a Principal class position.</td>
</tr>
<tr>
<td>Kathy Berkness</td>
<td>Retain Kathy Berkness as Office Administrator.</td>
</tr>
<tr>
<td>Carrie Taylor</td>
<td>Retain Carrie Taylor as a Technician.</td>
</tr>
<tr>
<td>Becky Wozney</td>
<td>Retain Becky Wozney as a Specialist.</td>
</tr>
<tr>
<td>Jamie Schurbon</td>
<td>Promote Jamie Schurbon to a Principal Class and consider an additional increase in 6 months at the next evaluation if funding allows.</td>
</tr>
<tr>
<td>Chris Lord</td>
<td>Retain Chris Lord as District Manager.</td>
</tr>
</tbody>
</table>

Meixell seconded the motion. All ayes, motion carried.

### Employee Title, Class & Wage Adjustments

LeMay pointed out that she regrets there is not enough funds to pay employees the increase they warrant. Lord pointed out how discretionary expenses such as paying down the mortgage, purchasing vehicles and attending leadership training results in less funds being available for wage adjustment consideration based on ACD’s current policy. While he hopes the district will continue to grow the budget to accommodate all
needs, the current policy if strictly followed essentially transfers the burden of covering ACD expenses to staff who are not yet paid at 100% of the target wage.

- LeMay moved to approve the suite of wage adjustments as presented in accordance with the compensation plan to take effect Saturday July 1, 2017. Meixell seconded the motion. All ayes motion carried.

New Business—Action Items

G. Carp Barriers Engineering Pay Request
The Board reviewed a memo and corresponding material prepared by Jamie Schurbon, Water Resource Specialist, related to the Carp Barriers payment request for engineering services.

- Laitinen moved to approve payment of Wenck invoice #11703830 for $385 for the Martin and Typo Lake Carp Barriers sites 1, 3 and 4 during the period 3/27/2017 to 6/9/2017. Meixell seconded the motion. All ayes, motion carried.

H. Carp Barriers Construction Close out
The Board reviewed a memo and corresponding material prepared by Jamie Schurbon, Water Resource Specialist, related to the Carp Barriers Project construction close out with Rachel Contracting.

- Laitinen moved to approve final close out payment to Rachel Contracting for $18,753.70 for the Carp Barriers Project contingent on close out items approved at the May meeting being complied with. Meixell seconded the motion. All ayes, motion carried.

I. Carp Harvest Radio Tags Pay Request
The Board reviewed a memo and corresponding material prepared by Jamie Schurbon, Water Resource Specialist, related to the Carp Barriers Radio Tags payment request.

- Meixell moved to approve payment of $7,030 to Advanced Telemetry Systems for 40 radio tags for the Martin and Typo Lakes Carp Management Project. Laitinen seconded the motion. All ayes, motion carried.

J. Cost Share Reimbursement Request – Voss Rain Garden
The Board reviewed a memo and corresponding material prepared by Jamie Schurbon, Water Resource Specialist, related to the Cost Share Grant Reimbursement for the Voss residence rain garden at Coon Lake.

- Laitinen moved to approve payment of $21.50 to Native Plant Nursery and $633 to Dragonfly gardens for plants for the Steve Voss Rain Garden to be paid with SRWMO cost share grant funds and to close out the cost share grant to Steve and Lisa Voss for Rain Garden Construction. Meixell seconded the motion. All ayes, motion carried.

K. Certificate of Deposit Options
Lord pointed out a recent District CD maturity of a $50,000. The Board reviewed various CD offerings. Lindahl suggested going with a two-year CD as the Federal Reserve will soon be raising the interest rates. A shorter term CD would allow ACD to take advantage of higher CD rates that are likely to come.

- Laitinen move to approve reinvestment of the $50,000 into a two-year certificate of deposit. Meixell seconded the motion. All ayes, motion carried.
L. Staff-owned Equipment Policy
The Board reviewed a memo prepared by Jamie Schurbon, Water Resource Specialist about updating the handbook related to ACD staff-owned equipment. This update would provide extra liability and compensation protection when staff use their personal equipment for work. Lord provided an email he received minutes before the meeting from Bill Keller, Anoka County Risk Management. In the email, Keller advises against using employee owned equipment because of various liability issues. Lord pointed out that a previous employee purchased the ACD ATV with an agreement that ACD would have access to it at any time for projects. Previously when employees went to use the ATV there were always problems because of lack of use. Now that ACD has an employee dedicated to habitat projects' the need for one is much greater and retrieving the ATV from the former employee is not always ideal. Thus, there is a line item in the 2018 budget for an ATV. The Board discussed Keller’s concerns resulting in the consensus there is too much risk involved and decided against incorporating the “Staff owned equipment policy” into the handbook.

M. Gunnink Coon Lakeshore Restoration
The Board reviewed a memo prepared by Jamie Schurbon, Water Resource Specialist and corresponding material related to an ACD cost share request for a lakeshore restoration on Coon Lake.

• Meixell moved to approve a water quality cost share grant to Chuck and Darcy Gunnink for a native plant lakeshore restoration not to exceed $1,148.40 and to expire December 31, 2017. LeMay seconded the motion. All ayes, motion carried.

N. 2017 3rd Quarter Operational Assistance with Isanti Conservation District

• Lindahl moved that ACD enter into a 3rd Quarter 2017 contract with the Isanti Conservation District to provide Operational Assistance. Meixell seconded the motion. All ayes, motion carried.

O. DNR 2017 – 2018 Obwell Agreement
The Board reviewed a memo prepared by Andrew Dotseth, Water Resource Specialist. Lord explained that the agreement was recently received and has an effective date of July 1.

• Lemay moved to enter into the professional and technical service contract with the State of MN for observation well monitoring. Meixell seconded the motion. All ayes, motion carried.

P. Buffer Law Additional Waters Resolution
The Board reviewed resolution 2017-03, prepared by Jared Wagner, Water Resource Technician related to MN Buffer Law Additional Waters requirements. The goal of the resolution is to have ACD and water management entities work together to determine where riparian buffers are valuable for natural resource management with water quality being the top priority.

• LeMay moved to approve resolution 2017-03. Meixell seconded the motion. All ayes, motion carried.
Q. Advanced Construction Service Estimate
The Board reviewed an estimate from Advance Construction for fixing the sinking sidewalk. Lord pointed problems through window so all could see issues with the sidewalk access to Suite 250, which has settled more than 3 inches in some areas creating tripping hazards.
- Laitinen moved to approve the sidewalk repair with Advanced Construction Services per the quote. Meixell seconded the motion. All ayes, motion carried.

R. Jen-Hill Construction Materials Rain Guardian Distributor Agreement
The Board reviewed a memo along with a distributor agreement for the Rain Guardian with Jen Hill Construction Materials to cover Tennessee. Lord stated that Site supply is currently our distributor in Tennessee but is not as active in that area as it is in Ohio and Kentucky and agreed to remove the state from its territory. Jen Hill currently has Rain Guardian's spec'd on plan sets in Tennessee.
- Meixeill moved to enter into Rain Guardian Distributor Agreement with Jen-Hill Construction Materials. Laitinen seconded the motion. All ayes, motion carried.

S. Rum River Central Regional Park Site 4 Stabilization Engineering
The Board reviewed a memo prepared by Haustein, for the Rum River Central Regional Park Site 4 Bank Stabilization Engineered Design. Lord provided detail about the project stating that because ACD is using state funds a certified professional engineer is required. ACD has been happy with previous work by Civil Methods and their hourly rates are much lower than other qualified firms based on previous requests for other projects.
- LeMay moved to entering into a contract with Civil Methods, Inc. for design and final project certification of the Rum River Central Regional Park Site 4 bank stabilization project utilizing NPEAP/ETA funds. Meixell seconded the motion. All ayes, motion carried.

T. Bruce Bacon Soil Poster
The Board had previously discussed partnering with Bacon related to the sale of his Soil poster and declined for various reasons. The Board reviewed the poster and decided by consensus that ACD does not assist vendors with product marketing and distribution and that while Bruce Bacon is a valued partner in conservation it would not be appropriate to offer the soils poster for sale.

U. MASWCD
  ➢ Leadership
The Board discussed and looked at the dates for leadership. Lord stated that there are limited slots available for this valuable training and staff have expressed interest. Laitinen said he would be interested in attending if there is space but would bow out if needed for staff to attend.
- Lindahl moved to approve expenses related to sending two staff and one supervisor, providing slots are available for all three, and if not staff attendance would be the priority. Meixell seconded the motion. All ayes, motion carried.
July 12, Area IV Meeting
The Board reviewed the agenda for the Area IV Meeting and Tour.
- Lindahl moved to approve expenses for up to 6 staff/supervisors to attend the Area IV meeting. Meixell seconded the motion. All ayes motion carried.

Governance Training 101
The Board reviewed the MASWCD Governance 101 Training. LeMay and Meixell expressed interest in attending. LeMay inquired if it would be cheaper if she did not attend the dinner. Lord stated it is all part of the $150 fee.
- Lindahl approved SWCD Governance 101 Conference expenses for up to two supervisors. Laitinen seconded the motion. All ayes, motion carried.

Legislative Update
The Board reviewed the MASWCD legislative updated.

Metro Conservation District (MCD) Meeting
Laitinen provided detail of the recent MCD meeting he attended.

V. NRCS Cooperative Working Agreement
Gonzales stated the NRCS has had a working agreement with the ACD since 1965 but it hasn’t been updated. Lord explained that the working agreement is a general agreement stating ACD and NRCS will work cooperative on natural resources management. An operations agreement is more detailed and would specify a balance of materials, equipment and services to be exchanged between the organizations, if mutually beneficial exchanges can be identified.
- LeMay moved to enter into cooperative working agreement with the United States Department of Agriculture, Natural Resource Conservation Service. Meixell seconded the motion. All ayes, motion carried.

New Business – Informational Items
W. Watersheds
The Board discussed meetings they did and did not attended as follows:
- Steve Laitinen for the Lower Rum River and the Upper Rum River WMOs
- Jim Lindahl for the Coon Creek Watershed District
- Sharon LeMay for the Sunrise River WMO
- Glenda Meixell: Mississippi WMO & Coon Creek WD Board meeting

Additions
X. 2016 ACD Audit
The Board reviewed a proposal by Peterson Company LTD for the 2016 ACD Audit.
- Meixell moved to approve Peterson Company LTD as the ACD Auditor for 2016. Laitinen seconded the motion. All ayes, motion carried.

Y. Minnesota GreenCorps Host Site Agreement
The Board reviewed a memo prepared by Leah Hall, Conservation Technician related to the GreenCorps host site agreement.
- Meixell moved to enter into the Minnesota GreenCorps Host Site Agreement with the MN Pollution Control Agency. Laitinen seconded the motion. All ayes, motion carried.
FYI/ Meetings/ Dates
- July 12 – 9am – 2pm MACD Summer Tour – Washington Co.
- July 17 – 5pm, ACD Board Meeting, 1318 McKay Drive NE, Ham Lake
- August 16-17 Leadership Training – Moorhead, MN
- September 14 – 15 SWCD Governance 101 Airport Marriot Bloomington

- Meixell moved to adjourn at 7:21 pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Bérkness, Office Administrator

Approved as to form and content by Jim Lindahl, Vice Chair

Anoka Conservation District Regular Board Meeting June 19, 2017
7 of 7
4:00pm Supervisor Training: Carrie – Beach Property Tour – Burn, Seeding, Buckthorn, Building Demo and Future of the Site Discussions (meet on site at 4:00 or leave from office at 3:30 with Carrie – let us know your plans so we can plan)

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 Bills

New Business-Action Items
E. Metro Conservation District Dues
F. BWSR 2018 Buffer Cost Share
G. Golden Lake IESF 2 – Consulting Firm Selection
H. Mississippi River Stabilization – Consulting Firm Selection
I. Lake George SRA – Consulting Firm Selection
J. Comp Plan and/or Annual Plan Update – Identify project priorities for CWF applications
K. 2016 Year End Financials Revision to Capture More Grant Revenue
L. 2018 Annual Planning Process
M. ACD Tour Discussion and Potential Scheduling

New Business-Informational Items
N. East Bethel Wellhead Protection Plan
O. Watershed Updates
P. Area IV Meeting & Tour

Additions
Q.
R.
S.

FYI /Meetings
• August 21– ACD Board Meeting 5pm ACD Office 1318 McKay Drive Ham Lake
• August 29 – 25 by 25 townhall meeting co-sponsored by ACD, Anoka Ramsey Community College
• Set up Supervisor Training that focuses on Soil Health
Board Meeting Minutes

Date: Monday, July 17, 2017
Location: 1318 McKay Drive NE, Suite 300
Ham Lake MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Steve Laitinen, Secretary
Glenda Meixell, Treasurer

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

Chair Truchon called the meeting to order at 5:23

Approval of July Agenda
The following additions noted: (Q) Lord Vacation Request.

- Lindahl moved to approve the updated July Agenda. Meixell seconded the motion. All ayes, motion carried.

A. Approval of June Minutes
- Laitinen Moved to approve the amended June Minutes. LeMay seconded the motion. All ayes, motion carried.

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

C. Approval of June Financial Reports
- Lindahl moved to approve the June 2017 Financials. Meixell seconded the motion. All ayes, motion carried.

D. Approval of July Bills (covered after item P)
- Meixell moved to approve electronic payments EP781–EP795 along with check numbers 13995-14030. Laitinen seconded the motion. All ayes, motion carried.

New Business—Action Items

E. Metro Conservation Dues
- Laitinen moved to approve paying $600 in dues to the Metro Conservation Districts for 2017. Meixell seconded the motion. All ayes, motion carried.

F. 2018 BWSR Buffer Cost Share Program Grant
Lord indicated that the $5,000 awarded for Anoka County to develop a cost share program for 114 sites, totaling 14 acres equates to $35 per landowner after administration costs are deducted. Highly unlikely enough to entice landowners to apply. The grant allows 20% to cover some of Water Resource Technician Jared Wagner’s time.

- Meixell moved to enter into agreement with the Board of Soil and Water Resources for the Riparian Buffer Cost Share Program for $5,000 effective upon an executed grant and expiring December 31, 2019. Lindahl seconded the motion. All ayes, motion carried.

Lord pointed out that administering the grant could be quite cumbersome. If ACD
developed a policy to provide a flat rate of $300 per acre then the district would not need to deal with getting receipts from landowners and reimbursements which would be very time consuming. The board concurred that $300 per acre flat rate is the most efficient way to administer the grant.

- Lindahl moved to approve the Buffer Cost Share program policy of offering a flat rate of $300 per acre to landowners. Laitinen seconded the motion. All ayes, motion carried.

G. Golden Lake IESF 2 Consulting Firm Selection
The Board reviewed a memo prepared by Lord about choosing a consulting firm for the Golden Lake IESF 2 project.

- Laitinen moved to authorize engaging WSB & Associates in negotiations to finalize a scope of services work plan and execute a contract within budgetary constraints for the Golden Lake IESF 2 project. Meixell seconded the motion. All ayes, motion carried.

H. Mississippi River Stabilization Consulting Firm Selection
The Board reviewed a memo prepared by Mitch Haustein, Stormwater & Shoreland Specialist related to choosing a consultant for the Mississippi Riverbank stabilization project engineering assistance.

- Meixell moved to authorize Chris Lord to negotiate and execute a contract within budgetary constraints for the Mississippi Riverbank stabilization project with WSB & Associates as the first choice and HR Green as the second choice. Lindahl seconded the motion. All ayes motion carried.

I. Lake George Study Consultant Selection
The Board reviewed a memo prepared by Andrew Dotseth, Water Resource Specialist, regarding the selection of a consultant for Lake George Study. Lord provided detail about the project.

- Laitinen moved to authorize staff to negotiate and the District Manager to execute a contract with Wenck for the Lake George Water Targeted BMP Analysis Project not to exceed $20,000, or for a higher amount if other funding sources are identified by the District Manager. LeMay seconded the motion. All ayes motion carried.

J. Comp Plan and/or Annual Plan Update – Identify project priorities for CWF applications
The Board reviewed a memo prepared by Lord along with comprehensive plan amendments. Lord explained that several projects have emerged since the completion of the 2015-2019 comp plan that warrant updating the plan as inclusion in the plan bolsters scoring for grant applications.

- Lindahl moved to approve the 2015-2019 Comp Plan amendments as listed below. Meixell seconded the motion. All ayes, motion carried.

Subwatershed Stormwater Retrofit Analyses (page 53)
- South Columbia Heights/North Minneapolis
- Lake George
- Ditch 20 to Tyco Lake

Open Space Planning (Page 54)
- Herb Beach Easement Management Plan
- ACP Natural Heritage Protection and Management Strategy
Table 1: Top Projects (page 55)-

| **Anoka Lakes In-Lake Treatment Feasibility** | **Prepare feasibility analyses for the cost-effectiveness of treating lakes throughout Anoka County with Alum or other in-lake treatment method** | **$200,000** | **WDs & WMOs, Cities, Lake Associations and Improvement Districts, Anoka County, State of MN** |
| Ditch 20 Wetland Restoration | Restore hydrology to a large wetland complex upstream of Typo Lake or install other BMPs to reduce dissolved phosphorus loads to the Typo-Martin chain of lakes and the St. Croix River | **$450,000** | Sunrise River WMO, Isanti County and SWCD, State of MN |
| **Lake George Retrofits** | Install water quality improvement BMPs identified as priorities in Lake George SRA | **$400,000** | Upper Rum River WMO, Lake George Improvement District, Lake George Conservation Club, City of Oak Grove, Anoka County, State of MN |
| **Lake George Outlet** | Repair or replace the weir that maintains water levels in Lake George | **$750,000** | Upper Rum River WMO, Lake George Improvement District, Lake George Conservation Club, City of Oak Grove, Anoka County, State of MN |

K. Modifications of the 2016 District Capacity Fund Utilization to Capture More Grant Funds.

Lord explained that at the end of 2016 he believed that there would not be enough funds in the DNR CPL grant to cover ACD’s time related to the Carp Barriers Project so he used $12,504.60 of the 2016 District Capacity Funds. While closing out the grant this month, Schurbon discovered that there are more than enough grant funds to cover ACD’s time and we would not have needed to utilize District Capacity Funds. Lord stated that he contacted BWSR to see if we could defer the $12,504.60 funds instead of utilizing them and BWSR approved doing so, since ACD hasn’t completed the 2016 audit. Doing so would free up District Capacity Funds that could be used for something else and Schurbon will replace the funds with CPL grant dollars but they would show up on the book until 2017, so this action will reduce the 2016 fund balance by the amount of the deferment.

- Laitinen moved to authorize staff to adjust the 2016 District Capacity Grant utilization to defer $12,504.60 in funds previously allocated to the Riparian Zone Management category under Staff-Technical Assistance for Carp Barriers Construction Management and to make necessary adjustments to the 2016 Year End Financial Statements and Notes, the Annual Report, and other related documents and financial tracking tools. Meixell seconded the motion. All ayes, motion carried.

L. 2018 Annual Planning Process

The Board reviewed a memo prepared by Lord inquiring with the Board on how they wanted to complete the grant planning process. The Board concurred that they would like to have an exclusive workshop to outline their ideas and pass along the information to the staff to review.

M. ACD Tour Discussion and Potential Scheduling

The Board reviewed a memo prepared by Lord providing several scenarios for ACD tours including timeline, duration, cost commitment, and scope. Meixell pointed out that ACD will need to give the Metro Area IV tour in 2019. LeMay suggested the group tour the Cedar Creek Natural History Area. The Board discussed the timing and the audience of the various tours ACD could give with the consensus being the following:

- Complete an every-other-year tour for legislators
- Continue to receive supervisor training tours about 3-5 times a year.
- Continue to host a Metro Area IV tour every 10 years

Anoka Conservation District Regular Board Meeting July 17, 2017
3 of 4
N. East Bethel Wellhead Protection Report
The Board reviewed Wellhead Protection Report from East Bethel. Truchon pointed out soon cities will be completing their comp planning process and it is important to review various reports they send. Berkness stated Schurbon reviewed the report and did not have any concerns with it.

New Business –Informational Items
O. Watersheds
The Board discussed meetings they did and did not attended as follows:
- Steve Laitinen; for the Lower Rum River and the Upper Rum River WMOs
- Jim Lindahl; for the Coon Creek Watershed District
- Sharon LeMay; for the Sunrise River WMO
- Glenda Meixell; Mississippi WMO & Coon Creek WD Board meeting
- Mary Jo Truchon; Rice Creek Watershed District Advisory Committee

Additions
P. Area IV Tour
Board member Mary Jo provided detail about the July 12, Metro Area IV Tour that she, LeMay, Meixell, Berkness and Lord attended in Stillwater on the St. Croix. Truchon made comment that soon it will be ACD’s turn to host the Area IV tour and it will be hard to top the Washington SWCDs Boat ride on the St. Croix.

Q. Vacation Request
The Board reviewed a memo prepared by Lord Requesting four days of vacation.
- Lindahl moved to approve Lord’s vacation request of August 22 – August 25. Meixell seconded the motion. All ayes, motion carried.

FYI/ Meetings/ Dates
- August 16-17 Leadership Training – Moorhead, MN
- August 21 – 5pm, ACD Board Meeting, 1318 McKay Drive NE, Ham Lake
- August 29 – 25 by 25 Community Water Meeting co-hosted by ACD at Anoka Ramsey Community College
- September 14 – 15 SWCD Governance 101 Airport Marriot Bloomington
- Set up Supervisor Workshop for Annual Planning

- Laitinen moved to adjourn at 7:02 pm. Lindahl 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 Regular Board Meeting July 17, 2017
4 of 4
Supervisor Training: Leah - Cedar Tree Revetment Tour located at 4065 Viking Blvd, Oak Grove – meet at the office at 3:45pm or on site at 4:00pm

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 Bills

New Business-Action Items
   E. MASWCD Outstanding Conservationist – Due September 16
   F. Gunnink Coon Lakeshore Restoration Grant Extension
   G. Rum River Cedar Tree Revetment Contracts
   H. Monarch Conservation Cost Share Grant Request
   I. Anoka Sandplain Habitat Restoration and Enhancement Project Phase V
      - Grant Agreement
      - Conflict of Interest Statement
   J. Data Access Tool – Cost Estimate
   K. ATV Purchase Authorization

New Business-Informational Items
   L. Watersheds

Additions
   M. BWSR Buffer Law Cost Share Grant Guidelines
   N. District Clothing
   O. BWSR Oak Glen Greek Grant Stormwater Pond and Iron Enhanced Sand Filter Retrofit

FYI /Meetings
   • Set up Supervisor Workshop to go over Annual Plan
   • August 29 – 25 by 25 Town hall meeting co-sponsored by ACD, Anoka Ramsey Community College
   • September 14-15 SWCD Governance, Airport Marriot Bloomington
   • September 18 – ACD Board Meeting 5pm ACD Office 1318 McKay Drive Ham Lake
   • December 3 – 5 MASWCD Annual Convention – Double Tree Hotel Bloomington
Members Present: Mary Jo Truchon, Chair
                  Jim Lindahl, Vice Chair
                  Sharon LeMay, Supervisor
                  Steve Laitinen, Secretary
                  Glenda Meixell, Treasurer

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

Chair Truchon called the meeting to order at 5:01

Approval of August Agenda
The following additions noted: (M) BWSR Buffer Law Cost Share Grant Guidelines, (MN) District Clothing (O) Oak Glen Creek Pond Expansion and Iron Enhanced Sand Filter
- Lindahl moved to approve the updated August Agenda. Meixell seconded the motion. All ayes, motion carried.

A. Approval of July Minutes
- Meixell Moved to approve the amended July Minutes. Laitinen seconded the motion. All ayes, motion carried.

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

C. Approval of July Financial Reports
- Meixell moved to approve the July 2017 Financials. LeMay seconded the motion. All ayes, motion carried.

D. Approval of August Bills (covered after item O)
- Meixell moved to approve electronic payments EP796–EP808 along with check numbers 13996-14058. Noting the Void of check 14057. Laitinen seconded the motion. All ayes, motion carried.

New Business–Action Items
E. MASWCD Outstanding Conservationist – Due September 16
The Board reviewed the list of nominations for Anoka County Outstanding Conservationists being, Cheryl Seeman, Steve Voss, City of Anoka and City of Blaine. Lord explained that in recent years ACD had worked less with individual cooperators and more with LGUs and so has often nominated partnering entities. This award is sponsored by the Farmers Magazine, with the state winner usually being the large farming operation, one who installs extensive conservation practices over many years. The Board discussed the accomplishments made by individual nominees Steve Voss
and Cheryl Seeman. LeMay voiced her opinion stating Seeman truly embodies what an outstanding conservationist really is by dedicated so much of her personal time to conservation initiatives over many years. Lord stated that Schurbon communicated Voss is a huge advocate for conservation programs as a council member and mayor and has installed projects on his properties. Lord pointed out that the Community Conservationist categories is well suited to groups and individuals that promote conservation ethics and activities, without putting an emphasis on project installation. After some discussion, the majority found that nominating Seeman for Community Conservationist and Voss for Outstanding Conservationist was appropriate to the recognition descriptions.

- Meixell moved to nominate Cheryl Seeman as 2017 Anoka County Community Conservationist and Steve Voss as the 2017 Anoka County Outstanding Conservationist. Lindahl seconded the motion. Voting aye: Lindahl, Meixell, Truchon and Laitinen. Voting nay: LeMay, noting that her preference for Outstanding Conservationist is Cheryl Seeman. Motion carried.

F. Gunnink Coon Lakeshore Restoration Grant Extension
The Board reviewed a memo and cost share extension prepared by Schurbon related to the Gunnink Coon Lakeshore Restoration.

- Lindahl moved to approve an extension until December 31, 2018 for the water quality cost share grant to Chuck and Darcy Gunnink. Laitinen seconded the motion. All ayes, motion carried.

G. Rum River Cedar Tree Revetment Contracts
The Board reviewed a memo prepared by Leah Hall, Conservation Technician, along with cost share agreements related to the Rum River Cedar Tree Revetments.

- Lindahl moved to authorize entering into partnership agreements for Construction and Maintenance of riverbank erosion with landowners outlined below. Meixell seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>Cost Share</th>
<th>Owner</th>
</tr>
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<tbody>
<tr>
<td>Barbara Anderson</td>
<td>5421 165th LN NW</td>
<td>Ramsey</td>
<td>$5,175.69</td>
<td>$517.57</td>
</tr>
<tr>
<td>Tiffany and John Beck</td>
<td>15021 Juniper Ridge Dr.</td>
<td>Ramsey</td>
<td>$5,510.17</td>
<td>$551.02</td>
</tr>
<tr>
<td>David and Robin Brown</td>
<td>4065 Viking Blvd.</td>
<td>Oak Grove</td>
<td>$11,922.90</td>
<td>$1,192.29</td>
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<tr>
<td>Cindy and Jim DeRuyter</td>
<td>16548 Argon St. NW</td>
<td>Andover</td>
<td>$6,098.87</td>
<td>$609.87</td>
</tr>
<tr>
<td>Tom Keyes</td>
<td>16340 Argon St. NW</td>
<td>Andover</td>
<td>$4,824.35</td>
<td>$482.44</td>
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<tr>
<td>Jason Rusert</td>
<td>16549 Fluorine St. NW</td>
<td>Ramsey</td>
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<tr>
<td>Patti Rysdam and Peter Miller</td>
<td>15238 7th Ave NW</td>
<td>Andover</td>
<td>$4,444.51</td>
<td>$444.45</td>
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</tbody>
</table>

H. Cost Share Grant Request-Monarch Conservation
The Board reviewed a memo and a Monarch Conservation cost share agreement prepared by Carrie Taylor, Restoration Ecologist.

- Lindahl moved to approve the grant for up to $353.25 to create monarch habitat on the Beck property. Meixell seconded the motion. All ayes, motion carried.

I. Anoka Sandplain Habitat Restoration and Enhancement Project Phase V
The Board reviewed a memo prepared by Berkness along with the Anoka Sandplain Habitat Restoration and Enhancement Project Phase V agreement and conflict of interest. Lord pointed out the project location in the Mikkelson WMA in Linwood TWP.
• Meixell moved to approve the Anoka Sand Plain Habitat Restoration and Enhancement Project Phase V for $41,000 with effective date of July 1, 2017 and expiration date of June 30, 2022. LeMay seconded the motion. All ayes, motion carried.

• Lindahl moved to approve the conflict of interest disclosure related to the same projects (Attachment C). Meixell seconded the motion. All ayes, motion carried.

J. Data Access Tool – Cost Share Estimate
The Board reviewed a project estimate breakdown for the Data Access Tool provided by Barb Bauman. Lord pointed out that Bauman used to be the ACD Water Resource Specialist in addition to developing the ACD website and developed the previous data access tool, which eventually became obsolete after various website renovations and upgrades. Lord further explained having the monitoring information, specifically the wetland reference data readily available to our contracting partners is crucial and will downsize the almanac significantly. Bauman plans on revising her project breakdown and listing it in phases but the amount will stay the same.

• Truchon moved to approve the Web Keeping estimate to rebuild the data access to for up to $7,470. Meixell seconded the motion. All ayes, motion carried.

K. ATV Purchase
The Board reviewed a memo prepared by Watershed Projects Manager, Jamie Schurbon requesting authorization to purchase an ATV along with cost estimates for purchasing used or new ATVs versus UTVs and associated accessories. Lord pointed out that the ACD previously owed a mule and the few times staff would go to use it there were always problems. Now that we have a Restoration Ecologist on staff, there are many projects that it could be used for and with regular use it is more likely to be well maintained. The Board discussed the safety benefits and hauling capacity of a UTV compared to the maneuverability and portability of an ATV.

• Meixell moved to authorize staff to purchase an ATV or UTV in 2017 for an amount not to exceed $8000 and direct the manager to move this expenditure from the 2018 budget to 2017. LeMay seconded the motion. All ayes, motion carried.

New Business –Informational Items

L. Watersheds
The Board reviewed an invite from the Lower Rum River Water Management Organization pontoon ride. Lord explained the pontoon is able to accommodate ten individuals and with the others planning to attend there may only be space to accommodate one person from ACD. After some discussion the Board decided that an RSVP for Schurbon and Laitinen should be submitted with hopes that both could attend. If informed that there is not enough room for both, Laitinen and Schurbon can discuss to determine who will represent ACD.

• Meixell moved to approve sending an RSVP for Schurbon and Laitinen

The Board discussed meetings they did and did not attended as follows:
➢ Steve Laitinen; for the Lower Rum River and the Upper Rum River WMOs
Jim Lindahl; for the Coon Creek Watershed District
Sharon LeMay; for the Sunrise River WMO
Glenda Meixell; Mississippi WMO & Coon Creek WD Board meeting
Mary Jo Truchon; Rice Creek Watershed District Advisory Committee

Additions

M. BWSR Buffer Law Cost Share Grant
The Board reviewed a memo prepared by Jared Wagner, Water Resource Technician, related to the $5000 in state cost share funds to help landowners remain in compliance with “The Buffer Law”. The Board approved a maximum flat rate of $300 flat rate per acre at the July Meeting. The cost share guidelines were adjusted to incorporate language related to this update.

- Laitinen moved to approve the amended “Cost Share Grant Guidelines” to include the staff recommended language for state buffer cost share grants. Meixell seconded the motion. All ayes, motion carried.

N. District Clothing
Lord explained that in previous years that Board had approved spending for District Logo clothing through Queensboro. Staff has expressed interest in purchasing additional district clothing.

- Laitinen moved to approve an annual line item in the budget for purchases of ACD logo’d clothing with ACD covering 75% of the cost up to $75 per employee. Meixell seconded the motion. All ayes, motion carried.

O. Oak Glen Creek Stormwater Pond Expansion and Iron-Enhanced Sand Filter
Lord explained that the Board previously secured a one year extension from BWSR for the Oak Glen Creek Stormwater Pond Expansion and IESF grant moving the deadline to December 31, 2017. The project has not moved forward as quickly as needed due in part to the landowners insisting on flooding problems be addressed along with the installation of the water quality improvement project. Lord explained that he has not been involved in the discussion and planning surrounding the flood mitigation elements of the design, which have held up progress on the original project for the last several months. Lord expressed concern that the project could fall through. The project is going out for bid and there is a sense of urgency to have a contractor in place. The Board discussed with consensus that if we know the project will not go through that we should inform BWSR as soon as possible so they can redistribute the half-million in Clean Water Funds during the current round of funding considerations.

- Lindahl moved that if there is not a signed construction contract shortly after the planned August 24 bid opening that ACD will inform BWSR that the funds will likely be returned following formal action at the September ACD Board meeting. Laitinen, seconded the motion. All ayes, motion carried.

Meetings/ Dates
- August 29 – 25 by 25 Community Water Meeting at Anoka Ramsey Community College
- 2018 Annual Planning Supervisor Workshop – Board opted for Aug 31 at 5pm
• September 14-15 SWCD Governance, Airport Marriot Bloomington
• September 18 – 5pm, ACD Board Meeting, 1318 McKay Drive NE, Ham Lake
• October 31 – MACD Area Meeting – Save the Date
• December 3 – 5 MASHCD Annual Convention – Double Tree Hotel Bloomington

• Laitinen moved to adjourn at 7:15 pm. Lindahl seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

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

Date
4pm Supervisor Training: Tentative Boat Ride on Ham Lake Focusing on Water Monitoring, AIS Inventory and Lake Management– More information to follow

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 Bills

New Business-Action Items
E. MASWCD Resolution Packet
F. Isanti SWCD 4th Quarter Operational Assistance Contract
G. Carp Harvest Project Payment Approval
H. SRWMO Contract Amendment
I. Rum River Cedar Tree Revetment Contract
J. LRRWMO Small Space Stormwater Retrofits for the Rum and Mississippi Contracts
K. Oak Glen Creek Pond Expansion & IESF JPA
L. Intermittent/Casual PT Conservation Specialist
M. Rum River Central Regional Park Site 4 Engineering Assistance
N. 2018 2019 BWSR Grant Agreement
   • 2018 Conservation Delivery-$20,765
   • 2018 SWCD Local Capacity Services-$100,000
   • 2018 Buffer Law -$10,000
   • 2019 Conservation Delivery - $20,765
   • 2018 State Cost Share -$11,107
   • 2019 State Cost Share-$11,107

New Business-Informational Items
O. Watersheds
P. Area IV Save the Date – October 31, Cabela Rogers MN

Additions
Q. 2017 RCWD Technical Service Agreement (additional 2017 funds)
R. Anoka County Union Article about Clean Water Funds
S.
T.

FYI /Meetings
• October 16– ACD Board Meeting 5pm ACD Office 1318 McKay Drive Ham Lake
• October 6 - Board Member 2nd Quarter Per diem Payroll Deposit
• December 3 – 5 MASWCD Annual Convention – Double Tree Hotel Bloomington
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Steve Laitinen, Secretary
Glenda Meixell, Treasurer

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

Chair Truchon called the meeting to order at 5:05

Approval of September Agenda
The following additions noted: (Q )2017 RCWD Technical Service Agreement (R) Anoka
County Union Article about Clean Water Funds
  • Lindahl moved to approve the updated September Agenda. Laitinen seconded
    the motion. All ayes, motion carried.

A. Approval of August Minutes
  • Laitinen moved to approve the August Minutes. Meixell seconded the motion. All
    ayes, motion carried.

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

C. Approval of August Financial Reports
  • Lindahl moved to approve the August 2017 Financials. Laitinen seconded the
    motion. All ayes, motion carried.

D. Approval of September Bills (covered after item O)
  • Meixell moved to approve electronic payments EP-808 – EP-820 along with
    check numbers 114059 – 14089 Noting:
    • Void of previously approved check 13909 for $22.60 employee shredded
      by mistake
    • Timely Purchase Facilitation policy was used for check 14060 for $5,999
      to purchase a preapproved ATV.
  • Laitinen seconded the motion. All ayes, motion carried.

New Business–Action Items

E. MASWCD Resolution Packet
The Board reviewed the MASWCD resolutions and related information. Lord provided
an overview on the voting and ballot procedure stating it is due November 1. Board
members can wait until next meeting to turn in their ballots or call the office and
Berkness will fill in the information.
F. **Isanti SWCD 4th Quarter Operational Assistance Contract**
The Board reviewed an operational assistance contract with Isanti Conservation District.
- Lindahl moved to enter into a contract with Isanti Conservation District for 4th Quarter Operational assistance. Meixell seconded the motion. All ayes, motion carried.

G. **Carp Harvest Project Payment Approval**
The Board reviewed a memo prepared by Jamie Schurbon, Watershed Projects Manager, requesting payment to Carp Solutions for their work on the Carp Harvest Project. Lord stated that on Friday they caught over 900 fish, which is about 4 times their normal harvest.
- Laitinen moved to approve a payment for $14,847.68 for Invoice ACD 1 dated 9/9/2017 to Carp Solutions LCC for services provided under the Martin and Typo Lake Carp Removal Project Services Contract. Meixell seconded the motion. All ayes, motion carried.
- Laitinen moved to approve paying per diem for supervisors wanting to help with fieldwork related to the carp harvest. Meixell seconded the motion. All ayes, motion carried.

H. **SRWMO Contract Amendment**
The Board reviewed an amendment to the 2017 SRWMO monitoring and management contract adding up to $640 administrative time if needed.
- Lindahl moved to approve the amendment to the contract for services between the Sunrise River Watershed Management Organization and ACD for 2017 Water Monitoring and Management for up to $640 of on-call administration services. Laitinen seconded the motion. All ayes, motion carried.

I. **Rum River Cedar Tree Revetment Contract**
The Board reviewed a memo prepared by Leah Hall, Conservation Technician, related to a cost share contract with Mike and Carol Smith for the addition of a third row of trees and live stakes to their previous revetment project.
- Meixell moved to approve the Partnership agreement with Mike and Carol Smith for the construction and maintenance of the Riverbank Erosion Control. LeMay seconded the motion. All ayes, motion carried.

J. **Lower Rum River Watershed Management Organization’s (LRRWMO) Small Space Stormwater Retrofits for the Rum and Mississippi River Contract**
The Board reviewed a memo prepared by Leah Hall, Conservation Technician and corresponding material related to the $50,777, awarded by the Metropolitan Council for LRRWMO retrofits.
- Lindahl moved to approve the Partnership Agreements for Construction Operation and Maintenance of Stormwater Erosion Control and landscaping features as part of the LRRWMO Small Space Stormwater Retrofit Program Granting up to $14,571.27 to Linda and Ronald Ryden and $16,118.76 to Kelly and Jeffrey Staton. Laitinen seconded the motion. All ayes, motion carried.
The Board reviewed a memo and correspondence provided by Schurbon related to selecting a Contractor for the project.

- Laitinen moved to accept the quote of $30,679.20 and enter into a contract with Landscape Direction for the construction of the two curb-cut rain gardens in the City of Anoka contingent upon receiving the firm’s Workers Compensation Insurance Form. LeMay seconded the motion. All ayes, motion carried.

K. Oak Glen Creek Stormwater Pond Expansion and Iron-Enhanced Sand Filter (IESF)
The Board reviewed a memo prepared by Lord related to the Oak Glen Creek Stormwater Pond Expansion and IESF project and contractor selection. At the previous meeting the Board expressed concern that the project could fall through and the need to inform BWSR if Fridley did not appoint a contractor in a timely matter. Lord informed the Board a contractor was selected and the project is moving forward. Lord expressed concern that with so much focus on the flooding issues over the last several months, the water quality elements of the project may not have gotten the design attention that they warranted. Lord noted his concern that the IESF element may be under-sized to meet the water quality goals for the life of the project.

- LeMay moved to approve entering into the Joint Powers Agreement with the City of Fridley for the design, construction, operations and maintenance of a stormwater pond expansion and iron-enhanced sand filter on a portion of Lot 3 Block 4 of Commerce Park in the City of Fridley MN ACD Project No C14-2296 and the City of Fridley Project No. 17-446 including execution of the JPA and Exhibit D; Conservation Practice Assistance Contract and the commitment of Clean Water funds in an amount not to exceed $517,780 all contingent upon verifying the project will meet water quality improvement goals and obligations to the state. Meixell seconded the motion. All ayes, motion carried.

L. Intermittent/Casual Part Time Conservation Specialist
The Board reviewed a memo prepared by Lord about potentially hiring previous Wetland Specialist, Aaron Diehl, as Intermittent/Casual worker. Lord explained that Diehl has very strong GIS Skills, Wetland and WCA expertise and an MBA, which ACD could tap into for the Rain Guardian. Lord explained the restrictions for intermittent Casual employees being limited to less than 20 hours per week or 67 days per year. This classification works for this position into second quarter of 2018 but would have to be revisited at that time.

- Lindahl moved to approve offering Aaron Diehl an intermittent/casual Conservation Specialist position scheduled for an average of up to 3 days (24 hours) per week with immediate enrollment in PERA considering his prior employment with ACD, prorated paid holidays and an hourly wage of $30/hour which is in line with ACD wage plan and falls within our budget constraints, to begin as soon as possible following approval by the Board. Meixell seconded the motion. All ayes, motion carried.

M. Rum River Central Region Park Site 4 Bank Stabilization Engineered Design
The Board reviewed a memo prepared by Mitch Haustein, Storm Water and Shoreland Specialist about canceling the Civil Methods Contract and executing a contract with
Mikey Mayer for the Rum River Central Park Site 4 Bank Stabilization for engineering and design. LeMay expressed her concern that the agreement does not have cancellation language in the contract. Lord explained that ACD has a standard contract with cancellation language but in our haste to move forward with the design, a form provided by Civil Methods Inc. was used. The Board discussed the contract and the potential liability ACD could face.

- Truchon moved to authorize ACD staff to cancel the agreement subject to the approval of the Anoka County Attorney’s office based on a proposal for engineering services with Civil Methods, Inc. and negotiate and execute a contract with Mike Mayer for design and final project certification of the Rum River Central Regional Park Site 4 bank stabilization project such that the total expenditures between the CMI agreement and Mayer contract do not exceed $9,360. Meixell seconded the motion. All ayes, motion carried.

N. 2018 & 2019 Board of Water and Soil Resources SWCD Program and Operations Grant Agreement

- Laitinen Moved to approve the 2018 & 2019 State of Minnesota Board of Water and Soil Resources SWCD Program and Operations Grant Agreement PO #3000008332 outlined as follows:

<table>
<thead>
<tr>
<th>PO</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P18-2715</td>
<td>2018 - Conservation Delivery (Anoka CD)</td>
<td>$20,765</td>
</tr>
<tr>
<td>P18-2647</td>
<td>2018 - SWCD Local Capacity Services (Anoka CD)</td>
<td>$100,000</td>
</tr>
<tr>
<td>P18-6846</td>
<td>2018 - Buffer Law (Anoka CD)</td>
<td>$10,000</td>
</tr>
<tr>
<td>P19-9229</td>
<td>2019 - Conservation Delivery (Anoka CD)</td>
<td>$20,765</td>
</tr>
<tr>
<td>P18-7750</td>
<td>2018 - State Cost-Share Fund (Anoka CD)</td>
<td>$11,107</td>
</tr>
</tbody>
</table>

Lindahl seconded the motion. All ayes, motion carried.

New Business –Informational Items
O. Watersheds
The Board discussed meetings they did and did not attended as follows:
- Steve Laitinen; for the Lower Rum River and the Upper Rum River WMOs
- Jim Lindahl; for the Coon Creek Watershed District
- Sharon LeMay; for the Sunrise River WMO
- Glenda Meixell; Mississippi WMO & Coon Creek WD Board meeting
- Mary Jo Truchon; Rice Creek Watershed District Advisory Committee

P. Area IV Save the date
The Board reviewed the save the date information for the Metropolitan Area Conservation Districts Annual Meeting at Cabela’s in Rogers on October 31st. LeMay, Meixell and Truchon expressed interest in attending.

Additions
Q. 2016 Service Agreement with the RCWD for Technical Services
The Board reviewed a technical service agreement with the RCWD. Lord explained that this agreement for $5,000 is in addition to the agreement for $10,000 we already received and utilized. The timing is good as Diehl could provide some attention to RCWD potential projects.
• Laitinen moved to enter into service agreement with RCWD for Technical Services. Meixell seconded the motion. All ayes, motion carried.

R. Article in the Anoka County Union Related to the Clean Water Funds
The Board reviewed and discussed the article about Clean Water Funds in the Anoka County Union providing the opinion of the ECM Editorial Board. The Board discussed the many misinterpretations throughout the article related to the administrative allocation and use of the Clean Water Funds. The article did not call out BWSR or SWCDs so responding to it could draw unwarranted negative attention. After some discussion the Board consensus is that the best route is to share the article with Doug Thomas from BWR, as he could prepare a rebuttal to a statewide audience.

Meetings/ Dates
• October 16 – ACD Board Meeting, ACD Office
• October 31 – MACD Area Meeting – Save the Date
• December 3 – 5 MASWCD Annual Convention – Double Tree Hotel Bloomington

• Lindahl moved to adjourn at 7:17 pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator
Approved as to form and content by Mary Jo Truchon, Chair

Date
Date

Anoka Conservation District Regular Board Meeting September 18, 2017
5 of 5
4pm Supervisor Training: Oak Glen Creek Pond & IESF Site Visit & Project Overview

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 Bills

New Business-Action Items
E. Oak Glen Creek Pond Expansion and IESF Payment Request
F. Carp Harvest Project Payment Request
G. Ditch 20 Project Payment Request
H. Rum River Central Regional Park Site 4 Payment Request
I. Mississippi River Bank Stabilization Payment Request
J. Rum River Cedar Tree Revetment Contracts
   • Bob and Rita Peichel
   • Jamie and Heather Schurbon
   • River Bluff Preserve – City of Isanti
K. GPS Purchase Request Approval – Mikkelson WMA funds
L. Projector Purchase Approval
M. MASWCD Annual Convention December 3 – 5 Double Tree Hotel Bloomington
N. National Association of Conservation District (Paid $300 in 2016)
O. SAFL Contract for Turret Testing

New Business-Informational Items
P. Watersheds

Additions
Q. ACD 2016 Audit
R. 2018/2019 Natural Resource Block Grant Agreement

FYI /Meetings
• November 20-ACD Board Meeting 5pm ACD Office 1318 McKay Drive Ham Lake
• December 3 – 5 MASWCD Annual Convention – Double Tree Hotel Bloomington
• Set Finance Meeting for 2017 and 2018 Budget
• Set Personnel Meeting for Employee Reviews
• Set Operations Meeting for Annual Plan
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Sharon LeMay, Supervisor  
Steve Laitinen, Secretary  

Others Present: Chris Lord, District Manager  
Kathy Berkness, Office Administrator  
Amir Malik, Candidate for State Office 37B  

Members Absent: Glenda Meixell, Treasurer  

Chair Truchon called the meeting to order at 5:20  

Approval of October Agenda  
The following additions noted: (Q) 2016 Financial Statement Audit (R) 2018/2019  
Natural Resources Block Grant Agreement.  
- Laitinen moved to approve the updated October Agenda. Lindahl seconded the motion. All ayes, motion carried.  

A. Approval of September Minutes  
- Laitinen moved to approve the September Minutes. LeMay seconded the motion. All ayes, motion carried.  

B. Review of Staff Activity Reports and Programs  
Individual staff reports were reviewed and discussed. Lindahl made comment when reviewing the activity reports that he liked the template used by Jared Wagner, Water Resource Technician, suggesting other staff might do the same to save time. Wagner’s template lists all activities that he routinely works with a note of ‘none this period’ for those without hours in a reporting period. Lord informed the Board that NRCS Yara Gonzalez, Acting NRCS District Conservationist, can no longer attend evening meetings and is currently in Costa Rica as a disaster relief volunteer after hurricane Nate.  

C. Approval of September Financial Reports  
- Lindahl moved to approve the September 2017 Financials. Laitinen seconded the motion. All ayes, motion carried.  

D. Approval of October Bills (covered after item P)  
- Truchon moved to approve electronic payments EP-821 – EP-833 along with check numbers 14090 -14121 Noting: void of previously approved check 14072 for $423.92 to KM Solutions. Lindahl seconded the motion. All ayes, motion carried.
New Business—Action Items

E. Oak Glen Creek Pond Expansion IESF Payment Request
The Board reviewed a memo prepared by Lord and corresponding material related to expenses incurred by the City of Fridley for work done on the Oak Glen Creek Pond Expansion IESF project.

- Lindahl moved to approve payment of $77,975.63 for CWF grant# C14-2296 as reimbursement to the City of Fridley for eligible, expense, which has already been adjusted to account for 5% retainage and 23% construction match. LeMay seconded her motion. All ayes, motion carried.

F. Carp Harvest Project Payment Approval
The Board reviewed a memo prepared by Jamie Schurbon, Watershed Projects Manager, requesting payment to Carp Solutions for their work on the Carp Harvest Project.

- Laitinen moved to approve a payment for $11,148.80 for Invoice ACD 2 dated 10/5/2017 to Carp Solutions LCC for services provided under the Martin and Typo Lake Carp Removal Project Services Contract. LeMay seconded the motion. All ayes, motion carried.

G. Ditch 20 Project Payment Request
The Board reviewed a memo prepared by Leah Hall, Conservation Technician, and related material requesting $9,000 to Civil Methods for engineering work completed on the Ditch 20 Project. Lord explained that Schurbon reviewed the designs and had many revisions and inquiries thus the payment should be contingent upon the finalized work product.

- Lindahl moved to authorize payment for invoice 201710502 to Civil Methods for $9,000 for completed Ditch 20 Feasibility Study engineering services after ACD staff reviews and approves of the final work product. Laitinen seconded the motion. All ayes, motion carried.

H. Rum River Central Regional Park Site 4 Engineering Services Invoice
The Board reviewed a memo prepared by Mitch Haustein, Stormwater and Shoreland Specialist, for a project payment to Civil Methods, Inc. (CMI) for work done on the Rum River Regional Park site 4. Lord explained that the Board canceled the contract with CMI at the September meeting and this should be their last check from ACD for this project.

- Laitinen moved to authorize payment to Civil Methods for $945. Lindahl seconded the motion. All ayes, motion carried.

I. Mississippi River Bank Stabilization Payment Request
The Board reviewed a memo prepared by Leah Hall, Conservation Technician and corresponding material related to the $4,676.50 payment to WSB for engineering work done on the Mississippi Riverbank Stabilization Project.

- Authorize payment to WSB for invoice #1 for $4,676.50 for the Mississippi River Banks Stabilization engineering services provided 8/1/2017 to 8/31/2017 Lindahl seconded the motion. All ayes, motion carried.

J. Rum River Cedar Tree Revetment Contracts
The Board reviewed a memo prepared by Hall, related to the Rum River Cedar Tree Revetment Contracts in Isanti County. Lord explained the project structure stating that
the Isanti SWCD is not as familiar with the Cedar Tree Revetment practice so the ACD agreed to be a project partner.

- Lemay moved to authorize the chair to sign the following three partnership agreements for the construction and maintenance of riverbank erosion control project along the Rum River. Laitinen seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob and Rita Peichel</td>
<td>2555 Oak Circle S</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Jamie and Heather Schurbon</td>
<td>35059 Wakenen Ct NE</td>
<td>Cambridge</td>
</tr>
<tr>
<td>River Bluff Preserve – City of Isanti</td>
<td>1111 Rum River Dr. SW</td>
<td>Isanti</td>
</tr>
</tbody>
</table>

K. GPS Purchase Request Approval - Mikkelson WMA
The Board reviewed a memo prepared by Carrie Taylor, Restoration Ecologist, requesting funds to purchase a Garmin GPS.

- LeMay moved to approve the purchase of a new GPS unit using $600 of the equipment/supplies funds in the Mikkelson WMA Buckthorn budget. Lindahl seconded the motion. All ayes, motion carried.

L. Projector Purchase Approval
The Board reviewed a memo prepared by Schurbon, requesting approval to purchase a projector.

- Lindahl moved to approve the expenditure of up to $700 for a new computer projector. Laitinen seconded the motion. All ayes, motion carried.

M. MASWCD Convention
The Board reviewed the MASWCD annual convention materials. Jim stated he could attend on Tues with the remainder of the Board going both days. LeMay requested not include meals with her registration.

- Laitinen moved to approve the expense of sending five supervisors and two staff members. Lindahl seconded the motion. All ayes, motion carried.

N. National Association of Conservation Districts Dues

- Laitinen Moved to authorize sending $505 in dues to the NACD. Lemay Seconded the motion. All ayes, motion carried.

O. Agreement with SAFL/U of MN for Turret Testing
The Board reviewed a memo prepared by Lord along with a University of MN Service agreement related to testing of the Turret. Lord explained that he received and incorporated feedback from the County attorney. Anoka County Risk management suggested lowering the required liability insurance requirements to match ACD government liability limits.

- Laitinen moved to authorize entering into an agreement with the U of MN to engage SAFL to complete testing of the Turret per the attached scope of services in an amount not to exceed $10,000 following edits to the insurance requirements.

New Business –Informational Items

P. Watersheds
The Board discussed meetings they did and did not attended as follows:

- Steve Laitinen; for the Lower Rum River and the Upper Rum River WMOs
- Jim Lindahl; for the Coon Creek Watershed District
- Sharon LeMay; for the Sunrise River WMO
- Glenda Meixell; Mississippi WMO & Coon Creek WD Board meeting
- Mary Jo Truchon; Rice Creek Watershed District Advisory Committee

**Additions**

**Q. 2016 Financial Statement Audit**
The Board reviewed the draft audit provided by Peterson Company, LTD for ACD 2016 financials. Lord pointed out areas where the financial report and the audit differed due to PERA liabilities that are now integrated into balance sheet through adjustments. The required adjustments are complicated and not available early enough in the year to provide with the financial reports that are due in mid-March. The current PERA liability reporting requirements combined with the timing of financial reporting to BWSR will always result in the aforementioned discrepancies moving forward, so we may want to post both ACD’s financials reports and the accountant’s audit separately as they will include two sets of numbers and the financial reports are a better reflection of the funds that ACD has available to management the District.
- Laitinen moved to approve the 2016 ACD Audit. LeMay seconded the motion. All ayes, motion carried.

**R. 2018 & 2019 BWSR Natural Resources Block Grant**
- Lindahl moved to enter into to the grant agreement with the Board of Soil and Resources for the Natural Resource Block Grant PO# 3000008534 as follows:

<table>
<thead>
<tr>
<th>This grant is for the following Grant Programs:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P19-3076 2019 - Shoreland-NRGB (Anoka CD)</td>
<td>$2,615</td>
</tr>
<tr>
<td>P18-6429 2018 - Septic Treatment Systems - NRGB (Anoka CD)</td>
<td>$18,600</td>
</tr>
<tr>
<td>P18-9850 2018 - Septic Treatment Systems Upgrade - NRGB (Anoka CD)</td>
<td>$25,931</td>
</tr>
<tr>
<td>P18-0768 2018 - Local Water Management - NRGB (Anoka CD)</td>
<td>$8,094</td>
</tr>
<tr>
<td>P19-1045 2019 - Local Water Management - NRGB (Anoka CD)</td>
<td>$8,094</td>
</tr>
<tr>
<td>P18-5059 2018 - Wetland Conservation Act - NRGB (Anoka CD)</td>
<td>$63,191</td>
</tr>
<tr>
<td>P19-5853 2019 - Wetland Conservation Act - NRGB (Anoka CD)</td>
<td>$63,191</td>
</tr>
<tr>
<td>P18-6810 2018 - Shoreland-NRGB (Anoka CD)</td>
<td>$2,615</td>
</tr>
</tbody>
</table>

Laitinen seconded the motion. All ayes, motion carried.

**S. News Paper Articles**
Lindahl shared a few articles related to water quality with the Board.

The Board discussed the committee meeting needed and the dates and the timing. Lord stated we would be in touch with members to set up the Finance meeting before the November meeting then the Operations and Personnel will occur before the December meeting.

**Meetings/ Dates**
- November 20 – ACD Board Meeting, ACD Office
- November 23 - Thanksgiving
- November 24 - Day after Thanksgiving
- December 3 – 5 MASWCD Annual Convention – Double Tree Hotel Bloomington
- Set Committee Meetings – Finance, Personnel and Operations

Anoka Conservation District Regular Board Meeting October 16, 2017
4 of 5
• Lindahl moved to adjourn at 7:14 pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

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

Kathy Berkness
Month, Day, Year

Mary Jo Truchon
Month, Day, Year

November 20, 2017

Date

Date

Anoka Conservation District Regular Board Meeting October 16, 2017
5 of 5
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 Bills

Special Guest
   E. Present Cheryl Seeman with the Community Conservationist Award

Personnel
   F. Personnel Meeting: Leah Hall Exit Interview-Accept Resignation in Good Standing

New Business-Action Items
   G. Septic System Fix up Grant Policies
   H. Ham Lake Request for 2017 SSTS Funds
   I. Tree Hauling Service Payment for Cedar Tree Revetment Projects
   J. Mississippi River Bank Stabilization Payment Request
   K. Oak Glen Creek Pond Expansion and IESF Payment Request
   L. Lake George Study Payment Request
   M. Carp Harvest Payment Request
   N. LRRWMO (Met Council Grant) two Curb Cut Rain Garden Payment Request
   O. Rum River Cedar Tree Revetment Contract Amendment
   P. St. Philips Lutheran Church Payment Request

New Business-Informational Items
   Q. Watersheds
   R. MASWCD
      • Annual Business Items
      • Convention Agenda

Additions
   S.
   T.
   U.
   V.

FYI /Meetings
   • December 3 – 5 MASWCD Annual Convention – Double Tree Hotel Bloomington
   • December 18 – 5pm Board Meeting ACD Office
   • Set Finance Committee Meeting for 2017 and 2018 Budget
   • Set Personnel Meeting for Employee Reviews
   • Set Operations Meeting for Annual Plan
Members Present:  Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Steve Laitinen, Secretary
Glenda Meixell, Treasurer

Others Present:  Chris Lord, District Manager
Kathy Berkness, Office Administrator
Carrie Taylor, Restoration Ecologist (departed at 5:26)
Cheryl Seeman, 2017 Community Conservationist (departed at 5:26)
Jim Seeman, Cheryl’s Husband (departed at 5:26)

Chair Truchon called the meeting to order at 5:00

Approval of November Agenda
The following additions noted: (S) Oak Glen Creek Pond Expansion and IESF Financial Report Approval.
  • Lindahl moved to approve the updated November Agenda. Meixell seconded the motion. All ayes, motion carried.

A. Approval of October Minutes
  • Lindahl moved to approve the October Minutes. Laitinen seconded the motion. All ayes, motion carried.

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

Skipped to Item E – 5:10pm

C. Approval of October Financial Reports
  • Laitinen moved to approve the October 2017 Financials. Meixell seconded the motion. All ayes, motion carried.

D. Approval of November Bills (covered after item P)
  • Meixell moved to approve electronic payments EP-834 – EP-852 along with check numbers 14122 - 14157 Noting: the reason that check 14122 will not show up on the check report is because it replaced check 13905 from March which was lost by its owner and the bill payment left in tack to not mess up the QuickBooks reconciliation. Also to note the void of check number 14156. Laitinen seconded the motion. All ayes, motion carried.
Special Guest
E. Present Cheryl Seeman with 2017 Community Conservationist Award
Carrie provided detail of Seeman's many volunteer activities and called Truchon and Lord to the floor to present 2017 Community Conservationist Seeman with her award, a pollinator picture. Truchon painted the picture and Lord did the matting. The Board thanked Sharon for all her hard work.

Returned to item B – 5:27pm

Committees
F. Personnel Committee: Leah Hall Resignation and Exit Interview
Sharon provided detail related to Leah Hall's exit interview outlined feedback given.
  • LeMay moved to accept Hall's resignation in good standing. Meixell seconded the motion. All ayes, motion carried.

New Business—Action Items
G. Septic System Fix up Grant Policies
The Board reviewed a memo and grant policies related to Septic Treatment and Fix up Grant Policies prepared by Jamie Schurbon, Watershed Projects Manager.
  • Lindahl moved to approve the ACD Subsurface Sewage Treatment and Fix up Grant Policies as presented and open the program to applicants. Meixell seconded the motion. All ayes, motion carried.

H. Ham Lake Request for SSTs Funds
The Board reviewed a memo prepared by Berkness along with a request from the City of Ham Lake for SSTs funds.
  • Lindahl moved to reimburse the City of Ham Lake the $6,803.50 for their SSTs 2017 expenses from the BWSR NRBG SSTs funds pending they send documentation of all expenses. Laitinen seconded the motion. All ayes, motion carried.

I. Tree Hauling Service Payments for Cedar Tree Revetment Projects
The Board reviewed a memo prepared by Leah Hall, Conservation Technician along with an invoice for Tree hauling related to the Rum River Revetment projects.
  • Lindahl moved to authorize payment of $1,950 to Reliable Tree Service. Meixell seconded the motion. All ayes, motion carried.

J. Mississippi River Bank Stabilization Payment Request
The Board reviewed a memo prepared by Hall, related to the Mississippi River Bank Stabilization invoice from WSB. Lord provided information about the project stating there are sites right next to each other that would provide an excellent water quality benefit but each landowner would be required to provide $25,000. Although the landowner contribution is a small portion of the overall project budget, it is a significant amount for the landowners to come up with. The landowners would be required to put $15,000 each in escrow to cover design costs should they back out of the project after the designs are done. With such a large up front investment, they are asking for a wide array of design features, some of which are not covered by the grant. Lord explained that the District applied for another Clean Water Fund grant that would help cover some of the cost and hopes to know if approved at the beginning of December. Lord also
mentioned that in addition to the CWF, there are NPEAP funds that could be tapped to cover design cost overruns.

- Lindahl moved to authorize payment to WSB for invoice #2 for $2,709 for the Mississippi River Bank Stabilization engineering services provided 9/1/2017 to 9/30/2017. LeMay seconded the motion. All ayes, motion carried.

K. Oak Glen Creek Pond Expansion and IESF Payment Request
The Board reviewed a memo prepared by Lord along with an invoice from the City of Fridley for work done on the Oak Glen Creek Pond Expansion and IESF.

- Meixell moved to approve payment of $263,036.60 for the CWF grant #C14-2296 as reimbursement to the City of Fridley for eligible expense, which is already adjusted to account for the 5% retainage and 23% construction match. Laitinen seconded the motion. All ayes, motion carried.

L. Lake George Study Payment Request
The Board reviewed a memo prepared by Schurbon along with an invoice, requesting payment to Wenck Associates for work completed on the Lake George Study. Lord explained the long-term plan for the project. The Board discussed and provided suggestions.

- Laitinen moved to approve $1,474.98 payment of invoice 11707351 dated 11/2/2017 to Wenck Associates for Lake George Watershed Targeted BMP Analysis Professional Services. LeMay seconded the motion. All ayes, motion carried.

M. Carp Harvest Payment Request
The Board reviewed a memo prepared by Schurbon along with an invoice, requesting payment to Carp Solutions for work completed on Carp Harvest Project

- Meixell moved to approve $3,412.16 payment of invoice ACD #3 dated 11/13/2017 to Carp Solutions LLC for services provided under the Martin and Typo Lake Carp Removal Project Services contract. Laitinen seconded the motion. All ayes, motion carried.

N. LRRWMO (Met Council Grant) two Curb Cut Rain Garden Payment Requests
The Board reviewed a memo prepared by Leah Hall, Conservation Technician along with an invoice from Landscape Direction for work done two curb cute rain gardens.

- Laitinen moved to authorize payment to Landscape Direction for $30,679.20 for the completed construction of two curb-cut rain gardens in the City of Anoka contingent on receiving all closeout documents. Meixell seconded the motion. All ayes, motion carried.

O. Rum River Cedar Tree Revetment Contract Amendment
The Board reviewed a memo and corresponding material prepared by Schurbon requesting an amendment to the professional services contract between Isanti SWCD and ACD to increase the element pertaining to Enhancing Rum River Shore Habitat with Revetments.

- Laitinen moved to approve the amendment to the professional services contract between the Isanti SWCD and ACD for the element pertaining to Enhancing Rum River Shore Habitat with Revetments. Lindahl seconded the motion. All ayes, motion carried.
P. St. Philips Lutheran Church Payment Request
The Board reviewed a memo prepared by Haustein along with an invoice from Landscape direction for site work modifications to the St. Philips Lutheran Church rain garden.
  - Lindahl moved to authorize payment to the Landscape Direction for $200.00. LeMay seconded the motion. All ayes, motion carried.

New Business – Informational Items
Q. Watersheds
The Board discussed the meetings they did and did not attended as follows:
  ➢ Steve Laitinen; Lower Rum River and the Upper Rum River WMOs - Attended
  ➢ Jim Lindahl; Coon Creek Watershed District – No meeting
  ➢ Sharon LeMay; Sunrise River WMO – No meeting
  ➢ Glenda Meixell; Mississippi WMO – Attended, Coon Creek WD Board meeting – No meeting
  ➢ Mary Jo Truchon; Rice Creek Watershed District Advisory Committee - Attended

R. MASWCD
The Board reviewed the MASWCD resolution information and convention agenda. Berkness stated she would be in touch to arrange district vehicle travel plans. Meixell and Lindahl stated they would need an additional resolution packet. Truchon and LeMay requested additional business cards.

Additions
S. Oak Glen Creek Pond Expansion and IESF Financial Report Approval
The Board reviewed a memo prepared by Berkness along with an eLINK generated report needed to be signed off on and uploaded to eLINK to receive 40% of Clean Water Funds from BWSR.
  - Laitinen moved to approve the eLINK financial report for the Oak Glen Creek Stormwater Pond Expansion and Iron Enhanced Sand Filter Retrofit (C14-2296) and authorize the chairs signature. Lindahl seconded the motion. All ayes, motion carried.

The Board discussed committee meetings and the timing. Lord explained that the Finance Committee must meet first to determine update the 2017 & 2018 budgets. Thereafter the Personnel Committee must meet for employee evaluations and personnel related policy revisions. Finally, the Operations Committee must meet to go over the McKay property cash flow fund analysis and discuss, review the handbook changes for 2018, and discuss separating the Rain Guardian finances from ACD with formation of a 501(c)3 or other means. The meeting times were decided as follows: Finance meeting on November 30th at 5pm with Schurbon as the participating staff member, Personnel meeting on December 7th at 1pm with Lord as the participating staff member, and the Operations meeting on December 12th at 4:30pm with Haustein as the participating staff member.

Meetings/ Dates
  - December 18 – ACD Board Meeting, ACD Office
  - December 25 – Christmas Holiday
• Laitinen moved to adjourn at 6:54pm. Lindahl seconded the motion. All ayes, motion carried.
4:30 Supervisor Training: – Emily Johnson of MN GreenCorps Introduction & BMP Inspection Overview with Carrie Taylor

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 Bills

Committee Meetings
E. Finance Committee Meeting –
   • 2017 & 2018 Budget Updates
   • Policy on Fund Balance and Wage Adjustment Consideration
F. Personnel Meeting
   • Classification and Compensation Plan Structure Changes
   • Employee Evaluations
   • Regular Employee Retention and Wage Adjustments
   • Season Employee Wage Adjustments
   • Technical Position Description Update
   • Policy Adjustment Defining Excessive Hours Worked Related to Salaried Positions
G. Operations Meeting –
   • Rain Guardian Analysis (discuss 501c3, fund stewardship, sale of business, etc.)
   • McKay Property (rental rates, maintenance fund management, mortgage payoff)
   • Handbook updates

New Business-Action Items
H. 2018 Lab Service Selection
I. Rum River “One Watershed, One Plan” Support
J. Amendment to the Beck Property Riverbank Erosion Control
K. Oak Glen Pond & IESF Final Payment (handouts provided at the meeting)
L. Request to Encumber SSTS funds for the City of East Bethel
M. Lake George Study Payment to Consultant

New Business-Informational Items
N. Watersheds
O. MASWCD – Annual Convention

Additions
P. MASWCD (action item)
   • March 12-13 – 2018 Legislative Briefing and Day at the Capitol
   • Dues & 2017 Accomplishments
Q. Star Tribune Article on Insecticides
R.
S.
T.

FYI/Meetings
• December 25, ACD Holiday
• January 1, ACD Holiday
• January 16 – 5pm Board Meeting ACD Office
• February 1 - BWSR Reporting Deadline
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Steve Laitinen, Secretary
Glenda Meixell, Treasurer

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

Chair Truchon called the meeting to order at 5:18

Approval of December Agenda
The following deletion noted from the revised December agenda (L) Request to Encumber SSTs funds for the City of East Bethel.

- Lindahl moved to approve the revised December Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

A. Approval of November Minutes
- LeMay moved to approve the November Minutes. Laitinen seconded the motion. All ayes, motion carried.

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

C. Approval of November Financial Reports
- Laitinen moved to approve the November 2017 Financials. Meixell seconded the motion. All ayes, motion carried.

D. Approval of November Bills (covered after item M)
- Meixell moved to approve electronic payments EP-853 – EP-866 along with check numbers 14158 - 14181 Noting: Void of previously approved check for 14143 replaced with check number 14158 to reliable Tree Service for $1,950 as they never received nor did ACD get it mailed back. Also noting the void of 14122 the second check sent to Daniel Guhnick for $12.89. He said he received then called a day later to state he lost it again. Instead of a replacement check he will receive a tree credit for $12.89 which will clear out the bill payment. Lindahl seconded the motion. All ayes, motion carried.

Committees
E. Finance Committee Meeting
2017 & 2018 Budget Update
Lord brought attention to a couple of items outlined in the finance report stating the meeting took place prior to the county board approving ACD’s allocation.
2017 budget notes:
Rain Guardian Sales fell short of budgeted amounts $299K vs. $377K
- Deferral of revenues anticipated but not earned.
- Includes $40,000 extra toward mortgage to be paid in December.
- Anticipated positive net revenue of $14,424 with increase in undesignated fund balance from $246,458 to $267,053.

2018 budget notes:
- Retain current regular staff in their positions (wage adjustment considered next June for effect in July – not incorporated into budget)
- Hire a replacement for Leah in March at a starting wage up to $26/hr plus benefits.
- Provide up to $1.41/hr pay increase effective January 2018 for one regular staff member who deferred a portion of the planned increase during the last evaluation.
- Hire full time seasonal Assistant District Technician starting in January at $16/hr.
- Provide pay increase to long-term part time seasonal employees totaling up to $3,000.
- $50/month increase in taxable fringe benefits
- Increase in Rain Guardian sales over 2017 projection based on indications from distributors of likely sales.
- No sales to NYC for custom pretreatment chambers included in the budget.
- County allocation remains the same as prior year with additional match for capacity funds, which will leverage an additional $14,400.
- Includes initiatives for 100K capacity grant identified by board and staff (software, equipment, training, staff, etc.)
- Includes funding for CWF applications approved in December 2017.
- No revenue from metro 1W1P funds budgeted by BWSR for the 2018-2019 biennium.
- Discontinued contract with ISWCD for tech services.
- Purchase another vehicle for up to $12,000.
- Construct a pole building for up to $30,000.
- Positive QuickBooks net of $49,055 with increase in undesignated fund balance from $267,053 to $297,245.

Approval of this budget constitutes authorization to implement taxable fringe benefit change.
- Meixell moved to recommend approval of the 2017 and 2018 budgets as adjusted. Laitinen seconded the motion. All ayes, motion carried.

Policy on Fund Balances & Wage Adjustments
ACD developed a policy to guide consideration of wage adjustments in the context of fund balances. The adopted approach is fiscally conservative to ensure the financial viability of ACD, which is to the benefit of all employees. As ACD's financial position improves, the prudence of a highly conservative approach is proving to be overly restrictive.

The current policy is:
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 (currently $825,180), which would require an undesignated fund balance of $206,295.
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.

Lord explained the reason for the adjustment to the Policy on Fund Balances and Wage Adjustments, stating if the Board opts to incur large discretionary expenses such as vehicles, a pole building, or extra mortgage payments, it reduces the projected net revenue, thereby shrinking the pie available for wage adjustments.

- Meixell moved to amend the policy to include that when determining available funds for wage adjustments the finance committee and Board should also consider future discretionary expenses and undesignated funds in excess of the percent identified in policy #3. Laitinen seconded the motion. All ayes, motion carried.

F. Personnel Committee Meeting
As the Personnel Committee chair, Sharon LeMay brought attention to the following elements from the committee minutes.

Classification and Compensation Plan Structure Changes
Structural deficiencies and market divergences in the classification and compensation plan were described as follows.

- In some cases, the wage step structure would result in employees having to take a pay cut to accept a promotion.
- Wage progression to max compensation for a position would take 40 years over the minimum years of experience for the position, 47 years of experience total in the case of the District Manager. The industry standard is closer to 15.
- Minimum hiring rate, max hiring rate, and max position rates created inconsistencies in wage progression.
- Minimum years of experience differences from Technician to Specialist and then to Principal created problems with the step wage increase structure.

Prior to meeting with the Personnel Committee, Lord conferred with Principal staff to develop proposed adjustments to resolve these issues. The Personnel Committee reviewed the proposed changes as follows:

- Minimum years’ experience for Manager was increase from 7 to 9.
- Minimum salary rates were adjusted to ensure they were reasonable relative to each other and to market rates and are based on the Federal Grade Step pay rates for the Minneapolis-St. Paul Metro Area.
- Maximum hiring salary and max position salary were changed from referencing Grade/Steps to being a percentage of the minimum hiring rate.
- The duration to max salary was reduced from 40 years over the minimum years’ experience to 15 years over the minimum years’ experience.
- The wage structure was adjusted to ensure that technical employees accepting a promotion to a higher technical class will receive a reasonable pay increase.
A class adjustment element was added to the formula for determining proposed pay increases, enabling compensation to consider when employees are working beyond or below their positions classification. e.g. If a technician is routinely and successfully responsible for specialist level tasks but does not meet the minimum requirements to be considered for a promotion, the opportunity should exist to transparently reflect this in their compensation.

- LeMay moved to approve modification to the Classification and Compensation Plans as presented to address identified deficiencies. Lindahl seconded the motion. All ayes, motion carried.

Employee Evaluations
Self-evaluations were completed by all regular full time employees. Each staff member met with the District Manager to discuss the evaluation. The District Manager provided comments, observations and a recommendation on each evaluation. Following review of all staff evaluations, the Personnel Committee discussed common themes and noted no matters of urgency. All employees are doing well in their positions.

Regular Employee Retention and Wage Adjustments
- LeMay moved to retain all employees in their current positions and to provide Schurbon a pay increase of $1.41/hr effective December 30, 2017. Laitinen seconded the motion. All ayes, motion carried.

Seasonal Employee Retention and Wage Adjustments
- LeMay moved to authorize the District Manager the discretion to extend Seasonal Full Time Assistant District Technician Nicole Szurek in her position beyond current December 31, end date and provide up to $.75/hour pay increase at the time of the extension. Lindahl seconded the motion. All ayes, motion carried.
- LeMay moved to provide a pay increase for all five Seasonal Part Time Assistant District Technicians of $2.00/hr to a total wage of $15.00/hr effective December 30, 2017. Meixell seconded the motion. All ayes, motion carried.

Technical Position Description Update
During the evaluation process, several minor updates to the technical position description task table were identified. They involved denoting the level of complexity of each task with a label, and splitting some categories to separate Technical vs Specialist level tasks to better recognize the class of activities employees are completing.
- LeMay moved to approve the technical position description task table as updated. Lindahl seconded the motion. All ayes, motion carried.

Policy Adjustment Defining Excessive Hours Worked Related to Salaried Positions
Lord explained that the policy that defines the threshold of when salaried employees are working excessive hours currently is based on hours worked in a week. This does not account for weeks when the office is closed for Holidays. With 10 weeks a year having one or more holidays, salaried employees could frequently find themselves working through holidays without it counting toward consideration of excessiveness. This was noted during one of the evaluations.
- LeMay moved to modify the handbook to account for holidays when considering work excess by salaried employees. Meixell seconded the motion. All ayes, motion carried.

G. Operations Committee Meeting
Rain Guardian Business Analysis
Lindahl recapped highlights of the meeting stating the Committee discussed becoming a 501c3 and decided to leave as is to maintain control over the revenue. The Board
reviewed Rain Guardian growth scenarios prepared by Aaron Diehl. ACD’s success with the Rain Guardian should be something to be proud of and we should maintain full transparency. There was further discussion about working without our funding partners to ensure the funds they provide are covering project oriented expenses instead of overhead. This approach may help us retain or increase current partner funding levels. Lindahl pointed out that the Committee spoke about possibly consulting with an attorney that specializes in this type of scenario to make sure ACD has all its basis covered in terms of liabilities and vulnerabilities.

** McKay Property **

** Rental Rates **

In effort to establish more consistent rental rates for our tenants and what ACD pays ourselves in rent, a rental rate table created by Lord takes in to consideration various suite configurations and features. Lindahl explained that all rental rates increased slightly with ACD having a significant increase do to all the features now taken into account such as the garage and workshop. Lord further explained that Tebco is up for a lease renewal at the end of January.

<table>
<thead>
<tr>
<th>Income</th>
<th>Sq Ft.</th>
<th>Rate</th>
<th>Monthly Rent</th>
<th>Current</th>
<th>Annual Rent</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office 1328 Suite 50 (residence)</td>
<td>910</td>
<td>$13.00</td>
<td>$986</td>
<td>$900</td>
<td>$11,630</td>
<td>month to month</td>
</tr>
<tr>
<td>Office 1328 Suite 100 (office)</td>
<td>1168</td>
<td>$16.00</td>
<td>$1,555</td>
<td>$1517</td>
<td>$18,658</td>
<td>7/1/2019</td>
</tr>
<tr>
<td>Office 1318 Suite 300 Private</td>
<td>1764</td>
<td>$16.50</td>
<td>$2,426</td>
<td>$1850</td>
<td>$29,106</td>
<td>ACD</td>
</tr>
<tr>
<td>Office 1318 Suite 400 Shared</td>
<td>175</td>
<td>$12.50</td>
<td>$182</td>
<td>$0</td>
<td>$2,189</td>
<td>ACD</td>
</tr>
<tr>
<td>Office 1318 Suite 400 Shared</td>
<td>46</td>
<td>$12.50</td>
<td>$50</td>
<td>$0</td>
<td>$598</td>
<td>month to month</td>
</tr>
<tr>
<td>Office 1318 Suite 400 Private</td>
<td>462</td>
<td>$14.00</td>
<td>$639</td>
<td>$561</td>
<td>$6,488</td>
<td>month to month</td>
</tr>
<tr>
<td>Office 1318 Suite 200 (studio)</td>
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<td>$9.00</td>
<td>$284</td>
<td>$300</td>
<td>$3,402</td>
<td>month to month</td>
</tr>
<tr>
<td>Office 1328 Suite 200 (studio) Shared</td>
<td>52</td>
<td>$10.50</td>
<td>$45</td>
<td>$0</td>
<td>$541</td>
<td>month to month</td>
</tr>
<tr>
<td>Office 1328 Suite 250 (2 office) Shared</td>
<td>75</td>
<td>$10.50</td>
<td>$88</td>
<td>$0</td>
<td>$793</td>
<td>month to month</td>
</tr>
<tr>
<td>Office 1328 Suite 250 (2 office)</td>
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<td>$13.00</td>
<td>$600</td>
<td>$650</td>
<td>$7,202</td>
<td>month to month</td>
</tr>
<tr>
<td>Office 1328 Suite 75 (workshop)</td>
<td>18</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>ACD</td>
</tr>
<tr>
<td>Garage Space Rent</td>
<td>576</td>
<td>$ -</td>
<td>$ -</td>
<td>$6,732</td>
<td>$69,336</td>
<td>ACD</td>
</tr>
</tbody>
</table>

- Lindahl moved the proposed rental rates. LeMay seconded the motion. All ayes, motion carried.

During the last Operations meeting it was suggested that we review the **Maintenance Fund in terms of cash flow to ensure that we are not setting aside funds in excess of need to the detriment of other priorities. One consideration is that if the mortgage were paid off, it would free up 30K annually in principal and interest payments to cover anticipated maintenance.**

** Maintenance Fund Management **

A Maintenance Fund has been established to enable ACD to regularly set aside and accumulate a reserve to cover the cost of large anticipated property management expenses. The Fund amounts are to be reviewed and approved annually. The committee members directed Lord to itemize the maintenance elements by building to better reflect likely costs and timing and to facilitate analysis of rental rates as they relate to anticipated maintenance. In addition, replacement of windows and interior paint and flooring was to be added. The results of these changes are shown to the adjacent tables. The additions and updates in amount and timing modified the cash flow analysis (shown in the far right table). Essentially, this shows that provided we add $10,000 to
the fund each year, the fund balance will be at least $52,000 and not more than $109,000 over the next 15 years.

To maximize the life of HVAC ACD should schedule regular fall and spring maintenance.

- Lindahl moved the McKay Maintenance schedule as proposed. Laitinen seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>Funds</th>
<th>Effective Life</th>
<th>Goal</th>
<th>Annual Cost</th>
<th>Est. Year Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1318</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roof</td>
<td>30</td>
<td>$10,000</td>
<td>$333</td>
<td>2005</td>
</tr>
<tr>
<td>AC units</td>
<td>20</td>
<td>$10,000</td>
<td>$500</td>
<td>2005</td>
</tr>
<tr>
<td>Furnaces</td>
<td>20</td>
<td>$10,000</td>
<td>$500</td>
<td>2005</td>
</tr>
<tr>
<td>Water Heaters</td>
<td>25</td>
<td>$1,000</td>
<td>$40</td>
<td>2005</td>
</tr>
<tr>
<td>Exterior Paint</td>
<td>15</td>
<td>$3,000</td>
<td>$200</td>
<td>2005</td>
</tr>
<tr>
<td>Septic (passive)</td>
<td>35</td>
<td>$12,000</td>
<td>$343</td>
<td>2005</td>
</tr>
<tr>
<td>Windows</td>
<td>30</td>
<td>$18,000</td>
<td>$600</td>
<td>2005</td>
</tr>
<tr>
<td>Interior Paint</td>
<td>10</td>
<td>$2,000</td>
<td>$200</td>
<td>2011</td>
</tr>
<tr>
<td>Carpet</td>
<td>15</td>
<td>$12,500</td>
<td>$833</td>
<td>2005</td>
</tr>
<tr>
<td>1328</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roof</td>
<td>30</td>
<td>$13,000</td>
<td>$433</td>
<td>2015</td>
</tr>
<tr>
<td>AC units</td>
<td>20</td>
<td>$13,000</td>
<td>$650</td>
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<td>Boiler (radiators)</td>
<td>20</td>
<td>$5,000</td>
<td>$200</td>
<td>2005</td>
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<tr>
<td>Water Heaters</td>
<td>20</td>
<td>$1,500</td>
<td>$75</td>
<td>2005</td>
</tr>
<tr>
<td>Exterior Paint &amp; Stain</td>
<td>15</td>
<td>$6,000</td>
<td>$400</td>
<td>2005</td>
</tr>
<tr>
<td>Septic (tank, pump &amp; mound)</td>
<td>35</td>
<td>$18,000</td>
<td>$514</td>
<td>2005</td>
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<tr>
<td>Windows</td>
<td>30</td>
<td>$21,000</td>
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<tr>
<td>Carpet</td>
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<td>$3,000</td>
<td>$200</td>
<td>2011</td>
</tr>
<tr>
<td>Hardwood flooring</td>
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<td>$12,000</td>
<td>$400</td>
<td>2005</td>
</tr>
<tr>
<td>Deck</td>
<td>25</td>
<td>$10,000</td>
<td>$400</td>
<td>1997</td>
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<tr>
<td>Appliances</td>
<td>25</td>
<td>$6,000</td>
<td>$240</td>
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</tr>
<tr>
<td>Garage</td>
<td></td>
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<tr>
<td>Roof</td>
<td>25</td>
<td>$4,000</td>
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<td>Paint</td>
<td>15</td>
<td>$2,000</td>
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<tr>
<td>Parking lot</td>
<td></td>
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</tr>
<tr>
<td>Upper - concrete</td>
<td>40</td>
<td>$25,000</td>
<td>$625</td>
<td>2005</td>
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<tr>
<td>Lower - asphalt</td>
<td>25</td>
<td>$40,000</td>
<td>$1,600</td>
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<td>Driveway</td>
<td>15</td>
<td>$18,000</td>
<td>$1,200</td>
<td>2005</td>
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<tr>
<td>Well</td>
<td>30</td>
<td>$10,000</td>
<td>$333</td>
<td>2005</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$289,000</strong></td>
<td></td>
<td><strong>$12,114</strong></td>
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**Mortgage Payment Acceleration**

The current mortgage is a 10 yr loan with a 15 yr amortized payment. It began on August 15, 2015 with an interest rate of 4.15%. That is fixed for 5 years at which point it can go up to 5.05% for the next five years. At the end of the 10 years we would either need to make a balloon payment or refinance the mortgage.

We currently pay an extra $223/month because we kept making the same payments as we had prior to the 2015 refinance. We also plan to make a $40K lump sum extra payment this month. With this payment alone, the balloon payment in 2025 would be down to $25K. Without it, the balloon would be $85K. The $40K payment now saves us $20K in interest over the next 8 years.
Another consideration is that Mary Jo and Dan Truchon are personally impacted by this loan, as Mary Jo had to be a signer on it. Mary Jo's current term ends in 2020 and if she opts not to run again, we would need address it at that time. If she and Dan were to need a loan, having this loan could make that problematic. A plan to accelerate paying off the mortgage would be good. If Rain Guardian sales increase greatly, this could be an easy action to take.

**Handbook Updates**

Lord explained that throughout the year, as the committees and the Board take actions that require handbook updates, he makes the updates. Lord explained that when he notices inconsistencies or other issues he will make updates to the handbook at the time; tracking all changes. The committee reviewed all updates and made some adjustments. Each Board member was provided a copy of the handbook showing proposed changes and asked to review it over the coming month for approval at the January Board meeting.

**New Business—Action Items**

**H. 2018 Lab Service Selection**

The Board reviewed a memo prepared by Schurbon related to securing a lab for 2018 water monitoring.

- Laitinen moved to authorize the 2018 water sample testing lab services quote from RMB laboratories for all parameters except E.coli and accept the 2018 quote from Instrumental Research for E. coli testing. Meixell seconded the motion. All ayes, motion carried.

**I. Rum River “One Watershed, One Plan” Support**

The Board reviewed a memo prepared by Schurbon along with a resolution related to One Watershed, One Plan support. Lord provided information about the structure and the logistics metro and non-metro watershed based funding in the context of the Rum River watershed. A separate initiative for metro areas is beginning, which will require the coordination of all Anoka County water management entities to distribute $826,000 over the biennium for priority projects. ACD plans to offer our services to facilitate this process and may be a logical choice to attend to grant administration and reporting. Lord reiterated that ACD is an optional participant and that the resolution does not commit financial support.

- Lindahl moved to approve resolution 2017_4 supporting a Rum River Major Watershed “One Watershed, One Plan” planning grant application. LeMay seconded the motion. All ayes, motion carried.

**J. Amendment to the Beck Property Riverbank Erosion Control**

The Board reviewed a memo prepared by Carrie Taylor, Restoration Ecologist amending the Beck Property riverbank erosion control agreement.

- Laitinen moved to approve the amendment to the Partnership agreement for the construction and maintenance of riverbank erosion control between John and Tiffany beck and the Anoka Conservation District. Meixell seconded the motion. All ayes, motion carried.
K. Oak Glen Creek Pond Expansion and IESF Payment
The Board reviewed a memo prepared by Lord and corresponding material related to the final construction payment. Lord stated that he is still waiting on some of the match paperwork from the City of Fridley and will hold on to the final payment until everything is received. Lord further explained that the vegetated swale incorporated to the design further improves water quality; increasing the TP and TSS reduction by 10 lbs/year and 3,123 lbs/year respectively.

- Laitinen moved to approve incorporating the vegetated swale into the project as a CWF eligible element. Meixell seconded the motion.

- Laitinen moved to approve payment of $176,767.77 for CWF grant #C14-2296 as reimbursement to the City of Fridley for eligible expense contingent upon the following:
  1. Receipt of As-Builts signed off by the project engineer
  2. Sufficient documentation from project partners of matching expenses
  3. Updates to the JPA exhibits to reflect the as-built design and any needed updates to the Operations and Maintenance Plan to ensure the project functions in accordance with the CWF grant terms.
  4. Completed project close-out check list as determined by City and Engineer: e.g. final inspection sign off, close out agreement that project is OK, warrantee period starts, all contractors and subcontractors have been paid, verification of final quantities, certified payroll provided by contractor for prevailing wage law, contractor and subcontractors (if any) submittal of form IC-134 to MN DOR (contractor affidavit completed on line), lien waiver if desired by city.

Including authorization for the chair to sign any related documents. LeMay seconded the motion. All ayes, motion carried.

L. East Bethel Subsurface Sewage Treatment Systems (SSTS) Removed

M. Lake George Study Payment to Consultant
The Board reviewed a memo prepared by Schurbon along with corresponding material related to a payment to Wenck, the Lake George Study consultant.

- Lindahl moved to authorize payment of $4,573.20 for invoice 11708161 dated 12/6/2017 to Wenck Associates for Lake George Watershed Targeted BMP Analysis Professional Services. Laitinen seconded the motion. All ayes, motion carried.

New Business — Informational Items

N. Watersheds
The Board discussed meetings they did and did not attended as follows:
- Steve Laitinen; Lower Rum River and the Upper Rum River WMOs – No Meeting
- Jim Lindahl; Coon Creek Watershed District – Attended and provided detail
- Sharon LeMay; Sunrise River WMO – No meeting
- Glenda Meixell; Mississippi WMO – No Meeting, Coon Creek WD Board meeting – Did not Attend
- Mary Jo Truchon; Rice Creek Watershed District Advisory Committee – No Meeting
O. MASWCD – Annual Convention
The Board discussed the MASWCD Annual Convention.

Additions

P. MASWCD
March 12-13 2018 Legislative Briefing and Day at the Capitol
The Board discussed the day at the capitol and the meeting venue needed to tackle the details. LeMay reminded the Board about the discussion after last year’s day at the capitol. Possibly reserving a meeting room at the Capitol in the afternoon and sending invitations to legislators using the targeted approach. LeMay suggested that Berkness check to see if the meeting rooms at the Capitol charge a fee and if refreshments could be brought in. Berkness stated she would also check on the notes from last year. Truchon stated she always had a great turn out for meeting at Perkins. The board discussed further and decided a workshop was needed. After some deliberation, the workshop date us scheduled for January 11th at 5pm.

MASWCD Dues and Accomplishments
The Board reviewed an invoice from the MASWCD along with their 2017 accomplishments.

- Laitinen moved to approve dues of $4,690.98 to the MASWCD for 2018. Meixell seconded the motion. All ayes, motion carried.

Meetings/ Dates
- January 15- Martin Luther King Day
- January 16 - (Tuesday) – ACD Board Meeting at McKay Office 5pm
- February 1 - BWSR Reporting Deadline

- Lindahl moved to adjourn at 7:36pm. Laitinen seconded the motion. All ayes, motion carried.

 Prepared by Kathy Berkness, Office Administrator

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

Anoka Conservation District Regular Board Meeting December 18, 2017
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