4:30 – Supervisor Training: New Watershed Programs: 1W1P and Fund the Plan – Jamie Schurbon

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

Committees
E. Personnel Meeting - Staffing and Recruitment - January 11, 2018

New Business-Action Items
F. Legislative Outreach Strategies – January 11, 2018
G. Approve 2018 Resolutions
H. Maturing CD at Multi-Bank Securities Inc.
I. Tebco Lease Agreement (Suite 200 & 250)
J. Golden Lake IESF 2 Payment Approval
K. Carp Harvest Project Payment Approval
L. Lake George Study Payment Approval
M. Final Report for the Oak Glen Creek Pond Expansion and IESF #C142296
N. Targeted Mississippi Riverbank Grant Agreement (2018)
O. Targeted Mississippi Riverbank (2017 Grant) Payment Approval
P. Anoka Chamber of Commerce 2018 Dues
Q. MACD 2018 Dues
R. Consider Lower St. Croix One Watershed One Plan participation
S. Approve 2018 Fee Schedule
T. 2018 Annual Plan
U. Approve 2018 Handbook
V. East Bethel SSTS Request (Provide on Monday)

New Business-Informational Items
W. Watershed Meetings

Additions
X.
Y.
Z.
AA.
BB.
CC.

FYI /Meetings
• February 1: BWSR Reporting Due
• February 20: Tentative ACD Board Meeting, ACD Office 5pm
• March 12-13: MASWCD Legislative Briefing and Day at the Capitol March
Selection of Officers and Committees

Board Officers

Truchon requested nominations for Chair.

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

Truchon called for nominations for Treasurer.

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

Truchon called for nominations for Secretary.

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

Committee /Liaison Assignments

The Board discussed the logistics, timing and frequency of meetings of their designated Watersheds and WMOs. All were pleased with their 2017 assignments. There was additional discussion about the Metro Conservation Districts and the Area IV (MACD) assignments. Laitinen inquired if Meixell would be interested in serving on the Metro Conservation Districts. 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: Meixell with Lindahl as alternate
- Area IV (MACD): Meixell and LeMay
- Rice Creek Watershed District Citizens Advisory Committee: Truchon with LeMay as alternate
- Coon Creek Watershed District Citizens Advisory Committee: Lindahl with Meixell as alternate
- Sunrise River Watershed Management Organization: LeMay
- Upper Rum River Watershed Management Organization: Laitinen with LeMay as alternate
- Lower Rum River Watershed Management Organization: Laitinen with Meixell as alternate
- Mississippi Watershed Management Organization: Meixell

- Lindahl moved to cast a unanimous ballot for the slate. Meixell seconded the motion. All ayes, motion carried.
Truchon assumed the Chair and called the meeting to order at 5:21

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: (X) Board of Soil and Water Resources Grant Financial Reports.

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

A. Approval of December Minutes
LeMay noted an update in the Minutes on page 5, first paragraph, from “without funding partners” to “with our funding partners”.

- LeMay moved to approve the amended December 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 Financial Reports
Lord pointed out the year-end net income outlined on the year-end balance sheet.

- Lindahl moved to approve the December financial reports. Meixell seconded the motion. All ayes, motion carried.

D. Approval of January Bills (covered after item V)
- Meixell moved to approve electronic payments EP867-EP881 along with check numbers 14182-14230. Lindahl seconded the motion. All ayes, motion carried.

Committees
E. Personnel Meeting – Staff Recruitment – January 11, 2018
The Board reviewed the recruitment schedule and ranking criteria along with the position announcement and position description for the Technician and Assistant Technician positions. LeMay provided a brief overview.

- LeMay moved to approve the recruitment of the regular full time Technician including the position announcement and recruitment criteria. Laitinen seconded the motion. All ayes, motion carried.

- LeMay moved to authorize the District Manager to fill a full time Assistant Technician position to begin early April including the approval of the position announcement. Lindahl seconded the motion. All ayes, motion carried.

F. Legislative Outreach
The Board reviewed the Legislative Working session notes. Lord explained that room G20 at the Capitol is reserved for February 28th but the reception details need to be worked out. The Board discussed the possible structure of the reception and decided that ACD will also attend the legislative day at the Capitol on March 13, and schedule appointments with legislators for either February 28th or March 13th. The Board decided that Meixell and LeMay would attend the reception on behalf of the Board. The Board directed Lord to work with staff to pull together materials and present to the Board for review via email.

G. Approve 2018 Resolutions
Resolution 2018-01 Meeting Schedule
- Lindahl moved to adopt Resolution 2018-01 identifying the February 2018 – January 2019 ACD Board Meeting schedule. Meixell seconded the motion. All ayes, motion carried.

Resolution 2018-02 Requiring Anoka County Provide Liability Insurance
- Lindahl moved to adopt Resolution 2018-02 requiring Anoka County to provide liability insurance for ACD. Laitinen seconded the motion. All ayes, motion carried.

H. Maturing CD at Multi-Bank Securities, Inc.
The Board reviewed a memo prepared by Lord and a list of security offerings to reinvest a recently matured $50,000 CD. Lord explained that he asked for an updated list of offerings, but the Multi-Bank Securities representative had not gotten back to him.
- Lindahl moved to authorize Lord and Meixell to choose a CD from Multi-Bank Securities to reinvest the $50,000. LeMay seconded the motion. All ayes, motion carried.

I. Tebco Drywall Lease Agreement (Suites 200 & 250)
The Board reviewed the lease agreement with Tebco for suite 200 & 250.
- Meixell moved to approve the Lease agreement with Tebco. Laitinen seconded the motion. All ayes, motion carried.

J. Pump-Controlled IESF of Golden Lake Stormwater Pond Engineering Payment
The Board reviewed a memo prepared by Lord and corresponding material related to the payment to WSB for design services related to the Golden Lake IESF.
- Meixell moved to approve payment of $10,000 for the Clean Water fund Grant #C17-3550 for engineering services to WSB and Associates. Laitinen seconded the motion. All ayes, motion carried.

K. Carp Harvest Project Payment
The Board reviewed a memo prepared by Schurbon, Watershed Projects Manager, and corresponding material related to a payment to Carp Solutions for services they provided on the Carp Harvest Project.
- Laitinen moved to approve the $5,400.00 payment of invoice “ACD 4” dated 1/8/2018 to Carp Solutions LCC for services provided under the Martin and Typo Lake Carp Removal Project services contract. Lindahl seconded the motion. All ayes, motion carried.

L. Lake George Watershed Study Consultant Payment
The Board reviewed a memo prepared by Schurbon along with corresponding material related to a payment request by Wenck Associates for professional services for the Lake George Watershed Targeted BMP Analysis.

- LeMay moved to approve $5,602.10 payment of invoice 1179002 dated 1/3/2018 to Wenck Associates for Lake George Watershed Targeted BMP Analysis Professional Services. Meixell seconded the motion. All ayes, motion carried.

M. Final Report for the Oak Glen Creek Pond Expansion & IESF
The Board reviewed a final financial report along with the updated monitoring, inspection and maintenance plan. Lord explained the O & M was revised to take into account additional water quality treatment project components; the vegetated swale and pond expansion.

- Meixell moved to approve the final financial report for the Oak Glen Creek Storm Water Pond Expansion and Iron Enhanced Sand Filter Retrofit C14-2296 and approve the Chair’s signature on the final report. LeMay seconded the motion. All ayes, motion carried.

N. Targeted Mississippi Riverbank Grant Agreement 2018
The Board reviewed a 2018 Agreement for the Target Mississippi Riverbank. Lord explained that the grant is identical to the one received in 2017.

- Lindahl moved to approve the 2018 agreement with BWSR for Targeted Mississippi Riverbank Stabilization focused on Bioengineering #C18-2864. Meixell seconded the motion. All ayes, motion carried.

O. 2017 Targeted Mississippi Riverbank Payment approval
The Board reviewed a memo prepared by Mitch Haustein, Stormwater and Shoreland Specialist, and corresponding material regarding a payment request by WSB for their engineering service.

- Lindahl moved to approve payment of $1,844.00 to WSB for invoice No. 3 for engineering services provided for CWF grant #C17-3029. Meixell seconded the motion. All ayes, motion carried.

P. Anoka Chamber of Commerce 2018 Dues
- Lindahl moved to approve paying $60 for Anoka Chamber of Commerce 2018 Dues. LeMay seconded the motion. All ayes, motion carried.

Q. MACD 2018 Dues
- Meixell moved to approve paying Metro Area Conservation District (Area IV) dues of $300. Laitinen seconded the motion. All ayes, motion carried.

R. Consider Lower St. Croix One Watershed One Plan Participation
The Board reviewed a memo prepared by Schurbon related to participation in the Lower St. Croix 1 Watershed 1 Plan planning process. The memo outlined various levels of participation with option 1 being full participation with Staff and Board involved.

- LeMay moved to approve option 1 and authorize the Chair to sign the memorandum of agreement once it is finalized. Meixell seconded the motion. All ayes, motion carried.
- Truchon moved to assign LeMay as the designated Policy Committee member. Lindahl seconded the motion. All ayes, motion carried.
• LeMay moved to approve the eLINK financial report for the 2017 Conservation Delivery (P17-4542) and authorize the Chair’s signature. Meixell seconded the motion. All ayes, motion carried.

• LeMay moved to approve the eLINK financial report for the 2017 Buffer Law (P17-7432) and authorize the Chair’s signature. Meixell seconded the motion. All ayes, motion carried.

• LeMay moved to approve the eLINK financial report for Lake George Watershed Targeted BMP Analysis (C16-6582) and authorize the Chair’s signature. Meixell seconded the motion. All ayes, motion carried.

The Board reviewed the Meetings and Dates.

**FYI/ Meetings/ Dates**

- Feb. 19, ACD office closed in observation of Presidents Day
- Feb. 20, ACD Board Meeting at McKay office 5 pm
- Feb. 28, ACD Legislative Reception at the Capitol
- March 13, MASWCD & ACD Day at the Capitol
- April 4, Metro Area 4 Meeting, Arden Hills
- April 28th, ACD Tree Sale, 9am – 11am, Anoka County Fair Grounds

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

Prepared by Kathy Berkhness, Office Administrator Date

Approved as to form and content by Mary Jo Truchon, Chair Date
4:30 – Supervisor Training: Legislative Material Overview

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
D. Approval of Bills

Committee Meeting
E. Personnel Meeting on February 16
   • Technician Interviews
   • Part Time Specialist Recruitment

New Business-Action Items
F. 2018 RCWD Cost Share Agreement
G. 2018 RCWD Monitoring and Management Contract
H. 2018 LRRWMO Monitoring and Management Contract
I. 2018 MWMO Professional Services Contract
J. SRWMO Planning Initiation Comments
K. Lake George Study Payment to Consultant
L. Carp Harvest Payment Approval
M. 2018/2019 Contract with BWSR for Cooperative Weed Management Partnership
N. Contract for Services with the MN Land Trust
O. Martin Lake Commercial Fisherman Contract
P. October Meeting Date
Q. Authorize Participation in Watershed Based Funding Process

New Business-Informational Items
R. Watershed Meetings
S. MASWCD Thank You to SWCDs involved with Water Quality Town Hall Meetings

Additions
T. Mississippi River Stabilization Landowner Agreement
U. Video Contest
V. Return of Buffer Cost Share funds to BWSR
W. Rim in the Woods – Rum River Watershed and Source Water Protection
X.
Y.

FYI /Meetings
• February 28 – ACD Reception at the Capitol in Room G20 from 8-12
• February 28 – MCD Meeting, Earle Brown Towner, Brooklyn Park 4pm – 6pm
• March 10 – North Suburban Home Improvement Show – 8am 2pm
• March 13: MASWCD Legislative Briefing and Day at the Capitol
• March 19: ACD Board Meeting, 1318 McKay Conference Room. 5pm
• April 4 - MASWCD Metro Area 4 Meeting - Arden Hills
• April 7 – Home Landscaping and Garden Fair – Emily& Glenda 8am – 3:30pm
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Sharon LeMay, Supervisor  
Glenda Meixell, Treasurer  

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

Members Absent: Steve Laitinen, Secretary  

Chair Truchon called the meeting to order at 5:17

Approval of February Agenda  
- Lindahl moved to approve the revised February Agenda. Meixell seconded the motion. All ayes, motion carried.

A. Approval of January Minutes  
- Lindahl moved to approve the January 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 January Financial Reports  
- Meixell moved to approve the January 2018 Financials. LeMay seconded the motion. All ayes, motion carried.

D. Approval of February Bills (covered after item X)  
- Meixell moved to approve electronic payments EP-882 – EP-894 along with check numbers 14231 - 14250 Noting: Void of check number 14180 for $176,767.77 to the City of Fridley for the Oak Glen Creek Expansion and IESF as they did not receive it. A stop payment was placed on the check and it was reissued under the number 14231 dated 12/18/2017. Lindahl seconded the motion. All ayes, motion carried.

Committees  
E. Personnel Committee Meeting  
- Technical Interviews  
LeMay provided an overview of the Personnel Committee Meeting stating the Committee (LeMay, Truchon, and Mitch Haustein, Stormwater and Shoreland Specialist) interviewed three applicants.
• LeMay moved to offer the Technician position to Rebecca Hammer-Lester with a starting wage of $19/hour to $19.75/hour to be negotiated by the District Manager with a starting date not later than 3/19/2018 conditional on satisfactory verification of references, prior employment, education, and criminal background and driving record check. Meixell seconded the motion. All ayes, motion carried.
• Lemay moved that in the event that Rebecca Hammer-Lester declines or is otherwise unable to fill the position that it be offered to Aaron Lamb with the same compensation and conditions. Lindahl seconded the motion. All ayes, motion carried.

Lord explained that the district currently employees a temporary part time Specialist who was hired after Andrew Dotseth’s resignation. The position is in the budget for the entire year but we cannot extend the temporary status beyond May.
• LeMay moved to approve the recruitment of the regular part time Specialist including the position announcement and recruitment criteria. Meixell seconded the motion. All ayes, motion carried.

New Business—Action Items
F. 2018 Rice Creek Watershed District Cost Share Agreement
• Lindahl moved to enter into contract with the Rice Creek Watershed District for 2018 cost share program administration for a total not to exceed $10,000. Meixell seconded the motion. All ayes, motion carried.

G. 2018 Rice Creek Watershed District Contract for Monitoring and Management
• Lindahl moved to approve the 2018 Water Monitoring and Management contract with the Rice Creek Watershed District for $4,600.00. Meixell seconded the motion. All ayes, motion carried.

H. 2018 Lower Rum River Watershed Management Organization Contract for Monitoring and Management
• Lindahl moved to approve the 2018 Water Monitoring and Management contract with the Lower Rum River Watershed Management Organization for $14,485.00. Meixell seconded the motion. All ayes, motion carried.

• Meixell moved to approve the 2018 Water Monitoring and Management contract with the Mississippi Watershed Management Organization for $600. Lindahl seconded the motion. All ayes, motion carried.

J. Sunrise River Water Management Organization Planning Initiation Comments
The Board reviewed a draft letter to the SRWMO Board regarding their 10-year watershed management plan prepared by Jamie Schurbon, Watershed Projects Manager. Meixell noted a correction on page J4, Issue #9 from “science to it” to “science to that”
• Lindahl moved to authorize the Chair to sign the Sunrise River Water Management Organization planning initiation comment letter as updated. Meixell seconded the motion. All ayes, motion carried.

K. Lake George Watershed Study Consultant Payment
The Board reviewed a memo prepared by Schurbon and corresponding material regarding a payment request by Wenck Associates for professional services for the Lake George Watershed Targeted BMP Analysis.

- Meixell moved to approve $3,521.80 payment of invoice 11800231 dated 2/5/2018 to Wenck Associates for the Lake George Watershed Targeted BMP Analysis Professional Services. LeMay seconded the motion. All ayes, motion Carried.

L. Carp Harvest Payment Request
The Board reviewed a memo prepared by Schurbon along with corresponding material regarding a payment request by Carp Solutions LLC for professional services for the Carp Harvest project.

- Meixell moved to approve $2,030.52 payment of invoice ACD_5 dated 2/13/2018 to Carp Solutions LCC for services provided under the Martin and Typo Lake Carp Removal Project Services Contract. Lindahl seconded the motion. All ayes, motion carried.

M. Cooperative Weed Management Area Program Grant Agreement
The Board reviewed a memo prepared by Carrie Taylor, Restoration Ecologist, along with corresponding material regarding the Cooperative Weed Management Area Grant.

- LeMay moved to approve the Cooperative Weed Management Area Program Grant Agreement #C18-4636 for $20,000. Meixell seconded the motion. All ayes, motion carried.

N. Contract for Services with MN Land Trust
The Board reviewed a memo prepared by Taylor, along with a contract for services with the MN Land Trust. LeMay noted an incorrect date of completion on page 3, item 4, listing April 1, 2016, which should be 2018. Truchon granted permission to use her digital signature once the date is updated.

- Truchon moved to approve the Contract with the MN Land Trust for $2,500 upon an updated completion date. LeMay seconded the motion. All ayes, motion carried.

O. Martin Lake Commercial Fisherman Contract
The Board reviewed a memo prepared by Schurbon regarding a contract with Jeffrey Riedemann Commercial Fishing for the Carp Harvest Project.

- LeMay moved to approve the contracted services agreement between ACD and Jeffery Reidemann Commercial Fishing for carp removal from Martin Lake with total payment not to exceed $19,790. Meixell seconded the motion. All ayes, motion carried.

P. October Meeting Dates
The Board reviewed the dates outlined on resolution 2018-01. The October meeting was listed as 22nd, and the February meeting on the 26th. Lord pointed out that the Board meetings always occur on the third Monday of every month except for January and February, which typically occur the following Tuesday after the Monday holidays (Martin Luther King day and Presidents day).

- LeMay moved to approve the updated Resolution 2018-01 reflecting the correct Board meeting dates of February 20, and October 15. Meixell seconded the
motion. All ayes, motion carried

Q. Authorize Participation in Watershed Based Funding Process
The Board reviewed a memo prepared by Schurbon appointing a Watershed Based Funding Representative. Lord and LeMay both attended a prior planning meeting and provided details. Schurbon will continue to facilitate the meetings.
  • Meixell moved to designate Lord as ACD’s representative in 2018-19 Watershed Based Funding County-Level Meeting and designate Sharon LeMay as an alternate. Lindahl seconded the motion. All ayes, motion carried.

New Business – Informational Items
R. Watersheds
The Board discussed watershed organization meeting attendance as follows:
  ➢ Jim Lindahl; Coon Creek Watershed District – Attended the Board Meeting and the Citizen’s Advisory Committee Meeting.
  ➢ 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 Citizen’s Advisory Committee – Attended the Meeting

S. Minnesota Association of Soil and Watershed Conservation Districts – Annual Convention
The Board reviewed a thank you letter written by MASWCD President, Kurt Beckstrom, to SWCDs for their help with the “25 by ’25” town hall meetings along with a letter to the Governor outlining the outcome of those meetings.

Additions
T. Mississippi River Stabilization Landowner Agreement
The Board reviewed a memo prepared by Haustein, along with a Mississippi Stabilization Project landowner agreement. Lord explained that the landowner is required to provide $12,000 in escrow for design work which will be retained to cover design costs if the project falls through. The escrow will be used for landowner stabilization construction expenses if the project moves forward. The draft agreement is currently being reviewed by the County Attorney.
  • Meixell moved to authorize the Chair to enter into the landowner agreement for the design and construction of a riverbank stabilization project on the Mississippi River contingent on minor revisions from the County Attorney. Lindahl seconded the motion. All ayes, motion carried.

U. Video Contest
The Board reviewed a memo by Emily Johnson, MN GreenCorps employee, about sponsoring a video contest focused on the topic of stormwater. After some discussion the Board consensus is that it is a great idea warranting an Operations Committee meeting to work out the details. The committee members decided on Thursday, March 15, at 4pm.

V. Return of Buffer Cost Share funds to BWSR
The Board reviewed a memo prepared by Jared Wagner, Water Resource Technician, regarding the return of the Buffer Cost share. The Board discussed the fact that the rate
of $300 per acre in aide landowners would only be eligible for $30-$100 in aide which was not worth the effort.

- Laitinen moved to approve the return of $5,000 in buffer cost share funds to BWSR for Grant number P18-6392. Lindahl seconded the motion. All ayes, motion carried.

W. RIM (Reinvest in MN) in the Woods – Rum River Watershed and Source Water Protection
The Board reviewed a memo prepared by Lord regarding RIM. Lord explained that he met with BWSR and the National Forest Services who are interested in the Rum River Watershed as a source water protection area for the Twin Cities and that both organizations are prepared to invest time and funding into land protection in the watershed.

- Meixell moved to support partnering with neighboring SWCDs and BWSR to initiate a Rum River RIM in the Woods/Trees program and participate in efforts by the National Forest Service to conduct rudimentary planning to support his effort. Lindahl seconded the motion. All ayes, motion carried.

Meetings/ Dates
- February 28 – ACD Reception at the Capitol in Room G20 9am-noon
- February 28 – MCD Board Meeting, Earle Brown Tower, Brooklyn Park 4–6pm
- March 10 – North Suburban Home Improvement Show – 8am–2pm
- March 13 – MASWCD Day at the Capitol
- March 15 – Operation Committee, video contest
- March 19 – ACD Board Meeting, McKay Office in Ham Lake Office, 5pm
- March 30 - Good Friday, ACD Office Closed
- April 4 - Area IV (MACD) Meeting, Arden Hills, 9am
- April 7 – Home Landscaping and Garden Fair – Emily & Glenda – 8am – 3:30pm
- April 28 – ACD Tree Sale, Anoka County Fair Grounds, 9am – 11pm

- Lindahl moved to adjourn at 8:48pm. Meixell 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 20, 2018
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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

Committee Meetings
E. Operations Committee Meeting – March 15, Stormwater Video Contest

New Business-Action Items
F. 2018 Local Capacity Grant Amendment
G. Local Water Management 2018 Service Contracts
   • Coon Creek Watershed District
   • Upper Rum River WMO
   • Sunrise River WMO
   • Lake George Improvement District
H. Lower St. Croix 1W1P Partner Agreement
I. Lake George Study Payment to Consultant
J. Green Corp Resolution to Apply for Grant
K. Septic System Fix Up Grant Policy Update
L. 2018 Lower Rum River WMO Work Contract Amendment
M. LCCMR Application – Ex. Situ Rare Species Conservation
N. Rain Garden Video Financial Support Winona Co.

New Business-Informational Items
O. VonDeLinde Retirement Thank you
P. 2017 Year-end Financials
Q. Watershed Meetings
R. ACD Day at the Capitol and Reception – February 28 and March 13 Recap

Additions
S.
T.
U.
V.

FYI /Meetings
• March 30: ACD Holiday
• March 21: Golden Lake IESF Open House – Circle Pines City Hall 6pm – 8pm
• April 4: MASWCD Metro Area 4 Meeting - Arden Hills
• April 7: Home Landscaping and Garden Fair – Emily& Glenda 8am – 3:30pm
• April 16: ACD Board Meeting, 1318 McKay Conference Room. 5pm
• Mary 21: Constitutional Deadline for State Legislature to Adjourn
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Steve Laitinen, Secretary
Sharon LeMay, Supervisor
Glenda Meixell, Treasurer

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

Chair Truchon called the meeting to order at 5:04

Approval of March Agenda
- Lindahl moved to approve March Agenda. Meixell seconded the motion. All ayes, motion carried.

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

D. Approval of February Bills (covered after item 0)

Committees
E. Operations Committee Meeting – March 15, Stormwater Video Contest
Lindahl provided an overview of the Operations Committee Meeting stating the Committee members (LeMay, Lindahl, and Wetland Specialist Becky Wozney) and others in attendance (GreenCorps member Emily Johnson, and Lord) went over the rules and guidelines pertaining to the video contest for children and young adults to participate in. There will be a $300 winner in each of the three categories of “Youth Individual”, “Young Adult Individual”, and “Groups” (4H, Girls Scotts, School Groups, etc.). In addition, there will be a grand prize winner who will receive an additional $300. Lord explained that the committee decided to be vague about the award timeline and venue to maintain flexibility.
- Lindahl moved to approve sponsoring the Savvy about Stormwater Video Contest as outlined in the Rules and Guidelines including $1,200 in District Capacity Funds. Laitinen seconded the motion. All ayes, motion carried.
New Business—Action Items

F. 2018 SWCD Local Capacity Amendment
   • Meixell moved to approve the 2018 & 2019 SWCD Programs an Operations Grant Agreement Amendment of the SWCD Local Capacity Services #P18-2647 of $14,400 for a total grant amount of $114,400. Lindahl seconded the motion. All ayes, motion carried.

G. Local Water Management Contract
   The Board reviewed a memo along with 2018 Water Monitoring and Management Contracts prepared by Schurbon as follows:
   ➢ Coon Creek Watershed District $68,322
   ➢ Upper Rum River WMO $10,993
   ➢ Sunrise River WMO $38,040
   ➢ Lake George Improvement District $3,000
   • Laitinen moved to approve the 2018 Contracts for Water Monitoring and Management with the Coon Creek Watershed District ($68,322), Upper Rum River WMO ($10,993), Sunrise River WMO ($38,040), and Lake George Improvement District ($3,000). LeMay seconded the motion. All ayes, motion carried.

H. Lower St. Croix 1W1P Partner Agreement
   The Board reviewed a draft template of a Contract for Services with Chisago Soil and Watershed Conservation District for Lower St. Croix One Watershed One Plan.
   • Lindahl moved to authorize the District Manager to execute a final contract for professional services with Chisago SWCD for the Contracts Manager role in the Lower St. Croix One Watershed One Plan. Meixell seconded the motion. All ayes, motion carried.

I. Lake George Watershed Study Consultant Payment
   The Board reviewed a memo prepared by Schurbon regarding a request by Wenck Associates for payment of work completed on the Lake George Watershed Study.
   • LeMay moved to approve payment of $2,000 of the $2,969.90 invoice 11800866 dated 3/13/2018 to Wenck Associates for Lake George Watershed Targeted BMP Analysis Professional Services. Partial payment is made such that the remaining funds are proportionate to remaining workload on the lump sum contract. Meixell seconded the motion. All ayes, motion carried.

J. Green Corp Resolution to Apply for Grant
   The Board reviewed a memo prepared by Lord regarding a 2018 - 2019 application for a GreenCorps member along with a supporting Board resolution. Lord stated that this is the same program that placed Emily Johnson at the ACD office last September.
   • Meixell moved to approve the signing of the attached resolution in support of the GreenCorps application, which indicates Anoka Conservation District’s commitment to host a Minnesota GreenCorps member and willingness to enter into an agreement with the MPCA should Anoka Conservation District’s application be selected. Laitinen seconded the motion. All ayes, motion carried.

K. Septic System Fix up Policy Update
   The Board reviewed a memo and related material prepared by Schurbon regarding a policy change related to the Septic System Fix up Program for low income

Anoka Conservation District Regular Board Meeting March 19, 2018
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homeowners. The update pertained to applicants who are self-employed. Instead of having to provide pay stubs they can provide two years of tax documents. LeMay stated this is a very common request.

- Laitinen moved to approve the revised ACD SSTS fix up grant policies as presented to require two years of income tax filings instead of pay stubs for self-employed applicants. Meixell seconded the motion. All ayes, motion carried.

L. 2018 Lower Rum River WMO Contract Amendment
The Board reviewed a memo prepared by Schurbon regarding some changes to the Lower Rum River WMO Contract approved at the February meeting. The contract updates outlined are; to delete a duplicative monitoring site, add a fee for Rum River upstream - downstream analysis, and add chloride monitoring thus reducing the contract amount by $875.

- Laitinen moved to approve the amendment to the 2018 Water Monitoring and Management Contract between the ACD and the Lower Rum River WMO, with a new contract total of $13,610. LeMay seconded the motion. All ayes, motion carried.

M. LCCMR Application; Ex-Situ Rare Species Conservation
The Board reviewed a memo prepared by Carrie Taylor, Restoration Ecologist, regarding the submittal of an LCCMR grant proposal for an Anoka Sand Plain Rare Species Recovery Program. Lord explained that Taylor and Aaron Diehl, Part time Specialist, worked hard to pull together a draft proposal in a short amount of time. The final proposal is due on April 11. Lord explained that the project contributes to the recovery of rare plant species. Taylor will be working closely with Jason Husveth, of Critical Connections Ecological Services and the MN Landscape Arboretum Rare Species Propagation program.

- Laitinen moved to authorize submittal of the LCCMR Proposal for Anoka Sand Plain Rare Plant Species Recovery Program (or variant thereof depending on the final edits). Meixell seconded the motion. All ayes, motion carried.

N. Rain Garden Video Financial Support Winona Co.
Lord explained that former City of Fridley employee Kay Qualley developed a rain garden video while at Fridley that she is not updating. The updated version is largely animated and cuts the original lengthy video into shorter segments. Lord presented the beginning of the video to the Board commenting that he felt the animation was very good.

- Laitinen moved to authorize contributing $500 toward the work completed to-date and purchasing an additional 60 seconds of animation to provide additional enhancements at a total contribution of $1,550. LeMay seconded the motion. All ayes, motion carried.

O. VonDeLinde Retirement Thank You
Truchon thanked Lord for writing such a thoughtful and detailed letter.

- Laitinen moved to approve the Congratulations letter to VonDeLinde on his retirement. LeMay seconded the motion. All ayes, motion carried.

P. 2017 Year-end Financials
The Board reviewed the 2017 year-end financials along with pages that were updated after the Board received their packets. Lord explained his frustrations in getting the
PERA configuration from CPA Michael Peterson, stating it took many emails back and forth before he got the specific equation formulas requested. Lord further clarified that even now the PERA section has elements waiting for edits from Peterson that Lord highlighted in yellow. Fortunately, the remaining edits are not substantive so the draft report can be approved as is.

- Meixell moved to approve the 2017-year end financials subject to audit. Laitinen seconded the motion. All ayes, motion carried.

**New Business – Informational Items**

**Q. Watersheds**
The Board discussed watershed organization meeting attendance as follows:
- Jim Lindahl; Coon Creek Watershed District – Attended the Board Meeting and the Citizen’s Advisory Committee Meeting.
- Sharon LeMay; Sunrise River WMO – Attended the meeting
- Glenda Meixell; MCD & Mississippi WMO – Attended both meetings
- Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – Attended the meeting
- Steve Lindahl – LRRWMO – Did not go, URRWMO - did not go, was taken off the email list

**R. ACD Day at the Capitol**
The Board discussed the ACD Day at the Capitol meetings and reception on Feb 28 and March 13. Meixell noted that she previously did not attend the Day at the Capitol because of all the walking and her mobility issues, was pleased that she could attend the reception on February 28. Lord thanked LeMay for her for the idea.

**FYI / Meetings and Dates**
Lindahl distributed various newspaper articles.

Meetings/ Dates
- March 30: ACD Holiday – Office Closed
- March 21: Golden Lake IESF Open House – Circle Pines City Hall 6pm-8pm
- April 4: Area IV (MACD) Meeting, Arden Hills, 9am
- April 7: Home Landscaping and Garden Fair – Emily & Glenda – 8am – 3:30pm
- April 16: ACD Board Meeting, 1318 McKay Drive Conference Room. 5pm
- April 28: ACD Tree Sale, Anoka County Fair Grounds, 9am – 11pm

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

\[Signature\]  
April 16, 2018

Prepared by Kathy Berkness, Office Administrator  
Date

\[Signature\]  
April 16, 2018

Approved as to form and content by Mary Jo Truchon, Chair  
Date
4:00 EQIP LWG Workshop Meeting

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

Committee Meeting
E. Personnel Committee Meeting – April 12, Seasonal Specialist Position

New Business-Action Items
F. Conservation Corps Host Site Agreement with ACD
G. Clean Water Grant Work Order Agreement between ACD and the Conservation Corps
H. Agreement with Met Council for WOMP
I. Isanti SWCD Equipment Rental Agreement
J. SRWMO Water Management Plan Updates
K. 2018 Metro Conservation Dues

New Business-Informational Items
L. 2020-2021 Biennial Budget Request
M. Watershed Meetings
N. MACD (Area IV) Meeting
O. Home Landscaping and Garden Fair at the Bunker Hills Activity Center

Additions
P. Carp Harvest Payment Approval
Q. CD Maturity & Reinvest
R. SWCD Funding Authority Update
S.
T.
U.

FYI /Meetings
• May 21: ACD Board Meeting, 1318 McKay Drive, NE Ham Lake, 5pm
• May 21: Constitutional Deadline for State Legislature to Adjourn
• May 22: Elections, Candidate Filing Period Opens (closes on June 5)
• TBD: Summer MACD (Area IV) Meeting & Tour, Host Scott SWCD
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Steve Laitinen, Secretary
Sharon LeMay, Supervisor
Glenda Meixell, Treasurer

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Julie Reberg, NRCS District Conservationist (departed at 5:25)

Chair Truchon called the meeting to order at 5:04

Approval of April Agenda
The following agenda additions were noted: (P) Carp Harvest Payment Approval, (Q) CD Maturity & Reinvest, (R) SWCD Funding Authority Update
- Lindahl moved to approve the April Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

A. Approval of March Minutes
- Laitinen moved to approve the March 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 March Financial Reports
- Meixell moved to approve the March Financials. Laitinen seconded the motion. All ayes, motion carried.

D. Approval of April Bills (covered after item R)

Committees
E. Personnel - Committee Meeting – April 12, Part Time Specialist Position
Sharon provided a brief overview of the meeting stating that the Committee recommended Aaron Diehl for the part time specialist position.
- Lindahl moved to authorize offering the Regular Part Time Specialist Position (20-30 hrs/wk) to Aaron Diehl with a starting wage of $30/hour, a starting date retroactive to April 2, 2018 credit for the years previously work with ACD in terms of vacation accrual rate, conditional on satisfactory verification of references, prior employment, education, criminal background and driving record. LeMay seconded the motion. All ayes, motion carried.

New Business–Action Items
F. Conservation Corps Host Agreement with ACD
Lord explained the two types of agreements ACD enters into with the Conservation Corps. One to get an employee placed in the office to help with the monitoring and other tasks over the summer (this item), and one for actual crew days to help install projects, which is the next agenda item.
- Laitinen moved to approve the CCM Conservation Academy Host Site Agreement. LeMay seconded the motion. All ayes, motion carried.

G. Clean Water Grant Work Order Agreement Between ACD and the Conservation Corps
- Lindahl moved to approve the work order between the Conservation Corp and the Anoka CD. Laitinen seconded the motion. All ayes, motion carried.

H. 2018-2019 Watershed Outlet Monitoring (WOMP2)
Lord explained that originally we did not think that we were going to have an agreement as some of the monitoring overlapped with what MPCA is doing. Jamie Schurbon, Watersheds Project Manager, had to revise some of the WMO’s agreements to accommodate this change.
- LeMay moved to enter into agreement with the Met Council for the 2018-2019 Metropolitan Area Watershed Outlet Monitoring Program for the Rum River not to exceed $6,000. Meixell seconded the motion. All ayes, motion carried.

I. Isanti SWCD Equipment Rental Agreement
- Lindahl moved to approve the Rental Agreement with Isanti SWCD. Meixell seconded the motion. All ayes, motion carried.

J. Sunrise River WMO Contract
The Board reviewed an agreement with the SRWMO related to leading them through their 10-year watershed management plan update process.
- Meixell moved to approve the signing SRWMO plan update contract for $35,175. Laitinen seconded the motion. All ayes, motion carried.

K. 2018 Metro Conservation Dues
- Meixell moved to approve the 2018 Metro Conservation District Dues for $800. Laitinen seconded the motion. All ayes, motion carried.

New Business – Informational Items
L. 2020-2021 Biennial Budget Request
Lord explained that the Biennial Budget request is not a requirement by BWSR but it does increase the District’s score when applying for Clean Water Fund Grants. Lord provided a copy of the BBR to the board for their review.

M. Watershed meeting
The Board discussed watershed organization meeting attendance as follows:
- Jim Lindahl; Coon Creek Watershed District – Did not attend the Board Meeting or the Citizen’s Advisory Committee Meeting.
- Sharon LeMay; Sunrise River WMO – Attended the meeting
- Glenda Meixell; MCD & Mississippi WMO – Did not attend as there was not a meeting
- Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – Attended the meeting
N. MACD Area IV Meeting
Meixell, LeMay and Truchon recapped the April 2nd MACD Area IV meeting.

O. Home Landscaping and Garden Fair at the Bunker Hills Activity Center
Glenda provided an overview of the Home Landscaping and Garden Fair she attended at the Bunker Hills activity Center with Emily Johnson.

P. Carp Harvest Payment Approval
The Board reviewed a memo, Prepared by Schurbon, along with corresponding material regarding a payment request for the Carp Harvest Project.
- Laitinen moved to approve the $4,800 payment of invoice "ACD_6" dated 4/12/2018 to Carp Solutions LCC for services provided under the Martin and Typo Lake Carp Removal Project Services contract. Lindahl seconded the motion. All ayes, motion carried.

Q. CD Offerings
The Board reviewed a list of CD Offerings as the District has a $150,000 CD maturing. The Board discussed the various CD terms and rates.
- Lindahl moved to approve investing in a 12-month CD. Meixell seconded the motion. All ayes, motion carried.

R. SWCD Funding Authority
The Board reviewed correspondence created by MASWD related the SCWD funding authority bill. Lord was asked to testify at a senate hearing and provided further detail.

FYI / Meetings and Dates
Lindahl distributed various newspaper articles.

Meetings/ Dates
- April 4: Area IV (MACD) Meeting, Arden Hills, 9am
- April 7: Home Landscaping and Garden Fair – Emily & Glenda – 8am – 3:30pm
- April 28: Tree Sale-Anoka County Fair Grounds
- May 21: ACD Board Meeting, 1318 McKay Drive Conference Room. 5pm
- Lindahl moved to adjourn at 6:43pm. Meixell seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

Approved as to form and content by Mary Jo Truchon, Chair
4:30 Supervisor Training – Update by GreenCorp Emily Johnson on Funding for Outreach Collaborative and Coordinator Position

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
E. Legislative Update

New Business-Action Items
F. Carp Harvest Payment Approval
G. Upper Rum River WMO Administrative Services
H. Consider Cancelling Commercial Fisherman Contract-Martin Lake
I. Peterson Company LTD 2017 Audit Bid
J. MASWCD Washington DC Leadership Institute 2018
K. Consider SSTS cost share grant applications
L. Anoka County Presentation

New Business-Informational Items
M. Watershed Meetings
N. MACD Area IV Summer Meeting & Tour

Additions
O.
P.
Q.

FYI /Meetings
• May 22: Elections, Candidate Filing Period Opens (closes on June 5)
• May 28: Memorial Day
• June Board Meeting
• Before June Board Meeting: Set up Personnel Committee Meetings
• June 4: Video Contest Submission Deadline
• June 20: Summer MACD (Area IV) Meeting & Tour, Host Scott SWCD
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Steve Laitinen, Secretary  
Sharon LeMay, Supervisor  
Glenda Meixell, Treasurer  

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

Chair Truchon called the meeting to order at 5:02  

Approval of May Agenda  
The following agenda additions were noted: (L) County Presentation (N) MACD Area IV Summer Meeting and Tour.  
- Lindahl moved to approve the May Agenda as amended. Meixell seconded the motion. All ayes, motion carried.  

A. Approval of April Minutes  
Lindahl noted an update, page 3, Item N, from Steve Lindahl to Steve Laitinen.  
- Lindahl moved to approve amended April 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 April Financial Reports  
Lord pointed out a tweak in the General Ledger which now starts with the Interest income. The prior items listed on the general ledger before the interest income are redundant with those listed later in the report. The change was made solely to shorten the report.  
- Meixell moved to approve the April Financials. Laitinen seconded the motion. All ayes, motion carried.  

D. Approval of April Bills (covered after item K)  
- Meixell moved to approve electronic payments EP927–EP938 along with check numbers 14296 - 14318. Noting the Void of 14292 from last month, which was a duplication. Laitinen seconded the motion. All ayes, motion carried.  

E. Legislative Update  
The Board reviewed a legislative update from the MASWCD  

New Business–Action Items  
F. Carp Management Payment Approval  
The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding a payment to Carp Solutions for work completed on the Martin and Typo Carp Management Project.
- Laitinen moved to approve $2,637.76 payment of invoice “ACD_7” dated 5/8/2018 to Carp Solutions LCC for services provided under the Martin and Typo Lake Carp Management Project Services. Meixell seconded the motion. All ayes, motion carried.

G. Upper Rum River WMO (URRWMO) Administrative Services
The Board reviewed a memo prepared by Schurbon regarding the request by the URRWMO for ACD to provide a cost estimate for administrative services. Lord pointed out that URRWMO currently does not have an administrative person. Board meeting follow up activities are left to the Chair or other board members. The Board discussed the situation at length, with the Board consensus that ACD does not want to enable the URRWMO simply persist at their current state, but rather help elevate their role in water resource management. It is a source of frustration that the group continues to do so little without any repercussions. A decision was made to copy BWSR and Anoka County on ACD’s response.
- Truchon made a motion that ACD would be happy to work on a service contract to assist URRWMO with implementation of an APPROVED Water Plan but not a minimal administrative service contract at this time. Laitinen seconded the motion. All ayes, motion carried.

H. Consider Cancelling the Commercial Fisherman Contract – Martin Lake
The Board reviewed a memo provided by Schurbon regarding cancelling the ACD contracted services with Jeff A. Riedemann for Commercial Fishing related to Carp Management Project. The services then would be replaced by Carp Solutions, LLC who would complete box netting. LeMay stated that she thought we could not cancel the commercial fisherman contract. Lord explained that we can cancel the commercial fishing contract with Riedemann, but not hire another commercial fisherman, as Riedemann has exclusive right to harvest from the lake. As a research entity, Carp Solutions is able to complete limited harvesting, as it is not ‘commercial.’ Lord indicated that he would prefer first to contact DNR to see if Riedemann can be compelled to complete the harvest. If not, could his license be revoked? If his license were revoked, is there a path that would allow ACD to complete a harvest. If so, would we be better off purchasing the box nets with available funds and doing the work ourselves over a longer time period? The Board discussed and decided to add an additional bullet to Schurbon’s recommended motion.
- Laitinen moved to authorize cancelling the service agreement with Jeff A. Riedemann Commercial Fishing for work at Martin Lake.
- Engage the Department of Natural Resources to discuss an alternative that would allow compel Reidemann or allow ACD to complete harvesting.
- Authorize the District Manager to amend the current ACD contract with Carp Solutions, Inc. For work at Martin and Typo Lakes to add Martin Lake box netting in an amount not to exceed $19,790. This motion is contingent upon DNR acceptance of this change in associated grant work contract. Meixell seconded the motion. All ayes, motion carried.

I. Peterson Company LTD 2017 Audit Proposal
The Board reviewed a proposal from Peterson Companies, LTD to complete the 2017 ACD Audit.
• Meixell moved to approve the proposal from Peterson Company, LTD for the 2017 ACD audit. Lindahl seconded the motion. All ayes, motion carried.

J. Minnesota Association of SWCDs (MASWCD) Washington Leadership Institute
The Board reviewed information about the MASWCD Washington DC Leadership Institute. Lord stated that the four-day trip to Washington is almost as expensive as the current leadership classes, attended by Becky Wozney, Wetland Specialist, which includes the DC trip and many other educational classes. The Board discussed. Lord advised Berkenes to check to see if MASWCD would be offering the complete leadership classes.

K. Consider the Subsurface Sewage Treatment System (SSTS) Fix up Grant Applications
The Board reviewed a memo prepared by Schurbon along with cost share applications related to the Septic System fix up grant.
• LeMay moved to:
  o approve the Septic System Fix up Grant for Lori Breen at 14001 Juliiarid St NE in Columbus for an amount not to exceed $13,840. and
  o acknowledge the emergency approval by the District Manager for a Septic System Fix up Gran to Ona Richards at 22665 East Martin Lake Road NE in Linwood Township for an amount not to exceed $9,200.

Laitinen seconded the motion. All ayes, motion carried.

New Business – Informational Items
L. Anoka County Presentation (Covered after item N)
Lord explained that he was offered the opportunity to present to the County Board of Commissioners at a workshop about the general function of SWCDs, ACD and the work we do along with budget concerns. The Board reviewed material prepared by Lord for the presentation. Several adjustments were made to the material to better convey the intended message. As Treasurer, Meixell will accompany Lord at the presentation.

M. Watershed Meetings
The Board discussed watershed organization meeting attendance as follows:
➢ Jim Lindahl; Coon Creek Watershed District – Did attend the Citizen’s Advisory Committee meeting and noted that MN GreenCorps Member, Emily Johnson, gave a presentation about rain gardens in Anoka County.
➢ Sharon LeMay; Sunrise River WMO – Attended the meeting and attended the Lower St. Croix 1W1P policy committee meeting.
➢ Glenda Meixell; MCD – Did not go, Mississippi WMO – Did attend the meeting and passed out invitations to the MWMO summer event.
➢ Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – Attended the meeting and provided an update and informed the Board about the Wargo Nature Center potluck.
➢ Steve Laitinen– LRRWMO – Did not go, URRWMO - did not go- did receive an email about the meeting but the date was changed at the last minute so he did not attend.

N. MACD Area IV Meeting
The Board reviewed the Area IV Summer Tour Registration to take place in Jordan hosted by Scott County. The Board did not express interest in attending. Lord stated he would extend an invitation to staff.
FYI / Meetings and Dates
Lord stated that the Finance Committee is needed before the Personnel Meeting to set the budget for wage adjustments. Lord mentioned that a significant amount of time is needed for the Personnel meetings as each employee evaluation takes around 20 minutes. Committee members discussed and provided dates they could meet.

Meetings/ Dates:
• **May 22 - June 5**: Elections, candidate filing period
• **May 28**: Memorial Day – office closed
• **June 4**: Video contest submission deadline
• **June 6**: Finance Committee meeting – 4:30 ACD office
  o 2018 Budget Update
  o 2019 Budget & Request to County
  o McKay Property Rates and Funds
• **June 11**: Personnel Committee meeting – 1:30 ACD office
  o Staff Evaluations
  o Staff Retention, Promotion, Demotion
  o Compensation Adjustments
  o Outreach Coordinator Recruitment
• **June 18**: ACD Board meeting
• **June 20**: MACD Summer Meeting & Tour – Hosted by Scott SWCD
• **June 27**: Mississippi WMO Tour: Wednesday June 27 – 3pm – 8pm

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

Prepared by Kathy Berkness, Office Administrator       Date       June 18, 2018

Approved as to form and content by Mary Jo Truchon, Chair       Date       June 18, 2018
4:30 Supervisor Training –Campus Groundwater Conservation Planning Update – Mitch Haustein

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
E. Legislative Update

Committee Meetings
F. Finance Committee Meeting, June 6
   ➢ McKay Property Maintenance Schedule and Fund
   ➢ 2018 Budget update (include wage adjustment budget and consider additional mortgage payments)
   ➢ 2019 Budget
G. Personnel Committee Meeting, June 11
   ➢ Employee Personnel Evaluations
   ➢ Employee Title, Class and Wage Adjustments
   ➢ Update the ACD Handbook to include an Employee Class for Public Relations/Outreach/Education/Communications etc.
   ➢ Approve Recruitment of a Public Outreach and Engagement Coordinator

New Business-Action Items
H. Video Contest Overview
   ➢ Review the Three Videos
   ➢ Pick the Winner
   ➢ Choose the Award
I. Anoka Nature Preserve Wetland Excavation
J. Carp Harvest Project Payment Approval
K. Lake George Study Payment to Consultant
L. 2017 and 2018 State Cost Share Allocation
M. Rum Central Site 4 Riverbank Stabilization Bid Solicitation Request
N. 2018/2019 Groundwater Level Monitoring (Obwell) Contract
O. Chris Lord Vacation Request
P. Boat Purchase Request

New Business-Informational Items
Q. MASWCD
   ➢ Resolutions
   ➢ Candidate Prospectus
R. Watershed Meetings

Additions
S. Workshop on the Water
T.

FYI /Meetings
• May 22: Final Presentation – Anoka County Workshop
• June 20: Summer MACD (Area IV) Meeting & Tour, Host Scott SWCD
• July 4: Independence Day
• July 16: ACD Board Meeting Ham Lake Office, 5pm
• July 17: Registration deadline for 2018-2019 Leadership Institute
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Steve Laitinen, Secretary  
Sharon LeMay, Supervisor  
Glenda Meixell, Treasurer

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

Chair Truchon called the meeting to order at 5:07

Approval of June Agenda
The following agenda additions were noted: (S) Workshop on the Water.
  • Truchon moved to approve the June Agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of May Minutes
  • Laitinen moved to approve May 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 May Financial Reports
  • Laitinen moved to approve the May Financials. Meixell seconded the motion. All ayes, motion carried.

D. Approval of June Bills (covered after item R)
  • Meixell moved to approve electronic payments EP939–EP948 along with check numbers 14319 - 14345. Laitinen seconded the motion. All ayes, motion carried.

E. Legislative Update
NA

New Business–Action Items
F. Finance Committee Meeting, June 6
Meixell provided an overview of the Finance Committee Minutes. Lord directed attention to the maintenance schedule stating the driveway repair was moved up from 2020 to 2018 as it is needed to coincide with the pole building to comply with the city permitting. Annual additions to the fund were also eliminated for 2018 and 2019 and reduced from $10K to $7.5K thereafter. Lord received a quote for pole building material but is still waiting on a quote for constructing it. Once costs are determined for various structure sizes and options the Board will be engaged to direct staff on a path forward. One complication is the rising cost of steel, which results in quotes that are only good for a week or two.

➢ McKay Property Maintenance Schedule and Fund
  • Meixell moved to approve the revised maintenance and fund development schedules. Laitinen seconded the motion. All ayes, motion carried.
2018 Budget Update
Lord explained that the 2018 budget was modified on the fly during the Finance Committee Meeting and goes hand in hand with the 2019 budget. Because the undesignated fund changed due to the cap in salary increases by the Personnel Committee, the budget approved at the Finance Committee Meeting changed. Lord distributed a new budget summary.
- Meixell moved to approve the revised budget for 91% of target for wage adjustments for the remainder of 2018 discretionary expenses of $30K for accelerated mortgage pay down, $12K for vehicles, $30K for construction of a pole building and $18K for driveway repair. Lindahl seconded the motion. All ayes, motion carried.

2019 Budget Update
Lord distributed the cover letter to Anoka County along with the budget request informing the Board if they have updates to provide it to him before he sends it off. Lord directed the Boards attention to the graph charting stating the county allocation is not keeping up with population and inflation. Lord pointed out the $100,000 that would be used as project match. The Board discussed.
- Meixell moved to approve the 2019 budget incorporating the 2018 wage adjustments recommendation and dedication of $100,000 to projects, resulting in a request for a county contribution of $193,808 for general services and $100,000 for projects. Laitinen seconded the motion. All ayes, motion carried.

G. Personnel Committee Meeting
Employee Evaluations
LeMay provided an overview of the Personnel Meeting directing members to review the common themes and employee concerns; safe vehicles and space.

Employee Title, Class and Wage Adjustments
- Lindahl moved to recommend the staff retention and wage adjustments as presented. LeMay seconded the motion. All ayes, motion carried.

ACD Handbook Updates
Lord pointed out that handbook updates were needed to encompass the new class for outreach, communication, and public relations that was termed engagement. Handbook updates were also needed to incorporate FMLA changes related to veterans and their families.
- Lemay moved to approve the handbook updates as presented. Lindahl seconded the motion. All ayes, motions carried.

Approve Recruitment of an Engagement Class Position
- LeMay moved to approve recruitment of and Engagement class employee including the position description, position announcement, and recruitment criteria as presented. Meixell seconded the motion. All ayes, motion carried.

H. 2018 Savvy About Stormwater Grand Prize Winner Selection
The Board reviewed a memo prepared by MN GreenCorps service member, Emily Johnson, outlining the criteria used by the judges to determine the finalist. Lord explained that there were seven videos that were evaluated by nine storm water professional. Their scoring was used to identify the top video in each of the two categories for which we received submissions. This scoring defines the category winners, who will each receive $300. The ACD Board is tasked with determining which
category winner is the overall grand prize winner to receive an additional $300. Lord explained there were no entries for the “Youth Individual” category and asked the Board how they wanted to handle it. The Board decide to simply omit the payment of $300 for that category. The Board reviewed the category winning videos. After some discussion and voting, the “Young Adult” Category winner was chosen as the grand prize winner, resulting in a $600 total prize. The “Group” category winner will receive $300. Staff will arrange an appropriate award ceremony and invite the winners to receive their awards.

I. Anoka Nature Preserve Wetland Excavation
The Board reviewed a memo and a map prepared by Becky Wozney, Wetland Specialist, related to a request by the City of Anoka to excavate two wetlands located in the conservation easement held by ACD. Truchon expressed her concern about the request, and if doing so would be consistent with the easement guidelines. LeMay inquired if the request is to restore the wetlands. Lord stated that it is and provided detail. The Board discussed the location and the surrounding vegetation.

- Truchon moved to approve the excavation provided the City of Anoka work with ACD staff to develop a plan to ensure the project will:
  - Restore the wetland by removing accumulated sediment eroded from the field,
  - Restore vegetative diversity, and
  - Add a native vegetated buffer to prevent future deposition of sediment into the restored wetland.
Lindahl seconded the motion. All ayes, motion carried.

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

- LeMay moved to approve $1,638.88 payment of invoice ACD 8 dated 6/11/2018 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.

K. Lake George Watershed Targeted BMP Analysis Payment to Consultant
The Board reviewed a memo prepared by Schurbon requesting payment to Wenck Associates, Consultant for the Lake George Study.

- Meixell moved to approve payment, upon completion of work to Jamie Schurbon’s satisfaction, of $2,787.68 for invoices 11800866 and 11803449 to Wenck Associates for Lake George Watershed Targeted BMP Analysis Professional Services. Laitinen seconded the motion. All ayes, motion carried.

L. State Cost-Share Allocation Request
The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding the allocation of the 2017 and 2018 State Cost Share.

- Lemay moved to allocate State Cost Share funds from 2017 ($11,107) and 2018 ($11,107) and approve expenditure of funds for construction of the Rum River Central Regional Park Site 4 Riverbank Stabilization Project. Meixell seconded the motion. All ayes, motion carried.

M. Rum Central Site 4 Riverbank Stabilization Bid Solicitation Request
The Board reviewed a memo prepared by Haustein regarding a bid solicitation request for the Rum River Central Regional Park Site 4 Riverbank Stabilization Project.

- LeMay moved to authorize ACD staff to solicit bids for construction of the Rum River Central Regional Park Site 4 Riverbank Stabilization Project. Meixell seconded the motion. All ayes, motion carried.

N. 2018/2019 DNR Observation Well Contract
- Meixell moved to enter into agreement with the MN DNR for the FY 2019 Observation Well Monitoring. LeMay seconded the motion. All ayes, motion carried.

O. Lord Vacation Request
The Board reviewed a memo prepare by Lord requesting July 2 – July 6. Lord explained that the vacation dates needed are in limbo and he might want to take the following week.

- Lindahl moved to approve Lord’s vacation request with allowance for date changes. Laitinen seconded the motion. All ayes, motion carried.

P. Purchase Boat, Trailer, Outboard and Trolling Motor Combo
The Board reviewed a memo prepared by Water Resources Technician Jared Wagner regarding the purchase of a boat, trailer, outboard and trolling motor.

- Meixell moved to approve a $600 check to Dan Erdahl for purchase of boat contingent on motor test run. Laitinen seconded the motion. All ayes, motion carried.

New Business – Informational Items
Q. MASWCD - Resolutions and Candidate Prospectus
The Board reviewed the MASWCD resolutions and candidate prospectus information.

R. Watershed Meetings
The Board discussed watershed organization meeting attendance as follows:

- Jim Lindahl; Coon Creek Watershed District – Did not attend the Citizen’s Advisory Committee meeting.
- Sharon LeMay; Sunrise River WMO – Did not attend
- Glenda Meixell; MCD – Did not go, Mississippi WMO – Did not attend
- Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – Attended the meeting, and provided detail.
- Steve Laitinen- LRRWMO – Did not attend, URRWMO - did not attend.

FYI / Meetings and Dates
The Board discussed various meetings and dates.

Meetings/ Dates:
- **July 4**: Independence - Holiday
- **July 11**: Workshop on the Water: Afton – Hudson Cruise Line 12-4pm
- **July 16**: ACD Board meeting, Ham Lake Office 5pm
- **June 20**: MACD Summer Meeting & Tour – Hosted by Scott SWCD
- **June 27**: Mississippi WMO Tour: 3pm – 8pm
- **July 17**: Leadership Institute Deadline for 2018 – 2019
- **July 23**: Deadline for Application Material to be submitted for the Outreach and Engagement Position
• **September 3:** Labor Day - Holiday
• **November 6:** Election Day

Lindahl moved to adjourn at 7:20pm. 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
4:30 Supervisor Training – Stormwater Video Contest Awards – Ham Lake Park Building

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
E. Legislative Update

New Business-Action Items
F. Septic System Grant Payment request – Boettcher Excavating
G. Gunnink Coon Lakeshore Restoration Payment
H. Carp Solutions Inc. Contract Amendment – Add Martin Lake Box Netting
I. Carp Harvest Project Payment Approval
J. Resolution for Well Testing Grant Application
K. Rum River Cedar Tree Revetment Contracts
L. Pole Building – to be Provided at Meeting – provide at meeting
M. 2018 Outstanding Conservationist Nominations – provide at meeting

New Business-Informational Items
N. Watershed Meetings
O. 2020-2029 Comp Plan

Additions
P.
Q.
R.
S.
T.

FYI /Meetings
• July 25: Metro Conservation District Managers Meeting 10am
• September 3: Labor Day Holiday
• November 6: Election Day
• November 12: Veteran’s Day Observed Holiday
Members Present: Mary Jo Truchon, Chair  
Jim Lindahl, Vice Chair  
Steve Laitinen, Secretary  
Sharon LeMay, Supervisor  
Glenda Meixell, Treasurer

Others Present: Kathy Berkness, Office Administrator

Chair Truchon called the meeting to order at 5:06

Approval of July Agenda
The following agenda addition noted: (P) Mississippi Riverbank Stabilization Landowner Agreements.

- Laitinen moved to approve the July Agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

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

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed. Mitch Haustein, Stormwater and Shoreland Specialist’s, was contacted by phone to answer various questions.

C. Approval of June Financial Reports
Lindahl inquired about the update in the finances. Berkness explained that there were a couple changes prior to the mailing of both his and LeMay’s packets.

- Meixell moved to approve the June Financials. Laitinen seconded the motion. All ayes, motion carried.

D. Approval of July Bills (Covered after item P)
- Meixell moved to approve electronic payments EP949-EP957 along with check numbers 14346-14385. Laitinen seconded the motion. All ayes, motion carried.

E. Legislative Update
NA

New Business—Action Items
F. Septic System Grant Payment Request – Boettcher Excavating
The Board reviewed a memo prepared by Jamie Schurbon, Watershed Projects Manager, requesting payment to Boettcher Excavating for work related to the Richards Residence Septic System fix up grant.

- Meixell moved to approve payment of $9,200 to Boettcher Excavating (invoice 2811) using MPCA Septic System Fix Up Grant Funds for replacement of a
failing septic system at 22665 East Martin Lake Drive. LeMay second the motion. All ayes, motion carried.

G. Gunnink Coon Lakeshore Restoration
The Board reviewed a memo and corresponding material prepared by Schurbon requesting a Lakeshore Restoration cost share payment to the Gunninks for expenses.
- Laitinen moved to approve water quality cost share grant payment of $1,148.40 to Darcy and Chuck Gunnink for partial reimbursement of expenses associated with Coon Lakeshore Stabilization and native plant restoration at their home. Meixell seconded the motion. All ayes, motion carried.

H. Carp Solutions Inc. Contract Amendment – Add Martin Lake Box Netting
The Board reviewed a memo prepared by Schurbon about the Carp Solutions Contract Amendment - adding box Netting
- Laitinen moved to approve the amendment to the contract for services between Carp Solutions Inc. and ACD for Martin and Typo Lake Carp Removal Project Services adding $12,782 for Martin Lake box netting in 2018. Lindahl seconded the motion. All ayes, motion carried.

I. Carp Management Project Payment Approval
The Board reviewed a memo prepared by Jamie Schurbon requesting payment to Carp Solutions for work completed on the Carp Harvest Project.
- Lindahl moved to approve $7,226.16 payment of invoice “ACD_9” dated 7/4/2018 to Carp Solutions LCC for services provided under the Martin and Typo Lake Carp Management Project Services Contract. Laitinen seconded the motion. All ayes, motion carried.

J. Resolution for Well Testing Grant Application
The Board reviewed a memo prepared by Schurbon requesting signature on a resolution needed to apply for a MN Pollution Control Agency Environmental Assistance Grant for Well Testing.
- LeMay moved to approve resolution 2018-3 authorizing an application to the MPCA FY18-19 Environmental Assistance Grant Program for private well water testing. Meixell seconded the motion. All ayes, motion carried.

K. Rum River Cedar Tree Revetment Contracts
The Board reviewed a memo prepared by Restoration Ecologist, Carrie Taylor, along with seven cost share contracts related to the Rum River Cedar Tree Revetments.
- Lindahl moved to authorize entering into partnership agreements listed below for the construction and maintenance of riverbank erosion adding that the total owner contribution will not exceed the amount listed below, plus 10%, and will be based on actual material and labor used. LeMay seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>County</th>
<th>Cost Share</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Glosimodt</td>
<td>17500 and 17400 Erkium Street</td>
<td>Ramsey</td>
<td>Anoka</td>
<td>$16,441.13</td>
<td>$1,644.11</td>
</tr>
<tr>
<td>Mike Foth</td>
<td>15628 Potawatomi St NW</td>
<td>Andover</td>
<td>Anoka</td>
<td>$13,763.57</td>
<td>$1,376.36</td>
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<tr>
<td>Anna Aragon</td>
<td>4938 159th Ave NW</td>
<td>Andover</td>
<td>Anoka</td>
<td>$10,138.38</td>
<td>$1,013.84</td>
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<tr>
<td>Lyle Bradley</td>
<td>15202 7th Ave NW</td>
<td>Andover</td>
<td>Anoka</td>
<td>$8,087.88</td>
<td>$808.79</td>
</tr>
<tr>
<td>Tarryl Herting</td>
<td>26230 Rum River Drive</td>
<td>Isanti</td>
<td>Isanti</td>
<td>$9,104.42</td>
<td>$910.44</td>
</tr>
</tbody>
</table>

Anoka Conservation District Regular Board Meeting July 16, 2018
2 of 4
Patty Hines  3520 Ten Oaks Street South  Cambridge  Isanti  $10,327.62  $1,032.76  
City of Isanti  River Bluff Preserve  Isanti  Isanti  $7,460.12  $746.01

L. Pole Building
The Board reviewed a memo prepared by Schurbon regarding the progress made toward a pole building informing the Board that the budgeted $30,000 will not be enough for a 30’ X 50’ pole building. In the memo, Schurbon offers various approaches to take, one of which is reallocating the $18,000 allocated to the driveway that might not be needed, to the pole building. The Board discussed and Laitinen provided further detail noting that the driveway cost may come in under budget, making additional payments on the mortgage is optional and we have unused McKay maintenance funds.
• Laitinen moved to authorize reallocation of available funds from the driveway, mortgage balloon payment or other McKay maintenance to the pole building construction. Meixell seconded the motion. All ayes, motion carried.

M. 2018 Outstanding Conservationist
Berkness explained that Lord sent out an email to staff looking for 2018 Outstanding Conservationists suggestions. He received one response from Haustein, suggesting an option of two curb-cut rain garden project cooperators; the Neeb’s or the Staton’s. LeMay stated she would rather recognize individuals that initiated conservation efforts on their own, instead of landowners that got paid to install projects. LeMay suggested possibly nominating organic farmer, such as Will Heal Farms. The Board discussed the difference between the certified and none certified organic farmers. Berkness stated that part of the MAWCD criteria is the nominees’ involvement/relationship with the ACD. Lindahl suggested checking with Jared Wagner, Water Resource Technician, as he might have a landowner in mind that completed a buffer implementation. Truchon suggested nominating Jeffrey and Kelly Staton as they not only installed a curb cut rain garden but also offer the site as a test site.
• LeMay moved to approve nominating the Staton’s for the 2018 Outstanding Conservationist pending further recommendations. Laitinen seconded the motion. All ayes, motion carried.

New Business – Informational Items

N. Watershed Meetings
The Board discussed watershed organization meeting attendance as follows:
➢ Jim Lindahl; Coon Creek Watershed District – Did attend the Citizen’s Advisory Committee meeting.
➢ Sharon LeMay; Sunrise River WMO – Did attend the meeting. St. Croix One Watershed One Plan – Did attend the meeting
➢ Glenda Meixell; MCD – Did go to the Mississippi WMO- Tour and Meeting
➢ Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – did not have a meeting. Did go the Mississippi WMO Tour
➢ Steve Laitinen– LRRWMO – Did attend, URRWMO - did not attend.

O. 2020-2029 Comp Plan
The Board reviewed a memo prepared by Lord outlining the engagement and the Plan Purpose and content of the Comp Plan. The Board reviewed his memo and discussed. LeMay suggested reaching out to Indian tribes. Truchon stated she thought that it was a good idea informing the Board there is 1 Indian student to every 30 students in District.
11. Laitinen stated that it depends where the tribal council resides and doubts that there are any in Anoka County. There was further conversation.

P. Mississippi River Stabilization Landowner Agreements
The Board reviewed a memo prepared by Haustein regarding the Mississippi Riverbank Stabilization Landowner Agreements.
- Lindahl moved to authorize ACD Board Chair to enter into agreements with Donald and Marlys Rainbow for design, construction, deed restriction and access for a riverbank stabilization project on the Mississippi River at 3542 Mississippi Drive NW Coon Rapids. Laitinen seconded the motion. All ayes, motion carried.

FYI / Meetings and Dates
The Board discussed various meetings and dates.

Meetings/ Dates:
- **Prior to Aug Board Meeting:** Set up Operations Committee Meeting for Comp Plan
- **August 20:** ACD Board Meeting, ACD Office Ham Lake MN
- **September 3:** Labor Day – Holiday
- **September 26:** Metro Area Children’s Water Festival
- **November 6:** Election Day

Lindahl moved to adjourn at 6:24 pm. Laitinen seconded the motion. All ayes, motion carried.

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

Date: August 20, 2015  
Date: 8-20-2015
AGENDA
SUPERVISOR REGULAR BOARD MEETING
MONDAY - August 20, 2018 5PM

4:30 Supervisor Training – Rain Garden Inlet Testing – Jared Wagner

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
E. Legislative Update

Personnel Committee Meeting
F. Public Outreach & Engagement Coordinator Recruitment

New Business-Action Items
G. Anoka Cooperative Weed Management Cost Share Contracts
H. Clean Water Fund Grant Applications Letters of Support
I. Lower St. Croix 1W1P Priorities Input
J. Malette Rain Garden Contract
K. Malette Rain Garden Contractor Selection
L. Carp Harvest Project Payment Approval
M. Rum Central Site 4 Construction Contract
N. Mississippi Riverbank Stabilization Engineering payment
O. Watershed Based Funding Grant Work Plan and Grant Agreement Approvals

Old Business-Action Items
P. Pole Building
Q. 2020-2029 Comp Plan
R. 2018 Outstanding Conservationist Nomination

New Business-Informational Items
S. Watershed Meetings

Additions
T. Amendment to the LRRWMO 2018 Contract for Services
U. BWSR Academy
V. Assistant District Technician
W. Linwood Lake Carp Study Contract
X. Cedar Creek Ecosystem Science Reserve
Y. Staff Activity
Z. Bench for Lifetime Conservationist Lyle Bradley

FYI /Meetings
• Need Personnel for Probation Evaluation for Becky Hammer Lester
• September 3: Labor Day Holiday
• September 17: ACD Meeting, ACD Office, Ham Lake 5pm
• November 6: Election Day
• November 12: Veteran’s Day Observed Holiday
• December 9, 10, 11 - MASWCD Annual Convention & Trade Show- Double Tree Hotel, Bloomington
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Steve Laitinen, Secretary
Sharon LeMay, Supervisor
Glenda Meixell, Treasurer

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

Chair Truchon called the meeting to order at 5:06

Approval of August Agenda
Berkness noted the following agenda additions: (T) Amendment to the LRRWMO 2018 Contract for Services (U) BWSR Academy (V) Assistant District Technician (W) Linwood Lake Carp Study. Truchon requested the following additions added to the agenda (X) Cedar Creek Ecosystems Science Reserves (Y) Staff Activity (Z) Bench for Lifetime Outstanding Conservationist.
- Laitinen moved to approve the August Agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

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

D. Approval of August Bills (Covered after item W)
- Meixell moved to approve electronic payments EP958-EP974 along with check numbers 14386-14414. Laitinen seconded the motion. All ayes, motion carried.

E. Legislative Update
NA

Personnel Committee Meetings
F. Public Outreach & Engagement Coordinator Recruitment
LeMay provided an overview of the interview process, stating candidate Emily Johnson scored exceptionally high.
- LeMay moved to offer the Engagement position to Emily Johnson with a starting wage of $17.60/hour at .75 FTE the first year likely transitioning to 1.0 FTE in the second year with pro-rata benefits, with a preferred start date as soon an
possible following execution of the BWSR grant agreement but not before September 3, 2018, conditional of a satisfactory verification of references, prior employment, education, criminal background and driving record. Lindahl seconded the motion. All ayes, motion carried.

- Meixell moved that in the event Johnson declines or is otherwise unable to fill the position that it be offered to Lauren Jenson with a compensation range of $17.36 to $17.60 to be negotiated by the District Manager with all other terms and conditions the same as for the Johnson offer. Truchon seconded the motion. All ayes, motion carried.

G. Anoka Cooperative Weed Management Cost Share Contracts
The Board reviewed a memo and Cost share contracts for the Anoka Cooperative Weed Management grant prepared by Carrie Taylor, Restoration Ecologist.
- LeMay moved to approve the cost share contracts outlined below. Meixell seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th></th>
<th>Ham Lake</th>
<th>Bauman</th>
<th>Steel</th>
<th>Smith-Knight</th>
<th>Malette</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner/CCWD</strong></td>
<td>$500</td>
<td>$250</td>
<td>$867.50</td>
<td>$4,000</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>BWSR grant</strong></td>
<td>$250</td>
<td>$200</td>
<td>$867.50</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Project TOTAL</strong></td>
<td>$750</td>
<td>$500</td>
<td>$1,735</td>
<td>$6,000</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

H. Clean Water Fund Application Letters of Support
The Board reviewed a memo prepared by Jamie Schurbon, Watershed Projects Manager, requesting signatures on ACD letters of support for Clean Water Fund Grant applications for Mille Lacs and Isanti SWCD and the Nature Conservancy. ACD will not be the applicant but will help prepare the application and likely receive project funds.
- Laitinen moved to authorize the Chair and/or staff to sign letters of support for Clean Water Fund Grant applications for (a) Rum River corridor water quality project and easement identification and (b) Lakeshore restoration including Lake George. Lindahl seconded the motion. All ayes, motion carried.

I. Lower St. Croix One Watershed One Plan (1W1P) Priorities
The Board reviewed a memo prepared by Schurbon outlining priorities for the 1W1P process for the Lower St. Croix Watershed.
- Meixell moved for staff to submit Lower St. Croix Watershed priorities, as presented during discussion to the One Watershed, One Plan consultant. LeMay seconded the motion. All ayes, motion carried.

J. Malette Rain Garden Contract
The Board reviewed a memo prepared by Schurbon requesting approval of the Malette Rain Garden Operations and Maintenance contract in the City of Anoka. Lord explained that the Metropolitan Council to the LRRWMO was awarded in part to test new products and practices such as a FocalPoint, which is proposed for this site. Lord provided a brief description of how FocalPoint works.
- Laitinen moved to authorize the Chair to sign the Partnership Agreements for the Construction, Operation and Maintenance of Stormwater, Erosion Control and Landscaping Features' with Matt and Carrie Malette for a rain garden at 3460 Rum River Drive in Anoka. Meixell seconded the motion. All ayes, motion carried.
K. Malette Rain Garden Contractor Selection
The Board reviewed a memo prepared by Schurbon with contractor quotes for Malette rain garden construction.
- Laitinen moved to authorize execution of a contract with Landscape Direction by the District Manager for one curb cut rain garden using FocalPoint modular biofiltration at 3460 Rum River Drive in the City of Anoka in the amount of $8,861 plus up to 8% for addition needed items not included in the quoted scope of work. Meixell seconded the motion. All ayes, motion carried.

L. Carp Harvest Project Payment Approval
The Board reviewed a memo prepared by Schurbon requesting payment to Carp Solutions for work completed on the Carp Harvest Project.
- Lindahl moved to approve $7,163.92 payment of invoice “ACD_10” dated 8/8/2018 to Carp Solutions LCC for services provided under the Martin and Typo Lake Carp Removal Project Services Contract. Laitinen seconded the motion. All ayes, motion carried.

M. Rum Central Site 4 Riverbank Stabilization Construction Contract
The Board reviewed a memo prepared by Mitch Haustein, Stormwater & Shoreland Specialist, pertaining to the Rum Central Site 4 Riverbank Stabilization Construction Contract. Lord explained that along with the stabilization element, the bitumonious trail will be relocated away from the eroding bank. The Board discussed the project details.
- Meixell moved to enter into the construction contract not to exceed $85,264 with Blackstone Contractors, LLC for the Rum Riverbank Stabilization Site 4 Project within Rum River Central Regional Park and authorize the Chair to execute all related documents contingent on submission of performance and payment bonds and all insurance requirements as per the bid packet. Lindahl seconded the motion. All ayes, motion carried.
- Lindahl moved that in the event Blackstone does not meet the contingencies, enter into contract with the next lowest qualified bidder that is able to meet all contingencies and complete the project within the available budget, and authorize the Chair to execute all related documents. LeMay seconded the motion. All ayes, motion carried.
- Laitinen moved to authorize the Chair to execute an agreement between ACD and Anoka County Parks to facilitate the Rum Riverbank Stabilization Site 4 Project within the Rum River Central Regional Park. Meixell seconded the motion. All ayes, motion carried.

N. Mississippi Riverbank Stabilization Payment Request
The Board reviewed a memo prepared by Haustein regarding payment to WSB & Associates for engineering services the on Mississippi.
- Meixell moved to approve payment of $2,692.00 for WSB Invoice No. 4 for engineering services provided to the Targeted Mississippi River Bank Stabilization with a Focus on Bioengineering, CWF grant #C17-3029. Laitinen seconded the motion. All ayes, motion carried.

O. Watershed Based Funding Agreement–Public Outreach & Engagement Coordinator
The Board reviewed a memo prepared by Lord pertaining to the Watershed Based funding group reminding them that they approved $125,000 for the public engagement position. Lord stated that the employee hired will not be able to start until there is a fully
executed grant agreement and BWSR has not set the grant up in eLINK yet. Lord stated that if the Board were to take action tonight so we do not need to wait until September to execute the grant agreement.

- Laitinen authorized entering into a grant agreement for $125,000 with BWSR for the county-wide public outreach and engagement initiative with ACD identified as the grant recipient and fiscal agent, and authorize the chair to execute all related documents. LeMay seconded the motion. All ayes, motion carried.

**Old Business-Action Items**

**P. Pole Building**

The Board reviewed a memo prepared by Schurbon regarding the progress made toward a pole building recommending building specifics:

- Building size 40’x56’x12’
- Two 10’x10’ garage doors on gable end
- One 36” service door, N side of gable end.
- Translucent eave panels on both sides of the building
- Translucent ridge vent.
- Crushed rock floor. Unfortunately, without a concrete floor we could not use our pallet jack to move Rain Guardian stock.
- No electrical service for now. Translucent eaves and ridge should provide moderate natural light when the sun is shining. An extension cord can be run from the garage for temporary needs.

The Board discussed the various recommendations. Lord explained the driveway options stating that there is poor soil underneath and the resurface to the asphalt will suffice the permitting requirements and is only $4,900 keeping everything somewhat in budget. The Board discussed the priorities and the resurfacing to the asphalt. Lord explained the process.

**Q. 2020-2029 Comp Plan**

The Board reviewed a memo prepared by Lord outlining a potential approach to engage stakeholders along with required plan components as well as potential plan adjustments. LeMay suggested various elements she would like to see in the Comp Plan. The Board discussed the engagement process and who to engage. After some discussion it was decided that a Board workshop would be needed to discuss the process. The Board discussed and felt that it made sense to have Schurbon facilitate the meeting as he has worked with the WMO’s on their plans and does a great job. The Board decided on September 5th at 4:30 pm at the ACD office.

**R. Dehn’s Gardens (Bob & Bonnie Dehn) for 2018 Outstanding Conservationist**

The Board reviewed a memo prepared by Jared Wagner, Water Resource Technician, about nominating the Dehn’s for the MASWCD 2018 Outstanding Conservationist. Lord provided a recap of the July meeting notes stating the Board motioned to nominate the Staton’s pending further recommendations. At the meeting Lindahl had suggested Wagner might have a suggestion of a Landowner/Farmer he has worked with to initiate Buffer compliance and LeMay suggested nominating an organic farmer. The Dehn’s meet both of these criteria. LeMay stated she was pleased with Wagner’s recommendation of the Dehn’s. LeMay and Truchon discussed their positive interactions with Bonnie Dehn.
• LeMay moved to approve nominating the Dehn's Garden (Bob and Bonnie Dehn) for 2018 Anoka County Outstanding Conservationist. Laitinen seconded the motion. All ayes, motion carried.

New Business – Informational Items
S. Watershed Meetings
The Board discussed watershed organization meeting attendance as follows:
➢ Jim Lindahl; Coon Creek Watershed District – attended the Citizen’s Advisory Committee Meeting.
➢ Sharon LeMay; Sunrise River WMO – Did attend the meeting.
➢ Glenda Meixell; MCD – Mississippi WMO – There wasn’t a meeting
➢ Mary Jo Truchon; Rice Creek Watershed District – did attend the Picnic at Wargo Nature Center
➢ Steve Laitinen– LRRWMO – Did not attend URRWMO - Did not attend.

T. Amendment to the LRRWMO 2018 Contract for Services
The Board reviewed a memo prepared by Schurbon requesting an amendment to the 2018 LRRWMO ACD work contract. Lord explained that the update was an additional $600 to have Schurbon prepare a scope of services to solicit bids for the upcoming plan update.
• Lindahl moved to approve the amendment to the 2018 Water Monitoring and Management between the ACD and the Lower Rum River WMO for $600 to facilitate watershed planning scoping with a new contract total of $14,210. Meixell seconded the meeting. All ayes, motion carried.

U. BWSR Academy
• Meixell moved to authorize four staff attend the BWSR Academy and cover the associated expenses. Lindahl seconded the motion. All ayes, motion carried.

V. Assistant District Technician Recruitment
The Board reviewed a memo prepared by Lord regarding workload demand and authorization to adjust staff. Lord explained that two years ago ACD assembled a crew of Conservation Corps MN (CCM) workers. CCM workers who did a good job on revetments and wanted some extra hours were recruited to assist Taylor intermittently with habitat projects in the field. Since then the crew of eight has dwindled to one, and Lord would like permission to hire another round of workers.
• Lindahl moved to authorize the District Manager to recruit on-call intermittent casual assistant district technicians starting wage would be $14-$15.50/hour with no benefits and no designated hours per week. Laitinen seconded the motion. All ayes, motion carried.
Lord explained that ACD does not have enough available staff hours to earn the available grant funding to make our budget projections. The expanded workload with monitoring and ecological restorations has stretched current staff really thin. Lord stated that the hiring is well within the budget.
• Meixell moved to authorize the District Manager to recruit one to two limited term Assistant District Technician(s) depending on the success in finding on-call staff. The position(s) to be posted as open until filled with a duration through March 2019, 20-40 hours per week a starting wage of $14-$16/hour and paid holiday but no other benefits. LeMay seconded the motion. All ayes, motion carried.

W. Linwood Lake Carp Management Feasibility Study Contract
The Board reviewed a memo prepared by Schurbon and contract with SRWMO and Carp Solutions for determining the abundance and recruitment history of Common Carp in Linwood Lake. LeMay commented that a professor at the Cedar Creek Ecosystem Science Reserve warned the removal of carp alone is not that effective for water quality. Lord agreed and stated that in addition to the removal of carp, the ACD received a prior grant to install fish barriers, which interrupt the breeding success of carp.

- Laitinen moved to approve the contract for services between Carp Solution LLC, the Sunrise River WMO and ACD for Determining the Abundance and Recruitment History of Common Carp in Linwood Lake. Meixell seconded the motion. All ayes, motion carried.
- Laitinen moved to authorize staff to place an order for 20 radio transmitters from Advanced Telemetry Systems provided no expense is incurred until after execution of a watershed based funding Grant agreement between the SRWMO and BWSR. Meixell seconded the motion. All ayes, motion carried.

X. Cedar Creek Ecosystems Science Reserve
Truchon explained that she is excited about the Bison and the amazing research at Cedar Creek Ecosystems Science Reserve and stated she had a chance to see the Bison. Truchon stated that Caitlin Barale Potter, Education and Community Engagement Coordinator, is doing a great job with all her research and outreach of Cedar Creek. LeMay commented that she as well is impressed with Caitlin and often hears the Bison from her home.

Y. Staff Activity
Truchon suggested that ACD coordinate a staff outdoor event such as Kayaking. Berkness inquired about the cost as this is not in the current budget.

Z. Bench for Life Lifetime Conservationist Lyle Bradley
Truchon advised that Lord should continue to pursue the recognition bench for Lyle Bradley who was awarded the Life Time Conservationist by ACD. Lord explained some of the roadblocks he ran into when pursuing. The most recent being, the City of Anoka approving a bench to be located in the Anoka Nature Preserve Area well above the ACD price range. The Board discussed possible locations for the bench. Lord stated he would continue to move forward in the pursuit of finding a bench and a location.

FYI / Meetings and Dates
The Board discussed various meetings and dates and decided that the Personnel Committee will meet before the September 5, Workshop at 3:30.

Meetings/ Dates:
- **August 29**: Metro Managers Meeting, Brooklyn Center, 4pm
- **September 3**: Labor Day – Holiday
- **September 5**: ACD Personnel Committee Meeting, ACD Office, 3:30pm
- **September 5**: ACD Board Workshop, Comp Planning, ACD Office, 4:30pm
- **September 17**: ACD Board Meeting, ACD Office, 5pm
- **September 26**: Metro Area Children’s Water Festival
- **November 6**: Election Day
- **November 12**: Veteran’s Day Observed - Holiday
- **November 22 & November 23**: Thanks Giving - Holiday
- **December 9,10, 11** – MASWCD Annual Convention – Double Tree Hotel, Bloomington
• Laitinen moved to adjourn at 7:00pm. 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
4:30 Supervisor Training: Steve Laitinen Carp Management – Netting & Wildlife Science Center

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

Committee & Workshop Meetings
E. Personnel Committee: September 5, 3:30pm– Aaron Diehl & Becky Hammer-Lester
   Probationary Evaluation
F. 2020 -2029 Comprehensive Planning - September 5, 4:30pm

New Business-Action Items
G. 2019 BWSR SWCD Capacity & 2019 Buffer Law Grant Agreement
H. Pump-Controlled IESF on Golden Lake Stormwater Pond Design Payment Approval
I. Carp Harvest Project Payment Approval
J. Mississippi River Bank Stabilization Payment Request
K. ACD Irrigation Controller Grant Program for Water Conservation
L. October Board Meeting Date Change
M. Outstanding Conservationist, the Dehn’s Gift/Award

Old Business
N. Pole building concept plan and contract

New Business – Non Action Items
O. Watershed Meetings

Additions
P. Open Mike – Regular Agenda
Q. Voice Mail System
R. Friends of the Rum River
S. Helen Allison Brush Clearing

FYI /Meetings
• September 26 – Metro Area Children’s Water Festival
• October 17: Comprehensive Planning Kick Off – Springbrook Nature Center Fridley 3-5pm
• Tentative October 23: Meeting, ACD Office, Ham Lake 5pm
• November 6: Election Day
• November 12: Veteran’s Day Observed Holiday
• November 16: MASWCD Metro Area 4 Meeting-details TBD
• November 22 & November 23: Thanksgiving Holiday
• November 28: Metro Conservation District Managers Meeting
• December 9, 10, 11: MASWCD Annual Convention & Trade Show- Double Tree Hotel, Bloomington
BOARD MEETING MINUTES

DATE:         SEPTEMBER 17, 2018
TIME:         5:00 P.M.
LOCATION:     1318 MCKAY DRIVE NE, SUITE 300
              HAM LAKE MN 55304

Members Present:       Mary Jo Truchon, Chair
                        Jim Lindahl, Vice Chair
                        Steve LaTinnen, Secretary
                        Sharon LeMay, Supervisor
                        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 September Agenda
The following additions were noted: (P) Public Comment (Q) Voice Mail System (R) Friends of the Rum River (S) Helen Allison Brush Clearing.
  • Lindahl moved to approve the September Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

A. Approval of August Minutes
  • LaTinnen moved to approve the August 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 August Financial Reports
   • Meixell moved to approve the August Financials. LaTinnen seconded the motion. All ayes, motion carried.

D. Approval of September Bills (Covered after item O)
   • Meixell moved to approve electronic payments EP975-EP986 along with check numbers 14415-14438. LeMay seconded the motion. All ayes, motion carried.

Committee & Workshop Meetings
E. Personnel Committee: September 5, Aaron Diehl & Becky Hammer Lester Probationary Evaluation
   LeMay inquired if members had questions about anything outlined in the minutes.
   • LaTinnen moved to end Diehl’s probationary period and retain him as a Part Time Specialist. Lindahl seconded the motion. All ayes, motion carried.
   • Truchon moved to extend Hammer-Lester’s probationary period until the December Board meeting at which time her employment status will be discussed. Lindahl seconded the motion. All ayes, motion carried.

F. 2020-2029 Comprehensive Planning – September 5, 4:30pm
   Lord provided an overview of the Comp Planning Meeting. The group decided to have a Kick-off event at the Springbrook Nature Center and to provide helicopter rides in addition have 6 to 8 various natural resource informational stations. The stations consist
of; groundwater, lakes and rivers, wildlife habitat, soils, what’s been working well, and what needs to change. A Springbrook Nature Center tour will be provided for those who don’t want to participate in the helicopter tour. Each group will be a mix of Legislator(s), County Commissioners, and ACD Supervisors with ACD staff serving as moderators. Each station will last 10 minutes.

G. 2019 SWCD Local Capacity Services & 2019 Buffer Law

- Lindahl moved to enter into the grant agreement PO#3000009446 with the Board of Soil and Resources for the 2019 SWCD Local Capacity for $100,000 and the 2019 Buffer Law for $10,000. Laitinen seconded the motion. All ayes, motion carried.

Lord provided an update on the buffer activities stating he believed Water Resource Technician Jared Wagner, is down to around 20 landowners that are not compliant. Lord further explained that Anoka County provided ACD with $10,000 to help with the cost of working with landowners to achieve buffer law compliance, but ultimately the County is the enforcement authority.

H. Pump-Controlled IESF on Golden Lake Stormwater Pond Design Payment Approval

The Board reviewed a memo and corresponding material related to the Pump Controlled IESF on Golden Lake Stormwater Pond prepared by Lord. Lord explained that the contract with the engineer, WSB & Associates, is a lump sum contract so detailed hours and billing rates are not to be expected. The engineer should be billing us for the percent work completed for each task. Lord stated he spoke with the project manager about the overbilling and was told to pay what he believes WSB & Associates has earned.

- Meixell moved to approve payment of $19,999 for the CWF grant #C17-3550 for engineering services to the WSB & Associates. Laitinen seconded the motion. All ayes, motion carried.

I. Carp Harvest Project Payment Approval

The Board reviewed a memo and related material prepared by Watershed Projects Manager Jamie Schurbon requesting payment to Carp Solutions for work completed on the Carp Harvest Project.

- Lindahl moved to approve $4,670.60 payment of invoice “ACD_11” dated 8/8/2018 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.

J. Mississippi River Bank Stabilization Payment Request

The Board reviewed a memo and related material prepared by Stormwater & Shoreland Specialist Mitch Haustein pertaining to the Mississippi River Bank Stabilization project.

- Laitinen moved to approve payment of $468.50 for WSB invoice No 5 for engineering services provided for CWF grant #C17-3029. LeMay seconded the motion. All ayes, motion carried.

K. ACD Irrigation Controller Grant Program for Water Conservation

The Board reviewed a memo prepared by Haustein regarding the District Capacity funds allocated to assist landowners with expenses associated with installing smart irrigation controllers.

- Meixell moved to approve up to $2,000 in FY2018 District Capacity funds to reimburse Heatherwood Homeowner Association for eligible costs associated
with the ACD Irrigation Controller Grant Program for Water Conservation. Laitinen seconded the motion. All ayes, motion carried.

- Lindahl moved to direct staff to develop an agreement for the ACD irrigation Controller Grant Program for Water Conservation. LeMay seconded the motion. All ayes, motion carried.
- Laitinen moved to authorize the Chair to execute the ACD Irrigation Controller Grant Program for Water Conservation agreement between ACD and Heather Wood Association. Lindahl seconded the motion. All ayes, motion carried.

L. October Board Meeting Date Change
The Board reviewed a memo prepared by Office Administrator, Berkness requesting the October Board meeting date be changed from October 15th to October 22nd at 5pm. The Board discussed and decided to have the meeting on Tuesday, October 23rd at 5pm.

- Meixell moved to change the October Board meeting date from the 15th to the 23rd. Lindahl seconded the motion. All ayes, motion carried.

M. Outstanding Conservationist, The Dehn’s Gift/Award
The Board reviewed a memo prepared by Berkness regarding the Dehn Outstanding Conservationist gift. Truchon stated she would be happy to paint the Dehn’s a picture and advised Berkness to have Wagner find out what specifically they would like painted.

Old Business - Action Items

N. Pole Building
Lord provided an update on the Pole building situation stating that most information received has been from two vendors, Hansen Buildings and Structural Buildings. Hansen sells the kits but doesn’t construct them. Structural constructs buildings but does have any detail on the building designs or specs. Lord and Schurbon met with Owen from Structural Buildings and learned of some issues that could increase the project cost such as a high water table and the need for engineers design sets. Lord stated he prefers Hansen because they provide detailed product guides and promotional material, which is very useful for planning while Schurbon favors Structural because they have been responsive to his emails. The Hansen building materials are less expensive than Structural but Structural installation charges are much less than Hansen’s thus the best scenario would be to have Structural Buildings install the Hansen Buildings kit. Lord stated that whatever is decided it would be nice to have approval to move forward if a timely purchase is needed.

- Lindahl motioned to allow Lord to work with Treasurer Meixell and initiate the timely purchase procedure if the amount is within the budget. Laitinen seconded the motion. All ayes, motion carried.

New Business – Informational Items

O. Watershed Meetings
The Board discussed watershed organization meeting attendance as follows:

- Jim Lindahl; Coon Creek WD – Did attend the Citizen’s Advisory Committee Meeting.
- Sharon LeMay; Sunrise River WMO – Did attend the meeting.
- Glenda Meixell; Mississippi WMO – Did attend the regular meeting
- Mary Jo Truchon; Rice Creek WD – did not attend the Citizen’s Advisory Committee Meeting (noting that ACD had a workshop at the same time) –
➢ Steve Laitinen; Lower Rum River WMO – Did not attend. Upper Rum River WMO - Did not attend.

P. Public Comments – Regular Agenda
- LeMay moved that a public comment item will be on the regular agenda. Laitinen seconded the motion. All ayes, motion carried.

Q. ACD Voice System
Lord explained that the ACD voice mail system is down and to fix the current system, which is over 20 years old, it will cost $495 if replaced by Avaya, our previous voice mail contract company. Lord stated that he found the replacement part online for much less and might order it and have Berkness try to program the phones. Lord noted that even if we repair the current system, it is only a matter of time before we need an upgrade, which will be a major expense. Phone system upgrades options were discussed.

R. Friends of the Rum River Clean up Event
Laitinen informed the Board of the Rum River Cleanup event, which occurred on September 15, sponsored by the “Friends of the Rum River”.

S. Helen Allison Brush Clearing
LeMay informed the Board of the Brush Clearing Event on the Helen Allison property on October 20th and provided the logistics and details.

FYI / Meetings and Dates
The Board discussed various meetings and dates.

Meetings/ Dates:
- **September 26:** Metro Area Children’s Water Festival
- **October 17:** Comprehensive Planning Kick Off – Springbrook Nature Center 3pm – 5pm
- **October 20:** Helen Allison Brush Clearing, 9am 3pm
- **October 23:** ACD Board Meeting, ACD Office, 5pm
- **November 6:** Election Day
- **November 12:** Veteran’s Day Observed - Holiday
- **November 22 & November 23:** Thanksgiving – Holiday
- **November 28:** Metro Conservation District Area IV Meeting
- **December 9, 10, 11:** MASWCD Annual Convention – Double Tree Hotel, Bloomington

- Laitinen moved to adjourn at 7:00pm. 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

Anoka Conservation District Regular Board Meeting September 17, 2018
4 of 4
4:30 Supervisor Training: MASWCD Resolution Review

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

Committee & Workshop Meetings
F. Comp Planning

New Business-Action Items
G. Contract for Services with City of Anoka for Mississippi Riverbank Project
H. Mississippi River Bank Stabilization Payment Request
I. Mississippi River Bank Stabilization Project Engineering – FY 2018 Grant
J. Septic System Fix Up Grant Payment – Bill Wolfe Excavating
K. Linwood Lake Carp Study Payment Approval
L. Martin Lake Carp Management Project Payment Approval
M. 2018 SRWMO Contract Amendment to Increase Admin Hours
N. Anoka CWMA Cost Share Reimbursement
O. SRWMO Watershed Based Funding Projects Management Contract
P. MWMO Highland and Sullivan Lake SRA Agreements
Q. Approve payment to Landscape Directions for rain garden at 3460 Rum River Dr
R. Additional RCWD Technical Services Agreement
S. MASWCD
   ➢ Resolution Packet
   ➢ Approve MASWCD Convention Attendees
T. NACD Annual Dues – Paid $501 in 2017
U. LMCIT Coverage Waiver

New Business – Non Action Items
V. Watershed Meetings

Additions
W.
X.
Y.

FYI /Meetings
• **November 6:** Election Day
• **November 12:** Veteran’s Day Observed Holiday
• **November 16:** MASWCD Metro Area 4 Meeting-details TBD
• **November 19:** Meeting, ACD Office, Ham Lake 5pm
• **November 22 & November 23:** Thanksgiving Holiday
• **November 28:** Metro Conservation District Managers Meeting
• **December 9, 10, 11:** MASWCD Annual Convention & Trade Show- Double Tree Hotel, Bloomington
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Glenda Meixell, Treasurer

Members Absent: Steve Laitinen, Secretary

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

Chair Truchon called the meeting to order at 5:00

Approval of September Agenda
- Lindahl moved to approve the September Agenda. Meixell seconded the motion. All ayes, motion carried.

A. Public Comments
No members of the general public in attendance.

B. Approval of September Minutes
LeMay noted a grammatical change in Item N.
- Lindahl moved to approve the amended September Minutes. Meixell seconded the motion. All ayes, motion carried.

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

D. Approval of September Financial Reports
- Meixell moved to approve the September Financials. LeMay seconded the motion. All ayes, motion carried.

E. Approval of October Bills (Covered after item R)
- Meixell moved to approve electronic payments EP987-EP1008 along with check numbers 14439-14484. Lindahl seconded the motion. All ayes, motion carried.

Committee & Workshop Meetings
F. Comp Planning
The Board reviewed notes prepared by Lord from the State and County Elected Officials Input Event on October 17th, at Springbrook Nature Center. The Board discussed their interactions with elected officials at the various stations, with the consensus that the event was a success. Lord explained that he would like to do a follow-up email to all attendees along with the enclosed notes and asked the Board to forward any changes to the notes within the next couple days. The Board discussed additional audiences from whom to seek input. Lord said that he would like to distribute a survey to three separate audiences consisting of: Civic Leaders (local elected and appointed officials, city administrators, and civic groups), Natural Resource professionals, and the General
Public. The Board discussed the possible ways to distribute the survey to the desired audience. One suggestion was to send the survey to City Administrators with instructions to send it on to their elected officials and anyone that might have valid input within their organization. After some discussion the Board instructed Lord to move forward with the three surveys.

**New Business – Action Items**

**G. Contract for Services with City of Anoka for Mississippi Riverbank Project**
The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon and a contract with the City of Anoka for the Mississippi Riverbank Project.

- Meixell moved to approve the Contract for Services between the City of Anoka and ACD for Managing Watershed Based Funding Pilot Program Supported Riverbank Stabilizations. Lindahl seconded the motion. All ayes, motion carried.

**H. Mississippi River Bank Stabilization Payment Request**
The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein related to the Mississippi River Bank Stabilization Payment Request.

- Lindahl moved to approve payment of $4,728 for WSB & Associates Invoice No. 6 for engineering services provided for CWF Grant #C17-3029. LeMay seconded the motion. All ayes, motion carried.

**I. Mississippi River Bank Stabilization Project Engineering Assistance FY2018 CWF Grant**
The Board reviewed a memo prepared by Haustein regarding engineering service for the Mississippi River Bank Stabilization Project. Lord explained that ACD received two consecutive grants and hired WSB & Associates as the engineer for the first grant FY2017 thus they are the preferred firm to provide engineering service for the second FY2018 grant.

- Meixell moved to authorize the Chair to execute a professional services agreement with WSB & Associates for engineering services and authorize the District Manager to execute related task orders within the project budget. Lindahl seconded the motion. All ayes, motion carried.

**J. Septic System Fix Up Grant**
The Board reviewed a memo prepared by Schurbon and corresponding material related to grant payment to Bill Wolfe Excavating for a septic system fix up completed at the Breen residence. LeMay brought attention to an address correction listed on the voucher.

- LeMay moved to approve payment of $13,840 to Bill Wolfe Excavating (invoice 2031) using MPCA Septic System Fix-Up Grant Funds for replacement of a failing septic system at 14001 Juilliard Street NE. Meixell seconded the motion. All ayes, motion carried.

**K. Linwood Lake Carp Study Payment Approval**
The Board reviewed a memo and related material prepared by Schurbon requesting payment to Carp Solutions for work completed on the Linwood Lake Carp Management Project.

- Meixell moved to approve $10,974.20 payment of invoice “ACD_13” dated 10/15/2018 to Carp Solutions LLC for services provided for the Linwood Lake Carp Management Feasibility Study. Lindahl seconded the motion. All ayes, motion carried.
L. Martin and Typo Lakes Carp Management Project Payment Approval
The Board reviewed a memo and related material prepared by Schurbon requesting payment to Carp Solutions for work completed on the Martin and Typo Lakes Carp Management Project.
- Lindahl moved to approve $8,016.50 payment of invoice “ACD_12” dated 10/8/2018 to Carp Solutions LLC for services provided under the Carp Solutions LLC for services provided under the Martin and Typo Lakes Carp Management Project Services. Meixell seconded the motion. All ayes, motion carried.

M. 2018 SRWMO Contract Amendment to Increase Admin Hours
The Board reviewed a memo and contract amendment prepared by Schurbon increasing administrative hours provided by ACD to the SRWMO. Lord explained that the additional hours of service have already been provided to the SRWMO.
- LeMay moved to approve the amendment to the SRWMO ACD 2018 Water Monitoring and Management Contract for services to add $2,000 (25 hours) for on-call administrative assistance. Lindahl seconded the motion. All ayes, motion carried.

N. Anoka CWMA Cost Share Reimbursement
The Board reviewed a memo prepared by Ecologist Carrie Taylor regarding a cost share reimbursement to Matt Malette’s for a Buckthorn treatment.
- Meixell moved to approve a reimbursement payment to Matt Malette for $884. Lindahl seconded the motion. All ayes, motion carried.
Lord reminded the Board that Malette installed the focal point rain garden in the front yard and used goats for weed management in the back yard. Truchon brought up weed management using bison being done at the Cedar Creek Ecosystem Science Reserve.

O. SRWMO Watershed Based Funding Projects Management Contract
The Board reviewed a memo prepared by Schurbon along with a contract with the Sunrise River WMO for management of Watershed based funding projects.
- LeMay moved to approve the contract for Services between the Sunrise River WMO and ACD for Martin and Coon Lake Stormwater Retrofits and Lakeshore Restorations Outreach Projects Management. Meixell seconded the motion. All ayes, motion carried.

P. MWMO Highland and Sullivan Lakes SRA Agreement
The Board reviewed a memo prepared by Haustein and a professional service agreement for the MWMO Highland and Sullivan Lakes SRA Agreement. Truchon pointed out that the wording in the agreement was one sided. Lord agreed stating it is the standard MWMO professional services template and after thorough review does not expose ACD to anything. Lord stated that originally the MWMO wanted invoicing done hourly itemized by eight service categories and he was able to get them to agree to do invoicing by percentage of completion.
- Meixell moved to enter into the professional services agreement with the Mississippi Watershed Management Organization for the Highland and Sullivan Lakes Stormwater Retrofit Analysis. LeMay seconded the motion. All ayes, motion carried.
Q. Approve Payment to Landscape Direction - Rain Garden at 3460 Rum River Dr.
The Board reviewed a memo and related material prepared by Schurbon pertaining to
the approval of payment to Landscape Direction for construction of the Rain Garden
Focal Point filtration.
- Lindahl moved to approve $8,981 payment of invoice #529 dated 10/17/2018 to
  Landscape Direction for construction of a cub-cut rain garden using Focal Point
  modular biofiltration at 3460 Rum River Drive in Anoka. Payment shall be
  provided to the contractor after ACD staff verify 100% completion. Meixell
  seconded the motion. All ayes, motion carried.

R. Additional RCWD Technical Services Agreement
The Board reviewed a memo and agreement prepared by Haustein for addition ACD
Technical Services to the RCWD.
- LeMay moved to enter the technical services agreement with the Rice Creek
  Watershed District for additional technical services related to their water quality
  grant cost-share program. Lindahl seconded the motion. All ayes, motion carried.

S. MASWCD
  ➢ Resolution Packet
    Lord explained the resolutions in great detail. The Board discussed.
  ➢ MASWCD Convention Attendees
    The Board discussed the convention and decided to wait until the November
    meeting to finalize the attendee's from ACD.

T. NACD Annual Dues – Paid $501 in 2017
- Lindahl moved to approve sending $501 in FY19 dues to the National
  Association of Conservation Districts. Meixell seconded the motion. All ayes,
  motion carried.

U. LMCIT Coverage Waiver
- Lindahl moved to authorize the chair signing the Liability Coverage Waiver Form
  outlining that ACD does not waive liability coverage. Meixell seconded the
  motion. All ayes, motion carried.

New Business – Informational Items

V. Watershed Meetings
The Board discussed watershed organization meeting attendance as follows:
  ➢ Jim Lindahl; Coon Creek WD – Did attend the Citizen's Advisory Committee
    Meeting.
  ➢ Sharon LeMay; Sunrise River WMO – Did attend the meeting. Attended the
    Children's Water Festival
  ➢ Glenda Meixell; Mississippi WMO – There was not a meeting. Attended the
    Children's Water Festival
  ➢ Mary Jo Truchon; Rice Creek WD – Did attend the Citizen's Advisory Committee
    Meeting

The Board discussed meetings and dates. Truchon stated she would attend the
MASWCD Metro Area 4 Meeting on November 16, and Berkness said she would send
her detail when more information is available. Meixell stated she would attend the Metro
Conservation District Meeting on November 28.
FYI / Meetings and Dates
The Board discussed various meetings and dates.

Meetings/ Dates:
- **November 6**: Election Day
- **November 12**: Veteran's Day Observed - Holiday
- **November 16**: MASCWCD Metro Area 4 Meeting
- **November 19**: ACD Board Meeting, ACD Office, 5pm
- **November 22 & November 23**: Thanksgiving – Holiday
- **November 28**: Metro Conservation District Meeting
- **December 9, 10, 11**: MASCWCD Annual Convention – Double Tree Hotel, Bloomington

- Meixell moved to adjourn at 7:15pm. 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
Nov 19, 2018

Date
Nov 19, 2018
4:30 Supervisor Training: Land Protection and Ecological Restoration in Anoka County— Carrie Taylor

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

Committee & Workshop Meetings
F. Comp Planning

New Business-Action Items
G. Anoka Cooperative Weed Management Cost Share Reimbursement Request  
H. Anoka Cooperative Weed Management Area Cost Share Contracts  
I. Martin Lake Management Project Payment Approval  
J. Mississippi Stabilization Payment Request  
K. Rum River Cedar Tree Revetment Cost Share Contract  
L. Conservation Planning Letter of Agreement with Chisago SWCD  
M. Rum Central Site 4 Cost Share and Substantial Completion Date Extensions  
N. MOU with Anoka County  
O. Natural Resource Improvement Grant Policies and Guidelines

New Business – Non Action Items
P. Rain Guardian Patent Violation Waiver  
Q. BWSR Memo Regarding SWCD Financial Statements and Audits  
R. MASWCD
   ➢ Annual Business Meeting  
   ➢ Convention  
   ➢ The Dehn’s  
S. Watershed Meetings

Additions
T. Christmas Eve  
U. 2019 Annual Plan  
V. Personnel Committee Meeting

FYI /Meetings
- **November 22 & November 23:** Thanksgiving Holiday  
- **November 28:** Metro Conservation District Meeting  
- **December 9, 10, 11:** MASWCD Annual Convention & Trade Show- Double Tree Hotel, Bloomington  
- **December 17:** Meeting, ACD Office, Ham Lake 5pm  
- **Before the December 17 Meeting:** Set a Finance Committee Meeting
Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Glenda Meixell, Treasurer
Steve Laitinen, Secretary

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

Chair Truchon called the meeting to order at 5:15

Approval of November Agenda
The following additions were noted: (T) Christmas Eve (U) 2019 Annual Plan (V)

Personnel Meeting
- Lindahl moved to approve the November Agenda as amended. LeMay seconded the motion. All ayes, motion carried.

A. Public Comments
No members of the general public in attendance.

B. Approval of October Minutes
Truchon requested additional clarification in item (N) adding "...being done at the Cedar Creek Ecosystem Science Reserve" at the end of the last sentence.
- Lindahl moved to approve the October Minutes as amended. Meixell seconded the motion. All ayes, motion carried.

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

D. Approval of October Financial Reports
- Meixell moved to approve the October Financials. Lindahl seconded the motion. All ayes, motion carried.

E. Approval of November Bills (Covered after item V)
- Meixell moved to approve electronic payments EP1009-EP1024 along with check numbers 14485-14512 noting the void of the following checks: previously approved check number 14446 to Carp Solutions ($10,974.20), which was lost in the mail, along with current checks 14408 and 14410, which were inadvertently printed on by another staff member. Lindahl seconded the motion. All ayes, motion carried.

Committee & Workshop Meetings
F. Comp Planning
The Board reviewed notes prepared by Lord regarding the comp planning process. Lord provided the current priorities of the plan listing: Water Quality, Water Quantity, Natural Habitats, Wetlands and Soils and suggested that we shift to Surface Water,
Groundwater, Habitat/Wildlife, and Soils. Analysis and management approaches would be made regarding the quality and quantity of each. As a general direction, Lord asked if the Board wanted to allocate a significant amount of time to groundwater and habitat, as they are not generally a priority to state agencies like BWSR. The Board discussed the priorities and agreed to the categories suggested by Lord and indicated that managing all four were critical to managing natural resources as a whole and so the plan should elevate groundwater and habitat/wildlife to the level of surface water and soils. Board members inquired how climate change would be addressed. Lord explained that climate change was more of a threat to natural resources and would be addressed like all other threats.

Lord indicated to the Board that a certain degree of trust and flexibility would be needed to allow staff to make judgment calls on how to organize the plan to fully integrate the priorities identified by the Board. As an example, Lord pointed out that soils can be both a resource and a pollutant source. Managing soils for fertility and carbon sequestration enables soils as a resource to function well. Preventing soil erosion is an act to preserve surface water quality or avoid soil compaction is a benefit to replenish groundwater or reduce flooding. Increasing organic matter in soils can reduce the amount of water needed for irrigation, thereby saving groundwater. Maintaining healthy soil biochemistry can reduce the need for fertilizers and pesticides, thereby protecting both surface and groundwater quality and improving pollinator habitat. While natural resource management is a four-dimensional web of interconnectivity, the plan must be compartmentalized and presented linearly and so compromising will have to be made but we'll do the best we can.

Lord explained that State agencies tend to look to comprehensive plans as the vehicle to identify projects and practices to pursue and the budgets to get them done. Lord explained that he would like to encourage a shift in the discussion to acknowledge that feasibility studies, retrofit analysis, and shorter term plans such as the annual plan are the more likely place to find well vetted detail projects. Comp plan should be viewed as more of the big picture view to identify resource priorities and policies and to identify gaps in knowledge that lead to the development of the aforementioned smaller scale project plans.

Lord explained that he and Conservation Specialist Aaron Diehl are working on survey questions to send to three distinct audiences: general public, civic leaders, and natural resource professionals. After some discussion the Board instructed Lord to move forward with the three surveys. There was further discussion about potential Technical Advisory Committee members.

Lord directed attention to the comp planning timeline (table listed below) and asked if the Board had any changes

<table>
<thead>
<tr>
<th>Month</th>
<th>Forum</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 2018</td>
<td>Board mtg</td>
<td>Initial Discussion – determine when/how to address engagement, plan purpose/content, and plan context matters noted above. Ops committee, workshop, etc.)</td>
</tr>
<tr>
<td>Sept 2018</td>
<td>Board workshop</td>
<td>Engagement process - strategize stakeholder involvement</td>
</tr>
<tr>
<td>Nov 2018</td>
<td>Board mtg</td>
<td>Set planning plan – overall vision for plan, milestones and timeline</td>
</tr>
</tbody>
</table>
Lindahl moved to accept the table as outlined above as the comp plan timeline. LeMay seconded the motion. All ayes, motion Carried.

**New Business – Action Items**

**G. Cooperative Weed Management Area (CWMA) Cost Share Reimbursement Request**

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor regarding a CWMA cost share reimbursement to Jeff Bauman for Buckthorn Treatment.

- Laitinen moved to approve a reimbursement payment to Jeff Bauman for $213.45. Lindahl seconded the motion. All ayes, motion carried.

**H. Cooperative Weed Management Area (CWMA) Cost Share Contracts**

The Board reviewed a memo prepared by Taylor regarding cost share contracts for Nancy Lewis and Mike Ravnes for the CWMA.

- Lindahl moved to authorize the Chair to sign the Partnership Agreements as outlined below for the Cooperative Weed Management Area Cost Share Program. Meixell seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th></th>
<th>Lewis</th>
<th>Ravnes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>$656.00</td>
<td>$1,261.50</td>
</tr>
<tr>
<td>BWSR grant</td>
<td>$656.00</td>
<td>$1,261.50</td>
</tr>
<tr>
<td>Project TOTAL</td>
<td>$1,312.00</td>
<td>$2,523.00</td>
</tr>
</tbody>
</table>

**I. Martin and Typo Lakes Carp Management Project Payment Approval**

The Board reviewed a memo and related material prepared by Watershed Projects Manager Jamie Schurbon requesting payment to Carp Solutions LLC for work completed on the Martin and Typo Lakes Carp Management Project that he inadvertently forgot to include in the recommended motion last month

- Meixell moved to approve $3,833.28 payment of invoice "ACD_10" dated 10/8/2018 to Carp Solutions LLC for services provided under the Martin and Typo Lakes Carp Management Project Contract. Laitinen seconded the motion. All ayes, motion carried.
J. Mississippi River Bank Stabilization Project Engineering Assistance FY2018 CWF Grant
The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein requesting payment to WSB & Associates, Inc. the engineer for services completed on the Mississippi River Bank Stabilization Project.
- LeMay moved to approve payment of $10,045.75 to WSB invoice #7 for engineering services provided by CWF Grant #C17-3029. Lindahl seconded the motion. All ayes, motion carried.

K. Rum River Cedar Tree Revetment Contract
The Board reviewed a memo prepared by Taylor regarding an additional cost share contract for Rum River Revetment Project. Because the CCM crews were faster this year there was an additional 120 feet of revetment that could be completed on the Schurbon site.
- Laitinen moved to authorize the Chair to sign the Partnership agreement for the construction and maintenance of the riverbank erosion control project for Schurbon. Meixell seconded the motion. All ayes, motion carried.

L. Conservation Planning Letter of Agreement with Chisago SWCD
The Board reviewed a Conservation Planning Letter of Agreement with Chisago SWCD. Lord explained that they secured funds to hire a staff person who will engage with land owners to complete conservation plans via the USDA –NRCS guidelines. An agreement is needed with any of the Metro SWCDs that would like to utilize this employee.

M. Rum Central Site 4 Cost Share and Substantial Completion Date Extension
The Board reviewed a memo and corresponding material related to the Rum Central Site 4 completion extension. The request is to extend the BWSR 2017 cost share contract and Black Stone Contractors LLC contract. Lord explained that Black Stone has been able to complete some clearing and grubbing but the rain and high water has delayed the project. Therefore there is a request to extend the Blackstone Contractors LLC contract to January 31, 2019 even though the contractor is confident everything will be done by the end of the year. The request for the BWSR 2017 cost share contract is to move to June 30, 2019 to give the project some wiggle room.
- Lindahl moved to direct ACD Staff to request from BWSR a 2017 State Cost-Share (BWSR Grant ID P17-8890) grant agreement amendment to extend the expiration date to June 30, 2019 and authorize the Board Chair to execute all related documents. Laitinen seconded the motion. All ayes, motion carried.
- Meixell moved to authorize the Board Chair to execute all documents related to a construction contract and amendment with Blackstone Contractors, LLC to change the substantial completion date to January 31, 2019. LeMay seconded the motion. All ayes, motion carried.

N. Anoka County Human Services and Anoka Conservation District (ACD) MOU
The Board reviewed a draft MOU with Anoka County Human Services. Lord explained that they are restructuring and now ACD along with other entities will be handled by Human Services. The Board discussed the structure of the MOU and the way it was written. Lord stated that this is just a draft and will present a copy when it is more refined.
O. Natural Resource Improvement Grants Policies and Guidelines
Lord explained that the current policy was structured to coincide with the buffer cost share which ACD did not end up utilizing as there were no landowners interested in such small grant amounts. LeMay advised Lord to strike the second sentence in the description of Habitat Improvement and Management because it was limiting. Lord struck “These projects are designed to create quality habitat in areas where it will be beneficial to wildlife”.
- Laitinen moved to approve the amended “Natural Resource Improvement Grants Policies and Guidelines”. LeMay seconded the motion. All ayes, motion carried.

P. Rain Guardian Patent Licensing Consideration
The Board reviewed a memo prepared by Haustein regarding the possibility of offering a patent licensing option for our Rain Guardian Product. Lord explained that ACD is sometimes asked to develop singular custom Rain Guardians, often much larger or deeper than the version that we offer. Doing so is cost-prohibitive. A licensing option would essentially be a patent violation waiver for a customer to build their own chamber that incorporates our patented design elements. There would be a fee associated with the license. The Board discussed the downside of offering this and the upside with the consensus that the negative outweighs the positive.
- Laitinen move to not pursue a Licensing Option for the Patent. Meixell seconded the motion. All ayes, motion carried.

Q. SWCD Financial Statements and Audits
Lord explained that the SWCD will no longer have to complete the notes to the financial statements by the March 15 deadline. BWSR will only require the financial statement tables by March 15. Lord will likely still prepare the Manager’s Discussion and Analysis because this part is written for the general public without as much accountant-speak.

R. MASWCD
  ➢ Annual Business Meeting
  The Board reviewed the MASWCD convention correspondence
  ➢ Convention
  The Board discussed their convention attendance plans so that Berkness could register them before the November 26th deadline.
  ➢ The Dehn’s (Outstanding Conservationist)
  The Board discussed the timing of giving the award to the Dehn’s and decided it would be after the holidays. The Dehn’s travel in the winter so it may have to wait until early spring.

New Business – Informational Items
S. Watershed Meetings
The Board discussed watershed organization meeting attendance as follows:
  ➢ Jim Lindahl; Coon Creek WD – The Citizen’s Advisory Committee Meeting was cancelled.
  ➢ Sharon LeMay; Sunrise River WMO – Did attend the meeting
  ➢ Glenda Meixell; Mississippi WMO – Did attend the WMO Citizens Advisory Committee Meeting
  ➢ Mary Jo Truchon; Rice Creek WD – Did attend the Citizen’s Advisory Committee Meeting
Steve Laitinen – Did not attend the URRWMO or the LRRWMO Meeting due to his Family Emergency

T. Christmas Eve
Meixell moved to close office on Monday December 24. LeMay seconded the motion. All ayes, motion carried.

U. 2019 Annual Plan
Lord explained to the board that the 2019 Annual Plan will be due shortly and inquired if he should pursue pulling the plan together to provide a draft to the Board. All agreed he should move forward.

V. Personnel Meeting
Lord explained that the employee evaluations are around the corner and although the Personnel Committee meets with employees in the summer instead of year-end, a meeting would be needed for a potential employee promotion in addition to a probationary period ending. The Personnel Committee members discussed and decided to meet at 4pm before the December 17th Board meeting.

FYI / Meetings and Dates
The Finance Committee decided on December 12th at 5pm for the Finance Committee Meeting. Lord inquired with the Board if they would like to be officially sworn in and after some discussion the consensus being they would. Lord advised Berkness to pursue scheduling someone from Anoka County elections to complete the swearing in at the January meeting.

Meetings/ Dates:
- **December 9,10, 11** – MASWCD Annual Convention – Double Tree Hotel, Bloomington
- **December 12**: 5pm Finance Committee Meeting
- **December 17**: 4pm Personnel Committee Meeting
- **December 17**: 5pm ACD Regular Board Meeting
- **January 22**: 5pm Swearing in and Regular Board Meeting

- Meixell moved to adjourn at 7:15pm. 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
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 – December 12, 4:30pm
F. Personnel Committee Meeting – December 17, 4:00pm

New Business-Action Items
G. Rum River Cedar Tree Revetment Contract Amendment
H. 2018 Septic Treatment Systems Upgrade- NRBG: eLINK Report and Closeout
I. Rum River Central Regional Park Site 4 Engineering Payment Request
J. Mississippi River Bank Stabilization Payment Request
   • WSB & Associates, Inc.
   • Permitting and Escrow Payments
K. Pump-Controlled IESF on Golden Lake Stormwater Pond Design and Engineering Payment
L. 2018 Septic Treatment Systems – NRBG: Unencumber Linwood Township Funds
M. Fee Schedule Update
N. 2017 Year End Financials
O. Raise for Board Members (Mary Jo’s request)
P. Computer Glasses for Employees to Filter out Harmful Blue Light (Mary Jo’s request)

New Business-Informational Items
Q. Watersheds
R. MASWCD
   • Annual Convention
   • March 5-6, 2019 Legislative Briefing and Day at the Capitol

Additions
S. Campaign Finance & Public Disclosure Board
T. MN Association of Conservation District Employees
U. ACD 2019 Annual Plan Draft
V.
W.
X.

FYI /Meetings
• December 24 & 25 - ACD Holiday
• January 1 - ACD Holiday
• January 22 - (Tuesday) – 5pm Board Meeting ACD Office (Board Swearing in before the Meeting)
• February 1 - BWSR Reporting Deadline
BOARD MEETING MINUTES
DATE: DECEMBER 17, 2018
TIME: 5:00 P.M.
LOCATION: 1318 MCKAY DRIVE NE, SUITE 300
HAM LAKE MN 55304

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

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

Chair Truchon called the meeting to order at 5:02

Approval of December Agenda
The following additions were noted: (S) Campaign Finance & Public Disclosure Board
(T) MN Association of Conservation District Employees (U) Draft 2019 ACD Annual
Plan
- Lindahl moved to approve the December Agenda as amended. LeMay seconded
the motion. All ayes, motion carried.

A. Approval of November Minutes
Truchon noted a grammatical change.
- Laitinen moved to approve the November Minutes as amended. 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 November Financial Reports
- Meixell moved to approve the November Financials. Laitinen seconded the
motion. All ayes, motion carried.

D. Approval of December Bills (Covered after item R)
- Meixell moved to approve electronic payments EP1025-EP1037 along with check
numbers 14413-14534. Noting the void of the following checks:
  ➢ 14421 to ACE Garbage for $84.74 – approved at the September meeting but
    ACE never received nor was it returned to ACD.
  ➢ 14502 to Carp Solutions for $3,833.28 – approved at the November Board
    meeting but check was for the wrong amount and replaced with number
    14513 $3,833.28
  ➢ 14507 to Voice Data for $137.50 – approved at meeting and then realized
    that the bill had been paid with a credit card thus a check was not needed.
  ➢ Approve $60,000 transfer from the TruStone Money Market to the TruStone
    Mortgage account to pay down the mortgage.
- Lindahl seconded the motion. All ayes, motion carried.
Committee Meetings

E. Finance Committee Meeting – December 12, 4:30pm

- Meixell moved to approve the rental rates and maintenance fund schedules as outlined (Below). Laitinen seconded the motion. All ayes, motion carried.

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<td>$10,000</td>
<td>$500</td>
<td>2005</td>
</tr>
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<td>Water Heaters</td>
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<td>$40</td>
<td>2005</td>
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<td>Exterior Paint</td>
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<td>2005</td>
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<td>Septic (passive)</td>
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<td>2005</td>
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<td>Windows</td>
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<td>2005</td>
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<td>Interior Paint</td>
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<td>2011</td>
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<td>Carpet</td>
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<td>$333</td>
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<td>Carpet</td>
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<td>Parking lot</td>
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<td>Upper - concrete</td>
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<td>Cold Storage</td>
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<tr>
<td>Heated Storage</td>
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</tbody>
</table>

- Meixell moved to approve the 2018 and 2019 budget updates as presented. Laitinen seconded the motion. All ayes, motion carried.

F. Personnel Committee Meeting – December 17, 4:00pm

LeMay moved to extend Hammer-Lester’s probationary period for reconsideration not later than March 18, 2019, promote Taylor to specialist level and provide a pay increase of $1.25/hr effective January 1, 2019, no action for Johnson at this time, and retain all other staff in their current positions. Laitinen seconded the motion. All ayes, motion carried.
New Business – Action Items

G. Cooperative Rum River Cedar Tree Revetment Contract Amendment
The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor regarding Contract for Services amendment between Isanti SWCD and ACD for enhancing Rum River Shore Habitat with Revetments Professional Services Element. It pertains to the DNR grant that is held by Isanti SWCD for work in Anoka County. The project has exceeded the grant deliverables but funds remain for further work. To install more projects with remaining funds, contract amendments are needed to shift dollars among tasks.

- Lindahl moved to approve the amendment to the Contract for Services between Isanti SWCD and ACD for enhancing Rum River Shore Habitat with Revetments Professional Services Element. Laitinen seconded the motion. All ayes, motion carried.

H. 2018 Septic Treatment Systems Upgrade – NRBG Final eLINK Report
The Board reviewed a memo prepared by Berkness regarding the 2018 Septic Treatment Systems Upgrade NRBG Grant. Grant funds are spent and the financial report is needed to close the grant out in eLINK.

- Meixell moved to approve the eLINK final financial report for the 2018 Septic Treatment Systems Upgrade – NRBG (P18-9850) and authorize the Chair’s signature. Lindahl seconded the motion. All ayes, motion carried.

I. Rum River Central Regional Park Site 4 Engineering Payment Request
The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein requesting payment to MM Engineering, LLC for engineering Services provided for Site 4 riverbank stabilization located in Rum River Central Regional Park.

- Lindahl moved to authorize payment of the MM engineering, LLC invoice for $1,750. Laitinen seconded the motion. All ayes, motion carried.

J. Mississippi River Bank Stabilization Payment Request
The Board reviewed a memo prepared by Haustein requesting payments related to the Mississippi River Bank Stabilization Project. The first payment to WSB & Associates, Inc. the engineer for services completed. The second request is for payment to the Coon Creek Watershed District for the Stem and Rainbow application and escrow fees.

- Laitinen moved to approve payment of $11,881.50 invoice 8 for CWF grant #C17-3029 for engineering to the WSB & Associates. LeMay seconded the motion. All ayes, motion carried.

- Lindahl moved to authorize payment of permit application fees and escrows for the Rainbow and Stem Mississippi River bark stabilization project. Laitinen seconded the motion. All ayes, motion carried.

K. Pump-Controlled IESF on Golden Lake Stormwater Pond Design Engineering Payment
The Board reviewed a memo prepared by Lord regarding engineering payments pertaining to the Pump-Controlled IESF on Golden Lake Stormwater Pond.

- Laitinen moved to approve payment of $9,774.98 for CWF grant #C17-3550 for engineering services to the WSB & Associates. LeMay seconded the motion. All ayes, motion carried.

- Lindahl moved to approve payment of $233,984 for CWF Grant #C17-3550 for project construction reimbursement to the City of Circle Pines immediately and
an additional $161,163.27 upon receipt of the second installment of grant funds from BWSR. Laitinen seconded the motion. All ayes, motion carried.

L. 2018 Septic Treatment Systems – NRBG Unencumber Linwood Township Funds
The Board reviewed a memo prepared by Berkness regarding the unencumbering of the $6,300 in SSTS funds allocated to Linwood Township.
• Meixell moved to unencumber $6,300 from the 2018 NRBG SSTS funds set aside for Linwood Township. Laitinen seconded the motion. All ayes, motion carried.

M. Fee Schedule
The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding the 2019 fee schedule. An update to simplify the EEO statement was noted.
• Laitinen moved to approve the 2019 ACD Fee Schedule as amended. Meixell seconded the motion. All ayes motion carried.

N. 2017 Year End Financials
Lord explained the updates to the 2017 financials pointing out that a correction to split the final payroll payment for 2017 between 2017 and 2018 according to when hours were worked, changed the 2017 net position from positive to negative.
• Lindahl moved to approve the updates to the 2017 Financials. Meixell seconded the motion. All ayes, motion carried.

O. Board Raise
The Board reviewed the current Supervisor Compensation. Truchon pointed out that the max per diem of $75 per day is listed in State statute. Laitinen provided his opinion stating the goal is to entice individuals to run for SWCD supervisor and the current per diem structure is outdated. The Board discussed presenting a resolution to the MASWCD in June to consider raising the per diem rates. Lord was directed to draft a resolution for Board consideration.

P. Computer Glasses for Employees (to filter out harmful blue light)
Truchon suggested getting the staff computer glasses to filter out the harmful blue light for their eye safety. Meixell stated she received the computer glasses from a prior employer and still has them. Lord explained that some of the staff have prescription glasses and another option might be getting away from the computer every 20 minutes or offering screen protectors. There was further discussion and Lord stated he would look into it more.

New Business – Informational Items

Q. Watershed
The Board discussed watershed organization meeting attendance as follows:
➢ Jim Lindahl; Coon Creek WD – There was not a Citizen’s Advisory Committee Meeting
➢ Sharon LeMay; Sunrise River WMO – Did attend the meeting. Mentioned that she does not see the value in attending every meeting as Schurbon is present and does not feel her presence warrants the $50 per diem.
➢ Glenda Meixell; Mississippi WMO – There was not a WMO Citizens Advisory Committee Meeting
Mary Jo Truchon; Rice Creek WD – Attended the Citizen’s Advisory Committee Meeting for the Comp Plan
Steve Laitinen – Did not attend the URRWMO or the LRRWMO

R. MASWCD
- Convention
  Truchon provided an update on the MASWCD Convention.
- March 5 - 6 MASWCD Legislative Day at the Capitol
  The Board discussed the structure of the ACD Legislative Days at the Capitol last year. The first day ACD rented out a room and had an open house with Legislators. The Legislators that did not make it to the open house, would meet with staff and supervisors on the 2nd day ACD was at the capitol. The following tentative dates were chose, February 26 and March 6.

S. Campaign Finance & Public Disclosure Board
The Board reviewed the Campaign Finance and Public Disclosure information that each will need to fill out soon.

T. MN Association of Conservation District Employees
Lord commented that ACD staff hasn’t historically been involved in the MACDE. Lord noted that he has recently begun to see the potential in working with and through the MACDE to positively impact statewide policy and programs. Membership is $15/year/employee. Lord requested authorization to cover the membership fees for staff to join, noting that many districts do this already. The Board agreed.

U. ACD 2019 Annual Plan Draft
The Board reviewed the draft 2019 annual plan prepared by Lord. Lord suggested sending him updates as needed for approval at the January Board meeting.

FYI / Meetings and Dates
The Board discussed meeting and dates

Meetings/ Dates:
- **January 22:** 5pm Swearing in and Regular Board Meeting
- **February 1:** BWSR Reporting Deadline
- **February 19:** Tentative ACD Board Meeting 5pm ACD Office
- **February 26:** Tentative ACD Day at the Capitol
- **March 6:** Tentative ACD Day at the Capitol
- **March 5-6:** MASWCD Legislative Briefing and Day at the Capitol

Lindahl moved to adjourn at 7:14pm. Meixell 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 17, 2018
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