AGENDA
SUPERVISOR REGULAR BOARD MEETING
THURSDAY, JANUARY 22, 2019 5PM

4:30 Supervisor Training: Lake George Watershed Targeted BMP Analysis Update

Swearing In of Re-elected Board Members

Selection of Officers and Committees

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

New Business-Action Items
F. Approve 2019 Resolutions (Meeting Schedule and Insurance)
G. Part-Time Vacation Accrual Policy
H. 2019 Annual Plan
I. Approve 2019 Handbook
J. Tebco Lease Agreement (Suite 200 & 250)
K. MACD 2019 Dues and Convention Expense (paid $300 in 2018)
L. MASWCD 2019 Dues (paid $4,690.98 in 2018)
M. NA
N. Anoka Cooperative Weed Management Cost Share Revisions – Mike Ravnes
O. Rum Riverbank Central Regional Park Site 4 Stabilization Bank Project Payment Request
P. Targeted Mississippi River Bank Stabilization Project Payment Request
Q. Consider Rum River One Watershed Plan Participation

Board of Water and Soil Resources (BWSR) eLINK Reports:
R. Ditch 20 Wetland Restoration Feasibility Study – Final
S. NRBG – Wetland Conservation Act (2018 NRBG) - Final
   • Wetland Conservation Act (2018 NRBG) - Final
   • Septic Systems Treatment Systems (2017 NRBG) - Final
T. 2017 & 2018 State Cost Share – Final

New Business-Informational Items

U. Watershed Meetings

Additions

V. eLINK Financial Report Signature Delegation
W. Water Monitoring Laboratory Contract
X. Amendment to Carp Solutions LLC Work Plan for Linwood Lake Carp Study
Y. Mississippi River Stabilization (OWF Round 1) Construction

FYI /Meetings

• February 1: BWSR Reporting Due
• February 19: Tentative ACD Board Meeting, ACD Office 5pm
• February 26 & March 6: ACD Day at the Capitol
• March 5-6: MASMCD Legislative Briefing and Day at the Capitol
• March 9: North Suburban Home Improvement Show – Andover YMCA Community Center – 8am-2pm
• March 20: Large Lot Conservation Planning Workshop #1 – Cedar Creek Ecosystem Science Reserve – 6-8pm
• March 27: Large Lot Conservation Planning Workshop #2 – Andover Community Center 6-8pm
• March 28: Large Lot Conservation Planning Workshop #3 – Wargo Nature Center 6-8pm
• April 6: Home Landscaping and Garden Fair – Bunker Hills Activity Center 8am-3:30pm
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  

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

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

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

**ACD Committee Assignments**  
The Board discussed and all were pleased with their 2018 ACD Committee assignments outlined below:  
- Personnel: LeMay, Truchon with Meixell as alternate  
- Finance: Meixell, Laitinen with Lindahl as alternate  
- Operations: LeMay, Lindahl with Laitinen as alternate  

- Lindahl moved to approve the slate of ACD Committee Assignments. Meixell seconded the motion. All ayes, motion carried.  

- Chair Truchon called the meeting to order at 5:20pm  

**Committee & Liaison Assignments**  
The Board discussed their Committee and Liaison assignments. Laitinen suggested adding a liaison for the One Watershed One Plan for the Lower St Croix and the Rum River.  
- Metro Conservation Districts: Meixell with Lindahl as alternate  
- Area IV (MACD): Meixell and Truchon  
- Rice Creek Watershed District Citizens Advisory Committee: Truchon
Coon Creek Watershed District Citizens Advisory Committee: Lindahl
Sunrise River Watershed Management Organization: LeMay
Upper Rum River Watershed Management Organization: Laitinen
Lower Rum River Watershed Management Organization: Laitinen
Mississippi Watershed Management Organization: Meixell
Anoka County Board Liaison – Chair Truchon (Vice Chair Lindahl as alternate)
One Watershed One Plan – Lower St. Croix: LeMay with Truchon as an alternate
One Watershed One Plan - Rum River: Laitinen with Lindahl as alternate
Meixell moved to approve the slate. Laitinen seconded the motion. All ayes, motion carried.

Approval of January Revised Agenda
• Lindahl moved to approve the Revised January Agenda noting additions (V) eLINK Financial Report Signature Delegation (W) Water Monitoring Laboratory Contract (X) Amendment to Carp Solutions LLC Work Plan for Linwood Lake Carp Study (Y) Mississippi River Stabilization (round 1) Construction. Meixell seconded the motion. All ayes, motion carried.

A. Public Comments
NA

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

E. Approval of December Bills (Covered after item X)
• Meixell moved to approve electronic payments EP1038 –EP1056 along with check numbers 14435-14583. Noting the void of the 14546. Laitinen Seconded the motion

New Business-Action Items
F. Approve 2019 Resolutions (Meeting Schedule and Insurance)
Resolutions 2019-01 ACD Meeting Schedule
• Meixell moved to approve the Resolution 2019-01 setting the February 2019 – January 2020 ACD Board meeting schedule. Lindahl seconded the motion. All ayes, motion carried.

Resolution 2019-02 Requiring Anoka County Provide Liability
• Laitinen moved to approve Resolution 2019 -02 requiring Anoka County to provide liability insurance for ACD. LeMay seconded the motion. All ayes, motion carried.

G. Part-Time Vacation Accrual Policy
Discussed with item I
H. 2019 Draft Annual Plan
The Board reviewed the 2019 draft annual plan. Truchon directed attention to the trends outlined in the plan and suggested adding the new trend of managing for soil health in agriculture. Truchon explained the soil health practices are: no till, no pesticides, planting cover crops, and crop rotation. The Board discussed. Lord stated that the District does not know if the few farmers within Anoka County are following these principles and so it may not be a trend locally, and questioned if we want to outline statewide trends in our annual plan. The Board discussed further. Lord stated that he simply followed last year’s template, which is based on the current comp plan. Since we will be completing a new the 10-year comp plan in 2019, it may be better to wait to add this element next year. Lord further pointed out that even the mission statement could change. Lindahl suggested enhancing the collaboration section to indicate our work with the public in addition to work with other government entities, as it is lost within the document. LeMay suggest updating the ‘Collaborations’ section to ‘Serving the Community’ to make it clear that ACD does not just work with residents who own land.

I. Approve the 2019 Handbook
The Board reviewed the updates to the handbook and Lord pointed out the flexible time of accrued schedule. Lord noted a clarification that the FTO accrual schedule is based on FTE’s, and not years with ACD. Until recently, ACD didn’t employ regular part time employees who received FTO, so the ambiguity in the policy went unnoticed. The ACD policy includes employee benefits for those working above 30 hours, which includes Emily Johnson, the Outreach and Engagement Coordinator. The Board deviated from this policy when they provided benefits to Conservation Specialist Aaron Diehl who works halftime. The Board reviewed Diehl’s memo (Item G) which outlined how this policy would affect his situation. It was noted that years for employee compensation as well as for determining years of experience for hiring purposes is based on FTEs. After a lengthy discussion, to be consistent with other policies in the handbook the board consensus was that FTO accrual schedule should be by FTEs as presented in the draft handbook.

- Laitinen moved to approve the 2019 Handbook as presented. Meixell second the motion. All ayes, motion carried.

J. Tebco Lease
The Board reviewed the renewal of the annual Lease with Tebco for Suite 200 and 250. Lord pointed out that they use suite 200 as storage. ACD would eventually like to tap into suite 400 space and move Einstein to suite 200 after upgrades to the suite. Although this is not something ACD would like to tackle now, it would be something to consider down the road. The lease ending at January 31, 2020 would not be a convenient time to make any changes. The board agreed on an eight month lease ending in September, which would be a much more convenient time to make changes if warranted.

- Lindahl moved the updated lease agreement with terms of February 1, 2019 through September 30, 2019. Laitinen seconded the motion. All ayes, motion carried.

K. MACD 2019 Dues and Convention Expense
The Board reviewed the 2019 MACD Dues along with the convention expense.
• Meixell moved to approve the MACD 2019 Dues for $300 and the 2019 Convention Expense of $200. Lindahl seconded the motion. All ayes, motion carried.

L. MASWCD 2019 Dues
The Board reviewed the 2019 MASWCD Dues.
• Laitinen moved to approve the MASWCD 2019 Dues for $4,690.98. Lindahl seconded the motion. All ayes, motion carried.

M. NA

N. Anoka Cooperative Weed Management Cost Share Revisions – Mike Ravnes
The Board reviewed memo and revised cost share application prepared by Restoration Ecologist Carrie Taylor.
• Meixell moved to approve the updated cost share partnership agreement with Mike Raves and authorized the Chair’s signature. LeMay seconded the motion. All ayes, motion carried.

O. Rum River Central Regional Park Site 4 Bank Stabilization Project
The Board reviewed memo prepared by Stormwater and Shoreland Specialist Mitch Haustein requesting payment to Blackstone for construction service at Site 4 riverbank stabilization located in Rum River Central Regional Park.
• Lindahl moved to authorize payment of $52,591.05 for Blackstone Contractors, LLC invoice 1 with funding sources outlined in the table below. LeMay seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>Grant Source</th>
<th>State Funds</th>
<th>County Match</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 State Cost-Share</td>
<td>$11,107.00</td>
<td>$2,776.75</td>
<td>$13,883.75</td>
</tr>
<tr>
<td>2017 District Capacity - Matched</td>
<td>$12,411.77</td>
<td>$12,411.78</td>
<td>$24,823.55</td>
</tr>
<tr>
<td>2018 State Cost-Share</td>
<td>$12,411.77</td>
<td>$2,776.75</td>
<td>$13,883.75</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$52,591.05</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

P. 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 payment to WSB & Associates, Inc. the engineer for services completed.
• Laitinen moved to approve payment of $10,452.50 for WSB Invoice 9 for engineering services provided to grant #C17-3029. LeMay seconded the motion. All ayes, motion carried.

Q. Consider Rum River One Watershed On Plan Participation
The Board reviewed and discussed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding Rum River One Watershed One Plan participation.
• Laitinen moved to authorize the Chair to execute the Memorandum of Agreement for the Rum River One Watershed One Plan, noting the appointment of himself (earlier in the meeting) as the ACD representative and Jim Lindahl as the alternate. Lindahl seconded the motion. All ayes, motion carried.

R. Ditch 20 Wetland Restoration Feasibility Study - Final
The Board reviewed a memo prepared by Schurbon regarding the Ditch 20 Feasibility Study close out.
• Meixell moved to approve the final financial report for the BWSR Clean Water Fund Grant entitled “Ditch 20 Wetland Restoration Feasibility Study to Benefit
Downstream Water Quality” (grant ID C15-5222) and direct staff to submit the final report. Laitinen seconded the motion. All ayes, motion carried.

S. Natural Resource Block Grant

➢ 2018 Wetland Conservation Act -Final
Lord explained that BWSR requires the final financial report uploaded to eLINK before the grant is closed.
- Meixell moved to approve the eLINK financial report for the 2018 Wetland Conservation Act NRBG (P18-5059) and authorize the Chairs signature. Laitinen seconded the motion. All ayes, motion carried.

➢ 2017 Septic Treatment Systems -Final
- Meixell moved to approve the eLINK financial report for the 2017 Septic Treatment Systems NRBG (P17-0468) and authorize the Chair’s signature. Lindahl seconded the motion. All ayes, motion carried.

T. 2017 & 2018 State Cost Share - Final
The Board reviewed the final eLINK report for the 2017 and 2018 State Cost Share used for the riverbank stabilization project at site 4 in Rum River Central Regional Park.
- Meixell moved to approve the eLINK financial reports for 2017 State Cost Share (P17-8890) and 2018 State Cost Share (P18-7750) and authorize the Chair’s signature. Laitinen seconded the motion. All ayes, motion carried.

New Business – Informational Items

U. Watershed
The Board discussed watershed organization meeting attendance as follows:
➢ Jim Lindahl; Coon Creek WD – Attended the Citizen’s Advisory Committee Meeting
➢ Sharon LeMay; Sunrise River WMO – Did not attend the meeting
➢ Glenda Meixell; Mississippi WMO – Attended the 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 - Attended the LRRWMO Laitinen mentioned he got taken off the email list and did not know when the URRWMO meeting occurred. Berkness stated she would email Gail Gessner and Chuck Schwartz to get Laitinen added again.

V. eLINK Financial Report Signature Delegation
The Board reviewed a memo prepare by Berkness requesting authorization for the District Manager to sign off on the final reports for BWSR grants as they are due February 1, and the next Board meeting is not until February 19, 2019.
- Meixell moved to authorize Chris Lord to sign the BWSR financial reports for the grants outlined below:
  o 2018 Local Water Management - NRBG (P18-0768) Grant
  o 2018 Shoreland - NRBG (P18-6810-2) Grant
  o 2018 Conservation Delivery (P18-2715) Grant
  o Lake George Watershed Targeted BMP Analysis (C16-6582) Grant.
  o 2018 Buffer Law (P18-6846) Grant
Laitinen seconded the motion. All ayes, motion carried.

W. Water Monitoring Laboratory Contract
The Board reviewed a memo prepared by Water Resource Technician Jared Wagner regarding a laboratory contract.

- Lindahl moved to authorize Lord to sign the contract for water sample analysis services based on the final lab quotes for 2019 water monitoring. Laitinen seconded the motion. All ayes, motion carried.

X. Amendment to Carp Solutions LLC Work Plan for Linwood Lake Carp Study
The Board reviewed a memo prepared by Schurbon along with an amendment to the Carp Solutions LLC Work Plan for Linwood Lake Carp Study.

- Lindahl moved to approve the amendment to the contract for services between the Sunrise River WMO, ACD and Carp Solutions LLC for Determining the Abundance and Recruitment History of Common Carp in Linwood Lake. LeMay seconded the motion. All ayes, motion carried.

Y. Mississippi River Stabilization (CWF Round 1) Construction
The Board reviewed a memo prepared by Haustein regarding the bids received for the Rainbow and Stem riverbank stabilization projects on the Mississippi River. The bid packets lacked the EEO certification which was required with the bid submittal. Lord explained that ACD is waiting to hear back from the Anoka county Attorney’s office regarding this requirement and whether it is considered a technicality that can be waved.

- Truchon moved to authorize ACD to waive the EEO Certification as a requirement for eligible bids, contingent on concurrence from the Anoka County Attorney’s Office. Lindahl seconded the motion. LeMay abstained. Remaining members voted aye, motion carried.
- Truchon moved that if the County Attorney’s Office determines the EEO Certification is a requirement, ACD rejects all bids and authorizes staff to coordinate with the project engineer and landowners to rebid the projects. Laitinen seconded the motion. LeMay abstained. Remaining members voted aye, motion carried.

Lord explained if the EEO Certification requirement for eligible bids is waived, the next step is to engage the low bid qualified contractors in discussion to identify mutually agreeable project terms.

- Lindahl moved that if the EEO Certification is waived as a requirement for eligible bids, the ACD Board directs staff to engage the project engineer, landowners and low bid qualified contractors in discussion to identify mutually agreeable project terms, which will be presented at the February 2019 Board meeting. Truchon seconded the motion. LeMay abstained. Remaining members voted aye, motion carried.

FYI / Meetings and Dates
The Board discussed meeting and dates

Meetings/ Dates:
- **February 19:** 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
- **March 9:** North Suburban Home Improvement Show –Andover YMCA Community Center – 8am-2pm
- **March 20**: Large Lot Conservation Planning Workshop #1 – Cedar Creek Ecosystem Science Reserve – 6-8pm
- **March 27**: Large Lot Conservation Planning Workshop #2 – Andover Community Center 6-8pm
- **March 28**: Large Lot Conservation Planning Workshop #3 – Wargo Nature Center 6-8pm
- **April 6**: Home Landscaping and Garden Fair – Bunker Hills Activity Center 8am-3:30pm

Lindahl moved to adjourn at 7:20pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator  
Date: 2/19/19

Approved as to form and content by Mary Jo Truchon, Chair  
Date: February 19, 2019
4:30 Supervisor Training: 2018 Water Almanac – Becky Hammer-Lester

Public Comments – Call the Meeting to Order

Regular Agenda (Approval of February Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Approval of the Revised December 2018 Financial Reports
D. Approval of January Financial Reports
E. Approval of Bills

New Business-Action Items
F. 2019 Watershed Organization Work Contracts: CCWD, RCWD, LRRWMO, URRWMO, SRWMO, and MWMO
G. 2019 RCWD Water Quality Technical Service Agreement
H. Board Authorization to Submit LCCMR Proposal
I. Board Authorization to Sign Noxious Weed and Invasive Grant Agreement
J. Targeted Mississippi River Stabilization Project Payment Request

New Business-Informational Items
K. Watershed Meetings

Additions
L. 2019 SWCD Local Capacity and Buffer Law Implementation Grant Amendment
M. 2019 Septic Treatment Systems Regular Grant and Upgrade Grant
N. 2019-2020 MN GreenCorps Member Application (Community Readiness & Outreach)
O. Anoka County SHIP Workplace Wellness
P. Targeted Mississippi River Stabilization (CWF Round 1) Landowner Agreement Amendments and Construction Agreements
Q. 2019 Legislative Update
R. Personnel Matter – Close Meeting
S. Water Resource Tech Recruitment

FYI/Meetings
- February 26: ACD Legislative Reception Conference Room 317B  9am – 12pm
- March 6: ACD Legislative Reception, Conference Room G20A, 9am-12pm
- March 5-6: MASWCD Legislative Briefing and Day at the Capitol
- March 9: North Suburban Home Improvement Show – Andover YMCA Community Center – 8am-2pm
- March 18: ACD Board Meeting, Ham Lake Office 5pm
- March 20: Large Lot Conservation Planning Workshop #1 – Cedar Creek Ecosystem Science Reserve 6-8pm
- March 27: Large Lot Conservation Planning Workshop #2 – Andover Community Center 6-8pm
- March 28: Large Lot Conservation Planning Workshop #3 – Wargo Nature Center 6-8pm
- April 6: Home Landscaping and Garden Fair – Bunker Hills Activity Center 8am-3:30pm
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

Public Comments – Call the Meeting to Order

- Chair Truchon called the meeting to order 5:12pm

Approval of February Agenda

- Laitinen moved to approve the February Agenda noting additions:
  L. 2019 SWCD Local Capacity and Buffer Law Implementation Grant Amendment  
M. 2019 Septic Treatment Systems Grant Agreement  
N. 2019-2020 MN GreenCorps Member Application (Community Readiness & Outreach)  
O. Anoka County SHIP Workplace Wellness  
P. Targeted Mississippi River Stabilization (CWF Round 1) Landowner Agreement Amendments and Construction Agreements  
Q. 2019 Legislative Update  
R. Personnel Matter – Closed Meeting  
S. Water Resource Technician Recruitment  
Meixell seconded the motion. All ayes, motion carried.

A. Approval of January Minutes

- Laitinen moved to approve the January 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 Revised December Financial Reports

Lord explained that he discovered a problem with the way personnel expenses were recording in QuickBooks. In the 2nd Qtr of 2018 ACD changed to administer payroll in-house and didn’t realize we had to change the way things were recording in QuickBooks as some of the payroll expenses were double counting. Updates were made to correct the problem which changed the bottom line from $19K to the good to $51K to the good.

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

D. Approval of January Financial Reports

- Meixell moved to approve the January Financials. Laitinen seconded the motion. All ayes, motion carried.
E. Approval of February Bills (Covered after item S)
   • Meixell moved to approve electronic payments EP1057 –EP1071 along with check numbers 114584-14588 then 14600-14616. Noting the void of the 14614. Laitinen seconded the motion. All ayes, motion carried.

New Business-Action Items

F. Watershed Organization Work Contracts
   The Board reviewed the following Watershed Monitoring and Management Contracts:
   Summary of the contracts:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Tasks</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coon Creek WD</td>
<td>Water monitoring (8 types), AIS surveys</td>
<td>$74,297</td>
</tr>
<tr>
<td>Rice Creek WMO</td>
<td>High school biomonitoring, water monitoring (2 types)</td>
<td>$4,600</td>
</tr>
<tr>
<td>Lower Rum River WMO</td>
<td>Water monitoring (4 types), high school biomonitoring, newsletters, brochure, reporting to BWSR, water quality cost share fund, website</td>
<td>$13,325</td>
</tr>
<tr>
<td>Upper Rum River WMO</td>
<td>Water monitoring (3 types), website, newsletter. NEW is anticipated $13,360 in administrative assistance</td>
<td>$20,040</td>
</tr>
<tr>
<td>Sunrise River WMO</td>
<td>Water monitoring (3 types), 4 water quality projects, website, newsletter, $4,645 in admin assistance</td>
<td>$26,815</td>
</tr>
<tr>
<td>Mississippi WMO</td>
<td>Water monitoring (2 types)</td>
<td>$3,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$142,077</td>
</tr>
</tbody>
</table>

   • Laitinen moved to approve the work contracts as presented with the Coon Creek Watershed District, Rice Creek Watershed District, Lower Rum River WMO, Upper Rum River WMO, Sunrise River WMO and Mississippi WMO. Lindahl seconded the motion. All ayes, motion carried.

G. 2019 Rice Creek Watershed District (RCWD) Technical Service Agreement
   The Board reviewed a memo prepare by Conservation Specialist Mitch Haustein about the approval of the RCWD Technical Service Agreement. Lord explained that he was contacted by RCWD Communication and Outreach Coordinator Beth Carreno about doing more projects in Anoka County. Lord stated that he suggest to Beth that RCWD consider targeted BMP promotion
   • Meixell moved to enter into the 2019 service agreement with the Rice Creek Watershed District for ACD to provide technical services related to their water quality grant cost-share program. LeMay seconded the motion. All ayes, motion carried.

H. ACD Board Authorization to Submit LCCMR Proposal
   The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor about submitting an LCCMR proposal along with a related resolution.
   • Meixell moved to authorize Staff to submit the LCCMR proposal: Conserving Minnesota’s Floristic Diversity Using Rare Plant Salvage, noting that the exact title was subject to change. Laitinen seconded the motion. All ayes, motion carried.

I. ACD Board Authorization to Sign the Noxious Weed and Invasive Grant Contract
   The Board reviewed a memo prepared by Taylor regarding the approval of the Noxious Weed and Invasive Grant Contract
   • Meixell moved to authorize ACD Chair Truchon to sign the contract. Lindahl second the motion. All ayes, motion carried.

J. Targeted Mississippi River Stabilization Payment Request
The Board reviewed a memo prepared by Haustein requesting payments related to the Mississippi River Stabilization Project. The payment to WSB & Associates, Inc. the engineer for services completed.

- Lindahl moved to approve payment of $12,376.50 for WSB Invoice 10 for engineering services provided to grant #C17-3029. Laitinen seconded the motion. All ayes, motion carried.

**New Business – Informational Items**

**K. Watershed**
The Board discussed watershed organization meeting attendance as follows:
- Jim Lindahl; Coon Creek WD – Attended the Citizen’s Advisory Committee Meeting
- Sharon LeMay; Sunrise River WMO – Did not attend the meeting. Did attend the St. Croix 1W1P Rural Lands Workshop which invited Farmers, producers & Rural Landowners. LeMay shared some of the farmers’ practical and economic concerns. The Board discussed.
- Glenda Meixell; Mississippi WMO – No Advisory Committee Meeting
- Mary Jo Truchon; Rice Creek WD – Attended the Citizen’s Advisory Committee Meeting for the Comp Plan
- Steve Laitinen – has upcoming URRWMO and the LRRWMO meetings

**Additions**

**L. 2019 Local Capacity and Buffer Law Implementation Grant Amendment**
The Board reviewed a memo prepared by Berkness related to the 2019 State of Minnesota Board of Water and Soil Resources SWCD Local Capacity Services and Buffer Law Grant.

- LeMay moved to approve the 2019 BWSR SWCD Local Capacity Services and Buffer Law Grant Amendment PO#4000009446 as follows:

<table>
<thead>
<tr>
<th>PO</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P19-2426</td>
<td>2019 - Buffer Law (Anoka CD)</td>
<td>$10,000</td>
</tr>
<tr>
<td>P19-2334</td>
<td>2019 - SWCD Local Capacity Services (Anoka CD)</td>
<td>$118,000</td>
</tr>
</tbody>
</table>

Laitinen seconded the motion. All ayes, motion carried.

**M. 2019 Septic Treatment Systems**
The Board reviewed a memo prepared by Berkness related to the 2019 Septic Systems Grant.

- Lindahl moved to approve the 2019 BWSR Septic Treatment Systems Grant PO #3000009593 as follows:

<table>
<thead>
<tr>
<th>PO</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P19-3114</td>
<td>2019 – Septic Treatment Systems - NRBG</td>
<td>$18,600</td>
</tr>
<tr>
<td>P19-3205</td>
<td>2019 – Septic Treatment Systems Upgrade - NRBG</td>
<td>$29,855</td>
</tr>
</tbody>
</table>

Laitinen seconded the motion. All ayes, motion carried.

**N. 2019-2020 MN GreenCorps Member Application (Community Readiness & Outreach)**
The Board reviewed a memo prepared by Outreach and Engagement Coordinator Emily Johnson regarding a GreenCorps Member Application. Lord explained that this position is the same as Jaron Cook’s and would replace him when his position ends.

- Meixell moved to approve the signing of the attached resolution in support of the MNB GreenCorps application, which indicates Anoka Conservation District’s commitment to host a Minnesota GreenCorps Member and a willingness to enter an agreement with the MPCA should the Anoka Conservation Districts application be selected. Laitinen seconded the motion. All ayes, motion carried.

**O. Anoka County SHIP – Workplace Wellness**
The Board reviewed a memo prepared by Berkness regarding the funds available the Anoka County SHIP Work Place Wellness Grant.

- Laitinen moved to authorize Berkness to pursue the Anoka County SHIP – Workplace Wellness Grant. Lindahl seconded the motion. All ayes, motion carried.
P. Targeted Mississippi River Stabilization (CWF Round 1) Landowner Agreement and Construction Agreements

The Board reviewed a memo prepared by Haustein regarding Mississippi Stabilization amendments and construction agreements. The project construction exceeds the funds available in round 1. Since the Rainbow and the Stem projects water quality benefits exceed what was promised, round 2 funds could be used to supplement the project.

- Meixell moved to authorize the use of Targeted Mississippi River Bank Stabilization Focused on Bioengineering – Round 2 grant funds to cover construction costs associated with the Stem project that exceed funds available in the Round 1 grant. Laitinen seconded the motion. All ayes, motion carried.
- Lindahl moved to amend landowner agreements with updated cost-share amounts as shown below and authorize the Board Chair to execute landowner agreement amendments. Meixell seconded the motion. All ayes motion carried.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>PARTNER COST</th>
<th>PARTNER %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration, Project Development, Technical Assistance, and Construction Management</td>
<td>$14,423.75</td>
<td>0</td>
</tr>
<tr>
<td>Contingency</td>
<td>$3,000.00</td>
<td>0</td>
</tr>
<tr>
<td>Professional Engineering</td>
<td>$30,076.25</td>
<td>0</td>
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<tr>
<td>Construction</td>
<td>$34,860.30</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>$34,860.30</td>
<td>$81,340.70</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$34,860.30</td>
<td>$128,840.70</td>
</tr>
</tbody>
</table>

1 Not to exceed
2 Not less than
3 Not to exceed
4 CWF C17-3029 ($60,724.00) and CWF C18-2864 ($20,616.70) encumbered

- Laitinen moved to award Rainbow and Stem projects to low bidders (Minnesota Native Landscapes, and Sunram Construction, respectively) and authorize Board Chair to execute construction agreements for the Rainbow and Stem projects, contingent on execution of landowner agreement amendments. LeMay seconded the motion. All ayes, motion carried.
- Lindahl moved to authorize a contingency for each project as shown above for unforeseen yet necessary change orders to achieve the project goals, contingent on concurrence between ACD staff, the respective landowner, and the respective contractor. Laitinen seconded the motion. All ayes, motion carried.

Q. 2019 Legislative Update

The Board reviewed the MASWCD Legislative material. Lord informed the Board that the Metro Conservation Districts day at the capitol will hopefully be approved at the February 28 Metro meeting. Lord stated because the MCD date was pushed out until March 22, that it made sense to move forward with the original days ACD scheduled; February 26, and March 6. The Board discussed the days they would go with LeMay and Laitinen on February 26 and Meixell and Truchon on March 6. Truchon offered to go both days if needed.

- Lindahl moved to close the Meeting to discuss a Personnel Matter at 6:30pm. Laitinen seconded the motion. All ayes, motion carried.

R. Personnel Matter

- Lindahl moved to re-open the Meeting at 6:45pm. Laitinen seconded the motion. All ayes, motion carried.

S. Water Resource Technician Recruitment

The Board reviewed the Water Resource Technician Position Announcement, and Recruitment Criteria.

Anoka Conservation District Regular Board Meeting February 19, 2019
4 of 5
• Laitinen moved to approve the recruitment of a regular full time Technician including the position announcement and recruitment criteria. Lindahl seconded the motion. All ayes, motion carried.

FYI / Meetings and Dates
The Board discussed meeting and dates
• Lindahl moved to adjourn at 6:52pm. Truchon seconded the motion. All ayes, motion carried.

Meetings/ Dates:
• **February 26**: ACD Day at the Capitol
• **March 6**: ACD Day at the Capitol
• **March 5-6**: MASWCD Legislative Briefing and Day at the Capitol
• **March 9**: North Suburban Home Improvement Show –Andover YMCA Community Center – 8am-2pm
• **March 13**: Large Lot Conservation Planning Workshop #1 – Andover Community Center 7-9pm
• **March 18**: ACD Board Meeting, Ham Lake Office 5pm
• **March 20**: Large Lot Conservation Planning Workshop #2 – Cedar Creek Ecosystem Science Reserve – 6-8pm
• **March 27**: Large Lot Conservation Planning Workshop #3 – Wargo Nature Center 6-8pm
• **April 6**: Home Landscaping and Garden Fair – Bunker Hills Activity Center 8am-3:30pm
• Lindahl moved to adjourn at 7:20pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berknese, Office Administrator
Date
3/18/19

Approved as to form and content by Mary Jo Truchon, Chair
Date
Mar 18, 2019
4:30 Supervisor Training: Public Engagement – Jaron Cook

Public Comments – Call the Meeting to Order

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

Committees
E. Personnel Meeting – March 15, 2019
   • District Technician Interviews
   • Probationary Period Evaluation

New Business-Action Items
F. Metro Conservation District Dues
G. SSTS Cost Share Grant Application
H. Lower St. Croix Surface Water Assessment Grant Contract with Chisago
I. Linwood Carp Study Payment Approval
J. ACD Irrigation Controller Grant Program for Water Conservation – Heatherwood HOA Agreement Update

New Business-Informational Items
K. Watershed Meetings
L. ACD Legislative Days February 26, and March 6

Additions
M.
N.
O.
P.
Q.
R.
S.
T.

FYI/Meetings
• March 20: Large Lot Conservation Planning Workshop #2 – Cedar Creek Ecosystem Science Reserve 6-8pm
• March 27: Large Lot Conservation Planning Workshop #3 – Wargo Nature Center 6-8pm
• April 6: Home Landscaping and Garden Fair – Bunker Hills Activity Center 8am-3:30pm
• April 15: ACD Board Meeting, Ham Lake Office 5pm
• April 20: Wargo Nature Center Earth Day, Wargo Nature Center 12:30-3pm
• April 25: Linwood Lake Association Meeting, 6043 S. Linwood Drive, Linwood 6:30pm–8pm
• April 27: ACD Tree Sale, Anoka Fair Grounds 9am 11pm
BOARD MEETING MINUTES

DATE: MARCH 18, 2019
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

Call the Meeting to Order
Public Comments – No members of the public in attendance.

- Chair Truchon called the meeting to order 5:00pm

Approval of March Agenda
- Laitinen moved to approve the March Agenda with the following additions:
  M. Wells Fargo Depository Agreement
  N. McKay Property Landscaping
  O. 2018 Year End Draft Financial Report
  P. Level Logger Purchase
  Lindahl seconded the motion. All ayes, motion carried.

A. Approval of February Minutes
LeMay noted on page 4, item Q, the meeting close and re-open listed 6:45pm for both.
Berkness stated that according to her notes the regular meeting was closed at 6:30pm.
- Laitinen moved to approve the amended February 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 February Financial Reports
- Meixell moved to approve the February Financials. Lindahl seconded the motion. All ayes, motion carried.

D. Approval of March Bills (Covered after item P)
- Meixell moved to approve electronic payments EP1072 –EP1084 along with check numbers 14617-14640. Lindahl seconded the motion. All ayes, motion carried.

New Business-Action Items
E. Personnel Meeting – March 15, 2019 – District Technician Recruitment and Probationary Period Evaluation
The Board reviewed the Personnel Minutes and LeMay provided a re-cap.
- LeMay moved to approve offering the Technician position to Kris Larson with a starting wage of $19.50/hour to $20.50/Hour to be negotiated by the District Manager, with a starting date as soon as possible conditional on satisfactory verification of reference, prior employment, education, criminal background and driving record. Laitinen seconded the motion. All ayes, motion carried.
• LeMay moved to approve ending Johnson's probationary period and to retain her in the engagement classification. Meixell seconded the motion. All ayes, motion carried.

New Business-Action Items
F. Metro Conservation District 2019 Dues
The Board reviewed an invoice for 2019 Metro Conservation District Dues.
• Meixell moved to approve paying the 2019 Metro Conservation District Dues for $1,000.00. Laitinen seconded the motion. All ayes, motion carried.

G. Consider SSTS Cost Share Grant Application – Peggy Marshman
The Board reviewed SSTS cost share material for Peggy Marshman.
• Lindahl moved to approve a Septic System Fix up Grant for Peggy Marshman at 438 Elm Road NE in East Bethel for an amount not to exceed $15,669.90. LeMay seconded the motion. All ayes, motion carried.

H. Lower St. Croix Surface Water Assessment Grant Contract with Chisago SWCD
The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon along with a Contract for Lower St. Croix Surface Water Assessment with Chisago SWCD.
• Lindahl moved to approve the contract for professional services between ACD and the Chisago SWCD for Lower St. Croix Surface Water Assessment Grant in the amount of $5,170. Laitinen seconded the motion. All ayes, motion carried.

I. 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 $3,090.10 payment of invoice “ACD_15” dated 2/19/2019 to Carp Solutions LLC for services provided for the Linwood Lake Carp Management Feasibility Study. Laitinen seconded the motion. All ayes, motion carried.

J. ACD Irrigation Controller Grant Program for Water Conservation –-Heatherwood HOA Agreement Update
The Board reviewed a memo and related material prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding the ACD Irrigation Controller Grant Program for Watershed Conservation with Heatherwood HOA agreement update.
• Meixell moved to authorize the Chair to execute the updated Irrigation Controller Grant Program for Water Conservation agreement between ACD and the Heatherwood Homeowner Association. Laitinen seconded the motion. All ayes, motion carried.

New Business – Informational Items
K. Watershed
The Board discussed watershed organization meeting attendance as follows:
➢ Jim Lindahl; Coon Creek WD – Attended the Citizen’s Advisory Committee Meeting
➢ Sharon LeMay; Sunrise River WMO – Did not attend the meeting. Did attend the St. Croix 1W1P.
➢ Glenda Meixell; Mississippi WMO – Did attend the Citizen’s Advisory Committee Meeting
➢ Mary Jo Truchon; Rice Creek WD – There was not a Citizen’s Advisory Committee Meeting
➢ Steve Laitinen – Did not attend the URRWMO or he LRRWMO meetings. Did attend the Rum River 1W1P Orientation Meeting

L. ACD Legislative Days February 26 and March 6
The Board discussed the District’s days at the capitol on February 26, and March 6. Lord stated he was disappointed with legislators not stopping by the reception when they said they would. Lord further explained that there is less of a commitment when having the legislators come to the reception versus ACD coming to their individual offices. The Board discussed the SWCD
funding strategies. Truchon commented that Lord did a great job speaking on behalf of SWCDs about the funding bills at the hearing. Lord stated that following the hearing he connected with a statewide SWCD email group that shared reflections of the day which was quite insightful. The collective response from most SWCDs is their legislators support the District Capacity funding but not the Levy authority. Lord explained that it is important to keep pushing the bills forward and provided a legislative timeline.

- Meixell moved to direct staff to continue promoting the SWCD funding bills for District Capacity Funding out of the General Fund and Local SWCD Statutory Funding Authority. Truchon seconded the motion. All ayes, motion carried.

LeMay questioned if Lord was crossing any lobbying limits. Lord stated he would check into the guidelines.

**Additions**

**M. Wells Fargo Pledge Agreement**

Lord explained that Wells Fargo Bank requires a pledge agreement to collateralize deposits that exceed the FDIC $250,000 limit. Although the account is not currently over $250,000, it was at some point, which flagged the account and resulted in the need for the pledge agreement.

- Meixell moved to enter into the Pledge Agreement with Wells Fargo. Lindahl seconded the motion. All ayes, motion carried.

**N. McKay Property Landscaping**

Truchon suggested ACD implement natural landscaping on the property to reduce maintenance and showcase practices. LeMay suggested leading by example by using native plants for a more natural look. Lord stated that he asked Restoration Ecologist Carrie Taylor to come up with a landscaping plan. Once a plan is in place we can come up with a budget, priorities and timelines for implementation. Lindahl suggested making sure that any landscaping is not within snow plow and storage areas. The Board discussed having a tour of the property for the 4:30 Supervisor training.

**O. 2018 Year End Financial Report-Draft**

The Board reviewed the draft 2018 year-end financial report, which didn't have all of the PERA reporting elements updated. Lord expressed a preference to have our accounting firm assist with the PERA reporting elements first. Ideally, they would share the PERA liability calculators so he could do that portion on his own. Once the PERA portion is done, Lord could finalize the draft financial report and have that report audited. The accounted as indicated that the audit process is very involved but none of their process is outlined in the audit documents. Lord indicated that he would like to see a description of that process included in their reporting so we had a better idea of what services we were being provided under the contract.

- Meixell moved to receive the 2018 Draft Financial Report Pending Audit. Lindahl seconded the motion. All ayes, motion carried.

**P. Level Logger Purchase**

The Board reviewed a memo prepared by Water Resource Technician Jared Wagner regarding the purchase of up to five level loggers. Lord provided further detail about the level loggers.

- Lindahl moved to approve the purchase of up to five level loggers not to exceed $1,515. Laitinen seconded the motion. All ayes, motion carried.

**FYI / Meetings and Dates**

The Board discussed meeting and dates

Meetings/ Dates:

- **March 13**: Large Lot Conservation Planning Workshop #1 – Andover Community Center 7-9pm
- **March 18**: ACD Board Meeting, Ham Lake Office 5pm
- **March 20**: Large Lot Conservation Planning Workshop #2 – Cedar Creek Ecosystem Science Reserve – 6-8pm
- **March 27**: Large Lot Conservation Planning Workshop #3 – Wargo Nature Center 6-8pm
- **April 3**: MASWCD Area IV Meeting
- **April 6**: Home Landscaping and Garden Fair – Bunker Hills Activity Center 8am-3:30pm

Lindahl moved to adjourn at 6:40pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator  

Date

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

Date
4:30 EQIP LWG Workshop Meeting

Public Comments – Call the Meeting to Order

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

New Business-Action Items
F. Clean Water Grant Work Order Agreement between ACD and the Conservation Corps
G. CPL FY 2019 ECP Grant Documents
H. Rum River 1W1P Contract
I. Wellness Program Cost Share Request

New Business-Informational Items
J. Watersheds

Additions
K. Supervisor Comprehensive Planning TACs

FYI /Meetings
• April 20: Wargo Nature Center Earth Day, Wargo Nature Center 12:30-3pm
• April 25: Linwood Lake Association Meeting, 6043 S. Linwood Drive, Linwood 6:30pm–8pm
• April 27: ACD Tree Sale, Anoka Fair Grounds 9am 11pm
• May 2: 4H Natural Resources Field Trip, Bunker Hills Regional Park 8am – 4pm
• May 4: 4H Natural Resources Field Trip, Spring Brook Nature Center 10am – 2pm
• May 9: UMN Septic Training, Coon Lake Community Center 10am-2pm
• May 15: Coon Rapids Public Works Open House 10am-12pm
• May 20: ACD Board Meeting, Ham Lake Office 5pm
• May 20: State Envirothon, Oliver Kelly Farm in Elk River
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 5:14pm

Public Comments – No members of the public in attendance.

**Approval of March Agenda**
- Laitinen moved to approve the March Agenda with the following additions (K) Technical Advisory Meetings. Lindahl seconded the motion. All ayes, motion carried.

**A. Approval of March Minutes**
Truchon noted on page 3, item O, to change from “accounted as indicated” to “accountant as indicated”.
- Laitinen moved to approve the amended March 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 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 K)**
- Meixell moved to approve electronic payments EP1085 –EP1102 along with check numbers 14642-14671 noting the void of check number 14641. Laitinen seconded the motion. All ayes, motion carried.

**E. Legislative Update**
The Board reviewed the legislative update provided by the MASWCD. Lord also provided a detailed update on the District Capacity and Levy authority bills, further stating that their fate will essentially be in the hands of the Conference Committees. Legislators are in recess until April 22, and May 20 is the deadline for Legislature to adjourn.

**New Business-Action Items**
**F. Clean Water Grant Work Order Agreement between ACD and the Conservation Corps**
The Board reviewed a memo from Restoration Ecologist Carrie Taylor along with a grant work order between ACD and the MN Conservation Corps.
- Lindahl moved to accept and sign the work order between the Conservation Corps and the Anoka Conservation District. Meixell seconded the motion. All ayes, motion carried.

**G. CPL FY-2019 ECP Grant Documents**
The Board reviewed a memo from Taylor regarding the Conservation Partners Legacy Grant Program and related correspondence.

- Meixell moved to designate Restoration Ecologist Carrie Taylor as the authorized representative as both the project manager and fiscal contact. Laitinen seconded the motion. All ayes, motion carried.
- Meixell moved to approve entering into a grant contract with the State of MN for the Gordie Mikkelsen WMA Prairie Enhancement Project and authorize the Board Chair and Authorized Representative to execute all related documents as appropriate and necessary. Lindahl seconded the motion. All ayes, motion carried.
- Meixell moved to approve the work plan for Gordie Mikkelsen WMA Prairie Enhancement. Laitinen seconded the motion. All ayes, motion carried

H. Rum River 1W1P Contact
The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding the Rum River 1W1P Contract.

- Laitinen moved to approve the contract for professional services between ACD and Sherburne SWCD for Rum River One Watershed One Plan in the amount of $7,107 for non-technical meeting facilitation. LeMay seconded the motion. All ayes, motion carried.

I. Wellness Program Cost Share Request
The Board reviewed a memo prepared by Berkness requesting 25% in cost share for standing desks that would be purchased (75%) through the Anoka SHIP Workplace Wellness Program.

- Meixell moved to approve paying 25% of up to 10 adjustable desks @$87.50 per desks ($875) in addition to $30 for a standing mat to accommodate each adjustable desk ($300) not to exceed a total of $1,175. LeMay seconded the motion. All ayes, motion carried.

New Business – Informational Items

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

- Jim Lindahl; Coon Creek WD – Attended the Citizen’s Advisory Committee meeting
- Sharon LeMay; Did not attend the Sunrise River WMO meeting. Did attend the Lower St. Croix 1W1P
- Glenda Meixell; Mississippi WMO – There was not an Advisory Committee meeting
- Mary Jo Truchon; Rice Creek WD – Attended the Citizen’s Advisory Committee meeting
- Steve Laitinen – Did not attend the URRWMO or LRRWMO meetings. Did attend the Rum River 1W1P Orientation Meeting

Additions

K. Supervisor Comprehensive Planning Technical Advisory Committees (TACs)
Lord explained that the initial 60-day comment period and solicitation for participation in TACs and email review was sent out. The Board discussed the various TACs needed to move forward with the Comprehensive Planning: Soil, Ground Water, Ecology and Surface Water. A Board member to serve as a liaison to the TACs would be helpful. The Board discussed and decided on the following:

- Soil – Jim Lindahl
- Ground Water – Steve Laitinen
- Ecology – Sharon LeMay
- Surface Water – Glenda Meixell & Mary Jo Truchon (could turn into two TACs: Quality and Quantity)

FYI / Meetings and Dates
The Board discussed meetings and dates
Lord explained that and Finance Committee Meeting is needed for the 2020 budget in addition to updating the 2019 budget to accommodate wage adjustments. Following the Finance Committee Meeting a Personnel Committee Meeting is needed for the staff evaluations. Lord noted that the Board acts on Personnel Committee recommendation at the June meeting. The committee members discussed and it was decided the Finance Committee meeting will occur at 5:00pm on May 29, and the Personnel Committee Meeting will occur at 11:30am – 4:30 pm on June 5.

Meetings/ Dates:
- **April 20**: Wargo Nature Center Earth Day, Wargo Nature Center 12:30-3pm
- **April 25**: Linwood Lake Association Meeting, 6043 S. Linwood Drive 6:30pm–8pm
- **April 27**: ACD Tree Sale, Anoka Fair Grounds 9am 11pm
- **May 2**: 4H Natural Resources Field Trip, Bunker Hills Regional Park 8am – 4pm
- **May 4**: 4H Natural Resources Field Trip, Spring Brook Nature Center 10am – 2pm
- **May 9**: UMN Septic Training, Coon Lake Community Center 10am-2pm
- **May 15**: Coon Rapids Public Works Open House 10am-12pm
- **May 20**: ACD Board Meeting, Ham Lake Office 5pm
- **May 20**: State Envirothon, Oliver Kelly Farm in Elk River 7:30am – 1:30pm
- **May 30**: Rum River 1W1P Milaca Court House 1pm – 3pm
- **May 29**: ACD Financial Committee Meeting, Ham Lake Office 5pm
- **June 5**: ACD Personnel Committee Meeting, Ham Lake Office 11:30am

Laillinen moved to adjourn at 6:32pm. Meixell seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator  
Date

Approved as to form and content by Mary Jo Truchon, Chair  
Date
4:45pm Present Bob and Bonnie Dehn with an Outstanding Conservationist Award

Public Comments – Call the Meeting to Order

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

New Business-Action Items
F. Local Work Group Meeting - April 16, 2019
G. Martin and Typo Lakes Carp Removal Contract Amendment
H. Lake George Improvement District 2019 Contract
I. Linwood Lake Carp Study Payment Approval
J. Martin Lake Carp Management Project Payment Approval
K. Rain Guardian – New York City Dept. Of Environmental Protection Update
L. Rum River Stabilization Site 4 Agreement Amendment
M. Anoka Cooperative Weed Management Area Cost Share Program Grant
N. Update low income limits for SSTS Fix Up Grants

New Business-Informational Items
O. Watersheds
P. Potential Draft MASWCD Resolutions

Additions
Q.
R.
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U.

FYI /Meetings
- **May 27:** Memorial Day
- **May 29:** Financial Committee Meeting ACD Office 5pm
- **May 28:** St. Croix 1W1P Forest Lake City Hall Community Room 4pm-6pm
- **May 29:** Metro Conservation District Meeting, Ramsey Co. Public Works 4pm-6pm
- **June 5:** Personnel Committee Meeting ACD Office 11:30am
- **June 17:** ACD Board Meeting, Ham Lake Office 5pm
- **June 27:** Area IV Meeting and Tour - Ramsey Conservation District
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 5:03pm

Public Comments – No members of the public in attendance.

Approval of April Agenda
A change within the FYI/Meetings was noted: remove May 30, Rum River 1W1P and add: May 28, Lower St. Croix 1W1P.
- Meixell moved to approve the revised May Agenda. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of April Minutes
Truchon noted within the FYI/Meetings was noted remove: May 30 Rum River 1W1P and add: May 28 Lower St. Croix 1W1P.
- Lindahl moved to approve the amended April 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 April Financial Reports
- Meixell moved to approve the April Financials. Laitinen seconded the motion. All ayes, motion carried.

D. Approval of May Bills (Covered after item P)
- Meixell moved to approve electronic payments EP1103 –EP1121 along with check numbers 14672-14708 noting the void of check number 14679. Laitinen seconded the motion. All ayes, motion carried.

E. Legislative Update
The Board reviewed the legislative update provided by the MASWCD. The Board discussed the status of the SWCD funding bills which are still in conference. Lord explained that he was at a statewide managers meeting the prior week and discussed how SWCDs are good at showcasing their accomplishments but often overlook natural resource management needs, particularly the unmet needs. The Board discussed how this to could be incorporated into a tour this fall. Laitinen suggested touring the Carp being taken out of the Lake in Linwood in addition to a canoe ride on the Rum River which focused on the erosion. Lord explained that he connected with a supervisor from Carlton SWCD who is a computer expert and is interested in developing an online directory for all SWCD staff and supervisors that is easily accessible and can be queried to facilitate inter-district communication. The Carlton SWCD supervisor is also
looking into developing an online option that would facilitate communications with elected officials.

New Business-Action Items
F. Local Work Group Meeting – April 16, 2019
The Board reviewed a list of all the priorities resulting from the April 16, Local Work Group meeting, prepared by Lord. Truchon made comment that Lord did a great job pulling everything together.

- Laitinen moved to approve the Local Work Group recommendation. Lindahl seconded the motion. All ayes, motion carried.

G. Martin and Typo Lakes Carp Removal Contract Amendment
The Board reviewed a memo and related material prepared by Watershed Projects Manager Jamie Schurbon regarding a Martin and Typo Lakes Carp Removal Contract Amendment.

- Laitinen moved to approve Amendment 2 (outlined below) to the contract for services between Carp Solutions, Inc and the Anoka Conservation District for Martin and Typo Lake Carp Removal Project Services. Meixell seconded the motion. All ayes, motion carried.
  - Sources of dollars for the amendment #2
  - $2,059.49 Newly provided SRVMO funds to increase harvest efforts
  - $3,500.00 Newly provided Martin Lakers funds to increase harvest efforts
  - $2,900.00 Previously secured Martin Lakers Assoc. funds
  - $5,796.42 Grant funds originally intended for a commercial fisherman
  - $14,255.91

H. Lake George Improvement District (LGID) 2019 Contract
The Board reviewed a memo and contract for services prepared by Schurbon with the Lake George Improvement District for ACD to map two aquatic invasive species in 2019 as the District has done in previous years.

- Meixell moved to approve the contract for services between the Lake George Improvement District and the Anoka Conservation District for 2019 Water Monitoring and Management in the amount of $1,200. Laitinen seconded the motion. All ayes, motion carried.

I. 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 Feasibility Study. Meixell seconded the motion. All ayes, motion carried.

J. 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 Lake and Typo Lakes Carp Removal project.

- Lindahl moved to approve $750.10 payment of invoice “ACD_16” dated 5/09/2019 to Carp Solutions LLC for services provided for the Linwood Lake Carp Management Feasibility Study. Meixell seconded the motion. All ayes, motion carried.

K. Rain Guardian – New York City Dep of Environmental Protection (NYC DEP) Update
The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding the New York City Custom made Rain Guardians along with specifications in addition a request to pursue an additional patent. Lord explained that ACD was contacted by NYC DEP to develop a custom pretreatment solution for rain gardens installed throughout New York City. After many design iterations provided to NYC staff by ACD we now have 8 prototype chambers to be shipped in early June. They will be installed in a number of different rain garden...
configurations, which will allow the NYC DEP to assess their effectiveness. The NYC DEP has expressed an interest in ACD staff being present during installation of the prototype chambers. Lord explained that if NYC DEP is satisfied with the prototype chamber this could possibly turn into much larger order bringing in thousands of dollars. ACD has received no compensation from NYC for the time invested to develop and refine concepts.

- Meixell moved to authorize two ACD staff to travel to New York City and provide installation-oversight for the prototype Rain Guardians. Lindahl seconded the motion. All ayes, motion carried.

Lord also explained that the current prototype chambers design uses the same functional components covered in our existing patent, but he suspects that NYC will opt to remove one element, which could make the new chamber not patent protected.

- Laitinen moved to authorize ACD staff to pursue a patent application that covers the NYC DEP pretreatment chamber design. Meixell seconded the motion. All ayes, motion carried.

L. 
**Rum Central Site 4 – Project Completion Date Extension**
The Board reviewed a memo along with an amendment related to the Rum Site 4, prepared by Haustein.

- Laitinen moved to authorize the Board Chair to execute all documents related to a construction agreement amendment with Blackstone Contractors, LLC to change the project completion date to November 15, 2019. Meixell seconded the motion. All ayes, motion carried.

M. 
**Anoka Cooperative Weed Management Area Cost Share Program**
The Board reviewed a memo and contract for the Anoka Cooperative Weed Management Area cost share program prepared by Restoration Ecologist Carrie Taylor.

- Lindahl moved to authorize the Chair, to sign the Partnership Agreements for Weston Woods on Rice Creek invasive species cost share for the amount of $2,000. Truchon seconded the motion. All ayes, motion carried.

N. **Update the Low Income Limits for the SSTS Fix Up Grant**
The Board reviewed a memo prepared by Schurbon requesting the low income SSTS Fix up limits fall in accordance with the USDA income limits and then they would not need to be updated every time the USDA updates.

- Laitinen moved to update the SSTS Fix Up Grant Policies to utilize the most recent income limits from the USDA for our locality in 2019 and subsequent years. Lindahl seconded the motion. All ayes, motion carried.

**New Business – Informational Items**

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

- Jim Lindahl; Coon Creek WD – Did not attend the Citizen’s Advisory Committee meeting because it was canceled. Did attend the Rum River 1W1P
- Sharon LeMay; Did not attend the Sunrise River WMO meeting. Did not attend the Lower St. Croix 1W1P as it was canceled.
- Glenda Meixell; Mississippi WMO – Attended the Citizen’s Advisory Committee meeting
- Mary Jo Truchon; Rice Creek WD – Attended the Citizen’s Advisory Committee meeting
- Steve Laitinen – Attend the URRWMO and LRRWMO meetings and the Rum River 1W1P Orientation Meeting.
Additions

P. Potential Resolutions
The Board reviewed a memo prepared by Lord with a list of MASWCD potential resolutions. Lord explained that the Board needs to choose the resolutions to put forth before the June Board Meeting so that they can get passed on to the Area IV group at the June 27th Meeting. The Board reviewed and discussed the resolutions. Lord directed attention two resolutions: the Fee Schedule Rates for SWCDs and Modification to the BWSR Billing rate and suggesting they be combined into one resolution. After a detailed discussion the Board decided that ACD would submit the following resolutions:

➢ Levy Authority for SWCDs
➢ Increase reimbursable staff expenses associated with the CPL grant program
➢ Fee Schedule Rates for SWCDs combined with Modification of the BWSR Billing rate.

FYI / Meetings and Dates
The Board discussed meetings and dates

Lord brought up the fact that the May 29th Metro Conservation District Meeting conflicts with the timing of the ACD Finance Committee Meeting and Meixell is a member of both. Lindahl stated he would attend the Metro Meeting in place of Meixell.

Meetings/ Dates:
- **May 28:** Lower St. Croix 1W1P Forest Lake City Hall Community Room 4pm-6pm
- **May 29:** ACD Financial Committee Meeting, Ham Lake Office 5pm
- **May 29:** Metro Conservation District Meeting, Ramsey Co. Public Works 4pm-6pm
- **June 5:** ACD Personnel Committee Meeting, Ham Lake Office 11:30am
- **June 17:** ACD Board Meeting, Ham Lake Office 5pm
- **June 27:** MASWCD Metro Area 4 Meeting - Arden Hills MN
- **June 27:** Rum River 1W1P Committee Meeting Mille Lacs Cty Courthouse, 5pm-8pm

- Laitinen moved to adjourn at 6:22pm. 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
4:30PM – Supervisor Training: Phase 1: Rum River Wildlife and Fish Habitat Enhancement using Bioengineered Bank Stabilization – Jared Wagner

Public Comments – Call the Meeting to Order

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

Committee Meetings
F. Finance Committee Meeting May 29
   • 2019 Budget Update
   • 2020 Budget
G. Personnel Meeting June 5
   • Position Description Updates
   • Employee Evaluations
   • Evaluation Themes and Urgencies
   • Employee Class and Wage Adjustments

New Business-Action Items
H. Approve Resolutions
I. McKay Lease Policy
J. 2020 DNR Observation Well Contract
K. Anoka Cooperative Weed Management Area Cost Share Program

New Business-Informational Items
L. Watersheds
M. Comp Planning - Board Workshops Scheduling

Additions
N.
O.
P.
Q.

FYI /Meetings
• June 18: ACD Booth - Andover Farmers Market, Grace Lutheran Church 10am-2pm
• June 22: ACD Booth - Blaine Farmers Market, St Timothy’s Church 7am-2 pm
• June 25: ACD Booth - Coon Rapids Summer in the City #2, Riverwind Park 6:30-8pm
• June 27: ACD Booth - Columbia Heights Jamboree Community Picnic, Huset Park West 4:30-7pm
• June 27: ACD Booth Nowthen Farmers Market, Highway 22 and Co Road 3-7pm
• June 27: Area IV Meeting and Tour - Ramsey Conservation District 9:30am
• June 30: ACD Booth – Columbia Heights Jamboree Carnival Huset Park West Noon-5pm
• July 4: Independence Day
• July 11: Board and Staff Workshop – Comp Planning
• July 15: 30 Minute Special Kick off Meeting – Comp Planning Ham Lake Office 4:30pm
• July 15: ACD Board Meeting, Ham Lake Office 5pm
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 5:03pm  

Public Comments – No members of the public in attendance.  

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

A. Approval of May Minutes  
Laitinen noted a change in item O pertaining to his meetings: from attend to attending and remove the word orientation after 1W1P.  
- Laitinen moved to approve the amended May Minutes. Truchon seconded the motion. All ayes, motion carried.  

B. Review of Staff Activity Reports and Programs  
Individual staff reports were reviewed and discussed. Truchon made comment that she likes the new standardize way of reporting.  

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

D. Approval of June Bills (Covered after item K)  
Lord explained that the bills include a payment for $18,500 to All Season Outdoor Maintenance for soil correction needed before the pole barn is built.  
- Meixell moved to approve electronic payments EP1122 –EP1134 along with check numbers 14709-14734 noting the void of previously approved check number 14683 for $215.75. Also noting check number 14730 for $18,500 to All Season Outdoor Maintenance. Laitinen seconded the motion. All ayes, motion carried.  

E. Legislative Update  
Lord stated the funding is the same as it was a year ago for state cost share and NRBG and that while SWCDs did not get taxing authority, we will receive a small increase in District Capacity funds, which will again come out of CWF.  

Committee Meetings  
F. Finance Committee Meeting May 29  
   - 2019 Budget Update  
     The Board reviewed the Finance Committee minutes and recommendation regarding the 2019 budget update and Lord pointed out various details. Ultimately the proposed
budget includes a deficit of $4,289 for the 2019.

- **2019 Wage Adjustment**
  Lord noted that there is up to $75,500 available to cover wage adjustments over the coming 18 months while adhering to ACD’s policies. The Finance Committee recommended up to $75K be used for wage adjustments to maintain the current percent to target of 93%.

- **2020 Budget**
  The Board reviewed the Finance Committee minutes and recommendation regarding the 2020 budget and Lord pointed out various details. Ultimately the proposed budget includes a deficit of $18,897 for the 2020 with a request to the county of $100K for projects (Rum River Enhancement Project) and $196,992 for general services.
  - Meixell moved to approve the revised 2019 budget with the $75K for wage adjustment (93% to target) through 2020 and discretionary expenses of 15K for accelerated mortgage pay down in addition to approving the 2020 budget resulting in a request for a county contribution of $196,992 for general services and $100,000 for projects. Laitinen seconded the motion. All ayes, motion carried.

**G. Personnel Meeting, June 5**
The Board Review the Minutes from the June 5, Personnel Meeting.

- **Position Description Updates**
  During the evaluation process, all position descriptions are reviewed for accuracy. Only the Office Administrator position description required some minor modifications.
  - LeMay moved to adopt the updated Office Administration position description. Meixell seconded the motion. All ayes, motion carried.

- **Employee Evaluations**
  Evaluations were completed for all non-probationary regular full time, part time, and limited term employees. The Personnel committee met with each employee individually.

- **Evaluation Themes and Urgencies**
  Market competitive compensation to retain qualified staff, vehicle safety and reliability, and tight office quarters were commonly mentioned issues.

- **Employee Class and Wage Adjustments**
  - LeMay moved staff retention, promotion, and wage adjustments as outlined below to be effective July 1, 2019. Meixell seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Retention/Promotion</th>
<th>Hourly Wage Increase</th>
<th>Final % to target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Schurbon</td>
<td>Retain Jamie Schurbon in the Principal class.</td>
<td>$3,952</td>
<td>92.20</td>
</tr>
<tr>
<td>Carrie Taylor</td>
<td>Retain Carrie Taylor in the Specialist class.</td>
<td>$3,1129</td>
<td>93.29</td>
</tr>
<tr>
<td>Jared Wagner</td>
<td>Promote Jared Wagner to the Specialist class.</td>
<td>$2,5129</td>
<td>95.05</td>
</tr>
<tr>
<td>Emily Johnson</td>
<td>Retain Emily Johnson in the Engagement class.</td>
<td>$0.9833</td>
<td>95.59</td>
</tr>
<tr>
<td>Kathy Berkness</td>
<td>Retain Kathy Berkness in the Administrator class.</td>
<td>$0.8118</td>
<td>93.31</td>
</tr>
<tr>
<td>Becky Wozney</td>
<td>Retain Becky Wozney in the Specialist class.</td>
<td>$1.9745</td>
<td>93.27</td>
</tr>
<tr>
<td>Mitch Hausten</td>
<td>Retain Mitch Hausten in the Principal class.</td>
<td>$1.7517</td>
<td>93.49</td>
</tr>
<tr>
<td>Aaron Diehl</td>
<td>Retain Aaron Diehl in the Specialist class.</td>
<td>$1.8546</td>
<td>94.00</td>
</tr>
<tr>
<td>Chris Lord</td>
<td>Retain Chris Lord in the Manager class.</td>
<td>$2.6949</td>
<td>92.44</td>
</tr>
</tbody>
</table>

**H. MASWCD Resolutions**
The Board reviewed resolutions prepared by Lord based on the Boards discussion from the May meeting.
- Lindahl moved to approve the resolution for: *Update and Standardize Grant Allowed Billing Rates*. LeMay seconded the motion. All ayes, motion carried.
• Meixell moved to approve the resolution for: Levy Authority for Soil and Water Conservation Districts. LeMay seconded the motion. All ayes, motion carried.

• Laitinen moved to approve the resolution for: DNR Conservation Partners Legacy Grant Staff Limit Variance. Lindahl seconded the motion.

Lord explained the DNR Conservation Partners Legacy (CPL) grant program funding from the Outdoor Heritage Fund (OHF) has a limit policy of 2.5% for grant administration and 7.5% for the overall staff reimbursement. This policy forces grantees to hire expensive contractors instead of having staff work on projects, which is much more cost effective. The resolution outlined to modify CPL grant policies or statute allow for a waiver of the 7.5% limit in cases where the grantee can demonstrate that it is more cost-effective to do so. LeMay offered a friendly amendment changing the terminology to variance instead of waiver, which was accepted by those who moved and seconded the motion. All ayes, motion carried as amended.

I. ACD Lease Policy
Lord explained that the ACD has a renter who has a lease up for renewal and would like a 3-yr agreement. The district does not have a policy to deal with increases for a multi-year lease agreement. The Board discussed incorporating an automatic inflationary adjustment based on the annual CPI (Consumer Price Index) to be applied to the lease agreements every January. They also discussed allowing lease renewals to be executed by the Chair without board action while requiring that leases with new tenants be Board approved.

• Lindahl moved to approve automatically adjusted lease rates on annually on January 1 for inflation based on the prior year's inflation as determined utilizing the average percent change in the consumer price index published by the US Department of Labor Bureau of Labor Statistics; that leases with new tenants be approved by the Board; and that the Chair may execute lease renewals and extensions consistent with ACD's policies and operational objectives over the lease duration. LeMay seconded the motion. All ayes, motion carried.

J. 2020 DNR Observation Well Contract
The Board reviewed a memo and the 2020 DNR Observation Well Contract prepared by Water Resource Technician Jared Wagner.

• Laitinen moved to enter into agreement with the MN DNR for the FY 2020 Observation Well Monitoring. Meixell seconded the motion. All ayes, motion carried.

K. Anoka Cooperative Weed Management Area Cost Share Program
The Board reviewed a memo and contract for the Anoka Cooperative Weed Management Area cost share program prepared by Restoration Ecologist Carrie Taylor.

• Lindahl moved to authorize the Chair to sign the Partnership Agreements for the City of Bethel buckthorn invasive species cost share for the amount of $2,000. Meixell seconded the motion. All ayes, motion carried.

New Business – Informational Items
L. Watershed
The Board discussed watershed organization meeting attendance as follows:

➤ Jim Lindahl; Coon Creek WD – Attended the Citizen’s Advisory Committee meeting
➤ Sharon LeMay; Did not attend the Sunrise River WMO meeting. Did attend the Lower St. Croix 1W1P in May.
➤ Glenda Meixell; Mississippi WMO – There was not a Citizen’s Advisory Committee meeting
➤ Mary Jo Truchon; Rice Creek WD – Could not attend Citizen’s Advisory Committee meeting because there was an ACD Personnel meeting at the same time
➤ Steve Laitinen – Both URRWMO and LRRWMO have upcoming meetings.
M. ACD Comp Planning – Board Workshops Scheduling
The Board reviewed a memo prepared by Lord recommending the comp planning schedule for the ACD Board. The Board discussed the outcomes of the various TAC meetings they attended. After some discussion about workshop timing it was decided that the group will power through without stopping to eat but snacks will be provided with meetings to occur:
- Thursday July 11, board and staff workshop for issue prioritization from 4pm – 7pm
- Monday July 15, kickoff special meeting at 4:30 before the Board Meeting
- Wednesday August 7 board & staff workshop – target locations and measurable goals 4pm – 7pm

FYI / Meetings and Dates
The Board discussed meetings and dates. Truchon, Meixell and Lord agreed to meet at Perkins at 8:30am for the MASWCD Metro Area 4 Meeting on June 27th.

Meetings/ Dates:
- **June 27** - MASWCD Metro Area 4 Meeting - Arden Hills MN
- **June 27**: Rum River 1W1P Committee Meeting Mille Lacs Cty Courthouse, 5pm-8pm
- **July 11**: Board and Staff Comp Planning Workshop (issue prioritization) Ham Lake Park 4pm -7pm
- **July 15**: 30 Minute Special Kickoff Meeting- ACD Ham Lake Office 4:30pm
- **July 16**: ACD Board Meeting, Ham Lake Office 5pm
- **August 7**: Board and Staff Comp Planning Workshop (target locations and measurable goals) Ham Lake Park 4pm -7pm

- Lindahl moved to adjourn at 6:54pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

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

Anoka Conservation District Regular Board Meeting June 17, 2019
4:30PM – Comp Planning Kickoff

Public Comments – Call the Meeting to Order

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

New Business-Action Items
F. Consider SSTS Cost Share Application
G. Martin and Typo Lakes Carp Removal Contract Amendment
H. Martin Lake Carp Management Project Payment Approval
I. Anoka Cooperative Weed Management Cost Share Reimbursement
   • Weston Woods
   • Jeff Bauman

New Business-Informational Items
J. Watersheds
K. Annual Report
L. ACD 2020 Budget Request to Anoka County

Additions
M.
N.
O.
P.
Q.
R.
S.

FYI /Meetings
• July 31: Rum River Kick off Meeting - Anoka City Hall 6:30-8:30pm
• August 11: Comp Planning Workshop - Ham Lake Park Shelter 7– 4pm
• August 19: ACD Board Meeting – Ham Lake Office 5pm
• August 28: Metro Conservation District Meeting - Ramsey County Public Works 4pm
• September 6: Labor Day Holiday
• September 12-13: Governance 101 Training For SWCD Board & Staff Bloomington MN
• Anoka County WROC Events for 2019 – Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: https://www.anokaswcd.org/index.php/educational/events.html)
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
Rick and Emilia Robinson, SSTS Cost Share Applicants
John Vilandre, Lake George Conservation Club

Chair Truchon called the meeting to order 5:03pm

Public Comments – No comments made.

Approval of July Agenda
Truchon suggested Moving Item F (SSTS Robinson Cost Share Application) after item A so it would be dealt with before the regular business thus the Robinson’s could leave if desired.

- Laitinen moved to approve the amended July Agenda. Meixell 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. Laitinen commented that he is pleased with the activity report standardization.

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

D. Approval of July Bills (Covered after item K)
- Meixell moved to approve electronic payments EP1135 –EP1149 along with check numbers 14735-14763. Laitinen seconded the motion. All ayes, motion carried.

E. Legislative Update
NA

New Business- Action Items
F. Consider SSTS Cost Share Application (Covered after item A)
The Board reviewed a memo from Watershed Projects Manager Jamie Schurbon requesting SSTS funds for applicant Rick and Emilia Robinson who were both were present.

- Laitinen moved to approve a Septic System Fix-Up Gant for Rick and Emilia Robinson at 18334 Tulane Street NE in Columbus for an amount not to exceed $11,385.10 or 90% of a state-licensed contractor quote, whichever is lower. Meixell seconded the motion. All ayes, motion carried.
G. Martin and Typo Lakes Carp Removal Contract Amendment
The Board reviewed a memo prepared by Schurbon along with a contract amendment for the Martin and Typo Lake Carp Removal Contract.
- Lindahl moved to approve amendment #3 to the Contract for Services Between Carp Solution, LLC. and the Anoka Conservation District for Martin and Typo Lake Carp Removal Project Services which adds $3,650 and the expectation of one additional Typo netting. Laitinen seconded the motion. All ayes, motion carried.

H. 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, LLC. for work completed on the Martin Lake and Typo Lakes Carp Removal project.
- Laitinen moved to approve $5,821.17 payment of invoice “ACD_7-2-19” dated 7/2/2019 to Carp Solutions, LLC. for services provided to under the Martin and Typo Lake Carp Removal Project Services Contract. Lindahl seconded the motion. All ayes, motion carried.

I. Anoka Cooperative Weed Management Area Cost Share Program
The Board reviewed a memo and cost share reimbursement requests for the Anoka Cooperative Weed Management Area cost share program prepared by Restoration Ecologist Carrie Taylor.
- Lindahl moved to reimburse Weston Woods on Rice Creek HOA $477.38 for their expenses. Laitinen seconded the motion. All ayes, motion carried.
- Laitinen moved to reimburse Jeff Bauman $248.66 for 50% of his project cost. LeMay seconded the motion. All ayes, motion carried.

New Business – Informational Items
J. Watershed
The Board discussed watershed organization meeting attendance as follows:
- Jim Lindahl; Coon Creek WD – Attended the Citizen’s Advisory Committee meeting
- Sharon LeMay; Did not attend the Sunrise River WMO meeting. The Lower St. Croix 1W1P was cancelled
- Glenda Meixell; Mississippi WMO – There was not a WMO Board Meeting
- Mary Jo Truchon; Rice Creek WD – There was not a Citizen’s Advisory Committee meeting in July
- Steve Laitinen – Attended the URRWMO meeting, and LRRWMO meeting is scheduled for this Wednesday

K. 2019 ACD Annual Report
The Board reviewed the 2018 Annual Report prepared by Lord. Truchon made comment that Lord did a nice job and thanked him for all his hard work.

L. ACD 2020 Budget Request to Anoka County
The Board reviewed the budget request prepared by Lord and sent to Anoka County in June. Lord stated that he was asked to present the 2020 request this Thursday at 1pm, at the Anoka County Government Center. Further explaining that he is only allotted 10 minutes and inquired if Treasurer Meixell would also like to attend.

FYI / Meetings and Dates
Meetings/ Dates:
- July 18: ACD 2020 Budget Request at Anoka County Government Center, 1pm
- July 22: St Croix 1W1P Meeting Wyoming Library 4:00-6:00 pm
- July 31: Rum River 1W1P Meeting, Anoka City Hall 6:30 – 8:30 pm
- **August 7**: Board and Staff Comp Planning Workshop Ham Lake Park 4:00 pm -7:00 pm
- **August 19**: ACD Board Meeting, Ham Lake Office 5:00 pm
- **August 28**: Metro Cons. Districts – Ramsey County Public Works 4:00 pm – 6:00 pm
- **September 2**: Labor Day Holiday
- **September 12-13**: Governance 101 Training for SWCD Board & Staff Bloomington
- **Anoka County WROC Events for 2019**: Go to Anoka SWCD website Click on "Outreach" then "Events" from Dropdown (direct link: https://www.anokaswcd.org/index.php/educational/events.html)

- Truchon moved to adjourn at 5:39 pm. Lindahl seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator  
Date 

Approved as to form and content by Mary Jo Truchon, Chair  
Date
4:30PM – Outreach and Engagement Update – Emily Johnson

Public Comments – Call the Meeting to Order

Regular Agenda (Approval of August Agenda)
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs (NRCS Team Leader Christopher Hogge Expected)
C. Approval of July Financial Reports
D. Approval of Bills
E. Legislative Update

New Business-Action Items
F. Rum River Cedar Tree Revetment Contracts
G. Septic System Fix up Grant Payment Lashinski Septic Services
H. Martin Lake Management Project Payment Approval
I. Mikkelson WMA Prairie Enhancement
J. Mississippi Riverbank Stabilization Contractor Payments – Rainbow and Stem
K. Mississippi River Stabilization Engineering Payment, Professional Services Agreement, and Landowner Agreements
L. Rum River Central Regional Park Site 4 Bank Stabilization Payment Request
M. BWSR Programs and Operations Grant Agreement
N. Outstanding Conservationist Award Program
O. Governance 101 Conference September -12 -13
P. Preiner Banking Site Maintenance Steward
Q. Seasonal employee recruitment
R. Pole Building

New Business-Informational Items
S. Watersheds

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

FYI /Meetings
• **August 28**: Metro Conservation District Meeting - Ramsey County Public Works 4pm
• **September 2**: Labor Day Holiday
• **September 12-13**: Governance 101 Training For SWCD Board & Staff Bloomington MN
• **September 16**: ACD Board Meeting – Ham Lake Office 5pm
• **November 11**: Veterans Day
• **Anoka County WROC Events for 2019** – Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: [https://www.anokaswcd.org/index.php/educational/events.html](https://www.anokaswcd.org/index.php/educational/events.html))
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
Christopher Hogge, NRCS District Conservationist

Chair Truchon called the meeting to order 5:02pm

Public Comments – No comments made.

Approval of August Agenda
The following items were added to the agenda (S) 2019.03 Resolution Supporting the State
RIM Easement Funding to the Rum Watershed (T) Grading at the Anoka Nature Preserve (U)
Pole Building.

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

A. Approval of July Minutes
Meixell noted a correction to item (J) stating she did attend the MWMO Meeting instead of did
not.

- Laitinen moved to approve the amended 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. Christopher Hogge, NRCS District
Conservationist introduced himself and provide information on his background and some of the
reorganization of NRCS and available to attend ACD meetings and assist as needed.

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

D. Approval of August Bills (Covered after item U)
- Meixell moved to approve electronic payments EP1150 –EP1162 along with check
  numbers 14764-14791 Noting the void of check number 14768 (current) and 14628 from
  March-customer lost check thus replaced with check number 14764 and will not show on
  the bill report because it is dated in March. Laitinen seconded the motion. All ayes,
  motion carried.

E. Legislative Update
NA

New Business- Action Items
F. Rum River Cedar Tree Revetments
The Board reviewed a memo regarding Rum River Cedar Tree Revetment Contracts prepared by Restoration Ecologist Carrie Taylor.

- Laitinen moved to authorize the Chair to sign the Partnership Agreements for Construction and Maintenance of riverbank erosion control projects (below) along the Rum River at the parcels identified by staff. LeMay seconded the motion. All ayes, motion carried.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy Herrala</td>
<td>3508 Rum River Drive</td>
<td>Anoka</td>
<td>Anoka</td>
</tr>
<tr>
<td>Joe Zlotkowski</td>
<td>3535 217th Ave NW</td>
<td>Oak Grove</td>
<td>Anoka</td>
</tr>
<tr>
<td>Andy Gilbertson</td>
<td>15637 Juniper Ridge Dr NW</td>
<td>Ramsey</td>
<td>Anoka</td>
</tr>
<tr>
<td>City of Isanti</td>
<td>River Bluff Preserve</td>
<td>Isanti</td>
<td>Isanti</td>
</tr>
</tbody>
</table>

Additional Revetments Sites with Anoka County CCM Crew

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anoka Co. Parks</td>
<td>Rum River Central Regional Park</td>
<td>Ramsey</td>
<td>Anoka</td>
</tr>
<tr>
<td>Anoka Co. Parks</td>
<td>Rum River North Park</td>
<td>St. Francis</td>
<td>Anoka</td>
</tr>
</tbody>
</table>

**G. Septic System Fix Up Grant Payment – Lashinski Septic Services**
The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting payment for a Septic System Fix Up.

- Meixell moved payment of $15,669.90 to Lashinski Septic Service (invoice 24631) using MPCA Septic System Fix-Up Grant funds for replacement of a failing septic system at 438 Elm Road NE. LeMay seconded the motion. All ayes, motion carried.

**H. 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, LLC. for work completed on the Martin Lake and Typo Lakes Carp Removal project.

- Laitinen moved to approve $5,009.36 payment of invoice “ACD_7-15-19” and “ACD_8-5-19” to Carp Solutions, LLC. for services provided to under the Martin and Typo Lake Carp Removal Project Services Contract. Lindahl seconded the motion. All ayes, motion carried.

**I. Mikkelsen WMA Prairie Enhancement**
The Board reviewed a memo regarding the Mikkelson WMA Prairie Enhancement prepared by Taylor.

- Authorize the Chair, to sign the Gordie Mikkelson WMA Prairie Enhancement Contract with the Contractor based on the Contractor’s cost of project (provided quote), qualifications, and availability. Note that, after reviewing Contractor quotes, the Gordie Mikkelson WMA Prairie Enhancement Contract may be slightly modified if changes are deemed appropriate and are approved by both Technical Staff and the Board Chair. The contract will not exceed $12,300, which is the approved amount in the CPL work plan. Laitinen seconded the motion. All ayes, motion carried.

**J. Mississippi Riverbank Stabilization Contractor Payments Rainbow and Stem**
The Board reviewed a memo, prepared by Stormwater and Shoreland Specialist, Mitch Haustein regarding the Rainbow and Stem Riverbank Stabilization Projects. Lord explained that there are two rounds of funds and that we would like to facilitate the close out of the 2017 funds this year, thus various motions are needed.

- Meixell moved to approve payment of $105,226.75 for Minnesota Native Landscapes Invoice No. 1 for substantial completion of the Rainbow riverbank stabilization project. Lindahl seconded the motion. All ayes, motion carried.

- Lindahl moved to approve payment of $4,400.00 for North Star Fence, Inc. Invoice No. 1 for completion of the fencing elements related to the Rainbow riverbank stabilization project. Laitinen seconded the motion. All ayes, motion carried.
Lord explained that the Rainbow project is substantially complete, and no additional charges are anticipated from either Minnesota Native Landscapes or North Star Fence, Inc. other than the 5% retainage to be paid to Minnesota Native Landscapes. Therefore, the remaining contingency funds may be unencumbered. To ensure the FY2017 Clean Water Fund grant (i.e. CWF C17-3029) funds are expended before the FY2018 grant funds, the unencumbered contingency funds from the Rainbow project will be encumbered for the Stem project. The same amount of FY2018 grant funds (i.e. CWF C18-2864) will then be unencumbered from the Stem project.

- Laitinen moved to unencumber the remaining $1,665 of the original $3,000 contingency for the Rainbow project (CWF C17-3029) and encumber the $1,665 for the Stem project. LeMay seconded the motion. All ayes, motion carried.

Lord explained that removal and replacement of the existing chain link fence as part of the Rainbow project was completed by a North Star Fence, Inc. rather than Minnesota Native Landscapes. Lord further explained that it was less expensive to have a new fence installed resulting in a project cost savings of $850 relative to the original bid by Minnesota Native Landscapes. Minnesota Native Landscapes removed this element from their bid. The cost savings was split proportionately between the grant funds and the landowner match funds in the same way all construction costs were split. Therefore, grant funds can be unencumbered from the Rainbow project and encumbered for the Stem project, and landowner match funds can be refunded to the Rainbows.

- Meixell moved to unencumber $595 of grant funds (CWF C17-3029) and encumber the $595 for the Stem project. Lindahl seconded the motion. All ayes, motion carried
- Lindahl moved to unencumber $255 of Rainbow match funds (CWF C17-3029) and refund to the Rainbows. Laitinen seconded the motion. All ayes, motion carried.

The FY2017 grant funds unencumbered from the Rainbow project (i.e. $1,665 + $595) were encumbered to the Stem project, so an equal amount of FY2018 funds may be unencumbered from the Stem project.

- LeMay moved to unencumber $2,260 of grant funds (CWF C18-2864) from the Stem project. Meixell seconded the motion. All ayes, motion carried.

Lord explained that Sunram Construction, Inc. submitted an invoice for construction work completed on the Stem riverbank stabilization project for $107,994.81. The invoice includes work completed through July 15, 2019. The project is substantially complete. Unfortunately, there was a heavy rain event that resulted in an erosion problem, which ACD will work with the contractor, engineer and the landowners to resolve. In the mean-time the Landowner is unwilling to sign off on the practice certification. Per ACD’s agreement with the landowner, we are unable to release landowner funds until landowner approval is secured. Lord explained that he felt comfortable releasing available Clean Water funds and paying $77,216.29 to cover work completed. Lord further explained that to ensure that there are enough funds to address the problem he would like to encumber district capacity and county match funds for this project.

- Lindahl moved to approve payment of $77,216.29 for Sunram Construction, Inc. Invoice No. 1 for substantial completion of the Stem riverbank stabilization project. All retainage is withheld from CWF C18-2864. Laitinen seconded the motion. All ayes, motion carried.
- Laitinen moved to encumber $5,000 in 2018 District Capacity and $5,000 in District Capacity County Matching funds to the Stem riverbank stabilization project. LeMay seconded the motion. All ayes, motion carried.

K. Mississippi Riverbank Stabilization (CWF Round 2) Engineering Payment, Professional Services Agreement and Landowner Agreements

The Board reviewed a memo prepared by Haustein regarding the engineering and landowner agreements. Lord explained that WSB was contracted to provide engineering services for the
Round 1 Mississippi River Clean Water Fund projects, which included the Rainbow and Stem properties. WSB was originally selected following a formal request for proposals and interviews of the top ranking firms. WSB has successfully delivered on the Round 1 agreement and adhered to the original budget.

Rather than conduct another request for proposals, ACD staff are recommending retention of WSB as the project engineer for the Round 2 Mississippi Clean Water Fund grant. WSB is also now familiar with the process for these projects, which will increase efficiency. There are no requirements for a formal bidding process for professional engineering services.

- Meixell moved to retain WSB as the project engineer for engineering services related to CWF grant #C18-2864. Laitinen seconded the motion. All ayes, motion carried.

Related to these services, WSB submitted a $522 invoice. The invoice is for work completed from June 1 to June 30, 2019. Two high priority properties were reviewed via site visits, and a memorandum outlining the recommended stabilization approach and cost estimate was prepared for one property (Warzala).

- Laitinen moved to approve payment of $522.00 for WSB Invoice No. 1 for engineering services provided for CWF grant #C18-2864. Lindahl seconded the motion. All ayes, motion carried.

Lord explained that the Warzala landowner is ready to enter into an agreement and provide escrow funds for the engineering work for a stabilization project.

- LeMay moved to authorize ACD Board Chair to execute a professional services agreement with WSB as per the scope of services prepared for the Warzala property with a not to exceed amount of $38,100. Laitinen seconded the motion. All ayes, motion carried.

- Laitinen moved to authorize ACD Board Chair to enter into landowner agreements for the design and construction of a riverbank stabilization project on the Mississippi River at the Warzala property. Meixell seconded the motion. All yes, motion carried.

L. Rum River Central Regional Park Site 4 Bank Stabilization Payment Request
The Board reviewed a memo prepared by Haustein requesting payment to Blackstone for work completed at the Rum River Central Regional Park Site 4 Bank Stabilization.

- Meixell moved to approve payment of $16,150.95 for Blackstone Invoice No. 1 with Anoka County non-grant funding encumbered for this project. Lindahl seconded the motion. All ayes, motion carried.

M. 2020 & 2021 SWCD Program sand Operations Grant Agreement
The Board reviewed a memo prepared by Berkness requesting approval for the SWCD Program sand Operations Grant Agreement.

- Lindahl moved to approve the 2020 &2021 State of MN Board of Water and Soil Resources SWCD Program and Operations Grant Agreement PO #3000010828 outlined as follows:

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P21-5084</td>
<td>2021 - Conservation Delivery (Anoka CD)</td>
<td>$20,765</td>
</tr>
<tr>
<td>P20-4994</td>
<td>2020 - Conservation Delivery (Anoka CD)</td>
<td>$20,765</td>
</tr>
<tr>
<td>P20-5174</td>
<td>2020 - State Cost-Share Fund (Anoka CD)</td>
<td>$11,107</td>
</tr>
<tr>
<td>P21-5264</td>
<td>2021 - State Cost-Share Fund (Anoka CD)</td>
<td>$11,107</td>
</tr>
</tbody>
</table>

Laitinen seconded the motion. All ayes, motion carried.

N. 2019 Anoka County Outstanding Conservationists Nominees
The Board reviewed a list of potential Outstanding Conservationists suggested by Schurbon.

- Meixell moved to nominate Carrie and Matt Malette as the 2019 Anoka County Outstanding Conservationist. Laitinen seconded the motion. All ayes, motion carried.
O. Governance 101 Conference
The Board reviewed the Governance 101 Conference agenda scheduled for September 12-13, 2019 at the Minneapolis Marriott:

- Laitinen moved to approve sending up to 3 individuals to the training. Truchon seconded the motion. All ayes, motion carried.

P. MPJWR, LLC (Preiner) Wetland Bank – Endowment Steward
The Board reviewed a memo prepared by Lord regarding the Preiner Wetland Bank. Lord explained the upside and downside of becoming an Endowment Steward.

- Meixell moved to authorize the chair to execute a long-term management endowment agreement with MPJWR, LLC and the USACE on behalf of ACD in consultation with the District Manager and Anoka County Attorney’s Office staff provided the terms therein do not obligate ACD to expend funds in excess of those provided by the endowment. Additionally, while a perpetual easement is appropriate, the agreement should provide for a reasonable management term (not perpetual) and sufficient funding to provide for the effective management of the site to maintain the conservation values of the project for the management term. Truchon seconded the motion. All ayes, motion carried.

Q. Seasonal Staff Recruitment
The Board reviewed a memo prepared by Lord regarding a seasonal position for Assistant District Technician.

- Laitinen moved to approve offering Jaron Cook a full time seasonal position of Assistant District Technician at $15.50/hour with paid holidays but no other benefits to begin August 28, 2019. LeMay seconded the motion. All ayes motion carried.

New Business – Informational Items
R. Watershed
The Board discussed watershed organization meeting attendance as follows:

- Jim Lindahl; Coon Creek WD –Attended the Citizen’s Advisory Committee meeting
- Sharon LeMay; Did attend the Lower St. Croix 1W1P
- Glenda Meixell; Mississippi WMO – There is not an August WMO Board Meeting
- Mary Jo Truchon; Rice Creek WD –The ACD Comp meeting was at the same time as the Citizen’s Advisory Committee meeting so could not attend
- Steve Laitinen – Attended the LRRWMO meeting, and the Rum River 1W1P Kickoff Wednesday

Additions
S. Resolution 2019-03 Supporting State Rim Easement to the Rum Watershed
- Meixell moved to approve Resolution 2019-03 Supporting State Rim Easement Funding to the Rum River Watershed. Laitinen seconded the motion. All ayes, motion carried.

T. Memo for Grading at the Nature Preserve
The Board reviewed a memo prepared by Wetland Specialist Becky Wozney about the grading at the Anoka Nature Preserve. Truchon commented that she remembered going over the proposed excavation at a previous board meeting. The Board discussed in detail,

- Laitinen made a motion that the grading plan shown must have:
  - Minimum of 50’ native grass/wildflower buffer on exposed soils surrounding the new excavations shown on the grading plan.
  - Proper Erosion Control must be completed so that no material enters the Rum River at any time and within 7 days of the final grading all seeding should be complete along with other appropriate erosion control as determined by ACD.
o All other permits from other authorities must be obtained prior to any grading.
o Grading should be done such that the final wetlands are type 2/3 with undulating bottom and depth to support a mosaic of emergent vegetation.
Meixell seconded the motion. All ayes, motion carried.

U. Pole Building
The Board reviewed a memo prepare by Lord regarding the ACD Pole Building. Lord explained some of the snags that ACD has encountered such as contractors not getting back and projects costs being much more than originally budgeted. The Board discussed in great detail. Lord explained that intends to apply for a deviation from the city code requiring upgraded siding, since the building is not visible from Hwy 65. The Board also reviewed a quote from Structural Buildings. Lord explained that they want a percentage up front. LeMay explained that as a government entity ACD is not allowed to pay for material that they are not in possession of. LeMay suggested securing lien waivers. There was further detailed discussion.

- Lindahl moved to authorize Truchon to engage a contractor to construct the pole building as described in the quote after final negotiation’s by staff and to attend the timely payment of invoices, permit fees and escrows. Furthermore, staff are directed to request a deviation from city code that requires upgraded siding, make payments directly to subcontractors and materials providers as practicable, make no final payments without first securing lien waivers, and follow MN State restrictions. Laitinen seconded the motion. All ayes, motion carried.

FYI / Meetings and Dates

- **August 28:** Metro Cons. Districts – Ramsey County Public Works 4:00 pm – 6:00 pm
- **September 2:** Labor Day Holiday
- **September 12-13** - Governance 101 Training for SWCD Board & Staff Bloomington
- **September 16:** ACD Board Meeting Ham Lake Office 5pm
- **Anoka County WROC Events for 2019** – Go to Anoka SWCD website Click on “Outreach" then “Events" from Dropdown (direct link: https://www.anokaswcd.org/index.php/educational/events.html)

- Meixell moved to adjourn at 7:34pm. 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-Mitch Haustein: Campus Groundwater Conservation Planning Report for Anoka-Ramsey Community College

Public Comments – Call the Meeting to Order

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

New Business-Action Items
F. CCWD Monitoring Work Plan Amendment
G. Martin Lake Carp Management Project Payment Approval
H. Mississippi Riverbank Stabilization Contractor Payment Stem
I. Mississippi Riverbank Stabilization (CWF Round 2) Engineering Payment
J. Rum River Central Regional Park Suite 4 Stabilization Payment Request
K. Approve 2019 Phragmites Contract with PLM lake and Land Management

New Business-Informational Items
L. Watersheds

Additions
M. 2018 ACD Financial Audit
N. Mississippi Riverbank Stabilization – Stem Additional Work
O. Request to Change October Meeting Date
P. 2020 BWSR CWF SWCD Local Capacity Services & Buffer Law Implementation Program Grant Agreement
Q. Pump Controlled IESF at the Golden Lake Stormwater Treatment Pond Payment
R. Pole Building
S. T.

FYI /Meetings
- **October 14** - ACD Board Meeting Office in Ham Lake 5pm
- **November 11** - Veterans Day
- **November 15** - MASWCD Metro Area 4 Meeting - Rogers MN, 9am
- **November 20** - Metro Conservation District Board, Ramsey County Public Works 4pm
- **December 8, 9 & 10** - MASWCD Annual Convention Double Tree Hotel Bloomington Minneapolis South
- **Anoka County WROC Events for 2019** – Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: [https://www.anokaswcd.org/index.php/educational/events.html](https://www.anokaswcd.org/index.php/educational/events.html))
BOARD MEETING MINUTES
DATE: SEPTEMBER 16, 2019
TIME: 5:00 PM
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 5:09 pm

Public Comments – No comments made.

Approval of September Agenda
The following items were added to the agenda (M) 2018 ACD Financial Audit (N) Mississippi Riverbank Stabilization – Stem Additional Work (O) Request to Change October Board Meeting Date (P) 2020 BWSR CWF SWCD Local Capacity Services & Buffer Law Implementation Program Grant Agreement (Q) Pump Controlled IESF at the Golden Lake Stormwater Treatment Pond Payment (R) Pole Building
- Lindahl moved to approve the amended September Agenda. Laitinen seconded the motion. All ayes, motion carried.

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

B. Review of Staff Activity Reports and Programs
Individual staff reports were reviewed and discussed. Meixell mentioned that she is fascinated with the outreach section of the reports. The Board discussed the MASWCD Convention planning outlined in Lord’s report. The Board discussed possible resolutions, one of which, related to restructuring the MASWCD Convention to better tailor it to the desired attendees. In addition, there was a discussion about the resolution voting process and ways to improve it.

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

D. Approval of September Bills (Covered after item U)
- Meixell moved to approve electronic payments EP1163-EP1175 along with check numbers 14792-14817. Noting the void of check number 14793 and 14814. Laitinen seconded the motion. All ayes, motion carried.

E. Legislative Update
NA

New Business- Action Items
F. CCWD Monitoring Work Plan Amendment
The Board reviewed a memo and Work Plan Amendment related to the 2019 CCWD Monitoring Contract for additional work.
• Laitinen moved to approve the contract amendment to the 2019 Water Resource Monitoring and Management Annual Work Plan with CCWD increasing by $3,400. Lindahl seconded the motion. All ayes, motion carried.

G. 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, LLC. for work completed on the Martin Lake and Typo Lakes Carp Removal project.
• Lindahl moved to approve $7,509.68 payment of invoice “ACD_9-10-19” to Carp Solutions, LLC. for services provided under the Martin and Typo Lake Carp Removal Project Services Contract. Meixell seconded the motion. All ayes, motion carried.

H. Mississippi Riverbank Stabilization Contractor Payments Stem
The Board reviewed a memo, prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding the Stem Riverbank Stabilization Project. Lord explained that at the August meeting the Stems were not ready to sign off and release their payment as heavy rain caused erosion problems in the center of the project. After realizing that the faulty work was not by the contractor, but rather an insufficient stabilization approach by the engineer, the Stems agreed to pay their match portion to Sunram and sign off.
• Lindahl moved to approve payment of $30,778.52 for Sunram Construction Inc. Invoice No. 1 for substantial completion of the Stem riverbank stabilization project. LeMay seconded the motion. All ayes, motion carried.

I. Mississippi Riverbank Stabilization (CWF Round 2) Engineering Payment,
The Board reviewed a memo prepared by Haustein regarding the engineering payment to WSB.
• Laitinen moved to approve payment of $638.00 for WSB Invoice No. 2 for engineering services provided for CWF grant #C18-2864. Lindahl seconded the motion. All ayes, motion carried.

J. Rum River Central Regional Park Site 4 Bank Stabilization Payment Request
The Board reviewed a memo prepared by Haustein requesting payment to Blackstone for work completed at the Rum River Central Regional Park Site 4 Bank Stabilization.
• Lindahl moved to approve payment of $1,425.00 Invoice No. 3 to Blackstone. LeMay seconded the motion. All ayes, motion carried.

K. Non-native Phragmites Treatment in Anoka County
The Board reviewed a memo regarding Non-native Phragmites Treatment throughout Anoka County prepared by Restoration Ecologist Carrie Taylor. The CCWD is a funding partner for sites within their jurisdiction.
• Meixell Moved to authorize the Chair to sign the 2019 Phragmites Contract with PLM Lake and Land Management. Laitinen seconded the motion. All ayes, motion carried.

New Business Informational Issues
L. Watersheds
The Board discussed watershed organization meeting attendance as follows:
➢ Jim Lindahl; Coon Creek WD – Attended the Citizen’s Advisory Committee
➢ Sharon LeMay; Did attend the Lower St. Croix 1W1P – LeMay explained that she was disappointed with the Comfort Lake Presentation and implementation suggestions to just concentrate on Lake Water Quality as they ran out the clock and there was no discussion time – the board further discussed.
➢ Glenda Meixell; Mississippi WMO – Did attend the WMO Board Meeting
➢ Mary Jo Truchon; Rice Creek WD – Did not attend Citizen’s Advisory Committee meeting as it was cancelled and the one before was at the same time as the ACD Comp Planning
➢ Steve Laitinen – Attended the LRRWMO Advisory meeting and the Rum River 1W1P Policy Committee Meeting in August but is waiting for the next meeting to be rescheduled.

Anoka Conservation District Regular Board Meeting September 16, 2019
2 of 4
Additions
M. 2018 ACD Financial Audit
The Board reviewed two engagement letters from Mark Babcock, CPA and Peterson LTD, CPA for the ACD 2018 Audit. Lord explained that Peterson does a more thorough audit. Unfortunately the engagement letter outlined they would have the audit done no later than November 30, but the audit is due at the state auditor, October 31. Berkness called to see if there would be any repercussions sending the audit a month late and there is not.

- Meixell moved to approve and have the chair sign the Peterson engagement letter to audit ACD’s 2018 Financials. Laitinen seconded the motion. All ayes, motion carried.

N. Mississippi Riverbank Stabilization – Stem Additional Work
The Board reviewed a memo and related material, prepared by Haustein regarding the additional work needed on the Stem Riverbank Stabilization Project. Lord explained that the center area where the staircase is installed continues to wash out from the upland area. Lord provided detail and explained the proposed solution too primarily rely on the use of Fexamat Plus. ACD received a quote from Sunram along with a quote from MNL and both exceed the budget. To get the project close to budget, some elements were removed. We still need $537.75 in additional funds.

- Laitinen moved to encumber $2,408.49 in 2017 District Capacity County Match funds to the Stem Riverbank Stabilization Project. Meixell moved to second the motion. All ayes, motion carried.
- Meixell moved to unencumber $2,139.61 in the 2018 District Capacity County Match funds for the Stem riverbank stabilization project. LeMay seconded the motion. All yes, motion carried
- Lindahl moved to encumber $268.87 in 2018 District Capacity funds to the Stem riverbank stabilization project. Laitinen second the motion. All ayes, motion carried.
- LeMay moved to authorize the Board chair to enter into a construction agreement with Minnesota Native Landscapes with a not to exceed amount of $16,006. Lindahl seconded the motion. All ayes, motion carried.

O. October Board Meeting Date Change
The Board reviewed a memo prepared by Berkness requesting a change in the October Board meeting date to October 14. Lord stated doing so will result in him not needing to extend a probationary period for the District Technician and the meetings that follow coincide with the earlier date. Truchon said she will not be able to attend the October 14, meeting. The Board discussed.

- Meixell moved to authorize moving the October meeting from October 21, 2019 to October 14, 2019 with the same time and location. Laitinen seconded the motion. All ayes, motion carried.

P. 2020 BWSSR CWF SWCD Local Capacity Services and Buffer Law Implementation Program Grant Agreement
The Board reviewed a memo prepared by Berkness requesting the Chair’s signature to the 2020 BWSSR CWF SWCD Local Capacity Services and Buffer Law Implementation.
- Laitinen moved to approve the 2020 State of MN Board of Water and Soil Resources SWCD Local Capacity Services and Buffer Law Implementation Program Grant Agreement as follows:

| P20-7454 | 2020-SWCD Local Capacity Services | $128,180 |
| P20-7544 | 2020 Buffer Law                   | $10,000  |

Lindahl seconded the motion. All ayes, motion carried.
Q. Pump-Controlled IESF on Golden Lake Stormwater Pond Design Engineering Payment
The Board reviewed a memo and corresponding material for a payment to the Golden Lake IESF engineer. Lord explained that WSB is approximately 50% finished.
- Lindahl moved to approve payment of $5,662.02 for CWF grant #C17-3550 for engineering Services to the WSB & Associates. Meixell seconded the motion. All ayes, motion carried.

R. Pole Building
Lord explained he and Schurbon spent a lot of time pulling together paper work to apply for a deviation from the city code that requires upgraded siding on the Pole Building for aesthetics from the Hwy 65 viewedsh. City staff suggested this approach. Unfortunately, upon submittal, City of Ham Lake staff said that they wouldn't consider the request. Lord further explained that he and Schurbon came up with some reasonable alternatives explaining in detail along with describing the give and takes within the budget items.

FYI / Meetings and Dates
- October 8 - CCWD Open House 5pm – 7:30pm
- October 14 - ACD Board Meeting Ham Lake Office 5pm
- November 11 - Veterans Day
- November 15 - MASWCD Metro Area 4 Meeting - Rogers MN
- November 28 – 29th – Thanks Giving holiday
- December 8-10 - MASWCD Convention – Double Tree Hotel in Bloomington
- Anoka County WROC Events for 2019 – Go to Anoka SWCD website Click on "Outreach" then "Events" from Dropdown (direct link: https://www.anokaswcd.org/index.php/educational/events.html)
- Meixell moved to adjourn at 7:00pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator  

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

Anoka Conservation District Regular Board Meeting September 16, 2019  
4 of 4
4:30-MASWCD Resolution Review Question and Answer

Public Comments – Call the Meeting to Order

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

New Business-Action Items
F. Lower St. Croix One Watershed One Plan Implementation Organizational Arrangements
G. Anoka Sandplain Habitat Restoration and Enhancement Project Phase VI
H. Anoka CWMA Cost Share Reimbursement
I. 2020 & 2021 BWSR Natural Resources Block Grant Agreement
J. Probationary Period Evaluation
K. Convention Donation – Auction and Other Expenses

New Business-Informational Items
L. BWSR Memo SWCD Authorities to Obtain Loans or Incur Debt
M. Watersheds

Additions
N. Consider Funds for SSTS Point of Sale Ordinances
O. New Recycling Opportunity
P.
Q.
R.
S.
T.
U.

FYI /Meetings
• November 11 - Veterans Day
• November 15 - MASWCD Metro Area 4 Meeting - Rogers MN, 9am
• November 18 - ACD Board Meeting, Ham Lake Office 5pm
• November 20 - Metro Conservation District Board, Ramsey County Public Works 4pm
• November 28-29 - Thanksgiving Holiday
• December 8, 9 & 10 - MASWCD Annual Convention Double Tree Hotel Bloomington Minneapolis South
• Anoka County WROC Events for 2019 - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: https://www.anokaswcd.org/index.php/educational/events.html)
Members Present: Jim Lindahl, Vice Chair  
Sharon LeMay, Supervisor  
Glenda Meixell, Treasurer  
Steve Laitinen, Secretary

Members Absent: Mary Jo Truchon, Chair

Others Present: Chris Lord, District Manager  
Kathy Berkness, Office Administrator  
Jamie Schurbon, Watershed Projects Manager (departed at 6:23pm)

Vice Chair Lindahl called the meeting to order 5:12 pm

Public Comments – No comments made.

Approval of October Agenda

The following items were added to the agenda (N) Consider Funds for SSTS Point of Sale

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

A. Approval of September Minutes

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

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

C. Approval of September Financial Reports

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

D. Approval of October Bills (Covered after item O)

- Meixell moved to approve electronic payments EP1176-EP1190 along with check numbers 14818-14854. Noting the void of check number 14848 and the use of emergency check signing procedure for 14818 and 14819. LeMay seconded the motion. All ayes, motion carried.

Lord noted the sale of Rain Guardians were going quite well and New York is ready to install two of the eight prototype chambers purchased. Lord and Mitch Haustein, Stormwater and Shoreland Specialist, plan on traveling to New York to provide oversight during installation. Lord explained the itinerary stating they there are many decision makers involved in the New York City Department of Environmental Protection as it pertains to the green infrastructure program and he and Haustein hope to meet with some of them.

E. Legislative Update

NA
New Business - Action Items

F. Lower St. Croix One Watershed One Plan Implementation Organizational Arrangements

The Board reviewed a Memo regarding the Lower St. Croix 1W1P Implementation Arrangements. Schurbon along with LeMay, provided detail about the key questions coming before the Lower St. Croix 1W1P needing direction from the Board: What type of organizational arrangement should be used to implement the plan? Should watershed based funding be used only in the metro or anywhere in the watershed. After a lengthy discussion the Board was in consensus of the following:

Which organizational arrangement type is favored?

- A Joint Powers Entity (JPE) pros: depending on how the JPE is structured, decision(s) won’t need to go back to all participating boards, which makes for much more realistic decision-making timelines; A JPE can reduce liability; a JPE provides a single entity to receive grants on behalf of the group, which provides greater flexibility in shifting grant funds are project come over and under budget, or fail through.

- Joint Powers Collaboration (JPC) pros: for now, it would be easier to organize and JPC until sufficient history and trust is developed between the partners to move toward a JPE. Over the longer term, a JPE could be considered.

- It will be important for either a JPE or JPC to have solid criteria for selecting projects in order to streamline decision-making.

How should Watershed Based Funding (WBF), especially the metro portion, be handled?

- Need to see the project selection criteria. At this time ACD won’t favor metro WBF going to projects anywhere until the criteria for the “best” projects are defined.

- The metro should mostly keep the metro funding, however might consider keeping a portion of the funds open for anywhere within the watershed. There are a lot of good projects and lots of capacity to do them in the metro areas.

- Consistent, predictable funding is important. Strong reluctance to create a system where the funding any organization gets goes up and down. Giving all the money to one big project is not favored.

- The large-scale great projects should pursue competitive grants. Reserve WBF for other projects, programs that need consistent long-term funding (e.g. outreach specialist), or foundational work (e.g. SWAs and soil surveys). If we identify these projects in the plan as the best, it should make them more successful in the competitive funding pool.

- In those places with the least capacity, focus on foundational work like SWAs or soil surveys. Could also include basin-wide or shared staffing initiatives.

- Proportionately split funding. Avoid situations where many small organizations get disproportionately more funding because they have more votes. At the same time, we need to recognize that the metro allocation is disproportionately large, however that’s also where the most capacity is.

- Possible criteria for the “best” projects for WBF:
  - Multiple jurisdictions served, such as EMWREP/WROC and ag conservation specialist.
  - Downstream benefits to multiple waterbodies.
  - Multiple benefits. Include benefits that are difficult to quantify, making them less suited for competitive grants.
  - Foundational work. SWAs, feasibility studies, soil surveys, etc. Stuff that sets us up for competitive grants.
  - Outreach and education that grants rarely fund.
  - Projects that have been declined for a competitive grant, but which the collaborative views favorably.

- Possible criteria for the "best" projects for competitive grants:
  - Large pollutant reductions.
  - Ability to achieve the goal, such as delisting a waterbody.
  - Quantifiable results. Focus on conventional pollutants, not biota or e coli.
- Must do projects. Those project that must be done if we are to have any hope of reaching goals.
- Group consensus.
- Scoring matrix.

G. Anoka Sandplain Habitat Restoration and Enhancement Project Phase VI Grant Contract
The Board reviewed the State of MN Grant Contract Outdoor Heritage Funds.
- Lindahl moved to approve enter into contract with the State of Minnesota for the Anoka Sand Plain Habitat Restoration and Enhancement Project Phase VI. Meixell seconded the motion. All ayes, motion carried.

H. Anoka Cooperative Weed Management Area (CWMA) Cost Share Reimbursement
The Board reviewed a memo, prepared by Restoration Ecologist Carrie Taylor requesting cost share reimbursement for the Malette’s buckthorn treatment.
- Laitinen moved to approve payment for CWMA cost share expense reimbursement to Matt & Carrie Malette for $484. Meixell seconded the motion. All ayes, motion carried.

I. 2020 and 2021 State of Minnesota BWSR Natural Resource Block Grant Agreement (NRBG)
The Board reviewed a memo prepared by Berkness requesting approval and signature for the agreement with BWSR for the 2020 & 2021 NRBG Agreement
- Laitinen moved to enter into agreement with the State of MN BWSR for the 2020 & 2021 NRBG as outlined below:

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>P20-6445</td>
<td>2020 - Local Water Management - NRBG (Anoka CD)</td>
<td>$8,094</td>
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<tr>
<td>P21-6532</td>
<td>2021 - Local Water Management - NRBG (Anoka CD)</td>
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<tr>
<td>P20-6619</td>
<td>2020 - Wetland Conservation Act - NRBG (Anoka CD)</td>
<td>$63,191</td>
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<td>P21-6706</td>
<td>2021 - Wetland Conservation Act - NRBG (Anoka CD)</td>
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<tr>
<td>P20-6793</td>
<td>2020 - Shoreland-NRBG (Anoka CD)</td>
<td>$2,615</td>
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<tr>
<td>P21-6878</td>
<td>2021 - Shoreland-NRBG (Anoka CD)</td>
<td>$2,615</td>
</tr>
<tr>
<td>P20-6963</td>
<td>2020 - Septic Treatment Systems - NRBG (Anoka CD)</td>
<td>$18,600</td>
</tr>
<tr>
<td>P20-7049</td>
<td>2020 - Septic Treatment Systems Upgrade - NRBG (Anoka CD)</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

Total Grant Awarded: $206,400
- Meixell seconded the motion. All ayes, motion carried

J. Probationary Period Evaluation
The Board reviewed a memo prepared by Lord regarding an employee probationary period extension.
- Laitinen moved to extend the probationary employee’s probationary period for three months to allow for review and action at the December Board Meeting. LeMay seconded the motion. All ayes, motion carried.

K. Convention Donation –Auction and other Expenses
The Board reviewed the MASWCD Annual convention agenda along with a list of potential donations sought out by the supervisors and staff for the auction. Lord questioned if the District was unsuccessful in generating donations would the board feel comfortable supplementing funds to donate. The Board discussed with the consensus that since MACD Area IV is hosting, a decent donation by ACD should be provided. Berkness took a tally of all the on Board Members who plan on attending.
- Laitinen authorized fund to supplement donation to total up to $600 for the MASWCD auction. Meixell seconded the motion. All ayes, motion carried.
**New Business Informational Issues**

**L. BWSR Memo SWCD Authorities to Obtain Loans and Incur Debt (Covered after item F)**
The Board reviewed the memo from the BWSR about SWCD Authorities do not have the authority to incur debt which is in the current statute. Lord stated that he wanted the board to see the memo. As it relates to ACD’s mortgage, Lord maintains, and the county attorney and auditor have accepted, the premise that since the mortgage is backed by the building, the public is not indebted due to the purchase of our building. We could walk away from the mortgage and property at any time without any obligation to continue payments. We’d lose the building but the public would not be compelled to pay for anything. That said, the mortgage will be paid off by next year, so the matter is practically mute.

**M. Watersheds**
The Board discussed watershed organization meeting attendance as follows:
- Jim Lindahl; Coon Creek WD—Attended an open house for the Neighbors surrounding the CCWD new office
- Sharon LeMay; Did attend the Lower St. Croix 1W1P
- Glenda Meixell; Mississippi WMO – Did attend the Mississippi WMO Tour
- Steve Laitinen – The LRRWMO meeting is scheduled for Oct 17 and SRWMO scheduled for November 7.

**Additions**

**N. Consider Funds for SSTs Point of Ordinances (Covered after item F)**
Schurbon explained that Linwood, East Bethel and Ham Lake appear interested in developing a point of sale septic system inspection ordinance. The District currently has NRBG Septic Treatment Systems funds available to assist them. Lord explained that the funds have been previously been used for LGUs to develop a system/program to inform residence when their septic tanks need to be pumped such as the City of Columbus who developed a successful program. Laitinen inquired if the funds could be used to fix septic system problems. Schurbon stated that they are not, but there are Septic System Fix-Up grant funds that could be used for repair. The Board discussed and Laitinen inquired why Anoka County does not have a program. Lord explained that each City is required to have their own ordinance with Linwood being the last township so the county doesn’t have a large role in this area. Furthermore, the county isn’t set up to provide this type of assistance. Lord also suggested that during this process it could be good to encourage septic service providers to offer well water testing at the same time.
- Meixell moved to authorize use of the 2018 Natural Resources Block Grant SSTs for developing and launching of point of sale ordinances in Cities and Townships. Laitinen seconded the motion. All ayes, motion carried.

**O. CCWD Recycling Grant Contract**
The Board reviewed an email from Dawn Doering of the Coon Creek Watershed District inviting Berkness and Lindahl to an overview and training of their new recycling program. Lindahl explained that they have nice recycling containers with wheels that can easily be moved around for meeting and events. In addition the CCWD received a new dishwasher from this recycling grant. Lindahl advised Berkness to attend the overview to learn more about the program.

**FYI / Meetings and Dates**
- November 11 - Veterans Day
- November 15 - MASWCD Metro Area 4 Meeting - Rogers MN
- November 18 – ACD Board Meeting, Ham Lake MN
- November 28 – 29th – Thanks Giving holiday
- December 8-10 - MASWCD Convention – Double Tree Hotel in Bloomington
- Anoka County WROC Events for 2019 – Go to Anoka SWCD website Click on "Outreach" then "Events" from Dropdown (direct link: https://www.anokaswcd.org/index.php/educational/events.html)
• Meixell moved to adjourn at 7:40pm. Lindahl seconded the motion. All ayes, motion carried.

Kathy [Signature]  

11/18/19

Prepared by Kathy Berkness, Office Administrator  

Jim [Signature]  

12/14/19

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

Date

Anoka Conservation District Regular Board Meeting October 14, 2019  
5 of 5
4:30-Overview of the Data Practice Act and Supervisor Tablets

Public Comments – Call the Meeting to Order

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

New Business-Action Items
F. Comp Plan Extension request to BWSR
G. Watershed Based Funding Implementation Considerations
H. Mississippi Riverbank Stabilization Contractor Payment – Stem
I. Mississippi River Stabilization (CWF round2) Engineer Payment
J. Seasonal Staff Recruitment
K. Non-native Phragmites Treatment in Anoka County
L. MN Department of Agriculture Noxious Weed Grant for 2020 Season
M. 2020 NACD Dues (paid $501 in 2019 and 2018)
N. Outstanding Conservationist Recognition

New Business-Informational Items
O. MASWCD Informational Correspondence
P. Watersheds

Additions
Q. JPA Campus Groundwater Conservation Planning
R. Septic System Fix up Grant - Dunaway
S. Martin Lake Carp Management Project Payment Approval
T. Amendment to Carp Solutions LLC Work Plan for Linwood Lake Carp Study
U.
V.
W.
X.
Y.

FYI /Meetings
- **November 20** - Metro Conservation District Board, Ramsey County Public Works 4pm
- **December 8, 9 & 10** - MASWCD Annual Convention Double Tree Hotel Bloomington Minneapolis South
- **December 16** – ACD Board Meeting, Ham Lake Office 5pm
- **Anoka County WROC Events for 2019** – Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: [https://www.anokaswcd.org/index.php/educational/events.html](https://www.anokaswcd.org/index.php/educational/events.html))
BOARD MEETING MINUTES

DATE: November 18, 2019
TIME: 5:00 PM
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 5:14 pm

Public Comments – No comments made.

Approval of November Agenda
The following items were added to the agenda (Q) JPA with MCD for Campus Ground Water Conservation Planning (R) Septic System Fix up Grant – Dunaway (S) Martin Lake Carp Management Project Payment Approval (T) Amendment to Carp Solutions LLC Work Plan for Linwood Lake Carp Study.
- Laitinen moved to approve the amended November Agenda. Lindahl seconded the motion. All ayes, motion carried.

A. Approval of October Minutes
- Meixell moved to approve the October Minutes. LeMay seconded the motion. Lindahl, Laitinen, Meixell and LeMay Ayes, Truchon abstained, motion carried.

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

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

D. Approval of November Bills (Covered after item T)
- Meixell moved to approve electronic payments EP1191-EP-1208 along with check numbers 14855-14887. Noting the void of check number 14848 and the use of ACD’s timely purchase facilitation policy for 14855. LeMay seconded the motion. All ayes, motion carried.

E. Legislative Update
Lord stated that there is a MASWCD Legislative Committee meeting on December 17, in St. Paul, to develop MASWCD’s legislative platform for 2020. In addition, he along with the Board Chair were invited to attend the SWCD Leadership Summit on Sunday December 8, in conjunction with the MASWCD annual meeting in Bloomington. Lord offered to drive Truchon to the Leadership Summit if needed. Meixell who is attending the convention reception on Sunday said she would bring Truchon.
New Business- Action Items
F. Comp Plan Extension Request to BWSR
The Board reviewed a memo prepared by Lord regarding a request to BWSR for a Comp Plan extension to the end of 2020. Lord explained that doing so would provide several benefits such as incorporating the Lower St. Croix and the Rum River 1W1Ps, allowing ACD staff and supervisors the time to create a quality work production that rivals those developed under MN Stat. Chapter 8410, and enable ACD to participate fully in the WBIF process.
- Meixell moved to authorize the District Manager to submit a request to BWSR extending ACD's current Comp Plan and the Comp Plan update deadline from the end of 2019 to the end of 2020. Lindahl seconded the motion. All ayes, motion carried.

G. Watershed Based Implementation Funding Considerations
The Board reviewed a Memo prepared Lord explained along with Watershed Based Funding Considerations. Lord explained that he would like to have the supervisors weigh in on several policy considerations of WBIF so that staff can represent ACDs position.
- Lindahl voted to designate the District Manager as ACD's representative to the WBIF Process. Laitinen seconded the motion. All ayes, motion carried.

H. Mississippi Riverbank Stabilization Contractor Payments Stem
The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding the Stem Riverbank Stabilization Project.
- Lindahl moved to approve payment of $16,060.00 for Minnesota Native Landscapes Invoice No. 1 for completion of work on the Stem riverbank stabilization project. LeMay seconded the motion. All ayes, motion carried.

I. Mississippi Riverbank Stabilization (CWF Round 2) Engineering Payment
The Board reviewed a memo prepared by Haustein regarding the engineering payment to WSB.
- Laitinen moved to approve payment of $1,486.00 for WSB Invoice No. 3 for engineering services provided for CWF grant #C18-2864. Meixell seconded the motion. All ayes, motion carried.

J. Seasonal Staff Recruitment
The Board reviewed a memo prepared by Carrie Taylor Restoration Ecologist about Seasonal Staff recruitment.
- Meixell moved to offer up to two additional part-time seasonal staff positions at $15.00/hour for buckthorn treatment utilizing Outdoor Heritage grant funds. Lindahl seconded the motion. All ayes, motion carried.

K. Non-native Phragmites Treatment in Anoka County
The Board reviewed a memo prepared by Taylor regarding payment to PLM Lake and Land Management for treatment of 14 non-native Phragmites sites in Anoka County.
- Meixell moved to authorize payment to PLM Lake and Land Management for $3,073 for treatment of non-native Phragmites in Anoka. Laitinen seconded the motion. All ayes, motion carried.

L. MN Department of Agriculture Noxious Weed Grant for 2020 Season
The Board reviewed a memo prepared by Taylor regarding the Memorandum of Understanding related to the Non Native Phragmites Control in the Metro.
- Lindahl moved to approve receipt of the MN Department of Agriculture grant funds for level 1 and level 2 applications and authorization to sign the Non-Native Phragmites Control in the Metro Memorandum of Understanding. Laitinen seconded the motion. All ayes, motion carried.

M. National Association of Conservation Districts 2020 Dues
- Meixell moved to approve NACD dues of $501. Laitinen seconded the motion. All ayes,
motion carried.

N. Outstanding Conservationist Recognition
The Board reviewed a memo prepared by Berkness requesting funds for the Outstanding Conservationists, Malette’s.
- Lindahl authorized up to $150 to the Outstanding Conservationist Gift for the Malette’s. Meixell seconded the motion. All ayes, motion carried.

New Business Informational Issues
O. MASWCD Information Correspondence
The Board reviewed the MASWCD correspondence.

P. Watersheds
The Board discussed watershed organization meeting attendance as follows:
- Jim Lindahl; Coon Creek WD – Did not attend the CCWD meeting
- Sharon LeMay; Did attend the Lower St. Croix 1W1P – LeMay explained her frustrations with the 1W1P planning process expressing some of the difficulties in working with such a large group. One entity in particular is trying to steam roll the group into taking charge. The Board discussed.
- Glenda Meixell; Mississippi WMO – Did attend the Mississippi WMO meeting along with the Tour and the Area IV Meeting
- Steve Laitinen – There was not a LRRWMO meeting or URRWMO meeting.
- Mary Jo Truchon – Attended the MWMO tour, and the RCWD Citizen’s Advisory Committee in addition to the Area IV meeting.

Additions
Q. JPA with MCD for Campus Groundwater Conservation Planning
The Board reviewed the JPA with the MCD for ACD to host the Campus Groundwater Conservation Planning grant/project.
- Meixell moved to approve the JPA with the MCD for Campus Groundwater Planning from January 1, 2020 through December 31, 2020. Lindahl seconded the motion. All ayes, motion carried.

R. Septic System Fix Up Grant Payment – Dunaway Construction
The Board reviewed a memo and corresponding material pertaining to the Septic System Fix Up Grant payment to Dunaway Construction.
- LeMay moved to approve payment of $11,385.10 to Dunaway Construction using MPCA Septic System Fix up Grants for Replacement of failing septic system at 18334 Tulane Street NW in Columbus. Meixell seconded the motion. All ayes, motion carried.

S. 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, LLC. for work completed on the Martin Lake and Typo Lakes Carp Removal project.
- Lindahl moved to approve $5,106.66 payment of invoice ACD_10-16-19 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.

T. Amendment to Carp Solutions LLC Work Plan for Linwood Lake Carp Study
The Board reviewed a memo and amendment prepared by Schurbon requesting an amendment to the Carp Solutions, LLC. for the work plan for the Linwood Lake Carp Study project.
- Lindahl moved to approve amendment #2 to the Contract for Services between the Sunrise River WMO, ACD, and Carp Solutions LLC for determining the abundance and
recruitment history of common carp in Linwood Lake. Amendment #2 extends the contract expiration to June 30, 2020. Laitinen seconded the motion. All ayes, motion carried.

The Board reviewed and discussed meeting dates and FYIs. Lord informed the Board that a Finance Committee Meeting was needed along with a Personnel Meeting. After much discussion it was decided the Finance Committee Meeting on December 6, at 2pm and the Personnel Committee Meeting at 2pm on December 12.

**FYI / Meetings and Dates**
- November 20 - Metro Conservation District Board Meeting, Ramsey County Public Works 4pm
- November 28 - 29th – Thanks Giving Holiday
- December 6 - Finance Committee Meeting, ACD Office in Ham Lake 2pm
- December 8 - 10 - MASWCD Convention – Double Tree Hotel in Bloomington
- December 12 – Personnel Meeting, ACD Office in Ham Lake 2pm
- Anoka County WROC Events for 2019 - Go to Anoka SWCD website Click on "Outreach" then "Events" from Dropdown (direct link: https://www.anokaswcd.org/index.php/educational/events.html)

- Meixell moved to adjourn at 9:55pm. Laitinen 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**
Public Comments – Call the Meeting to Order

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

Committee Meetings
F. Finance Committee Meeting – December 6, 2pm
G. Personnel Committee Meeting – December 12, 2pm

New Business-Action Items
H. Discuss Role of Operations Committee
I. Metro Watershed Partners Membership Request
J. Anoka Cooperative Weed Management Area Cost Share Program
K. Mississippi River Bank Stabilization (CWF Round 1) Engineering Payment
L. Mississippi River Bank Stabilization (CWF Round 2) Engineering Payment
M. Mississippi River Bank Stabilization (CWF Round 1) Closeout – Stem and Rainbow
N. Rum River Central Regional Park Site 4 Bank Stabilization Closeout
O. Jared Paternity Request
P. 2019 ACD Fee Schedule
Q. Golden Lake IESF - II

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

Additions
T.
U.
V.
W.
X.

FYI /Meetings
• **December 25** - Christmas Holiday
• **January 1** – New Year’s Day Holiday
• **January 20** – Martin Luther King Jr. Day Holiday
• **January 21** – ACD Board Meeting, Ham Lake Office 5pm
• **Anoka County WROC Events for 2019** – Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: [https://www.anokaswcd.org/index.php/educational/events.html](https://www.anokaswcd.org/index.php/educational/events.html))


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 5:15 pm  

Public Comments – No comments made.  

Approval of December Agenda  
The following item was added to the agenda (T) 2018 ACD Draft Audit.  
- Meixell to approve the amended December Agenda. Lindahl seconded the motion. All ayes, motion carried.  

A. Approval of November Minutes  
Updates were made to Section (P) Watersheds:  
LeMay: Change "Steam roll the group into taking the funds" to "Steam roll the group to take charge"  
Truchon and Meixell: Remove "August" from in front of MWMO Tour  
- Meixell moved to approve the November Minutes as amended. 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 November Financial Reports  
- Meixell moved to approve the November Financial Reports. Lindahl seconded the motion. All ayes, motion carried.  

D. Approval of December Bills (Covered after item T)  
- Meixell moved to approve electronic payments EP1209-EP1220 and check numbers 14888-14916 noting the void of payment EP1206. Lindahl seconded the motion. All ayes, motion carried.  

E. Legislative Update  
NA  

Committee Meetings  
F. ACD Finance Committee Meeting – December 6, 2pm  
McKay Maintenance Schedule - The Board reviewed the Finance Committee minutes. Meixell provided a brief summary asking Lord to provide a detail. Lord reminded the Board that they approved a policy to automatically increase the rental rates based on the prior year’s average
change CPI which will be implemented in 2020 once the 2019 rates a published. Lord explained that after review of the maintenance schedule, planned 2020 scheduled improvements that seem premature were postponed and resurfacing the deck and replacing the rails added because of the deck’s declining condition.

- Meixell moved to approve the McKay maintenance funds schedule as presented. Lindahl seconded the motion. All ayes, motion carried.

2019 and 2020 Budget Updates - Lord directed attention to Rain Guardian sales explaining that we had 100 units ($150K) budgeted in 2019 for sales to New York City, which did not yet materialize. Overall the Rain Guardian sales still fared well with revenues close to $500,000. Lord explained that the 2020 budget include 200 units ($300K) sold to NYC. The Board discussed paying off the mortgage early and decided to hold off until more is known about the potential sale to NYC.

- Meixell moved to approve the 2019 and 2020 budgets as presented. Lindahl seconded the motion. All ayes, motion carried

G. Personnel Committee Meeting – December 12, 2pm
The Board reviewed Personnel Committee minutes and LeMay provided a brief summary asking Lord to provide detail. Lord explained the group discussed compensating employees to their target wage once finances were no longer a limiting factor. Paying off the mortgage and projected growth of Rain Guardian sales should both move ACD in that direction. During the employee performance evaluation process, employee recognition, enhanced public relations, office space, and employee retention were all addressed.

- Meixell moved to approve the Board officially indicating their intent to compensate employees at target wages once finances are no longer a limiting factor. Truchon seconded the motion. All ayes, motion carried.

- Meixell moved to include a $1000 budget line item for employee recognition. LeMay seconded the motion. All ayes, motion carried

- LeMay moved to approve ending Larson’s probationary period and retaining him in the Technician class effective immediately and provide a pay increase of $2.04/hr effective January 1, 2020 while retaining all other staff at their current classes. Meixell seconded the motion. All ayes, motion carried

New Business- Action Items
H. Pump-Controlled IESF on Golden Lake Stormwater Pond Design
The Board reviewed a memo prepared by Lord along with a Voucher and corresponding material related to the Golden Lake Iron Enhanced Sand Filter (IESF). Lord explained the City of Circle Pines has incurred expenses totaling $109,609.37 since their last invoice. This was associated with three payments to the contractor. Of the three payments, ACD has adequate documentation for two of them. Retainage has been changed from 5% to 2% and so some retainage was released.

- Lindahl moved to approve payment of $109,609.37 ($62,519.67 of which is from BWSR Clean Water Fund Grant C17-3550) to the City of Circle Pines as reimbursement for the substantial completion of the Pump-Controlled IESF on Golden Lake Stormwater Pond Design Project contingent upon receipt of expense verification. Meixell seconded the motion. All ayes, motion carried.

The Anoka Conservation District has completed an as-built survey and an operations and maintenance plan for the Project, which are still awaiting final review. The Final Project Close-out checklist was reviewed.

I. Metro Watershed Partners Membership Request
The Board reviewed a memo prepared by Outreach and Engagement Coordinator Emily Johnson requesting Membership to the Metro Watershed Partners in 2020 to which she has
been elected to the steering committee. Johnson was able to negotiate the annual membership fee down from $5,000.
  - LeMay moved to approve the Metro Watershed Partners Annual Membership Fee of $499.99. Truchon seconded the motion. All ayes, motion carried.

J. Anoka Cooperative Weed Management
The Board reviewed a memo prepared by Carrie Taylor requesting reimbursement to Weston Woods for invasive species control work.
  - Meixell moved to approve reimbursing Weston Woods on Rice Creek HOA $708.62 from the Cooperative Weed Management program for the cost of supplies. Lindahl seconded the motion. All ayes motion carried.

K. Mississippi Riverbank Stabilization (CWF Round 1) Engineering Payment
The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding the engineering payment to WSB.
  - Lindahl moved to approve payment of $9,800 for WSB Invoice No.11 for engineering services provided for CWF grant #C17-3029. LeMay seconded the motion. All ayes, motion carried.

L. Mississippi Riverbank Stabilization (CWF Round 2) Engineering Payment,
The Board reviewed a memo prepared by Haustein regarding the engineering payment to WSB.
  - Meixell moved to approve payment of$2,648.50 for WSB Invoice No. 4 for engineering services provided for CWF Grant #C18-2864. Lindahl seconded the motion. All ayes, motion carried.

M. Mississippi Riverbank Stabilization (CWF Round 1) Project Closeout – Rainbow and Stem
The Board reviewed a memo prepared by Haustein regarding the final project closeout documents for the Mississippi Stabilization CWF 1 Close out.
  - Lindahl moved to authorize the Board Chair to execute documents related to final payment of the 5% retainage in the amount of $5,538.25 to Minnesota Native Landscapes for completion of work on the Rainbow riverbank stabilization project contingent on receipt of all project closeout documents from Minnesota Native Landscapes and WSB. LeMay seconded the motion. All ayes, motion carried.
  - LeMay moved to authorize the Board Chair to execute documents related to final payment of the 5% retainage in the amount of $5,683.94 to Sunram Construction, Inc. for completion of work on the Stem riverbank stabilization project contingent on receipt of all project closeout documents from Sunram Construction, Inc. and WSB. Lindahl seconded the motion. All ayes, motion carried.

N. Rum River Central Regional Park Site 4 Bank Stabilization Closeout
Blackstone Contractors, LLC submitted an invoice for construction work completed on the Rum River Central Regional Park Site 4 riverbank stabilization project for $4,275.00. The invoice includes work completed through November 29th, 2019. Blackstone was hired to construct the project, and this invoice includes the installation of dormant willow stakes as per the design.
  - LeMay moved to authorize payment of $4,275.00 for Blackstone Contractors, LLC Invoice No. 4. Lindahl seconded the motion. All ayes, motion carried.
  - Meixell moved to authorize payment of 5% retainage from previous invoices for the riverbank stabilization elements in the amount of $3,067.95 to Blackstone Contractors, LLC for completion of work on the Rum River Central Regional Park Site 4 bank stabilization project. LeMay seconded the motion. All ayes, motion carried.
  - Lindahl moved to unencumber $6,904.00 ($2,408.50 2017 District Capacity County Match + $4,495.50 2018 District Capacity Unmatched) from the Rum River Central
Regional Park Site 4 bank stabilization project. Truchon seconded the motion. All ayes, motion carried.

- Meixell moved to authorize payment of 5% retainage for the bituminous trail in the amount of $850.05 to Blackstone Contractors, LLC for completion of work on the bituminous trail at the Rum River Central Regional Park Site 4 bank stabilization site. Lindahl seconded the motion. All ayes, motion carried.

ACD received an invoice from MM Engineering, LLC (Mike Mayer) for engineering services provided for the Site 4 riverbank stabilization project. The invoice includes time spent on the as-built review, site inspection, payment certification, and final project closeout.

The original proposal cost from MM Engineering, LLC was $2,125.00. The first invoice received by ACD was for $1,750.00. Therefore, this second and final invoice for $375.00 will put the project total at $2,125.00, the agreed upon total.

- LeMay moved to authorize payment of the MM Engineering, LLC invoice for $375.00. Lindahl seconded the motion. All ayes, motion carried.

O. Rain Guardian Patent
The Board reviewed a memo prepared by Haustein regarding the NYC Chamber Patent. The NYC chamber uses some of the same functional components covered under the existing patent but there are also some differences that warrant an application for an additional Patent. Lord explained that the attached client engagement letter prepared by Terra Nova Patent Law, PLLC will file a non-provisional utility patent application by January 9th, 2020 to meet the deadline.

- Meixell moved to execute the client engagement letter with Terra Nova Patent Law, PLLC to draft and file a non-provisional utility patent for $5,785 for the custom Rain Guardian pretreatment chamber developed for New York City Department of Environmental Protection. LeMay seconded the motion. All ayes, motion carried.

P. Jared Paternity Request
The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting paternity leave.

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<th>Probable Dates</th>
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<th>EMB Hours</th>
<th>FTO Hours</th>
<th>Days off</th>
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</thead>
<tbody>
<tr>
<td>Feb 5, 2020 – Feb 14, 2020</td>
<td>Off</td>
<td>64</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>May 1-15, May 26-29</td>
<td>Off or part time from home</td>
<td>120</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Aug 17- Sept 4</td>
<td>Off or part time from home</td>
<td>120</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>184</td>
<td>120</td>
<td>38</td>
</tr>
</tbody>
</table>

- Meixell moved to authorize Jared Wagner’s paternity leave as presented above. Lindahl seconded the motion. All ayes, motion carried.

Q. 2020 ACD Fee Schedule
A couple minor updates were noted to the schedule. Lord explained that he would prefer finalizing the fee schedule in February after the program register is complete thus he would be better equipped to determine appropriate Employee hourly rates. Unfortunately, some of the District’s partners need this rate at the end of the year to determine their future funding agreements with ACD.

- Lindahl moved to authorize the 2020 ACD Fee Schedule as presented. Meixell seconded the motion. All ayes, motion carried.
New Business Informational Issues

R. MASWCD Convention
Truchon and Meixell provided updates on the MASWCD convention they attended. Both were pleased with the motel accommodations during the convention and suggested having the hotel as an option for staff and supervisors next year as it is convenient if the weather is bad.

S. Watersheds
The Board discussed watershed organization meeting attendance as follows:
- Jim Lindahl; Coon Creek WD – Did not attend the CCWD
- Sharon LeMay; Did attend the St. Croix 1W1P and the SRWMO
- Glenda Meixell; Mississippi WMO – Did not attend the Mississippi WMO
- Mary Jo Truchon – Did attend the RCWD Citizen’s Advisory Committee

Additions
T. 2018 ACD Draft Audit
Lord distributed copies of the 2018 draft audit to the Board for review.

The Board discussed the purpose of the Operations Committee. After much discussion it was decided that an Operations Meeting was needed to review the handbook. The committee decided on January 9th at 3:30pm as the meeting date.

FYI / Meetings and Dates
- January 9, ACD Operations Meeting, ACD Office in Ham Lake 3:30
- January 20 Martin Luther King Holiday
- February 11 - Legislature Convenes
- March 24-25 - MASWCD Legislative Briefing & Day at the Capitol
- Anoka County WROC Events for 2019 - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: https://www.anokaswcd.org/index.php/educational/events.html)
- Meixell moved to adjourn at 6:55pm. 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