Selection of Officers and Committee Assignments

- Lindahl moved to cast a unanimous ballot for the entire slate of 2019 Officers and Committee Assignment as it stands for 2020. Laitinen seconded the motion all ayes, motion carried.

Members Present: Mary Jo Truchon, Chair, Departed at 6:45
Jim Lindahl, Vice Chair
Sharon LeMay, Supervisor
Glenda Meixell, Treasurer
Steve Laitinen, Secretary

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Amir Malek, Member of the Public

Chair Truchon called the meeting to order 5:07 pm

Public Comments – Amir Malek attended the meeting stating he was interested in learning more about the Anoka Conservation District. Board members and staff went around the table and introduced themselves.

Approval of January Agenda
Additions to the agenda noted: (T) St. Croix 1W1P, (U) 2020 Annual Plan
- Meixell moved to approve the amended January Agenda. Lindahl seconded the motion. All ayes, motion carried.

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

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

C. Approval of December Financial Reports
Lord noted that our net revenues for 2019 were in the black instead of being in the red as anticipated. When conducting detailed reviews of all project finances it turned out that ACD earned more than expected.
- Meixell moved to approve the December Financial Reports. Laitinen seconded the motion. All ayes, motion carried.

D. Approval of December & January Bills (Covered after item U)
- Meixell moved to approve electronic payments EP1221 – EP1235 and check numbers 14917 – 14964. Lindahl seconded the motion. All ayes, motion carried.

Committee Meetings
E. Operations Committee Meeting: 2020 Handbook (call out approval of depository and position location) January 9, 3:30 ACD office.
The Board reviewed the Operations Committee minutes and Lindahl provided a brief summary asking Lord to provide detail. Lord explained he added several large sections to the handbook for 2020, including a social media policy, a remote working policy, updates to the data practices act section, and policies on electronic communications and computer use.

Additional discussion by the full Board desired for the following items:

Supervisor Compensation – proposal: change 3-hour threshold to 90-minutes for meeting lengths that trigger $75 per diem instead of $55 per diem. The Board discussed with the consensus that a change is needed especially to entice the public to run for Board.

Spouse – proposal: wherever spouse is listed, add MN’s legal term for domestic partner. Lord explained that he researched this and discovered the State of MN does not recognize domestic partner or civil unions. Lord further explained that a common term that is used is ‘registered domestic partner’. After some discussion, the Board decided to leave as is and continue using Spouse since the State of MN does not does not recognize domestic partners or civil unions.

Holiday Time – alternative: consider holiday time as time actually worked. This would alter the threshold for earning premium (time and a half) compensation. Currently premium wages are only earned when an employee actually works more than 40 hours in a week. Example: Currently, an employee who works 36 hours and has an 8-hour holiday during a week would bank the extra 4 hours as straight comp time. With this change, the employee would bank 6 hours (premium). The Board discussed in great detail with Malek providing detail on how the City of Minneapolis handles time over 40 – in a holiday week. LeMay provided her opinion that employees should get premium time instead of straight when over 40 in a holiday week. Lindahl suggested banking the time for the following week. Lord explained employees do currently bank time. After much discussion, the decision was made to leave the policy as is, as ACD employees are not forced to work extra during a holiday week.

Meixell pointed out on page #23 the last line to change “up separation” to upon separation”.

- Lindahl moved to approve the handbook as presented. Laitinen seconded the motion. All ayes, motion carried.
- Lindahl moved to call out Wells Fargo as the official depository location and the website as the posting location. Laitinen seconded the motion. All ayes, motion carried.

New Business- Action Items

F. Approve 2020 Resolutions (Meeting Schedule and Insurance)
Truchon made a suggestion to change the February Meeting date. Upon discussion with members, it was decided to leave the date as is.

Resolutions 2020-01 ACD Meeting Schedule
- Laitinen moved to approve the Resolution 2020-01 setting the February 2020 – January 2021 ACD Board meeting schedule. Meixell seconded the motion. All ayes, motion carried.

Resolution 2020-02 Requiring Anoka County Provide Liability
- Meixell moved to approve Resolution 2020-02 requiring Anoka County to provide liability insurance for ACD. Lindahl seconded the motion. All ayes, motion carried.

G. MASWCD 2020 Dues (paid $4,848.91 in 2019)
- Meixell moved to approve paying the 2020 MASWCD dues for of $5,099.03. Laitinen seconded the motion. All ayes, motion carried.

H. MASWCD Area IV 2020 Dues (paid $300 in 2019)
- Lindahl moved to approve paying the 2020 MASWCD Area IV dues for of $300. Laitinen seconded the motion. All ayes, motion carried.
I. Mississippi Riverbank Stabilization (CWF Round 1) Voucher Revision
Lord pointed out that the voucher was replacing a previously approved payment voucher using ETA funds. The replacement voucher is using District Capacity Funds instead of ETA.

- Lindahl moved to accept the corrected voucher for payment of $9,800 for WSB Invoice No. 11 for engineering services provided for CWF grant #C17-3029. Laitinen seconded the motion. All ayes, motion carried.

J. 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 $6,382.50 for WSB Invoice No. 5 for engineering services provided for CWF Grant #C18-2864. LeMay seconded the motion. All ayes, motion carried.

- Meixell moved to approve payment of $2,258.50 for WSB Invoice No. 6 for engineering services provided for CWF Grant #C18-2864. LeMay seconded the motion. All ayes, motion carried.

K. 2020 RCWD Technical Services Agreement
- Lindahl moved to enter into the 2020 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.

L. 2020 RCWD Monitoring and Management Agreement
- Laitinen moved to approve the work management agreement with the Rice Creek Watershed District for 2020 Monitoring and Management. Lindahl seconded the motion. All ayes, motion carried.

M. ACD Grants Close out and Financial Report Signature Delegation
Lord explained that BWSR grants require a final financial report, which includes the Chairs signature, for closing out grants. The report is uploaded to eLINK, the reporting website, for the final step in close out and is due by February 3. Lord explained that there still is a good deal of reporting in eLINK needed before the final project reports can be generated. Delegating Lord to sign the reports would allow for the finalization of project close out when reporting is complete. The grants are as follows:

BWSR
- 2019 NRBG – Shoreland P19-3076
- 2019 NRBG - Local and Water Management P19-1045
- 2019 NRBG - Septic Treatment Systems Upgrade - P19-3205
- 2019 Conservation Delivery P19-9229
- Anoka Cooperative Weed Management Partnership C18-4636
- 2018 SWC&D Local Capacity Services P18-2647
- 2017 SWC&D Local Capacity Services P17-5035
- Pump-controlled iron enhanced sand filter basin at the Golden Lake Stormwater Treatment Pond – C173560
- Targeted Mississippi River Bank Stabilization with a Focus on Bioengineering C17-3029

DNR
- Anoka Sandplain Habitat Restoration & Enhancement Phase 4 – PO 3199392

Anoka County
- Rum River Central Regional Streambank Restoration Site 4 ACD 18-01

MDA
- Noxious Weed and Invasive Plant Grant
• Laitinen moved to close out the grants listed above and delegate Chris Lord to sign the any necessary paperwork. Truchon seconded the motion all ayes, motion carried.

N. Pump-Controlled IESF on Golden Lake Stormwater Pond Design
The Board reviewed a memo prepared by Lord along with a vouchers and corresponding material related to the Golden Lake Iron Enhanced Sand Filter (IESF). Lord provided details.
• Laitinen moved to approve payment of $20,797.23 ($10,301.16 + $10,496.07) to the City of Circle Pines from CWF C17-3550 as reimbursement for the full retainage release for the Pump-Controlled IESF on Golden Lake Stormwater Pond Project, contingent upon receipt of expense verification. Meixell seconded the motion. All ayes, motion carried.
• Laitinen moved to approve payment of $2,244 to WSB Engineering for completion of the engineering contract, to be covered by City of Circle Pines match funds for CWF C17-3550 Pump-Controlled IESF on Golden Lake Stormwater Pond Project. Meixell seconded the motion. All ayes, motion carried.
• Laitinen moved to authorize staff to submit the final payment request for $4,101.89 to the City Circle Pines, keeping the total ACD reimbursement within the original budget constraints for CWF C17-3550 Pump-Controlled IESF on Golden Lake Stormwater Pond Project. Meixell seconded the motion. All ayes, motion carried.
• Laitinen moved to authorize the close out of CWF C17-3550 Pump-Controlled IESF on Golden Lake Stormwater Pond Project and delegate the District Manager to execute all related documents, contingent upon receipt of all close out documents listed in the table provided. Meixell seconded the motion. All ayes, motion carried.

O. City of Columbus Subsurface Sewage Treatment Systems (SSTS)
The Board reviewed a memo prepared by Berkness requesting reimbursement to the City of Columbus for their 2019 SSTS Expense.
• Meixell moved to authorize payment to the City of Columbus 50% of their 2019 SSTS Expenses incurred and send payment of $4,446.99 ($8,893.98 total) from the 2018 NRBG SSTS Funds. Lindahl seconded the motion. All ayes, motion carried.

P. Lord Vacation Request
The Board reviewed a memo prepared by Lord requesting authorization for vacation.
• Meixell moved to authorize Lord’s paid leave of 8 hours floating holiday and 32 hours of FTO February 3-7, 2020. LeMay seconded the motion. All ayes motion carried.

Q. Watershed Based Implementation Funding Consideration
The Board reviewed a Watershed based funding consideration prepared by Lord who stated he only heard back from three Board Members.

Truchon departed at 6:45 and Lindahl took over the meeting.

R. Seasonal Position Hiring
The Board reviewed a memo prepared by Lord requesting authorization to hire a full time seasonal technician. Lord stated staff has discussed the anticipated workload and discovered a shortage of 600 hours. Possible options for filling the shortage is to have Becky Wozney, Wetland Specialist, shift some of her time from WCA to other programs and have Aaron Diehl Part time Conservation Specialist increase his hours.
• Meixell moved to authorize the District Manager to hire a full time seasonal technician for 9 months of 2020 at a rate of up to $16/hr with paid holiday but no other fringe benefits. Lindahl seconded the motion. All ayes, motion carried.

S. Watersheds
The Board discussed watershed organization meeting attendance as follows:
Jim Lindahl; Coon Creek WD – Did attend  
Sharon LeMay; Did attend St. Croix 1W1P – Did attend, SRWMO – Did not attend  
Steve Laitinen; LRRWMO – Did not attend, URRWMO – Did not attend, Rum River 1W1P – Did not meet  
Glenda Meixell; Mississippi WMO – Did attend

Additions

T. St. Croix 1W1P Organizational Arrangements
LeMay informed the board that the 1W1P Group has decided to head in the direction of becoming a Joint Powers Entity stating that after a previous discussion ACD was in favor of a collaboration instead of a Joint Powers entity. The Board discussed the positive reasons to become a JPE with the consensus being the following:

1. A Joint Powers Entity would reduce liability
2. Joint Powers Entity provides a single entity to receive grants on behalf of the group, which provides greater flexibility in shifting grant funds if a project comes over or under budget
3. The JPE would enable decisions to be made without necessarily going back to all participating boards
4. The JPE would need to be structured so as not to have the power to compel partners to contribute financially, similar to the Metro Conservation Districts, which has existed since the 1970's and has successfully administered many grants on behalf of the partnership.

U. 2020 ACD Annual Plan Priorities
The Board reviewed the Annual Work Plan criteria for Watershed-Based Implementation funding from BWSR.

FYI / Meetings and Dates
- February 18 – ACD Board Meeting, Ham Lake Office 5pm
- March 24-25 - MASWCD Legislative Briefing & Day at the Capitol
- April 25 – ACD Tree Sale 1500 6th Ave, Anoka, MN 55303
- 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 7:38pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator Date 2/18/2020

Approved as to form and content by Mary Jo Truchon, Chair Date 2/18/2020