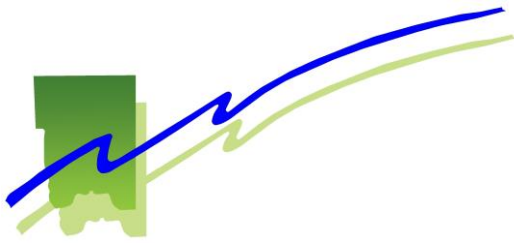


# Ramsey Conservation District

Board Packet for  
October 5, 2017 Board Meeting  
6:30pm, Marsden Conference Room

## Part I



**Agenda**  
**Regular Board Meeting**  
**Thursday, October 5, 2017**  
**6:30 p.m.**

1. Call to Order – Chair Humphrey
  - A. Approval of Agenda
  - B. Announcements – Upcoming Meetings and Events
  - C. Public Comment (3 minutes)
  
2. Consent Agenda – The consent agenda is considered as one item of business. Items can be removed from the consent agenda at the request of the Board member. Please state which item or items you wish to remove for separate discussion
  - A. Approval of Minutes from July 6, 2017
  - B. Staff Reports
  - C. Treasury Report/Disbursement Journal
  - D. Authorize staff to submit MASWCD Composite Ballot
  - E. FY18-19 Budget Packet Approval
  - F. BWSR Academy Registration for Staff
  - G. RCD By-Law Revision
  
3. BWSR – Performance Review and Assistance Program Review with Dale Krystosek, Kevin Bigalke, and Mary Peterson (15 minutes)
  
4. Business Items
  - A. PRAP Next Steps
  - B. FY17 CWF Well Sealing Application/Encumbrance Approval
  - C. FY14 Flood Relief Grant (DRAP)
    1. Lilydale Project Encumbrance Approval
    2. FY14 Flood Relief Grant Extension Delegation Approval
  - D. FY15 Community Partners Project Encumbrance
  - E. FY17 Community Partners Project Encumbrance
  - F. Expense Report Reimbursement (Staff and Board)
  - G. Lower St. Croix Watershed - One Watershed One Plan
  
5. Standing Committee Reports
  - A. Metro Conservation Districts – Willems
  - B. Rice Creek Advisory Committee – Gardner
  - C. Ramsey-Washington Metro WD Advisory Committee – Gardner
  - D. Capitol Region Watershed District CAC and Board – Willems & Buggs
  - E. Ramsey County League of Local Governments – Behrens
  - F. VLAWMO Tech & Advisory Committees – Behrens
  - G. White Bear Lake CD Lake Level Committee – Behrens
  - H. Metro MAWD – Willems
  - I. Other Meetings

- i. RiverEast Planning Committee, District 6 Land Use Task Force – Buggs
- ii. St. Paul Regional Water Service Board – Humphrey
- iii. Metropolitan Council – Gardner

6. Next Regular Board Meeting

7. Adjournment

## **October Board Meeting Consent Item Detail**

Note: The consent agenda is considered as one item of business. Items can be removed from the consent agenda at the request of a Board member. Please state which item or items you wish to remove for separate discussion.

### **Consent Item A. Approval of Minutes from July 6, 2017**

Attached are the draft minutes from the July 6<sup>th</sup> board meeting for review and approval consideration.

### **Consent Item B. Staff Reports**

Attached are the staff reports for review and approval.

### **Consent Item C. Treasury Report/Disbursement Journal**

Attached is the draft detailed Treasury Report for 2<sup>nd</sup> quarter, 2017 and the actual disbursement for the operating budget (for period July 1 – September 25, 2017) and project budget (for period January 1-September 25<sup>th</sup>). Most of the earlier project expenses were already approved by the Board, but for assurance all the disbursements since January 1, 2017 are included.

### **Consent Item D. Authorize staff to submit MASWCD Composite Ballot**

The Board was previously given the MASWCD Ballot and resolution packet. Please bring your completed ballot to the October board meeting or submit to the RCD office by October 16th. Staff requests approval to submit the composite ballot to the MASWCD.

### **Consent Item E. FY18-19 Budget Packet Approval**

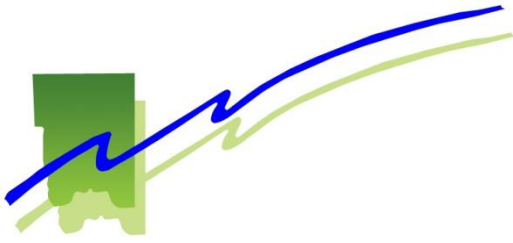
The RCD Board has had the FY18-19 budget packet in two previous board packets and has not requested any changes to the document, so it is included in the consent agenda.

### **Consent Item F. BWSR Academy Registration**

The annual BWSR Academy will be held November 1-3, 2017 at Cragun's Conference Center in Brainerd. Registration before September 28th is \$45 per staff, \$50 after that, with a nightly lodging cost of \$74.61. Lunch is provided, all other meals are attendees responsibility. Staff is requesting approval for expenses for registering all interested staff plus lodging, mileage, and meals.

### **Consent Item G. RCD By-Law Revision**

In the current RCD By-Laws (on the website), under Article IX (attached), number one states, "The RCD shall hold one regular monthly board meeting each month". The RCD Board has skipped one or two meeting per year, so suggestion to strike that sentence from the by-laws. Also, later in this item number is stated, "Any cancellation of future meetings must be approved at a meeting of Supervisors," though that is preferred, the RCD board meetings have been cancelled for numerous reasons, including inclement weather. Request to strike that sentence or add "whenever possible".



Minutes of the **Board of Supervisors Regular Board Meeting** held July 6, 2017.

1. Meeting called to order by Chair Humphrey at 6:30 pm.

Roll of Attendance

**Supervisors present:**

**Others present:**

Mara Humphrey	Kevin Bigalke, BWSR Central Regional Manager
Gwen Willems	Dale Krystosek, BWSR PRAP Coordinator
Paul Gardner	John Ristad, Ramsey County Attorney
	Ann WhiteEagle, RCD Staff

- A. Approval of Agenda: Supervisor Humphrey requested moving the June 1<sup>st</sup> minutes from the Consent Agenda to Business Items and adding Item M, Duty Delegation. Supervisor Gardner requested moving the BWSR presentation after Business Items. **Motion by Supervisor Willems and seconded by Supervisor Gardner** to approve the amended agenda. Motion carried unanimously.
- B. Announcements: The Board packet included a list of upcoming meetings, which included the MCD/Area IV Tour on July 12<sup>th</sup>, and the RCD Conservation Forum and Tour on August 16<sup>th</sup>.
- C. Public Comment: None

2. Consent Agenda

**Motion by Supervisor Willems and seconded by Supervisor Gardner** to approve the amended consent agenda. Motion carried unanimously.

~~A. Approval of Minutes from June 1, 2017~~

*(This item was moved under Business Items, No. 5(N))*

- B. Staff Reports

3. Business Items

Supervisor Humphrey requested approval of the following Business Items in one motion. Item D: 2017 Conservation Forum Update, and Item K: August Agenda Item Requests, were information only and did not require any action. **Resolution 17-07-01. Motion by Supervisor Willems and seconded by Supervisor Gardner** to approve the following Business Items, excluding items B, G, M, and N:

- A. FY17 CWF Well Sealing Grants – Encumbrance of applications for C17-1480:

Encumbrance / Application Approval - Grant C17-1480, \$20,000 total			
Contract Number	Owner	Address	Maximum Reimbursement
WS1480-20	Rebecca Cote	3741 Midland Ave, White Bear Lake, MN 55110	\$ 750.00
WS1480-21	Renee Garbers	5307 Grand Avenue, White Bear Township, MN 55110	\$ 750.00
WS1480-22	Linda Hoeschler, trustee	1300 Goose Lake Rd, Gem Lake, MN 55110	\$ 750.00
WS1480-23	Rachel Meurett	2563 Oriole Lane, New Brighton, MN 55112	\$ 750.00
WS1480-24	Robert Michaletz	186 Edgewater Ave, Shoreview, MN 55126	\$ 750.00
WS1480-25	Jean Wocken	4125 Reiland Lane, Shoreview, MN 55126	\$ 750.00

**Proposed Total \$ 4,500.00**

Approval of Reimbursements for C17-1480:

Landowner Reimbursement Approval - Grant C17-1480, \$20,000 total				
Contract Number	Owner	Address	Receipt Rec'd	Reimburse
WS1480-3	Sherri Boyer	345 Second Ave SE, New Brighton, MN 55112	\$ 2,279.00	\$ 750.00
WS1480-4	Nancy DeMarre*	2859 Lexington Ave N #D, Roseville, MN 55113	\$ 960.00	\$ 480.00
WS1480-11	Michelle Persuitti	3150 Shorewood Drive, Arden Hills, MN 55112	\$ 1,200.00	\$ 600.00
WS1480-13	Emmy Reppe	2912 Matilda St Roseville, MN 55113	\$ 1,397.00	\$ 698.50
WS1480-14	Caroline Rusten-O'Hagan*	2509 Snelling Curve, Roseville MN 55113	\$ 1,315.00	\$ 657.50
<b>* Well location if different than reimbursement address</b>				
WS1480-4	Nancy DeMarre	3029 Rice St, Roseville, MN 55113		
WS1480-14	Caroline Rusten-O'Hagan	3400 White Bear Ave, White Bear Lake, MN 55110		

Encumbrance of applications for C17-5165:

Encumbrance / Application Approval - Grant C17-5165, \$108,000 total			
Contract Number	Owner	Address	Maximum Reimbursement
WS5165-12	Michael Hanna	1969 Greenbrier St, Maplewood MN 55117	\$ 750.00
WS5165-13	Sara Marsolek	3127 Hafner Court, Shoreview, MN 55126	\$ 750.00
WS5165-14	Lloyd Meyer	2551 Germain St, Maplewood, MN 55109	\$ 750.00
WS5165-15	Lawrence Olson	3027 Shorewood Lane, Roseville MN 55113	\$ 750.00
WS5165-16	Mary Schoenborn	2649 Midvale Place E, Maplewood, MN 55119	\$ 750.00
WS5165-17	Troy West	3076 Shorewood Lane, Roseville, MN 55113	\$ 750.00
WS5165-18	Lee Woodruff	2567 Avon St N, Roseville, MN 55113	\$ 750.00

**Proposed Total \$ 5,250.00**

Approval of Reimbursements for C17-5165:

Landowner Reimbursement Approval - Grant C17-5165, \$108,000 total				
Contract Number	Owner	Address	Receipt Rec'd	Reimburse
WS5165-2	Stephen Loveless*	3842 McMenemy St, Vadnais Heights, MN 55127	\$ 600.00	\$ 300.00
WS5165-7	Germaine Nash*	194 Gladstone Circle, Lino Lakes, MN 55014	\$ 1,210.25	\$ 605.12
<b>* Well location if different than reimbursement address</b>				
WS5165-2	Stephen Loveless	1683 Lois Drive, Shoreview, MN 55126		
WS5165-7	Germaine Nash	20 County Rd C East, Little Canada, MN 55117		

C. AIS Program – Payment of WaterGuards invoices from 6/19/2017 and 7/4/2017 for \$14,397, approval of WaterGuards contract amendment for increased inspections on Bald Eagle Lake (paid by

Bald Eagle Area Association) for up to \$5,000, and purchase approval for refreshments and flyers for the Starry Trek event on 8/5/2017.

E. Conservationist of the Year – Approval of Frogtown Farm as nominee for MASWCD Outstanding Conservationist Award

F. Treasurer’s Report, 2<sup>nd</sup> Quarter 2017 – Approval of 2<sup>nd</sup> Quarter Treasury Report and Disbursement Journal.

H. MACD Tour Approval – Registration for tour of \$160

I. DNR Observation Well Contract – Approval of DNR 2017/18 Observation Well Contract

J. NACD Urban Ag Grant Reimbursements – Approval of encumbrance and payments to qualifying applicants for NACD Urban Ag Grant.

L. Approval of Timesavers Invoice – Approval of payment for Timesavers Invoice \$207

Voting in favor of these Business Items: Willems, Gardner, and Humphrey – Voting against: None – Abstaining: None

B. 2018-19 RCD Budget Packet: Supervisor Humphrey advised since the Board did not approve the budget packet by the deadline, there will not be a budget hearing. She suggested further discussion when the full Board is present. It was agreed upon by consensus.

G. June 2017 Supervisor Expense Claims: Supervisor Humphrey stated that she supports approval of expense reports that were submitted for the board packet. **Resolution 17-07-02. Motion by Supervisor Willems and seconded by Supervisor Humphrey.** Resolved, the Board approved the June 2017 Supervisor Expense claims included in the Board packet submitted by Supervisor Humphrey for \$87.84 and Supervisor Willems for \$246.40.

Voting in favor: Willems, Gardner, and Humphrey – Voting against: None – Abstaining: None

M. Duty Delegation: Supervisor Humphrey reported the Board had previously delegated District Manager Ann WhiteEagle some authorities, including sign-off authority. In order to clarify Ms. WhiteEagle’s responsibilities as District Manager, she provided a Resolution regarding delegation duty. Supervisor Gardner referred to the Resolution, under the second “whereas”, and inquired if Ms. WhiteEagle was included. Supervisor Humphrey suggested amending it to include the words, “except for the District Manager.” Supervisor Gardner also suggested the Board be notified with updates for items, such as when grants have been received and the approval of work plans. Supervisor Humphrey stated this Resolution can be changed in the future and confirmed that it received attorney review.

**Resolution 17-07-03. Motion by Supervisor Gardner and seconded by Supervisor Willems.**

Resolved, the Board approved the following:

**WHEREAS**, the Ramsey Conservation District (RCD) was chartered in 1973 to maintain and enhance the quality of soil and water in Ramsey County as expressed in MN State Statute 103C; and

**WHEREAS**, the Ramsey Conservation District Board of Supervisors (Board) has the authority, duty and responsibility to establish and amend the policies of the Ramsey Conservation District (RCD) and the District Manager has the duty and responsibility to manage and administer the RCD in accordance with Board policies; and

**WHEREAS**, the Board has determined it should focus its primary attention on the policy issues of the RCD and the District Manager should be delegated explicit authority by the Board to manage and administer the RCD and establish routine administrative procedures of the RCD; and

**WHEREAS**, the Board hereby delegates to the District Manager the authority of the Board under 103C, including but not limited to the following:

1. Preparation of the annual budget and submission of the budget to Ramsey County;
2. Delegation to sign State grant documents for receiving funds;
3. Designation of Ann White Eagle as the Data Practices Contact;
4. Hiring, firing and compensation increases of all RCD employees, except for the District Manager;

5. Authority to amend the Employee Handbook in a form to be approved by the RCD's attorney;
6. Authority to submit any and all grant applications;
7. Preparation and approval of the Annual Plan and Annual Report of Accomplishments;
8. Payment approval for the Operating Budget, including Board compensation and reimbursement, pursuant to the fee schedule contained in the approved RCD By-Laws;
9. Encumbrance and payment approval for the Project Budget, including grant funded projects, consistent with Board of Water and Soil Resources Policy;
10. Approval of Work Plans and amendments to Work Plans;
11. Identify Official Paper for Legal Notifications;
12. Approval authority for leave requests, subject to the RCD Employee Handbook;
13. Signature approval for contracts;
14. Authority to amend and implement the goals and strategies identified in the RCD Comprehensive Plan 2017-2025;

**NOW, THEREFORE BE IT RESOLVED**, the Board hereby delegates to the District Manager the authority of the Board under 103C, until the adoption of a nullifying resolution by a majority of the RCD Board of Supervisors.

Voting in favor of the Resolution: Willems, Gardner, and Humphrey – Voting against: None – Abstaining: None

- N. Approval of June 1, 2017 Minutes: Supervisor Willems referred to page 2, item 3(C), requested "Ramey" be changed to "Ramsey." Ms. WhiteEagle also clarified it is a FY15 grant, not an FY16 grant. Supervisor Humphrey referred to page 5, Item J, and stated Supervisor Buggs did not vote in favor or against, nor abstained on this item. Ms. WhiteEagle stated staff was unsure how to reflect this in the minutes. The Board agreed the minutes should reflect Supervisor Buggs did not vote. Supervisor Willems referred to page 9, Item V, and requested the fourth line read, "Ms. WhiteEagle stated it is increasing by an incidental amount." Kevin Bigalke, BWSR Central Regional Manager, referred to page 8, Item U, and requested the last line read, "The Buffer Law requires the BWSR Board to report back to the Legislature." He then referred to page 9, and requested the first paragraph read, "...if a resolution is not submitted to BWSR by June 28."

**Resolution 17-07-04. Motion by Supervisor Gardner and seconded by Supervisor Willems to approve the amended June 1, 2017 Minutes.**

Voting in favor: Willems, Gardner, and Humphrey – Voting against: None – Abstaining: None

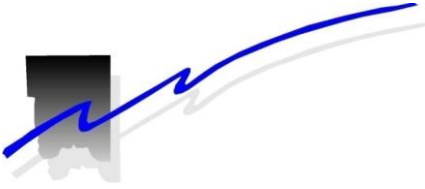
4. BWSR – Performance Review and Assistance Program (PRAP) Review: Dale Krystosek, PRAP Coordinator, reported the PRAP program was authorized by the Legislature in 2007. Specifically, with Ramsey County, this review will include a checklist to review the data practices acts, personnel policy, annual audits, and high-performance standards. It will also assess the implementation of the long-range plan and conduct a survey of Board, staff, and partners. A summary of the findings will be part of the Legislative report in January and a local report will also be provided. This report will also include recommendations for improved performance as well as recognize high-performance standards that have been achieved. If there any performance items that are not being achieved, they will make it an action item that will need to be completed within 18 months. They conduct about 24 assessments each year and try to complete them within 60 days. In response to Supervisor Gardner, Mr. Bigalke stated the State Auditor looks at the finances and they provide more of a programmatic audit. They require cooperation of the Supervisors, and it is helpful for the full Board to be aware of the process. Mr. Krystosek stated they need to begin in August in order to have time to develop a Legislative report. Ms. WhiteEagle requested that they provide a separate introductory overview to the Supervisors not in attendance at the meeting. Attorney Ristad suggested they provide a brief introductory email that can be sent out to all the Supervisors. Mr. Krystosek agreed.

5. Standing Committee Reports: This item was not reported on.



6. Next Regular Board Meeting: Supervisor Humphrey suggested they cancel the August and September Board meetings and meet again in October. **Motion by Supervisor Gardner and seconded by Supervisor Willems** to cancel the August and September Board meetings and set Thursday, October 5, 2017 at 6:30pm for the next RCD Board Meeting. Motion carried unanimously.
7. Adjournment: **Motion by Supervisor Willems and seconded by Supervisor Gardner** to adjourn at 6:55pm. Motion carried unanimously.

DRAFT



1425 Paul Kirkwold Drive  
Arden Hills, MN 55112  
Telephone 651-266-7270  
Fax 651-266-7276

## Ramsey Conservation District

September 22, 2017

To: Members of the RCD Board  
From: RCD Professional Staff  
Subject: Staff Reports for June 28, 2017 – September 22, 2017

### **Joe Lochner – Conservation Design Specialist**

#### **Technical:**

- Completed and sent design and bid form for LEAP School (SPPS)
- Project design, review, and Community Partners (BWSR) application for Common Bond Communities
- Project design, review, and Community Partners (BWSR) application for CRWD's parking lot
- Project design, review, and Community Partners (BWSR) application for MNLA Headquarters
- Project design, review, and Community Partners (BWSR) application for Lifetrack
- Contract creation (Flood Relief) for Lilydale Regional Park Stabilization project
- Sherburne SWCD Big Lake shoreline close-outs and Townhome Association site analysis
- Numerous site visits, designs and watershed analyses for CRWD
- West Avenue Raingarden (BWSR) construction observation and close-out
- Lambert Creek (BWSR) construction observation and close-out
- Rice-Maryland native planting meetings and design work, project material estimates
- Rondo Commemorative Plaza project review
- Site visit to St. Paul Jewish Community Center
- Close out Ramsey County Parks flood relief projects with Goodnature

#### **Meetings, Office Work & Administrative:**

- Lilydale Meeting at St. Paul Parks and Rec
- August forum at Urban Roots
- NACD webinar prep and presentation
- CRWD Como In-Lake meeting

### **Michael Schumann - Natural Resource Specialist**

#### **Technical Project Highlights:**

- Sucker Lake Channel CWF FY2017; Planting Design/Construction Phase – Vadnais Heights
- CWF FY2014 Wakefield Grant; Construction – Maplewood

- Shepherd of the Hills Church CWF FY2015; Construction - Shoreview
- Crestview Forest Townhomes HOA CWF FY2015; Closeout – Maplewood
- Canabury HOA CWF FY2015; Under Construction– Little Canada
- Idaho-Atlantic R.S.V.P Projects; Planting Designs – St. Paul
- Snail Lake Shoreline Initiative; Shoreline Stabilization/Plantings - Shoreview
- Residential Raingarden, Shoreline and Native Planting Projects; Conceptual & Construction Designs

### **Meetings**

- Sucker Lake Channel CWF FY2015; Bid Packets/Pre-Con
- Increased Capacity Pollinator Screening Form
- Tour of Ramsey County Park Lands for MRCCA

### **Miscellaneous**

- NACD September U&C Webinar “Enhancing Resiliency Through Natural Resource Management”
- Mississippi River Critical Corridor Area [MRCCA] Chapter, Ramsey County 2040 Comp Plan
- WCA TEP Reporting & Onsite Application Reviews
- DNR Ob Wells Measurements 2018-1<sup>st</sup> Quarter

### **Andrea Prichard – Environmental GIS Technician**

#### Macrophyte Surveys

- Completed 2<sup>nd</sup> and 3<sup>rd</sup> Rounds of CRWD point intercept lake Surveys/Reports (5 lakes)
- Completion of Wilkinson Lake and Charley Lake macrophyte surveys and reports
- Completion of Snail Lake macrophyte survey and report

#### Meetings

- MACD Annual meeting, Washington County
- RCWD Inspector Team meetings
- Pre-Construction meetings for permitted projects
- Principal Koland, Williams Elementary School re: Groundwater Audit
- Metro SCWD Groundwater Audit Protocol Review meeting
- RCD Forum on Healthy Soils at Urban Roots
- Buffer Law meeting on Waivers and Enforcement

#### Erosion & Sediment Control Inspections and Reporting:

- Arden Hills (twice monthly)
- Shoreview (twice monthly)
- Rice Creek Watershed District (Monthly)
  - New Brighton
  - St. Anthony
  - Arden Hills
  - Shoreview
  - Roseville

### Miscellaneous

- Well-Sealing Cost-Share – 29 wells sealed out of 43 approved applicants
- 2-day training on Plant Identification, Wetland Delineator Program
- Mapping and writing for MRCCA chapter of Ramsey County Comp Plan
- Edits for final version of Bald Eagle Lake Subwatershed Assessment, RCWD
- Volunteer at Children’s Waterfest
- Well Inventory GIS work – Updates to Sealed Status of wells
- Discussion of Subwatershed Assessments/Flooding in the RCD Webinar for NACD

### **Brian Olsen – Conservation Technician**

#### **Technical Project Highlights:**

- West Avenue Raingarden Installation complete
- RCWD site visits
- RCWD – residential project clean water plan concepts
- RCWD – residential project designs
- CRWD residential clean water plan concepts
- CRWD – Rice & Maryland project planting plan
- RWMWD residential clean water plan concepts
- RWMWD residential project designs
- Monitoring Inspections of Momentum Preservers
- Big Lake Shorelines – Sherburne County – final project close out inspection
- Trout Brook Townhomes – conceptual designs for multiple conservation practices
- RCWD Erosion and Sediment Control Inspections

#### **Other Highlights:**

- Children’s Water Festival Planning Committee meetings
- Children’s Water Festival Event
- Update website information
- 3<sup>rd</sup> Quarter Billing
- August Conservation Forum and Tour
- JAA Webinar

### **Dan Wolski – Conservation Technician (starting date September 5<sup>th</sup>)**

#### **Technical:**

- Numerous construction stormwater and erosion inspections for the Cities of Arden Hills/Shoreview, and Rice Creek Watershed District
- Vegetation surveys on Lake Como and McCarrons

#### **Meetings, Office Work & Administrative:**

- Rain gauge network data entry
- Assisted Ann with well sealing vouchers and grant expenditure updates
- Facebook and Twitter updates for 25x25 water quality event

## **Justin Townsend – Conservation Technician/AIS Coordinator**

### **Technical:**

- Continued monitoring of Zebra Mussel Plates
- Purple Loosestrife site visit
- Parks and recreation beach meeting on treatments and preventing spread of AIS
- Currently writing and producing maps for portions of MRCCA Chapter
- Submitted materials for Initiative Foundation grant to produce rapid response plan
- Volunteered at DNR state fair booth to share information on Emerald Ash Borer
- Assisted with various lake surveys as needed

### **Meetings, Office Work & Administrative:**

- Starry Stonewort Identification with DNR
- Meeting with John James and Jeff Forester on future AIS initiatives
- MAISRC showcase
- Soils forum at Urban Roots
- Presented at 25BY25 in Roseville
- Pollinator consortium meeting

## **Ann WhiteEagle – District Manager**

### **Meetings/Events**

- Attended two MCD Managers Meetings and one MCD board meeting
- Attended RWMWD/Ramsey County Grass Lake Area Next Steps
- MCD/WCD Riverboat Tour on the St. Croix
- Attended and updated County on Mississippi River Critical Corridor Area (MRCCA) Chapter, met with St. Paul planner on MRCCA and collaboration opportunities
- Organized and attended Soils Forum at Urban Roots
- Presented for National Association of Conservation Districts webinar on the 2017 RCD Comprehensive Plan and Objective 4: Adapt to Climate Variabilities and Minimize Flooding
- Attended MASWCD Finance Committee meeting as advisor
- Assisted with organizing and was a facilitator at the 25x25 Meeting on Sept. 12<sup>th</sup>
- Met with Initiative Foundation and numerous conversations with AIS stakeholders regarding funding
- Met with Jeff Forester and John James on AIS grant

### **Web site**

- Updated Board Meeting page, added board packet
- Updated Plans & Reports page

**Hr/Payroll/Finance**

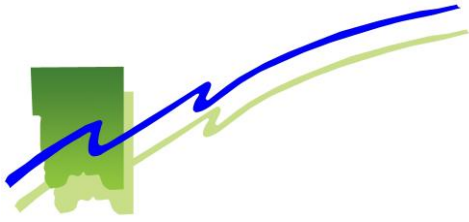
- Completed 2<sup>nd</sup> quarter final Treasurer's Report
- Terminated Ibsa, Michelle and Alicia from Summit payroll system and added Dan and Justin into Summit and submitted all required documentation
- Prepared for audit of 2016 financials which was completed on Sept. 6<sup>th</sup>
- Paid Lambert Project and well sealing projects
- Completed and submitted to State the 2<sup>nd</sup> Qtr Wage Report

**BWSR**

- Met with BWSR staff on PRAP process (Performance Review & Assistance Program)
- Completed requested work for PRAP
- Attended Lower St. Croix Watershed One Watershed One Plan meeting

**Other**

- Completed final items for 2018-19 Budget Packet
- Signed cooperative agreement contract with NRCS which encourages the LGU to work alongside the NRCS when beneficial
- All staff (except Joe) will be assisting with the Children's Water Festival for 4<sup>th</sup> graders at the State Fairgrounds
- Performed normal board activities, accounting functions, payroll functions, and office management functions.



**Meeting Date:10/05/2017**

**Prepared by: Ann WhiteEagle**

**C. Purpose/Action Requested:**

Approval of the following:

- 2nd Quarter Detailed Treasury Report
- Disbursement Journal for Operational Budget 7/1/2017-09/25/2017
- Disbursement Journal for Project Budget 1/1/2017-09/25/2017

**Summary:**

The RCD is currently on track to finish under budget. As of the end of 2<sup>nd</sup> quarter 2017, \$119,924.58 has been spent from reserves, but most of the billing for the RCD is received in the third and fourth quarter, so we project that this will make up the current shortfall.

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Supporting Documents:

Treasury Report, Operational Disbursement Journal, Project Disbursement Journal

# Draft

## Ramsey Conservation District 2nd Quarter 2017 Treasurer's Report

### April - June 2017

Operating Budget (Fund 13901 Org 750101)		A	B	C	D (B + C)	E (A - D)	Percent	
Item	Code	Budget for '17	April-June Expenses	Exp. YTD Prev YTD	Exp. YTD Total	Balance	Expended To Date	
1	411101	Salaries Permanent	290,906.00	82,584.67	72,384.78	154,969.45	135,936.55	53.27%
2	411103	Salaries Temporary	50,000.00	4,186.00	0.00	4,186.00	45,814.00	8.37%
3	411201	P.E.R.A.	17,479.00	6,087.15	5,386.07	11,473.22	6,005.78	65.64%
4	411202	F.I.C.A.-OASDI	15,936.00	5,223.04	4,315.94	9,538.98	6,397.02	59.86%
5	411203	F.I.C.A.-HI	3,727.00	1,221.53	1,009.39	2,230.92	1,496.08	59.86%
6	411301	Health & Welfare Insurance	48,145.00	18,752.84	9,081.24	27,834.08	20,310.92	57.81%
7	411306	Life Insurance	320.00	131.16	109.77	240.93	79.07	75.29%
8	411307	Long-Term Disability	200.00	84.96	72.15	157.11	42.89	78.56%
9	411308	Unemployment Compensation	7,540.00	0.00	0.00	0.00	7,540.00	0.00%
10	411410	Cell Phone Allowance	3,000.00	465.00	525.00	990.00	2,010.00	33.00%
11	421101	Auditor	3,000.00	0.00	0.00	0.00	3,000.00	0.00%
12	421402	Data Processing Services-Maint	20,402.00	6,670.00	2,960.00	9,630.00	10,772.00	47.20%
13	421501	Consulting Service	10,000.00	1,720.00	0.00	1,720.00	8,280.00	17.20%
14	421602	Advertising & Promotion*	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
15	421603	Printing & Stationery*	2,000.00	151.44	85.91	237.35	1,762.65	11.87%
16	421701	Postage	600.00	0.00	0.00	0.00	600.00	0.00%
17	421707	Telephone-Local Service	2,003.00	344.40	344.40	688.80	1,314.20	34.39%
18	422402	Building & Office Space	11,222.00	3,024.00	0.00	3,024.00	8,198.00	26.95%
19	422502	Equipment & Machinery Rental	3,000.00	0.00	0.00	0.00	3,000.00	0.00%
20	423111	Employee Development	0.00	0.00	0.00	0.00	0.00	0.00%
21	424102	Fire & Extended Coverage-Ins	300.00	0.00	0.00	0.00	300.00	0.00%
22	424108	Workers Compensation Insurance	1,600.00	783.00	0.00	783.00	817.00	48.94%
23	424302	Membership & Dues*	4,500.00	250.00	4,911.79	5,161.79	-661.79	114.71%
24	424303	Conference & Seminar Expenses*	4,000.00	35.00	400.00	435.00	3,565.00	10.88%
25	424305	Volunteer/Comm Meeting Exp*	1,000.00	110.71	120.70	231.41	768.59	23.14%
26	424501	Mileage/Parking*	5,000.00	1,783.09	694.12	2,477.21	2,522.79	49.54%
27	424608	Per Diem Fees (Salaries Temp)	15,000.00	0.00	0.00	0.00	15,000.00	0.00%
28	431101	Office Supplies*	1,300.00	181.96	619.54	801.50	498.50	61.65%
29	431103	Program Supplies*	1,000.00	277.28	0.00	277.28	722.72	27.73%
30	432001	Water	250.00	59.21	14.97	74.18	175.82	0.00%
31	441211	Data Processing Equipment*	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
32	443102	Software*	2,520.00	0.00	0.00	0.00	2,520.00	0.00%
33	Total Operating Budget		532,950.00	134,126.44	103,035.77	237,162.21	295,787.79	44.50%

\*Discretionary



**2017 Operating Budget Revenue (Fund 13901 Org 750101)**

	Budget	Received	
1 County Support (Levy)	30,329.00	0.00	
2 311310 - Agricultural Fees - Operations	74,121.00	35,597.50	(750190 & 750290)
3 311709 - Contractual Services	1,500.00	0.00	
4 312201 - Fees for Services-Other Governments	245,000.00	78,803.63	Detail on page 3
5 314425 - BWSR Soil & Water Conservation Aid	182,000.00	2,836.50	Detail below
6 319103 - Current Year Recovery	0.00	0.00	
7 <b>Total</b>	532,950.00	117,237.63	

**Grants**

	Original Amt	Spent	Remaining	Revenue Rec'd '17	Total Admin_Tech
<b>(Fund 13901 Org 750101)</b>					
1 General Services Grant FY2017	19,343.00	0.00	19,343.00		19,343.00
2 MCD ETA Grant 2017	25,000.00	0.00	25,000.00		22,000.00
3 NRBG Grant - Local Water Management	8,094.00	0.00	8,094.00		8,094.00
Total for Org 750101:	52,437.00	0.00	52,437.00		49,437.00

**(Fund 13901 Org 750180)**

4 750180-G223011-WCA FY17/BP16	16,677.00	1,168.97	15,508.03		5,000.00
5 750180-G223011-WCA FY16/BP15	16,677.00	16,677.00	0.00	2,836.50	5,000.00
6 750180-G223001-Cost Share FY16/BY15	10,163.00	10,163.00	0.00		2,032.60
7 750180-G223008-CWF Well Sealing FY17/BP17 (5165)	108,000.00	0.00	108,000.00		
8 750180-G223020-CWF Well Sealing FY17/BP17 (1480)	20,000.00	0.00	20,000.00		0.00
9 750180-G223010-CWMA FY14/BY14	15,000.00	13,519.47	1,480.53		0.00
10 750180-G223013-FY15/BY15 Community Partners	150,000.00	54,380.68	95,619.32		19,320.00
11 750180-G223013-FY17/BY17 Community Partners	150,000.00	0.00	150,000.00		25,000.00
12 750180-G223014-FY14/BY14 CWF Wakefield Project	56,000.00	20,000.00	36,000.00		7,000.00
13 750180-G223015-FY15/BY15 CWF Lambert Creek	59,766.00	53,200.00	6,566.00		5,000.00
14 750180-G223016-FY15/BY15 Flood Relief	95,591.00	0.00	95,591.00		
15 750180-G223016-FY16/BY17 Flood Relief	925,811.00	16,000.00	909,811.00		
15 750180-G223018-FY17/BY17 Buffer Law	3,000.00	0.00	3,000.00		3,000.00
16 750180-G223019-FY16/By16 Urban Ag Grant	50,000.00	0.00	50,000.00		
17 750180-G216006 FY15/BY15 AIS Program	66,393.80	850.00	65,543.80		45,000.00
18 750180-G223017-FY16/BY16 Increased Capacity	100,000.00	33,832.38	66,167.62		80,000.00

19	750180-G223017-FY17/BY17 Sucker Channel Project	60,500.00	0.00	60,500.00		
20	750180-P081033-FY16/BY16 Unsealed Well Inventory	15,000.00	0.00	15,000.00		
21	Total for Org 750180:	1,918,578.80	219,791.50	1,698,787.30	2,836.50	196,352.60

Highlighted grants will end within 6 months

**Fees for Service 2017**

	<b>Projected</b>	<b>Rec'd</b>	<b>Balance</b>
1 Ramsey-Washington Metro WD	60,000.00	14,051.00	45,949.00
2 Vadnais Lake Area WMO	9,000.00		9,000.00
3 Capitol Region WD	73,000.00	50,039.50	22,960.50
4 Rice Creek WD - Design	20,000.00		20,000.00
Rice Creek WD - Inspections	30,000.00	9,464.84	20,535.16
5 Valley Branch WD	2,750.00		2,750.00
6 RC Public Works Projects	3,000.00		3,000.00
7 City of Arden Hills (Erosion & Sediment Control)	6,000.00	1,087.30	4,912.70
8 City of Shoreview (Erosion & Sediment Control)	6,250.00	1,165.32	5,084.68
9 MCD	20,000.00	2,586.17	17,413.83
10 Momentum	2,000.00	409.50	
11 Lake Surveys	13,000.00		13,000.00
Total:	245,000.00	78,803.63	164,605.87

1 Balance Ag Fee 1/1/17	<b>364,497.80</b>
2 Expenditures (-)	<b>237,162.21</b>
3 Revenue (+)	<b>117,237.63</b>
4 Fund Balance 6/30/2017	<b>244,573.22</b>
5 Ag Fee Reserve Increase	<b>-119,924.58</b>



Report ID: RMAP201A

Ramsey County ASPEN

**DETAILED DISBURSEMENTS BY FUND**  
For Accounting Date 01/01/2017 through 09/25/2017

Report Parameters: Budget Reference: Fund: Department: Project: Program: Account:

Budget Reference	Fund	Department	Project/Grant	Program	Account	REDR Client ID					
2015	13901 Ramsey Conservation District	750180 Soil & Water Conserv-Proj_Grt	G216006	00000 All Programs							
Account	Acctg Date	Journal ID	Journal Date	Journal or Expense Amount	Voucher ID or Journal Desc	P.O. Nbr	Check Nbr	Check Date	Voucher or Pymnt Status	Vendor Id / Name	REDR Client ID
421522	05/18/17	AP01428551	05/18/17	850.00	SWCD 00003640		0001704302	05/23/17		0000207702 Becker Soil & Water	
421522	08/07/17	AP01437468	08/07/17	5,201.00	SWCD 00003669	0000000121	0001714489	08/09/17		0000211201 Waterguards Llc	
421522	08/07/17	AP01437468	08/07/17	9,196.00	SWCD 00003670	0000000122	0001714489	08/09/17		0000211201 Waterguards Llc	
421522	08/28/17	AP01439819	08/28/17	11,267.00	SWCD 00003678	0000000123	0001716956	08/31/17		0000211201 Waterguards Llc	
421522	08/28/17	AP01439819	08/28/17	152.00	SWCD 00003679	0000000124	0001716956	08/31/17		0000211201 Waterguards Llc	
421522	09/08/17	AP01441034	09/08/17	9,044.00	SWCD 00003695	0000000126	0001718290	09/13/17		0000211201 Waterguards Llc	
421522	09/08/17	AP01441034	09/08/17	874.00	SWCD 00003696	0000000127	0001718290	09/13/17		0000211201 Waterguards Llc	
421522	09/08/17	AP01441034	09/08/17	1,615.00	SWCD 00003697	0000000129	0001718290	09/13/17		0000211201 Waterguards Llc	
421522	09/08/17	AP01441034	09/08/17	76.00	SWCD 00003698	0000000128	0001718290	09/13/17		0000211201 Waterguards Llc	
<b>Total Account 421522</b>				<b>38,275.00</b>	Other Professional Services				Account 421522	Payments: 38,275.00 Journal Entries: 0.00 Undisbursed Expenses: 0.00	
<b>Total Program 00000</b>				<b>38,275.00</b>	All Programs				Program 00000	Payments: 38,275.00 Journal Entries: 0.00 Undisbursed Expenses: 0.00	
<b>Total Project/Grant G216006</b>				<b>38,275.00</b>					Project/Grant G216006	Payments: 38,275.00 Journal Entries: 0.00 Undisbursed Expenses: 0.00	
Budget Reference	Fund	Department	Project/Grant	Program	Account	REDR Client ID					
2015	13901 Ramsey Conservation District	750180 Soil & Water Conserv-Proj_Grt	G223011	00000 All Programs							
Account	Acctg Date	Journal ID	Journal Date	Journal or Expense Amount	Voucher ID or Journal Desc	P.O. Nbr	Check Nbr	Check Date	Voucher or Pymnt Status	Vendor Id / Name	REDR Client ID
421522	06/06/17	0001430069	06/06/17	2,836.50	FY16 WCA G223011 Admin transfer for RCD staff (Resolution 17-06-09)						
421522	06/06/17	AP01430339	06/06/17	701.88	SWCD 00003643		0001706748	06/09/17		0000102337 Vadnais Lake Area Water Mgmt Org	
<b>Total Account 421522</b>				<b>3,538.38</b>	Other Professional Services				Account 421522	Payments: 701.88 Journal Entries: 2,836.50 Undisbursed Expenses: 0.00	
<b>Total Program 00000</b>				<b>3,538.38</b>	All Programs				Program 00000	Payments: 701.88 Journal Entries: 2,836.50 Undisbursed Expenses: 0.00	
<b>Total Project/Grant G223011</b>				<b>3,538.38</b>					Project/Grant G223011	Payments: 701.88 Journal Entries: 2,836.50 Undisbursed Expenses: 0.00	
Budget Reference	Fund	Department	Project/Grant	Program	Account	REDR Client ID					
2015	13901 Ramsey Conservation District	750180 Soil & Water Conserv-Proj_Grt	G223015	00000 All Programs							

Account	Acctg Date	Journal ID	Journal Date	Journal or Expense Amount	Voucher ID or Journal Desc	P.O. Nbr	Check Nbr	Check Date	Voucher or Pymnt Status	Vendor Id / Name	REDR Client ID
421522	06/14/17	AP01431485	06/14/17	53,200.00	SWCD 00003648		0001707549	06/16/17		0000102337 Vadnais Lake Area Water Mgmt Org	
<b>Total Account 421522</b>				<b>53,200.00</b>	Other Professional Services					<b>Account 421522</b>	Payments: 53,200.00 Journal Entries: 0.00 Undisbursed Expenses: 0.00
<b>Total Program 00000</b>				<b>53,200.00</b>	All Programs					<b>Program 00000</b>	Payments: 53,200.00 Journal Entries: 0.00 Undisbursed Expenses: 0.00
<b>Total Project/Grant G223015</b>				<b>53,200.00</b>						<b>Project/Grant G223015</b>	Payments: 53,200.00 Journal Entries: 0.00 Undisbursed Expenses: 0.00
<b>Total Dept/Organization 750180</b>				<b>95,013.38</b>	Soil & Water Conserv-Proj_Grt					<b>Dept/Organization 750180</b>	Payments: 92,176.88 Journal Entries: 2,836.50 Undisbursed Expenses: 0.00
<b>Total Fund 13901</b>				<b>95,013.38</b>	Ramsey Conservation District					<b>Fund 13901</b>	Payments: 92,176.88 Journal Entries: 2,836.50 Undisbursed Expenses: 0.00
<b>Total Budget Reference 2015</b>				<b>95,013.38</b>	2015					<b>Budget Reference 2015</b>	Payments: 92,176.88 Journal Entries: 2,836.50 Undisbursed Expenses: 0.00

Budget Reference	Fund	Department	Project/Grant	Program
<b>2016</b>	<b>13901</b>	Ramsey Conservation District	<b>750180</b>	Soil & Water Conserv-Proj_Grt
			<b>G223011</b>	<b>00000</b>
				All Programs

Account	Acctg Date	Journal ID	Journal Date	Journal or Expense Amount	Voucher ID or Journal Desc	P.O. Nbr	Check Nbr	Check Date	Voucher or Pymnt Status	Vendor Id / Name	REDR Client ID
421522	06/06/17	AP01430339	06/06/17	322.35	SWCD 00003642		0001706721	06/09/17		0000102336 Ramsey-Washington Metro Watershed Dist	
421522	06/06/17	AP01430339	06/06/17	321.62	SWCD 00003643		0001706748	06/09/17		0000102337 Vadnais Lake Area Water Mgmt Org	
421522	06/06/17	AP01430339	06/06/17	525.00	SWCD 00003644		0001706726	06/09/17		0000001996 Rice Creek Watershed Dist	
<b>Total Account 421522</b>				<b>1,168.97</b>	Other Professional Services					<b>Account 421522</b>	Payments: 1,168.97 Journal Entries: 0.00 Undisbursed Expenses: 0.00
<b>Total Program 00000</b>				<b>1,168.97</b>	All Programs					<b>Program 00000</b>	Payments: 1,168.97 Journal Entries: 0.00 Undisbursed Expenses: 0.00
<b>Total Project/Grant G223011</b>				<b>1,168.97</b>						<b>Project/Grant G223011</b>	Payments: 1,168.97 Journal Entries: 0.00 Undisbursed Expenses: 0.00

Budget Reference	Fund	Department	Project/Grant	Program
<b>2016</b>	<b>13901</b>	Ramsey Conservation District	<b>750180</b>	Soil & Water Conserv-Proj_Grt
			<b>G223016</b>	<b>00000</b>
				All Programs

Account	Acctg Date	Journal ID	Journal Date	Journal or Expense Amount	Voucher ID or Journal Desc	P.O. Nbr	Check Nbr	Check Date	Voucher or Pymnt Status	Vendor Id / Name	REDR Client ID
421522	06/28/17	AP01433303	06/28/17	16,000.00	SWCD 00003649		0001709584	07/03/17		0000001770 St Paul,City Of	
<b>Total Account 421522</b>				<b>16,000.00</b>	Other Professional Services					<b>Account 421522</b>	Payments: 16,000.00 Journal Entries: 0.00 Undisbursed Expenses: 0.00
<b>Total Program 00000</b>				<b>16,000.00</b>	All Programs					<b>Program 00000</b>	Payments: 16,000.00 Journal Entries: 0.00 Undisbursed Expenses: 0.00

<b>Total Project/Grant G223016</b>				<b>16,000.00</b>					<b>Project/Grant G223016</b>	Payments:	16,000.00
										Journal Entries:	0.00
										Undisbursed Expenses:	0.00
<b>Budget Reference</b>	<b>Fund</b>			<b>Department</b>				<b>Project/Grant</b>	<b>Program</b>		
<b>2016</b>	<b>13901 Ramsey Conservation District</b>			<b>750180 Soil &amp; Water Conserv-Proj_Grt</b>				<b>G223019</b>	<b>00000 All Programs</b>		
<b>Account</b>	<b>Acctg Date</b>	<b>Journal ID</b>	<b>Journal Date</b>	<b>Journal or Expense Amount</b>	<b>Voucher ID or Journal Desc</b>	<b>P.O. Nbr</b>	<b>Check Nbr</b>	<b>Check Date</b>	<b>Voucher or Pymnt Status</b>	<b>Vendor Id / Name</b>	<b>REDR Client ID</b>
421522	03/22/17	AP01421781	03/22/17	1,848.00	SWCD 00003628		0001696736	03/24/17		0000100415 Urban Roots	
421522	06/09/17	AP01431246	06/09/17	19,986.48	SWCD 00003647		0001707217	06/14/17		0000100415 Urban Roots	
421522	07/26/17	AP01436625	07/26/17	8,165.52	SWCD 00003662		0001713606	08/03/17		0000100415 Urban Roots	
421522	07/27/17	AP01436626	07/27/17	2,650.00	SWCD 00003663		0001713544	08/03/17		0000208876 Frogtown Gardens Inc	
421522	07/27/17	AP01436626	07/27/17	2,650.00	SWCD 00003664		0001713547	08/03/17		0000211251 Great River School	
421522	07/27/17	AP01436626	07/27/17	2,650.00	SWCD 00003665		0001713534	08/03/17		0000210911 District 13 Inc	
421522	07/27/17	AP01436626	07/27/17	1,200.00	SWCD 00003666		0001713533	08/03/17		0000006083 District 1 News	
421522	07/27/17	AP01436626	07/27/17	2,650.00	SWCD 00003667		0001713534	08/03/17		0000210911 District 13 Inc	
421522	07/31/17	0001436355	07/31/17	2,900.00	FY16 Urban Ag Grant Tech & Admin (Resolution 17-07-01)						
421522	07/31/17	AP01436627	07/31/17	2,650.00	SWCD 00003668		0001713573	08/03/17		0000095693 North Como Presbyterian	
421522	08/17/17	AP01439135	08/17/17	1,200.00	SWCD 00003673		0001715822	08/23/17		0000185537 Health Advocates	
421522	08/18/17	AP01439136	08/18/17	1,450.00	SWCD 00003674		0001715862	08/23/17		0000160966 Rippel,Regina	
<b>Total Account 421522</b>				<b>50,000.00</b>	Other Professional Services				<b>Account 421522</b>	Payments:	47,100.00
										Journal Entries:	2,900.00
										Undisbursed Expenses:	0.00
<b>Total Program 00000</b>				<b>50,000.00</b>	All Programs				<b>Program 00000</b>	Payments:	47,100.00
										Journal Entries:	2,900.00
										Undisbursed Expenses:	0.00
<b>Total Project/Grant G223019</b>				<b>50,000.00</b>					<b>Project/Grant G223019</b>	Payments:	47,100.00
										Journal Entries:	2,900.00
										Undisbursed Expenses:	0.00
<b>Total Dept/Organization 750180</b>				<b>67,168.97</b>	Soil & Water Conserv-Proj_Grt				<b>Dept/Organization 750180</b>	Payments:	64,268.97
										Journal Entries:	2,900.00
										Undisbursed Expenses:	0.00
<b>Total Fund 13901</b>				<b>67,168.97</b>	Ramsey Conservation District				<b>Fund 13901</b>	Payments:	64,268.97
										Journal Entries:	2,900.00
										Undisbursed Expenses:	0.00
<b>Total Budget Reference 2016</b>				<b>67,168.97</b>	2016				<b>Budget Reference 2016</b>	Payments:	64,268.97
										Journal Entries:	2,900.00
										Undisbursed Expenses:	0.00

<b>Budget Reference</b>	<b>Fund</b>			<b>Department</b>				<b>Project/Grant</b>	<b>Program</b>		
<b>2017</b>	<b>13901 Ramsey Conservation District</b>			<b>750180 Soil &amp; Water Conserv-Proj_Grt</b>				<b>G223008</b>	<b>00000 All Programs</b>		
<b>Account</b>	<b>Acctg Date</b>	<b>Journal ID</b>	<b>Journal Date</b>	<b>Journal or Expense Amount</b>	<b>Voucher ID or Journal Desc</b>	<b>P.O. Nbr</b>	<b>Check Nbr</b>	<b>Check Date</b>	<b>Voucher or Pymnt Status</b>	<b>Vendor Id / Name</b>	<b>REDR Client ID</b>
421522	07/20/17	AP01436102	07/20/17	605.00	SWCD 00003659		0001712865	07/28/17		0000211199 Nash,Germaine	

421522	07/20/17	AP01436102	07/20/17	300.00	SWCD 00003660		0001712852	07/28/17	0000211198	Little Red Hen Properties Inc	
421522	08/29/17	AP01440503	08/29/17	675.00	SWCD 00003681		0001717415	09/06/17	0000211468	Mample,Kelly Ann	
421522	08/29/17	AP01440503	08/29/17	750.00	SWCD 00003682		0001717419	09/06/17	0000211469	Mclean,Donald	
421522	08/29/17	AP01440503	08/29/17	750.00	SWCD 00003683		0001717452	09/06/17	0000211470	Spear,Mary Jo	
421522	08/29/17	AP01440503	08/29/17	547.50	SWCD 00003684		0001717469	09/06/17	0000211471	Young,Earl L	
421522	08/30/17	AP01440504	08/30/17	515.00	SWCD 00003693		0001717414	09/06/17	0000211495	Lund,Wayne	
<b>Total Account 421522</b>				<b>4,142.50</b>	Other Professional Services				<b>Account 421522</b>	Payments:	4,142.50
										Journal Entries:	0.00
										Undisbursed Expenses:	0.00
<b>Total Program 00000</b>				<b>4,142.50</b>	All Programs				<b>Program 00000</b>	Payments:	4,142.50
										Journal Entries:	0.00
										Undisbursed Expenses:	0.00
<b>Total Project/Grant G223008</b>				<b>4,142.50</b>					<b>Project/Grant G223008</b>	Payments:	4,142.50
										Journal Entries:	0.00
										Undisbursed Expenses:	0.00

Budget Reference	Fund	Department				Project/Grant	Program					
2017	13901	Ramsey Conservation District				750180	Soil & Water Conserv-Proj_Grt	G223020	00000	All Programs		
Account	Acctg Date	Journal ID	Journal Date	Journal or Expense Amount	Voucher ID or Journal Desc	P.O. Nbr	Check Nbr	Check Date	Voucher or Pymnt Status	Vendor Id / Name	REDR Client ID	
421522	07/20/17	AP01436102	07/20/17	750.00	SWCD 00003655		0001712834	07/28/17		0000211189	Boyer,Sherri	
421522	07/20/17	AP01436102	07/20/17	600.00	SWCD 00003656		0001712868	07/28/17		0000211191	Persuitti,Michelle	
421522	07/20/17	AP01436102	07/20/17	657.50	SWCD 00003657		0001712871	07/28/17		0000211192	Rusten-O'Hagan,Caroline	
421522	07/20/17	AP01436102	07/20/17	480.00	SWCD 00003658		0001712840	07/28/17		0000211190	Demarre,Nancy	
421522	07/24/17	AP01436103	07/24/17	698.50	SWCD 00003661		0001712870	07/28/17		0000211212	Reppe,Emmy	
421522	08/30/17	AP01440504	08/30/17	735.00	SWCD 00003685		0001717382	09/06/17		0000211472	Anderson,Lynn	
421522	08/30/17	AP01440504	08/30/17	502.00	SWCD 00003686		0001717388	09/06/17		0000211473	Boeck,Bonnie Jean	
421522	08/30/17	AP01440504	08/30/17	619.00	SWCD 00003687		0001717400	09/06/17		0000211474	Ellefson,Jerry Bryce	
421522	08/30/17	AP01440504	08/30/17	350.00	SWCD 00003688		0001717401	09/06/17		0000211475	Feickert,Harold	
421522	08/30/17	AP01440504	08/30/17	425.00	SWCD 00003689		0001717420	09/06/17		0000211478	Meurett,Rachel M	
421522	08/30/17	AP01440504	08/30/17	750.00	SWCD 00003690		0001717421	09/06/17		0000211479	Michaletz,Robert J	
421522	08/30/17	AP01440504	08/30/17	600.00	SWCD 00003691		0001717458	09/06/17		0000211480	Tuerk,Mary C	
421522	08/30/17	AP01440504	08/30/17	750.00	SWCD 00003692		0001717416	09/06/17		0000211477	Marchetti,Daniel H	
421522	08/31/17	AP01440505	08/31/17	737.50	SWCD 00003694		0001717406	09/06/17		0000211476	Garbers,Renee	
<b>Total Account 421522</b>				<b>8,654.50</b>	Other Professional Services					<b>Account 421522</b>	Payments:	8,654.50
										Journal Entries:	0.00	
										Undisbursed Expenses:	0.00	
<b>Total Program 00000</b>				<b>8,654.50</b>	All Programs					<b>Program 00000</b>	Payments:	8,654.50
										Journal Entries:	0.00	
										Undisbursed Expenses:	0.00	
<b>Total Project/Grant G223020</b>										<b>Project/Grant G223020</b>	Payments:	

	<b>8,654.50</b>				8,654.50
				Journal Entries:	0.00
				Undisbursed Expenses:	0.00
<b>Total Dept/Organization 750180</b>	<b>12,797.00</b>	Soil & Water Conserv-Proj_Grt	<b>Dept/Organization 750180</b>	Payments:	12,797.00
				Journal Entries:	0.00
				Undisbursed Expenses:	0.00
<b>Total Fund 13901</b>	<b>12,797.00</b>	Ramsey Conservation District	<b>Fund 13901</b>	Payments:	12,797.00
				Journal Entries:	0.00
				Undisbursed Expenses:	0.00
<b>Total Budget Reference 2017</b>	<b>12,797.00</b>	2017	<b>Budget Reference 2017</b>	Payments:	12,797.00
				Journal Entries:	0.00
				Undisbursed Expenses:	0.00
<b>Grand Total</b>	<b>174,979.35</b>		<b>Grand Totals</b>	Payments:	169,242.85
				Journal Entries:	5,736.50
				Undisbursed Expenses:	0.00

*End of Report*



Operation Expenses for 7/1/2017 - 9/25/2017 (payroll expenses excluded)

Date	Name	Amount	Detail
7/21/2017	Informational Services	\$ 1,521.50	IS
8/25/2017	Lawn Chair Gardener	\$ 240.00	Consulting
7/28/2017	Glacial Ridge Growers	\$ 86.85	Advertising & Promotion
8/11/2017	Facebook	\$ 3.07	Advertising & Promotion
8/18/2017	Public Works	\$ 146.43	Postage
8/11/2017	Telecommunications	\$ 172.20	Telephone
8/25/2017	Telecommunications	\$ 172.20	Telephone
7/18/2017	Property Management	\$ 3,024.00	Rent
8/18/2017	Public Works	\$ 1,158.28	Truck rental
8/21/2017	SFM Risk	\$ 245.00	Workers' Comp
8/28/2017	UofM Contlearning	\$ 130.00	Conference & Seminar-Daniel Wolski
8/28/2017	MN AIS Research & Management	\$ 43.19	Conference & Seminar
7/24/2017	UofM Contlearning	\$ 275.00	Employee Development-Andrea Prichard
7/19/2017	Timesavers	\$ 216.00	Minute takers
7/19/2017	Timesavers	\$ 207.00	Minute takers
7/24/2017	Caribou Coffee	\$ 37.49	Volunteer/Comm Mtg Expense- Conservation
8/21/2017	Timesavers	\$ 139.00	Minute takers
8/28/2017	Cub Foods	\$ 15.34	Volunteer/Comm Mtg Expense- Starry Trek re
8/28/2017	Cub Foods	\$ 17.98	Volunteer/Comm Mtg Expense- Starry Trek re
7/14/2017	Payroll	\$ 34.24	Staff & Board Mileage
7/19/2017	Payroll	\$ 36.33	Staff & Board Mileage
7/28/2017	Payroll	\$ 93.00	Staff & Board Mileage
8/11/2017	Payroll	\$ 351.51	Staff & Board Mileage
8/25/2017	Payroll	\$ 111.82	Staff & Board Mileage
9/8/2017	Payroll	\$ 512.74	Staff & Board Mileage
7/24/2017	Amazon Marketplace	\$ 31.99	Office Supplies
7/24/2017	Innovative Office Solutions	\$ 62.25	Office Supplies
8/11/2017	Public Works	\$ 30.00	Office Supplies
8/28/2017	Office Depot	\$ 18.48	Office Supplies
8/28/2017	Innovative Office Solutions	\$ 29.66	Office Supplies
9/22/2017	Innovative Office Solutions	\$ 10.30	Office Supplies
		\$ 9,172.85	

# Department Summary



Ann WhiteEagle, District Manager 1425 Paul Kirkwold Drive

(651) 266-7270

## RAMSEY CONSERVATION DISTRICT

### VISION

**A vibrant community where all are valued and thrive.**

### MISSION

**A county of excellence working with you to enhance our quality of life.**

### DEPARTMENT OVERVIEW

The Ramsey Conservation District (RCD) is one of eighty-nine Soil and Water Conservation Districts (SWCDs) in Minnesota. SWCDs are special purpose local units of state government established to manage and direct natural resource programs at the local level. The RCD has an elected board of Supervisors, who provide governance to the organization.

The RCD provides programs and services, whose focus is to promote long-term sustainability of Ramsey County's natural resources, including and especially our rich reserves of groundwater and our lakes, rivers, and wetlands.

We are committed to being fiscally responsible with the funds entrusted to us and to pursue grant funding to maximize resources and promote intergovernmental cooperative efforts for increased cost-efficiency.

### PROGRAMS / SERVICES

**Groundwater Protection** – Through a grant from the Clean Water Fund, the RCD provides cost share assistance to Ramsey County landowners to seal unused wells. Priority is given to wells located in drinking water supply and wellhead protection areas. This effort is foundational for groundwater and drinking water protection. The RCD received two additional Clean Water Fund grants in 2017 to resume efforts in targeted areas. The RCD received additional funding from the County in 2017 to pursue further projects for drinking water protection efforts.

**Conservation Design Assistance** – This is a program to improve the natural resources in Ramsey County with projects that include raingardens, shoreline restorations, and native plantings. With funding from Water Management Organizations, the RCD provides free technical assistance to landowners for site visits to recommend storm water management practices, as well as landscape design assistance for projects. Additional funding from Clean Water Legacy grants, as well as cost share from water management organizations is available to landowners to install the projects. Also, the RCD received a Clean Water Fund grant in 2017 to provide streambank restoration and protection to the Sucker Lake Channel, which is a critical conduit for drinking water supply for the most Ramsey County residents.

**Erosion Control Program** – The RCD assists the cities of Arden Hills and Shoreview, as well as the Rice Creek Watershed District with inspections of construction sites to insure storm water control to prevent sediments and other pollutants from ending up in rivers, streams, lakes, and wetlands.

**Environmental GIS Program** – This program assists surrounding local government units with the mapping of water quality data, including bathymetric and vegetation surveys of Ramsey County lakes and storm water ponds.

**Wetland Conservation Act Administration** – The Wetland Conservation Act (WCA) was passed in 1991, with the ultimate goal of “no net loss of wetlands”. The RCD serves on technical evaluation panels to ensure WCA compliance. This service provides protection of wetland sites within Ramsey County and is funded in part through grants from the Board of Soil and Water Resources.

# Department Summary

Ann WhiteEagle, District Manager 1425 Paul Kirkwold Drive

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**Ob-Well Monitoring** – In partnership with the Department of Natural Resources (DNR), the RCD monitors 16 observation wells in Ramsey County for groundwater levels. The DNR uses this data for an ongoing study.

**Subwatershed Retrofit Analysis Services** – With a grant from the Clean Water Fund and matching funding from local government units, the RCD is completing a number of comprehensive watershed retrofit analysis studies to identify optimal sites for the installation of water quality improvement projects.

**Education & Outreach** – RCD staff and Board participate regularly in events, such as the Ramsey-Washington Metro Watershed District Waterfest and the Metro Children’s Waterfest to promote conservation practices. Since 2013 the RCD has hosted an annual State of the Waters event to discuss various topics from water supply to community resilience. In 2016 the RCD began a Conservation Forum to highlight local efforts in conservation. These forums have reached capacity for attendance at nearly every event. Also, the RCD maintains both Facebook and Twitter accounts to educate the public and give event updates.

**Rain Gauge Network** – There are over 60 volunteers collecting precipitation levels in Ramsey County, which is nearly twice as many rain gauge volunteers than any other county in the state. The RCD staff enters precipitation levels collected by the rain gauge volunteers and reports this information to the State Climatology Office.

**Invasive Weed Management** – The RCD is one of 10 partners with the Ramsey County Cooperative Weed Management Area to control invasive plants that negatively impact natural lands, parks, and open spaces. The RCD is also assisting with the efforts to improve and restore lakes that have been infested by invasive aquatic species, such as Eurasian watermilfoil, curly-leaf pondweed, and zebra mussels. The RCD staff completed boat launch inspections in 2015 in an effort to prevent the spread of aquatic invasive species through boater education and watercraft inspections. In 2016, RCD staff logged 348 hours of inspections, with a planned increase to 2,142 hours in 2017.

## **GOALS & STRATEGIES**

### **Strengthen individual, family and community health, safety and well-being.**

- Promote cleaner water for the health of our communities
- Improve the natural resources for all people in Ramsey County
- Protect the quality of groundwater through targeted projects
- Monitor activities that will impact surface water quality
- Host events for sharing new conservation information, discussion and possible collaboration among organizations throughout Ramsey County that are working on water issues

### **Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty.**

- Our partnerships with other organizations creates increased opportunities for all neighborhoods
- Continue to grow partnerships with local organizations that provide opportunities in targeted neighborhoods

### **Enhance access to opportunity and mobility for all residents and businesses.**

- Target environmental education and outreach efforts with ways to connect people with opportunities for conservation
- Offer internships for students to access natural resource field experience

### **Model forward-thinking investment, fiscal accountability and transparency.**

- Maximize services provided while remaining within the budget
- Target grant writing efforts with prioritized projects
- Maintain a fund balance equal to or greater than 25% of the current budget

# Department Summary



RAMSEY  
COUNTY

Ann WhiteEagle, District Manager 1425 Paul Kirkwold Drive

(651) 266-7270

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## 2017 ORGANIZATION CHART

Personnel - FTE  
2016 Budget -  
2017 Budget -  
2018 Proposed -  
2019 Proposed -

No County Employees



# Department Summary



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## GOALS, STRATEGIES & PERFORMANCE MEASURES

## RAMSEY CONSERVATION DISTRICT

### GOAL

1. **Strengthen individual, family and community health, safety and well-being** through effective safety-net services; innovative programming; prevention and early intervention; and environmental stewardship.

### STRATEGY OR STRATEGIES TO MAKE PROGRESS TOWARDS THIS GOAL

- A. Promote cleaner water for the health of our communities
- B. Improve the natural resources for all people in Ramsey County
- C. Protect the quality of groundwater through targeted projects
- D. Monitor activities that will impact surface water quality
- E. Host events for sharing new conservation information, discussion and possible collaboration among organizations throughout Ramsey County that are working on water issues

### PERFORMANCE MEASURES – ANALYSIS HIGHLIGHTS

The Conservation District works effectively with all landowners and federal, state and local government units to carry out conservation efforts throughout Ramsey County to further environmental stewardship.

MN Wetland Conservation Act (WCA) Protection Activities - One of the statutory obligations for SWCDs, including the RCD, is to serve on Technical Evaluation Panels (TEP) under WCA. These TEPs provide forums to discuss site-specific interpretation of law, rules, and technical data. Wetlands protect water quality, recharge groundwater, and provide critical habitat for wildlife. Over 80% of Ramsey County's pre-settlement wetlands have been destroyed, so this is a high priority measure.

Assist citizens with cost share for sealing unused wells - Sealing abandoned/unused wells is foundational for groundwater protection. The RCD estimates that Ramsey County has over 13,000 abandoned/unused wells in the County. The current RCD goal is to seal approximately 50 wells per year. Priority is given to wells located in targeted wellhead protection areas and/or drinking water supply management areas (DWSMA). The RCD has sealed a total of 357 wells and the majority of the wells were located in DWSMAs. The RCD received two Clean Water Fund grants in 2017 for well sealing, which should provide funding for sealing wells for the next three years.

Construction site erosion permit inspections for the cities of Arden Hills and Shoreview, also for the Rice Creek Watershed District - The RCD partners with the cities of Shoreview and Arden Hills to conduct inspections on active construction sites, to ensure compliance measures are being taken to prevent sediment from moving into surrounding water bodies. The RCD also conducts inspections for the Rice Creek Watershed District. The regulations are set forth in the municipalities' storm water pollution prevention plans and are enforced to ensure cleaner lakes, rivers, streams and wetlands. The number of inspections greatly increased in 2016 due to the continued increase in construction/redevelopment activities. This trend seems to be continuing into the current year.

Bathymetric & Vegetative Lake Surveys - Lake surveys were completed on lakes and storm ponds in Ramsey County to better quantify the amount and type of aquatic vegetation in the lakes and estimate sediment loading in storm ponds. Sonar technology was used to determine the bottom contour of the lakes. These studies assist with long term planning and lake management. An upward trend is expected for this valuable service, as staffing levels will allow.

Annual State of the Waters Event and Tours – The RCD began the State of the Waters event and annual tours in 2013 to increase public awareness on conservation projects and to highlight local efforts on various topics.

# Department Summary



## GOALS, STRATEGIES & PERFORMANCE MEASURES

## RAMSEY CONSERVATION DISTRICT

### PERFORMANCE MEASURES – DATA

		2014	2015	2016	2017	2018-19
#	Performance Measures	Actual	Actual	Actual	Estimate	Estimate
AB C	MN Wetland Conservation Act protection activities	50	65	61	65	120
C2	Assist citizens with cost share for sealing unused wells	52	86	11	50	100
D	Construction site erosion permit inspections for the cities of Arden Hills and Shoreview, also for the Rice Creek Watershed District	392	787	912	825	1600
D2	Bathymetric & Vegetative Lake Surveys	13	22	27	20	40
E	Annual State of the Waters Event and Tours	x	x	x	x	x

### PERFORMANCE MEASURES – ADDITIONAL INFORMATION (if necessary)

No additional detail about the data is required.

### GOAL

2. **Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty** through proactive leadership and inclusive initiatives that engage all communities in decisions about our future.

### STRATEGY OR STRATEGIES TO MAKE PROGRESS TOWARDS THIS GOAL

- A. Our partnerships with other organizations creates increased opportunities for all neighborhoods
- B. Continue to grow partnerships with local organizations that provide opportunities in targeted neighborhoods

### PERFORMANCE MEASURES – ANALYSIS HIGHLIGHTS

Site visits and clean water designs completed for water quality protection and erosion control practices - The Conservation Design Program continues to be the most requested service for the RCD and includes site visits and raingarden/clean water designs to landowners interested in preventing flooding and erosion due to storm water runoff. This program is funded by the water management organizations in Ramsey County and this coordinated effort promotes the efficient use of resources. Since most of the land use in Ramsey County is residential, privately owned land, assisting with land management is a crucial niche for the RCD.

Inspiring Communities Program designs - This program focuses on investing in neighborhoods most impacted by foreclosure and vacant properties – with the rehabilitation of vacant properties as an opportunity for neighborhood transformation. The number of designs for this program will vary based on the number of foreclosed and vacant properties.

### PERFORMANCE MEASURES – DATA

		2014	2015	2016	2017	2018-19
#	Performance Measures	Actual	Actual	Actual	Estimate	Estimate
A	Site visits and clean water designs completed for water quality protection and erosion control practices	412	325	565	500	1000
B	Inspiring Communities Program designs	51	3	16	20	40

# Department Summary



## GOALS, STRATEGIES & PERFORMANCE MEASURES

## RAMSEY CONSERVATION DISTRICT

### PERFORMANCE MEASURES – ADDITIONAL INFORMATION (if necessary)

No additional detail about the data is required.

#### GOAL

#### 3. Enhance access to opportunity and mobility for all residents and businesses

through connections to education, employment and economic development throughout our region.

#### STRATEGY OR STRATEGIES TO MAKE PROGRESS TOWARDS THIS GOAL

- A. Target environmental education and outreach efforts with ways to connect people with opportunities for conservation
- B. Offer internships for students to access natural resource field experience
- C. Leveraging involvement with other Soil and Water Conservation Districts (SWCD) to advance efforts in our community and the region as a whole

### PERFORMANCE MEASURES – ANALYSIS HIGHLIGHTS

Environmental education and outreach efforts are a critical component in our conservation efforts. The RCD annually hosts a number of events, as well as assists with events and workshops given by other water management organizations. Events such as the Lake Phalen Waterfest, and the Children’s Waterfest are examples of successful outreach efforts, which connect multi-generational and multi-cultural groups to opportunities for conservation.

Not only is the RCD continuing to host a Conservation Corp member to work alongside technical staff and gain valuable experience, but in 2017 the RCD partnered with the Right Track Program to provide an internship for a St. Paul youth to assist with efforts to build a skilled and diverse workforce for the future.

### PERFORMANCE MEASURES – DATA

		2014	2015	2016	2017	2018-19
#	Performance Measures	Actual	Actual	Actual	Estimate	Estimate
A	Workshops and participation in environmental educational events	18	12	21	20	30
B	Host site for Conservation Corp	Yes	Yes	Yes	Yes	Yes
A2	Volunteer hours		1560	1620	1,600	3,200
C	Board and staff hours spent on regional planning efforts		140	163	150	300
A3	Number of volunteer rain gaugers	64	64	64	70	140

### PERFORMANCE MEASURES – ADDITIONAL INFORMATION (if necessary)

No additional detail about the data is required.

#### GOAL

#### 4. Model forward-thinking investment, fiscal accountability and transparency

through professional operational and financial management.

#### STRATEGY OR STRATEGIES TO MAKE PROGRESS TOWARDS THIS GOAL

- A. Maximize services provided while remaining within the budget

# Department Summary



## GOALS, STRATEGIES & PERFORMANCE MEASURES

## RAMSEY CONSERVATION DISTRICT

- B. Target grant writing efforts with prioritized projects
- C. Maintain a fund balance equal to or greater than 25% of the current budget

### PERFORMANCE MEASURES – ANALYSIS HIGHLIGHTS

State grant funding provided to landowners through the RCD for conservation practices - The RCD currently offers cost share to landowners for well sealing and for the design and installation of water quality projects, such as raingardens. New in 2016 was funding awarded to assist with the Buffer Law and the MN Agricultural Water Quality Certification Program, which are both aimed at protecting surface water.

The RCD was also awarded four Clean Water Fund grants in 2017. The RCD was also awarded a \$50,000 grant to increase urban agriculture initiatives in Ramsey County. The RCD was the only SWCD in the State to receive this grant.

In the last six consecutive years, the RCD has continued to increase the fund balance, demonstrating financial and operational excellence. In 2016, the RCD operational budget consisted of 55% revenue from fee-for-service, 24% from grants and 21% from the County.

### PERFORMANCE MEASURES – DATA

		2014	2015	2016	2017	2018-19
#	Performance Measures	Actual	Actual	Actual	Estimate	Estimate
B1	State grant funding provided to landowners through the RCD for conservation practices	\$152,046	\$131,274	\$286,167	\$1million	\$150,000
B2	State grant funding awarded to the RCD	\$371,500	\$365,357	\$1,135,988	\$512,840	\$350,000
C	Fund Balance	\$217,804	\$287,514	\$364,498	\$380,000	\$760,000
A	Return on taxpayer investment, per \$1 investment	\$11	\$11	\$20	\$40	\$20

### PERFORMANCE MEASURES – ADDITIONAL INFORMATION (if necessary)

Return on taxpayer investment, per \$1 investment - For every dollar that the RCD received in tax levy in 2016 from Ramsey County, the RCD returned \$20 on the investment in natural resource projects. The RCD leveraged a total of \$337,000 as the match for grant funding in 2016. A large increase in return on investment is expected in 2017 because of the large grant received for the Lilydale Restoration project. The RCD currently has nearly \$2 million available in the project/grant budget.



# Department Summary



## EXPLANATIONS OF MAJOR CHANGES

## RAMSEY CONSERVATION DISTRICT

	<b>2018 Budget</b>	<b>2018 Financing</b>	<b>2018 Fund Balance</b>	<b>2018 Levy</b>
<b>1. Grants</b>	202,500	202,500	-	-

The proposed grant total is an estimate.

	<b>2018 Budget</b>	<b>2018 Financing</b>	<b>2018 Fund Balance</b>	<b>2018 Levy</b>
<b>2. Salaries, Permanent</b>	86,647	86,647	-	-

Salaries increased because of a legislative appropriation that allocated \$100,000 to each Soil and Water Conservation District in the state. The RCD increased staffing for the majority of this funding and hired two new staff.

	<b>2018 Budget</b>	<b>2018 Financing</b>	<b>2018 Fund Balance</b>	<b>2018 Levy</b>
<b>3. Board Per Diem</b>	20,000	20,000	-	-

The RCD Board approved increasing attendance at other meetings and allowed for individual Supervisors to decide on which meetings they will attend, so the budget was increased to accommodate this board action.

	<b>2018 Budget</b>	<b>2018 Financing</b>	<b>2018 Fund Balance</b>	<b>2018 Levy</b>
<b>4. Consulting (Website)</b>	10,000	10,000	-	-

The RCD Board approved having an independent website. Currently the RCD is included in the Ramsey County website.

	<b>2018 Budget</b>	<b>2018 Financing</b>	<b>2018 Fund Balance</b>	<b>2018 Levy</b>
<b>5. Unsealed Wells Inventory Project</b>	(15,000)	-	(15,000)	-

RCD staff is currently working on an inventory of Unsealed Wells in Ramsey County. This funding was from the RCD reserves. The project is expected to be completed in the next five years and the RCD now has another funding source for the project.

	<b>2019 Budget</b>	<b>2019 Financing</b>	<b>2019 Fund Balance</b>	<b>2019 Levy</b>
<b>6. Data Processing Services</b>	820	820	-	-

The budget for Data Processing Services has increased in part because of an increase in RCD staff.

	<b>2019 Budget</b>	<b>2019 Financing</b>	<b>2019 Fund Balance</b>	<b>2019 Levy</b>
<b>7. Data Processing Equipment</b>	1,404	1,404	-	-

The RCD is budgeting for a new printer, as the current printer is over 20 years old.

Draft

## 2018-19 Operating Budget

<b>Operating Budget Expenses:</b>	2018	2019
411101 Salaries, Permanent	313,681.74	313,682.00
411103 Salaries, Temporary	8,000.00	8,000.00
411104 Supervisor Per Diem	20,000.00	20,000.00
411201 P.E.R.A.	25,026.00	25,026.00
411202 F.I.C.A.-OASDI	20,688.00	20,688.00
411203 F.I.C.A.-HI	4,838.00	4,838.00
411301 Health & Welfare Insurance	53,389.00	53,389.00
411306 Life Insurance	475.00	475.00
411307 Long-Term Disability	420.00	420.00
411308 Unemployment Compensation	10,000.00	10,000.00
Subtotal	456,517.74	456,518.00
421101 Auditor	3,000.00	3,000.00
421102 State Auditor	200.00	200.00
421402 Data Processing Services - Maintenance	21,180.00	22,000.00
421501 Consulting Services (web design, etc)	10,000.00	10,000.00
421602 Advertising & Promotion	1,800.00	2,000.00
421603 Printing & Stationery	750.00	750.00
421701 Postage	438.26	600.00
421707 Telephone-Local Service	2,002.00	2,002.00
421710 Telephone-Cellular Service	1,440.00	1,440.00
422402 Building & Office Space	12,096.00	12,096.00
422502 Equipment & Machinery Rental	3,000.00	3,000.00
424102 Fire & Extended Coverage Insurance	318.00	341.00
424103 Workers Compensation Insurance	1,600.00	1,600.00
424302 Membership & Dues	8,000.00	8,000.00
424303 Conference & Seminar Expense	4,000.00	4,000.00
424305 Volunteer/Comm Meeting Exp	1,000.00	1,000.00
424501 Mileage/Parking	5,000.00	5,000.00
Subtotal	75,824.26	77,029.00
431101 Office Supplies	1,300.00	1,300.00
431103 Program Supplies	1,000.00	1,000.00
432001 Water	250.00	250.00
Subtotal	2,550.00	2,550.00
441211 Data Processing Equipment	3,000.00	4,404.00
443102 PC Software Costs	600.00	600.00
Subtotal	3,600.00	5,004.00
Grand Total Operating Budget Expenses	538,492.00	541,101.00
<b>Operating Budget Revenues:</b>		
County Support (BWSR match)	30,000.00	30,000.00
County Support (levy)	29,308.00	28,575.00
314425 State Grant and Aid	170,000.00	165,000.00
312201 Fee for Services-Other Governments	260,484.00	261,905.00
311709 Contractual Services	10,000.00	1,500.00
311310 Ag Fees	68,700.00	84,121.00
Grand Total Operating Budget Revenues	538,492.00	541,101.00