

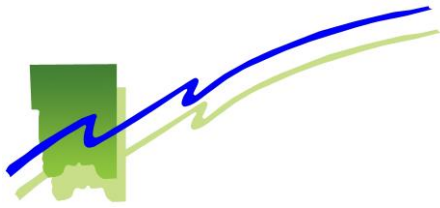
# Ramsey Conservation District

Board Packet for

October 5, 2017 Board Meeting

6:30pm, Marsden Conference Room

## Part 2



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

**Prepared by: Ann WhiteEagle**

**A. Purpose/Action Requested:**

Board action for next steps based on BWSR's PRAP Recommendations listed below.

**Summary:**

BWSR staff will be available to clarify the recommendations and offer suggestions. Attached is the Service Agreement between Olmsted County and the Olmsted SWCD as one example of developing formal agreements as recommended in #3.

**Recommendation 1: Improve communication and interaction among Board members by working with a conflict management or mediation specialist and conduct a strategic assessment of the District to determine whether the existing mission, goals, bylaws and board member responsibilities are understood and remain relevant.**

**Recommendation 2: Organize Annual Work Plan to address high priority items with specific, measurable action items and monitor staff and Board delivery of programs and projects.**

**Recommendation 3: Develop a fiscal management agreement between Ramsey Conservation District and Ramsey County.**

**Recommendation 4: Develop orientation and continued education plan for the board and staff to provide for operational effectiveness of the District and Board members through education, succession of positions and outreach to partners.**

**Recommendation 5: Continue to build on the use of major or minor watershed scale in comprehensive plan by the use of Prioritized, Targeted and Measureable criteria in implementation of action items of the plan.**

**Explanation of Fiscal/FTE Impact:**

BWSR has financial assistance available (up to \$15,000) to support the implementation of these recommendations, if the Board would choose to pursue these.

Supporting Documents:  
Olmstead Agreement

**SERVICE AGREEMENT BETWEEN:  
THE COUNTY OF OLMSTED AND THE  
OLMSTED SOIL AND WATER CONSERVATION DISTRICT**

THIS AGREEMENT, made and entered into this 31st day of December 2002, by and between the County of Olmsted (hereinafter "County"), a political subdivision of the State of Minnesota, and the Olmsted Soil and Water Conservation District, governmental subdivision of the State of Minnesota (hereinafter "SWCD"), WITNESSETH:

WHEREAS, the County is a duly organized and existing political subdivision of the State of Minnesota, and,

WHEREAS, SWCD is a Soil and Water Conservation District organized and operating in accordance with Minnesota Statutes Chapter 103C, and,

WHEREAS, the parties hereto are authorized and empowered by M.S. 375.18 and M.S. 103C.231 to enter into cooperative agreements for the purpose of the powers of each of the parties hereto, and,

WHEREAS, SWCD desires to concentrate its time, energy, and effort on the establishment of conservation practices and on stewardship promotion and conservation education, and,

WHEREAS, the County has, or will have, available the personnel, office space, and equipment necessary to provide all administrative, personnel, financial management, and other operational functions necessary to carry out the duties and programs of the SWCD;

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

1. RECITALS: The recitals set forth in the whereas clauses are incorporated by reference as if fully set forth herein.
2. EMPLOYEES: That the SWCD employees the County deems as necessary, shall become employees of Olmsted County effective January 1, 2003 and will serve a one year probationary/evaluation

period before becoming regular employees of the County. The Public Works Department (hereinafter "Department") Director shall, in consultation with the SWCD, develop appropriate job descriptions, staffing plans, Department work plans, and operating policies to service SWCD programs. The County shall place said employees at the appropriate level on the County pay plan and at an agreed upon seniority level in accordance with applicable policies for non-contract employees. From the effective date, said employees shall, in all respects, be Olmsted County employees and shall be subject to all County administrative policies, rules, personnel policies, regulations, and pay plans. The County shall be responsible for insuring compliance with all such policies, regulations, and rules, including hiring – with input from the SWCD, discipline and discharge. The Department Director shall provide direction for the daily activities of said employees.

3. **DUTIES OF COUNTY:** That the County shall provide all necessary office space, equipment, supplies, and personnel necessary to administer and operate the programs and projects of the SWCD that are incorporated into the approved work plan. That the County shall retain ownership of all such equipment, supplies, and furniture acquired for the purpose of complying with this paragraph. The County shall provide all other office services such as telephone, copying, and similar services. The County shall serve as fiscal agent for the SWCD, maintain SWCD funds in segregated accounts, and produce financial summaries for SWCD review and state compliance purposes. The County retains its discretion to determine the level of funding it shall provide to the SWCD, or not, pursuant to Minn. Stat. 103C.331 subd. 16.
4. **PAYROLL-RELATED TAXES:** The county shall assume the responsibility for and shall pay all payroll deductions including, but not limited to, Social Security, Medicare, PERA, and other similar deductions, along with all income tax withholding requirements. The County shall also provide workers compensation insurance as required by law.
5. **DUTIES OF SWCD:** That the SWCD shall retain authority and shall be responsible for the development of soil and water conservation policy, input and adoption of the comprehensive and annual SWCD plans, entering into other agreements as recommended by staff to provide services and the approval, development, and management of conservation projects and all other powers generally enumerated in M.S. 103C.331 and M.S. 103G.2242, except as otherwise herein specifically designated and allocated to the County.


6. **EQUIPMENT:** All current and future equipment owned by the SWCD shall become property of the Department, but shall remain the available for use by the SWCD.
7. **BUDGET:**
  - a. **Control of Project Funds:** That SWCD shall encumber project funds and approve expenditures in accordance with the approved annual plan for conservation projects and practices including, by example, the receipt and disbursement of State grant funds, the receipt, disbursement and collection of loan funds, and any other funds specifically and directly related to a conservation practice. All funds received by or designated to the SWCD shall be promptly remitted to the County to be used to pay SWCD project or program costs and obligations of the SWCD
  - b. **Operating Budget:** The SWCD shall review and develop with staff and recommend to the County Board an annual operating and program-related budget.
8. **LIABILITY:** Nothing in the agreement shall obligate or cause either party to incur any liability as the result of the actions of the other party as to any specific duty or responsibility assumed or retained hereunder. The County shall not incur any liability by reason of any action taken by SWCD under the authority retained under Paragraph 5. SWCD shall not incur any liability by reason of any action taken by the County under Paragraphs 2, 3, and 4. There is no obligation on the County to pay any obligation of the SWCD incurred prior to the effective date of this agreement.
9. **EFFECTIVE DATE—CONTINUING EFFECT:** This agreement shall be effective on January 1, 2003, and shall continue thereafter, from year to year, unless specifically terminated by either of the parties to this agreement.
10. **TERMINATION:** This agreement shall terminate with either party giving 90 days written notice to the other party of their desire to terminate the agreement.
11. **AMENDMENTS:** Any amendments, deletions, or waivers of the provisions of this agreement shall be valid only when reduced to writing and signed by the parties.

12. ENTIRE AGREEMENT: This agreement shall constitute the entire agreement of the parties and shall supersede all oral agreements and negotiation between the parties relating to the subject matter herein.

OLMSTED COUNTY BOARD OF COMMISSIONERS

By   
Jeffrey Thompson, Chairperson

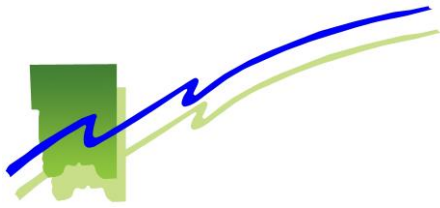
Date 12.17.02

Attest:   
Richard G. Devlin  
Clerk/Administrator

OLMSTED COUNTY SOIL & WATER CONSERVATION DISTRICT

By   
Mark Frederickson, Chairperson

Date 12-05-2002  
2002 M.F.



Meeting Date: 10/05/2017

Grants: C17-5165 and C17-1480 (Well-Sealing)

Prepared by: Andrea Prichard

New Contract #: WS1480 26-30 & WS5165 19-24

Grant #	Total Allocated for Landowner Reimbursement	Pending Encumbered Amount	Cumulative Reimbursed Amount	Balance Available*
C17-1480	\$ 20,000	\$ 3,750	\$ 12,633.75	\$ 3,616.25
C17-5165	\$ 90,000	\$ 5,250	\$ 6,788.50	\$ 77,961.50

\*Actual balance available continues to rise as receipts come in, since most reimbursement values are lower than the \$750 approved in the encumbrance.

**B1. Purpose/Action Requested:**

Approve the encumbrance of well sealing cost-share Clean Water Fund grant C17-1480 funds for the eligible program applicants listed below.

**Summary:**

The C17-1480 grant (original sum \$20,000) is designated to spend in totality for the reimbursement of landowners who seal their well in compliance with the RCD cost-share program terms. 25 landowners have already been approved for the use of these funds, and the action requested is to approve the following 5 new applicants whose well lies in targeted drinking water supply management areas.

**Explanation of Fiscal/FTE Impact:**

Clean Water Fund 2017 grant C17-1480 will be used to pay landowners for the partial reimbursement of the sealing of 25-35 wells. Reimbursement will only go to those landowners who submit complete documentation showing the sealing of their well with a licensed contractor.

Encumbrance / Application Approval - Grant C17-1480, \$20,000 total			
Contract Number	Owner	Address	Maximum Reimbursement
WS1480-26	Debra Burkhardt	5405 Portland Ave, White Bear Township, MN 55110	\$ 750.00
WS1480-27	Adrienne Casselman	3739 St Regis Dr, White Bear Lake, MN 55110	\$ 750.00
WS1480-28	Judith Markoe, POA for Je	474 Koehler Rd, Saint Paul, MN 55127	\$ 750.00
WS1480-29	Merlin & Mary Nelson	5005 Turtle Lane E, Shoreview, MN 55126	\$ 750.00
WS1480-30	LaVerne Rhode	4997 Turtle Lane E, Shoreview, MN 55126	\$ 750.00
<b>Proposed Total</b>			<b>\$ 3,750.00</b>

**B2. Purpose/Action Requested:**

Approve the encumbrance of well sealing cost-share Clean Water Fund grant C17-5165 funds for the eligible program applicants listed below.

**Summary:**

The C17-5165 grant (original sum \$108,000) has \$90,000 designated to spend for the reimbursement of landowners who seal their well in compliance with the RCD cost-share program terms and \$18,000 designated for administrative compensation. 18 landowners have already been approved for the use of these funds, and the action requested is to approve the following 6 waitlisted and/or priority applicants for participation in the program.

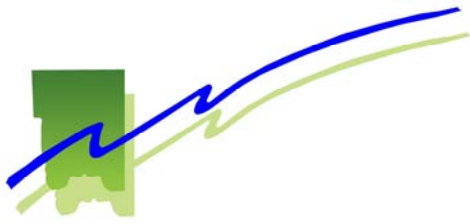
**Explanation of Fiscal/FTE Impact:**

Clean Water Fund 2017 grant C17-5165 will be used to pay for program-related staff time and partial reimbursement of landowners for the sealing of 100-150 wells.

Encumbrance / Application Approval - Grant C17-5165, \$108,000 total			
Contract Number	Owner	Address	Maximum Reimbursement
WS5165-19	Debra Burkhardt	5405 Portland Ave, White Bear Township, MN 55110	\$ 750.00
WS5165-20	Dexter Butler	1947 White Bear Ave N, Maplewood, MN 55109	\$ 750.00
WS5165-21	David Dudyacha	10 Poplar Lane, North Oaks, MN 55127	\$ 750.00
WS5165-22	Charles Kavaloski	2917 Troseth Rd, Roseville, MN 55113	\$ 750.00
WS5165-23	Lloyd Law	1605 Demont Ave E, Maplewood MN 55109	\$ 750.00
WS5165-24	Carol Manning	2321 County Rd F, White Bear Lake, MN 55110	\$ 750.00
<b>Proposed Total</b>			<b>\$ 4,500.00</b>

Note: Debra Burkhardt has two wells on her property and has submitted separate applications for cost-share of them both, to be processed separately. Her other well is in the C17-1480 grant.





Meeting Date: 10/05/2017

Grant: FY14 Flood Recovery (2014 DRAP Phase 3b)

Prepared by: Joe Lochner

Contract Number: FR143B-01

**Purpose/Action Requested:**

Authorize the execution of a contract not to exceed \$917,811.00 or 100% of the total eligible cost, with the City of St. Paul for the stabilization of the North Knob at Lilydale Regional Park. The total grant is \$925,811.00. RCD will take \$8,000.00 for technical and administrative services.

**Summary:**

In June of 2014, historic rainfall events led to the failure of the North Knob at Lilydale Regional Park. A landslide ensued. RCD Staff walked the site with staff from the City of St. Paul, BWSR and LMRWMO. After the walk-through, it was determined the damage incurred on-site was enhanced greatly by the June 2014 historic rains.

A massive grading and stabilization project is proposed to provide long term stability to the site.

**Conservation Practice Information:**

Project Name: Lilydale Regional Park, North Knob, Stabilization Project  
Project Location: 950 Lilydale Rd, St Paul, MN 55118  
Spokesperson: Alice Messer  
Conservation Practice Category: 148M (Erosion Control)

**Cost Share Assistance Request for the following practice(s):**

148M (Erosion Control)

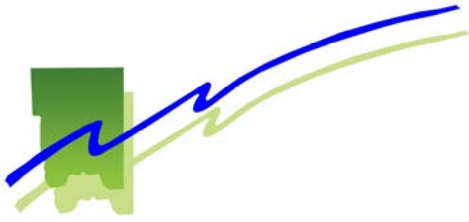
1. *Total Project Cost Estimate:* \$1,115,000.00
2. *BWSR Cost Share encumbrance request for eligible components:* 82% / \$917,811.00
3. *Local Match provided by:*
  - a. Landowner Contribution: City of St. Paul: 18% / \$197,189.00

**Explanation of Fiscal/FTE Impact:**

Project Funds and staff costs to install the project(s) are available through the FY17 Flood Recovery (2014 DRAP Phase 3b) grant. Technical and Administrative amount is \$8,000.00. Designated Technical Representative for the project is: James Landini

**Project Timeline:**

The project must be completed by November 1, 2018, unless otherwise amended by mutual consent and agreement by both parties.



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

**Grant:** FY14 Flood Recovery

**Prepared by:** Joe Lochner

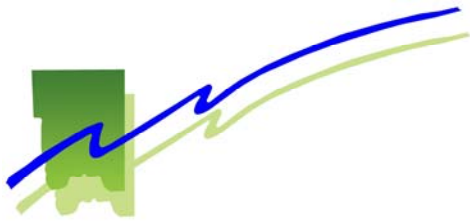
**Contract Number:** NA

**Purpose/Action Requested:**

Authorize the execution of a grant extension for FY2014 Flood Relief funding received from BWSR.

**Summary:**

In June of 2014, historic rainfall events led to the failure of multiple projects across the county. The RCD requested \$95,590.84 to assist landowners with project repairs. RCD staff has repaired 4 projects to date, spending \$37,755.00. \$46,535.53 remains in the grant for project construction.



Meeting Date: 10/05/2017

Grant: FY14 Flood Recovery

Prepared by: Joe Lochner

Contract Number: NA

**Purpose/Action Requested:**

Authorize the execution of a grant extension for FY2014 Flood Relief funding received from BWSR.

**Summary:**

In June of 2014, historic rainfall events led to the failure of multiple projects across the county. The RCD requested \$95,590.84 to assist landowners with project repairs. RCD staff has repaired 4 projects to date, spending \$37,755.31. \$46,535.53 remains in the grant for project construction.

Project	Completed	Project Cost	Funding Requested	Funding Paid
Bald Eagle Lake Curb-Cut	N	\$ -	\$ 195.42	\$ -
Bald Eagle Lake Curb-Cut	N	\$ -	\$195.42	\$ -
Nichols	Y	\$24,975.31	\$ -	\$22,475.31
Keller Golf Course	Y	\$9,180.00	\$12,000.00	\$9,180.00
Otter Lake	Y	\$3,297.00	\$3,000.00	\$2,500.00
Turtle Lake	Y	\$3,600.00	\$4,800.00	\$3,600.00
Northwestern College	N	\$ -	\$75,400.00	\$ -
Totals:		\$41,052.31	\$95,590.84	\$37,755.31

Summary	
Award	\$95,590.84
Tech & Admin Dollars	\$11,300.00
Construction Dollars	\$84,290.84
Amount Remaining	\$46,535.53

# FY17 FLOOD RECOVERY (2014 DRAP PHASE 3 B)

## LILYDALE REGIONAL PARK

ST. PAUL, MN

### Project Goal:

To implement conservation practices where human safety and health is a concern and to address erosion and water quality problems associated with imminent threats to private and public improvements.

### Location:

St. Paul, MN  
Lower Mississippi River  
Water Management Organization



September 2016

Project Stats:	Project Costs:
Acres: 2.09	Project Cost: \$1,225,811
TP Red. (lbs./yr): NA	BWSR/RCD Grant: \$925,811
TSS Red. (lbs./yr): NA	City of St. Paul: \$300,000
Vol. Red. (cu-ft/yr): NA	



September 2016

### Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) by a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, and the City of St. Paul (landowner).



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# Resolution

Board of Supervisors

RAMSEY CONSERVATION DISTRICT

Presented By:

Date: 10/5/2017

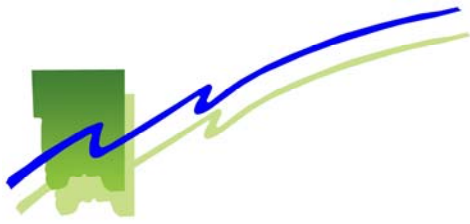
No.: FR14-01

Seconded By:

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Resolved, the Board approved the Lilydale Regional Park Stabilization Project and encumbering \$925,811.00 for the project from the FY14 Flood Recovery (2014 DRAP Phase 3b) grant.

Cooperator	Conservation Practice	Contract #	Grant	Action	Amount
City of St. Paul	148M (Erosion Control)	FR143B-01	FY14 Flood Recovery (2014 DRAP Phase 3b)	Encumbrance	\$925,811.00



Meeting Date: 10/05/2017

Grant: FY2015 Community Partners

Prepared by: Joe Lochner

Contract Number: CP15-08

**Purpose/Action Requested:**

Authorize the execution of a contract not to exceed \$24,920 or 75% of the total eligible cost, with JGM Properties for the installation of three parking lot raingardens.

**Summary:**

In 2016, Ramsey Conservation District (RCD) Staff conducted a site visit per the request of JGM Properties and Capitol Region Watershed District to discuss potential water quality projects that could be incorporated into a retrofit of the existing parking lot. RCD staff provided watershed analysis and the development of construction documents for project implementation. A stormwater analysis was completed for the site to verify the priority of project types and specific locations, and the cost-effective benefit to reduce runoff and pollution from the site.

The three raingardens will capture runoff from both the building roof and parking lot.

**Conservation Practice Information:**

Project Name: JGM Properties- 1410 Energy Park Drive  
Project Location: 1410 Energy Park Drive, St. Paul, MN 55108  
Spokesperson: Jay Mutschler; Owner, JGM Properties  
Conservation Practice Category: Infiltration; 570 – Stormwater Runoff Control

**Cost Share Assistance Request for the following practice(s):**

Conservation Practice 570:

1. *Total Project Cost:* \$54,210.00
2. *BWSR Cost Share encumbrance request for eligible components:* 46% / \$24,920
3. *Local Match provided by:*
  - a. Capitol Region Watershed District: 49% / \$26,570.00
  - b. Landowner Contribution: JGM Properties: 5% / \$2,721.00

**Explanation of Fiscal/FTE Impact:**

Project Funds and staff costs to install the project(s) are available through a FY15 Clean Water Fund grant and Technical and Administrative amount to be consistent with percentages outlined in the grant work plan. Designated Technical Representative for the project is: Joe Lochner, Ramsey Conservation District Staff.

**Project Timeline:**

The project must be completed by November 1, 2018, unless otherwise amended by mutual consent and agreement by both parties.

# COMMUNITY PARTNERS GRANT 2015

## JGM PROPERTIES- CRWD PARKING LOT

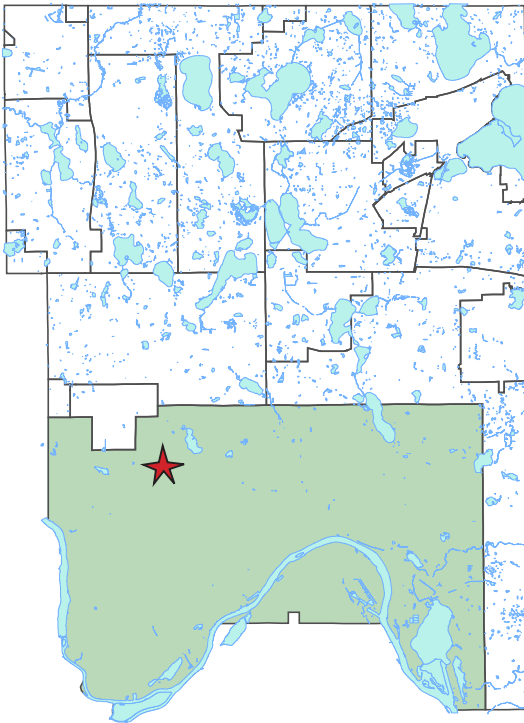
ST. PAUL, MN

### Project Goal:

To provide technical assistance and cost share funding for community partners interested in installing runoff and pollutant reduction projects that will help reduce Runoff Volume, Total Phosphorous (TP), and Total Suspended Solids (TSS).

### Location:

St. Paul, MN  
Capitol Region Watershed District



Project Stats:	Project Costs:
Square Feet: 2,150	Project Cost: \$54,210
TP Red. (lbs./yr): 0.5816	BWSR/RCD Grant: \$24,920
TSS Red. (lbs./yr): 669	CRWD Funding: \$26,570
Vol. Red. (cu-ft/yr): 61,984	Owner Cost: \$2,721



### Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) by a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, Capitol Region Watershed District (CRWD), and the landowner.



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# Resolution

**Board of Supervisors**

**RAMSEY CONSERVATION DISTRICT**

**Presented By:**

**Date: 10/5/2017**

**No.: CP15-08**

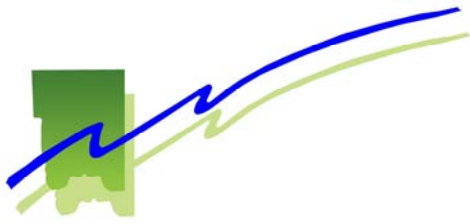
**Seconded By:**

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Resolved, the Board approved the JGM Properties Infiltration Basins Project and encumbering \$24,920.00 for the project from the FY2015 Community Partners grant.

Cooperator	Conservation Practice	Contract #	Grant	Action	Amount
JGM Properties	Infiltration Basins (570)	CP15-08	FY2015 Community Partners	Encumbrance	\$24,920.00





Meeting Date: 10/05/2017

Grant: FY2017 Community Partners

Prepared by: Joe Lochner

Contract Number: CP17-01

**Purpose/Action Requested:**

Authorize the execution of a contract not to exceed \$17,763 or 75% of the total eligible cost, with Common Bond Communities for the installation of three parking lot raingardens.

**Summary:**

In 2015, Ramsey Conservation District (RCD) Staff conducted a site visit per the request of Common Bond Communities and Capitol Region Watershed District to discuss the installation of water quality projects around the campus. RCD staff provided watershed analysis and the development of construction documents for project implementation. A stormwater analysis was completed for the site to verify the priority of project types and specific locations, and the cost-effective benefit to reduce runoff and pollution from the site.

The three raingardens will capture runoff from both the building roof and the parking lot.

**Conservation Practice Information:**

Project Name: Common Bond Communities  
Project Location: 1080 Montreal Ave, St. Paul, MN 55116  
Spokesperson: Kevin Myrenss  
Conservation Practice Category: Infiltration; 570 – Stormwater Runoff Control

**Cost Share Assistance Request for the following practice(s):**

Conservation Practice 570:

1. *Total Project Cost:* \$32,111.00
2. *BWSR Cost Share encumbrance request for eligible components:* 55% / \$17,763
3. *Local Match provided by:*
  - a. Capitol Region Watershed District: 40% / \$12,715.00
  - b. Landowner Contribution: Common Bond Communities: 5% / \$1,633.00

**Explanation of Fiscal/FTE Impact:**

Project Funds and staff costs to install the project(s) are available through a FY17 Clean Water Fund grant and Technical and Administrative amount to be consistent with percentages outlined in the grant work plan. Designated Technical Representative for the project is: Joe Lochner, Ramsey Conservation District Staff.

**Project Timeline:**

The project must be completed by November 1, 2018, unless otherwise amended by mutual consent and agreement by both parties.

# COMMUNITY PARTNERS GRANT 2017

## COMMON BOND COMMUNITIES

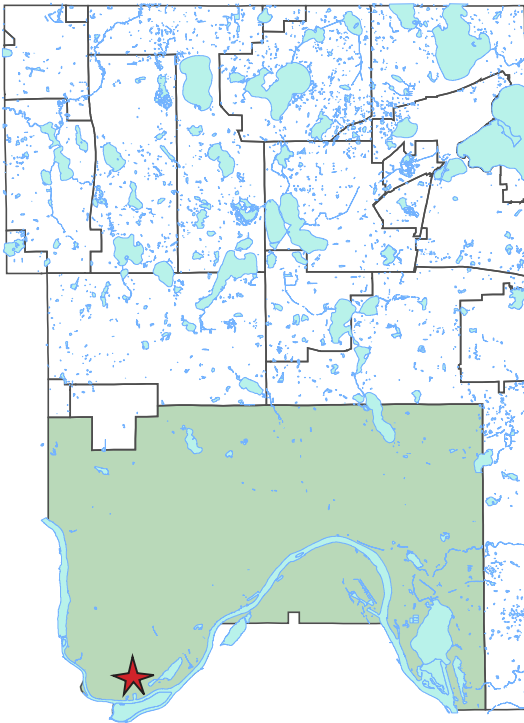
ST. PAUL, MN

### Project Goal:

To provide technical assistance and cost share funding for community partners interested in installing runoff and pollutant reduction projects that will help reduce Runoff Volume, Total Phosphorous (TP), and Total Suspended Solids (TSS).

### Location:

St. Paul, MN  
Capitol Region Watershed District



Project Stats:	Project Costs:
Square Feet: 1,125	Project Cost: \$32,111
TP Red. (lbs./yr): 0.183	BWSR/RCD Grant: \$17,763
TSS Red. (lbs./yr): 78	CRWD Funding: \$12,715
Vol. Red. (cu-ft/yr): 8,873	Owner Cost: \$1,633

### Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) by a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, Capitol Region Watershed District (CRWD), and the landowner.



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# Resolution

**Board of Supervisors**

**RAMSEY CONSERVATION DISTRICT**

**Presented By:**

**Date: 10/5/2017**

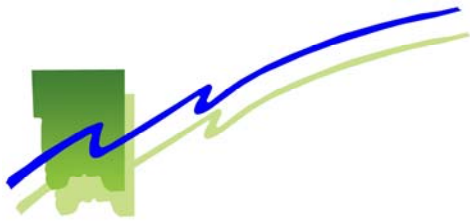
**No.: CP17-01**

**Seconded By:**

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Resolved, the Board approved the CommonBond Communities Infiltration Basins Project and encumbering \$17,763.00 for the project from the FY2017 Community Partners grant.

Cooperator	Conservation Practice	Contract #	Grant	Action	Amount
CommonBond Communities	Infiltration Basins (570)	CP17-01	FY2017 Community Partners	Encumbrance	\$17,763.00



Meeting Date: 10/05/2017

Grant: FY2017 Community Partners

Prepared by: Joe Lochner

Contract Number: CP17-02

**Purpose/Action Requested:**

Authorize the execution of a contract not to exceed \$23,069 or 75% of the total eligible cost, with Minnesota Nursery & Landscape Association (MNLA) for the installation of 2 curb-cut raingardens and a subsurface infiltration basin (dry-well).

**Summary:**

In 2017, Ramsey Conservation District (RCD) Staff conducted a site visit per the request of Urban Ecosystems, MNLA, and Capitol Region Watershed District to discuss potential water quality projects that could be incorporated into a retrofit of the existing campus. RCD staff provided watershed analysis and the review of construction documents for project implementation. A stormwater analysis was completed for the site to verify the priority of project types and specific locations, and the cost-effective benefit to reduce runoff and pollution from the site.

The three best management practices will capture runoff from both the building roof and parking lot.

**Conservation Practice Information:**

Project Name: Minnesota Nursery & Landscape Association Infiltration Basin Project  
Project Location: 1813 Lexington Ave North, Roseville, MN 55113  
Spokesperson: Cassie Larson  
Conservation Practice Category: Infiltration; 570 – Stormwater Runoff Control

**Cost Share Assistance Request for the following practice(s):**

Conservation Practice 570:

1. *Total Project Cost:* \$105,074.00
2. *BWSR Cost Share encumbrance request for eligible components:* 22% / \$23,069.00
3. *Local Match provided by:*
  - a. Capitol Region Watershed District: 29% / \$30,407.00
  - b. Landowner Contribution: MNLA: 49% / \$51,598.00

**Explanation of Fiscal/FTE Impact:**

Project Funds and staff costs to install the project(s) are available through a FY17 Clean Water Fund grant and Technical and Administrative amount to be consistent with percentages outlined in the grant work plan. Designated Technical Representative for the project is: Joe Lochner, Ramsey Conservation District Staff.

**Project Timeline:**

The project must be completed by November 1, 2018, unless otherwise amended by mutual consent and agreement by both parties.

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Supporting Documents:  
FY2017 Community Partners Contract; CP17-02 Fact Sheet

# COMMUNITY PARTNERS GRANT 2017

## MINNESOTA NURSERY & LANDSCAPE ASSOCIATION

ROSEVILLE, MN

### Project Goal:

To provide technical assistance and cost share funding for community partners interested in installing runoff and pollutant reduction projects that will help reduce Runoff Volume, Total Phosphorous (TP), and Total Suspended Solids (TSS).

### Location:

St. Paul, MN  
Capitol Region Watershed District



Project Stats:	Project Costs:
Square Feet: 3,200	Project Cost: \$ 105,074.00
TP Red. (lbs./yr): 0.89	BWSR/RCD Grant: \$23,069.00
TSS Red. (lbs./yr): 329	CRWD Funding: \$30,407.00
Vol. Red. (acre-ft/yr): 2.40	Owner Cost: \$53,467.00

### Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) by a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, Capitol Region Watershed District (CRWD), and the landowner (MNLA).



1425 Paul Kirkwold Drive Arden Hills, MN 55112  
Phone: 651-266-7270 • [www.co.ramsey.mn.us/cd](http://www.co.ramsey.mn.us/cd)



# Resolution

**Board of Supervisors**

**RAMSEY CONSERVATION DISTRICT**

**Presented By:**

**Date: 10/5/2017**

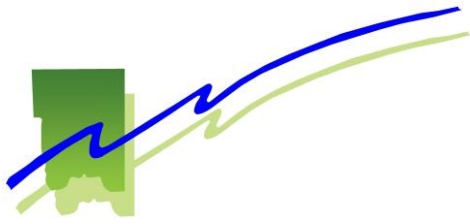
**No.: CP17-02**

**Seconded By:**

---

Resolved, the Board approved the Minnesota Nursery & Landscape Association Infiltration Basins Project and encumbering \$23,069.00 for the project from the FY2017 Community Partners grant.

Cooperator	Conservation Practice	Contract #	Grant	Action	Amount
Minnesota Nursery & Landscape Association	Infiltration Basins (570)	CP17-02	FY2017 Community Partners	Encumbrance	\$23,069.00



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

**Prepared by: Mara Humphrey**

**A. Purpose/Action Requested:**

Expense Report Reimbursement (Staff and Board) Approval. Attached are the expense claims submitted by staff member WhiteEagle and Supervisors Behrens, Buggs, Gardner, Humphrey, and Willems.

**Summary:**

Attached are the expense claims submitted by staff member WhiteEagle and Supervisors Behrens, Buggs, Gardner, Humphrey, and Willems.

**Explanation of Fiscal/FTE Impact:**

Name	Expense	Detail
Supervisor Behrens	396.40	July Per diem and mileage
	478.09	August Per diem and mileage
Supervisor Buggs	133.35	August Per diem and mileage
Supervisor Gardner	77.14	July Per diem and mileage
Supervisor Humphrey	87.84	July Per diem and mileage
	78.21	August Per diem and mileage
Supervisor Willems	236.92	July Per diem and mileage
	117.12	August Per diem and mileage
	183.56	September Per diem and mileage
Ann WhiteEagle	98.83	Expenses for Soils Forum
	1,887.46	Total

# RCD SUPERVISOR EXPENSE CLAIM

Supervisor: **Lena Buggs**

For Period: August 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
8/2/17	CRWD Board Meeting	\$50.00	7	\$3.64				\$53.64
8/16/17	CRWD Board Meeting	\$50.00	7	\$3.64				\$53.64
8/22/17	D6 Land Use Committee	\$25.00	2	\$1.07				\$26.07
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
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				\$0.00				\$0.00
	PER MINNESOTA STATUE 471.391 SUB.1 I declare under penalties of law that this claim is just and correct and that no part of it has been paid.			\$0.00				\$0.00
				\$0.00				\$0.00
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				\$0.00				\$0.00
<b>TOTALS</b>		\$125.00	15.6	\$8.35	\$0.00		\$0.00	\$133.35

\*No payment without receipt.

APPROVED:

\_\_\_\_\_  
Claimant's Signature Date

\_\_\_\_\_  
District Manager Date





# RCD SUPERVISOR EXPENSE CLAIM

\*Submitted for the record

2016 Minnesota Statutes  
 109C.815 SUPERVISORS.  
 §Subd. 4. Compensation.  
 A supervisor shall receive compensation for services up to \$75 per day, and may be reimbursed for expenses, including traveling expenses, necessarily incurred in the discharge of duties.  
 A supervisor may be reimbursed for the use of the supervisor's own automobile in the performance of official duties at a rate up to the maximum tax-deductible mileage rate permitted

For Period: August 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
8/8/17	RCLLG Exec	\$75.00	0	\$0.00				\$75.00
8/11/17	VLAWMO Tech	\$75.00	12	\$6.42				\$81.42
8/14/17	City of Maplewood Wakefield Retrofit	\$75.00	7	\$3.48				\$78.48
8/15/17	White Bear Lake Conservation District	\$75.00	16	\$8.56				\$83.56
8/23/17	VLAWMO Board	\$75.00	12	\$6.42				\$81.42
8/28/17	Kohlman Lake-Wiger/Owners	\$75.00	6	\$3.21				\$78.21
				\$0.00				\$0.00
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<b>TOTALS</b>		\$450.00	52.5	\$28.09	\$0.00		\$0.00	\$478.09

\*No payment without receipt.

\*To be submitted for immediate processing.

Maureen Blue 8/31/2017  
 Claimant's Signature Date

\_\_\_\_\_  
 District Manager Date

R MINNESOTA STATUTE 471.391 SUB.1

I declare under penalties of law that this claim is just and correct and that no part of it has been paid.



### RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Bennett, Margaret

\*Submitted for the record

2016 Minnesota Statutes  
103C.915 SUPERVISORS,  
§ Subd. 4 Compensation.  
Supervisors receive compensation for services up to \$75 per day, and may be reimbursed for expenses, including traveling expenses, necessarily incurred in the discharge of duties. A supervisor may be reimbursed for the use of the supervisor's own automobile in the performance of official duties at a rate up to the maximum tax-deductible mileage rate permitted under the federal Internal Revenue Code.

For Period: July 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
7/11/17	RCLLG Executive Mtg.	\$75.00	0	\$0.00				\$75.00
7/12/17	VLAWMO Board	\$75.00	12	\$6.42				\$81.42
7/14/17	VLAWMO Tech	\$75.00	12	\$6.42				\$81.42
7/18/17	White Bear Lake Conservation District	\$75.00	16	\$8.56				\$83.56
7/30/17	RCLLG Met Council	\$75.00	0	\$0.00				\$75.00
				\$0.00				\$0.00
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<b>TOTALS</b>		<b>\$375.00</b>	<b>40</b>	<b>\$21.40</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$396.40</b>

\*No payment without receipt.

\*To be submitted for immediate processing.

  
 Claimant's Signature      Date 7/31/2017

\_\_\_\_\_  
 District Manager      Date

PER MINNESOTA STATUTE 471.391 SUB.1  
 I declare under penalties of law that this claim is just and correct and that no part of it has been paid.

# RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Paul Gardner

For Period: July 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
7/6/17	RCD Board Meeting	\$75.00	4	\$2.14				\$77.14
				\$0.00				\$0.00
				\$0.00				\$0.00
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	<b>TOTALS</b>	<b>\$75.00</b>	<b>4</b>	<b>\$2.14</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$77.14</b>

\*No payment without receipt.

APPROVED: \_\_\_\_\_

Claimant's Signature \_\_\_\_\_ Date \_\_\_\_\_

District Manager \_\_\_\_\_ Date \_\_\_\_\_

# RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Mara Humphrey

For Period: July 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
7/6/17	RCD Board Meeting	\$75.00	24	\$12.84				\$87.84
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
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				\$0.00				\$0.00
<b>TOTALS</b>		<b>\$75.00</b>	<b>24</b>	<b>\$12.84</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$87.84</b>

\*No payment without receipt.

APPROVED:

\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
Date

# RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Mara Humphrey

For Period: August 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
8/16/17	Soils Forum	\$75.00	6	\$3.21				\$78.21
				\$0.00				\$0.00
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				\$0.00				\$0.00
<div style="border: 1px solid black; padding: 5px;">                     PER MINNESOTA STATUE 471.391 SUB.1                      I declare under penalties of law that this claim is just and correct and that no part of it has been paid.                 </div>				\$0.00				\$0.00
				\$0.00				\$0.00
<b>TOTALS</b>		<b>\$75.00</b>	<b>6</b>	<b>\$3.21</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$78.21</b>

\*No payment without receipt.

APPROVED:

\_\_\_\_\_  
 Claimant's Signature Date

\_\_\_\_\_  
 District Manager Date

# RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Gwen Willems

For Period: July 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
7/6/17	RCD Board	\$75.00	14	\$7.49				\$82.49
7/12/17	Area IV Meeting	\$50.00	43	\$23.01				\$73.01
7/12/17	Capitol Region Watershed District CAC	\$25.00	6	\$3.21				\$28.21
7/18/17	Metro MAWD	\$50.00	6	\$3.21				\$53.21
				\$0.00				\$0.00
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				\$0.00				\$0.00
<b>TOTALS</b>		\$200.00	69	\$36.92	\$0.00		\$0.00	\$236.92

\*No payment without receipt.

APPROVED:

Claimant's Signature \_\_\_\_\_ Date \_\_\_\_\_

District Manager \_\_\_\_\_ Date \_\_\_\_\_



# RAMSEY COUNTY CLAIM

Voucher Type: **ACCOUNTS PAYABLE**

TO BE FILLED OUT BY CLAIMANT (Type or Print)

Claimant: **WhiteEagle, Ann**  
*Name – Last, First*

Vendor Number: **0000188094**

Address: **1425 Paul Kirkwold Drive**  
*Street*

**Arden Hills**  
*City*

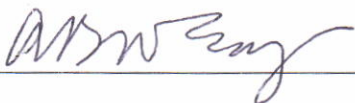
**MN**  
*State*

**55112**  
*Zip*

Quantity	Description (Service, Dates, Etc.)	Unit Price	Amount
1	Soils Forum refreshements		
	----coffee		37.49
	---muffins, grapes, napkins, etc		59.55
	---ice		1.79
			98.83

PER MINNESOTA STATUTE 471.391 SUB. 1

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

Signature of Claimant:  Date: 8/16/2017

Claimant's Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Federal Tax ID Number: \_\_\_\_ - \_\_\_\_

*Note: The vendor's Social Security Number will be used to report taxable income to the Internal Revenue Service. This data is considered private under Minnesota Statute 13.04, but we will not be able to process this claim without it.*





1201 Larpenieur Ave W  
Roseville, MN 55113  
Director Tony Carlson  
Phone 651-488-1825

Cashier: Barbara

08/16/17

07:23:19

**GROCERY**

ANGIES POPCORN 89277300086 2.99 F  
ANGIES POPCORN 81878001147 2.99 F  
DIXIE BOWLS 4200015134 2.99 T  
DIXIE PLATES 4200015123 2.99 T

**PRODUCE**

GRAPES WH/GR 4022 8.19 F  
2.74 lb @ 1 lb / 2.99  
GRAPES RED SOLESS 85050300223 7.36 F  
2.46 lb @ 1 lb / 2.99  
GRAPES RED SOLESS 85050300223 7.18 F  
2.40 lb @ 1 lb / 2.99  
LEMONS 4053 .99 F

**BAKERY**

CSM SLCD LOAF CAKE 3836140306 4.49 F  
ASSORTED MINI MUFFI 3507400231 3.99 F  
ASSORTED MINI MUFFI 3507400231 3.99 F  
CSM SLCD LOAF CAKE 3836140310 4.49 F  
TEL SLCD LOAF CAKE 3836140304 4.49 F

**DAIRY**

KEMPS HALF & HALF 4148300166 1.99 F  
SUBTOTAL 59.12  
TAX 1 7.125% .43

**TOTAL 59.55**

Visa TENDER 59.55

Acct:XXXXXXXXXXXX9471

APPRVL CODE 02799C

Cas Ref# 21334

Cash CHANGE .00

NUMBER OF ITEMS 14

Trx:18 Oper 119 Term: 3 Store: 3139  
08/16/17 07:24:47

Thank You For Shopping At  
CUB Foods

You could be saving

COPY COPY COPY COPY COPY COPY COPY COPY COPY  
Caribou Coffee Store #1129  
651-487-5502

Table 2

DIANA D SvrCk: 58 7:33 08/16/17  
REG Two

1 2.5 CAMBRO COFFEE, dark 35.00

Sub Total: 35.00

bev: 2.49

08/16 07:33 TOTAL: 37.49

LIFE IS SHORT ...

STAY AWAKE FOR IT !

THANK YOU.....

PERKS MEMBERS GET THE  
MOST OFFERS, DRINK PREVIEWS  
& CAN PAY W/ THEIR PHONE -  
JOIN VIA CARIBOU PERKS APP  
& GET A MED DRINK ON US

	AMT-TEND	CHANGE	TALLY
VISA	37.49		37.49
	-----		-----
	37.49		37.49

(Rec:31) Memo: 09669C,XXXXXXXXXXXX9471,  
37.49  
08/16/17 07:33

M&H GAS, 26  
721 Arcade Street  
651-776-6349  
St Paul, MN 55106

08/16/2017 10:44:43 AM  
Register: 3 Trans #: 9439 Op ID: 8  
Your cashier: Emani

ICE 5LB 1.79 9.  
Subtotal = 1.79  
Total = 1.79  
Change Due = \$-0.21  
Cash \$2.00

# RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Gwen Willems

For Period: September 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
9/12/17	Gov. Dayton's 25by25 Meeting Cosponsored by RCD and CRWD	\$50.00	7	\$3.75				\$53.75
9/13/17	AIS Showcase	\$25.00	3	\$1.61				\$26.61
9/13/17	Capitol Region Watershed District CAC	\$50.00	6	\$3.21				\$53.21
9/21/17	NACD September U&C Webinar Presented by RCD Staff	\$50.00	0	\$0.00				\$50.00
				\$0.00				\$0.00
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				\$0.00				\$0.00
<b>TOTALS</b>		\$175.00	16	\$8.56	\$0.00		\$0.00	\$183.56

PER MINNESOTA STATUE 471.391 SUB.1  
I declare under penalties of law that this claim  
is just and correct and that no part of it has  
been paid.

APPROVED:

\*No payment without receipt.

Claimant's Signature \_\_\_\_\_ Date \_\_\_\_\_

District Manager \_\_\_\_\_ Date \_\_\_\_\_