



Approved February 2, 2017

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Minutes of the **Board of Supervisors Regular Board Meeting** held January 9, 2017.

1. Meeting called to order by Chair Humphrey at 3:04 p.m.

Roll of Attendance

Supervisors present:

Others present:

Margaret Behrens	Joe Lochner, RCD Staff
Lena Buggs	Michael Schumann, RCD Staff
Paul Gardner	Brian Olsen, RCD Staff
Mara Humphrey	Andrea Prichard, RCD Staff
Gwen Willems	Ann WhiteEagle, RCD Staff

*Partial attendance by friends and family members of the Board, as well as city of St. Paul Councilmember Amy Brendmoen (Ward 5) for the swearing-in ceremony.

A. Swearing-in of Supervisors & Group Picture: All of the Board members were elected in November, 2016 and they were all sworn in by Pamela Thompson, Ramsey County Public Works employee and notary public.

B. Approval of Agenda: Supervisor Behrens requested taking The Comprehensive Plan Review and Budget Approval off of the agenda and review at a workshop. Supervisor Gardner agreed with the appropriateness of a workshop, but requested a brief discussion and for the agenda to remain.
Motion by Supervisor Willems and Supervisor Behrens second to approve the final agenda.
 Motion carried unanimously.

C. Announcements: The Board was sent a list of upcoming meetings in the board packets.

2. Staff / NRCS Reports: The staff updated the board on recent projects and activities. No report from NRCS.

3. Approval of Standing Reports: Secretary’s Report – Minutes of December 12, 2016
Motion by Supervisor Willems and Supervisor Gardner second to approve the minutes.
 Motion carried unanimously.

4. Action Items

A. RCD Supervisor 2017 Offices and Committee Selection: **Resolution 17-01-01**. Supervisor Gardner moved and Supervisor Willems second. Resolved, the Board approved the following:

Supervisor Buggs nominated Supervisor Behrens for Chair for 2017. Supervisor Willems nominated Supervisor Humphrey for Chair for 2017. A secret ballot was taken and Supervisor Humphrey received the most votes.

Supervisor Behrens nominated Supervisor Buggs for Vice Chair for 2017. No other nominations were received.

Supervisor Behrens nominated Supervisor Gardner for Secretary for 2017. No other nominations were received.

Supervisor Behrens nominated Supervisor Willems for Treasurer for 2017. No other nominations were received.

Supervisor Behrens nominated herself for Education and Information for 2017. No other nominations were received.

Committee Assignments	Primary	Alternate
Budget	Committee of the Whole	
Comprehensive Plan	Committee of the Whole	
Legislative	Committee of the Whole	
Personnel	Committee of the Whole	

Advisory Committees	Primary	Alternate
Metro Conservation Districts	Willems	Gardner
Rice Creek Watershed District CAC	Gardner	
VLAWMO Advisory Committee	Behrens	Buggs
VLAWMO Tech Commission	Behrens	Buggs
Ramsey-Washington Metro WD CAC	Gardner	Humphrey
Capitol Region WD CAC	Willems	Buggs
Capitol Region WD Board Meeting	Buggs	Willems
Ramsey County League of Local Governments	Behrens	Buggs
Metro MAWD	Willems	
White Bear Lake-Lake Level Resolution Committee	Behrens	Buggs

Other Meetings not receiving RCD per Diem	
Metropolitan Council	Gardner
St. Paul Regional Water Service	Humphrey

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- B. Review of RCD By-Laws and Per Diem Policy: Supervisor Gardner stated that the By-Laws needed to be updated and suggested reviewing the By-Laws at the February board meeting. By consensus the Board agreed. Supervisor Gardner commented that the Per Diem Policy was not in the By-Laws, but rather was referenced in the minutes. Current board policy allows per diem for an average of four meetings per month. Ms. WhiteEagle clarified that one Supervisor exceeded the Board policy for meetings and would like a separate motion that either denies payment for the extra meetings or authorizes exception from the policy. Supervisor Buggs read aloud MN Statute 103C.315 and commented that the statute doesn't limit meetings and does not want to have limits on meeting attendance. Supervisor Humphrey requested staff to contact an opinion from the Ramsey County attorney assigned to the RCD and suggested discussion at the February board meeting, when the

budget impact could be considered. Supervisor Buggs requested policy discussion at the current board meeting, so that the Board could establish the policy and move on to other business in future meetings. Ms. WhiteEagle requested having a monthly meeting maximum established, in order to maintain the budget. Supervisor Humphrey suggested a four meeting monthly maximum. Supervisor Behrens countered with a ten meeting monthly maximum. Supervisor Gardner questioned the need for so many meetings and suggested that it would be appropriate to have them pre-approved.

Resolution 17-01-02. Supervisor Buggs moved and Supervisor Gardner seconded. Resolved the Board approved a monthly maximum of seven meetings eligible for per diem, without pre-approval needed.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- C. Approval of December 2016 Supervisor Expense Claims: **Resolution 17-01-03.** Supervisor Gardner moved and Supervisor Willems seconded. Resolved the Board approved the expense reports as submitted by Supervisors Behrens \$479.54, Gardner \$87.16, Humphrey \$125, Wasley \$134.18, and Willems \$287.80.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- D. Approval of 2017 Board Meeting Dates: The Board discussed different options regarding regular board meetings. Supervisor Behrens suggested meeting evenings on the first Thursday of the month. **Resolution 17-01-04.** Supervisor Gardner moved and Supervisor Buggs seconded. Resolved the Board established 6:30pm on the first Thursday of the month for regular board meetings.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- E. Approval of 2017 MASWCD and MACD/Area IV Dues: **Resolution 17-01-05.** Supervisor Willems moved and Supervisor Gardner seconded. Resolved the Board approved payment of \$4,611.79 for the MASWCD dues and \$300 for MACD/Area IV dues.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- F. 2017 Professional Service Agreement Approval: **Resolution 17-01-06.** Supervisor Gardner moved and Supervisor Willems seconded. Resolved the Board approved the Rice Creek Watershed District professional service agreement for 2017 BMP design assistance.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- G. Approval of 2017 Mileage Rate/ Official newspaper: **Resolution 17-01-07.** Supervisor Willems moved and Supervisor Buggs seconded. Resolved the Board approved the adoption of the 2017 IRS mileage reimbursement rate of \$.535 per mile and approved the St. Paul Pioneer Press as the office newspaper for public meeting announcements.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- H. Approval of Revised 2017 Budget: The operating budget was increased due to the Local Capacity grant for \$100,00. **Resolution 17-01-08.** Supervisor Gardner moved and Supervisor Willems

seconded. Resolved the Board approved the 2017 budget for \$532,950.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- I. FY16 Wetland Conservation Act Reimbursement: **Resolution 17-01-09.** Supervisor Gardner moved and Supervisor Behrens seconded. Resolved the Board approved the following:
Whereas, BWSR has provided \$16,677 in funds for FY16 for the purpose of reimbursing the RCD and LGUs for the administration of WCA in Ramsey County; and
Whereas, these funds must be spent by June 30, 2017; and
Whereas, the RCD has long-standing program (1992 to the present) to reimburse LGUs and the RCD for administrating WCA, and Whereas, the RCD has agreements with the Ramsey- Washington Metro Watershed District (RWMWD), Rice Creek Watershed District, the City of St. Paul and Vadnais Lake Area Water Management Organization (VLAWMO) to reimburse for the administration of WCA;
Whereas, VLAWMO, RWMWD, RCWD and the RCD have all submitted documented reimbursable WCA administrative expenses for the period of June 1, 2016 through December 31, 2016; and
Whereas, the City of St. Paul has submitted documented reimbursable WCA administrative expenses for the period January 1, 2016 through December 31, 2016; and
Now Therefore Be It Resolved, the entities shall be reimbursed in the following amounts from the FY2016 WCA Administrative funds: St. Paul \$1,408; RCWD \$826.50; VLAWMO \$2,300; RWMWD \$1,386.64; and RCD \$5,269.88.
Voting in favor of the resolution: Buggs, Behrens, Humphrey, Gardner – Voting against: none – Abstaining: none
- J. Clean Water Fund Grant Agreement Approval: Ms. WhiteEagle informed the Board that the RCD was awarded all the Clean Water Fund grant applications that staff submitted and all the grants would be on one grant agreement, though it hadn't arrived yet. The grants were for Well Sealing (2) \$128,000, Sucker Channel Restoration \$60,500 and Community Partners \$150,000.
Resolution 17-01-10. Supervisor Gardner moved and Supervisor Buggs seconded. Resolved the Board authorized the Chair to sign the 2017 BWSR Clean Water Fund grant agreement for \$338,500.
Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner – Voting against: none – Abstaining: none
- K. Approval of Consulting Services: **Resolution 17-01-11.** Supervisor Willems moved and Supervisor Gardner seconded. Resolved the Board approved using the MCD ETA grant for design and engineering oversight from Stephen Mastey/Landscape Architecture, Inc. and approved the contract for up to \$20,000.
Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none
- L. Approval of 2017 Seasonal/Internships: Supervisor Behrens suggested contacting Professor Schultz from Hamline University, who expressed interest in the RCD offering internships.
Resolution 17-01-12. Supervisor Behrens moved and Supervisor Willems seconded. Resolved the Board approved hiring up to two seasonal positions, not to exceed \$20,000 each and \$10,000 for an intern.
Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none
- M. Comprehensive Plan Review: Supervisor Gardner expressed the desire to review the action items of the plan for outcomes. **Resolution 17-01-13.** Supervisor Behrens moved and Supervisor Buggs seconded. Resolved the Board approved February 24, 2017 from 11am-1pm as a Special Meeting/Workshop to discuss items, including the Comp Plan.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- N. 2017 BWSR Local Capacity Grant Agreement: **Resolution 17-01-14**. Supervisor Behrens moved and Supervisor Buggs seconded. Resolved the Board authorized the Chair to sign the 2017 BWSR Local Capacity Grant Agreement for \$137,500.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

- O. December 2016 Procurement Purchase Approval: **Resolution 17-01-15**. Supervisor Gardner moved and Supervisor Willems seconded. Resolved the Board approved the December 2016 procurement purchases that included \$64.27 for the RCD holiday party.

Voting in favor of the resolution: Behrens, Buggs, Humphrey, Gardner and Willems – Voting against: none – Abstaining: none

5. Standing Committee Reports- The Board Reported on the committee meetings they attended.

- A. Metro Conservation Districts – Supervisor Willems
- B. Rice Creek Advisory Committee – Supervisor Gardner
- C. Ramsey-Washington Metro Watershed District Citizen Advisory Committee – Gardner
- D. Capitol Region Watershed District Citizen Advisory Committee – Supervisor Willems
- E. Ramsey County League of Local Governments – Supervisor Behrens
- F. VLAWMO Tech and Advisory Committee – Supervisor Behrens
- G. White Bear Lake CD Lake Level Committee – No Report
- H. Metro MAWD – No Report

6. Next Regular Meeting Date – Thursday, February 2, 2017 at 6:30pm.

7. Adjournment: **Motion by Supervisor Behrens, Supervisor Buggs seconded** to adjourn at 5:30pm. Motion carried unanimously.

These minutes are respectfully submitted by Ann WhiteEagle.