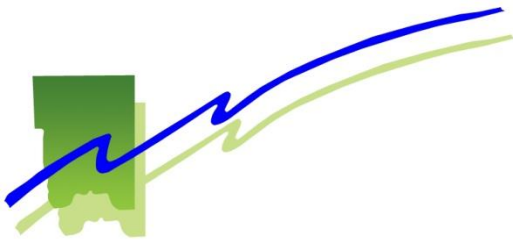


**Agenda  
Regular Board Meeting  
Thursday, July 6, 2017  
6:30 p.m.**

1. Call to Order at 6:30pm – Chair Humphrey
  - A. Approval of Agenda
  - B. Announcements – Upcoming Meetings and Events
  - C. Public Comment (3 minutes)
  
3. Consent Agenda
  - A. Approval of Minutes from June 1, 2017
  - B. Staff Reports
  
4. BWSR – Performance Review and Assistance Program Review: Dale Krystosek, PRAP Coordinator and Kevin Bigalke, Central Region Manager
  
5. Business Items
  - A. FY17 CWF Well Sealing Grant (Decision)
  - B. 2018-19 RCD Budget Packet (Decision)
  - C. AIS Program (Decision)
  - D. 2017 Conservation Forum Update (Information)
  - E. Conservationist of the Year (Decision)
  - F. Treasurer’s Report, 2nd Quarter 2017 (Decision)
  - G. June 2017 Supervisor Expense Claims (Decision)
  - H. MASWCD Tour Approval (Decision)
  - I. DNR Observation Well Contract (Decision)
  - J. NACD Urban Ag Grant Reimbursements (Decision)
  - K. August Agenda Item Requests (Information)
  - L. Approval of Timesavers Invoice (Decision)
  
6. Standing Committee Reports
  - A. Metro Conservation Districts – Willems
  - B. Rice Creek Advisory Committee –
  - C. Ramsey-Washington Metro WD Advisory Committee – Humphrey
  - D. Capitol Region Watershed District CAC and Board – Willems
  - 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 - St. Paul Regional Water Service Board – Humphrey
  
7. Next Regular Board Meeting – Monday, August 14, 2017 at 2:00pm (tentative)
  
8. Adjournment

# ANNOUNCEMENTS

- July 4 – RCD Office Closed for Holiday
- July 6 – RCD Board Meeting
- July 12 – MCD Tour with Washington CD Hosting
- August 14 – Budget Hearing with Ramsey County Board at 1:30pm and August Board Meeting, either before or after
- August 16 – Conservation Forum & Tour
- October 18 – State of the Waters at 7pm (tentative)



Minutes of the **Board of Supervisors Regular Board Meeting** held June 1, 2017.

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

Roll of Attendance

**Supervisors present:**

**Others present:**

Mara Humphrey	Mary Peterson, BWSR
Gwen Willems	Ann WhiteEagle, RCD Staff
Lena Buggs	Joe Lochner, RCD Staff
Margaret Behrens	Michael Schumann, RCD Staff
	Michelle Prosser, RCD Staff
	Dan Wolski, Conservation Corp member
	John Ristad, Ramsey County Attorney

- A. Approval of Agenda: **Motion by Supervisor Willems and Supervisor Buggs seconded**  
 Motion carried unanimously.
- B. Announcements: Supervisor Buggs advised she will not be attending the July 6th Board meeting. Ann WhiteEagle stated the annual MACD Area IV tour is being hosted by the Washington Conservation District and will be held on a paddleboat in Stillwater with RSVPs due by June 28<sup>th</sup>. Also, the City of St. Paul will hold their networking event at the Phalen Beach House Thursday, June 8<sup>th</sup>. Supervisor Humphrey suggested to combine the August Board meeting with the budget hearing on August 14 at 1:30pm. It was agreed upon by consensus.

Mary Peterson from BWSR explained that the RCD and Ramsey County were slated for PRAP (Performance Review and Assistance Program) in 2017 and requested 15 minutes for a presentation at the July 6 Board meeting, and Dale Krystosek, with BWSR, will lead the process. Prior to the Board meeting on June 14, they will meet with staff to review the program and a report will be presented at the September Board meeting.

- C. Public Comment: None

2. Consent Agenda

**Motion by Supervisor Willems and Second by Supervisor Buggs** to approve the consent agenda with Supervisor Willems and Supervisor Behrens suggestions.

- A. Approval of Minutes from April 18, and May 4, 2017  
 Supervisor Buggs stated she thought the first half of the By-Laws were approved and tabled. Ann WhiteEagle clarified the complete By-Laws were approved with additional board meeting procedures up for consideration. Supervisor Humphrey directed the Board to page four of the May 4<sup>th</sup> minutes and pointed out they approved the By-Law revisions. However, if they wanted to add Board procedures, they would be amending the By-Laws. Supervisor Behrens requested the following addition to Item H: “Supervisor Behrens indicated that she was working on revisions and would bring them to the Board.” Also under Item H, Supervisor Willems requested “Willem” be changed to “Willems.” Under Item I, Supervisor Willems requested the following revision: “Supervisor Willems stated that she was excited to assist with the writing of a bill to request one million for the Lilydale Project.”

Voting in favor: Buggs, Humphrey, Willems - Voting against: none – Abstaining: Behrens

B. Staff Reports

3. Business Items

- A. Shared File Access: Joseph Lochner described a request for logo, letterheads, etc., to be shared in a common place. A Google drive account has been set up for the RCD, and he will also send the link via email to Board members.

- B. FY16 Flood Recovery Lilydale Project: Joseph Lochner explained that Barr Engineering has completed their preliminary reporting for the project and will be presenting their findings on June 12<sup>th</sup>. **Resolution 17-06-01.** Motion by Supervisor Behrens seconded by Supervisor Willems. Resolved, the Board authorized payment of \$16,000 to the City of St. Paul, as reimbursement for partial payment of the feasibility study completed by Barr Engineering for the Lilydale Project. Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

- C. FY16 CWF Lambert Creek Reimbursement: Mr. Lochner explained they received a grant from BWSR to work on the Lambert Creek streambank stabilization, that project is now complete, and they are looking to reimburse VLAWMO. **Resolution 17-06-02.** Motion by Supervisor Behrens seconded by Supervisor Willems. Resolved, the Board authorized approval of voucher and certification form, for the payment reimbursement request of contract L15-01, for the amount of \$53,200 by the Vadnais Lake Area Water Management Organization and the payment request of contract L15-01 for the amount of \$6,566 by the Ramey Conservation District for the Technical and Administrative completion of the Lambert Creek Streambank Restoration Project and grant.

Project Stats:	Project Costs:
Linear Feet: 400	Project cost: \$90,886
TP Red. (lbs./yr): 8.04	BWSR/RCD Grant: \$53,200
TSS Red. (lbs./yr): 9.46	VLAWMO Funding: \$37,686
Vol. Red. (cu-ft/yr): 23,087	Owner Cost: \$0.00

Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

- D. Multi-Unit Dwelling Policy: Supervisor Buggs explained this policy was inspired by Candeburry Ponds Condominiums and that it would be proactive to have a policy in place. She worked hard on the policy and is open to language revisions. Supervisor Behrens expressed excitement and support because the policy is easy for all to understand. Motion by Supervisor Behrens. Motion

failed for lack of a second. Supervisor Humphrey and Willems suggested the policy be looked at by legal counsel to ensure consistency with other SWCDs. Supervisor Buggs stated she had not talked with other partners while writing the policy because she did not want to violate the open meeting law, and agreed to have legal counsel look at it. Supervisor Behrens clarified she can talk to outside organizations regarding the policy, but not the Board. Supervisor Willems suggested it be considered at the August Board meeting. The Board thanked her for writing the policy.

- E. AIS Program: Michelle Prosser presented a number of items for purchase for the AIS program, including zebra mussel sampler plates (up to \$300), watercraft chairs and signs (up to \$150), and a wash bucket for spiny waterflea detection (up to \$150). Also included was signing authority for the District Manager on the following two contracts: 180 hours of watercraft inspection with the Minnesota DNR for \$2,160, and for a consultant to complete zebra mussel surveys, not to exceed \$8,000. **Resolution 17-06-03.** Motion by Supervisor Willems second by Supervisor Buggs. Behrens inquired if the Sheriff's Department is contributing to this. Ms. Prosser responded they have not done AIS inspections in the last several years. The Sherriff's Water Patrol is aware of their schedule and can be present if they are available. The Water Guard is doing the inspections, along with two or three staff members, as well as inspectors trained by the DNR. The Water Patrol is not providing any funding towards inspections. Their presence will let people know they will enforce inspections, if needed. Ann WhiteEagle advised the program is funded from the legislative funds they received for AIS. Resolved, the Board approved the contracts and purchases for the AIS program, with the "up to" amounts.  
Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none
- F. 2017 Conservation Forum Update: Michelle Prosser reported the May forum on recycling and household waste was canceled due to lack of interest. The June 20<sup>th</sup> forum on Community Resilience in a Changing Environment will be held at RCD from 9:00-11:00am, and there is already increased interest. The three speakers include Brian Watson, Peter Boulay, and Bruce Jacobson. The July forum is on the topic of Environmental Justice. Supervisor Buggs requested the forum be held in the evening at the Rondo Library or at an outdoor location like the Urban Farm Garden Alliance in the Aurora St. Anthony Garden. She expressed willingness to help with forum promotion and to find a new location for increased public turnout. Ann WhiteEagle stated that the Rondo Library is closed until fall, but staff would gladly pursue the outdoor locations. Supervisor Buggs stated community partners have offered to serve ice cream to the attendees. Ms. Prosser reported the August forum on Soil Health will feature Kristin Brennen, and will take place on August 16 at Urban Roots, along with a tour of the demonstration garden.
- G. 2017 State of the Waters Event: Michelle Prosser reported the October forum on State of the Waters will take place on October 18<sup>th</sup>. Suggested topics include lead and drinking water with St. Paul Regional water services, and Emerging contaminants with MPCA. Supervisor Behrens mentioned North Oaks is very interested in having a forum involving a goat patrol. Supervisor Willems suggested Mark Seeley be part of the October forum.
- H. FY14 CWF Wakefield Grant: Michael Schumann described a State cost share grant applied for and received in FY2014. They spent \$20,000 for a project located within the greater Wakefield Lake Watershed area. The remaining \$30,000 will be used for project installation. RCD requested and received an extension for 2017. They are working with the City of Maplewood and RWMWD, providing the local match, and they have received signatures for the installation of 8 new curb cut

raingardens within the greater subwatershed. **Resolution 17-06-04.** Motion by Supervisor Behrens and seconded by Supervisor Buggs. Supervisor Behrens expressed excitement and stated this project is very visible. Mr. Schumann confirmed there will be signage and they will be doing the designs. Resolved, the Board approved authorization of the execution of a contract not to exceed \$30,000 or 75 percent of eligible cost, for use of remaining grant funds for the installation of curb cut raingardens within the Wakefield Lake Watershed.

Project Stats:	Project Costs:
Linear Feet: 1,600	Project Cost: \$TBD
TP Red. (lbs./yr): 2.5	BWSR/RCD Grant: \$30,000
TSS Red. (lbs./yr): 125.36	RWMWD Funding: \$TBD
Vol. Red. (cu-ft/yr): 20,920	Owner Cost: \$0.00

Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

- I. FY15 BWSR Community Partner Project Encumbrance: Michael Schumann described a project for Shepherd of the Hills, located just off of Victoria Street. They contacted the Watershed District to request technical services for onsite storm water projects, which would include the installation of two large raingardens. There is a lot of community involvement and the raingardens will also serve as a backdrop for the outdoor use of their property. **Resolution 17-06-05.** Motion by Supervisor Willems and seconded by Supervisor Behrens. Resolved, the Board approved authorization of a contract not to exceed \$5,000 or 75 percent of the total eligible cost, with Shepherd of the Hills Church for the installation of two raingardens.

Project Stats:	Project Costs:
Square Feet: 850 SQ-FT	Project Cost: \$25,148
TP Red. (lbs./yr): 0.20	BWSR/RCD Grant: \$5,000
TSS Red. (lbs./yr): 36	RWMWD Funding: \$18,861
Vol. Red. (cu-ft/yr): 10,460	Owner Cost: \$1,287

Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

- J. Racial Equity and Inclusion Policy: Supervisor Buggs submitted a draft policy on Racial Equity and Inclusion, addressing interest by people who wouldn't normally be involved in conservation and conservation practices focused on hiring practices, contract compliance, and education and outreach. She stated they are already doing a lot of the practices, but now it is just in written form, and she is excited to partner with Right Track. Supervisor Humphrey asked for clarification regarding a comparison to Ramsey County's policy. Supervisor Buggs claims that the County policy is not as progressive, does not delve into areas of focus for people of color and getting them involved as it relates to conservation. She requested the Board approve policy as is, and suggested it be reviewed on an annual basis. Supervisor Humphrey stated they should run the policy through legal channels and collaborative partners. Supervisor Buggs confirmed she has reached out to some of the collaborative partners and they really liked it. Organizations such as the Asian American Council, Latino Council, and other ethnic councils they should be partnering with also voiced their support and will be on their meeting agendas for approval. Supervisor Behrens stated it is important to have public events where transportation is accessible. Motion by Supervisor Behrens and seconded by Supervisor Buggs. Supervisor Humphrey stated she will not support it at this time because it needs to be reviewed by legal counsel before it is adopted. It is a much different document than the County's. Supervisor Buggs stated it is document that can be amended, they are not part of the County, and it is time to include people of different backgrounds. She has written two policies, one that was tabled and this one that is coming from a supervisor from an underserved community and a person of color. Supervisor Humphrey stated she does not think

anyone is opposed to racial equity and inclusion, but she wants to make sure things are done legally. Supervisor Buggs clarified there is nothing illegal within the policy and expressed frustration with Supervisor Humphrey. Supervisor Behrens point out that as an individual entity, their policies do not have to be approved by outside sources, their policies fit the need of the people they serve, and the policy should be approved. Supervisor Buggs stated that the full Board has not consented to the presence of Attorney John Ristad, and has the opportunity to seek counsel outside of Ramsey County. She stated they are coming to meetings where decisions are already being made, and they have not even been asked for input. She inquired who contacted Attorney Ristad and requested he attend the meeting. Attorney Ristad responded he is present as the statutory lead designated representative of the Board and has been in contact with Chair Humphreys and Ann WhiteEagle to offer legal assistance. He is not a policy maker, but he needs to advise people on the legal consequences of certain things. Regarding this policy, it is progressive and aimed at a great goal, but there are things in it that need to be tweaked so that they do not end up in a costly legal challenge. He confirmed they are welcome to hire outside legal counsel. Supervisor Humphrey inquired if Supervisor Buggs has a concern with having an attorney present. Supervisor Buggs responded her concern is that it is not brought before the full Board for input and there needs to be a full discussion on everything, including the presence of an attorney. Supervisor Humphrey pointed out that Attorney Ristad does not represent anyone specific, but represents the RCD as a whole, and he is available to anyone part of the RCD at any given time. Supervisor Buggs stated she is not opposed to having legal counsel, but it needs to first be discussed by the Board. Supervisor Behrens expressed concern that Mary and Attorney Ristad have been present a lot more since Supervisor Buggs has taken office and inquired if they were brought in to police them. Regarding the By-Laws, she has rewritten them to reflect State statute that governs their office, and if they are interested in the law, there should not be a problem adopting them. Since she came in 2008, there has been a hostile environment and roadblocks have been put up. She questioned Supervisor Humphrey's participation and engagement with the public in representing the Board in the past six years she has been Chair. Ms. Peterson stated it is her responsibility to keep up with the Board agenda packets. It is her responsibility to read the packets, be in contact with the District Managers with her questions, bring information to the Board when there is something that may be at risk, and monitor the expenditures and encumbrances of the grants they have received to make sure they meet all the requirements. When issues come up with all her SWCDs and LGUs, she will attend Board meetings on a regular basis because it is her responsibility. Attorney Ristad stated he is in attendance because the person he replaced was not as involved and it was requested he take on the RCD as a client. There is always an attorney present at Ramsey County Board meetings and other entities. He is aware the RCD Board has been facing some challenges and he is not here to put forward anyone's agenda. He is present to make sure the process goes well and the RCD is protected from a legal perspective. His review of the document in question had nothing to do with challenging any one supervisor. He has suggested a general process for creating policies similar to Ramsey County, so that everyone's voice is heard and concerns are addressed. He needs to make sure his clients are advised of all the issues. Supervisor Behrens stated it would have been good to know all this so that Supervisor Buggs could have submitted the policy while she was writing it. Attorney Ristad agreed, and commented Supervisors can contact him directly or contact each other; there just cannot be more than half of them in a room at a time to avoid violating the open meeting law. He will suggest changes and tweaks so that they are less susceptible to a legal challenge. Ms. WhiteEagle thanked Mary for all her assistance. Voting in favor of the Resolution: Supervisor Buggs, Behrens - Voting against: Supervisor Humphrey, Willems – Abstaining: none

Motion failed.

- K. 2018-19 RCD Budget Packet: Motion by Supervisor Willems second by Supervisor Humphrey. Ann WhiteEagle reiterated that deadline for budget submittal to the County is June 22<sup>nd</sup>.  
 Voting in favor of the Resolution: Humphrey, Willems - Voting against: Behrens, Buggs – Abstaining: none  
 Motion failed.

Supervisor Humphrey explained that by voting against the Resolution, Ramsey County funding is being put at risk. She asked Supervisor Buggs and Supervisor Behrens if they would like to reconsider the vote. Ms. WhiteEagle stated the fund balance could also be in jeopardy. There was no motion to reconsider.

- L. FY17 CWF Well Sealing Grants: Ann WhiteEagle presented the following landowners for consideration for Clean Water Fund cost share for well sealing on their property.  
**Resolution 17-06-06.** Motion by Supervisor Behrens second by Supervisor Willems. Resolved, the Board approved encumbering the following well sealing applications:

Contract Number	Owner	Address	Maximum Reimbursement
WS1480-1	Lynn Anderson	3764 Kenny Lane, White Bear Lake 55110	\$ 750.00
WS1480-2	Bonnie Boeck	842 Lovell Ave, Roseville, MN 55113	\$ 750.00
WS1480-3	Sherry Boyer	345 Second Ave SE, New Brighton, MN 55112	\$ 750.00
WS1480-4	Nancy DeMarre	3029 Rice St, Roseville, MN 55113	\$ 750.00
WS1480-5	Edward John Dobbs	22 McClelland St N, St Paul, MN 55119	\$ 750.00
WS1480-6	Jerry Ellefson	1918 Grant Rd, Arden Hills 55112	\$ 750.00
WS1480-7	Judith Hensley	4047 Elmwood St, Vadnais Heights 55127	\$ 750.00
WS1480-8	Marilyn Hrabik	2091 Radatz Ave, Maplewood 55109	\$ 750.00
WS1480-9	Brent Mason	223 Hawes Ave, Shoreview 55126	\$ 750.00
WS1480-10	William Meyer	2155 Larpenteur Ave E, Maplewood 55109	\$ 750.00
WS1480-11	Michelle Pursutti	3150 Shorewood Drive, Arden Hills, MN 55112	\$ 750.00
WS1480-12	Bruce Reichenbach	425 Maple Lane, Shoreview, MN 55126	\$ 750.00
WS1480-13	Emmy Reppe	2912 Matilda St Roseville, MN 55113	\$ 750.00
WS1480-14	Caroline Rusten-O'Hagan	3400 White Bear Ave, White Bear Lake, MN 55110	\$ 750.00
WS1480-15	Mary Tuerk	3710 Centerville Rd. Vadnais, Heights 55127	\$ 750.00
WS1480-16	Harold Feickert	2590 North Jackson St, Little Canada 55117	\$ 750.00
WS1480-17	Tim Letourneau	1918 Cedar Ave, White Bear Lake 55110	\$ 750.00
WS1480-18	Dan & Robin Marchetti	1433 Rambler Rd, Roseville, MN 55113	\$ 750.00
WS1480-19	Dennis Peterson	1818 Ide St, 1894 Ide St, Maplewood 55109	\$ 750.00

Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

**Resolution 17-06-07.** Motion by Supervisor Behrens second by Supervisor Willems. Resolved, the Board approved the following well sealing applications:



Contract Number	Owner	Address	Maximum Reimbursement
WS5165-1	Nicole Evanson	3191 Lake Johanna Blvd, Arden Hills, MN 55112	\$ 750.00
WS5165-2	Steve Loveless	1683 Lois Drive, Shoreview, MN 55126	\$ 750.00
WS5165-3	Wayne Lund	1720 Rosewood Ave S, Maplewood, MN 55109	\$ 750.00
WS5165-4	Kelly Mample	1755 county rd h2, Mounds View, MN 55112	\$ 750.00
WS5165-5	Walter/Tammy McLaurin	214 Ferndale St N, Maplewood MN 55119	\$ 750.00
WS5165-6	Don McLean	2559 Germain St, Maplewood, MN 55109	\$ 750.00
WS5165-7	Germaine Nash	20 Coutny Rd C East, Little Canada, MN 55117	\$ 750.00
WS5165-8	Mary Spear	2540 Clarence St, Maplewood, MN 55109	\$ 750.00
WS5165-9	Craig Schauffert	20 Mid Oaks Lane, Roseville, MN 55113	\$ 750.00
WS5165-10	Earl Young	1707 Rosewood Ave North, Maplewood, MN 55109	\$ 750.00
WS5165-11	Jeanne Young	4212 Mcmenemy St, Vadnais Heights, MN 55127	\$ 750.00

Voting in favor of the Resolution: Behrens, Humphrey, and Willems - Voting against: None – Abstaining: Buggs

- M. CWMA Contractor: Ann WhiteEagle requested approval of the CWMA contract for the treatment of six areas identified with invasive weeds. **Resolution 17-06-08.** Motion by Supervisor Behrens second by Supervisor Willems. Supervisor Behrens noted the poor condition of Jim’s Prairie, Applewood Preserve, and Fish Creek and stated they must do everything we can to preserve. Resolved, the Board approved and authorized the District Management to sign a contract for terrestrial invasive plant control at numerous sites within the Ramsey County Cooperative Weed Management Area (CWMA).

Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

- N. FY16/17 WCA: Ann WhiteEagle presented the final invoices numbers submitted by WCA LGUs. **Resolution 17-06-09.** Motion by Supervisor Willems second by Supervisor Behrens. Resolved, the Board approved the following:  
**Whereas**, BWSR has provided \$16,677 in funds for FY16 and for FY17 for the purpose of reimbursing the RCD and LGUs for the administration of WCA in Ramsey County; and  
**Whereas**, FY16 funds must be spent by June 30, 2017 and have a balance of \$3,538.38; and  
**Whereas**, FY17 funds must be spent by June 30, 2018 and have a balance of \$16,677; 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, 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 January 1, 2017 through May 31, 2017; and  
**Now Therefore Be It Resolved**, the entities shall be reimbursed in the following amounts from the FY2016 WCA Administrative funds: VLAWMO \$701.88; and RCD \$2,836.50; and  
**Further Be It Resolved**, the entities shall be reimbursed in the following amounts from the FY2017 WCA Administrative funds: RCWD \$525.00; VLAWMO \$321.62; RWMWD \$322.35.

Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

- O. RCD By-Law/Board Meeting Operating Procedures Review: Supervisor Behrens distributed revised RCD By-Laws that she completed. She stated that she included State statute where applicable and revised the By-Laws as a whole. She requested the item be brought back to attention during the August Board meeting and agreed to send an electronic copy to Board members. Supervisor

Humphreys requested the Board look over the revised By-Laws and be prepared to discuss them at the August Board meeting.

- P. RCLLG Dues: Ann WhiteEagle presented this item to the Board. Supervisor Behrens stated she thought this was approved in February and Ms. WhiteEagle clarified that the invoice was dated March 15<sup>th</sup> and the April board meeting didn't happen, so that it hadn't been approved. **Resolution 17-06-10.** Motion by Supervisor Behrens second by Supervisor Willems. Resolved, the Board approved payment of \$250 for 2017 RCLLG dues.  
Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none
- Q. Sherburne & Washington Service Agreement: Ann WhiteEagle explained that the metro area SWCD exchange technical staff as necessary and requested approval of two agreements: 1) Washington conservation district engineer assistance contract, not to exceed \$5,000 and, 2) Sherburne SWCD agreement for design services from the RCD, not to exceed \$7,000. **Resolution 17-06-11.** Motion by Supervisor Willems second by Supervisor Behrens. Resolved, the Board approved Sherburne & Washington SWCD Service Agreements.  
Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none
- R. MASWCD Leadership Institute: Ann WhiteEagle highlighted the statewide MASWCD Leadership Institute and cost of \$2,850 per person. There is room for 20 people and she requested those interested to let her know before the July Board meeting. Supervisor Willems inquired if there was enough money in the budget for this. Ms. WhiteEagle confirmed there was.
- S. Treasurer's Report, 1<sup>st</sup> Quarter 2017: Ann WhiteEagle noted the increased expenditures over the previous year is due to addition of two new staff members this year and the Ag fee revenue has increased \$4,000 from first quarter of last year. **Resolution 17-06-12.** Motion by Supervisor Willems second by Supervisor Behrens. Resolved, the Board approved the 1<sup>st</sup> Quarter 2017 Abbreviated Treasury Report and the accounts payable list.  
Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none
- T. MASWCD Resolutions: Supervisor Willems suggested she is willing to help write the resolution. Ann WhiteEagle noted that this is a place to affect policy statewide and explained the process for it to be reviewed. Supervisor Behrens inquired if Supervisor Buggs would like to clear her racial equity policy with Attorney Ristad to then submit to the State. It was clarified that the policy would still need to be approved by the Board. Supervisor Buggs expressed disinterest in pursuing this opportunity.
- U. Buffer Other Watercourses: Ann WhiteEagle recognized Andrea Prichard for her thorough work on this item. The due date to submit a list of other watercourses is July 1. She requested Board approval of the proposed resolution which states that the RCD has no additional watercourses to include in local water authority's plans since adequate protection is already in place. Supervisor Humphreys inquired if this would benefit Ramsey County Watershed Districts. Ms. WhiteEagle explained it puts them in compliance with State law that requires them to provide a review of other waters. Mary Peterson explained all conservation districts statewide are required to review all the water in the watershed districts in their jurisdiction and determine whether there are any other priority waters to be included for future protection or restoration. For Ramsey County there are no additional waters to be included because they are all already covered. The Buffer Law requires the SWCD Board to report back to the Legislature. Motion by Supervisor Willems second by Supervisor

Behrens. Supervisor Behrens stated she would like to have seen a list of the water bodies, and questioned Kohlman Lake. Ms. WhiteEagle explained that Kohlman Lake was already on the DNR's Public Waters list and the areas that were not included were mostly wetlands.

Voting in favor: Humphrey, and Willems - Voting against: Behrens – Abstaining: Buggs

Ms. WhiteEagle mentioned they will be in violation of State law if a resolution is not submitted to BWSR by July 1<sup>ST</sup>. Mary Peterson confirmed they are required as a Board to submit a resolution with a list of the other waters to BWSR so they can report back to the Legislature by July 1<sup>st</sup>.

Supervisor Humphrey clarified to Supervisor Behrens she is welcome to amend the resolution or reconsider. **Resolution 17-06-13.** Motion by Supervisor Willems, second by Supervisor Behrens. Resolved, the Board approved the following:

**Local Water Resources Riparian Protection (“Other Watercourses”) in Ramsey County**

**Whereas**, Minnesota Statutes §103F.48, Subd. 4 requires Soil and Water Conservation Districts (SWCDs) in consultation with local water management authorities, to develop, adopt, and submit to each local water management authority within its boundary a summary of watercourses for inclusion in the local water management plan.

**Whereas**, the Board of Water and Soil Resources (BWSR) has adopted the Local Water Resources Riparian Protection (“Other Watercourses”) Policy 6, dated August 25, 2016, which identifies steps SWCDs are required to take in developing said inventory.

**Whereas**, Ramsey Conservation District met with local water management authorities within its jurisdiction and Tom Gile of BWSR on January 10th, 2017, to discuss the Buffer Law and the development of the “Other Watercourses” list as well as an inventory of water bodies that are currently subject to protection within Ramsey County.

**Whereas**, Ramsey Conservation District has reviewed watershed data and LGU protection and determined that Water Resources Riparian Protection is already being provided throughout Ramsey County and no additional watercourses have been identified for required inclusion into watershed district or water management organization plans.

**Whereas**, the Ramsey Conservation District has provided rationale for the exclusion of additional watercourses through the creation of a document and map describing the existing watercourse and waterbody protection throughout Ramsey County, per watershed district boundary, which shows buffer rules as well as other local protection in place for water bodies not subject to Buffer Law protection.

**Therefore be it resolved that**, the Ramsey Conservation District has no additional watercourses to include in local water authorities’ plans since adequate protection is already in place.

**Be it further resolved that**, to comply with MS §103F.48, the Ramsey Conservation District shall provide notification of this decision as well as rationale to BWSR and all water management authorities within Ramsey County borders.

Voting in favor: Buggs, Behrens, Humphrey, and Willems - Voting against: none – Abstaining: none

- V. 2016 Audit: Ann WhiteEagle reported because the amount of revenue is exceeding the \$500,000 threshold, another audit is necessary in 2017. Peterson has submitted the lowest bid and they are looking for Board approval to sign the engagement letter. Supervisor Willems inquired how the cost compares to previous years. Ms. WhiteEagle stated it is an incidental amount.

**Resolution 17-06-14.** Motion by Supervisor Willems second by Supervisor Behrens. Resolved, the Board authorized signing the engagement letter for the 2016 Audit.

Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

W. May 2017 Supervisor Expense Claims: Ann WhiteEagle stated that she emailed claim forms from Buggs and Willems earlier in the day, but she did not receive a claim from Supervisor Behrens, and the only claim included in the Board packet is from Supervisor Humphrey. **Resolution 17-06-15.** Motion by Supervisor Willems second by Supervisor Behrens. Supervisor Humphrey suggested that only claims in the Board packet be approved. Supervisor Behrens and Supervisor Buggs disagreed and stated it is a problem because they have meetings and committee assignments all month long that do not end 10 days prior to the packet going out. Supervisor Behrens commented the statute states it only needs to be submitted for the record. Resolved, the Board approved the May 2017 Supervisor Expense Claims as submitted by Supervisors Behrens \$375.29, Buggs, \$200.00, Humphrey \$87.84, and Willems \$199.61.

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

X. July Agenda Item Requests: Staff items for the July agenda include: FY15 BWSR Community Partner Project Encumbrance/Close-out, FY17 CWF Well Sealing Grants, AIS Program, DNR Grant Agreement, 2017 Forum Update, and NACD Urban Ag Grant Reimbursements. Mary Peterson also requested the PRAP be included on the agenda. The Board agreed without objection.

Y. Policies & Procedures for Filling Vacant Board Seat: Supervisor Humphrey requested Supervisor Gardner to attend the July Board meeting or submit a letter of resignation. Supervisor Behrens stated it has already been announced in writing to Ramsey County, and announced to the Board and some of the partners that he has resigned. She called for a written resignation and a post to fill the vacant seat to resume conducting business as usual. Supervisor Humphrey agreed.

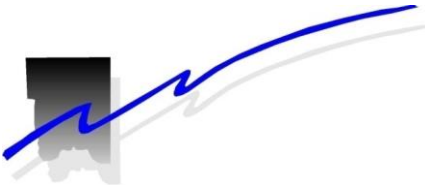
Z. TimeSaver Contract Approval: Supervisor Humphrey mentioned there had been concerns raised by the attorney that they did not have proper language. Attorney John Ristad stated there are two provisions that were discussed: the MN Government Data Practices Act and the Audit Provision. These provisions are required to be in all State contracts involving a political subject or activity such as RCD. The case law bears out that even if they're not explicitly in that contract, the contract is still subject to those terms. It is not the best business to do work without those terms, but given the low risk, he is ok proceeding with the contract. He recommended that these terms be in all RCD contracts going forward and has provided language to Ann WhiteEagle for inclusion in future contracts so that were in compliance with State law. Ms. WhiteEagle commented that TimeSaver stated they have same contract for all of their vendors and did not want to pay to send it to their legal department, incurring additional costs at an already low profit margin. Supervisor Willems asked if other vendors are available. Ms. WhiteEagle stated no other responses were given after quotes were requested from additional vendors. Supervisor Behrens stated she would like to wait and see if TimeSaver will reconsider due to discomfort caused by a company that will not be in compliance with the law. Ms. WhiteEagle stated TimeSaver must comply with the law whether it is in the contract or not. Attorney Ristad confirmed this. **Resolution 17-06-16.** Motion by Supervisor Willems second by Supervisor Behrens. Supervisor Behrens advised she is supportive of this Resolution because Attorney Ristad said so. Resolved, the Board approved entering into the TimeSaver contract for completing RCD Board minutes for the remainder of 2017.

Voting in favor of the Resolution: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

Ann WhiteEagle requested the Board consideration of signage authority for the District Manager for contracts approved by the Board. **Resolution 17-06-17.** Motion by Supervisor Behrens second by Supervisor Willems. Resolved, the Board approved signage authority for the District Manager on contracts approved by the Board.

Voting in favor: Buggs, Behrens, Humphrey, and Willems - Voting against: None – Abstaining: none

4. Standing Committee Reports – The Board reported on the committee meetings they attended.
  - A. Metro Conservation Districts – Supervisor Willems
  - B. Rice Creek Advisory Committee – No report
  - C. Ramsey-Washington Metro Watershed District Citizen Advisory Committee and Board – Supervisor Humphrey
  - D. Capitol Region Watershed District Citizen Advisory Committee and Board Meeting – Supervisor Buggs and 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 – Supervisor Behrens
  - H. Metro MAWD – Supervisor Willems
  - I. Other Meetings
    - i. River East Planning Committee– Supervisor Buggs
    - ii. District 6 Land Use Task Force – Supervisor Buggs
    - iii. St. Paul Regional Water Service Board – Supervisor Humphrey
5. Next Regular Board Meeting – Thursday, July 6, 2017 at 6:30pm.
6. Adjournment: **Motion by Supervisor Humphrey Supervisor Behrens seconded** to adjourn at 8:17 pm.



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Telephone 651-266-7270  
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## Ramsey Conservation District

June 27, 2017

To: Members of the RCD Board  
From: RCD Professional Staff  
Subject: Staff Reports for May 23, 2017 – June 27, 2017

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

#### **Technical:**

- Design work for LEAP School (SPPS)
- Sherburne SWCD Big Lake shoreline close-outs
- Sherburne SWCD Trout Brook Townhomes site visit
- Hamline-Midway Curb-Cut construction observation and close-out
- Numerous residential site visits around CRWD
- Numerous Clean Water Plans for CRWD
- Lake McCarrons Curb-Cut designs
- Construction documents for Common Bond Communities in St. Paul

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

- Lilydale Meeting at St. Paul Parks and Rec
- June forum
- Pollinator Grant policy and technical standards development and review

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

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

- Sucker Lake Channel CWF FY2017; Planting Design – Vadnais Heights
- CWF FY2014 Wakefield Grant; Construction Designs & RFP – Maplewood
- Shepherd of the Hills Church; Construction to begin - Shoreview
- Crestview Forest Townhomes HOA; Construction to begin – Maplewood
- Canabury HOA; Under Construction– Little Canada
- Idaho-Atlantic R.S.V.P Projects; Planting Designs – St. Paul
- Beaver Lake Master Water Steward Projects; Closeout/Under Construction – St. Paul
- Residential Raingarden, Shoreline and Native Planting Projects; Conceptual & Construction Designs

#### **Meetings**

- Sucker Lake Channel CWF FY2015; Bid Packets

- BWSR PRAP Review Meeting
- Increased Capacity Pollinator Screening Form
- Hansen Park Re-vegetation Project

### **Miscellaneous**

- CWF FY15 Project Application Documents and Fact Sheets
- WCA TEP Reporting & Onsite Application Reviews
- DNR Ob Wells Measurements

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

#### Miscellaneous

- Well-Sealing Program – First wells sealed, additional dozen applicants
- Completion/Submittal of 1<sup>st</sup> round of CRWD point intercept lake surveys & reports
- Updated Infested Waters Map for Ramsey County AIS
- Submittal of Buffer Law Resolution/Document to BWSR, water mgmt. authorities
- Campus Groundwater Conservation project – school communication
- Well Inventory GIS work – hundreds of wells with updated sealed status. Advances with recent sealing records (with Conservation Corps/Dan Wolski’s help)

#### Meetings

- RCD Conservation Forum
- RCWD Inspector Team meetings

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

- Arden Hills (~24 sites twice monthly)
- Shoreview (~15 sites twice monthly)
- Rice Creek Watershed District (Monthly)
  - New Brighton (~8 sites)
  - St. Anthony (~4 sites)
  - Arden Hills (~24 sites)
  - Shoreview (~6 sites)
  - Roseville\* newly added (~8 sites)

### **Michelle Prosser – Conservation Technician**

#### **Main Projects:**

- Assisting in coordination of Right Track intern
- Deployed zebra mussel sampling plates at 15 boat launches, checking every 2 weeks
- Watercraft inspections
- Coordinating and distributing watercraft inspection schedules between WaterGuards, RCD Staff, MN DNR, lake homeowner associations and the Ramsey County Sheriff’s Water Patrol
- Assisted with the June Forum (marketing, RSVPs, etc.)
- Coordinating August Forum on Soil Health (location, speakers, equipment, etc.)
- Continuing to organize Ramsey County Cooperative Weed Management Area (RCCWMA) grant project for invasive terrestrial plant control

- Updated Ramsey County aquatic invasive species (AIS) prevention plan and submitted to Ramsey County
- MAWQCP follow-up
- Assisting with Urban Agriculture grant program
- RCD Newsletter Assistance

**Meetings:**

- Met with Bald Eagle Area Lake Association to discuss AIS concerns
- Attended Right Track Supervisor Training, as well as Supervisor's Toolbox Training
- Attended several urban agriculture conservation webinars
- Attended a Starry Trek event planning webinar (event to be held Saturday, August 5, 2017)
- Met with Frogtown Farm regarding MN Agricultural Water Quality Certification Program
- Attended 'Field Day' with Como High School Students as a 'Mentor'
- Manned the RCD Waterfest booth
- Attended the MACD Education Committee Meeting

**Brian Olsen – Conservation Technician**

**Technical Project Highlights:**

- West Avenue Raingarden Installation – construction oversight
- RCWD site visits
- RCWD – residential project clean water plan concepts
- RCWD – residential project designs
- RCWD – Brighton Square HOA clean water plan concept
- CRWD residential clean water plans
- CRWD curb-cut designs
- Monitoring Inspections of Momentum Preservers
- Trout Brook Townhome Association – Sherburne County – site meeting/measurements
- Big Lake Shorelines – Sherburne County – project closeouts/final walkthrough

**Other Highlights:**

- Children's Water Festival Planning Committee Meeting
- Update website information
- 2<sup>nd</sup> Quarter Billing
- 1-year anniversary of working at the RCD!

**Alicia Little – Conservation Technician**

**Main Projects:**

- Conservation Forum research & coordination
- Social media postings
- Urban agriculture network coordination
- AIS Inspections
- Assisting Michelle Prosser with urban agriculture certification & grant work
- Board packet assembly

**Meetings:**

- Attended two NACD urban agriculture webinars
- Met with Michelle & Frogtown Farm regarding agricultural water quality certification



- June Conservation Forum on Community Resilience in a Changing Environment
- Hosting meeting of urban agriculture network members to discuss grant fund allocation today (6/26)

## **Ann WhiteEagle – District Manager**

### **Meetings/Events**

- Organized June Forum, securing speakers and other tasks
- Attended RWMWD Grass Lake Area Next Steps
- Participated in RWMWD's Waterfest – we gave away native plants
- Attended Right Track Program Orientation
- Attended MDH's Emerging Contaminants meeting
- Participated in MACD Education Committee meeting

### **Hr/Payroll/Finance**

- Completed 2<sup>nd</sup> quarter Abbreviated Treasurer's Report
- Added Dan and Ibsa to Summit payroll system and scanned all required documentation
- Completed 1<sup>st</sup> year review for Brian

### **Web site**

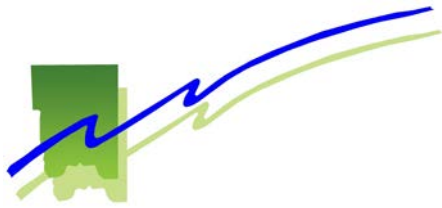
- Added May minutes
- Updated Board Meeting page, added board packet
- Updated Plans & Reports page

### **BWSR**

- Met with BWSR staff on PRAP process (Performance Review & Assistance Program)
- Began requested work for PRAP
- Paid LGUs and closed out FY16 WCA grant

### **Other**

- Provided comments for County Comp Plan meeting
- Completed final items for 2018-19 Budget Packet
- Our Right Track intern Ibsa began on June 19th
- Performed normal board activities, accounting functions, payroll functions, and office management functions.



Meeting Date: 07/06/2017

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

Prepared by: Andrea Prichard

Contract Numbers: WS1480 20-25  
and WS5165 12-18

Grant #	Total Allocated for Landowner Reimbursement	Encumbered Amount	Balance Available
C17-1480	\$ 20,000	\$ 14,250	\$ 5,750
C17-5165	\$ 90,000	\$ 8,250	\$ 81,750

**1. 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. 19 landowners have already been approved for the use of these funds, and the action requested is to approve the following 6 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			
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**

Supporting Documents:  
Landowner Application packets  
Landowner Post-Sealing packets

**2. Purpose/Action Requested:**

Authorize the reimbursement of the 4 landowners listed below who have paid for the sealing of their wells and provided the RCD with required documents.

**Summary:**

The following landowners, approved for cost-share participation in the June Board meeting, have completed the well sealing process with a licensed sealer and provided to the RCD a Well and Boring Sealing Record, a completed W-9 form, and an invoice showing proof of payment. At this time, the District Manager requests authorization to process reimbursements for 50% of the cost of the sealing of the well, to a maximum of \$750.00 per well from C17-1480 grant funds.

**Explanation of Fiscal/FTE Impact:**

Clean Water Fund 2017 grant C17-1480 will be used to pay landowners for partial reimbursement of approximately 25-35 wells sealed.

Landowner Reimbursement Approval - Grant C17-1480				
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
* Well location if different than reimbursement address				
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		

**3. 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. 11 landowners have already been approved for the use of these funds, and the action requested is to approve the following 7 waitlisted applicants for participation in the program.

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Supporting Documents:  
Landowner Application packets  
Landowner Post-Sealing packets

**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			
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
<b>Proposed Total</b>			<b>\$ 5,250.00</b>

**4. Purpose/Action Requested:**

Authorize the reimbursement of the landowners listed below who paid for the sealing of their wells and provided the RCD with required documents.

**Summary:**

The following landowners, approved for cost-share participation in the June Board meeting, have completed the well sealing process with a licensed sealer and provided to the RCD a Well and Boring Sealing Record, a completed W-9 form, and an invoice showing proof of payment. At this time, the District Manager requests authorization to process reimbursements for 50% of the cost of the sealing of the well, to a maximum of \$750.00 per well from C17-5165 grant funds.

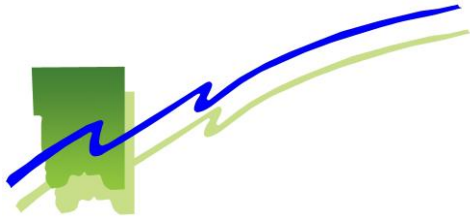
**Explanation of Fiscal/FTE Impact:**

Clean Water Fund 2017 grant C17-5165 will be used to pay landowners for partial reimbursement of approximately 100-150 wells sealed.

Landowner Reimbursement Approval - Grant C17-5165				
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	\$ 605.13
* Well location if different than reimbursement address				
WS5165-2	Stephen Loveless	1683 Lois Drive, Shoreview, MN 55126		
WS5165-7	Germaine Nash	20 County Rd C East, Little Canada, MN 55117		

## Supporting Documents:

Landowner Application packets  
Landowner Post-Sealing packets



**Meeting Date:07/06/2017**

**Prepared by: Ann WhiteEagle**

**B. Purpose/Action Requested:**

Approval of staff submitting 2018-19 Budget Packet to the County.

**Summary:**

Attached are the budget documents prepared by staff for the 2018-19 budget. The documents identify the programs and activities, as well as the strategies for achieving goals. Since this is a budget year, there is more emphasis on the financial side, but in 2018 the focus will be on the goals and strategies.

The budget documents were submitted to the County by staff for the June 22<sup>nd</sup> County deadline, but still requesting RCD board approval.

# 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



RAMSEY  
COUNTY

Ann WhiteEagle, District Manager 1425 Paul Kirkwold Drive

(651) 266-7270

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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.

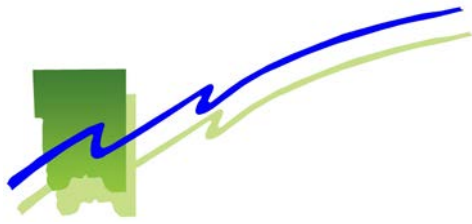
In the last six consecutive years, the RCD has continued to increase the fund balance, demonstrating financial and operational excellence. In 2016, the RCD operational budget consisted of 55% revenue from fee-for-service, 24% from grants and 21% from the County.

### 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.



**Meeting Date:** 7/6/17

**Prepared by:** Michelle Prosser

**C1. Purpose/Action Requested:**

Approve the payment of the WaterGuards invoice from 6/19/2017 for inspector training and watercraft inspection hours completed in May 2017.

**Summary:**

RCD contracted with WaterGuards LLC to provide watercraft inspections in Ramsey County during 2017. Training hours are paid at a rate of \$10.00 per hour and inspection hours are paid at a rate of \$19.00 per hour. The full invoice for May 2017 is \$5,201 (66 training hours, 239 inspection hours).

**Explanation of Fiscal/FTE Impact:**

Funds for this program are available through the 2017 AIS Prevention Aid.

**C2. Purpose/Action Requested:**

Amend the contract with WaterGuards to expand aquatic invasive species watercraft inspection hours at the Bald Eagle Lake boat launch.

**Summary:**

District Manager WhiteEagle received a letter from the Bald Eagle Area Association (BEAA) dated June 17, 2017, indicating their concern regarding the possible introduction of AIS to their lake and requesting additional watercraft inspection hours at the Bald Eagle lake boat launch. The BEAA will provide \$5000 to Ramsey County to pay for the increased inspections if the current contract with WaterGuards can be modified and the increased inspections begin no later than July 15, 2017. They request that the current number of hours allocated to Bald Eagle by Ramsey County not decrease and that this funding be used to provide inspection hours over and above what has already been allocated. BEAA also requests that inspections be scheduled weekdays from 3:00-8:00 pm.

**Explanation of Fiscal/FTE Impact:**

Funds for this program (\$5000) would be made available by the BEAA.

---

**Supporting Documents:**

WaterGuards May 2017 Invoice

Bald Eagle Area Association Letter

WaterGuards LLC  
PO Box 277  
St. Joseph, MN 56374



# INVOICE

INVOICE # 1053  
DATE 06/04/2017  
DUE DATE 06/19/2017  
TERMS Net 15

**BILL TO**  
Ann WhiteEagle  
Ramsey County Conservation  
District  
1425 Paul Kirkwood Drive  
Arden Hills, MN 55112

Please detach top portion and return with your payment.

ACTIVITY	QTY	RATE	AMOUNT
<b>DNR Training</b> DNR training session for 11 inspectors for 6 hours	66	10.00	660.00
<b>Watercraft Inspection Services</b> Inspection and education services for May	239	19.00	4,541.00

Thank you for your business!

BALANCE DUE

**\$5,201.00**

# Bald Eagle Area Association

Gary Krejcarek, President  
5950 Hobe Lane  
White Bear Lake, MN 55110



June 17, 2017

Ann White Eagle  
District Manager  
Ramsey Conservation District  
1425 Paul Kirkwold Drive  
Arden Hills, MN 55112

Dear Ms. White Eagle:

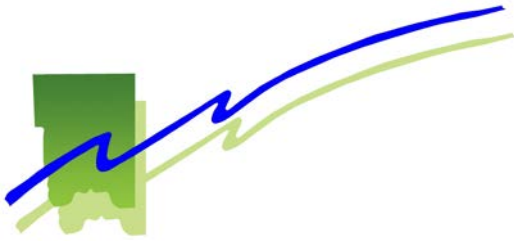
The Bald Eagle Area Association remains concerned about the risks to Bald Eagle Lake due to the introduction of Aquatic Invasive Species from boats entering the lake. We have discussed this several times with you and your staff and yet the risk continues.

The Bald Eagle Area Association asks that you amend the contract with WaterGuards as soon as possible and expand their hours at the Bald Eagle Lake boat launch. We will submit \$5,000 to Ramsey County to pay for those inspections so long as you are able to modify the contract and have the inspection begin no later than July 15. This offer is also conditioned on the number of hours allocated to Bald Eagle from Ramsey County be maintained at the current level. In short, we do not want our payment to result in a substitution or decline in the number of hours paid for with County funds. We want the inspections to be scheduled on weekdays from 3 to 8 p.m.

Please let me know as soon as possible if this offer is acceptable and whether you can accomplish this contract modification with WaterGuards in a timely fashion.

Sincerely,

Gary Krejcarek  
President



**Meeting Date: 07/06/17**

**Prepared by: Alicia Little**

**D. Conservation Forum Update**

June Forum Recap: Topic was “Are We Prepared? Community Resilience in a Changing Environment” – with speakers Pete Boulay from the MN State Climate Office, Melissa Lewis from BWSR, and Bruce Jacobson from the MN Design Center. Got five new rain gauge readers in part from Boulay’s praising of RCD’s rain gauge network – ours is most dense in the whole state. Had approx. 40 people in attendance, most had RSVP’d before event.

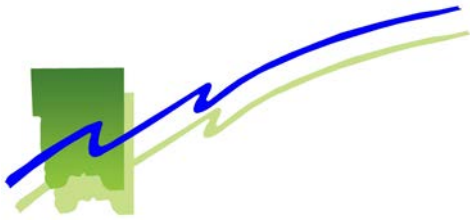
Sent out google form asking how attendees hear of event, why they came, what topic they liked best, and any suggestions they have for future forums. All three topics were well received and the vast majority of attendees heard about the event via email.

July Forum Update: July forum has been cancelled due to a lack of speaker availability. Macalester Environmental Studies Professor Roopali Phadke and Neighborhoods Organizing for Change Environmental Justice Coordinator Janeice Watts are both very interested in speaking at a forum but both are busy nearly the whole month. Other potential speakers that were contacted either never replied or were moving out of state. We will pursue speaker availability for another month.

August Forum Update: Topic is “Healthy Soils, Healthy Plants, Healthy People,” scheduled for Wednesday August 16<sup>th</sup> 9-11am at Urban Roots. Kristin Brennan, Assistant State Soil Scientist with the Natural Resource Conservation Service will be presenting on soil health. Ms. Brennan will be providing handouts, as well as fun, hands-on demos. Following Ms. Brennan’s presentation, Urban Roots will lead participants on a tour of the Rivoli Bluffs Orchard. This project was made possible in part by an Urban Conservation grant awarded to the Ramsey Conservation District.







**Meeting Date:**07/06/2017

**Prepared by:** Joe Lochner

**E. Summary:**

**MASWCD Outstanding Conservationist Award**

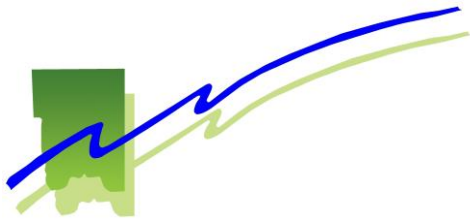
**Description:** The Minnesota Association of Soil and Water Conservation Districts (MASWCD), with support from *The Farmer* magazine, offers the MASWCD Outstanding Conservationist Award to recognize individuals, conservation organizations, and others for outstanding accomplishments with implementing conservation practices and improving Minnesota's natural resources. Recognition will be given for accomplishments between July 1 of last year and June 30 of this year.

**Nominee:** Frogtown Farm

**Office Address:** 941 Lafond Ave, St. Paul, MN 55104

**Farm Address:** 946 Minnehaha Ave W., St. Paul, MN 55104

**Nomination Deadline:** 8/22/2017



Meeting Date:07/06/2017

Prepared by: Ann WhiteEagle

**F. Purpose/Action Requested:**

Approval of 2nd Quarter Abbreviated Treasury Report

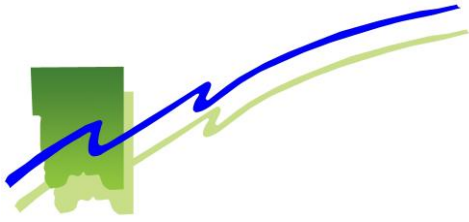
**Summary:**

Following is the 2nd Quarter 2017, though it is not the final report as final payroll numbers from 2<sup>nd</sup> quarter are yet to post:

2nd Quarter 2017 Treasurer's Report		
	Actual	Projected
2017 Revenue	YTD Q2	Total 2017
County Support (Levy)	15	60
Ag Fees Rec'd YTD	31.6	74.4
Contracted Services	0	1.5
Fee for Service	78.8	215
BWSR	2.8	182
Ag Reserve	0	0
<b>Total</b>	<b>128.2</b>	<b>532.9</b>
	Actual	Budget
2017 Expenditures	YTD Q2	Total 2017
Operating Budget	193.6	532.9
<b>Total</b>	<b>193.6</b>	<b>532.9</b>
Revenue less Expenditure		-65.4
Fund balance 1/1/17		364
Actual fund balance 6/30/17		299
Note: All figures in 000s		
Fund balance 1/1/16		188
Ag Fee received 6/30/16		33.2

2<sup>nd</sup> Quarter 2017 Disbursement Journal

Date	Vendor#	Name	Amount	Detail
04/27/17	0000210252	Landscape Architecture Inc.	650.00	Consulting Services
04/28/17	0000210252	Landscape Architecture Inc.	650.00	Consulting Services
05/12/17	0000208331	Lawn Chair Gardener	420.00	Consulting Services
04/25/17	0000207126	US Bank Procurement Card	97.36	Printing & Stationary
04/25/17	0000207126	US Bank Procurement Card	54.08	Printing & Stationary
05/09/17	0000100171	Telecommunications	172.20	Telephone-Local Service
05/09/17	0000100171	Telecommunications	172.20	Telephone-Local Service
05/09/17	0000105596	Property Management	3,024.00	Buildings & Office Space
05/10/17	0000188181	SFM Risk Solutions	783.00	Workers Compensation Ins
06/06/17	0000101220	Ramsey County League of Local Govts	250.00	Membership & Dues
05/10/17	0000189569	MN Counties Intergovernmental Trust	35.00	Conference & Seminar
04/25/17	0000207126	US Bank Procurement Card	61.25	Lunch at Day at Capitol
04/25/17	0000207126	US Bank Procurement Card	11.97	Lunch at Day at Capitol
04/25/17	0000207126	US Bank Procurement Card	37.49	Coffee for Comm Meeting
04/30/17		Payroll	742.67	Mileage/Parking
05/31/17		Payroll	458.40	Mileage/Parking
06/02/17		Payroll	3.85	Mileage/Parking
06/06/17	0000210894	Wolski, Daniel	5.51	Mileage/Parking
04/25/17	0000207126	US Bank Procurement Card	30.48	Office Supplies/5 doz.pens
05/24/17	0000207126	US Bank Procurement Card	25.82	Office Supplies/mailers
05/24/17	0000207126	US Bank Procurement Card	17.91	Office Supplies/folders
06/22/17	0000207126	US Bank Procurement Card	107.75	Office Supplies
06/22/17	0000207126	US Bank Procurement Card	11.99	Program Supplies/AIS
06/22/17	0000207126	US Bank Procurement Card	180.00	Program Supplies/AIS
06/22/17	0000207126	US Bank Procurement Card	85.29	Program Supplies/AIS
04/25/17	0000207126	US Bank Procurement Card	19.17	Water
05/24/17	0000207126	US Bank Procurement Card	25.07	Water
06/22/17	0000207126	US Bank Procurement Card	14.97	Water
		Total	8,147.43	



**Meeting Date:**07/06/2017

**Prepared by:** Ann WhiteEagle

**G. Purpose/Action Requested:**

Approval of June 2017 Supervisor Expense Claims

**Summary:**

By the board packet deadline, we had expense claims from Supervisors Humphrey and Willems, which are attached.

**Explanation of Fiscal/FTE Impact:**

\$334.24

## RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Gwen Willems

For Period: June 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
6/1/17	RCD Board	\$75.00	14	\$7.49				\$82.49
6/14/17	Metro Watershed Parters	\$25.00	6	\$3.21				\$28.21
6/14/17	Capitol Region Watershed District CAC Tour	\$50.00	6	\$3.21				\$53.21
6/20/17	RCD Forum	\$75.00	14	\$7.49				\$82.49
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
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				\$0.00				\$0.00
<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 60%;">           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>\$225.00</b>	<b>40</b>	<b>\$21.40</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$246.40</b>

\*No payment without receipt.

APPROVED:

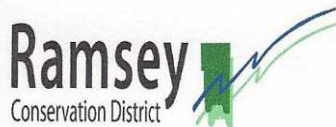
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Claimant's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





# RCD SUPERVISOR EXPENSE CLAIM

2016 Minnesota Statutes  
103C.315 SUPERVISORS.  
§Subd. 4.Compensation.

\*Submitted for the record and in accordance to my  
Oath of Office

Supervisor Behrens, Margaret

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 under the federal Internal Revenue Code.

For Period: June 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
6/1/17	RCD Board Mtg	\$75.00	18	\$9.63				\$84.63
6/9/17	VLAWMO	\$50.00	12	\$6.42				\$56.42
6/13/17	RCLLG Exec. Mtg	\$50.00	0	\$0.00				\$50.00
6/14/17	MACD Education Com Mtg	\$75.00	18	\$9.63				\$84.63
6/19/17	Maplewood ENRC Stormwater Mtg	\$50.00	0	\$0.00				\$50.00
6/21/17	NOHOA NEST	\$50.00	18	\$9.63				\$59.63
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TOTALS		\$350.00	66	\$35.31	\$0.00		\$0.00	\$385.31

\*No payment without receipt

\*To be submitted for processing immediately for prompt payment.

*Margaret Behrens* 6-28-2017  
Claimant's Signature Date

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

# RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Lena Buggs

For Period: June 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
6/1/17	RCD Monthly Meeting	\$75.00	22	\$11.77				\$86.77
6/14/17	MACD Education Committee	\$50.00	22	\$11.77				\$61.77
				\$0.00				\$0.00
				\$0.00				\$0.00
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				\$0.00				\$0.00
<b>TOTALS</b>		\$125.00	44	\$23.54	\$0.00		\$0.00	\$148.54

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.

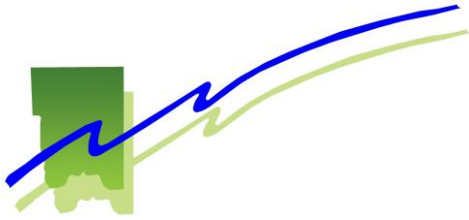
\*No payment without receipt.

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

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

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





**Meeting Date:**07/06/2017

**Prepared by:** Ann WhiteEagle

**H. Purpose/Action Requested:**

MASWCD/MACD Tour Registration Approval

**Summary:**

Staff is requesting approval for seven staff members and one board member to attend the MACD Tour on Wednesday, July 12<sup>th</sup>. Registration is \$20 per person.

**Explanation of Fiscal/FTE Impact:**

Expense is \$160.



# MACD

Minnesota Association of Soil & Water Conservation Districts: Metropolitan Area

Serving Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey,  
Scott, Sherburne, Washington & Wright SWCDs

**MACD Area IV Summer Meeting and Tour : Wednesday, July 12, 2017 9:30a.m.**  
Stillwater River Boats 525 South Main St. Stillwater, MN 55082

### Agenda

- 9:00-9:30a.m. Registration
- 9:30a.m. Sharp! Departure
- 9:30a.m.-11:30a.m. MACD Business Meeting
- 11:30a.m. Lunch, Tour, and Networking
- 1:30p.m. Return

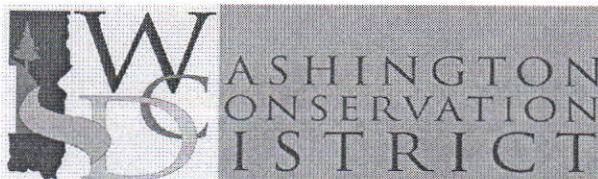


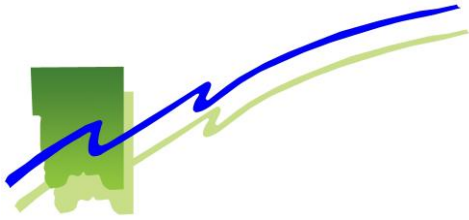
**Cost: \$20 per person**  
**Check payable to the:**  
**Washington Conservation District**  
**455 Hayward Ave N**  
**Oakdale, MN 55128**

**RSVP by June 28, 2017**  
**\*space is limited\***  
**Contact: Jenn Radtke - jradtke@mnwcd.org**  
**or 651-330-8220 x44**

<b>Name:</b>	<b>District:</b>	<b>\$160</b>
Gwen Willems - Supervisor	Ramsey	
Michelle Prosser - Staff		
Joe Lochner		
Brian Olsen		
Ann White Eagle		
Andrea Prichard		
Alicia Little		
Dan Wolski		

**Hosted by the:**





**Meeting Date:07/06/2017**

**Prepared by: Ann WhiteEagle**

**I. Purpose/Action Requested:**

**Approval of DNR Observation**

Well Contract.

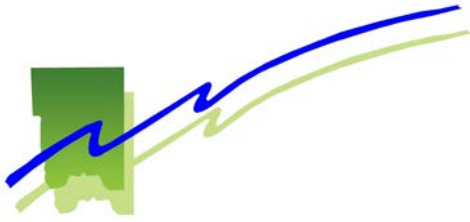
**Summary:**

We received the annual DNR contract requesting RCD staff to measure groundwater observation wells. The RCD has been part of a pilot project to use laptops to download readings from the individual transducers in each well. The pilot went well and the DNR is requesting that we continue We will only need to do this quarterly to assist with this important project. The total contract with the DNR is not to exceed \$2,400.

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Supporting Documents:

None



**Meeting Date:07/06/2017**

**Prepared by: Ann WhiteEagle**

**J. Purpose/Action Requested:**

NACD Urban Ag Grant Reimbursements (Decision)

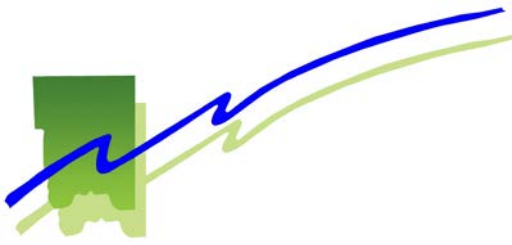
**Summary:**

Staff is meeting with urban farmers today (6/27) to seek interest in unspent funds from our urban agriculture grant to reimburse for agriculture initiatives completed. The deadline to submit an application is July 10<sup>th</sup>. Staff is requesting board approval to encumber and reimburse qualifying applicants as funds must be spent by August 1, 2017. Application materials are attached.

**Explanation of Fiscal/FTE Impact:**

Funds are from the Urban Agriculture grant.

**Ramsey Conservation District**



1425 Paul Kirkwold Drive  
Highway 96 & Hamline Avenue  
Arden Hills, MN 55112  
Telephone 651-266-7270  
Fax 651-266-7276

**Urban Agriculture Funding Application**

Return completed application and a copy of your W-9 Form by mail or in person to the Ramsey Conservation District, 1425 Paul Kirkwold Drive, Arden Hills MN 55112 by **July 10<sup>th</sup>, 2017**.  
Please write clearly.

Name of Farm/Garden: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

List equipment name, vendor, and expected cost for any tools or materials your farm/garden would like to purchase. If you need additional space, please use the back of this page.

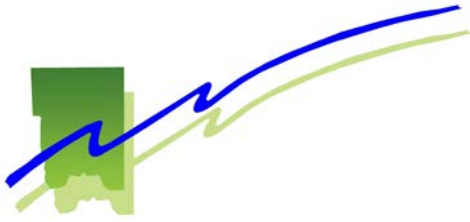
<u>Equipment</u>	<u>Vendor</u>	<u>Expected Cost</u>

Total \_\_\_\_\_

If you or your employees have worked unpaid hours in your farm/garden, you are eligible for reimbursement at the rate of \$60/Hour. **You cannot receive reimbursement for hours you have been paid for by other organizations or companies.** List estimated unpaid hours worked each calendar month from June 2016 to May 2017.

Jun '16 - _____	Jul '16 - _____	Aug '16 - _____
Sep '16 - _____	Oct '16 - _____	Nov '16 - _____
Dec '16 - _____	Jan '17 - _____	Feb '17 - _____
Mar '17 - _____	Apr '17 - _____	May '17 - _____





**Meeting Date:**07/06/2017

**Prepared by:** Ann WhiteEagle

**K. Purpose/Action Requested:**

August Agenda Item Requests (Information)

**Summary:**

So far staff items for the August agenda include: Community Partners Grant and August Forum. We can add Supervisor items at the board meeting.

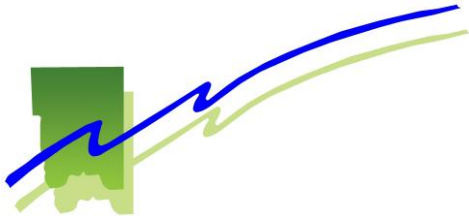
**Explanation of Fiscal/FTE Impact:**

N/A

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Supporting Documents:





**Meeting Date:**07/06/2017

**Prepared by:** Ann WhiteEagle

**L. Purpose/Action Requested:**

Approval of Timesavers Invoice (Decision)

**Summary:**

Timesavers is the vendor that the Board approved for completing board meeting minutes. Attached is the invoice for review.

**Explanation of Fiscal/FTE Impact:**

\$207



# TimeSaver Off Site Secretarial, Inc.

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5/30/2017

TERMS - NET UPON RECEIPT

INVOICE - SAVAGE OFFICE - #M22961

PLEASE REMIT TO: *TimeSaver Off Site Secretarial, Inc.*  
5291 River Oak Drive  
Savage, MN 55378

Ms. Ann WhiteEagle  
Ramsey Conservation District  
1425 Paul Kirkwold Drive  
St. Paul, MN 55112

<u>Date</u>	<u>Description</u>	<u>Amount</u>
May. 4	Board Meeting Base Rate - 2 hour	\$ <u>207.00</u>
	TOTAL	\$ <u>207.00</u>