

Agenda
Special & Regular Board Meeting
Thursday, May 4, 2017
5:30 & 6:30 p.m.

1. Special Meeting - **Closed Meeting** for the Personnel Committee to discuss the job performance of the District Manager at 5:30pm
2. Call to Order at 6:30pm – Chair Humphrey
 - A. Approval of Agenda
 - B. Announcements – Upcoming Meetings and Events
 - C. Visitor Comments (3 minutes)
3. Consent Agenda
 - A. Approval of Minutes from February 2, March 2 & April 6, 2017
 - B. Staff Reports
4. Action Items
 - A. February, March & April 2017 Supervisor Expense Claims (Decision)
 - B. AIS Invoice and Watercraft Inspections Agreement (Decision)
 - C. 2018-19 RCD Budget Approval (Decision)
 - D. 2017 Conservation Forum Topics and Locations
 - E. FY17 Sucker Channel Restoration Joint Powers Agreement (Decision)
 - F. FY15 BWSR Community Partner Project Encumbrance (Decision)
 - G. FY16 Cost Share Project Encumbrance (Decision)
 - H. RCD By-Law Revision Review
 - I. Legislative Update/Day at the Capitol Feedback
 - J. Approval of Conservation Corp Site Agreement (Decision)
 - K. June Agenda Item Requests
 - L. Treasurer’s Report, 4th Quarter 2016 (Decision)
 - M. MASWCD Resolutions
5. 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 & Buggs
 - E. Ramsey County League of Local Governments – Behrens
 - F. VLAWMO Tech & Advisory Committees – Behrens
 - G. White Bear Lake CD Lake Level Committee – Behrens
 - H. Metro MAWD – Willems
 - I. Other Meetings
 - i. RiverEast Planning Committee – Buggs
 - ii. District 6 Land Use Task Force – Buggs
 - iii. St. Paul Regional Water Service Board – Humphrey
 - iv. MACD/Area IV – Board Attendees
 - v. Budget Meeting with County Manager – Willems
6. Next Regular Board Meeting – Thursday, June 1, 2017 at 6:30pm
7. Adjournment

May Board Meeting Action Item Summary

Action Item A. February, March & April 2017 Expense Claims (Decision) – Supervisor Humphrey

Attached are the Board Supervisor expense claims received in time for the May board packet.

Action Item B. AIS Invoice and Watercraft Inspections Agreement (Decision) – Michelle

Attached

Action Item C. 2018-19 RCD Budget Approval (Decision) – Ann

Attached is the draft 2018-19 budget for board review, edit and ultimate approval that was submitted as the RCD staff recommended budget to Ramsey County for their April 10, 2017 deadline.

Action Item D. 2017 Conservation Forum Topics and Locations – Michelle

Attached is a list of possible forum topics and locations. Please bring ideas of other topics, speakers, and locations to the board meeting or email them to Michelle at: michelle.prosser@co.ramsey.mn.us

Action Item E. FY17 Sucker Channel Restoration Joint Powers Agreement (Decision)– Ann

Attached

Action Item F. FY15 BWSR Community Partner Project Encumbrance (Decision) – Joe

Attached

Action Item G. FY16 BWSR Cost Share Encumbrance (Decision)– Joe

Attached

Action Item H. RCD By-Law Revision Review – Supervisor Humphrey

Attached

Action Item I. Legislative Update/Day at the Capitol Feedback – Board

Thank you to all board members for their involvement in Day at the Capitol! It would be helpful to hear feedback about all legislative visits. RCD office has received correspondence from Rep. Paul Thissen's office for Supervisors Behrens and Buggs.

Action Item J. Approval of Conservation Corp Site Agreement (Decision) – Ann

The RCD has been selected to host a Conservation Corp member for the 2017 season. Staff is requesting board approval of the attached Host Site Agreement to proceed.

Action Item K. June Agenda Item Requests – Supervisor Humphrey

Agenda item requests for the June board meeting.

Action Item L. Treasurer's Report (Decision) – Supervisor Willems & Ann

The 4th quarter 2016 Detailed Treasurer's Report is attached. The highlights are that the RCD finished the sixth year in a row with revenue exceeding expenditures and adding to the fund balance. We have exceeded the RCD board policy to maintain a fund balance which is 25% of the current budget.

Action Item M. MASWCD Resolutions – Supervisor Willems

The Minnesota Association of Soil and Water Conservation Districts uses the resolution process to influence policy in regard to natural resource conservation. If the RCD Board would like to consider submitting a resolution(s), Supervisor Willems serves on the Resolution Committee and can explain the process and answer any questions at the board meeting.

ANNOUNCEMENTS

- April 27 – Wetland class with Professor Schultze's class
- May 4 – RCD Board Meeting/Special Meeting 5:30pm
- May 17 – RCD Conservation Forum at 9am on recycling & composting (attached flyer)
- June 3 – Waterfest on Phalen and Roseville Landscape Revival

RAMSEY CONSERVATION FORUM

An Overview of Recycling, Yard Waste, Organics, and Household Hazardous Waste Programs

Wednesday May 17, 2017
9 am - 11 am
Free Public Event!

RSVP to Michelle Prosser by Wednesday May 10, 2017
michelle.prosser@co.ramsey.mn.us or 651-266-7277

FREE GIVE AWAY!!

An Earth Machine will be given away to one lucky winner!

Attend this event and be entered to win an Earth Machine! A backyard composter, courtesy of the Ramsey Conservation District!



Speakers

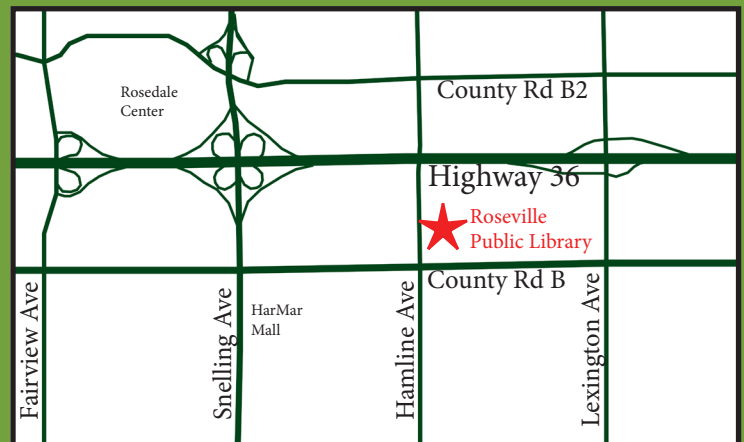
Jean Buckley

Health Educator with Ramsey County Environmental Health

Pete Miller

Environmental Health Specialist with Ramsey County Environmental Health

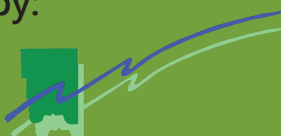
Location



Community Program Room
Roseville Public Library
2180 Hamline Ave N.
Roseville, MN 55113

Hosted by:

Ramsey
Conservation District



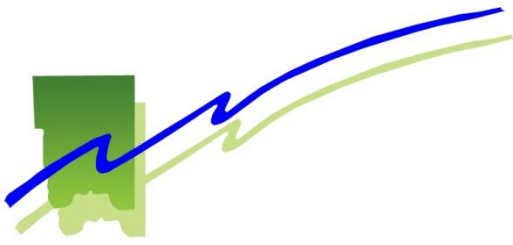
Consent Agenda

Consent Item A. Approval of Minutes of February 2, March 2, & April 6

Attached

Action Item B. Staff Reports

Attached



Minutes of the **Board of Supervisors Regular Board Meeting** held February 2, 2017.

- Meeting called to order by Chair Humphrey at 6:30 p.m. **Closed meeting was cancelled.**

Roll of Attendance

Supervisors present:

Others present:

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

- Approval of Agenda: **Motion by Supervisor Willems and Supervisor Buggs seconded** to approve the final agenda, after Supervisor Buggs added Action Item M to discuss an advance delivery timeframe for board packet information prior to meetings and Supervisor Humphrey added Action Item N to discuss penning a letter representing the RCD Board’s views on DAPL. Motion carried unanimously.
- Announcements: Supervisor Humphrey reminded Board and Staff of the upcoming February 24th Workshop to work on the Annual and Comprehensive Plans. Supervisor Willems announced her interest in attending an Equity and Diversity Workshop with a \$40 fee. **Motion by Supervisor Gardner to approve payment of the registration fee for Supervisor Willems to attend the workshop and was seconded by Supervisor Buggs.** Motion carried unanimously.

Supervisor Buggs expressed interest in developing a policy on Equity and Diversity with the Board in the near future. Supervisors Humphrey and Gardner announced that will be absent for the next (March 2nd) board meeting, and Supervisor Buggs suggested they attend via Skype if available to do so.

- Staff Reports: The staff provided a written update to the board on recent projects and activities.
 USDA – NRCS Local Work Group Meeting: Michelle Wohlers from the Natural Resources Conservation Service presented a summary of Title 6 and 7 of a Civil Rights training that the NRCS conducts with partners. She distributed informational packets to Board members, briefed them on the contents and

policies, and collected signatures from all Board Members to acknowledge receipt and compliance with The Civil Rights and Equal Opportunity responsibilities therein. Ms. Wohlers also announced that there is financial assistance to agricultural producers through their Conservation Stewardship Program and their Environmental Quality Incentives Program. She said that Urban Agricultural projects are also eligible, such as seasonal high tunnels. She reminded Staff and Board that the MN Agricultural Water Quality Certification Program has funding available for conservation project implementation in certified farms.

3. Approval of Standing Reports - Secretary's Report, Minutes of January 9, 2017

Motion by Supervisor Buggs and seconded by Supervisor Gardner to approve the minutes with corrections to the date and some committee assignments. Motion carried unanimously.

4. Action Items

A. Annual Plan Review: Ann WhiteEagle described the Annual Plan as an activity-based plan to work toward accomplishing the larger, more long-term strategies identified in the Comprehensive Plan. Supervisor Gardner suggested linking funding to activities in the Plan to visualize which activities are supported by temporary or conditional funding sources and which were more reliable, as well as a comparison of outcomes achieved versus the financial cost to achieve them. Supervisor Humphrey encouraged Board and Staff members to analyze both plans and to bring to the Feb 24th Workshop ideas about what to emphasize and prioritize, and how to make edits reflecting those priorities. Ms. WhiteEagle expressed that while our organization may have our own priorities and goals, we are partly financially dependent upon partners who provide us fee-for-service income, and we must also account for their anticipated priorities and activities. Supervisors Behrens and Gardner encouraged follow-up actions involving the analysis of Septic System data in Ramsey County. The Annual Plan will be further discussed at the February 24th workshop.

B. Memo of Agreement AIS Approval: Ann WhiteEagle provided Board members with a copy of the M.O.A. from Ramsey County Parks and Recreation. She stated \$40,000/ year would go to the new position, with additional in rollover funds. The new staff member will coordinate the AIS program and other tasks. AIS tasks include coordinating the inspection of watercraft at all 17 landings, meeting with stakeholders, and improving outreach and education with the public. **Resolution 17-02-01**. Motion by Supervisor Willems and seconded by Supervisor Buggs. Resolved, the Board approved that the Memo of Agreement with Ramsey County Parks and Recreation regarding the AIS position may be signed.

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

C. Update on Lilydale Stabilization Project: Joe Lochner informed the Board that St Paul Parks and Recreation contracted Barr Engineering to conduct feasibility studies to ensure that grant funding was adequate to construct the stabilization project just north of the Brickyard Trail of Lilydale Park. Barr's study, due in March, is expected to reveal next steps for how to best use funds to stabilize the area to prevent further pollution to Pickerel Lake, and ultimately the Mississippi River.

D. RC Groundwater Protection Plan: Ann WhiteEagle described the history of Ramsey County's Groundwater Protection Plan, which was approved in 1996, but later expired. The 2009 update completed by RCD staff was not approved by Ramsey County, but there is now support from partners to complete an updated Groundwater Protection Plan. Supervisor Gardner inquired how it

might differ from work completed by partner organizations and how the RCD, as an entity without regulatory authority, would be able to ensure that good work would come of such a plan. Ms. WhiteEagle replied that if approved, it would be useful for applying for grants, since many grant applications require a reference to valid Plans, and to subsequently get more projects in the ground. She reiterated the support shown by partner organizations, and that it will be a County GWPP. Supervisor Humphrey emphasized the need to maintain dialogue with the County and partner organizations in the development of this document, and to be sure to include partners' input along the way to get a higher probability of approval this time. Supervisor Gardner approved of this undertaking with the understanding that it would be a substantive guidance document showing a "blueprint" for cities, counties, and other partnering organizations to work toward improving the groundwater resource. He also expressed interest in 3-dimensional maps of groundwater contamination sources. **Resolution 17-02-02.** Motion by Supervisor Willems and seconded by Supervisor Gardner. Resolved, the RCD may request official delegation via resolution from the Ramsey County Board to proceed with the Groundwater Protection Plan update. Voting in favor of the resolution: Behrens, Buggs, Gardner, Humphrey, Willems – Voting against: none – Abstaining: none

- E. BWSR Authorized Representative Approval: Ann WhiteEagle explained that BWSR suggests annual approval of an authorized representative for grant reporting. Supervisor Buggs asked a clarifying question to distinguish the Board and Staff's role in approval of grants, to which Supervisor Humphrey explained that grant agreements are signed by the Board on the front end, and Ms. WhiteEagle, with this form, would have authority to sign off on administrative and financial reporting only within the agreements already signed and approved by the Board. Ms. WhiteEagle also explained that it is encouraged not to have a Board member as this authorized representative due to the short turnarounds needed for time-sensitive reporting. **Resolution 17-02-03.** Motion by Supervisor Gardner and seconded by Supervisor Behrens. Resolved, the Board approved that Ann WhiteEagle continue to be the BWSR authorized representative for RCD.

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

- F. Hiring Update: Ms. WhiteEagle informed the Board that with around 300 applicants, 10 finalists were selected for interviews with five interviewed 2/2/2017 and five scheduled for 2/3/2017. The expected start date for the new employee is March 1st, 2017. Supervisor Behrens expressed concern that the Personnel Committee, consisting of Board Members, did not have knowledge of the applicants. Supervisor Humphrey clarified that hiring staff was delegated to the District Manager. Ms. WhiteEagle stated that if a quorum of the Board were present in the interviews, the interview would then be open to the public. Supervisor Behrens suggested limiting it to 1-2 Board Members. Supervisor Willems shared that she enjoyed participating in past employee interviews. Supervisor Humphrey expressed that Ms. WhiteEagle and technical staff have good knowledge of the skills needed in an applicant, and she is confident of Ms. WhiteEagle's selection determination, knowing that ultimately Ms. WhiteEagle reports back to the Board. Supervisor Buggs agreed that staff would best determine what technical skills would be favorable in the candidates, but she feels that it is the Board's due diligence to meet applicants and observe interviews. Supervisor Gardner suggested that the score sheets of the top applicants be shared with the Board of Supervisors, and he inquired whether Personnel Policies were present in the By-Laws to provide guidance on this issue. Ms. WhiteEagle mentioned MCIT guidance which can be referenced. **Resolution 17-02-04.** Motion by Supervisor Buggs and seconded by Supervisor Behrens. Resolved, the Board will have 1 or 2 representatives present at final interviews for future full-time positions at the RCD (not

including the 2/3/2017 interviews). Voting in favor of the resolution: Behrens, Buggs, Gardner, Willems – Voting against: Humphrey – Abstaining: none

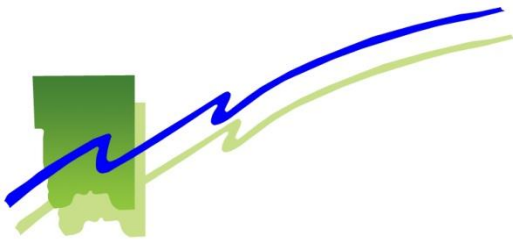
- G. Budget Policy Authority Approval: Ann WhiteEagle requested an update to the fiscal policy in regards to expenditures, as the past policy expired on December 31, 2016. Supervisor Humphrey explained that this approval would continue to give Ann WhiteEagle the authority to make payments for expenses within the budget approved by the Board. Supervisor Gardner encouraged providing a list of claims in the expenditure items as a transparency measure. **Resolution 17-02-05.** Motion by Supervisor Gardner and seconded by Supervisor Willems. Resolved, the Board adopted the budget policy to give Ann WhiteEagle authority to make payments for expenses accounted for in the approved budget.
Voting in favor of the resolution: Behrens, Buggs, Gardner, Humphrey, Willems – Voting against: none – Abstaining: none
- H. Buffer Law Implementation Update: Andrea Prichard briefed the Board on the January 10th meeting with BWSR, RCD, Ramsey County, and several partner watershed management organization representatives. She informed the Board that there is an extended deadline for watershed districts to determine whether they want enforcement authority, but that they were leaning towards defaulting to BWSR enforcement. Ms. Prichard completed BuffCAT compliance tracking online for the 4000+ applicable land parcels in Ramsey County, which are currently deemed in compliance based on aerial imagery of land use. She is compiling an Inventory of protected waters in the county *not* under Buffer Law Protection, and she is also preparing a map and list of “Other Watercourses” that need additional protection to present for board approval in the spring. This work is in direct coordination with partner WMOs and WDs.
- I. RCD Workshop Agenda Review: Supervisor Humphrey stated that this topic had already been discussed in the announcements. Ms. WhiteEagle mentioned that By-Law Review could be added to the agenda for the workshop, in addition to the review of the Annual Plan and Comprehensive Plan.
- J. RCD By-Laws: Supervisor Gardner distributed a draft of his revisions of the RCD by-laws to the Board members. He suggested that others consider his edits and review the document for any needed updates, since some by-laws were outdated or conflicting with current policy. The supervisor handbook is from 2009, with by-laws in 2013 by former Supervisor Wasley. Supervisor Gardner discussed some of the by-laws regarding staggering of election dates of Supervisors, geographic District requirements of Supervisors, and the process for resignation or removal from office. He suggested posting all future Board meeting dates online, as well as posting board packet information online so that it is available to the public. Supervisor Buggs expressed a desire for the meeting information and documents to be posted at least a week prior to the meetings, preferably 7-10 business days beforehand. Supervisor Humphrey indicated that one week is standard review time, Supervisor Behrens remembered a 14-day advance notice policy for a relevant practice, and Supervisor Gardner offered to look up standard notice to report back to the Board. Supervisor Gardner continued that any cancelled meetings should be decided and announced at the previous board meeting. He wished to identify the most important topics and to establish consistency and clarity in issues such as internal and external meetings as well as per diem rates for meeting types. Supervisor Buggs indicated that the Workshop timeframe may need to be extended from 2 hours to 3 hours due to the addition of the By-Law discussion to the agenda which already includes review of two other documents. Supervisor Gardner considered consulting the attorney to ensure

that the appropriate Civil Rights Law language is included. Board members were encouraged to bring comments for integration into the document, using a laptop at the workshop. Supervisor Humphrey requested that 4 items be sent electronically to the Board to prepare for the workshop: Approved Budget, Annual Plan, Comprehensive Plan, and By-Laws.

- K. Approval of January 2017 Supervisor Expense Claims: **Resolution 17-02-06.** Motion by Supervisor Buggs and seconded by Supervisor Behrens. Resolved, the Board approved the expense reports as submitted by Supervisors Behrens \$260.31, Gardner \$137.31, Humphrey \$87.84, Buggs \$175.00, and Willems \$188.91.
Voting in favor of the resolution: Behrens, Buggs, Gardner, Humphrey, Willems – Voting against: none – Abstaining: none
- L. FY17 BWSR Grants Work Plan Approval: Ann WhiteEagle explained that the next step to receive funds awarded by Clean Water Fund grant applications is to submit Work Plans to BWSR for each grant awarded. These work plans will be written based on what was stated in the grant applications, with the clarification that Well-Sealing Funds will first be distributed to those on the waitlist, followed by those in areas of vulnerable groundwater such as Drinking Water Supply Management Areas (and contaminated areas such as Superfund sites, Ms. Prichard added). Applicants *not* living in areas with vulnerable groundwater resources will be placed on a waiting list to get second priority after a year of targeting and approving landowners with abandoned wells in the most vulnerable areas. **Resolution 17-02-07.** Motion by Supervisor Behrens and seconded by Supervisor Willems. Resolved, the Board approved the submittal of RCD’s work plans for FY17 BWSR grants as described in the applications.
Voting in favor of the resolution: Behrens, Buggs, Gardner, Humphrey, Willems – Voting against: none – Abstaining: none
- M. Board Packet Delivery Timeframe: Supervisor Buggs requested a timeframe of 7 to 10 business days to review packets before the board meeting. Supervisor Gardner asked if they wanted to check by-laws first or make a motion at the present meeting, and Supervisor Buggs requested a motion be made at that time. Supervisor Willems was curious about the standard advance provision of documents of other SWCDs, and Supervisor Gardner suggested 7 days. Supervisor Behrens suggested that if an item is not added to the agenda in time, it can be postponed until the next meeting. Supervisor Humphrey indicated that the expense claims should also be public and that there would be a two-month delay in payment because they most likely wouldn’t be ready for the board packets with the new timeframe. **Resolution 17-02-08.** Motion by Supervisor Buggs and seconded by Supervisor Gardner. Resolved, RCD staff will send meeting minutes, agenda, and board packets to board members electronically 7 business days before the board meeting.
Voting in favor of the resolution: Behrens, Buggs, Gardner, Humphrey, Willems – Voting against: none – Abstaining: none
- N. DAPL letter: Supervisor Humphrey notified the Board that the Army Corps of Engineers had asked for comment on the Dakota Access Pipeline, and she wanted to see if the board would unanimously support a letter in response to recent actions regarding the water resources implications of advancing with the pipeline. Supervisor Gardner asked if SWCDs in affected areas, and Supervisor Humphrey responded that there were, and that this letter would be in solidarity with them. The board was supportive, and Supervisor Humphrey will draft a letter for the rest of the Board members to review before submitting it. It is due by February 20th.

5. Standing Committee Reports – The Board reported on the committee meetings they attended.
 - A. Metro Conservation Districts – no meeting
 - B. Rice Creek Advisory Committee – Supervisor Gardner
 - C. Ramsey-Washington Metro Watershed District Citizen Advisory Committee and Board – Supervisor Gardner
 - 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 – no meeting
 - H. Metro MAWD – Supervisor Willems
 - I. Other Meetings
 - i. RiverEast Planning Committee, District 6 Land Use Task Force – Supervisor Buggs
 - ii. St Paul Regional Water Services Board – Supervisor Humphrey
 - iii. Metropolitan Council – no meeting
 - iv. NOHOA and NEST – Supervisor Behrens
6. Next Regular Board Meeting – Thursday, March 2, 2017, at 6:30pm.
7. Adjournment: **Motion by Supervisor Buggs, Supervisor Behrens seconded** to adjourn at 9:20 pm.

These minutes are respectfully submitted by Andrea Prichard.



Minutes of the **Board of Supervisors Regular Board Meeting** held March 2, 2017.

1. Meeting called to order by Vice Chair Buggs at 6:30 p.m.

Roll of Attendance

Supervisors present:

Others present:

Margaret Behrens	Michael Schumann, RCD Staff
Lena Buggs	Ann WhiteEagle, RCD Staff
Paul Gardner (via Facetime) starting at Action Item B	Andrea Prichard, RCD Staff
Mara Humphrey (via Facetime) starting at Action Item F	Brian Olsen, RCD Staff
Gwen Willems	Joe Lochner, RCD Staff
	Michelle Prosser, RCD Staff

- A. Approval of Agenda: **Motion by Supervisor Behrens and Supervisor Willems seconded** to approve the final agenda, after additions by Supervisor Buggs of Action Item H to discuss Workshop rescheduling and the MASCWD meeting to Standing Committee Reports as well as additions by Supervisor Willems to include an update on the RCD Conservation Forum and the Equity and Diversity Workshop to Standing Committee Reports. Motion carried unanimously.
 - B. Announcements: Supervisor Behrens announced the upcoming Celebrating Women in Leadership event at the VFW in North Saint Paul held by the R.C. League of Local Governments the evening of April 13th. Supervisor Buggs announced the Day at the Capitol, to be discussed in Action Item A, and confirmed with Ann WhiteEagle that the Board members intending to participate were registered. Supervisor Buggs also announced the March 29th Area 4 MASWCD meeting and the March 30th Conservation Forum that will take place in the Ramsey County Public Works building. Ann WhiteEagle announced the April 20th Budget meeting with the County Manager.
2. Staff Reports: The staff provided a written update to the board on recent projects and activities.
 3. Approval of Standing Reports
 - A. Secretary’s Report, Minutes of February 2, 2017
Motion by Supervisor Behrens and seconded by Supervisor Willems to approve the minutes after edits by Ms. WhiteEagle and Supervisor Behrens, mostly regarding standing the committee section. Motion carried unanimously.

4. Action Items

- A. Day at the Capitol Event: Ms. WhiteEagle described the plan to split staff into two groups to meet with representatives on March 21st, with board members choosing groups. Not all meeting times are set, but they will be communicated to participating Board members after meetings are scheduled so that Board members can choose their meetings. RCD handouts for legislators were distributed to Board members with the request of any edits to be sent to Brian Olsen by March 15th. **Resolution 17-03-01.** Motion by Supervisor Behrens and seconded by Supervisor Willems. Resolved, the Board declared a Special Meeting for participation at the MASWCD Day at the Capitol on March 20-21, 2017. Voting in favor of the resolution: Behrens, Buggs, Willems – Voting against: none – Abstaining: none – Not yet connected via phone: Gardner, Humphrey
- B. Lilydale Project Update: Joe Lochner briefed the Board on the Lilydale project with a powerpoint presentation showing the 2014 landslide area and preliminary plans to move soils to stabilize the area to a safe slope. Mr. Lochner informed the Board that the lowest-budget estimate for achieving this result would be just over two million dollars, which far exceeds the BWSR grant funding for the project and more funding would be needed for the successful implementation of the stabilization of this Brickyard Trail area.
- C. Charley and Wilkinson Lake Surveys: Andrea Prichard informed the Board that VLAWMO is contracting the RCD to perform bathymetry surveys shortly after lake ice-out this year, and that RCD is putting together a proposal for Aquatic, Emergent and Shoreline Vegetation surveys to be conducted for those lakes in the summer.
- D. Consent Agenda: Supervisor Buggs proposed to add items that do not need approval such as staff and supervisor reports onto a Consent Agenda, and Supervisor Gardner agreed that this would be a time-saving measure and added that items needing discussion could be removed from the consent agenda. **Resolution 17-03-02.** Motion by Supervisor Behrens and seconded by Supervisor Willems. Resolved, the Board implemented a Consent Agenda in future meetings. Voting in favor of the resolution: Behrens, Buggs, Gardner, Willems – Voting against: none – Abstaining: none – Not yet connected via phone: Humphrey
- E. Public Comment: Supervisor Buggs brought up having a space for public comment if a member of the public wished to attend and address the Board. It was discussed that RCD formerly had this item and that partner organizations have the space for public comment. A time of 3 minutes was discussed for the Public to speak, with option for extension upon permission by the Board. **Resolution 17-03-03.** Motion by Supervisor Willems and seconded by Supervisor Buggs. Resolved, the Board initiated a space of 3 minutes for Public Comment to future board agendas to be available after Announcements. Voting in favor of the resolution: Behrens, Buggs, Gardner, Willems – Voting against: none – Abstaining: none – Not yet connected via phone: Humphrey
- F. Use of District Logo: Supervisor Buggs opened discussion on the use of the RCD logo for collaborative projects with partner organizations, specifically with Capitol Region Watershed District, with whom she is collaborating on educational material, such as flyers. Supervisor Gardner mentioned a Dropbox for logos and letterhead, and Ms. WhiteEagle mentioned a shared GoogleDrive so that Board may have access to the logo. **Resolution 17-03-04.** Motion by Supervisor Buggs and seconded by Supervisor Behrens. Resolved the Board authorized the use the RCD logo

for to Supervisors for communications. Voting in favor of the resolution: Behrens, Buggs, Gardner, Humphrey, Willems – Voting against: none – Abstaining: none

G. Website: Supervisor Buggs mentioned that the RCD website, which is embedded in the Ramsey County website, is less accessible than a standalone organizational website and reported receiving a quote of from a web developer on creating an independent website for Ramsey Conservation District. Supervisor Behrens spoke of many improvements she envisioned for the RCD website, and indicated that FY2018-2019 funds available for website improvements are only available to SWCDs who already have a website. Supervisor Buggs clarified that this wasn't a request for immediate action, because the grant is for FY2018-19 of \$100,000 for building capacity. Ms. WhiteEagle discussed advantages of keeping the Ramsey County website and suggested having an independent website to expand information on completed projects, but keeping the Ramsey County site. She also mentioned that the RCD has qualified staff that could work on this. Supervisor Willems suggested having a simple Ramsey County RCD page that clearly redirected traffic to the RCD main page to avoid confusion. Supervisor Gardner suggested taking the next few months to map out a plan and questioned if there were obligations to get bids and Ms. WhiteEagle confirmed that there were. **Resolution 17-03-05.** Motion by Supervisor Willems and seconded by Supervisor Buggs. Resolved, the Board approved an independent website. Voting in favor of the resolution: Behrens, Buggs, Gardner, Willems – Voting against: none – Abstaining: Humphrey due to lost connection

H. Bylaws/Plan Workshop: Due to the weather-related cancellation of the workshop planned for February, the Board rescheduled. **Resolution 17-03-06.** Motion by Supervisor Willems and seconded by Supervisor Behrens. Resolved, the Board approved a special meeting/workshop on April 18th from 11:00-2:00 at the Ramsey County Public Works building. Voting in favor of the resolution: Behrens, Buggs, Gardner, Humphrey, Willems – Voting against: none – Abstaining: none

5. Standing Committee Reports – The Board reported on the committee meetings they attended.

A. Metro Conservation Districts – Supervisor Willems

B. Rice Creek Advisory Committee – Supervisor Gardner

C. Ramsey-Washington Metro Watershed District Citizen Advisory Committee and Board – Supervisor Gardner

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 – no meeting

H. Metro MAWD – no regional meeting

I. Other Meetings

i. RCD Conservation Forums – Ann WhiteEagle

ii. MASWCD meeting – Supervisor Behrens and Supervisor Buggs

iii. Communicating for Equity and Diversity – Supervisor Willems

iv. RiverEast Planning Committee – no meeting

v. St Paul Regional Water Services Board – (no report: Supervisor Humphrey had lost phone connection)

vi. Metropolitan Council – Supervisor Gardner

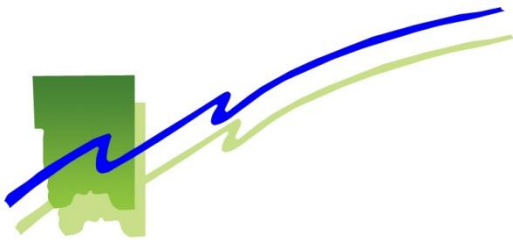
vii. Metro Transit – Supervisor Buggs

viii. Master Water Stewards – Supervisor Gardner

6. Next Regular Board Meeting – Thursday, April 6, 2017, at 6:30pm.
7. Adjournment: **Motion by Supervisor Behrens, Supervisor Willems seconded** to adjourn at 8:20 pm.
Motion carried unanimously.

These minutes are respectfully submitted by Andrea Prichard.

DRAFT



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

1. Meeting called to order by Chair Humphrey at 6:30 p.m. Chair Humphrey indicated with regret that Supervisor Gardner submitted his resignation from the board.

Roll of Attendance

Supervisors present:

Others present:

Margaret Behrens	Michael Schumann, RCD Staff
Lena Buggs	Ann WhiteEagle, RCD Staff
Mara Humphrey	Andrea Prichard, RCD Staff
Gwen Willems	Brian Olsen, RCD Staff
	Joe Lochner, RCD Staff
	Michelle Prosser, RCD Staff
	Seitu Jones, CRWD Board Manager
	Mary Peterson, BWSR Board Conservationist

- A. Approval of Agenda: **Motion by Supervisor Willems, seconded by Supervisor Humphrey** to approve the amended agenda, after Chair Humphrey requested to remove Action Item E from the agenda and add Action Item M to discuss the vacancy left by Supervisor Gardner’s resignation. Chair Humphrey also requested to move supervisor expense claims from the consent agenda to Action Item 1AA. Supervisor Buggs requested to add Action Item N regarding per diem processing requirements and Action Item O to request a meeting of the personnel committee. Voting in favor of approving the amended agenda: Humphrey, Willems – Voting against: Behrens, Buggs - Abstaining: none. Motion failed to carry.

Discussion: Supervisor Buggs indicated that expense claims should not be removed from the consent agenda. Supervisor Buggs stated that the board had previously decided to place expense claims under the consent agenda to be paid without restriction. Mary Peterson (BWSR) was asked to clarify. According to Ms. Peterson, the consent agenda should be used for items that require no discussion and that can be approved following guidelines and whatever operating procedures the Ramsey Conservation District has. Expense claims, as they are expenditures, need to be approved by the Board. Ms. Peterson recommended not having expense claims on the consent agenda.

Chair Humphrey indicated the need to revisit the vote of whether the agenda is approved or not and clarified that if the meeting is not held, the RCD’s budget will not be approved. The budget is due to the Ramsey County on Monday, April 10th, and if not submitted, the RCD will risk losing

county funding.

Supervisor Buggs indicated that she would vote no on approving the amended agenda. She recalls that the motion to place expense claims under the consent agenda and approve without restriction did pass at a previous meeting. Supervisor Buggs also indicated that the RCD is in process of revising its guidelines. Chair Humphrey agreed that the RCD is looking at amending its bylaws, but indicated that the current by-laws are followed. Supervisor Willems indicated that there have always been guidelines as to what each meeting is allowed for per diem. Supervisor Behrens indicated that the current by-laws were not adopted at the first meeting of 2017 and that they should be approved every year. Chair Humphrey stated that the approved by-laws are in place for the Board to follow regardless. Supervisor Behrens stated the board had previously made and passed the motion to change the number of meetings to seven meetings per month within the limits of the law, unrestricted.

Chair Humphrey then asked for a motion to adjourn.

Supervisor Buggs stated that she had not received a copy of the RCD by-laws. Supervisor Willems asked Supervisor Buggs to clarify that she is stating she's never seen any guidelines regarding per diems. Supervisor Buggs stated that she had not seen any by-laws. Supervisor Willems clarified that the discussion involved per diem guidelines. Supervisor Buggs stated that the per diem guidelines have not been clarified and policy has already been passed regarding per diems and there should be no further discussion.

Chair Humphrey clarified that the current question is whether or not per diems and supervisor expense claims should be in the consent agenda or under action items. Items cannot be under the consent agenda if there are questions regarding that item.

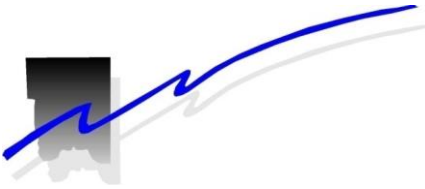
Chair Humphrey then asked for a motion to reconsider adoption of the amended agenda or a motion to adjourn.

Supervisor Willems made the motion to reconsider the amended agenda. No second. Motion failed.

2. Adjournment: **Supervisor Buggs made the motion to adjourn the meeting at 6:49 p.m. Supervisor Behrens seconded.**

Voting in favor of adjournment: Behrens, Buggs, Humphrey, Willems - Voting against: - Abstaining:

These minutes are submitted by Michelle Prosser.



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

Ramsey Conservation District

April 24, 2017

To: Members of the RCD Board
From: RCD Professional Staff
Subject: Staff Reports for March 29, 2017 – April 24, 2017

Joe Lochner – Conservation Design Specialist

Technical:

- Meeting with Urban Ecosystems for MNLA headquarters
- Design work for LEAP School (SPPS)
- Design work Rice-Maryland raingarden project revolving around County and City comments
- Bobby Thiesen Park Pre-Construction meeting with City of Shoreview, RCWD, and
- Meeting at Frogtown Farm to discuss addition of structure and how to manage increased stormwater runoff
- Site Visits around CRWD
- West Ave Raingarden pre-bid and bid selection, and contract finalization
- Grant figures and stormwater calculations for Lifetrack in St. Paul

Meetings, Office Work & Administrative:

- Board Workshop
- Complete revisions for 2017 Community Partners Work Plan
- Meeting with Hamline University students and professor at Boys and Girls Club in St. Paul to discuss stormwater management projects on-site
- Como In-Lake Analysis TAC Meeting at CRWD

Michael Schumann - Natural Resource Specialist

Technical Project Highlights:

- Sucker Lake Channel CWF FY2017 – Vadnais Heights
- CWF FY2014 Wakefield Grant; Project Planning & Designs – Maplewood
- Shepherd of the Hills Church; Construction Designs - Roseville
- Crestview Forest Townhomes HOA; Construction Tentative – Maplewood
- Canabury HOA; Technical Plan Review & Construction Tentative – Little Canada
- Idaho-Atlantic R.S.V.P Projects; Construction Designs – St. Paul
- Beaver Lake Master Water Steward Projects; Construction Designs – St. Paul
- Residential Raingarden, Shoreline and Native Planting Projects; Conceptual & Construction Designs

Meetings

- Hansen Park Onsite Project Review, New Brighton
- Wakefield Grant Meeting, Maplewood Public Works
- RCD AIS March Forum

Miscellaneous

- PSA - Wilkinson and Charley Lake vegetation survey work for VLAWMO
- CWF FY15 Project Application Documents and Fact Sheets
- Hamline University Planting Day & Wetland Delineation Day April 20th & April 27th
- Coordinating WCA workshop for LGUs and BWSR
- Site Visit with NOHOA for Mary Hill Park Restoration Projects May 23rd
- WCA TEP Reporting & Onsite Application Reviews

Andrea Prichard – Environmental GIS Technician

Miscellaneous

- Initiation of Well-Sealing Program – First applicants received
- Completion and Approval of Wilkinson and Charley Lake bathymetry reports
- Completion and Approval of VLAWMO Vegetation Survey Proposals (with Mike)
- Completion of Draft “Other Watercourses” Maps for Ramsey County (Buffer Law)
- Social Media Posts
- Groundwater Plan updates
- Well Inventory GIS work

Meetings

- Groundwater Task Force on Campus Groundwater Conservation
- Arden Hills Pre-Construction
- RCWD Inspector Team meetings

Erosion & Sediment Control Inspections and Reporting:

- Arden Hills (~24 sites twice monthly)
- Shoreview (~10 sites twice monthly)
- Rice Creek Watershed District (Monthly)
 - New Brighton (~8 sites)
 - Arden Hills (~24 sites)
 - Shoreview (~6 sites)

Michelle Prosser – Conservation Technician

Main Projects:

- Coordinating May Conservation Forum
- Determining speakers, location, etc.
- Creating email blasts and reminders
- Collecting RSVPs
- Rain Gauge Data Recording
- Assisting with bathymetry data collection on Charley and Wilkinson Lake
- Envirothon
- Forming AIS Taskforce

- Determining structure, purpose, etc.
- Recruiting members
- Setting meeting date, agenda, etc.

Meetings:

- Joint MN and WI zebra mussel workshop
- MN DNR AIS Volunteer Training
- BWSR Grants Training
- MISAC (MN Invasive Species Advisory Council)
- White Bear Lake augmentation project update
- RCD workshop

Upcoming:

- AIS Taskforce Meeting (1st week of May)
- Level 1 AIS Inspector Training Host (May 13)
- Conservation Forum (May 17)

Brian Olsen – Conservation Technician

Technical Project Highlights:

- West Avenue Raingarden – (bids received and contractor chosen)
- RCWD site visits
- RCWD – residential project clean water plan concepts
- RCWD – residential project designs
- RWMWD – residential project clean water plan concepts
- Site measurements for RWMWD curb-cut raingarden retrofits (Wakefield)
- Bald Eagle Lake residential shoreline RCWD funding approval
- Clean water plan for CRWD Master Water Steward project

Other Highlights:

- Recycling forum flyers and announcements
- Children’s Water Festival Planning Committee Meeting

Ann WhiteEagle – District Manager

Meetings/Events

- Conservation Forum Aquatic Invasive Species (AIS)
- Hosted and attended Area IV/MACD meeting and Supervisor Orientation
- Attended Ramsey County Procurement meeting – changes to implementation especially for small and medium departments
- Attended MCD Manager’s meeting at Isanti SWCD
- Prepared and participated in Ramsey County Budget Meeting with County Manager and Finance staff
- Prep for Special Meeting/ Workshop with Facilitator

Hr/Payroll/Finance

- Completed 1st quarter billing and 1st quarter Treasurer’s Report

- Added grant funding, as suggested by Ramsey County, for FY18-19 budget as estimates – split between Capacity Grants and Clean Water Grant
- Hired seasonal staff and reviewed Conservation Corp applications and completed ranking
- Completed budget adjustments for four Clean Water grants awarded to RCD

Web site

- Added information for Recycling Forum, which will be May 17th at the Roseville Library
- Updated Board Meeting page, added board packet

BWSR

- Reviewed BWSR's Supervisor Handbook, especially on Open Meeting Law
- Updated the BWSR grant spreadsheet with new grants

Other

- Archived board meetings for December, 2016
- Contacted MCIT to inquire about membership, but RCD cannot become a member at this time, because it would require county sponsorship. Also MCIT is currently not allowing non-members to pay for services
- Completed RCD portion of JPA for the Sucker Lake Channel Restoration Project
- Requested and reviewed by-laws from various metro SWCDs
- Performed normal board activities, accounting functions, payroll functions, and office management functions.



Meeting Date: 05/04/2017

Presented by: Supervisor Humphrey

A. Purpose/Action Requested:

February, March, & April Supervisor Expense Claim Review and Approval.

Summary:

Attached are the Board Supervisor expense claims received in time for the May board packet.

RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Gwen Willems

For Period: February 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
2/2/17	RCD Board	\$75.00	14	\$7.49				\$82.49
2/8/17	Metro Watershed Partners: Comm. Equity & Diversity	\$25.00	13	\$6.96		Registration	\$40.00	\$71.96
2/8/17	CRWD CAC	\$50.00	6	\$3.21				\$53.21
2/22/17	MCD	\$50.00	26	\$13.91				\$63.91
2/23/17	RCLLG meeting with legislators	\$75.00	23	\$12.31				\$87.31
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
TOTALS		\$275.00	82	\$43.87	\$0.00		\$40.00	\$358.87

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

*No payment without receipt.

APPROVED:

Claimant's Signature _____ Date _____ District Manager _____ Date _____

RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Margaret Behrens

For Period: February 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
2/2/17	RCD Board Mtg	\$75.00	18	\$9.63				\$84.63
2/10/17	VLAWMO Tech	\$50.00	12	\$6.42				\$56.42
2/14/17	RCLLG Executive Committee	\$50.00	10	\$5.35				\$55.35
2/22/17	VLAWMO Board	\$50.00	12	\$6.42				\$56.42
2/23/17	RCLLG Mtg w/ Legislators	\$75.00	10	\$5.35				\$80.35
2/28/17	MASWCD Board Mtg	\$75.00	18	\$9.63				\$84.63
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
TOTALS		\$375.00	80	\$42.80	\$0.00		\$0.00	\$417.80

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 _____

RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Margaret Behrens

For Period: March 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
3/2/17	RCD Board Mtg	\$75.00	18	\$9.63				\$84.63
3/7/17	SPRWA w/ North Oaks	\$50.00	16	\$8.56				\$58.56
3/10/17	VLAWMO	\$50.00	12	\$6.42				\$56.42
3/14/17	RCLLG Exec	\$50.00	10	\$5.35				\$55.35
3/20/17	MASWCD Briefing Mtg	\$75.00	20	\$10.70				\$85.70
3/21/17	Day at the Capitol	\$75.00	20	\$10.70				\$85.70
3/29/17	MACD Area 4/Supervisor Training	\$75.00	18	\$9.63				\$84.63
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
TOTALS		\$450.00	114	\$60.99	\$0.00		\$0.00	\$510.99

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

RCD SUPERVISOR EXPENSE CLAIM

Supervisor: Gwen Willems

For Period: March 2017

Date	Description	Per Diem	Miles	Total @ .535/mi.	Parking*	Other	Amt.*	Total for Day
3/2/17	RCD Board	\$75.00	14	\$7.49				\$82.49
3/8/17	Capitol Region CAC	\$50.00	6	\$3.21				\$53.21
3/20/17	MASWCD Legislative Briefing	\$75.00	20	\$10.70				\$85.70
3/21/17	Day at the Capitol	\$75.00	20	\$10.70	\$8.00			\$93.70
3/29/17	MACD Area Meeting	\$75.00	14	\$7.49				\$82.49
3/30/17	RCD Forum on AIS	\$75.00	14	\$7.49				\$82.49
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
				\$0.00				\$0.00
TOTALS		\$425.00	88	\$47.08	\$8.00		\$0.00	\$480.08

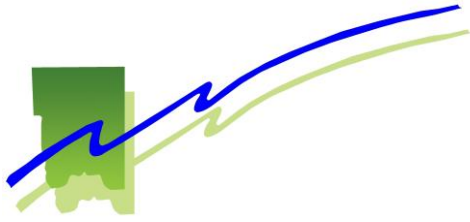
PER MINNESOTA STATUE 471.391 SUB.1
 I declare under penalties of law that this claim is just and correct and that no part of it has been paid.

*No payment without receipt.

APPROVED:

Claimant's Signature _____ Date _____

District Manager _____ Date _____



Meeting Date: 05/04/2017

Prepared by: Michelle Prosser

B1. Purpose/Action Requested:

Approve the Watercraft Inspections Agreement with WaterGuards, LLC.

Summary:

In 2016, the RCD had 4 watercraft inspectors manning Ramsey County boat launches for a total of 348 hours of inspection. In early 2017, the RCD sent a survey to stakeholders throughout Ramsey County, asking for their input regarding priority AIS (Aquatic Invasive Species) funding. Respondents indicated that their highest priority was to have increased watercraft inspectors at boat launches in 2017. As such, the RCD has worked with WaterGuards LLC to draft an agreement that would allow for over 2100 hours of watercraft inspection in Ramsey County from May through September of 2017.

The RCD Board approved the Memo of Agreement (MOA) from Ramsey County Parks for the AIS Program at the February 2017 board meeting. In the MOA, the RCD agreed to coordinate boat access site inspections for up to \$80,000 for the 2017/2018 AIS budget.

Explanation of Fiscal/FTE Impact:

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

B2. Purpose/Action Requested:

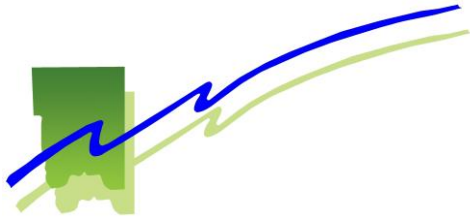
Approve the AIS Becker Invoice.

Summary:

The Becker invoice is attached for \$850. Ramsey County Parks authorized this media contract before the RCD took over the program. Staff is requesting board approval to pay the invoice with AIS funds transferred to the RCD.

Explanation of Fiscal/FTE Impact:

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



Meeting Date: 05/04/2017

Prepared by: Ann WhiteEagle

Purpose/Action Requested:

Review, amend and approve the 2018-19 Budget.

Summary:

This draft budget was already submitted to Ramsey County for their April 10, 2017 deadline, as the staff recommended draft budget. As with previous budgets, nearly 85% of the budget reflects personnel expenses, which includes board per diem expenses. The line item for per diems was increased to \$20,000 to account for the expected increase in meeting attendance for 2018-19. To account for the increase, funding was taken out of the temporary/seasonal employee budget. The following operating expense budgets were provided from the respective Ramsey County departments – Data Processing, Telephone, Building & Office Space, Equipment & Office Space, and Fire & Extended Coverage Insurance.

Also included is the draft RCD racial equity and community engagement document submitted as part of the budget packet to Ramsey County.

Draft

2018-19 Operating Budget

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

RACIAL EQUITY IN THE BUDGETING PROCESS

The Ramsey Conservation District delivers programs and services to the general public with the overall mission of conserving and enhancing natural resources by supporting Ramsey County's residents and organizations. The lakes, creeks, and rivers we help protect are used recreationally by diverse groups of people in Ramsey County. Improving water quality and protecting aquatic life benefits anglers, swimmers, and others who enjoy access to clean water bodies in the community.

In terms of budgeted programs, RCD has a new staff member to oversee inspections for aquatic invasive species in all lakes of Ramsey County with public boat launches to ensure boater education and to help protect the ecosystem of the lakes. RCD partners with community gardens and farms through our urban agriculture projects, offering an opportunity for neighbors to learn about urban farming and connect with each other and nature. Our Community Partners cost-share program is a collaboration between civic groups, watershed districts and the Ramsey Conservation District to fund clean water projects to improve green spaces and water quality. Though our primary criteria in accepting a project has included feasibility, water quality benefits, and educational potential, another important consideration is racial and economic equity for access to green space and clean water.

The RCD will, however, avoid storm water infiltration projects in areas of contaminated soils to protect underlying groundwater, and many of these areas coincide with low property-value areas due to their brownfield designation.

RCD's accessibility limitations include:

- Language – our website is only in English, and we have not intentionally engaged Somali, Hmong, or Spanish-speaking neighborhoods or organizations to promote our services.
- Location – our office building, where we hold meetings and many public events, is about 10 miles from downtown areas and is not easily accessible using public transportation.
- Outreach – we have largely worked on projects after being approached for a service, rather than targeting projects in communities of a particular income or racial background

RCD's Board is ramping up its efforts in the area of racial equity, with one supervisor recently attending an Equity and Diversity Workshop and another expressing interest in developing policy on the subject. The RCD is interested in creating a task force using racial equity tools to explore ways of making our organization's services more accessible to a diverse population, to oversee actions taken, and to track progress in those endeavors.

COMMUNITY ENGAGEMENT ACTIVITIES

Ramsey Conservation District's website provides a window into our programs, activities, and partners. We also promote our projects and public programs on Twitter and Facebook. One way to improve our accessibility is to include general information on our website in at least one other language spoken by Ramsey County communities.

RCD believes in inspiring youth in the environmental field. For many years we have engaged with youth in events such as Children's Waterfest and Envirothon. Each summer we host a Conservation Corps intern, and this year we are accepting intern applications from St Paul's Right Track program, which partners low-income youth and young adults with summer employment internships.

One of our most popular public outreach activities is our free-of-charge Conservation Forums that occur several times per year on natural resource topics. In order to boost participation from more segments of Ramsey County's population, we can post fliers in more diverse neighborhoods and libraries throughout the county, and we can also hold more forums in locations where public transportation is easily accessible. One topic that the RCD is considering for an upcoming forum is Environmental Justice, which discusses social inequities related to contaminated natural resources as they relate to Ramsey County. These educational programs help inform and inspire residents to be a part of the solution as we strive together to protect the natural resources of Ramsey County.