



Board Meeting Minutes

Date: January 20, 2009

Location: 16015 Central Ave NE, Suite 103
Ham Lake MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, USDA NRCS District Conservationist

Swearing in Ceremony

Judge Jenny Walker Jasper performed the swearing in ceremony for ACD's newly elected supervisors Karla Komec and Jim Lindahl and re-elected supervisor Vici Nass. Komec's parents were present for the ceremony.

Chair Truchon called the meeting to order at 5:04

Selection of Officers

- DeLaForest moved to nominate Truchon for Chair. Komec seconded the motion.
- Nass moved to nominate DeLaForest for Vice Chair. Truchon seconded the motion.
- DeLaForest moved to nominate Nass for Treasurer. Lindahl seconded the motion.
- DeLaForest moved to nominate Berkness for Secretary. Nass seconded the motion.
- Nass moved to cease nominations and cast a unanimous ballot for the slate. DeLaForest seconded the motion. All ayes, motion carried.

Regular Agenda

A. Approval of December Meeting Minutes and January Agenda of the Regular Board Meeting

- Nass moved to approve the January Agenda and December Meeting Minutes. DeLaForest seconded the motion.

The following items were added to the agenda: (P) MOU with SCWMO, (Q) NPEAP Request, and (R) Native Buffer Cost Share. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Monte provided the Board with her activity report along with a living snow fence reference map. There was discussion about the criteria needed to receive USDA assistance for installing a living snow fence. Lord mentioned that it was

helpful to have a reference map which outlined areas of concern in Anoka County.

C. Approval of December Financial Reports

Lord explained that year end finances were not finalized, explaining that the December financial reports will be provided in the February board packet.

D. Approval of January Bills – (Approve after new business)

- Nass moved to approve electronic payment EP13 – EP15 and check number 10981 – 11011. DeLaForest seconded the motion. All ayes, motion carried.

E. Legislative Updates

The Board reviewed information about the MASWCD Legislative day at the capitol. It was decided that an Operations Meeting needed to be set up to discuss ACD's legislative priorities.

New Business-Action Items

F. Supervisor Assignments

After some discussion about the time commitment needed for each assignment, committees were decided as follows:

- Personnel Committee–Truchon, Nass, Komec (DeLaForest alternate)
- Finance Committee–Nass, Komec, Lindahl (Truchon alternate),
- Operations Committee–Truchon, DeLaForest, Lindahl (Nass alternate),
- Metro Association – DeLaForest primary, Lindahl secondary
- Area IV Assoc. – Nass, DeLaForest
- CCWD Citizen Advisory – Lindahl
- RCWD Citizen Advisory – Truchon

G. Approve and Sunset ACD Policies

The Board reviewed the following ACD Policies:

Resolution and Policy Updating and Maintenance

- Nass made a motion to adopt the Policy for Resolution and Policy Updating and Maintenance. DeLaForest seconded the motion. All ayes, motion carried.

Policy on Authorized Signators for the Checking Account

- Nass moved to adopt the policy on Authorized Signators for the Checking Account. Lindahl seconded the motion.

Lord explained that this was a new policy put in place when both he and Nass were unable to sign checks. All ayes, motion carried.

Policy on Approval of Bill Payment

- Nass moved to adopt the Policy on Approval of Bill Payment. Komec seconded the motion. All ayes, motion carried.

Policy on Data Backups

- Nass moved to adopt the Policy on Data Backups. DeLaForest seconded the motion. All ayes, motion carried.

Policy on Use of Credit Cards and Debit Cards

- Nass moved to adopt the Policy on Use of Credit Cards and Debit Cards. Lindahl seconded the motion. All ayes, motion carried.

Policy on Bank Statement Reconciliation and Review

- Nass moved to adopt the Policy on Bank Statement Reconciliation and Review. DeLaForest seconded the motion. All ayes, motion carried.

Policy to Record Meetings and Dispose of Recording Upon Completion of the Minutes

- Nass moved to adopt the Policy to Record Meetings and Dispose of Recording Upon Completion of the Minutes. DeLaForest seconded the motion. All ayes, motion carried.

Policy to Establish and Maintain a Petty Cash Box

- Nass moved to adopt the Policy to Establish and Maintain a Petty Cash Box. Komec seconded the motion. All ayes, motion carried.

Policy on Capital Assets

- Nass moved to adopt the Policy on Capital Assets. Komec seconded the motion. All ayes, motion carried.

Policy on the Collection of Debt

- Nass moved to adopt the Policy on the Collection of Debt. Komec seconded the motion. All ayes, motion carried.

Policy on Issuing Extensions for Compliance with Restoration Orders

- Nass moved to adopt the Policy on Issuing Extensions for Compliance with Restoration Orders. DeLaForest seconded the motion. All ayes, motion carried.

Policy on Conducting Wetland Delineations

- Lindahl moved to adopt the Policy on Conducting Wetland Delineations. Komec seconded the motion. All ayes, motion carried.

Policy to Authorize the Vice Chair to Execute Documents in the Absence of the Chair

- Lindahl moved to adopt the Policy to Authorize the Vice Chair to Execute Documents in the Absence of the Chair. Nass seconded the motion. All ayes, motion carried.

Policy on Supervisor Compensation

- Nass moved to adopt the Policy on Supervisor Compensation. DeLaForest seconded the motion.

Lord stated that there were compensation limits in state statute. All ayes, motion carried.

Policy to Limit the District Manager's Expense Authorization

- Nass moved to adopt the Policy to Limit the District Manager's Expense Authorization. Komec seconded the motion. All ayes, motion carried.

Policy Establishing Criteria for Wildlife Habitat Exemptions

- Nass moved to adopt the Policy Establishing Criteria for Wildlife Habitat Exemptions. Lindahl seconded the motion. All ayes, motion carried.

H. Approve Employee Handbook Updates

- Truchon made a motion to approve the employee handbook changes. Nass seconded the motion.

Lord brought attention to the travel and expense section where there was a paragraph added. The update states that the cost of gas will be reimbursed instead of the mileage rate when a supervisor or employee elects not to use a reasonably available district vehicle in favor of using their personal vehicle. The update was needed too help control the expense of mileage reimbursement. Lord also mentioned the update in title from District Technician to Conservation Technician. Lord asked Berkness to make a copy of the handbook for Komec. All ayes, motion carried.

I. Approve ACD Resolutions

Resolution 2009-01 2009 Meeting Schedule

- Lindahl made a motion to adopt Resolution 2009-01 indicating the 2009 Meeting Schedule. Nass seconded.

There was discussion about the meeting time and Supervisor work schedules. Lord informed the new members that Supervisor Training occurred at 4:30 pm, 30 minutes before the Board Meeting, something Lord would like to offer consistently. Lord suggested changing the time of the Board Meetings to 5:30 so all could attend the training.

- DeLaForest made a motion to amend Resolution 2009-01 to indicate 5:30 start time for meetings. Komec seconded the motion. All ayes, amendment carried.
- Action on the main motion: All ayes, motion carried as amended.

Resolution 2009-02 Designation of Office and Meeting Location

- Nass made a motion to adopt Resolution 2009-02 designating the Anoka Conservation District's office at 16015 Central Avenue NE in Ham Lake as the official meeting place for the Board of Supervisors Monthly Board Meetings. Lindahl seconded.

Lord noted the removal of Suite #103 from the resolution since we routinely meet in conference room of the neighboring suite. All ayes, motion carried.

Resolution 2009-03 Designation of Official Depository

- Nass made a motion to adopt Resolution 2009-03 designating Wells Fargo Blaine Branch to be Anoka Conservation District's official depository. Komec seconded the motion. All ayes, motion carried.

Resolution 2009-04 Designation of Official Brokerage Firm

- Nass made a motion to adopt Resolution 2009-04 designating Wells Fargo Brokerage Services, LLC as the Official Brokerage firm for the

Anoka Conservation District. DeLaForest seconded the motion. Nass, DeLaForest, Truchon, Lindahl ayes, Komec abstained, motion carried.

Resolution 2009-05 Requiring Anoka County to Provide Liability Insurance for ACD

- Nass made a motion to designate Anoka County as the liability insurance coverage holder for Anoka Conservation District. Lindahl seconded the motion. All ayes, motion carried.

J. Authorize Entering into MOU with LRRWMO for 2009

- Nass moved that we enter into MOU with LRRWMO for 2009. Komec seconded the motion.

Lord brought attention to the new Geologic Atlas item, stating that otherwise it was very similar to previous years. All ayes, motion carried.

K. Authorize Payment of 2009 MASWCD Dues of \$2,750

- DeLaForest made a motion to authorize payment of \$2750 to MASWCD for 2009 dues. Lindahl seconded the motion. All ayes, motion carried.

L. Authorize Payment and Renewal of Anoka Chamber of Commerce

- Lindahl made a motion that we renew The Anoka Chamber of Commerce and pay dues of \$50. Nass seconded the motion.

Truchon made comment that the district needs to attend events to become more visible and get to know members. Lindahl mentioned that he was involved with the Anoka Chamber of Commerce. All ayes, motion carried.

M. Approve Joint Powers Agreement between ACD and MPCA

- Nass made a motion to approve the Joint Powers Agreement between ACD and MPCA. DeLaForest seconded the motion.

Lord explained that this was for Typo and Martin Lakes TMDL study. We had sent a final draft TMDL into MPCA for review and comment but they never responded. In the meantime the Joint Powers Agreement expired and MPCA decided that they wanted us to develop an implementation plan after we were done with the TMDL. Ultimately it worked out well as we were able to incorporate our new fees into the agreement. All ayes motion carried.

New Business – Information Items

N. RCWD Committee

Truchon informed all that the RCWD Committee did not meet. Truchon mentioned RCWD approved a new budget that includes cost share of \$50,000 which cities can apply for to be used for water quality improvement projects.

O. Take Picture of Board Members for the Website – Occurred after the swearing process

P. Authorize Entering into MOU with SRWMO

- Nass moved that we enter into the MOU with SRWMO for 2009. DeLaForest seconded the motion.

Lindahl requested an explanation, whereas Lord provided further detail about the process of ACD working with the various WMO's. A watershed map was provided.

Q. NPEAP Request for DYNASCAPE-CAD

The Board reviewed a NPEAP Equipment Application request along with examples of the software capabilities, provided by Shawn Tracy, Landscape Restoration Specialist.

- Nass moved that we submit the NPEAP request to the AMSWCD on behalf of the LRP. DeLaForest seconded the motion.

Lord explained that Gregg Thompson, Landscape Restoration Specialist, received an instructors subscription to the DYNASCAPE Software which is expiring. The software has been extremely useful for the LRP and both Specialists would like to submit a request for NPEAP funds to cover the software expense. All ayes, motion carried.

R. Native Buffer Cost Share Approval

The Board reviewed a Native Buffer Cost Share Request provided by Lord. Lord explained that he worked with Mark Riverblood from the City of Ramsey and Great River Greening. The deadline for the agreement was this past Friday. Lord suggested the Board make a motion similar to the previous native buffers cost share grant that was approved.

- Nass made a motion that we approve the agreement and encourage staff to further evaluate the budget with project partners. Lindahl seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates

- Regular ACD Board Meeting Tuesday February 17, 2009 5:30 pm
- RCWD Shallow Lakes Workshop February 14, 9:30
- MASWCD Legislative Day at the Capitol February 23–24, St. Paul
- Leadership, March 1st – 5th, Washington D.C.

The Operations Meeting Agenda was decided as follows: Agenda for Legislative Day at the Capitol, a potential ACD tour for new supervisors, ACD Attire and ECO Fair.

Lindahl suggested that the District give a presentation at one of the Anoka Chamber of Commerce meetings and promote the tree sale.

- Nass made motion to adjourn at 7:20. DeLaForest seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting

Tuesday January 20, 2009 5:00 PM

Swearing-in Ceremony

- Karla Komec
- Jim Lindahl
- Vici Nass

Selection of Officers

- Chair, Vice Chair, Treasurer & Secretary

Regular Agenda

- A. Approval of December Meeting Minutes and January Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of December Financial Reports (not available until Feb)
- D. Approval of January bills (to approve after action items)
- E. Legislative Updates – Day at the Capitol

Old Business

New Business-Action Items

- F. Committee Assignments
- G. Approve and sunset ACD Policies
- H. Approve Employee Handbook Updates
- I. Approve ACD Resolutions
 - Resolution 2009-01 Board Meeting Dates
 - Resolution 2009_02 Designation of Office and Meeting Location
 - Resolution 2009_03 Designation of Official Depository
 - Resolution 2009_04 Designation of Official Brokerage Firm
 - Resolution 2009_05 Requiring Anoka County to Provide Liability Insurance for ACD
 - Resolution 2009_06 Designation of Official Posting Location for ACD
- J. Authorize Entering into MOU with LRRWMO for 2009
- K. Authorize Payment of 2009 MASWCD Dues of \$2,750
- L. Authorize Payment and Renewal of Anoka Chamber of Commerce
- M. Approve Joint Powers Agreement between ACD and MPCA

New Business-Informational Items

- N. RCWD Committee
- O. Take Picture of Board Members for the Website

Additions

- P. Authorize Entering into MOU with SCWMO
- Q. NPEAP Request
- R. Native Buffer Cost Share Approval

FYI /Meetings and Dates

- Metro Meeting January 28, 2009
- Leadership Training, Alexandria, January 21st – 22nd
- RCWD Shallow Lakes Workshop February 14, 9:30
- Regular ACD Board Meeting Tuesday February 17, 2009 5:00 pm
- MASWCD Legislative Briefing and Day at the Capitol , February 23-24 2009

Supervisor Training -NA
Non Offered



Board Meeting Minutes

Date: February 17, 2009

Location: 16015 Central Ave NE, Suite 103
Ham Lake MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, USDA NRCS District Conservationist (left at 6:55)

Regular Agenda

A. Approval of January Meeting Minutes and February Agenda of the Regular Board Meeting

- Nass moved to approve the February Agenda. DeLaForest seconded the motion.

Lord noted addition (Q) Area IV/Metro Restructuring. All ayes, motion carried.

- Nass moved to approve the January Meeting Minutes. Lindahl seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Dennis Rodacker, Wetland Specialist, was present to discuss wetland violation outlined in his report located in Coon Rapids, at the Stone Light Estates development. Rodacker explained that the 7-lot housing development on the east side of Crooked Lake needs a significant amount of fill to make the lots buildable. This type of impact for development is in direct conflict with the avoidance and minimization requirements of WCA. Rodacker mentioned he discovered the city did not officially approve the WCA permit and they are now claiming that it falls under the MN Statue 15.99. Rodacker requested authorization to appeal the project approval.

- DeLaForest made a motion to have Rodacker write a letter of appeal. Lindahl seconded the motion. All ayes, motion carried.

Upon reviewing Jamie Schurbon, Water Resources Specialist's, report, Truchon questioned the progress of the County Geologic Atlas. Lord explained that Schurbon had run into some road blocks with the URRWMO, stating the City of St. Francis and East Bethel are leaning towards a "no vote" and without the WMO's support the project will not happen. Nass suggested having someone with clout, such as a County Commissioner, speak with the WMO about the benefits of the project. Lord stated he would talk Schurbon and come up with a game plan.

Nass brought attention to the second paragraph outlined in Lord's activity report where he explained the reason for the year- end negative balance. Lord explained that it was partly due to grant proceeds we expected but were not receiving.

C. Approval of December Financial Reports

- Nass moved to approve the December financial reports. DeLaForest seconded the motion.

Nass brought attention the budget report where there were several instances of budget overages. Lord went on to explain that ACD can not dictate it's revenue, such as a City, therefore the budget is not set in stone. Lord brought attention to the total expenses, which were actually less than budgeted and the revenue which was \$75,432.28 less than expected, thus causing us to fall within the red zone. All ayes, motion carried.

D. Approval of January Financial Reports

- Nass moved to approve the January financial reports. Komec seconded the motion. All ayes, motion carried.

E. Approval of February Bills – (Approve after new business)

- Nass moved to approve electronic payment EP16 and check numbers 11012 – 11027. Lindahl seconded the motion. All ayes, motion carried.

F. Legislative Updates

The Board reviewed the MASWCD Legislative Report. DeLaForest informed the Board of her recent trip to the Capitol, providing a list of everyone she met with, stating she went on behalf of ACD and other organizations she is involved with.

New Business-Action Items

G. Operations Meeting, February 9, 2009

Lindahl, Chair of the Operations Committee, brought everyone up to speed on the discussion from the February 9th, Operations Committee Meeting.

EcoFair

The Committee request DeLaForest write up an outline that covers the specifics of the proposal.

ACD Clothing

Lord will look into pricing of embroidered clothing for the Board to consider at a future board meeting.

ACD Tour

It was decided a tour of ACD projects would be provided to the supervisors in early May after the tree sale and one for county commissioners and elected officials in late June.

ACD Day at the Capitol

The District will concentrate on the constitutional amendment funding and/or stimulus funding. The message we want to convey is that SWCDs are ideal for

delivering conservation practices to landowners. We will push for a specific amount of money to achieve specific project goals. It was decided the second week in March would work for all.

Anoka Chamber of Commerce

Lindahl outlined opportunities through the Anoka Chamber of Commerce for the district to be more visible, one of which, is to send in a featured article about ACD for their newsletter.

H. Seasonal Water Resource Technician Position

- DeLaForest moved to authorize Lord permission to hire a Seasonal Technician if needed. Nass seconded the motion.

The Board reviewed the Seasonal Water Resource Technician announcement and description. Lord explained that John Loomis, the current Seasonal Technician, is seeking permanent employment but presently working for the District. Lord explained it was more cost effective to keep Loomis around to work on various tasks than to pay for unemployment benefits, discussing further the possibility of offering Loomis the position. Lord explained he needed authorization to fill the position so when the time came he could move forward without coming back to the board. All ayes, motion carried.

I. Authorize entering into MOU with URRWMO

- DeLaForest moved that we enter into the agreement with URRWMO for 2009. Nass seconded the motion. All ayes, motion carried.

J. Authorize entering into MOU with SRWMO

- Nass moved that we enter into the agreement with SRWMO for 2009. Lindahl seconded the motion. All ayes, motion carried.

K. Native Buffer Cost Share Guidelines

The Board reviewed Native Buffer Cost Share Guidelines created by Nathan Zwonitzer, Conservation Technician. Lord explained that guidelines were needed as we currently have cost share funds available for projects that establish buffers near aquatic resources.

- DeLaForest moved to adopt the Native Buffer Cost Share Grant Guidelines and Grant Application. Nass seconded the seconded the motion. All ayes, motion carried.

L. Approve Native Buffer Grant Agreement

- DeLaForest made a motion to approve the Native Buffer Grant Agreement. Nass seconded the motion.

Lord explained that this was an agreement with the State of MN for cost share for two projects; one with Anoka County Parks for a Bunker Hills Savanna Project, and the other with Anoka County Parks for a project in Mississippi West Regional Park that was actually initiated by the City of Ramsey. ACD is required to administer the funds. Lord explained both projects need to be refined. All ayes, motion carried.

M. Landscape Restoration Joint Powers Agreement

- DeLaForest made a motion to approve the Joint Powers Agreement. Nass seconded the motion.

Lord explained that the AMSWCD reverted back to the previous version of the agreement explaining he needed the motion to forgo the County Attorney's approval.

- DeLaForest made a motion to amend the motion to forgo the Assistant County Attorney's approval. Nass seconded the amended motion. All ayes, amendment carried. All ayes, motion carried.

N. Approve ACD 2009 Annual Plan

The Board reviewed the District 2009 Annual Plan.

- Nass made a motion to approve the 2009 Annual Plan. DeLaForest seconded the amended motion. All ayes, motion carried.

New Business – Information Items

O. North Metro Chamber of Commerce Events

The Board reviewed correspondence which outlined upcoming North Metro Chamber of Commerce events.

P. RCWD Committee

Truchon informed the Board she attended the Shallow Lakes Forum on February 14, stating it was well attended. Truchon also brought attention to the RCWD Environmental Education Coordinator, Dawn Pape, mentioning the Blue Thumb Program and the Substitute Teacher Program she created.

Q. Area IV/Metro Restructuring

The Board reviewed information about the next Area IV Meeting along with a memo written by Chris Lord outlining the issues with the Area IV and TSA 8 Reorganization. The Board discussed the potential impact the restructuring would have on Area IV and the Metro Association.

FYI / Meetings / Dates

- Regular ACD Board Meeting Monday March 16, 2009 5:30 pm
 - Leadership, March 1st – 5th, Washington D.C.
 - ACD Day at the Capitol – March 10 – March 11th
 - Metro Meeting March 25, 2009
- Lindahl made motion to adjourn at 7:34. DeLaForest seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting

Tuesday February 17, 2009 5:30 PM

Regular Agenda

- A. Approval of January Meeting Minutes and February Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of December Financial Reports
- D. Approval of January Financial Reports
- E. Approval of February bills
- F. Legislative Updates

Old Business

- G. Operations Meeting, February 9, 2009
 - ECO Fair
 - ACD Clothing
 - ACD Tour
 - ACD Day at the Capitol
 - Anoka Chamber of Commerce

New Business-Action Items

- H. Seasonal Water Resource Technician Position
- I. Authorize entering into MOU with URRWMO for 2009
- J. Authorize entering into MOU with SRWMO for 2009
- K. Native Buffer Cost Share Grant Guidelines
- L. Approve Native Buffer Grant Agreement
- M. Landscape Restoration Joint Powers Agreement
- N. Approve ACD 2009 Annual Plan

New Business-Informational Items

- O. North Metro Chamber of Commerce Event
- P. RCWD Committee

Additions

- Q. Area IV & TSA 8 Reorganization
- R.
- S.

FYI/Meetings and Dates

- MASWCD Legislative Briefing and Day at the Capitol , February 23-24 2009
- Set up ACD Legislative Day at the Capitol, March 9th – March 13th
- Regular ACD Board Meeting Monday, March 16, 2009 5:30 pm
- Metro Meeting March 25, 2009
- Leadership Training, DC, March 1st – 5th

Supervisor Training

5:00 Dennis Rodacker - WCA



Board Meeting Minutes

Date: March 16, 2009

Location: 16015 Central Ave NE, Suite 103
Ham Lake MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant

Chair Truchon called the meeting to order at 5:32 pm

Regular Agenda

A. Approval of February Meeting Minutes and March Agenda of the Regular Board Meeting

- Nass moved to approve the March Agenda. Komec seconded the motion.

Berkness noted addition (R) Authorize entering into MOU with RCWD for 2009. All ayes, motion carried.

- DeLaForest moved to approve the February Meeting Minutes. Nass seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Truchon brought attention to the Stonelight Estates project, mentioned in Dennis Rodacker, Wetland Specialist's, report, expressing disappointment in the decision made by BWSR not to back us up on our appeal.

Upon reading Lord's activity report, Truchon questioned how much the District would be receiving in Ag Preserve funds. Lord stated he had not heard yet.

Lord brought attention to Mary Monte, USDA NRCS District Conservationist's activity report, where she mentions the Freedom of Information Act and attachment "C". There was discussion about the Freedom of Information Act and along with need for more clarification about attachment "C".

C. Approval of February Financial Reports

- Nass moved to approve the February financial reports. DeLaForest seconded the motion.

Lord mentioned that a budget report would be provided next meeting upon the approval of the financials. Once approved, Lord and Berkness will be able to input the 2009 budget numbers. All ayes, motion carried.

D. Approval of March Bills –

- Nass moved to approve electronic payment EP17 and check numbers 11028 – 11048. Lindahl seconded the motion. All ayes, motion carried.

E. Legislative Updates

The Board discussed the Day at the Capitol events. Truchon mentioned that Representative Melissa Hortman wanted clarification about the various roles in governing water resources and questioned if Lord had called her. Lord stated he left her a message but had not heard back.

Lindahl brought up the Green Acres program mentioning that landowners must have a conservation plan in place to be eligible. Lindahl stated this change allows ACD opportunity to be part of the program process. There was further discussion about the difference in program technicalities in the Twin Cities Metro area versus the more rural areas of MN.

Lord updated everyone stating Senator Satveer Chaudhary requested further information about the expansion of the Landscape Restoration Program to include in a bill he was proposing that day. Lord stated he emailed the information.

F. Finance Meeting, March 3, 2009

The Board reviewed the 2009 budget and March 3, Finance Committee minutes provided by Lord. Lord explained that there was a \$377 variance. This was due to cost share for a program which originally came out of Ag Preserves and we later realized that it should come out of LRRWMO cost share funds. Therefore the approval should be for \$2,987 instead of the \$3,364 deficit outlined in Lord's memo.

- Nass moved that we adopt the 2009 budget as presented adjusting it by the \$377 which would utilize \$2,987 from the undesignated fund to cover the deficit. Lindahl seconded the motion. All ayes, motion carried.

New Business-Action Items

G. Braido Habitat and Native Buffer Cost Share Request

- Nass moved that we approve the Braido Habitat Improvement cost share for up to \$1,685. DeLaForest seconded the motion.

Nate Zwonitzer, Conservation Technician was present to go over the project with the Board. Zwonitzer explained the Braido's were going to contract with Prairie Restorations. All ayes, motion carried.

H. Braido State Native Buffer Cost Share Request

- DeLaForest moved that we approve state native buffer cost share of up to \$2,431.25 for the Braido project. Nass seconded the motion.

There was further discussion about the timing of the project's installation along with the Braido's financial uncertainty. It was decided that we should encumber the funds but postpone signing the contract until the Braidos are ready to fully commit to an installation timeline. This will allocate the funds to the Braidos but allow for those fund to be redirectly fairly easily should the need arise.

- Nass moved that we amend the original motion and defer signing the

contract and encumber the \$2,431.25 in funds. Lindahl seconded the amendment. All ayes, motion carried.

- Vote on the amended main motion – All ayes, motion carried.

I. Hogetved Water Quality Cost Share Request

- Nass moved to approve the Hogetved Water Quality Cost Share request for up to \$779. Komec seconded the motion.

Zwonitzer explained that the Hogetved's lived on the same street where the Fridley retro-fit project was occurring. Zwonitzer mentioned that he hoped the project would spark an interest with his neighbors. All ayes, motion carried.

J. Approve 2008 NRBG SSTS Grant Application

- Nass moved to approve the 2008 NRBG SSTS Grant Application for \$10,000. Lindahl seconded the seconded the motion.

Lord explained this was a pass-through grant to Anoka County. All ayes, motion carried.

K. Geologic Atlas Project

- Lindahl made a motion to approve entering into MOU with URRWMO for the Anoka County Geologic Atlas. Nass seconded the motion.

Truchon mentioned she was pleased that the project passed and questioned the timing. Lord stated work would not begin until July 1, of 2009 as that is when the State's fiscal year begins. Lord also mentioned that the state agencies that will be doing the bulk of the work still needed approval from LCCMR. All ayes, motion carried.

L. Crooked Lake Management Plan

The Board reviewed a memo written by Jamie Schurbon regarding the Coon Creek Watershed Plan.

- DeLaForest made a motion to recognize the Crooked Lake Management Plan as a guidance document for the ACD. Nass seconded the motion. All ayes, motion carried

M. NPEAP Request for Anoka County Parks-Stream Bank Stabilization

- DeLaForest moved that we approve the NPEAP Application for the Stream Bank Stabilization of Pleasure Creek for up to \$5,100. Nass seconded the motion. All ayes, motion carried.

N. NPEAP Request for Dynascape Software

- Nass moved that we approve the NPEAP application requesting \$1,500 for DynaScape Software, Lindahl seconded the motion.

Lord explained that this request was for the same software requested by the Landscape Restoration Program and would mainly be used by Nate Zwonitzer, Conservation Technician, and Jamie Schurbon, Water Resources Technician. Lord explained that it was rare the District requested funds from NPEAP for something in house. All ayes, motion carried.

New Business – Information Items

O. RCWD Committee

Truchon explained she was in Washington DC, and did not make the previous RCWD citizens committee meeting, but did get a chance to review the new management plan drafted by Houston Engineering. Truchon informed the Board that she felt there was minimal emphasis related to ground water, which should be a huge concern. Truchon sent her comments related to this issue to RCWD.

P. Area IV Meeting

Nass discussed her frustration with events that occurred at the recent Area IV meeting she attended. The Board discussed the effects Area IV restructuring would have on the Area IV and the AMSWCD meetings. The Board expressed concern that the LRP staff services not be spread more thin than they currently are. The Board further discussed need for more leadership in Area IV and the Metro Association to facilitate the transition. Lord mentioned that he set up a managers meeting for Friday, March 20, to go over some of the issues. It was mentioned that ACD was identified as having to host the summer tour this year.

Q. Leadership Training

Berkness and Truchon attended Leadership Training in Washington D.C. from March 1 – March 5, which emphasized Civic Leadership. Berkness informed the Board that she enjoyed the trip but stated it was unfortunate that it was so cold. Truchon made comment that the group got to meet with many levels of government and provided the Board with NACD brochures.

FYI / Meetings / Dates

- Regular, ACD Board Meeting Monday April 20, 2009 5:30 pm
 - ACD Tree Sale Prep April 20 – 24th, Sale April 25 – Anoka County Fairgrounds
 - Metro Meeting March 27, 2009
- Lindahl made motion to adjourn at 7:34. DeLaForest seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting

Monday, March 16, 2009 5:30 PM

Regular Agenda

- A. Approval of February Meeting Minutes and March Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of February Financial Reports
- D. Approval of March Bills
- E. Legislative Updates – Day at the Capitol Discussion

Old Business

- F. Finance Committee Meeting – 2009 Budget Update, March 3, 2009

New Business-Action Items

- G. Braido Habitat and Native Buffer Cost Share Request
- H. Braido State Cost Share Request
- I. Hogetvedt Water Quality Cost Share Request
- J. Approve 2008 NRBG SSTS Grant Application
- K. Geologic Atlas Project
- L. Crooked Lake Management Plan
- M. NPEAP Request for Anoka County Parks - Stream Bank Stabilization
- N. NPEAP Request for DynaScape Software

New Business-Informational Items

- O. RCWD Committee
- P. Area IV
- Q. Leadership Training, DC

Additions

- R. Authorize entering into MOU with RCWD for 2009
- S.
- T.
- U.

FYI /Meetings and Dates

- Metro Meeting March 25, 2009
- Regular ACD Board Meeting Monday, April 20, 2009 5:30 pm
- ACD Tree Sale, Fairgrounds April 20th - 24th, Sale April 25

Supervisor Training

5:00 Jamie Schurbon – Anoka County Water Almanac



Board Meeting Minutes

Date: April 20, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair (departed at 6:15)
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, USDA NRCS District Conservationist

Chair Truchon called the meeting to order at 5:32 pm

Regular Agenda

A. Approval of March Meeting Minutes and Revised April Agenda of the Regular Board Meeting

- Nass moved to approve the revised April Agenda. DeLaForest seconded the motion. All ayes, motion carried.
- Nass moved to approve the April Meeting Minutes. Komec seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Truchon expressed her thankfulness that, Jamie Schurbon, Water Resources Specialist, attends the Anoka County Ground Water Meetings, stating that he is always very helpful.

Berkness updated the Board on the tree sale status, stating the District had to cut a portion of the DNR order resulting in a 20% cancellation fee as sales are down this year. Berkness also mentioned that Lee's Nursery unexpectedly canceled the District tree order because of financial troubles. Fortunately ACD only ordered two species, unlike other SWCD's who placed their entire order through Lee's. We have made our remaining tree available to some of the districts to help replace the trees and shrubs Lee's could not deliver.

Monte provided her activity report to the Board. Monte discussed the freedom of information act (FOIA) and how organizations need to deal with giving out information within the guidelines of the 1974 Privacy Act. Monte explained the new NRCS guidelines of (FOIA) requests, which is sending all requests on to the state. Monte also explained that project partnering organizations need to fill out and send in the "attachment C", which is a document mainly produced to protect the NRCS in a case of a Privacy Act violation with partnering organizations. The Board had a lengthy discussion about the freedom

information act and how it pertains to ACD and decided it should not be an issue as we rarely partner with the NRCS. If a situation should occur, we will ask Monte for guidance at that time.

C. Approval of March Financial Reports

- Nass moved to approve the March financial reports. Lindahl seconded the motion. All ayes, motion carried.

D. Approval of March Bills –

- Nass moved to approve electronic payment EP18 – EP20 and check numbers 11049 –11071. Lindahl seconded the motion. All ayes, motion carried.

E. Legislative Updates

Lord updated the Board stating he was going to the Capitol to testify for the Landscape Restoration Program expansion, which was presented to Chaudhary at the “ACD day at the Capitol”. Lord stated he went to an earlier meeting about the expansion of LRP and felt that it was dead-in-the-water, explaining that he was surprised to get this call.

New Business-Action Items

F. Authorize Entering into MOU with CCWD

The Board reviewed the CCWD Monitoring and Management Work Plan along with the 2009 CCWD MOU.

- Nass moved that enter into MOU with CCWD for 2009. Lindahl seconded the motion. All ayes, motion carried.

Lord explained that CCWD is structuring their MOU differently. They created an agreement, which contains standard information that does not need to be approved annually, along with a separate work plan which will change annually. Lindahl mentioned that he had not received meeting information from CCWD. Berkness stated going forward she will send the CCWD agenda and minutes to Lindahl electronically.

G. Approve CCWD Monitoring and Management Work Plan for 2009

- Komec moved to approve the CCWD Monitoring and Management Work Plan for 2009. Nass seconded the motion. All ayes, motion carried.

H. Approve 2009 – 2010 Service Agreement for RCWD BMP Cost Share

- Nass moved that we approve the 2009-2010 Service Agreement for RCWD BMP Cost Share. Komec seconded the motion.

Lord stated the agreement was standard and similar to the previous year. All ayes, motion carried.

I. Approve 2009 RCWD Storm Water Retrofit – Phase I

- Komec made a motion to approve the Stormwater Retrofit Analysis Agreement between ACD and RCWD for 2009. Lindahl seconded the motion. All ayes, motion carried.

J. GIS License Agreement with Anoka County

- Nass moved that we approve \$250 for the GIS License Agreement with Anoka County. Lindahl seconded the motion.

Lord explained that we need this agreement to get the Pictometry Software. All ayes, motion carried.

K. Digital Aerial Photo Agreement with Anoka County

- Komec moved that we approve the Digital Area Photo Agreement with Anoka County. Nass seconded the motion.

Komec questioned if the District would have to pay for a storage device. Lord replied that we were able to get it for \$135 which was less than the storage device the County was offering. All ayes, motion carried.

L. Purchase Replacement DO Meter Cable

The Board reviewed a memo written by Jamie Schurbon requesting a new dissolved oxygen (DO) meter cable.

- Nass moved that we approve up to \$315 for a new DO meter cable. Komec seconded the motion. All ayes, motion carried

Truchon left at 6:15 and turned the meeting over to Vice Chair DeLaForest

M. Approve Area IV dues

- Lindahl approved Area IV dues in the amount of \$225.00. Nass seconded the motion. All ayes, motion carried.

There was discussion about how Area IV dues are actually utilized.

Nass brought attention to the recent Area IV 501(c) 3 Committee Meeting which she and Truchon attended on Thursday April 9th, at the ACD office. Nass explained the group discussed the benefits of becoming a non-profit 501(c)3, such as, Area IV would then be able to solicit and accept a wider array of funds and donations. The Board discussed a possible use for the funds and the overall consensus was that there isn't a well thought out purpose, therefore becoming a non-profit is not in the best interest of Area IV at this time.

N. RCWD Meeting

Previously Truchon informed the Board that she missed the previous meeting because she was at Leadership training in Washington D.C.

O. County Ground Water

Truchon not present to discuss

P. AMSWCD

Request for Administration Compensation

Lord explained that the assembly of the AMSWCD Board packet is very time consuming stating he would like to ask the AMSWCD for compensation. Lord explained that previously there was a sum set aside for this task until the previous treasurer, Dorothy Waltz, requested not to be compensated.

- Nass moved that we request from the AMSWCD \$150 per meeting. Lindahl seconded the motion. All ayes, motion carried.

Landscape Restoration Program

The Board reviewed a resignation letter from Gregg Thompson, Landscape Restoration Specialist. Lord informed the Board that Thompson accepted a position with the City of Eagan. Board members expressed disappointment as Thompson has been a great employee. There was discussion about the timing of posting for the position. Lord stated that there are only five months of funding on the current contract, which could be a deterrent for qualified applicants. Lord stated he set up a meeting with the Metro Managers to discuss the issue.

- Lindahl made a motion to accept Gregg Thompson's resignation in good standing. Nass seconded the motion. All ayes, motion carried.

New Business – Information Items

Q. Ag Preserve Grant

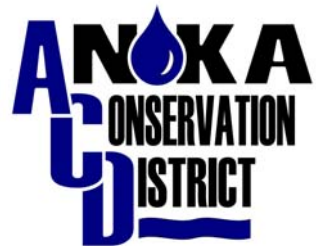
The Board reviewed information outlining the 2009 Ag Preserve Grant awarded to ACD which was much less than the District received in 2008.

FYI / Meetings / Dates

- ACD Tree Sale Prep April 20 – 24th, Sale April 25 – Anoka County Fairgrounds
 - ACD Finance Committee meeting May 12, 2009, 3:30 pm
 - Regular, ACD Board Meeting Monday May 18, 2009 5:30 pm
 - Metro Meeting, May 27, 2009
-
- Lindahl made motion to adjourn at 7:20 Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting

Monday, April 20 2009 5:30 PM

REVISED

Supervisor Training

5:00 – Sub- Watershed Assessments

Regular Agenda

- A. Approval of March Meeting Minutes and April Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of March Financial Reports
- D. Approval of April Bills - After Action Items
- E. Legislative Updates

Old Business

New Business-Action Items

- F. Authorize entering into MOU with CCWD
 - G. Approve CCWD Monitoring and Management Work Plan for 2009
 - H. Approve 2009 – 2010 Service Agreement for RCWD BMP Cost Share
 - I. Approve 2009 RCWD Storm water Retrofit – Phase I
 - J. GIS License Agreement with Anoka County
 - K. Digital Aerial Photo Agreement with Anoka County
 - L. Purchase Replacement DO Meter Cable
 - M. Approve 2009 Area IV Dues
- Approve Bills

New Business-Informational Items

- N. RCWD Committee
- O. County Ground Water
- P. AMSWCD
 - Landscape Restoration Program – Gregg Resignation
 - Request for Administration Compensation

Additions

- Q. Ag Preserves Grant Award
- R.
- S.

FYI/Meetings and Dates

- Metro Meeting May 27, 2009
- Regular ACD Board Meeting Monday, May 18, 2009 5:30 pm
- ACD Tree Sale, Fairgrounds April 20th - 24th, Sale April 25
- Schedule Finance Meeting Before May 18, Board Meeting



Board Meeting Minutes

Date: May 18, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant

Chair Truchon called the meeting to order at 5:38 pm

Regular Agenda

A. Approval of April Meeting Minutes and May Agenda of the Regular Board Meeting

- Nass moved to approve the May Agenda. Lindahl seconded the motion. All ayes, motion carried.
- Nass moved to approve the May Meeting Minutes. Lindahl seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Upon reviewing The Landscape Restoration Specialists, activity report, Truchon questioned how the Shawn Tracy is handling the work load since Gregg Thompson's departure. Lord stated Tracy is doing well and has contacted various SWCD'S about dropping some of their program hours. Lord stated that Tracy provided a list of qualified individuals that might be interested in working for the program on a part time basis. Lord expressed his frustration in trying to complete the budget without knowing if the LRP expansion would be approved in legislation.

Truchon expressed her disappointment about the Aveda Project that fell through, mentioned in Nate Zwonitzer, Conservation Technician's, report. Lord explained that this has happened before due to Aveda's lack of follow through. Truchon mentioned her disappointment that ACD has not utilized the RCWD cost share funds for projects. Lord explained that it's not due to lack of effort on ACD's part as Zwonitzer has been trying very hard to promote services, coordinating rain garden, shoreland management and watershed assessment classes. Unfortunately all this effort has not generated much interest due to lack of demand. Lord suggested RCWD allocate less to ACD due to this situation.

Upon reviewing Dennis Rodacker, Wetland Specialists, Activity Report, Truchon brought attention to the letter he wrote to James Harvey in response to his recent inquiry. Lord explained that Mr. Harvey contacted Komec questioning if ACD would be party to his lawsuit against the upstream neighbors. Komec then contacted the office and spoke with Lord and Rodacker before calling Mr. Harvey back.

Nass inquired about a public assistance situation, outlined in Jamie Schurbon, Water Resources Specialists, report. Nass questioned why a landowner who complained to Schurbon about a well being monitored on his property would assume it was ACD, which in this case, was being monitored by the Anoka County Highway Department. Lord explained that ACD does 95% of the monitoring in Anoka County therefore makes sense for someone to assume the well was being monitored by ACD.

C. Approval of April Financial Reports

- Nass moved to approve the April financial reports. DeLaForest seconded the motion. All ayes, motion carried.

D. Approval of March Bills

- Nass moved to approve electronic payment EP21 and check numbers 11072 –11093. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates

DeLaForest mentioned that her son, Chris DeLaForest, will be joining Governor Tim Pawlenty's, staff as Director of Legislative and Cabinet Affairs.

Lord brought the Board up-to-date stating the Metro Landscape Restoration Expansion project was listed in the senate version of a bill submitted by Senator Savteer Chaudhary which would provide ACD with \$400,000 for the first year and \$600,000 second year. Unfortunately, a day before legislation is over, nothing is listed within the house version. Lord stated he emailed Chaudhary thanking him for his efforts.

Old Business

F. Finance Committee Meeting – 2010 Budget

The Board reviewed the 2010 ACD budget along with a letter to the Anoka County Finance and Central Services, written by Lord backing the District appropriation request. The Board had minor changes to the letter.

- Nass moved to approve the 2010 budget and amended cover letter. Lindahl seconded the motion. All ayes, motion carried.

New Business-Action Items

G. Landscape Restoration Program

DeLaForest informed the Board that she was very pleased with Gregg Thompson, Landscape Restoration, exit interview and explained that the content should be conveyed to the Metro Members. Truchon brought attention to Thompson's suggestion, outlined within his exit interview, about creating an interactive website for AMSWCD. Lord explained that he had presented the

idea to the Metro managers at the last meeting but managers wanted to hold off. Truchon suggested putting a letter of recommendation in Thompson's file because of his exceptional performance.

- Nass moved to accept Gregg Thompson, Landscape Restoration Specialist's, exit letter and instruct Lord to write an appreciation letter for Thompson's file thanking him for his exemplary service. DeLaForest seconded the motion. All ayes, motion carried.

New Business-Information Items

H. SWCD Supervisor and Employee Orientation

There was a brief discussion about the benefits of the Supervisor and Employee orientation. Nass expressed an interest, Komec stated she would need to take a day off from her part time position and would see what she could do, Lindahl explained that June - July is an extremely busy time for him but would see if he could work it out.

- Lindahl made a motion to send up to four attendees to the Supervisor and Employee Orientation in St. Cloud on July 14-15. Truchon seconded the motion. All ayes, motion carried.

I. 2009 Resolution Process

The Board reviewed the MASWCD information about the 2009 resolution process. Lord explained if the Board is interested in developing a new resolution we still have the June Board meeting.

J. Update Per Diem Forms

Berkness reminded the Board members to update their per diem forms stating she would have checks ready at the June meeting. Also informing the Board that their check would include activity up to current date except the June Board meeting thus not having to make assumptions about who would be attending.

K. RCWD Committee Meeting

Truchon explained the RCWD is in process of writing their comprehensive plan and expressed her disappointment with the minimal emphasis related to ground water, which should be a huge concern.

FYI / Meetings / Dates

- Metro Meeting, Wednesday May 27, 2009
 - Area IV Tour June 18, 2009, Bunker Hills Activity Center
 - Regular, ACD Board Meeting Monday June 22, 2009 5:30 pm
 - Leadership June 23rd – June 25th Lanesboro,
-
- Komec made motion to adjourn at 6:47. DeLaForest seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting

Monday, May 18 2009 5:30 PM

Supervisor Training

5:00 Area IV Tour Planning

Regular Agenda

- A. Approval of April Meeting Minutes and May Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of April Financial Reports
- D. Approval of May Bills
- E. Legislative Updates

Old Business

F. Finance Committee Meeting – 2010 Budget

New Business-Action Items

- G. Landscape Restoration Program
 - Exit Interview

New Business-Informational Items

- H. SWCD Supervisor and Employee Orientation
- I. 2009 Resolution Process
- J. Update Per Diem Forms (payout at the June board meeting)

Additions

- K.
- L.
- M.

FYI /Meetings and Dates

- Metro Meeting May 27, 2009
- Regular ACD Board Meeting Monday, June 15, 2009 5:30 pm
- Leadership training, Lanseboro, MN, June 23rd – June 25th
- ACD Area IV Tour Thursday June 18, 2009, 9am-4pm
- SWCD Supervisor and Employee Orientation and Refresher Conference, July 14-15

Anoka Conservation District

Supervisors Special Board Meeting

Tuesday, May 26, 2009 4:30 PM

Agenda

A. Landscape Restoration Program

- Temporary Part Time LRP staff
- Clean Water Funds

\$400,000 the first year and \$600,000 the
39.24 second year are to the Anoka Conservation
39.25 District for the metropolitan landscape
39.26 restoration program for water quality and
39.27 improvement projects.

- ACD is accountable to create a successful program
- Funds are not supposed to be used to supplant existing programs
- The original request for 1-1.5 million/year would have put 2 staff persons in each of the seven district offices, one for subwatershed assessment and one for design
- Allocated funds are sufficient for a total program of 6-7 people in the first year and up to 9 in the second year.

Should we try to serve seven or eleven counties?

Should be supplement individual district budgets?

Should the existing LRP be partially funded with these funds?

Should the program be centralized or decentralized?

Should the program be an ACD program or AMSWCD program?



Anoka Conservation District
16015 Central Ave NE Suite 103
Ham Lake, Minnesota 55304
Ph: 763-434-2030 Fx: 763-434-2094
www.AnokaSWCD.org

PUBLIC NOTICE

Anoka Conservation District

May 21, 2009

Special Board Meeting

The Anoka Conservation District Board will hold a Special Board Meeting at their office, 16015 Central Avenue Northeast, Suite 103, Ham Lake, Minnesota on **Tuesday, May 26, 2009 at 4:30 PM**

- Landscape Restoration Program



Special Board Meeting Minutes

Date: May 26, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Shawn Tracy, Landscape Restoration Specialist

Chair Truchon called the meeting to order at 4:37 pm

Agenda

A. Landscape Restoration Program

Temporary Part Time LRP staff – Lord presented a position description and position announcement for a temporary part time Landscape Restoration Specialist. Lord provided a list of ranking criteria for review of application materials including automatic elimination criteria and scoring criteria. Lord also provided interview questions, conditions of a job offer and a recruitment schedule. The interview questions were modified slightly. Lord noted that the position announcement was for up to 30 hours per week but that would likely get filled by more than one temporary part time employee. This approach would give us the opportunity to work on a limited basis with several potential applicants for the full time positions that we will be filling in the coming months.

- DeLaForest moved to approve the job description as presented, the ranking criteria as presented, the interview questions as modified, the job offer conditions as presented, the position announcement as presented and the recruiting schedule as presented. Nass seconded the motion. All ayes, motion carried.

Clean Water Funds - Lord presented the text from the statute, noting that very little insight can be gleaned from the text as to how the funds can (and cannot) be used. He has placed calls into BWSR to help clarify this but has not heard back yet.

39.23\$400,000 the first year and \$600,000 the
39.24second year are to the Anoka Conservation
39.25District for the metropolitan landscape
39.26restoration program for water quality and
39.27improvement projects.

Lord highlighted the following:

- ACD is accountable to create a successful program
- Funds are not supposed to be used to supplant existing programs
- The original request for 1-1.5 million/year would have put 2 staff persons in each of the seven district offices, one for subwatershed assessment and one for design
- Allocated funds are much less than requested and are sufficient for a total program of 6-7 people in the first year and up to 9 in the second year.

Discussion centered around the following issues:

Should we try to serve seven or eleven counties? – In the long run, an eleven county program will be much more stable and successful and making the transition occur now will be easier than waiting since we are already transitioning to an eleven county NPEAP and Area IV.

Should we supplement individual district staffing? – We must ensure that the use of funds is done in a way that creates a successful, productive program and providing funds to supplement individual district staffing does not allow sufficient control or accountability to ensure we can meet this objective.

Should the existing LRP be partially funded with these funds? – The constitutional amendment prohibits the use of funds to supplant existing programs and so the Clean Water Funds should not be used to fund the existing LRP. They should be separate but complementary. Benefiting from the CWF could be contingent on financial participation in the LRP.

Should the program be centralized or decentralized? – The original concept was to have a decentralized program but that would have required much more funding. To facilitate the development of a cohesive, productive team, a centralized approach may be preferable for now, understanding that it may naturally evolve to a more decentralized approach in the future.

Should the program be an ACD program or an AMSWCD program? – The success of this program requires strong partnerships with local government units throughout the eleven county metro to identify high priority projects and areas that have the institutional and financial means to follow through on designs and the political and technical will to see projects through to installation. Working through the conservation districts and the existing AMSWCD partnership is critical to this vision. While the funding will not go through AMSWCD, the program should be managed under the AMSWCD umbrella entity. The details of how this will work are not clear.

- Nass moved to develop a program that serves the eleven county metro area providing service to counties that participate substantially in the base LRP (original two positions), that no Clean Water Funds would be used to supplement individual district budgets, that the base LRP and the Clean Water Fund program would be kept separate to the extent practicable, that the program would be centralized in Anoka County to create a cohesive team understanding that it may evolve to a decentralized structure in the coming years, that the focus of work would be to address resource goals for impaired waters of local high priority, and that the program would be promoted under the AMSWCD name. DeLaForest seconded the motion. All ayes, motion carried.
- Lindahl moved to adjourn at 6:02. Nass seconded the motion. All ayes, motion carried.

Prepared by Chris Lord, District Manager

Date

Approved as to form and content by Mary Jo Truchon, Chair

Date





Board Meeting Minutes

Date: June 15, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:31 pm

Regular Agenda

A. Approval of May Meeting Minutes and June Agenda of the Regular Board Meeting

- Nass moved to approve the June Agenda. Lindahl seconded the motion. Truchon noted the flowing additions: (L) LRP computer purchase, (M) MASWCD Awards Program (N) Resolutions that will Sunset in 2009 (O) Gombold Easement (P) Geological Atlas staffing. All ayes, motion carried.
- Nass moved to approve the May Meeting Minutes. Lindahl seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Lord informed the Board that everything is moving forward with the Geologic Atlas, which was mentioned in Jamie Schurbon, Water Resources Specialist's, report.

Upon reading Jamie Schurbon, Water Resources Specialist's, report Truchon informed the Board that Tim Kelly, CCWD Manager, stated that stream levels are very low. There was a brief discussion about the levels of various waterbodies throughout Anoka County.

Lord informed the board of the Landscape Restoration Specialist's new activity report format stating it is generated from Access with only a couple alterations that need to be made saving Shawn Tracy, Landscape Restoration Specialist, time.

Upon reviewing Nate Zwonitzer, Conservation Technician's report, Truchon mentioned that she hoped Zwonitzer could utilize some of the RCWD Cost share funds. Lord state that Zwonitzer is currently working on a buffer project

located on Rice Creek. Lord explained that Zwonitzer is working on the design using Dynascape which is new software for him. Having Nate familiar with the software will enhance productivity in the future.

Komec mentioned that she was part of the volunteer group that worked on the Mississippi Regional West Park Project doing a cedar tree revetment mentioned in Lord's report.

Mary Monte distributed her activity report mentioning she received her first EQIP sign up in Anoka County. Monte mentioned that she went to the Arbor Day event in Nowthen but unfortunately it was not well attended and was only able to distribute a few "Outdoor Guides".

Lord questioned if the NRCS was dealing with the Emerald Ash Borer situation. Monte stated that currently, due to funding, the Sherburne SWCD is taking over the County Forester duties and they have an unusual high amount of calls due to the situation. Monte stated that the NRCS does not have a program in place at this time.

C. Approval of May Financial Reports

- Nass moved to approve the May financial reports. DeLaForest seconded the motion. All ayes, motion carried.

D. Approval of March Bills

- Nass moved to approve electronic payment EP22 and check numbers 11094 –11119. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates

The Board reviewed the MASWCD legislative update.

Old Business

F. Special Board Meeting- Approve, May 26, 2009 Minutes

- Lindahl made a motion approve the May 26, 2009 special board meeting minutes. Nass seconded the motion. All ayes, motion carried.

New Business-Action Items

G. Approve Ground Water Monitoring Agreement for 2010

The Board reviewed the Ground Water Monitoring Agreement with the DNR. Lord explained that the monitoring is peppered throughout the state with various levels of government providing monitoring data. Lord stated the DNR uses the data to track groundwater levels and drinking water supplies.

Truchon mentioned that at her last Anoka County ground water meeting, it was mentioned that Blaine and Ramsey will run out of groundwater. Truchon informed the Board that Ramsey would like to tap into the Mississippi River as a water source and possibly sell water to other cities.

Truchon began to explain that the Blaine Lakes Development residents had to sign off and follow the Lakeshore property covenant stating she recently

received a call from Scott Johnson, a resident, complaining that no one is following this covenant. Truchon questioned what we could do. Lord explained that at best CCWD and City of Blaine have jurisdiction to help enforce the restrictions but only if they accepted the buffers in lieu of other stormwater treatment requirements. Lord will suggest to Schurbon that we offer to conduct a shoreland inventory and water quality monitoring as part of the 2010 CCWD plan of work.

H. Mississippi Cost Share Request

Lord explained this was the project that was approved a couple months ago but that the board directed him to work with the applicant to refine the project to get more value for the funds. Several projects components were added to improve the buffer area immediately adjacent to the river including a cedar tree revegetment.

- Lindahl made a motion to approve the Cost share assistance contract for \$28,716. DeLaForest seconded the motion. All ayes, motion carried.

I. Metro Association

The Board reviewed the revised joint powers agreement establishing the Metropolitan Soil and Water Conservation Districts Technical Service Area Joint Powers Board. The Board questioned the name change from AMSWCD. Lord explained that there was a desire to differentiate this entity from the MASWCD Area IV group but that in essence it is an expanded "Metro Association" and that the agreement approves the use of the shortened name "Metro Conservation Districts."

- Nass moved to approve the amended establishing joint powers agreement. Lindahl seconded the motion. All ayes, motion carried.

Lord explained that the JPA between the Metro Conservation Districts and Scott SWCD to administer the NPEAP. Although this agreement doesn't need to be approved by each member district, Mark Zabel, Metro Conservation Districts Chair, asked that it be routed for review and approval.

- Nass moved that we authorize our Metro representative to approve the NPEAP Joint Powers Agreement. Lindahl seconded the motion. All ayes, motion carried.

Lord informed the Board that the Board adjourned at the previous meeting before the ACD request of \$150 per board meeting was dealt with.

New Business-Information Items

J. Property Sale: 16015 Central Ave, Ham Lake

Lord explained to the Board that the property the district is leasing is in foreclosure assuring the Board that the property is currently in holding until December 24, 2009. Lord stated we received a call from Premier Bank which instructed us to forward all rent checks to them beginning in July. Lord stated that we had the sprinkler system maintained and did some maintenance on the grounds and reduced the past rent check to cover the cost of this. The monthly landscaping and maintenance deductions will continue as these are items outlined in the lease that should be completed by the landlord. Lord explained

that the bank wants \$360,000 for the property but is sure that if appraised would go for much less, stating if its appraised at \$270,000, which is the amount predicted, the monthly mortgage would be close to what we pay for rent. Lord reminded the Board this does not include maintenance fees which the expense would be up to the District if we decide to purchase the building, mentioning the \$325 monthly quote we received from *All Seasons Services* for Landscaping and Snow removal. Lord stated his thoughts of having the Landscape Restoration Program housed out of the other half of the building.

K. Rusin Project Expense Reimbursement Request

The Board reviewed a letter requesting cost share reimbursement to the Rusin's, written by Schurbon, Water Resources Specialist. Lord explained that Mary Rusin had 85% left of the erosion control blanket of which ACD will purchase.

- DeLaForest moved to reimburse \$52.05 for eligible expenses of the Rusin riverfront stabilization. Lindahl seconded the motion. All ayes motion carried.
- DeLaForest moved to authorize reimbursement of \$94.93 for the purchase of the remaining 85% of erosion control blanket to be used for future ACD projects. Lindahl seconded the motion. All ayes, motion carried.

L. LRP Computer Purchase

Lord explained that former Landscape Restoration Specialist, Gregg Thompson, took his computer when he left, as it was not purchased by the District. This will short the District by one computer which is unfortunate as a computer purchase is not included in the Metro budget. Lord explained that, Shawn Tracy, Landscape Restoration Specialist, is having major problems with his current computer and will have to strip and reinstall everything. Lord stated Tracy is interested in purchasing a tough-book or Think Pad, both more durable than his current laptop and costing around \$2,200 which the District will be able to rent to the LRP. The new Landscape Restoration Specialist will then use Tracy's old computer.

- DeLaForest made a motion to authorize up to \$2,200 for a computer purchase and lease it to the program for a 36 month split of the purchase price. Nass seconded the motion. All ayes, motion carried.

M. MASWCD Awards

The Board reviewed information about the MASWCD award program. There was discussion about the legislative award, of which the District wants Area IV to nominate Satveer Chaudhary for his assistance with the LRP additional expansion. The material did not outline this category and there was some discussion. Lord stated we would verify and get back to the Board.

The Board agreed outstanding employee award was in order for Lord as it was his idea to propose the expansion of the Landscape Restoration Program to legislation.

- Nass moved that we nominate Chris Lord for the ACD outstanding employee. DeLaForest seconded the motion. All ayes, motion carried.

N. Resolutions which will Sunset in 2009

The Board reviewed a list of resolutions that will sunset in December of 2009. Nass suggested that each resolution should include if it accomplished the goal

O. Gombold Easement

The Board reviewed an Expression of Interest Form related to the Gombold property. Lord explained that originally the property was going to be placed in a conservation easement but unfortunately plans fell through.

P. Geological Atlas

The Board reviewed a position description and letter provided by Lord. Lord explained that the data input task will take half the time ~~then~~ than predicted therefore we lowered the position hourly wage which will provide a boost to the ACD budget. Lindahl informed the Board that his wife is interest in applying for the position, along with Komec and Nass expressing interest. Lord brought up the fact that hiring a supervisor puts him in an awkward position, for example, if he had to deal with a performance issue or even terminate the position. Lord brought up the fact that the employee handbook rules pertain to regular positions not temporary positions. There was a brief discussion about how other SWCD's deal with this type of situation with inquires made to Monte about the Sherburne SWCD.

FYI / Meetings / Dates

- Area IV Tour June 18, 2009, Bunker Hills Activity Center
 - Metro Meeting, Wednesday July 20, 2009
 - Regular, ACD Board Meeting Monday ~~June 22, 2009~~ July 20, 2009 5:30 pm
 - Leadership June 23rd – June 25th Lanesboro,
 - MASWCD Awards deadline, August 22, 2009
-
- Komec made motion to adjourn at 6:47. DeLaForest seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting

Monday, June 15, 2009 5:30 PM

Supervisor Training

NA

Regular Agenda

- A. Approval of May Meeting Minutes and June Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of May Financial Reports
- D. Approval of June Bills
- E. Legislative Updates

Old Business

- F. Special Board Meeting –Approve May 26, 2009 Minutes

New Business-Action Items

- G. Approve Ground Water Monitoring Agreement for 2010
- H. Mississippi Cost Share Request
- I. Metro Association
- J. Rusin Project Expense Reimbursement Request

New Business-Informational Items

- K. Property Sale: 16015 Central Ave, Ham Lake

Additions

- L. LRP Computer Purchase
- M. MASWCD Awards Program
- N. Resolutions Which Will Sunset in 2009
- O. Gombold Easement
- P. Geological Atlas

FYI/Meetings and Dates

- Area IV Tour & Meeting Bunker Hills Activity Center June 18, 2009, 9:00am – 4:00pm
- Metro Meeting, Bunker Hill Activity Center, June 18, 2009, 4:00 pm
- Leadership training, Lanseboro, MN, June 23rd – June 25th
- SWCD Supervisor and Employee Orientation, St. Cloud, July 14-15
- Regular ACD Board Meeting Monday, July 21st, 2009 5:30 pm
- Metro Meeting, Brooklyn Center, July 29, 2009



Board Meeting Minutes

Date: July 20, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant

Chair Truchon called the meeting to order at 5:30 pm

Regular Agenda

A. Approval of June Meeting Minutes and July Agenda of the Regular Board Meeting

- Nass moved to approve the July Agenda. DeLaForest seconded the motion. The following additions were noted: (N) Bunker Restoration Cost Share Request. (O) Supervisor Orientation. All ayes, motion carried.
- Nass moved to approve the June Meeting Minutes. Komec seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Upon reviewing Jamie Schurbon, Water Resource Specialist's Report, Nass mentioned that she was surprised that he was frustrated with the with the current TMDL process. Nass stated that there was a speaker from MPCA at the recent supervisor orientation she attended. The speaker indicated that MPCA was on top of everything.

Lord informed the Board that he hired temporary Landscape Restoration Specialist, Wade Johnson.

Lord's provided information about a project being installed in the Lake Netta Shores which was outlined in his activity report. The project involves a storm water pond being placed in a park of high quality ecosystem. Lord stated that the stormwater pipes will be in direct runoff that might not have made it into Lake Netta before, certainly will now. Lord was contacted by a landowner who lives near the area and is very upset because the city misinforming the community, telling them that the pond increases the natural value of the park. Lord provided a letter he wrote to various parties involved outlining three reasons that the project should not have been approved.

C. Approval of May Financial Reports

- Nass moved to approve the June Financial reports. Komec seconded the motion.

Nass stated she was having trouble trying to find the financial outcome of the Area IV tour from the June general journal report. Berkness stated that the outcome would be reflected on the July reports, as not all the expenses were paid in June. Lord stated the District had to spend a few hundred which was not a problem as the District does not give tours often.

D. Approval of March Bills (moved to end of agenda)

- Nass moved to approve electronic payment EP23 – EP25 and check numbers 11120 –11145. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates

NA

New Business-Action Items

F. Hogetvedt Project Expense Reimbursement

The Board reviewed a memo, written by Nate Zwonitzer, Conservation Technician, requesting cost share reimbursement for a rain garden project in Fridley. Lord explained that only a portion of the items Hogetvedt purchased were not eligible for reimbursement.

- Lindahl made a motion to authorize cost share reimbursement in the amount of \$485.63. Nass seconded the motion. All ayes, motion carried.

G. Ricci Cost-Share Application

The Board reviewed a request for cost share memo for a curb-cut rain garden in Coon Rapids along with a map and state cost share assistance contract provided by Nate Zwonitzer, Conservation Technician.

- Lindahl made a motion to approve the Cost share assistance contract for \$3,075. Komec seconded the motion. All ayes, motion carried.

H. MASWCD District Capacity and Awards Program

The Board reviewed the MASWCD district capacity form. Berkness pre - filled in a majority of the information leaving some of the supervisor related questions for the Board. Nass started the process and provided additional information needed for some of the questions. The Board reviewed the information and after some discussion and updating the form was complete. Truchon commented on page 5, item 22, listing one of the district activities as “No Till Drill Program”, requesting it be removed. Lord informed the Board that that particular section of the MASWCD’s form lists activities that do not pertain to our or any Metro area Districts. Lord stated he removes the information listed and adds activities that our district does participate in. The MASWCD always accepts the form and it doesn’t seem to be an issue. Lord then remembered

that we wanted to create resolutions, one to have the MASWCD have another sponsor besides the Farmer Magazine, along with adding a Life Time Conservationist Award.

I. Metro Association (319 Application)

The Board reviewed a memo and 319 application requesting \$1.5 million for staffing, along with \$700,000 for project installations written by Chris Lord. Lord explained the reason for the request, stating he recently met with BWSR and found out that their interpretation of the LRP expansion funds to be used primarily for projects. Lord explained that it was not proposed legislation, never the less the language is ambiguous. Lord informed the Board that Minnesota is only allocated \$6 million in these funds, and the district is requesting \$1.5 million of them. Nass emphasized the importance in receiving this 319 grant and questioned who was on the MPCA committee, stating we need to get members on board in favor of our request. The Board suggested DeLaForest ask her son Chris, who is the legislative liaison, on Governor Pawlenty's committee, if he could find out who is on the committee.

- Komec made a motion to approve the 319 application for the Metro Area Stormwater Retrofit Program. Lindahl seconded the motion. All ayes, motion carried.

J. Property Purchase

The Board reviewed a memo written by Chris Lord about the property purchase. Lord explained that the property was appraised for \$298,000 in which we could purchase it with 10% down on a 20 year mortgage at 7%. Lord explained that we currently pay \$1,737 and after some number crunching he estimated that the monthly amount would be \$2,600 which includes property maintenance. Lord stated he was happy with the timing as the space would work great for the LRP expansion and the program could rent the space for \$1,500. Lord stated even if we didn't get the LRP funding we could still rent the space out for \$863 and break even, informing the Board of a previous inquiry. Lord informed the Board that we are currently reducing the monthly rent by property maintenance tasks and expenses that have been neglected by Merit.

The Board discussed the offering price and it was decided that we would offer \$278,000 which includes closing costs.

- Nass moved that we authorize Lord to pursue the purchasing the property at 16015 Central Ave NE Ham Lake, MN 55304 for purchase price of \$278,000 with the seller paying the closing costs. Lindahl seconded the motion. All ayes, motion carried.

New Business-Information Items

K. Thank You Letter from Ramsey Conservation District (RCD)

The Board reviewed a letter from Tom Peterson, RCD District Manager, thanking Lord for pursuing Clean Water Legacy funds for the LRP expansion.

L. Area IV Tour

The Board discussed the recent Area IV tour and meeting hosted by ACD. Comments made by other Districts were positive. Lord mentioned that he was

disappointed with the overall turnout noting the absence of the Hennepin Conservation District (HCD) stating it was unfortunate because HCD could really benefit from the retrofit concepts outlined during the tour. All ayes, motion carried.

M. RCWD Citizens Advisory Committee

Truchon informed the Board that RCWD did not meet.

N. Bunker Restoration Cost Share Request

The Board reviewed a state cost – share assistance contract from Anoka County Parks for a restoration project in Bunker Park, provided by Lord. Lord explained that the application had been approved before but there needed to be adjustments to the budget and work plan. The contract was updated to include plantings, invasive control, 3 separate burns, cutting out trees. Lord stated he is still working on the maintenance plan. Truchon suggested everyone visit the area, as it is very nice, advising all to park at the activity center to avoid the park fee.

O. Supervisor Orientation

Nass and Komec discussed events of the recent Supervisor Orientation they attended in St. Cloud. Nass stated that someone from MPCA came to speak and gave an update of the organization. There was also a segment on ethical decision making along with a review of Robert’s “Rules of Order”.

FYI / Meetings / Dates

- Regular, ACD Board Meeting, Monday August 17,2009 5:30 pm
 - MASWCD Awards deadline, August 22, 2009
 - Metro Meeting, Wednesday, September 30, 2009
 - MASWCD Annual Convention, December 6, 7 & 8, Duluth, MN
-
- DeLaForest made motion to adjourn at 7:58. Nass seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting

Monday, July 20, 2009 5:30 PM

Supervisor Training

NA

Regular Agenda

- A. Approval of June Meeting Minutes and July Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of June Financial Reports
- D. Approval of July Bills (approve after item F)
- E. Legislative Updates

Old Business

New Business-Action Items

- F. Hogetvedt Project Expense Reimbursement Request
- G. Rici Cost Share Request
- H. MASWCD District Capacity and Awards Program
- I. Metro Association (319 Application)
- J. Property Purchase

New Business-Informational Items

- K. Thank You Letter Form RCD
- L. Area IV Tour and Meeting
- M. RCWD Citizens Advisory Committee

Additions

- N. Bunker Park State Cost Share Request
- O. Supervisor Orientation
- P.

FYI /Meetings and Dates

- Metro Meeting, Brooklyn Center, July 29, 2009
- Leadership Institute, August 5th-6th Grand Rapids, MN
- Regular ACD Board Meeting Monday, August 17, 2009 5:30 pm
- Award application due August 22, 2009
- Set Date - 2010-2011 Comprehensive Plan Meeting



Board Meeting Minutes

Date: August 17, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:30 pm

Regular Agenda

A. Approval of August Agenda and July Meeting Minutes of the Regular Board Meeting

- Nass moved to approve the August Agenda. DeLaForest seconded the motion. The following additions were noted: (R) Thank You Letter to Ron Peterson (S) Larson Cost-Share Request (T) Oak Glen Stormwater Retrofit (U) Truchon Resolution Request. All ayes, motion carried.
- Nass moved to approve the July Meeting Minutes. Lindahl seconded the motion. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Upon reviewing Nate Zwonitzer, Conservation Technician's Report, Truchon commented that she was unable to make the presentation Zwonitzer gave at the RCWD Meeting because she was at leadership training.

Lord informed the Board that the District was unable to get the 319 funding for the Landscape Restoration Program which was outlined in his report. Lord stated he left a message with our Board Conservationist, Melissa Lewis, to talk about restructuring the legacy funds.

The Board reviewed a flyer provided by Lord about a one day backyard compost bin and rain barrel sale hosted by the City of Coon Rapids and Blaine along with ACD. Lord stated that originally Anoka County was asked to host but for liability reasons, could not. Lord stated that it is anticipated that the event will be well attended with hopes of selling more than 1200 compost bins and rain barrels. Monte stated in Sherburne residents have an option of receiving a bin to dispose of their composite. The compost is then picked up and disposed of on a regular basis, similar to the recycling process.

Monte provided the board with her activity report noting the Conservation Stewardship Program that begins August 10th – 30th. Monte outlined the updates within the program which make it possible for agriculture and forestry producers in Minnesota to take advantage of.

C. Approval of July Financial Reports

- Nass moved to approve the July financial reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of August Bills (moved to end of agenda)

- Nass moved to approve electronic payment EP26 and check numbers 11146 –11168. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates

NA

Old Business

F. Operations Committee Meeting, August 13, 2009

Lindahl briefed all on the August 13, 2009 Operations Meeting he attended, along with Truchon, DeLaForest and Lord.

❖ ACD Clothing

The Board reviewed information from the Queensboro website which outlined prices of various clothing items, provided by Berkness. All the items were fairly inexpensive. Lord suggested that the Board go to the website and decide what they want to order then provide details to Berkness so she can place one order.

- DeLaForest made a motion that Supervisors' cover the cost of clothing they want to purchase and ACD cover 50% of cost of clothing purchased by employees not to exceed \$50 each. Lindahl seconded the motion. All ayes, motion carried.

❖ Comprehensive Planning

Lord explained that the committee discussed integrating the ACD tour with efforts to solicit input from local officials to aid in our comprehensive planning. It was decided that the tour should occur on September 24th. Lord provided the Board with the MN statutes for comprehensive planning along with the 2008/2009 comprehensive plan. Lord informed the Board that the plan should be in place by December advising each member to review it and make updates as they feel suited. Upon completion staff and board members will meet to go over details. There was discussion about when the next meeting should be and it was decided at 4:30 before the next board meeting on September 21, 2009.

❖ Purchase of the Building

Lord brought everyone up to speed stating the purchase of the building is currently on the "back-burner" as the 319 funding, mentioned before, did not come through. The Board reviewed a list of maintenance expenses along with various purchase price scenarios, provided by Lord. With all the expenses factored in, the property purchase appeared to be significantly more expensive

then originally sought out. Lord explained that the lease will be up in April and that he hopes to negotiate down to \$8 per square foot as we are currently paying \$11 which is very high given the current economic times. There was a brief discussion about the purchase of the property and it was decided that the District should wait.

New Business-Action Items

G. 2010 BWSR General Service Grant

The Board reviewed the 2010 BWSR Service Grant.

- Nass moved to approve the 2010 BWSR Service Grant. Lindahl seconded the motion. All ayes, motion carried.

H. Volunteer Appreciation Gift

The Board reviewed a memo provided by Berkness requesting authorization to spend up to \$600 on an appreciation gift. Each would get a subscription to the *MN Conservation Volunteer*. Berkness outlined in the memo that the magazine is run strictly from donations stating each volunteer and cooperator will receive a card stating a \$10 donation was made in their name. Comments were made that it was a great idea.

- DeLaForest made a motion we authorize spending of up to \$600 for the 2009 Volunteer and Cooperator gift. Komec seconded the motion. All ayes, motion carried.

I. Resolution to add a Lifetime Achievement in Conservation Award Program

- Nass moved to approve resolution 2009-07. Lindahl seconded the motion. All ayes, motion carried.

J. Resolution to Expand the Outstanding Award Program

- Nass moved to approve resolution 2009-08. Lindahl seconded the motion. All ayes, motion carried.

K. Resolution to Modify the District Capacity Form

- Nass moved to approve resolution 2009-09. Komec seconded the motion. All ayes, motion carried.

L. Technical Approval Authority for Engineering Practices

The Board reviewed correspondence along with an agreement about technical approval authority for engineering practices. Lord explained to the board that cost share designs have to be approved by technical authority according to the new USDA standards. Lord stated Shawn Tracy, Landscape Restoration Specialist, recently met with Gregg Peterson, the Area Engineer, to create new standards for raingardens.

- Nass made a motion that we give Shawn authority to give technical approval authority for conservation practices. DeLaForest seconded the motion. All ayes, motion carried.

M. Metro Budget

The Board reviewed a the 2009 – 2010 Metro Plan of Work and budget provided by Lord. Lord informed the Board of the complexity in dealing with the Metro budget, stating the Metro Association fiscal year starts January 1st, the federal fiscal year begins in October 1st, and the states fiscal year beginning July 1st..

- DeLaForest moved to approve the ACD portion of the Metro Budget. Nass seconded the motion. All ayes, motion carried.

N. Board Meeting Time

The Board discussed the reasoning behind the 5:30 time for the monthly ACD board meeting and it was decided that there was no longer a need to hold the meeting at 5:30, in addition, everyone preferred a 5:00 pm time. There was discussion about leaving the September meeting at 5:30 due to due to the fact that everyone will be meeting at 4:30 to go over the comprehensive plan.

- Lindahl made a motion to change the time for the October, November and December ACD Board meetings to 5:00 instead of 5:30. Nass seconded the motion. All ayes, motion carried.

O. Outstanding Conservationist Nomination

The Board reviewed a list of potential Outstanding Conservationist nominations. Lord stated that the City of Fridley, who was listed, would be a strong contestant for 2010 due to all the retrofit work that is currently in process. Lord suggested nominating Senator Chaudhary, stating the legislative award that we were originally going to nominate him for, was actually an award selected by BWSR. Lord stated that nominating him for Outstanding Conservationist, would be a way that we could make sure he is recognized for his conservation efforts, as he, along with his wife, truly deserve this nomination.

- Nass moved to nominate Senator Savateer and Dee Chaudhary for the Outstanding Conservationist. Komec seconded the motion. All ayes, motion carried.

New Business-Information Items

P. MASWCD Leadership

Truchon recapped events of the Leadership training she along with Berkness attended the past year. Truchon provided her opinion stating she felt it was a wonderful program and that she hoped it would continue. Berkness admitted that originally she was hesitant about the year long commitment, was glad she attended, as she felt it was very beneficial. Truchon provided the board with words to a song she created which was part of her group's leadership project explaining the group sang the song at the last leadership segment. Berkness stated the song was creative and added a touch of humor. The lack of funding for the program next year was briefly discussed.

Q. RCWD Citizens Committee Meeting

Truchon informed the Board she did not attend the RCWD Citizens Committee Meeting because she was at the last segment of leadership training.

R. Thank You Letter to Ron Peterson

Lord explained that Ron Peterson donated equipment to the district in which we should thank him for his generous donation.

S. Larson Cost Share Request

The Board reviewed a cost share grant request and related materials provided by Nathan Zwonitzer for a Lake Shore buffer.

- Nass moved to approve the cost share request in the amount of \$711.95. Lindahl seconded the motion. All ayes, motion carried.

T. Oak Glen Stormwater Retrofit

The Board reviewed an agreement between ACD and Fridley for the Oak Glen Stormwater Retrofit Analysis Study. Lord explained to the Board that this was for the Glen Creek area where erosion seems to be a huge issue.

- DeLaForest moved to approve the Agreement between the ACD and the City of Fridley for Oak Glen Stormwater Retrofit Analysis Study. Lindahl seconded the motion. All ayes, motion carried.

U. Truchon requested resolution

Truchon read an article to the Board, from the “Outdoor News” written by Darby Nelson about buffer regulations and the lack of enforcement. Truchon suggested that we create a resolution that would suggest bringing enforcement to the Buffer state laws. Lord stated he wasn’t aware that there buffer strip laws and suggested before creating the resolution he look into it more.

FYI / Meetings / Dates

- Comprehensive Plan Review, Monday September 21, 4:30 pm
 - Regular, ACD Board Meeting, Monday September 21, 5:30 pm
 - ACD Tour, September 24th
 - Metro Meeting, Wednesday, September 30, 2009
 - MASWCD Annual Convention, December 6, 7 & 8, Duluth, MN
- DeLaForest made motion to adjourn at 7:24. Lindahl seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting

Monday, August 17, 2009, 5:30 PM

Supervisor Training

NA

Regular Agenda

- A. Approval of July Meeting Minutes and August Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of July Financial Reports
- D. Approval of August Bills
- E. Legislative Updates

Old Business

- F. Operation Committee Meeting, August 13, 2009
 - ACD Clothing
 - Comprehensive Planning
 - Purchase of Building

New Business-Action Items

- G. 2010 BWSR General Service Grant
- H. Volunteer Appreciation Gift
- I. Resolution to add a Lifetime Achievement in Conservation Award Program
- J. Resolution to Expand the Outstanding Conservationist Awards Program
- K. Resolution to Modify the District Capacity Form
- L. Technical Approval Authority for Engineering Practices
- M. Metro Budget
- N. Board Meeting Time
- O. Outstanding Conservationist Nominations

New Business-Informational Items

- P. MASWCD Leadership
- Q. RCWD Citizens Committee

Additions

- R. Thank You Letter to Ron Peterson
- S. Larson Cost-Share Grant Request
- T. Oak Glen Stormwater Retrofit
- U. Truchon Resolution Request

FYI/Meetings and Dates

- MASWCD Awards deadline, August 22, 2009
- Regular ACD Board Meeting Monday, September 21, 2009 5:30 pm
- Metro Meeting, Brooklyn Center, September 30, 2009
- Annual Convention Duluth MN December 6th – 8th
- Set Date - 2010-2011 Comprehensive Plan Meeting



Board Meeting Minutes

Date: September 21, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant

Chair Truchon called the meeting to order at 5:43 pm

Regular Agenda

A. Approval of September Agenda and August Meeting Minutes of the Regular Board Meeting

- Nass moved to approve the Revised September Agenda and August minutes. Lindahl seconded the motion. The following additions were noted: (M) Swisher Cost Share Grant Request (N) Temporary Employee Compensation (O) Mississippi West Project Revetment (P) Mississippi West Habitat Improvement Amendment. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Upon reviewing Nate Zwonitzer, Conservation Technician's Report, Truchon asked for further detail about the rain garden pretreatment chamber mentioned in his report. Lord explained that he and Zwonitzer are working on a prototype. They originally considered a chamber with a steel grate on top but at \$150 for the grate alone, thought it was too expensive. Lord explained they worked on constructing a less expensive chamber utilizing composite decking material but discovered after the final construction of the chamber the total cost was about the same as using the steel grate. As a result, they decided to stick with their original idea. Truchon questioned if the idea for this chamber was mainly due to the sediment issue with the Chaudhary rain garden. Lord explained that all rain gardens trap sediment and that the landowner is expected to clean them out. This chamber makes cleaning out the sediment and other debris quite easy and should help landowners maintain their rain gardens. Nass made comment that she hoped the chamber would not be a salamander trap. Lord stated that we could warn chamber users of that potential issue.

Upon reviewing the Landscape restoration report, Lord informed that he had not heard from the NRCS about funding.

Lord provided further detail about the extreme blow out on the Mississippi River in Fridley mentioned in his report.

The Board reviewed Mary Monte's, NRCS District Conservationist's activity report and information about the new Conservation Stewardship Program. Monte emailed this information to Berkness as she could not be present for the meeting.

C. Approval of August Financial Reports

- Nass moved to approve the August financial reports. DeLaForest seconded the motion. All ayes, motion carried.

D. Approval of September Bills

- Nass moved to approve electronic payment EP27 and check numbers 11169 –11193. Komec seconded the motion. All ayes, motion carried.

E. Legislative Updates

DeLaForest explained that she was informed that she could not be a member on the Lessard Council because it would be considered nepotism as her son Chris DeLaForest is a member of the Governor's Cabinet.

Old Business

New Business-Action Items

F. RCD Letter requesting ACD/Metro CWL Funds

The Board reviewed a memo from Tom Peterson, Ramsey Conservation District Manager written to the ACD Board requesting CWL funds. Lord explained that Peterson has been eager to find out about funding for the program. Unfortunately, Lord has been unable to provide him with information as he has not heard from the NRCS, and BWSR does not meet until the end of the month regarding the CWL funds structuring. Lord advised Peterson to write a letter to the ACD Board requesting funding if he wanted a formal response.

G. Wells Fargo Investment Accounts

Nass questioned why the update. Berkness explained that a representative from Wells Fargo called to inform us that after they completed an account review, it was discovered that the ACD investment accounts did not meet criteria required by institutional brokerage services and belonged in another account type. Berkness explained that this was merely a cosmetic change and it would not impact the accounts. The money will continue to be invested in the same funds.

- DeLaForest made a motion to authorize Nass and Lord to sign the account application to move the investment funds to new account type. Nass seconded the motion. Lindahl, Truchon, Nass and DeLaForest ayes, Komec abstained, motion carried.

H. Conservation St. Croix MOA

Lord provided detail explaining that the group included conservation districts that are part of the St. Croix Basin. Lindahl stated it would be beneficial to be involved.

- DeLaForest made a motion to authorize entering into the Conservation St. Croix Memorandum of Agreement for increased conservation implementation to reduce phosphorus. Nass seconded the motion. All ayes, motion carried.

I. Employee of the Year Letter

The Board reviewed a letter, written by Jamie Schurbon, Water Resources Specialist, nominating Lord, for Outstanding District Employee. The Board commented that they are pleased with the letter and suggested adding an additional sentence, stating that ACD is proud to have Lord serving our community, or something of that nature. Truchon also suggested including a picture of Lord. Truchon gave Berkness permission to use her digital.

New Business-Informational Items

J. MASWCD Resolution Ballot

The Board reviewed and discussed the nature of some of the resolutions specifically, the *Rain Garden Specification Revision*. The Board decided the intent of the resolution was unclear and felt they needed additional information. The Board asked if Landscape Restoration Specialist, Shawn Tracy, could review the resolution and provide his opinion before they vote as they needed further clarification. Berkness stated she would follow up with Tracy.

K. City of Blaine Flora and Fauna Website Project

Truchon explained that the City of Blaine would like to start a website database project to highlight the flora and fauna in Blaine's parks and natural areas. When accessing each park, the website would include details such as trails, habitat, plants etc. Truchon stated she received comments from various sources that this project should be bigger and possibly include all Anoka County Parks. Lord suggested Truchon meet with someone from the Anoka County Parks to go over details as there might be an existing website with some or all of this information already that Blaine could possibly link to. Truchon asked if she could use ACD Flora and Fauna pictures for the site, which Lord replied, she could use the pictures for free.

L. ACD Stormwater Retrofit Tour Information

The Board reviewed the invite and information about the upcoming tour ACD is giving for public officials. Berkness took a tally of everyone that could attend.

M. Swisher Cost Share Grant Request

The Board reviewed a memo, cost share request and correspondence, written by Nate Zwonitzer, Conservation Technician for a lakeshore buffer request project on Coon Lake.

- DeLaForest made a motion to approve the cost share request and provide up to \$808.64 in cost share assistance. Nass seconded the motion. All ayes, motion carried.

N. Temporary Employee Compensation

The Board reviewed a memo provided by Lord requesting pay adjustments for the temporary employees. Lord explained that Gabriele Grinde, Landscape Restoration Specialist, was hired below the posted wage range due to lack of experience in some of the desired categories. At the time of hiring her, Lord assured her that her wage would be re-visited after several weeks. Lord explained that she is doing a very good job and deserves the increase. Lord went on to explain that the Geologic well logging was completed earlier than anticipated and that the next step in the process, is dealing with the problem logs. Dealing with the issue logs requires more detail and effort, meriting an increase.

- DeLaForest moved to approve an increase for Gabriele Grinde's hourly wage from \$18 to \$20 effective September 26, 2009. Nass seconded the motion. All ayes, motion carried.
- DeLaForest moved to approve an increase from \$8 to \$10 for two Data Input Technicians that will be working on the problem logs, effective September 26, 2009. Komec seconded the motion. All ayes, motion carried.

O. Mississippi West Project Revetment

Lord provided explained that this was a secondary contract to a project already underway that involved habitat restoration. The Board reviewed the cost share agreement and related materials provided by Lord.

- Nass moved to approve the Mississippi West Revetment Project and provide up to \$6,068 in cost share assistance. Lindahl seconded the motion. All ayes, motion carried.

P. Mississippi West Habitat Improvement Amendment

The Board reviewed an amended state cost-share contract for the Mississippi West Habitat Improvement project. Lord explained that the agreement was amended due to a change in the work plan, allocating more funds to invasive species control.

- Nass moved to approve the amended contract and provide up to \$31,216 in cost share assistance. Komec seconded the motion. All ayes, motion carried.

FYI / Meetings / Dates

- Regular, ACD Board Meeting, Monday October 19th, 5:00 pm
- MACD Meeting November 12, 2009 Cabela's, Rogers
- Metro Meeting, Wednesday, November 25, 2009
- MASWCD Annual Convention, December 6, 7 & 8, Duluth, MN
- Nass made motion to adjourn at 7:02. DeLaForest seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair

Date



Anoka Conservation District

Supervisors Regular Board Meeting
Monday, September 21, 2009, 5:30 PM

Supervisor Training

4:30 2009/2010 Comprehensive Planning Process

Regular Agenda

- A. Approval of August Meeting Minutes and September Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of August Financial Reports
- D. Approval of September Bills
- E. Legislative Updates

Old Business

New Business-Action Items

- F. RCD Letter requesting ACD/Metro CWL Funds
- G. Wells Fargo Investment Account Update
- H. MOU with Lake St. Croix Basin
- I. Employee of the Year Letter

New Business-Informational Items

- J. MASWCD Resolution Ballot
- K. City of Blaine Flora and Fauna Website Project
- L. ACD Stormwater Retrofit Tour Information

Additions

- M. Swisher Cost Share Grant Request
- N. Temporary Employee Compensation
- O. Mississippi West Project Revetment
- P. Mississippi West Habitat Improvement Amendment

FYI/Meetings and Dates

- ACD Tour Bunker Andover October 1, 8:30
- Regular ACD Board Meeting Monday, October 19, 2009 5:00 pm
- Metro Meeting, Brooklyn Center, September 30th, 2009
- Annual Convention Duluth MN December 6th – 8th



Board Meeting Minutes

Date: October 19, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant

Chair Truchon called the meeting to order at 5:02 pm

Regular Agenda

A. Approval of September Agenda and August Meeting Minutes of the Regular Board Meeting

- Nass moved to approve the Revised October Agenda and September minutes. DeLaForest seconded the motion. The following additions were noted: (N) 2010 NRBG (O) BCBS Renewal (P) Metro North Chamber of Commerce (Q) Conservation Workshop Grant Application to MPCA (R) Conservation Easement Restoration Grant Applications to the DNR (S) Retrofit Promotion Grant Application to MPCA. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Lord provided further detail about a lingering wetland violation that he had been called to work on per the landowner, John Enstrom's, request. Lord explained that the violation occurred in 1999 and the situation to correct the violation has been a long drawn out process with the violation uncorrected to-date. Lord explained the next step is that he and a City of Ramsey employee will meet with Enstrom to go over the current status of the violation. Truchon suggested showing Enstrom aerial photo's so he could view what the property looked like before the violation, then after.

C. Approval of September Financial Reports

- Nass moved to approve the September financial reports. DeLaForest seconded the motion. All ayes, motion carried.

D. Approval of September Bills (Moved after item H)

Lindahl moved to approve electronic payment EP28 & EP29 along with check numbers 11194 –11216. Komec seconded the motion. All ayes, motion carried.



E. Legislative Updates

DeLaForest mentioned that she had an enjoyable lunch with the governor, Tim Pawlenty.

Old Business

New Business-Action Items

F. Agreement with DNR for the Gombold Easement

The Board reviewed a draft agreement between ACD and the MN DNR for the Gombold easement that we will co-hold with the MN Land Trust. Lord explained that Sarah Strommen, MN Land Trust, was tenacious about facilitating the process and deserves the lions share of the credit. Although we do not have the final copy to sign we need a motion on the table to authorize Truchon to sign the agreement when we do receive it.

- Nass moved to approve the Agreement with the DNR for the Gombold Project. DeLaForest seconded the motion. All ayes, motion carried

G. NACD Membership

The Board reviewed the NACD Membership Invoice for 2010. Berkness explained that we had contributed \$250 the previous year.

- Nass moved to approve sending \$250 for the 2010 Contribution. Lindahl seconded the motion. All ayes, motion carried.

Truchon mentioned that the NACD has a committee that focuses only on Metro issues and that we should look into it.

H. Gerdes Cost Share Reimbursement

The Board reviewed a cost share reimbursement request and corresponding documentation.

- DeLaForest moved that authorize \$672.84 in reimbursement to the Gerdes for prairie restoration expenses. Komec seconded the motion. All ayes, motion carried.

Moved up to item D Bills

I. MASWCD Convention and Resolution Ballot and Donations

The Board reviewed the MASWCD convention information and briefly discussed the agenda. It was decided that the district would reserve three rooms at the Suites Hotel Waterfront Plaza. Komec, Nass, DeLaForest and Truchon decided they would stay two nights and Lindahl and Lord staying one night. Lord stated he would contact Dee and Satveer Chaudhary, the 2009 Anoka County Outstanding Conservationists, to invite them to the Outstanding Conservationist Luncheon.

- Nass made a motion to authorize sending 5 board members along with 2 staff members covering associated convention expenses. Komec seconded the motion. All ayes, motion carried.

Truchon questioned if Shawn Tracy, Landscape Restoration Specialist, had provided more information about the *Rain Garden Specification Revision*, as the resolution's intent was questioned at the last Board meeting. Lord placed a phone call to Tracy and after some discussion it was decided that more clarification was needed.

- DeLaForest made a motion that we direct Tracy to write a letter to Browns County with his questions then get back to the Board. Komec seconded the motion. All ayes, motion carried.
- DeLaForest motioned that we submit the Resolution Ballot to the MASWCD. Lindahl seconded the motion. All ayes, motion carried.

J. ArcView Quote

The Board reviewed a quote for an ArcView license. Lord explained that Dennis Rodacker, Wetland Specialist, currently has ArcView on his computer. His computer is very old and he will need a replacement soon which would require an additional license. This software is very expensive and would be paid with the WCA enforcement funds.

- DeLaForest made a motion to approve the purchase of a ArcView license up to \$1,323.84. Komec seconded the motion. All ayes, motion carried.

K. Landscape Restoration Program (LRP) Funding

The Board reviewed a memo provided by Lord which listed the current funding situation pertaining to the LRP. Lord explained that he found out a day before the Metro Meeting that there would not be NRCS funding, which did not leave time to come up with a plan before the meeting. Lord stated that it costs around \$13,250 a month to keep the program going. The LRP currently has a fund balance of around \$45,000. That plus anticipated revenues from participating districts can fund the program with two full-time employees until March of 2010. At that time, we could either downsize the program to one staff person or using Clean Water Funds from (CWF) BWSR. BWSR did clarify that we could use \$400,000 for staffing and the remaining \$600,000 for projects. Lord explained that the Metro Conservation Districts does have contingency funds set aside for the LRP that could possibly be used, but that shouldn't be necessary. Lord stated that he planned to talk with the metro managers and Shawn Tracy about transitioning the program to a targeting approach so it was in line with the BWSR funding instead of random conservation. Lord stated he will take the numbers to the Metro in November but for now needed a motion to utilize the CWF to expand the program from one full time and two part time employees to two fulltime employees.

- DeLaForest moved that we allocate \$62,000 per year from the CWF grant allotment for two years to expand the program to two full time staff members. Lindahl seconded the motion. All ayes, motion carried.

New Business-Informational Items

L. Hebert Beach Last Will and Testament

The Board reviewed Herb Beach's last Will and Testament, focusing on the section where his property in St. Francis was willed to the Anoka Conservation

District. Nass commented that a tour of the property would be beneficial. It was decided that the Board would meet at the office on October 29th at 1:00, for a tour of the Beach property. After the tour everyone will convene at the office for a comprehensive planning session at the ACD Office.

M. Tour and Comp Planning

The Public Official Tour was discussed and all agreed that it was a success.

N. 2010 NRBG

The Board reviewed the 2010 NRBG agreement.

- DeLaForest moved to approve the 2010 Natural Resource Block Grant Agreement with BWSR. Komec seconded the motion. All ayes, motion carried.

O. 2010 BCBS Renewal

The Board reviewed the BCBS renewal information.

- Nass made a motion to authorize the 2010 Blue Cross Blue Shield Insurance renewal. Komec seconded the motion. All ayes, motion carried.

P. Metro North Chamber of Commerce

- Komec made a motion that we pay \$335 to renew our membership with the Metro North Chamber of Commerce for 2010. Nass seconded the motion.

The Board discussed the chamber activities and came to the consensus that the membership did not benefit the district. All opposed, motion failed.

Q. Conservation Workshop Grant Application to MPCA

Lord explained that the district would like to apply for three state grants and would like the Board's permission to submit applications which are due in November. Unlike most of the state grants the match is only 10% instead of 25-50%. The board reviewed a request to submit an application to the MPCA for Conservation Workshops funding. Lord explained that instead of holding the workshops in just one city we would facilitate partnerships between cities to promote and host the workshops.

- DeLaForest made a motion to authorize submitting an Environmental Assistance grant application requesting \$6,500 to the MPCA for conservation workshops in Anoka County. Komec seconded the motion. All ayes, motion carried

R. Conservation Easement Restoration Application to DNR

The Board reviewed a memo requesting authorization to apply for grant funds to improve the ecological value of three conservation easements, Anoka Nature Preserve, Kern, and Beach, held by the district. Lord explained that he spoke with Jason Husveth, Critical Connections, who came up with the budget for the restoration work on the Kern wetland restoration site. The other two projects are upland habitat enhancements, which we are familiar and will likely manage internally.

- Nass authorized submitting the Conservation Partners Legacy Grant application to the DNR for Restoration work on the three easements. DeLaForest seconded the motion. All ayes, motion carried.

S. Retrofit Promotion Grant Application

Lord explained that the MPCA is offering grants for projects that focus on stormwater pollution prevention. The district is in the process of assessing two subwatersheds for stormwater retrofits and will be assessing two more in the near future.

- Nass authorized submitting an Environmental Assistance Grant Application to the MPCA for stormwater retrofit promotion and administration. Lindahl seconded the motion. All ayes, motion carried.

The Board reviewed the meeting dates.

A FYI / Meetings / Dates

- Regular, ACD Board Meeting, Monday November 16th, 5:00 pm
- Metro Meeting, Wednesday, November 18, 2009
- MASWCD Annual Convention, December 6, 7 & 8, Duluth, MN
- Lindahl made motion to adjourn at 6:57. Komec seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting

Monday, October 19, 2009, 5:00PM

Supervisor Training

Regular Agenda

- A. Approval of September Meeting Minutes and October Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of September Financial Reports
- D. Approval of October Bills (Approve after H)
- E. Legislative Updates

Old Business

New Business-Action Items

- F. Agreement with DNR for the Gombold easement
- G. NACD Membership
- H. Gerdes Cost Share Reimbursement
- I. MASWCD Convention and Resolution Ballot
- J. ArcView Quote
- K. LRP Funding

New Business-Informational Items

- L. Herbert Beach Last Will and Testament
- M. Tour and Comp Planning

Additions

- N. 2010 NRBG
- O. 2010 BCBS Renewal
- P. Metro North Chamber of Commerce
- Q. Conservation Workshops Grant Application to MPCA
- R. Conservation Easement Restoration Grant Application to DNR
- S. Retrofit Promotion Grant Application to MPCA

FYI /Meetings and Dates

- MACD (Area IV) Fall Meeting, Cabela's, Rogers November 12, 2009 , 9:00 am
- Regular ACD Board Meeting Monday, November 16, 2009 5:00 pm
- Metro Meeting, Brooklyn Center, November 18th, 2009
- Annual Convention Duluth MN December 6th – 8th



Board Meeting Minutes

Date: November 16, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor (departed at 5:53)

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant
Mary Monte, NRCS District Conservationist

Chair Truchon called the meeting to order at 5:00 pm

Regular Agenda

A. Approval of October Agenda and October Meeting Minutes of the Regular Board Meeting

- Nass moved to approve the October Meeting Minutes and amended Agenda. DeLaForest seconded the motion. The following additions were noted:(K) Area IV Meeting (M) MCD Work Plan & Budget (N) Draft LRP Hosting JPA. Lord explained that items M and N were taken from the Metro packet and already labeled thus, the reason for the gap in numbering on the agenda. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Monte, distributed her report to the Board bringing attention to her meeting with Ron Windingstad from Audubon. Monte explained that they met to discuss setting up a field day in Anoka County on the topic "Bird Conservation on Private Lands" which would be limited to 20 – 30 attendees. Nass suggested having the field day at her house as she lives on five acres near the Cedar Creek Ecosystem Science Reserve. Monte stated that it would be a possibility and that she would be in contact. Truchon suggested inviting the ACD volunteers.

C. Approval of October Financial Reports

- Nass moved to approve the October financial reports. Lindahl seconded the motion. All ayes, motion carried.

D. Approval of November Bills (Moved after item G)

Nass moved to approve electronic payment EP30 along with check numbers 11217 –11240. Komec seconded the motion. All ayes, motion carried.



E. Legislative Updates

Truchon and Nass brought up the fact that Minnesota Senator, Satveer Chaudhary, is also credited for helping to fund Minimal Impact Design Standards at the Legislature.

Old Business

F. Comp Planning

Lord stated he is working on drafting the changes to the comp plan, made at the last planning meeting. Truchon mentioned that she would like to incorporate soil issues into the comp plan. Lord stated that another comp planning meeting would be needed, in addition, a finance committee meeting for the 2010 budget and two personnel committee meetings for employee reviews and the LRP. After some discussion, the meetings were set as follows: comp planning set for December 2 at 4:00, finance committee set for December 1, at 4:00, and personnel committee set for December 14th and 17th at 4:00.

New Business-Action Items

G. League of Minnesota Cities Membership Dues

The Board reviewed an invoice for League of Minnesota Cities Insurance Trust (LMCIT) Membership dues. Lord explained that Anoka County is obligated to pay our insurance but it occurred to Risk Management that ACD should actually be paying the membership dues. The county is able to get us reasonable insurance and if we had to shop around it would cost significantly more. DeLaForest questioned if anyone had ever attended a LMCIT meeting stating the organization is a great resource for government. Lindahl commented that he also felt that belonging to LMCIT is beneficial to the District.

- DeLaForest made a motion to approve paying the \$1,437 invoice for LMCIT membership dues. Nass seconded the motion. All ayes, motion carried

Moved up to item D. Bills

H. Warnke Cost Share Grant Request

The Board reviewed a cost share request and corresponding information for a lakeshore restoration project.

- Truchon moved to approve the cost share request of \$1,584.50 for the Warnke Lakeshore Restoration Project. DeLaForest seconded the motion. All ayes, motion carried.

I. Beach Property

The Board reviewed a memo written by Lord about recommendations for the Herb Beach property. DeLaForest commented that she went to visit the property along with her husband Ed, and met the neighbors. Lord explained that he wrote an article and had it sent to various media sources. He received a call from the Union Reporter, Tammy Sakry, who had additional questions. Lord stated he provided her with Bob Hirsch's phone number as Hirsch was Herb's good friend and neighbor. Lord mentioned that he was in touch with

Anoka County Risk Management along with the St. Francis Fire Department about the issues on the property. Lindahl commented that he didn't believe we had to worry about soil contamination unless we want to sell the property. There was brief discussion about the liability aspect.

- Komec moved that we approve the Beach Property recommendations written by Lord. Lindahl seconded the motion. All ayes, motion carried.

Moved to Item's M and N

New Business-Informational Items

J. MASWCD Convention Business Meeting Correspondence

The Board reviewed the MASWCD business meeting information. Truchon questioned if Shawn Tracy, Landscape Restoration Specialist, had a chance to write a letter to Browns County to get further clarification about the *Rain Garden Specification Resolution*. Lord explained that Tracy had not, as he just returned from vacation.

K. Area IV Meeting

Nass, Truchon, Komec and DeLaForest attended the Area IV Meeting. Nass discussed meeting events stating that it might be possible for the area associations and possibly even individual districts to utilize the MASWCD's 501c3 status. There was a brief discussion about the Area IV becoming a non profit and the donations it might receive. Nass went on to read over the MASWCD mission statement suggesting ACD might want to use some of the wording for our own mission statement. Truchon mentioned that Chaudhary helped pass the minimal impact design standards in legislation which was mainly due to ACD's assistance with their rain gardens. Nass brought up the fact that Lord's name was mentioned and praised at the meeting for his ability to get CWF. There was discussion about when William Hunt, NRCS, State conservationist, will be retiring. It was decided that Lord would draft a letter to Mr. Hunt, from the MCD, for his support over the years for the LRP.

L. NA

M. MCD Work Plan and Budget.

The Board reviewed a new work plan and budget for Metro Conservation Districts. Lord explained that everything needed to be updated due to the funding changes. Where the plan referenced NRCS, the generic word 'partner' was inserted and Clean Water Funds were used in place of NRCS funds. Lord stated he needed the Board's approval before bringing it to the MCD.

- Nass moved to approve the MCD Technical Service Area Joint Powers Board for the 2009 – 2010 Plan of Work and Budget. DeLaForest seconded the motion. All ayes, motion carried.

N. Draft LRP Hosting JPA

The Board reviewed a revised JPA. Lord explained that where the JPA referenced the NRCS he updated it to 'partner' to make it more generic. Lord also explained that the program was originally set up to coincide with the USDA

fiscal year ending on September 30. Lord stated he updated the program to coincide with our fiscal year ending December 31 to help streamline the administration of the program. If we eventually get federal funding we can still do the reporting to coincide with the USDA while maintaining a calendar fiscal year.

Lindahl departed 5:53. Moved to item J.

A FYI / Meetings / Dates

- MASWCD Annual Convention, December 6, 7 & 8, Duluth, MN
 - ACD Finance Committee Meeting December 1st, 4:00
 - ACD Comp Planning Meeting December 2nd, 4:00
 - ACD Personnel Committee Meetings, Dec 14th & 17th 2:00
 - Regular, ACD Board Meeting, Monday December 21st, 5:00 pm
 - ACD Holiday Party, DeLaForest House, January 23rd 6:00 pm
 - Metro Meeting, Wednesday, January 27, 2009
-
- Nass made motion to adjourn at 6:11. DeLaForest seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



Anoka Conservation District

Supervisors Regular Board Meeting
Monday, November 16, 2009, 5:00PM

Supervisor Training

Regular Agenda

- A. Approval of October Meeting Minutes and September Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of October Financial Reports
- D. Approval of November Bills (after item G)
- E. Legislative Updates

Old Business

- F. Comp Planning

New Business-Action Items

- G. League of Minnesota Cities Membership Dues
- H. Warnke Cost Share Grant Request
- I. Beach Property

New Business-Informational Items

- J. 2009 MASWCD Business Meeting Correspondence

Additions

- K. Area IV Meeting
- L.
- M. MCD Work Plan and Budget
- N. Draft LRP Hosting JPA

FYI /Meetings and Dates

- Metro Meeting, Brooklyn Center, November 18th, 2009
- Annual Convention Duluth MN December 6th – 8th
- Regular ACD Board Meeting Monday December 21 5:00 pm
- Schedule ACD Holiday Event
- Set up Personnel Meetings for Employee Annual Reviews
- Set up Finance Committee for 2010 Budget
- Set up Comprehensive Planning Meeting



Board Meeting Minutes

Date: December 21, 2009

Location: 16015 Central Ave NE, Suite
Ham Lake, MN 55304

Members Present: Mary Jo Truchon, Chair
Sandra DeLaForest, Vice Chair
Vici Nass, Treasurer
Karla Komec, Supervisor
Jim Lindahl, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Administrative Assistant

Chair Truchon called the meeting to order at 5:01 pm

Regular Agenda

A. Approval of December Agenda and November Meeting Minutes of the Regular Board Meeting

- Lindahl moved to approve the November Meeting Minutes and amended Agenda. Nass seconded the motion. The following additions were noted:(R) Approve MASWCD Dues for 2009/2010 (S) Approve WOMP Agreement. All ayes, motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

Truchon questioned if Nass had been contacted by a resident concerned about an injured goose, mentioned in Jamie Schurbon, Water Resources Specialist's, report. Nass stated she had and instructed the resident not to do anything until the ice freezes over and if possible to catch it and move it to open water.

Truchon questioned the status of the Beach property, mentioned in Lord's report. Lord explained that he met with the St. Francis Fire Department on the site and they will not be able to use it as a training site but would be interested in burning it down.

Upon reviewing Shawn Tracy, Landscape Restoration Specialist's, report Lindahl inquired about the curb-cut rain garden brochure. Lord explained that it is information to be used for marketing the rain gardens. Lindahl informed the Board that the City of Blaine has a well put together poster about rain gardens that we might want to view. Lord stated that there is a pretty good chance the poster is something the ACD created.

Upon reviewing Berkness's report, Truchon questioned if she had found information about classes for website data management. Berkness explained that she found a class that would be perfect called "Web Data Management" at Anoka Technical Institute. There are 3 prerequisites that are required before



but only two due to experience. The problem is the two prerequisites are scheduled in March, the same time as the “Web Data Management” Class. Berkness could take the prerequisites but the “Web Data Management” Class will not be offered for another two years. Berkness stated she has continued to research to find a similar class without much luck.

C. Approval of October Financial Reports

- Nass moved to approve the November financial reports. Komec seconded the motion. All ayes, motion carried.

D. Approval of December Bills (Moved after item M)

- Nass moved to approve electronic payment EP31 and EP32 along with check numbers 11241 –11269. Lindahl seconded the motion. All ayes, motion carried.

E. Legislative Updates

Old Business

F. Finance Committee Meeting

- Nass moved that we adopt the 2010 budget as presented. Lindahl seconded the motion.

The Board discussed the \$22,818 deficit, which included \$20,000 for clean up of the Herb Beach property which could be deferred if needed. All ayes, motion carried.

G. Comp Planning Meeting, December 2, 2009

The Board reviewed a redraft of the comp plan provided by Lord. The Board discussed the structure and made minor changes, in particular, the bullets under “guiding principles” be updated to begin with a verb. Lindahl suggested taking out the word “productivity” listed under the soils priority bullet. After a brief discussion the Board agreed it should read...”promote sound practices through conservation planning”.

- Lindahl made a motion to authorize Lord to amend the comp plan as discussed. Nass seconded the motion. All ayes, motion carried.

H. Personnel Committee Meetings – Employee Reviews

The Board reviewed the minutes and recommendations from the Personnel Committee Meetings that took place December 14th and 17th.

- Komec made a motion to retain Kathy Berkness as Administrative Assistant and consider a full time work schedule in February potentially to begin in March. Nass seconded the motion. All ayes, motion carried.
- Komec made a motion to retain Nate Zwonitzer as Conservation Technician while developing a position description that better reflects his job duties at the specialist level with consideration of promotion to the new position description at the February meeting with a possible commensurate pay increase. Nass seconded the motion. All ayes, motion carried.

- Komec made a motion to retain Jamie Schurbon as Water Resource Specialist. Nass seconded the motion. All ayes, motion carried.
- Komec made a motion to retain Dennis Rodacker as Wetland Specialist. Nass seconded the motion. All ayes, motion carried.
- Komec made a motion to retain Shawn Tracy as Landscape Restoration Specialist while updating his position description to better reflect his expanding job duties and approach the Metro Association in March regarding and increase in compensation. Nass seconded the motion. All ayes, motion carried.
- Komec made a motion to retain Chris Lord as District Manager. Nass seconded the motion. All ayes, motion carried.

New Business-Action Items

I. Approve 2010 Fee Schedule

- Nass moved that we adopt the 2010 fee schedule. Lindahl seconded the motion.

Lord mentioned that the mission statement needed to be updated and that on page 18, the amount for the pre-treatment chamber needed to be changed from \$400 to \$650. Lindahl suggested incorporating the tree sale information into the schedule providing a website link and brief description along with a picture of the sale. All ayes, motion carried.

J. Approve MTVL 2010 Testing fees

The Board reviewed the MTVL testing lab fees for 2010, provided by Jamie Schurbon, Water Resources Specialist.

- Komec moved to approve MTVL as the designated testing lab 2010. Nass seconded the motion. All ayes, motion carried.

K. Approve January Board Meeting Date and Time

Lord explained that the dates for the 2010 board meetings are approved at the January meeting thus the Board needed a motion for the date and time of the January meeting.

- Nass moved that we schedule the January meeting for Tuesday, January 19th at 5:00pm. Lindahl seconded the motion. All ayes, motion carried.

L. Approve Funds for Outstanding Conservationist Award

The Board discussed award ideas for the Outstanding Conservationists, Dee and Satveer Chaudhary.

- Lindahl made a motion to approve up to \$100 for an Outstanding Conservationist Award for the Chaudhary's. Nass seconded the motion. All ayes, motion carried.

M. Storm Water Retrofit Work Plan

Lord informed the Board that he met with Metro managers meeting to discuss

how to build a program that would be successful. Lord stated he was happy with the outcome of the meeting as the Metro managers really communicated with each other about the program and a lot was accomplished in 3.5 hours. Lord provided a memo outlining the general principals for the LRP and Clean Water Funding Grant programs stating he needs to pull together a work plan for BWSR before the end of the month. Lord brought attention to the fact that reference to the Stormwater Retrofit Program as a separate program from LRP will be avoided going forward mentioning that this particular item was labeled "SRP" before this decision was made. Truchon questioned if the district was going to hire an engineer. Lord stated that the program will utilize the engineers that are currently working with the cities for efficiency sake. Truchon mentioned that she hopes Berkness gets the training needed for reporting purposes and expressed disappointment about the class situation mentioned earlier on the agenda. Berkness stated that the classes are mainly to learn how to integrate the access system into the website to make it easier for the districts to get reports and has nothing to do with the reporting to BWSR stating everything is up in the air and the program does not even have a website yet. Lord explained that he foresees the program having two reports one to BWSR that would possibly be completed through eLINK and another brochure type of promotional information for the legislature.

- Nass moved to approve the amended program principals and authorize Lord to create a work plan. Komec seconded the motion. All ayes, motion carried.

Moved up to Item E

New Business-Informational Items

N. Anoka Conservation District Holiday Party

- The Board reviewed an invitation for the ACD holiday party scheduled for 6:00pm, January 23rd to be hosted by Ed and Sandra DeLaForest.

O. MASWCD Legislative Briefing

The Board reviewed an email from MASWCD about the legislative Briefing & Day at the Capital scheduled for February 17-18th. Truchon stated this would be a beneficial event for the new supervisors to attend. Lord explained historically ACD has not participated because the SWCD's present a unified force with a focused message not usually pertaining to the District's. We've tried to incorporate the MASWCD information into our information but the MASWCD does not hand out their material until right before the event. The district schedules the two days at the capital at the beginning of March. Lindahl mentioned that the ACD did very well going on their own day last year.

- Nass moved to table the decision of ACD attending the MASWCD Legislative Briefing until the January 19th meeting. Lindahl seconded the motion. All ayes, motion carried.

P. NRCS, William Hunt, Retirement Party

The Board reviewed information about William Hunt's retirement party.

Q. MASWCD Convention

The Board discussed events at the MASWCD Convention they recently attended.

R. Approve MASWCD 2009/2010 Dues

The Board reviewed an invoice from MASWCD for dues

- Lindahl made a motion to approve the 2009/2010 MASWCD dues in the amount of \$2750. Komec seconded the motion. All ayes motion carried.

S. Approve WOMP Agreement

- Nass moved to approve the WOMP monitoring agreement and work plan. Komec seconded the motion. All ayes, motion carried.

A FYI / Meetings / Dates

- ACD Holiday Party, DeLaForest House, January 23rd 6:00 pm
 - Metro Meeting, Wednesday, January 27th
 - MASWCD Legislative Briefing and Day at the Capitol , February 17-19th
-
- Lindahl made motion to adjourn at 6:55. Nass seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Administrative Assistant/Secretary Date

Approved as to form and content by Mary Jo Truchon, Chair Date



REVISED

Anoka Conservation District

Supervisors Regular Board Meeting
Monday December 21, 2009 5:00 PM

Supervisor Training

4:30 Jamie Schurbon - Pleasure Creek E. coli

Regular Agenda

- A. Approval of November Meeting Minutes and December Agenda of the Regular Board Meeting
- B. Review of Staff Activity Reports and Programs
- C. Approval of November Financial Reports
- D. Approval of December Bills
- E. Legislative Updates

Old Business

- F. Finance Committee Meeting, December 1, 2009
- G. Comp Planning Meeting, December 2, 2009 (hand out Monday or email earlier)
- H. Personnel Committee Meetings – Employee reviews
 - December 14, 2009
 - December 17, 2009

New Business-Action Items

- I. Approve 2010 Fee Schedule
- J. Approve MTVL 2010 Testing Fees
- K. Approve January Board Meeting Date and Time
- L. Approve Funds For Outstanding Conservationist Gift
- M. SRP Work Plan

New Business-Informational Items

- N. Anoka Conservation District Holiday Party
- O. MASWCD Legislative Briefing & Day
- P. NRCS, William Hunt, Retirement Party
- Q. MASWCD Convention

Additions

- R. Approve MASWCD Dues for 2009/2010
- S. Approve WOMP Agreement
- T.
- U.
- V.

FYI/Meetings and Dates

- NRCS, William Hunt, Retirement Party December 22 NRCS State Office
- Anoka Conservation tentative Board meeting, Tuesday, January 19th 5:00
- Metro Meeting, January 27th
- Anoka Conservation District Holiday Party, DeLaForest's house, January 23rd
- MASWCD Legislative Briefing & Day at the Capitol February 17-18, 2009

