



**MEETING MINUTES**

**Wednesday, February 28, 2018 4:00 p.m.**

5th Floor Conference Room

Earle Brown Tower, 6120 Earle Brown Drive

Brooklyn Center, MN.

**Attendance:**

<u>District</u>	<u>Supervisors</u>	<u>Staff</u>
Anoka CD	Glenda Meixell	Chris Lord
Carver SWCD	Mark Zabel	
Chisago SWCD	Roland Cleveland	
Dakota SWCD	Laura Zanmiller	Brian Watson
Isanti SWCD	Al Koczur	
Ramsey CD	Gwen Willems	Ann WhiteEagle
Scott SWCD	Linda Brown	Shelly Tietz & Troy Kuphal
Sherburne SWCD	Michael Schroeder	Francine Larson
Washington CD	John Rheinberger	
Wright SWCD	Mary Wetter	

**1. Call to Order**

Troy Kuphal called the meeting to order at 4:00 p.m. A quorum was present.

**2. Open Floor**

None

**3. Election of Officers**

Kuphal opens floor for nominations for Chair.

Kuphal called for nominations for the Office of Chair. Cleveland nominated Mark Zabel for Chair.

Kuphal called for nominations three times; no further nominations were made.

**Motion 18.001** Motion by Cleveland, second by Rheinberger, to close nominations and cast a unanimous ballot for Zabel for Chair. Motion carried.

Chair Zabel called for nominations for Vice-Chair. Roland Cleveland nominated Mary Wetter, for Vice-Chair. Chair Zabel called for any further nominations three times. There were no further nominations. Chair Zabel recognized Mary Wetter as the only nominee and called for any objection to elect Mary as Vice-Chair by acclamation. There were no objections and Mary was elected by acclamation.

Chair Zabel called for nominations for Treasurer. John Rheinberger nominated Doug Schoenecker for Treasurer. Zabel called for any further nominations three times. There were no further nominations.

Chair Zabel recognized Doug Schoenecker as the only nominee and called for any objection to elect Doug as Vice-Chair by acclamation. There were no objections and Doug was elected by acclamation.

Chair Zabel called for nominations for Secretary. John Rheinberger nominated Gwen Willems for Secretary. Zabel called for any further nominations three times. There were no further nominations. Chair Zabel recognized Gwen Willems as the only nominee and called for any objection to elect Gwen as Secretary by acclamation. There were no objections and Gwen was elected by acclamation.

**4. Approve of Agenda**

**Motion 18.002** Motion by Rheinberger, second by Koczur, to approve the agenda as presented. Motion carried.

**5. Approval of Minutes**

**Motion 18.003** Motion by Willems, second by Wetter to approve the November 15, 2017 board minutes as presented. Motion carried.

**6. Manager's Meeting Notes – January 31, 2018**

Kuphal reported some highlights from the January 31 meeting: One Watershed, One Plan pilot program, Biennial Budget Request and Special program updates from ETA and SWA.

**7. Treasurer's Report – Scott SWCD Reporting**

**7.1 Treasurer's Report – February 20, 2018**

Tietz read the Treasurer's Report. She reported a cash balance of \$732,507.31 and the following funds balances:

Children's Water Festival:	\$33,171.24
MCD:	\$57,360.36
Total Fund Balance is:	\$90,531.60

The Treasurer's Report was accepted as part of the audit.

**7.2 Checking Account Transaction Report**

Report included in packet. No discussion

**8. Engineering and Technical Assistance (ETA)**

**8.1 ETA Engineering & Technical Assistance Report as of December 31, 2017**

Watson read from ETA program report by district and quarter, as prepared and submitted by Dakota County SWCD, program Host.

**8.2 Grant Status Report as of December 31, 2017**

Watson reported on the Grant Status report which outlines the summary of each grant, also prepared and submitted by Dakota County SWCD.

**8.3 CY Accomplishment Report**

Watson reported on the Non Point Engineering Assistance Accomplishment Report completed for the Board of Water and Soil Resources.

**8.4 CY18-19 Capital Equipment Plan**

Watson reviewed the proposed Capital Equipment Plan included in the Board materials.

**Motion 18.003** Motion by Rheinberger, second by Cleveland, to approve the CY18-19 Capital Equipment Plan. Motion carried.

**9. Subwatershed Analysis Program (SWA)**

**9.1 Program Update**

No update.

**10. Metro Area Children's Water Festival (MACWF)**

**10.1 Program Updates**

No update.

**11. Campus Groundwater Conservation Planning (CGCP)**

**11.1 Program Updates**

Lord reviewed the Campus Groundwater Conservation Planning and indicated that grant funds will be available to each individual district to work on CGCP plans.

**11.2 Work Plan Budget and Expiration Date Amendment**

Lord reviewed proposed work plan revisions as covered in the memo included in the Board materials.

**Motion 18.004** Motion by Cleveland, second by Koczur, to approve a request to BWSR to have the Campus Groundwater Conservation Planning work plan revised to include shifting funds and extending the grant to December 31, 2019. Motion carried.

**12. Minnesota Ag Water Quality Certification Program (MAWQCP)**

**12.1 Program Updates**

Kuphal provided a program update on the MAWQCP. The Metro Conservation District has \$105,000 available for services which should be sufficient funding for the future.

**13. Other Business**

**13.1 Bid for FY2017 Financial Audit**

Shelly Tietz reviewed the bid from Peterson Company LTD included in the Board materials, for completing the FY2017 Financial Audit.

**Motion 18.005** Motion by Willems, second by Brown, to approve the bid from Peterson Company LTD's for \$2,375 to complete the MCD's FY2017 Financial Audit. Ayes: Anoka, Carver, Chisago, Dakota, Isanti, Ramsey, Scott, Washington, Wright. Nays: none

### **13.2 FY2020-2021 Biennial Budget Request**

Kuphal reviewed items for the Biennial Budget Request for Fiscal 20-21 which is due April 12, 2018, noting the request will be similar to previous Biennials Budget Requests.

**Motion 18.006** Motion by Rheinberger, second by Brown, to authorize staff to compile and submit Biennial Budget Request to BWSR. Motion carried.

### **13.3 Technical Training Acceleration Grant Application**

Kuphal explained a Technical Training Acceleration Grant from BWSR is available to Technical Service Areas and Soil and Water Conservation District's for training. Up to \$60,000 is available, with a \$10,000 maximum grant per Area per year. At their last meeting Manager discussed wanting to seek authorization of up to two training events for the Metro Conservation District.

**Motion 18.007** Motion by Koczur, second by Brown, to authorize staff to submit up to training events up to \$10,000, total. Motion carried.

### **13.4 2018 Regular Meeting Date Schedule & Location**

**Motion 18.008** Motion by Wetter, second by Brown, to adopt the 2018 Regular Meeting Date Schedule outlined in the 2018-2019 Work Plan. Motion carried.

### **13.5 Employee Yellow Pages**

Francine Larson showcased the Metro Conservation District's Employee Yellow Pages. Staff in each district identified their skills levels per topic and this information is available in a database called MCD Yellow Pages.

### **13.6 Watershed Based Funding**

Watson reviewed BWSR's Watershed Based Funding pilot program.

## **14. Member District Updates**

Francine Larson discussed the MASWCD Leadership trip to Washington DC. Attendees met with Senators and Congressman.

Chris Lord, Anoka CD, discussed that Anoka held an event with their legislators at the Capital. They set up displays, had handouts available and discussed statutory funding. Nine legislators attended.

Willems informed everyone that Ramsey Soil and Water Conservation District board voted to dissolve and transfer all responsibilities to Ramsey County, noting also that Ramsey County agreed to keep existing staff employed.

## **15. Agenda Items for Next Board Meeting**

The next meeting is scheduled for May 30, 2018.


Discussion held on Wetland Banking for a future agenda item.

**16. Adjourn**

**Motion 17.032** Motion by Brown, second by Cleveland, to adjourn the meeting. Motion carried.

Respectfully submitted,

  
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Gwen Willems, Secretary

  
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Date