

Presenter: Michelle Prosser

# Conservation Forum

Topic and Location Possibilities

## Topic Ideas:

Bats and White Nose Fungus, importance of bats as insect control

One Watershed One Plan, with Brian Watson from the Dakota SWCD

Amphibians as environmental indicators, threat of chytrid, MNDNR frog and toad surveys

Severe weather and community resilience

Dark Sky Initiative/light pollution, health impacts, wildlife impacts, energy impacts

Land use changes, differences by generation

## Locations:

Libraries- Roseville, Rondo, Shoreview, Maplewood

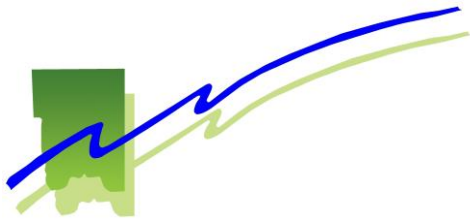
Banks/credit unions

Corporate HQs

City Halls

Churches

Wellstone Center (\$60 fee per hour)



Meeting Date: 05/04/2017

Grant: FY17 Sucker Lake Channel Restoration Project

Prepared by: Ann WhiteEagle

Contract Number: S17-01

**Purpose/Action Requested:**

Authorize the execution of the Joint Powers Agreement (JPA) between the Ramsey Conservation District, Vadnais Lake Area Water Management Organization, Ramsey County Parks & Recreation, and St. Paul Regional Water Service for the Sucker Lake Channel Restoration Project

**Summary:**

The goal of this project is to restore and stabilize the streambank along the Sucker Lake Channel, replacing the existing mix of turf grass and asphalt streambank with a pollinator friendly native vegetation planting. This project aims to protect the water in the channel, which is part of the drinking supply for over 400,000 people, including the city of St. Paul and thirteen additional municipalities. This JPA expands the original focus of the grant to include additional recreation infrastructure improvements and site amenities, which will not be paid for under the Clean Water Grant.

**Conservation Practice Information:**

Project Name: Sucker Lake Channel Restoration

Project Location: Vadnais Heights, MN

Spokesperson: Scott Yonke, Ramsey County Parks and Recreation

Conservation Practice Category: Streambank Stabilization (608) and Shoreline Protection (580)

**Project Assistance Request for the following practice(s):**

Conservation Practice 608, 580:

1. *Total Project Cost:* \$336,000
2. *BWSR Clean Water grant encumbrance request for eligible components:* \$60,500
3. *Local Match provided by:*
  - a. VLAWMO: \$65,000
  - b. SPRWS: \$30,000
  - c. Ramsey County: \$180,500

Note: The grant application identified only the streambank restoration in the scope of the grant. The BWSR Clean Water grant encumbrance request for eligible components is 75% / %60,500 with the local match provided by VLAWMO 15% / \$15,125

**Explanation of Fiscal/FTE Impact:**

Project funds are available through RCD's 2017 Sucker Lake Channel Clean Water Grant received from BWSR. Staff time is paid for design and construction oversight through the grant, not to exceed \$6,500. Designated Technical Representative for the project is: Scott Yonke, Ramsey County Parks and Recreation

**Project Timeline:**

The project must be started by November 30, 2018 and completed by November 30, 2019, unless otherwise amended by mutual consent and agreement by both parties.

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Supporting Documents:  
S17-01 Fact Sheet

# CLEAN WATER FUND GRANT 2017

## SUCKER LAKE CHANNEL RESTORATION

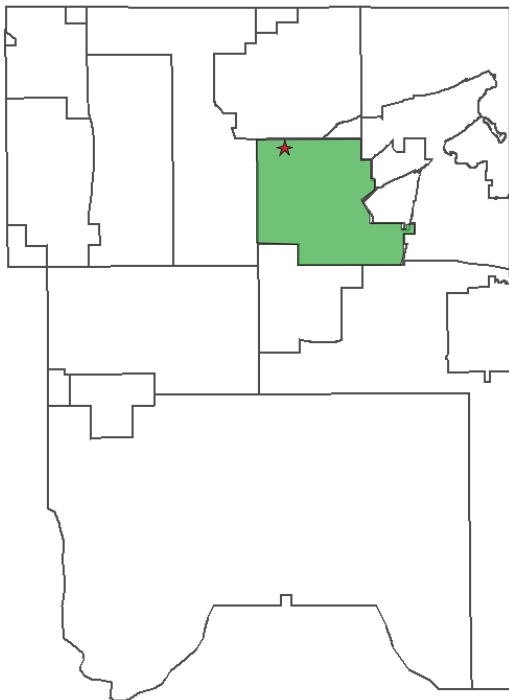
VADNAIS HEIGHTS, MN

### Project Goal:

To provide technical assistance and cost share funding for community partners interested in installing runoff and pollutant reduction projects that will help reduce Runoff Volume, Total Phosphorous (TP), and Total Suspended Solids (TSS).

### Location:

Vadnais Heights, MN  
Vadnais Lakes Area Water  
Management Organization



October 2014

Project Stats:	Project Costs:
Square Feet: 6,750 sq-ft	Project Cost: \$336,000
TP Red. (lbs./yr): 8.21	BWSR/RCD Grant: \$60,500
TSS Red. (tons/yr): 4.60	VLAWMO Funding: \$65,000
Vol. Red. (cu-ft/yr): 1,702	County Funding: \$180,500
	SPRWS Funding: \$30,000

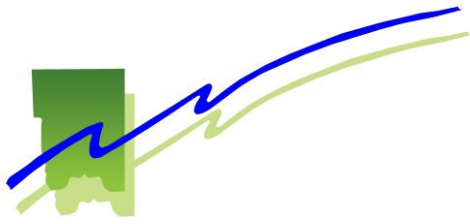
### Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) by a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, Vadnais Lakes Area Water Management Organization (VLAWMO), Ramsey County, and St. Paul Regional Water Service.



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Meeting Date: 05/04/2017

Grant: FY2015 Community Partners

Prepared by: Michael Schumann

Contract Number: CP15-05

**Purpose/Action Requested:**

Authorize the execution of a contract not to exceed \$25,000 or 75% of the total eligible cost, with the Canabury Pond Condominiums for the installation of one bioretention basin.

**Summary:**

In 2016, Ramsey Conservation District (RCD) Staff conducted a site visit per the request of Canabury Pond Condominiums (CPC) to discuss potential water quality projects that could be incorporated into a retrofit of the parking lot. RCD staff provided technical assistance and the review of construction designs. A stormwater analysis was completed for the site to verify the priority of project types and specific locations, and the cost-effective benefit to reduce runoff and pollution from the site.

Canabury Pond Condominiums has developed plans for installing the one most cost effective project verified through the assessment. One bioretention basin is proposed at the entrance to the site which will capture and infiltrate parking lot and roof runoff.

**Conservation Practice Information:**

Project Name: Canabury Pond Condominium

Project Location: 175 County Road B2 E, Little Canada, MN 55117

Spokesperson: Phil Dockendorff; President of Board Association, for Canabury Pond Condominium

Conservation Practice Category: Infiltration; 570 – Stormwater Runoff Control

**Cost Share Assistance Request for the following practice(s):**

Conservation Practice 570:

1. *Total Project Cost:* \$94,664.80
2. *BWSR Cost Share encumbrance request for eligible components:* 26% / \$25,000
3. *Local Match provided by:*
  - a. Ramsey-Washington Metro Watershed District: 53% / \$50,000
  - b. Landowner Contribution: Canabury Pond Condominium: 21% / \$19,664.80

**Explanation of Fiscal/FTE Impact:**

Project Funds and staff costs to install the project(s) are available through a FY15 Clean Water Fund grant and Technical and Administrative amount to be consistent with percentages outlined in the grant work plan. Designated Technical Representative for the project is: Joe Lochner, Ramsey Conservation District Staff.

**Project Timeline:**

The project must be started by November 1, 2017 and completed by November 1, 2018, unless otherwise amended by mutual consent and agreement by both parties.

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Supporting Documents:  
CP15-05 Fact Sheet



# COMMUNITY PARTNERS GRANT 2015

## CANABURY POND CONDOMINIUMS

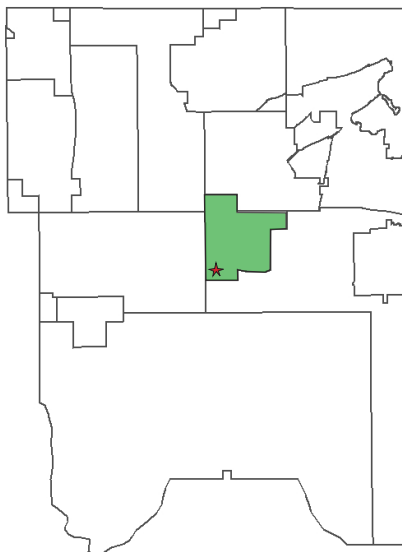
LITTLE CANADA, MN

### Project Goal:

To provide technical assistance and cost share funding for community partners interested in installing runoff and pollutant reduction projects that will help reduce Runoff Volume, Total Phosphorous (TP), and Total Suspended Solids (TSS).

### Location:

Little Canada, MN  
 Ramsey-Washington Metro  
 Watershed District



Project Stats:	Project Costs:
Square Feet: 4,450	Project Cost: \$94,664
TP Red. (lbs./yr): 0.44	BWSR/RCD Grant: \$25,000
TSS Red. (lbs./yr): 124	RWMWD Funding: \$50,000
Vol. Red. (cu-ft/yr): 32,665	Owner Cost: \$19,664

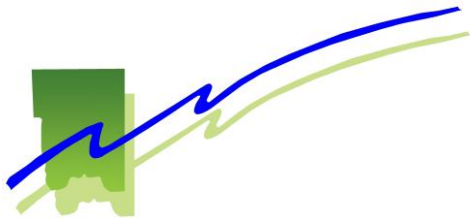
### Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) by a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, Ramsey-Washington Metro Watershed District (RWMWD), and the landowner.



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Meeting Date: 05/04/2017

Grant: FY2015 Community Partners

Prepared by: Michael Schumann

Contract Number: CP15-06

**Purpose/Action Requested:**

Authorize the execution of a contract not to exceed \$25,000 or 75% of the total eligible cost, with the Crestview Forest Townhomes for the installation of one bioretention basin.

**Summary:**

In 2016, Ramsey Conservation District (RCD) Staff conducted a site visit per the request of Crestview Forest Townhomes to discuss potential water quality projects. To prioritize project types and specific locations, RCD staff completed a stormwater analysis for the site to identify the most cost-effective practice to reduce runoff and pollution from the site. Stormwater runoff from the site drains within the Fish Creek sub-watershed, which is designated a Priority Area by local Watershed District (Ramsey-Washington Metro Watershed District) as a water resource of concern.

RCD staff developed construction designs and plans for installing the one most cost effective project verified through the assessment. One bioretention basin is proposed at the drainage outlet for the site, to capture and infiltrate parking lot and roof runoff before directly entering an onsite water resource.

**Conservation Practice Information:**

Project Name: Crestview Forest Townhomes

Project Location: 610 Crestview Forest Drive, Maplewood, MN 55119

Spokesperson: Tom Brudvig; President of Board Association, for Crestview Forest Townhomes

Conservation Practice Category: Infiltration; 570 – Stormwater Runoff Control

**Cost Share Assistance Request for the following practice(s):**

Conservation Practice 570:

1. *Total Project Cost:* \$15,446.57
2. *BWSR Cost Share encumbrance request for eligible components:* 65% / \$10,000
3. *Local Match provided by:*
  - a. Ramsey-Washington Metro Watershed District: 35% / \$5,446.57
  - b. Landowner Contribution: Canabury Pond Condominium: 0% / \$0.00

**Explanation of Fiscal/FTE Impact:**

Project Funds and staff costs to install the project(s) are available through a FY15 Clean Water Fund grant and Technical and Administrative amount to be consistent with percentages outlined in the grant work plan. Designated Technical Representative for the project is: Joe Lochner, Ramsey Conservation District Staff.

**Project Timeline:**

The project must be started by November 1, 2017 and completed by November 1, 2018, unless otherwise amended by mutual consent and agreement by both parties.

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Supporting Documents:  
CP15-06 Fact Sheet



# COMMUNITY PARTNERS 2015

## CRESTVIEW FOREST TOWNHOMES

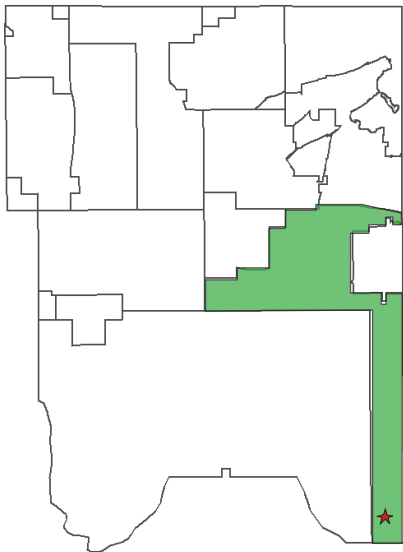
MAPLEWOOD, MN

### Project Goal:

To provide technical assistance and cost share funding for community partners interested in installing runoff and pollutant reduction projects that will help reduce Runoff Volume, Total Phosphorous (TP), and Total Suspended Solids (TSS).

### Location:

Maplewood, MN  
 Ramsey-Washington Metro  
 Watershed District



Project Stats:	Project Costs:
Square Feet: 600	Project Cost: \$15,446
TP Red. (lbs./yr): 0.25	BWSR/RCD Grant: \$10,000
TSS Red. (lbs./yr): 47.0	RWMWD Funding: \$5,446
Vol. Red. (cu-ft/yr):13,721	Owner Cost: \$0.00



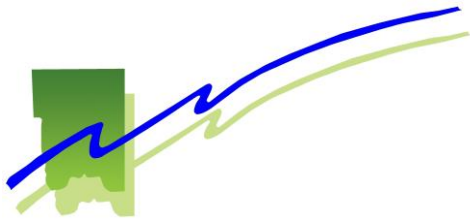
### Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) by a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, Ramsey-Washington Metro Watershed District (RWMWD), and the landowner.



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Meeting Date: 05/04/2017

Grant: FY16 Cost Share

Prepared by: Joe Lochner

Contract Number: CS16-01

**Purpose/Action Requested:**

Authorize the execution of a contract not to exceed \$10,163 or 75% of the total eligible cost, with White Bear Township for the installation of an infiltration basin and shoreline stabilization project.

**Summary:**

In 2016 a Master Water Steward candidate and RCWD contacted the RCD to set up a site visit for a potential project at the park land owned by White Bear Township on the south end of Bald Eagle Lake. Andrea Prichard, RCD staff, has identified the site as a good candidate for a stormwater management project from a previously completed sub-watershed assessment (SWA). After working through conceptual designs including the stakeholders in the project, a set of construction ready documents were created.

The design includes the removal of an existing, abandoned, boat launch. The launch is acting as a conduit for untreated stormwater runoff into Bald Eagle Lake. Once removed, a tiered infiltration basin will be created in its place. In addition to the infiltration basin, the highly eroded shoreline on-site will be stabilized with rip-rap and native plantings. The project will reduce untreated runoff and pollution from entering the lake.

**Conservation Practice Information:**

Project Name: West Avenue Raingarden

Project Location: 5256 West Bald Eagle Blvd, White Bear Township, MN 55110

Spokesperson: Bob Kermes, White Bear Township Board of Supervisors

Conservation Practice Category: Infiltration Basin (570) and Shoreline Protection (580)

**Cost Share Assistance Request for the following practice(s):**

Conservation Practice 570, 580:

1. *Total Project Cost:* \$31,696.00
2. *BWSR Cost Share encumbrance request for eligible components:* 32% / \$10,163
3. *Local Match provided by:*
  - a. Rice Creek Watershed District: 68% / \$21,533

**Explanation of Fiscal/FTE Impact:**

Project funds are available through RCD's 2016 Cost Share Grant received from BWSR. Staff time is paid for through out annual agreement for technical service with Rice Creek Watershed District (RCWD). Designated Technical Representative for the project is: Joe Lochner, Ramsey Conservation District Staff.

**Project Timeline:**

The project must be started by November July 1, 2017 and completed by December 1, 2017, unless otherwise amended by mutual consent and agreement by both parties.



# COST-SHARE GRANT 2016

## WEST AVENUE RAINGARDEN

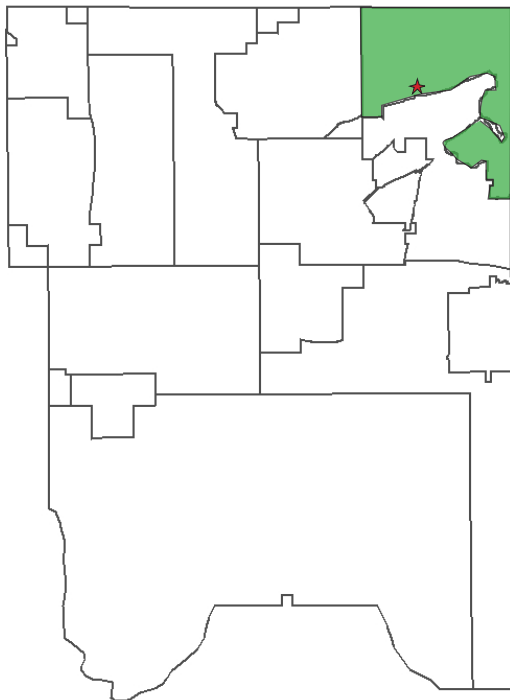
WHITE BEAR TOWNSHIP, MN

### Project Goal:

To provide technical assistance and cost share funding for community partners interested in installing water volume and pollutant projects that will help reduce water volume runoff, total phosphorous (TP), and total suspended solids (TSS).

### Location:

West Ave & W. Bald Eagle Blvd  
 White Bear Township, MN 55110  
 Rice Creek Watershed District



March 2017

Project Stats:	Project Costs:
Square Feet: 1,175	Project Cost: \$31,696
TP Red. (lbs./yr): 0.992	BWSR/RCD Grant: \$10,163
TSS Red. (lbs./yr): 411	RCWD Funding: \$21,533
Vol. Red. (cu-ft/yr): 17,243	Owner Cost: \$0.00

### Project Funding:

Funding for this project was provided by the Ramsey Conservation District (RCD) by a grant offered by MN Board of Water and Soil Resources (BWSR) through funding provided by the Clean Water Fund, Rice Creek Watershed District, and the property owner.



March 2017



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### **By-Laws of the Powers and Responsibilities of the Ramsey Conservation District**

Minnesota Statutes 103C established soil and water conservation districts as governmental and political subdivisions of the State of Minnesota with certain inherent powers and duties. The Ramsey Conservation District (RCD) is that subdivision for Ramsey County.

#### **The Duties of the RCD:**

The RCD shall develop a comprehensive plan for the conservation of soil and water resources.

The RCD shall present an annual budget to the Board of Ramsey County Commissioners.

The following are discretionary powers of the RCD:

The RCD may construct, install, improve, maintain and operate any structures and works necessary or convenient for the performance of any of the operations authorized within Minnesota Statutes, Chapter 103C.

The RCD may conduct resource surveys and demonstration projects.

The RCD may sue or be sued.

The RCD may require compensation or contributions for goods and services provided.

The RCD may carry out soil and water conservation measures on any lands within Ramsey County with the consent of the fee owner.

The RCD may cooperate or enter into agreements with any governmental agency or individual landowner within Ramsey County for the purpose of carrying on a program of erosion prevention and control.

The RCD may purchase or accept gifts of real or personal property, earn from the property and provide equipment and supplies which will bring about conservation practices within Ramsey County.

The RCD may assume land by purchase, lease or otherwise to improve, maintain, operate and administer any RCD project undertaken by the federal or state government.

The RCD may make application or enter into an agreement with any designated authority for federal assistance.

The RCD may appropriate necessary funds to provide membership in state and national associations which have as their purpose the betterment and improvement of soil and water conservation district operations.

The RCD may procure insurance directly or through Ramsey County when mutually agreed.

The RCD may publish information relating to the activities of the RCD.

The RCD may provide advice or consult with county and municipal representatives.

The RCD may employ technical experts and such other officers, agents and employees both permanent and temporary as may be required and shall determine their qualifications, duties and compensation.

**The Powers and Responsibilities of the RCD Supervisors:**

RCD Supervisors are obligated to conduct the business of the RCD.

The RCD Board of Supervisors is a policy board. The primary focus is on setting overall policy and objectives. As an elected official, each RCD Supervisor is responsible for operating the RCD as a political subdivision of Minnesota State Government. Supervisors shall determine the long term objectives for the RCD and which resource problems the RCD will address. The RCD Supervisors will periodically review the overall situation within Ramsey County and develop board policies which address county resources as a whole. RCD Staff shall carry out these policies. The RCD Board of Supervisors shall make best efforts to conduct a comprehensive evaluation on RCD policies.

**Ramsey Conservation District:**

Location: The principal place of business of the RCD is 1425 Paul Kirkwold Drive, Arden Hills, MN, 55112.



Geographic Divisions: The RCD is divided into five districts at the discretion of the RCD. Each RCD Supervisor must reside in a specific district but is elected and represents Ramsey County as a whole.

Term of Office: Each RCD Supervisor term is for four years. Terms are staggered and there shall be no more than three terms expiring in a given year.

### **Eligibility:**

In order to be an RCD Supervisor the following qualifications apply:

1. Legal residency in Ramsey County.
2. Residence in the nominating district for which the filing is specific
3. File sixty (60) days prior to a general election at the Ramsey County Elections Office
4. Complete necessary filing forms including the statement of interest form
5. Submit either a nominating petition along with a filing fee or file a petition signed by qualified voters within the nominating district.

Incompatibility of Office Source: Based on a September 12, 1973 ruling by the MN State Attorney General, the Office of Supervisor of a Soil and Water Conservation District is incompatible with or has a conflict of interest with that of a city or village council person, town board supervisor or county commissioner, if the city, village, town or county is located within the soil and water conservation district. This ruling is based on the MN Supreme Court statement that public offices are *“incompatible when their functions are inconsistent, their performances resulting in antagonism and a conflict of duty, so that the incumbent of one cannot discharge with fidelity and propriety the duties of both.”*

### **Resignation:**

If a Supervisor wishes to resign from RCD service, the Supervisor shall submit his or her resignation in writing to the RCD Board.

### **Relocation:**

Supervisors must be legal voters residing within Ramsey County. If a Supervisor relocates his or her residence outside of Ramsey County, the Supervisor no longer qualifies to serve as Supervisor.

### **Vacancy:**

If a vacancy occurs within the office of an elected or appointed RCD Supervisor the RCD shall place notice of said vacancy in the local official publication or other publications within the nominating district prior to appointment or election.

If a vacancy occurs more than sixty (60) days before the next succeeding general election, the RCD Board shall fill the vacancy by appointment.

**Attendance:**

1. The RCD shall hold one regular monthly board meeting each month. Supervisors not attending three consecutive RCD board meetings without agreed upon justification (family, medical, personal or employment) will be asked to resign.
2. Supervisors unable to attend an RCD regular board meeting shall contact the RCD office prior to the meeting.
3. Meetings of the RCD are governed by the Minnesota Statutes, section 471.705 which is the Open Meeting Law. Except for limited situations described in MS 471 all meetings of the RCD Board are open to the public.

**RCD Officers:**

Each of the five RCD Supervisors shall hold an officer position which consists of the following: Chair, Vice Chair, Secretary, Treasurer and Education and Information Officer. All officers shall be elected by majority vote at the first meeting of the RCD each year.

Chair: Responsible for guiding the overall activities of the RCD and presiding at official RCD meetings.

Vice Chair: Assumes the position of the Chair when the Chair is unable to be present.

Secretary: Responsible for the official RCD record.

Treasurer: Responsible for the financial record of the RCD.

Education and Information: Serves as a liaison between the RCD and the public.

**RCD Committees:**

The RCD Supervisors will come to a mutual agreement by majority vote on which of the following committees they will attend and represent the RCD at said meeting. If a

Supervisor cannot attend the meeting, a replacement should be found so that the RCD may be represented.

RCD Committees include:

Internal:     Budget  
                  Comprehensive Plan  
                  Legislation  
                  Personnel

External:     Capital Region Watershed District's Citizens' Advisory Committee  
                  Metro Conservation Districts Board  
                  Ramsey Washington Metro Watershed District Board  
                  Rice Creek Watershed District Citizens' Advisory Committee  
                  Ramsey County League of Local Governments Board  
                  Vadnais Lake Area Water Management Organization

**Compensation and Expenses Reimbursement:**

The position of RCD Supervisor is a non-salaried position. Compensation is set on a per diem basis. The maximum rate of the per diem is established by the Board of Soil and Water Resources (BWSR) in accordance with MN Statutes, Chapter 103C. Currently the maximum compensation allowed per day is \$75.

Mileage traveled to and from a Supervisor's main residence for the purpose of attending approved RCD business will be reimbursed at the federal rate established annually.

Compensation for regular, special, committee and other meetings is set by the RCD. It cannot exceed the maximum rate set by BWSR in accordance with MN State Statutes, Chapter 103C. The following is the compensation rate for meetings as currently set by the RCD Board:

Regular Board meetings	\$75
Special Board meetings	\$75
Standing Committees (see above)	\$50
Other meetings, conventions etc.	\$25

RCD Board approval is required for compensation at all functions. Travel must be



directly related to the business of the RCD. At least two RCD Supervisors must nominate a specific meeting to have that meeting designated as a special internal or external meeting and available for compensation and reimbursement for mileage.

If the RCD prepays the cost of a seminar, training session, etc. and the Supervisor does not attend without prior justification, the Supervisor shall reimburse the RCD in full for all advance payments if said payment is non-refundable.

Expense Reports: Compensation rates, mileage reimbursement rates, events and meetings attended requiring compensation and expense claims must be approved by the RCD Board and recorded in the minutes. All travel expenses such as lodging and meals are reimbursed at actual costs. All claims must be accompanied by required receipts.

Expenses will be reimbursed only when within the current reporting period.

The Ramsey County Payroll Office issues reimbursement checks to the RCD. RCD staff have no control over the processing of reimbursements.

**Amendment Procedures:**

The RCD Supervisor Handbook shall be adopted by a majority vote of the RCD Supervisors. Revision of non-statutory or BWSR requirements shall require the affirmative vote of a majority of the RCD Supervisors.

**Minnesota Statutes:**

All conduct and procedures not provided for herein are governed by Minnesota Statutes. Rules of Procedure, if not covered under Minnesota Statutes, shall be consistent with Robert's Rules of Order.

**Approved by the Ramsey Conservation District Board on October 21, 2013**

**By-Laws of the Powers and Responsibilities of the Ramsey Conservation District**  
**(Suggested edits from Supervisor Willems, along with suggested Board Operating Rules)**

Minnesota Statutes 103C established soil and water conservation districts as governmental and political subdivisions of the State of Minnesota with certain inherent powers and duties. The Ramsey Conservation District (RCD) is that subdivision for Ramsey County.

**Article 1: The Duties of the RCD**

The RCD shall develop a comprehensive plan for the conservation of soil and water resources.

The RCD shall present an annual budget to the Board of Ramsey County Commissioners.

The following are discretionary powers of the RCD:

The RCD may construct, install, improve, maintain and operate any structures and works necessary or convenient for the performance of any of the operations authorized within Minnesota Statutes, Chapter 103C.

The RCD may conduct resource surveys and demonstration projects.

The RCD may sue or be sued.

The RCD may require compensation or contributions for goods and services provided.

The RCD may carry out soil and water conservation measures on any lands within Ramsey County with the consent of the fee owner.

The RCD may cooperate or enter into agreements with any governmental agency or individual landowner within Ramsey County for the purpose of carrying on programs of **water management and** erosion prevention and control.

The RCD may purchase or accept gifts of real or personal property, earn from the property and provide equipment and supplies which will bring about conservation practices within Ramsey County.

The RCD may assume land by purchase, lease or otherwise to improve, maintain, operate and administer any RCD project undertaken by the federal or state government.

The RCD may make application or enter into an agreement with any designated authority for federal assistance.

The RCD may appropriate necessary funds to provide membership in state and national associations which have as their purpose the betterment and improvement of soil and water conservation district operations.

The RCD may procure insurance directly or through Ramsey County when mutually agreed.

The RCD may publish information relating to the activities of the RCD.

The RCD may provide advice or consult with county and municipal representatives.

The RCD may employ technical experts and such other officers, agents and employees both permanent and temporary as may be required and shall determine their qualifications, duties and compensation.

**Article II: Discontinuance of the District** [This is one of Paul's suggestions.]

The RCD may be discontinued in accordance with Minnesota Statutes section 103C.221.

**Article III: The Powers and Responsibilities of the RCD Supervisors**

RCD Supervisors are obligated to conduct the business of the RCD.

The RCD Board of Supervisors is a policy board. The primary focus is on setting overall policy and objectives. As an elected official, each RCD Supervisor is responsible for operating the RCD as a political subdivision of Minnesota State Government. Supervisors shall determine the long term objectives for the RCD and which resource problems the RCD will address. The RCD Supervisors will periodically review the overall situation within Ramsey County and develop board policies which address county resources as a whole. RCD Staff shall carry out these policies. The RCD Board of Supervisors shall make best efforts to conduct a comprehensive evaluation on RCD policies.



#### **Article IV: Ramsey Conservation District**

Location: The principal place of business of the RCD is 1425 Paul Kirkwold Drive, Arden Hills, MN, 55112.

Geographic Divisions: The RCD is divided into five districts at the discretion of the RCD. Each RCD Supervisor must reside in a specific district **and be elected and represents Ramsey County as a whole by residents of that district.**

Term of Office: Each RCD Supervisor term is for four years. Terms are staggered and there shall be no more than three terms expiring in a given year.

#### **Article V: Eligibility**

In order to be an RCD Supervisor the following qualifications apply:

1. Legal residency in Ramsey County.
2. Residence in the nominating district for which the filing is specific
3. File sixty (60) days prior to a general election at the Ramsey County Elections Office
4. Complete necessary filing forms including the statement of **economic interest form with the Minnesota Campaign Finance and Public Disclosure Board. [This is one of Paul's suggestions.]**
5. Submit either a nominating petition along with a filing fee or file a petition signed by qualified voters within the nominating district.

Incompatibility of Office Source: Based on a September 12, 1973 ruling by the MN State Attorney General, the Office of Supervisor of a Soil and Water Conservation District is incompatible with or has a conflict of interest with that of a city or village council person, town board supervisor or county commissioner, if the city, village, town or county is located within the soil and water conservation district. This ruling is based on the MN Supreme Court statement that public offices are *"incompatible when their functions are inconsistent, their performances resulting in antagonism and a conflict of duty, so that the incumbent of one cannot discharge with fidelity and propriety the duties of both."*

#### **Article VI: Resignation**

If a Supervisor wishes to resign from RCD service, the Supervisor shall submit his or her resignation in writing to the RCD Board.

## **Article VII: Relocation**

Supervisors must be legal voters residing within Ramsey County and their Supervisor district. If a Supervisor relocates his or her residence outside of Ramsey County his or her district, the Supervisor no longer qualifies to serve as Supervisor for that district.

## **Article VIII: Vacancy**

If a vacancy occurs within the office of an elected or appointed RCD Supervisor the RCD shall place notice of said vacancy in the local official publication or other publications within the nominating district prior to appointment or election.

If a vacancy occurs more than ~~sixty (60)~~ fifty-six (56) days before the next succeeding general state primary election, the RCD Board shall fill the vacancy by appointment in accordance with Minnesota Statutes section 103C.305 Subd.6(a). [These are Paul's suggestions.]

If a vacancy occurs less than fifty-six (56) days before the next state primary election, the RCD Board shall fill the vacancy by appointment in accordance with Minnesota Statutes section 103C.305 Subd. 6(b).

## **Article IX: Meetings and Attendance**

1. The RCD shall hold one regular monthly board meeting each month. ~~Supervisors not attending three consecutive RCD board meetings without agreed upon justification (family, medical, personal or employment) will be asked to resign.~~ Meeting dates, times, and locations for the next calendar year shall be determined by the Supervisors at the January board meeting and shall be posted on the RCD website. Agendas and supporting materials shall also be posted on the website as soon as they are sent to Supervisors. Any cancellation of future meetings must be approved at a meeting of Supervisors. [This is Paul's suggestion.]
2. Supervisors unable to attend an RCD regular board meeting shall contact the RCD office prior to the meeting.
3. Meetings of the RCD are governed by the Minnesota Statutes, section 471.705 which is the Open Meeting Law. Except for limited situations described in MS 471 all meetings of the RCD Board are open to the public.

A quorum shall be a majority of Supervisors in accordance with Minnesota statutes section 103C.315 Subd. 3. [This is Paul's suggestion.]

## **Article X: RCD Officers**

Each of the five RCD Supervisors shall hold an officer position which consists of the following: Chair, Vice Chair, Secretary, Treasurer and Education and Information Officer. All officers shall be elected by majority vote at the first meeting of the RCD each year.

Chair: Responsible for guiding the overall activities of the RCD and presiding at official RCD meetings.

Vice Chair: Assumes the position of the Chair when the Chair is unable to be present.

Secretary: Responsible for the official RCD record.

Treasurer: Responsible for the financial record of the RCD.

Education and Information: Serves as a liaison between the RCD and the public.

## **Article XI: RCD Committees**

The RCD Supervisors will come to a mutual agreement by majority vote on which of the following committees they will attend and represent the RCD at said meeting. If a Supervisor cannot attend the meeting, a replacement should be found so that the RCD may be represented.

RCD Committees include:

Internal:     Budget  
                  Comprehensive Plan  
                  Legislation  
                  Personnel

External:     Capital Region Watershed District's Citizens' Advisory Committee  
                  Metro Conservation Districts Board  
                  Ramsey Washington Metro Watershed District Board  
                  Rice Creek Watershed District Citizens' Advisory Committee  
                  Ramsey County League of Local Governments Board  
                  Vadnais Lake Area Water Management Organization

## **Article XII: Compensation and Expenses Reimbursement**

The position of RCD Supervisor is a non-salaried position. Compensation is set on a per diem basis. The maximum rate of the per diem is established by the Board of Soil and Water Resources (BWSR) in accordance with MN Statutes, Chapter 103C.315 Subd.4. [This is one of Paul's suggestions.] Currently the maximum compensation allowed per day is \$75.

Mileage traveled to and from a Supervisor's main residence for the purpose of attending approved RCD business will be reimbursed at the federal rate established annually.

Compensation for regular, special, committee and other meetings is set by the RCD. It cannot exceed the maximum rate set by BWSR in accordance with MN State Statutes, Chapter 103C. The following is the compensation rate for meetings as currently set by the RCD Board:

Regular Board meetings	\$75
Special Board meetings	\$75
Standing Committees (see above)	\$50
Other meetings, conventions etc.	\$25

RCD Board approval is required for compensation at all functions. Travel must be directly related to the business of the RCD. At least two RCD Supervisors must nominate a specific meeting to have that meeting designated as a special internal or external meeting and available for compensation and reimbursement for mileage.

If the RCD prepays the cost of a seminar, training session, etc. and the Supervisor does not attend without prior justification, the Supervisor shall reimburse the RCD in full for all advance payments if said payment is non-refundable.

Expense Reports: Compensation rates, mileage reimbursement rates, events and meetings attended requiring compensation and expense claims must be approved by the RCD Board and recorded in the minutes. All travel expenses such as lodging and meals are reimbursed at actual costs. All claims must be accompanied by required receipts.

Expenses will be reimbursed only when within the current reporting period.



The Ramsey County Payroll Office issues reimbursement checks to the **RCD Supervisors**. RCD staff have no control over the processing of reimbursements.

**Article XIII: Amendment Procedures**

The RCD Supervisor Handbook shall be adopted by a majority vote of the RCD Supervisors. Revision of non-statutory or BWSR requirements shall require the affirmative vote of a majority of the RCD Supervisors.

**Article XIV: Items Not Included in By-Laws Minnesota Statutes [One of Paul's suggestions]**

All conduct and procedures not provided for herein are governed by Minnesota Statutes. Rules of Procedure, if not covered under Minnesota Statutes, shall be consistent with Robert's Rules of Order.

**Approved by the Ramsey Conservation District Board on October 21, 2013.  
Revised April 18, 2017.**

## RCD Board Meetings

### A. Regular Meetings

The regularly scheduled RCD Board meetings are set at the January Board Meeting each year for the upcoming year, and are held at the District office, located at 1425 Paul Kirkwold Drive, Arden Hills, MN. If a Board meeting date, time, or location needs to be changed, an official notice is posted in the RCD office at least three days prior to the scheduled meeting. All regular meetings of the RCD Board are open to the public.

### B. January Meeting

The RCD Board meets in the Ramsey Conservation District Board Room, located at the District office in Arden Hills, for the transaction of business. The RCD Board transacts organizational business during this meeting, including:

1. Administrate oath of office (if required)
2. Elect officers
3. Appoint Supervisors to RCD committees
4. General business
5. Meeting Dates and Times
6. Review By-laws

### C. Open Meeting Law

All meetings of the RCD Board are subject to the Open Meeting Law (Minnesota Statute 13D.01).

#### C1. Closed Meetings

The RCD Board may by motion convene in closed session for the purposes of transacting business. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, or as otherwise required or permitted by the Minnesota Open Meeting law.

#### C2. Special Meetings

The RCD Board may establish a special meeting if necessary. Procedures to schedule a special meeting shall be in accordance with Minnesota Statutes 13D.04.

The RCD Board may schedule workshops, forums or additional meetings at such times and concerning such subjects. A schedule of such meetings shall be maintained in the RCD Office. Workshops and other informal meetings of the Board, not regularly held, shall be subject to the same notice requirements of the Open Meeting Law. The Board may take board action at workshops, forums, or other special meetings if the action item was properly noticed.

#### C3. Public Hearings

BWSR suggested that the RCD add language regarding public hearings.

## D. Meeting Conduct

The following meeting conduct rules shall apply for all RCD meetings:

1. Respect the dignity of each individual.
2. Respect one another's facts, opinions and right to speak.
3. We realize that our thinking processes are shaped by our backgrounds. None of us can be completely objective as a result. We all have our natural biases that we may not even be aware of. We must respect that in one another. Backgrounds are neither right nor wrong; they just are. Diversity, differences, conflict are all inevitable.
4. We choose to deal with conflict in a healthy manner. Therefore, there will be no name calling and putdowns of individuals or ideas. This does not mean you can't openly disagree and support your ideas, opinions and facts.
5. Listen respectfully-no interruptions.
6. In the interest of time, time limits may be established.
7. Questions may be asked of the presenters during the time allotted.

## E. Audience/Citizens Requests

The RCD Board has allotted time for visitor comments at the beginning of each board meeting. If an individual seeks to appear before the RCD Board for additional time, he/she should notify the RCD Board Chair of his/her intention and the issue to be presented.

## F. Public Attendance

The public is invited and encouraged to attend RCD Board meetings. All approved minutes of Board meetings are kept in the RCD office and approved minutes are posted on the RCD web site.

## G. Quorum

A quorum shall be necessary for the transaction of business. A majority of the members of the board shall constitute a quorum and no business shall be transacted unless voted on by a majority (three votes) of the whole RCD Board (MN Stat. 103C315 Subd. 3). Less than a majority of members may convene a meeting, but no business may be transacted.

Any RCD Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is requested to contact the RCD Board Chair or the District Manager to indicate his or her planned absence.

## H. Role of Presiding Officer

The presiding officer of the meeting will be the Chair. In the absence of the Chair, the presiding officer will be the Vice Chair. The duties and powers of the presiding officer shall include the following:

1. Preside at all meetings of the RCD Board.
2. Require the vote on all questions regularly moved and to announce the result.

3. Review and comment on the draft agenda for each regular and special meeting of the Board, as well as add additional items from other Board Members as time permits.
4. Serve as representative of the Board in execution of contracts, orders, resolutions and determinations of the Board.

The Chair of the Board may make a motion and has the same voting rights and responsibilities as other members.

### I. Addressing the Chair

Formal protocol will be used when speaking to the RCD Board. The RCD Board Chair shall be addressed as “Mr./Madam Chair.” Members of the RCD Board shall be addressed as “Supervisor (last name).”

Any member of the RCD Board or members of the public may speak on any matter before the RCD Board when recognized by the Chair and within established procedures as outlined in these Rules.

### J. District Manager

The District Manager or designee shall attend all meetings of the RCD Board. The District Manager or District Staff may participate in the discussion or recommend a resolution or action to the RCD Board. A member of the Board may call on the District Manager or staff member to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.

The agenda is set by the RCD Chair in consultation with the District Manager or designee who prepares a written agenda for all regular and special meetings of the RCD Board. The District Manager or designee shall also: 1) make entries of all Board resolutions; 2) record the vote of each member on any question submitted to the Board; 3) preserve and file all business acted upon by the Board; 4) copy any and all resolutions or decisions of the Board; and 5) perform such further duties as designated by the Board.



**Conservation Corps MN & IA AmeriCorps Program  
Conservation Academy HOST SITE AGREEMENT BETWEEN  
Ramsey Conservation District AND  
CONSERVATION CORPS MINNESOTA**



**Project Number: 501-18285**

This site agreement is between the Project Host, Ramsey Conservation District ("Project Host") and CONSERVATION CORPS MINNESOTA ("The Corps"). This site agreement is issued under the authority of the Laws of Minnesota 2010, Chapter 362, Section 2, Subdivision 8a which appropriated \$368,000 from the Minnesota Environmental and Natural Resources Trust Fund to the Board of Water and Soil Resources to train and mentor future conservation professionals in cooperation with the Conservation Corps, and is subject to all provisions of the Board of Water and Soil Resources contract, which is incorporated by reference.

**1. TERM OF SITE AGREEMENT**

- 1.1 **May 16, 2017** or the date the Corps obtains all required signatures under, whichever is later.
- 1.2 **August 11, 2017** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**2. DUTIES OF THE CORPS**

- 2.1 Complete services as specified in Conservation Apprenticeship Academy Request Form, which is attached hereto, and shall be a part of this work order.
- 2.2 Provide orientation for Host Site Staff, to include: instruction on time and activity reporting, overview of AmeriCorps, supervision of members and prohibited and allowable member activities.
- 2.3 Enroll and manage AmeriCorps members in accordance with program guidelines.
- 2.4 Provide basic orientation and training as appropriate for corpsmembers.
- 2.5 Provide consultation, support, and on-site project review as needed to ensure that service is progressing in accordance with this work order and program guidelines.
- 2.6 Provide personnel and payroll administration for corpsmembers.
- 2.7 Provide professional liability and worker's compensation insurance for all corpsmembers.
- 2.8 Track services completed and make this information available to PROJECT HOST upon request.
- 2.9 Report financial information on the use of state funds and outcomes to the Board of Water and Soil Resources.

**3. DUTIES OF PROJECT HOST**

- 3.1 Provide project specific direction and assistance to the corpsmember(s).
- 3.2 Provide any requested project information for purposes of grant reporting.
- 3.3 Provide at least one media promotion to the public stating that the services(s) are being performed by the Corps. Any publicity regarding the subject matter of this work order must not be released without prior approval from the Corps' Authorized Representative.
- 3.4 Ensure safe working conditions in and around project areas that meet all state and federal standards.
- 3.5 Adhere to policies, procedures and expectations outlined the Conservation Corps Site Supervisor Handbook.
- 3.6 Secure all local, county, and federal permits required by law prior to the commencement of work.
- 3.7 Provide Conservation Corps corpsmember(s) with training and educational opportunities relevant to the services being performed. This includes an identified mentor and day-to-day supervisor, a detailed work plan, an on-site project overview at the outset of the project which outlines project background, goals and overall outcomes expected as a result of the corpsmember(s) efforts.
- 3.8 Provide specialized tools, safety gear, personal supplies and equipment that are not available through the Corps that is needed by corpsmembers to meet all state and federal safety requirements.
- 3.9 Assist corpsmember(s) in the acquisition of lodging/housing accommodations if necessary.
- 3.10 Provide all project materials, supplies and chemicals.



#### 4. **CONSIDERATIONS AND PAYMENT**

- 4.1 The Corps will pay for services performed, utilizing its agreement with the Board of Water and Soil Resources. Expenditures from these accounts shall be expended only for the purposes for which they were approved and intended.
- 4.2 Equipment, supplies, and materials (chemicals, lumber, hardware, plant material, etc.) shall be provided by the PROJECT HOST at the expense of the PROJECT HOST.

#### 5. **PROJECT MANAGERS**

The PROJECT HOST's Project Manager is Ann WhiteEagle, 1425 Paul Kirkwood Drive, Arden Hills, MN 55112, ann.whiteeagle@co.ramsey.mn.us, (651) 266-7271. The PROJECT HOST's Project Manager will certify acceptance on each invoice submitted for payment. If the PROJECT HOST's Project Manager changes at any time during this work order, the PROJECT HOST must immediately notify the Corps.

The Corps' Project Manager is Brian Hubbard, Program Manager, 60 Plato Blvd E, Ste 210, Saint Paul, MN 55107, brian.hubbard@conservationcorps.org, phone (651) 209-9900. If the Project Manager changes at any time during this work order, the Corps must immediately notify the PROJECT HOST.

#### 6. **DUPLICATION, DISPLACEMENT, SUPPLANTATION**

- 6.1 Conservation Corps corpsmember(s) are subject to the provisions of 42 U.S.C. §§ 12501 - 12682 and 45 C.F.R. parts 2500 - 2550. These laws require, in part, that AmeriCorps assistance be used only for a program that:
  - 6.1.1 Does not duplicate, and is in addition to, an activity otherwise available in the locality of the program;
  - 6.1.2 Will not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits; and
  - 6.1.3 Will not create a service opportunity that will infringe on the promotional opportunity of an employee.
- 6.2 An AmeriCorps/Conservation Corps member shall not perform services or duties or engage in activities that:
  - 6.2.1 Would otherwise be performed by an employee as part of the employee's assigned duties.
  - 6.2.2 Will supplant the hiring of employed workers.
  - 6.2.3 Are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
  - 6.2.4 Have been performed by or were assigned to any presently employed worker; an employee who recently resigned or was discharged; an employee who is on leave, on strike, being locked out, subject to a reduction in force, or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.


#### 7. **PROHIBITED SERVICE ACTIVITIES**

- 7.1 A member's service activities may not include the following:
  - 7.1.1: Raising funds for his or her living allowance;
  - 7.1.2: Raising funds for an organization's operating expenses or endowment;
  - 7.1.3: Writing grant applications for AmeriCorps funding or any other funding provided by the Corporation for National and Community Service;
  - 7.1.4: Writing grant applications for funding provided by any other federal agencies;
  - 7.1.5: Performing clerical or receptionist duties, unless such activities are incidental to the member's direct service activities
  - 7.1.6: Any effort to influence legislation;
  - 7.1.7: Organizing or participating in protests, petitions, boycotts or strikes;
  - 7.1.8: Assisting, promoting, or deterring union organizing;
  - 7.1.9: Impairing any existing contracts for services or collective bargaining agreements;
  - 7.1.10: Engaging in partisan political activities or other activities designed to influence the outcome of an election to any political office;

- 7.1.11: Participating in or endorsing, events or activities which are likely to include advocacy for or against political platforms, political candidates, proposed legislation or elected officials;
- 7.1.12: Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious education or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
- 7.1.13: Providing a direct benefit to: (a) a business organized for profit, (b) a labor union, (3) a partisan political organization, (4) a non-profit organization that fails to comply with the restrictions contained in Sec. 501(c) of the Internal Revenue Code of 1986, and (5) an organization engaged in the religious activities described above, unless Corporation assistance is not used to support those religious activities;
- 7.1.14: Discriminating against any person because of age, race, religion, color, disability, sex, marital status, physical condition, arrest or conviction record, drug abuse, alcohol abuse or alcoholism, developmental disability as defined in s. 51.01(5), sexual orientation, ancestry, or national origin; and
- 7.1.15: The manufacture, distribution, dispensation, possession, or use of a controlled substance.

**8. CANCELLATION**

- 8.1 This agreement may be cancelled by the PROJECT HOST or the Corps at any time, with or without cause, upon 30 days written notice to the other party. In the event of such cancellation, the Corps shall expend dedicated funds for services performed up to date of cancellation.
- 8.2 The Corps reserves the right to withdraw corpsmembers from PROJECT HOST for emergency response work including, but not limited to, natural disasters and wild fire response. THE CORPS will make reasonable efforts to accommodate the needs of the PROJECT HOST to ensure rescheduling.

CONSERVATION CORPS PROJECT MANAGER	PROJECT HOST AUTHORIZED REPRESENTATIVE
Brian Hubbard By: 	By:
Title: Program Manager	Title:
Date: 03/05/2017	Date:

# Draft

## Ramsey Conservation District 4th Quarter 2016 Treasurer's Report Oct - Dec 2016

Operating Budget (Fund 13901 Org 750101)		A	B	C	D (B + C)	E (A - D)	Percent	
Item	Code	Budget for '16	Oct-Dec Expenses	Exp. YTD Prev YTD	Exp. YTD Total	Balance	Expended To Date	
1	411101	Salaries Permanent	286,906.00	66,844.67	200,142.40	266,987.07	19,918.93	93.06%
2	411103	Salaries Temporary	38,300.00	1,264.00	8,866.75	10,130.75	28,169.25	26.45%
3	411201	P.E.R.A.	22,235.22	4,901.71	14,785.72	19,687.43	2,547.79	88.54%
4	411202	F.I.C.A.-OASDI	17,788.16	4,125.57	12,696.21	16,821.78	966.38	94.57%
5	411203	F.I.C.A.-HI	4,160.14	964.84	2,969.28	3,934.12	226.02	94.57%
6	411301	Health & Welfare Insurance	45,904.96	8,739.75	26,219.25	34,959.00	10,945.96	76.16%
7	411306	Life Insurance	420.00	105.60	287.17	392.77	27.23	93.52%
8	411307	Long-Term Disability	300.00	68.67	192.17	260.84	39.16	86.95%
9	411308	Unemployment Compensation	7,540.00	0.00	1,340.00	1,340.00	6,200.00	0.00%
10	421101	Auditor	3,000.00	2,410.00	0.00	2,410.00	590.00	0.00%
11	421402	Data Processing Services-Maint	19,247.00	9,258.50	12,060.50	21,319.00	-2,072.00	110.77%
12	421501	Consulting Services		5,438.80		5,438.80		0.00%
13	421602	Advertising & Promotion*	2,000.00	300.79	112.82	413.61	1,586.39	20.68%
14	421603	Printing & Stationery*	1,000.00	134.42	837.99	972.41	27.59	97.24%
15	421701	Postage	600.00	457.96	7.85	465.81	134.19	77.64%
16	421707	Telephone-Local Service	2,002.00	1,033.20	1,033.20	2,066.40	-64.40	103.22%
17	421710	Telephone-Cellular Service	1,440.00	150.00	0.00	150.00	1,290.00	10.42%
18	422402	Building & Office Space	10,348.00	2,805.50	8,416.50	11,222.00	-874.00	108.45%
19	422502	Equipment & Machinery Rental	5,500.00	1,750.00	0.00	1,750.00	3,750.00	31.82%
20	423111	Employee Development	3,000.00	0.00	190.00	190.00	2,810.00	0.00%
21	424102	Fire & Extended Coverage-Ins	300.00	0.00	300.00	300.00	0.00	100.00%
22	424103	Workers Compensation Insurance	2,000.00	0.00	961.00	961.00	1,039.00	48.05%
23	424302	Membership & Dues*	8,200.00	40.00	6,177.78	6,217.78	1,982.22	75.83%
24	424303	Conference & Seminar Expenses*	4,000.00	2,366.06	1,746.00	4,112.06	-112.06	102.80%
25	424305	Volunteer/Comm Meeting Exp*	2,828.52	213.21	367.90	581.11	2,247.41	20.54%
26	424501	Mileage/Parking*	6,000.00	1,325.74	3,477.74	4,803.48	1,196.52	80.06%
27	431101	Office Supplies*	1,300.00	259.63	1,521.33	1,780.96	-480.96	137.00%
28	431103	Program Supplies*	1,000.00	0.00	57.23	57.23	942.77	5.72%
29	432001	Water	250.00	47.58	70.86	118.44	131.56	0.00%
30	441211	Data Processing Equipment*	5,000.00	0.00	125.98	125.98	4,874.02	2.52%
31	443102	Software*	2,520.00	0.00	587.45	587.45	1,932.55	23.31%
32	<b>Total Operating Budget</b>		<b>505,090.00</b>	<b>115,006.20</b>	<b>305,551.08</b>	<b>420,557.28</b>	<b>89,971.52</b>	<b>83.26%</b>

**\*Discretionary**

**2016 Operating Budget Revenue (Fund 13901 Org 750101)**

	Budget	Received	
1	County Support (Levy)	30,060.00	30,060.00
2	311310 - Agricultural Fees - Operations	91,530.00	76,302.50 (750190 & 750290)
3	311709 - Contractual Services	1,500.00	2,730.00
4	312201 - Fees for Services-Other Governments	220,000.00	270,121.70 Detail on page 3
5	314425 - BWSR Soil & Water Conservation Aid	177,000.00	117,912.17 Detail on page 2
6	319103 - Current Year Recovery	0.00	414.90
7	<b>Total</b>	<b>520,090.00</b>	<b>497,541.27</b>

**Grants**

	Original Amt	Spent	Remaining	Revenue Rec'd '16	Total Admin_Tech
<b>(Fund 13901 Org 750101)</b>					
1 General Services Grant FY2016	19,343.00	19,343.00	0.00	19,343.00	19,343.00
2 MCD - SWA Grant - TSA	22,000.00	19,800.00 3,386.07	2,200.00	10,800.00 3,386.07	22,000.00
3 NRBG Grant - Local Water Management	8,094.00	8,094.00	0.00	8,094.00	8,094.00
Total for Org 750101:	49,437.00	50,623.07	2,200.00		49,437.00
<b>(Fund 13901 Org 750180)</b>					
4 750180-G223011-WCA FY15/BP14	16,677.00	16,677.00	0.00	3,116.62	5,000.00
5 750180-G223011-WCA FY16/BP15	16,677.00	13,138.62	3,538.38	7,217.48	5,000.00
750180-G223011-WCA FY17/BP16	16,677.00	0.00	16,677.00		
6 750180-G223001-Cost Share FY16/BY15	10,163.00	0.00	10,163.00		2,032.60
7 750180-G223008-CWF Well Sealing FY14/BP14	105,500.00	105,500.00	0.00	5,567.50	18,000.00
8 750180-G223010-CWMA FY16/BY16	15,000.00	0.00	15,000.00		0.00
9 750180-G223013-FY15/BY15 Community Partners	150,000.00	54,380.68	95,619.32		19,320.00
10 750180-G223013-FY14/BY14 Community Partners	150,000.00	150,000.00	0.00	21,555.12	25,000.00
11 750180-G223014-FY14/BY14 CWF Wakefield Project	56,000.00	20,000.00	36,000.00		7,000.00
12 750180-G223015-FY15/BY15 CWF Lambert Creek	59,766.00	0.00	59,766.00		5,000.00
13 750180-G223016-FY15/BY15 Flood Relief	95,591.00	23,259.76	72,331.24		
14 750180-G223016-FY16/BY16 Flood Relief	925,811.00	0.00	925,811.00		
15 750180-G223018-FY15/BY15 Buffer Law	3,000.00	3,000.00	0.00	3,000.00	3,000.00
16 750180-G223018-FY15/BY15 MAWQCP	2,000.00	2,000.00	0.00	2,000.00	2,000.00
17 750180-G223017-FY16/BY16 Increased Capacity	100,000.00	33,832.38	66,167.62	33,832.38	80,000.00
18 750180-P081033-FY16/BY16 Unsealed Well Inventory	15,000.00	0.00	15,000.00		
19 750180-G223019-FY16/BY16 Urban Ag Grant	50,000.00	0.00	50,000.00		10,000.00
20 Total for Org 750180:	1,787,862.00	421,788.44	1,366,073.56	117,912.17	181,352.60

Highlighted grants will end within 6 months

**Grants**

	Original Amt	Spent	Remaining	Revenue Rec'd '16	Total Admin_Tech
<b>(Fund 13901 Org 750101)</b>					
1 General Services Grant FY2016	19,343.00	19,343.00	0.00	19,343.00	19,343.00
2 MCD - SWA Grant - TSA	22,000.00	19,800.00 3,386.07	2,200.00	10,800.00 3,386.07	22,000.00
3 NRBG Grant - Local Water Management	8,094.00	8,094.00	0.00	8,094.00	8,094.00
Total for Org 750101:	49,437.00	50,623.07	2,200.00		49,437.00
<b>(Fund 13901 Org 750180)</b>					
4 750180-G223011-WCA FY15/BP14	16,677.00	16,677.00	0.00	3,116.62	5,000.00
5 750180-G223011-WCA FY16/BP15	16,677.00	13,138.62	3,538.38	7,217.48	5,000.00
750180-G223011-WCA FY17/BP16	16,677.00	0.00	16,677.00		
6 750180-G223001-Cost Share FY16/BY15	10,163.00	0.00	10,163.00		2,032.60
7 750180-G223008-CWF Well Sealing FY14/BP14	105,500.00	105,500.00	0.00	5,567.50	18,000.00
8 750180-G223010-CWMA FY16/BY16	15,000.00	0.00	15,000.00		0.00
9 750180-G223013-FY15/BY15 Community Partners	150,000.00	54,380.68	95,619.32		19,320.00
10 750180-G223013-FY14/BY14 Community Partners	150,000.00	150,000.00	0.00	21,555.12	25,000.00
11 750180-G223014-FY14/BY14 CWF Wakefield Project	56,000.00	20,000.00	36,000.00		7,000.00
12 750180-G223015-FY15/BY15 CWF Lambert Creek	59,766.00	0.00	59,766.00		5,000.00
13 750180-G223016-FY15/BY15 Flood Relief	95,591.00	23,259.76	72,331.24		
14 750180-G223016-FY16/BY16 Flood Relief	925,811.00	0.00	925,811.00		
15 750180-G223018-FY15/BY15 Buffer Law	3,000.00	3,000.00	0.00	3,000.00	3,000.00
16 750180-G223018-FY15/BY15 MAWQCP	2,000.00	2,000.00	0.00	2,000.00	2,000.00
17 750180-G223017-FY16/BY16 Increased Capacity	100,000.00	33,832.38	66,167.62	33,832.38	80,000.00
18 750180-P081033-FY16/BY16 Unsealed Well Inventory	15,000.00	0.00	15,000.00		
19 750180-G223019-FY16/BY16 Urban Ag Grant	50,000.00	0.00	50,000.00		10,000.00
20 Total for Org 750180:	1,787,862.00	421,788.44	1,366,073.56	117,912.17	181,352.60

Highlighted grants will end within 6 months



**Fees for Service 2016**

	<b>Projected</b>	<b>Rec'd</b>	<b>Balance</b>
1 Ramsey-Washington Metro WD	40,000.00	70,704.75	0.00
2 Vadnais Lake Area WMO	9,000.00		9,000.00
3 Capitol Region WD	73,000.00	79,155.50	0.00
4 Rice Creek WD - Design	15,000.00	21,998.00	0.00
Rice Creek WD - Inspections	30,000.00	20,629.07	9,370.93
Rice Creek WD - Hansen Park		5,256.00	
5 Valley Branch WD	2,750.00	324.00	2,426.00
6 RC Public Works Projects	3,000.00	4,270.00	0.00
RC Parks		24,588.25	
7 City of Arden Hills (Erosion & Sediment Control)	6,000.00	11,770.07	0.00
8 City of Shoreview (Erosion & Sediment Control)	6,250.00	10,962.81	0.00
9 MCD Subwatershed Analysis Match from WMOs	20,000.00	3,000.00	17,000.00
10 Lake Surveys	15,000.00	12,788.50	2,211.50
11 St. Paul	0.00	550.00	0.00
12 MCD		4,124.75	
<b>Total:</b>	<b>220,000.00</b>	<b>270,121.70</b>	<b>40,008.43</b>

1 Balance Ag Fee 1/1/16	287,514.04
2 Expenditures (-)	420,557.28
3 Revenue (+)	497,541.27
4 Fund Balance 12/31/2016	364,498.03
5 Ag Fee Reserve Increase	76,983.99

**2016 Board of Supervisor Expense Claims**

Behrens	Gardner	Humphrey	Wasley	Willems	2016
249.15	77.30	191.40	85.35	289.10	Jan
196.06	193.36	87.96	186.88	278.08	Feb
277.00	137.42	87.96	306.32	267.78	March
254.16	77.16	87.96	352.00	220.52	April
499.95	309.92	255.78	446.44	526.68	May
247.68	175.92	175.92	169.44	218.36	June
403.08	158.10	87.96	368.36	324.84	July
241.20	137.42	87.96	271.60	280.78	August
252.00	192.48	156.48	251.50	330.08	Sept
338.88	154.32	87.96	271.60	271.60	Oct
246.60	189.04	87.96	135.80	334.40	Nov
479.54	87.16	125.00	134.18	287.80	Dec
<b>\$3,685.30</b>	<b>\$1,889.60</b>	<b>\$1,520.30</b>	<b>\$2,979.47</b>	<b>\$3,630.02</b>	<b>\$13,704.69</b>
*includes per diem and mileage, but not PERA, taxes, or expenses					