



**DRAFT MEETING MINUTES
Wednesday, February 28, 2024
Virtual Meeting**

Attendance:

<u>Member</u>	<u>Supervisors</u>	<u>Staff</u>
Anoka CD	Glenda Meixell*	Chris Lord
Carver SWCD	Marcus Zbinden*	Mike Wanous
Chisago SWCD	Rick Cedergren*	Craig Mell
Dakota SWCD	Laura Zanmiller	Brian Watson
Hennepin County		
Isanti SWCD	Dave Medvecky*	Tiffany Determan
Ramsey County	Mai Chong Xiong	Ann WhiteEagle
Scott SWCD	Rob Casey*	Troy Kuphal, Shelly Tietz
Sherburne SWCD	Jason Selvog*	Francine Larson
Washington CD	John Rheinberger	Jay Riggs
Wright SWCD	Duane Dahlman*	Luke Johnson
<u>Others</u>		
Anne Sawyer, BWSR		

* Attended remotely to avoid unnecessary travel and/or other schedule conflicts.

1. Call to Order

The meeting was called the meeting to order at 4:00 pm. A quorum was present.

2. Attendance Roll Call/Introductions

Kuphal called roll.

3. Election of Officers

Kuphal opened the floor for nominations for Chair. Rheinberger volunteered for Chair. Kuphal called twice more for nominations. There were no other nominations. Kuphal closed the floor to nominations and without objection declared Rheinberger Chair by acclamation. There were no objections.

Kuphal opened the floor for nominations for Vice-Chair. Rheinberger nominated Laura Zanmiller for Vice-Chair. Kuphal called twice more for nominations. There were no other nominations. Kuphal closed the floor to nominations and without objection declared Zanmiller Vice-Chair by acclamation. There were no objections.

Kuphal opened the floor for nominations for Secretary. Rheinberger nominated Glenda Meixell. Meixell declined the nomination. Xiong self-nominated. Kuphal called twice more for nominations. There were no other nominations. Kuphal closed the floor to nominations and without objection declared Xiong Secretary by acclamation. There were no objections.

Kuphal opened the floor for nominations for Treasurer. Casey nominated Schoenecker for Treasurer. Kuphal called twice more for nominations. There were no other nominations. Kuphal closed the floor to nominations and without objection declared Schoenecker Treasurer by acclamation. There were no objections.

4. Approve of Agenda

Motion 24.001 Motion by Meixell, second by Zanmiller, to approve the agenda as presented. Voting Ayes: Meixell, Zbinden, Cedergren, Zanmiller, Medvecky, Xiong, Casey, Selvog, Rheinberger, Dahlman. Voting nay: none.

5. Approval of Minutes

Members discussed the November 15, 2023, meeting minutes, noting Frethem was present for Motion 23.014 and voted Aye but left immediately after the motion leaving the Board without a quorum. The vote on Motion 23.015 was, therefore, out of order and the will of the Board should be reflected as consensus.

Motion 24.002 Motion by Meixell, second by Zanmiller, to approve the minutes as corrected above. Voting Ayes: Meixell, Zbinden, Cedergren, Zanmiller, Medvecky, Xiong, Selvog, Rheinberger, Dahlman. Voting nay: none.

6. Treasurer's Report – Scott SWCD Reporting

6.1 Treasurer's Report – February 13, 2024

Shelly Tietz read the Treasurer's Report with balances as of February 13, 2024.

Rheinberger accepted the February 13, 2024, Treasurer's Report, subject to audit.

6.2 Checking Account Transaction Report

The checking account transaction report was published, no discussion.

7. Manager's Meeting Notes for December 20, 2023, and January 31, 2024 -Manager meetings notes submitted for review. No discussion.

8. Special Programs

8.1 Engineering and Technical Assistance (ETA) Program

8.1.1 ETA Eng./Tech, Assistance & Equipment Reports – Brian Watson reported; no discussion.

8.1.2 Grant Status Report – Brian Watson reported; no discussion.

8.2 MN Ag Water Quality Certification –Troy Kuphal reported; no discussion.

8.3 Metro Children's Water Festival – Ann WhiteEagle reported; no discussion.

8.3.1 State Fair Agreement for Metro Children's Festival

Motion 24.003 Motion by Zbinden, second by Xiong, to approve the agreement for the License to use the Minnesota State Fairgrounds Facilities for the 2024 Children's Water Festival. Ayes:

Meixell, Zbinden, Cedergren, Zanmiller, Medvecky, Xiong, Casey, Selvog, Rheinberger, Dahlman.
Voting nay: none.

9. Other Business

9.1 Official Depository Institution

Motion 24.004 Motion by Casey, second by Zanmiller to designate HomeTown Bank as the primary checking and savings account. Ayes: Meixell, Zbinden, Cedergren, Zanmiller, Medvecky, Xiong, Casey, Selvog, Rheinberger, Dahlman. Voting nay: none.

9.2 Official Publication

Motion 24.005 Motion by Xiong, second by Zanmiller to designate the Metropolitan Conservation District's website as the official place of publications. Ayes: Meixell, Zbinden, Cedergren, Zanmiller, Medvecky, Xiong, Casey, Selvog, Rheinberger, Dahlman. Voting nay: none.

9.3 Engagement Letter and Bid for FY2023 Financial Audit

Motion 24.006 Motion by Zbinden, second by Casey to accept Peterson Company, LTD, audit bid for \$3,800. Ayes: Meixell, Zbinden, Cedergren, Zanmiller, Medvecky, Xiong, Casey, Selvog, Rheinberger, Dahlman. Voting nay: none.

9.4 2022 Audited Financial Statements

Tietz referred to the 2022 Audited Financial Statements included in the board packet. No discussion.

9.5 Consideration to amend 2023-2025 Work Plan & Budget

Watson reviewed the consideration to amend 2023-2025 Work Plan & Budget. At a recent managers meeting the managers discussed funds needed for the Metro Envirothon. A request has been made for Members to seek donations to offset Envirothon expenses. Watson reviewed the program and possible options to provide funding.

Motion 24.007 Motion by Zbinden, second by Casey to approve amending the 2023-2025 Work Plan and Budget to reduce MCD Membership Dues from \$1,600 to \$800 in 2024 and allow each Member to determine whether or not to contribute any or all of the savings to the Envirothon. Ayes: Meixell, Zbinden, Cedergren, Zanmiller, Medvecky, Xiong, Casey, Selvog, Rheinberger, Dahlman. Voting nay: none.

9.6 Remote attendance guidelines

Kuphal explained that at their regular meeting in November the Board directed staff to review remote meeting options for future board meetings to ensure compliance with open meeting law requirements in State Statute. Staff researched and established guidelines that Kuphal reviewed with the board, including remote attendance locations must be posted on the agenda before the meeting date, the reason for attending remotely must be documented in the minutes, the remote location must be open and accessible to the public with some exceptions, the remote Member must be able to hear and see all discussion and testimony presented from all other Members attending the meeting, and all other participating Members must be able to hear and see them. Participation by phone is not permitted and remote technology including both audio and video must be working. Members attending by phone or using technology where audio or video is failing may not be considered part of the quorum and may not vote. At the Chair's discretion, these

Members you may be allowed to participate in discussion similar to any other member of the public.

Motion 24.008 Motion by Meixell, second by Casey, Board adopt the remote attendance guidelines as presented. Ayes: Meixell, Zbinden, Cedergren, Zanmiller, Medvecky, Xiong, Casey, Selvog, Rheinberger, Dahlman. Voting nay: none.

9.7 By-laws review

Staff recommends the review of current Metropolitan Conservation District By-Laws and provide recommendations at the August Board Meeting.

10. Member District Updates

None.

11. Adjourn

Motion 24.009 Motion by Xiong, second by Casey, to adjourn the meeting at 4:47 pm. Ayes: Meixell, Zbinden, Cedergren, Zanmiller, Medvecky, Xiong, Casey, Selvog, Rheinberger, Dahlman. Voting nay: none.

Next meeting August 28, 2024.

Respectfully submitted,



Mai Chong Xiong, Secretary

9/4/2024

Date