



Mississippi Watershed  
Management Organization  
2520 Larpenteur Avenue West  
Lauderdale, Minnesota 55113  
Telephone 651-287-0948  
Facsimile 651-287-1308  
[www.mwmo.org](http://www.mwmo.org)

## **ATTACHMENT 3**

### **Minutes for the Board of Commissioners Meeting November 18, 2008 2:00 p.m. – 4:20 p.m.**

#### **Meeting Location:**

City of Saint Anthony  
Boardroom  
3301 Silver Lake Road  
Saint Anthony, MN 55418-1699

#### **Commissioners in Attendance:**

Jerry Faust, St Anthony; Scott Vreeland, MPRB; Paul Ostrow, Minneapolis, Karlyn Eckman, St. Paul and Karen Gill-Gerbig, Lauderdale  
Staff and Guests: Doug Snyder (MWWMO), Kari Oquist (MWWMO), Zhenya Stone (MWWMO), Jenny Winkelman (MWWMO), Erica Sniegowski (MWWMO), Sarah Nettleton (New Facility Consultant), Teresa Sterns (New Facility Consultant), Angela Sterns (New Facility Consultant), Mary Maguire (Co-chairman, AFCAC), Patrick Kvidera (CAC), and Nick Eloff (MPRB)

The meeting was called to order at 2:10 p.m. by Commissioner Ostrow

#### **Approval of Agenda**

The agenda was approved as written.

#### **Approval of Minutes**

The minutes of the September 2, 2008 meeting were approved as written.

#### **Open Public Comment.**

Mary Maguire stated that initially she had no comments but was attending to hear the discussion about MWWMO's new facility.

#### **Consent Agenda**

All three items on the consent agenda, the initial payment correction for the Stewardship Fund, extending the term and additional costs for the SAFL Agreement, and accepting the Environmental Technician Position Description, passed unanimously. There was some discussion on the time frame of payments made to contractors for Stewardship Fund projects. Douglas Snyder explained that the MWWMO can usually pay within thirty days; if that is not the case, contractors are informed of any delays. Payment options are usually stated at the onset of a project, in the contract.

## Site Selection

Snyder explained that the board might choose to close the meeting for part of the site selection discussion because certain discussion points could affect outcomes for the MWMO, such as a discussion of price for real estate. If the board does go to closed session, information discussed during that time will be made available to the public later.

Teresa Sterns

Sterns and Associates have looked at over thirty sites. Teresa Sterns suggested that the board modify its criteria for acceptance for a new facility site. She suggested that new criteria include:

- Modifying the size of the site from 2.5-5.0 acres to 1 acre when connected to a park or other open available land;
- Having a secure site 24-hours a day;
- An outdoor classroom should provide an area where people can hear others in a conversation from 15 feet; there should be parameters on sound issues; and
- Scheduling implications need to be considered.

Commissioner Paul Ostrow suggested amending the guidelines. Commissioner Jerry Faust stated that only the first and last items needed to be added to the criteria—the rest were common sense. The board voted to add the criteria.

### Gabby's

Gabby's is currently zoned commercial, and the city said the MWMO facility would qualify under that zoning designation. Its tax value is 1.1 million; the building is approximately \$700,000 and would probably require demolition. Part of the property is on the flood plain. The site is adjacent to park land. Problems with the site include the fact that it is involved in an active lawsuit with the city, which might push the schedule too far out. The price may also be too high, since the current owners want to include the business in the selling price.

### Union Hall Site

The union hall was built in the 1980s. It is on the river, not in the flood plain and would probably need to be demolished to fulfill the MWMO's purposes. The city tax value is \$600,000. There is interest in selling, but the brotherhood would need to move somewhere, to another building. Angela Sterns has been looking for a building for them. The building will be across the road from park land. The problems with the site include the time frame and the fact that it is not directly adjacent to park land.

Ostrow invited Mary Maguire to state her concerns and opinion regarding the site. Trails are being planned there—through the lumberyard and wherever there is no concrete. She felt the MWMO facility would fit nicely with AFCAC goals for the area and stressed that the MWMO has neighborhood support.

## **Closed Session**

The board voted to close the meeting to further discuss site issues.

After the closed discussion, the meeting was re-opened.

## **Staff Updates**

Douglas Snyder/Budget

Adjustments made to the budget since the previous meeting were accepted by the board.

**Education and Outreach Program**/Jenny Winkelman

Stewardship Fund

The first round for mini-grant applications has been completed. Three proposals were submitted; two were selected, at a cost of \$3,223.00. More applications are anticipated for the next round.

Planning grant applications totaled nine, and five action grants were submitted. One action grant was moved to a planning grant. Full proposals will be sent in by November 7<sup>th</sup>. The MWMO could possibly fund all proposals, and recommendations for funding will be given to the board in January.

View from the Big River

The workshop was successful and similar to last year, although we trained CAC members and more elected officials. Evaluation grades were high, and people seemed most interested in bridge design and impervious surfaces information. At some point, the MWMO would like to establish a connecting program--looking at water from the land.

Faust was pleased that the MWMO had elected officials at the workshop. He also mentioned that the League of Minnesota Cities will be doing something similar as a part of the league conference this year. He suggested that the four metropolitan watersheds have booths at the league conference. Commissioner Scott Vreeland suggested that the game at the MWMO workshop be modified to include a real-world dilemma; Faust cautioned that the MWMO is imparting basic knowledge through the game. Commissioner Karen Gill-Gerbig stated that perhaps legislation and how it works could be a component of a real world version of the game. Commissioner Karlyn Eckman suggested that the workshop could be expanded to a larger segment of the river—perhaps displaying how sediment ends up in Lake Pepin. Consensus was that the board would like to see the river workshop continue on an annual basis. Jenny Winkelman said that other organizations are using our approach as a model.

### Conservation Green Team

Ten students have participated throughout the year in the Conservation Green Team, and, according to students and parents alike, participation has been a raring success. Parents have stated that student behavior has improved, and students have reported their participation to be a positive experience.

### Snow and Ice Training

A workshop on salt use will be held on December 11, 2008. If anyone knows someone who would benefit from the training, contact Jenny or Erica.

### Planning/Snyder

Performance standards and how they apply to MWMO sites are being evaluated. The results will be presented towards the end of the year. There will be a planning meeting for the board in February.

### Monitoring/Kari Oquist

The MPCA now has all the information collected by the MWMO last year. We partnered with the Geological Survey to do sampling in the Mississippi River near Boom Island and at the Franklin Bridge. Sampling by the survey has indicated that metals and polycyclic aromatic hydrocarbons increase downstream. Coal tar could be a potential source for polycyclic aromatic hydrocarbons. Vreeland noted that Bohemian Flats historically supported piles of coal tar. PCBs also double as you go downstream. The MWMO now has good baseline data for monitoring comparisons.

Eckman requested a copy of the monitoring data for Kasota Ponds and asked if there was a long-term strategy for monitoring. Kari Oquist said that the MPCA is convening a technical advisory committee to develop a monitoring plan for the upper Mississippi River bacteria TMDL in early 2009.

### **New Business**

#### Land Acquisition Program for the Minneapolis Park and Recreation Board (MPRB)

Two pieces of land which fit into MWMO's funding and purchasing strategies have come up for sale. Nick Eoloff presented 1808 and 1812 Marshall as properties available for purchase. The properties could be purchased with 75% MET Council funding and 25% funding from the MWMO. After finding out that the properties were current on their tax payments, the board voted to support the purchases from the land acquisition budget, granting the MPRB \$46, 557.00 to purchase the properties. The board agreed to consider a policy allowing the Executive Director to appropriate moneys under \$50,000 for land purchases at a later date.

### Greening Program

Snyder said that he would like to see trees planted on the West Bank of the river but would like to wait until the MWMO's natural resources inventory has been completed. He stated that the MWMO should decide what it wants to do, then look for partners. When Vreeland expressed an enthusiastic desire to get trees planted in the spring, Eloff stated that either spring or fall would work for planting. The board postponed a motion to consider the MPRB request for planting until the natural resources inventory was complete.

### Insurance

Snyder explained that some insurance was less expensive after a ten-person threshold was achieved. The board voted to approve making insurance offerings to spouses of employees, as long as the spouses bear all financial burdens and there is no financial impact to the MWMO.

### January Meeting Date

The annual business meeting was set for January 13, 2008.

### **Adjourn**

The meeting was adjourned at 4:28 p.m.

### **Next Meeting**

The next regular board meeting will be held on January 13, 2009 at:

The MWMO Conference Room  
2520 Larpenteur Avenue West  
Lauderdale, MN 55113

**MWMO Board of Commissioners Meeting  
Recorded Motions: November 13, 2008**

**Motion to approve the agenda.**

Motion passed unanimously.

**Moved: Commissioner Faust      Second: Commissioner Paul Ostrow**

**Voting:**

Aye - Faust	Aye - Vreeland	Absent - Eckman
Aye – Gill-Gerbig	Aye - Ostrow	

**Motion to approve the minutes of the September 2, 2008 meeting.**

Motion passed unanimously.

**Moved: Commissioner Vreeland      Second: Commissioner Gill-Gerbig**

**Voting:**

Aye - Faust	Aye - Vreeland	Absent - Eckman
Aye – Gill-Gerbig	Aye - Ostrow	

**Motion to approve parts b and c of the Consent Agenda, approving extended terms and additional cost for the SAFL Agreement which increases Agreement #308-07-07 Stormwater Monitoring Study with Saint Anthony Falls Laboratory by \$5000 and approves the position description for the intern as written (\*attached).**

Motion passed unanimously.

**Moved: Commissioner Faust      Second: Commissioner Gill-Gerbig**

**Voting:**

Aye - Faust	Aye - Vreeland	Absent - Eckman
Aye – Gill-Gerbig	Aye - Ostrow	

**Motion to approve part a of the Consent Agenda, which is an initial payment correction for the Stewardship Fund-- The MWMO moves to simplify the Stewardship Fund by making the initial disbursement for both Planning and Action Grants to 25% of the approved grant amount.**

Motion passed unanimously.

**Moved: Commissioner Faust      Second: Commissioner Gill-Gerbig**

**Voting:**

Aye - Faust                      Aye - Vreeland                      Absent - Eckman  
Aye – Gill-Gerbig              Aye - Ostrow

**Motion to approve changing some criteria for the site selection process:**

- **Reduce the amount of acreage needed from 2.5 – 5 acres to one acre with adjacent open land,**
- **Provide 24-hour security,**
- **Provide sound (meaning *physical* sound) parameters for the outdoor educational program (should be able to hear someone and converse with someone from 15 feet away), and**
- **Note schedule implications (time frames for major events).**

Motion passed unanimously.

**Moved: Commissioner Vreeland    Second: Commissioner Gill-Gerbig**

**Voting:**

Aye - Faust                      Aye - Vreeland                      Absent - Eckman  
Aye – Gill-Gerbig              Aye - Ostrow

**Motion to close the meeting.**

Motion passed unanimously.

**Moved: Commissioner Vreeland    Second: Commissioner Gill-Gerbig**

**Voting:**

Aye - Faust                      Aye - Vreeland                      Absent - Eckman  
Aye – Gill-Gerbig              Aye - Ostrow

**Motion to re-open the meeting.**

Motion passed unanimously.

**Moved: Commissioner Ostrow    Second: Commissioner Gill-Gerbig**

**Voting:**

Aye - Faust                      Aye - Vreeland                      Aye - Eckman  
Aye – Gill-Gerbig              Aye - Ostrow

**Motion to approve the budget at a 6% increase for \$4,717,000.00 and to submit the budget to Hennepin and Ramsey Counties.**

Motion passed unanimously.

**Moved: Commissioner Faust      Second: Commissioner Vreeland**

**Voting:**

Aye - Faust                      Aye - Vreeland                      Aye- Eckman  
Aye – Gill-Gerbig              Aye - Ostrow

**Motion to grant \$47,557.00 from the Acquisition Program to the MPRB to acquire the properties at 1808 and 1812 Marshall Street NE.**

Motion passed unanimously.

**Moved: Commissioner Faust      Second: Commissioner Gill-Gerbig**

**Voting:**

Aye - Faust                      Aye - Vreeland                      Aye- Eckman  
Aye – Gill-Gerbig              Aye - Ostrow

**Motion to postpone consideration of providing funding to the MPRB for tree planting on the west bank of the river until the MWMO Natural Resources Assessment is complete in 2008 and the staff, board, CAC and others have a chance to prioritize where the greening investment should take place in the watershed.**

Motion passed unanimously.

**Moved: Commissioner Gill-Gerbig      Second: Commissioner Eckman**

**Voting:**

Aye - Faust                      Aye - Vreeland                      Aye- Eckman  
Aye – Gill-Gerbig              Aye - Ostrow

**Motion to allow spouses of staff to purchase short and long-term disability insurance through the MWMO whether it is available or not through their place of work. The employee would be responsible for all costs associated with the purchase, and there must be no financial impact to the MWMO as an organization.**

Motion passed unanimously.

**Moved: Commissioner Faust      Second: Commissioner Vreeland**

**Voting:**

Aye - Faust                      Aye - Vreeland                      Aye- Eckman  
Aye – Gill-Gerbig              Aye - Ostrow

**Motion to adjourn.**

Motion passed unanimously.

**Moved: Commissioner Gill-Gerbig**

**Second: Commissioner Eckman**

**Voting:**

Aye - Faust

Aye - Vreeland

Absent - Eckman

Aye – Gill-Gerbig

Aye - Ostrow

**\*Mississippi Watershed Management Organization  
POSITION DESCRIPTION**

**Position Title:** Environmental Technician I

**Reports to:** Water Resource Manager

**Classification:** Non-Exempt

**Date:** November 2008

**PRIMARY OBJECTIVE:**

Responsible for providing planning and technical assistance in water resource protection, with special emphasis on the establishment, operation and maintenance of a watershed-wide baseline water quality monitoring program.

**MAJOR AREAS OF ACCOUNTABILITY:**

Installs, operates and maintains monitoring equipment in the field necessary to implement the water quality monitoring program. This will include coordinating with landowners, obtaining necessary permits and coordinating with labs for equipment supply and sample drop-off or pick-up.

Ensure that monitoring data is regularly recorded in the database and is incorporated with other agency data in a timely and accurate manner for analysis of water quality.

- Maintains accurate water quality data records
- Coordinates entering monitoring data into state water quality database

Monitors storm water discharge at key outlets to the Mississippi River, storm water best management practices, and main stem Mississippi River. Identify and report improper discharges discovered through the monitoring program. Accurately record, analyze and store all data collected from monitoring program.

- Develops field sheets and work logs for various monitoring activities

Develops and implements quality control protocols for water monitoring program to ensure that water monitoring is conducted in an efficient and effective manner.

As approved, purchases field equipment and supplies needed for monitoring program to ensure that monitoring can be done efficiently and within budget.

Assist in verifying and analyzing water quality and quantity data to ensure accuracy of data and to prepare data for the annual monitoring report.

Assist in developing the annual monitoring plan and budget and maintaining reports on the annual monitoring budget and its records (payments, receipts) to ensure timely and accurate budget information.

Assist in developing a comprehensive monitoring plan for the MWMO to ensure that water quality monitoring is conducted in an efficient and effective manner.

Assist in composing letters, memoranda, reports, and other written communications as required. Assists staff with surveys and collects/researches data for special projects.

Reviews reports, literature, attends meetings, conferences and seminars to maintain knowledge and training as necessary to provide the watershed with a high level of performance and job expertise.

- Submits anticipated training requests in preparation of annual budget.

Participate as a member of the staff team for watershed projects and programs by cooperating with other staff, contributing ideas, and providing comments when requested.

Participates as a member of staff/consultant team to identify needed changes and modify the Watershed Management Plan.

Works collaboratively with and provides direction as needed to the watershed staff; provides direction to consultants and interns or volunteers as needed.

Perform miscellaneous office duties such as answering telephones, office support, etc. as required. Keep office space in a clean and publicly presentable condition.

Perform special projects and other responsibilities as apparent or assigned.

### **Responsibility for Supervision:**

May provides work direction to Interns

### **Knowledge, Skill, and Abilities:**

#### **Experience:**

A minimum of one (1) year professional experience in construction site and storm water management Best Management Practices environmental monitoring, data collection, data analysis

and reporting is required. Must have current training for confined space entry, or be able and willing to obtain training for confined space entry in first six months of employment.

**Education:**

Bachelor of Science degree or equivalent in the field of Limnology, Water Resources, Earth Science, Environmental Science or related field or Associates degree with three years of experience. Course work or experience with stream hydrology and water quality monitoring and chemistry is essential. An equivalent combination of relevant education/experience/professional licenses may be considered.

**Additional Skills:**

- Able to display excellent verbal, written, organizational, and interpersonal communication skills.
- Knowledge of public process in government, urban resource management and environmental issues, storm water management practices, public education/public information, and group dynamics and interactions.
- Able to analyze technical reports and to develop/coordinate/facilitate work teams and individuals.
- Able to work successfully with considerable independence.
- Experience with conducting in-stream flow measurements and developing stage discharge relationship.
- Experience with Campbell Scientific, Teledyne ISCO, and YSI automated water monitoring equipment and experience with surveying equipment.
- Experience with storing, summarizing, verifying, analyzing and reporting data; specifically, water quantity and water quality data.
- Experience in preparing technical reports and papers such as water monitoring reports and/or summaries of flow data.
- Proficiency with a personal computer (PC) and Microsoft software packages for word processing, spreadsheet, database management and computer generated graphics. Specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint. Ability to effectively use email and internet applications and other common software applications.
- Experience using water quality and quantity assessment and modeling software such as, Loggernet, Flowlink, Vista Data Vision, and GIS software.

**License:**

By date of hire, must possess and maintain a valid Minnesota Drivers License.

**Physical Demands:**

This position will require some or all of the following activities:

**Activity, Field Work, and Equipment Fabrication:**

Lifting/physical labor and general building skills will be required. Stress level varies from low to very high.

<b>Type of Activity</b>	<b>Frequency (S = Significant M = Moderate O=Occasional)</b>
Walking/standing:	M/S
Sitting:	M
Standing in one place:	M
Climbing:	O
Pulling/Pushing:	M/S
Crawling/Kneeling/Squatting:	M/S
Bending/Stooping:	M/S
Twisting/Turning:	M/S
Repetitive movement:	M/S
Lifting waist to shoulder:	M/S
Lifting knee to waist:	M/S
Lifting floor to knee:	M/S

The field work component of this position is significant and includes, but is not limited to, the following:

- Installing aluminum enclosures
- Working outdoors under all weather conditions
- Installation of equipment in confined spaces (min 3' diameter stormwater pipes)
- Working in cold water flows with gloves and stream waders
- Able to carry 50lbs over uneven surfaces and slopes
- Removing manhole covers
- Hand trenching for cable chases
- Post hole digging and setting 4"x4"x10' posts
- Building rain gauge platforms
- Fabricating PVC enclosures
- Anchoring cables/probes into concrete culverts
- Skilled in field survey techniques and using a transit
- Monitoring & collection of physical/chemical/biological data
- Skilled in using the following hand tools: a pick axe, 15lb maul, posthole digger, 20lb post driver, shovel, spade, tie downs, come-alongs, hammer, handsaw, screwdriver, wrenches
- Skilled in using the following power tools: skillsaw, hammerdrill, reciprocating saw, hole saw and screw gun
- Able to fabricate or modify grab sampling equipment to allow for the collection of grab samples in a variety of sampling locations
- Skilled at testing, installing, maintaining, and using the following monitoring equipment: Isco 6700 samplers, Isco flowloggers, Campbell CR800 dataloggers, Marsh Mcbirney 3000 Flow Meter, Rain gauges, Solar Panels, Crest gages, Stream and storm sewer staff gauges, Tensiometer, Piezometer, D.O / conductivity meter

\*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

## MWMO REQUEST FOR BOARD ACTION

**Requested Meeting Date of Consideration:** January 13, 2009

**Flexibility:**  Yes  No

**Agenda Item:** Investment Policy

**Presenter:** Douglas Snyder

**Estimated Time:**  Consent Agenda  10 Min.  15 Min.  30 Min.  45 Min.  1 Hour

**Board Action:**  Information/Review  Motion to approve  Budget Change  Other  
(Please word the motion below as you would like it to appear in the minutes.)

The board moves to accept the investment policy as delineated on the pages attached to this document.

### **Background and Supporting Documents** (See attached pages.)

In previous discussions, the board has focused on a need to establish and clarify an investment policy for MWMO moneys for CDs or other investment venues. The attached pages represent a codified approach to those needs.

**ACTION TAKEN:**  Approved as Requested  Denied  Tabled  Accepted Report  Other

**Date of Action:** \_\_\_\_\_

**Comments:**

## **INVESTMENT POLICY**

### **Mississippi Watershed Management Organization**

#### **SCOPE**

This policy applies to those funds that are under the authority of the Treasurer and Administrator. Financial assets of funds not under the authority of the Administrator are administered in accordance with a separate policy. Financial assets of all other funds may be administered in accordance with this Policy, but are not required to.

#### **I. GENERAL OBJECTIVES**

##### **1. Safety**

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in individual investments and the overall portfolio. The objective will be to mitigate credit risk, interest rate risk and custodial risk.

###### **a. Credit Risk**

The Watershed Organization will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities permitted under Minnesota Statute 118A.04.
- The Watershed Organization shall by resolution approve the public depositories that are deemed appropriate for use under Minnesota and Federal law.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

###### **b. Interest Rate Risk**

The Watershed Organization will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

###### **c. Custodial Risk**

The Watershed Organization will minimize custodial risk, which is the risk that in the event of a financial institution failure, the Watershed Organization deposits may not be returned to it, by:

- Maintaining a list of public depositories, financial institutions and broker/dealers authorized to provide deposit and investment services.
- All public depositories, financial institutions and broker/dealers authorized to provide deposit and investment services must supply as appropriate audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.

##### **2. Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Investment portfolios will be structured so that securities mature concurrent with cash needs to meet anticipated demands. Alternatively, a portion of any portfolio may be placed in money market mutual funds or local

government investment pools authorized and permissible under Minnesota statutes which offer same day liquidity for short term funds.

### **3. Yield**

Investment portfolios shall be designed with the objective of attempting to attain a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions;

- A security with declining credit quality may be sold prior to maturity to minimize loss of principal.
- Liquidity needs of the Watershed Organization require a security or securities be sold prior to maturity.
- A security swap would improve the safety and yield of the overall portfolio.

With the exception of cash accounts, all investments will be selected on the basis of competitive quotations; at least two qualified institutions will be contacted each time an investment is placed.

## **II. STANDARDS OF CARE**

### **1. Prudence**

The standard of prudence to be used by investment officials shall be the “prudent person” standard, which states “investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived” and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely manner and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. Notwithstanding any other provision of law, the Administrator (or other Watershed Organization employee in the absence of the Administrator) who deposits public money in any authorized public depository, in compliance with Minnesota Statute 118A.01, under the provisions of Minnesota Statute 118A.02, relieved of any liability for any loss of public monies which results from the failure of any public depository to repay the public depositor the full amount of its deposits, thus causing a loss as defined in Minnesota Statute 118A.03

### **2. Ethics and Conflicts of Interest**

Watershed Organization officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Watershed Organization.

### **3. Delegation of Authority**

Management and administrative responsibility for the investment program of the Watershed Organization is entrusted to the Administrator under the directions of the Board. The individual authorized to engage in investment transactions on behalf of the Watershed Organization is the Administrator, as designated by the Board.

#### 4. Authorized and Suitable Investments

Authorized investments include any investment stipulated in Minnesota Statute 118A.04.

### III. INTERNAL CONTROLS

The Administrator shall establish a system of internal controls designed to prevent losses of Watershed Organization funds arising from fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by employees. Internal controls shall address:

- Separation of transaction authority from accounting and record keeping.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Dual authorizations of wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Investment and interest earnings will be recorded in the Watershed Organization accounting records based on generally accepted government accounting procedures.
- A monthly summary of all investment transactions will be prepared by Administrator for review by the Watershed Organization Board.

### IV. INVESTMENT PARAMETERS

Investments shall be diversified by:

- Limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations.
- Investing in securities with varying maturities.
- Continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under state statute.

**V. REPORTING**

The Treasurer or Administrator shall present a quarterly report on the investment program and investment activity to the Watershed Organization Board. The report shall include a management summary displaying the status of the investment portfolio and transactions made over the previous quarter. The management summary shall be prepared in a manner that will allow the Watershed Organization Board to determine if investment activities during the reporting period conform to this Investment Policy.

**VI. POOLING OF CASH**

Except where otherwise provided by the Watershed Organization Board, the Administrator is authorized to pool the cash of various funds to maximize investment earnings where it is advantageous and prudent to do so. Investment income will be allocated to the various funds based on the pro rata portion of each fund.

**VII. ADOPTION AND APPROVAL**

By resolution, the Investment Policy shall be formally approved and adopted by the Watershed Organization Board and reviewed as needed but at least every two years.

**VIII. LIST OF ATTACHMENTS**

The following documents, as applicable, are attached to this policy;

- List of authorized personnel
- Relevant Minnesota statutes and local ordinances
- List of authorized public depositories, financial institutions and broker/dealers
- Internal Controls

## MWMO REQUEST FOR BOARD ACTION

Requested Meeting Date of Consideration: January 13, 2009

Flexibility:  Yes  NoAgenda Item: Stewardship Fund – 2008 Action and Planning Grant AwardsPresenter: Nancy Dilts/Jenny WinkelmanEstimated Time:  Consent Agenda  10 Min.  15 Min.  30 Min.  45 Min.  1 HourBoard Action:  Information/Review  Motion to approve  Budget Change  Other

(Please word the motion below as you would like it to appear in the minutes.)

The MWMO moves to accept the recommendations of the \_\_\_\_\_ and fund the Planning and Action Grant proposals described below for a total of \_\_\_\_\_.

**Background and Supporting Documents** (Attach additional pages if needed)

Organization	Project	CAC	CAC Award	Staff	Staff Award
<b>Action Grants</b>					
City of Lakes Waldorf School	Rain Garden and Education	yes	\$50,000	yes	\$50,000
Seward Redesign	Seward Co-op Rain Garden and Rain Barrel Raffle	yes	\$50,000	yes	\$50,000
<b>Planning Grants</b>					
Audubon Neighborhood Association	Audubon Park/29th Ave. Stormwater Project	no	\$0	no	\$0
Ce Tempoxcalli*	Stormwater Education in Latino Community	yes, with reservations	\$10,000	no	\$0
In the Heart of the Beast Theatre	Stormwater Education Project	yes	\$10,000	yes	\$10,000
Lyndale Neighborhood Association	Lyndale Clean Water Project	yes	\$10,000	yes	\$10,000
Midtown Greenway Coalition	Public Stormwater Feature	yes	\$10,000	yes	\$10,000
St. Anthony Park Community Council	Hampden Park Master Plan	yes	\$9,825	yes	\$9,825
Southeast Como Improvement Association	Como Corner Garden Rain Catchment System	yes	\$8,000	yes	\$8,000
University Lutheran Church of Hope	Bioretention and Porous Pavement Project	yes	\$10,000	yes	\$10,000
			<b>Total:</b>		\$157,825
<b>Available funds:</b> \$210,000		<b>Balance</b>			\$52,175

With strong reservations, the CAC recommended funding Ce Tempoxcalli; staff did not recommend funding. Both review teams felt that the Latino audience is a very important one, but they had serious concerns that the project would not result in a successful plan. The proposal submitted did not address specific issues/items requested by both review teams following the Letter of Interest round. The missing items included: a detailed project budget, an explanation of how stormwater education would be incorporated into the household toxicity reduction focus, and a distinction between planning and implementation activities.

**ACTION TAKEN:**  Approved as Requested  Denied  Tabled  Accepted Report  Other

**Date of Action:** \_\_\_\_\_

**Comments:**

## MWMO REQUEST FOR BOARD ACTION

Requested Meeting Date of Consideration: January 13, 2009 Flexibility:  Yes  No

Agenda Item: Revision of Citizen Advisory Committee (CAC) Framework

Presenter: Erica Sniegowski/Jenny Winkelman

Estimated Time:  Consent Agenda  10 Min.  15 Min.  30 Min.  45 Min.  1 Hour

Board Action:  Information/Review  Motion to approve  Budget Change  Other  
(Please word the motion below as you would like it to appear in the minutes.)

The MWMO moves to revise the framework of the MWMO's Citizen Advisory Committee as described in the Table below, see column labeled *Current Proposal*).

### Background and Supporting Documents (Attach additional pages if needed)

The Citizen Advisory Committee (CAC) is the primary and ongoing means by which the MWMO receives citizen input on the annual budget, planning processes and proposals for Capitol Improvement projects and the Stewardship Fund Grant's Planning and Action Grants. The formation of a CAC is required by Legislative Rule 103.D.

As of 2008, the CAC is now managed as part of the Education and Outreach (E/O) Program, and the E/O Specialist (Erica Sniegowski) is the designated point of contact. The E/O Program will conduct strategic planning in 2009 to review and revise the roles and responsibilities of the CAC, expand citizen involvement in MWMO issues, develop a process for increasing recruitment and participation on the CAC, and improve the overall quality of citizen involvement in the CAC. In addition, the 2007 Stewardship Fund Program Assessment recommended developing relationships with the CAC as a means of reaching underserved neighborhoods and communities within the watershed. At this time, the Board of Water and Soil Resources has also initiated a statewide effort to increase citizen participation in watershed planning, and MWMO staff has been in contact with them about developing a workshop on the topic.

After reviewing background materials and current policies concerning the MWMO's CAC (by examining Board resolutions, discussion minutes, CAC policies, conversations, etc.), the current structure of the CAC is summarized in the Table below, under *Existing Structure*. At this time, only seven of thirteen positions are filled; one of these is inactive, and two are filled by residents living outside of the watershed. To date, membership on the committee has never been filled.

Revising the framework at this time will create a strong foundation for staff to move forward with needed strategic planning and ultimately building a more involved CAC. The major change being proposed is reducing the overall size of the committee while still providing geographical representation and building in the flexibility to include diverse expertise, regardless of geography.

To accomplish this, the four At-Large seats would become permanent and no longer contingent upon other positions being vacant. Any member city could put forth candidates for the At-Large positions and up to two At-Large positions could be filled by residents from outside of the MWMO. Secondly, geographic representation allocated to Minneapolis would decrease from 10 (of 13) to 5 (of 8). Geographic representation from Minneapolis would reflect recent sector designations by CPED, and their associated liaisons for Planning, Housing and Economic Development. The minimum number of representatives from the other three member communities would not change.

**Table of the Current and Proposed Framework for the MWMO's Citizen Advisory Committee.**

		<b>Current Structure</b>	<b>Proposed Structure</b>	<b>Explanation</b>
<b>Representation</b>	<i>Size</i>	13	12	Optimal committee size is 8-12; staff time Preferences will be given in the following order: 1) Resident of the MWMO 2) Resident of a subwatershed flowing into the MWMO 3) Employer or employee in the MWMO 4) 4) Employer or employee from a subwatershed flowing into the MWMO
	<i>Member Communities:</i>	Total = 13	Total = 8	
	<i>St. Anthony</i>	Anywhere (1)		
	<i>Lauderdale</i>	Anywhere (1)		
	<i>St. Paul</i>	District 12 (1)		
	<i>Minneapolis</i>	Community (10)	CPED Sector (5)	
	<i>At-Large</i>	4 only if there unfilled seats & of these, up to two from outside MWMO	4, of which up to two may reside outside the MWMO Brings additional expertise to the CAC.	Provides flexibility to include qualified members with diverse expertise and background (beyond geography)
<b>Term</b>	<i>Length</i>	Two year, staggered	One year	Accountability & ease of tracking
	<i>Limits</i>	Renewable, no limits Accepted year-round	Same Same	
<b>Application</b>				
<b>Approvals</b>		Staff recommendations, approved by Executive Committee	Same	Executive Committee may approve or defer to Board (Exec can meet more frequently)
<b>Inactive Membership</b>		No current language exists	Proactively describe expectations of responsibilities of citizen advisors	Accountability & keeping membership active
<b>Core Principals</b>		<ul style="list-style-type: none"> <li>• CAC will not be a standing committee</li> <li>• CAC will meet at the request of the Board</li> <li>• Qualified advisors will represent the MWMO geographically and provide diverse expertise</li> <li>• Advisors will help MWMO access new constituents (neighborhoods, communities, businesses), as recommended by Stewardship Fund Program Assessment, 2007</li> <li>• Fulfills requirements for citizen involvement</li> </ul>		

**ACTION TAKEN:**    Approved as Requested    Denied    Tabled    Accepted Report    Other

**Date of Action:** \_\_\_\_\_

**Comments:**

**MWMO  
REQUEST FOR BOARD ACTION**

**Requested Meeting Date of Consideration:** January 13, 2009

**Flexibility:**  Yes  No

**Agenda Item:** Stewardship Fund – Extension of Alliance Housing Agreement

**Presenter:** Nancy Dilts/Jenny Winkelman

**Estimated Time:**  Consent Agenda  10 Min.  15 Min.  30 Min.  45 Min.  1 Hour

**Board Action:**  Information/Review  Motion to approve  Budget Change  Other

(Please word the motion below as you would like it to appear in the minutes.)

The MWMO moves to extend a 2006 Stewardship Fund Agreement with Alliance Housing to June 30, 2009 to allow more than three years to complete the project, for the purpose of enabling the Grantee (and its Contractor) to correct infiltration problems and replant a raingarden in the spring.

**Background and Supporting Documents (Attach additional pages if needed)**

The MWMO Stewardship Fund Agreement with Alliance Housing ended on December 31, 2008 and extending it will exceed the MWMO's policy of allowing a maximum one-year contract extension beyond the original deadline.

One of the installed raingardens does not drain properly. Barr Engineering determined this to be the result of poor quality, highly compacted soils. To correct this problem, the plants need to be removed, the soils replaced and the site replanted. The Grantee is working with the Contractor who installed the raingarden to rectify the drainage; however, the soil excavation and replacement and the planting can not take place until spring (the growing season).

Recognition of the infiltration issue was delayed in part due to the nature of the problem, which emerged only after the raingarden was installed, and in part due to the gap in MWMO staffing of the Stewardship Fund position.

The new structure of the Stewardship Program will prevent these types of problems in the future. The burden of approval for technical installations will not fall solely on the expertise of the Grantee. The MWMO will provide a technical inspection of project installation prior to the Grantee paying a Contractor and thereafter requesting reimbursement from the MWMO.

The total amount allocated to the Alliance Housing raingarden project is \$39,250. To date, all but \$3,925, or 10%, has been reimbursed for eligible project expenses. The remaining 10% will not be paid until final completion and approval of the project. The final 10% due would impact the Grantee, not the Contractor, who has been paid in full. The Grantee has demonstrated initiative and diligence in correcting the problem.

This extension is requested as a one-time exception and will not be construed as establishing a precedent for managing projects in the future.

**ACTION TAKEN:**  Approved as Requested  Denied  Tabled  Accepted Report  Other

**Date of Action:** \_\_\_\_\_

**Comments:**

## MWMO REQUEST FOR BOARD ACTION

**Requested Meeting Date of Consideration:** January 13, 2009

**Flexibility:**  Yes  No

**Agenda Item:** Stewardship Fund – Mini Grant Awards Winter Quarter 2008

**Presenter:** Nancy Dilts/Jenny Winkelman

**Estimated Time:**  Consent Agenda  10 Min.  15 Min.  30 Min.  45 Min.  1 Hour

**Board Action:**  Information/Review  Motion to approve  Budget Change  Other

(Please word the motion below as you would like it to appear in the minutes.)

**Background and Supporting Documents** (Attach additional pages if needed)

**Stewardship Fund Mini Grants - Winter**

\$20,000 Available

**Funded:**

Community Design Center/Anna Metcalfe	River Stories Website	\$2,000
In the Heart of the Beast Theatre	“Are You Thirsty?” Spanish Translation	\$2,000
Milwaukee Commons Condominium Association	French Drains and Native Plantings	\$2,000
Preventing Harm Minnesota	Green Schools Initiative	\$2,000
Seward Redesign	Stormwater Infiltration System	\$2,000
Youth Farm and Market Project	Rain Garden	\$900

**TOTAL: \$10,900**

**Not funded:**

Alliance for Sustainability <sup>1</sup>	School and Congregations Project	\$2,000
Metro Blooms <sup>1</sup>	Rain Garden Sign Project	\$1,996
Somali Education Center <sup>1</sup>	Environmental Education	\$2,000
Riverside Park Neighborhood Task Force <sup>2</sup>	Park Awareness Raising Event	\$2,000

<sup>1</sup>Applicants will continue to work with and, as needed, be funded by the Education and Outreach Program.

<sup>2</sup> Staff will work with applicants to develop an eligible proposal to submit for the spring Mini Grant round

**ACTION TAKEN:**  Approved as Requested  Denied  Tabled  Accepted Report  Other

**Date of Action:** \_\_\_\_\_

**Comments:**

**2009**

**Engineering:**

- Ayres Associates
- Barr Engineering
- Bonestroo Resene Anderlik & Associates
- Emmons & Olivier Resources
- HDR
- Houston Engineering, Inc.
- LHB
- Mead & Hunt
- **TKDA (new)**
- URS
- Wenck
- Westwood
- WSB & Associates, Inc.

**Accounting**

HLB Tautges Redpath, Ltd.

**Financial / Annual Audit**

HLB Tautges Redpath, Ltd.

**Legal**

Kennedy & Graven

**Bank**

Northeast Bank



Mississippi Watershed  
 Management Organization  
 2520 Larpenteur Avenue West  
 Lauderdale, Minnesota 55113  
 Telephone 651-287-0948  
 Facsimile 651-287-1308  
 www.mwmo.org

**ATTACHMENT 2**

**MWMO Board of Commissioners Meeting**

January 13, 2009  
 2:00pm – 4:30pm

**Location**

---

MWMO Offices  
 Conference Room  
 2520 Larpenteur Avenue West  
 Lauderdale, MN 55113

**DRAFT Agenda**

**(D) – Signifies Decision Item**

---

- 1) Welcome, Introduction of Commissioners, and Roll Call
- 2) Approval of Agenda **(D)** ..... Attachment 2
- 3) Approval of Minutes **(D)** ..... Attachment 3
- 4) Open Public Input (Non-agenda items):10 minutes ..... Sign-in Sheet
- 5) Annual Business Meeting
  - a) Election of officers
  - b) Set yearly meeting dates
  - c) Reappoint committee and organization representatives
  - d) Designation of business providers
- Old Business**
- 6) Consent Agenda Items **(D)** ..... Attachment 5
  - a) Contract Extensions
    - 1) SEMI Contract extension to March, 2010
  - b) Investment Policy—moving funds to CDs and other investment venues ... Attachment 5B
  - c) CAC appointments for 2009 ..... Attachment 5C
  - d) Approval of 2008 Stewardship Fund Action and Planning Grant Awards ... Attachment 5D
  - e) Executive Director salary ..... Attachment 5E
- 7) Site Selection: 45 minutes
- 8) Staff Updates: 20 minutes ..... Attachment 7
  - a) Education & Outreach
    - 1) CAC Framework Revision **(D)** ..... Attachment 7A1
    - 2) SF: Alliance Housing Grant Extension **(D)** ..... Attachment 7B2
    - 3) SF: Mini Grant Awards for Winter Quarter 2008 ..... Attachment 7C3
  - b) Planning **(D)** ..... Attachment 8