

**LAKE MINNETONKA CONSERVATION DISTRICT
BOARD OF DIRECTORS**

7:00 P.M., October 25, 2017
Wayzata City Hall

1. CALL TO ORDER

Green called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Members present: Jay Green, Mound; Gregg Thomas, Tonka Bay; Ann Hoelscher, Victoria; Chris Jewett, Deephaven; Bill Cook, Greenwood; Gary Hughes, Spring Park; Mark Kroll, Orono; Fred Meyer, Woodland; Mike Molitor, Minnetrista; Gregg Prest, Excelsior; and, Sue Shuff, Minnetonka. Also present: Vickie Schleuning, Executive Director; and, Matthew Cook, Environmental Administrative Technician.

Members absent: Dan Baasen, Wayzata; Dennis Klohs, Minnetonka Beach; and, Deborah Zorn, Shorewood.

4. APPROVAL OF AGENDA

MOTION: Thomas moved, Jewett seconded to approve the agenda.

VOTE: Motion carried unanimously.

5. CHAIR ANNOUNCEMENTS

Green reported Herb Suerth, Jr., former Woodland representative and AIS Task Force Chair, passed away last week. The Board will formally recognize him at a future meeting.

6. APPROVAL OF MINUTES- 10/11/17 LMCD Regular Board Meeting

Green referred to page 4 of the minutes, second paragraph from the bottom, and requested it be changed to, "Green explained they drive around the lake..."

Thomas referred to page 5 of the minutes, fourth paragraph from the top, and requested the word "watershed" be capitalized. Green also suggested it refer to this year's grant money.

MOTION: Kroll moved, Shuff seconded to approve the 10/11/17 LMCD Regular Board Meeting minutes.

VOTE: Ayes (10), Abstained (1, Meyer); motion carried.

7. APPROVAL OF CONSENT AGENDA

MOTION: Jewett moved, Kroll seconded to approve the consent agenda as submitted. Items so approved included: **7A**) Audit of Vouchers (10/16/2017-10/31/2017).

VOTE: Motion carried unanimously.

8. PUBLIC COMMENTS- Persons in attendance, subjects not on the agenda (limited to 5 minutes)

There were no public comments.

9. PUBLIC HEARING

None.

10. OTHER BUSINESS

None.

11. UPDATE FROM STANDING LMCD COMMITTEES

Aquatic Invasive Species Committee/Taskforce: Green reported the AIS Committee met last week and the meeting was attended by the Watershed District, Lake Association, and DNR. The Watershed District is going to have grant money available next year for a 30 percent matching grant and Hennepin County also has AIS pass-through grants that they will be requesting proposals for. This money could be used toward inspections since the LMCD has not budgeted to pay for inspections next year.

Green reported the DNR has a lake service provider pilot program that was put in place through the Legislature for Lake Minnetonka and Gull Lake. After participating in the program and putting up a surety bond, lake service providers would be able to take watercraft off Lake Minnetonka or Gull Lake respectively, tag them, and work on them without having to go through a decontamination process if they are placed back into the same lake. At this time no lake service providers are participating in the program for Lake Minnetonka.

Green stated there is a rise in flowering rush on the lake and it is too late in the year to reassess the level. They will discuss it at the next AIS meeting in December and consider performing a plant survey to find out if any action is required.

Budget Workgroup: Jewett reported the Budget Workgroup met last week and went through the budget to consider the much needed technology upgrades. They were unable to provide hard numbers at this meeting due to technology issues that occurred last week. The Workgroup hopes to have these numbers at the next meeting.

Recodification Workgroup: Schleuning commented Gilchrist has made good headway the past couple of weeks organizing the commercial standards into one section of the code.

Save the Lake Committee: Thomas reported the Save the Lake Committee meeting that was supposed to take place yesterday was cancelled due to lack of a quorum and has been rescheduled for November 7.

Strategic Plan Subcommittee: none.

12. EXECUTIVE DIRECTOR UPDATE

Schleuning reported they are receiving a number of deicing applications and are preparing to send out the multiple dock licenses in the next couple of weeks. They are also working to catch up on some of the code enforcement letters that will require properties to come into compliance next year.

13. OLD BUSINESS

A) Revised Strategic Plan Dashboard

Schleuning referred to the memo provided on page 18 of the meeting packet. She reported the color coding is presented more consistently throughout each quarter to provide a view of the progress made throughout the year. They also added a "finished" column to check when a project is completed. Each time there are updates in the notes section, they will be identified by the quarter when it was updated.

Green commented it looks great.

Thomas referred to page one of the chart, Item iii, and inquired what "30 to 50 percent of annual expenditures all funds" meant. He does not think it will be clear to someone who is not on the Board.

Schleuning responded it refers to the auditor recommended reserve fund.

Green agreed it could be confusing to someone who is not on the Board.

MOTION: Cook moved, Shuff seconded to accept the third quarter Dashboard for 2017-2018 Strategic Plan and authorize staff to publish it on the LMCD website.

VOTE: Motion carried unanimously.

14. NEW BUSINESS

A) Information Technology Needs Assessment Review and Budget

Prest reported the technology at the LMCD office is old and unreliable. They are evaluating upgrading and replacing the network and more information will be available at the next work session. The current printer in the office is old and slow, and the ink is expensive for all the desktop printers. They have received quotes on a high quality, fast printer that can operate at an overall lower cost than what they are spending currently on the older printers. It would allow them to do more internally. Both Schleuning and Gilchrist thought it was important that the Board discuss whether or not the Executive Director has the ability to authorize a long-term lease on a new printer.

Kroll inquired how the current Canon printer can cost \$4,000 per year and stated the proposal for the new printer makes a lot of sense.

Prest confirmed the ink makes up the cost.

Schleuning stated the Xerox printer sometimes takes several days to get parts for and the ink costs for the smaller printers are high.

Prest commented the equipment will be leased and if there are any problems with the machine, a technician will come and take care of it.

Molitor inquired what the term of the lease is and if the newsletter would continue to be outsourced.

Schleuning responded it is a 5-year lease. It will cost about the same to print the newsletter internally, but the new printer will allow other brochures to be printed internally and allow them to print on demand if needed.

Green inquired what the response time is if the machine needed to be fixed.

Schleuning responded the response time is four hours. The response time on their current machine is 24 hours. They would prefer to lease the larger color copier and then further explore whether they also need a backup printer. The certified new copier has one scan for both sides, both color and black and white options, and can fold, do a center and side saddle stitch, and print on 11x17.

Prest stated it can also scan to email or to a folder, and can operate as a fax machine.

Schleuning commented scanning is what they would like to do in the future. This would allow them to take batches of information and digitize. It would be very helpful in data retention and preservation of documents.

Molitor inquired if they have any other existing contracts with Metro Sales. He inquired if it would make sense to evaluate all their technology needs and determine if it would make sense to bundle them together to potentially negotiate a better deal.

Schleuning pointed out they have a proposal from Metro Sales and from AIS, and they were leaning towards the proposal from AIS based on the information submitted.

Jewett stated they have learned it is significantly less when they purchase things separately versus doing the full bundle.

Prest commented they can save money if they purchase the hardware separately. AIS is a copier-first company and the quote provided is a good deal. He would hesitate to pause the process because the printer that is coming available will not be available for very long.

MOTION: Thomas moved, Kroll seconded to authorize the Executive Director, with the assistance of the financial workgroup, to do what they think is best in a financially responsible way to improve the copying facilities within the office.

Green pointed out some numbers in the AIS proposal do not add up.

Schleuning directed Green to another page and explained AIS used the numbers based on what they currently spend for internal and outsourced printing. They will look further into the costs of the lease and maintenance agreement.

VOTE: Ayes (10), Nays (1, Cook)

B) LMCD Fall 2017 Newsletter Draft Review

Schleuning stated the newsletter distributed at the beginning of the meeting was a rough draft and she requested the Board provide feedback on it by Friday.

Thomas inquired if they plan to send it out once a year.

Schleuning responded it will be up to the Board. In the past, it has been sent out twice a year.

Jewett stated they usually send out something on ice conditions, but it is not included in the newsletter.

Schleuning directed the Board to the ice safety tips on page three of the newsletter. She stated they will also include the chart that describes safe ice requirements in the winter rules pamphlet.

The Board agreed the newsletter looked good.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:34 p.m.

James Jay Green, Chair

Ann Hoelscher, Secretary