

WASHINGTON CONSERVATION DISTRICT

JULY 13, 2011 BOARD MINUTES

APPROVED

CALL TO ORDER

Meeting called to order at 1:02 p.m. by Chair, Louise Smallidge.

Members Present: Louise Smallidge, Chair
Gary Baumann, Secretary
John Rheinberger, Vice Chair
Jim Levitt, Public Relations and Information

Staff Present: Jay Riggs
Shari Larkin
Jyneen Thatcher
Pete Young
Amanda Swearingen
Wendy Griffin

Other Agencies: Michelle Wohlers, NRCS

ADDITIONS OR DELETIONS TO AGENDA

A motion to approve the agenda as presented was made by John Rheinberger and seconded by Jim Levitt. Motion carried.

APPROVAL OF CONSENT AGENDA

Approval was requested for the MPCA St. Croix TMDL Implementation Plan Joint Powers Agreement in the amount of \$10,000.00; and City of Stillwater Water Monitoring Services in the amount of \$1,060.00. A motion to approve the Consent Agenda was made by Jim Levitt and seconded by Gary Baumann. Motion carried.

APPROVAL OF JUNE 8, 2011 BOARD MEETING MINUTES

A motion to approve the June 8, 2011 minutes was made by John Rheinberger and seconded by Jim Levitt. Motion carried.

TREASURER'S REPORT

Items to note were a \$7,503.00 charge from Hoffman & McNamara for the trees for the Powers Lake project; \$1,600.00 payable to Metro Conservation Districts for the landscape restoration hours; \$6,282.00 payable to the MN Dept of Natural Resources – Forestry Division for trees for our annual tree sale; \$384.75 payable to Impressive Print for CLFLWD water monitoring reports; \$577.51 payable to Lowe's for a new water monitoring refrigerator; \$275.00 payable to Minnesota Counties Intergovernmental Trust for an adjustment for adding the Ford Focus to our coverage; \$874.18 payable to Teledyne Isco for water monitoring expenses; \$977.93 payable to Advanced Imaging Solutions for the copier lease and overage charges; \$500.00 payable to Afton House/Hudson Cruise Lines for the NEMO boat tour; \$1,365.00 payable to MMC Associates for the summer newsletter editing; and \$802.43 payable to Stillwater Area High School for VSMP

expenses. A motion to approve the Treasurer's Report, subject to audit, was made by Gary Baumann. The motion was seconded by John Rheinberger. Motion carried.

BOARD COMMITTEE REPORTS

Budget and Finance Committee – the committee met on July 8th to discuss the 2012 budget.

AGENCY PARTNER REPORTS

County Board – Louise and Jay attended the County Board meeting yesterday. Parks received an award for the Square Lake project and we were recognized as partners.

NRCS – There are four settlement cases with the Federal government. Michelle reviewed the current "Compensation for Claims of Discrimination" document with the board. Michelle also noted that NRCS is working with Gary Rydeen on a vegetated treatment area.

MASWCD – convention planning is underway.

EMPLOYEE REPORTS/PRESENTATIONS/INFORMATIONAL ITEMS

- a. **Newspaper Articles and Other WCD Outreach** – A 3-ring binder of the past month's newspaper articles is available for the Board to look through if they wish.
- b. **Valley Ridge Mall Stillwater Gazette Insert** – a copy of the insert was available for the Board to review. Approval for the insert was given at the last board meeting.
- c. **Employee Presentation – Native Buffer Grant Projects** – *Jyneen Thatcher* – Jyneen gave an update on the Native Buffer Grant projects.

OLD BUSINESS

- a. **Pay Equity Act Compliance Notice** – a copy of our notification of compliance with the Local Government Pay Equity Act was included in the board packet.
- b. **WCD Board Tour Update – September 14, 2011** – a draft agenda for the board tour was presented to the board. The board meeting will be held at 10:00AM that day, prior to the actual tour, which will start at noon. The board is encouraged to ask their commissioners and legislators to attend.
- c. **State Budget Implications** – The communications that we have received regarding the shutdown were included in the packet. Those implications were discussed with the Board. The impact to our budget will be minimal.
- d. **2012 Draft Budget and Workload Implications** – A draft 2012 budget was presented to the Board. Jay is projecting an extra 1,000 hours of work in 2012 compared to 2011. The current budget does not include any pass through grants. The Budget Committee recommended no Cost of Living Allowance for 2012.

NEW BUSINESS

- a. **Conservation Corps Volunteer Designation** – Minnesota Counties Intergovernmental Trust had conversations with Minnesota Conservation Corps regarding coverage of the apprentices under insurance. If they are considered seasonal, being paid by another entity, they would not be covered under our automobile insurance. Therefore, Amanda would not be able to drive any of the WCD vehicles. It is requested that the Board designate Amanda as a volunteer position, which would then be covered by our insurance. That designation is important, as we would like her to place signs on our BMP projects this summer. A motion to approve designating Amanda as a volunteer was made by John Rheinberger and seconded by Jim Levitt. Motion carried.

- b. Carnelian Marine St. Croix TMDL Implementation Plan Workplan Submittal –**
This item is a request to submit a workplan to MPCA to prepare the TMDL Implementation Plan. A motion to approve submitting the workplan to MPCA was made by Gary Baumann and seconded by Jim Levitt. Motion carried.
- c. Priority Management Zones (PMZ) Professional Services Agreement –** Barr Engineering has applied for a grant from the Department of Agriculture to identify Priority Management Zones (PMZs) for the Upland Best Management Practice implementation impaired watersheds. We were included as a partner. We have received a workplan from Barr. The grant is for a total of \$50,000, \$25,000 of which would be to the WCD, and \$25,000 to Chisago SWCD. The work, and funds, will be split between 2012 and 2013. Jim Levitt made a motion to approve entering into the agreement with Barr. John Rheinberger seconded the motion. Motion carried.
- d. NPEAP In-House Engineering Services –** There are two engineers that work in the metro area SWCDs. Jay is requesting approval to provide engineering services and an allocation of Pete’s workplan to assist the other SWCDs in the Metro Conservation Districts. It would be approximately \$2,500 of Pete’s time this year, and \$5,000 in 2012 for Pete to provide those services on an as needed basis. Gary Baumann made a motion to approve the arrangement. John Rheinberger seconded the motion. Motion carried.
- e. Landscape Design On-Call Assistance Agreement –** Jay is requesting Board approval to enter into an agreement with Emily Shively for landscape design work. The work will be billable back to clients. The rate will be \$16 per hour on an on call basis, but potentially ten hours or so per week. John Rheinberger made a motion to approve the agreement. Jim Levitt seconded the motion. Motion carried.
- f. WCD Office Space – Workshop Update and Request –** We investigated the equipment needs for the new WCD workshop space and determined that a cost estimate of \$2,000 would cover the necessary uses of the space. This estimate includes items such as additional electrical and heat hookup, a freezer for water quality samples, portable dishwasher for sample bottles, hot water heater, as well as other miscellaneous items such as a bench vise, garage door keypad, and ceiling extension cord reels. Some existing items from our storage sheds will be reused in this space, including lumber and canoe hangers. Jim Levitt made a motion to approve the expenses to update the newly leased space. Gary Baumann seconded the motion. Motion carried.
- g. Conservation Cooperator Signs –** Two samples of the Conservation Cooperator signs were included in the packet. John Rheinberger made a motion to approve option 1 in the packet. Jim Levitt seconded the motion. Motion approved.
- h. State Cost-Share Partial Payment Request – City of Lake St Croix Beach –** On January 13, 2010, the WCD Board of Supervisors encumbered \$18,750.00 in State Cost-Share funds from the FY2009 Native Buffer Grant for the City of Lake St. Croix Beach critical area stabilization project. Installation started in fall 2010 and continues. The district technical representative has reviewed the project and certified its partial completion. The total current project cost, including materials and labor, is \$15,445.00. It is requested that the WCD Board of Supervisors approve a partial payment for \$11,583.75 to the City of Lake St. Croix Beach. This payment represents 75% of the total current project cost under the State cost-share program. All requirements of the native buffer program, including documentation species diversity and plant sources, have been met for this project. If approved, \$83,091.16 remains to be disbursed from the FY2009 native buffer grant. A motion was made by Gary Baumann, seconded by Jim Levitt, to approve a partial payment of \$11,583.75 for State cost-share contract 09-04NB, located

in Section 11 in Lake St. Croix Beach. The district technical representative (Amy Carolan) has performed a site inspection, reviewed the land occupier's receipts/invoices, and certified by signature that the work performed was completed according to standards and specifications for the critical area stabilization project. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

- i. State Cost-Share Partial Payment Request – MDNR Lost Valley SNA** - On April 7, 2010, the WCD Board of Supervisors encumbered \$63,750.00 in State Cost-Share funds from the FY2010 Native Buffer Grant (amended to \$76,000.00 on June 9, 2010) for the Lost Valley SNA native buffer project in Denmark Township. Installation of the buffer was started after April 2010 and will continue into 2012. The district technical representative has reviewed the project and certified partial completion. The current project costs, including materials, labor, and in-kind contributions, is \$24,790.00. It is requested that the WCD Board of Supervisors approve a partial payment for \$18,490.00 to MN DNR – SNA Central Region. This payment represents 75% of the current eligible project costs under the State cost-share program. All requirements of the native buffer program, including documenting species diversity and plant sources, have been met for this project. If approved, \$109,768.66 in project funds remains to be disbursed from the FY2010 native buffer grant. A motion was made by John Rheinberger, seconded by Gary Baumann, to approve a partial payment of \$18,490.00 for State cost-share contract 10-02NB, located in Section 20 in Denmark Township. The district technical representative (Jyneen Thatcher) has performed a site inspection, reviewed the land occupier's receipts/invoices, and certified by signature that the work performed was completed according to standards and specifications for the native buffer project. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.
- j. State Cost-Share Final Payment Request – Belwin** - On October 13, 2010, the WCD Board of Supervisors encumbered \$11,000.00 in State Cost-Share funds from the FY2010 Native Buffer Grant for the Belwin Conservancy/Lake Edith critical area stabilization project in Afton. On December 8, 2010, the contract was amended to increase the encumbered amount to \$14,941.86 with the addition of \$3,941.86 from the FY2009 Native Buffer Grant. Installation was started in January 2011 and was completed in June 2011. The total project cost, including materials, labor, and in-kind contributions, was \$25,821.26 for work completed since the previous partial payment. It is requested that the WCD Board of Supervisors approve a final payment for \$5,449.18 to Belwin Conservancy. This payment represents 21% of the current eligible project costs under the state cost-share program. All requirements of the native buffer program, including documenting species diversity and plant sources, have been met for this project. The district technical representative has reviewed the project site and certified completion. If approved, \$97,570.85 remains to be disbursed from the FY2009 native buffer grant and \$132,881.16 remains to be disbursed from the FY2010 native buffer grant. The overall cost to complete this project was \$38,478.16, and the total cost-share grant of \$14,941.86 represents 39% of the total project costs. A motion was made by Gary Baumann, seconded by Jim Levitt, to approve a partial payment of \$5,449.18 for State cost-share contract 10-05NB, located in Section 4 in Afton. The district technical representative (Jyneen Thatcher) has performed a site inspection, reviewed the land occupier's receipts/invoices, and certified by signature that the work performed was completed according to standards and specifications for the critical area stabilization project. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

- k. AgBMP Loan Application - Hannigan** – On July 5, 2011, WCD received an AgBMP Loan Application from William Hannigan of Lake St. Croix Beach requesting the amount of \$9,975.00 for replacement of a failing Subsurface Sewage Treatment System (SSTS). WCD has established a \$15,000 maximum for loans to individuals for failing SSTS replacement projects. The proposed project consists of the removal of a failing SSTS and installation of a new system. Failing septic systems are a threat to surface and groundwater quality in Washington County. The site is located less than 1,000 feet from the St. Croix River. Based on the water quality threat to the surrounding area, WCD staff recommends approving this AgBMP Loan Application as submitted. JR, GB

AGENDA ITEMS FOR NEXT MEETING

Federal shut down implications.

Jim Levitt moved to adjourn the meeting. Gary Baumann seconded the motion. Meeting adjourned at 2:18 p.m. The next scheduled meeting is August 10, 2011 at **1:00p.m.**

Secretary

Approved Date