

WASHINGTON CONSERVATION DISTRICT

JUNE 10, 2009 BOARD MINUTES

APPROVED

CALL TO ORDER

Meeting called to order at 4:34 p.m. by Chair, Louise Smallidge.

Members Present: Louise Smallidge, Chair
Tom Meyer, Vice Chair
Gary Baumann, Secretary
Sarah Hietpas, Public Relations and Information

Staff Present: Jay Riggs
Shari Larkin
Jyneen Thatcher
Amy Carolan
Wendy Griffin
Adam King

Other Agencies: Michelle Wohlers (NRCS)

ADDITIONS OR DELETIONS TO AGENDA

A State Cost-Share Encumbrance for National Parks Service, Pillar Island was added under New Business, Item O.

APPROVAL OF CONSENT AGENDA

Approval was requested for the 2009 Metropolitan Council Citizen Assisted Monitoring Program (CAMP) Lab Analysis Contract in the amount of \$21,040. A motion to approve the Consent Agenda was made by Gary Baumann and seconded by Sarah Hietpas. Motion carried.

APPROVAL OF MAY 13, 2009 BOARD MEETING MINUTES

Gary Baumann made a motion to approve the May 13, 2009 Board Minutes. Seconded by Sarah Hietpas. Motion carried.

TREASURER'S REPORT

Items to note were a \$500.00 charge for adding postage to our meter through Pitney Bowes; a \$6,108.75 payment to Vickie Dotolo for a State Cost-Share final payment; A \$1,935.00 payment to High Monkey Consulting for the MS4 Toolkit project; \$1,024.80 to Impressive Print for the native plant handout that was printed; \$8,646.00 to MN DNR for trees; \$137.06 to Stillwater Motors for brake work on the Toyota; \$270.00 to University of Minnesota Extension Service for publications ordered for the Stormwater Audit packets; and \$169.83 payable to Cathy Wegener for a Weed Management Grant partial payment. A motion to approve the Treasurer's Report, subject to audit, was made by Sarah Hietpas. The motion was seconded by Gary Baumann. Motion carried.

BOARD COMMITTEE REPORTS

Personnel Committee – Adam King, the new Water Resource Technician, was introduced to the Board members in attendance.

Budget and Finance Committee – Jay would like to schedule a 2010 budget meeting with the committee prior to the next Board meeting.

Cost-Share Committee – a meeting of the cost-share committee was held prior to the regular Board meeting. Those recommendations will be discussed later in the meeting under New Business.

Communications and Outreach Committee – the process to develop a marketing and outreach plan is ongoing.

AGENCY/PARTNER REPORTS

County Board – Jay requested that Board members meet with their County Commissioners to talk about their issues and concerns, and any items they would like us to do in 2010.

NRCS – They are in their EQIP funding process right now. Washington County received \$100,000, Dakota received \$400,000 and Ramsey received \$50,000. Michelle has the discretion to move that money around if need be. She has seven or eight contracts in Washington County right now.

BWSR – There will be a Cost-Share meeting on the 18th due to discuss the legislative cuts.

AMSWCD – Included in the packet was information from the latest AMSWCD meeting. Of critical note is that the AMSWCD is changing its name and there will be a new Joint Powers Agreement, which will be discussed later in the meeting. There will not be a permanent replacement for Gregg Thompson with the landscape restoration program until after October at the earliest. The Governor did sign the budget for the Clean Water Legacy Amendment. In that was one million dollars dedicated to the Anoka Conservation District for what's called a metropolitan landscape restoration program for water quality and improvement projects. It will include design assistance and watershed assessment work.

MASWCD – The Area IV meeting is June 18th. It is a combined meeting with the metro association as well. At this time, Jess and Sarah will be attending the Area IV meeting. We will not be submitting any resolutions this year.

Water Consortium – There was a meeting at which Angie presented on the MS4 Toolkit and Jay presented on the legislation.

REPORTS OR PRESENTATIONS

- a. **Newspaper Articles and Other WCD Outreach** – The 3-ring binder of the past month's newspaper articles was brought to the meeting for the Board to look through if they wished.
- b. **Staff Presentation – Stormwater Audit – Amy Carolan and Wendy Griffin** – Amy and Wendy updated the Board on the Stormwater Audit program that is currently underway.

OLD BUSINESS AND UPDATES

- a. **Welcome Adam King, Water Resource Technician** – Adam was introduced to the Board members in attendance under Board Committee Reports.
- b. **Conservation Center Meeting Follow-up** – The benefits are significant to us sharing a space with Watershed Districts, but the challenges are significant also. We are still looking at existing sites as well.
- c. **Tree Sale Statistics** – Wendy presented the statistics for the 2008-09 tree sale. This year we included all staff time throughout the program year instead of just staff time during the week of handout. With that change in reporting, and including all the expenses incurred, we ended up with a negative \$16,537.98 for the 2008-09 tree program. Jay would like to look at ways to help offset some of the costs. It was also reported that we collected 167 pounds of non perishable food items during tree handout that was then donated to a local food shelf.

NEW BUSINESS

- a. **Vehicle Insurance Claim Request** – Jess was involved in a hit and run accident with her personal vehicle after picking up some work related items from our printer on her way home. She is asking if the WCD will reimburse her for the deductible amount out of pocket for the repairs, which comes to \$290.42. Gary did some research and due to IRS regulations we cannot reimburse for repairs/deductibles if we are also reimbursing for mileage, which is supposed to cover for repairs, depreciation, etc. We would need to have employees keep track of mileage and gas money spent in order to pay out the other way. We would also need to claim that as income. We could change our system of payment at the beginning of 2010 if we would like. Based on the IRS regulations, Gary Baumann made a motion to deny the claim request. Sarah Hietpas seconded the motion. Motion carried.
- b. **Training Request – Flux and Bathtub Modeling** – A request was made for approval to send Erik, Jess and Matt to the FLUX and Bathtub: Simple Tools for Stream, Stormwater, Lake and Watershed Assessment Course offered through the University of Minnesota. The cost would be \$200 a piece for a total of \$600. The training budget has more than enough available to cover the cost. A motion was made by Gary Baumann and seconded by Tom Meyer to approve the three employees to attend the course. Motion carried. **NOTE: the training session filled up fast, and we were unable to register the employees for this course.**
- c. **2009 Cooperator Nominations** – the WCD would like support to submit the following nominations for the 2009 Conservation Cooperator and Community Conservationist: Bruce Goldstrand for Conservation Cooperator and 1st Presbyterian Church for Community Conservationist. Bruce is a Stillwater Township resident with 40 acres who has been a long-time cooperator with the WCD. He has installed grassed waterways in his farm fields and raingardens at his house. He is an active Rotarian and serves the community and natural resources of the County. The 1st Presbyterian Church in Oak Park Heights (located across the road from the Washington County Government Center) is dedicated to reducing the resource impacts of their church property. They installed

multiple raingardens in partnership with the WCD and are planning a green parking lot under the guidance of Reverend Paul Gilmore. Tom Meyer made a motion to approve submitting the nominations. Gary Baumann seconded the motion. Motion carried.

- d. USFWS Habitat Restoration Grant Final Payment Request** – The USFWS allocated \$13,600.00 to be spent on habitat restoration projects in Washington County (buckthorn removal and riparian or wetland restoration). The WCD manages the restoration projects and requests reimbursement from the USFWS at the completion of each project. Five of five projects have been completed to date and the contractor is now requesting final payment. The WCD will pay the contractor and has invoiced the USFWS to recoup the balance. Arcola Mills: Great River Greening has completed buckthorn removal on approximately 5.0 acres at Arcola Mills located along the St. Croix River at 12905 Arcola Trail North in Stillwater, MN. It is requested that the WCD Board of Supervisors approve final payment of \$1,500.00 to Great River Greening for the completion of this work. A motion to approve the final payment of \$1,500.00 to Great River Greening was made by Tom Meyer and seconded by Sarah Hietpas. Motion carried.
- e. SCS Encumbrance Request – Lakeland Well Sealing** – The City of Lakeland has a well located at Crocker Park that is no longer in use. With construction occurring in the immediate area, the city intends to abandon the well. The well is located near the contamination plume that was created by Ray’s Truck Stop (located about ½ mile west of well). The well, 148 feet deep, acts as a direct conduit to the glacial outwash aquifer where the plume is located. This unused well could also serve as a direct contamination pathway for future contaminants to reach this aquifer if decommissioning does not occur. The well also provides a connection to a groundwater supply to which there are limited alternatives. The DNR limits the number of wells drilled in the Mt. Simon aquifer, which in Lakeland is located directly under the outwash plain. The well is located about a ½ mile from both the Lakeland Municipal Well #1 to the north and the St. Croix River to the east. This project has 3 of the 7 priority “location and aquifer characteristics” outlined in BWSR’s Well-Sealing Priority Checklist. It also meets BWSR’s high priority water quality problem definition. The overall project cost estimate is \$800.00. Based on the potential to prevent future groundwater contamination, the District Technical Representative recommends encumbering a total of \$400.00 in State Cost-Share base grant project funds to this project, or 50% of the total eligible cost, whichever is less. Funds will be encumbered from the FY2009 base grant. If funding for this project is encumbered, \$1,370.89 remains to be encumbered from the FY2009 State cost-share base grant. Motion by Gary Baumann, seconded by Tom Meyer, to approve a contract to construct Unused Well Sealing (D12) in Section 35 in Lakeland at 50% of the total cost estimate or \$400.00, whichever is less. Project funds totaling \$400.00 are encumbered from the FY2009 base grant. The total cost estimate to construct the practice is \$800.00. The district technical representative is Richard Thron. Project will be installed by a certified well driller. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- f. WQCSG Encumbrance Request – Burghard Runoff Project** – Runoff from city streets is being managed through the use of a dry sump on private property (Erich Burghard) in the city of Lakeland. During large rain events, the dry sump overflows and runs through a stand of mature pine trees, down a slope and into a wooded ravine. Currently, the route is not stable enough to handle the overflow water during large rain events and the runoff is causing issues relating to erosion. The proposed project would expand the existing dry sump to increase its

water holding capacity and put into place a more secure overflow system that would consist of a rock channel, rock checks, and a small infiltration basin. The overall project cost estimate is \$3,500.00, including construction costs by a contractor. Based on the potential to reduce erosion, the technical representative recommends encumbering \$1,750.00 of CY2009 WCD cost-share funds to this project, or 50% of the total eligible cost, whichever is less. If approved, \$13,250 remains to be allocated in the CY2009 WCD cost-share fund. MSCWMO has committed \$1,200.00 to the project. Additional funds or labor will likely come from the City of Lakeland. The landowner will be responsible for the stabilization of the remaining eroded areas on his property at the completion of this project. Motion by Gary Baumann, seconded by Tom Meyer, to approve a contract to construct a stable outlet at 167 Quant Ave. N in Lakeland at 50% of total cost estimate or \$1,750.00, whichever is less. Funds are encumbered from the CY2009 allocation. The total cost estimate to construct the practice is \$3,500.00. The district technical representative is Amy Carolan. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

- g. WQCSG Encumbrance Request – Myhers Runoff Project** – Runoff from a commercial development (building and parking area) in Afton, MN is being directed through swales to the adjacent landowner's property – owned by Richard Myhers. Mr. Myhers has excavated a functioning rainwater garden to capture the runoff but the area has not been effectively vegetated (it is currently vegetated with drowned out turf grass), and the swale directing water into the raingarden is beginning to erode. The proposed project would include planting of the constructed raingarden with native plant species capable of withstanding flashy moisture conditions as well as the construction and planting of a more stable filtration swale to convey water from the adjacent impervious parking area to the raingarden. The overall project cost estimate is \$1,495.50, including construction costs by the landowner. Based on the potential to reduce erosion and filter stormwater runoff before it enters the St. Croix River, the technical representative recommends encumbering \$747.75 of CY2009 WCD cost-share funds to this project, or 50% of the total eligible cost, whichever is less. If approved, \$12,502.25 remains to be allocated in the CY2009 WCD cost-share fund. Motion by Gary Baumann, seconded by Tom Meyer, to approve a contract to construct a filtration swale and plant the existing raingarden at 3395 St. Croix Trail S, Afton, MN at 50% of total cost estimate or \$747.75, whichever is less. Funds are encumbered from the CY2009 allocation. The total cost estimate to construct the practice is \$1,495.50. The district technical representative is Amy Carolan. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.
- h. 2008 Audit Proposal** – Included in the packet was a cost estimate from James Maiser to do the upcoming audit. The estimate this year is for \$2,750.00, which is about \$250.00 more than last year. A request was made to go forward and have Mr. Maiser prepare the audit materials. A motion to approve the cost proposal from James Maiser, and select him to do our 2008 audit, was made by Tom Meyer and seconded by Gary Baumann. Motion carried.
- i. 2010 Budget Discussions** – Jay would like to schedule a budget discussion in the next three weeks or so. He has already met with the County regarding our core services agreement, and with the Public Works department regarding our transportation and parks agreements. Both have indicated that we should plan for level funding for 2010. They did indicate that Public Health and Public Works were both hit pretty hard in 2009, and that if there are any cuts in programs in 2010 it would be from other departments first.

- j. 2009 Master Gardener Program** – We received a letter from the Master Gardener Program Coordinator stating that the funding from the County was eliminated for the Master Gardener program. That funding provided part-time coordination of eight hours per week to support 120 volunteers in the program. As a result, the Master Gardeners have agreed to support this coordination position from funds they have raised from program fees until the end of the year. All inquiries from residents regarding services for Master Gardeners serving in the Washington County area will be directed to a temporary website at www.extension.umn.edu/washington where they can learn about many options of having their horticulture questions answered, or to find out about their upcoming events and activities.
- k. Children’s Water Festival Joint Powers Agreement** – Washington County has decided to no longer insure the Children’s Water Festival event. No entity has stepped forward to say they will take on that responsibility. Between 1,300 and 1,500 children attend the event each year. A draft Joint Powers Agreement was included in the Board packet. Jay forward that to George Kuprian for his review. It’s rare to have a Joint Powers Entity for one event. No Board approval is needed at this time since the JPA is just a draft.
- l. Amended Metro SWCD TSA JPB JPA** – The AMSWCD has agreed to change its name and expand from seven counties to eleven. Accordingly, the Joint Powers Agreement needs to be amended and updated to include the name change and the new organizations. Jay is requesting Board approval to support the revised and amended JPA and to sign the agreement. A motion to approve the revised JPA was made by Gary Baumann and seconded by Sarah Hietpas. Tom Meyer opposed the motion. Motion carried.
- m. Stormwater Steering Committee LID Workgroup Co-Chair Request** – Jay is requesting that the Board approve his co-chairing this committee. It will require about 80 hours per year for two to seven years. This will be mostly an overhead function although their might be funding towards it in the future. A motion to support Jay co-chairing this committee was made by Sarah Hietpas and seconded by Tom Meyer. Motion carried.
- n. St. Croix SWCD Coordination Meeting in Pine City on June 22nd** – Craig Mell from Chisago, Steve Woods, Leann Buck and Jay met to talk about ways to work with the SWCDs within the St. Croix Watershed to help facilitate better implementation. This meeting will provide comments on the TMDL process itself to make sure that we end up with a TMDL and implementation strategies that recognize the importance of local implementation of volunteer incentive programs to address the 80% of the load that is actually coming from agricultural areas and then to also strategize on ways to improve the capacity of the SWCDs within the St. Croix basin to implement funding through Clean Water Legacy. This meeting will involve the nine SWCDs on the Minnesota side.
- o. State Cost-Share Contract Encumbrance, Native Buffer Project - National Parks Service, Pillar Island** – National Park Service (NPS) will restore areas currently devoid of vegetation on islands within the St. Croix River, as part of their efforts to stabilize the islands from erosion. The island erosion has been studied and management plans are in place to address both the user impacts and natural systems. By planting adapted plant

species and protecting them until they become established, the cycle of erosion will be broken, allowing the islands to redevelop their natural cycle of floodplain soil deposition. The WCD will analyze the area soils, climate and topography, and utilize existing information on presettlement plant communities to determine the most appropriate plant community (targeting 25 species, and prioritizing local genotype) to establish on the sites. After planting, the sites will be managed for weed control, until well established. The project qualified for funding through BWSR's native buffer cost-share grant and will be installed over the course of the next three years. This contract will cover the first year of the project (Pillar Island) with subsequent contracts covering the other two years. The overall project cost estimate for this portion of the project is \$15,000. The District Technical Representative recommends encumbering a total of \$5,000.00 in State Cost-Share native buffer grant project funds to this project, or 75% of the total eligible cost, whichever is less. If funding for this project is encumbered, \$109,125.00 remains to be encumbered from the FY2009 native buffer grant. Additional match is being provided by Carnelian-Marine St. Croix Watershed District. A motion was made by Tom Meyer, seconded by Gary Baumann, to approve a contract to construct Critical Area Stabilization (D1) in Section 1 in Stillwater Township at 75% of the total cost estimate or \$5,000.00, whichever is less. Project funds totaling \$5,000.00 are encumbered from the FY2009 native buffer grant. The total cost estimate to construct the practice is \$10,000.00. The district technical representative is Jyneen Thatcher. Project design was developed by WCD. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

Jay also made the Board aware that the sign-up for staffing the fair booth is now available.

AGENDA ITEMS FOR NEXT MEETING

Tom Meyer moved to adjourn the meeting. Gary Baumann seconded the motion. Meeting adjourned at 6:10 p.m. Next scheduled meeting is July 8, 2009 at 4:30p.m.

Secretary

Approved Date