

WASHINGTON CONSERVATION DISTRICT

JUNE 9, 2010 BOARD MINUTES

APPROVED

CALL TO ORDER

Meeting called to order at 4:32 p.m. by Chair, Louise Smallidge.

Members Present: Louise Smallidge, Chair
Gary Baumann, Secretary
Rosemary Wallace
Sarah Hietpas, Public Relations and Information

Staff Present: Jay Riggs
Shari Larkin
Jyneen Thatcher
Wendy Griffin
Todd Udvig

Other Agencies: Michelle Wohlers, NRCS

ADDITIONS OR DELETIONS TO AGENDA

A consent agenda item was added for the DNR Wells contract in the amount of \$1,740.00. Two items were also added under New Business. One for an AgBMP Final Payment for Jay Warmington in the amount of \$14,132.60 and one for an AgBMP Loan Request in the amount of \$15,000.00 for Heidi and Allan Wolfe.

APPROVAL OF CONSENT AGENDA

Approval was requested for the 2010-2011 Woodbury Power Trees Project Agreement in the amount of \$35,000; the FY2010 BWSR WCA Enforcement Grant Agreement in the amount of \$9,500; and the DNR Wells contract in the amount of \$1,740.00. A motion to approve all of the Consent Agenda items was made by Sarah Hietpas and seconded by Gary Baumann. Motion carried.

APPROVAL OF MAY 12, 2010 BOARD MEETING MINUTES

A motion to approve the May 12, 2010 minutes was made by Rosemary Wallace and seconded by Gary Baumann. Motion carried.

TREASURER'S REPORT

Items to note were a \$295.50 charge for Barrel Depot for rain barrels; \$700.00 payable to Emmons & Olivier Resources for MPCA LSC SWAG grant expenses; \$7,260.55 payable to Schumacher's for trees; \$688.91 payable to SuperAmerica for gasoline charges; \$610.00 payable to Washington County Fair for the booth rental; \$500.00 payable to Pitney Bowes for postage for the meter; \$15,000.45 payable to Anderson & Koch Ford for the new Ford Focus; \$15,905.88 payable to Blue Cross Blue Shield for May and June medical premiums; \$41,226.30 payable to Brown's Creek Watershed District for MPCA BCWD TMDL expenses; \$635.80 payable to Delta Dental for May and June dental premiums; \$850.00 payable to James Maiser for 2009 year

end statement preparation; and \$8,271.00 payable to MN DNR for trees. A motion to approve the Treasurer's Report, subject to audit, was made by Gary Baumann. The motion was seconded by Sarah Hietpas. Motion carried.

BOARD COMMITTEE REPORTS

Budget and Finance Committee – Jay would like to set up a meeting with the Budget and Finance Committee to discuss the open Supervisor position and appointments.

Communications and Outreach Committee – An outline should be ready for the Board next month.

AGENCY PARTNER REPORTS

County Board – The Conservation Plan will be presented on June 22nd.

NRCS – The conservation stewardship program sign-up has been extended to June 25th.

Michelle expects contracts for the second sign-up will be signed by late summer or early fall.

Washington County has the first high tunnel project in Michelle's area to be installed.

BWSR – There was a grant committee meeting on the 9th, but there is nothing to report at this time.

MSWCDTSAJPB (MCD) – There was a meeting on the 26th. The discussion revolved around the landscape restoration agreements and the stormwater retrofit programs. There is also a planned training the MCD is hosting for the SWIMM Stormwater Model that we will be sending two staff members to. Tom Meyer was the primary for the MASWCD meetings, with Rosemary Wallace as the alternate. We need to make sure we have a primary and alternate identified for the MASWCD. The meetings are the last Wednesday of the month at 4:30pm. Rosemary will be the primary for now, with Sarah Hietpas as the alternate.

MASWCD – We do not have resolutions to submit.

Water Consortium – the WCD helped the County set up the agenda for the last Consortium meeting. The focus of the meeting was on agricultural and rural programs in Washington County. There was a presentation by Dennis Frame of the University of Wisconsin Extension to talk about the Discovery Farms Program, which we are investigating for Washington County; and a gentleman from the Rural Advantage Program talking about third crops and the benefits of those.

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. **Upcoming Events**
 - i. **County Board Conservation Plan Workshop – 9am – June 22, 2010**
 - ii. **Water Management Summit – July 12, 2010** – Sarah and Jay will be attending.
 - iii. **WCD Outing – July 15, 2010**
 - iv. **St. Croix Boat Tour – July 21, 2010** – This will be a boat tour similar to what we hosted last year for elected and appointed officials. It will be held in the evening. Jay requested that Board members remind their County Commissioners of the event.
- c. **Presentation** – None this month.

OLD BUSINESS AND UPDATES

- a. **Welcome Todd Udvig, WCA Specialist** – Our new Wetland Specialist, Todd Udvig, was introduced to the Board.
- b. **Tree Sale Update** – With the staff hours dedicated to the tree sale, in addition to the tree theft that occurred, we are at a negative \$12,338.95 for the 2009-10 tree program. In order for us to break even, we would have to charge \$38.25 per bundle in the future. Wendy will order fewer trees for 2010-11.
- c. **Woodbury Supervisor Position** – With Tom Meyer's resignation, we have an opening for a new Supervisor for the Woodbury area. Dan Unger has filed. The Vice Chair position, as well as the Cost-Share Committee position is open at this time. Gary has been nominated to the Vice Chair position to cover the remainder of Tom's term.

NEW BUSINESS

- a. **2009 Financial Audit Proposal – James Maiser** – the proposed audit amount from Jim Maiser for the year ending December 31, 2009 is \$2,750.00. A motion to approve the proposal, and have James Maiser prepare our audit again, was made by Sarah Hietpas and seconded by Gary Baumann. Motion carried. We will be asking Jim to come in and present to the Board about the year end process and the financial health of the organization.
- b. **IT Services Agreement – PC Force** – The new computer maintenance agreement with PC Force was included in the Board packet. A motion to approve renewing the contract was made by Gary Baumann and seconded by Rosemary Wallace. Motion carried.
- c. **Computer Upgrade and Purchase Request** – A request was made to purchase RAM upgrades for numerous computers in the office, and also to purchase a computer for Todd. Jay is requesting approval for up to \$2,600. A motion to approve the purchase, in the amount of up to \$2,600, was made by Gary Baumann and seconded by Sarah Hietpas. Motion carried.
- d. **WCD 2010 Outstanding Conservationist Nomination** – We would like to nominate Jay Warmington for the Outstanding Conservationist of the Year. A motion to approve the nomination was made by Rosemary Wallace and seconded by Sarah Hietpas. Motion carried.
- e. **WCD 2010 Community Conservationist Nomination** – We would like to nominate Lee Miller as the Community Conservationist of the Year. A motion to approve the nomination was made by Gary Baumann and seconded by Rosemary Wallace. Motion carried.
- f. **CWMA Grant Closeout** – We provided funds to 13 landowners or projects through cost-share contracts under the Cooperative Weed Management Area Grant. Our efforts were focused on buckthorn and similar invasive species. Of the \$14,100 approved for landowner grants, \$12,262.01 was spent as proposed. An additional \$1,234.02 was spent on durable supplies, including additional weed wrenches and a hypo-hatchet for loan to residents or partners, and educational materials and display. The remaining funds were used for staff time for program administration, landowner contacts, site monitoring and mapping. During this period, grant recipients removed 47 acres of buckthorn (primarily cut and stump treatment), did follow-up treatment of additional 15 acres (seedling regrowth), managed 2 acres each of poison ivy, garlic mustard, 14 acres of Grecian Foxglove, and killed 5 acres of reed canarygrass preliminary to a wetland restoration. Match for the grant was provided in both cash from the partners (\$24,969.76, not counting state and federal funds) and in-kind from landowner volunteers, staff and

coverage of overhead expenses (\$14,815.77). Melissa Lewis from BWSR will be coming to the office next week to verify everything and finalize the close-out of the grant. A motion to approve the grant close-out was made by Gary Baumann and seconded by Rosemary Wallace. Motion carried.

- g. SCS Encumbrance Request – BWSR Native Buffer on Square Lake** – Washington County Parks, in conjunction with Carnelian-Marine St. Croix Watershed District, Washington Conservation District, the Metro Conservation Districts, and the Minnesota Department of Natural Resources, is proposing to create a vegetated treatment swale, raingarden, and naturalized buffer as part of a stormwater treatment demonstration site at Square Lake Park. Currently, water flows from a parking lot, over turf grass, and into Square Lake without treatment. The proposed project will remove non-native turf grass vegetation, divert runoff from the parking lot into the swale, the raingarden, and through the buffer. The project will focus on installing native wildflowers, grasses and sedges – twenty-five species minimum. After installation, the project will prevent approximately ½ pound of phosphorus annually from reaching Square Lake, one of the highest quality lakes in the Twin Cities metro area. This project meets BWSR’s buffer program requirements. Runoff from the site flows to Square Lake. Based on the potential to improve and protect water quality, the District Technical Representative recommends encumbering a total of \$1,500.00 in FY2008 state cost-share native buffer grant project funds to this project, or 75% of the total eligible cost, whichever is less. If funding is encumbered, \$0.00 remains in the FY2008 native buffer grant fund. A motion was made by Gary Baumann, seconded by Rosemary Wallace, to approve a contract to construct Critical Area Stabilization (D1) in Section 24 in May Township at 75% of the total cost estimate or \$1,500.00, whichever is less. Project funds totaling \$1,500.00 are encumbered from the FY2008 native buffer grant. The total cost estimate to construct the practice is \$16,000.00. The district technical representative is Pete Young. Project design was developed by WCD and MCD staff. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- h. SCS Contract Amendment – BWSR Native Buffer at Lost Valley SNA** – WCD previously approved this project, which will be installed at the Lost Valley Scientific and Natural Area (SNA). The DNR proposed to restore 16 acres of seeding (in historic agricultural field areas) and clear 7 acres of invasive woody species adjacent to the restoration site. The buffer will reduce sediment and nutrient loading to a tributary of the St. Croix River. Proposed activities include woody invasive plant removal, site prep, seeding, and installation maintenance, all according to BWSR program requirements. After installation, the site will be maintained primarily through mowing, burning, and spot spraying. WCD staff visited the site and determined that the total restoration area should ultimately include approximately 28 acres of seeding and 26 acres of invasive species removal. The BWSR native buffer grant will supplement DNR funds and volunteer efforts at the site. The previous cost estimate to complete the project was \$85,000.00. The revised project estimate is \$159,000.00, portions of which will be completed by the DNR outside of the BWSR grant. The amendment increases the allocation to the project up to \$76,000.00, which is the maximum allowed under BWSR’s allocation to this site. The technical and administrative costs allocated to WCD total \$19,000.00, or 20% of the overall grant. The District Technical Representative recommends approving Amendment 1 to this contract, encumbering the remaining portion of the funding allocated to this project by BWSR. A motion was made by Gary Baumann, seconded by Sarah Hietpas, to approve Amendment 1 to contract number 10-

02NB to construct Critical Area Stabilization (D1) in Section 20 in Denmark Township at 75% of the total cost estimate or \$76,000.00 whichever is less. Project funds totaling \$76,000.00 are encumbered from the FY2010 native buffer grant. The total cost estimate to construct the practice is \$159,000.00. The district technical representative is Pete Young. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

- i. **Board Meeting Time Discussion** – As of the July meeting, the Board meeting time will be changed to 3:00pm. They will still occur on the second Wednesday of the month.
- j. **Froiland - Warmington AgBMP Project** – On May 13, 2009, the WCD Board of Supervisors encumbered \$17,250.00 in State Cost-Share funds from the FY2008 (\$1,605.11) and FY2009 (\$15,644.89) Base Grants for the Froiland-Warmington Ag BMP project in Scandia. Dan Froiland and Jay Warmington signed a Group Project Addendum assigning 100% of the project costs to Jay Warmington under the approved Group Division of Payment Plan. Construction was completed on May 28, 2010. The district technical representative has reviewed the project and certified its completion. The total project cost, including materials, contracted labor, and in-kind contributions from the landowner, was \$18,843.46. It is requested that the WCD Board of Supervisors approve a final payment for \$14,132.60 to Jay Warmington. This payment represents 75% of the total project cost under the State cost-share program. The Carnelian-Marine St. Croix Watershed District BMP program allocated \$3,000.00 in BMP cost-share funds to this project. A motion was made by Sarah Hietpas, seconded by Gary Baumann, to approve a final payment of \$14,132.60 for State cost-share contract 08-04, located in Section 24 in Scandia. The district technical representative (Pete Young) 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 sediment basin and grassed waterway project. Applicant will be notified of Board's decision within 15 days. Remaining FY2009 base grant funds (\$3,117.40) will be unencumbered to make them available for other projects. Project funds totaling \$2,868.29 will be shifted to project 09-02. FY2009 base grant funds totaling \$311.39 must be returned to BWSR within 30 days. All members voting yes. Motion carried.
- k. **AgBMP Loan Request – Wolfe** – On June 8, 2010, WCD received an AgBMP Loan Application from Heidi and Allan Wolfe of Lakeland requesting the amount of \$15,000.00 for replacement of a failing Individual Sewage Treatment System (ISTS). WCD has established a \$15,000.00 maximum for loans to individuals for failing ISTS replacement projects. The proposed project consists of the removal of a failing ISTS and installation of a new system. Failing septic systems are a threat to surface and groundwater quality in Washington County. The site is located about 1.3 miles from the St. Croix River and within 1.2 miles of a wellhead protection area ("Lakeland North" #7601). Based on the water quality threat to the surrounding area, WCD staff recommends approving this AgBMP Loan Application as submitted. A motion to approve the AgBMP Loan Application was made by Gary Baumann and seconded by Sarah Hietpas. Motion carried.

AGENDA ITEMS FOR NEXT MEETING

None.

Gary Baumann moved to adjourn the meeting. Sarah Hietpas seconded the motion. Meeting adjourned at 4:26p.m. The next scheduled meeting is July 14, 2010 at 3:00p.m.

Secretary

Approved Date