

WASHINGTON CONSERVATION DISTRICT

MARCH 9, 2011 BOARD MINUTES

APPROVED

CALL TO ORDER

Meeting called to order at 1:06 p.m. by Chair, Louise Smallidge. John Rheinberger made a motion to approve the revised agenda as is. Sarah Hietpas seconded the motion. Motion carried.

District 5 Member Jim Levitt was sworn in.

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

Staff Present: Jay Riggs
Shari Larkin
Jyneen Thatcher

Other Agencies: Michelle Wohlers, NRCS

ADDITIONS OR DELETIONS TO AGENDA

Delete item J, State Cost-Share Buffer Grant Reimbursement Request – O’Connors Creek from New Business. A revised consent agenda was presented adding the 2011 RCWD Water Monitoring Agreement in the amount of \$2,533.

APPROVAL OF CONSENT AGENDA

Approval was requested for the 2011-2012 DNR Forestry Terrestrial Invasive Plant Management Project Agreement in the amount of \$20,000; and the 2011 RCWD Water Monitoring Agreement in the amount of \$2,533. A motion to approve the Consent Agenda item was made by Sarah Hietpas and seconded by John Rheinberger. Motion carried.

APPROVAL OF FEBRUARY 9, 2011 BOARD MEETING MINUTES

A motion to approve the February 9, 2011 minutes was made by John Rheinberger and seconded by Sarah Hietpas. Motion carried.

TREASURER’S REPORT

Items to note were Metropolitan Council in the amount of \$1,508.13 for water monitoring lab charges; \$965.96 payable to Teledyne Isco for water monitoring expenses; \$800.00 payable to Brian Axdahl for a WQCSG final payment; \$500.00 payable to Capitol Region Watershed District for confined space training; \$848.71 payable to Helmer Printing for EMWREP materials; \$1,000.00 payable to the Postmaster for bulk permit postage; \$549.89 payable to Tech Sales for water monitoring expenses; and \$1,113.00 payable to Teledyne Isco for water monitoring expenses. It was also pointed out to members of the Board that we have opened another credit card account. This account is with US Bank, in addition to the account we have

carried with Capitol One for quite some time now. We have run into situations where having two credit cards would come in handy. 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

Cost-Share Committee – A cost-share committee meeting was held prior to the regular Board meeting. Further details will be discussed under New Business.

AGENCY PARTNER REPORTS

NRCS – There are 10 applications for EQIP. With regard to the Freedom of Information Act and the Privacy Act, Michelle is requesting that the names and dollar amounts for the applications not be put in the meeting minutes. Details of the projects were disclosed to the Board. Ranking for EQIP applications is to be completed by the end of next week. CSP applications are to be fully ranked and scored by the end of next week as well.

BWSR – Grants, Program and Policy Committee meeting is tomorrow.

MASWCD – Sarah has been appointed to the Resolution Committee.

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. **WCD Primer for New Board Members** – A workshop for the new Board members will immediately follow the regular meeting.

OLD BUSINESS

- a. **2010 Year-End** – A copy of the 2009 audit was presented to our newest Board member, Jim Levitt. Presented to all Board members was the final 2010 Budget vs Actual, and the completed 2010 Financial Statements. Our final result was a positive \$500.00. If the Board has no comment on the Statements, Shari will submit them on Friday. A motion to accept the 2010 Financial Statements was made by John Rheinberger. The motion was seconded by Jim Levitt. Motion carried.
- b. **2011 Workload Update** – We are overbooked for work. Tara agreed to 200 additional hours for the year, and MCD has taken on some of the hours. We still have roughly 500 hours to cover. If we get approval to do one or two additional subwatershed assessments, which equate to approximately \$5,000-6,000 each, we will probably need to enter into an agreement with Dakota SWCD to have their staff assist with that workload. We are not at a point where any additional employees are needed.
- c. **Conservation Center Update** – Jay continues discussions with the County on facilities. Sarah and Jay have also looked at a couple facilities in the area. Jay has also requested that the owners of our current location submit a proposal on the cost to expand into the adjacent vacant space.
- d. **Seasonal Water Monitoring Technician Position Update** – The deadline for applications was February 25th. Interviews for the position will be held March 15th & 16th. An update on hiring will be held next month.
- e. **2011 Day at the Capitol Debriefing** – Sarah, John and Jay met with all of our legislators except for one. They thought it was a good experience.

NEW BUSINESS

- a. **BWSR Annual Report and Plan** – Jay presented a draft copy of the Annual Report and Plan. It is an annual document that needs to be submitted to BWSR before March 15th. Please submit comments to Jay before Friday or it will be sent in as is. A motion to approve the Annual Report and Plan was made by John Rheinberger. The motion was seconded by Sarah Hietpas. Motion carried.
- b. **Computer and Network Maintenance Agreement with PC Force** – Our maintenance agreement with PC Force for the upcoming year was included in the packet. The cost is \$480 per month. John Rheinberger pointed out that 2012 is a leap year, so the contract termination date should be changed to February 29, 2012. A motion to approve the agreement, with that date change, was made by Gary Baumann and seconded by Jim Levitt. Motion carried.
- c. **DNR Conservation Partners Grant Support** – The application period for the Minnesota Department of Natural Resources (DNR) FY2011 Conservation Partners Legacy Grant is open between February 15th, 2011 and March 31st, 2011. WCD board action is requested to authorize WCD staff to move forward with the preparation of an application for the Blanding's Turtle Protection in Northern Washington County project. The Minnesota DNR has listed the Blanding's Turtle as Threatened on its list of Endangered, Threatened and Special Concern species. In order to ensure the protection of this unique species of turtle utilizing habitat in Washington County, the WCD plans to team with Washington County Parks and other partners to take on a multi-phase project, which will help protect and enhance Blanding's Turtle populations and their habitat. The amount of funding being requested from the Minnesota DNR will not exceed \$20,000.00. A 10% match is required for the project (2/3 cash, 1/3 in-kind). The project team is seeking funds from other partners including the Carnelian Marine St. Croix Watershed District, area non-profits, nature centers, and private donors. Cash match amount required: up to \$1,320.00. In-kind required: up to \$680.00 (about 15 hours of time). A motion to approve submitting the application was made by Sarah Hietpas and seconded by John Rheinberger. Motion carried.
- d. **Blue Thumb Printing Request** – Approval was requested to use funds from the EMWREP materials budget to place a printing order for 1000 Native Plants brochures, 3000 Raingarden tri-fold brochures and one roll of 1000 Blue Thumb stickers. We will be keeping some of the materials and distributing the rest to other Blue Thumb program partners. Rice Creek Watershed District will be reimbursing us for the majority of the materials order, as well as for extra Native Plant brochures that we ordered last year, so there will actually be a net gain for the EMWREP materials budget. A motion to approve the printing request was made by Gary Baumann. Motion seconded by Jim Levitt. Motion carried.
- e. **WCD Brochure Printing Request** – We are running low on WCD brochures. The brochure is currently being updated, at which point we would like to order a year's supply. Printing estimates range from around \$800 for 1,000 or \$900 for 1,500. Funds will come out of the education budget. Two corrections were suggested. A motion to approve ordering the brochures, with the suggested changes, at a cost of up to \$1,000, was made by Jim Levitt, Seconded by Sarah Hietpas. Motion carried.
- f. **BWSR Clean Water Fund Grant Agreement Signature Authorization** – On February 10, 2011, staff received a copy of the grant agreement for the two FY2011 Clean Water Fund grants that WCD received (Powers Lake Subwatershed Assessment Implementation and Oakdale Library Retrofit). The total approved grant funding for these two projects is

\$85,902. Board action is requested to authorize the WCD Authorized Representative (Jay Riggs) to sign the grant agreement. No grant or match funds may be incurred or expended until the agreement is fully executed. Payments will be issued after BWSR approves work plans for the two projects (due by March 31, 2011). Payments will be made in two installments: 90% after BWSR approval of the work plan and execution of the grant agreement, and 10% after BWSR approval of final reports. A motion to approve authorizing Jay to sign the agreement was made by Sarah Hietpas and seconded by John Rheinberger. Motion carried.

- g. Nonpoint Engineering Assistance Program (NPEAP) – Lake McKusick** – The Lake McKusick Stormwater Retrofit project will implement priority stormwater treatment projects identified in the Lake McKusick Stormwater Retrofit Assessment Report. Initial implementation will occur in one catchment. Implementation will reduce phosphorus inputs to Lake McKusick by an estimated 10.1 pounds per year and provide a runoff volume reduction of 8.2 acre-feet per year. If approved, NPEAP funds will be used to complete engineering design of the project. Upon approval from the WCD Board, WCD staff will prepare a request for proposals, to be sent to prospective engineering design firms. Approval to proceed with an NPEAP application for the Lake McKusick Stormwater Retrofit project is requested. A motion to approve the application was made by John Rheinberger. Seconded by Sarah Hietpas. Motion carried. In future requests, the Board would like the amount of algae reduction included in addition to the amount of phosphorus.
- h. NPEAP Application – Cottage Grove Target Retrofit** – The Target – Cottage Grove Stormwater Retrofit project will implement a priority stormwater treatment project that was identified in the Highway 61 Stormwater Retrofit Assessment Report. Implementation will reduce phosphorus inputs to the Mississippi River by 9.5 lbs/yr, reduce TSS by 8,566 lbs/yr and provide a volume reduction of 7.7 acre-feet per year. The South Washington Watershed District (SWWD) and Metro Conservation Districts (MCD) will provide cost-share funding for the project. If approved, NPEAP funds will be used to complete engineering design of the project. Upon approval from the WCD Board, WCD staff will prepare a request for proposals, to be sent to prospective engineering design firms. Approval to proceed with an NPEAP application for the Target – Cottage Grove Stormwater Retrofit project is requested. John Rheinberger made a motion to approve the application. Sarah Hietpas seconded the motion. An issue was made with Target requesting that an engineer and landscape designer be used from their list of approved consultants. Gary opposed the request because WCD could provide the engineering services. Motion carried 4 to 1.
- i. MCD/ACD Clean Water Fund Installation Fund Encumbrance – Target** – Stormwater retrofit BMPs are proposed for the Target – Cottage Grove site that was identified during the Highway 61 Subwatershed Assessment. The site drains to the storm sewer system and the Mississippi River. If installed, the proposed project will annually remove approximately 9.5 pounds of phosphorus that would otherwise enter the Mississippi, which is impaired for turbidity in the project area. This project qualified for funding through MCD cost-share grant as it is identified as a priority in the Highway 61 Subwatershed Assessment. The overall cost estimate for the project is \$100,000.00. The District Technical Representative recommends encumbering a total of \$40,000.00 in MCD Cost Share. If funding for this project is encumbered, no funding remains in the MCD cost-share allocation to Washington Conservation District. A motion was made by Sarah Hietpas, seconded by John Rheinberger, to approve contract number 11-01MCD to

construct stormwater retrofits within the Highway 61 Subwatershed Assessment area at a cost of up to \$40,000.00. The district technical representative is Jay Riggs. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

AGENDA ITEMS FOR NEXT MEETING

State budget implications

Employee mileage – new car

Officers and committee assignments

Jim Levitt moved to adjourn the meeting. Sarah Hietpas seconded the motion. Meeting adjourned at 2:12 p.m. The next scheduled meeting is April 13, 2011 at **1:00p.m.**

Secretary

Approved Date