

WASHINGTON CONSERVATION DISTRICT

MAY 9, 2007 BOARD MINUTES

APPROVED

CALL TO ORDER

Meeting called to order at 1:00 p.m. by Vice Chair, Tom Armstrong.

Members Present: Louise Smallidge, Chair
Tom Armstrong, Vice Chair
Tom Meyer, Treasurer
Gary Baumann, Secretary
Rosemary Wallace, Public Relations & Information

Staff Present: Jay Riggs
Shari Larkin
Pete Young
Melissa Lewis

Other Agencies: Michelle Wohlers - NRCS

ADDITIONS OR DELETIONS TO AGENDA

None

APPROVAL OF CONSENT AGENDA

Approval was requested for the 2007 Technical Service Agreement for Valley Branch Watershed District VSMP for \$3,500. A motion to approve the consent agenda was made by Tom Armstrong and seconded by Rosemary Wallace. Motion carried.

APPROVAL OF APRIL 11, 2007 BOARD MEETING MINUTES

Tom Armstrong made a motion to approve the April 11, 2007 Board Minutes. Seconded by Gary Baumann. Motion carried.

TREASURER'S REPORT

Shari Larkin presented the monthly financials. Items to note this month were a \$1,587.50 return to BWSR of FY2003 Base Grant Funds, a number of items for Alternative Business Furniture for the new cubicle furniture, Loffler Companies charges were for a phone for Rusty and programming issues in the new space, an expense of \$9,722.61 from YSI Incorporated for BCWD water monitoring, the expense for purchasing recycled paper products from Eureka Recycling, the 1st Qtr sales tax in the amount of \$1,110.00, a stream monitoring expense from Global Water Instrumentation for \$1,597.80, and a charge in the amount of \$1,896.15 from Network Design to add network and data cable in the new office space. A motion to approve the financial reports, subject to audit, was made by Gary Baumann and seconded by Rosemary Wallace. Motion carried.

BOARD COMMITTEE REPORTS

Budget & Finance Committee – Available committee members met to discuss a sublease agreement cost that we could charge to other local units of government that wish to lease a space from us. The figure that was arrived at was \$7,500 per year, which includes computer service (they would be on our server), a portion of the office insurance rates, use of the postage meter and copier, and a portion of the rent. That figure does not include administrative support costs. Anyone that leases a space will be responsible for bringing their own equipment (computer, calculator, etc).

AMSWCD – there have been discussions about the accounting for the landscape restoration position and receiving billings in a timely fashion. The AMSWCD asked the metro area managers to meet and discuss that program, which they did last week. The AMSWCD is updating their time program that tracks time to this program, which should help in getting billing information out to Conservation Districts in a timely fashion. It was also discussed that if NRCS funding didn't come through for the AMSWCD program, were managers supportive enough of the program that they would suggest to their individual Boards that they would like to continue the program? The general consensus is that they would all like to continue.

AGENCY REPORTS

NRCS – Michelle has finished up with all the contracts except for one. There are seven contracts that total \$56,214 for this year. They have a goal to get their “late rate” down with EQIP contracts. The Stillwater office will be closed at the end of July. No word yet on staffing for Washington County.

BWSR – the Governor signed the Environmental Bill yesterday, so there are some items that will affect BWSR and the Conservation Districts. There will be a new vegetative buffer program established. There will also be funds for county cooperative weed management programs. Forest ecological restoration standards and policies will also be developed. There also will be updating of the drainage manual dealing with public drainage systems. Districts now have to apply for grants and as a condition of getting the funds, they will need to have a website. The Wetland Conservation Act exempt rulemaking will be getting underway quickly. There will be emergency rules developed.

EMPLOYEE REPORTS OR PRESENTATIONS

- a. Welcome Rusty Schmidt – Rusty is speaking at presentations out of state and will meet the Board at a future date.
- b. Staff Kudos – A letter was received from Crosswinds School thanking Wendy for a donation of some trees. A letter was also received from the County Attorney thanking Jyneen for an affidavit and assistance during a recent jury trial.
- c. EMWREP Update – the monthly EMWREP newsletter was included in the Board packets for review. Positive comments are being received from the Boards of the partners in this program that they like seeing this newsletter update.

OLD BUSINESS

- a. **State Cost Share Close-Outs** – Les Lemm from BWSR presented the findings of the cost share close-out audit. The WCD was found to have several violations. There are

four levels of non compliance, the guidelines of which are in the BWSR manual. The higher the level, the bigger the problem. A penalty at level 3 is at BWSR's discretion. Some type of penalty or corrective action for a level 4 violation is mandatory. In the BWSR review of the WCD's records, violations were found in levels 1-4. It is important to note that these years (2000-2003) were prior to the current staff's administration of the program. Due to the violations, a 5% penalty is being recommended for the 2008 grant period. Les ran through a few of the violations and explained them. He also ran through what changes we need to make going forward, which were outlined in a memo that was included in the Board packet. A motion was made by Tom Armstrong to draft a letter to BWSR asking that the 5% penalty not be imposed. The motion was seconded by Tom Meyer. Motion carried.

- b. **1993 Chevy at State Auction** – Payment of \$1,665.00 has been deposited into our checking account from the sale of the 1993 Chevy truck at the state auction.
- c. **DNR Greenway Grant – Kingston Property – Final Payment Request** – A final payment request of \$8,894.00 was made for the DNR Greenway Grant Kingston Property Project. The work was completed by Bonestroo. A motion to approve the pass through payment was made by Tom Meyer and seconded by Gary Baumann. Motion carried.
- d. **MASWCD Call for Resolutions** – If there are resolutions that the Board would like the MASWCD to address, we will follow the process outlined in a recent memo from the MASWCD.
- e. **Conservation Center Update** – We have a proposal from Ortel Architects to do a needs assessment for a Conservation Center for \$12,000. Jay would like Board approval to go forward with the Needs Assessment process. South Washington has agreed to pay half of the fee. A motion to approve going forward with the Needs Assessment was made by Gary Baumann and seconded by Tom Meyer. Motion carried.
- f. **Landscape Restoration Program Activity Report** – An activity report was included in the Board packet that outlines the jobs Gregg Thompson and Shawn Tracy are currently working on with our Conservation District as well as others.
- g. **MACDE Conference in Stillwater** – The annual MACDE Meeting and Conference will be June 26-28 in Stillwater. The agenda and conference information was included in the Board packets. Several staff members are planning to attend.

NEW BUSINESS

- a. **2007 Water Monitoring Contract for Marine on St. Croix** – The existing contract will need to be signed by the Watershed District once the WMO dissolves. An invoice for the full amount will be submitted prior to the WMO dissolving to prevent any accounting issues.
- b. **Land and Water Legacy Seasonal GIS Technician** – Daniel Endreson will be starting in our office on June 5th as a Seasonal GIS Technician. He will also be

working with Jane Harper on the Land and Water Legacy program doing conservation easement mapping. This will be a shared position. Jay would like approval to bring Daniel on as a seasonal, half-time contract employee to help out with MLCCS/LCCMR at a cost of no more than \$5,000. We will need to purchase a laptop for Rusty so his computer can go in Daniel's workstation. That item will be discussed along with the other purchase requests under item E of today's meeting. A motion to approve up to \$5,000 to hire Daniel as a Seasonal GIS Technician was made by Tom Armstrong and seconded by Tom Meyer. Motion carried.

- c. **Newsletter Contractor Proposal** – Due to Andrea's departure, we need to find someone to complete the newsletter, which takes approximately 30-40 hours. A proposal is being submitted by MMC Associates (Sarah Clark), who also does the newsletter for Carnelian-Marine Watershed District. The cost estimate is \$2,100 per newsletter, at \$70 per hour for 30 hours. Staff would still be responsible for providing the articles and photos to Sarah. A motion was made to approve MMC Associates preparing one newsletter (prior to the fair) at the rate of \$2,100 as quoted in the proposal. The issue will be revisited after that issue of the newsletter is produced to see if we would like to continue contracting her services. The motion was made by Rosemary Wallace and seconded by Gary Baumann. Motion carried.

- d. **VBWD BMP Program Proposal** – There have been ongoing discussions with multiple watershed organizations through the Water Consortium about BMP coordination and programs in Washington County. There have also been some discussions at VBWD about starting their own BMP cost share program allocating funds for technical assistance and cost share. Jay met with Dave Bucheck, a Board member of VBWD, who is responsible for developing the BMP program, regarding the role that WCD could play in this and it was agreed that Jay would draft a suggested proposal for the WCD to implement their BMP program. They felt that approximately 400 hours per year for technical assistance was appropriate for a \$50,000 to \$100,000 cost share program. The proposal in the Board packet is for us to help develop the program in 2007 and to start implementing and doing outreach (at about 200 hours for the remainder of this year) and continue implementing the program in 2008. The cost share program would include some administration and Board coordination, doing a lot of the activities that are similar to what we are currently doing for Carnelian-Marine Watershed District's BMP program. The difference is that the design time would be eligible for cost share, so our office would not be responsible for doing all of the design for all of the projects, we would be able to contract out to other entities. Jay is requesting support from the Board for this proposal and would like to take the approved proposal to the VBWD Board tomorrow night. Once the proposal is accepted, a formal contract would be drafted. A motion to support the proposal to VBWD for the Technical Services of their BMP Program was made by Tom Meyer and seconded by Gary Baumann. Motion carried.

- e. **Software and Equipment Purchase Request** – A request was made to purchase Adobe Photoshop (\$649) and Macromedia Freehand (\$399) Software for Rusty to do design work, a PDA for Rusty (\$400), a soil penetrometer for Rusty (\$250), a GPS device for the water monitoring crew (\$350), and a laptop for Rusty (\$2,000) so his computer can be moved to the intern's workstation. The software would be for one

license, so it can only be installed and used on one computer. A motion to approve the purchase of the above requested items was made by Gary Baumann and seconded by Rosemary Wallace. Motion carried.

- f. Furniture Purchase Request** – A request was made to purchase a new conference room table and chairs, a drafting chair for Rusty, as well as a couple additional shelves and flipper doors for Rusty’s workstation. Currently, if we have all the staff in a meeting, we do not have adequate seating with the conference room furniture. The room gets rather packed with certain Board meetings held in the room as well. The total quote we have received is for \$3,916.14. A motion to approve the purchase of the above requested items was made by Gary Baumann and seconded by Rosemary Wallace. Tom Armstrong and Tom Meyer did not approve the motion for the furniture at this time. Motion carried.
- g. NPEAP Funding Request – Kris Nass Project** – Kris Nass owns a lot in close proximity to the Inspiration Development in Baytown Township. Flows from a stormwater pond on the Inspiration Development have likely caused erosion and partial loss of the Nass driveway. There is currently no visible culvert under the Nass driveway, causing runoff to flow across the driveway during high flow events. The proposed project will correctly size a culvert for the driveway and determine if installing a culvert in this location will impact any other landowners further down the Stagecoach Trail road ditch. The NPEAP funds will be used for the design of the project. SEH will function as the contractor and provide a written cost estimate for design work. Approval to proceed with an NPEAP application for the Nass project is requested. A motion to approve the Nass Project request was made by Tom Armstrong and seconded by Rosemary Wallace. Motion carried.

AGENDA ITEMS FOR NEXT MEETING

Gary would like to discuss cross training of job responsibilities.

Gary Baumann moved to adjourn the meeting. Tom Meyer seconded the motion. Meeting adjourned at 3:15 p.m. Next scheduled meeting is June 13, 2007.

Secretary

Approved Date