

WASHINGTON CONSERVATION DISTRICT

MAY 11, 2011 BOARD MINUTES

APPROVED

CALL TO ORDER

Meeting called to order at 1:06 p.m. by Chair, Louise Smallidge.

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

Staff Present: Jay Riggs
Shari Larkin
Jyneen Thatcher
Tara Kline
Erik Anderson
Pete Young

Other Agencies: None

ADDITIONS OR DELETIONS TO AGENDA

We have received a proposal for our annual audit from Jim Maiser. That item was added under New Business. Also added under New Business was a request for Envirothon funding support. A motion to approve the revised agenda was made by John Rheinberger. The motion was seconded by Jim Levitt. Motion carried.

APPROVAL OF CONSENT AGENDA

Approval was requested for the 2011-2012 St. Croix MIDS Pilot Project Ordinance Assistance-CR Planning Pass-through Agreement in the amount of \$40,500; and the 2011 RCWD Water Monitoring Agreement Amendment in the amount of \$4,623.00 (\$4,073 labor, \$550 expenses). A motion to approve the Consent Agenda was made by Sarah Hietpas and seconded by John Rheinberger. Motion carried.

APPROVAL OF APRIL 13, 2011 BOARD MEETING MINUTES

A motion to approve the April 13, 2011 minutes was made by Jim Levitt and seconded by Sarah Hietpas. Motion carried.

TREASURER'S REPORT

Items to note were a charge of \$658.82 payable to Helmer Printing for EMWREP materials; \$2,080.00 payable to Metro Conservation Districts for our landscape restoration hours; \$500.00 in postage added to our postage machine; \$775.00 payable to the Minnesota Department of Revenue for our 1st qtr sales taxes; \$7,598.81 payable to Denmark Township for a O'Connor's Nature Preserve cost share payment; \$1,933.58 payable to Impressive Print for our spring newsletter printing; \$662.49 payable to Precision Welding for water monitoring expenses; \$22,263.86 payable to Tech Sales Company for water monitoring expenses; \$490.67 payable to

Teledyne Isco for water monitoring expenses; and \$1,477.99 payable to Advanced Technology Systems, Inc. for supplies for our Xerox Phaser printer. A motion to approve the Treasurer's Report, subject to audit, was made by John Rheinberger. The motion was seconded by Sarah Hietpas. Motion carried.

BOARD COMMITTEE REPORTS

None

AGENCY PARTNER REPORTS

Water Consortium – we are on the agenda for the June 1st meeting regarding Clean Water Funding applications.

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. **Washington County Conservation Plan – Draft Priority Areas** – A copy of the draft Priority Conservation Areas map was distributed for board review and comments.
- c. **Equipment Donation** – We would like to donate some equipment to Stillwater Area High School that we are no longer using. The items are a YSI Model 85D Dissolved Oxygen, Conductivity, Salinity and Temperature Meter valued at approximately \$1,000.00; and a YSI Model 95 Temperature, Dissolved Oxygen Meter valued at approximately \$500.00. These items will be used as teaching tools by the school. A motion to approve the donation of the equipment was made by John Rheinberger and seconded by Jim Levitt. Motion carried.
- d. **Presentation: Blue Thumb Landscape Design – Tara Kline** – Tara presented on some of the notable BMP projects from the past year.

OLD BUSINESS

- a. **Officers and Committee Assignments** – an updated version of the assignments was included in the packet.
- b. **State Budget Implications** – Nothing new to report at this time.

NEW BUSINESS

- a. **WCD Office Space – Workshop Needs** – The WCD works with, cleans, and stores a lot of complicated equipment. We also do many of our own repairs. Currently the only indoor work space is the small mudroom by the back door of our space, which is not adequate for working on some of the equipment, so much of the work tends to occur outside on the tailgate of a pickup. We currently rent three outdoor storage units, with an estimated annual cost of \$7,000.00. There is a loading dock area currently available adjacent to the recently vacated offices at the west side of the Valley Ridge Mall. The space may meet our needs. Cost would be approximately \$10/square foot, which would equate to about \$500 per month (\$6000/year). With the addition of this space, we would be able to reduce the number of outdoor storage units by at least one. So the very preliminary estimated increase in annual rent would be in the \$3000-\$4000 range. These funds are currently not budgeted and would likely come from the capital outlay budget (which has a balance of \$34,800). John Rheinberger made a motion to approve investigating further into available office space within the mall. Sarah Hietpas seconded the motion. Motion carried.

- b. MASWCD Area IV Convention Planning** – Our area will be responsible for the upcoming convention in December. MASWCD would like one Board member and one staff member to participate in planning of the convention. Sarah Hietpas has volunteered to be the Board member to represent our office.
- c. MASWCD Call for Resolutions** – Each year, MASWCD encourages Conservation Districts to submit resolutions. We will need suggested resolutions at next months meeting.
- d. Microsoft Office Upgrade Request** – The WCD is still running the 2000 version of Microsoft Office and Windows XP. A software upgrade is needed to ensure compatibility with other agencies and partners. Further, a number of our computers are over six years old and need to be replaced. As the computers are replaced, we will be upgrading to the new Microsoft operating system – up to eight computers should be replaced this year. For the newer machines, RAM upgrades will likely be the best route to preparing them for the transition to the new operating system. The approved 2011 budget allocated \$25,000 to computer and software upgrades. A motion to approve spending up to \$25,000 on computer upgrades as outlined in the PC Force proposal was made by Sarah Hietpas. The motion was seconded by Jim Levitt. Motion carried.
- e. DNR MLCCS Mapping Grant Request** – Additional field work is necessary to field check land cover mapping for a large natural area in the City of Hugo. The “Keystone Woods” area in Hugo has approximately 300 acres of natural communities, which lack a quality ranking. Most of this land is contiguous, and under the ownership of 5-6 private individuals, most is owned by Kelley Land and Cattle Company. To update the attribute file, we estimate 20 hours of staff time for site visits, and another 5 hours of GIS time to update the file. The 25 hours would bill out at \$1800, based on current fee schedule. No match would be provided by the WCD. A motion to approve the MLCCS mapping request was made by Jim Levitt and seconded by John Rheinberger. Motion carried.
- f. MPCA St. Croix TMDL Implementation Plan Funding Request** – The MPCA is beginning the process to prepare the St. Croix TMDL Implementation Plan. A collaboration of local implementers (primarily SWCDs and WI county LCDs), are proposing to partner with the MPCA to prepare the plan. The MPCA has tentatively agreed to provide funding to support a high level of participation by the local implementers. The WCD would serve as the local joint power entity and pass-through equal portions of the funding to all participating local partners (via simple letters of agreement to minimize administrative costs). Approximately 20 hours of match would be provided by the WCD through budgeted County Local Water Planning funds. A motion to approve submittal of the \$10,000 funding request was made by Sarah Hietpas. Motion seconded by John Rheinberger. Motion carried.
- g. MCD Installation Funds Encumbrance Request – Lake McKusick** – Stormwater retrofit BMPs are proposed within one target catchment that was identified during the Lake McKusick Subwatershed Assessment. The catchment drains directly to Lake McKusick. The projects will be installed in City right-of-way on multiple private residential properties on a volunteer basis within the catchment McKusick-18. If installed, the proposed project will annually remove approximately 10 pounds of phosphorus that would otherwise enter Lake McKusick. This project qualified for funding through MCD cost-share grant as it is identified as a priority in the McKusick Lake Subwatershed Assessment. The overall cost estimate for the project is \$40,000.00. The District Technical Representative recommends encumbering a total of \$20,000 in MCD Cost Share. Matching amounts will come from the City of Stillwater as part of their

street reconstruction project. A motion was made by John Rheinberger, seconded by Jim Levitt, to approve contract number 11-02MCD to construct stormwater retrofits within the Lake McKusick Subwatershed Assessment area at a cost of up to \$20,000.00. The district technical representative is Amy Carolan. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

- h. Partial Payment Request – Belwin Native Buffer** – On October 13, 2010, the WCD Board of Supervisors encumbered \$11,000 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 encumbered amount was increased to \$14,941.86 with the addition of \$3,941.86 from the FY2009 Native Buffer Grant. Installation was started in January 2011, and continues. The district technical representative has reviewed the project, most recently on March 8, 2011. The project cost, including materials, labor, and in-kind contributions from non-federal volunteers, was \$12,656.90. It is requested that the WCD Board of Supervisors approve a partial payment for \$9,492.68 to Belwin Conservancy. This payment represents 75% of the eligible project costs to date under the state cost-share program. The remaining funds that were encumbered to this project, totaling \$5,449.18, will be used for additional phases. All requirements of the native buffer program, including documenting species diversity and plant sources, have been met for this project. Work accomplished so far includes removal of woody plant materials from along the north and west sides of Lake Edith and the tributary leading into the lake. If approved, \$97,570.86 remains to be disbursed from the FY2009 native buffer grant and \$134,765.31 remains to be disbursed from the FY2010 native buffer grant. A motion was made by Jim Levitt, seconded by John Rheinberger, to approve a partial payment of \$9,492.68 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.
- i. Partial Payment Request – Denmark Twp O'Connor's Prairie** – On October 13, 2010, the WCD Board of Supervisors encumbered \$40,000.00 in State Cost-Share funds from the FY2010 Native Buffer Grant for the Denmark Township/O'Connors Prairie critical area stabilization project in Denmark Township. Installation was started in November 2010, and continues. The district technical representative has reviewed the project, most recently on May 2, 2011. The eligible project costs, including materials, labor, and in-kind contributions from non-federal volunteers, was \$12,172.34 for this phase. It is requested that the WCD Board of Supervisors approve a partial payment for \$9,129.26 to Denmark Township. This payment represents 75% of the current eligible project costs under the State cost-share program. The paid amount was reduced from the invoiced amount by \$1,000.00, for a few minor punchlist items. They will carry-over to future payments. The remaining funds that were encumbered to this project, totaling \$23,271.93, will be used for additional phases. All requirements of the native buffer program, including documenting species diversity and plant sources, have been met for this project. Work accomplished so far includes removal of woody plant materials from the two prairie remnants landward of O'Connors Creek, clearing of woody invasive species in the riparian woodland, and removal of non-native woody species from the shoulder of the slope as first phase of the prairie reconstruction. If approved, \$146,631.16 remains to be disbursed from the FY2010 native buffer grant. A motion was made by

John Rheinberger, seconded by Jim Levitt, to approve a partial payment of \$9,129.26 for State cost-share contract 10-03NB, located in Section 8 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 critical area stabilization project. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

- j. State Cost-Share Encumbrance Request – Thyren Waterways** – The landowner is proposing to install two grassed waterways in an area of active erosion within an agricultural field. The proposed project will stabilize the eroding areas and improve water quality by reducing the sediment load to the Mississippi River. This project meets BWSR's high priority erosion problem definition (active erosion). Based on the potential to reduce erosion and improve water quality, the District Technical Representative recommends encumbering a total of \$2,000.00 in FY2010 state cost-share base grant project funds to this project, or 75% of the total eligible cost, whichever is less. If funding is encumbered, \$6,999.20 remains in the FY2010 base grant fund. A motion was made by Jim Levitt, seconded by John Rheinberger, to approve a contract to construct Grassed Waterway (D5) in Section 5 in Denmark Township at 75% of the total cost estimate or \$2,000.00, whichever is less. Project funds totaling \$2,000.00 are encumbered from the FY2010 base grant. The total cost estimate to construct the practice is \$4,000.00. The district technical representative is Pete Young, WCD District Engineer. Project design was developed by another agency and approved by Pete Young. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.
- k. 2010 Audit Proposal** – James Maiser CPA has submitted a proposal to do our 2010 audit. The cost for this year's audit is \$2,500.00. A motion to approve the approval submitted by James Maiser was made by Jim Levitt. Motion seconded by John Rheinberger. Motion carried.
- l. Envirothon Contribution** – Stillwater High School came in 2nd place at this year's metro area Envirothon. They will be going on to the State Envirothon competition on May 16th in Duluth. The last time Stillwater went on to the state competition (in 2002), we donated \$120 to help defray costs involved for meals, transportation, substitute teacher, etc. That year was in Thief River Falls. A motion to approve donating \$200 towards Stillwater High School's expenses towards State Envirothon was made by Jim Levitt and seconded by John Rheinberger. Motion carried.

AGENDA ITEMS FOR NEXT MEETING

None

John Rheinberger would like to comment that the staff did an outstanding job on the tree program this year.

Jim Levitt moved to adjourn the meeting. John Rheinberger seconded the motion. Meeting adjourned at 2:25 p.m. The next scheduled meeting is June 8, 2011 at **1:00p.m.**

Secretary

Approved Date