

WASHINGTON CONSERVATION DISTRICT

OCTOBER 12, 2011 BOARD MINUTES

APPROVED

CALL TO ORDER

Meeting called to order at 1:04 p.m. by Chair, Louise Smallidge.

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

Staff Present: Jay Riggs
Shari Larkin
Jyneen Thatcher
Pete Young

Other Agencies: Michelle Wohlers, NRCS

ADDITIONS OR DELETIONS TO AGENDA

None

APPROVAL OF CONSENT AGENDA

This month's Consent Agenda consists of an MCD Joint Powers Agreement for On-Call Engineering Services in the amount of \$2,500; an Anoka Conservation District CWF Installation Funds Agreement in the amount of \$74,000; and a Barr Engineering Service Agreement for Minnesota Department of Agriculture Priority Management Zone Project in the amount of \$24,000. A motion to approve the Consent Agenda was made by John Rheinberger and seconded by Sarah Hietpas. Motion carried.

APPROVAL OF SEPTEMBER 14, 2011 BOARD MEETING MINUTES

A motion to approve the September 14, 2011 minutes was made by Sarah Hietpas and seconded by Jim Levitt. Motion carried.

TREASURER'S REPORT

Items to note this month were two items payable to St. Croix Valley Landscaping for the MCD Subwatershed cost-share. One of those items was for \$4,000.00 and the other was for \$6,060.00. Also in September was an item payable to ESRI in the amount of \$6,527.21 for ArcView GIS; \$1,000.00 payable to R.W. Kirchner & Associates for the property appraisal for the building in Lake Elmo; \$500.00 payable to Wallraff Electric for electrical work in the shop area; \$5,651.01 payable to Denmark Township for the State Cost-Share grant; \$12,101.99 payable to PC Force for our monthly contract payment and the new hardware and software; and \$2,298.75 payable to Teledyne Isco for water monitoring expenses. A motion to approve the Treasurer's Report, subject to audit, was made by Jim Levitt and seconded by John Rheinberger. Motion carried.

BOARD COMMITTEE REPORTS

Meetings are going to be scheduled soon with all Board Committees.

AGENCY PARTNER REPORTS

County Board – There is a County budget meeting on November 1st, and our budget will be presented.

NRCS – They are working on the end of the year contract management at this time. They are also working on two waterway projects, one of which is in Dakota County. Contracts are being readied for CSP payments as well.

MCD – MCD is working on the budget for next year. The on-call engineering services agreement has also been discussed. There is some question as to whether full design services are included in the agreement. If an agreement is reached, it would add approximately 30 hours worth of work to our office in 2011. Funding will be provided by NPEAP. We have asked NPEAP to fund a request for AutoCAD. NPEAP has agreed to pay for half of the software. A long term policy regarding software will be made in the future.

Water Consortium – Starting in December, our office will be coordinating the meetings.

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. **Training Opportunities**
 - St. Croix River Research Rendezvous – October 18
 - U of M Water Resource Conference – October 18-19
 - BWSR Academy – October 25-27
 - MASWCD – December 4-6
- c. **Employee Report – Weed Management – Jyneen Thatcher** – Jyneen presented on some of the current weed management practices in the County.

OLD BUSINESS

- a. **Computer Software and Hardware Update** – Jay commented on where we are at with the current budget allocations for computer hardware and software purchases for the year. Our upgrade is still moving forward.
- b. **Conservation Center and Office Space** – Jay went to the Lake Elmo site with LHB Architectural firm. They have offered a proposal to do a design for \$1,500. Jay hopes to have the design to present at the next Board meeting.

NEW BUSINESS

- a. **Software Purchase Request – AutoCAD Civil 3D** – In order to better support our conservation efforts, WCD staff is requesting to purchase AutoCAD Civil 3D engineering design software. AutoCAD Civil 3D is the standard design software used by SWCD partners such as the Natural Resources Conservation Service (NRCS) and the Board of Water and Soil Resources (BWSR). With this software, the WCD District Engineer will be able to design larger and more sophisticated conservation projects and review projects designed by others while working on the same design platform as many government organizations and private consulting firms. WCD staff recently applied to the Metro Conservation Districts (MCD) Non-Point Engineering Assistance Program (NPEAP) for purchase of this software. MCD approved 50% cost-share for WCD to purchase one AutoCAD Civil 3D license to be housed at WCD. Additional information

was included in the Board packet, including a price quote and the MCD application materials. Board action is requested to approve WCD staff to purchase one AutoCAD Civil 3D software license at 50% cost-share with the MCD (\$2,598.01). There is an additional \$945.29 annual subscription cost required with the purchase. WCD would be responsible for paying this subscription cost each year to keep the software license current. The total cost of this request is \$3,543.30. A motion to approve the software purchase request was made by John Rheinberger. The motion was seconded by Sarah Hietpas. Motion carried.

- b. **BWSR CWMA Grant Application** – The Board of Water and Soil Resources (BWSR) is offering additional grant funding under the Cooperative Weed Management Area program, part of the state cost-share grants. Our previous CWMA grant provided pass-through cost-share for landowners to manage invasive species. This year, with Grecian Foxglove being named to the state noxious weed list, under the category of eradication, we would like to focus on that species. An earlier grant application in partnership with the Minnesota Department of Agriculture did not receive funding. This current proposal will focus on locating populations of Grecian Foxglove (*Digitalis Lantana*) within Washington County, and application of suitable control measures. Our expectation is to limit the amount of specialty herbicides being applied and stored by individual landowners, and to decrease the potential for misapplication by landowners resulting from misidentification of target species or application rates. Specifically, the grant would fund a part-time employee, housed at the WCD, to identify and manage stands of Grecian Foxglove on private lands. Partners would include public landowners, such as MnDNR and MnDOT, local road authorities, and University of Minnesota agricultural researchers. WCD tasks would include outreach to landowners, education on the dangers of the plant and alternatives to herbicide use, inventory and mapping to identify colonies of the plant, herbicide application to identified colonies, and monitoring of control measures. The grant period runs for two years, and expected to start in early 2012, running until December 2014. The upper limit on grant applications is \$15,000 for existing CWMA partnerships, of which the standard 20% is allowed for SWCD technical assistance. A 25% match is required, which would be provided by WCD under the Land and Water Treatment funding from the county. At this time, Jyneen is requesting approval to pursue this grant opportunity. Applications are due October 14, 2011. A motion to approve the grant application was made by Sarah Hietpas and seconded by Jim Levitt. Motion carried.
- c. **SCS Partial Payment Request – Denmark Twp** – 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 September 21, 2011. The eligible project costs, including materials, labor, and in-kind contributions from non-federal volunteers, was \$5,682.54 for this phase. It is requested that the WCD Board of Supervisors approve a partial payment for \$4,261.91 to Denmark Township. This payment represents 75% of the current eligible project costs under the State cost-share program. The remaining funds that are encumbered to this project, totaling \$10,826.07, 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. The current reimbursement covers the final site preparation for the prairie reconstruction, and seeding with a specialized seed mix, to protect the local

genotypes found in the remnants. Tasks remaining to be completed includes removal of old brush piles (fall 2011), prescribed burn of the prairie remnant areas (spring 2012), and follow-up buckthorn management in the woods (2011 or 12), and first year of prairie maintenance mowing. If approved, \$97,377.51 remains to be disbursed from the FY2010 native buffer grant. A motion was made by Sarah Hietpas, seconded by John Rheinberger, to approve a partial payment of \$4,261.91 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.

- d. **MCD Installation Funds Final Payment Request – McKusick Lake** – On May 11, 2011, the WCD Board of Supervisors encumbered \$20,000.00 in MCD Subwatershed Stormwater Retrofit Implementation funds for the implementation of the McKusick Lake Stormwater Retrofit Project to install six curb-cut raingardens on Amundson Drive and Meadowlark Drive (project #11-02MCD) in Stillwater. The project location was identified in the McKusick Lake Subwatershed Assessment Report. Work at the site was completed in September and October 2011 and completion certified by the district technical representative. The total project cost (contracted labor) was \$20,383.50. It is requested that the WCD Board of Supervisors approve a final payment for \$20,000.00 to All Weather Services. This payment represents 100% of the total project costs to date under the MCD program. A motion to approve the final payment request of \$20,000.00 was made by John Rheinberger. Seconded by Jim Levitt. Motion carried.
- e. **2012 BWSR Cost-Share Allocations** – A list was included in the packed showing the BWSR budget amounts for all the SWCDs in the state. Our office will be receiving \$20,568 for Conservation Delivery, \$110 for Easement Delivery, and \$15,256 for Cost Share.
- f. **2012 Redistricting** – Following the 2010 census, state and local governments will undertake the process of redistricting to establish the election districts to be used in the 2012 elections. If County Commissioner districts are changed, that will affect our Board member's areas as well. It is likely that all supervisor positions will be subject to reelection in 2012.
- g. **MASWCD Resolutions** – Based on the recommendations of the MASWCD Resolution/Policy Committee, John Rheinberger made a motion to approve any of the resolutions that had resulted in an approval by six members or greater. Jim Levitt seconded the motion. John Rheinberger also made a motion to disapprove any that had resulted in a disapproval by five or greater. Sarah Hietpas seconded the motion. Board members then stated if there were any resolution votes that they would like to deviate from, and also discussed two resolution recommendations that were fairly split.

AGENDA ITEMS FOR NEXT MEETING

None.

Sarah Hietpas moved to adjourn the meeting. Jim Levitt seconded the motion. Meeting adjourned at 2:20 p.m. The next scheduled meeting is November 9, at **1:00p.m.**

Secretary

Approved Date