

**WASHINGTON CONSERVATION DISTRICT**

**SEPTEMBER 14, 2011 BOARD MINUTES**

**APPROVED**

**CALL TO ORDER**

Meeting called to order at 10:08 a.m. by Chair, Louise Smallidge.

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

Staff Present: Jay Riggs  
Shari Larkin  
Pete Young  
Wendy Griffin  
Jyneen Thatcher

Other Agencies: None

**ADDITIONS OR DELETIONS TO AGENDA**

An AgBMP loan request has been added under New Business as Item G. Jim Levitt made a motion to approve the revised agenda. Sarah Hietpas seconded the motion. Motion carried.

**APPROVAL OF CONSENT AGENDA**

None this month.

**APPROVAL OF AUGUST 10, 2011 BOARD MEETING MINUTES**

A motion to approve the August 10, 2011 minutes was made by Sarah Hietpas and seconded by John Rheinberger. Motion carried.

**TREASURER'S REPORT**

Items to note this month were a \$5,520.00 payment to Metro Conservation Districts for the landscape restoration hours; \$1,335.00 to MMC Associates for editing of the summer newsletter; \$565.63 to Teledyne Isco for water monitoring expenses; \$6,175.00 to Middle St. Croix WMO for a US Fish and Wildlife grant; \$6,553.91 payable to Software House International for OfficeProPlus 2010; and \$2,000.00 to St. Croix River Association for the Save the Fish campaign. A motion to approve the Treasurer's Report, subject to audit, was made by John Rheinberger and seconded by Jim Levitt. Motion carried.

**BOARD COMMITTEE REPORTS**

Personnel and Budget and Finance Committees will meet after the County Budget meeting.

**AGENCY PARTNER REPORTS**

**County Board** – The budget workshop will be in October.

**MCD** – The big items that MCD is addressing are the multiple Clean Water Fund Applications, including the Landscape Restoration Program and Subwatershed Assessments, and also the will be reviewing the Joint Powers Agreement for the on call engineering services.

**Water Consortium** – The WCD will be helping to coordinate the Water Consortium meetings.

**MASWCD** – There was a resolutions meeting where the resolutions were voted on. Convention Planning is finished. The cost per district should be around \$150 per District. Each District is also being asked to donate \$500-\$1,000 worth of donated goods for the auction. Our office will be participating in three sessions at the conference.

### **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. **MSCWMO PRAP** – Included in the packet is a copy of the Middle St. Croix Watershed Management Organization PRAP report that was completed by BWSR. They received a really good review. Jay would like to keep this report in mind when we update our Strategic Plan in November.
- d. **Employee Report** – None this month.

### **OLD BUSINESS**

- a. **Computer Software and Hardware Update** – We have all of our software and hardware. Gary is in the process of making sure that our timesheet program will work prior to updating everyone.
- b. **Conservation Center and Office Space** – At the last Board meeting, it was approved to obtain an appraisal of the facility in Lake Elmo. John Rheinberger is concerned with buying property at this time due to the economy. Sarah Hietpas thinks the cost to purchase makes sense with what we pay for rent and also from a building equity perspective. John Rheinberger wondered if waiting for another year would see lower prices, but waiting that long could affect the option of South Washington Watershed District (SWWD) being willing to collocate with us. Jay is requesting a budget for working with an architect to develop renderings for expansion. John Rheinberger made a motion to approve moving forward with checking on improvement costs with a \$2,000 budget for an architect's plan, and to also check on the interest level from SWWD. Sarah Hietpas seconded the motion. Motion carried.

### **NEW BUSINESS**

- a. **Training Requests – Water Resource Conference and BWSR Academy** – A request was made for up to seven staff members to attend the Water Resources Conference, which would cost \$1,610. A request was also made to send four staff members to BWSR Academy, which would cost \$1,132.64 including the required lodging. A motion to approve up to \$3,000 for these training sessions was made by Sarah Hietpas and seconded by Gary Baumann. Motion carried.
- b. **Clean Water Fund Grant Applications Submittal Request** – The FY2012 BWSR Clean Water Fund grant applications are due on September 20, 2011. This is the third

round of the grant program for the constitutional amendment. Tremendous competition for the funds is anticipated. The WCD is working with multiple partners to submit some or all of the applications noted below. No new cash WCD match is requested, but these projects will affect workload. Match specifics are summarized with each proposed project listed in the memo to the Board for the following five projects: Green Church Stormwater Retrofit Initiative, Valley Ridge Mall and DiaSoran Business Stormwater Retrofit Project, MSCWMO Lily/McKusick Lake Prioritized Subwatershed Retrofits, St. Croix Green Marinas, and White Bear Lake Shoreline Stabilization Project. The total grant request if all projects are submitted at current cost estimates would be \$680,000. The actual request will likely be smaller, but WCD commitment for the projects we do submit will be proportional to what was listed in the request. John Rheinberger made a motion to approve the submittals. Jim Levitt seconded the motion. Motion carried.

- c. **SCS Grant Agreement Amendment Request – FY2010 Native Buffer Grant –** WCD applied for and received \$190,000.00 in FY2010 BWSR Native Buffer Grant funding. The grant agreement start date was 1/1/2010 and the original end date is 12/30/2011. This funding is currently allocated to four large native buffer projects in various stages of completion. The St. Croix River has been unusually high since the original grant agreement was signed, making any buffer work on the Lakeland Beach buffer project (contract 10-04NB) impossible. Normally, work along the St. Croix River can be scheduled for the summer season due to low water levels. The WCD is requesting an extension of this grant agreement to allow for possible future extensions of the end date of the Lakeland project so that they fall within the grant period. If this extension is not granted, no project extensions past 9/30/2012 could be made and WCD would possibly have to return \$25,000 to BWSR at that time. BWSR has reviewed and approved this request, and provided the form to extend the grant agreement. A motion was made by Gary Baumann, seconded by Sarah Hietpas, to approve Revision 1 “Term of Grant Agreement” to the FY2010 State of Minnesota Board of Water and Soil Resources Competitive Grants Program Grant Agreement, Project Number C10-125 & 128. The amendment changes the end date of the grant agreement from December 31, 2011 to December 31, 2012. All members voting yes. Motion carried.
- d. **SCS Contract Amendment Request – Lakeland Buffer –** WCD previously approved this project, which will be installed adjacent to the Lakeland Public Swimming Beach, adjacent to the St. Croix River. Areas adjacent to the sand swimming beach and parking area are actively eroding. Lakeland has budgeted \$15,000 for this project as cash match and NPEAP project design is underway. The state cost-share funds will be used to install a vegetated buffer and associated shoreline restoration BMPs along the river to stabilize the slope. The St. Croix River has been unusually high since the original contract was signed, making any buffer work in this area impossible. Normally, work along the St. Croix River can be scheduled for the summer season due to low water levels. The City has requested a contract amendment to change the start date on the contract to 7/31/2012 to allow for 2012 project installation. The original contract had a start date of 9/30/2011. The end date on the contract (9/30/2012) is not being changed. BWSR has reviewed and approved this request. A motion was made by Jim Levitt, seconded by Gary Baumann, to approve Amendment 1 to contract number 10-04NB to construct Critical Area Stabilization (D1) in Section 26 in Lakeland at 75% of the total cost estimate or \$25,000.00 whichever is less. Project funds totaling \$25,000.00 are encumbered from the FY2010 native buffer grant. The total cost estimate to construct the practice is

\$40,000.00. The district technical representative is Pete Young. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

- e. **SCS Partial Payment Request – Denmark Township** – 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 6, 2011. The eligible project costs, including materials, labor, and in-kind contributions from non-federal volunteers, was \$7,534.69 for this phase. It is requested that the WCD Board of Supervisors approve a partial payment for \$5,651.01 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 \$15,087.98, 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. The current reimbursement covers additional woody plant management, and site preparation for the prairie reconstruction. Tasks remaining to be completed includes seeding of the prairie reconstruction (expected fall of 2011) and prescribed burn of the prairie remnant areas (spring 2012) and follow-up buckthorn management in the woods (2012). If approved, \$102,704.90 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 \$5,651.01 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.
- f. **MCD Installation Funds Final Payment Request – ISD833 Service Center** – On October 13, 2010, the WCD Board of Supervisors encumbered \$6,000.00 in MCD Subwatershed Stormwater Retrofit Implementation funds to the ISD 833 project (project #10-01MCD) in Cottage Grove. Final work at the site was completed this summer. The total project cost to date (contracted labor) is \$14,106.53. It is requested that the WCD Board of Supervisors approve the final payment for \$6,060.00 to St. Croix Valley Landscaping. This payment combined with the previous partial payment represents 100% of the total project costs under the MCD program. South Washington Watershed District will reimburse WCD for costs above the WCD encumbrance. A motion was made by Sarah Hietpas to approve the final payment of \$6,060.00. Jim Levitt seconded the motion. Motion carried.
- g. **AgBMP Loan Request - Jeff Kargel** – On September 9, 2011, WCD received an AgBMP Loan Application from Jeff Kargel of Grant requesting the amount of \$15,000.00 for replacement of a failing Subsurface Sewage Treatment System (SSTS). WCD has established a \$15,000 maximum for loans to individuals for failing SSTS replacement projects. On May 20, 2011, Washington County issued a Notice and Order to Comply for the property, stating that the site has a non-conforming sewage system (cesspool or leaching pit) and noting discharge to the ground surface and surface water.

Washington County also found that this site is a public health nuisance. The proposed project consists of the removal of a failing SSTS and installation of a new system. Failing septic systems are a threat to surface and groundwater quality in Washington County. The site is located in the Valley Branch Watershed District and there are several wetlands within 500 feet of the property. Based on the water quality threat to the surrounding area, WCD 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.

**The regular Board meeting was then concluded and the Board Tour was started.**

**AGENDA ITEMS FOR NEXT MEETING**

None.

Sarah Hietpas moved to adjourn the meeting. Gary Baumann seconded the motion. Meeting adjourned at 11:16 a.m. The next scheduled meeting is October 12, at **1:00p.m.**

---

Secretary

Approved Date