

WASHINGTON CONSERVATION DISTRICT

AUGUST 10, 2022 BOARD MINUTES

APPROVED

CALL TO ORDER

The regular Board Meeting was called to order at 9:02a.m. by Chair, John Rheinberger.

Members Present: John Rheinberger, Chair
Jim Levitt, Vice Chair
Diane Blake, Communications and Outreach
Bob Rosenquist, Secretary

Staff Present: Jay Riggs
Shari Larkin

Other Agencies: Lizzie Dawson, NRCS

ADDITIONS OR DELETIONS TO AGENDA

A motion to approve the agenda was made by Bob Rosenquist, seconded by Jim Levitt. Motion carried.

PUBLIC COMMENTS

None

APPROVAL OF CONSENT AGENDA

Items to approve this month are the 2022 RCWD Permit Inspection Services Agreement in the amount of \$7,000; and the 2022 SWWD BMP Maintenance Task Order - Nuevas in the amount of \$2,535. A motion to approve the Consent Agenda was made by Jim Levitt, seconded by Diane Blake. Motion carried.

APPROVAL OF JULY 13, 2022 BOARD MEETING MINUTES

A motion to approve the July 13, 2022 minutes was made by Bob Rosenquist and seconded by Diane Blake. Motion carried.

TREASURER'S REPORT

Items to note are Happy's Stillwater Automotive in the amount of \$1,278.62 for vehicle repairs; University of Minnesota in the amount of \$8,258.03 for the Agronomist position; Happy's Stillwater Automotive in the amount of \$1,020.17 for vehicle repairs; Wild Rivers Conservancy in the amount of \$2,000.00 for the Workshop on the Water; and Happy's Stillwater Automotive in the amount of \$1,173.90 for vehicle repairs. A motion to approve the Treasurer's Report, subject to audit, was made by Jim Levitt, seconded by Bob Rosenquist. Motion carried.

BOARD COMMITTEE REPORTS

Personnel – The Personnel Committee met to discuss seasonal employees and Andy Novak's resignation. The Committee also discussed changing the telework policy from two days in the office to three after the current policy expires at the end of the year. A motion was made by Jim Levitt to

authorize Jay to make necessary personnel decisions regarding seasonal replacements. Bob Rosenquist seconded the motion. Motion carried.

Budget and Finance – Jay would like to meet with the Committee after we hear from the County regarding 2023.

Cost-Share – One item to discuss under New Business.

Communications and Outreach – Fair debriefing will be discussed under Old Business.

AGENCY / PARTNER REPORTS

County – Nothing to report.

NRCS – EQIP contracts have been finished. There was a special sign-up for the RCP Program. CRP status reviews are underway.

BWSR – Nothing to report.

MCD/Area IV – The next MCD meeting is August 24th. The next Area IV meeting is November 18th.

Watersheds – We are meeting with partners to discuss 2023 agreements.

MASWCD – There is still potential for a special session.

EMPLOYEE REPORTS/PRESENTATIONS/INFORMATIONAL ITEMS

- a. **WCD and EMWREP Outreach** – *See Attached and Newspaper Article Binder.*
- b. **Presentation** – Lower St. Croix Partnership Update

OLD BUSINESS

- a. **COVID-19 & Telework Policy** – Jay will be creating a poll for staff on how the telework policy is going, and the policy will be reviewed before the 12/31/22 expiration date.
- b. **Office and Vehicles** – A proposal to update the phone system was included in the packet. We are still waiting for a proposal from Loffler.
- c. **Equity Follow-Up** – Some trainings are being planned.
- d. **Program Updates** – There were three projects identified for funding under the Watershed Based Funding for the Rice Creek planning area, for just over \$400,000. We will be the lead on one of the projects.
- e. **2023 Budget and Workplan** – A 4% fee structure increase has already been approved for 2023.
- f. **County Fair Debriefing** – Board members debriefed on the fair and offered suggestions for next year.

NEW BUSINESS

- a. **Andy Novak Resignation** – Andy Novak has turned in his resignation. His last day will be September 2, 2022. A motion was made by Bob Rosenquist to approve posting and hiring a Landscape Restoration Technician III. The motion was seconded by Jim Levitt. Motion carried.
- b. **Training Request - NALMS** – The 2022 NALMS International Symposium is taking place November 14-17, 2022 in Minneapolis at the Minneapolis Marriott City Center. A staff person has never attended the symposium. Early registration closes September 23rd, the cost per attendee prior to that date for the whole symposium is \$595 (\$655 after) and \$230 for a single day (\$260 after). Approval is requested to send up to two staff for the full symposium, and one staff person for a single day attendance, for a total of \$1,420. A motion to approve the training request, for up to \$1,420, was made by Jim Levitt, seconded by Diane Blake. Motion carried.
- c. **Training Request – MN Water Resource Conference** – The annual Minnesota Water Resources Conference is being held in-person this year on October 18-19 at the St. Paul River Centre and is sponsored by the University of Minnesota's Water Resources Center. Approval is requested to send up to up to 7 staff to the Water Resources Conference costing up to \$2,625 in

total training funds. A motion was made by Bob Rosenquist to approve the training request. The motion was seconded by Diane Blake. Motion carried.

- d. **Interior Glass Cleaning Proposal** – Approval is requested to spend \$315 (plus tax) to have the interior glass in the office cleaned by our cleaning company. Jim Levitt made a motion to approve the proposal. Bob Rosenquist seconded the motion. Motion carried.
- e. **FY22 HELP Grant Encumbrance Request** – The WCD Staff and partners received funding for the Habitat Enhancement Landscape Pilot from the Board of Water and Soil Resources. The program is focused on restoring and enhancing strategically located, diverse native habitat across Minnesota to benefit populations of pollinators and beneficial insects as well as overall plant and animal diversity. WCD worked with partners to identify projects that would meet the criteria and benefit from this grant funding. WCD staff requests the encumbrance of the grant funds for four prairie enhancement projects, totaling \$31,000. Motion by Jim Levitt, to approve the encumbrance of grant funds for the projects outlined and for District Manager to sign cost share agreements. No second is necessary. All members voting yes. Motion carried.
- f. **LSCP WBIF Project Proposal and Budget Amendment Request** – The Lower St. Croix Partnership has a workplan and budget. To shift funds around, the workplan needs to be changed, which requires an approval of 2/3 of the partners. A revised workplan was included in the packet. Jim Levitt made a motion to approve the workplan amendment. Bob Rosenquist seconded the motion. Motion carried.
- g. **Inclusive Engagement Plan Proposal – Beverly Bushyhead** – Approval is requested to enter into an agreement with Beverly Bushyhead to provide some exclusivity training. The total proposal is \$2,000. A motion to approve entering into the agreement was made by Bob Rosenquist, seconded by Jim Levitt. Motion carried.
- h. **Holiday Potluck Planning** – After discussion, it was the decision of the Board to hold our holiday party this year.

AGENDA ITEMS FOR NEXT MEETING

None.

Jim Levitt moved to adjourn the public meeting. Bob Rosenquist seconded the motion. Meeting adjourned at 10:40 a.m. The next scheduled meeting is September 14, 2022 at 9:00a.m.

Secretary

Approved Date