

WASHINGTON CONSERVATION DISTRICT

AUGUST 8, 2023 BOARD MINUTES

APPROVED

CALL TO ORDER

The regular Board Meeting was called to order at 3:03p.m. by Chair, John Rheinberger.

Members Present: John Rheinberger, Chair
Tim Behrends, Vice Chair
Diane Blake, Treasurer
Bob Rosenquist, Secretary
David Nuccio, Public Relations and Information

Staff Present: Jay Riggs
Shari Larkin
Becca Oldenburg

Other Agencies: Matt Lundberg, NRCS
Jessica Collin-Pilarski, Washington County
Stephanie Souter, Washington County
Smita Rakshit, Washington County

ADDITIONS OR DELETIONS TO AGENDA

There is a revised memo for New Business, Item G. A motion to approve the Agenda was made by Bob Rosenquist, seconded by David Nuccio. Motion carried.

PUBLIC COMMENTS

None

APPROVAL OF CONSENT AGENDA

Items to approve this month are the 2023-2024 MN Land Trust HMP in the amount of \$5,000; the 2023 SWWD Erosion Control Inspections – Wilmes Hassenbank in the amount of \$4,000; and the 2023-2024 City of Stillwater Raingarden TA in the amount of \$6,000. A motion to approve the Consent Agenda was made by Tim Behrends, seconded by Diane Blake. Motion carried.

APPROVAL OF JULY 11, 2023 BOARD MEETING MINUTES

A motion to approve the July 11, 2023 minutes was made by David Nuccio and seconded by Diane Blake. Motion carried.

TREASURER’S REPORT

Items to note are Centraire in the amount of \$1,035.00 for HVAC repair; University of Minnesota in the amount of \$13,292.43 for the Agronomist position; Minnesota Department of Revenue in the amount of \$1,301.00 for 2nd quarter sales tax; Minnesota Lakes & Rivers in the amount of \$614.80 for BMP expenses; Minnesota Native Landscapes in the amount of \$4,545.85 for BMP expenses; Out Back Nursery in the amount of \$2,586.08 for BMP expenses; Steve Herman in the amount of \$10,000.00 for a grant expense; and Terry Herman in the amount of \$10,000.00 for a grant expense. A motion to approve the Treasurer’s Report, subject to audit, was made by Bob Rosenquist, seconded by Tim Behrends. Motion carried.

BOARD COMMITTEE REPORTS

Personnel – Nothing to report.

Budget and Finance – The Committee met on June 14th to discuss our reserve balance and what to do with the SWCD Aid funding.

Cost-Share – Nothing to report.

Communications and Outreach – Nothing to report.

AGENCY / PARTNER REPORTS

County – The County Budget meeting will be November 7th.

NRCS – Matt is working on CRP plans, looking at expiring contracts, and working on the CSP program.

BWSR – Nothing to report.

MCD/Area IV – The next MCD meeting will be August 30th.

Watersheds – Working on 2024 Agreements.

MASWCD – Nothing to report.

EMPLOYEE REPORTS/PRESENTATIONS/INFORMATIONAL ITEMS

- a. **WCD and EMWREP Outreach** – *See Attached and Newspaper Article Binder.*
- b. **Presentation** – *County Groundwater Plan Update* – Stephanie Souter

OLD BUSINESS

- a. **Office and Vehicles** – The new HVAC unit is on order and will be installed soon. We have placed an order for two Ford Maverick vehicles for purchase in 2024.
- b. **Equity Initiatives** – We will be incorporating equity issues into our priority discussions for Subwatershed Assessments.
- c. **Program Updates** – Nothing to report.
- d. **2024 County Budget and Workplan** – We will be having some staffing adjustments in 2024, and may need one additional full-time employee.
- e. **Legislator Tour** – The tour with Representative Lillie will be scheduled soon.
- f. **County Fair Debrief** – The 2023 Washington County Fair booth was discussed.

NEW BUSINESS

- a. **WCD Fund Balance Policy** – A Fund Balance Policy was included in the packet. The WCD's unassigned fund balance shall be 6-12 months per BSWR guidance and County recommendations. To achieve this goal over a reasonable amount of time, the WCD shall plan to increase the fund balance by \$100,000 to \$150,000 annually beginning in 2023. Manager Riggs is requesting adoption of the policy. Bob Rosenquist made a motion to approve the Fund Balance Policy. Tim Behrends seconded the motion. Motion carried.
- b. **2024 Fee Structure** – The proposed 2024 Fee Structure was included in the packet for approval. A motion to approve the 2024 Fee Structure was made by David Nuccio. The motion was seconded by Bob Rosenquist. Motion carried.
- c. **Staff Training Proposal** – Approval was requested for a Stress Less, Live More workshop for the office, at a total estimated cost of \$1,690. A motion to approve the workshop expense was made by David Nuccio, seconded by Tim Behrends. Motion carried.
- d. **ASLA Conference Training Request** – Lori Tella needs continuing education to maintain her registration as a Landscape Architect. The ASLA Conference will be held in Minneapolis. The conference is \$695 and the membership is \$385, for a total cost of \$1,060. A motion to approve the training/membership request was made by Bob Rosenquist, seconded by Tim Behrends. Motion carried.

- e. **2023 Urban Nonstructural Cost-Share Policy** – The WCD needs to set Nonstructural Urban BMP cost share policy specifically related to street sweeping. It will follow the plan developed by the Lower St. Croix Watershed Partnership. A motion to approve the policy was made by Tim Behrends, seconded by David Nuccio. Motion carried.
- f. **FY24 Conservation Partners Legacy Grant Application Approval** – The WCD Staff and the City of Afton are planning to apply for funding for the Conservation Partners Legacy (CPL) Metro Grant from the Minnesota Department of Natural Resources. WCD would like to work with the City of Afton and the Afton Parks Committee to restore native prairie on a portion of the Afton Levee. Approval is requested to develop and apply for up to \$25,000 of CPL Metro grant funding. A motion was made by Diane Blake, seconded by David Nuccio, to approve using WCD staff resources to apply for FY2023 CPL Metro Grant funding. The 10% match will be provided from the City of Afton and Volunteers with the Afton Parks Committee. All members voting yes. Motion carried.
- g. **FY23 BWSR Capacity Encumbrance Request – Forster** – WCD staff request the encumbrance of up to \$3,200 from the FY2023 BWSR Capacity cost share grant for the installation of a 250 ft² bioretention practice at the Forster residence (1401 Driving Park Road, Stillwater), extending into the City of Stillwater’s street right-of-way. The basin will be installed in cooperation with the City of Stillwater to retain approximately 0.45 lb TP and 86.7 lbs TSS annually. The total estimated cost for this project is \$7,900 in materials and installation. The FY2023 BWSR Capacity grant would cover up to 50% of total project costs. The Middle St. Croix WMO is providing \$1,500 in match to the landowner. The remaining landowner portion is \$3,200. WCD staff request approval to enter into the contract for FY2023 BWSR Capacity, Contract 23-02 BWSR Capacity. A motion was made by Tim Behrends to approve an encumbrance of up to \$3,200 and enter into the contract for FY2023 BWSR Capacity, Contract #23-02 BWSR Capacity. As Chair of the Cost-Share Committee, no second is required to the motion. The district technical representative (Lori Tella) has performed a site inspection, concept plans, and cost estimate. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- h. **FY23 LSCP CWF Final Payment Request – Schiltgen** – At the March 14, 2023 WCD Board Meeting, the WCD Board delegated authority to approve/deny/sign contracts with land occupiers to the WCD Administrator for WCD Board-approved non-structural agricultural BMPs. The WCD Administrator approved and signed an \$18,000 contract with Ron Schiltgen for 3 years of no-till on 300 acres of agricultural land in the Lower St. Croix Watershed, under the FY2023 LSC CWF Soil Health grant. Following the WCD’s approved Soil Health BMP Agricultural Implementation Plan, the WCD will make a one-time payment after successful completion of the first year of the installation of the non-structural practice, with yearly inspections for the rest of the contract length to ensure compliance with the individual’s Implementation Plan. Ron Schiltgen has successfully completed the first year of no-till according to his Implementation Plan. WCD staff have determined the project meets the design intent and approve of the request for final payment. WCD staff are requesting final payment of \$18,000 from the FY2023 LSC CWF Soil Health grant to Ron Schiltgen (12100 30th Street S, Afton, MN, 55001). Motion by Tim Behrends, seconded by Bob Rosenquist, to approve a Final Payment of \$18,000 for contract CWF SH W 23- 02 to Ron Schiltgen for the Schiltgen No-Till project. The district technical representative (Angela Defenbaugh) has performed a final inspection. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- i. **FY22 BWSR Lawns to Legumes Unencumbrance Request - Riviera** – On September 14th, 2022 the WCD board approved encumbrance of up to \$5,000 for the installation of a turf conversion/buffer enhancement project along Riviera Avenue (contract FY22-01) in Lake St. Croix Beach, one of the three demonstration neighborhoods identified in the FY22 Washington

County Legumes Demonstration Neighborhood grant (FY22 BWSR Grant C22-1300). WCD staff are requesting permission to unencumber these funds in order to pursue this project under the FY23 Habitat Enhancement Landscape Pilot Grant and to provide more available funding to prospective Lawns to Legumes participants. Motion by Tim Behrends to un-encumber \$5,000.00 in Lawns to Legumes Demonstration Neighborhood grant funds for the project outlined above. As Chair of the Cost-Share Committee, no second is required to the motion. All members voting yes. Motion carried.

- j. FY22 BWSR Lawns to Legumes Final Payment Request – Bulera** - On May 9th the WCD encumbered \$1,500 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to install a 500 square foot pollinator pocket planting at the residences of Stacey and Dawn Bulera in Lake St. Croix Beach, MN (straddling the two parcels). Dawn Bulera completed her portion of the shared project at 16777 16th St S in July, 2023. WCD staff have determined the project meets the design intent and approve of the request for final payment. WCD staff are requesting final payment of \$750 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to Dawn Bulera (16777 16th St S, Lake St. Croix Beach, MN 55043). Motion by Bob Rosenquist, seconded by Diane Blake, to approve a Final Payment of \$750 for contract FY22- 11 to Dawn Bulera for the Bulera L2L Pollinator Pocket Planting project. The district technical representative (Brett Stolpestad) has performed a final inspection. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- k. FY22 BWSR Lawns to Legumes Final Payment Request – Gallandat** - On July 7th the WCD encumbered \$1,000 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to install a 1,200 square foot pollinator pocket planting at the residence of Lynn Gallandat in Lake St. Croix Beach, MN. The project was completed on July 30th, 2023. WCD staff have determined the project meets the design intent and approve of the request for final payment. WCD staff are requesting final payment of \$1,000 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to Lynn Gallandat (16851 Upper 18th St S, Lakeland, MN 55043). Motion by Tim Behrends, seconded by David Nuccio, to approve a Final Payment of \$1,000 for contract FY22- 14 to Lynn Gallandat for the Gallandat L2L Pollinator Pocket Planting project. The district technical representative (Brett Stolpestad) has performed a final inspection. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- l. FY22 BWSR Lawns to Legumes Final Payment Request – Peterson** - On June 6th the WCD encumbered \$1,500 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to install a 2,000 square foot pollinator pocket planting at the residence of Kris and Dawn Peterson in Lake St. Croix Beach, MN. The project was completed in July, 2023. WCD staff have determined the project meets the design intent and approve of the request for final payment. WCD staff are requesting final payment of \$1,500 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to Kris and Dawn Peterson (1405 Quinlan Ave S, Lakeland, MN 55043). Motion by Diane Blake, seconded by Bob Rosenquist, to approve a Final Payment of \$1,500 for contract FY22- 12 to Kris and Dawn Peterson for the Peterson L2L Pollinator Pocket Planting project. The district technical representative (Brett Stolpestad) has performed a final inspection. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- m. FY23 BWSR Habitat Enhancement Landscape Pilot Encumbrance** – 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 projects, totaling \$44,915. Motion by Tim

Behrends to approve the encumbrance of grant funds for the projects outlined above and for District Manager to sign cost share agreements. All members voting yes. Motion carried.

- n. **Minimal Impact Design Standards Video Request** – Approval is requested to spend up to \$10,000 to contract with Jill Zimmerman on development of a “When Development Comes to Town” video. We recently received a \$3,625 grant from MN Association of Conservation District Employees (MACDE) to help fund this video. Additionally, we received ample support from program partners for our St. Croix Workshops on the Water in Taylors Falls and Stillwater, which allows us to re-allocate \$4,590 in education funds toward the video project. As such, we will only need to spend \$1,785 from EMWREP and LSC materials budgets (\$892 each) to fully fund the video project. A motion to approve the expenditure to produce the video was made by David Nuccio, seconded by Diane Blake. Motion carried.
- o. **2023 Wilder Foundation HOA Survey Agreement** - This summer, the WCD was notified that our grant applications to support audience research with HOAs and commercial property owners were successful. We will be receiving \$10,000 in funding from Minnesota SeaGrant’s Fast-Track grant program, and an additional \$10,000 from the University of Minnesota Water Resources Center to support outreach, education and engagement of homeowners’ associations (HOAs) and commercial property owners in our region. Grant support will allow us to work with Wilder Research to conduct a survey of HOA board members, property managers, and commercial property owners in Washington County and other parts of Minnesota to assess knowledge, behavior, barriers, motivations, and education support needs related to stormwater and green stormwater infrastructure practices. The total cost for this survey is \$20,000. Incoming AmeriCorps climate resiliency member Hannah Peterson will provide staff support for this effort and will also work to develop education materials and platforms for HOAs and commercial property owners as part of her 11-mo term of service. The proposed project builds on previous social science research conducted by Washington Conservation District during its FY14-17 Green Communities Clean Water Grant project and 2018-20 Minnesota MS4 Toolkit project. A motion was made by Tim Behrends, seconded by Bob Rosenquist to approve entering into contract with Wilder Research to develop and administer a survey of HOAs and commercial property owners. The total cost for the contract is \$20,000, and funding will come from the Minnesota SeaGrant and UMN Water Resources Center. Motion carried.

AGENDA ITEMS FOR NEXT MEETING

None.

Bob Rosenquist moved to adjourn the public meeting. Tim Behrends seconded the motion. Meeting adjourned at 4:08 p.m. The public meeting was reconvened by Tim Behrends to discuss the time of the September meeting. Diane Blake seconded the motion. After discussion, it was decided that the September meeting will be held at 1:30pm. Tim Behrends moved to adjourn the public meeting. Bob Rosenquist seconded the motion. The next scheduled meeting is September 12, 2023 at **1:30p.m.**

Secretary

Approved Date