

WASHINGTON CONSERVATION DISTRICT

DECEMBER 12, 2018 BOARD MINUTES

APPROVED

CALL TO ORDER

Meeting called to order at 1:42 p.m. by Chair, Louise Smallidge.

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

Staff Present: Jay Riggs
Shari Larkin

Other Agencies: Michelle Wohlers, NRCS

ADDITIONS OR DELETIONS TO AGENDA

One item was added to the Consent Agenda. A motion to approve the agenda was made by John Rheinberger. Seconded by Jim Levitt. Motion carried.

APPROVAL OF CONSENT AGENDA

Items to approve this month are the 2019 Washington County Operations Funds in the amount of \$260,000; the 2019-2020 BCWD Technical Services Agreement in the amount of \$761,016; the 2019 RMMWD Technical Services Agreement in the amount of \$20,444; the 2019 CLFLWD Technical Services Agreement in the amount of \$158,598; the 2019 CMSCWD Technical Services Agreement in the amount of \$121,097; the 2019 Washington County WCA NRBG Agreement in the amount of \$59,551; the 2019 Washington County Public Works Agreement Extension in the amount of \$35,000; and multiple EMWREP Agreements. Also added was a year-long extension to the service contract #11539 for the Buffer Program. A motion to approve the revised Consent Agenda was made by John Rheinberger. Seconded by Jim Levitt. Motion carried.

APPROVAL OF NOVEMBER 14, 2018 BOARD MEETING MINUTES

A motion to approve the November 14, 2018 minutes was made by John Rheinberger and seconded by Bob Rosenquist. Motion carried.

TREASURER'S REPORT

Items to note this month are \$600.00 payable to C. Lanphear Design for newsletter editing; \$3,017.00 payable to Peterson Company, Ltd. for the 2017 audit; and \$865.00 payable to Summit Companies for the five year sprinkler inspection. A motion to approve the Treasurer's Report, subject to audit, was made by John Rheinberger. Seconded by Bob Rosenquist. Motion carried.

BOARD COMMITTEE REPORTS

Personnel – A request for seasonal employees is later in the agenda.

Budget and Finance – The Budget and Finance Committee met yesterday. It is recommended that since the County did not increase our operational funding, that we shift \$15,000 from the Land and Water Treatment Agreement to operational funds. A motion to approve the switch of funds was made by John Rheinberger. Seconded by Jim Levitt. Motion carried.

Cost-Share – Nothing to report.

Communications and Outreach – The newsletter is out.

AGENCY PARTNER REPORTS

County – Nothing to report.

NRCS – Jan 18th is the first cut-off date for 2019 EQIP. April 19th is the second cut-off date. They are undergoing EQIP training today and tomorrow to learn payment rates, etc. Friday is the last day to get payments uploaded so people receive them yet this year. No team leads have been hired yet. Their office is preparing in case of a government shut-down later this month.

BWSR – Nothing to report.

MCD/Area IV – MCD met last week. John brought the Agenda, so other Board members could review it. The meeting dates were set for 2019.

Watersheds – There is a meeting going on right now regarding Watershed regulation.

MASWCD – John and Diane gave a debriefing on the annual convention.

EMPLOYEE REPORTS/PRESENTATIONS/INFORMATIONAL ITEMS

- a. **WCD and EMWREP Outreach** – *See Attached and Newspaper Article Binder.* Also noted was that the Rosenquist family has donated 20 acres to the Keystone Woods project in northern Washington County.
- b. **Presentation** – *None this Month*

OLD BUSINESS

- a. **Building Operations and Vehicles** – Our snow removal company is not on the list of certified salt applicators. We will review the contract for next year to see if that can be addressed.
- b. **2019 Budget and Workload Planning – 2019 COLA** – There are two grants that we will likely be awarded from BWSR that will affect workload. The final 2019 budget will be presented to the Board in January, with the Budget Committee meeting prior to that. The County still has not decided on their COLA, but it will likely be 2.5%. Jay is requesting approval for that amount. A motion to approve the 2.5% COLA was made by John Rheinberger. Seconded by Bob Rosenquist. Motion carried.
- c. **2018 Year-End** – We are doing journal entries for grants, and getting ready for year-end.
- d. **Grant Updates – 1W1P, AIS, Nitrogen Outreach, Weed Management, & MS4 Toolkit, etc** – There is a six-hour 1W1P Advisory Committee meeting tomorrow to identify and prioritize priorities. The AIS grant is being negotiated with the County.

NEW BUSINESS

- a. **IT Planning and Purchase Request** – A request was submitted to replace the five current 3TB drives with 4 new RAID 2x4TB drives. We will retain the existing drives to implement “annual archives.” The cost would be \$1,340. A motion to approve the purchase of new drives was made by Bob Rosenquist. Seconded by Diane Blake. Motion carried.

- b. **Education Reimbursement Request** – Becca Oldenburg is pursuing a Masters of Environmental Policy and Management at Denver University. On July 11, 2017 the board approved up to 50% reimbursement not to exceed \$2,760 (based on an estimated cost of \$5,520) upon successful completion of EMP 4003 Environmental Finance and Economics and EPM 4238 Water and Food Sustainability in the fall quarter of 2018. In November Becca received As in EPM 4003 Environmental Finance and Economics and EPM 4238 Water and Food Sustainability at a total cost of \$5,520. Becca is requesting 50% reimbursement of tuition, up to \$2,760. Becca will be taking two courses for the winter quarter to complete her degree. EPM 4400 Environmental Values and Ethics and EPM 4902 Capstone Seminar. A motion was made by Jim Levitt, seconded by Diane Blake, to approve reimbursement of \$2,760. Motion carried.
- c. **RCWD Grant Application Request** – In 2016, WCD Staff completed the SE White Bear Lake Subwatershed Retrofit Analysis. The study identified a problem catchment that drained from Priebe Lake to White Bear Lake but needed further analysis that was beyond the scope of the study. The Rice Creek Watershed District has a competitive grant opportunity that will provide funding for feasibility studies. WCD staff has determined that with the addition of Rebecca Nestingen (our new Engineer), that we now have the internal capacity to handle the entire workload for such a study in-house. WCD will perform water monitoring, modelling, and concept designs for the Tighe-Schmitz Park area in Birchwood Village to improve water quality flowing to White Bear Lake. WCD staff is requesting uses of staff resources to apply for the RCWD Urban Stormwater Retrofits Grant. The duration of the study will end in June of 2020. A motion was made by Jim Levitt, seconded by Bob Rosenquist, to approve using WCD staff resources to apply for the RCWD Urban Stormwater Retrofit Grant, and provide an in-kind match of up to \$4,000. All members voting yes. Motion carried.
- d. **2019 Seasonal Position Announcements** – We are requesting approval to post and hire for the same number of seasonal positions as last year. A motion to approve posting and hiring the seasonal employees was made by Bob Rosenquest. Seconded by Jim Levitt. Motion carried.
- e. **2019 MCC Applications** – Approval is requested to apply for the MCC Crew and the MCC Apprenticeship, as we have in previous years. A motion was made by Diane Blake, seconded by Jim Levitt, to approve using WCD staff resources to apply for FY2019 Minnesota Conservation Corps applications, MCC Crew and MCC Apprentice. All members voting yes. Motion carried.
- f. **FY16 CWMA Final Payment Request - Belwin** – In March of 2017, the WCD Staff encumbered up to \$1,100.00 for invasive species removal at the Belwin Conservancy. The project address is 795 Indian Trail Afton, MN. This project sprayed herbicide in an area with Grecian Foxglove (*Digitalis lantana*) on their conservancy property. The CWMA vegetation management project was completed and eligible costs have totaled \$1,617.22. The CWMA grant would pay up to 75% of project cost up to \$1,100.00. The remaining 25% would be provided by the landowner through contributing In-Kind staff time, supplies or requesting assistance from the Valley Branch Watershed District. Receipts were submitted in 2017 for partial payment of \$785.22 and is has been reimbursed. The second half of the project was complete in 2018 and now requesting final payment of \$199.32. A motion was made by John Rheinberger, seconded by Jim Levitt, to approve a final payment of \$199.32 for State cost-share contract 16-01 CWF_CWMA. The district technical representative (Tara Kline) has performed a site inspection, and reviewed project invoices. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

- g. **FY16 SCRA Native Perennial Encumbrance and Final Payment Request – Oak Glen** – In 2016, WCD received a grant from the St. Croix River Association to convert agricultural lands and managed turf areas to prairie to reduce phosphorus loading to the St. Croix River. In March of 2018, WCD Staff requested the encumbrance of up to \$13,474 for conversion of 2.7 acres of turf to prairie at the Oak Glen Golf Course in Stillwater, MN. This complex drains to Brown’s Creek. The total estimated cost for this project was \$28,574 in materials and installation cost. The actual cost was \$36,523.80. This project would reduce phosphorus loading by 10.28 lb to the St. Croix River. WCD requests an additional encumbrance up to \$19, 203.75 and the approval of final payment in the amount of \$19,203.75 for Oak Glen Golf Course, c/o Patrick Renner, 1599 McKusick Rd N, Stillwater, MN 55082. The remaining costs will be contributed from funding through the landowner and the BCWD. A motion was made by John Rheinberger, seconded by Bob Rosenquist, to approve an additional encumbrance and final payment of \$19,203.75 for FY 2016 SCRA Native Perennial Establishment for Water Quality, Contract 16-08 SCRA. The district technical representative (Bryan Pynn) has performed a final inspection. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- h. **FY16 SCRA Native Perennial Partial Payment Request – St. Croix Bluffs** – In 2016, WCD received a grant from the St. Croix River Association to convert agricultural lands and managed turf areas to prairie to reduce phosphorus loading to the St. Croix River. The WCD Staff requested the encumbrance of up to \$17,781 for conversion of up to 4.5 acres of turf to prairie and 4 acres of ag to prairie at St. Croix Bluffs Regional Park in Hastings, MN. This park drains directly to the St. Croix River. This project would reduce phosphorus loading by up to 3 lb to the St. Croix River. The total estimated cost for this project is \$25,000 in materials and installation cost. WCD staff requests a partial payment of \$8,827 to Washington County Public Works Dept, 11660 Myeron Rd N, Stillwater, MN 55082. A motion was made by Jim Levitt, seconded by Diane Blake, to approve a partial payment of \$8,827 for FY 2016 SCRA Native Perennial Establishment for Water Quality, Contract 16-05 SCRA. The district technical representative (Tara Kelly) has performed a site inspection, reviewed the concept plans, and cost estimate. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- i. **FY17 MPCA 319 St. Croix Grant Final Payment Request – Ecklund** – The WCD Staff requested the encumbrance of \$15,781.00 under FY2017 MPCA 319 St. Croix; the total cost for this project was estimated at \$20,000 in materials and installation cost. The project stabilized a gully formed by the collapse of a culvert from the historic road. The gully was stabilized with a grade stabilization structure, and the culvert was replaced to improve the drainage. The total drainage area is 80 acres, and the project will remove an estimated 5.0 lbs of phosphorus per year. The total cost for this project was \$19,992.36. WCD staff requests a final payment of \$15,773.46 to Kent Ecklund, 16090 Pilar Rd, P.O. Box 9, Scandia, MN 55073. The remainder has been requested in match from the CMSCWD. A motion was made by Diane Blake, seconded by Jim Levitt, to approve the final payment of up to \$15,773.46 under FY2017 MPCA 319 St. Croix. The district technical representative (Bryan Pynn) has performed a final inspection. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- j. **FY16 Capacity Cost-Share Final Payment Request - Lee** – WCD allocated \$15,275 of the 2016 Capacity funding and \$20,000 of the 2018 Capacity funding for a cost-share program to restore natural hydrology. This cost-share focuses on the conversion of ag, turf, pasture and old field into native prairie vegetation. The WCD Staff requested the encumbrance of up to \$4,250 for conversion of 1 acre of pasture to prairie at the Lee

residence, 19703 Olinda Trail N in Marine on St. Croix, MN. The total installation cost of this project was \$4,810 in materials and installation cost. The remainder of the installation and maintenance costs will be requested from the CMSCWD. WCD staff requests a final payment of \$4,250 for Dan Lee, 19703 Olinda Trail N in Marine on St. Croix, MN. A motion was made by Jim Levitt, seconded by Bob Rosenquist, to approve a final payment of \$4,250 for FY 2016/2018 BWSR Capacity cost-share, Contract 16-04 BWSR. The district technical representative (Tara Kelly) has performed a final inspection. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.

- k. **Training Hours Request** – Jay is working towards attaining his EMT certification. There will be a week-long field course the second week of January. Since it could be useful for the office, he is requesting that the hours come from training, rather than him having to use vacation time. John Rheinberger made a motion to approve Jay using training hours for the EMT field work. Bob Rosenquist seconded the motion. Motion carried.

AGENDA ITEMS FOR NEXT MEETING

John Rheinberger moved to adjourn the public meeting. Bob Rosenquist seconded the motion. Meeting adjourned at 2:42 p.m. The next scheduled meeting is January 9, 2019 at **2:00p.m.**

Secretary

Approved Date