

WASHINGTON CONSERVATION DISTRICT

JANUARY 12, 2021 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
Tim Behrends, Public Relations and Information
Diane Blake, Treasurer

Staff Present: Jay Riggs
Shari Larkin
Matt Downing

Other Agencies: Matt Lundberg, NRCS

ADDITIONS OR DELETIONS TO AGENDA

A revised Consent Agenda was presented. Item I was also added under New Business for a Conservation Partners Legacy Grant Program Application. A motion to approve the revised agenda was made by Jim Levitt, seconded by Diane Blake. Motion carried.

2022 BOARD OFFICERS AND COMMITTEE MEMBERSHIPS

A motion to keep the Officers and Committee Memberships the same as last year was made by Jim Levitt, seconded by Diane Blake. Motion carried.

APPROVAL OF CONSENT AGENDA

Items to approve this month are the 2022-24 EMWREP Partner Agreements for Chisago County LID (\$6,685.62), Chisago SWCD (\$6,685.62), Chisago County (\$6,685.62), and RCWD (\$3,183.63); the 2022 Chisago SWCD TA Agreement in the amount of \$20,000; the 2022 County Public Health Technical Services Agreement in the amount of \$21,126; the 2022 RCWD Water Monitoring Agreement in the amount of \$11,582; the 2022 RCWD BMP TA Agreement in the amount of \$13,000; and the 2022 Hennepin County Technical Services Agreement in the amount of \$8,000. A motion to approve the Consent Agenda was made by Jim Levitt, seconded by Diane Blake. Motion carried.

APPROVAL OF DECEMBER 8, 2021 BOARD MEETING MINUTES

A motion to approve the December 8, 2021 minutes was made by Tim Behrends and seconded by Jim Levitt. Motion carried.

TREASURER'S REPORT

Items to note are \$11,473.80 payable to St. Croix Bluffs for a SCRA grant expense; \$928.00 payable to Centraire for HVAC maintenance; \$1,099.00 payable to HP Payment Processing Center for newsletter printing; \$3,500.00 payable to Wild Rivers Conservancy for AIS program expenses; \$10,000.00 payable to Charlie Wamstad for a BWSR WBF grant expense; \$9,945.00 payable to St. Croix Bluffs for a BWSR Drinking Water grant expense; \$6,624.00 payable to Steven Oehlke for a BWSR WBF grant expense; \$5,750.58 payable to MASWCD for 2022 dues; and \$715.62 payable to Spartan

Promotional Group for WCD clothing. A motion to approve the Treasurer's Report, subject to audit, was made by Tim Behrends, seconded by Jim Levitt. Motion carried.

BOARD COMMITTEE REPORTS

Personnel – Nothing to report.

Budget and Finance – Nothing to report.

Cost-Share – Nothing to report.

Communications and Outreach – Nothing to report.

AGENCY / PARTNER REPORTS

County – Don Theisen is retiring in February.

NRCS – Michelle Wohlers has retired from NRCS. The first round deadline for EQIP applications was in mid-November. The ranking assessment deadline is March 4th.

BWSR – Nothing to report.

MCD/Area IV – The next MCD meeting is February 24th.

Watersheds – Nothing to report.

MASWCD – A convention debriefing was given. The Day at the Capitol will be held on March 9th, so the Board meeting date will need to be changed.

EMPLOYEE REPORTS/PRESENTATIONS/INFORMATIONAL ITEMS

- a. **WCD and EMWREP Outreach** – *See Attached and Newspaper Article Binder.*
- b. **Presentation** – *2020 AIS Program Summary*

OLD BUSINESS

- a. **COVID-19 Updates** – Nothing to report.
- b. **Building and Vehicles** – We have had some HVAC repairs a few times this winter.
- c. **Equity Follow-Up** – The staff committee will be meeting this week.
- d. **1W1P, NRSF, Grant, and Program Updates** – We have received comments on our Comp Plan from BWSR. The Embedded Extension Agent has accepted the position, and will be starting in February.
- e. **2022 Budget and Workplan** – Jay is working on some updates to the budget and workplan, and will be bringing it to the Board in February. Annual reviews have been scheduled, and increases will be discussed with the Personnel Committee.
- f. **Salary Analysis** – This process is moving forward.

NEW BUSINESS

- a. **2022 COLA** – The COLA that the County and DNR are using for 2022 is 2.5%. After discussion, the Board decided to go with a 3% COLA for 2022. A motion to approve a 3% COLA for 2022 was made by Jim Levitt. Diane Blake seconded the motion. Motion carried.
- b. **2020 Campaign Finance Disclosure Reporting** – This item is just a reminder to get the Disclosure forms sent in.
- c. **U of M Statement of Work for Operational Supplement (Embedded Extension agent)** – We can't bill our overhead costs directly to Chisago SWCD for the Extension Agent. We also couldn't bill U of M directly for overhead costs. A Statement of Work was developed with the U of M to cover those costs. A motion to approve the Statement of Work was made by Tim Behrends, seconded by Jim Levitt. Motion carried.
- d. **Chisago SWCD Conservation Planner Services Agreement** – Approval is requested to enter into an Agreement with Chisago SWCD to provide conservation planning services. A motion to approve entering into the Agreement was made by Jim Levitt, seconded by Diane Blake. Motion carried.

- e. **DNR AIS Watercraft Inspections Delegation Agreement** – Approval is requested for the annual Agreement with the DNR to give us authority to provide AIS inspections. Diane Blake made a motion to approve entering into the Agreement. Tim Behrends seconded the motion. Motion carried.
- f. **MASWCD Area IV Membership Invoice** – The Area IV invoice was included in the packet. The cost is \$200.
- g. **Water Monitoring Equipment Purchase Request** – The WCD will be performing water monitoring services on behalf of Carnelian-Marine-St. Croix Watershed District (CMSCWD) in 2022. In order to collect water quality data on nine streams, additional monitoring equipment is needed. Approval is requested to purchase nine Solinst Levelogger 5, one Solinst Barologger 5, and three Hobo Rain Gauge Data Loggers along with the needed software and cables for all equipment. The total cost for the equipment is \$7,319. A motion to approve the equipment purchase was made by Jim Levitt, seconded by Diane Blake. Motion carried.
- h. **NACD Planning Grant Application** – A request was made to apply for a NACD Planning Grant to establish new relationships with farming groups in our area, conduct a community needs assessment, and develop strategies to support a transition toward more sustainable local farming in the future. The grant amount is \$10,000. A motion to approve the grant application was made by Jim Levitt, seconded by Diane Blake. Motion carried.
- i. **Conservation Partners Legacy Grant Program Application** –The City of Afton and Washington Conservation District (WCD) applied for Conservation Partners Legacy Grants (CPL). The CPL Grant Program funds conservation projects that restore, enhance, or protect forests, wetlands, prairies, and habitat for fish, game, and wildlife in Minnesota. Funding for the CPL grant program is from the Outdoor Heritage Fund, created by the people of Minnesota. The Minnesota Department of Natural Resources manages the Expedited Grant Program which is a reimbursable program to provide competitive matching grants from \$5,000 to \$50,000 to local, regional state and national nonprofit organizations, including government entities. WCD applied for these funds on behalf of the City of Afton. The grant will cover \$50,000 of implementation costs. The City of Afton has agreed to cover \$5,000 of administrative and project management costs in an agreement with WCD. This will also be used as the 10% match to the grant. WCD staff requests approval to have the District Manager sign a grant agreement with the Department of Natural Resources and a contract with the City of Afton to have WCD serve as the administrator and project manager of the grant. A motion was made by Jim Levitt, seconded by Tim Behrends, to approve signing a grant agreement with the Department of Natural Resources and a contract with the City of Afton by the District Manager. All members voting yes, Motion carried.

AGENDA ITEMS FOR NEXT MEETING

None

Jim Levitt moved to adjourn the public meeting. Diane Blake seconded the motion. Meeting adjourned at 10:19 a.m. The next scheduled meeting is February 9, 2022 at 9:00a.m.

Secretary

Approved Date