

WASHINGTON CONSERVATION DISTRICT

NOVEMBER 13, 2019 BOARD MINUTES

APPROVED

CALL TO ORDER

Meeting called to order at 2:00 p.m. by Chair, John Rheinberger.

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

Staff Present: Jay Riggs
 Shari Larkin
 Lauren Haydon

Other Agencies: None

ADDITIONS OR DELETIONS TO AGENDA

One item was added to the Consent Agenda, Rice Creek Water Monitoring. A motion to approve the revised Consent Agenda was made by Jim Levitt. Seconded by Bob Rosenquist. Motion carried.

APPROVAL OF CONSENT AGENDA

Items to approve this month are the 2019 Minnesota Land Trust Habitat Management Plan Agreement in the amount of \$2,500; the 2020 MSCWMO Admin, TA, and Monitoring Services Agreement in the amount of \$124,316; the 2020 CMSCWD TA and Monitoring Services Agreement in the amount of \$129,562; the 2020 CLFLWD TA and Monitoring Services Agreement in the amount of \$149,783; the 2020 VBWD BMP Technical Services Agreement in the amount of \$45,000; the 2020 RWMWD TA and Monitoring Agreement in the amount of \$20,459; the 2020 Chisago SWCD Professional Services Agreement in the amount of \$30,000; and the 2020 RCWD Water Monitoring Agreement in the amount of \$8,650.00. A motion to approve the Consent Agenda was made by Jim Levitt. Seconded by Diane Blake. Motion carried.

APPROVAL OF OCTOBER 9, 2019 BOARD MEETING MINUTES

One correction was noted under New Business, Item E. A motion to approve the amended October 9, 2019 minutes was made by Tim Behrends and seconded by Jim Levitt. Motion carried. Tim Behrends had some comments on the rates listed under Item G for 2019/20 Cost-Share Equipment and Rates Policy. Those rates will be reviewed again in the spring, prior to field season.

TREASURER'S REPORT

Financials for September and October were presented, due to Shari's absence for the last meeting. Item to note for September is \$500 added to our in-house postage meter. Items to note for October are \$781.65 payable to Dragonfly Gardens for a MSCWMO BMP expense; \$1,443.00 payable to Tech Sales Company for a WCD Water Monitoring expense; and

\$5,000.00 payable to Todd Stivland for a FY18 BWSR Capacity expense. It was also noted that we have changed storage facilities, so the new company will appear on future Treasurer's Reports. A motion to approve the Treasurer's Report, subject to audit, was made by Bob Rosenquist, seconded by Jim Levitt. Motion carried.

BOARD COMMITTEE REPORTS

Personnel – Aaron DeRusha has been promoted from a Senior Technician to a Specialist. Tim Behrends made a motion to approve the promotion and the salary discussed. Motion carried.

Budget and Finance – The 2020 health insurance options were discussed with staff and the Budget Committee. Jay recommends that we keep our two current plans with HealthPartners, based on future trends provided by our Broker. We have the option to add a third plan this year, so we would like to offer an additional Gold HSA Plan. Diane Blake made a motion to approve the three plan options. Motion carried.

Cost-Share – Nothing to report.

Communications and Outreach – Nothing to report.

AGENCY / PARTNER REPORTS

County – We are working on our Core Services Agreement with the County. Jay did receive a follow-up regarding an increase in our Agreement, and will be meeting with the County to discuss.

NRCS – We have not received FY20 dates for EQIP deadlines. All funded 2019 EQIP applications are being deferred to FY20. Unfunded 2019 EQIP applicants for cover crop on prevent plant acres were mailed a letter stating their application wasn't funded due to lack of funds. There is a new 5-year agreement for EQIP-RCPP in MN for \$9 million for MAWQCP. Chris has been certifying practices and approving payments for completed practices.

BWSR – Nothing to report.

MCD/Area IV – The next MCD meeting is November 20th. The next Area IV meeting is November 15th.

Watersheds – Steve Schmaltz from CLFLWD will likely be attending our Board meetings in the future as a liaison.

MASWCD – Shari will register people for the convention. Everyone is responsible for making their own hotel reservations.

EMPLOYEE REPORTS/PRESENTATIONS/INFORMATIONAL ITEMS

- a. **WCD and EMWREP Outreach** – *See Attached and Newspaper Article Binder.*
- b. **Presentation** – *Campus Groundwater Conservation Planning Report for Central Park – Lauren Dries*

OLD BUSINESS

- a. **Building Operations and Vehicles** – After the last vehicle break-in, we have had some shrubs removed on the property, and security cameras have been installed. The older Ford truck is getting very rusty. We will check into pricing for reasonable body work, since there are some holes in the bed.
- b. **Grant and Program Updates** – Nothing to report.
- c. **2020 Workplan and Budget** – We hope to have an updated workplan and budget for the December Board meeting.
- d. **WCD Comp Plan Extension** – A formal letter of request is required to receive an extension for our Comp Plan. A copy of the motion is also required.

NEW BUSINESS

- a. **BWSR WCD Annual Workplan and Metro Watershed Based Funding** – Manager Riggs summarized the BWSR WCD Annual Workplan and Metro Watershed Based Funding Proposals. The Board directed Manager Riggs to support a basin-wide funding approach for the Lower St Croix basin and coordinate with East Mississippi basin partners to implement collaborative activities.
- b. **Lower St. Croix 1W1P Joint Powers Agreement Options Discussion** – The decision needs to be made whether the Lower St. Croix 1W1P will be a collaboration or a joint powers entity. Due to liability reasons, our Board is leaning towards an entity arrangement, but would like to see what the County Attorney recommends.
- c. **2019-20 CMSCWD Shared Education Seasonal Agreement** – An Agreement was included in the packet for the CMSCWD Assistant to provide administrative and education support services. Costs for these activities shall not exceed \$10,000. A motion to enter into the Agreement with CMSCWD was made by Tim Behrends, seconded by Diane Blake. Motion carried.
- d. **Minnesota Conservation Corps Crew Labor, 2020** – WCD staff will apply for 2020 Clean Water Fund (CWF) grants to receive Minnesota Conservation Corps (MCC) crew labor. We will work with our partners to determine project needs and WCD applied for the MCC crew labor CWF grants. The MCC crews would assist in further BMP projects in need of maintenance or installation. WCD will request up to a total of 40 days of MCC crew labor time around the County. The WCD has applied for MCC crew labor CWF grants over the last 10 years. The MCC crew labor has assisted in BMP maintenance, installation and in return the program has strengthened the MCC crew knowledge of natural resource management in Washington County. Award notification will be sent out to applicants January 15-30th, 2020. Project implementation period is March – December 2020. A motion to approve the application was made by Tim Behrends. Seconded by Bob Rosenquist. Motion carried.
- e. **FY17 CWF Master Water Stewards Project Approvals and Extension Request** – WCD is coming to the end of a three-year, \$81,000 BWSR Clean Water grant. The grant provided funding to train 20 Master Water Stewards and install up to 10 stormwater BMP capstone projects. In July of 2019, the WCD board approved submittal of a one-year extension request so that our final round of stewards could have time to complete their capstone projects next year. BWSR staff has indicated that they will provide an extension only until Aug. 31, 2020, and only for projects that have signed contracts in place by the end of November 2019. At this time, Angie is requesting approval to encumber up to \$8,500 of our remaining MWS grant funds on the capstone projects, and a list of those projects was provided. In addition, a final payment was requested for Nathan Zerbe’s project (\$13,350), and an updated encumbrance/final payment was requested for John Hodler’s project (\$2,317). A motion was made by Bob Rosenquist, seconded by Jim Levitt, to approve an encumbrance up to \$8,500 from the Master Water Stewards Clean Water grant for installation of capstone projects. Applicants will be notified of Board’s decision within 15 days. All members voting yes. Motion carried. A separate motion was made by Bob Rosenquist, seconded by Jim Levitt, to authorize Manager Riggs to sign the grant amendment for project extension until August 31, 2020. Motion carried.
- f. **MPCA MS4 Toolkit Payment Request** – WCD currently has a \$50,000 contract with the Minnesota Pollution Control Agency to update and create new materials for the MS4 Toolkit, which was originally created in 2009. In April 2019, the WCD board approved spending up to \$25,000 in MS4 Toolkit funds for contract services including videography, script writing, graphic design, and translation. These are, in effect, pass-through expenses that will be reimbursed to us by the MPCA. Angie submitted invoices

totaling 10,195 for time spent from three contractors to produce four new educational videos. A motion to approve payment of the invoices was made by Tim Behrends, seconded by Diane Blake. Motion carried.

- g. **Carpenter Nature Center Final Payment Request** – In 2019, the WCD and SWWD had approved cost share dollars of up to \$122,049.52 for installation of a filtration basin at Carpenter Nature Center, with funding coming from 3 separate sources. The basin at Carpenter Nature Center is complete and the contractor (G.F. Jedlicki) is requesting final payment of \$108,709.16. WCD staff have inspected the basin and have determined that the project meets the design intent and approve of their request for final payment. WCD staff are requesting final payment of \$108,709.16 to G.F. Jedlicki. The WCD and SWWD have entered into an agreement where SWWD will temporarily cover the expenses for the 319 portion of the project; which will then be reimbursed to SWWD upon WCD's receipt of our 319 funding. An invoice to SWWD was submitted November 4th to the SWWD in the amount of \$67,627.23 (the combined SWWD and 319 share of the grant). The funding sources and amounts were given to the Board. A motion was made by Tim Behrends, seconded by Jim Levitt, to approve Final Payment of \$108,709.16 for the Carpenter Nature Center Filtration Basin Project. All members voting yes. Motion carried.
- h. **Lawns to Legumes Grant Application Request** – WCD staff would like to apply for the 2020 Lawns to Legumes Demonstration Neighborhood grant. Eligible applicants could include cities, counties, watershed districts, conservation districts, tribes and non-profits. Applicants can involve conservation partnerships and they will provide technical and financial assistance to around 300 landowners to establish successful and resilient plantings that build pollinator pathways and provide high quality habitat for at-risk pollinators. A variety of planting types such as native pocket plantings, pollinator beneficial trees and shrubs, pollinator lawns and pollinator meadows will be encouraged within the neighborhoods. WCD will be eligible to apply for funding for demonstration neighborhoods through a competitive RFP this December. The funding is for residential projects but matching projects on adjoining public land is encouraged. There is significant potential for collaboration between partners on these applications. WCD would like to submit 1-2 applications and use the pollinator prioritization framework that has been developed for Washington County to select neighborhoods for targeted outreach and implementation of the above pollinator practices. Additionally, WCD may target outreach to landowners along waterways that may have an interest in creating or enhancing a buffer for pollinator habitat. We anticipate asking for grant funds between \$20,000-\$80,000. WCD will be notified of the award notification between January and February, 2020. Projects will have at least two years to be implemented. A motion to approve the application was made by Bob Rosenquist, seconded by Jim Levitt. Motion carried.

AGENDA ITEMS FOR NEXT MEETING

The Holiday Open House will be at 11:00 on December 11th, prior to the regularly scheduled Board meeting.

Bob Rosenquist moved to adjourn the public meeting. Tim Behrends seconded the motion. Meeting adjourned at 3:30 p.m. The next scheduled meeting is December 11, 2019 at **2:00p.m.**