

WASHINGTON CONSERVATION DISTRICT

NOVEMBER 14, 2023 BOARD MINUTES

APPROVED

CALL TO ORDER

The regular Board Meeting was called to order at 3:00p.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

Other Agencies: Lizzie Dawson, NRCS

ADDITIONS OR DELETIONS TO AGENDA

One item was added on the Consent Agenda, for the RCWD Erosion Control Inspection Services. In addition, the amount for the 2024 RWMWD Technical Services Agreement item on the Consent Agenda was changed to \$23,507. A motion to approve the amended Agenda was made by Tim Behrends, seconded by Bob Rosenquist. Motion carried.

PUBLIC COMMENTS

None.

APPROVAL OF CONSENT AGENDA

Items to approve this month are for the 2023-24 BCWD Service Agreement Amendment in the amount of \$19,183; the 2024 CLFLWD Technical Services Agreement Amendment in the amount of \$20,000; the 2024 RCWD BMP Technical Services Agreement in the amount of \$15,000; the 2024 RWMWD Technical Services Agreement in the amount of \$23,507; the 2024 UofM Erosion Control Instruction Agreement in the amount of \$38,400; and the RCWD Erosion Control Inspection Services Agreement of up to 250 hours. A motion to approve the Consent Agenda was made by Diane Blake, seconded by David Nuccio. Motion carried.

APPROVAL OF OCTOBER 10, 2023 BOARD MEETING MINUTES

A motion to approve the October 10, 2023 minutes was made by Bob Rosenquist and seconded by Tim Behrends. Motion carried.

TREASURER'S REPORT

Items to note are Ellie Schmidt in the amount of \$809.96 for a grant expense; HP Payment Processing Center in the amount of \$658.10 for printing expenses; University of Minnesota in the amount of \$9,303.65 for the Agronomist position; Jeannie Paulson in the amount of \$1,249.22 for a grant expense; NACD Service Center in the amount of \$775.00 for our annual membership; Outback Nursery in the amount of \$1,426.87 for grant expenses; Tom Forster in the amount of \$3,200.00 for grant expenses; Minnesota Native Landscapes in the amount of \$1,164.97 for a CMSCWD BMP expense; and Gary Downing in the amount of \$1,239.09 for a grant expense. A motion to approve the

Treasurer's Report, subject to audit, was made by David Nuccio, seconded by Bob Rosenquist. Motion carried.

BOARD COMMITTEE REPORTS

Personnel – The Committee met last week to discuss health insurance. We will continue to offer HealthPartners plans, but instead of a Gold HSA we will offer a Non-Embedded HSA in addition to an Embedded Silver HSA. Diane Blake made a motion to approve the changes to health insurance. Also discussed, we will likely need to add two additional employees next year to cover workload. The handbook will need to be updated in December to address Sick and Safety Leave.

Budget and Finance – Nothing to report.

Cost-Share – Nothing to report.

Communications and Outreach – Nothing to report.

AGENCY / PARTNER REPORTS

County – The budget meeting was last week, and it went well.

NRCS – Site visits are continuing. The deadline for EQIP sign-up one has passed. The ranking deadline is January 19th. The CSP application deadline is January 12th, and the ranking and assessment deadline is April 12th. The pre-obligation deadline for both is May 3rd, and the obligation end date is August 30th.

BWSR – Nothing to report.

MCD/Area IV – The MCD meeting will be November 15th. The Area IV meeting was last week.

Watersheds – The MAWD Convention is the end of this month.

MASWCD – Nothing to report.

EMPLOYEE REPORTS/PRESENTATIONS/INFORMATIONAL ITEMS

- a. **WCD and EMWREP Outreach** – *See Attached and Newspaper Article Binder.*
- b. **Presentation** – None this month

OLD BUSINESS

- a. **Office and Vehicles** – One of the trucks that we ordered has shipped.
- b. **Equity Initiatives** – There was a follow-up meeting last week to discuss next steps to a workshop held earlier this year about local farmers.
- c. **Program Updates** – Some information on Watershed Based Funding was included in the packet. Shari also updated the Board on the 2024 tree sale, which will hopefully be opening up this week for online ordering.
- d. **2024 Budget and Workplan** – Nothing to report.
- e. **Board Tour** – The tour will take place at 9am this Friday.
- f. **County Budget Presentation** - The budget meeting was last week, and it went well.

NEW BUSINESS

- a. **Holiday Open House Potluck** – The open house will be held December 5th from 12:00-2:00.
- b. **Flag Illumination Proposal** – Jay has requested a proposal from our electrician.
- c. **2022 Financial Audit** – A copy of the 2022 audit was included in the packet. A motion to accept the 2022 financial audit was made by Bob Rosenquist, seconded by Tim Behrends. Motion carried.
- d. **FY21 BWSR Capacity Final Payment – Moosai** – On April 11th the WCD encumbered \$10,000 from the FY2021 BWSR Capacity cost share grant to install a 1,200 square-foot bioretention practice (570) at the Moosai residence at 661 Quixote Ave N in Lakeland, extending into City of Lakeland city right-of-way. The project was completed on July 13th, 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 \$10,000 from the FY2021 BWSR Capacity cost share grant to Sunny Moosai (661 Quixote Ave N, Lakeland, MN 55043). A motion was made by Diane Blake, seconded by Tim Behrends, to approve a Final Payment of \$10,000 for contract No. 21-01 to Sunny Moosai for the Moosai Bioretention 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.

- e. **FY22 Lawns to Legumes Final Payment Request - Dvorak** – In August, the WCD encumbered \$1,500.00 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to install a 1,000 square foot pollinator pocket planting at the residence of Joe Dvorak in Lake St. Mary's Point, MN. The project was completed in November, 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 \$1,384.47 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to Joe Dvorak (16477 23rd St S, St Mary's Point, MN 55043). A motion was made by David Nuccio, seconded by Tim Behrends, to approve a Final Payment of \$1,384.47 for contract FY22-17 Joe Dvorak for the Dvorak L2L Pollinator Pocket Planting project; And unencumber remaining funds of \$115.53. The district technical representative (Elissa Thompson) has performed a final inspection. Applicant will be notified of Board's decision within 15 days. All members voting yes. Motion carried.
- f. **FY23 LSCP Soil Health Final Payment Request - Miller** – 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 a \$7,845 contract with Steve Miller for 3 years of multi-species cover crops on 43.5 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. Steve Miller has successfully completed the first year of cover crops 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 \$7,845 from the FY2023 LSC CWF Soil Health grant to Steve Miller (14719 70th Street S, Hastings, MN, 55033). A motion was made by Bob Rosenquist, seconded by Tim Behrends, to approve a Final Payment of \$7,845 for contract CWF SH W 23- 09 to Steve Miller for the Miller Cover Crops 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.
- g. **FY23 BWSR Capacity Unencumbrance – FY22 Capacity Encumbrance and Partial Payment – Wessels Conservation Cover** - WCD staff encumbered up to \$6,176 from the FY2023 BWSR Capacity cost share grant to install 1.7 acres of conservation cover (prairie) at the Wessels property (1675 Morgan Avenue N, West Lakeland). The total project cost estimate was \$12,352.93. Up to 50% (\$6,176) was allocated to come from FY2023 BWSR Capacity, and the remaining cost shared between Valley Branch Watershed District and the landowner. WCD has remaining cost share under the FY2022 BWSR Capacity cost share grant. To help close out BWSR Capacity grants in sequential order, WCD staff request unencumbrance of \$6,176 under the FY2023 BWSR Capacity cost share grant to install 1.7 acres of conservation cover (prairie) at the Wessels property (Contract #23-01 BWSR Capacity), and request encumbrance of up to \$6,176 under the FY2022 BWSR Capacity cost share grant to install 1.7 acres of conservation cover (prairie) at the Wessels property (Contract #22-01 BWSR Capacity). Initial site preparation for the Wessels project has been completed by the contractor (MNL), and paid for by Wessels. Wessels is requesting partial payment of \$1,347.05. WCD

staff have reviewed the partial payment request, and recommend partial payment of \$1,347.05 to Wessels under FY2022 BWSR Capacity cost share, contract #22-01 BWSR Capacity. A motion was made by Tim Behrends, seconded by Bob Rosenquist, to approve an unencumbrance of \$6,176 for FY2023 BWSR Capacity, Contract #23-01 BWSR Capacity, approve an encumbrance of \$6,176 for FY2022 BWSR Capacity, Contract #22- 01 BWSR Capacity, and approve a partial payment of \$1,347.05 for FY2022 BWSR Capacity, Contract #22-01 BWSR Capacity. The district technical representative (Tara Kelly) has performed an inspection for partial payment. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.

AGENDA ITEMS FOR NEXT MEETING

Due to the MASWCD Convention, the December Board meeting will be moved to Tuesday, December 5th.

Tim Behrends moved to adjourn the public meeting. Diane Blake seconded the motion. Meeting adjourned at 3:46 p.m. The next scheduled meeting is December 5, 2023 at 3:00p.m.

Secretary

Approved Date