

WASHINGTON CONSERVATION DISTRICT

OCTOBER 9, 2019 BOARD MINUTES

PENDING APPROVAL

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

Staff Present: Jay Riggs

Other Agencies: Chris Schmidt, NRCS

ADDITIONS OR DELETIONS TO AGENDA

No additions or deletions to the agenda. A motion to approve the agenda was made by Jim Levitt. Seconded by Bob Rosenquist. Motion carried.

APPROVAL OF CONSENT AGENDA

Items to approve this month are the 2020 BWSR Capacity and Buffer Law Agreement in the amount of \$133,120; and the 2019 SWWD Task Orders in the amount of \$21,060. A motion to approve the Consent Agenda was made by Jim Levitt. Seconded by Diane Blake. Motion carried.

APPROVAL OF SEPTEMBER 11, 2019 BOARD MEETING MINUTES

One correction was noted under New Business, Item D. A motion to approve the amended September 11, 2019 minutes was made by Bob Rosenquist and seconded by Jim Levitt. Motion carried.

TREASURER'S REPORT

September and October financials will be presented at the November meeting.

BOARD COMMITTEE REPORTS

Personnel – Tony Randazzo has accepted a full-time position with SWWD. As a result, internal workload is being adjusted. Lauren Haydon will mostly be BMP Design going forward. Approval is requested to interview and hire a seasonal Education Assistant. Bob Rosenquist made a motion to approve interviewing and hiring a seasonal Education Assistant. Jim Levitt seconded the motion. Motion carried. Also, Aaron DeRusha has been taking on additional responsibilities, and approval was requested to reclassify him as a Specialist, with an appropriate salary adjustment. Bob Rosenquist made a motion to approve the reclassification, with Jay having authorization to adjust Aaron's salary. Diane Blake seconded the motion. Motion carried. For 2020, we will likely need two seasonal water monitoring positions, a BMP Maintenance Assistant, and approximately eight AIS Inspectors.

Budget and Finance – The Committee met yesterday, and the draft 2020 budget was presented to the Board. The budget looks comparable to 2019 at this point.

Cost-Share – Cost-Share Committee items are later in the agenda.

Communications and Outreach – Nothing to report.

AGENCY / PARTNER REPORTS

County – The County budget meeting is next Tuesday.

NRCS – They are currently working on certifying practices. Payments are being submitted. All CRP plans were completed by the September deadline. The end of the fiscal year was September 30th, so staff reviews were completed last week. There is an all staff meeting on 10/23 for the Southeast area. Any pending applications will automatically be deferred into 2020.

BWSR – A memo regarding the FY20-21 SWCD Capacity Program was included in the packet.

MCD/Area IV – The next MCD meeting will be November 21st. The next Area IV meeting will be November 15th.

Watersheds – Nothing to report.

MASWCD – The Resolutions Packet will be addressed under New Business.

EMPLOYEE REPORTS/PRESENTATIONS/INFORMATIONAL ITEMS

- a. **WCD and EMWREP Outreach** – *See Attached and Newspaper Article Binder.*
- b. **Presentation** – *Board Tour*

OLD BUSINESS

- a. **Building Operations and Vehicles** – Building related items later in the agenda.
- b. **Grant and Program Updates** – We have applied for Clean Water funds. The Metro Watershed-Based Funding was finalized. We have two weed related grants; one CWMA and one MDA.
- c. **2019 Workplan and 2020 Budget** – Nothing further to report.
- d. **BWSR Watershed-Based Implementation Funding Policy** – Information is included in the packet.
- e. **WCD Board Tour** – A debriefing was held regarding the tour.
- f. **WCD Comp Plan Extension** – We will be extending, but are waiting for further direction from BWSR.

NEW BUSINESS

- a. **MASWCD Resolutions Packet** – Votes on the resolutions were tallied.
- b. **2019 IT Update** – The latest IT update was included in the packet.
- c. **Building Security Enhancements** – We had another vehicle break-in recently. As a result, we have checked into installing cameras around the outside of the building, and removal of some of the trees on the property. The estimate for the camera installation from PC Force is \$3,005.66. The estimate for removal of the cedar trees is \$300 each, for a total of \$1,200. A motion to approve the installation of security cameras was made by Bob Rosenquist and seconded by Diane Blake. A motion to approve the removal of four cedar trees was made by Jim Levitt and seconded by Diane Blake. Both motions carried.
- d. **Stop the Bleed Training, Purchase Request, and AED Pricing** – Every year, we have some type of first aid or CPR training. Jay is trying to find an agency to come in and give us the training. Bob Rosenquist made a motion to approve the training. Jim Levitt seconded the motion. Jay is also requesting that we purchase an AED and a trauma kit. A motion was made by Bob Rosenquist to approve the purchase of the AED and trauma kit, for up to \$2,000. Seconded by Jim Levitt. Motion carried.

- e. **Snow Removal Agreement** – The snow removal proposal from L.C.S. Law and Tree Service was included in the packet. Plowing costs range from \$80 to \$167, depending on the amount of accumulation. The charge for salting is \$100. A motion to approve entering into the agreement for snow removal was made by Jim Levitt, seconded by Diane Blake. Motion carried.
- f. **FY17 MPCA and FY18 SCRA Grant Encumbrance Request - Wagner** – The WCD staff requests the encumbrance of up to \$25,000 under the FY2017 MPCA 319 grant and \$10,000 under the FY2018 SCRA St. Croix grant for the installation of a grassed waterway project on Butch Wagner’s property (Denmark Township – SE ¼ of the SE ¼ of Section 32, Township 27 North, Range 20 West). The proposed project would stabilize a water path that is currently bypassing the old grassed waterway, and construct a new grassed waterway branch that outlets to the old grassed waterway. The total drainage area is approximately 130 acres of agricultural land and woods that drains to the St. Croix River. The project would remove an estimated 32.5 lbs. of phosphorus per year. To receive an accurate estimate of project cost, the project was sent out for bid in late September 2019. The lowest bid received was \$38,764.98 (without added contingency). There are four funding sources for this project:

- WCD FY2017 MPCA 319: \$25,000
- WCD FY2018 SCRA St. Croix: \$10,000
- South Washington Watershed District FY2018 SCRA: \$7,000
- South Washington Watershed District local match: \$8,000

A motion was made by Diane Blake to approve an encumbrance of up to \$25,000 from FY2017 MPCA 319 and \$10,000 from FY2018 SCRA St. Croix. The district technical representative (Rebecca Nestingen) has performed a site inspection, survey, design, and cost estimate. All members voting yes. Motion carried.

- g. **2019/20 Cost-Share Equipment and Rates Policy** – The WCD needs to set labor, equipment, material, and service rates for project development. Based on conversations with neighboring SWCDs and comparison of neighboring SWCD 2019 cost share policy rates for project development, the WCD staff propose the following policy. Unless specified otherwise by Minnesota prevailing wage statutes, the value of labor, equipment, material, and/or services that are proposed to be provided by the applicant to complete the project, shall be estimated at:

- General labor rate of \$15 per hour. Date, times, and activity must be documented.
- Labor rate of \$50 per cubic yard for concrete work.
- Heavy equipment operation such as skid steers, tractors, backhoes, and scrapers (including labor) at \$60 per hour. Date, times, and activity must be documented.
- Materials: \$8 per ton for gravel, \$5 per yard for sand.
- Professional or semi-professional services, such as engineering, labor rate at \$75 per hour. Date, times, and activity must be documented.

A motion to approve the WCD 2019 Cost Share Policy for project development was made by Jim Levitt. Seconded by Bob Rosenquist. Motion carried.

AGENDA ITEMS FOR NEXT MEETING

None.

Jim Levitt moved to adjourn the public meeting. Diane Blake seconded the motion. Meeting adjourned at 3:08 p.m. The next scheduled meeting is November 13, 2019 at **2:00p.m.**

Secretary

Approved Date