

WASHINGTON CONSERVATION DISTRICT

OCTOBER 10, 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

Other Agencies: Lizzie Dawson, NRCS
Matt Lundberg, NRCS

ADDITIONS OR DELETIONS TO AGENDA

No additions or deletions. A motion to approve the Agenda was made by Tim Behrends, seconded by David Nuccio. Motion carried.

PUBLIC COMMENTS

None.

APPROVAL OF CONSENT AGENDA

Items to approve this month are for the 2023 RCWD Technical Services Agreement Amendment in the amount of \$37,500; the 2021 BWSR WBIF East Miss Agreement Extension; the 2024-2025 BWSR SWCD Programs and Operations Grants in the amount of \$70,186; the 2024 BWSR Buffer Law Implementation in the amount of \$10,000; the 2024 VBWD BMP Technical Services Agreement in the amount of \$45,500; and the 2023-2025 MSCWMO Watershed Management Plan Update in the amount of \$81,305. A motion to approve the Consent Agenda was made by Bob Rosenquist, seconded by Diane Blake. Motion carried.

APPROVAL OF SEPTEMBER 12, 2023 BOARD MEETING MINUTES

A motion to approve the September 12, 2023 minutes was made by Diane Blake and seconded by Tim Behrends. Motion carried.

TREASURER'S REPORT

Items to note are Comfort By Design in the amount of \$3,795.00 for a new HVAC unit; Out Back Nursery in the amount of \$3,827.34 for grant expenses; HP Payment Processing CenterU in the amount of \$553.74 for a BWSR Capacity Grant expense; Metropolitan Council in the amount of \$7,082.75 for lab charges; Washington County in the amount of \$1,754.40 for the special tax assessment for road repairs; Landscape Alternatives in the amount of \$1,328.76 for grant expenses; Out Back Nursery in the amount of \$2,743.34 for grant expenses; and Spartan Promotional Group in the amount of \$846.16 for WCD promotional items. A motion to approve the Treasurer's Report, subject to audit, was made by Bob Rosenquist, seconded by David Nuccio. Motion carried.

BOARD COMMITTEE REPORTS

Personnel – The Personnel Committee will be meeting on November 8th.

Budget and Finance – The Budget and Finance Committee met a couple weeks ago to discuss the 2024 budget. We will be moving forward with membership in the 4M Fund. The Resolution was presented to the Board. A motion to approve the Resolution was made by David Nuccio, seconded by Bob Rosenquist. All members voting yes. The Resolution passed. A motion was made by Diane Blake, seconded by Bob Rosenquist, that the Authorized Officials will be Jay Riggs and Shari Larkin. Motion carried.

Cost-Share – The Committee did meet, and the item will be discussed later in the agenda.

Communications and Outreach – Nothing to report.

AGENCY / PARTNER REPORTS

County – The budget meeting will be held in November.

NRCS – The EQIP sign-up deadline was October 6th. There are roughly 40 applications across the three counties. The CSP deadline is January 12th.

BWSR – Nothing to report.

MCD/Area IV – The next MCD meeting will be November 16th. The next Area IV meeting will be October 26th.

Watersheds – We have not had the convening meeting to decide how to distribute the LSC Metro Partnership funding.

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** – We have asked the County to include our parking lot in their upcoming CIP budget. David Nuccio has requested that we get an estimate to have a light installed for our flag pole in front of the building.
- b. **Equity Initiatives** – Nothing to report.
- c. **Program Updates** – Nothing to report.
- d. **2024 County Budget and Workplan** – The draft 2024 Workplan is being put together to discuss with the Personnel Committee.

NEW BUSINESS

- a. **FY24 CPL Grant Application Request** – Stillwater Township and Washington Conservation District (WCD) would like to apply 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 MN DNR 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. For the Expedited Grant Cycle, projects must occur on public lands or waters. WCD has been working in conjunction with council members of the Stillwater township board. The council members would like to restore savanna on a 4-acre parcel on Little Carnelian Lake. The council members requested project proposals and have approved a contractor and budget of \$50,000 of grant funds. Stillwater township would like to use \$5000 of cash match. Stillwater Township would like WCD to apply for this grant on its behalf. If received, WCD staff would serve as the administrator and project

manager of the grant. Stillwater Township would use the \$5,000 of cash match in a contract with WCD to cover these costs. Motion by Bob Rosenquist, seconded by Tim Behrends, to approve using WCD staff resources to apply and potentially administer a FY2024 Conservation Partners Legacy grant as outlined. All members voting yes. Motion carried.

- b. FY23 BWSR Capacity Encumbrance Request – Our Savior’s Lutheran Church –** WCD staff request the encumbrance of up to \$740 from the FY2023 BWSR Capacity cost share grant for the installation of a 1,500 ft² native planting practice at Our Savior’s Lutheran Church (1616 Olive Street W, Stillwater). The native planting area drains to Lily Lake, a high priority waterbody for the Middle St. Croix Watershed Management Organization (MSCWMO). The native planting will retain approximately 4.9 inches of runoff, 0.05 lb TP and 10 lbs TSS annually. The total estimated cost for this project is \$1,750 in materials and installation. The FY2023 BWSR Capacity grant would cover up to \$740 (not to exceed 50% total project costs). The remaining project cost is provided by landowner cash and labor match. See attached for a letter of support from Our Savior’s Lutheran Church Team. WCD staff request approval to enter into the contract for FY2023 BWSR Capacity, Contract 23-04 BWSR Capacity. Motion by Tim Behrends, to approve an encumbrance of up to \$740 (not to exceed 50% total project costs) and enter into the contract for FY2023 BWSR Capacity, Contract #23-04 BWSR Capacity. No second to the motion is required. The district technical representative (Lori Tella) has performed a site inspection, concept plans, and cost estimate. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- c. FY22 Lawns to Legumes Final Payment Request – Downing –** In August, the WCD encumbered \$1250.00 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to install a 750 square foot pollinator pocket planting at the residence of Gary Downing in Lake St. Croix Beach, MN. The project was completed in September, 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 \$1239.09 from the FY2022 Lawns to Legumes Demonstration Neighborhood grant to Gary Downing (2060 Racine Ave S Lake St. Croix Beach, MN 55043). Motion by Tim Behrends, seconded by Diane Blake, to approve a Final Payment of \$1,239.09 for contract FY22-18 Gary Downing for the Downing L2L Pollinator Pocket Planting project; And unencumber remaining funds of \$10.91. 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.
- d. FY23 BWSR Capacity Final Payment Request – Forster –** In August 2023, the WCD encumbered \$3,200 from the FY2023 BWSR Capacity cost share grant for the installation of a 250 ft² bioretention practice at the Forster residence in Stillwater, extending into the City of Stillwater’s street right-of-way. The project was completed in September 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 \$3,200 from the FY2023 BWSR Capacity cost share grant to Tom Forster (1401 Driving Park Rd. Stillwater, MN 55082). Motion by Bob Rosenquist, seconded by David Nuccio, to approve a Final Payment of \$3,200 for contract FY2023 BWSR Capacity, Contract #23-02 BWSR Capacity. The district technical representative (Lori Tella) has performed a final inspection. Applicant will be notified of Board’s decision within 15 days. All members voting yes. Motion carried.
- e. UofM Agronomist Agreement Termination –** Due to Jennifer Hahn taking a position with BWSR, our agreement with the U of M is terminated.
- f. MASWCD Resolutions Packet –** Voting was tallied for the MASWCD Resolutions.

AGENDA ITEMS FOR NEXT MEETING

A tour will be scheduled for Friday, November 17th at 9:00a.m. A Board photo will be taken in November.

David Nuccio moved to adjourn the public meeting. Diane Blake seconded the motion. Meeting adjourned at 4:19 p.m. The next scheduled meeting is November 14, 2023 at 3:00p.m.

Secretary

Approved Date