

**Middle St. Croix Watershed Management Organization
Bayport Public Library
6:00 pm November 10, 2016**

Present: Brian Zeller, City of Lakeland Shores; Doug Menikheim, City of Stillwater; Joe Paiement, City of Lakeland; Nancy Karras-Anderson, City of St. Mary's Point; Dan Kylo, West Lakeland Township; John Felleg, Baytown Township; Dan Goldston, City of Bayport.
Administrator Mike Isensee, Administrative Assistant Jenn Radtke

1. Call to Order – Regular Board Meeting

The meeting was called to order by Chair Brian Zellar at 6:00pm.

2. Approval of Minutes

Motion to approve the October 13, 2016 meeting minutes was made by Mr. John Felleg, seconded by Mr. Dan Kylo. Motion Carried.

Motion to approve the October 13, 2016 meeting minutes was made by Mr. Dan Kylo, seconded by Ms. Nancy Karras-Anderson. Motion Carried.

3. Treasurer's Report:

a) Report of savings account, assets for November 10, 2016, given by Treasurer Dan Kylo.

The treasurer's report was presented. The remaining checking account balance is \$202,696.72. First State Bank CDs are valued at \$32,094.13. The ending balance in the RBC savings account is \$34,657.38. Bills to be approved this month are: Washington Conservation District (Administration) \$2,540.50; Washington Conservation District (Technical Services) \$1,212.38.

Mr. John Felleg moved to approve the treasurer's report and pay the bills presented. Ms. Nancy Karras-Anderson seconded the motion, and the motion carried.

4. Public Comment:

No public comment was given.

5. Old Business

a. FY2017 Maintenance Program Funding

Discussion of the feasibility of using Sentence to Serve staff for maintenance concluded that raingarden maintenance was likely too technical and would require training beyond the capacity of Sentence to Serve leaders and crews.

Motion by Mr. Dan Kylo, seconded by Ms. Nancy Karras-Anderson, to allocate \$2,500 to the 2017 maintenance program to fulfill the MSCWMO contractual maintenance obligations.

6. New Business

a. One Watershed One Plan Resolution

The draft resolution to support the application for funds and process of developing the first metro “One Watershed One Plan” was discussed. Administrator Isensee stated staff supported the coordination effort that could result in participating watersheds being eligible for additional state funding to accomplish their goals.

Motion made by Mr. Dan Kylo, seconded by Mr. Joe Paiement, to support the resolution to develop a coordinated One Watershed One Plan for the Lower St. Croix Basin. Motion Carried.

b. 2017 Washington Conservation District Work Plan

Administrator Isensee presented the 2017 Washington Conservation District Service Agreement. Chair Zeller inquired if the agreement total was an increase or decrease from the previous year. Administrator Isensee stated it was a decrease. It was also noted that the amount of the agreement in the memo was incorrect, but the motion reflects the correct amount.

Motion made by Mr. Dan Kylo, seconded by Mr. John Fellegly, to approve the 2017 Washington Conservation District Services Agreement for a total not to exceed \$116,850. Motion carried.

c. First State Bank Signature Policy Change

Administrator Isensee shared notification that First State Bank will no longer monitor adherence to the MSCWMO two signature policy. Chair Zeller recommended Administrator Isensee be removed from the authorized signatories and be replaced with the Secretary.

Board Member Kylo requested guidance for controls from the auditors during the annual 2017 audit for best practice in this manner.

Motion made by Mr. Brian Zellar, seconded by Mr. John Fellegly, to acknowledge that two signature quality control is now solely the responsibility of the MSCWMO. To maintain quality control, the board moved to remove the MSCWMO Administrator as a designated check-signer and designate the board Chair, Secretary and Treasurer as signers. Motion carried.

d. LCMIT Liability insurance

Motion by Brian Zellar, seconded by Dan Kylo, to **not** waive the monetary limit on municipal tort liability. Motion carries.

7. Cost Share Program

a. 1700 Quixote Avenue Bioretention Basin Final Payment Request

Administrator Isensee presented an overview of the complete bioretention basin at 1770 Riviera in Lake St. Croix Beach. At the May 9, 2016 meeting the board approved cost share for 75% of the total project costs not to exceed \$4,250.00 based on a total project cost estimate of

\$6,602.00. The board provided a partial payment of \$1,702.80 at the June 9th Board meeting. The final project cost is \$2,804.08. The final payment request is \$400.26.

Board Member Menikheim requested clarification of the watershed goals that were met with this project. Administrator Isensee described the annual phosphorous load reduction that was from the large contributing drainage area that was discharging directly to the St. Croix. It was also noted that the grant memo was incorrect, but the voucher form was correct. The motion reflects the correct amount provided in the cost share voucher of \$400.26.

Motion by Mr. Brian Zellar, seconded by Mr. Dan Kylo, to reimburse 75% of total costs accrued to date for the installation of the bioretention basin at 1770 Riviera in Lake St. Croix Beach a total of \$400.26.

8. Plan Reviews/Submittals

- a. None.

9. Administrator's Report

- a. A written report was submitted by Administrator Isensee.
- b. The board meeting for the MSCWMO is tentative for December 2016. The board will resume in January 2017.
- c. Board requested a presentation from St. Croix River Corridor Steward Natalie Warren regarding her work to create a clear and orderly process for community staff and residents.

10. Adjourn:

The motion to adjourn was made by Mr. John Fellegly, seconded by Mr. Brian Zellar. The motion carried and the meeting was adjourned at 6:50pm.