

Regular Meeting of the Middle St. Croix Watershed Management Organization  
Bayport Public Library, Bayport, MN  
Thursday, May 10, 2018  
6:00PM

Present: Brian Zellar, Lakeland Shores; Mike Runk, Oak Park Heights; Nancy Karras-Anderson, St. Mary's Point; Annie Perkins, Afton; Tom McCarthy, Lake St. Croix Beach; Patrick McGann, Bayport; Dan Kylo, West Lakeland Township; Richard Glasgow, Lakeland; Cameron Blake, WCD; Administrator Mike Isensee.

**Call to Order**

The meeting was called to order at 6:00 p.m. by Brian Zeller at 6:00pm.

**Approval of Minutes**

Brian Zellar moved to correct the minutes from last month's meeting from an address written as 25 Lakeland shores instead of 35 Lakeland Shores. A Motion to approve the April 12, 2018 minutes was made by Mike Runk, seconded by Nancy Karras-Anderson. Motion carried.

**Treasurer's Report**

Report of savings account, assets for May 10, 2018

Approve payment of bills for May 10, 2018

The treasurer's report was presented by Administrator Isensee. The remaining checking account balance is \$295,594.77. First State Bank CDs are valued at \$32,094.13. The ending balance in the RBC savings account is \$48,725.53.

Bills to be approved this month are: Emmons & Olivier: \$2,661.98; Kathy Warren: \$34.31; Landscape Alternatives: \$1,058.00; Louise Watson: \$44.37; Peterson Company, Ltd.: \$2,100.00; Washington Conservation District (Administration) \$4,795.75; Washington Conservation District (Technical Services) \$7,436.53; Total: \$18,130.94.

Mike Runk moved to approve the treasurer's report and pay the bills presented, Nancy Anderson seconded the motion, and the motion carried.

**Budget Tracker Review**

Administrator Isensee explained that the administrative bill is running ahead of normal at this time due to many administrative tasks required in the early part of this year. These tasks included: reviewing surface water management plans for local communities, watershed based funding meetings, the biennial evaluation, and the One Watershed One Plan activities.

**Public Comments**

There was public comment from the City of Stillwater regarding the St. Croix shoreline stabilization project. The approximate scale of this project is 3 million. This is a high priority for the City due to losing shoreline into the St. Croix with wastewater treatment line is at risk as well as public trails.

The City is requesting assistance from the MN legislature and is requesting a letter of support from the watershed stating that the MSCWMO is working with them on this project. Board Manager Kylo asked who is involved with this project and Mike Isensee answered the City has involved the DNR and watershed in preliminary planning meetings. Chair Zeller stated the MSCWMO is in favor of erosion control and stabilization. Manager Perkins asked why BWSR is not involved. Chair Zeller answered it's because BWSR allocates the CWF.

Chair Zeller motioned to send letter of support for the project and Manager McCarthy seconded. This motion carried.

### **Old Business**

#### **One Watershed One Plan Policy Committee Update and Alternate Appointment**

Mike Isensee reported that the policy committee met on April 30th and some decisions were made to continue the process. One decision was that alternates need to be local government officials. Last board meeting the decision was to use Doug as the lead representative with Mike Isensee as an alternate but Mike doesn't meet these requirements. Brian Zeller asked if anyone is willing to be an alternate. Brian Zeller stated that he is grateful for Doug and comfortable not having an alternate. Although Doug will not be a government official after November, the MSCWMO can attend meetings without a vote. This was agreed upon. No motion necessary.

### **2017 Audit**

Administrator Isensee presented the Auditor's report on legal compliance. Isensee noted the audit had two findings. The first finding is the MSCWMO has a significant deficiency in segregation of duties. Administrator Isensee contacted the auditor and verified that this deficiency is common to organizations of our size due the limited number of staff. The auditor stated the rules for segregation of duties had become more stringent in the past year and small agencies (less than 10 staff) will not be able to meet this standard. The second deficiency is related to the threshold for a required collateral pledge. Administrator Isensee is working with First State Bank to put in place a collateral pledge for the MSCWMO account.

Isensee also asked the auditor for recommendations to improve the accounting and transparency processes. One recommendation was to synchronize the MSCWMO quick books account with the budget summary Administrator Isensee presents at board meetings. The WCD will work on improving that practice. Chair Zeller asked how often the audit occurs. Isensee said it occurs yearly. Manager Perkins asked who does the audit and how much it costs. Mike Isensee said it is Peterson Company Ltd. for \$2,100. Chair Zeller asked what triggers an annual audit. Isensee stated it was a statute in the MN 8410 rule that governs metro watershed districts. Chair Zeller asked to double check the trigger.

Chair Zeller motioned to approve the 2017 MSCWMO Audit, second by Manager Runk. The motion carried.

### **First State Bank Collateral Pledge Agreement**

Manager Runk moved to approve the First State Bank Collateral Pledge Agreement, Manager Karras-Anderson seconded. This motion carried.

### **Watershed Based Funding Draft Memorandum of Agreement**

This is an agreement between the 10 watershed authorities, WCD Washington County and the 8 WMOs to distribute that funding. The MSCWMO will get an equal share of the funding. Brian Zeller moved to accept, and Dan Kylo seconded. This motion carried.

### **Plan Reviews/Submittals**

Administrator Isensee presented summaries of the proposed 2nd Street Commercial New Construction project in Lakeland Shores; 2909 Itasca Avenue Residential Redevelopment in St. Mary's Point; and the 1067 Quixote Shoreline Stabilization in Lakeland. No motion was necessary.

Chair Zeller asked if part of the plan was to soil filled rip rap the shoreline. Administrator Isensee confirmed that soil filled rip rap for this project would qualify for cost share. This information had been provided to the contractor. Chair Zeller believes this may be difficult if it is in the floodplain. Manager Perkins inquired if it was possible to put riprap in the flood zone. Chair Zeller stated that multiple permits are involved when a project is in a floodplain including the Army Corps, DNR, and Parks service. Administrator Isensee stated the project is still going through the City permit process.

Manager McGann inquired about the fees associated with the project review process. Administrator Isensee said the fee structure was based on the area of disturbance and area of impervious construction. The MSCWMO fee is less than other watersheds due to the lower hourly rates of the WCD engineer and less time required for review because of MIDS. The fee is posted online under development or builder's tab and a single family residential is a \$350 flat fee.

Administrator Isensee stated it is a busy year for project reviews. There are already 13 this year and there are usually 12-15 for an entire year.

### **12 Point Road Residential Addition, Bayport**

This project was reviewed in 2014 for flood proofing to raise structure above the floodplain to meet FEMA necessary distance. The city was going through approval process and realized MSCWMO hadn't reviewed it. The MSCWMO reviewed the fill and not the new impervious surface and designed a raingarden. Staff recommended approval to the c=City.

### **Cahanes Farm Development, Baytown**

Manager Fellegly inquired about progress of the proposed Cahanes Farms Project. Isensee stated he has met with the landowners and Township Engineer and will be meeting with Washington County within the next week. There are no plans for submittal yet, just discussion.

### **Administrator's Report**

The Greeley gully and Stillwater Jr High projects are wrapping up. They are being planted, watered, and closing grants out.

The Adopt- a-Raingarden (AAR) program is up and running. The website is developed, there were 50 volunteers at the spring raingarden clean up event. Now that the AAR program is established in Stillwater it can be replicated through the rest of the MSCWMO communities down the river.

Three previously approved grant applications were completed. One to the MPCA for monitoring. One to the St. Croix River Association for \$40,000 for water quality projects from south of Bayport to St Mary's point that directly drains to the St. Croix.

Chair Zeller asked about Perro Creek. Isensee stated the PCA is proposing to list Perro Creek as impaired for TSS in addition to its bacterial impairment. The MSCWMO has requested a technical panel evaluation to ensure the evidence is clear prior to listing. The TSS is likely coming from stormwater runoff draining into the 1.8 mile stream as it flows through the City. Isensee reminded the board in 2017 targeted monitoring confirmed stormwater from streets significantly reduced the quality of water discharging from Perro Pond. Administrator Isensee also reminded the board that they requested the PCA to test E.coli genetics to determine if it is human or not as part of the 10 year monitoring cycle for the Lower St. Croix Watershed. Currently the MSCWMO is monitoring for E. coli at 12 locations along Perro Creek. Manager Runk asked about the Bayport storm sewer project. Administrator Isensee confirmed the City provided new digital maps of their storm and sanitary sewer systems that confirmed locations where sanitary pipes run under the creek.

### **Adjourn**

Manager Kylo motioned to adjourn the meeting at 6:41 p.m., and Manger Runk seconded. This motion carried.