

Regular Meeting of the Middle St. Croix Watershed Management Organization
Washington Conservation District, 455 Hayward Ave N

Remote Locations: 5312 Fourwinds Way, Fort Pierce, FL 34949

Thursday, February 8th, 2024

6:00PM

Present: Carly Johnson, Oak Park Heights; Tom McCarthy, Lake St. Croix Beach (remote); Annie Perkins, Afton; Dave Millard, Lakeland; Ryan Collins, Stillwater; John Dahl, Bayport; Avis Peters, Baytown; Administrator Matt Downing; Amanda Herbrand, WCD; Brett Stolpestad, WCD

Audience: Brian Zeller (remote), Tim Schneider (remote)

Call to Order

Manager Perkins called the meeting to order at 6:01PM.

Approval of Agenda

Manager Collins motioned to approve the agenda, Manager Millard seconded the motion.

Administrator Downing reminded the board that for hybrid meetings all motions require a roll call vote and asks participating remote attendees to state their reason for being remote.

Manager McCarthy states he is out of town.

The motion carried on a roll call vote with all in favor.

Approval of Minutes

Manager Peters motioned to approve the draft December 14th, 2023 board meeting minutes, and Manager Johnson seconded the motion. The motion carried on a roll call vote with all in favor.

Treasurer's Report

Manager Perkins presented the treasurer's report. The remaining checking account balance on February 8th was \$247,545.45. First Bank CD's were valued at \$38,549.15. The ending value on the RBC savings account from December was \$92,899.74. Manager Perkins motioned to approve the report of the savings account and assets for October 12th, 2023.

Administrator Downing notes that the CD's on the treasurer's report are the old CD's and as discussed in the December meeting the treasurer has found new CD's with better rates.

Administrator Downing asks for a motion to move those funds to the new CD's. Manager Johnson motioned to move the funds to the new CD's, manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

Bills to approve this month are nine bills to the Washington Conservation District for Admin, EMWREP, Plan, Grant, Technical Services, and Water Monitoring totaling \$21,676.70. Manager Peters motioned to accept the treasurer's report and approve payment of bills for \$21,676.70 for February 8th, 2023. Manager Dahl seconded the motion. The motion carried on a roll call vote with all in favor.

Public Comment

None

Old Business

None

New Business

2023 WMO Budget Summary

Administrator Downing presented the 2023 WMO Budget Summary showing the budget versus actual expenditures from 2023. The table shows a slight overage of 0.89%. Administrator Downing notes that the overage primarily came from project reviews, some of which will be billed back to the community.

2023 Permit Review Fee Cost Analysis

Policy set by the Board in 2021 was overages in review time over \$500 to be presented for approval to invoice. If the decision is made to request additional fees to cover review costs, the MSCWMO will send a request to the permitting entity (community) for the difference in fee vs. actual total cost. A summary graph has been prepared detailing the fee vs. actual total cost for each project review invoice for consideration in 2023. Total revenue recommended for recovery under current policy is \$5,891.

Manager Dahl motioned to approve requesting additional fees to cover review costs for the amount of \$5,891.00. Manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

Liability Insurance Waiver

This is an annual item. Administrator Downing states that the board has to make a decision on whether or not to waive the monetary limits on municipal tort liability established by Minn. Stat 466.04. Administrator Downing states that in the past the board has chosen to not waive.

Manager McCarthy motioned to not waive and authorize Administrator Downing to sign, Manager Perkins seconded the motion. The motion carried on a roll call vote with all in favor.

Adopt-a-Drain 2023 Summary

In 2023 the adopt-a-drain program had 9 new participants and 11 drains adopted. Participants in the Middle St. Croix watershed collected 516.6 lbs of debris from their adopted storm drains in 2023. Metro Watershed Partners, along with the 2023 Summary also sent a requested for continued membership in 2024 for \$500.00.

Manager McCarthy motioned to continue the Adopt-a-Drain membership in 2024 for \$500.00. Manager Johnson seconded the motion. The motion carried on a roll call vote with all in favor.

2023 Annual Report Draft

A draft copy of the 2023 Annual Report is included in the board packet. Brett Stolpestad from the Washington Conservation District presented about the project portion of the report, highlighting projects from 2023.

Manager Dahl asked if the WMO has any good resources to highlight projects or success stories from the WMO to show community staff. Administrator Downing showcased a couple pages of the annual report that may be of interest and added that if there was interest in a quarterly newsletter project update, he could do that. Administrator Downing also states that if any board members ever want him to attend their community council meetings, he is happy to do so.

Manager McCarthy motions to approve the draft of the 2023 Annual Report with the addition of any final edits or corrections from staff. Manager Johnson seconded the motion. The motion carried on a roll call vote with all in favor.

2023 BMP Maintenance Report

A summary of 2023 BMP maintenance activities from Cameron Blake of the Washington Conservation District is included in the board packet. This is an informational item.

2023 Audit Engagement

Administrator Downing is requesting authorization from the board to engage in the 2023 Audit. Administrator Downing states that despite past assurances that the audit fee will decrease, the fee for the 2023 Audit is \$5,000.00 and states that there is no time to search for an alternate accountant for 2023, but that it will be possible to switch in 2024.

Manager Johnson suggests posting for bids. Manager McCarthy motioned to authorize Administrator Downing to engage in the audit process not to exceed \$5,000.00. Manager Johnson seconded the motion. The motion carried on a roll call vote with all in favor.

Brian Zeller mentions reaching out to state reps about the audit threshold as the WMO's budget is limited and the price for the audit does not seem proportionate. Administrator Downing mentions the Day at the Capitol is coming up and it could be brought up.

2024 First Half Payment Notifications

Administrator Downing informs the board the first half contribution payment notifications will be sent out to the communities.

Grant and Cost Share Applications

None

Plan Reviews/Submittals

None

Erosion and Sediment Control Inspection Reports

None

Staff Report

Administrator Downing presented the staff report. No project reviews were submitted and therefore no reviews have been conducted. Staff are working on the 10-Year Management Plan

Update and the 2023 Water Monitoring Summary. The Lake St. Croix Small Communities Phosphorus Reduction Phase II Grant has been closed out.

1W1P Updates

The Lower St. Croix Watershed Partnership Steering Committee submitted for additional funds available on January 3, 2024 and on January 17, 2024 were notified that the partnership was approved to receive an additional \$167,615.00.

Manager Peters motioned to approve an amendment to the FY23 Watershed Based Implementation Fund work plan to include \$167,615.00 in supplemental grant funds. Manager Dahl seconded the motion. The motion carried on a roll call vote with all in favor.

Other

Administrator Downing reminds staff there is a upcoming Community Engagement meeting for the 10-Year Plan Update on March 19th at the Stillwater Library from 5-7PM.

Adjourn

Manager Collins motioned to adjourn the meeting, Manager Johnson seconded the motion. The meeting adjourned at 6:51.