



Regular Meeting
South Washington Watershed District
Tuesday September 11, 2007
7:00 p.m.
Woodbury Public Works Building
2301 Tower Drive, Woodbury, MN

1. **Call to Order**

Manager Lavold called the meeting to order at 7:05 p.m.

Roll Call:

Jack Lavold - President
Denny Hanna-Vice President
Mike Pouliot – Treasurer
Don Pereira - Secretary

Staff:

Matt Moore, SWWD Administrator, Tim Sundby, WCD/SWWD, Melissa Imse, SWWD
Administrative Assistant

Others:

Jack Clinton, Attorney

2. **Open Forum**

None

3. **Consent Agenda**

Items on the Consent Agenda include: August 07, 2007 Regular Minutes, August 2007 Treasurer's Report, Calendar Events, Development Reviews and Miscellaneous. September Agenda was set per Manager Lavold. Motion was made by Manager Hanna to accept the Consent Agenda. Manager Pouliot seconded. Motion carried unanimously.

4. **Manager's Report**

- **Manager Pouliot** – No report..
- **Manager Pereira** – No report.
- **Manager Hanna**- No report.
- **Manager Lavold** – No report.

5. **Administrator's Report**

Administrator Moore reported on the following:

- Watershed Plan Update. Following Administrator Moore's meeting with BWSR on September 5, 2007, BWSR requested changes be made to some of the language in the Watershed Plan before approval. The Board discussed the changes and Administrator Moore will continue to work with BWSR to resolve the changes prior to their next meeting on September 26, 2007, when the full BWSR Board should consider the plan for final approval.
- The September Stormwater Utility Workshop will take place on Wednesday September 26, 2007 at 7 p.m. Administrator Moore stated that changes made in the Stormwater Utility fees reduced the levy to 12% increase and however, the overall

budget increased to 9%. These changes will be finalized at the September 26th Stormwater Utility Workshop.

- The October regular Board Meeting will take place on Tuesday, October 2, 2007 at 7 p.m.
- City Meetings Watershed Plan Update. Administrator Moore stated that he had meetings with Representatives from the City of Woodbury, Cottage Grove and Oakdale to roll out a standards manual. Administrator Moore will continue City meetings and discuss the possibility of providing the Councils with brief updates on the Watershed Plan update and approval.
- Workers Compensation Insurance. The Workers Compensation Insurance Policy renewal for 2008 for all employees and volunteer coverage was approved by the Board. Motion was made by Manager Hanna to adopt Resolution #2007-106 which provides Workers Compensation Insurance coverage for 2008 for all the SWWD Board Managers. Manager Pouliot seconded. Motion carried unanimously.

6. Change of Principal Place of Business

- The SWWD will be moving its office location to 2302 Tower Drive, Woodbury, MN 55125 On September 17th 2007. Motion was made by Manager Hanna to adopt Resolution #2007-105 to initiate Change of Principal Place of Business for the SWWD. Manager Pouliot seconded. Motion carried unanimously. Administrator Moore updated the Board regarding the new office space. He stated that he had met with Jason Mundstock of CB Richard Ellis, Inc. to evaluate the office space, and to review the rental rate that will be leased to the SWWD at 2302 Tower Drive in Woodbury. Jason will prepare a report for the Boards review in the next week or two.

7. Cost Share Program

- The SWWD Staff has prepared and presented the Board a draft of the SWWD Cost Share Program. The program is based on a ranking system and will be rolled out in the Spring of 2008.
- The St. Paul Park cost share agreement has been prepared for the rain garden projects. Motion was made by Manager Hanna to approve the agreement. Manager Pereira seconded. Motion carried unanimously.

8. SWWD Employee Handbook

- In review of the employee handbook, staff identified some changes and clarifications necessary to update the handbook. The Board reviewed and discussed the proposed changes. The staff will make edits and clarifications to the Employee Handbook based on the Boards comments, and bring a final draft for Board approval at the October Board Meeting.

Motion to adjourn SWWD regular meeting at 7:43 p.m. was made by Manager Hanna and seconded by Manager Pouliot. Motion carried unanimously.