

Regular Meeting  
**South Washington Watershed District**  
**Monday November 10, 2008**  
**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.

Agenda Items Added:

5g. Conservation Center Update

5h. Wilmes Lake Sub-watershed Update

Agenda set, with additions, per Manager Lavold.

**Roll Call:**

Jack Lavold - President

Denny Hanna -Vice President

Brian Johnson-Vice President

Don Pereira – Secretary

Michael Madigan-Treasurer

**Staff:**

Matt Moore, SWWD Administrator, Melissa Imse, Administrative Assistant

**Others:**

Jack Clinton, Attorney

**2. Open Forum**

None.

**3. Consent Agenda**

Items on the Consent Agenda include: Approval of October 2008 regular meeting minutes, October Treasurer's Report, Calendar Events, Development Reviews, Cost Share Applicant, and Miscellaneous Correspondence. Motion was made by Manager Johnson to accept the consent agenda. Manager Hanna seconded. Motion carried unanimously.

**4. Manager's Report**

- **Manager Lavold** – Manager Lavold reported that with the recent election there are many new people serving in Washington County and the SWWD Cities. Manager Lavold instructed staff to set up meetings between SWWD and the new Elected Officials.
- **Manager Hanna** – Manager Hanna reported the he had met with Administrator Moore regarding the SWWD water technician position. Manager Hanna recommended that staff contact Sara Noah from Noah & Associates, Inc. for assistance.
- **Manager Johnson**- Manager Johnson reported that he attended the Washington County groundwater advisory meeting. The meeting covered the 2009 workplan. The plan will be finalized this week, with no major changes to it until 2010 when the groundwater plan will be updated.

- **Manager Pereira** – No Report.
- **Manager Madigan**- No Report.

## 5. **Administrator's Report**

Administrator Moore reported on the following:

- **Regular Board Meeting Nights.** During October's Board meeting, it was mentioned to further discuss the regular board meeting nights and whether or not they should be changed to help accommodate schedules. Board discussion followed. The Board determined that it would be best to keep the SWWD Board meetings on the 2<sup>nd</sup> Tuesday of the month to avoid other meeting conflicts.
- **The SWWD Water Resource Technician Job Description.** Administrator Moore stated that he had met with Manager Hanna and will be contacting Sara Noah. The staff will be revising the job description and will put together an updated position description for the Board to approve in January.
- **Administrative Assistant Review Summary.** Administrator Moore provided the Board an update on Melissa Imse, the Administrative Assistant, annual performance review. Administrator Moore reported that all personnel reviews will be conducted on May 1<sup>st</sup> of each year. The Board and the Administrator thanked Melissa for a job well done.
- **MAWD Conference Voting Delegates.** Administrator Moore informed the Board that they must nominate delegates to the MAWD annual business meeting Friday December 5. Two delegates and one alternate for the meeting are required. After brief Board discussion, Manager Hanna and Manager Johnson will serve as the SWWD delegates and Manager Pereira will be the alternate. Administrator Moore will serve as the official media spokesperson.
- **MAWD Dues Update.** Administrator Moore reported that there are no new updates on the additional costs and services at this time. More information will be available at the MAWD Annual Meeting in December.
- **MAWD 2008 Resolutions.** In effort to save on paper, Administrator Moore sent the Board via email full copies of the 2008 MAWD resolutions for review.
- **Conservation Center Update.** Mr. Jay Riggs with the Washington Conservation District is looking into the possibility of partnering up the Washington County HRA to share office space. Administrator Moore explained that the SWWD Board may be asked to participate in the future. Manager Lavold asked Administrator Moore if the SWWD can have their office location outside of the SWWD boundary. Administrator Moore replied that by state law we must have our office located within our watershed boundary.
- **Wilmes Lake Sub-Watershed** Manager Madigan gave the Board an update on recent email activity from the Wilmes Lake residents. Mr. Belka and Senator Saltzman on behalf of the Wilmes residents, have requested meetings with the City of Woodbury and SWWD regarding the Flood Damage Reduction Program, stormwater utility fees, and the Watershed overflow project. On Thursday, November 13, the Wilmes Lake residents will be meeting with the City of Woodbury with regards to the flood damage reduction program. On Friday, November 14, the Wilmes Lake residents will be meeting with SWWD to discuss the overflow project and financing. The SWWD Board and Staff will continue to discuss the Wilmes Lake Sub-watershed issues and it will remain a priority to continue development projects within the sub-watershed.

**6. 2008/2009 Insurance Coverage.**

- Administrator Moore provided the Board insurance quotes from Mark Lenz, T.C. Fields. Manager Hanna reviewed and made a recommendation to the Board. Board discussion followed. A motion was made by Manager Hanna to approve the \$1000.00 deductible option with \$2 Million excess coverage. Manager Madigan seconded. Motion carried unanimously.

**7. 2009 Lease Agreements.**

- Information regarding 2009 lease agreements for Travis Swanson and Paul Burandt was provided to the Board for review. After Board discussion, a motion was made by Manager Madigan to approve the 2009 Bloomquist/Swanson lease. Manager Hanna seconded. Motion carried unanimously. A motion was made by Manager Johnson to approve the Ratzlaff/Burandt 2009 lease. Manager Hanna seconded. Motion carried unanimously.

The next regular Board Meeting is scheduled for Tuesday December 9<sup>th</sup> at 7pm. The meeting adjourned at 8:02 p.m. motion by Manger Johnson and seconded by Manger Madigan.