

Regular Meeting
South Washington Watershed District
Thursday May 15, 2008
7:00 p.m.
Woodbury Public Works Building
2301 Tower Drive, Woodbury, MN

1. Call to Order

Manager Hanna called the meeting to order at 7:00 p.m.

Agenda Items Added:

5e. Moved from the consent agenda, Wilmes Lake Update
5f. Moved from the consent agenda, Commerce Hill EAW
5g. Moved from the consent agenda, Cottage View Plaza
Agenda set, with additions, per Manager Hanna.

Roll Call:

Denny Hanna-Vice President
Brian Johnson-Vice President
Mike Madigan-Treasurer
Don Pereira - Secretary

Staff:

Matt Moore, SWWD Administrator, Melissa Imse, Administrative Assistant, Tim Sundby, SWWD Water Technician

Others:

Jack Clinton, Attorney

2. Open Forum

None.

3. Consent Agenda

Items on the Consent Agenda include: Approval of April 2008 regular meeting, April 2008 Stormwater Utility Workshop Treasurer's Report, Development Reviews, Miscellaneous Correspondence and Calendar Events. Motion was made by Manager Johnson to accept the consent agenda with the exclusion of the Wilmes Lake Update, Cottage View Plaza and the Commerce Hill EAW. Manager Madigan seconded. Motion carried unanimously.

4. Manager's Report

Manager Madigan – Oath of Office.

- **Manager Hanna**-Manager Hanna reported that Grey Cloud Township has complied with SWWD regarding comments into their local surface water management plan.
- **Manager Johnson**- No Report.
- **Manager Madigan**-No Report.
- **Manager Pereira**- No report.

5. **Administrator's Report**

Administrator Moore reported on the following:

- **CAC Request.** Administrator Moore explained that per the SWWD Plan, a CAC committee needs to be established. The Staff has put together a draft CAC Membership Guidelines and Application Form. The Board reviewed and discussed the CAC requirements. The Board determined that a 3 year term limit and Board Manager participation at CAC meeting should be included in the CAC Membership Guidelines. A motion to create a final draft with the changes and to proceed with the public request for applicants was made by Manager Johnson. Manager Hanna seconded. Motion carried unanimously.
- **SWWD Website Updates.** Administrator Moore explained that the SWWD website has been active since 2005. In attempt to keep the site current, the staff would like to work with Houston Engineering to make some improvements to enhance the site for communication and navigation. The scope outlining the changes was included in the Board packet. Manager Hanna suggested having Angie Hong's EMWREP information posted on the homepage. Manager Pereira questioned if the SWWD Cost Share Program was posted on the website? Administrator Moore replied that it will be this next week. Manager Johnson questioned how many hits the site received. Administrator Moore will check with Houston Engineering and report back. Manager Madigan asked if the website was crossed linked with other sites. Administrator Moore stated yes. Manager Madigan suggested creating a cross link for SWWD on the City of Woodbury's website.
- **2008 Watershed Tour Dates.** The Board would like to wait on setting tour dates until June's Board Meeting. Manager Hanna asked if council meetings dates have been made. Administrator Moore has scheduled the following meetings: Wednesday, May 21, Cottage Grove at 7:30, Tuesday, May 27, Oakdale at 5:45, Wednesday, May 28, Woodbury at 7:00, Tuesday, June 2 Grey Cloud Township at 6:30, Thursday, June 5, Newport at 5:30, Tuesday, June 17, Afton at 6:00. Lake Elmo and St. Paul Park dates are still to be determined.
- **MAWD Summer Tour.** The MAWD Summer Tour will be June 19-21, 2008. Administrator Moore and Manager Lavold will be attending.
- **Wilmes Lake Update.** Administrator Moore gave a brief update on Wilmes Lake, and reported that he had met with the Wilmes residents, City of Woodbury Officials and Todd Erickson from FFE on site at Wilmes Lake to discuss non-structural solutions. The Wilmes Lake Residents making flood proofing improvements to their residence will be able to participate on the FDR Program. The FDR program will be brought to the June City Council meeting for approval. The Wilmes Lake Residents were also concerned about the Commerce Hill EAW. The SWWD analysis showed minimal impact to Markkraf's Lake and showed no increase or impact to Wilmes Lake. The City of Woodbury and the Wilmes Residents agreed with the SWWD findings.
- **Commerce Hill EAW.** Manager Madigan informed the Board that he would like to remove himself for comment and involvement on this issue, as he is legally representing some of the parties involved with the project. Administrator Moore explained that the EAW was approved at the Woodbury Council Meeting, and would have more details within the next month.

- Cottage View Plaza. Manager Pereira asked the Staff for an update on this project. Administrator Moore explained that the project has been put on hold.
6. **Presentation, Tim Sundby, 2007 Annual Monitoring Report.**
 - Tim Sundby presented the 2007 Annual Monitoring Report. The entire report can be view on the SWWD website at www.swwdmn.org. The Board thanked Tim Sundby and the work done by the Washington Conservation District. Board discussion followed. Motion to accept the 2007 Monitoring Report was made by Manager Johnson and seconded by Manager Pereira. Motion carried unanimously.
 7. **2007 Annual Financial Audit**
 - After a brief discussion, motion was made by Manager Johnson to accept the annual audit for year ending 12/31/2007, prepared by HLB Tautges Redpath, Ltd. Manager Madigan seconded. Motion carried unanimously.
 8. **2008 Water Conservation Program Participation with the City of Woodbury**
 - After a brief discussion, motion was made by Manager Johnson to approve the 2008 Water Conservation Program participation with the City of Woodbury. Manager Hanna seconded. Motion carried unanimously.
 9. **Cost Share Program**
 - The Board reviewed the Cost Share application from Christina Koppes of Woodbury. Board discussion followed. Motion to approve the Cost Share grant for Christina Koppes was made by Manager Hanna and seconded by Manager Johnson. Motion carried unanimously. Manager Hanna instructed staff to move future cost share applications to the Consent Agenda for approval.
 10. **Standards Manual Budget Extension**
 - The Board reviewed the memo from Houston Engineering outlining additional tasks and costs to complete the Standards Manual. Board discussion followed. Motion to approve the Standards Manual budget extension was made by Manager Johnson and seconded by Manager Pereira. Motion carried unanimously.
 11. **Administrator Review**
 - Motion was made by Manager Hanna to approve the 2007 Administration Annual Review with salary adjustment as stated in letter and discussed at the previous meeting. Manager Johnson seconded. Motion carried unanimously.

The Board welcomed Mr. Mike Madigan and Manager Hanna made a motion to appoint Mr. Madigan as the SWWD Treasurer. Mr. Madigan accepted the position. Manager Pereria seconded. Motion carried unanimously. The next regular Board Meeting is scheduled for Tuesday, June 10th at 7pm. The meeting adjourned at 8:15 p.m. motion by Manger Pereria and seconded by Manger Johnson.