

Regular Meeting
South Washington Watershed District
Tuesday December 8, 2015
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 7:02 p.m.
After discussion, a motion was made by Manager Johnson to move Agenda item: #9-Permit 015-005 to the Consent Agenda, and to add Wetland Conservation Act Notice of Decision for Raceway Business Center in Newport. Manager Hanna seconded. Motion carried unanimously.
Agenda set per Manager Lavold.

Roll Call:

Jack Lavold-President
Denny Hanna-Vice President
Brian Johnson-Vice President
Don Pereira-Secretary

Staff:

Matt Moore, Administrator
John Loomis, Water Resources Specialist
Melissa Imse, Office Manager
Andy Schilling, BMP Specialist
Jack Clinton, Attorney

Others:

None

2. Open Forum

None

3. Consent Agenda

Items on the Consent Agenda include: November 10, 2015 Regular Board meeting minutes, November Treasurers Report: accounts payable \$161,801.25, receivables \$81,041.16, fund balance 14,534,824.00, 4M fund balance \$13,425,026.73, Calendar Events, Development Reviews, Wetland Conservation Act Notices and Decisions, Cost Share payments, and Miscellaneous Correspondence, and item 9-Permit 015-005. A motion was made by Manager Hanna to accept the consent agenda. Manager Johnson seconded. Motion carried unanimously.

4. Manager's Report

- Manager Hanna is retiring from the SWWD Board, and this was his last meeting. Manager Lavold recognized and thanked Manager Hanna for his contributions to the SWWD throughout the years.

- **Manager Lavold-** Manager Lavold reported that he attended the MAWD Annual Meeting.
- **Manager Hanna-** No report.
- **Manager Johnson-** Manager Johnson reported that he attended the MAWD Annual Meeting, Washington County Consortium and Groundwater Committee meetings. Manager Johnson reported that he resigned from the MAWD Board.
- **Manager Pereira-** No report.

5. **Administrator Report**

- **SWWD Project Updates.** Included in the board packet project updates on: SWWD Watershed Overflow, Grey Cloud Slough, Trout Brook, Interlachen Parkway Reconstruction, Conservation Corridor, and BMP Design work. Administrator Moore stated that the SWWD received a Clean Water Fund Grant for 2016 for the Powers/Wilmes/Colby restoration retrofit.
- **City of Woodbury HOA Irrigation Program.** Administrator Moore provided an update on the program, and that the program will continue in 2016.

6. **2016 Final Levy Certification**

- After discussion, a motion was made by Manager Hanna to approve the 2016 final levy certification for \$858,337 to Washington County. Manager Johnson seconded. Motion carried unanimously.

7. **2016/2017 Professional Services**

- The Board sub-committee reviewed the pool of consultants for the 2016-2017 professional services for SWWD. The sub-committee recommends to the full Board Jack W. Clinton for legal services, place all of the engineering firms that responded in a pool for use as needed, and to decide a financial firm from the pool to complete the SWWD audit for 2016/2017 during 2016. A motion was made by Manager Hanna to approve the sub-committee recommendation for the 2016-2017 professional services. Manager Johnson seconded. Motion carried unanimously.

8. **SWWD Website Redesign and Logo**

- As planned, a new website will also become an integral part of the SWWD Watershed Management Plan update, housing a diverse set of relevant data referenced throughout the Plan. Also as part of the website redesign, a SWWD logo redesign is needed as part of the overall messaging and branding of the SWWD. In November, SWWD began soliciting and meeting with website design firms that would meet the established requirements for the new website and logo design. The SWWD received 5 proposals. Two firms First Scribe and Wooley Mammoth meet both the budget and design criteria. After discussion, a motion was made by Manager Hanna to approve the contract with Wooley Mammoth for the website redesign and logo for up to \$12,750.00. Manager Johnson seconded. Motion carried unanimously.

10. **Personnel Committee Review**

- SWWD Staff has research various individual health insurance options for 2016, and met with the personnel committee to review the options. The personnel committee is recommending the following Policies for 2016:
Health Insurance: The District will offer one small group health insurance plan based on employee consensus. The District will pay up to \$500.00 per month of the monthly premium. If the health insurance monthly premium is over \$500.00, the employee will be responsible for the remainder of the premium costs, by a payroll deduction of his/her wages.
Health Savings Account: If the employees preferred health insurance plan is one with a Health Saving Account (HSA), the District will contribute up to \$1,500.00 per employee to help fund the HSA. The employee may elect to contribute to the HSA up to the set limits established by the Internal Revenue Service by a payroll deduction of his/her wages. The HSA account is administered through Wells Fargo. The District will pay the monthly administrative fee for the HSA. The annual elected contribution funds to the HSA will be available on January 1st. The employee will be responsible for any tax reporting requirements. If the employee leaves the District before the HSA contribution funds are earned, the District will retain the amount owed to the District from the employees final pay check. The employee will be responsible for re-payment in full to the District.
Dental Insurance: The District will offer Dental Insurance at the employees own cost.
After discussion a motion was made by Manager Johnson to adopt the health and dental insurance policies recommended by the personnel committee for 2016. Manager Hanna seconded. Motion carried unanimously. Staff will update the SWWD employee handbook to reflect the changes.
- The managers reviewed the 2015 annual performance review summary for the SWWD staff. Performance reviews have been discussed with the personnel committee. After discussion, a motion was made by Manager Hanna to approve the 2015 annual performance reviews for SWWD staff. Manager Johnson seconded. Motion carried unanimously.
- A motion was made by Manager Hanna to adjourn to closed session. Manager Johnson seconded. Motion carried unanimously. The Board conducted an annual performance review of the SWWD administrator for calendar year 2015.

11. **Adjourn**

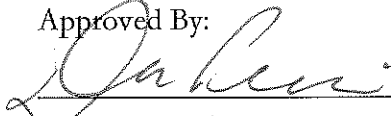
- The next regular Board Meeting will be held on Tuesday, January 12th at 7:00 pm. A motion was made by Manager Hanna to adjourn at 8:25 p.m. Manager Johnson seconded. Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Office Manager

Approved By:



Mr. Don Pereira, Secretary



Date