

Regular Meeting
South Washington Watershed District
Tuesday October 8, 2013
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.

After discussion, a motion was made by Manager Johnson to move Agenda Item 7, CD-P86 Grading to the consent agenda. Manager Pereira seconded. Motion carried unanimously.

Agenda set per Manager Hanna.

Roll Call:

Denny Hanna-Vice President

Brian Johnson -Vice President

Don Pereira-Secretary

Staff:

Matt Moore, SWWD Administrator

Melissa Imse, SWWD Administrative Assistant

John Loomis. SWWD Water Resources Specialist

Jack Clinton, SWWD Attorney

Others:

Jim Stoker

2. Open Forum

None

3. Consent Agenda

Items on the Consent Agenda include: September 10, 2013 Regular Board meeting minutes, September Treasurer's Report: accounts payable \$1,059,989.92, receivables \$191.78, 4M fund balance \$14,269,894.14, Calendar Events, Development Reviews, WCA Reviews, September Cost Share Applications, Miscellaneous Correspondence, Colby Lake Neighborhood, Wilmes Lake Sub-watershed. Motion was made by Manager Johnson to accept the consent agenda. Manager Pereira seconded. Motion carried unanimously.

4. Manager's Report

- **Manager Pereira** - No report.
- **Manager Johnson** - Manager Johnson reported that he attended a meeting with Administrator Moore and Commissioner Weik, and the City of Woodbury meeting.

- **Manager Hanna** - Manager Hanna reported that he attended the Washington County Commissioners budget presentation, and spoke with Commissioner Lehrke about the budget.

5. **Administrator Report**

- **SWWD Project Updates.** Administrator Moore included in the board packet project updates on: SWWD Watershed Overflow, Clear Channel Pond, Grey Cloud Slough, Trout Brook, Colby Lake Neighborhood Retrofit, Powers Lake Water Quality, 80th St Drainage Improvements, and Colby Lake Water Re-Use.
- **Request for Professional Services.** Administrator Moore explained that the SWWD is required to biannually solicit for professional services. The SWWD staff has published notice in South Washington and Woodbury Bulletin, and sent letters of request to an existing pool of consultants. Manager's Johnson and Pereira were appointed to serve on a sub-committee to review the proposals and make a recommendation to the full Board at the December meeting.
- **SWWD Apparel.** The Board Managers requested Staff to research and provide SWWD apparel options for consideration. Staff has determined to use Advance Sportswear in Newport to provide the SWWD apparel. The Managers review the order form, and will submit their order to Staff. Due to Staff representing SWWD at upcoming events and conferences, a motion was made by Manager Johnson to have the SWWD pay for a polo shirt, fleece, and hat for Staff. Manager Pereira seconded. Motion carried unanimously.
- **Grey Cloud Grant Update.** SWWD's Grey Cloud project was not recommended for funding by the Lessard Sams Outdoor Heritage Council. Staff continues to pursue other grant opportunities with our project partners and is working to develop additional partnerships.

6. **2014 Budget and Stormwater Utility Fee Certification**

- After discussion, a motion was made by Manager Johnson to approve resolution #2013-007, the 2014 Stormwater Utility Fee Certification. Manager Pereira seconded. Motion carried unanimously. The Board reviewed the 2014 budget overview information, and will adopt the final levy at the December 10, 2013 board meeting.

8. **SWWD Employee Handbook**

- In cooperation with the Capitol Region and Rice Creek watershed districts, the SWWD has received the 2013 salary survey and 2013/2014 salary structure from Ms. Sara Noah, Noah and Associates, Inc. The survey was expanded to cover additional job categories and grades. The next step will be creation of job families for each category and revision of job descriptions. After discussion, a motion was made by Manager Johnson to approve the 2013/2014 salary survey and structure. Manager Pereira seconded. Motion carried unanimously.

Adjourn

The next regular Board Meeting will be held on Tuesday November 12th at 7:00 pm. A motion was made by Manger Pereira to adjourn at 7:36 p.m. Manger Johnson seconded. Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Administrative Assistant

Approved By:



Mr. Don Pereira, Secretary



Date

