

Regular Meeting
South Washington Watershed District
Tuesday September 9, 2014
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 Hanna to move Agenda items: 7-CDSF Final Design Lower Ravine Stabilization Phase III and Item 8-Trout Brook Stream Improvements to the Consent Agenda. Manager Johnson seconded. Motion carried unanimously.

Agenda set per Manager Hanna.

Roll Call:

Jack Lavold-President

Denny Hanna-Vice President

Brian Johnson-Vice President

Mike Madigan-Treasurer

Staff:

Matt Moore, Administrator

John Loomis, Water Resources Specialist

Melissa Imse, Office Manager

Jack Clinton, Attorney

Others:

None

2. Open Forum

None

3. Consent Agenda

Items on the Consent Agenda include: August 13, 2014 Regular Board meeting minutes, August Treasurers Report: accounts payable \$66,119.10, receivables \$187.66, fund balance 14,678,319.93, 4M fund balance \$13,695,763.66, Calendar Events, Development Reviews, Wetland Conservation Act Notices and Decisions, Cost Share application, and Miscellaneous Correspondence. Item 7-CDSF Final Design Lower Ravine Stabilization Phase III and Item 8-Trout Brook Stream Improvements. A motion was made by Manager Madigan to accept the consent agenda. Manager Johnson seconded. Motion carried unanimously.

4. Manager's Report

- **Manager Lavold-** No report.
- **Manager Hanna-** No report.

- **Manager Johnson-** Manager Johnson reported that he attended the Water Consortium meeting.
- **Manager Madigan-** No report.

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, Powers Lake Water Quality, and Colby Lake Water Re-Use.
- **PRAP Response Comments.** At the August Board meeting, the Board of Water and Soil Resources (BWSR) was present to discuss the draft results of the District's Performance Review and Assistance Program (PRAP) assessment. While the SWWD received a very favorable review from BWSR, staff felt obligated to respond to the report for the record. Staff drafted response comments to BWSR on the SWWD PRAP review. The managers reviewed the comment letter and provided suggested revisions. Staff will revise the letter and send to BWSR.
- **SWWD Watershed Management Plan Board Workshop.** Staff has updated the SWWD Watershed Management Plan. Staff is requesting a Board workshop in October. The purpose of the workshop will be to review the updates with the Board and receive feedback and direction on the Plan Amendment. Staff will send the managers a meeting request on potential workshop dates.
- **SWWD Water Resource Technician II Draft Job Description and Workload Analysis.** Beginning in 2014 the Board direct staff to begin planning for additional staff to fill the increased workload of implementing more projects. One-half of a Full Time Equivalent (FTE) was included in the 2014 budget and one full FTE was included in the 2015 budget. Staff has prepared the attached BMP Specialist position description and workload analysis. The focus of the position will be to provide project development to increase the projects on the ground. The position will work with land owners, Cities, Washington County and State and Federal agencies to identify and implement BMP projects. After discussion, a motion made by Manager Hanna to authorize staff to proceed with the hiring timeline, job description, and job posting for the SWWD Water Resource Technician II-BMP Specialist position. Manager Johnson seconded. Motion carried unanimously.

6. 2015 Budget Preliminary Certification to Washington County

- The Board reviewed the 2015 budget overview information. The County Board will review 2015 watershed budgets on Tuesday, October 7th. The Board has the option to adopt the preliminary levy as the final levy for 2015. The preliminary levy must be certified to the County by September 15th. A motion was made by Manager Madigan to approve the 2015 preliminary levy certification. Manager Lavold seconded. Motion carried unanimously. The Board also reviewed the draft 2015 stormwater utility fees.

9. **SWWD Office Remodel**

- Staff has evaluated office space pending the addition of a staff person. A floor plan has been developed to accomplish several needs for the office. A wall is proposed to isolate offices from the main entrance to the building. This will result in the SWWD have 5 work stations versus the current 3. This will minimize noise and cold air from the entrance and reduce disruptions from the hallway. This work is in coordination with the parks department which has moved the lunch room to the first floor, reducing traffic and eliminating lunch time noise and disruptions. The second floor of the building is now dedicated to office space. The City will begin an assessment of the Public Works facility and has indicated they will include the SWWD in the process. The timeline of this project is 3-4 years. After discussion, a motion was made by Manager Johnson to approve the remodeling contract with STW Construction Services, LLC. Manager Madigan seconded. Motion approved unanimously. The cost of office furniture will be provided at a future date.

10. **SWWD 2014 Financial Audit**

- After review and discussion, a motion was made by Manager Hanna to approve the 2014 SWWD Financial Audit services provided by Redpath and Company for up to \$14,400.00. Manager Madigan seconded. Motion carried unanimously. The managers would like staff to obtain quotes from other auditing firms for the 2015 SWWD financial audit.

11. **Waiver of Statutory Tort Limits**

- After review and discussion, a motion was made by Manager Hanna to waive the tort liability limits. Manager Madigan seconded. Motion carried unanimously.

12. **Adjourn**

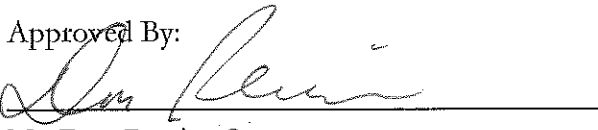
- The next regular Board Meeting will be held on Tuesday, October 7th at 7:15 pm. A motion was made by Manager Johnson to adjourn at 7:23 p.m. Manager Madigan seconded. Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Office Manager

Approved By:



Mr. Don Pereira, Secretary

10/7/14
Date

