

Regular Meeting  
South Washington Watershed District  
Tuesday December 13, 2016  
7:00 p.m.  
Woodbury Public Works Building  
2301 Tower Drive, Woodbury, MN 55125

1. **Call to Order**

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

**Roll Call:**

Jack Lavold-President  
Brian Johnson-Vice President  
Don Pereira-Secretary  
Kevin ChapdeLaine-Manager

**Staff:**

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

**Others:**

None

2. **Open Forum**

None

3. **Consent Agenda**

Items on the Consent Agenda include: November 9, 2016 Regular Board meeting minutes, November Treasurers Report: accounts payable \$163,482.84, accounts receivable \$84,020.54, fund balance \$15,237,313.77, 4M fund balance \$15,107,425.62, Calendar Events, Development Reviews, Wetland Conservation Act Notices and Decisions, Cost Share, and Miscellaneous Correspondence. A motion was made by Manager ChapdeLaine to accept the consent agenda. Manager Johnson seconded. Motion carried unanimously.

4. **Manager's Report**

- **Manager Lavold-** Manager Lavold reported that he attended the MAWD Annual meeting. Manager Lavold will be meeting with the City of Cottage Grove on January 10, 2017 to discuss the overflow project.
- **Manager Johnson-** Manager Johnson reported that he attended the Personnel Committee meeting, Groundwater Advisory meeting, and met with the City of Woodbury Mayor and Staff to discuss the overflow project.
- **Manager Pereira-** Manager Pereira reported that he attended the MAWD Annual meeting.
- **Manager ChapdeLaine-** Manager ChapdeLaine reported that he attend the Personnel Committee meeting.

5. **Administrator Report**

- **SWWD Project Updates.** Included in the board packet project updates on: SWWD Watershed Overflow, Grey Cloud Slough, Trout Brook, Woodbury

Roadway Reconstruction Coordination, Conservation Corridor, and BMP Design work, Watershed Management Plan and website updates.

- MAWD Award for Brian Johnson. The Minnesota Association of Watershed Districts Board of Managers awarded Manager Johnson with an award of appreciation for his service to the association as a Board Manager at the 2016 Annual Conference. Manager Lavold presented Manager Johnson the award.

**6. 2017 Budget**

- After discussion, a motion was made by Manager Johnson to approve the 2017 final levy certification for \$993,340 to Washington County. Manager Pereira seconded. Motion carried unanimously.

**7. Grey Cloud Slough Crossing Budget Extension**

- Budget extension from Houston Engineering is to complete final design for the District's Grey Cloud restoration project. Overruns are related to increased coordination with project partners and increased outreach with District residents. After discussion, a motion was made by Manager Johnson and seconded by Manager Pereira to approve the budget extension with Houston Engineering for the Grey Cloud Slough Crossing project for design services for up to \$33,700. Motion carried unanimously.

**8. XP Modeling for East Mississippi Subwatershed scope and budget, HR Green**

- SWWD's Watershed Management Plan identifies the need to extend District modeling to cover the whole District with a goal of doing so within 6 years. Staff recommends starting in St. Paul Park where we have little hydrological and infrastructure information. HR Green submitted a task order to develop an XPSWMM model covering St. Paul Park following SWWD's modeling guidance. After discussion, a motion was made by Manager Johnson to approve the XP Modeling for the East Mississippi Subwatershed with HR Green for up to \$34,140.00. Manager Pereira seconded. Motion carried unanimously.

**9. Kids 4 Conservation Agreement**

- SWWD's Watershed Management Plan identifies the need to develop experiential learning opportunities. Staff has developed an opportunity to work with a new non-profit organization (Kids 4 Conservation) and the 5<sup>th</sup> grade classrooms at Grey Cloud Elementary on a pilot effort. K4C will deliver a 6-week, in-class program focused on water quality and watershed science. The program will culminate with a daylong field trip to SWWD's prairie. Feedback from K4C and the teachers will be used to further develop SWWD's experiential learning program for expansion and full rollout by 2020. After discussion, a motion was made by Manager Johnson to approve the Kids 4 Conservation agreement for up to \$8,000.00. Manager Pereira seconded. Motion carried unanimously.

**10. Litton Ravine Project Agreement**

- The Litton Ravine Stabilization Project is located on the Brad Litton property at 5405 Osgood Avenue South. There is evidence the ravine is actively eroding with a combination of surface water and shallow groundwater as the drivers of the erosion. The ravine is a tributary to Trout

Brook, a SWWD priority waterbody. Design and construction observation to stabilize the top of the ravine and safely convey shallow groundwater away from the head-cut will be done by Washington Conservation District staff. After discussion, a motion was made by Manager Pereira to approve Litton Ravine project agreement for up to \$31,156.00 which includes both technical assistance and project construction. Manager Johnson seconded. Motion carried unanimously.

#### 11. Personnel Committee Review

- SWWD Staff met with the SWWD Personnel Committee. The personnel committee is recommending the following Policies for 2017:  
**Health Insurance:** The District will offer one small group health insurance plan based on employee consensus. The District will pay up to \$550.00 per month of the monthly premium. If the health insurance monthly premium is over \$550.00, 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 \$2,000.00 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 Optum Bank. The District will pay the monthly administrative fee for the HSA. The annual elected contribution funds to the HSA will be available on January 3rd. 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.  
**Salary Survey 2017/2018:** The Board reviewed the 2017/2018 Salary Survey.  
After discussion a motion was made by Manager Johnson to adopt the health and dental insurance policies, and the 2017/2018 salary survey recommended by the personnel committee for 2017. Manager Pereira seconded. Motion carried unanimously. Staff will update the SWWD employee handbook to reflect the changes.
- The managers reviewed the 2016 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 Johnson to approve the 2016 annual performance reviews for SWWD staff. Manager Pereira seconded. Motion carried unanimously.
- At 7:55pm, a motion was made by Manager Johnson to adjourn to closed session. Manager ChapdeLaine seconded. Motion carried unanimously. The Board conducted an annual performance review of the SWWD administrator for calendar year 2016. The closed meeting was reopened at 8:50pm.

#### 12. Adjourn

- The next regular Board Meeting will be held on Tuesday, January 10<sup>th</sup> at 7:00 pm. A motion was made by Manager Johnson to adjourn at 8:50 p.m. Manager Pereira seconded. Motion carried unanimously.

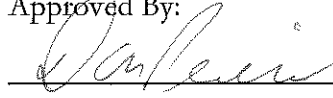
Respectfully submitted,

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Melissa Imse, Office Manager

Approved By:



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Mr. Don Pereira, Secretary



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Date