

Regular Meeting
South Washington Watershed District
Monday, August 12, 2019
6:00 p.m.
Woodbury City Hall
8301 Valley Creek Road, Woodbury, MN 55125

1. Call to Order and Setting of Agenda

Manager Pereira called the meeting to order at 6:01 p.m.

Item #9 2019-2020 Living Fence Maintenance Agreement and Item #12 Annual Insurance were moved to the Consent Calendar.

A motion was made by Manager Johnson to approve the meeting agenda as amended. Manager ChapdeLaine seconded. Motion carried unanimously.

Roll Call:

- Don Pereira, President
- Brian Johnson, Vice President
- Kevin ChapdeLaine, Treasurer
- Mike Madigan, Secretary
- Jack Lavold, Manager

Staff:

- Matt Moore, District Administrator
- Melissa Imse, Office Manager
- John Loomis, Program Manager
- Jack Clinton, Attorney

Others:

- None

2. Public Open Forum None

3. Consent Agenda

Items on the Consent Agenda include: July 9, 2019 Regular Board meeting minutes, July Treasurer's Report: accounts payable \$206,481.94 accounts receivable \$2,063,581.23, fund balance \$18,437,026.79, 4M fund balance \$18,441,803.45, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share Program, Miscellaneous Correspondence, and Item #9 2019-2020 Living Fence Maintenance Agreement and Item #12 Annual Insurance.

A motion was made by Manager Lavold to approve the consent agenda. Manager ChapdeLaine seconded. Motion carried unanimously.

4. **Manager's Report**

Manager Pereira – Manager Pereira thanked Manager ChapdeLaine for attending the One Watershed One Plan policy committee meeting in his absence. Manager Pereira reported that he will be able to attend the next One Watershed One Plane meeting.

Manager Johnson – Manager Johnson reported that he attended the Woodbury quarterly meeting.

Manager Lavold – Manager Lavold reported that he volunteered at the Washington County Fair.

Manager ChapdeLaine – Manager ChapdeLaine reported that he volunteered at the Washington County Fair. He also reported that he attended the One Watershed One Plan policy committee meeting.

Manager Madigan – No Report.

5. **Administrator Report**

SWWD Project Updates. Included in the board packet are project updates on: SWWD Watershed Overflow, Grey Cloud Slough, Trout Brook, Conservation Corridor, BMP Design work, East Mississippi Modeling and Retrofit Analysis, Lower St. Croix Rural BMP Targeting, and Markgrafs Lake Retrofit Analysis.

Overflow Phase V. Final plans and specifications have been completed. Bidding materials are prepared and ready to issue when the project is ordered by the Board. Right-of-way acquisition offers have been delivered to the land owners for their consideration. The SWWD received a counter offer from a land owner for a right-of-away land acquisition. Administrator Moore provided an update on the land acquisition, time line, and costs for acquisition.

Manager Per Diem. In the most recent Minnesota legislative session, the watershed district manager per diem was changed from \$75 a day to up to \$125 a day. The change in per diem rate went into effect on July 1, 2019. A motion was made by Manager Johnson to set the SWWD manager per diem rate at the new State legislative rate of \$125 a day. Manager Lavold seconded. Motion carried unanimously.

SWWD Water Resource Technician Hiring Update. As authorized by the Board at the July meeting, staff has refined the Watershed Restoration Specialist position description, created a job announcement, and posted the job announcement to the SWWD distribution list. The managers reviewed the job announcement, distribution list and hiring schedule.

Board Tour. The Board tour will be on Wednesday, September 11th at 1:00. The board will tour on-going SWWD projects.

6. **2020 Budget Hearing.** Administrator Moore provided the Board an overview of the draft 2020 budget. The draft budget was published in the Woodbury and South Washington County bulletins on Wednesday July 31, 2019 and Wednesday August 7, 2019. Motion to open the public hearing was made by Manager Johnson and seconded by Manager Lavold. Motion carried unanimously. No public was present and no comments were received. Motion to close the public hearing was made by Manager Johnson and seconded by Manager ChapdeLaine. Motion carried unanimously. Staff will refine the budget for the September Board meeting and prepare the preliminary certification to Washington County. The preliminary certification will include the tax impact worksheet from Washington County.

7. **Salary Administration and Job Classification Services, Gallagher Benefits.** Staff met with Gallagher to further define the scope for the Phase II of the Salary Administration program. The scope provides for the review of the job families, align with the salary survey and review of the job descriptions. This will allow the SWWD to ensure that the correct job classifications are aligned with the correct level and salary. This program will provide the SWWD with the necessary structure to allow for employee review and advancement. A motion was made by Manager Johnson to approve the scope for the Salary Administration and Job Classification Services with Gallagher Benefits for up to \$10,000. Manager ChapdeLaine seconded. Motion carried unanimously.
8. **Interpretative Signs for Trout Brook at Afton Alps, DogTooth Design**
The managers reviewed the proposal from Dogtooth Designs to provide design services for interpretive signage at Trout Brook/Afton Alps highlighting history and stream elements of the ongoing project. Cost does not include fabrication or install of signs. A motion was made by Manager Madigan to approve the design services with DogTooth Design for interpretative signs at Trout Brook. Manager Lavold seconded. Motion carried unanimously.
9. **2019-2020 Living Fence Maintenance Agreement.** This item was approved under the Consent Agenda.
10. **Minnesota Wetland Conservation Act-Notice of Decision, Replacement Plan CSAH 18-CSAH 20 Woodlane to Radio Drive.** Washington County in cooperation with the City of Woodbury will be reconstructing CSAH 18 (Bailey Road) in 2020. The City will be constructing an extension of Hargis Parkway to Woodlane Drive. The intersection of Woodlane Drive and CSAH 18 will have a roundabout constructed along with the south side of Woodlane Drive will be reconstructed to Hargis Parkway. This has created a larger foot print for the roundabout and produced wetland impacts on the southeast corner of the intersection. The County is proposing replacement through the State road replacement bank. After discussion, a motion was made by Manager Lavold to approve MN WCA Replacement Plan for CSAH 18-CSAH 20. Manager Madigan seconded. Motion carried unanimously.
11. **SWWD Monitoring Reports.** The managers reviewed the monitoring reports of data collected in 2018. The summaries cover various SWWD priority resources. A motion was made by Manager Johnson to accept the SWWD monitoring reports and post to the SWWD website. Manager ChapdeLaine seconded. Motion carried unanimously.
12. **Annual Insurance.** This item was approved under the Consent Agenda.
13. **Road Salt Symposium.** SWWD has received a request for sponsorship of the road salt symposium to be held on October 24, 2019. In the past, SWWD provided a \$500.00 contribution for the symposium. A motion was made by Manager Johnson to approve sponsorship of \$500 for the Road Salt Symposium. Manager ChapdeLaine seconded. Motion carried unanimously.

14. Adjourn

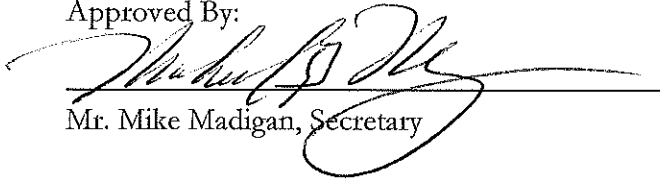
The next regular Board Meeting will be held on Tuesday, September 10th at 6:00 pm. A motion was made by Manager Johnson to adjourn at 7:29 pm. Manager ChapdeLaine seconded. Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Office Manager

Approved By:



Mr. Mike Madigan, Secretary

10/8/15
Date