

Regular Meeting
South Washington Watershed District
Tuesday, November 10, 2020
6:00 p.m.
Zoom Video Conference

1. Call to Order and Setting of Agenda

Manager Johnson called the meeting to order at 6:00 p.m. No changes to the agenda. A motion was made by Manager ChapdeLaine to approve the agenda. Manager Madigan seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously.

Roll Call:

- Brian Johnson, President
- Sharon Doucette, Vice President
- Kevin ChapdeLaine, Treasurer
- Mike Madigan, Secretary

Staff:

- Matt Moore, District Administrator
- Melissa Imse, Operations Manager
- John Loomis, Program Manager
- Tony Randazzo, Watershed Restoration Specialist
- Attorney Jack Clinton

Others: Cole Williams

2. Public Open Forum None

3. Consent Agenda

Items on the Consent Agenda include: October 13, 2020 Regular Board meeting minutes, October Treasurer's Report: accounts payable \$135,854.65 accounts receivable \$21,281.65, fund balance \$12,703,424.46, 4M fund balance \$12,561,681.13, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share Program, and Miscellaneous Correspondence. A motion was made by Manager Madigan to approve the consent agenda. Manager ChapdeLaine seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President, Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously.

4. Manager's Report

Election of Officers-With Don Pereira's resignation, the managers held a special Election of Officers. A motion was made by Manager Madigan to approve 2020 Special

Election of Officers. Manager ChapdeLaine seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President, Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously.

- Officers for 2020 are:
- Brian Johnson – President
- Sharon Doucette – Vice President
- Mike Madigan – Secretary
- Kevin ChapdeLaine – Treasurer

Manager Johnson – Manager Johnson reported that he attended the EMWREP Steering Committee meeting and met with staff to review the 2021 employee benefits.

Manager Doucette – No report.

Manager ChapdeLaine – Manager ChapdeLaine reported that he attended the 3M settlement meeting and met with staff to review the 2021 employee benefits.

Manager Madigan – Manager Madigan reported that he attended the 3M settlement meeting. Manager Madigan provided a summary of the meeting. The managers directed Administrator Moore to send a letter of support for the Cities with the 3M Settlement.

5. Administrator Report

SWWD Project Updates. Included in the board packet are project updates on: SWWD Learning Center, SWWD Watershed Overflow, Trout Brook, Glacial Valley Park and Open space, BMP Design work, East Mississippi Modeling and Retrofit Analysis, Markgrafs Lake Retrofit Analysis, and Northern Watershed Regional BMPs.

COVID Remote Work Discussion. Staff has been working remotely since March 2020 due to COVID. Staff will continue to work remotely. Staff and Board will discuss working remotely again in Spring of 2021.

MAWD Annual Meeting Materials, Resolution and Voting Delegates. The Minnesota Association of Watershed Districts Annual Meeting is virtual and will be held on December 1-4, 2020. The managers reviewed the proposed resolutions and had no comments. A motion was made by Manager Doucette to authorize staff, managers, and CAC members attendance to the MAWD Annual Meeting and appoint Manager ChapdeLaine and Manager Johnson as voting delegates and Manager Madigan as the alternate voting delegate. Manager ChapdeLaine seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously.

6. 2021 Employee Benefits.

The Board personnel committee met with Staff to discuss the 2021 health insurance benefits. The personnel committee is recommending the following Policies for 2021:

Health Insurance: The District will offer one small group health insurance plan based on employee consensus. The District will pay up to \$1,000.00 per month of the monthly premium. If the health insurance monthly premium is

over \$1,000.00, 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 \$2,400.00 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 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. After discussion a motion was made by Manager ChapdeLaine to adopt the health and health savings account insurance policies recommended by the personnel committee for 2021. Manager Doucette seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously. Staff will update the SWWD employee handbook to reflect the changes.

7. **Lower St. Croix One Watershed One Plan.** The managers reviewed the approvals and authorizations that are necessary for the collaborative partner organizations to fully implement the State approved Lower St. Croix Watershed Management Plan and to enter into the Lower St. Croix Joint Powers Agreement (JPA”) The JPA is the formal agreement amongst the collaborative partner organizations that provides for the governance and administration of the Plan throughout its 10-year implementation.

Authorization to Withdraw from the Planning Memorandum of Agreement. A motion was made by Manager ChapdeLaine to withdraw SWWD from the Planning Memorandum of Agreement. Manager Madigan seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously.

Adoption of the Lower St. Croix Comprehensive Management Plan as a Guidance Document. A motion was made by Manager ChapdeLaine to adopt the Lower St. Croix Comprehensive Management Plan as a guidance document. Manager Doucette seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously.

Approval of the Joint Powers Agreement. A motion was made by Manager Madigan to approve and adopt the Joint Powers Agreement. Manager ChapdeLaine seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously.

Appointment of SWWD Representative to Serve on the Lower St. Croix Policy Committee. A motion was made by Manager Madigan to appoint Manager ChapdeLaine as the SWWD representative to serve on the Lower St. Croix Policy Committee and Manager Doucette as the alternate representative. Manager Johnson seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously.

8. Adjourn

The next regular Board Meeting will be held on Tuesday, December 8th at 6:00 pm. A motion was made by Manager ChapdeLaine to adjourn at 7:08 p.m. Manager Madigan seconded. A roll-call vote was done for the motion:

- President Johnson-Yea
- Vice President Doucette-Yea
- Treasurer ChapdeLaine-Yea
- Secretary Madigan-Yea

Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Operations Manager

Approved By:



Mr. Mike Madigan, Secretary

12-8-2020

Date