

Regular Meeting
South Washington Watershed District
Tuesday, January 12, 2021
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. A motion was made by Manager Madigan to move the following agenda items to the Consent Agenda: #7-Resolution #2021-001, Adoption of the Lower St. Croix Watershed Management Plan and Joints Powers Agreement, Item #8-2021 MAWD Dues, #9-City of Woodbury 2021 Irrigation Controllers Agreement, and #12-Washington Conservation District 2021 Services 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.

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: Washington County Commissioner Wayne Johnson and Cole Williams

- 2. Public Open Forum** Cole Williams reported that she will be reviewing information on the MS4 Permitting program. She also mentioned an upcoming pollinator virtual event on January 18, 2021. Cole will forward the meeting information to the Board.

3. Consent Agenda

Items on the Consent Agenda include: December 8, 2020 Regular Board meeting minutes, January 4, 2021 Special meeting, December Treasurer's Report: accounts payable \$804,515.72 accounts receivable \$1,859,637.42, 4M fund balance \$13,674,751.40, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share Program, Miscellaneous Correspondence, and agenda items, #7-Resolution #2021-001, Adoption of the Lower St. Croix Watershed Management Plan and Joints Powers Agreement, Item #8-2021 MAWD Dues, #9-City of Woodbury 2021 Irrigation Controllers Agreement, and #12-Washington Conservation District 2021 Services Agreement. 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**

Manager Johnson – Manager Johnson reported that he attended a meeting with staff as part of Personnel Committee.

Manager Doucette – No report.

Manager ChapdeLaine – Manager ChapdeLaine reported that he attended a meeting with staff as part of the Personnel Committee.

Manager Madigan – No report.

5. **Administrator Report**

SWWD Project Updates. Included in the board packet are project updates on: SWWD Watershed Overflow, Trout Brook, Glacial Valley Park and Open space, Campus Greening, Newport ROWs, McQuade Ravine, Oakdale IESF, Seasons Park Stormwater Filter, Wilmes alum facility, Powers Stormwater filter, Nuevas Fronteras filter, East Mississippi Modeling and Retrofit Analysis, Markgrafs Lake Retrofit Analysis, and Northern Watershed Regional BMPs. Manager Madigan as for an update on the Wilmes alum facility. John Loomis provided a time-line for the project.

6. **2021 SWWD Annual Meeting.** As per the SWWD Board and By-laws, the Board shall elect officers at the first regularly scheduled meeting in January. A motion was made by Manager ChapdeLaine to appoint Manager Johnson as the SWWD President for 2021. 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.

A motion was made by Manager Madigan to approve the SWWD Annual Meeting Agenda as included in the board packet with the exception of the 2021 Board Manager Committees. 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.

Officers for 2021 are:

- Brian Johnson – President
- Sharon Doucette – Vice President
- Mike Madigan – Secretary
- Kevin ChapdeLaine – Treasurer
- Vacant-Manager

SWWD named US Bank, 4M Fund/PMA, and Northland Securities as its financial institutions and The Pioneer Press as its official newspaper for 2021. Regular Meetings will continue to be on the second Tuesday of the month at 6:00 pm. Manager per diems will be at the statutory rate, mileage reimbursement will be at the IRS allowable rate, and all other reimbursements will be at cost. Appointed the 2021 SWWD CAC

members. The Managers reviewed the SWWD policies, permit application and fee schedule. Manager Doucette recommended reviewing and changing the permit fee in the future.

2021 Board Manager Committees. A motion was made by Manager Doucette to approve the 2021 Board Manager Committees. 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.

2021 Manager Committees are:

- President Johnson – EMWREP Steering Committee and Professional Services
- Vice President Doucette – Personnel Committee and Lower St. Croix Policy Committee (Alternate)
- Secretary Madigan – Professional Services
- Treasurer ChapdeLaine – Personnel Committee and Lower St. Croix Policy Committee

7. **Resolution #2021-001, Adoption of the Lower St. Croix Watershed Management Plan and the Joint Powers Agreement.** This was approved under the Consent Agenda.

8. **2021 MAWD Dues.** This was approved under the Consent Agenda.

9. **City of Woodbury 2021 Irrigation Controllers Program Agreement.** This was approved under the Consent Agenda.

10. **2021 Policy Updates.** Annually the Board reviews its policies that apply to the SWWD. The Personnel Committee reviewed the 2021 Salary Structure and is requesting the Board adopt the 2021 Salary Structure. A motion was made by Manager Madigan to adopt the 2021 Salary Structure as presented. 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.

The personnel committee reviewed the Work and Meeting Off Site Allowance Policy. The personnel committee is proposing this policy as a piece of the SWWD COVID-19 response. A motion was made by Manager ChapdeLaine to approve the Work and Meeting Off Site Allowance Policy with the omission of the Manager Allowance as presented. 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.

11. **McQuade Ravine Additional Services, Houston Engineering** Staff continues to work with Houston Engineering to design a project to stabilize the McQuade Ravine in Denmark Township that drains directly to Lake St. Croix. The design timeline is tight with a goal of having plans ready to go to bid for spring construction. To keep

design moving and stick to the timeline Staff approved additional services for Houston Engineering—geotechnical data collection and survey to support easement description development. Both services were identified as potentially necessary but not authorized under the existing task order for the project. Total cost for the additional services is \$23,153. The revised cost of the task order with additional services is \$59,905. A motion was made by Manager ChapdeLaine to approve the McQuade additional services with Houston Engineering for up to a total cost of \$59,905. 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.

12. Washington Conservation District 2021 Services Agreement This was approved under the Consent Agenda.

13. SWWD Personnel Committee 2020 Staff and Administrator Performance Reviews. The 2020 annual performance reviews have been completed for the SWWD Staff. Performance reviews have been discussed with the personnel committee. A closed session was held on January 4, 2021 to discuss the SWWD Administrator's annual review. A motion was made by Manager ChapdeLaine to approve the 2020 Staff and Administrator Performance Reviews with a 2.5% salary increase. 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.

The managers discussed an achievement award for Staff at the January 4, 2021 closed session due to the completion of the 20-year Central Draw Overflow project. A motion was made by Manager ChapdeLaine to approve a \$2,500 Achievement Award for each staff member. 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.

14. Adjourn

The next regular Board Meeting will be held on Tuesday, February 9th at 6:00 pm. A motion was made by Manager ChapdeLaine to adjourn at 6:52 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

2-16-2021

Date