

Regular Meeting  
**South Washington Watershed District**  
**Tuesday, June 8, 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 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:** None

**2. Public Open Forum** None

**3. Consent Agenda**

Items on the Consent Agenda include: May 11, 2021 Regular Board meeting minutes, May's Treasurer's Report: accounts payable \$136,254.66 accounts receivable \$107.89, 4M fund balance \$12,583,032.15, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share Program, and Miscellaneous Correspondence. A motion was made by Manager ChapdeLaine to approve the consent agenda with the amended meeting minutes. 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.

**4. Manager's Report**

**Manager Johnson** – Manager Johnson reported that he attended the Cottage Grove Ravine Park ribbon cutting ceremony.

**Manager Doucette** –Manager Doucette reported that she attended the Cottage Grove Ravine Park ribbon cutting ceremony.

**Manager ChapdeLaine** –Manager ChapdeLaine reported that he attended the One Watershed One Plan Policy Committee meeting.

**Manager Madigan** – None.

## 5. Administrator Report

**SWWD Project Updates.** Included in the board packet are project updates on: 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, Northern Watershed/CDSF/East Ravine, and Woodbury Parks guidance.

**Return to the Office.** SWWD Staff is planning return to the office beginning July 6th. The SWWD is following the City of Woodbury protocol for returning to the office. The plan for SWWD Staff is to return to the office at the employee's discretion for July and August with the goal of returning with a hybrid schedule with weekly in person staff meetings from September to the end of the year. The goal is to return to work with regular staff interaction and monitor what the beginning winter months bring for COVID and the flu. We have purchased work station equipment for the office everyone will be able to plug in and work at the office or on the flexible schedule.

Staff modified the SWWD "Telecommuting Policy" to a "Flexible Schedule" policy to more accurately reflect the remote working conditions going forward. After discussion, a motion was made by Manager Madigan to adopt the SWWD "Flexible Schedule" policy, and to allow the SWWD Work and Meeting Off-Site Allowance to expire June 30, 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.

The City of Woodbury will be opening the conference rooms for scheduling beginning July 6, 2021. This will allow the SWWD to reserve the Carver conference room at Public Works for in-person meetings starting in July. After discussion, the managers decided to return to in-person board meetings beginning in July and directed Staff to reserve the conference room.

**SWWD Staffing.** Staff is beginning to evaluate the need for an additional staff person for more project work. The first step will be to evaluate current positions and determine the needs. Then develop a draft position description and determine the exact needs to fill. The position was funded in the 2021 budget at a ½ FTE. This position will progress over the 3rd and 4th quarters to allow for return to the office.

**MAWD Metro Watershed Funding Resolution.** The managers reviewed a draft letter of support for the MAWD policy to ensure that the Metro Watershed Based Funding is distributed to the Watershed Management Organizations only and those Counties with groundwater plans. After discussion, a motion was made by Manager ChapdeLaine to authorize Administrator Moore to send the letter with President Johnson's signature on the letter. 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.

**August Board Meeting Date.** Due to the primary election, the August Board meeting date will have to be re-scheduled. After discussion, the managers re-scheduled the August Board meeting to Monday, August 9, 2021.

6. **MS4 Annual Meeting and Public Hearing.** President Johnson opened the MS4 Public Hearing. No Public was present and no comments were received on the SWWD SWPPP. President Johnson closed the Public Hearing.
7. **Erosion Control Inspection Memorandum of Understanding with the City of Woodbury.** The managers reviewed the Erosion Control Inspection Memorandum. A motion was made by Manager Madigan approve the Erosion Control Inspection Memorandum of Understanding with the City of Woodbury. 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.
8. **2022 SWWD Draft Budget.** The managers reviewed the 2022 draft budget and schedule. A motion was made by Manager ChapdeLaine to adopt the 2022 budget schedule, and authorize staff to publish the budget hearing. 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.
9. **Development Reviews Task Order #2021-004, Houston Engineering.** The managers review the Task Order for Houston Engineering to provide development review assistance support for SWWD Staff as needed. A motion was made by Manager ChapdeLaine to approve Task Order #2021-004 with Houston Engineering for development review assistance as needed. 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.
10. **Nuevas Fronteras Contract.** A total of 5 bids were received for the installation of Kraken and DSBB underground filter chambers at the northern edge of the Nuevas Fronteras Elementary School Grounds. Bids ranged from a low of \$290,295.94 to a high bid of \$373,240.00. JM Hauling of St. Paul Park is the low bidder and meets all project requirements. A motion was made by Manager Madigan to approve Resolution #2021-004 awarding the Nuevas Fronteras contract to JM Hauling for up to \$290, 295.94. 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.

- 11. Grey Cloud Elementary and Cottage Grove Middle School Campus Greening Vegetation Restoration and Outdoor Classroom Contracts.** Nine quotes were received for a separate contract offering for vegetation restoration at both campuses. Quote prices ranged from \$51,524.50 to \$100,229.58. All contractors were qualified and sent a quote request package, the lowest price quote offered by Prairie Restorations, Inc. This work will involve the conversion of approximately 9.27 acres of turf to natural plant communities. Target plant communities are prairie/savanna, shallow rooted native plantings on an existing stormwater treatment filter and drainage swale vegetation restoration along a low, wet drainage area. In addition, 32 trees and shrubs, native to Washington County Savannas will be planted on campus. The contract includes a full four years of maintenance. A motion was made by Manager ChapdeLaine to approve the contract with Prairie Restorations Inc, for the vegetation restorations at Grey Cloud Elementary and Cottage Grove Middle School for up to \$51,524.50. 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.

Two quotes were received for the combined outdoor classroom spaces. Quote prices ranged from \$70,439 to \$72,185. Both contractors were qualified. The lower price quote was offered by J.L. Theis. The design will use a range of materials from stabilized decomposed granite paths, concrete, sedimentary limestone benches and granite boulder benches to be provided by Washington County. Construction on all three project components is expected to begin in early summer, and is likely to take approximately two weeks to complete. A motion was made by Manager ChapdeLaine to approve the contract with J.L. Theis for the construction of the outdoor classrooms at Grey Cloud Elementary and Cottage Grove Middle School for up to \$70,439.

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.

- 12. Afton Alps Buffer.** SWWD Staff has worked with Afton Alps to prepare plans for an approximate 10' buffer separating the parking lot from the new stream corridor and seeding of the swale on the North side of the parking lot. The buffer will slow and infiltrate runoff that currently carries sediment into the floodplain and is causing ongoing gully erosion. The swale will intercept and treat runoff prior to it reaching the stream. The purpose of this project is to protect the investment made to the existing Trout Brook Restoration Project. Staff has worked with Valley Creek Management to identify a rapid and workable solution to the issues at the parking edge which will include removal of gravel surface, importation of 4-6" of topsoil, edge protection, native seeding and blanket to provide erosion control and enhanced germination. A motion was made by Manager Madigan to approve the Work Order with Valley Creek Management for the Afton Alps Buffer project for up to \$12,000. 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.

- 13. MN Dirt Works Change Order #1 for Seasons Park Stormwater Filter.** Change Order #1 reflects modifications to the diversion structure that will divert water from the existing City of Woodbury stormwater system to the new filter. These changes were requested by the City to facilitate operation and maintenance. Changes result in an increase to MN Dirt Works' contract of \$3,510. A motion was made by Manager ChapdeLaine to approve Change Order #1 with MN Dirt Works for up to \$3,510. 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. McQuade Ravine Funding with the Washington Conservation District (WCD).** The WCD has additional funds to support the McQuade ravine stabilization project. The funds include watershed based funding and St. Croix River Association funds. A motion was made by Manager ChapdeLaine to approve the contract with WCD to receive funding of \$11,945.39 for the McQuade Ravine project. 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.

**15. Adjourn**

The next regular Board Meeting will be held on Tuesday, July 13<sup>th</sup> at 6:00 pm. A motion was made by Manager ChapdeLaine to adjourn at 7:18 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:

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Mr. Mike Madigan, Secretary

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Date