

Regular Meeting
South Washington Watershed District
Tuesday, November 9, 2021
6:00 p.m.
Virtual Meeting-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 move items 7-EMWREP-Lower St. Croix Education Program Agreement 2022-2024 and item 8-Nuevas Fronteras to the Consent 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
- Manager Williams-Yea

Motion carried unanimously.

Roll Call:

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

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: October 12, 2021 Regular Board meeting minutes, October Treasurer's Report: accounts payable \$235,042.21 accounts receivable \$9,026.52, 4M fund balance \$13,748,547.42, McQuade Ravine Final Payment \$8,761.51, Seasons Park Pay Request 2-\$49,622.12, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share Program, Miscellaneous Correspondence, and items 7-EMWREP-Lower St. Croix Education Program Agreement 2022-2024 and item 8-Nuevas Fronteras. A motion was made by Manager ChapdeLaine to approve the consent agenda. Manager Williams seconded. A roll-call vote was done for the motion:

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

Motion carried unanimously.

4. **Manager's Report**

Manager Johnson – Manager Johnson reported that he attended the Woodbury Commissions meeting, Metro MAWD meeting, and the Washington County Water Consortium meeting.

Manager Doucette – None.

Manager ChapdeLaine –Manager ChapdeLaine reported that he attended the Minnesota Water Resources Conference, and the 1W1P Policy Committee meeting.

Manager Madigan – None.

Manager Williams – Manager Williams reported that she met with SWWD Staff and toured the Glacial Valley site, and attended the Minnesota Water Resources Conference. Manager Williams reported that she has been appointed to the Cottage Grove Parks and Recreation Commission.

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, 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, Cottage Grove Ravine Park, and 65th and Geneva.

Request for Professional Services 2022-2023. The biannual solicitation for professional services has been sent to the existing pool of consultants and posted on the SWWD website. Proposals are due by November 17. A Board sub-committee will review the proposals and make a recommendation to the full board at the December meeting.

MS4 Permit Coverage. The State of Minnesota reissued the municipal stormwater (MS4) permit in 2020. SWWD is a non-traditional MS4 and was required to reapply for coverage under the new permit. That coverage was extended to SWWD as of October 20th. SWWD will be starting a rule update over the winter to ensure that District rules are in compliance with the new MS4 permit.

MAWD Annual Meeting Resolutions and Delegates The MAWD Annual meeting is December 1-3 and will be held virtually. A motion was made by Manager ChapdeLaine to approve the attendance for all Managers and Staff to the MAWD Annual Meeting. 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
- Manager Williams-Yea

Motion carried unanimously.

The managers reviewed the proposed resolutions. The SWWD voting delegates for the MAWD Annual meeting will be Manager Doucette and Manager Williams. Manager Johnson will be the alternate delegate.

Wenck to Stantec Consent Letter. SWWD has had a multiple project agreement in place with Wenck Associates since 2017 which enables SWWD to more easily develop and execute task orders for professional services. Wenck has since been acquired by Stantec. Under the terms of that acquisition, the multiple project agreement transfers to Stantec. Stantec has requested that SWWD acknowledge that transfer and that the multiple project agreement remains in place with Stantec. Attorney Jack Clinton has

reviewed the request and has no issues with the letter. A motion was made by Manager Madigan to approve the transfer of the multiple project agreement to remain in place with Stantec. 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
- Manager Williams-Yea

Motion carried unanimously.

6. **2022 Employee Health Insurance and 2022 Salary Structure Policy.** The Board personnel committee met with Staff to discuss the 2022 health insurance benefits, and the 2022 salary structure. The personnel committee is recommending the following Policies for 2022:

Health Insurance: The District will offer one small group health insurance plan based on employee consensus. The District will pay up to \$1,200.00 per month of the monthly premium. If the health insurance monthly premium is over \$1,200.00, 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 2022. 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
- Manager Williams-Yea

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

2022 Salary Structure: In 2019-20 SWWD contracted with Gallagher Benefits to complete a comprehensive salary survey, salary structure and Job title classification. In 2021 Gallagher provided SWWD the market trend numbers from the State of Minnesota WorldatWork to get an idea of salary increases and salary structure for 2021 and 2022. (The Salary Structure is identifying the Minimum, Midpoint, and Maximum salary ranges for each job title). For 2022, the market trend numbers show an increase of 3% in salaries and a 2% increase in the salary structure. A motion was made by Manager ChapdeLaine to adopt the 2022 salary structure with the 2% increase as recommended by the personnel committee. 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
- Manager Williams-Yea

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

7. EMWREP-Lower St. Croix Education Program Agreement 2022-2024. This item was approved under the Consent Agenda.

8. Nuevas Fronteras. This item was approved under the Consent Agenda.

9. Adjourn

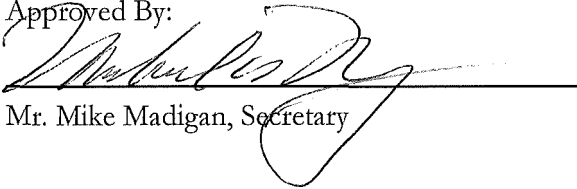
The next regular Board Meeting will be held on Tuesday, December 14th at 6:00 pm. A motion was made by Manager Madigan to adjourn at 6:48 p.m. Manager Williams seconded. Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Operations Manager

Approved By:



Mr. Mike Madigan, Secretary

12/15/2024
Date