

**Regular Meeting**  
**South Washington Watershed District**  
**Monday, November 7, 2022 6:00 p.m.**  
**City of Woodbury Public Works Building**

**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 Agenda Item #7 Armstrong Lake Cattail Harvesting Task Order #2022-003 with Barr Engineering to the Consent Agenda. Manager Williams seconded. Motion carried unanimously.

**Roll Call:**

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

**Staff:**

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

**Others:**

- Jack Clinton, SWWD Attorney

**2. Public Open Forum** None

**3. Consent Agenda**

Items on the Consent Agenda include: October 11, 2022 Regular Board meeting minutes, October Treasurer's Report: accounts payable \$205,096.89, accounts receivable \$58,779.39, 4M fund balance \$15,032,486.93, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share Program, Miscellaneous Correspondence, and item #7 Armstrong Lake Cattail Harvesting Task Order #2022-003 with Barr Engineering 16<sup>th</sup>. A motion was made by Manager ChapdeLaine to approve the consent agenda. Manager Williams seconded. Motion carried unanimously.

**4. Manager's Report**

**Manager Johnson** –Manager Johnson reported that he attended a Zoom stormwater seminar.

**Manager Doucette** –None.

**Manager Williams** –Manager Williams reported on an interpretive center at Crosby Park.

**Manager ChapdeLaine** –Manager ChapdeLaine reported on a Marathon Oil and City of Newport potential project.

**Manager Madigan** –Manager Madigan reported on the 3M PFAS meeting.

**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, Seasons Park Stormwater Filter, Wilmes alum facility, Hasenbank Woods/Powers Lake

BMP, 16<sup>th</sup> and Cedar Underground BMP, East Mississippi Modeling and Retrofit Analysis, Markgrafs Lake Retrofit Analysis, Northern Watershed/CDSF/East Ravine, Cottage Grove Ravine Park, 65<sup>th</sup> and Geneva, 2022 Planning and Rules, Enhanced Street Sweeping, and In-Lake AIS Management.

**MAWD Annual Meeting Resolutions and Delegates.** The MAWD Annual meeting is December 1-3, 2022. A motion was made by Manager ChapdeLaine to approve the attendance for all Managers and Staff to the MAWD Annual Meeting. Manager Madigan seconded. Motion carried unanimously.

6. **2023 Employee Benefits.** The Board personnel committee met with Staff to discuss the 2023 health and dental insurance benefits, the 2023 salary structure, and the PTO accrual rate and policy. The personnel committee is recommending the following Policies for 2023:

**Health Insurance:** The District will offer one small group health insurance plan based on employee consensus. The District will pay up to \$1,250.00 per month of the monthly premium. If the health insurance monthly premium is over \$1,250.00, 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.

**Dental Insurance:** Staff has expressed interest for the SWWD to offer dental insurance as an employee benefit. Staff received dental plan quotes from HealthPartners and Blue Cross Blue Shield. Staff prefers the dental plan option with HealthPartners. The plan requires 75% of SWWD employees participate in the plan, and are not enrolled in a group plan elsewhere, and that the District will contribute 50% of the single premium. The employee will be responsible for the remainder of dental premium by a payroll deduction of their wages.

After discussion a motion was made by Manager Williams to adopt the health insurance and health savings account, and dental insurance policies recommended by the personnel committee for 2023. Manager Madigan seconded. Motion carried unanimously.

**2023 Salary Structure:** In 2019-20 SWWD contracted with Gallagher Benefits to complete a comprehensive salary survey, salary structure and Job title classification. In 2022 Gallagher provided SWWD the market trend numbers from the State of Minnesota WorldatWork to get an idea of salary increases and salary structure for 2023. (The Salary Structure is identifying the Minimum, Midpoint, and Maximum salary ranges for each job title). For 2023, the market trend numbers show an increase of 4% in salaries and a 2.5% increase in the salary structure. A motion was made by Manager Williams to adopt the 2023 salary structure with the 2.5% increase as recommended by the personnel committee. Manager Madigan seconded. Motion carried unanimously.

**PTO Accrual Rate and Policy:** Staff has reviewed the current SWWD PTO policy and other metro area WD's PTO Policies. SWWD's current PTO policy accrual rate and carry over amount was slightly lower. Staff provided proposed changes to the accrual rate and carry over amount for the Personnel Committee for review. Also SWWD's PTO policy has an annual carry over limit. The revised PTO policy would be eliminated as it was confusing to have an annual carry over amount and a maximum carry over amount. Updated PTO Policy. Adding language to the PTO policy for newly hired employees, and updating the language on the carry over amount. A motion was made by Manager Williams to adopt the proposed PTO accrual rate and revised policy as recommended by the personnel committee. Manager Madigan seconded. Motion carried unanimously. Staff will update the SWWD Employee Handbook to reflect the changes. Manager Johnson discussed the City of Woodbury's Human Resource programs available for SWWD to use. A motion was made Manager Johnson to accept the use of the City of Woodbury's programs for SWWD Managers and Staff. Manager Madigan seconded. Motion carried unanimously.

7. **Armstrong Lake Cattail Harvesting Task Order #2022-003 with Barr Engineering.** This item was approved under the Consent Agenda.
8. **Vactor Vacuum Cost Share Assistance with the Cities of St. Paul Park and Newport.** The SWWD has installed and continues to plan for the installation of regional underground BMP devices in St. Paul Park and Newport to help the cities meet TMDL goals for TSS reduction. In order to facilitate the regular maintenance of these devices which involves removal of collected sediment and debris, the SWWD and Cities would develop a contract where the SWWD provides cost-share assistance for the purchase of a new vacuum truck to be owned jointly by the cities. Under the agreement, the cities would agree to commit to 20 years of regular maintenance of the SWWD installed regional TSS reduction practices. Potential cost for contracted maintenance over a twenty-year period by the SWWD is estimated at or near \$2,000,000. Staff is requesting board guidance to write an agreement between the SWWD and Cities for approval of Cost-share contribution and Cities commitment to maintenance of SWWD facilities over a 20-year period. Expected agreement would be ready for December board approval. A motion was made by Manager ChapdeLaine to support the proposal as presented. Manager Doucette seconded. Motion carried unanimously.
9. **Adjourn**  
The next regular Board Meeting will be held on Tuesday, December 13<sup>th</sup> at 6:00 pm. A motion was made by Manager Madigan to adjourn at 6:33 p.m. Manager ChapdeLaine seconded. Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Operations Manager

Approved By:



12-13-2022