

Regular Meeting
South Washington Watershed District
Tuesday, November 14, 2023 4:30 p.m.
City of Woodbury Public Works Building

1. Call to Order and Setting of Agenda

Manager Johnson called the meeting to order at 4:30 p.m. A motion was made by Manager ChapdeLaine to add to the Consent Agenda: October 2023 Claims Roster, and Steve Radke Ag BMP Payment of \$3,333.33. Manager Madigan seconded. Motion carried unanimously.

Roll Call:

- Brian Johnson, President
- Sharon Doucette, 1st Vice President
- Emily Stephens, 2nd Vice President
- Kevin ChapdeLaine, Treasurer
- Mike Madigan, Secretary

Staff:

- Matt Moore, Administrator
- John Loomis, Deputy Administrator
- Melissa Imse, Operations Manager
- Kyle Axtell, BMP Project Specialist
- 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 10, 2023 Regular Board meeting minutes, October Claims Roster and Treasurer's Report: accounts payable \$960,548.10, accounts receivable \$66,312.64, 4M fund balance \$14,143,392.41, Morcon Pay Request 2 \$1,678,391.40, Peterson Companies Pay Request 2 \$412,295.79, MNL Partial Payment 6 \$15,422.25, Steve Radke Ag BMP Payment \$3,333.33, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share Program, Miscellaneous Correspondence, and Sarah Lilja Artwork Licensing Agreement Amendment 1. A motion was made by Manager ChapdeLaine to approve the consent agenda. Manager Doucette seconded. Motion carried unanimously.

4. Manager's Report

Manager Johnson—Manager Johnson reported that he attended the Woodbury Commission meeting, Budget meeting with Washington County Commissioner Karwoski, and the Washington County Budget Meeting. He also attended the Washington County Consortium Meeting.

Manager Doucette—None.

Manager Stephens—None.

Manager ChapdeLaine—Manager ChapdeLaine reported that he attended budget meeting with Washington County Commissioner Karwoski, and the Washington County Budget Meeting. He also attended the One Watershed One Plan Meeting, and benefits meeting with Staff.

Manager Madigan—Manager Madigan reported on the PFAs treatment plant.

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, Wilmes Lake Alum Treatment Facility, Hasenbank Woods/Powers Lake BMP, 16th and Cedar Underground BMP, St. Paul Park Public Works Underground BMP, Markgrafs Lake Retrofit Analysis, Northern Watershed/CDSF/East Ravine Review and Optimization, Cottage Grove Ravine Park, St. Croix Bluffs Regional Park, CR74-65th and Geneva, 2022-2023 Planning and Rules Update, Enhanced Street Sweeping, and In-Lake AIS Management.

Request for Professional Services 2024-2025. The Request for Professional Services has been sent to the consulting firms on the SWWD distribution list, and posted on the SWWD website. The request will be submitted to the SWWD by November 16, 2023. The professional services board sub-committee will review and provide a recommendation at the December 12, 2023 regular Board meeting. Staff is requesting the board designate a sub-committee to review and recommend the 2024-2025 professional services. Manager Stephens and Manager Doucette will serve on the sub-committee for professional services.

Minnesota Watersheds Annual Conference Attendance and Delegates. The Minnesota Watersheds Annual Conference is November 28-December 1, 2023. The Managers authorized staff and manager attendance, and appointed Manager Johnson the SWWD Annual Meeting Delegate.

Board Sub-Committee for Review of Hasenbank Public Art Concepts and Budget. Fabrication and installation of public art concepts associated with the Hasenbank project are on the horizon (Spring 2024). Manager Johnson and Manager Stephens will serve on the sub-committee to provide input on the concepts and budgets for public art installations associated with the Hasenbank Stormwater Project.

6. **2024 Employee Benefits.** The SWWD Board Personnel Committee met with Staff to review the 2024 Health and Dental Insurance, and the 2024 Salary Structure. Staff is happy with the current health and dental insurance plans offered by SWWD. The health insurance premiums have increased an average of 10%, and dental premiums are going to remain the same for 2024. The Board reviewed and discussed options on the District's health insurance premium contribution. After discussion, a motion was made by Manager ChapdeLaine to approve as a policy to increase the District's premium contribution by 10%. This would make the District's monthly premium contribution up to \$1,375.00 per employee. This option would fully cover four of the five employees at 100%. Total annual cost for the District's portion \$69,828. Manager Madigan seconded. Motion carried unanimously.

The personnel committee is recommending the following Policies for 2024:

Health Insurance: The District will offer one small group health insurance plan based on employee consensus. The District will pay up to \$1,375.00 per month of the monthly premium. If the health insurance monthly premium is over \$1,375.00, 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 is happy with 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 ChapdeLaine to adopt the health insurance and health savings account, and dental insurance policies recommended by the personnel committee for 2024. Manager Madigan seconded. Motion carried unanimously.

2024 Salary Structure: In 2019-20 SWWD contracted with Gallagher Benefits to complete a comprehensive salary survey, salary structure and Job title classification. Staff and the Personnel Committee reviewed information from the State of Minnesota WorldatWork to get an idea of salary increases and salary structure for 2024. (The Salary Structure is identifying the Minimum, Midpoint, and Maximum salary ranges for each job title). For 2024, 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 ChapdeLaine to adopt the 2024 salary structure with the 2.5% increase as recommended by the personnel committee. Manager Madigan seconded. Motion carried unanimously.

7. **Lower St. Croix Partnership 2024 Annual Plan of Work.** The Lower St. Croix Partnership policy committee recommended approval of the group's 2024 Annual Plan of Work at their October 23 meeting. That recommendation sends the Annual Plan of Work to the individual member organizations for approval. To be adopted, the plan needs to be approved by 2/3rds of the Partnership members by December 23. After discussion, a motion was made by Manager ChapdeLaine to approve the Lower St. Croix Partnership 2024 Annual Plan of Work. Manager Stephens seconded. Motion carried unanimously.

8. **Hasenbank Stormwater Park Change Order 1.** SWWD and its consultants have worked with Peterson Companies on the enclosed change order. Changes include changes from finalizing details (+\$5,257.87) to stone block quantity and layout (+\$9,172.78), changes to stone steppers quantity and layout (-\$4,056.40) and an increased cost for installing helical piles to support concrete control structures (+\$44,799.19). Together, the changes increase the value of the contract by \$50,057.06. Additionally, the change order directs \$9,617.37 of the \$70,000 lighting allowance included in Petersons contract. We currently do not anticipate using the remainder of the allowance which would result in a savings of \$60,382.63. After discussion, a motion was made by Manager Stephens to approve the Hasenbank Stormwater Park Change Order 1. Manager Doucette seconded. Motion carried unanimously.

9. **Future Business and Meetings.**

- a) Regular Board Meeting and Workshop, Tuesday, November 14, 2023 4:30pm
- b) Minnesota Watersheds 2023 Annual Conference, November 28-December 1, 2023-Alexandria
- c) SWWD Citizen's Advisory Committee Meeting, Tuesday, December 5, 2023 6pm
- d) Regular Board Meeting, Tuesday, December 12, 2023 6pm
- e) Annual Board Meeting, Tuesday, January 9, 2024 6pm
- f) Regular Board Meeting, Tuesday, February 13, 2024 6pm

10. Adjourn

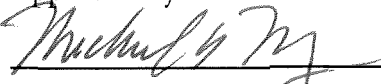
The next regular Board Meeting will be held on Tuesday, December 12th at 6:00 pm. A motion was made by Manager ChapdeLaine to adjourn at 5:30 p.m. Manager Madigan seconded. Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Operations Manager

Approved By:



Mr. Mike Madigan, Secretary

12-12-2023

Date