

Regular Meeting
South Washington Watershed District
Tuesday, February 13, 2024 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 6:05 p.m. A motion was made by Manager ChapdeLaine to move items: #7-SWWD Office Lease, #12-Carpenter Nature Center Spring 2024 Education Program, #13- Lake and Middleton School Campus Greening Agreement, Edge Ecosystems, and Item#14- 2023 SWWD Deputy Administrator Review to the Consent Agenda. Manager Madigan seconded. Motion carried unanimously.

Roll Call:

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

Staff:

- Matt Moore, Administrator
- John Loomis, Deputy Administrator
- Tony Randazzo, Watershed Restoration Specialist
- Kyle Axtell, BMP Project Specialist

Others:

- Jack Clinton, SWWD Attorney

2. Public Open Forum None.

3. Consent Agenda

Items on the Consent Agenda include: January 9, 2024 Regular Board meeting minutes, January Claims Roster and Treasurer's Report: accounts payable \$1,450,659.78, accounts receivable \$89,051.88, 4M fund balance \$12,738,420.13, Peterson Pay App 3 \$614,592.64, Washington County final 2023 tax settlement \$24,463.03, Sharon Doucette Per Diem, Pay Equity Report, Calendar of Events, Development Reviews, Applewood Pointe/Amira Permit #2024-001, Wetland Conservation Act, Cost Share Program, Lower St. Croix Watershed Partnership FY22-23 WBIF Supplemental Funds Request, Miscellaneous Correspondence, and #7-SWWD Office Lease, #12-Carpenter Nature Center Spring 2024 Education Program, #13- Lake and Middleton School Campus Greening Agreement, Edge Ecosystems, and Item#14- 2023 SWWD Deputy Administrator Review. A motion was made by Manager ChapdeLaine to approve the consent agenda. Manager Stephens seconded. Motion carried unanimously.

4. Manager's Report

Manager Johnson—Manager Johnson reported that he attended the Metro MN Watersheds meeting and enjoyed a presentation by Connie Fortin (Bolton & Menk) on Low Salt Design. He also attended the City of Woodbury's Environmental Stewardship Committee meeting, and the Washington County Water Consortium meeting. While attending the PFAS Priority 2 meeting, the committee was informed that its work was done for now and they would be called back in 2025. He also noted that staff should pay attention to Clean Water Fund grants opening up, suggested that SWWD should look into collaborating on future salary surveys with other watershed districts, and that chloride management "slip-and-fall" legislative efforts were ongoing.

Manager Stephens—None.

Manager ChapdeLaine—None.

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

SWWD Staffing Succession Planning. Manager Johnson requested that the Board's Personnel Committee and Attorney draft a formal proposal and resolution for consideration as early as March 2024 regarding the succession plan and timing for the SWWD Administrator position. Manager ChapdeLaine indicated that he and Manager Doucette would work with Attorney Clinton to prepare appropriate documentation.

Deputy Administrator Loomis described SWWD's staffing needs and a proposed new position description given the pending retirement of Administrator Moore. The proposed Program Manager I position will initially focus on education, outreach, and information programs, with other program areas being added depending on the candidate's experience and interests. Staff anticipates having someone start in May. A motion was made by Manager ChapdeLaine to authorize creation and posting of the new position. Manager Madigan seconded. Motion carried unanimously.

6. Abdo Payroll Services Proposal. Deputy Administrator Loomis explained that after multiple issues with the District's current payroll provider, Redpath and Company, staff has sought a proposal from Abdo to provide payroll services. Abdo is currently the District's annual audit service provider. Manager ChapdeLaine inquired about the cost of Abdo's proposal versus the existing provider. Deputy Administrator Loomis replied that there is only a nominal increase in cost. A motion was made by Manager Madigan to accept the Abdo proposal for payroll services. Manager ChapdeLaine seconded. Motion carried unanimously.

Manager Johnson inquired about any conflict of interest that may exist having the same firm conducting the District's payroll servicing and annual audit. Administrator Moore replied that there shouldn't be a conflict and also that staff would request an explanation letter from Abdo to confirm their division of responsibilities related to Manager Johnson's concern.

7. SWWD Office Lease. The item was approved under the Consent Agenda.

8. SWWD Watershed Management Plan (WMP). Deputy Administrator Loomis explained that staff is ready to begin formally undertaking the District's 10-year WMP update process. The first formal step is for the Board to initiate the update process via resolution which is transmitted to the MN Board of Water and Soil Resources (BWSR), other State Agencies, and more widely to the District's municipal and other partners. Resolution 2024-001 has been drafted for this purpose and was presented for the Board's consideration. A motion was made by Manager Stephens to adopt Resolution 2024-001: Resolution to Update the South Washington Watershed District Watershed Management Plan. Manager Madigan seconded. Motion carried unanimously.

Deputy Administrator Loomis noted that Administrator Moore has been working to develop a workshop in conjunction with the April 9, 2024 regular Board meeting focusing on the District's role related to PFAS contamination. Given the additional meeting time required, the Board was asked if an earlier meeting time was warranted. The Board members provided consensus that a 5:00pm start time would be appropriate for the regular meeting and that the workshop should follow the business meeting. Manager Johnson suggested that box lunches should be provided to participants given the earlier start time.

Deputy Administrator Loomis explained that staff had recruited Mark Deutschman, formerly of Houston Engineering, Inc. and the International Water Institute, to serve as an advisor and facilitator for the District's upcoming WMP update process. A consultant agreement has been prepared for the Board's consideration and staff recommended approval. A motion was made by Manager ChapdeLaine to approve the consultant agreement with Mark Deutschman. Manager Madigan seconded. Motion carried unanimously.

9. **Hasenbank Stormwater Park.** BMP Project Specialist Axtell provided an overview of Peterson Companies Change Order #2 formalizing several items covered under existing allowances in the contract including installation of Chris Harrison's public artwork, fabrication of interpretive sign bases, and fabrication/installation of interpretive panels designed by Barr Engineering as a façade on the sheet pile retaining wall. The total cost for these items (\$75,584.30) is lower than the allowance values in the contract (\$155,000.00), resulting in a contract price reduction of \$79,415.70 assuming no additional use of the allowances is required. A motion was made by Manager ChapdeLaine to approve Peterson Companies Change Order #2. Manager Stephens seconded. Motion carried unanimously.

BMP Project Specialist Axtell provided an overview of Amendment #2 to Barr Engineering Task Order #2022-002 including additional work required for structural engineering design of bridges and art installations, an extended project construction schedule and a required arc-flash hazard assessment. The total additional cost was \$70,380. A motion was made by Manager Madigan to approve Amendment #2 to Barr Engineering Task Order #2022-002. Manager Stephens seconded. Motion carried unanimously.

BMP Project Specialist Axtell provided an overview of the public art concepts prepared by Aaron Dysart, Chris Harrison, and Barr Engineering for the Hasenbank Stormwater Park project and explained that Woodbury's Parks and Natural Resources Commission approved all concepts at its February 6, 2024 meeting. Cost for fabrication and installation of Barr's steel wall panels and installation of Chris Harrison's artwork were included in Peterson Companies Change Order #2, approved earlier in the meeting. Fabrication of Chris Harrison's work is estimated at \$38,800 and would be paid for directly by SWWD to American Artstone. Additional sandblasting would occur onsite and is estimated at \$4,000. Aaron Dysart would be sourcing materials, fabricating and installing his two sculptures on his own at a fixed cost of \$75,000 total. Phase 3 artist contracts with Aaron Dysart and Chris Harrison were presented for Board consideration and recommended by staff for approval. A motion was made by Manager ChapdeLaine to approve the Phase 3 contracts with Aaron Dysart and Chris Harrison as presented. Manager Madigan seconded. Motion carried unanimously.

10. **Wilmes Alum Treatment Facility.** BMP Project Specialist Axtell provided an overview of Morcon Construction Change Order #3 including several items approved by field order and additional material quantities required to complete work onsite. A Sewer Access Charge is also included that Morcon paid to Woodbury along with its

building permit fee but was attributable to SWWD per the project specifications. Total additional costs for Change Order #3 are \$39,513.56. A motion was made by Manager ChapdeLaine to approve Morcon Construction Change Order #3. Manager Stephens seconded. Motion carried unanimously.

With Change Order #3 approved, BMP Project Specialist Axtell recommended approval of Morcon Construction Pay Request #4 in the amount of \$104,996.85 for work completed through December 2023. A motion was made by Manager Madigan to approve Morcon Construction Pay Request #4. Manager Stephens seconded. Motion carried unanimously.

BMP Project Specialist Axtell provided an overview of Amendment #2 to HR Green Task Order #2021-002 including additional work required for structural engineering design of the alum treatment building, additional field survey and regulatory review, and an extended project construction schedule. The total additional cost was \$69,170. A motion was made by Manager Stephens to approve Amendment #2 to HR Green Task Order #2021-002. Manager ChapdeLaine seconded. Motion carried unanimously.

11. **La Ria Review, Barr Engineering Task Order.** Deputy Administrator Loomis discussed the history of flooding concerns at La and Ria Lakes and with intercommunity flows at the Newport/Woodbury border. Woodbury has analyzed the issue and developed a project to install a controlled outlet for La and Ria Lakes that would discharge downstream to Newport's Glen Road pond network and eventually to the Mississippi River. Newport staff was consulted throughout the project development process. However, the City's engineer has identified concerns with Woodbury's analysis and proposed improvements.
The District has proposed engaging a third-party consultant, Barr Engineering, to review the work of both cities' consultants and facilitate a discussion of the remaining concerns. Barr Engineering has no history with the project and does not currently do any engineering work for either City. Staff recommends approval of the task order which carries a total cost of \$20,900. A motion was made by Manager ChapdeLaine to approve Barr Engineering Task Order #2024-001. Manager Stephens seconded. Motion carried unanimously.
12. **Carpenter Nature Center Spring 2024 Education Program.** The item was approved under the Consent Agenda.
13. **Lake and Middleton School Campus Greening Agreement, Edge Ecosystems.** The item was approved under the Consent Agenda.

14. 2023 SWWD Deputy Administrator Review. The item was approved under the Consent Agenda.

15. Future Business and Meetings.

- a) Regular Board Meeting, Tuesday, February 13, 2024 6pm
- b) Minnesota Watersheds Legislative Event, March 6-7, 2024
- c) Regular Board Meeting, Tuesday, March 19, 2024 6pm
- d) CAC Meeting, Tuesday, March 26, 2024 5:30pm
- e) Regular Board Meeting, Tuesday, April 9, 2024 5pm
- f) Watershed Management Plan Workshop, Tuesday, April 9, 2024 after meeting
- g) SWWD Board Tour, May 2024, TBD

16. Adjourn

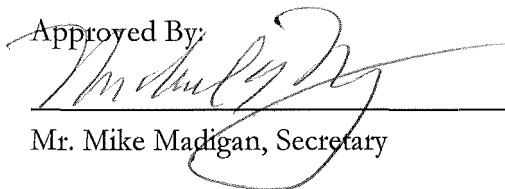
The next regular Board Meeting will be held on Tuesday, March 19th at 6:00 pm due to several Board member conflicts on March 12th. A motion was made by Manager ChapdeLaine to adjourn at 7:34 p.m. Manager Madigan seconded. Motion carried unanimously.

Respectfully submitted,



Kyle Axtell, BMP Project Specialist

Approved By:



Mr. Mike Madigan, Secretary

3-19-2024

Date