

**Regular Meeting**  
**South Washington Watershed District**  
**Tuesday, January 9, 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 6:00 p.m. A motion was made by Manager ChapdeLaine to move items: #8-2024 Coordinated Capital Improvement Program, #11-2023-2024 Application Hosting and Technical Support Services, Task Order HEI 2024-001, #13-Minnesota Watersheds 2024 Dues, and Item#15-City of Woodbury 2024 Irrigation Controllers Program Agreement to the Consent Agenda. Manager Madigan seconded. Motion carried unanimously.

**Roll Call:**

- Brian Johnson, President
- Sharon Doucette, 1<sup>st</sup> 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

**Others:**

- Jack Clinton and Mary Ellen Reihsen, SWWD Attorneys

**2. Public Open Forum** SWWD Managers and Staff introduced themselves and welcomed Mary Ellen Reihsen.

**3. Consent Agenda**

Items on the Consent Agenda include: December 12, 2023 Regular Board meeting minutes, December 5, 2023 CAC minutes (informational), December Claims Roster and Treasurer's Report: accounts payable \$489,777.74, accounts receivable \$188,069.51, 4M fund balance \$13,779,096.43, Peterson Pay App 3 \$614,592.64, Brian Johnson Per Diem, Kevin ChapdeLaine Per Diem, Mike Madigan Per Diem, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share Program, Miscellaneous Correspondence, and #8-2024 Coordinated Capital Improvement Program, #11-2023-2024 Application Hosting and Technical Support Services, Task Order HEI 2024-001, #13-Minnesota Watersheds 2024 Dues, and Item#15-City of Woodbury 2024 Irrigation Controllers Program Agreement. A motion was made by Manager ChapdeLaine to approve the consent agenda. Manager Madigan seconded. Motion carried unanimously.

**4. Manager's Report**

**Manager Johnson**—Manager Johnson reported that he was appointed to serve on the City of Woodbury's Environmental Stewardship Committee.

**Manager Doucette**—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, Newport ROWs, 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 Park, St. Croix Bluffs Regional Park, CR74-65<sup>th</sup> and Geneva, 2022-2023 Planning and Rules Update, Enhanced Street Sweeping, and In-Lake AIS Management.

**Minnesota Watersheds 2024 Legislative Event.** MN Watersheds 2024 Legislative Event is March 6-7 this year. The event provides members an opportunity to build relationships with key legislators and advance MN Watersheds' legislative agenda. Staff can take care of registration for any manager or staff wanting to attend.

**Matt Moore Retirement Letter.** Administrator Moore presented his resignation letter to the Managers. Administrator Moore thanked the managers and staff for their mentorship and great working relationships. The managers thanked Matt for his years of dedication and service to the SWWD. A motion was made by Manager Madigan to accept Matt Moore's retirement on May 2, 2024 from the SWWD. Manager ChapdeLaine seconded. Motion carried unanimously. The entire letter is attached to the minutes.

6. **2024 Annual Meeting.** As per the SWWD Board and By-laws, the Board shall elect officers at the first regularly scheduled meeting in January. A motion was made by Manager Madigan to appoint the Officers for 2024 as presented. Manager ChapdeLaine seconded. Motion carried unanimously.

Officers for 2024 are:

Brian Johnson – President  
Sharon Doucette – 1<sup>st</sup> Vice President  
Emily Stephens – 2<sup>nd</sup> Vice President  
Mike Madigan – Secretary  
Kevin ChapdeLaine – Treasurer

A motion was made by Manager ChapdeLaine to approve the annual information as presented. Manager Doucette seconded. Motion carried unanimously.

SWWD named US Bank, 4M Fund/PMA, and Northland Securities as its financial institutions and The Pioneer Press as its official newspaper for 2024. Regular Meetings will continue to be on the second Tuesday of the month at 6:00 pm. Manager per diems will be at the statutory rate, mileage reimbursement will be at the IRS allowable rate, and all other reimbursements will be at cost. Appointed the 2024 SWWD CAC members. The Managers reviewed the SWWD policies, permit application and fee schedule.

7. **2024 Employee Handbook.** The SWWD Employee Handbook was formally adopted by the Board in 2007. Yearly updates to the handbook have been made by Staff. To reflect numerous legislative policy changes and other updates, Staff contracted with Mary Ellen Reihsen at Hellmuth & Johnson to make those policy changes and review existing policies in the handbook. The managers reviewed a memo with all the updates, and the clean version of the 2024 Employee Handbook. A motion was made by Manager ChapdeLaine to accept the 2024 Employee Handbook as presented. Manager Madigan seconded. Motion carried unanimously.
8. **2024 SWWD Coordinated Capital Improvements Program (CCIP).** The item was approved under the Consent Agenda.

- 9. City of Cottage Grove Enhanced Street Sweeping Cooperative Agreement.** Building SWWD's pilot with the Cities of Woodbury and Cottage Grove has developed an enhanced sweeping plan. Cottage Grove is requesting SWWD support to implement that plan under the same agreement framework as the Woodbury pilot. Cottage Grove proposes to implement phase 1 of their enhanced sweeping plan with costs not to exceed \$200,000/year reimbursed by SWWD. If successful, Cottage Grove and SWWD could consider implementing phase 2 of the plan in the future. SWWD's 2024 budget includes funds to support enhanced sweeping in Cottage Grove. A motion was made by Manager Doucette to approve the City of Cottage Grove Enhanced Street Sweeping Cooperative Agreement. Manager Madigan seconded. Motion carried unanimously.
- 10. City of Cottage Grove Street Sweeper Request.** Cottage Grove has requested grant funding from SWWD to support replacement of the City's existing mechanical street sweeper. This sweeper will support baseline and enhanced sweeping operations within the City. SWWD's 2024 budget includes funds to support this request. A motion was made by Manager Doucette to approve the City of Cottage Grove's request and award of a grant through SWWD's CCIP program for 50% of the cost of the new sweeper. Manager Madigan seconded. Motion carried unanimously.
- 11. 2023-2024 Application Hosting and Technical Support Services, Task Order HEI 2024-001.** The item was approved under the Consent Agenda.
- 12. St. Croix Bluffs Regional Park Task Order Amendment to WCD 2023-001.** WCD has expended all of the funds allocated for design on the St. Croix Bluffs park ravine project. They estimate that another \$2500 will be adequate to complete the design work. A motion was made by Manager ChapdeLaine to approve the St. Croix Bluffs Regional Park Task Order Amendment with WCD for up to \$2,500. Manager Madigan seconded. Motion carried unanimously.
- 13. Minnesota Watersheds 2024 Dues.** The item was approved under the Consent Agenda.
- 14. 2024 Attorney Retainer Agreement.** Attorney Jack Clinton prepared the 2024 Attorney Retainer Agreement and fee schedule. A motion was made by Manager Madigan to approve the 2024 Attorney Retainer Agreement with Jack Clinton and Hellmuth & Johnson. Manager ChapdeLaine seconded. Motion carried unanimously.
- 15. City of Woodbury 2024 Irrigation Controllers Program Agreement.** The item was approved under the Consent Agenda.
- 16. Future Business and Meetings.**

  - a) Annual Board Meeting, Tuesday, January 9, 2024 6pm
  - b) Regular Board Meeting, Tuesday, February 13, 2024 6pm
  - c) Regular Board Meeting, Tuesday, March 12, 2024 6pm
  - d) CAC Meeting, Tuesday, March 26, 2024 TBD
- 17. Closed Session: SWWD Deputy Administrator Review.** At 7:05 p.m., Manager Johnson closed the regular meeting and opened the closed session. At 7:55 pm, Manager Johnson reconvened the regular meeting.

**18. Adjourn**

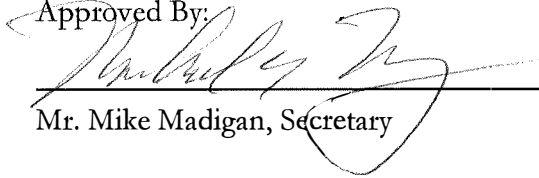
The next regular Board Meeting will be held on Tuesday, February 13<sup>th</sup> at 6:00 pm. A motion was made by Manager ChapdeLaine to adjourn at 7:55 p.m. Manager Madigan seconded. Motion carried unanimously.

Respectfully submitted,



Melissa Imse, Operations Manager

Approved By:



Mr. Mike Madigan, Secretary

2-13-2024

Date