

Regular Meeting
South Washington Watershed District
Tuesday, May 14, 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 agenda items: #14-SWWD Financial Audit and #16-2024 Watershed Partners Contribution to the Consent Agenda. Manager Doucette 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:

- John Loomis, Administrator
- Melissa Imse, Operations Manager
- Kyle Axtell, BMP Project Specialist
- Tony Randazzo, BMP Watershed Restoration Specialist
- Abby Tekiela, Water Resources Program Coordinator

Others:

- Jack Clinton, SWWD Attorney and Georgia Eilertson, Washington County.

2. Public Open Forum None.

3. Consent Agenda

Items on the Consent Agenda include: April 9, 2024 Regular Board meeting minutes, April Claims Roster and Treasurer's Report: accounts payable \$536,026.14, accounts receivable \$51,199.82, 4M fund balance \$11,022,793.59, Morcon Pay Request #7 \$158,365, Peterson Companies Pay Request #4 \$242,749.77, Kevin ChapdeLaine Per Diem, Calendar of Events, Development Reviews, Miscellaneous Correspondence, and #14-SWWD Financial Audit and #16-2024 Watershed Partners Contribution. A motion was made by Manager ChapdeLaine to approve the consent agenda as amended. Manager Stephens seconded. Motion carried unanimously.

4. Manager's Report

Manager Johnson—Manager Johnson reported that he attended the Woodbury Environmental Planning meeting, and the Washington County Consortium meeting.

Manager Doucette—Manager Doucette reported that she attended the Lower St. Croix Policy Committee meeting.

Manager Stephens—None.

Manager ChapdeLaine—None.

Manager Madigan—Manager Madigan reported that he attended the Woodbury quarterly meeting.

Oath of Office. Manager Stephens took the Oath of Office to serve on the SWWD Board from 2024-2027.

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, In-Lake AIS Management, and Armstrong Lake Wetland Cattail Harvesting.

Salary and Benefits Survey-Abdo. It is recommended that the SWWD complete a comprehensive Salary and Benefits survey every 3-5 years to stay competitive within the job market. The last comprehensive survey was completed in 2019 by Gallagher Benefits. Staff drafted a Request for Proposal and sent the proposal to Abdo. The managers reviewed Abdo's proposal. Deliverables include: Existing Job Description Review, Market Compensation Analysis, Classification & Compensation System Development, Final Documents & Reports, and Adopted Compensation System and Training. Total cost \$10,500. A motion was made by Manager ChapdeLaine to approve the Salary and Benefits Survey proposal from Abdo as presented. Manager Doucette seconded. Motion carried unanimously.

SWWD Vehicle Policy. Mary Ellen Reihsen with Hellmuth and Johnson drafted an SWWD Vehicle policy. The insurance coverage for the District Vehicle is through the League of Minnesota Cities. The District Vehicle policy will be included in the SWWD Employee Handbook and will require written acknowledgment from all employees. After discussion, a motion was made by Manager Doucette to approve the SWWD Vehicle policy pending review from legal counsel. Manager ChapdeLaine seconded. Motion carried unanimously.

Minnesota Watersheds Summer Tour. The Minnesota Watersheds Summer Tour is June 25-26, 2024. Hosted by Capitol Region and Ramsey Washington Metro Watershed Districts. The Workshop and Reception location is The Essence-1217 Bandana Blvd, St. Paul. A motion was made by Manager Stephens to approve the registration for any Managers and Staff wanting to attend. Manager Doucette seconded. Motion carried unanimously. Staff will complete the registration.

6. **MS4 Annual Public Meeting.** SWWD's President Johnson opened the MS4 Public Hearing. No Public was present and no comments were received on the SWWD SWPPP. President Johnson closed the Public Hearing.

7. **2024 Coordinated Capital Improvement Program Phase 2 Grants.** At its April 9 regular meeting, the SWWD Board approved a slate of CCIP applications consistent with the approved 2024 budget and the recommendation from SWWD's CAC. Several applications were not selected for funding at that time and one received partial funding. Board members requested staff to determine if any available fund reserves existed that could be used to fund additional CCIP applications. Three applications from the previous round may be considered by the Board:

- Cottage Grove – Stormwater Reuse at River Oaks Golf Course - \$163,238
- Woodbury – Bailey Lake Lift Station – \$126,500
- Woodbury – Stormwater BMP Maintenance - \$100,000

Approximately \$500,000 remains in SWWD's South Washington SUF fund reserve that could be available to fund additional CCIP projects if the Board desires. Therefore, funding does exist to fully fund all three remaining applications.

After discussion, a motion was made by Manager Johnson to approve the City of Woodbury's CCIP request for the Bailey Lake Lift Station for \$126,500. Manager

Madigan seconded. Motion carried 3 to 2 with Managers Doucette and Stephens opposed.

- 8. Watershed Management Plan Update.** SWWD has begun the update process for its Watershed Management Plan (WMP). Generally, 2024 will be focused on soliciting and considering public input and identifying issues to be included in the updated WMP. That process is underway. Following the Board's initiation of the WMP update at its February 14, 2024 meeting, State review agencies, Washington County, Washington Conservation District, and municipalities within SWWD were notified of the update and solicited for initial input. This initial planning meeting is a required step in the WMP update process. The Board reviewed the planning process, issues identified during the agency comment period, potential goals and priorities, and discussed public input opportunities.
- 9. St. Paul Park Public Works Underground BMP Contract Award, Resolution #2024-003.** The SWWD opened bids on April 30 for the St. Paul Park Public Works Underground BMP. Four bids were received. HR Green prepared a bid recommendation memorandum for Board review. Pember Companies, Inc. submitted the lowest bid for the work at \$192,734.00. Notably, all four bids came in below HR Green's estimate of cost. A motion was made by Manager Madigan to approve Resolution #2024-003 awarding a contract to Pember Companies, Inc., and authorizing staff to execute that contract upon receipt of required submittals. Manager ChapdeLaine seconded. Motion carried unanimously.
- 10. CDO Phase 1 and 5 Inspection and Recommendation.** SWWD completed an initial inspection of its CDO phases 1 and 5 stormsewer. Overall, the pipes are in good condition. However, the inspection did identify several items to maintain or correct as the opportunity rises. The first of those is repair of a broken manhole casting. Staff has secured a quote for the casting and will move forward with the repair. Cottage Grove staff can make the replacement. Other items can be addressed during development of surrounding land or in advance of the next inspection in 10 years. A motion was made by Manager ChapdeLaine to accept the inspection findings and authorize staff to make recommended repairs as timing allows. Manager Madigan seconded. Motion carried unanimously.
- 11. Glacial Valley Park SRF Consulting Task Order SRF2020-001 Amendment.** Staff anticipates constructing the asphalt trail at Glacial Valley Park this summer. SRF will support that construction as an extension of their ongoing work of completing final design of the future Glacial Valley Park facilities. The task order amendment adds that work to SRFs existing task order. A motion was made by Manager Stephens to approve SRF Consulting's Task Order SRF2020-001 Amendment. Manager Doucette seconded. Motion carried unanimously.
- 12. Ravine Lake Outlet Channel Stabilization Final Design Task Order SRF 2024-001.** SWWD has completed an assessment of the eastern ravine and lake outlet channel at Cottage Grove Ravine Regional Park. Stability concerns within the eastern ravine can be addressed by County staff has needed. However, the lake outlet channel requires a more comprehensive stabilization effort to maintain SWWD's Central Draw Overflow route and prevent export of sediment downstream. Staff worked with SRF to develop a task order for analysis, final design, and bidding support for a stabilization project within the outlet channel. A motion was made by Manager ChapdeLaine to approve SRF Consulting's Task Order SRF2024-001. Manager Madigan seconded. Motion carried unanimously.
- 13. Lake Vegetation Monitoring and Management Services Stantec Task Order**

2024-002. SWWD surveys aquatic vegetation in its managed lakes every 3 years. We are due for a survey in 2024. Staff has worked with Stantec on a task order to complete that survey work and manage AIS treatment work (permitting, quote solicitation, reporting) through early spring of 2025. A motion was made by Manager Doucette to approve Stantec's Task Order 2024-002. Manager Madigan seconded. Motion carried unanimously.

14. 2023 SWWD Financial Audit. This item was approved under the Consent Agenda.

15. Washington County Cooperative Agreement St. Croix Bluffs Phase 1. With assistance from SWWD staff, Washington County has been awarded \$120,000 in WBIF funding through the Lower St. Croix Watershed Partnership (LSCWP) for Phase 1 of the ravine stabilization at Bluffs Regional Park. SWWD has pledged to provide the \$30,000 minimum local match required for the grant. If construction costs exceed \$150,000, Washington County will provide funding to cover the overage. Construction is expected to occur in the fall of 2024. The cooperative agreement formalizes the funding arrangement between SWWD and the County. A motion was made by Manager ChapdeLaine to approve the Cooperative Agreement with Washington County for the St. Croix Bluffs Phase 1. Manager Doucette seconded. Motion carried unanimously.

16. 2024 Watershed Partners Contribution. This item was approved under the Consent Agenda.

17. Future Business and Meetings.

- a) Regular Board Meeting, Tuesday, May 14, 2024 6pm
- b) Joint Meeting with Cities of Woodbury and Cottage Grove, Wednesday, May 29, 2024 5pm
- c) Cottage Grove Glacial Valley Park Open House, Monday, June 10, 2024 5:30-6:30
- d) Regular Board Meeting, Tuesday, June 11, 2024 6pm
- e) SWWD CAC Meeting, Tuesday, June 25, 2024 5:30pm
- f) Minnesota Watersheds Summer Tour, June 25-27, 2024
- g) SWWD Board Tour-Summer TBD
- h) Regular Board Meeting, Tuesday, July 9, 2024 6pm

18. Adjourn

The next regular Board Meeting will be held on Tuesday, June 11th at 6:00 pm. A motion was made by Manager ChapdeLaine to adjourn at 7:17 p.m. Manager Madigan seconded. Motion carried unanimously.

Respectfully submitted,

Melissa Imse

Melissa Imse, Operations Manager

Approved By:


Mr. Mike Madigan, Secretary

6-11-2024
Date