

**VALLEY BRANCH WATERSHED DISTRICT**  
**Minutes of Regular Meeting No. 983**  
**Held in Baytown Township Community Center**  
**Thursday, July 27, 2017**

**APPROVED**  
**MINUTES**

**MANAGERS PRESENT:** Dave Bucheck, President; Lincoln Fetcher, Vice President; Ed Marchan, Treasurer; and Anthony Haider, Manager

**MANAGER ABSENT:** Jill Lucas, Secretary

**STAFF PRESENT:** John Hanson, Engineer, Barr Engineering; Susannah Torseth, Attorney, Galowitz Olson; Jeff Brower, Inspector; and Melissa Imse, Recording Secretary

**STAFF ABSENT:** None

**OTHERS PRESENT:** None

**CALL TO ORDER** President Bucheck called the meeting to order at 7:00 p.m.

**ANNOUNCEMENTS** None

**APPROVAL OF MINUTES** After discussion, **motion** was made by Marchan and seconded by Haider to approve the July 13, 2017 meeting minutes as amended. Motion carried unanimously.

**ADDITIONAL AGENDA ITEMS** None

**PUBLIC FORUM** None

**CITIZEN ADVISORY COMMITTEE** None

**SECRETARY'S REPORT** Engineer Hanson distributed the mail.

**INSPECTOR'S REPORT** Inspector Brower reported on the following projects: Afton Village, Afton Indian Trail, Lake Elmo Village Phase 2 and 3, Hammes, MnDOT Travel Center, Royal Golf Club, Easton Village, Tony Mutter, ISWEM, Stillwater Area High School, Manning Avenue/TH95, Olson Lake Trail, Sav A Tree, and Arbor Glen Senior Living.

**ATTORNEY'S REPORT**

**Southwind Maintenance Agreement** Attorney Torseth presented the Southwind maintenance agreement for signature.

**VBWD 2008 Pond Maintenance Project** Attorney Torseth drafted a memorandum regarding the procedures for returning sureties for the managers to review. After review, the managers directed Attorney Torseth to work with Barr to send a letter to the contractor (Nadeau) regarding the retainage never released from the project.

**WASHINGTON CONSERVATION DISTRICT** None

**ENGINEER'S REPORT**

**Permit Requests:**

- a. **Kinmounth Residence, Lake Elmo-Permit 2017-25** After discussion, a **motion** was made by Marchan and seconded by Haider to approve permit 2017-25 for the Kinmounth Residence in Lake Elmo with the suggested and applicable site specific conditions. Motion carried unanimously.

- b. **ISWEM Islamic Center, Afton** After discussion, a **motion** was made by Fetcher and seconded by Marchan to approve the requested permit amendment for the turn lane with the same conditions as imposed with permit 2016-20, ISWEM Islamic Center in Afton, and a permeable ditch check. Motion carried unanimously.
- c. **Hammes, Lake Elmo** After discussion, a **motion** was made by Marchan and seconded by Haider to approve the requested minimum floor elevation changes as submitted by Westwood Professional Services on July 10, 2017 for permit 2014-07 the Hammes Property. Motion carried unanimously.

**Silver Lake Bioretention Site** The managers reviewed construction plans for the Silver Lake bioretention basin improvements. Attorney Torseth agreed that the applicable Minnesota statutes have been followed for ordering the project. After discussion, a **motion** was made by Bucheck and seconded by Haider to authorize Barr Engineering to advertise for bids for the project. Motion carried on a 3-0 vote with Vice President Fetcher abstaining from the vote.

**Wildflower Shores Wetland Bank** After discussion, a **motion** was made by Fetcher and seconded by Marchan to approve payment of \$6,399.97 to Prairie Restorations for maintenance work done at Wildflower Shores. Motion carried unanimously.

**Goose Lake Ravine** The managers reviewed proposed ravine maintenance items for Goose Lake Ravine. Attorney Torseth agreed that the applicable Minnesota statutes have been followed. After discussion, a **motion** was made by Fetcher and seconded by Haider to authorize Barr Engineering to advertise for bids for the Goose Lake Ravine maintenance items. Motion carried unanimously.

#### **MANAGERS' REPORT**

**Sunnybrook Lake Flooding** President Bucheck reported on his meeting with Mike Regan with the Indian Hills Golf Course.

**Consent Calendar** After discussion, a **motion** was made by Fetcher and seconded by Marchan to approve the consent calendar. Motion carried unanimously.

**Website** Vice President Fetcher gave an update. Recording Secretary Imse will be reviewing the existing website to determine what should be transferred to the new one. Vice President Fetcher will communicate with the web designer.

**2018 Budget** President Bucheck will begin drafting a potential 2018 budget and levy.

**Washington County Fair** Any VBWD manager is authorized to attend or volunteer at the Washington County Fair.

**Tour** The managers decided to have a tour, likely on a weekday in early September. The tour might include Afton Village, Royal Golf Club, and CSAH 13. A date will be confirmed at next meeting.

#### **TREASURER'S REPORT**

Treasurer Marchan distributed copies of the Administrative and Program Budgets Fiscal Year 2017, dated June 2017, and the Treasurer's Report dated July 27, 2017. After discussion, a **motion** was made by Marchan and seconded by Fetcher to approve the Treasurer's report. Motion carried unanimously.

**Manager Compensation Policy** Treasurer Marchan presented a Manager Compensation Policy for the managers to review. Attorney Torseth has reviewed the policy. After discussion, a **motion** was made by Marchan and seconded by Fetcher to adopt the Manager Compensation Policy. Motion carried unanimously.

**2017 VBWD Financial Audit** Treasurer Marchan has received the 2017 Financial Audit Engagement letter from Redpath and Company to perform the 2017 Financial Audit.

**Paul Putzier Response Letter:** The managers reviewed the Paul Putzier draft letter, made edits, and directed Barr to finalize and send.

#### **FUTURE BUSINESS**

**Next Meetings – August 10 and August 24, 2017** Manager Haider will be absent at the August 10th meeting, and Vice President Fetcher may be absent at the August 24th meeting. All other managers plan to attend the meetings.

#### **OLD BUSINESS**

None.

## **NEW BUSINESS**

None.

## **FUTURE ITEMS**

None.

## **ADJOURNMENT**

**Motion** was made by Fetcher and seconded by Marchan at 8:10 p.m. to adjourn the meeting. Motion carried unanimously.

Respectfully Submitted,

*/s/ Anthony Haider*

Anthony Haider, Acting-Secretary

## **Minutes approved by managers 8/10/2017**

### **Consent Calendar**

Consent calendar items are generally defined as items of routine business that do not require discussion and can be approved in one vote. The Managers may elect to pull a consent calendar item(s) for discussion and/or separate action. The following items are presented for the Managers' approval:

### **Best Management Practices Cost-Share Projects**

- a. Final payment of \$5,408.50 for a Community Cost-Share grant to the City of Oakdale for a project at the Oakdale Nature Preserve (4444 Hadley Ave North) and the Acorn Lake subwatershed
- b. A \$500 native plant grant for Missy Hogmire for a project at 10858 3rd Street Place North, Lake Elmo and the Kramer Pond subwatershed