

VALLEY BRANCH WATERSHED DISTRICT
Minutes of Regular Meeting No. 993
Held in Baytown Township Community Center
Thursday, February 8, 2018

APPROVED
MINUTES

MANAGERS PRESENT: Jill Lucas, President; Lincoln Fetcher, Vice President; Anthony Haider, Secretary; and Ed Marchan, Treasurer

MANAGER ABSENT: Dave Sewell, Manager

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

STAFF ABSENT: None

OTHERS PRESENT: None

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

ANNOUNCEMENTS None

ADDITIONAL AGENDA ITEMS Under Manager's Report-Item 9-Public Forum Guidelines and Under Engineer's Report-Item 3-Kelle's Creek Septic System Inspection Pilot Program cost share request.

PUBLIC FORUM None

CITIZEN ADVISORY COMMITTEE None

SECRETARY'S REPORT Engineer Hanson distributed the mail.

INSPECTOR'S REPORT Inspector Brower reported on buckthorn removal on the Belwin Conservancy property on Stagecoach Drive and Valley Creek. Inspector Brower will be attending the Great River symposium at the Carpenter Nature Center.

ATTORNEY'S REPORT

President Lucas Oath of Office President Lucas took the Oath of Office. Attorney Torseth will bring President Lucas' Oath of Office to the next meeting for signature.

Recording Secretary Contract Attorney Galowitz presented the VBWD Recording Secretary contract for renewal. After discussion, a **motion** was made by Fetcher and seconded by Marchan to approve the Recording Secretary contract for 2018. Motion carried unanimously.

Inspector Contract Attorney Galowitz reported that the VBWD Inspector contract will expire in April 2018. The managers would like to discuss the VBWD Inspector contract at the first VBWD meeting in April.

ENGINEER'S REPORT

Lower St. Croix Watershed One Watershed One Plan In November of 2016, the VBWD approved a resolution to support the Lower St. Croix Watershed One Watershed One Plan (1W1P). The Minnesota Board of Water and Soil resources awarded a \$78,000 planning grant for the 1W1P effort. Now, each entity must decide whether to participate in the effort by signing a Memorandum of Agreement (MOA). After discussion, the managers decided to monitor the project and may decide to participate and sign the MOA later.

Clean Water Fund Watershed-Based Funding Program Engineer Hanson provided an update on the Clean Water Fund Watershed-Based Funding Program. No action.

Kelle's Creek Septic System Inspection Pilot Program Cost Share Request The VBWD received a Kelle's Creek Septic System cost share request from Diane Crater. After discussion, a **motion** was made by Marchan and seconded by Haider to approve the Kelle's Creek Septic System Inspection Pilot Program cost share request for Diane Crater for up to \$3,600.00. Motion carried unanimously.

MANAGERS' REPORT

Consent Calendar Permit Request: CSAH 15 and CSAH 14 Realignment, Lake Elmo and Baytown Township was pulled from the Consent agenda. After discussion, a **motion** was made by Fetcher and seconded by Marchan to approve the remaining item on the Consent Calendar. Motion carried unanimously.

Permit Request: CSAH 15 and CSAH 14 Realignment, Lake Elmo and Baytown Township After discussion, a **motion** was made by Fetcher and seconded by Marchan to approve the permit 2018-03, CSAH 15 and CSAH 14 Realignment, Lake Elmo and Baytown Township with suggested site specific and applicable standard conditions. Motion carried unanimously.

Meetings With Communities The managers would like to set up meetings with cities and townships within VBWD to present an update on the VBWD activities. President Lucas and Vice President Fetcher will meet with North St. Paul on March 20 at 5 p.m. President Lucas and Treasurer Marchan will meet with West Lakeland Township on April 9 at 7 p.m.

Future Meeting Frequency and Time President Lucas led a discussion on whether the managers want to have VBWD meetings once or twice a month and a preferred meeting time. After discussion, the managers decided to keep the VBWD meetings to the second and fourth Thursdays of the month at 7 p.m.

Workshops The managers will hold workshops when necessary to devote attention to a specific topic. The managers will be working on scheduling a workshop to discuss Sunnybrook Lake.

Citizen Advisory Committee (CAC) The managers discussed the VBWD Citizens Advisory Committee and ways to improve participation and activities of the CAC. The presentation to the communities will include an announcement that the VBWD is seeking CAC members.

50th VBWD Anniversary The 50th Anniversary of the VBWD is November 2018. Secretary Haider and Treasurer Marchan will develop plans for celebrating VBWD's 50th anniversary.

District Tour The VBWD managers will likely tour the District in late April or early May.

Logo and Website Vice President Fetcher, Engineer Hanson, and Recording Secretary Imse will be attending training on the new website on Friday, February 9th. Vice President Fetcher will send the contract and summary of incomplete work to Revize. He will work with Revize to have the additional features added or for Revize to make a new website. Once Revize is done, Recording Secretary Imse and Engineer Hanson will work finalize the website content.

Public Forum Guidelines The managers discussed the Public Forum guidelines. The managers will be following the guidelines for VBWD meetings.

TREASURER'S REPORT

Resolution 2018-02: Authorizing the Transfer of Funds After discussion, **motion** was made by Marchan and seconded by Fetcher to approve Resolution 2018-02, Authorizing the Transfer of Funds. Motion carried unanimously

Auditing Services Treasurer Marchan will continue to investigate auditing service options. Based on his investigation, Redpath and Company might continue to provide auditing services to VBWD.

FUTURE BUSINESS

Next Meetings – February 22, 2018 and March 8, 2018 Vice President Fetcher will be absent at the February 22 meeting. All other managers plan to attend the meeting. President Lucas, Vice President Fetcher, and Manager Sewell will be absent at the March 8th meeting. Due to lack of a quorum, the March 8th meeting will be canceled. Recording Secretary Imse and Engineer Hanson will post the cancellation notice.

Lake DeMontreville and Olson Association Meeting: Point Intercept Survey Results Briefing, North St. Paul Legion Post 39, 7-9pm, February 21, 2018. President Lucas and Vice President Fetcher will be attending.

Minnesota Association of Watershed Districts' Legislative Reception, Breakfast, and Day at the Capitol, March 7-8, 2018. None of the VBWD managers plan to attend.

OLD BUSINESS

None.

NEW BUSINESS

None.

FUTURE ITEMS

None.

ADJOURNMENT

Motion was made by Marchan and seconded by Fetcher at 8:50 p.m. to adjourn the meeting. Motion carried unanimously.

Respectfully Submitted,

/s/ Anthony Haider

Anthony Haider, Secretary

Minutes approved by managers 2/22/2018

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:

A. Meeting Minutes of 1/25/2018

B. Permit Request: CSAH 15 (Manning Avenue) and CSAH 14 Realignment, Lake Elmo and Baytown Township