VALLEY BRANCH WATERSHED DISTRICT
Minutes of Regular Meeting No. 956
Held in the City of Lake Elmo City Hall
Thursday, March 10, 2016

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

MANAGER ABSENT: None

STAFF PRESENT: John Hanson, Engineer, Barr Engineering; Susannah Torseth, Attorney, Lawson Marshall McDonald and Galowitz; and Melissa Imse, Recording Secretary

STAFF ABSENT: Ray Roemmich, Inspector

OTHERS PRESENT: James Landini, Washington Conservation District; John Schwingler, Wildflower Shores

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 Lucas to approve the February 11, 2016 meeting minutes. Motion carried unanimously.

ADDITIONAL AGENDA ITEMS
Under Manager’s Report-Item H9-Secretary Lucas meeting with Commissioner Kriesel

PUBLIC FORUM
None

CITIZEN ADVISORY COMMITTEE
None

SECRETARY’S REPORT
Engineer Hanson distributed the mail.

INSPECTOR’S REPORT
No report.

ATTORNEY’S REPORT
2016-2017 Professional Services Agreement with Ramsey Conservation District
Attorney Torseth presented the 2016-2017 Professional Services Agreement with Ramsey Conservation District. After discussion, a motion was made by Fetcher and seconded by Lucas to approve the 2016-2017 Professional Services Agreement with Ramsey Conservation District for up to $2,750.00. Motion carried unanimously.

2016-2017 Watershed Outlet Monitoring Program (WOMP 2) Agreement with the Metropolitan Council
Attorney Torseth reviewed the 2016-2017 Watershed Outlet Monitoring Program (WOMP 2) agreement. After discussion, a motion was made by Fetcher and seconded by Lucas to approve the 2016-2017 Watershed Outlet Monitoring Program (WOMP 2) Agreement with the Metropolitan Council. Motion carried unanimously.

Public Data Request Policy and Form
The managers decided to have a workshop to discuss the public data request policy and form. Attorney Torseth will update the draft policy to include a reference to the Minnesota Statute
for the definition of terms or to include definitions within the document. Attorney Torseth will compile examples of what other watershed districts use for Records Retention Schedule.

Wildflower Shores Wetland Bank  Attorney Torseth informed the managers that the Board of Water and Soil Resources (BWSR) needs a signed copy of the contract for the easement with Wildflower Shores HOA. Attorney Torseth will find the contract previously signed by the HOA and send it to the current HOA officers for review.

Cimarron Community Center Permit 2014-22  Attorney Torseth provided the easement for the Cimarron Community Center Permit 2014-22. A motion was made by Marchan and seconded by Bucheck to authorize President Bucheck to sign the Surface Water Drainage Easement for the Cimarron Community Center Permit 2014-22. Motion carried unanimously.

TREASURER’S REPORT  The managers authorized Treasurer Marchan to send the previously approved $50,000.00 check to the City of Afton. Treasurer Marchan provided new bank cards for the managers to sign. Treasurer Marchan will close out one of the VBWD savings accounts and transfer the money to the checking account. He will work with Accountant Martinson to have electronic transfer capabilities with Washington and Ramsey Counties. He will also work with Accountant Martinson to cancel and re-issue the Washington County tax settlement check. Treasurer Marchan distributed copies of the Administrative and Program Budgets Fiscal Year 2016, dated February 2016, and the Treasurer’s Report dated March 10, 2016. After discussion, motion was made by Fetcher and seconded by Lucas to approve the Treasurer’s report. Motion carried unanimously.

WASHINGTON CONSERVATION DISTRICT
Weissner/Hill Grade-Control Cost Share Application Amendment  The quotes received from the Washington Conservation District for the Weissner/Hill cost share project came back higher than expected. The WCD is requesting VBWD increase their contribution to $22,419.00. The previous amount VBWD approved was $15,072.00. After discussion, a motion was made by Lucas and seconded by Bucheck to approve VBWD 25% match for up to $22,419.00 for the Weissner/Hill grade-control cost share project. Motion carried unanimously.

Aquatic Invasive Species Watercraft Inspections  Jay Riggs with the Washington Conservation District sent an email to the VBWD with details of the Aquatic Invasive Species program funding, and is asking if VBWD is interested in having a seasonal full-time person dedicated to VBWD to provide watercraft inspections for aquatic invasive species. The managers decided not to have a seasonal full-time person dedicated for watercraft inspections for aquatic invasive species, but are ok with the proposed AIS watercraft inspection funding.

Future project in Afton  James Landini with the Washington Conservation District informed the VBWD of a potential cost share project in Afton. The managers will keep that project in mind as soon as more cost and project details become available.

ENGINEER’S REPORT
Permit Requests
a. Afton Downtown Village Improvements, Afton  The City of Afton request VBWD not review permit 2016-04 for the Afton Downtown Village Improvements. After discussion, a motion was made by Marchan and seconded by Lucas to extend permit 2016-04 for the Afton downtown Village Improvements in Afton for 60 days. Motion carried unanimously. The managers directed Barr to send the draft letter for the Afton Downtown Village Improvements Wetland Permit Application.

b. Vue Residence, Lake Elmo  After discussion, a motion was made by Fetcher and seconded by Marchan to approve the permit 2016-06 for the Vue Residence with suggested site specific conditions. Motion carried unanimously.

c. Inwood Water Tower, Lake Elmo  After discussion, a motion was made by Fetcher and seconded by Marchan to approve permit 2016-07 Inwood Water Tower in Lake Elmo with suggested site specific conditions, and to waive the surety. Motion carried unanimously.

d. 2016 Street, Drainage, and Utility Improvements, Afton  After discussion, a motion was made by Lucas and seconded by Marchan to approve the permit 2016-09 for the 2016 street drainage and utility improvements in Afton with suggested site specific conditions, and to waive the surety. Motion carried unanimously.

e. 2016 Swim Pond Renovation, Lake Elmo  After discussion, a motion was made by Lucas and seconded by Marchan to approve the permit 2016-08 for the 2016 Swim Pond Renovation in Lake Elmo Park Reserve with suggested site specific conditions, and to waive the surety. Motion carried unanimously.
f. **1987 Manning Avenue South, Driveway Change, Afton** After discussion, a motion was made by Marchan and seconded by Lucas to extend permit 2016-02 for the 1987 Manning Avenue South Driveway change for 60 days. Motion carried unanimously.

**Long Lake Vegetation Management Plan** After discussion, a motion was made by Fetcher and seconded by Marchan to approve the Long Lake Vegetation Management Plan (LVMP) and authorize President Bucheck to sign the LVMP. Motion carried unanimously.

**Silver Lake Watershed Treatment Project** VBWD received a 2016 Clean Water Fund grant for the Silver Lake Watershed Treatment project. After discussion, a motion was made by Bucheck and seconded by Marchan to approve the 2016 Clean Water Fund Grant for the Silver Lake Watershed treatment project. Motion carried unanimously.

**Valley Creek Ravine Stabilization Projects** The managers reviewed the agreement with Kelly Lindstrom a Certified General Appraiser for the Valley Creek Ravine Stabilization projects. A motion was made by Bucheck and seconded by Marchan to approve the agreement letter with Kelly Lindstrom for appraisal services for the Valley Creek Ravine Stabilization projects. Motion carried unanimously.

**Kelle’s Creek Septic System Inspection-Pilot Program** Barr is in the process of finalizing the request for proposals for the Kelle’s Creek septic system inspectors and inspection program documents. Once the documents are reviewed by Attorney Torseth, Barr will provide them to the VBWD managers and Washington County staff for review. The goal is to have the septic system inspection program launched in April 2016.

**Sunnybrook Lake** Barr Engineering met with Steve Keene a resident of Sunnybrook Lake to discuss possible options for flood mitigation on his property. Greg Wentz another resident of Sunnybrook contacted Barr Engineering to discuss possible options for flood mitigation on his property. The managers authorized Barr to continue to work with residents to develop flood risk reduction designs, but will not consider any financial assistance until more details are known.

**MANAGERS’ REPORT**

**2016 Budget** President Bucheck provided a revised line item 2016 budget. After discussion, a motion was made by Bucheck and seconded by Marchan to approve the VBWD 2016 line item budget. Motion carried unanimously.

**2016 Valley Branch Watershed District Infrastructure and Conveyance Systems Recommendations** At the February 11th VBWD meeting, Barr presented the findings and recommendations from the VBWD Infrastructure and Conveyance Systems report. After discussion, a motion was made by Fetcher and seconded by Marchan to authorize Barr to monitor the VBWD systems outlined in Table 4-1 of the report for up to $24,000.00, and to authorize Barr to obtain bids for the completion of all “High” priority maintenance activities listed in Table 4-2 of the report, and that the Washington Conservation District submit annual inspection reports or have Barr staff inspect and report on all projects that VBWD supported with contributions of more than $5,000.00. Motion carried unanimously.

**Oakdale Nature Preserve Best Management Practices Community Grant Application** The City of Oakdale submitted an application for a VBWD Community Grant. After discussion, a motion was made by Fetcher and seconded by Marchan to approve the VBWD Community grant for the City of Oakdale Forest Garden II Natives project for up to $3,696.02, with the condition that Valley Branch Watershed District’s name be included in project signage and literature. Motion carried unanimously.

**Minnesota Association of Watershed Districts Dues** A motion was made by Marchan and seconded by Lucas to approve the 2016 MAWD dues of $4,000.00. Motion carried unanimously.

**Minnesota Association of Watershed Districts Questionnaires** The managers will complete the surveys for the Minnesota Association of Watershed Districts.

**Legal Boundary Adjustments** The City of North St. Paul has questions for the VBWD regarding the legal boundary adjustments. The managers directed Barr to meet with the City of North St. Paul staff to discuss. Vice President Fetcher will also attend.

**Vendor Presentation Requests** The managers would like Barr to respond to any vendor presentation requests.
Meetings Attended and Upcoming Meetings Secretary Lucas will be attending the Afton City Council Meeting. President Bucheck will be attending the Lake Elmo Environmental Committee. Vice President Fetcher will be meeting with the City of North St. Paul staff.

Secretary Lucas meeting with Washington County Commissioner Kriesel Secretary Lucas provided a summary of her meeting with Washington County Commissioner Kriesel.

Update on the Northeast Metro Water Issues Vice President Fetcher provided information from one of the presentations on the 2016 Minnesota Pollution Control Agency’s Water and Watershed meeting on February 23, 2016. The presentation focused on the White Bear Lake water levels.

FUTURE BUSINESS
Next Meetings – March 24 and April 14, 2016 All managers plan to attend the meetings.

OLD BUSINESS
None.

NEW BUSINESS
None.

FUTURE ITEMS
None.

ADJOURNMENT
Motion was made by Lucas and seconded by Marchan at 9:45 p.m. to adjourn the meeting. Motion carried unanimously.

Respectfully Submitted,

/s/ Jill Lucas

Jill Lucas, Secretary

Minutes approved by managers 3/24/2016