VALLEY BRANCH WATERSHED DISTRICT
Minutes of Regular Meeting No. 958
Held in the City of Lake Elmo City Hall
Thursday, April 14, 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; Ray Roemmich, Inspector; and Melissa Imse, Recording Secretary

STAFF ABSENT: None

OTHERS PRESENT: Jake Newhall, WSB & Associates; Tedi Carlson; and Roger Johnson

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 Fetcher and seconded by Marchan to approve the March 24, 2016 meeting minutes as amended. Motion carried unanimously.

ADDITIONAL AGENDA ITEMS
Under Engineer’s Report-Item G4-Valley Creek Beaver Damage. Under Manager’s Report-Item H4-Pat Dean Response Letter and Item H5-Audio Taping of the VBWD Meetings.

PUBLIC FORUM
None

CITIZEN ADVISORY COMMITTEE
Roger Johnson was present to invite the VBWD managers to the Lake DeMontreville/Olson lake association meeting on April 25, 2016. Roger also inquired if the VBWD would authorize Barr Engineering to present at the lake association meeting. After discussion, the manager authorized Barr Engineering to present at the Lake DeMontriville/Olson lake association meeting on April 25, 2016.

SECRETARY’S REPORT
Engineer Hanson distributed the mail.

INSPECTOR’S REPORT
Inspector Roemmich reported on the following projects: Stillwater High Area School, Oakland Junior High School, Easton Village, Wildflower at Lake Elmo, and various residential sites. Inspector Roemmich will contact Bob Engstrom to stabilize and correct erosion areas at the Wildflower at Lake Elmo site.

ATTORNEY’S REPORT
Vue Maintenance Agreement The managers previously approved the Vue maintenance agreement. President Bucheck signed the agreement.

Ramsey County Agreement for 2016 Lake Monitoring Services After discussion, a motion was made by Bucheck and seconded by Marchan to approve the Ramsey County Agreement for 2016 Lake Monitoring Services for approximately $2,300.00. Motion carried unanimously.
2016 Water Monitoring Agreement with Washington Conservation District  A **motion** was made by Bucheck and seconded by Lucas to approve the 2016 Water Monitoring Agreement with Washington Conservation District. After discussion, a **motion** was made by Lucas and seconded by Marchan to table the previous motion by President Bucheck to request greater detail of the costs for the 2016 Water Monitoring Agreement with Washington Conservation District. Motion carried unanimously.

**TREASURER’S REPORT**  Treasurer Marchan reviewed the draft 2015 VBWD Financial Audit with the managers. A **motion** was made by Marchan and seconded by Lucas to approve the VBWD 2015 Financial Audit and authorize Treasurer Marchan to sign the representation letter for the 2015 financial audit, and direct Treasurer Marchan to have the VBWD Auditor submit the 2015 Financial Audit to the Board of Water and Soil Resources. Motion carried unanimously. Treasurer Marchan reported that he will begin a new process with Accountant Martinson for accounting reports and payments.

**WASHINGTON CONSERVATION DISTRICT**  None

**ENGINEER’S REPORT**

**Permit Requests**

a. **Afton Downtown Village Improvements, Afton**  After discussion, a **motion** was made by Lucas and seconded by Fetcher to approve permit 2016-04 for the Afton downtown Village Improvements in Afton with the added language to the suggested site specific conditions. Motion carried unanimously.

b. **Old Village Phase II Street and Utility Improvements, Lake Elmo**  After discussion, a **motion** was made by Fetcher and seconded by Marchan to approve the permit 2016-11 for the Old Village Phase II Street and Utility Improvements in Lake Elmo with suggested site specific conditions. Motion carried unanimously.

**Kelle’s Creek Septic System Inspection-Pilot Program**  The managers reviewed the Kelle’s Creek Septic System Inspection Pilot Program documents. Washington County has also reviewed the Kelle’s Creek Septic System inspection program and provided comments. After discussion, a **motion** was made by Fetcher and seconded by Marchan to approve the Kelle’s Creek Septic System pilot program documents, and the recommended septic system inspectors. Motion carried unanimously.

**Valley Creek Ravine Stabilization Projects**  After discussion, a **motion** was made by Fetcher and seconded by Marchan to authorize Attorney Torseth to negotiate drainage easement purchase with the property owner. Motion carried unanimously. A **motion** was made by Fetcher and seconded by Marchan to approve payment of $2,500.00 to Kelly Lindstrom for property appraisal services. Motion carried unanimously.

**Valley Creek Beaver Damage**  The VBWD managers agreed to pay for cleaning up Ms. Shari Johnson’s reach of Valley Creek after she removes all beavers.

**MANAGERS’ REPORT**

**Website**  The managers discussed the current VBWD website and usage report, and discussed the possibility of updating the website. Vice President Fetcher will meet with Engineer Hanson to discuss updating the website.

**WaterShed Partners**  After discussion, a **motion** was made by Fetcher and seconded by Marchan to approve $1,000.00 contribution to WaterShed Partners. Motion carried unanimously.

**Pat Dean Response Letter**  The managers reviewed the draft response letter, and directed Engineer Hanson to compile the comments on the draft letter.

**Audio Taping of VBWD Meetings**  The Managers will discuss this issue at a future meeting and they directed Engineer Hanson to check with the City of Lake Elmo regarding whether its system will audio record.

**FUTURE BUSINESS**

**Next Meetings – April 28, May 12, and May 5 Workshop, 2016**  The May 12th meeting will be canceled due to a lack of a quorum. Vice President Fetcher may be absent at the April 28th meeting. All other managers plan to attend the meeting.

**OLD BUSINESS**
None.

**NEW BUSINESS**
None.

**FUTURE ITEMS**
None.

**ADJOURNMENT**
**Motion** was made by Fetcher and seconded by Marchan at 9:38 p.m. to adjourn the meeting. Motion carried unanimously.

Respectfully Submitted,

/s/ Jill Lucas

Jill Lucas, Secretary

Minutes approved by managers 4/28/2016