VALLEY BRANCH WATERSHED DISTRICT
Minutes of Regular Meeting No. 959
Held in the City of Lake Elmo City Hall
Thursday, April 28, 2016

MANagers Present: Dave Bucheck, President; Jill Lucas, Secretary; and Ed Marchan, Treasurer

MANager Absent: Lincoln Fetcher, Vice President

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: Tedi Carlson

Call to Order
President Bucheck called the meeting to order at 7:00 p.m.

Announcements
Due to a lack of a manager quorum, the VBWD May 12th meeting will be cancelled.

Approval of Minutes
After discussion, motion was made by Bucheck and seconded by Lucas to approve the April 14, 2016 meeting minutes as amended. Motion carried unanimously.

Additional Agenda Items
Under Engineer’s Report-Item G4-Shari Johnson email regarding the Valley Creek Beaver Damage.

Public Forum
None

Citizen Advisory Committee
None

Secretary’s Report
Engineer Hanson distributed the mail.

Inspector’s Report
Inspector Roemmich reported on the following projects: Stillwater Area High School and a residential project on 42nd Street in Afton.

Attorney’s Report
Attorney Torseth reported that she is continuing to work with the Wildflower Shores Homeowners Association regarding the wetland bank.
A letter of credit for the Wildflower at Lake Elmo project will be due in May 2016. President Bucheck will contact Bob Engstrom and tell him that VBWD needs to have the letter of credit extended. After discussion, a motion was made by Bucheck and seconded by Marchan to authorize Attorney Torseth to draw on the existing letter of credit before it expires, if the letter of credit is not extended for another year. Motion carried unanimously.

Attorney Torseth presented a previously approved Stormwater Treatment Facility Maintenance agreement and the 2016 CAMP monitoring agreement for signatures. A motion was made by Bucheck and seconded by Marchan to authorize the VBWD President and Secretary to sign the agreements. Motion carried unanimously.

Treasurer’s Report
Treasurer Marchan distributed copies of the Administrative and Program Budgets Fiscal Year 2016, dated March 2016, and the Treasurer’s Report dated April 28, 2016. After discussion, motion was made by Lucas and seconded by Marchan to approve the Treasurer’s report. Motion carried unanimously.

Treasurer Marchan
distributed copies of the previously approved VBWD 2015 Financial Audit. Treasurer Marchan reminded managers that per diems are due.

WASHINGTON CONSERVATION DISTRICT  None

ENGINEER’S REPORT
2015 Annual Report  The managers reviewed the draft VBWD 2015 Annual Report. After discussion, a motion was made by Lucas and seconded by Marchan to approve the VBWD 2015 Annual Report with suggested edits. Motion carried unanimously.

Legal Boundary  Engineer Hanson met with the City of North St. Paul Administrator regarding the legal boundary adjustment. The City is requesting that VBWD provide letters to the property owners in North St. Paul who would be affected by the proposed boundary change. The managers reviewed and edited the draft homeowner letter. The managers authorized Barr Engineering to send the letters with the suggested edits.

Minnesota Wetland Conservation Act Notice of Decision: Stillwater Area High School, Oak Park Heights
After discussion, a motion was made by Bucheck and seconded by Marchan to approve the Wetland Conservation Act Notice of Decision for the Stillwater Area High School. Motion carried unanimously.

Shari Johnson Email  The VBWD received a quote to remove trees and clean the bank from damage caused by beavers in Valley Creek on Shari Johnson’s property. The managers reviewed the quote and due to the price, would like to gather additional quotes. After discussion, a motion was made by Bucheck and seconded by Marchan to approve Barr Engineering gathering an additional quote for the project, and authorized the lowest bid for up to $10,000 to have the debris removed from the creek and chipped on site to a location approved by the landowner. Motion carried unanimously. If the landowner wants the debris hauled off site instead of chipped on site, she will need to pay the difference.

MANAGERS’ REPORT
Meetings Attended and Upcoming Meetings  No discussion.

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

FUTURE BUSINESS
Next Meetings – May 12 & 26 Meetings, and the May 5 Workshop, 2016  The May 12 meeting is cancelled due to a lack of quorum. Attorney Torseth and Recording Secretary Imse will post the cancelation notices at Lake Elmo City Hall and vbwd.org. All managers plan to attend the May 26 meeting and the May 5 workshop.

OLD BUSINESS
None.

NEW BUSINESS
None.

FUTURE ITEMS
None.

ADJOURNMENT
Motion was made by Lucas and seconded by Marchan at 8:09 p.m. to adjourn the meeting. Motion carried unanimously.

Respectfully Submitted,

/s/ Jill Lucas
Minutes approved by managers 5/26/2016

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. $1,000 for two Plants Grant for Mary Florence Brink for rain gardens and a shoreline restoration project located at 4719 Olson Lake Trail in Lake Elmo and the Olson Lake Subwatershed