VALLEY BRANCH WATERSHED DISTRICT
Minutes of Regular Meeting No. 1021
Held in Baytown Township Community Center           APPROVED
Thursday, June 27, 2019    MINUTES

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

MANAGER ABSENT:      None

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

STAFF ABSENT:        None

OTHERS PRESENT:      Washington County Commissioner Gary Kriesel; Wayne Sandberg, Engineer
                      Washington County; George Eilertson, Northland Securities; Dave Schultz, West
                      Lakeland Township Supervisor; Link Lavey, CAC; Candace Kraemer, Sunnybrook
                      Lake

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

ANNOUNCEMENTS       None

ADDITIONAL AGENDA ITEMS (Additions/Deletions/Corrections)
•  Under Manager’s Report-Item 6-Per Diem Change
•  Under Reports-Insurance

APPROVAL OF AGENDA  A motion was made by Fetcher and seconded by Marchan to approve the agenda as
                    amended for June 27, 2019.  Motion carried unanimously.

PUBLIC FORUM         None

CONSENT CALENDAR    Secretary Haider requested to remove the June 13, 2019 meeting minutes. Vice President
                    Fetcher requested to remove the permit for the Stagecoach Trail project in Afton.

June 13, 2019 Meeting Minutes After discussion, a motion was made by Haider and seconded by Marchan to
                    approve the June 13, 2019 meeting minutes.  Motion carried unanimously.

Permit: Stagecoach Trail Project in Afton The managers discussed the site specific conditions of the permit and
                    added additional site specific conditions to the permit.  A motion was made by Marchan and seconded by Haider to
                    approve Permit 2019-18, the Stagecoach Trail project in Afton with the additional site specific language added to the
                    permit.  Motion carried unanimously.  Barr Engineering will make the corrections to the permit.
                    A motion was made by Haider and seconded by Marchan to approve the remaining items on the Consent Calendar.
                    Motion carried unanimously.  The following items were on the Consent Calendar:

                    •  Permit Closeout: Village Preserve, Lake Elmo
                    •  Permit: Camelite Hermitage Chapel, Lake Elmo
                    •  Permit: Jeff Bird Solar Project, Grant
                    •  Final Payment of $490.00 to Kathy Delaney for a Native Plant Grant project at 14906 50th Street S,
                      Afton
                    •  Treasurer’s Report
UPDATES AND REQUESTS FROM PARTNERS, VOLUNTEERS AND CITIZEN ADVISORY COMMITTEE

Washington County Request for Goose Lake Water Level Study  Mr. Wayne Sandberg, the engineer for Washington County, was present to make a formal request to have VBWD lead an effort for a study of the water elevation on Goose Lake to help elevate county road flooding. The Board will consider a study during its 2020 budget discussions.

Discussion with George Eilertson of Northland Securities Regarding Bonding Process and Options to use for Potentially Purchasing Homes in the Sunnybrook Lake Neighborhood  Mr. George Eilertson with Northland Securities was present to go through the bonding process and options for the managers to consider. The managers will discuss at a future board meeting.

- Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations under the Internal Revenue Code  No action.

PERMITTING PROGRAM

Inspector Report  Inspector Brower reported on the following projects: Sunnybrook Lake, Legends of Woodbury, CSAH 17 in Lake Elmo, Royal Oak, and Welshinger Hillside.

Permit 2019-20, 30th Street North Relocation Project, Baytown Township  The managers reviewed the permit. Dave Schultz, a West Lakeland Township Supervisor, was present to express his concern with the project. After discussion, a motion was made by Marchan and seconded by Haider to table permit 2019-20 for the 30th Street North relocation project in Baytown Township. Motion carried unanimously.

ATTORNEY’S REPORT

Policy Authorizing the District President to Approve Expenditure of Funds in Flooding Emergencies  At the June 13th meeting, the managers directed Attorney Torseth to develop a policy for authorizing the expenditure of funds in emergency situations. Attorney Torseth drafted a policy for the managers to review. After discussion, a motion was made by Haider and seconded by Marchan to approve the policy authorizing the District President to approve expenditure of funds in flooding emergencies for up to $25,000. Motion carried unanimously.

2019 Citizens Assisted Monitoring Program (CAMP) Agreement with Metropolitan Council  After discussion, a motion was made by Fetcher and seconded by Marchan to approve the 2019 Citizens Assisted Monitoring Program (CAMP) Agreement with Metropolitan Council. Motion carried unanimously.

Easement Acquisition  Attorney Torseth provided a memorandum on when it would be applicable for VBWD to acquire easements.

ENGINEER’S REPORT  None

MANAGER’S REPORT

Sunnybrook Lake  Inspector Brower provided an update on the water level at Sunnybrook Lake. The VBWD received an invoice from Indian Hills Golf Club for pumping services. The managers directed Barr Engineering to contact Indian Hills Golf Course regarding the pumping agreement and invoice. The managers directed Attorney Torseth to contact Larry Lanoux for further clarification on the pumping agreement.

Downs Lake  In response to a property owner’s request, Secretary Haider and Barr Engineering staff visited a site between Downs Lake and Royal Golf Club on June 14. The property owner’s warming house is located on a wetland that flooded during the Downs Lake drawdown and floated and moved approximately 50 feet. The VBWD obtained a cost estimate from John Buelow to move the warming house back. The managers indicated that if the warming house is to be re-established, it be placed above the 100-year flood elevation. After discussion, the managers directed Barr Engineering to contact the owner of the warming house and see what they would like to do.
Sage Accounting Software  The AICPA (American Institute of Certified Public Accountants) has a new rule that becomes effective July 1, 2019. The new rule stated that CPAs cannot perform a financial audit if they provide hosting services to a client. For VBWD, Redpath and Company conducts the financial audit and accounting services. For VBWD to be in compliance with the new rule, the VBWD accounting software (Sage) would have to be installed with someone associated with VBWD. After discussion, a motion was made by Haider and seconded by Marchan to have Barr Engineering purchase Sage 50 Premium Accounting/Single User software and install it on Engineer Hanson’s laptop by July 1. Motion carried unanimously.

Meeting Procedures and Roles and Responsibilities  The managers will discuss at a future meeting.

2018 Financial Audit  Treasurer Marchan distributed the audit. Redpath and Company is planning to attend the July 11 meeting to review it with the audit with the managers. Redpath and Company has submitted the audit to the State Auditor and the Minnesota Board of Water and Soil Resources as required.

Per Diem Policy  The Minnesota State Statues 103D, that sets the Manager Per Diem, has changed the manager per diem policy for a per diem of up to $125/per day effective July 1, 2019. A motion was made by Marchan and seconded by Haider to approve the new per diem rate of $125/day for the VBWD managers effective July 1, 2019. Motion carried unanimously.

REPORTS  
VBWD Insurance  Recording Secretary Imse provided a status update on obtaining insurance through the League of Minnesota Cities. The VBWD must designate an agent as a condition of participating in the League of Minnesota Cities property/casualty program. After discussion, the managers directed Recording Secretary Imse to select a licensed agent to obtain an insurance quote.

FUTURE MEETINGS AND BUSINESS  
Valley Branch Watershed District 2020 Budget Planning Workshop, July 9, 2019 at 5:30pm  Manager Sewell will be absent for the budget workshop.

Valley Branch Watershed District Meetings: July 11 and July 25, 2019  Manager Sewell will be absent at the July 11th meeting. President Lucas will be absent at the July 25th meeting. All other managers plan to attend.

OLD BUSINESS  
None.

NEW BUSINESS  
None.

FUTURE ITEMS  
None.

Executive Closed Session  At 9:05 p.m., the managers suspended the regular board meeting and moved into an executive closed session. The managers discussed the purchase of real property in the Sunnybrook Lake area. At 10:07 p.m., a motion was made by Marchan and seconded by Sewell to conclude the executive closed session and reconvene the regular board meeting. Motion carried unanimously.

ADJOURNMENT  
Motion was made by Marchan and seconded by Sewell at 10:07 p.m. to adjourn the meeting. Motion carried unanimously.
Respectfully Submitted,

/s/ Anthony Haider

Anthony Haider, Secretary

Minutes approved by managers 7/11/2019