VALLEY BRANCH WATERSHED DISTRICT
Minutes of Regular Meeting No. 997
Held in Baytown Township Community Center       APPROVED
Thursday, April 26, 2018       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, Attorney, Galowitz Olson; Jeff Brower, Inspector; and Melissa Imse, Recording Secretary

STAFF ABSENT: None

OTHERS PRESENT: Nathan Campeau, Barr Engineering; John Bender, Westwood Professional Services; David Stradtman, Rachel Development; Loren Cota, City of Oakdale

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 4, Sally Manzara Interpretative Center; Item 5, MAWD Project of the year; Item 6, Agenda Organization; Item 7, Meeting Recordings; Item 8, Accounting procedures.

PUBLIC FORUM None

CONSENT CALENDAR The Treasurer’s report was pulled from the consent calendar. A motion was made by Haider and seconded by Fetcher to approve the Consent Calendar. Motion carried unanimously.

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:
1. April 12, 2018, Meeting Minutes
2. Treasurer’s Report
3. Permits:
   a. Legends of Woodbury Utility and Street Improvements and Lift Station 12 Abandonment, Woodbury
   b. 2018 Street Improvements, Lake Elmo
   c. Old Village Phase 4 Street, Drainage, and Utility Improvements, Lake Elmo
4. Comment Letter: City of North St. Paul Local Water Management Plan

UPDATES AND REQUESTS FROM PARTNERS AND VOLUNTEERS
Community Cost Share Grant Request: Oakdale Park Native Planting Loren Cota with the City of Oakdale was present to discuss the cost share request for the City. After discussion, a motion was made by Fetcher and seconded by Sewell to approve $1,000 from the VBWD community cost share program for the City of Oakdale park native planting. Motion carried unanimously.
PERMIT PROGRAM
Inspector’s Report  Inspector Brower reported on the following projects: Afton Village, Legends of Woodbury, Hammes, Wildflower, Village Preserve, CSAH 13, Hidden Meadows, Cedar Leaf Point, Royal Golf Course, Rock Point Church, and the Dunn Residence.

Permit 2016-19 Revision Request: Hammes Property, Lake Elmo  The managers previously approved this permit on July 14, 2016. The permit holder is requesting approval of site modifications related to stormwater volume control. After discussion, a motion was made by Haider and seconded by Sewell to approve the permit 2016-19 to approve the stormwater volume control modifications for the permit for the Hammes property in Lake Elmo. Motion carried unanimously.

Permit 2017-30 Request: Autumn Run 2nd Addition, West Lakeland Township  After discussion, a motion was made by Marchan and seconded by Haider to approve the permit 2017-30 Autumn Run 2nd Addition in West Lakeland Township. Motion carried unanimously.

ATTORNEY’S REPORT
Retainage 2008 Pond Excavation Project, Oakdale & Mahtomedi  Attorney Torseth reported that the contractor has not contacted her regarding the retainage.

VBWD Contract With Inspector Brower  After discussion, a motion was made by Fetcher and seconded by Marchan to approve the VBWD inspector contract with Mr. Brower. Motion carried unanimously. President Lucas encouraged Inspector Brower to attend the MAWD Annual meeting on behalf of VBWD.

ENGINEER’S REPORT
Gopher State One Call Locate Services  As requested by the managers, Nathan Campeau with Barr Engineering was present to discuss utility locating services. After discussion, a motion was made by Fetcher and seconded by Haider to authorize Barr Engineering to register and start locating services in 2019 and to budget accordingly. Motion carried unanimously.

Lake Aquatic Plant Point-Intercept Surveys  At the April 12, 2018 meeting, Link Lavey of the Olson-DeMontreville Association requested VBWD continue to conduct aquatic plant point-intercept surveys of the Tri-Lakes. The managers responded that they would like to review the 2018 budget before committing to the surveys. After discussion, a motion was made by Fetcher and seconded by Marchan to authorize the aquatic plant point-intercept survey for the Tri-Lakes. Motion carried unanimously.

MANAGERS’ REPORT
Citizens Advisory Committee (CAC)  The managers discussed reinvigorating the VBWD CAC. Link Lavey has agreed to participate in the CAC. President Lucas will continue to advertise the CAC at community meetings, including handing out the information posted to the VBWD website. After the community meetings, the managers will discuss actions to take.

50th VBWD Anniversary  Secretary Haider and Treasurer Marchan will continue to make plans for celebrating VBWD’s 50th year. The managers discussed an initial budget of $500 for promotional items, such as water bottles. Secretary Haider will contact Angie Hong to write a story for newspapers.

2018 Budget Balance  The managers discussed the 2018 cash balance and the 2019 budget process.

Treasurer’s Report  Treasurer Marchan provided copies of the Administrative and Program Budgets Fiscal Year 2018, dated March 2018, and the Treasurer’s Report dated April 26, 2018. After discussion, motion was made by Lucas and seconded by Marchan to approve the Treasurer’s report. Motion carried unanimously.

Sally Manzara Interpretative Center  The opening of the Sally Manzara Interpretative Center is June 2, 2018. Secretary Haider, Angie Hong, and Engineer Hanson will meet to edit the proposed VBWD panel at the center.
**MAWD Project of the Year** Secretary Haider suggested submitting the Valley Creek work for the MAWD Annual Meeting Project of the Year award when the applications are announced.

**Agenda Organization** The managers reviewed the new agenda organization. No changes were made.

**Meeting Recordings** With the new VBWD website launched, the managers discussed posting the audio recordings of the meetings to the new website. After discussion, a motion was made by Marchan and seconded by Haider to approve posting the audio recordings of the meetings to the new website. Recording Secretary Imse will get those posted to the website.

**Accounting Practices** The managers modified the invoicing process they approved at the previous meeting. The managers directed Treasurer Marchan and Engineer Hanson to work with Nancy Martinson to develop a more straightforward Treasurer’s Report for showing cash flow. Treasurer Marchan will develop an Internal Controls or SOP of the invoicing process with President Lucas and Engineer Hanson. Treasurer Marchan will investigate electronic payments.

**VBWD District Administrator** The managers discussed holding a workshop this summer to discuss administrative services.

**REPORTS**

- **Citizens Advisory Committee** None
- **Administrator/Engineer Report** None
- **Attorney** None
- **Website Administrator** None
- **Inspector** None

**FUTURE MEETINGS AND BUSINESS**

**Next Meetings – May 10, 2018 and May 24, 2018** All the managers plan to attend the May 10th meeting. The May 24th meeting may be cancelled.

A. Washington County Water Consortium Meeting: Washington County Government Center, 2 p.m., May 2
B. Washington County Commissioners’ Meeting: Washington County Government Center, 9 a.m., May 8
C. City of Lake Elmo, Council Work Session: Lake Elmo City Hall, 6:30 p.m., May 8
D. Valley Branch Watershed District Meetings: Baytown Township Community Building, 7 p.m., May 10 and 24
E. North St. Paul, Council Workshop, North St. Paul City Hall: 5 p.m., May 15
F. City of Afton, City Council Meeting: Afton City Hall, 7 p.m., May 15
G. Washington County Meeting with Watershed Districts: Stillwater Public Library, 5:30–7 p.m., May 21
H. VBWD Tour, 4 p.m., May 31
I. Sally Manzara Interpretive Nature Center Grand Opening, Sunfish Lake Park, 9 a.m.–5 p.m., June 2
J. Ramsey-Washington Metro Watershed District’s WaterFest, Lake Phalen, 11 a.m.–4 p.m., June 2
K. City of St. Mary’s Point, City Council Meeting: St. Mary’s Point City Hall, 7 p.m., June 5
L. MAWD Summer Tour: Lower Minnesota River Watershed District, Riley Purgatory Bluff Creek Watershed District, and Carver County Water Management Organization, June 20–22. A **motion** was made by Marchan and seconded by Lucas to authorize attendance for any VBWD Manager or Staff to attend the MAWD Summer Tour. Motion carried unanimously.
M. Workshop on the Water: Hudson, noon–4 p.m., July 12
N. 2019 Budget Workshop, 5 p.m., August 7

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.
FUTURE ITEMS
None.

ADJOURNMENT
Motion was made by Marchan and seconded by Fetcher at 9:30 p.m. to adjourn the meeting. Motion carried unanimously.

Respectfully Submitted,

/s/ Anthony Haider

Anthony Haider, Secretary

Minutes approved by Managers 5/10/2018