

**MINUTES OF THE REGULAR MEETING OF
THE MINNEHAHA CREEK WATERSHED DISTRICT
BOARD OF MANAGERS**

January 12, 2023

CALL TO ORDER

The regular meeting of the Minnehaha Creek Watershed District was called to order by Vice President William Olson at 7:00 p.m. on January 12, 2023.

MANAGERS PRESENT

William Olson, Jessica Loftus, Richard Miller, and Stephen Sando. Eugene Maxwell was present remotely as duly noticed using interactive technology from Fire Station #5, 5800 Bolero Road, City of Palm Springs, California.

MANAGERS ABSENT

Sherry White. Arun Hejmadi monitored the meeting using interactive technology but did not participate in discussion or vote.

DISTRICT STAFF AND CONSULTANTS PRESENT

James Wisker, Administrator; Anna Brown, Planner – Project Manager; Josh Wolf, Project and Land Program Manager; Samantha Maul, Engagement Coordinator; Chris Meehan, District Consulting Engineer; and Louis Smith, District Counsel.

APPROVAL OF AGENDA

It was moved by Manager Miller, seconded by Manager Maxwell to approve the Agenda as distributed. Upon roll call vote, the motion carried 5-0 (White, Hejmadi absent).

MATTERS FROM THE FLOOR

None.

INFORMATIONAL ITEMS

New Staff Introduction: Mr. Wisker introduced Josh Wolf, the new Project and Land Program Manager. Mr. Wolf appeared before the Board of Managers and shared his experience and interest in coming to work at the MCWD. The managers welcomed Mr. Wolf to the District.

Staff Acknowledgement: Mr. Wisker noted that Anna Brown would be leaving the MCWD and moving to Portland, Oregon after seven years of service to the District. He reviewed her contributions, and the managers expressed their gratitude and best wishes to Ms. Brown.

CONSENT AGENDA

It was moved by Manager Miller, seconded by Manager Sando, to approve the items on the Consent Agenda consisting of approval of the December 15, 2022, Board meeting minutes, approval of the General Check Register, including check numbers 42146 through 42166 in the amount of \$103,093.31, electronic funds withdrawals of \$9,689.50, Managers Per Diems and Reimbursements of \$5,086.91, employee reimbursements of \$1,722.21, payroll electronic funds withdrawals and disbursements of \$77,727.57, for a total of \$197,319.50; the Surety Check Register for a bank service charge of \$27.00; and the Wire Check Register in the amount of \$0.00; and the following resolutions:

Resolution 23-001: Approval of the 2023 Depository of District Funds

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby names Bremer Bank as the 2023 official depository of District Funds for its four bank accounts;

Resolution 23-002: Approval of the District's 2023 Depository for Noncash Financial Assurances

NOW, THEREOFRE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers: hereby names Smith Partners as the 2023 official depository of noncash financial assurances for the District;

Resolution 23-003: Approval of the 2023 Official District Newspaper

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers: hereby designates the Star Tribune as the official newspaper of the District for 2023;

Resolution 23-004: Approval of the 2023 District Fee Schedule

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the following 2023 District fee schedule:

2023 District Fee Schedule:

<i>District professional staff*</i>	<i>\$ 65.51</i>
<i>District administrative staff*</i>	<i>\$ 46.69</i>
<i>Consulting Engineer/Technician</i>	<i>\$ Contracted Rate</i>
<i>District Counsel</i>	<i>\$ Contracted Rate</i>
<i>Permit Application Fee</i>	<i>\$ 10.00</i>
<i>B&W Copy Costs (8½ x 11 page)</i>	<i>\$ 0.25 + actual staff time</i>
<i>Color Copy (8½ x 11 page)</i>	<i>\$ 1.00 + actual staff time</i>
<i>Electronic Records</i>	<i>\$ cost of production</i>

District expenses for postage, mailing labels, contracted services, and other miscellaneous services will be billed at cost.

The “Application Fee” applies to all permits, including fast track permits.

**Blended/burdened professional rate.*

Resolution 23-005: Authorization to Release RFP for IT Managed Services

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes staff to solicit proposals for IT managed services.

Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).

BOARD, COMMITTEE AND TASK FORCE REPORTS

President’s Report: Vice President Olson noted that there would be no President’s Report in President White’s absence.

Operations and Programs Committee Report: Manager Loftus reported that the Committee meeting was rescheduled to January 25.

Upcoming Meeting and Event Schedule: Vice President Olson directed the managers to the meetings listed on the agenda.

ACTION ITEMS

Election of Board Officers and Appointment of Committee Assignments

It was moved by Manager Olson, seconded by Manager Miller to elect Sherry White as President. Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).

It was moved by Manager Maxwell, seconded by Manager Miller to elect William Olson as Vice President. Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).

It was moved by Manager Olson, seconded by Manager Miller to elect Jessica Loftus as Treasurer. Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).

It was moved by Manager Miller, seconded by Manager Olson to elect Eugene Maxwell as Secretary. Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).

Vice President Olson noted that President White recommended that the same committee assignments for 2022 continue for 2023. ***It was moved by Manager Miller, seconded by Manager Sando, to confirm President White's recommendations for committee assignments for 2023. Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).***

Resolution 23-006: Acceptance of CAC Diagnostic Findings

Ms. Samantha Maul appeared before the Board of Managers to review the request for board action. She reviewed the background of the Citizens Advisory Committee's operational recommendations in 2021, and the work to align the CAC with the overall strategic direction of the organization. She reviewed the diagnostic process to assess the changes to the CAC implemented in 2021 and 2022 and identify areas for ongoing improvement. She presented findings and recommendations to guide the CAC's work going forward.

Following discussion, it was moved by Manager Miller, seconded by Manager Loftus to adopt Resolution 23-006 as follows:

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby accepts the 2022 CAC Diagnostic Summary of Findings Report and directs staff to implement the identified recommendations for continuous improvement.

Upon roll vote, the motion carried 5-0 (White, Hejmadi absent). Manager Loftus expressed her appreciation to staff for good work on the CAC's role and opportunities for improvement.

Resolution 23-007: Acceptance of MCWD's Historical Insights and Principles of Success

Mr. Wisker provided a review of this project to review the MCWD's history and develop key insights and principles of success to guide the organization in the future. He summarized the five chapters, seven categorical principles, and expressed appreciation to the Board, CAC, staff and counsel for their contributions to the project.

It was moved by Manager Miller, seconded by Manager Sando, to adopt Resolution 23-007 as follows:

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby accepts MCWD's Historical Insights and Principles of Success and directs the District Administrator to finalize citations and make non-substantive edits to layout and format, to integrate the information into the onboarding of new Board members, Staff and CAC, and to develop a process for periodically revisiting and updating the principles.

Manager Miller expressed that the work exceeded his expectations and thought it would be very useful in the future. Manager Sando expressed his appreciation for the clarity and value of the work. ***Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).***

STAFF UPDATES

Administrator's Report

Mr. Wisker reported on the following items:

1. This evening's meeting is a pilot of sorts in providing for a hybrid arrangement to facilitate remote participation using interactive technology. Further equipment for the board room is being considered as necessary.
2. The staff recently issued a news release highlighting the MCWD's recent awards and the climate action framework.
3. Manager Loftus will help to facilitate the Operations and Programs Committee meeting on January 25.
4. Mr. Wisker met recently with Minneapolis Public Works staff to explore collaborative water resource planning and will report in further detail at a future board or committee meeting.
5. Mr. Wisker reviewed several staff transitions and management of the current projects and workload. He reviewed hiring plans and timing to take care with onboarding and training of new staff.

Adjournment

There being no further business, Vice President Olson declared the meeting of the Board of Managers adjourned at 8:40 p.m.

Minutes of the Regular Meeting
Minnehaha Creek Watershed District
Board of Managers
1-12-23

Respectfully submitted,

A handwritten signature in cursive script that reads "Eugene J. Maxwell". The signature is written in black ink on a light-colored, textured background that appears to be a scan of a document or a signature strip.

Eugene Maxwell, Secretary