

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

4  
5                                   **September 14, 2023**

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7                                   **CALL TO ORDER**

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9                                   The regular meeting of the Minnehaha Creek Watershed District Board of Managers was  
10                                   called to order by President Sherry White at 7:00 p.m. on September 14, 2023, at the  
11                                   MCWD offices, 15320 Minnetonka Boulevard, Minnetonka, Minnesota.

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13                                   **MANAGERS PRESENT**

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15                                   Sherry White, William Olson, Richard Miller, Arun Hejmadi, Jessica Loftus, and Eugene  
16                                   Maxwell.

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18                                   **MANAGERS ABSENT**

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20                                   Stephen Sando.

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22                                   **DISTRICT STAFF AND CONSULTANTS PRESENT**

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24                                   James Wisker, Administrator; Kailey Cermak, Hydrologist; Michael Hayman, Project  
25                                   Planning Manager; Chris Meehan, District Consulting Engineer; and Louis Smith,  
26                                   District Counsel.

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28                                   **APPROVAL OF AGENDA**

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30                                   *It was moved by Manager Miller, seconded by Manager Maxwell, to approve the*  
31                                   *Agenda as distributed. Upon vote, the motion carried 6-0 (Manager Sando absent).*

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33                                   **MATTERS FROM THE FLOOR**

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35                                   None.

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37                                   **CONSENT AGENDA**

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39                                   *It was moved by Manager Hejmadi, seconded by Manager Miller to approve the items*  
40                                   *on the Consent Agenda consisting of approval of the August 24 Meeting Minutes, and*  
41                                   *the following resolutions:*

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43                                   *Resolution 23-051: Authorization to Release RFP For Accounting Services*  
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45 ***NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek***  
46 ***Watershed District Board of Managers hereby authorizes staff to release the***  
47 ***request for proposal for accounting services;***  
48

49 ***Resolution 23-052: Authorization to Release Request for Proposals for Engineering***  
50 ***Services***

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52 ***NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek***  
53 ***Watershed District Board of Managers hereby authorizes staff to release the***  
54 ***request for proposal for engineering services; and***  
55

56 ***Resolution 23-054: Recognition of Marissa Castro***

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58 ***NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek***  
59 ***Watershed District Board of Managers formally acknowledges Marissa***  
60 ***Castro's contribution to the organization and thanks her for her service.***  
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62 ***Upon vote, the motion carried 6-0.***

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64 **BOARD, COMMITTEE AND TASK FORCE REPORTS**

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66 **President's Report:** President White noted Mr. Wisker's upcoming absence for two weeks  
67 and requested a motion to designate Ms. Becky Christopher as Interim Administrator in  
68 Mr. Wisker's absence. ***It was moved by Manager Hejmadi, seconded by Manager***  
69 ***Miller to designate Ms. Becky Christopher as Interim Administrator in Mr. Wisker's***  
70 ***absence. Upon vote, the motion carried, 6-0.***  
71

72 **Operations and Programs Committee Report:** Manager Olson reported that the  
73 Committee met earlier in the evening and received a report on the outcomes from the 2D  
74 pilot model project as part of the overall effort to support the MCWD's needs for climate  
75 planning.  
76

77 President White noted the upcoming meeting schedule presented in the agenda.  
78

79 **ACTION ITEMS**

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81 **Resolution 23-055: Awarding Contract for Watershed-wide Model Input Refinement**  
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83 Ms. Kailey Cermak appeared before the Board of Managers to review the request for  
84 board action. She noted that the MCWD's climate action framework calls for building a  
85 model to understand and predict the impacts of climate change. She reviewed the pilot  
86 model phase to provide early learnings to support the effort to build a watershed wide  
87 scale model. Both phases of the pilot model work are complete, and the MCWD issued a

88 request for proposals for three phases of work on the watershed wide scale model. The  
89 MCWD received two proposals, and based on staff’s evaluation of proposals, interviews,  
90 and dialogue with MCWD Board Liaisons, staff is recommending that Bolton & Menk be  
91 selected as the consultant and awarded the contract for services detailed in the Bolton &  
92 Menk Watershed-wide Model Input Refinement Proposal.

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94 ***It was moved by Manager Miller, seconded by Manager Maxwell to adopt Resolution***  
95 ***23-055: Awarding Contract for Watershed-wide Model Input Refinement as follows:***

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97 ***NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek***  
98 ***Watershed District Board of Managers authorizes the District administrator, on***  
99 ***advice of legal counsel, to execute a contract with Bolton & Menk for***  
100 ***consultant services for Watershed-wide Model Input Refinement, in accordance***  
101 ***with the developed scope of work as the Administrator may refine it, and in an***  
102 ***amount not to exceed the amount set forth in the proposal, and authorizes***  
103 ***the Administrator to execute contract amendments in his discretion up to an***  
104 ***additional 10 percent, in aggregate, of the contract amount.***

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106 Manager Olson expressed his appreciation to Managers Hejmadi and Miller for their  
107 work as Board liaisons for this process. ***Upon vote, the motion carried 6-0.***

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109 Resolution 23-056: Adoption of the 2024 Capital Improvement Plan

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111 Mr. Michael Hayman appeared before the Board of Managers to review the request for  
112 board action. He noted that the Board of Managers reviewed the revised draft CIP on  
113 July 13, 2023, and authorized its distribution to the cities and counties. Two comments  
114 were received from staff from the City of Edina and the Minneapolis Park and Recreation  
115 Board that were procedural in nature. The engineer for the City of Excelsior wrote to  
116 express appreciation for the MCWD’s Land & Water Partnership program.

117  
118 ***It was moved by Manager Hejmadi, seconded by Manager Olson to adopt Resolution***  
119 ***23-056: Adoption of the 2024 Capital Improvement Plan as follows:***

120  
121 ***NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek***  
122 ***Watershed District Board of Managers hereby adopts the attached 2024 CIP.***

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124 ***Upon vote, the motion carried 6-0.***

125  
126 Resolution 23-057: Adoption of the 2024 Budget and Workplan

127 Resolution 23-058: Certification of the 2024 Tax Levy

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129 Mr. James Wisker appeared before the Board of Managers and reviewed the budget  
130 planning process which began in May, through to the August 24 public hearing.

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*It was moved by Manager Loftus, seconded by Manager Hejmadi to adopt Resolution 23-057: Adoption of the 2024 Budget and Workplan as follows:*

*NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby adopts the 2024 budget of \$14,486,255, and associated workplans and fund transfers, presented to the Board on September 14, 2023; and*

*BE IT FURTHER RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby announces a public meeting for further comment on the 2024 budget, scheduled for November 27, 2023.*

*Upon roll call vote, the motion carried 6-0 as follows:*

*Maxwell: Yea  
Olson: Yea  
Miller: Yea  
Sando: Absent  
Loftus: Yea  
Hejmadi: Yea  
White: Yea*

*It was moved by Manager Hejmadi, seconded by Manager Miller to adopt Resolution 23-058 as follows:*

*NOW, THEREFORE, BE IT RESOLVED that the Secretary, in accordance with Minnesota Statutes, shall certify to the Auditors of Hennepin and Carver Counties, in amounts bearing the same proportion to the total levy as the net tax capacity of the area of county within the watershed bears to the net tax capacity of the entire watershed district, the following sums to be raised by a levy on all taxable property in the Minnehaha Creek Watershed District Number 3 for the year 2024 and the purposes noted below.*

*2024 Levy: \$9,869,513 for the purpose of paying the cost of watershed management and implementation as provided by Minnesota Statutes, Sections 103B.241 and 103B.251.*

*Upon roll call vote, the motion carried 6-0 as follows:*

*Maxwell: Yea  
Olson: Yea  
Miller: Yea*

174            *Sando:*        *Absent*  
175            *Loftus:*        *Yea*  
176            *Hejmadi:*       *Yea*  
177            *White:*         *Yea*

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179    **BOARD INQUIRIES, ISSUES, AND IDEAS**

180

181    None.

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183    **STAFF UPDATES**

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185    Administrator's Report

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187    Mr. Wisker reported on the following items:

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189        1. Hennepin County has proposed a maximum property tax levy of \$991.3 million, which is  
190        a 6.5% increase from last year.

191

192        2. Mr. Wisker reported that the watershed and region continue to be in moderate drought.  
193        Annual precipitation year to date is 17.4 inches, or seven inches below normal. The  
194        Gray's Bay Dam has been closed since July. Lake Minnetonka is at 927.8 feet, nine  
195        inches below the runout elevation of 928.6 feet; the lake level has declined nine inches  
196        since July due to evaporation.

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198        3. Manager Olson, Mr. Wisker, and Ms. Green attended the Victoria City Council meeting  
199        last week to review past collaborative projects and upcoming projects in the area.  
200        Outreach meetings with Hennepin and Carver County commissioners are planned for  
201        later this year.

202

203        4. Staff have continued productive meetings with the staff of the City of Minneapolis and  
204        Minneapolis Park and Recreation Board. A consensus is emerging on a partnership  
205        governance structure, initial pilot projects, and a planning process for longer term  
206        projects. Staff anticipate a Steering Committee meeting in mid to late October to review  
207        a cooperative agreement.

208

209        5. Staff have convened an initial meeting on diversity, equity, and inclusion. Manager  
210        Hejmadi shared a helpful background session on brain science, and work continues on a  
211        request for proposals for a consultant to assist in this effort.

212

213        6. Staff hiring news includes the completion of interviews for hiring a communications  
214        coordinator, and Ms. Maya Urban has accepted an offer for the position. A second round  
215        of interviews for an operations manager will take place next week. Positions will be

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216 posted for a new staff member for the Research and Monitoring program, as well as a  
217 policy planning staff position.

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219 7. Mr. Wisker noted that he will be out of the office from September 22 – October 9, and  
220 thanked Ms. Christopher for assuming interim duties in his absence.

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222 **Adjournment**

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224 There being no further business, President White declared the meeting of the Board of  
225 Managers adjourned at 7:37 p.m.

226

227 Respectfully submitted,

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229

230 Eugene Maxwell, Secretary

DRAFT