

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

**December 14, 2017**

**CALL TO ORDER**

The regular meeting of the Minnehaha Creek Watershed District Board of Managers was called to order by President Sherry White at 7:15 p.m. on Thursday, December 14, 2017 at the District office, 15320 Minnetonka Boulevard, Minnetonka, Minnesota.

**MANAGERS PRESENT**

Sherry White, Brian Shekleton, Richard Miller, Kurt Rogness, and Jessica Loftus.

**MANAGERS ABSENT**

William Olson, William Becker.

**DISTRICT STAFF AND CONSULTANTS PRESENT**

Lars Erdahl, Administrator; James Wisker, Planning and Projects Director; Darren Lochner, Education Program Manager; Becky Christopher, Lead Planner-Project Manager; Tiffany Schaufler, Project and Land Program Manager; Michael Hayman, Project Manager; Chris Meehan, District Consulting Engineer; and Louis Smith, District Counsel.

**MATTERS FROM THE FLOOR**

Mr. Erdahl introduced Cole Thompson, a new permitting technician. Mr. Thompson introduced himself to the Board of Managers, and the managers welcomed him to the District.

**APPROVAL OF AGENDA**

President White noted that Item 9.2, HR Structure and Plan would be deleted from the Agenda; and the addition of the following items: 12.2 update on 325 Blake Road, and 12.3, DEED Unemployment Claim (closed session). *It was moved by Manager Shekleton, seconded by Manager Rogness, to approve the Agenda with these changes. Upon vote, the motion carried 5-0.*

**CONSENT AGNEDA**

*It was moved by Manager Rogness, seconded by Manager Shekleton, to approve the Consent Agenda, including approval of November 16 and 27, 2017 Board minutes; and approval of Resolution 17-072, Authorization to Purchase Water Monitoring Equipment, as follows:*

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***NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to authorize the purchase of water monitoring equipment for the cost not-to-exceed \$14,301.***

Mr. Smith noted as additional information for Resolution 17-072 that staff inquired for quotes on the sampling equipment, and with limited suppliers of this equipment, the best price available was obtained.

***Resolution 17-073, Authorization to Award a Contract to RMB Laboratories, Inc. for Water Quality Sample Analysis Services from January 2018 through December 2019, as follows:***

***NOW, THEREFORE, BE IT RESOLVED, that the MCWD Board of Managers; hereby authorizes the MCWD District Administrator to extend the agreement with RMB Environmental Laboratories, Inc. to provide water quality sample analysis services from January 2018 through December 2019 in accordance with RMB Environmental Laboratories, Inc. proposal at a total cost estimated to be \$85,970 per its November 30, 2017 quotation.***

*Upon vote, the motion carried, 5-0.*

## **REGULAR AGENDA**

### **Board, Committee, and Task Force Reports**

#### **President's Report:**

President White reported that she and Manager Olson attended the annual conference of the Minnesota Association of Watershed Districts. The water reuse resolution was adopted; the bylaws changes were not approved. President White was one of five new members elected to MAWD's Board of Directors.

#### **Operations and Programs Committee Meeting Report:**

Manager Loftus reported that the Committee reviewed agenda priorities for coming meetings; reviewed work on an IT Plan, and Manager Shekleton and Mr. Erdahl will continue to develop a proposed approach to the IT Plan with budget and intended outcomes; and Mr. Erdahl reviewed the status of implementing the HR Plan and will provide further detail at the December 21 meeting.

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Citizens Advisory Committee report:

Manager Miller and Darren Lochner reported on the recent CAC meeting. Manager Miller complemented Mr. Lochner on his work for the Committee. Mr. Lochner reported that the CAC had a good discussion of its role and focus for the coming year.

President White noted the upcoming meeting schedule printed in the Agenda.

**PUBLIC HEARINGS AND PRESENTATIONS**

Budget Public Comment:

Mr. Erdahl noted that the meeting had been duly noticed to provide an opportunity for the public to offer further comments on the 2018 budget and levy. No one appeared to offer comments. Mr. Smith explained that pursuant to the watershed law, the Board of Managers had duly adopted its 2018 budget and levy in September, and in response to a question from Manager Loftus, confirmed that no further actions on the budget or levy are required.

**ACTION ITEMS**

Resolution 17-075: Approval of Medina Local Water Plan

Ms. Becky Christopher appeared before the Board of Managers and reviewed the request for board action. She explained that the new ten year plan provides for a shift in approach with local water planning, where the primary focus is now on collaboration and incentives for integrated land use and water resources planning. She also noted that the ten year plan is scheduled for approval by the Minnesota Board of Water and Soil Resources next week. She said that the District hopes to realize much more responsiveness and coordination with municipal water planning in the coming years. *Following discussion, it was moved by Manager Shekleton, seconded by Manager Rogness, to adopt Resolution 17-075 as follows:*

***NOW, THEREFORE, BE IT RESOLVED, that the MCWD Board of Managers hereby approves the City of Medina Local Water Management Plan.***

In response to a question from Manager Miller, Ms. Christopher and Mr. Wisker explained the focus on creating policy and institutional changes to promote greater integration of land use and water planning. *Upon vote, the motion carried, 5-0.*

Resolution 17-076: Approval of 2018 Calendar

Mr. Erdahl reviewed the proposed calendar. Manager Rogness noted that there had been discussion of starting Board meetings at 7:00 p.m., given that committees would be meeting prior to Board meetings and there would be no Board workshops. *Following discussion, it was*

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*moved by Manager Miller, seconded by Manager Shekleton to adopt the 2018 Calendar, with Board meetings to commence at 7:00 p.m. in 2018. Upon vote, the motion carried, 5-0.*

### **EMPLOYMENT SEPARATION AGREEMENT**

*It was moved by Manager Loftus, seconded by Manager Rogness to approve the agreement as distributed. Upon vote, the motion carried, 5-0.*

### **BOARD DISCUSSION ITEMS**

#### **Adoption of a Conservation Easement Stewardship Policy**

Ms. Tiffany Schaufler appeared before the Board of Managers and reviewed the draft policy. She noted that the policy is only for review and discussion at this meeting, with adoption scheduled for the December 21 meeting when Manager Becker will be in attendance. President White stated that she found the policy well done and she appreciated Manager Becker's initiative in proposing the policy. Manager Miller asked about the status of communication with the City of Orono about Big Island. Mr. Erdahl noted that the District's letter was sent and its receipt has been acknowledged by city staff. The managers thanked Ms. Schaufler for her work on the policy.

#### **325 Blake Road Update and Right of Way Easement**

Mr. Michael Hayman appeared before the Board of Managers and provided an update on site operations at the 325 Blake Road facility in preparation for demolition. He also reviewed the timetable for the upcoming release of the request for qualifications for the redevelopment of the site.

### **CLOSED SESSION**

*It was moved by Manager Rogness, seconded by Manager Miller, to move into a closed session for the purpose of discussing the potential terms of an offer to convey a right of way easement at 325 Blake Road in Hopkins. Upon vote, the motion carried, 5-0.*

*It was moved by Manager Rogness, seconded by Manager Miller, to move into a closed session for the purpose of discussing an unemployment compensation claim with the Department of Employment and Economic Development. Upon vote, the motion carried, 5-0.*

Whereupon the Board of Managers went into Closed Session at 8:20 p.m. to discuss the two above matters. The Board of Managers returned to Open Session at 8:51 p.m.

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**STAFF UPDATES**

Administrator's Report

Mr. Erdahl reported on recent discussions he had held with John Jaschke at the Board of Water and Soil Resources concerning legislative interest in Lake Hiawatha and groundwater. He also noted that the District received recognition for its 50<sup>th</sup> anniversary from the Minnesota Association of Watershed Districts.

**ADJOURNMENT**

There being no further business, the meeting of the Board of Managers was adjourned at 8:53 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Kurt Rogness" followed by a horizontal line extending to the right.

Kurt Rogness, Secretary