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

August 24, 2017

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**CALL TO ORDER**

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The regular meeting of the Minnehaha Creek Watershed District Board of Managers was called to order by President Sherry White at 6:46 p.m. on August 24, 2017, at the District offices, 15320 Minnetonka Boulevard, Minnetonka, Minnesota.

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**MANAGERS PRESENT**

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

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**MANAGERS ABSENT**

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None.

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**DISTRICT STAFF AND CONSULTANTS PRESENT**

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Lars Erdahl, Administrator; Renae Clark, Planner-Project Manager; Becky Christopher, Lead Planner-Project Manager; Louis Smith, Counsel.

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**MATTERS FROM THE FLOOR**

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None.

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35

**INTRODUCTION OF NEW STAFF**

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Ms. Elizabeth Showalter, appeared before the Board of Managers to introduce herself as a new Permitting Technician. She noted that she is a graduate of the Hubert H. Humphrey School of Public Affairs at the University of Minnesota. The managers welcomed Ms. Showalter to the District.

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**APPROVAL OF THE AGENDA**

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*It was moved by Manager Miller, seconded by Manager Becker, to approve the agenda as distributed. Upon vote, the motion carried, 7-0.*

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**CONSENT AGENDA**

*It was moved by Manager Rogness, seconded by Manager Shekleton to approve the items on the Consent Agenda as follows: approval of the minutes of the August 10, 2017 meeting of the Board of Managers; approval of the general checking account, checks numbered 38427 to 38490 for a total of \$167,589.95, payroll direct deposits of \$140,766.54 and approve electronic fund withdrawals totaling \$36,848.31 for total expenses of \$345,204.80, and surety account check registers, as well as acceptance of the 325 Blake Road checking account; and adoption of the following resolutions:*

**Resolution 17-050: Authorization to Apply for Conservation Partners Legacy Grant for Arden Park Project**

*NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes staff to apply for FY 2018 grant funds through the MN DNR Conservation Partners Legacy Grant program.*

**Resolution 17-051: Authorization to Execute a Lease Amendment for 325 Blake Road**

*NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator, on advice of counsel, to negotiate execution of a lease amendment extending occupancy at the 325 Blake Road facility through December 31, 2017.*

*Upon vote, the motion carried, 7-0.*

**REGULAR AGENDA**

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

**President's Report**

President White noted the successful clean up at Lake Hiawatha and also the October 20 deadline for submitting policy resolutions to the Minnesota Association of Watershed Districts. Manager Becker noted a very high quality staff presentation of a proposal to the Lessard-Sams Outdoor Heritage Council. He stated that the Board should be very proud of the work done by staff in presenting this proposal.

85

86 Joint Committee Meeting Report

87

88 Manager Miller reviewed the meeting of the Joint Committees to review the annual work  
89 plans in preparation for the 2018 budget. He noted strong alignment of priorities and  
90 focus on high impact projects. Manager Miller also noted the upcoming process to  
91 establish the 2018 Budget and Levy with a public hearing to be held on August 30.

92

93 Manager Miller also noted that Mr. Erdahl and Manager Loftus provided a detailed  
94 presentation on human resources reorganization of the staff in alignment with the  
95 District's strategic priorities. He noted that a presentation and recommendation for action  
96 would be later on the meeting agenda.

97

98 President White reviewed the upcoming meeting schedule and noted the addition of a  
99 public hearing on the annual budget and levy on August 30, 2017 at 6:45 p.m.

100

101 **ACTION ITEMS**

102

103 Resolution 17-052: Riley Purgatory Bluff Creek Boundary Change

104

105 Ms. Becky Christopher appeared before the Board of Managers and reviewed the Request  
106 for Board Action. She explained that the staff and engineer had reviewed the detailed  
107 boundary changes to assure that they are consistent with the current hydrologic boundary.  
108 She noted that this resolution of support for a petition from the Riley Purgatory Bluff  
109 Creek Watershed District to the Minnesota Board of Water and Soil Resources is similar  
110 to a boundary change with the Carver County Water Management Organization.

111

112 *It was moved by Manager Shekleton, seconded by Manager Rogness to place the*  
113 *following Resolution 17-052 on the Consent Agenda of the September 14 Board*  
114 *meeting:*

115

116 ***NOW, THEREFORE, BE IT RESOLVED that the Board of Managers***  
117 ***supports the submission of a petition to the Minnesota Board of Water***  
118 ***and Soil Resources pursuant to Minnesota Statutes 103D to alter the***  
119 ***boundaries of the RPBCWD and MCWD.***

120

121 ***NOW, THEREFORE, BE IT RESOLVED that the MCWD Board of***  
122 ***Managers supports a boundary adjustment as described in Attachment***  
123 ***A, and authorizes the Board President, on advice of counsel, to sign a***  
124 ***petition to BWSR in accordance with Minnesota Statutes to adjust the***  
125 ***common boundary of the RPBCWD and MCWD; and***

126

127 ***BE IT FURTHER RESOLVED that the MCWD Administrator is***  
128 ***authorized to fulfill all responsibilities of the MCWD to implement the***  
129 ***boundary adjustment as approved by BWSR.***  
130

131 Manager Miller asked if there would be significant financial impact to the District  
132 as a result of the boundary change. Ms. Christopher stated that the net result of the  
133 boundary change would be a decrease of 0.4 percent in the District property tax  
134 base.

135  
136 ***There being no further discussion, upon vote, the motion carried, 7-0.***  
137

138 Resolution 17-053: Approval of 445 Brown Road Agreement  
139

140 Ms. Renae Clark appeared before the Board of Managers and reviewed the  
141 Request for Board Action. Ms. Clark reviewed the history of District interest in  
142 this area and current work with the landowner to develop a updated site  
143 restoration plan that includes a request for funding from Hennepin County for  
144 Environment Site Assessment.

145  
146 ***It was moved by Manager Rogness, seconded by Manager Shekleton to adopt***  
147 ***Resolution 17-053 as follows:***  
148

149 ***NOW, THEREFORE, BE IT RESOLVED the Minnehaha Creek***  
150 ***Watershed District Board of Managers hereby approves an Agreement***  
151 ***with 445 Brown Road, LLC for coordination for funding through***  
152 ***Hennepin County for a Phase II ESA and eligible related activities and***  
153 ***authorizes the Board President to execute the agreement, with further***  
154 ***non-substantive changes and on advice of counsel;***  
155

156 ***BE IT FURTHER RESOLVED that the Administrator is to take all***  
157 ***appropriate steps to fulfill the District's rights and obligations in***  
158 ***performance of the Phase II ESA, and will advise the Board on the***  
159 ***outcome of the ESA as it relates to the District's goals and opportunities***  
160 ***regarding the property.***  
161

162 In response to a question from Manager Shekleton, Ms. Clark reviewed the site  
163 and the historical location of the dump and field areas. In response to a question  
164 from Manager Miller, Ms. Clark reviewed the proposed upland and wetland  
165 easement areas to confirm that there is adequate site available for restoration  
166 work.  
167

168

169 *Upon vote, the motion carried 7-0.*

170

171 Resolution 17-054: Authorization to Execute Contract for Laketown 9<sup>th</sup> Wetland  
172 Restoration Management

173

174 Ms. Anna Brown appeared before the Board of Managers and reviewed the  
175 Request for Board Action, noting distribution at the meeting of a revised  
176 resolution. She noted that there is a need to commence maintenance and site  
177 management at the site as the initial restoration work is performing well. She  
178 stated that the proposed Board Action would authorize short-term work and  
179 another contract would be coming for Board review in the future. *Following*  
180 *discussion, it was moved Manager Olson, seconded by Manager Shekleton to*  
181 *adopt Resolution 17-054, as follows:*

182

183 *NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek*  
184 *Watershed District Board of Managers authorizes the District Administrator to*  
185 *enter into a contract on advice of counsel with Stantec for an amount not to*  
186 *exceed \$13,500 for maintenance of the Laketown 9<sup>th</sup> Wetland Restoration.*

187

188 *Upon vote the motion carried, 7-0.*

189

190 Human Resources Structure and Plan

191

192 Mr. Erdahl reviewed the goals, background, and recent work to address the staff  
193 structure for the District. He noted the recommended organizational chart  
194 provides for some new positions and some reallocation of staff as well as  
195 alignment of staff to Districts strategic priorities. He noted also the accompanying  
196 document that provides a chart to guide through 17 different changes that are  
197 reflected in the new staff organizational structure. Mr. Erdahl noted that there had  
198 been some discussion about adding a dotted line from the communications and  
199 education director to the Administrator, and invited further discussion of this  
200 issue. Mr. Erdahl noted that there were some staff changes that would be prompt,  
201 while others would take more time to implement. He committed to implement the  
202 proposed changes diligently and provide regular ongoing updates to the Board  
203 and the Operations and Projects Committee.

204

205 *It was moved by Manager Miller, seconded by Manager Shekleton, to approve*  
206 *the most recent organizational chart along with the summary of 17 changes.*

207

208

209 *It was moved by Manager Shekleton, seconded by Manager Olson to add a*  
210 *dotted line from Communications and Education to the District Administrator*  
211 *on the organizational chart. Upon vote, the motion on the amendment carried,*  
212 *7-0.*

213

214 Manager Shekleton asked about the timeline and any relevant deadlines for  
215 implementation of these changes, including the 2018 Budget and Levy. Mr. Smith  
216 reviewed the legal requirements for adopting a budget and certifying a levy on or  
217 before September 15. *Following discussion, it was moved by Manager Miller,*  
218 *seconded by Manager Shekleton to amend the motion by adding a deadline of*  
219 *for implementation of December 14, 2017.* President White asked if it would be  
220 practical to implement all 17 changes by that date. Mr. Erdahl stated that he felt it  
221 would be practical, adding that he would follow the process in the employee  
222 handbook as appropriate. *There being no further discussion, upon vote, the*  
223 *motion on the amendment providing for a deadline of December 14, 2017*  
224 *carried, 7-0. Upon vote, the motion as amended carried, 7-0.*

225

226 Resolution 17-055: Re-Affirmation of Formal Performance Appraisal Process for  
227 all MCWD Employees

228

229 Mr. Erdahl noted that the Resolution simply formalizes and reaffirms the  
230 appraisal process for employees. *It was moved by Manager Olson, seconded by*  
231 *Manager Becker to adopt Resolution 17-055 as follows:*

232

233 ***NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek***  
234 ***Watershed District Board of Managers re-affirms the importance and***  
235 ***requirement for a formal and well-documented performance appraisal***  
236 ***process as defined in the Employee Handbook for all Minnehaha Creek***  
237 ***Watershed District employees.***

238

239 *Upon vote, the motion carried 7-0.*

240

241 Administrator's Report

242

243 Mr. Erdahl reported on the following items:

244

245

1. The District hosted a successful cleanup event at Lake Hiawatha;

246

2. There will be a prairie seed collection event on September 23;

247

3. There will be an upcoming Water Quality Town Hall meeting in Minneapolis on  
248 September 26;

248

249

4. The District is continuing with a process of updating its Comprehensive Plan.

Minutes of the Regular Meeting  
Minnehaha Creek Watershed District  
Board of Managers  
8-24-2017

250           5. Manager Olson noted important events in the Watershed this evening including a  
251           tour of the Six Mile Creek restoration and a movie showing in Cottageville Park.  
252           Manager Miller inquired about contact with the Land Trust concerning Big Island,  
253           and Mr. Erdahl responded that he is in the process of making that contact and will  
254           report back as soon as possible.

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257           **ADJOURNMENT**

258

259           There being no further business, the meeting of the Board of Managers was adjourned at  
260           7:30 p.m.

261

262           Respectfully submitted,

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264

265

266           Kurt Rogness, Secretary

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269

DRAFT