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

March 23, 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 6:52 p.m. on March 23, 2017, at the MCWD office, 15320 Minnetonka Boulevard, Minnetonka, Minnesota.

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**MANAGERS PRESENT**

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Sherry White, Brian Shekleton, Richard Miller, William Olson, Kurt Rogness, 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; James Wisker, Planning and Projects Director; Tiffany Schaufler, Project and Land Program Manager; Katherine Sylvia, Permitting Program Lead; Heidi Quinn, Permitting Technician; Chris Meehan, Consulting Engineer; Louis Smith, Counsel.

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**OATH OF OFFICE**

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Mr. Smith administered the oath of office to Richard Miller and Jessica Loftus. The managers welcomed Manager Miller on his reappointment and Manager Loftus on her appointment to the Board of Managers.

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**MATTERS FROM THE FLOOR**

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Mr. Gavin May, 5609 Wood Lane, St. Louis Park appeared before the Board of Managers, describing a landscaping project he wished to build on his property within an easement along Minnehaha Creek held by the District. He provided a description of his project and expressed a desire to implement it in a way that would improve vegetation and address stormwater issues. President White thanked him for his presentation and stated that the District staff would review his request.

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**APPROVAL OF THE AGENDA**

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

**CONSENT AGENDA**

*It was moved by Manager Shekleton, seconded by Manager Miller, to approve the Consent Agenda, consisting of the following items: approval of the March 9, 2017 Board meeting minutes; approval of the general checking account, checks numbered 38068 to 38137 for a total of \$278,768.37, payroll direct deposits of \$131,825.37 and approve electronic fund withdrawals totaling \$157,577.45 for total expenses of \$568,171.19, and surety account check registers, as well as acceptance of the 325 Blake Road checking account. Upon vote, the motion carried, 7-0.*

**REGULAR AGENDA**

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

**President's Report:**

President White reported that she attended the State of the River event hosted by the District. It was very well attended and highly successful. She also attended the Policy Advisory Committee for the Comprehensive Plan Revision. The committee reviewed the local government unit portion of the plan. Again, the committee meeting was well attended and positive responses offered.

**Policy and Planning Committee Report**

Manager Miller provided a review of the PPC meeting held earlier this evening. The Policy and Planning Committee discussed a draft work plan for capital project and Balanced Urban Ecology education and communication programming; a review of cost-share grant programs for the comprehensive plan; a status update on the District's comprehensive plan; and staff updates on the Six Mile Creek subwatershed and a utility easement request at Cottageville Park.

Manager Shekleton reported that he attended a meeting with the mayor of St. Louis Park and residents of Twin Lake, who were interested in further discussion about recreational enjoyment and management of vegetation and ecology at Twin Lakes.

President White noted the upcoming meeting schedule as presented in the agenda.

87 **ACTION ITEMS**

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89 **Resolution 17-025: Approval of Annual Audit**

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91 Mr. David Mandt appeared before the Board of Managers. He stated that Mark Gibbs, the  
92 auditor, was unable to attend this meeting. Mr. Gibbs had met with Manager Miller and  
93 will offer to meet with the Executive Committee and the Board at a future date as needed.  
94 Mr. Mandt reported that it is a clean audit, and that staff recommends adoption of  
95 Resolution 17-025 A, Acceptance of the 2016 Annual Financial Audit, and Resolution  
96 17-025 B, Authorization to Close Out and Transfer Funds within the Management  
97 Planning Fund. *It was moved by Manager Miller, seconded by Manager Shekleton to*  
98 *adopt Resolution 17-025 A as follows:*

99

100 ***BE IT RESOLVED that the MCWD Board of Managers accept the 2016***  
101 ***Annual Financial Audit and releases it to the Minnesota State Auditor,***  
102 ***the Board of Water and Soil Resources, Hennepin County, and Wells***  
103 ***Fargo;***

104

105 ***and Resolution 17-025 B as follows:***

106

107 ***BE IT RESOLVED that the MCWD accepts the 2016 transfers and***  
108 ***fund closures within the Management Planning Fund or other***  
109 ***designated funds effective December 31, 2016.***

110

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

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113 **Committee Assignments**

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115 President White designated Manager Loftus to the Operations and Programs Committee  
116 and requested a motion to confirm this assignment. *It was moved by Manager Shekleton,*  
117 *seconded by Manager Becker, to approve President White's designation of Manager*  
118 *Loftus to serve on the Operations and Programs Committee. Upon vote, the motion*  
119 *carried, 7-0.*

120

121 **Resolution 17-026 Authorization to Enter into a Feasibility Cost Share Agreement with**  
122 **the Department of the Army for the Painter Creek Section 206 Ecosystem Restoration**  
123 **Project**

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125 Ms. Tiffany Schaufler appeared before the Board of Managers to review the request for  
126 Board Action. She reviewed the District's past involvement with the Corps of Engineers  
127 in exploring this project, and the District's letter of intent to the Corps of Engineers most  
128 recently on July 30, 2015. Ms. Schaufler noted that the Corps of Engineers updated the  
129 feasibility study in 2016, and this Request for Board Action proposes that the District  
130 expend \$39,000 as a contribution to completing this updated feasibility study.

131

132 *Following discussion, it was moved by Manager Olson, seconded by Manager Rogness,*  
133 *to adopt Resolution 17-026 as follows:*

134

135 *NOW, THEREFORE, BE IT RESOLVED that the MCWD Board of*  
136 *Managers hereby authorizes the Board President, on advice of counsel,*  
137 *to execute a Feasibility Cost Share Agreement with the Department of*  
138 *Army for the Painter Creek Section 206 Ecosystem Restoration Project;*  
139 *and*

140

141 *BE IT FURTHER RESOLVED that the MCWD Board of Managers*  
142 *approves an expenditure up to \$39,000 for the District's required cost*  
143 *share contribution for the Feasibility Cost Share Agreement and such*  
144 *other amounts as the District is obligated to contribute under the*  
145 *Agreement to meet its cost-share obligation.*

146

147 *BE IT FINALLY RESOLVED that the Board President and*  
148 *Administrator are authorized, on advice of counsel, to execute such*  
149 *other documents as are required to effect the Feasibility Cost Share*  
150 *Agreement.*

151

152 Manager Shekleton thanked Ms. Schaufler for her work. *Upon vote, the motion carried,*  
153 *7-0.*

154

155 Resolution 17-027 Approval of City of St. Louis Park Regional Stormwater Management  
156 Plan for the Stormwater Facility at Carpenter Park

157

158 Ms. Heidi Quinn appeared before the Board of Managers to review the Request for Board  
159 Action. Ms. Quinn described the overall net benefit to Bass Lake Preserve as a result of  
160 the Regional Treatment Facility, along with enhanced water quality benefits of the  
161 proposed facility. She noted that the facility is located up gradient of the economic  
162 development authority and belt line sites which are proposed to utilize the stormwater  
163 treatment capacity that is to be created. Accordingly, the staff is recommending approval  
164 of this Regional Stormwater Management plan as an exception to Section 7 of the  
165 Stormwater Management Rule. She noted that future development activities will require  
166 permits. *There being no further discussion, it was moved by Manager Miller, seconded*  
167 *by Manager Shekleton, to adopt Resolution 17-027, approving the City of St. Louis*  
168 *Park Regional Stormwater Management Plan for the Facility at Carpenter Park as an*  
169 *exception to Section 7 of the Stormwater Manager Rule, and pursuant to the Variance*  
170 *and Exceptions Rules section 5, as follows:*

171

172 *NOW, THEREFORE, BE IT RESOLVED that the MCWD Board of*  
173 *Managers hereby approves the City of St Louis Park Regional*  
174 *Stormwater Management Plan for the stormwater best management*

175 *practice at Carpenter Park as an exception pursuant to MCWD*  
176 *Stormwater Rule, section 7 and MCWD Variances and Exceptions Rule*  
177 *section 5, conditional on the city entering a maintenance agreement for*  
178 *the facility after review and approval by MCWD and prior to*  
179 *commencement of any land-altering activities, and with the stipulation*  
180 *that the continuing validity of the regional plan is contingent on annual*  
181 *submission by the city of an accounting of the treatment capacity created*  
182 *and utilized*

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

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186 **STAFF UPDATES**

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188 Administrator's Report

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190 Mr. Erdahl reported on the following items:

- 191
- 192 • The District staff welcomes Manager Loftus to the Board of Managers, and
  - 193 thanks Manager Blixt for her service;
  - 194 • Staff is working on a wilderness day cooperative program;
  - 195 • Mr. Erdahl recently met with Mr. Bo Carlson of Three Rivers Park District to
  - 196 discuss projects of common interest;
  - 197 • Mr. Erdahl thanked David Mandt and staff for working with the auditor to
  - 198 complete the 2016 audit in a very smooth process;
  - 199 • Staff is working on an outline of the budget process for the coming year.
- 200

201 The managers thanked Mr. Erdahl for his report.

202  
203 Recess

204  
205 President White noted that the meeting of the Board of Managers would be recessed at  
206 7:30 p.m. for a meeting of the Executive Committee.

207  
208 Executive Committee Report

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210 President White reconvened the meeting of the Board of Managers at 8:25 p.m. She noted  
211 that the Executive Committee had reviewed the preliminary findings of the Human  
212 Resources Strategic Planning presented by Ms. Ann Antonsen of Springsted. *Following*  
213 *discussion, it was moved by President White, seconded by Manager Miller, to accept*  
214 *the Springsted summary of interviews for the human resources strategic planning*  
215 *process dated March 23, 2017, as a basis on which Springsted may work with the*  
216 *Administrator, in consultation with Managers Olson and Becker and legal counsel, to*  
217 *complete a review of current staffing capacities and skills in relation to the short-term*  
218 *and long-term needs, activities, goals and priorities established by the District, and*

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219 *develop recommendations for consideration by the Board of Managers.* Manager Miller  
220 requested that the process include ongoing input from the Board of Managers. *Upon vote,*  
221 *the motion carried, 7-0.*

222

223 **ADJOURNMENT**

224

225 There being no further business, the meeting of the Board of Managers adjourned at 8:30  
226 p.m.

227

228 Respectfully submitted,

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231

232 Kurt Rogness, Secretary

DRAFT