

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

4  
5                                   **January 12, 2023**

6  
7                                   **CALL TO ORDER**

8  
9                                   The regular meeting of the Minnehaha Creek Watershed District was called to order by  
10                                   Vice President William Olson at 7:00 p.m. on January 12, 2023.

11  
12                                   **MANAGERS PRESENT**

13  
14                                   William Olson, Jessica Loftus, Richard Miller, and Stephen Sando. Eugene Maxwell was  
15                                   present remotely as duly noticed using interactive technology from Fire Station #5, 5800  
16                                   Bolero Road, City of Palm Springs, California.

17  
18                                   **MANAGERS ABSENT**

19  
20                                   Sherry White. Arun Hejmadi monitored the meeting using interactive technology but did  
21                                   not participate in discussion or vote.

22  
23                                   **DISTRICT STAFF AND CONSULTANTS PRESENT**

24  
25                                   James Wisker, Administrator; Anna Brown, Planner – Project Manager; Josh Wolf,  
26                                   Project and Land Program Manager; Samantha Maul, Engagement Coordinator; Chris  
27                                   Meehan, District Consulting Engineer; and Louis Smith, District Counsel.

28  
29                                   **APPROVAL OF AGENDA**

30  
31                                   *It was moved by Manager Miller, seconded by Manager Maxwell to approve the*  
32                                   *Agenda as distributed. Upon roll call vote, the motion carried 5-0 (White, Hejmadi*  
33                                   *absent).*

34  
35                                   **MATTERS FROM THE FLOOR**

36  
37                                   None.

38  
39                                   **INFORMATIONAL ITEMS**

40  
41                                   New Staff Introduction: Mr. Wisker introduced Josh Wolf, the new Project and Land  
42                                   Program Manager. Mr. Wolf appeared before the Board of Managers and shared his  
43                                   experience and interest in coming to work at the MCWD. The managers welcomed Mr.  
44                                   Wolf to the District.

45

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

50

51 **CONSENT AGENDA**

52

53 *It was moved by Manager Miller, seconded by Manager Sando, to approve the items on*  
54 *the Consent Agenda consisting of approval of the December 15, 2022, Board meeting*  
55 *minutes, approval of the General Check Register, including check numbers 42146*  
56 *through 42166 in the amount of \$103,093.31, electronic funds withdrawals of*  
57 *\$9,689.50, Managers Per Diems and Reimbursements of \$5,086.91, employee*  
58 *reimbursements of \$1,722.21, payroll electronic funds withdrawals and disbursements*  
59 *of \$77,727.57, for a total of \$197,319.50; the Surety Check Register for a bank service*  
60 *charge of \$27.00; and the Wire Check Register in the amount of \$0.00; and the*  
61 *following resolutions:*

62

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

64

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

68

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

71

72 *NOW, THEREOFRE, BE IT RESOLVED that the Minnehaha Creek*  
73 *Watershed District Board of Managers: hereby names Smith Partners as the*  
74 *2023 official depository of noncash financial assurances for the District;*

75

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

77

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

81

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

83

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

87

88 *2023 District Fee Schedule:*

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

97  
98 *District expenses for postage, mailing labels, contracted services, and other*  
99 *miscellaneous services will be billed at cost.*

100  
101 *The “Application Fee” applies to all permits, including fast track permits.*

102  
103 *\*Blended/burdened professional rate.*

104  
105 *Resolution 23-005: Authorization to Release RFP for IT Managed Services*

106  
107 *NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek*  
108 *Watershed District Board of Managers authorizes staff to solicit proposals for*  
109 *IT managed services.*

110  
111 *Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).*

112  
113 **BOARD, COMMITTEE AND TASK FORCE REPORTS**

114  
115 President’s Report: Vice President Olson noted that there would be no President’s Report  
116 in President White’s absence.

117  
118 Operations and Programs Committee Report: Manager Loftus reported that the  
119 Committee meeting was rescheduled to January 25.

120  
121 Upcoming Meeting and Event Schedule: Vice President Olson directed the managers to  
122 the meetings listed on the agenda.

123  
124 **ACTION ITEMS**

125  
126 Election of Board Officers and Appointment of Committee Assignments

127  
128 *It was moved by Manager Olson, seconded by Manager Miller to elect Sherry White as*  
129 *President. Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).*

130

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

134  
135 ***It was moved by Manager Olson, seconded by Manager Miller to elect Jessica Loftus***  
136 ***as Treasurer. Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).***

137  
138 ***It was moved by Manager Miller, seconded by Manager Olson to elect Eugene Maxwell***  
139 ***as Secretary. Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).***

140  
141 Vice President Olson noted that President White recommended that the same committee  
142 assignments for 2022 continue for 2023. ***It was moved by Manager Miller, seconded by***  
143 ***Manager Sando, to confirm President White’s recommendations for committee assignments***  
144 ***for 2023. Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).***

145  
146 Resolution 23-006: Acceptance of CAC Diagnostic Findings

147  
148 Ms. Samantha Maul appeared before the Board of Managers to review the request for  
149 board action. She reviewed the background of the Citizens Advisory Committee’s  
150 operational recommendations in 2021, and the work to align the CAC with the overall  
151 strategic direction of the organization. She reviewed the diagnostic process to assess the  
152 changes to the CAC implemented in 2021 and 2022 and identify areas for ongoing  
153 improvement. She presented findings and recommendations to guide the CAC’s work  
154 going forward.

155  
156 ***Following discussion, it was moved by Manager Miller, seconded by Manager Loftus***  
157 ***to adopt Resolution 23-006 as follows:***

158  
159 ***NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek***  
160 ***Watershed District Board of Managers hereby accepts the 2022 CAC***  
161 ***Diagnostic Summary of Findings Report and directs staff to implement the***  
162 ***identified recommendations for continuous improvement.***

163  
164 ***Upon roll vote, the motion carried 5-0 (White, Hejmadi absent).*** Manager Loftus  
165 expressed her appreciation to staff for good work on the CAC’s role and opportunities for  
166 improvement.

167  
168 Resolution 23-007: Acceptance of MCWD’s Historical Insights and Principles of Success

169  
170 Mr. Wisker provided a review of this project to review the MCWD’s history and develop  
171 key insights and principles of success to guide the organization in the future. He  
172 summarized the five chapters, seven categorical principles, and expressed appreciation to  
173 the Board, CAC, staff and counsel for their contributions to the project.

174 *It was moved by Manager Miller, seconded by Manager Sando, to adopt Resolution 23-*  
175 *007 as follows:*

176

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

184

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

188

#### 189 **STAFF UPDATES**

190

##### 191 **Administrator's Report**

192

193 Mr. Wisker reported on the following items:

194

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

208

#### 209 **Adjournment**

210

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

213

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

217  
218 Respectfully submitted,  
219  
220  
221  
222 Eugene Maxwell, Secretary

DRAFT