

**Regular Meeting  
South Washington Watershed District  
Tuesday, February 11, 2025 6:00 p.m.  
City of Woodbury Public Works Building**

**1. Call to Order and Setting of Agenda**

Manager Doucette called the meeting to order at 6:00 pm. A motion was made by Manager ChapdeLaine to approve the Agenda. Manager Stephens seconded. Motion carried unanimously.

**Roll Call:**

- Sharon Doucette, President
- Emily Stephens, Vice President
- Kevin ChapdeLaine, Treasurer
- Mike Madigan, Secretary
- Brian Johnson, Manager

**Staff:**

- John Loomis, Administrator
- Melissa Imse, Operations Manager
- Kyle Axtell, Watershed Project Manager
- Abby Tekiela, Water Resources Program Coordinator
- Tony Randazzo, Watershed Restoration Specialist

**Others:**

- Jack Clinton, SWWD Attorney
- Mary Ellen Reihsen, SWWD Attorney

**2. Public Open Forum** None.

**3. Consent Agenda**

Items on the Consent Agenda include: January 14, 2025 Regular Board Meeting minutes, January Claims Roster and Treasurer's Report: accounts payable \$905,206.68, accounts receivable \$240,704.21, 4M fund balance \$10,659,082.51, Pember Final Pay App, Morcon Pay App #15, Washington County Final 2024 Tax Settlement \$20,925.71, and Emily Stephens Per Diem, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share, and Miscellaneous Correspondence. A motion was made by Manager ChapdeLaine to approve the Consent Agenda. Manager Stephens seconded. Motion carried unanimously.

**4. Manager's Report**

**Manager Doucette**—Manager Doucette reported that she attended the Lower St. Croix Policy Committee meeting.

**Manager Stephens**—Manager Stephens reported on the Lake Robert development in Cottage Grove and will be meeting with the City to discuss potential stormwater features on the site.

**Manager ChapdeLaine**—None.

**Manager Madigan**—None.

**Manager Johnson**—None.

**5. Administrator Report**

**SWWD Project Updates.** Included in the board packet are project updates on: Trout Brook, Glacial Valley Park and Open space, Campus Greening, Wilmes Lake Alum Treatment Facility, Hasenbank Woods/Powers Lake BMP, St. Paul Park Public Works Underground BMP, Markgrafs Lake Retrofit Analysis, Colby Lake Retrofit Analysis, Northern Watershed/CDSF/East Ravine Review and Optimization, Cottage Grove Ravine Regional Park, St. Croix Bluffs Regional Park, CR74-65<sup>th</sup> and Geneva, Watershed Plan Update, In-Lake AIS Management, Newport Open Space Planning, and Armstrong Lake Wetland Cattail Harvesting.

**City of Woodbury Street Sweeping Program.** The managers reviewed a summary provided by City of Woodbury about the enhanced sweeping program in the second half of 2024. The City swept 5,673 lane miles in the second half of the year, removing over 285 lbs of Phosphorus from the system. SWWD's contribution for the program is \$256,553.15.

**Agreements Authorized by Administrator.** SWWD's accounting policies authorizes the Administrator to approve purchases up to \$5,000 on behalf of the District. No agreements were approved for January.

- 6. SWWD Cost Share Program.** The BMP Cost Share Program incentivizes residential, commercial and institutional landowners to install or retrofit landscape features that have a water quality benefit. The incentives are performance-based, where the level of pollution reduction benefit correlates to cost-share grant award amount. The proposed 2025 program budget will remain at \$70,000. The managers reviewed the 2024 program summary and 2025 program. A motion was made by Manager Madigan to authorize \$70,000 for the 2025 BMP Cost Share program. Manager ChapdeLaine seconded. Motion carried unanimously.
- 7. 2025 Attorney Retainer.** Jack Clinton with Hellmuth & Johnson prepared a proposal for legal services for calendar year 2025. Mr. Clinton stated that he will stepping back from being the lead legal counsel for the District and that his colleague Mary Ellen Reihsen will be taking over as lead counsel. Mr. Clinton will be available during the time of transition. The managers and staff thanked Mr. Clinton for his years of service to the District. A motion was made by Manager Johnson to approve the 2025 Attorney Retainer agreement. Manager ChapdeLaine seconded. Motion carried unanimously.
- 8. 2024 Administrator Review.** The SWWD Board conducted the annual performance review for the Administrator at their January regular meeting. The managers reviewed the summary of the Administrator review. A motion was made by Manager ChapdeLaine to approve the 2024 Administrator Review. Manager Stephens seconded. Motion carried unanimously.
- 9. Future Business and Meetings.**
- a) WMP Workshop and Regular Board Meeting, Tuesday, February 11, 2025 6pm
  - b) Minnesota Watersheds Legislative Event, Wednesday, February 19, 2025
  - c) Regular Board Meeting, Tuesday, March 11, 2025 6pm
  - d) Minnesota Watersheds membership meeting, Friday, March 21, 2025 Waite Park
  - e) CAC Meeting, Tuesday, March 25, 2025 5pm
  - f) CAC Meeting (if needed for CCIP review), Tuesday, April 1, 2025 5:30pm
  - g) Brian Johnson Recognition, Tuesday, April 8 5pm
  - h) Regular Board Meeting, Tuesday, April 8, 2025 6pm

**10. Adjourn**

The next regular Board Meeting will be held on Tuesday, March 11<sup>th</sup> at 6:00 pm. A motion was made by Manager Stephens to adjourn at 6:59 p.m. Manager ChapdeLaine seconded. Motion carried unanimously.

Respectfully submitted,

*Melissa Imse*

Melissa Imse, Operations Manager

Approved By:

*Mike Madigan*

Mr. Mike Madigan, Secretary

*3-11-2025*

Date