

Regular Meeting
South Washington Watershed District
Tuesday, May 13, 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 6:22 pm. A motion was made by Manager ChapdeLaine to move agenda items: 7-Abdo Payroll and Accounting Services contracts and 8-2024 SWWD Financial Audit to the Consent Agenda. Manager Stephens seconded. Motion carried unanimously.

Roll Call:

- Sharon Doucette, President
- Emily Stephens, Vice President
- Kevin ChapdeLaine, Treasurer
- Mike Madigan, Secretary
- David Filipiak, 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:

- Mary Ellen Reihsen, SWWD Attorney

2. Public Open Forum. None.

3. Consent Agenda

Items on the Consent Agenda include: April 8, 2025 Regular Board Meeting minutes, April Claims Roster and Treasurer's Report: accounts payable \$328,161.93, accounts receivable \$37,813.69, 4M fund balance \$9,581,457.12, Brian Johnson Per Diem, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share, Miscellaneous Correspondence, Abdo Payroll and Accounting Services contracts and 2024 SWWD Financial Audit. A motion was made by Manager Madigan to approve the Consent Agenda. Manager ChapdeLaine seconded. Motion carried unanimously.

4. Oath of Office. Managers ChapdeLaine and Filipiak took the Oath of Office to serve on the SWWD Board. Both terms expire April 30, 2028.

Manager's Report

Manager Doucette—Manager Doucette welcomed Manager Filipiak to the Board.

Manager Stephens—Manager Stephens reported that she is stepping down from the City of Cottage Grove's Planning Commission.

Manager ChadeLaine—None.

Manager Madigan—Manager Madigan reported on the 3M Settlement.

Manager Filipiak—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 and Stormwater Park, 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, CR74-65th and Geneva, Lower Grey Cloud Slough Habitat Improvement, Watershed Plan Update, Watershed Management Plan Update, In-Lake AIS Management, Newport Open Space Planning, Cottage Grove Open Space Planning, Armstrong Lake Wetland Cattail Harvesting, and SWWD Website Update. Administrator Loomis provided an update on the La/Ria Lake inter-community flows and improvements.

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 April.

6. **2025 Stormwater Utility Fee Undercharges, Resolution #2025-003.** SWWD previously identified errors in its stormwater utility fee billing that is collected by Washington County as part of annual property taxes. Some landowners were overcharged while others were undercharged. Overcharged properties have been addressed. For undercharged properties, staff recommend the following, as contained in the enclosed resolution: notify owners undercharged by less than \$100 of the error and add the undercharged amount to their 2026 property taxes, and notify owners undercharged by more than \$100 of the error and giving them the option to pay in 2025 or having the amount added to their 2026 property taxes. The managers reviewed Resolution #2025-003 to correct the errors in the 2025 stormwater utility resulting in 937 undercharged parcels. A motion was made by Manager ChapdeLaine to approve Resolution #2025-003. Manager Stephens seconded. Motion carried unanimously.
7. **Abdo Payroll and Accounting Services Contracts.** This item was approved under the Consent Agenda.
8. **2024 SWWD Financial Audit.** This item was approved under the Consent Agenda.
9. **Lower St. Croix Comprehensive Management Plan Amendments.** The Lower St. Croix Watershed Partnership (LSCWP) Policy Committee has forwarded two recommendations to local partner boards for approval. A minor comprehensive plan amendment that expands the priority areas within the Plan eligible for forest management or woodland stewardship plans and clarifies recognition of the St. Croix River as a priority waterbody for implementation actions within the Plan. A motion was made by Manager Stephens to approve the Lower St. Croix Comprehensive Management Plan Amendments. Manager ChapdeLaine seconded. Motion carried 4-0 with Manager Doucette abstaining from the vote.
Lower St. Croix FY23 WBIF Grant Workplan Revisions. A motion was made by Manager ChapdeLaine to approve the proposed Lower St. Croix FY23 WBIF Grant Work Plan revisions to add Forest Management Plans or Woodland Stewardship Plans as an eligible activity under the Targeted Analyses activity, amend the budget as recommended by the LSCWP Policy Committee on April 28, 2025, and extend the grant agreement expiration date from December 31, 2025 to December 31, 2026. Manager Stephens seconded. Motion carried 4-0 with Manager Doucette abstaining from the vote.
SWWD Lower St. Croix Policy Committee Representative. Manager Doucette reported that she could no longer serve as the SWWD representative on the Lower St. Croix Policy Committee as it is a conflict of interest. A motion was made by Manager ChapdeLaine to appoint Manager Filipiak to serve as the SWWD representative on the Lower St. Croix Policy Committee. Manager Madigan seconded. Motion carried 4-0 with Manager Doucette abstaining from the vote.

- 10. Lake and Middleton School Campus 2025 Maintenance Contract with Edge EcoSystems.** In order to achieve continuity of maintenance transfer to the South Washington County Schools beginning in 2026, a contract for one additional year of maintenance at Lake and Middleton Schools is proposed. This contract will be for regular maintenance (mowing and spot herbicide) on areas that were not managed in 2024. Additionally, the City of Woodbury short mow around a large pond has provided an opportunity for the SWWD to enhance diversity in an area not previously managed and this contract will provide establishment mowing in this area. A motion was made by Manager Madigan to approve the contract with Edge EcoSystems for Lake and Middleton school campus 2025 maintenance for up to \$5,094. Manager ChapdeLaine seconded. Motion carried unanimously.
- 11. Change Order 1, Prairie Restorations for Grey Cloud and Cottage Grove Middle School Campus Maintenance.** Due to a number of factors, additional management activities at Cottage Grove Middle and Grey Cloud Elementary Schools will set the site up for a more successful transfer of maintenance to the School District in 2026. Prolonged drought has presented numerous challenges for the project and additional management activities were granted to the contractor in 2024 which depleted existing budgets. Activities to improve establishment have also limited the ability to conduct a prescribed burn in spring, 2025 as fuel load is insufficient. Additional establishment maintenance activities will provide a combination weed management and fuel load building for a fall or spring burn necessary as a final step in establishment. A motion was made by Manager ChapdeLaine to approve Change Order 1 for Prairie Restorations for Grey Cloud and Cottage Grove Middle School maintenance contract for up to \$7,480. Manager Stephens seconded. Motion carried unanimously.
- 12. Cost Share Contract with Washington Conservation District for Carpenter Nature Center.** A large gully formed in spring, 2025 at the edge of a ravine and below the garages and shops of Carpenter Nature Center (CNC) immediately above the St. Croix River. SWWD staff have been working with the Nature Center and Washington Conservation District engineer to seek funding and support the WCD in developing plans to stabilize the gully. The WCD provided preliminary plans in 2024 and has secured funding from the Lower St Croix Watershed Based Implementation Fund to construct the project in 2025. Project construction will take place under a cost share agreement between the WCD and CNC. This cost share agreement between SWWD and WCD will provide Technical Assistance Funding to complete design and management of construction by the District Engineer. A motion was made by Manager ChapdeLaine to approve the Cost Share Agreement with WCD for design services up to \$5,900. Manager Stephens seconded. Motion carried unanimously.
- 13. Hasenbank Stormwater Park Crane Access.** To facilitate installation of Aaron Dysart's final sculpture at Hasenbank Park, a crane needs to access the interior of the park property. This requires a temporary construction access through the road ditch along St. John's Drive. Staff have solicited two quotes for this work (installation and removal of a 12" x 20' culvert, Class V gravel, and sediment controls). Valley Creek Management, LLC provided the low quote at approximately \$9,000 (the other was just over \$21,000). A motion was made by Manager ChapdeLaine to approve the contract with Valley Creek Management, LLC to complete the work for an amount not to exceed \$10,000.00. Manager Stephens seconded. Motion carried unanimously.
- 14. Glacial Valley Park Trail Repair.** Staff previously reviewed culvert and trail damage at Glacial Valley Park with the Board on April 8, 2025. The culvert bedding was washed out due to a rapid snowmelt event over frozen ground in late March. Our consulting engineer

(SRF) and geotechnical experts (Braun) have determined that the damage was not the fault of our contractor, UrbanEdge Solutions & Supply. After consulting with SRF on a repair plan and reviewing that plan with UrbanEdge, staff received a quote of \$58,895 to complete the necessary work. Given the high quote, and to be compliant with MN Statute 471.345, staff then solicited a second quote from Minnesota Native Landscapes (MNL), knowing they would also be capable of completing the work while being sensitive to the surrounding prairie landscape. MNL quoted a price of \$35,000. A motion was made by Manager ChapdeLaine to approve the contract with MNL to complete the trail repair work for an amount not to exceed \$35,000.00. Manager Stephens seconded. Motion carried unanimously.

15. Future Business and Meetings.

- a) Board Workshop and Regular Meeting, May 13, 2025 5pm
- b) Regular Board Meeting, Tuesday, June 10, 2025 6pm
- c) SWWD TAC Meeting, Wednesday, June 11, 2025, 9-11am, Cottage Grove Glacial Valley Park.
- d) Hasenbank Stormwater Park Opening, Thursday, June 12, 2025 4-6pm
- e) SWWD CAC Meeting, Tuesday, June 24, 2025 5:30pm
- f) Minnesota Watersheds Summer Tour, Roseau River Watershed, June 24-26, 2025
- g) Regular Board Meeting, Tuesday, July 8, 2025 6pm
- h) St. Croix River Workshop on the Water, Taylors Falls, July 30 5:30-8:30

16. Adjourn

The next regular Board Meeting will be held on Tuesday, June 10th at 6:00 pm. A motion was made by Manager ChapdeLaine to adjourn at 7:20 p.m. Manager Stephens seconded. Motion carried unanimously.

Respectfully submitted,

Melissa Imse

Melissa Imse, Operations Manager

Approved By:

Michael J. Madigan

Mr. Mike Madigan, Secretary

6-10-2025

Date