

**Regular Meeting
South Washington Watershed District
Tuesday, November 12, 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
- David Filipiak, Manager

Staff:

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

2. Public Open Forum. None.

3. Consent Agenda

Items on the Consent Agenda include: October 14, 2025, Regular Board Meeting minutes, October Claims Roster and Treasurer's Report: accounts payable \$368,631.44, accounts receivable \$49,500.78, 4M fund balance \$9,831,899.09, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share, Miscellaneous Correspondence, Pember Pay Request 1 \$18,495.30, and Kevin ChapdeLaine per diem. 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 SWWD budget meeting with the Washington County Commissioners, and benefits meeting with SWWD Staff.

Manager Stephens—None.

Manager ChapdeLaine—Manager ChapdeLaine reported that he attended the SWWD budget meeting with the Washington County Commissioners, and SWWD benefits meeting with SWWD Staff.

Manager Madigan—Manager Madigan reported that he attended a quarterly meeting with the City of Woodbury and a 3M PFAS workshop.

Manager Filipiak—Manager Filipiak reported that he attended a quarterly meeting with the City of Woodbury, Lower St. Croix Policy Committee meeting, and new manager orientation with Washington County.

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, Cottage Grove Ravine Regional Park, St. Croix Bluffs Regional Park, CR74-65th and Geneva, Newport Elementary Underground BMP, Lower Grey Cloud Slough Habitat Improvement, Watershed Management Plan Update, In-Lake AIS Management, Newport Open Space Planning, Cottage Grove Open Space Planning, Armstrong Lake Wetland Cattail Harvesting, SWWD Website Update, La and Ria Lake Outlets, and Groundwater and Ecosystems Services Studies.

Request for Professional Services 2026-2027. SWWD is required to solicit proposals for accounting, legal, and technical professional services every two years. Staff have sent a request to its current accounting and legal professional services providers and the firms in its technical professional services pool. Proposals are due November 21. Staff will review responses and bring recommendations to the Board in December.

Minnesota Watersheds Annual Conference Attendance and Delegates. The Minnesota Watersheds Annual Conference is December 3-5, 2025. A motion was made by Manager Chapdelaine to authorize staff and manager attendance, and to appoint Manager Madigan as the SWWD Annual Meeting Delegate, and Manager Filipiak as the Alternate. Manager Stephens seconded. Motion carried unanimously.

Agreements Authorized by Administrator. SWWD's accounting policies authorizes the Administrator to approve purchases up to \$5,000 on behalf of the District. Under that policy, the Administrator approved the following agreements in October.

- None

- 2026 Salary Structure and Benefits.** The SWWD Board Personnel Committee met with Staff to review the 2026 Health and Dental Insurance, Minnesota Paid Leave, and the 2026 Salary Structure. Staff are happy with the current health and dental insurance plans offered by SWWD. The health insurance premiums have increased an average of 14%, and the HSA annual single deductible has increased to \$2,600, dental premiums have increased 4.09% for 2026. The Board reviewed and discussed options on the District's health insurance premium and HSA contributions. After discussion, a motion was made by Manager Madigan to approve as a policy to increase the District's monthly premium contribution up to \$1,770.00 per employee and increase the annual HSA contribution to \$2,600. Manager Stephens seconded. Motion carried unanimously.

The personnel committee is recommending the following Policies for 2026:

Health Insurance: The District will offer one small group health insurance plan based on employee consensus. The District will pay up to \$1,770.00 per month of the monthly premium. If the health insurance monthly premium is over \$1,770.00, the employee will be responsible for the remainder of the premium costs, by a payroll deduction of his/her wages.

Health Savings Account: If the employees preferred health insurance plan is one with a Health Saving Account (HSA), the District will contribute up to \$2,600.00 per employee to help fund the HSA. The employee may elect to contribute to the HSA up to the set limits established by the Internal Revenue Service by a payroll deduction of his/her wages. The HSA account is administered through Optum Bank. The District will pay the monthly administrative fee for the HSA. The annual elected contribution funds to the HSA will be available on January 1st. The employee will be responsible for any tax reporting requirements. If the employee leaves the District before the HSA contribution funds are earned, the District will retain the amount owed to the District from the employees' final pay check. The employee will be responsible for re-payment in full to the District.

Dental Insurance: Staff is happy with the dental plan option with HealthPartners. The plan requires 75% of SWWD employees participate in the plan, and are not enrolled in a group plan elsewhere, and that the District will contribute 50% of the single premium. The

employee will be responsible for the remainder of dental premium by a payroll deduction of their wages.

2026 Salary Structure: The personnel committee recommends approval of a 2.8% cost of living adjustment (COLA) for 2026 and revision of the District's salary schedule accordingly. The adjusted schedule will be used for individual salary adjustments to be considered in December. A motion was made by Manager Madigan to adopt the 2026 salary structure as recommended by the personnel committee. Manager Filipiak seconded. Motion carried unanimously.

2026 Minnesota Paid Leave: SWWD is required to provide paid family and medical leave under MN's new paid leave program. The personnel committee recommends that the District participate in the State provided and administered program for 2026 with the cost of premiums to be split between the District and employees, and the adoption of the Minnesota Paid Leave Policy. A motion was made by Manager Madigan to adopt the 2026 Minnesota Paid Leave Policy and the premium cost splits between District and employees. Manager Filipiak seconded. Motion carried unanimously.

7. **Holistic Tree and Forestry Contract for Bailey School Forest.** The SWWD is working with the City of Newport using funds from an Expedited Conservation Partners Legacy (ECPL) Grant to improve the ecological health of 9 acres at the entry to the Bailey School Forest Park. Approximately 1.6 acres of the project area is remnant oak forest with substantial dieback of mostly mature red and northern pin oak. \$9000 of the grant is allocated to working with an arborist to remove standing dead and hazard trees along with opening the canopy in this area to support healthier growth of existing forest trees, and to facilitate improved conditions on the forest floor. Two proposals were received at the fixed cost. The selected contractor (Holistic Tree and Forestry) provided a more robust proposal that focused on improving forest health in advancement of long-term project goals. After discussion, a motion was made by Manager Chapdelaine to approve the Holistic Tree and Forestry Contract for up to \$9,000. Manager Stephens seconded. Motion carried unanimously.

8. **Native Resources Preservation Contract Ravine Lake Outlet Channel Contract, Resolution #2025-005.** Following four years of active restoration at Hasenbank Woods, prescribed fire will provide the culmination of activities thus completed. Over the past three years, seeding was intended to provide fuel that would carry a fire through the woodland. Fire is a valuable tool to manage and maintain woodland health as it opens opportunities for regeneration of native forest floor vegetation, reduces small woody stems (especially non-native invasive species) and reduces non-native species not adapted to fire. Quotes from three local contractors were solicited based on their extensive experience, staff and equipment capacity to conduct woodland fires. Two quotes were received. The selected low quote contractor will work with staff and the City Fire Marshall to ensure a safe and effective controlled burn adjacent to Woodbury neighborhoods. To ensure safety, the contractor will remain on site through the nighttime following the burn and spot check into a second day to confirm all hot spots have been extinguished. A motion was made by Manager Stephens to approve the Native Resources Preservation contract for up to \$12,009.27. Manager Filipiak seconded. Motion carried unanimously.

9. **Future Business and Meetings.**

- Regular Board Meeting and Workshop, **Wednesday**, November 12, 5:00pm
- MN Watersheds Annual Conference, December 3-5, 2025, Grandview Lodge, Nisswa, MN
- Regular Board Meeting and Workshop, **Tuesday**, December 9, 2025, 5:00pm
- SWWD CAC Meeting, **Tuesday**, December 16, 2025, 5:30pm

- Annual Board Meeting, Tuesday, January 13, 2026, 6:00pm
- SWWD and Woodbury Green Talks, Thursday, January 29, 2026 TBD
- Regular Board Meeting, Tuesday, February 10, 2026, 6:00pm

10. Adjourn

The next regular Board Meeting will be held on Tuesday, December 9th at 6:00 pm. A motion was made by Manager ChapdeLaine to adjourn at 7:15 p.m. Manager Madigan seconded. Motion carried unanimously.

Respectfully submitted,

Melissa Imse

Melissa Imse, Operations Manager

Approved By:



Mr. Mike Madigan, Secretary

12-9-2025
Date