

**Regular Meeting
South Washington Watershed District
Tuesday, December 9, 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 move agenda item #10-2026 Coordinated Capital Improvement Program RFP 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
- Tony Randazzo, Watershed Restoration Specialist
- Abby Tekiela, Water Resources Program Coordinator

Others:

- Mary Ellen Reihsen, SWWD Attorney

2. Public Open Forum. None.

3. Consent Agenda

Items on the Consent Agenda include: November 12, 2025, Regular Board Meeting minutes, November Claims Roster and Treasurer's Report: accounts payable \$264,583.14, accounts receivable \$31,347.18, 4M fund balance \$9,547,971.28, Sharon Doucette, David Filipiak, Mike Madigan, and Emily Stephens Per Diems, 2026 4M Broker Certification, Calendar of Events, Development Reviews, Wetland Conservation Act, Cost Share, Miscellaneous Correspondence, and #10-2026 Coordinated Capital Improvement Program RFP. A motion was made by Manager ChapdeLaine to approve the Consent Agenda. Manager Filipiak seconded. Motion carried unanimously.

4. Manager's Report

Manager Doucette—Manager Doucette reported that she attended an SWWD Personnel Committee meeting.

Manager Stephens—None.

Manager ChapdeLaine—Manager ChapdeLaine reported that he attended an SWWD Personnel Committee meeting.

Manager Madigan—Manager Madigan reported that he attended the Minnesota Watersheds Annual Conference.

Manager Filipiak—Manager Filipiak reported that he attended the Minnesota Watersheds Annual Conference and BWSR training for new watershed managers.

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.

- 6. 2026 Final Levy Certification.** A motion was made by Manager ChapdeLaine to approve the 2026 Final Levy Certification of \$1,800,000 to Washington County. Manager Madigan seconded. Motion carried unanimously.

- 7. Professional Services 2026-2027.** SWWD is required to biannually solicit for legal, professional, and technical services. SWWD sent requests to firms in its existing scientific, technical, and engineering services pool and posted public notice of the professional services solicitation on October 22, 2025. The SWWD received responses from 23 firms providing a variety of professional services. Each firm has satisfactory qualifications, personnel and experience within their respective specialties to support District projects and operations. Typically, SWWD places responding engineering and technical firms into a pool to be used on a project-by-project basis over the following 2 years while identifying a single firm to provide legal and accounting services. This approach has served the District well and staff recommends establishing the technical professional services pool to the responding firms, and selecting Hellmuth Johnson for legal services, and selecting Abdo for accounting and audit. After discussion, a motion was made by Manager ChapdeLaine to approve the staff recommendation for the 2026-2027 professional services. Manager Stephens seconded. Motion carried unanimously.

- 8. Washington County CR74 Ravine Cooperative Agreement.** SWWD and Washington County staff have prepared a draft cooperative agreement to govern their partnership on the County Road 74 Ravine Stabilization Project. The agreement lays out the financial arrangements and roles and responsibilities for both parties. The County will incorporate SWWD's ravine project into their road reconstruction bid package and will administer construction of the project from start to finish. SWWD will be responsible for reimbursing the County for all ravine project expenses plus 8% of that cost for project administration (currently estimated at \$166,298 total). The final cost will be determined after the winning bid is selected. SWWD's reimbursement amount will be reduced by a flat sum of \$32,520 which the County will contribute as a payment-in-lieu-of-treatment to SWWD for the CR74 Road Reconstruction Project. The resulting final reimbursement estimate is \$133,778. The stormwater treatment provided with the project, while maximized, still falls 5.42 pounds short of SWWD's annual phosphorus discharge requirements due to shallow bedrock, steep topography, and right-of-way limitations. It makes the most sense for these funds (\$6,000 per pound P) to be applied directly to the ravine project, which provides substantially more phosphorus load reduction than SWWD Rule 7.3.4 would require (47-pound annual P reduction). A motion was made by Manager Madigan to approve the Washington County CR74 Ravine Cooperative agreement. Manager ChapdeLaine seconded. Motion carried unanimously.

- 9. Wilmes Alum Treatment Facility Vault Lid Replacement.** During winterization of the alum facility, Woodbury staff discovered a design oversight that was missed by all involved on this project. There is a large pre-treatment vault at the lift station that contains a SAFL Baffle to trap and remove large debris and sediment before water enters the lift station pumps. This vault has a lid with only one manhole access and it needs two. Currently, city

staff cannot reach the upstream side of the SAFL Baffle to remove sediment and debris. A new lid is required with two access manholes. Staff solicited quotes from several companies and only received one back from Morcon Construction, the original general contractor for the project, for \$10,303. A motion was made by Manager Filipiak to approve the quote from Morcon for \$10,303 for the Wilmes Alum Treatment Facility vault lid replacement. Manager Stephens seconded. Motion carried unanimously.

10. 2026 Coordinated Capital Improvement Program RFP. This item was approved under the Consent Agenda.

11. SWWD Personnel Committee Staff Reviews. 2025 performance reviews have been completed for SWWD staff. Reviews and compensation adjustments have been discussed with the SWWD personnel committee. The SWWD staff is a highly capable and professional staff. Collectively, SWWD leads its peers in staff productivity and on the ground accomplishments. A motion was made by Manager ChapdeLaine to accept the 2025 Staff performance reviews and compensation adjustments. Manager Doucette seconded. Motion carried unanimously.

12. Future Business and Meetings.

- Regular Board Meeting and Workshop, Tuesday, December 9, 2025, 5:00pm
- SWWD CAC Meeting, Tuesday, December 16, 2025, 6:00pm
- 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
- Regular Board Meeting, Tuesday, March 10, 2026, 6:00pm

13. Adjourn

The next regular Board Meeting will be held on Tuesday, January 13th at 6:00 pm. A motion was made by Manager ChapdeLaine to adjourn at 7:25 p.m. Manager Madigan seconded. Motion carried unanimously.

Respectfully submitted,

Melissa Imse

Melissa Imse, Operations Manager

Approved By:

Mike Madigan
Mr. Mike Madigan, Secretary

1-13-2026

Date