SOUTH WASHINGTON WATERSHED DISTRICT

South Washington Watershed District-Regular Meeting
Tuesday, January 13, 2026 6:00 p.m.
City of Woodbury Public Works building
2301 Tower Drive

AGENDA

1) Call to Order and Setting of Agenda

2) Public Open Forum

3) Consent Agenda

4) Manager Reports

5) Administrator's Report
   a) Project Update

6) 2026 Annual Meeting
   a) Discussion: 2026 Board of Officers and SWWD Annual Information
   b) Decision: 2026 Board of Officers and SWWD Annual Information

7) Watershed Management Plan Update
   a) Discussion: 2026 Watershed Management Plan 60 Day Plan Review, Resolution #2026-001
   b) Decision: 2026 Watershed Management Plan 60 Day Plan Review, Resolution #2026-001

8) Minnesota Watershed 2026 Dues
   a) Discussion: Minnesota Watershed 2026 Dues
   b) Decision: Minnesota Watershed 2026 Dues

9) Metro Watershed Partners 2026 Contribution
   a) Discussion: Metro Watershed Partners 2026 Contribution
   b) Decision: Metro Watershed Partners 2026 Contribution

10) Future Business and Meetings
   a) Annual Board Meeting, Tuesday, January 13, 2026, 6:00pm
   b) SWWD and Woodbury Green Talks, Thursday, January 29, 2026 5:00pm, Central Park
   c) Workshop and Regular Board Meeting, Tuesday, February 10, 2026, **5:00pm**

Post Until 1/14/2026

d) Minnesota Watersheds Legislative Event, Tuesday, March 3, 2026
e) Regular Board Meeting, Tuesday, March 10, 2026, 6:00pm
f) CAC Meeting, Tuesday, March 24, 2026, 6:00pm
g) Regular Board Meeting, Tuesday, April 14, 2026 6:00pm

11) Closed Session: Administrator Review

12) Adjourn

Consent Agenda-January 13, 2026

a) Approval of Minutes
   i) 12/09/2025 Regular Meeting
b) Treasurers Report
   i) Accounts payable December 25
   ii) Financials year to date and Fund Balances
   iii) MNL Retainage Payment for Trout Brook
c) Calendar/Meetings
   i) Annual Board Meeting, Tuesday, January 13, 2026, 6:00pm
   ii) SWWD and Woodbury Green Talks, Thursday, January 29, 2026 5:00pm Central Park
   iii) Workshop and Regular Board Meeting, Tuesday, February 10, 2026, **5:00pm**
   iv) Minnesota Watersheds Legislative Event, Tuesday, March 3, 2026
   v) Regular Board Meeting, Tuesday, March 10, 2026, 6:00pm
   vi) CAC Meeting, Tuesday, March 24, 2026, 6:00pm
   vii) Regular Board Meeting, Tuesday, April 14, 2026, 6:00pm
d) Development Reviews
   i) Final
      (1) None
   ii) On Going
      (1) Lake Elmo WTP, Lake Elmo
   iii) New
      (1) None
e) Wetland Conservation Act-None
f) Cost Share Program-None
g) Miscellaneous Correspondence

Post Until 1/14/2026

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Consent Agenda Item a**
Title: SWWD Board Minutes	**Board Action Requested:** Approval of Minutes: 12/09/2025 Regular Meeting	**Required Signatures** SWWD Secretary
Reviewed by: JHL		
Background/Justification:		
Previous Action: None		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications: N/A		**Comments:**
Fund N/A	**Explanation**	**Fund Balance:** N/A
Decision Needed/Date	**Administrative Recommendation** **Approval** Informational Denial No Recommendation	**Comments**

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:

_____ _____

Mr. Mike Madigan, Secretary Date

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Consent Agenda Item b**
Title: SWWD Monthly Accounting	**Board Action Requested:** **Approval of:** Treasurers Report Accounts payable for December 2025 Washington County 2nd Half Tax Settlement Kevin ChapdeLaine Per Diem Trout Brook Retainage Payment to MNL	**Required Signatures** SWWD Treasurer
Reviewed by: JHL		

Background/Justification
Accounts Payable December 25: $205,052.58
Accounts Receivable December 25: $1,906,183.11
4M fund Balance December 25: $11,124,515.23

Washington County 2nd Half Tax Settlement: $1,870,084.59

Kevin ChapdeLaine Per Diem

Trout Brook Retainage Payment to MNL: $42,100.57

Previous Action: None		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications: N/A		**Comments:**
Fund N/A	**Explanation**	**Fund Balance:** N/A
Decision Needed/Date	**Administrative Recommendation** **Approval** Informational Denial No Recommendation	**Comments**

South Washington Watershed District
Claims Roster
December-25

SOUTH WASHINGTON WATERSHED DISTRICT

Vendor	Description	Invoice #	Amount
AE2S	Hasenbank SCADA	107943	$ 408.25
CDW-G	SSD Drives	AH16A4X	$ 34.33
Kevin ChapdeLaine	Oct-Dec 2025 Per Diem	See Attached	$ 1,049.00
City of Woodbury	January 2026 Rent	1425	$ 3,429.27
City of Woodbury	Laptops	1422	$ 5,997.00
City of Woodbury	4th Quarter SWWD Vehicle Expenses	1461	$ 274.36
Great River Greening	Crestview and Valley Crossing Maintenance	4664	$ 2,790.00
Great River Greening	GVP Maintenance	4663	$ 17,801.70
Holistic Tree and Forestry	Bailey School Forest	BL0542a	$ 3,461.22
Insight	Microsoft Teams Calling	1101349186	$ 783.90
Steve Miller	Ag BMP Resimbursement	See Attached	$ 1,290.00
Taylor Mills	Artist in Residence January Paymen	9	$ 750.00
TCC Materials	Grit Purchase	7981224	$ 5,481.00
Payroll, Benefits, and EFT Payments	**18 EFT, 10 Direct Dep, 2 Checks**		**$ 161,502.55**
Minnesota Life Ins. Co.	Jan 2026 Life Prem	Check	$ 207.95
Madison National Life	Jan 2025 LTD and STD	Check	$ 285.69
Deferred Compensation		EFT	$ 3,570.00
PERA		EFT	$ 6,040.64
US Bank	Federal W/H & FICA	EFT	$ 10,444.83
MN Dept of Revenue	State W/H-	EFT	$ 1,830.16
Health Partners	Insurance Premium	EFT	$ 6,917.36
US Bank Credit Card	Credit Card Payment	EFT	$ 2,230.16
US Bank Equipment	Copier Rental	EFT	$ 203.63
Optum	H.S.A. Fee	EFT	$ 12.75
Abdo	November 2025 Payroll	515810	$ 455.00
Barr Engineering	Lakes and Creek Management Plan	23821336.00-18	$ 1,768.50
Barr Engineering	Water Quality Database	23821357.00-4	$ 7,114.00
Barr Engineering	Monitoring Plan Update	23821358.00-4	$ 5,035.92
Barr Engineering	Standards Manual	23821302.00-18	$ 945.50
Hellmuth & Johnson Legal	November Legal Services	EFT	$ 1,702.50
Houston Engineering	65th and Geneva Inv 79945	EFT	$ 4,017.25
HR Green	Wilmes Inv 196212	EFT	$ 618.75
HR Green	Newport Elementary Inv 196128	EFT	$ 1,783.25
SRF Consulting	Ravine Lake Outlet INV 17696.00-16 Nov	EFT	$ 1,065.65
Stantec	EcoSystems Management Plan	2487755 2499807	$ 16,286.08
Stantec	Groundwater Feasibility Study	2487753 2499806	$ 5,385.75
Stantec	2025 Lake Vegetation Management	2471711 2495637 2489735	$ 22,020.83
Washington Conservation District	Nov Tech Inv 7267	EFT	$ 3,530.00
Washington Conservation District	Nov Monitoring Inv 7260	EFT	$ 30,648.00
			$ 205,052.58

Accounts Receivable	**Description**	**Check #**	Amount
Washington County	2nd Half Tax Settlement		$ 1,870,084.59
State of Minnesota	December Market Value Credit		$ 387.77
4M	November Interest		$ 35,710.75
	Total		**$ 1,906,183.11**

Kevin ChapdeLaine, SWWD Treasurer

Date January 13, 2026

WASHINGTON COUNTY TAX SETTLEMENT OF 12/02/2025

WS SOUTH WASHINGTON		PAY 2025	PAY 2024	PAY 2023	PAY 2022	PAY 2021	PAY 2020	PAY 2019	Prior	Total Delq	P&I	MISC	TOTAL	COMMENT
GEN	RE & PP	710,192.53	(505.65)	322.00	109.52	55.27	18.54	17.65	17.27	34.60			$710,227.13	
	Ag Preserve Credit													
	Adjustment													
FD	RE & PP	59,980.42	(829.44)	90.90						(738.54)			$59,241.88	
	Adjustment													
TIF	RE & PP													
	Excess TIF													
	Surplus/Decertified TIF													
	Adjustment													
MVR	RE & PP													
	Adjustment													
SA	RE & PP	1,086,315.69	4,663.89	3,629.52	405.46	155.09	60.57	41.00	33.27	8,988.80	4,106.61		$1,099,411.10	
	Manufactured Homes													
	Forfeited Land Sale													
	Adjustment													
NON LEVY	Manufactured Homes	264.60	1.50							1.50			$266.10	
	Forfeited Land Sale													
	Contamination Tax													
	30% Rental-County	123.96											$123.96	
	30% Rental-DNR													
	30% Rental-MnDOT													
	Transmission Line													
	PILT-County CDA	278.84											$278.84	
	PILT-Landfall HRA													
	PILT-Pondview	8.98											$8.98	
	PILT-Ramsey Washington R&E Board	526.60											$526.60	
	PILT-DNR													
	PILT-National Park Svc													
	Solar Energy													
	Unclaimed Refunds													
	Penalty & Interest Apportionment													
	Miscellaneous													
GENERAL TAX TOTAL		710,192.53	(505.65)	322.00	109.52	55.27	18.54	17.65	17.27	34.60			$710,227.13	
FISCAL DISPARITY TAX TOTAL		59,980.42	(829.44)	90.90						(738.54)			$59,241.88	
TAX INCREMENT TOTAL														
MARKET VALUE REFERENDA TOTAL														
SPECIAL ASSESSMENT TOTAL		1,086,315.69	4,663.89	3,629.52	405.46	155.09	60.57	41.00	33.27	8,988.80	4,106.61		$1,099,411.10	
NON-LEVY TOTAL		1,202.98	1.50							1.50			$1,204.48	
GRAND TOTAL		$1,857,691.62	$3,330.30	$4,042.42	$514.98	$210.36	$79.11	$58.65	$50.54	$8,286.36	$4,106.61		$1,870,084.59	
												Less amounts previously remitted		
												TOTAL TO DISTRICT	$1,870,084.59	

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Consent Agenda Item c**
Title: SWWD Calendar	**Board Action Requested:** None Requested	**Required Signatures**
Reviewed by: JHL		

Background/Justification:

Calendar/Meetings

i) Annual Board Meeting, Tuesday, January 13, 2026, 6:00pm
ii) SWWD and Woodbury Green Talks, Thursday, January 29, 2026 5:00pm Central Park
iii) Workshop and Regular Board Meeting, Tuesday, February 10, 2026, **5:00pm**
iv) Minnesota Watersheds Legislative Event, Tuesday, March 3, 2026
v) Regular Board Meeting, Tuesday, March 10, 2026, 6:00pm
vi) CAC Meeting, Tuesday, March 24, 2026, 6:00pm
vii) Regular Board Meeting, Tuesday, April 14, 2026, 6:00pm

Previous Action: None		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications: N/A		**Comments:**
Fund N/A	**Explanation**	**Fund Balance:** N/A
Decision Needed/Date	**Administrative Recommendation** Approval **Informational** Denial No Recommendation	**Comments**

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Consent Agenda Item d**
Title: Development Reviews	**Board Action Requested:** None Requested	**Required Signatures**
Reviewed by: JHL		

Background/Justification:

Development Reviews

i) Final
   (1) None
ii) On Going
   (1) Lake Elmo WTP, Lake Elmo
iii) New
   (1) None

Previous Action: None		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications: N/A		**Comments:**
Fund N/A	**Explanation**	**Fund Balance:** N/A
Decision Needed/Date	**Administrative Recommendation** Approval Informational Denial **No Recommendation**	**Comments**

December 2025 Development Reviews

Ongoing: Lake Elmo WTP; Lake Elmo

November 2026: No change.

October 2025: Lake Elmo is proceeding with wetland delineation and WCA permitting related to ongoing well suitability testing. Most of the wetlands within the property are in Valley Branch WD. SWWD has delegated WCA administration for this property to VBWD.

December 2024: Lake Elmo is looking for sites for a future well and water treatment plant to remove PFAS from the City's drinking water supply. The site they are currently looking at sits upstream of Armstrong Lake. As part of the feasibility assessment, the city is required to do a 72 hour pump test at the site which would require continuous pumping of ~3cfs. That water would ultimately discharge into Armstrong Lake. SWWD modeled the inflow in the District's NWS XP model to evaluate potential downstream impacts. Even under a concurrent flood scenario there is no impact.

Final: Municipal Reviews, Cottage Grove

The City of Cottage Grove enforces compliance with District rules through City permits. The following projects have been permitted in 2025.

- Prairie Dunes Final Plat, Development Agreement
- Graymont Village 3rd Addition Final Plat, Development Agreement, Plans
- Lochridge Final Plat, Development Agreement, Plans

Final: Municipal Reviews, Woodbury

The City of Woodbury enforces compliance with District rules through City permits. The following projects have been permitted in 2025.

- Math and Science Academy Upper School Final Plat
- Cherry Meadow Final Plat, Development Agreement
- Sienna Grove Final Plat, Development Agreement
- Ranch Road Addition Preliminary Plat, Final Plat

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Consent Agenda Item e**
Title: Wetland Conservation Act-None	**Board Action Requested:**	**Required Signatures** SWWD Administrator
Reviewed by: JHL		
Background/Justification:		
Previous Action: None		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications: N/A		**Comments:**
Fund N/A	**Explanation**	**Fund Balance:** N/A
Decision Needed/Date	**Administrative Recommendation** **Approval** Informational Denial No Recommendation	**Comments**

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Consent Agenda Item f**
Title: Cost Share Program-None	**Board Action Requested:** None	**Required Signatures** SWWD Administrator
Reviewed by: JHL		
Background/Justification:		
Previous Action: None		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications: N/A		**Comments:**
Fund	**Explanation**	**Fund Balance:** N/A
Decision Needed/Date	**Administrative Recommendation** **Approval** Informational Denial No Recommendation	**Comments**

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Consent Agenda Item g**
Title: Miscellaneous Correspondence	**Board Action Requested:** None	**Required Signatures** None
Reviewed by: JHL		
Background/Justification:		
Previous Action:		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications: None		**Comments:**
Fund	**Explanation**	**Fund Balance:** N/A
Decision Needed/Date	**Administrative Recommendation** Approval **Informational** Denial No Recommendation	**Comments**

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	Agenda Item # 5a
Title: SWWD Project Update	**Board Action Requested:** None requested at this time	**Required Signatures** None
Reviewed by: JHL		**Presented by:** Loomis

Background/Justification:

- Trout Brook
- Glacial Valley Park
- Campus Greening
- Wilmes Lake Alum Treatment Facility
- Hasenbank Woods & Stormwater Park
- Markgrafs & Colby Lakes Retrofit Analyses
- Cottage Grove Ravine Regional Park
- County Road 74 Ravine Stabilization
- Newport Elementary Underground BMP
- Lower Grey Cloud Slough Habitat Improvement
- Watershed Management Plan Update
- In-Lake AIS Management
- Armstrong Lake Wetland Cattail Harvesting
- Newport Open Space Planning
- Cottage Grove Open Space Planning
- La and Ria Lakes Outlets
- SWWD Website Update
- Groundwater and Ecosystem Services Studies

Previous Action: None		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications:		**Comments:**
Fund	**Explanation:**	**Fund Balance:**
Decision Needed/Date	**Administrative Recommendation** Approval **Informational** Denial No Recommendation	**Comments**

Memo

To: SWWD Board of Managers

From: Kyle Axtell, SWWD Watershed Project Manager

Date: January 9, 2026

Re: SWWD Projects Update

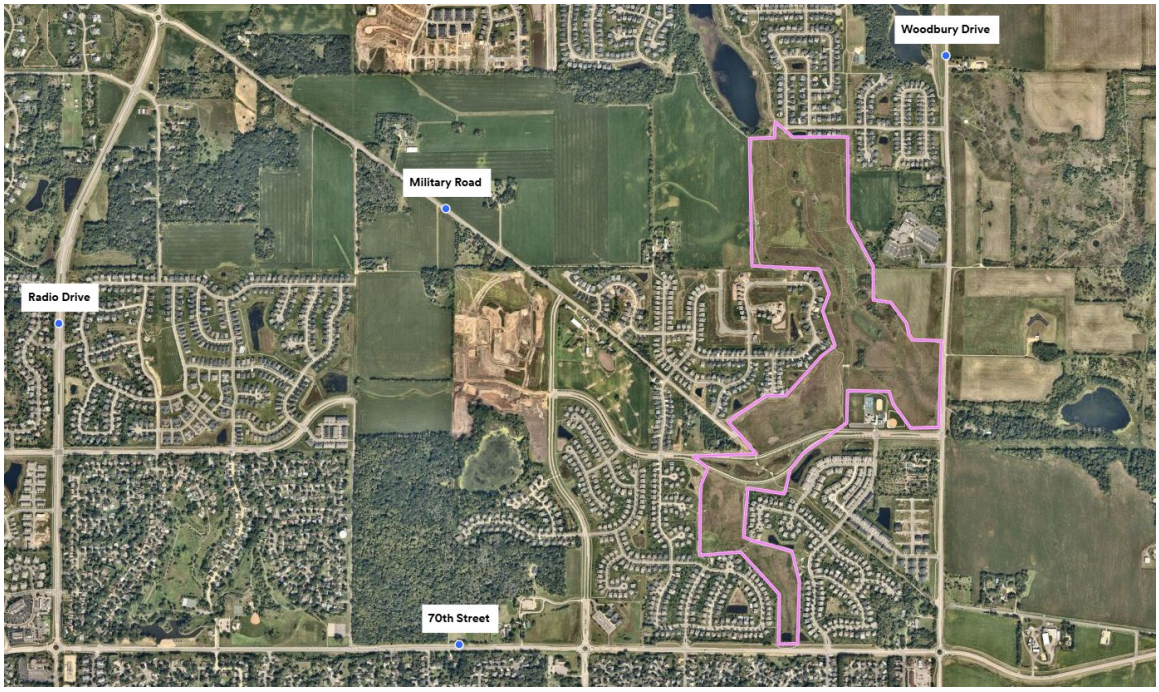
Trout Brook

The construction of Phase III was completed in 2024, and all grants have been closed. Staff continues to work on vegetation along stream buffers within Phase II and Phase III areas to ensure project success. Working with DNR and Great River Greening, staff are exploring potential volunteer opportunities to highlight the stream project. Removal of invasive buckthorn woods would enhance the opportunity to view the project from public trails. Staff continue to address concerns with invasive vegetation throughout the corridor. Minnesota Native Landscapes remains under contract to provide establishment maintenance through 2027. Bare areas are being reseeded and monitored. Staff continue to work with the DNR to refine project components to ensure long-term project success, including stabilization of small gullies while vegetation establishes and potential small structural additions identified by DNR stream staff.



Glacial Valley Park

Glacial Valley Park Interpretive Center: SWWD has a final concept design for the future Glacial Valley Park Interpretive Center and is ready to proceed with design of the structures. The plan has been to have the park features ready to be installed as development progresses with the extension of Glacial Valley Road. The road extension would provide access and utilities for the learning center. Facility parking is expected to be provided jointly with the City of Woodbury as it plans a new park area to the west with future development. An application has been submitted to the Minnesota DNR requesting $1,500,000 in 3M Priority 2 funding to complete this facility between now and 2029.



Regional Trail Construction: Construction of the regional asphalt trail connecting Woodbury to Cottage Grove through Glacial Valley Park is 100% complete.

Prairie Landscape Management: Great River Greening (GRG) continues maintenance activities along the edges of the site in the Cedarhurst neighborhood and throughout prairies, targeting woody species, especially aspen/cottonwood clumps. Staff have identified research plots and collected data on 8 units covering approximately 12 acres to assess ways to improve floral diversity and tall grass reduction through burn timing, sheep grazing, high mowing and targeted herbicide



treatments. A portion of one of the units planned for a fall burn suffered from an unintentional wildfire on 10/5/2025. Additional research through the University of Minnesota and GRG is assessing different strains of oak trees from northern, central and southern regions of Minnesota approximately 10 years after planting. Following data collection, these areas will receive a prescribed burn and post burn survivability will provide more detailed information on management of oaks in a changing climate. Staff are in discussion with Great River Greening to continue another multi-year contract for continued maintenance throughout the SWWD-owned park.

Campus Greening

All Campuses: Staff are working with new School District facilities staff to assist with long-term maintenance of all Campus Greening natural areas.

Lake and Middleton: Teachers and staff are evaluating successes and challenges of 2025 classroom plantings, and seedings as the schools continue to enhance prairies in 2026. Management activities continue under contract with Edge Ecosystems have been completed in 2025.

Crestview Elementary: Great River Greening is managing vegetation on this campus. Overseeding of all problem areas has been completed. GRG will continue to manage invasive shrubs in the woodlands in fall, 2025.

Nuevas Fronteras: GRG is conducting management of the campus prairies. Areas near the underground BMP have been reseeded and staff will continue to monitor and assess ways to retain native species in a regularly disturbed site.

Valley Crossing: GRG is managing prairies at Valley Crossing and will conduct regular maintenance activities throughout 2025. 4th Grade teachers are working with EMWREP staff to develop ongoing water quality programming to incorporate into regular school curriculum.

Grey Cloud and Cottage Grove: Contractor is conducting regular establishment maintenance as prairies develop. A burn will take place at some point during the 2025/2026 growing seasons to complete existing contract. Staff are beginning to discuss with teachers, potential involvement by students in prairie diversification and maintenance beginning in 2025/2026.

Cottage Grove Elementary School: The WCD has funding available through the BWSR Pollinator Pathways program to restore habitat on school campuses. Cottage Grove Elementary School did not initially meet Campus Greening program requirements, but the BWSR funding will allow the school to restore up to an acre of prairie. Site prep for restoration has been ongoing through summer. Staff are assisting with planning and will provide cost-share dollars as match for state grant.

Carpenter Nature Center: CNC completed in-classroom and in-field Water Quality programming with 6th graders at Cottage Grove and Lake Middle Schools in Fall, 2025. CNC programming continues in spring and fall of 2026 at Oltman and Woodbury Middle Schools. Ramsey Washington Metro Watershed District is funding the CNC programs at Woodbury Middle School. Program will, in spring, 2026 reach all 6th Graders in the School District during the current school year.



Wilmes Lake Alum Treatment Facility

Construction is 100% complete and the facility operated from July through October in 2025. City staff have begun the process of winterizing the system for the upcoming season. SWWD has been coordinating activities with Woodbury staff to begin transitioning day-to-day operations. MNL is under contract for native vegetation site maintenance through 2027.



We have also discovered a maintenance design issue whereby Woodbury staff cannot access debris upstream of the SAFL Baffle in the lift station pretreatment manhole with their Vactor truck. A second access point needs to be added to the structure lid. A contract is in

place with Morcon to provide this revised structure lid in early 2026 before the operating season gets underway.



After inquiry by SWWD staff, MPCA has decided that the issuance of a permit for the facility through its wastewater permitting program was in error. The facility should be regulated through the City's existing MS4 permit. The issue will be rectified once the new MS4 general permit is issued.

Nipinet Landsem has completed installation of their mural near the lift station. SWWD staff has some edge framing to install yet this fall in addition to the didactic panel. Public response has been very positive.

Hasenbank Woods & Stormwater Park

This project involves several complimentary efforts, including woodland restoration, wetland restoration, stormwater treatment on the existing City owned parcel between Fish Lake and Powers Lake, and trail and other restoration work on City property ringing Powers Lake.



Construction of the stormwater park is complete, including installation of public artwork, and the system was operational throughout 2025. The lift station was shut down for the season at the end of October. Traverse Des Sioux remains under contract for site restoration and establishment.

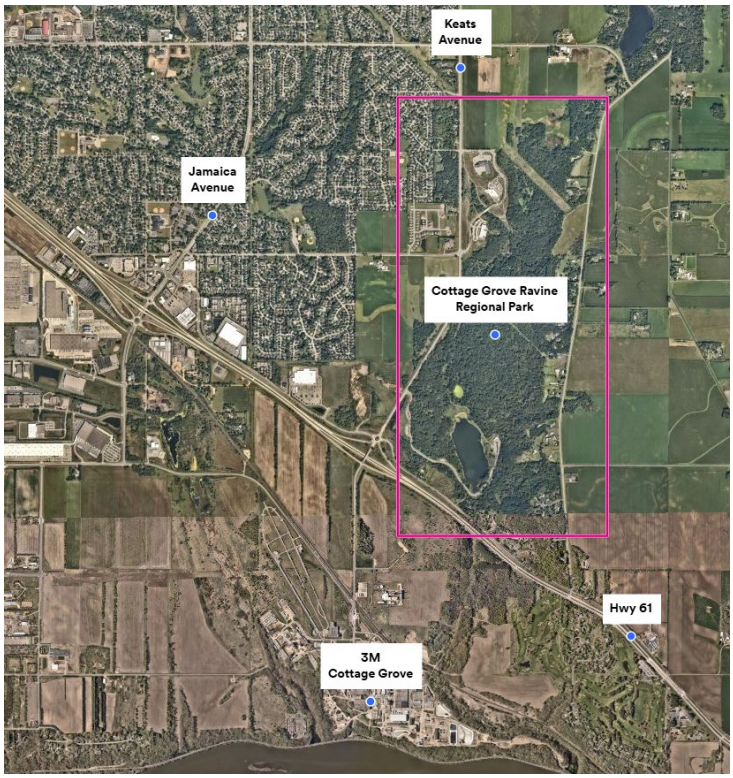
Hasenbank Woods restoration continues. WCD crews completed foliar spraying of buckthorn again in fall, 2025. STS will be back on site in winter to remove and/or burn deadfall and brush. Good fuel load is established on site which will facilitate a spring prescribed burn in the woodlands. A contract for spring prescribed burn in the woodlands is up for review in the board packet.

Staff provided support to the city to obtain grant funding for vegetation restoration around Fish Lake. Ongoing activities related to this action are being conducted throughout the site and include removal of heavily treed areas dominated by dead and dying green ash, prescribed burns, herbicide treatments and fine mowing to replace reed canary grass dominated wetlands with native sedge meadow communities.

Goldfish were discovered in the stormwater ponds north of Hasenbank Woods in late May. An electroshocking removal project was undertaken by the city, working with WSB & Associates in late June. An additional electroshocking goldfish removal effort is anticipated in the fall of 2025. Originally, the team planned to utilize rotenone to kill all fish in the stormwater ponds, however, this chemical is not currently available in the United States. Production of the chemical is expected to be resumed in 2026. This is the only way to be certain of goldfish elimination from the system.

Cottage Grove Ravine Regional Park

Staff are coordinating efforts to provide restoration and native plant community management within Cottage Grove Ravine Park with a focus on areas within SWWD's drainage easement. Discussions are focused on management of invasive species, with a focus on Common Buckthorn, Garlic Mustard and Common Burdock as well as the consideration of fencing to prevent undesired uses and support future grazing activities. Staff have been working with the County, where the upper basin area has now been seeded following multi-year site prep. Staff will continue to monitor and provide adaptive management in coordination with County Staff.



SWWD and its consultants have developed a channel stabilization project for the lake outlet channel. The Board awarded a contract at their October 2025 meeting. Staff are working with the contractor to get required forms and get the contract executed. Construction will start in late winter.

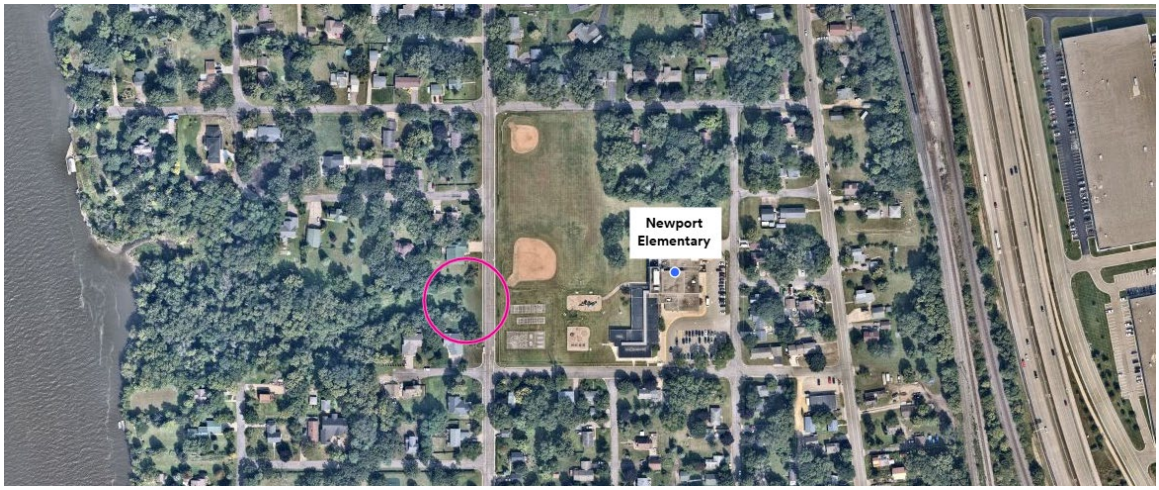
County Road 74 Ravine Stabilization

SWWD is working with Washington County to stabilize an actively eroding ravine west of the intersection of Geneva and 65th Street (CR74) in Newport as part of a road reconstruction project in 2026. Houston Engineering has developed stabilization plans for the ravine area which are to be incorporated into the County's construction package. Staff have begun working with the landowner (St. Paul Park Refinery) to acquire a drainage & utility easement over the ravine corridor. SWWD has secured the use of $45,528.40 in leftover FY25 WBIF grant funding from BWSR to assist in financing the project. Washington County will also be contributing some funds as payment in lieu of treatment for the concurrent road reconstruction project. A project agreement between the County and SWWD is in place and the entire project will be released for bidding by Washington County in January 2026.



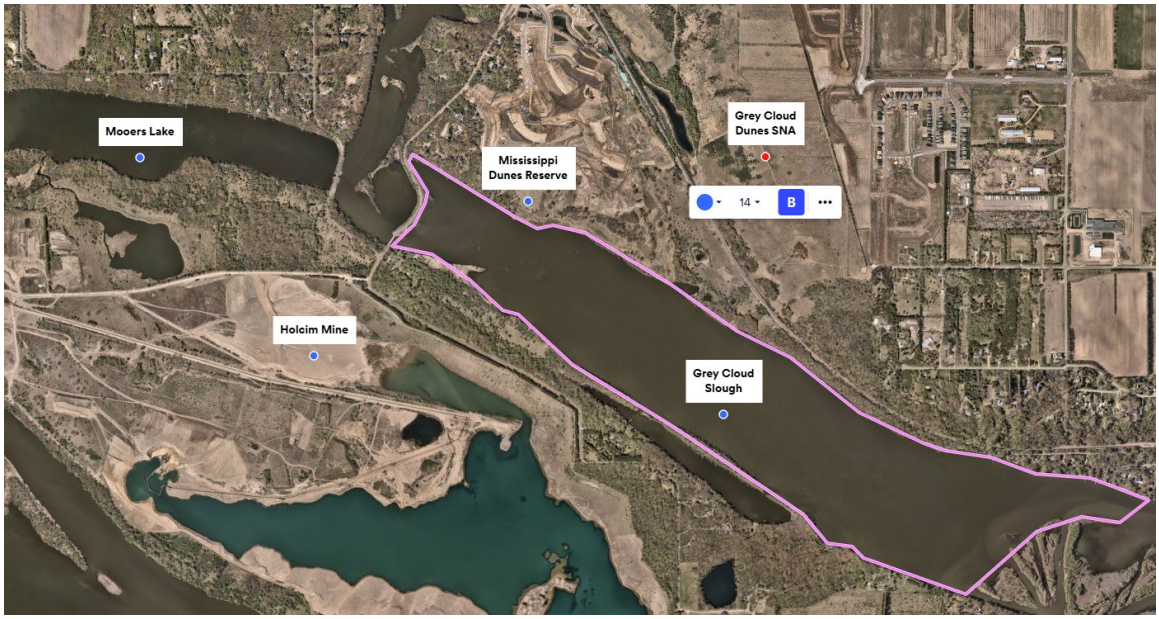
Newport Elementary Underground BMP

SWWD has received a $250,000 Clean Water Legacy Partners grant from BWSR for this project. HR Green has begun survey and design services under its task order for the project. Construction is not expected until 2027.



Lower Grey Cloud Slough Habitat Improvement

Staff have recently met with Minnesota DNR counterparts to discuss a proposed project aimed at restoring historic island complexes and improving aquatic and terrestrial habitat in the lower slough area. Significant USACE project funding could be available for this type of effort, with a 35% local match. 3M Priority 2 funding could be used to secure upwards of $11-12 million in Federal funding for this project, which could take 5-10 years to realize. A Section 204 Letter of Intent has been submitted to the USACE, and an application has been submitted to the Minnesota DNR requesting $3,500,000 in 3M Priority 2 funding to be used as a local match against the proposed USACE funding.



Watershed Management Plan Update

SWWD's current WMP extends through October 2026. There is a substantial process to follow in updating the WMP, which SWWD began in 2024 with citizen engagement and issue identification. 2025 has been focused on policy and program development, including the identification of issues, goals and strategies as well as drafting the plan. Writing is complete and staff are working to compile a full draft.

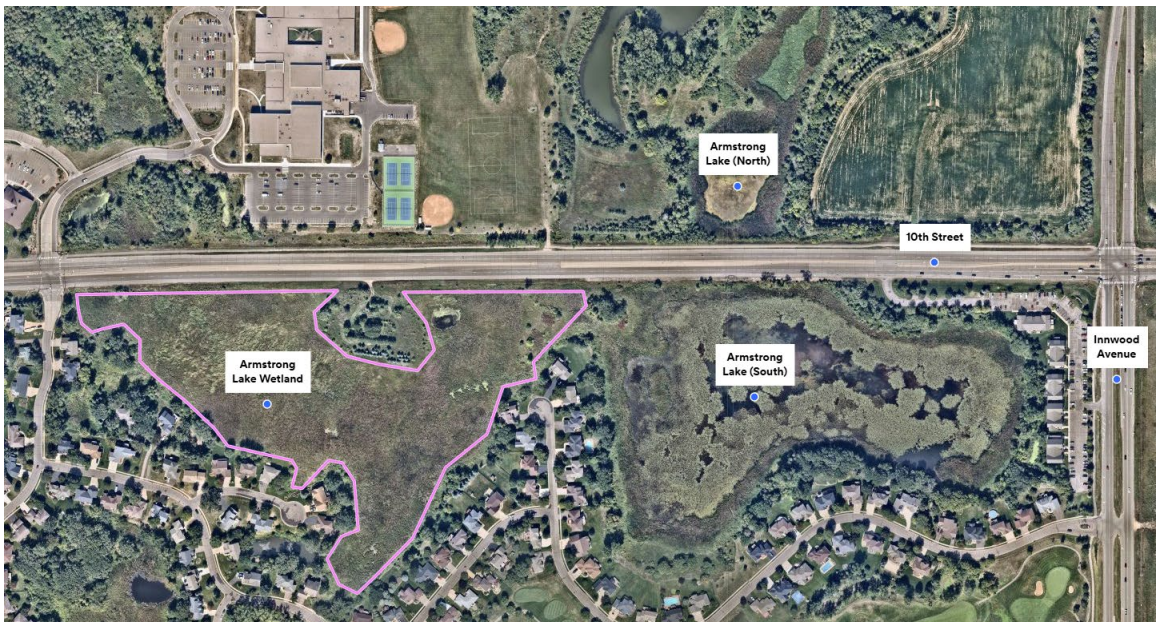
- January 2026: Informal Agency and Partner Review
- February 2 to April 3, 2026: 60 Day Agency Review
- April 14, 2026 Board Meeting: Discuss review comments received
- April 27, 2026: Send Response to Comments
- May 12, 2026 Board Meeting: Public Hearing
- July 1 to September 29, 2026: 90 Day BWSR Review
- October 13, 2026 Board Meeting: Adopt Plan

In-Lake AIS Management

- Herbicide treatment was conducted at Colby Lake (Woodbury)
- La Lake (Woodbury) was surveyed for Curly Leaf Pondweed turions. The results showed that some points had no turions, while other points had many. Herbicide treatment was conducted following MnDNR recommendation.
- Ravine Lake (Cottage Grove) received herbicide treatment. Given the summer aquatic plant transplant, the MnDNR was consulted. They recommended treatment and indicated the transplanted plants would not be impacted.

Armstrong Lake Wetland Cattail Harvesting

The test plot at Armstrong Lake wetland was harvested by WCD and Conservation Corps crews during the last week of August. Samples were collected and brought to the University of Michigan Research Analytics Lab for analysis. Results have been received, and a report will be available as time allows. There has been significant interest in our findings shown by other researchers.



Newport Open Space Planning

Staff are working with City of Newport and BWSR staff using state funding to conduct full ecological restoration and enhancement of the grasslands located along the Xcel transmission line corridors within the Bailey School Forest Park. BWSR and SWWD staff are conducting test plots to assess best approaches to invasive species control to include assessments of herbicides, fire, timing and seeding approaches. Project is a pilot to explore ways to conduct long term management of utility corridors that meet operation and safety needs of utilities while at the same time, supporting high quality native plant communities.

Staff has been working with the City of Newport to develop relationships with State Agencies, Companies, non-profits and residents to provide support for natural resource improvements and management along the river and bluffs. Great River Greening will be spending Outdoor Heritage Grant funds to improve habitat and slope stability in the Bailey School Forest Park beginning in fall, 2025.



SWWD received a DNR expedited CPL grant for $50,000 to assist with the restoration of 9 acres at the entry to Bailey School Forest Park. Over the next three years, staff will be working with the local residents, city staff, volunteers, school students, contractors and county agencies to transition the entry to the park from non-native forest to a more open oak dominated savanna and woodland with diverse ground layer vegetation. Staff have worked with the city to set up forestry mowing contract to kick off brush management in fall, 2025. Staff has solicited quotes for arborist work to remove hazard and dead trees along Wild Ridge Court in Fall, 2025. Contract is in board packet for approval. STS crews will be working to clear buckthorn and hazard trees on another six acres through fall and winter.

Cottage Grove Open Space Planning

Staff are working with the Cottage Grove Parks Department, assisting with ecological planning efforts at Mississippi Dunes Preserve, Still Ponds Preserve, and Vandenberg Lake. Staff are working with Friends of the Mississippi River to develop a full site assessment and Natural Resources Management Plan for Mississippi Dunes in 2025. Staff are working with the WCD to develop a full site assessment and Natural Resources Management Plan for Still Ponds Park in 2025. Vandenburg Lake planning continues with staff seeking to secure funding to preserve 80 acres of open space containing quality, albeit degraded oak communities containing state-listed rare species.

La and Ria Lakes Outlets

In response to past flooding concerns, SWWD and its consultants continue to study the La and Ria Lakes outlets and the downstream drainage to the Mississippi River. Updated modeling has identified several downstream concerns that have been shared with Woodbury and Newport. Once the Cities have had a chance to review, we will work with both Cities to identify next steps.



SWWD Website Update

Staff received content migration and management training in October and gained access to the website to ensure correctness and to continue to add content. The website will publicly launch alongside the new Watershed Management Plan.

Groundwater and Ecosystem Services Studies

Two related studies are underway to assess the benefits of large-scale restoration and protection, identifying and ranking sites that provide high potential for watershed protection. The Groundwater Study, funded by the Minnesota Department of Health, has been developing mapping and ranking criteria that support protection of groundwater recharge and discharge areas. Project outcome will provide actionable steps that communities can take to protect important areas on the landscape as well as offer models for land use practices. Cities and county partners have been fully engaged in the data collection process and discussions of needs. Partner meetings and data collection is under way on the Ecosystem Services Study.

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	Agenda Item # 6
Title: 2026 Annual Meeting	**Board Action Requested:** Approval of 2026 Board of Officers and Annual SWWD Information	**Required Signatures** None
Reviewed by: JHL		**Presented by:** Loomis
Background/Justification: The SWWD Board By-laws requires the Board to elect officers at the first regularly scheduled meeting in January. Officers to be elected are President, Vice-President, Secretary and Treasurer. In addition, the Board shall designate the regular meeting schedule for the year, designate the official newspaper for publication (The Pioneer Press), and designate the bank (US Bank and PTMA Financial Solutions-4M fund). The Board must also annually appoint the Citizens Advisory Committee. The Board will review the current SWWD Policies, Permit Application/Fees, Manager Activity Log, By Laws, Open Meeting Law, and Annual Workplan.		
Previous Action:		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications:		**Comments:**
Fund	**Explanation:**	**Fund Balance:**
Decision Needed/Date	**Administrative Recommendation** **Approval** Informational Denial No Recommendation	**Comments**

SWWD Annual Meeting Agenda

Election of Officers 2026

Manager	Current Position	2026 Position
Sharon Doucette	President	_____
Emily Stephens	Vice-President	_____
Mike Madigan	Secretary	_____
Kevin ChapdeLaine	Treasurer	_____
David Filipiak	Manager	_____

Financial Institution

Banking:
US Bank
4M Fund sponsored by the League of Minnesota Cities Managed by
PTMA Financial Solutions, Naperville, Illinois

Official Newspapers

The Pioneer Press

Regular Meetings of the Board

Second Tuesday of the Month
Beginning at 6:00 p.m.

Manager Per Diem and Expenses

2026 Manager Per Diem rates shall be at the State Statutory rate. Currently $125/day

2026 District Mileage reimbursement shall be at the IRS allowable rate. Currently $.72.5/mile

The Board shall reimburse Managers and Staff for business expenses incurred at cost

SWWD Policy Manual

2026 Policy Review

SWWD Permit Application and Fee

2026 SWWD Permit Application and Fee Review

Open Meeting Law and Public Officials Information

A copy of the revised open meeting law is included for the Board.

2026 Board Manager Committees

Open- EMWREP Steering Committee
Sharon Doucette-Personnel Committee
Kevin ChapdeLaine-Financial Services, Personnel Committee, Lower St. Croix Policy Committee (alternate)

David Filipiak-Lower St. Croix Policy Committee

2026 SWWD CAC Appointments

1. Sam Behrends
2. Laura Duffey
3. Patty Goertz
4. Dan Henely
5. Sarah Lilja
6. Howard Markus
7. Jeff Mohr
8. David Nuccio
9. Jay Sockness
10. Bill Sumner

2026 Board Manager Terms
Sharon Doucette, expires May 1, 2026
Emily Stephens, expires May 1, 2027
Kevin ChapdeLaine, expires May 1, 2028
Mike Madigan, expires May 1, 2026
David Filipiak, expires May 1, 2028

Requested Board Action:

Adoption of the annual meeting agenda and establishment of SWWD annual information.

Motion by Manager_____

Seconded by Manager_____

SOUTH WASHINGTON
WATERSHED DISTRICT

SWWD 2026 Board Meeting & Workshop Dates

2nd Tuesday of the Month at 6:00pm

January 13
February 10-Workshop 5pm
March 10
April 14
May 12-Workshop 5pm
June 9
July 14
August 11-Workshop 5pm
September 8
October 13
November 10-Workshop 5pm
December 8

2025 Manager Conferences/Meetings

Sharon Doucette

Feb-25	City of Cottage Grove Meeting
Jun-25	CAC Meeting
Oct-25	Budget Meeting with Commissioners
Nov-25	Washington County Budget Meeting
Dec-25	Personnel Committee Meeting

Mike Madigan

Feb-25	City of Woodbury Meeting
Apr-25	MN Watersheds New Membership Meeting
Apr-25	City of Woodbury Meeting
Sep-25	MN Watersheds Resolution Meeting
Oct-25	City of Woodbury Meeting
Nov-25	City of Woodbury Meeting
Dec-25	MN Watersheds Annual Conference

Kevin ChapdeLaine

Sep-25	Budget Meeting
Oct-25	Budget Meetings with Commissioners
Nov-25	Washington County Budget Meeting
Dec-25	Personnel Committee Meeting
Dec-25	CAC Meeting

David Filipiak

Jun-25	Woodbury Tour of Hasenbank and Wilmes
Jul-25	LSC Policy Committee
Sep-25	City of Woodbury Administrator Meeting
Sep-25	CAC Meeting
Oct-25	LSC Policy Committee
Dec-25	MN Watersheds Annual Conference
Dec-25	New Manager Training

Emily Stephens

Mar-25	CAC Meeting

IR-2025-128, Dec. 29, 2025

WASHINGTON — The Internal Revenue Service today announced that the optional standard mileage rate for business use of automobiles will increase by 2.5 cents in 2026, while the mileage rate for vehicles used for medical purposes will decrease by half a cent, reflecting updated cost data and annual inflation adjustments.

Optional standard mileage rates are used to calculate the deductible costs of operating vehicles for business, charitable, and medical purposes. Additionally, the optional standard mileage rate may be used to calculate the deductible costs of operating vehicles for moving purposes for certain active-duty members of the Armed Forces, and now, under the One, Big, Beautiful Bill, certain members of the intelligence community.

Beginning Jan. 1, 2026, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 72.5 cents per mile driven for business use, up 2.5 cents from 2025.
- 20.5 cents per mile driven for medical purposes, down a half cent from 2025.
- 20.5 cents per mile driven for moving purposes for certain active-duty members of the Armed Forces (and now certain members of the intelligence community), reduced by a half cent from last year.
- 14 cents per mile driven in service of charitable organizations, equal to the rate in 2025.

The rates apply to fully-electric and hybrid automobiles, as well as gasoline and diesel-powered vehicles.

103D.315 MANAGERS.

Subdivision 1. **Oath.** Each manager must take and sign the oath defined in the Minnesota Constitution, article V, section 6. The signed oath must be filed with the board.

Subd. 2. **Bond.** (a) Each manager must file a bond with the board before assuming the manager's duties. The bond may be:

(1) a personal bond for each manager;

(2) a schedule or position bond or undertaking by the managers of the watershed district; or

(3) a single corporate surety fidelity, schedule or position bond or undertaking covering all managers and employees of the watershed district, including officers and employees required by law to furnish an individual bond or undertaking.

(b) The amount of the bond for managers is $1,000, unless increased by the board. The amount of the bond for officers and employees of the watershed district is the amount set by law or by the person or board authorized to set the amounts.

(c) The bond must be conditioned substantially as provided in section 574.13.

(d) The premium for the bond must be paid by the watershed district.

Subd. 3. **Officers.** After filing the bond, the managers must elect different managers as president, secretary, and treasurer. The managers must fill vacancies occurring in the officers' positions. The managers must provide the necessary books, records, furniture, and equipment for the officers to perform their official duties.

Subd. 4. MS 2022 [Repealed, 2024 c 90 art 3 s 88]

Subd. 5. **Records.** The managers must keep efficient records of all proceedings, minutes, certificates, contracts, bonds of the board's employees, and all other business transacted or action taken by the managers. The records must be open to inspection by the property owners within the watershed district and all other interested parties at all reasonable times.

Subd. 6. **Terms of office.** The term of office for a manager is three years except for the first board of managers appointed by the state board and the first board appointed by the county board. A manager's term continues until a successor is appointed and qualified.

Subd. 7. **Vacancies.** The provisions of section 351.02 regarding vacancies apply to members of the board of managers.

Subd. 8. **Compensation.** The compensation of managers for meetings and for performance of other necessary duties may not exceed $125 a day. Managers are entitled to reimbursement for traveling and other necessary expenses incurred in the performance of official duties.

Subd. 9. **First meeting of managers.** (a) Within 30 days after the first board of managers has received notice by personal service of their selection, the managers must meet at the watershed district's principal place of business.

(b) At the first meeting, the managers must take the oath under subdivision 1, provide a bond under subdivision 2, elect officers under subdivision 3, and appoint an advisory committee under section 103D.331.

Subd. 10. **Meetings.** The managers shall meet annually and at other necessary times to transact the business of the watershed district. A meeting may be called at any time at the request of any manager according to chapter 13D.

Subd. 11. **Administration bylaws.** The managers shall adopt bylaws for the administration of the business and affairs of the watershed district. Bylaws adopted under this subdivision are not subject to section 103D.341.

History: *1990 c 391 art 4 s 21; 1995 c 199 s 11-13; 2005 c 103 s 1; 1Sp2019 c 4 art 3 s 77; 2024 c 90 art 3 s 33,34*

Minnesota Campaign Finance and Public Disclosure Board

cfb.mn.gov 651-539-1180 or 800-657-3889

Public and Local Officials Handbook

Last revised: January 2024

Welcome 3

Filing a statement of economic interest 4

- Are you a public official? 4
- What are the requirements for candidates for constitutional and legislative offices? 5
- What are the requirements for local officials? 5
- What is a statement of economic interest? 6
- When does your statement of economic interest need to be filed? 6
- What statement needs to be filed when running as a candidate for elective state office? 7
- What statement needs to be filed when you first take the office you were appointed or elected to? 7
- What type of economic interest statement needs to be filed annually? 7
- How do I complete each section of the Economic Interest Statement? 8
  - Section for address, occupation, and employer 8
  - What is an associated business? 8
  - Section on sources of compensation 8
  - Section for compensation from lobbyist, lobbyist principal, or interested person, for services as an independent contractor or consultant? 9
  - Section on business ownership 10
  - Section on independent contracting 10
  - Section on securities 10
  - Section on real property 12
  - Section on government agency interests 13
  - Section on honoraria 13
  - Section on pari-mutuel horse racing? 13
- How do you file your first statement of economic interest? 13
- When do you update your statement of economic interest? 14
- How do you fix mistakes on a statement of economic interest? 14
- What happens when you stop being a public or local official? 14

What penalties apply if you don't follow the laws for statements of economic interest? 15
Filing other notices related to your official activities 15
What is a potential conflict of interest notice and when is it due? 15
What is a notice of inability to abstain from potential conflict of interest and when is it due? . 17
What is a representation disclosure notice and when is it due? 18
What penalties apply if you don’t follow the laws governing these notices? 18
Gifts and contributions 18
What is the ban on gifts from lobbyists and principals to public and local officials? 19
What is a political contribution? 20
What penalties apply to gifts and contributions that don't follow the rules? 20
Getting help 21
What is the role of advisory opinions? 21
Complaints 21
Who do you contact for help? 21
Business and professional activity categories 23

Welcome

This handbook was written for you by the staff of the Campaign Finance and Public Disclosure Board. You can learn more about the mission and members of the Board on our website at cfb.mn.gov. This handbook is for people who are public and local officials. Public and local officials must report about their individual financial interests and potential conflicts of interest.

Not all government employees are public or local officials. This handbook helps you determine if you are a public or local official, and if so what reports and notices you need to file. Public and local officials are only those individuals who hold one of the government jobs described in Chapter 10A. If you hold a position listed in Chapter 10A, you must file a statement of economic interest. It requires information about your (and in some cases your spouses) financial interests. The statement must be filled out annually.

If you are elected or appointed to one of the positions listed in Chapter 10A, you must file a statement of economic interest once a year. The Board publishes information about public officials on its website to inform the public when a public official might have a private financial interest in a pending public matter. Local governmental units may post some of the information about their local officials on their websites.

If you have financial interests that could be affected by a matter pending before you, you must disclose the potential conflict of interest and try to abstain from the matter. If you cannot abstain, you must explain why this is not possible. You also must disclose when you represent a client for a fee in an agency hearing.

Finally, lobbyists and the associations that the lobbyists represent cannot give gifts to public and local officials except in certain limited situations. When lobbyists or their employers give public or local officials gifts that are permitted under the law, these gifts must be disclosed by the lobbyist.

If you print this handbook, please check the Board website periodically for updates. Look at the "Last revised" date on the first page of the online handbook to see if you have the latest version.

If you have a question you cannot find an answer to in this handbook, please contact us. Check the “Getting Help” section to find the best staff member to assist you. Additional information and forms are available on our website.

Filing a statement of economic interest

Overview

This chapter tells you whether you qualify as a public or local official and, if you do, how to file a statement of economic interest.

Topics covered

Are you a public official?
What are the requirements for candidates for constitutional and legislative offices?
What are the requirements for local officials?
What is a statement of economic interest?
What type of economic interest statement needs to be filed?
When does your first statement of economic interest need to be filed?
How do you complete the section for address, occupation, and employer?
What is an associated business?
How do you complete the section on sources of compensation?
How do you complete the section on for compensation from lobbyist, lobbyist principal, or interested person, for services as an independent contractor or consultant?
How do you complete the section on business or professional activity categories?
How do you complete the section on securities?
How do you complete the section on real property?
How do you complete the section on pari-mutuel horse racing?
How do you file your first statement of economic interest?
When do you update your statement of economic interest?
How do you fix mistakes on a statement of economic interest?
What happens when you stop being a public or local official?
What penalties apply if you don't follow the laws for statements of economic interest?

Are you a public official?

People who are public officials must file a statement of economic interest with the Board. Public officials are individuals who hold a government job listed in Chapter 10A.

Generally, public officials fall into the following categories:

- Members of the legislature and high-level legislative employees;
- Constitutional officers and high-level employees of constitutional offices;
- Commissioners and high-level employees of state agencies;
- District court judges, appellate court judges, and supreme court justices;
- Members, directors, and high-level employees of state boards or commissions that have rule-making authority or the authority to decide contested cases;
- Administrative law judges;

- County commissioners;
- Supervisors of soil and water conservation districts;
- Managers of watershed districts and members of water management organizations; and
- Members, directors, and some employees of the boards and commissions specifically listed in Chapter 10A.

A retired judge or justice appointed to serve as a judge or justice under Minnesota Statutes section 2.724 is a public official but is not required to file a statement of economic interest.

A complete list of all positions that qualify as public officials is available on the Board's website. If your position is on this list, you are a public official and you must file a statement of economic interest with the Board.

If you fill one of the listed positions on a part-time or acting basis, you are still a public official, and will need to file a statement of economic interest with the Board.

What are the requirements for candidates for constitutional and legislative offices?

Candidates for constitutional and legislative offices are also required to file statements of economic interest with the Board shortly after they file for office. Minnesota's constitutional offices are governor, lieutenant governor, attorney general, secretary of state, and state auditor. The legislative offices are state senator and state representative.

What are the requirements for local officials?

Local officials in metropolitan governmental units also are required to file statements of economic interest. Local officials, however, file their statements with the governing body of their metropolitan governmental unit.

A **metropolitan governmental unit** means any of the following entities:

- the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington;
- a regional rail authority established by one of the above counties;
- a city with a population over 50,000 located in one of the above counties;
    - Apple Valley, Blaine, Bloomington, Brooklyn Park, Burnsville, Coon Rapids, Eagan, Eden Prairie, Edina, Lakeville, Maple Grove, Minneapolis, Minnetonka, Plymouth, St. Paul, and Woodbury
- the Metropolitan Council; or
- the Metropolitan Parks and Open Space Commission and Metropolitan Airports Commission, and the Metropolitan Sports Facilities Commission

A **local official** is someone who

- holds elective office in one of the counties or cities listed above; or

is appointed to or employed by one of the entities listed above and has the authority to make, recommend, or vote on major decisions regarding the use of public money. The positions listed for the following entities, however, are public officials instead of local officials because these positions are on the list of public officials in Chapter 10A:

- Counties - commissioners;
- Metropolitan Council – members, regional administrator, division director, general counsel, and operations manager;
- Metropolitan Parks and Open Space Commission – members and chief administrator;
- Metropolitan Airports Commission – members and chief administrator;

If you fill one of the listed positions on a part-time or acting basis, you are a local official.

A complete list of the positions that qualify as local officials is available on the Board's website.

What is a statement of economic interest?

A statement of economic interest is a form that public and local officials use to disclose information about their personal financial interests. On this form, you must report general information about your financial interests, such as your employer's name and the location of any non-homestead property that you own. The Board publishes information about public officials on its website to inform the public when a public official might have, or had, a private financial interest in a public matter that was before the official. Local governmental units may post information about their local officials on their websites. All of the information on the statement of economic interest is public information.

When does your statement of economic interest need to be filed?

The deadline for filing a statement of economic interest varies depending on the position.

Candidates for elective constitutional or legislative office or for elective office in a metropolitan governmental unit other than county commissioner must file a statement of economic interest within 14 days after filing for office.

A public official whose appointment requires confirmation by the senate must file a statement of economic interest within 14 days of undertaking the duties of the office.

All other public and local officials must file a statement of economic interest within 60 days of accepting employment or assuming the duties of a position.

What statement needs to be filed when running as a candidate for elective state office?

If you are running as a candidate for elective state office you need to fill out the Original Statement of Economic Interest for Candidates for Elective Office.
https://cfb.mn.gov/pdf/forms/public_officials/eis_candidates.pdf

What statement needs to be filed when you first take the office you were appointed or elected to?

If you are a newly elected or appointed public official, you need to fill out the Original Economic Interest Statement for your respective office listed below. You can find more information about how to do this on page 12.

- If you are a **newly elected** official you will fill out the Original Statement of Economic Interest For Elected Public Officials:
  https://cfb.mn.gov/pdf/forms/public_officials/eis_elected_officials.pdf
- If you are **newly appointed**, except for judges or those serving on a soil and water conservation district, or watershed management district you need to fill out the Original Statement of Economic Interest for Appointed Public Officials.
  https://cfb.mn.gov/pdf/forms/public_officials/eis_appointed_officials.pdf
- If you are a **newly elected or appointed judge** you will fill out the Original Statement of Economic Interest for Judges https://cfb.mn.gov/pdf/forms/public_officials/eis_judges.pdf
- If you are **newly appointed to a soil and water conservation district, or watershed management district** you need to fill out the Original Statement of Economic Interest for Soil and Water Conservation District Watershed District, and Watershed Management Organization Public Officials https://cfb.mn.gov/pdf/forms/public_officials/eis_water.pdf

What type of economic interest statement needs to be filed annually?

There are a few different versions of the economic interest statement. The office or candidacy you hold determines what type of statement needs to be filled out.

- If you are a **public official, except for judges or those serving on a soil and water conservation district, or watershed management district** you need to fill out the general Economic Interest Statement. https://cfb.mn.gov/pdf/forms/public_officials/eis_annual.pdf

- **If you are a supervisor of a soil and water conservation district, a manager of a watershed district, or a member of a watershed management organization** you need to fill out the Economic Interest Statement for Soil and Water Conservation District, Watershed District, and Watershed Management Organization Public Officials.
  https://cfb.mn.gov/pdf/forms/public_officials/eis_annual_water.pdf

- If you are **an appointed or elected judge**, you need to fill out the Economic Interest Statement for Judges. https://cfb.mn.gov/pdf/forms/public_officials/eis_annual_judges.pdf

- If you are an **Appointed or Elected Local Official in a Metropolitan Governmental Unit** you need to fill out the Statement of Economic Interest for an Appointed or Elected Local Official in a Metropolitan Governmental Unit. https://cfb.mn.gov/pdf/forms/public_officials/eis_local_appointed_elected.pdf?t=1701206828

How do I complete each section of the economic interest statement?

Section on sources of compensation

The sources of compensation section is where you report information about the associated businesses that paid you or your spouse money for your services. You report information about the associated business in which you or your spouse own securities in the next section on the statement.

In the sources of compensation section, you list the name of any type of entity listed in Column A above that paid you more than $250 in a month for you or your spouse's services in one of the positions in Column B. For each associated business, you must check the box or boxes on the form showing your relationship with that associated business.

If your employer is one of the types of entities listed in Column A, you would list your employer in the sources of compensation section and check the employee box for this line. On your first statement of economic interest, to determine if you met the $250 income threshold, look at the calendar month before the month in which you became a public or local official. This means, even if it is now your main occupation, your new public official position should not be listed as a source of compensation on your first statement. On later statements of economic interest, you would report the income if you reached the $250 threshold in any month during the reporting period.

You are not required to report payments made to you for services you performed as an independent contractor in this section because independent contractor services are covered by the business or professional activity categories section on the statement. You also do not need to report social security payments, unemployment compensation, workers' compensation, pension benefits, insurance benefits, or income from rental property.

Example 1: You are self-employed and your business is organized as an S corporation. You are an officer of the corporation and an employee of the business. You receive more than $250 in a month from your business for your services as an employee. The S corporation is an associated business because it is organized as one of the types of entities in Column A and you hold at least one of the positions in Column B. You should list your business as an associated business in the sources of compensation section and check the boxes for employee and officer.

If you own more than 25% of the business, you also will list its business or professional activity category in that section of the statement. Finally, if you own shares in the S Corporation that are worth $10,000 or more, you also will list your business in the securities section of the statement of

economic interest. The next two sections in the handbook give you more information about filling out the business or professional activity categories section and the securities section on the statement.

Example 2: You are self-employed but your business is not organized as any of the types of entities listed in Column A. You receive more than $250 in a month from your business for your services as an employee. Because your business is not one of the types of entities listed in Column A, your business would not be an associated business. You would not report it in the sources of compensation section. If you own more than 25% of the business, however, you would list the business or professional activity category for your business in the business or professional activity section on the statement.

Section for compensation from lobbyist, lobbyist principal, or interested person, for services as an independent contractor or consultant

This section is where you report information if you received more than $250 in compensation in any calendar month during the reporting period for consulting or independent contractor services provided to a lobbyist, lobbyist principal, or interested person. The $250 in compensation does not include payment for actual and reasonable expenses received while providing services as a consultant or independent contractor.

In the first column, you will fill report the name of the lobbyist, lobbyist principal, or interested person.

A list of lobbyists in Minnesota is available on the Board's website at cfb.mn.gov/reports/current-lists/#/all-registered-lobbyists/all/.

A list of lobbyist principals in Minnesota is available on the Board's website at: cfb.mn.gov/reports/current-lists/#/lobbying-entities/all/.

An "interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that the individual receiving the compensation is authorized to make as a public or local official or will be authorized to make if the individual becomes a public or local official. To be direct, the financial interest of the person or association paying the compensation to the individual must be of greater consequence to the payer than the general interest of other residents or taxpayers of the individual's governmental unit.

If payment of any entity listed in the first column was delivered by an individual or association on behalf of a lobbyist, lobbyist principal, or interested person you must also list the individual or association that delivered the payment in the second column.

Example 1: If you provide consulting or independent contractor services to Lobbyist A, and they pay you more than $250 directly, then you only need to fill out the first column. In this case, you should report Lobbyist A in the first column and leave the second column blank.

Example 2: If you provide consulting or independent contractor services for Lobbyist A, and another individual or association delivered payment on behalf of Lobbyist A, then you need to fill out both columns. In the first column, you should report Lobbyist A, and in the second column, you should report the individual or association that delivered the payment.

Section on business ownership

If you or your spouse received more than $250 in any month as an employee ***and*** if you or your spouse also own 25% or more of that business you need to fill out this section. If you or your spouse does not own more than 25% of a business, leave this section blank.

The business and professional activity categories are available at the end of this handbook and on the Board's website. You may abbreviate a word in a category as long as the abbreviation sufficiently identifies the category that you are reporting.

Example 1: Your spouse received $600 from Business A, and they also own 50% of Business A. You need to fill this section out.

Example 2: You received $700 from Business A, but neither you or your spouse own any portion of Business A. You do not need to fill this section out.

Section on independent contracting

This section is where you report information when you or your spouse received more than $2,500 for work as an independent contractor in the last 12 months. List the business or professional activity category that best describes the nature of that work. The business and professional activity categories are available at the end of this handbook and on the Board's website. You may abbreviate a word in a category as long as the abbreviation sufficiently identifies the category that you are reporting.

For independent contracting income, choose the category that best describes the nature of the work you performed, not the category that describes the main function of the business or businesses for whom you worked. For example, if you were contracted by Target for graphic design work, you'd enter "Professional, Scientific, & Technical Services (Specialized Design Services)" not "Retail – General Merchandise Stores". *Provide information for both you and your spouse, but do not disclose specific ownership details of the listed items.*

Section on securities

The securities section is where you report the names of associated businesses in which you or your spouse own securities. A complete definition of associated business is contained in a previous section of this handbook. Briefly, for purposes of the securities section, an associated business is one of the following types of entities in which you own securities that have a fair market value of more than $10,000:

- An association (this is two or more people, not all from the same immediate family, acting together);
- A corporation;
- A partnership;
- A limited liability company;
- A limited liability partnership or
- A trust.

For your first statement of economic interest, to determine if the value of your securities in an associated business reached the $10,000 threshold, look at the calendar month before the month in which you became a public or local official. On later statements of economic interest, you should report securities that had a fair market value of more than $10,000 in any month during the reporting period.

Securities include the following things:

- Stocks;
- Shares;
- Bonds issued by a non-governmental entity;
- Warrants;
- Options;
- Annuities;
- Pledges;
- Notes;
- Mortgages;
- Debentures;
- Leases; and
- Commercial paper

IRAs, deferred compensation plans, 401(k) accounts, or other similar accounts are not themselves securities. However, investments held through these accounts may be securities and must be considered while completing the statement. To determine what to report, obtain an itemized listing of the investments held through your account. Then determine which individual investment items, if any, meet the above definition of security, and the $10,000 threshold, and list those items on the statement.

The following things are not securities:

- Shares of mutual funds;
- Shares of exchange-traded funds;
- Bonds issued by a governmental entity;
- Deposits in a savings account;
- Certificates of deposit;
- Money market certificates;
- Treasury bills;
- Dividends; and
- Holdings in a defined benefit pension plan.

In the securities section, you report only the name of the entity whose securities you own. You do not report the value of the securities that you own. If you bought or sold the securities during the reporting period, you can include the date of that transaction but you are not required to list any dates. *Provide information for both you and your spouse, but do not disclose specific ownership details of the listed items.*

You must report the actual name of the entity, not the symbol that the entity uses for its stock on an exchange. For example, if you own securities in Target Corporation, you must list the name “Target Corporation” on your statement, not the symbol “TGT” that the company uses on the stock exchange.

Example: Through your IRA, you own stock in five corporations and shares in one mutual fund. The fair market value of the mutual fund shares and the stock in each of two of the corporations is more than $10,000.

The corporations are entities that can be associated businesses. But because your securities are worth more than $10,000 in only two of the corporations, you would only list the names of those two corporations. You would not list the names of the corporations in which your shares are worth $10,000 or less or the name of the mutual fund or the IRA.

Section on real property

The real property section is where you report information about land in Minnesota in which you or your spouse own, either personally or in partnership, one of the following interests:

- A fee simple interest (you own the property, even if you’re paying a mortgage);
- A mortgage held as a seller;
- A contract for deed held as a buyer or a seller;
- An option to buy, either direct or indirect, if your interest in the option agreement is valued at more than $2,500; or
- An option to buy if the property has a fair market value of more than $50,000.

You do not have to list property which you claim as a homestead.

For your first statement of economic interest, you list property that you or your spouse owned during the calendar month before the month in which you became a public or local official. On later statements of economic interest, you must list property that you or your spouse owned in any month during the reporting period.

If you or your spouse bought or sold the property during the reporting period, you can list the date of that transaction but you are not required to include any dates.

You must report the county in which the property is located. If the property has a street address, you must report that address on the statement. If the property does not have a street address, you must

list the section, township and range of the property or its lot, block, and addition. You must list the acreage for any property that does not have a street address.

You must check the box that describes the type of interest that you have in the property. You do not have to describe the type of property (for example; cabin or condominium). If you own a second home and you have a good reason for not disclosing the location of this property, the Board can give you permission to omit the address of this property from your statement of economic interest. You must ask the Board for this waiver in writing. *Provide information for both you and your spouse, but do not disclose specific ownership details of the listed items.*

Section on government agency interests

This section needs to be filled if you or your spouse owned 25% or more of a business that held, a contract, professional license, lease, or franchise, issued or entered into by the government agency on which you serve. Describe each contract, professional license, lease, or franchise issued by the agency on which you serve, but do not identify if the contract, professional license, lease, or franchise was issued to you, your spouse, or a business. *Provide information for both you and your spouse, but do not disclose specific ownership details of the listed items.*

Section on honoraria

This section needs to be filled out if you received a payment of more than $250 for a service when there is no obligation on the part of the giver to pay. Examples of honoraria could include payment for speeches, presentations, or articles.

Section on pari-mutuel horse racing?

The pari-mutuel section is where you report any interest that you or an immediate family member has in property connected with horse racing in the United States and Canada. You must report both direct and indirect interests and partial interests. If the interest was bought or sold during the reporting period, you can list the date of this transaction but you are not required to list any dates.

How do you file your first statement of economic interest?

If you are a public official, you can use the online reporting system located on the Board's website to file your first statement of economic interest with the Board. The Board will mail you a one-time username and password for the online system after receiving notice that you are a public official. You can use these temporary credentials to create your own account for the online reporting system.

If you do not want to use the Board's electronic system to file your statement, you must use a paper form. The paper form is available on the Board's website. You can file the form in person or by mail, fax, or email.

After you have submitted your first statement of economic interest, you will be able to update your statement using the Board's online reporting system.

If you are a local official, you must check with your metropolitan governmental unit to find out how to file your statements of economic interest.

When do you update your statement of economic interest?

You must review and recertify your statement of economic interest every year even if nothing has changed. This review must be completed between January 1st and the last Monday in January and covers the previous calendar year.

If you are a public official, you can use the online reporting system located on the Board's website to update your statement. Shortly before the annual update, or recertification, is due, the Board will send you a letter with instructions for completing the filing. This mailing usually is done in late December. You will be able to use the online system to review your information, to make any necessary changes, and to certify that your information is correct.

If you are a local official, you must check with your metropolitan governmental unit to find out how to update your statement of economic interest.

How do you fix mistakes on a statement of economic interest?

If you are a public official and you need to correct information on your statement or add something to the statement, you can make the correction or addition using the Board's online reporting system. If you need to delete information, please contact the Board for further assistance.

You also can submit corrections to the Board using the paper statement of economic interest. You should indicate on the form what is being changed from the previous statement.

If you are a local official, you must check with your metropolitan governmental unit to find out how to fix mistakes on your statement of economic interest.

What happens when you stop being a public or local official?

When your term as a public or local official ends, the entity on which you serve will send a notice to the Board that you no longer are a public or local official. You must review and recertify your statement of economic interest by the last Monday in January of the year after the date that you stopped being a public or local official. You do not have to wait until January, however, to update your statement. Instead, it is recommended that you update your statement as soon as possible after leaving your position.

Sometimes, government entities do not promptly notify the Board that you no longer are a public or local official. You can always contact the Board yourself to let staff know that you no longer are a public or local official.

What penalties apply if you don't follow the laws for statements of economic interest?

If you do not file a statement of economic interest by the applicable due date, the Board can charge a late fee of $5 per day up to a maximum of $100. The Board can charge an additional penalty of up to $1,000 for not filing a statement after the Board has sent notice that your statement is overdue.

If you certify that the information on a statement of economic interest is true when you know that the statement contains false information or omits required information, the Board can impose a civil penalty of up to $3,000.

Signing a statement of economic interest knowing that it contains false information or omits required information also can be criminally prosecuted. For these violations, the Board could refer the matter to the Minnesota Attorney General or to a county attorney. The attorney general or the county attorney would decide whether the matter should be charged as a crime. The Board itself does not charge or prosecute criminal matters.

Filing other notices related to your official activities

Overview

This chapter tells you about the other notices that public and local officials must file and when those notices are due. District court judges, appeals court judges, and supreme court justices are not required to file these notices.

Topics covered

What is a potential conflict of interest notice and when is it due?
What is a notice of inability to abstain from potential conflict of interest and when is it due?
What is a representation disclosure notice and when is it due?
What penalties apply if you don’t follow the laws governing these notices?

What is a potential conflict of interest notice and when is it due?

Public and local officials can face situations where carrying out their public duties could affect their private financial interests. In some of these situations, the law requires public and local officials, except for district court judges, appeals court judges, and supreme court justices, to disclose this potential conflict of interest. The form used for this disclosure is called a potential conflict of interest notice. It is available on the Board’s website.

Specifically, you must complete the potential conflict of interest notice when, in the discharge of your official duties, you would be required to take an action or make a decision that would substantially affect your financial interests or those of an associated business.

You do not have to complete the notice if the effect on you is no greater than the effect on other members of your business classification, profession, or occupation.

Also, a local official does not have to complete the notice if the pending matter involves an interest in contract governed by Minnesota Statues sections 471.87 and 471.88.

You must file the notice before the action or decision involving the potential conflict of interest takes place.

You must provide the following information on the potential conflict of interest notice:

- Your name;
- Your address;
- The position that you hold;
- The name of the public entity where you serve as an official;
- The name of your immediate supervisor (if you are a legislator or a member of the governing body of a metropolitan governmental unit, you list the name of the presiding officer of your body of service in this box);
- The date when the action or decision occurred or will occur;
- A description of the matter requiring action or decision; and
- The nature of the potential conflict.

You also must sign the notice. Your signature certifies that the information provided on the notice is accurate.

All information on the notice is public.

You must deliver the completed notice to your immediate supervisor. If you are a legislator, you must deliver the notice to the presiding officer of your legislative body. If you are a member of the governing body of a metropolitan governmental unit, you must deliver the notice to the presiding officer of your governing body.

If there is not time to prepare the notice, you must orally tell your immediate supervisor about the potential conflict. Legislators and members of metropolitan unit governing bodies must orally tell the presiding officer of their bodies of service about the potential conflict.

What happens after you give notice of the potential conflict depends on your position. If you are not a legislator or a member of the governing body of a metropolitan governmental unit, one of the following things must happened:

- Your supervisor must assign the matter, if possible, to another employee who does not have a potential conflict of interest; or
- If you have no immediate superior, you must abstain, if possible, from having influence over the action or decision in question.

If you are a legislator or a member of the governing body of a metropolitan governmental unit, your legislative or governing body, at your request, may excuse you from taking part in the action or decision in question.

If you are not permitted or are not able to abstain from action or decision in connection with the matter, you must file a notice of inability to abstain from potential conflict of interest.

What is a notice of inability to abstain from potential conflict of interest and when is it due?

When public and local officials have a potential conflict of interest between their public duties and their private financial interests, the law requires them to try to abstain from the action or decision that is creating the potential conflict. In some cases, however, such as when a legislator is not excused from voting on an issue, the official cannot abstain from the matter. In these situations, the official must file a notice of inability to abstain from potential conflict of interest.
This requirement does not apply to district court judges, appeals court judges, or supreme court justices.

If you are required to file a notice of inability to abstain from potential conflict of interest, you must provide the following information on the notice:

- Your name;
- Your address;
- The position that you hold;
- The name of the public entity where you serve as an official;
- The name of your immediate supervisor (if you are a legislator or a member of the governing body of a metropolitan governmental unit, you list the name of the presiding officer of your body of service in this box);
- The date when the action or decision occurred or will occur;
- A description of the matter requiring action or decision;
- The nature of the potential conflict; and
- A description of the action that you took on the matter.

You also must sign the notice. Your signature certifies that the information provided on the notice is accurate.

All information on the notice is public.

The notice must be filed within one week of the date that the action was taken.

Local officials file the notice with the governing body of their metropolitan governmental unit. Public officials file the notice with the Board. You can file the notice with the Board in person or by mail, fax, or email.

What is a representation disclosure notice and when is it due?

If you are a public official, you must file a representation disclosure notice with the Board when you represent a client for a fee in a rulemaking or contested case hearing that is held in front of an individual, board, commission, or agency that has rulemaking authority.

You must provide the following information on the representation disclosure notice:

- Your name;
- Your address;
- The position that you hold;
- The name of the public entity where you serve as an official;
- The name and address of the client represented;
- The name of the agency that held the hearing;
- The date and location of your first appearance; and
- A general description of the subjects on which you represented the client.

You also must sign the notice. Your signature certifies that the information provided on the notice is accurate.

You must file the notice with the Board within 14 days after the date of the appearance. You can file the notice in person or by mail, fax, or email.

What penalties apply if you don't follow the laws governing these notices?

If you do not file a representation disclosure notice by the due date, the Board can charge a late fee of $25 per day up to a maximum of $1,000 starting on the day after the disclosure notice was due. If you do not file a representation disclosure notice within seven days after the Board notifies you that one is due, the Board can impose a civil penalty of up to $1,000

If you certify that the information on any of the notices in this section is true when you know that the document contains false information or omits required information, the Board can impose a civil penalty of up to $3,000. Signing one of the notices in this section when you know that it contains false information or omits required information also can be criminally prosecuted.

Gifts and contributions

Overview

This section tells you about the ban on gifts from lobbyists and principals to public and local officials.

Topics covered

What is the ban on gifts from lobbyists and principals to public and local officials?

What is a political contribution?
What penalties apply to gifts that don't follow the rules?

What is the ban on gifts from lobbyists and principals to public and local officials?

A lobbyist or a principal may not give a gift to a public or local official or ask someone else to give a gift to one of these officials.

The gift ban applies to all judges and justices and to all county commissioners.

A gift is anything given to an official when the lobbyist or principal does not receive consideration of equal or greater value in return. The following things can be gifts:

- money;
- real or personal property;
- a service;
- loans, paying a loan, or forgiving or not collecting a loan;
- a promise of future employment;
- meals or entertainment;
- loans of personal property for less than payment of fair market value;
- giving preferential treatment for purchases; and
- honoraria.

There are some exceptions to the ban on gifts. The gift ban does not apply to the following things unless they are prohibited by some other law:

- Political contributions;
- Services to help an official in the performance of official duties, including providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- Services of insignificant monetary value;
- A plaque with a resale value of $5 or less;
- A trinket or memento costing $5 or less;
- Informational material with a resale value of $5 or less;
- Food or beverage given at a reception, meal, or meeting away from the recipient's workplace by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
- Food or beverage given at a reception, meal, or meeting if the recipient is a member or employee of the legislature and all legislators were invited to the event at least five days before the event.

The gift ban also does not apply if the gift is given

- because of the official's membership in a group, a majority of whose members are not officials, provided that an equivalent gift is given to the other members of the group; or
- by a lobbyist or principal who is a member of the official's family, unless the gift is given on behalf of someone who is not a member of the official's family.

Lobbyists and principals must keep records of all gifts given to public and local officials. Lobbyists report these gifts on their lobbying disbursement reports.

The Board has an extensive gift ban guide available on its website.

What is a political contribution?

A political contribution is anything given to a candidate's campaign committee. The contribution can be money or a loan. A contribution also can be a thing or a service. Political contributions are reported on the candidate's campaign finance reports.

What penalties apply to gifts and contributions that don't follow the rules?

There are no statutory penalties for gifts that do not follow the rules. In the case of a prohibited gift, however, the Board may order the recipient to return the gift or to pay for it. There are various penalties for contributions that do not follow the rules. The contribution penalties are described in detail in the candidate handbooks.

Getting help

Overview

This chapter tells you how to get help from the Board.

Topics covered

What is the role of advisory opinions?
Complaints
Who do you contact for help?

What is the role of advisory opinions?

On occasion, the Board issues advisory opinions that provide the Board's interpretation of a statutory provision. Over the years, the Board has issued over 450 advisory opinions which can be reviewed and searched on the Board website. If you have a question about an advisory opinion, or wish to discuss the process for requesting an opinion from the Board, contact Board staff.

Complaints

The Board enforces the economic interest disclosure laws by reviewing reports that people file with it. Of course, not all problems with conflicts of interest show up on filed reports. If you have reason to believe that a public or local official is not reporting accurately to the Board, or in some other way has broken the conflict of interest laws, you can file a complaint with the Board. If the complaint is about an activity under the Board's jurisdiction, and evidence is provided to show that the complaint has a reasonable basis, the Board will investigate. The information concerning the complaint is private until the Board publishes its decision.

Who do you contact for help?

At the beginning of this handbook, we told you that we wouldn't try to answer every possible question you might have in this guide. If you need any assistance, we strongly encourage you to reach out to the Board either by phone or email. Our goal is to ensure your experience with the Board is successful and our staff will make every effort to provide you with the necessary information to make that happen.

For economic interest statement and reporting questions, please contact Board staff at cfb.eis@state.mn.us or (651) 539-1183.

For advisory opinions, Board information, or gift prohibition questions, please contact Jeff Sigurdson, Executive Director at jeff.sigurdson@state.mn.us or (651) 539-1189.

You may also contact the Board as follows:

By email at cf.board@state.mn.us
By telephone at (651) 539-1180 or toll free (800) 657-3889.
By TTY by calling (800) 627-3529 and asking for (651) 539-1180.
By fax to (651) 539-1196 or fax toll free (800) 357-4114.

By United States mail to: Campaign Finance & Public Disclosure Board
190 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155-1603

Business and professional activity categories

Use these categories for the business or professional activity category section on page 2 of the statement of economic interest. If you need more information to decide which category to use, please see the chart on the Internal Revenue Service website at https://www.irs.gov/instructions/i1040sc#idm139664458209024.

Accommodation
Administrative and Support Services
Agriculture, Forestry, Hunting, & Fishing
Agriculture & Forestry Support Activities
Amusement, Gambling, & Recreation Industries
Broadcasting (except Internet) & Telecommunications
(including internet service providers)
Construction of Buildings
Construction - Heavy and Civil Engineering
Construction – Specialty Trade Contractors
Credit Intermediation & Related Activities
Data Processing Services (including internet publishing)
Educational Services
Food Services & Drinking Places
Health Care - Ambulatory Health Care Services
Health Care – Hospitals
Health Care - Nursing & Residential Care Facilities
Information (publishing industries except internet)
Insurance Agents, Brokers, & Related Activities
Manufacturing - Chemical
Manufacturing - Food
Manufacturing - Leather & Allied Product
Manufacturing - Nonmetallic Mineral Product
Manufacturing - Other
Mining
Motion Picture & Sound Recording
Museums, Historical Sites, & Similar Institutions
Performing Arts, Spectator Sports, & Related Industries
Personal & Laundry Services
Professional, Scientific, & Technical Services (Architectural, Engineering, & Related Services)
Professional, Scientific, & Technical Services (Computer Systems Design & Related Services)
Professional, Scientific, & Technical Services (Legal, Accounting, Payroll, & Tax Preparation Services)
Professional, Scientific, & Technical Services (Specialized Design Services)
Professional, Scientific, & Technical Services (Other)
Real Estate
Religious, Grantmaking, Civic, Professional, & Similar Organizations
Rental & Leasing Services
Repair & Maintenance Services
Retail - Building Material & Garden Equipment & Supplies Dealers
Retail - Clothing & Accessories Stores
Retail - Electronic & Appliance Stores
Retail - Food & Beverage Stores
Retail - Furniture & Home Furnishing Stores
Retail - Gasoline Stations
Retail - General Merchandise Stores
Retail - Health & Personal Care Stores
Retail - Motor Vehicle & Parts Dealers
Retail - Sporting Goods, Hobby, Book, & Music Stores
Retail - Miscellaneous Store Retailers
Retail - Nonstore Retailers
Securities, Commodity Contracts, & Other Financial Investments & Related Activities
Social Assistance
Transportation
Transportation (couriers and messengers)
Unclassified Establishments (unable to classify)
Utilities
Warehousing & Storage Facilities
Waste Management & Remediation Services
Wholesale Trade – Merchant Wholesalers - Durable Goods
Wholesale Trade – Merchant Wholesalers - Nondurable Goods
Wholesale Electronic Markets and Agents & Brokers

MINNESOTA
CAMPAIGN FINANCE BOARD

190 Centennial Office Building, 658 Cedar St, St Paul, MN 55155 cfb.mn.gov

Original Statement of Economic Interest for Elected Public Officials

Filing instructions

(General instructions for completing the form start on page 2)

- The statement must be received by the Campaign Finance and Public Disclosure Board within 60 days after your first day in office.
- Late fees will accrue for a statement not received by the due date.
- This form may be filed by mail to the address above, by email to cfb.eis@state.mn.us, or by fax to 651-539-1196 or 800-357-4114. Fax filers: Keep the original and a fax confirmation notice as proof of timely filing.
- All information on this statement is public information and may be published on the Board's website.
- It is unlawful to use information filed with the Board for commercial purposes.
- Board staff may be reached by telephone at 651-539-1187 or 800-657-3889 or by email at cfb.eis@state.mn.us.

Individual information

Name	Occupation
Address at which you wish to receive mail from the Board (You may use either a home or business address)	Name of employer (You may need to include your employer as a source of compensation on page 2. Also indicate here if self-employed or unemployed.)
City, state, zip	Business address (This address will be posted on the Board's website)
Telephone (Optional, may be a business number, will not be published on the Board's website)	Business city, state, zip
Email address	

Public official information

Name of agency	Public official position

Certification

I, _____ , certify that the information contained on this form, including information
(Print or type name) on the schedules, is complete, true, and correct.

_____ _____
Signature Date

Notice: Any person who signs and certifies to be true a statement which the person knows contains false information or omits required information is subject to a civil penalty imposed by the Board of up to $3,000 and is subject to criminal prosecution for a gross misdemeanor.

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180 or 800-657-3889 or through the Minnesota Relay Service at 800-627-3529.

Form last updated 11/2023

Reporting period

The reporting period is the calendar month before the month in which you took office. For example, if your first day in office is January 7, the reporting period is December 1 – December 31.

Sources of compensation

List all businesses from which you or your spouse received more than $250 in compensation in any calendar month during the reporting period. You should include any employer listed on the first page if it is a business as described below.

“Business” means an association, corporation, partnership, limited liability company, limited liability partnership, or other organized legal entity. An individual acting alone in the individual's own capacity, such as in the form of a sole proprietorship, is not a business for purposes of this statement, nor is a government agency.

"Compensation" means any payment for labor or personal services as a director, officer, owner, member, partner, employer, or employee of a business. Compensation does not include payments that do not result from the performance of services, such as rental income, social security payments, unemployment compensation, workers’ compensation, pension benefits, or insurance benefits.

	Check each applicable box						
Name of source	Director	Officer	Owner	Member	Partner	Employer	Employee

Compensation from lobbyist, lobbyist principal, or interested person, for services as an independent contractor or consultant

Complete this section if you as an individual received more than $250 in compensation in any calendar month during the reporting period for consulting or independent contractor services provided to a lobbyist, lobbyist principal, or interested person. The $250 in compensation does not include payment for actual and reasonable expenses received while providing services as a consultant or independent contractor.

If payment was delivered by an individual or association on behalf of a lobbyist, lobbyist principal, or interested person you must list both the individual or association that delivered the payment, and the lobbyist, lobbyist, principal, or interested person that received the services you provided.

A list of lobbyists in Minnesota is available on the Board’s website at cfb.mn.gov/reports/current-lists/#/all-registered-lobbyists/all/.

A list of lobbyist principals in Minnesota is available on the Board’s website at: cfb.mn.gov/reports/current-lists/#/lobbying-entities/all/.

An “interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that the individual receiving the compensation is authorized to make as a public or local official or will be authorized to make if the individual becomes a public or local official. To be direct, the financial interest of the person or association paying the compensation to the individual must be of greater consequence to the payer than the general interest of other residents or taxpayers of the individual's governmental unit.

Name of lobbyist, lobbyist principal, or interested person	Name of individual or association that delivered payment on behalf of lobbyist, lobbyist principal, or interested person (if any)

Business ownership

If you or your spouse own 25% or more of a business **and** received more than $250 in any month during the reporting period as an employee of that business, list the business or professional activity category from page 5 that best describes the main function of the business. Please provide information for both you and your spouse, but do not disclose specific ownership details of the listed items.

Business or professional activity category (See page 5)

Independent contracting

If you or your spouse received more than $2,500 for work as an independent contractor in the past 12 months, list the business or professional activity category from page 5 that best describes the nature of that work. Please provide information for both you and your spouse, but do not disclose specific ownership details of the listed items.

Business or professional activity category (See page 5)

Securities

List all businesses whose securities are valued at more than $10,000 that you or your spouse individually or jointly held at any time during the reporting period. Use the definition of business from the Sources of compensation section on the previous page.

"Securities" means stocks, shares, bonds, warrants, options, pledges, notes, mortgages, annuities, debentures, leases, and commercial paper in any corporation, partnership, trust, or other association. "Securities" does not include shares of mutual funds, shares of exchange-traded funds, or defined benefit pension plans. For stocks, list the name of the business. Do not list the exchange symbol, total shares, or value of a security.

For retirement accounts like IRAs or 401(k)s, list the individual investment items held through the account. For example, if you have an IRA managed by Charles Schwab, do not list Charles Schwab – IRA. Instead, obtain an itemized listing of the investments held in the IRA and report those investments that meet the definition of security and exceed $10,000 in value. Please provide information for both you and your spouse, but do not disclose specific ownership details of the listed items.

Name of business or security	Name of business or security

Real property

Do not report your homestead. Report interests in all other real property located in Minnesota that you and your spouse have held individually or jointly at any time during the reporting period. You must report for you and your spouse the following interests: a fee simple interest (you are an owner, even if you owe a mortgage), a contract for deed as a buyer or seller, or a mortgage that you hold as a seller. This includes a list of all real property in Minnesota owned by a partnership in which you or your spouse holds an interest.

Report an option to buy if the value of the option is more than $2,500 or if the fair market value of the optioned property is more than $50,000 even if the value of the option itself is $2,500 or less. For each property list the county in which the property is located. Also, list the street address and city, or if the property does not have a street address, the section, township, and range where the property is located and the approximate acreage.

Upon written request and for good cause shown, the Board may waive the requirement that a public official disclose the address of a secondary residence of the official. Contact Board staff if you want to request this waiver. Please provide information for both you and your spouse but do not disclose specific ownership details of the listed items.

			Check one				
MN County	Street address and city; or section, township, and range	Own (Even if paying a mortgage)	Contract for deed (As buyer or seller)	Option to buy: Option value greater than $2,500	Option to buy: Property value greater than $50,000	Mortgage (Only if held as seller)	Acreage (If applicable)

Government agency interests

Complete this schedule if you or your spouse held, or owned 25% or more of a business that held, a contract, professional license, lease, or franchise, issued or entered into by the government agency on which you serve. Describe each contract, professional license, lease, or franchise issued by the agency on which you serve, but do not identify if the contract, professional license, lease, or franchise was issued to you, your spouse, or a business.

Description of contract, professional license, lease, or franchise	Description of contract, professional license, lease, or franchise

Honoraria

Report the amount and source of each honoraria worth more than $250 received during the reporting period, including the source's name and address. An honorarium is anything of value received for a service when there is no obligation on the part of the giver to pay. Examples of honoraria could include payment for speeches, presentations, or articles.

Amount	Source

Pari-mutuel horse racing interests

Report any investment, ownership, or interest in property connected to pari-mutuel horse racing in the United States or Canada, including a race horse. Include direct, indirect, partial or full interests held by you or an immediate family member.

	- - - - - - - Check one - - - - - - -		
	Partial interest	Full interest	Description of interest (Horse, stable, etc.)
Official direct interest			
Official indirect interest			
Family interest			

Business and professional activity categories

Use these categories for the business ownership and independent contracting categories on page 3. If you need more information to decide which category to use, please see the chart on the Internal Revenue Service website at catirs.gov/instructions/i1040sc#idm140495537003200.

Accommodation
Administrative and Support Services
Agriculture, Forestry, Hunting, & Fishing
Agriculture & Forestry Support Activities
Amusement, Gambling, & Recreation Industries
Broadcasting (except internet) & Telecommunications (including internet service providers)
Construction of Buildings
Construction - Heavy and Civil Engineering
Construction - Specialty Trade Contractors
Credit Intermediation & Related Activities
Data Processing Services (including internet publishing)
Educational Services
Food Services & Drinking Places
Health Care - Ambulatory Health Care Services
Health Care - Hospitals
Health Care - Nursing & Residential Care Facilities
Information (publishing industries except internet)
Insurance Agents, Brokers, & Related Activities
Manufacturing - Chemical
Manufacturing - Food
Manufacturing - Leather & Allied Product
Manufacturing - Nonmetallic Mineral Product
Manufacturing - Other
Mining
Motion Picture & Sound Recording
Museums, Historical Sites, & Similar Institutions
Performing Arts, Spectator Sports, & Related Industries
Personal & Laundry Services
Professional, Scientific, & Technical Services (Architectural, Engineering, & Related Services)
Professional, Scientific, & Technical Services (Computer Systems Design & Related Services)
Professional, Scientific, & Technical Services (Legal, Accounting, Payroll, & Tax Preparation Services)
Professional, Scientific, & Technical Services (Specialized Design Services)
Professional, Scientific, & Technical Services (Other)
Real Estate
Religious, Grantmaking, Civic, Professional, & Similar Organizations
Rental & Leasing Services
Repair & Maintenance Services
Retail - Building Material & Garden Equipment & Supplies Dealers
Retail - Clothing & Accessories Stores
Retail - Electronic & Appliance Stores
Retail - Food & Beverage Stores
Retail - Furniture & Home Furnishing Stores
Retail - Gasoline Stations
Retail - General Merchandise Stores
Retail - Health & Personal Care Stores
Retail - Motor Vehicle & Parts Dealers
Retail - Sporting Goods, Hobby, Book, & Music Stores
Retail - Miscellaneous Store Retailers
Retail – Non-store Retailers
Securities, Commodity Contracts, & Other Financial Investments & Related Activities
Social Assistance
Transportation
Transportation (couriers and messengers)
Unclassified Establishments (unable to classify)
Utilities
Warehousing & Storage Facilities
Waste Management & Remediation Services
Wholesale Trade - Merchant Wholesalers (Durable Goods)
Wholesale Trade - Merchant Wholesalers (Nondurable Goods)
Wholesale Electronic Markets and Agents & Brokers

SOUTH WASHINGTON WATERSHED DISTRICT

BY-LAWS

These By-Laws establish rules governing conduct and procedure of the Managers of the South Washington Watershed District in Washington County, Minnesota pursuant to M.S. Chapter 103(d) as amended and in conformity therewith.

Regular Meetings

1. The Managers shall have regular meetings on the second Tuesday of each month. Adjourned and special sessions shall be held at any other time that the Managers may deem proper.

Special Meetings

2. Special meetings may be called by any Manager, except emergency meetings. Notice of any special meeting shall be provided in accordance with the Minnesota Open Meeting Law. The Secretary or designate shall mail or email a notice at least five days before the meeting to all Managers stating the time and place of the meeting and the purpose thereof. A meeting may be called at the suggestion of any Manager without notice as above required if all Managers are given actual notice of the meeting by telephone or otherwise and the holding of such meeting is approved by all Managers orally or otherwise.

Open Meetings

3. All meetings of the Managers and the Committee shall be open to the public at all times, except when closure is allowed by

the Minnesota Open Meeting Law.

Officers

4. The following officers shall be elected each calendar year on or before the first regularly scheduled meeting in January: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer. Terms are for one year unless re-elected. The President shall preside as Chairperson at all meetings of the Managers. In the absence of the President, the 1st Vice-President shall preside. In the absence of both, the 2nd Vice-President shall serve as temporary Chairperson. The Chairperson and temporary Chairperson shall have the same privileges as other Managers.

Quorum

5. At all meetings of the Managers, a majority of the Managers appointed shall constitute a quorum to do business, but a minority may adjourn from day to day.

Order of Business

6. At the hour appointed for the meeting, the Managers shall be called to order by the Chairperson and in his/her absence, by the acting Chairperson. Upon appearance of a quorum, the Managers shall proceed to do business which shall be continued in the following order:

A. Call to order.

B. Approval of the Agenda.

C. Approval of the Minutes.

D. Report of Individual Officers.

E. Old Business.

F. New Business.

G. Adjournment.

District Procedures - General

7. The District and its Managers, in the conduct of its meetings, shall be governed by Roberts Rules of Order.

A. The foregoing rules are adopted to facilitate the transaction of business. They should not be permitted to divert or hinder the expressed intention and desire of the Managers. Informal compliance and substantial performance shall be sufficient under the foregoing rules in the absence of objection seasonably taken. Objection is hereby declared not to have been seasonably taken as to procedural matters provided herein if a Manager present at a meeting fails to object during the meeting and request compliance with these rules, and such objection shall not be deemed seasonably taken by an absent Manager later than the next following meeting at which the alleged irregular procedure occurred.

B. The manner of voting on any business coming before the Managers shall be voice vote. Any affirmative or negative voice vote by a Manager shall be entered in the minutes at his/her request. Affirmative and negative votes shall be taken upon any

motion at the request of one Manager and the result entered in the minutes.

Conduct of Meetings

8. The Chairperson shall preserve order and decide questions of order subject to an appeal of the Managers. The Chairperson may make motions, second motions or speak on any question, provided, however, that in order to do any of these things, upon demand of any Manager, shall vacate the chair and designate a temporary Chairperson. The Chairperson, or acting Chairperson, shall be entitled to vote like other members.

A. Every Manager, previous to his/her speaking, shall address the Chairperson and shall not proceed until he/she has been recognized by the Chair. He/She shall indulge in no personalities and shall confine his/her remarks to the subject under debate.

B. A Manager called to order shall immediately suspend his/her remarks until the point of order is decided by the Chair.

C. Every motion, except to adjourn, postpone, reconsider, commit, lay on the table, or for a previous question, shall be reduced to writing if the Chair or any Manager requests it; when made and seconded, it shall be stated by the Chairperson or being written, shall be read by the Secretary, and may be withdrawn before decision or amendment or any disposition thereof has been made or a vote taken thereon.

D. All resolutions shall be in writing.

E. When a question is under debate, no motion shall be entertained unless to adjourn, to lay on the table, to act on the previous question, to postpone, to commit or to amend, which several motions shall have precedence in the order in which they are named, and the first three shall be decided without debate.

F. Questions shall be divided at the request of any Manager when the question will admit thereof.

G. When a question is put by the Chair, every Manager present shall vote unless for a special reason the Manager shall be excused; if a Manager has a personal interest in the matter, the Manager shall recues him/herself from the vote. In doubtful cases, the Chair may direct, or any Manager may call for a decision. The yeas and nays shall be called upon the request of the Chairperson or of any Manager, in which case the names of the Managers voting are required to be recorded in the minutes.

Committees

9A. All committees shall be appointed by the Chair unless expressly ordered by the Board. It shall be the duty of committees to act promptly and faithfully in all matters referred to them and to make reports at the next meeting of the Board. A complete and accurate copy of all committee reports shall be made by the Secretary or designate and filed and recorded in the office of the Board. No person other than a Manager shall address the Board, except with the consent of the President or by a vote of the

majority of the Managers present.

9B. The Citizen Advisory Committee is established to advise and assist the South Washington Watershed District Board of Managers with:

(a) District organizational development, planning processes, and program implementation
(b) District communications between the citizenry and the Board of Managers
(c) Consensus building and conflict resolution
(d) Additional roles as jointly determined by the Citizen Advisory Committee and Board of Managers

The Citizen Advisory Committee performs its duties in accordance with Minnesota Statutes 103D.331

Citizen Advisory Committee members are appointed by the Board of Managers and serve at the pleasure of the Board.

The Citizen Advisory Committee will be composed of a minimum of five members who are District residents, as required by Minnesota Statutes 103D.331, and a maximum number as required to represent the diverse interests of the District's communities and neighborhoods.

The Board of Managers determines length of term for Citizen Advisory Committee membership.

Minutes of Meetings

10. The Secretary or designate shall keep accurate Minutes of all meetings containing to all motions, the vote taken thereon, and

sufficient additional information to reflect the discussions and reasons for decisions. The Managers shall approve additions or corrections to the Minutes. If there are no corrections or additions, the presiding officer shall declare the Minutes approved.

Accounting for Funds

11. The following procedures will be followed in accordance with the SWWD Accounting Policies and Procedures All payments shall be by check issued and signed by two members of the Board of Managers, or by Electronic Fund Transfer. The Treasurer shall keep a permanent record of receipts and disbursements, and he/she shall report on all financial transactions at the meetings of the Managers.

The Treasurer shall follow the standards of accounting as prescribed by the National Committee on Governmental Accounting (NCGA) in its publication entitled "Governmental Accounting, Auditing and Financial Reporting" (GAAFR).

All purchases shall be authorized by the Managers and claims shall be paid as promptly as possible. The Treasurer shall summarize the claims in his/her report to the Managers, who shall approve each claim before payment may be made. This shall be by a motion recorded in the minutes of the meeting.

Managers Compensation

12. The claim form for Managers' per diem and expenses shall

be prepared. The original shall be submitted to the Treasurer to be processed and approved in the same manner as other claims. It will be the Manager's responsibility to retain a copy for his/her personal record.

A. Regular and Special Board meetings shall be paid for at the statutory rate. Board members may be compensated for other work on behalf of the District only for official business of the Board where the Board member is representing the District.

B. District Managers shall not be paid for travel to and from meetings held at the District's place of business. Mileage and meals will be paid only if the travel meets IRS guidelines for reimbursement. Other expenses shall be paid when they are necessarily incurred by the Managers while performing official duties.

Amendment to By-Laws

13. These Rules shall not be repealed, altered, or amended unless by a majority of the Managers and upon 30 days' written notice of the proposed change in its entirety unless said notice is waived by all of the Managers.

ADOPTED THIS 11th DAY OF January , 2011.

_____
Jack Lavold, President

_____
Don Pereira, Secretary

OPEN MEETING LAW OUTLINE

I. PURPOSE.

Legislative history suggests that the Open Meeting Law was enacted to prevent public bodies from dissolving into executive session on important but controversial matters, and to insure that the public has an opportunity both to detect improper influences and present its views. Proceedings of the respective legislative committees also indicate that the law was not intended to apply to informal discussions between a few colleagues, or to groups too small to affect a decision on agency business. There is a point beyond which open discussion requirements may serve to immobilize a body and prevent the resolution of important problems. Remarks of Senators Humphrey and Nelson, Government Operations Committees April 20, 1973.

II. OPEN MEETING LAW GENERAL REQUIREMENTS.

A. Who is Covered.

The Statute requires all meetings of any state agency, board, commission, department, or other public body, and any committee of those governing units to be open to the public.

B. Notice Requirements.

The statute sets out the numerous formalities of the meetings and the requisite notice for specific types of meetings.

1. Regular Meetings.

   a. A schedule of the regular meetings of a public body shall be kept on file at the primary office of the public body.

   b. Follow the special meeting requirements if the time or location of the regular meeting is changed.

2. Special Meetings.

   a. The public body shall post written notice of the date, time, place and purpose of the special meeting on the principle bulletin board of that public body.

b. The notice shall be posted and mailed or delivered at least three (3) days before the date of the meeting. This notice shall be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body.

c. In the alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body.

3. Emergency Meeting.

The public body shall make a good faith effort to provide notice of the meeting to each news medium that has filed a written request for notice, if the request includes the news medium's telephone number. A notice of an emergency meeting shall be given by telephone or by any other method used to notify members of the public body. Posted or published notice of an emergency meeting is not required.

A general guideline for compliance is actual notice given to a person of a meeting at least 24 hours before the meeting. If this is done all notice requirements are met as to that person no matter what type of meeting is held.

Specific areas to post notices are set out in the statute.

C. Written Materials.

At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the governing body or its employees shall be available in the meeting room for inspection by the public while the governing body considers their subject matter. This subdivision does not apply to materials classified by law as other than public as defined in Chapter 13, the Minnesota Government Data Practices Act, or to materials relating to the agenda items of a closed meeting.

III. LIMITATIONS.

Discussions can be held with two members of a governing body (fewer than a quorum) by phone or in writing with respect to matters pending do not violate the law. (See St. Cloud Newspapers, Inc. and Moberg) However,

if such discussions become a "round robin" so that a quorum is involved in such a discussion, then those discussions can constitute a violation of the statute if they are done to avoid public hearings or to affect an agreement on a particular issue. (See Moberg)

The OML may not be circumvented by a series of one-on-one face-to-face or telephone conversations between members to martial votes on an issue before it is initially raised at a public hearing. Serial meetings in groups of less than a quorum for the purposes of avoiding public hearings or fashioning agreement on an issue may also be found to be a violation of the statute. (See Moberg)

Seminars and the like which are attended by a quorum of the governing body for the purpose of discussing pending matters must be noticed.

IV. PENALTIES AND THE APPLICABLE STANDARD.

A. The OML specifies penalties for violations.

1. There must be proof of an intentional violation of the statute before any civil penalty can be imposed.

2. If such violation is found, a penalty of up to $300 may be imposed, which cannot be paid by the public body.

3. If a person has been found to have intentionally violated this section in three or more actions brought under this section involving the same governing body, such person shall forfeit any further right to serve on such governing body or in any other capacity with such public body for a period of time equal to the term of office such person was then serving. The statutory term of "Action" means that there has to be separate adjudications that there are violations before removal from office provision can be implemented. Brown vs. Cannon Fails Township. 723 N.W. 2nd 31 (2006).

4. In addition to other remedies, the court may award reasonable costs, disbursements, and reasonable attorney fees of up to $13,000 to any party in an action under this section. The court may award costs and attorney fees to a defendant only if the court finds that the action under this section was frivolous and without merit.

5. A public body may pay any costs, disbursements, or attorney fees incurred by or awarded against any of its members in an action

under this section.

6. No monetary penalties or attorney fees may be awarded against a member of a public body unless the court finds that there was a specific intent to violate this section.

V. STATUTE S PURPOSE AND APPLICATION.

A. General Background.

The Supreme Court has settled the law in defining meetings subject to the OML. The ruling cases are set out below with a brief description of the decision.

1. The Court in St. Cloud Newspapers, Inc, v. District 742 Community Schools, 332 N.W.2d 1 (Minn. 1983), was faced with defining when a meeting occurred. It held that the informational seminars held by a school board and school administrators fell within the provisions of the OML.

Where information is received by a quorum of the public body which may influence later decisions, there is a meeting. Chance or social gatherings are exempt from the statute.

2. The Court in Hubbard Broadcasting, Inc, v. City of Afton, 323 N.W.2d 757 (Minn. 1983), held that discussions between two members of the governing body about a matter pending before the body was not a per se violation of the statute.

3. In Moberq v. Independent School District #281, 336 N.W.2d 510 (Minn. 1983), the Court addressed a school board's decision to close a school, and whether private discussions among board members violated the OML. The school board had to decide to select one of three high schools to close. There had been three tie votes of the board concerning which school to close after extensive hearings and public comment.

Board members gathered privately on seventeen occasions to discuss the closure issue. In addition to the face-to-face meetings, the board had numerous telephone calls with other board members. An independent panel was appointed which conducted its own fact finding and recommended which school to close. Thereafter, a claim was made that the board members violated the OML in reaching its decision.

In reaching its conclusion, the state Supreme Court noted that "... it is the duty of public officials to persuade each other in an attempt to resolve issues, and it makes little sense to suggest that they may listen to a group of non-members on important issues but not to their colleagues, who may be more expert on the subject than any other persons. Intra-agency persuasion and discussion become improper when designed to avoid public discussion altogether, to forge a majority in advance of public hearings on an issue, or to hide improper influences such as the personal or pecuniary interest of a public official."

The Court held: "We therefore hold that "meetings" subject to the requirements of the Open Meeting Law are those gatherings of a committee, sub-committee board, department, or commission thereof, at which members discuss, decide, or receive information as a group on issues relating to the official business of that governing body. Although "chance or social gatherings" are exempt from the requirements of the statute, (citing St. Cloud Newspapers, Inc. v. District 742) a quorum may not, as a group, discuss or receive information on official business under the guise of a private social gathering." 336 N.W. 2d 510 at 518.

4. The extent of the Moberg ruling was further defined in Sovereign V. Dunn, 498 N.W.2d 62 (Minn. App. 1993) which held that a delegation of less than a quorum of the city council appointed to try and negotiate an annexation matter was not subject to the OML.

5. The Court in Thuma v. Kroschel, 506 N.W.2d 14 (Minn. App. 1993), held that discussions between three council members (quorum) about a matter pending before the body did violate the statute.

6. In Northwest Publications, Inc, v. City of St. Paul, 435 N.W.2d 64 (Minn. App. 1989), the Court addressed the Council's discussions of a proposed ordinance which may lead to a threat of litigation. The Court held that the attorney-client privilege exception to the OML was not available when a public body seeks to discuss the strengths and weaknesses of a proposed ordinance which may give rise to future litigation.

7. The Court in State by Archabalv. County of Hennepin, 505 N.W.2d 294 (Minn. 1993) examined whether a Court ordered settlement conference applied as an exception to the OML. The Court held that if an exercise of inherent judicial power was appropriately executed It will invoke the constitutionally mandated separation of powers thereby precluding the application of the OML. However, in this

case, the ordered meeting was not a settlement conference and was subject to the OML.

8. In Claude v. Collins, 507 N.W.2d 452, (Minn. App. 1994), the Hibbing City Council closed the meeting to discuss topics exempt from the OML, but the Court found violations occurred when the council began to discuss other matters that were not permitted topics of a closed meeting.

9. In Brown vs. Cannon Falls Township, 723 N.W.2d 31 (2006), a board member was found to be in violation of the open meeting law, even though he had not attended the meeting. This case involved unique circumstances where the non-attending board member had been involved In setting a meeting without notice to a party who made a request for a notice concerning specific matters. The Township meeting was called to discuss ordinance provisions that impacted plaintiff. The board member had arranged to declare his property to be a feed lot and had his neighbor do the same in order to deny use of the plaintiff's property for a building permit.

   The Township Board was denied a good faith reliance upon the Township attorney's advice that notice did not need to be given to the plaintiff since the Township attorney was advising both the Township Board and personally advising the board member. Consequently, the attorney had a conflict of interest. Therefore, reliance was not reasonable and not in good faith, due to the conflict. No one on the Board could recall the discussion that occurred at the meeting to discuss the attorney's conflict, and there were no minutes kept of that meeting which did not help the Board's argument for good faith reliance on the attorney's opinion.

   The $13,000.00 in attorney's fees is an amount allowed to any party, and since there were two plaintiffs, the Court properly allowed $26,000.00 in fees.

VI. ELECTRONIC PARTICIPATION.

Participation by electronic means can occur if four conditions are met:

1. All members of the entity can hear one another and can hear all of the discussion and testimony;

2. Members of the public at the public meeting location can hear the discussion and all votes of members;

3. At least one member must be physically present at the regular meeting location; and

4. All votes to be conducted by roll-call.

Notice of the meeting must be given in accordance with statute and the entity must post notice on the website at least ten days before the regular meeting that some members may participate by electronic means.

VII. ELECTRIONIC MEETINGS HELD DURING PANDEMIC

In pandemic, District meetings may be conducted by telephone or interactive technology with conditions similar to the condition in Section VI:

A. The presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted through interactive technology is not practical or prudent because of a health pandemic or an emergency declared under chapter 12 of the Minnesota Statutes.

B. Members of the public present at the regular meeting location can hear all discussion, testimony, and

C. Votes of the members of the body unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration.

D. At least one member of the governing body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration.

E. All votes are conducted by roll call so that each member's vote on each issue can be identified and recorded.

F. Each member of the governing body participating in a meeting by telephone or other interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

G. The public body shall allow a person to monitor the meeting electronically from a remote location.

H. If attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration and the public body's practice is to offer a public comment period at in-person meetings, members of the public shall be permitted to comment from a remote location during the public comment period of the meeting, to the extent practical.

I. If telephone or interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or interactive technology, and, if practical, the option of connecting to the meeting remotely.

J. The timing and method of providing notice will depend on whether the meeting is a regular, special, or emergency meeting.

Condition C through J are specific to meetings held during a pandemic.

VIII. VOICE MAIL/E-MAIL.

With the increase in use of technology to communicate, the use of voice mail and e-mail must be considered in context of the Open Meeting Law.

In the context of electronic communications, the following are principles concerning the Open Meeting Law:

A. Gathering of a quorum or more of a public body where members discuss, decide or receive information as a group on issues relating to official business constitutes a "meeting under the terms of the statute".

B. Information being received by a quorum which may influence later decisions will constitute a meeting.

C. Discussions between two members of the public body, whether by telephone, lunch, etc. does not violate the statute.

D. Chance social gatherings are exempt from the requirements of the statute as long as a quorum does not, as a group, discuss or receive information on official business in any setting under the guise of a private social gathering.

The principles above have been established by the Supreme Court in a series of decisions. Since those decisions, the state legislator has had many opportunities to amend the statute if they felt the effect of the court ruling should be modified.

However, none of the changes to the Open Meeting Law enacted since those court decisions have resulted in any changes to the court's interpretation of a "meeting".

While the statute does not specifically address e-mail, voice mail or telephone calls, the court decisions have made it clear that discussions between two members of a governing body was not a per say violation of the opening meeting law. However, serial meetings in groups of less than a quorum conducted to avoid the requirements of the open meeting law may be found to violate the law. Using exchanges of information through voice mail or e-mail could constitute serial meetings of less than a quorum and result in a violation.

VIII. SOCIAL MEDIA

Recognize and use of social media by the public, the legislature adopted a provision of the open meeting law to address that. As long is use is limited to exchanges with all members of the public, there would not be a violation. Email is not considered "social media" for purposes of the statutory provision.

IX. SUMMARY/CONCLUSION.

Therefore, members of the public body should not use voice mail, e-mail or other
technology to communicate with other members of the public body if:

A. A quorum of the public body will be contacted on the same matter.

B. District business is being discussed.

Exchanges of information under those circumstances could constitute a violation of the open meeting law. The main caution in dealing with e-mail is to be careful before you hit the "Reply All".

X. SUMMARY.

Meetings which are subject to the requirements of the OML are those gatherings of a quorum or more members of the governing body, or a quorum at which members discuss, decide, or receive information as a group

on issues relating to the official business of that governing body.

Chance or social gatherings are exempt from the requirements of the statute.

A quorum may not, as a group discuss or receive information on official business in any setting under the guise of a private or social gathering.

The statute does not apply to letters, or to telephone conversations between fewer than a quorum.

SWWD PERMIT APPLICATION

Return application to:

South Washington Watershed District
2302 Tower Dr
Woodbury, MN 55125
Phone: (651) 714-3714
Fax: (651) 714-3721

TO BE COMPLETED BY DISTRICT:

PERMIT NUMBER _____

AMT RECEIVED _____ DATE _____

RECEIVED FROM _____

_____ _____ _____

Name of Proposed Project **Address/Intersection** **City**

_____ _____ $500.00

Acreage to be Graded **Type of Development** **Total Due with Application**

Rule Applicability (check all that apply):

☐ Rule 2: Erosion and Sediment Control	☐ Rule 3: Wetland Management	☐ Rule 4: Waterbody Crossings
☐ Rule 5: Floodplain Management	☐ Rule 6: Landlocked Basins	☐ Rule 7: Stormwater Management and Water Quality
☐ Rule 8: Groundwater Management	☐ Rule 9: Water Appropriation	☐ Rule 10: Greenways and Open Spaces
☐ Rule 11: Illicit Discharge and Connection	☐ Rule 12: Variances	

_____ _____

Name of Applicant (Site Owner or Project Developer) Organization Name

_____

Address

_____

City, State, Zip

_____ _____

Phone Fax

_____

Email

_____ _____

Applicant's Contact (Consulting Engr or Project Rep) Organization Name

_____

Address

_____

City, State, Zip

_____ _____

Phone Fax

_____

Email

The undersigned hereby acknowledges by signing this Permit Application, the undersigned, its agents, assigns and/or representatives (hereinafter "Permittee") shall abide by all the standard conditions and special terms and conditions of the South Washington Watershed District Permit.

Any work which violates the terms of the permit may result in the Watershed District issuing a Stop Work Order which shall immediately cause the work on the project relating to the permit to cease and desist.

All work on the project shall cease until the permit conditions are met and approved by the South Washington Watershed District staff.

Any attorneys' fees, costs or other expenses incurred on behalf of the Watershed District in enforcing the terms of the permit shall be the sole expense of the undersigned. Permittee shall have ten (10) days from the date of the receipt of the invoice from the South Washington Watershed District to pay for the costs incurred in enforcing the permit, by which to pay the South Washington Watershed District for said costs.

The undersigned applicant hereby agrees to be bound by the terms of the final permit, standard conditions and special conditions as may be required by the Watershed District Board for approval of the permit. The undersigned further acknowledges that it has the authority to bind the permit holder, the owner of the property and/or any entity performing work on the property pursuant to the terms of the South Washington Watershed District permit, and hereby shall be responsible for complying with the terms of the South Washington Watershed District permit.

By_____

Permittee

FEE SCHEDULE
Adopted January 1, 2014

NOTE: Fees and sureties shall not be collected for public projects.

1. Permit Processing Fee

A flat fee of $500 is required for each permit application regardless of activity.
All checks should be made payable to "South Washington Watershed District".

2026 Work Plan
South Washington Watershed District

Date Established: 1-Jan-26
Date Last Updated: 7-Jan-26
Last Updated by: MAI

SWWD 2026 Budget

	Management Area / Action Item		SWWD Staff	Professional Services	Capital Outlay	WCD Technical Services	Management Area Total
1.0	**(1) Planning**						**$619,620.00**
1.1	***Surface Water (1)***						
	Gen	Staff time Modeling	$12,600.00				
	Gen	Staff time Resource Mgmt Plan	$7,560.00				
	Gen	Staff time Climate Adaptation	$11,340.00				
	Gen	Staff time Flood Damage Reduction	$7,560.00	$15,000.00			
	SWW	Hydrologic Modeling		$25,000.00			
	SWW	Climate Adaptation		$15,000.00			
	SWW	Resource Management Plan		$0.00			
	SWW	Flood Damage Reduction		$0.00			
	EMW	Hydrologic Modeling		$0.00			
	EMW	Climate Adaptation		$25,000.00			
	EMW	Flood Damage Reduction		$150,000.00			
	LSC	Resource Management Plan		$0.00			
	LSC	Climate Adaptation		$5,000.00			
	LSC	Flood Damage Reduction		$0.00			
1.2	***Groundwater (2)***						
	Gen	Staff Time	$2,520.00				
	Gen	MDH Study		$50,000.00			
1.3	***Natural Resource (3)***						
	Gen	Greenway Implementation	$25,200.00				
	Gen	Wetland Inventory	$0.00				
	Gen	Ravine Survey	$6,300.00				
	Gen	In Lake Restoration Planning-In Lake Treatment Plan Barr	$11,340.00	$200,000.00			
1.4	***Watershed Plan (4)***						
	Gen	Staff time Watershed Plan Update	$25,200.00	$25,000.00			
2.0	**(2) Regulatory**						**$57,050.00**
2.1	***Development Reviews/Regional Assessments (1)***						
	Gen	Staff Program Management	$9,450.00				
	Gen	Consultant Development Review		$20,000.00			
2.2	***Wetland Conservation Act (2)***						
	Gen		$3,150.00			$1,000.00	
2.3	***Erosion and Sediment Control (3)***						
	Gen		$6,300.00	$5,000.00			
2.4	***Rules (4)***						
	Gen		$8,127.00	$4,023.00			
3.0	**(3) Implementation & Maintenance**						**$4,661,646.00**
3.1	***Monitoring (1)***						
	Gen	Staff time	$8,946.00				
		WCD Monitoring Program				$275,000.00	
3.2	***Watershed Restoration (2)***						
	Gen	Targeted Retrofit	$44,100.00				
	SWW	Street Sweeping			$500,000.00		
	SWW	Targeted Retrofit (Wilmes Lake)			$250,000.00		
	SWW	Targeted Retrofit (Markgrafs Lake)			$400,000.00		
	SWW	Targeted Retrofit (Colby Lake)			$250,000.00		
	SWW	Targeted Retrofit (Ravine Lake)			$400,000.00		
	SWW	Targeted Retrofit (Mississippi River)			$100,000.00		
	SWW	Climate Resiliency			$150,000.00		
	Gen	Rural	$12,600.00				
	Gen	Administration	$0.00				
	Gen	Climate Resliency	$16,380.00				
	Gen	Greenway Habitat-In Lake In Stream	$23,940.00				
	Gen	Campus Greening			$45,000.00		
	Gen	Linear Corridor-CLP Grant Match Miss Landing			$10,000.00		
	Gen	Buffers-CG Still Ponds			$100,000.00		
	Gen	In Lake-AIS			$55,000.00		
	EMW	Street Sweeping			$0.00		
	EMW	Targeted Retrofit (Mississippi River) La/Ria Lake Outlets			$400,000.00		
	EMW	Climate Resliency			$10,000.00		
	LSC	Targeted Retrofit (Mississippi River)			$0.00		
	LSC	Targeted Retrofit (St.Croix River)			$100,000.00		
	LSC	Climate Resliency			$5,000.00		
3.3	***Maintenance (3)***						
	Gen	GVP Maintenance	$31,500.00	$40,000.00			
	SWW	BMP Maintenance			$300,000.00		
	EMW	BMP Maintenance			$50,000.00		
	LSC	BMP Maintenance			$25,000.00		
3.4	***Capital Improvement Plan (4)***						
	GEN	Program Management	$5,040.00				
	SWW	Overflow Maintenance			$0.00		
	SWW	Learning Center Construction			$0.00		
	LSC	Trout Brook			$0.00		
3.5	***Incentives (5)***						
	Gen (Water Quality Cost Share Program)		$63,000.00		$70,000.00	$12,000.00	
	Gen (AG BMP Program)				$50,000.00		
	Gen (Coordinated CIP)		$37,800.00				
	Gen (Flood Damage)		$6,300.00				
	SWW (Flood Damage)				$0.00		
	SWW (Coordinated CIP)				$650,000.00		
	EMW (Flood Damage)				$0.00		
	EMW (Coordinated CIP)				$5,000.00		
	LSC (Flood Damage)				$0.00		
	LSC (Coordinated CIP)				$5,000.00		
3.6	***Groundwater Sustainanility (6)***						
	Gen		$5,040.00				
	EMW (Water Conservation)				$50,000.00		
	SWW (Irrigation Controllers and Water Softening)				$100,000.00		
4.0	**(4) Education & Information**						**$231,220.00**
4.1	***Education (1)***						
	GEN						
		Staff	$15,750.00				
		Local Education		$4,800.00			
		CAC		$1,000.00			
		EMWREP		$38,700.00			
		Promotional/Events		$10,000.00			
		Experiential Programs		$15,750.00	$40,000.00		
		Metro Watershed Partners		$2,500.00			
	Information (2)						
4.2	**GEN**						
		Staff	$27,720.00				
		MN Stormwater Research			$25,000.00		
		Website/Databases		$8,000.00			
		Stormwater Utility Administration		$15,000.00			
		GIS		$15,000.00			
		Artist-in-Residence		$12,000.00			
5.0	**(5) Administrative/Operational**						**$532,852.00**
	GEN						
		Salaries/Benefits	$295,000.00				
		Manager Per Diems/Expenses	$19,000.00				
		Office Rent	$41,152.00				
		Employee Expenses	$12,000.00				
		Employee Training	$25,000.00				
		Office Equipment	$15,000.00				
		Office Supplies	$10,000.00				
		District Vehicle	$2,500.00				
		Legal Notices	$200.00				
		Dues	$15,000.00				
		Insurance/Bond	$45,000.00				
		Accounting Payroll	$6,000.00				
		Monthly Accounting	$3,000.00				
		Audit	$16,000.00				
		Legal	$25,000.00				
		HR/Other Consulting	$3,000.00				
		Equipment	$0.00				
6.0	**(6) Debt Service**						**$100,000.00**
	EMW				$100,000.00		
	Total		**$967,615.00**	**$701,773.00**	**$4,245,000.00**	**$288,000.00**	**$6,202,388.00**

2025 Policy Updates:
Health Insurance Policy
Salary Structure Policy
Paid Leave Policy
Employee Handbook Update
Accounting Handbook Update

POLICY REVIEW SCHEDULE

POLICY	METHOD	FREQUENCY	MONTH	
All Policies	Managers Review	Annually	January	SWWD Board
Program Outcomes & Goals	Manager Review	Annually	January	SWWD Board Administrator
Asset Protection	External Financial Audit Manager Review	Annually	January-May	Auditor SWWD Treasurer
Salary Survey	Contracted	Every 5 Years	November	Personnel Committee Administrator
Compensation & Benefits	Managers Review	Annually	November	Personnel Committee
District Asset Review	External Financial Audit Manager Review	Annually	May	Auditor Asset Managers SWWD Treasurer
Financial Planning – Budget	Manager Review	Annually	July	SWWD Treasurer Administrator
Insurance Policies	Manager Review	Annually	August-Sept	SWWD Board Administrator

Definitions:
1. All Policies- A review of all the District's existing policies and potential policies to be considered.
2. Program Outcomes- A review of the Districts goals for the year.
3. Salary Survey- A review of the District staff salary determination provided by Consultant.
4. Asset Protection- A review of the financial audit of the District.
5. District Asset Review- A review of the financial assets of the District.

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	Agenda Item # 7
Title: 2026 Watershed Management Plan 60 Day Plan Review Resolution #2026-001	**Board Action Requested:** Approve Resolution #2026-001	**Required Signatures** SWWD President SWWD Secretary
Reviewed by: JHL		**Presented by:** Loomis

Background/Justification: Staff continue work to finish up the WMP update draft. The plan is now available publicly for informal review. We anticipate that the full draft will be ready to submit for formal agency review in February. Staff recommend the Board approve the attached resolution #2026-001 authorizing submittal of the WMP for 60 day review.

Previous Action: None		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date:**
Financial Implications: **$**		**Comments:**
Fund:	**Explanation:**	**Fund Balance:**
Decision Needed/Date	**Administrative Recommendation** **Approval** Informational Denial No Recommendation	**Comments**

SOUTH WASHINGTON WATERSHED DISTRICT

SWWD RESOLUTION #2026-001

AUTHORIZING SUBMITTAL OF WATERSHED MANAGEMENT PLAN FOR 60-DAY REVIEW, DATED FEBRUARY 2026

Whereas, Minnesota Statutes Chapter 103B.231 of the Metropolitan Surface Water Management Act (Act), requires metropolitan watershed districts (WDs) and water management organizations (WMOs) to develop and adopt a watershed management plan, and

Whereas, the Act requires that WDs/WMOs update their watershed management plan at least once every 10 years after the original watershed management plan is approved, and

Whereas, SWWD initiated an update of its watershed management plan in February 2024, and

Whereas, SWWD sought and considered input from State review agencies, its Cities, and Washington County, and

Whereas, SWWD engaged its Technical Advisory Committee and Citizen Advisory Committee to identify issues and develop implementation strategies, and

Whereas, SWWD has prepared an updated watershed management plan containing elements described in Minnesota Rules 8410.0050-140 and 103D.405,

NOW, THEREFORE, BE IT RESOLVED, that the South Washington Watershed District Board of Managers authorizes submittal of the updated watershed management plan for 60 day review.

Manager _____ moved the adoption of the foregoing Resolution #2026-001,

and Manager _____ seconded the adoption of the Resolution, and it was

duly adopted by the Board on the 13th of January 2026.

_____

David Filipiak, Manager

_____

Michael Madigan, Secretary

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	Agenda Item # 8
Title: Minnesota Watersheds 2026 Dues	**Board Action Requested:** Approve the MN Watersheds 2026 Dues	**Required Signatures** None
Reviewed by: JHL		**Presented by:** Loomis

Background/Justification:
MN Watersheds dues are due in January. Dues are calculated based on the District's estimated market value. SWWD's dues are $12,500 which is the same as 2025. Information from MN Watersheds about member services and dues structure is attached.

Previous Action: None		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications: **$ 12,500**		**Comments:**
Fund	**Explanation:**	**Fund Balance:**
Decision Needed/Date	**Administrative Recommendation** **Approval** Informational Denial No Recommendation	**Comments**

MEMORANDUM

DATE: October 29, 2025
TO: Watershed District and Watershed Management Organization Administrators
FROM: Jan Voit, Executive Director
CC: Minnesota Watersheds Board of Directors
Angie Obremski, Accountant
RE: 2026 Annual Membership Dues

As a non-profit organization that serves local governments, both rural and urban, that focus on water management on watershed boundaries, Minnesota Watersheds is a membership-driven organization. We greatly appreciate your membership in our organization.

Member services include regular communication regarding Minnesota Watersheds activities, as well as education and training opportunities at workshops, our legislative event, our summer tour, and our annual conference and trade show. We also provide lobbying services and worked with the Lockridge Grindal Nauen lobbying firm in 2025 on our legislative priorities – state agency permitting efficiency and chloride management.

Please find attached a 2026 membership dues invoice and a spreadsheet that shows the amount due from each watershed district or watershed management organization in 2026. **The dues formula remains the same as in 2025.** Our bylaws state that the dues payable date is January 31 each year.

2026 MEMBERSHIP DUES

Dues Calculation = Estimated Market Value (EMV) x 0.00048 x 0.005, not to exceed cap

103D rural member	Cap = $5,000
103D rural member with additional tax revenue options	Cap = $7,500
103B metro WD member (EMV ≤ $10B)	Cap = $7,500
103B metro WD member (EMV ≥ $10B)	Cap = $12,500

Minnesota Watersheds
c/o Obremski Ltd.
1005 Mainstreet
Hopkins, MN 55343

PLEASE SEND PAYMENT DIRECTLY TO OUR ACCOUNTANT.

We cannot be successful without our members. We are grateful for your support. If you have questions or concerns, please don't hesitate to contact me. I can be reached at 507-822-0921 or jvoit@mnwatersheds.com.

We are stronger TOGETHER!

Enclosures:

- Dues invoice
- Member Services
- 2026 dues spreadsheet
- BWSR memo dated August 7, 2025 re: 2025 Estimated Market Values

MINNESOTA WATERSHEDS
Connecting People. Protecting Water.

PRESIDENT
Brad Kramer (Region 2)
Shell Rock River WD
brad@proveniosconsulting.com
507-369-6050 | Term 2025

VICE PRESIDENT
Peter Fjestad (Region 1)
Buffalo Red River WD
pfjestad@prtel.com
218-731-4630 | Term 2025

SECRETARY
Wanda Holker (Region 2)
Upper Minnesota WD
ewholker@fedtel.net
320-760-6093 | Term 2027

TREASURER
Don Pereira (Region 3)
Valley Branch WD
dpereira@vbwd.org
651-968-9788 | Term 2027

DIRECTORS
Linda Vavra (Region 1)
Bois de Sioux WD
lvavra@fedtel.net
320-760-1774 | Term 2026

Gene Tiedemann (Region 1)
Red Lake WD
gtiedemann@rrv.net
218-289-3511 | Term 2027

Jeff Gertgen (Region 2)
Middle Fork Crow River WD
jlgliaison@gmail.com
608-370-3934 | Term 2026

Tom Duevel (Region 3)
Riley-Purgatory-Bluff Creek WD
tduevel@rpbcwd.org
612-770-9095 | Term 2025

Shaun Kennedy
Bassett Creek WMC
shaun.kennedy1066@gmail.com
651-260-0916 | Term 2026

Jan Voit
Executive Director
jvoit@mnwatersheds.com
507-822-0921

MINNESOTA WATERSHEDS
Connecting People. Protecting Water.

INVOICE

Minnesota Watersheds
1005 Mainstreet
Hopkins, MN 55343
507-822-0921
jvoit@mnwatersheds.com

Invoice No : 100
Date : 10/29/2025

Name
South Washington WD

2026	Minnesota Watersheds	Dues	Line Total
Amount due			$ 12,500.00

Subtotal	$ 12,500.00
TOTAL	$ 12,500.00

Make all checks payable to Minnesota Watersheds.

THANK YOU FOR YOUR BUSINESS!

Member Services

MINNESOTA WATERSHEDS
Connecting People. Protecting Water.

What is Minnesota Watersheds?

Minnesota Watersheds is a 501c(4) non-profit and membership based organization serving local governments that manage water on watershed boundaries rather than political boundaries. Members benefit from having an organization that **supports and advocates for leaders in watershed management** and works diligently to maximize the availability of tools and resources to **establish excellence and innovation** in member organizations.

Fortify the infrastructure to ensure reliable delivery of services



We maintain regular communication with our members to ensure they are informed of the latest watershed news including trainings they may find useful, changes to legislation that may impact them, and information to help them stay in compliance with governmental regulations and laws. **Strategic Plan efforts:** continued commitment to communication through newsletters and distributing meeting information, maintaining an up-to-date website, and consistently engaging committees.

Serve as a liaison to collaborate with statewide agencies and associations



We continue to maximize relationships with state agencies and associations as the best way to advance initiatives, especially with the legislature. **Strategic Plan efforts:** met regularly with Board of Water and Soil Resources and Minnesota Association of Watershed Administrators leadership and attended meetings with member and non-member organizations.

Ensure strong legislative policies are in place for watershed management



Members drive the organization's legislative policies. Our lobbyists work to influence political decisions on our behalf. **Strategic Plan efforts:** moved the resolutions process earlier in the year, combined the Resolutions and Legislative Committees, instituted an Annual Meeting on Resolutions and Petitions, and voted to have legislative priorities set by the membership.

Enhance the skills of watershed district and watershed management organization boards



Every year, we provide members with opportunities to learn from other members and industry experts at our events. Training topics include watershed planning, permitting, flood control, education and outreach programs, innovative technologies, public relations, data collection and analysis, aquatic invasive species, drainage, governance, and leadership. **Strategic Plan efforts:** updated our watershed handbook and worked with BWSR on training modules.

Build a watershed community that supports one another



The Board of Directors appreciates your watershed's support through attendance at the Legislative Day at the Capitol, Summer Tour, Annual Meeting on Resolutions and Petitions, and Annual Conference. We value the opportunity to work with board members and staff at these events. We welcome your involvement in the Board of Directors and on our committees. This is **YOUR** organization. We look forward to serving you in the coming year. **Strategic Plan efforts:** share member services information and increase interaction with member organizations.

Individual commitment to a group effort: That is what makes a team work, a company work, a society work, a civilization work.

– Vince Lombardi

Minnesota Watersheds | 1005 Mainstreet, Hopkins, MN 55343 | 507-822-0921 | jvoit@mnwatersheds.com

Member Services

MINNESOTA WATERSHEDS
Connecting People. Protecting Water.









Our Members

Region I		
Bois de Sioux	Buffalo-Red River	Cormorant Lakes
Joe River	Middle-Snake-Tamarac Rivers	Pelican River
Red Lake	Roseau River	Sand Hill River
Two Rivers	Warroad	Wild Rice

Region II		
Buffalo Creek	Cedar River	Clearwater River
Crooked Creek	High Island Creek	Kanaranzi-Little Rock
Lac qui Parle-Yellow Bank	Middle Fork Crow River	North Fork Crow River
Okabena-Ocheda	Shell Rock River	Turtle Creek
Upper Minnesota River	Yellow Medicine River	

Region III		
Bassett Creek WMC	Brown's Creek	Capitol Region
Carnelian Marine St. Croix	Comfort Lake-Forest Lake	Coon Creek
Minnehaha Creek	Mississippi WMO	Nine Mile Creek
Prior Lake Spring Lake	Ramsey-Washington Metro	Rice Creek
Riley-Purgatory-Bluff Creek	South Washington	Vadnais Lake Area WMO
Valley Branch		

Minnesota Watersheds offers opportunities to increase watershed management skills, build relationships, and develop partnerships with like-minded groups and organizations.

Minnesota Watersheds | 1005 Mainstreet, Hopkins, MN 55343 | 507-822-0921 | jvoit@mnwatersheds.com

2026 Minnesota Watersheds Membership Dues

WATERSHED DISTRICT	2025 Estimated Market Values (EMV)	.048% EMV	x 0.005	2026 Dues
LOWER MINNESOTA RIVER	16,061,888,000	7,709,706	38,549	**12,500**
RILEY-PURGATORY-BLUFF CREEK	20,961,753,200	10,061,642	50,308	**12,500**
SOUTH WASHINGTON	20,880,712,400	10,022,742	50,114	**12,500**
RAMSEY-WASHINGTON METRO	24,143,824,200	11,589,036	57,945	**12,500**
COON CREEK	24,877,630,700	11,941,263	59,706	**12,500**
NINE MILE CREEK	28,235,998,300	13,553,279	67,766	**12,500**
CAPITOL REGION	31,010,839,200	14,885,203	74,426	**12,500**
RICE CREEK	35,434,319,000	17,008,473	85,042	**12,500**
MINNEHAHA CREEK	77,225,555,200	37,068,266	185,341	**12,500**
CARNELIAN MARINE ST. CROIX	2,544,030,600	1,221,135	6,106	**6,106**
BROWN'S CREEK	2,967,567,700	1,424,432	7,122	**7,122**
COMFORT LAKE - FOREST LAKE	3,251,635,300	1,560,785	7,804	**7,500**
PRIOR LAKE - SPRING LAKE	6,642,685,600	3,188,489	15,942	**7,500**
VALLEY BRANCH	8,321,568,400	3,994,353	19,972	**7,500**
JOE RIVER	333,564,100	160,111	801	**801**
ROSEAU RIVER	1,250,969,200	600,465	3,002	**3,002**
THE TWO RIVERS	2,475,953,400	1,188,458	5,942	**5,942**
MIDDLE SNAKE TAMARAC RIVERS	4,495,218,700	2,157,705	10,789	**7,500**
WILD RICE	6,538,730,500	3,138,591	15,693	**7,500**
BOIS DE SIOUX	6,683,675,000	3,208,164	16,041	**7,500**
RED LAKE	13,334,452,900	6,400,537	32,003	**7,500**
SAUK RIVER	13,355,639,800	6,410,707	32,054	**7,500**
BEAR VALLEY	334,306,000	160,467	802	**802**
CROOKED CREEK	559,166,500	268,400	1,342	**1,342**
BELLE CREEK	609,221,100	292,426	1,462	**1,462**
WARROAD	631,538,600	303,139	1,516	**1,516**
STOCKTON-ROLLINGSTONE WS	757,468,600	363,585	1,818	**1,818**
CORMORANT LAKES	1,087,354,000	521,930	2,610	**2,610**
OKABENA-OCHEDA	1,520,098,300	729,647	3,648	**3,648**
SAND HILL RIVER	1,851,704,100	888,818	4,444	**4,444**
TURTLE CREEK	1,875,262,300	900,126	4,501	**4,501**
HIGH ISLAND	2,125,438,400	1,020,210	5,101	**5,000**
UPPER MINNESOTA RIVER	2,020,958,600	970,060	4,850	**4,850**
NORTH FORK CROW RIVER	2,301,056,800	1,104,507	5,523	**5,000**
MIDDLE FORK CROW RIVER	2,849,195,900	1,367,614	6,838	**5,000**
CLEARWATER RIVER	2,830,662,200	1,358,718	6,794	**5,000**
KANARANZI-LITTLE ROCK	2,812,149,700	1,349,832	6,749	**5,000**
SHELL ROCK RIVER	3,123,972,600	1,499,507	7,498	**5,000**
PELICAN RIVER	3,695,799,300	1,773,984	8,870	**5,000**
BUFFALO CREEK	3,977,020,800	1,908,970	9,545	**5,000**
HERON LAKE	3,939,955,000	1,891,178	9,456	**5,000**
YELLOW MEDICINE RIVER	4,188,483,100	2,010,472	10,052	**5,000**
LAC QUI PARLE-YELLOW BANK	4,572,446,200	2,194,774	10,974	**5,000**
CEDAR RIVER	4,934,026,100	2,368,333	11,842	**5,000**
BUFFALO-RED RIVER	13,544,347,300	6,501,287	32,506	**5,000**
Watershed Management Organizations (WMOs)				
Bassett Creek WMC	14,409,438,000	6,916,530	34,583	**7,500**
Mississippi WMO	34,094,634,023	16,365,424	81,827	**7,500**
Vadnais Lakes Area WMO	5,568,461,800	2,672,862	13,364	**7,500**
New MWO members - 1st year $500	0	0	0	**0**
TOTALS	**471,242,376,723**	**226,196,341**	**1,130,982**	**309,966**

Notes:

Dues Calculation = Estimated Market Values x 0.00048 x 0.005, not to exceed cap

For Greater MN; x 0.00096 x 0.005, not to exceed cap

103B metro WD member (EMV≥$10B): Cap = $12,500
103B metro WD member (EMV≤$10B): Cap = $7,500
103D rural member with additional tax revenue options: Cap = $7,500
103D rural member: Cap = $5,000
WMO dues remain unchanged from the 2025 rate: 1st year $500, 2nd year $3,750, 3rd year $7,500

MINNESOTA WATERSHEDS
Connecting People. Protecting Water.

Source of 2025 WD Estimated Market Values

Source of 2025 WMO Estimated Market Values - same values used for 2021 dues calculation

For more information, contact Jan Voit at 507-822-0921 or jvoit@mnwatersheds.com

BOARD OF WATER AND SOIL RESOURCES

Memo

Date: August 7th, 2025

To: Watershed District Administrators and Managers

From: Justin Hanson, Assistant Director for Regional Operations

Cc: Jan Voit, Minnesota Watersheds
Rob Sip, Red River Watershed Management Board
BWSR: John Jaschke, Andrea Fish, Dave Weirens, Amie Wunderlich, Regional Operations Staff

RE: 2025 Estimated Taxable Market Values for Watershed Districts

Please find attached a table containing the recently released total estimate market values for 2025 from the Minnesota Department of Revenue.

Session law changes enacted during the 2023 regular session effected the calculation of and increased the annual maximum general fund tax levy for a watershed district (Minn. Stat. § 103D.905, Subd. 3). To calculate the annual maximum general fund tax levy for a particular watershed district:

- Multiply the estimated market value listed in the enclosed table for the watershed district by 0.096 percent (0.00096)
- Compare that calculated value to the maximum general fund levy limit of $500,000
- Use whichever value is less

Please contact me at justin.hanson@state.mn.us with any questions.

Attachment: Taxes Payable 2025 Estimated & Taxable Market Values for Watershed Districts in Minnesota

2025 ESTIMATED & TAXABLE MARKET VALUES FOR WATERSHEDS IN MINNESOTA

Watershed Code	Watershed Name	Total EMV
001	Bear Valley Watershed District	334,306,000
002	Cedar River Watershed District	4,934,026,100
003	Belle Creek Watershed District	609,221,100
005	Buffalo Creek Watershed District	3,977,020,800
007	Buffalo-Red River Watershed District	13,544,347,300
008	North Fork Crow River Watershed District	2,301,056,800
009	Clearwater River Watershed District	2,830,662,200
010	Carnelian-Marine-St. Croix Watershed District	2,544,030,600
013	Coon Creek Watershed District	24,877,630,700
014	South Washington Watershed District	20,880,712,400
015	Cormorant Lakes Watershed District	1,087,354,000
016	Crooked Creek Watershed District	559,166,500
018	High Island Watershed District	2,125,438,400
020	Joe River Watershed District	333,564,100
021	Kanaranzi-Little Rock Watershed District	2,812,149,700
022	Lac qui Parle-Yellow Bank Watershed District	4,572,446,200
024	Heron Lake Watershed District	3,939,955,000
026	Middle-Snake-Tamarac Rivers Watershed District	4,495,218,700
028	Okabena-Ocheda Watershed District	1,520,098,300
030	Pelican River Watershed District	3,695,799,300
031	Bois De Sioux Watershed District	6,683,675,000
032	Prior Lake-Spring Lake Watershed District	6,642,685,600
034	Ramsey-Washington Metropolitan Watershed District	24,143,824,200
036	Red Lake Watershed District	13,334,452,900
038	Rice Creek Watershed District	35,434,319,000
040	Roseau River Watershed District	1,250,969,200
042	Sand Hill Watershed District	1,851,704,100
043	Sauk River Watershed District	13,355,639,800
044	Stockton-Rollingstone-Minnesota City Watershed District	757,468,600
048	Turtle Creek Watershed District	1,875,262,300
050	The Two Rivers Watershed District	2,475,953,400
052	Upper Minnesota River Watershed District	2,020,958,600
054	Valley Branch Watershed District	8,321,568,400
056	Warroad Watershed District	631,538,600
058	Nine Mile Creek Watershed District	28,235,998,300
060	Lower Minnesota River Watershed District	16,061,888,000
062	Minnehaha Creek Watershed District	77,225,555,200
064	Riley-Purgatory-Bluff Creek Watershed District	20,961,753,200
066	Wild Rice Watershed District	6,538,730,500
068	Yellow Medicine River Watershed District	4,188,483,100
069	Browns Creek Watershed District	2,967,567,700
070	Capitol Region Watershed District	31,010,839,200
071	Comfort Lake-Forest Lake Watershed District	3,251,635,300

	A	B	C	D
1		***2025 ESTIMATED & TAXABLE MARKET VALUES***		
2		***FOR WATERSHEDS IN MINNESOTA***		
3				
4	**Watershed Code**	**Watershed Name**	**Total EMV**	
48	073	Shell Rock River Watershed District	3,123,972,600	
49	074	Middle Fork-Crow River Watershed District	2,849,195,900	
50			417,169,842,900	

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Agenda Item # 9**
Title: Metro Watershed Partners 2026 Contribution	**Board Action Requested:** Approve the Metro Watershed Partners 2026 Contribution	**Required Signatures** None
Reviewed by: JHL		**Presented by:** Tekiela
Background/Justification: Attached is the request for financial contribution for Metro Watershed Partners. The SWWD has supported this effort every year. Angie Hong, Washington Conservation District, participates on behalf of EMWREP where the SWWD has access to the materials. Staff recommends approval of the 2026 contribution of $2,500.00.		
Previous Action:		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	SWWD Attorney/Date
Financial Implications: **$2,500**		**Comments:**
Fund	**Explanation:**	**Fund Balance:**
Decision Needed/Date	**Administrative Recommendation** **Approval** Informational Denial No Recommendation	**Comments**

METRO WATERSHED PARTNERS

WATERSHED
PARTNERS

INVOICE

Attention: Melissa Imse
South Washington Watershed District
2302 Tower Drive
Woodbury, MN 55125
Date: 12/22/2025

651-523-2371
swicklund02@hamline.edu

Metro Watershed Partners
Hamline University CGEE
1536 Hewitt Ave. MS-A1760
Saint Paul, MN 55104

Project Title: Metro Watershed Partners

Description	Cost
2026 Membership: Watershed Partners and Adopt-a-Drain	$2,500.00
TOTAL	**$2,500.00**

Benefits of membership:

- You and your colleagues are invited to attend our **monthly meetings**, both in person and virtual, to network and share information with other watershed education professionals and to hear monthly speakers on topics relevant to our work. The Watershed Partners meet on the second Wednesday of the month from 9:30–11am.
- Join our **listserv on Mobilize** to receive meeting notifications and partner updates, message with other partners, and send announcements. To be added to Mobilize, please email Sofie Wicklund (swicklund02@hamline.edu) and request to be added.
- Portable **educational exhibits** are available for free checkout. More information available here.
- Your organization is **listed as a supporting partner** on cleanwatermn.org/about-us, and on adopt-a drain.org when someone clicks on a drain in your service area, and on email communication to adopters in your area.
- Clean Water MN is now the host of the Low Salt, No Salt Minnesota Toolbox and LSNS is an annual partner of Winter Salt Week.
- Access to the CWMN photo gallery with hundreds of high-quality photographs. A new and improved digital resource library will be launched in early 2026.
- Access to an **Adopt-a-Drain administrative portal** that allows you to view and download data about adopted drains and program participants in your area. Log in at mn.adopt-a-drain.org/nova. Contact us if you do not already have admin access and would like to be added.
- A customized MS4-ready **annual report** that includes summary data about adopted drains and program participants in your area.
- Access to **print resources to promote Adopt-a-Drain** to residents in your area. View the most current marketing guide here. Download promotional materials from the Google Drive folder.
- For an additional fee, Adopt-a-Drain participants in your area can receive **yard signs and a printed "welcome kit"** in the mail.

Duration of service: January 1 - December 31st, 2026. Unspent funds will rollover to support program activities in 2027.

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Agenda Item # 10**
Title: Future Business and Meetings	**Board Action Requested:** None	**Required Signatures** None
Reviewed by: JHL		**Presented by:** Loomis

Background/Justification:

I. SWWD and Woodbury Green Talks, Thursday, January 29, 2026 5:00pm, Central Park
II. Workshop and Regular Board Meeting, Tuesday, February 10, 2026, **5:00pm**
III. Minnesota Watersheds Legislative Event, Tuesday, March 3, 2026
IV. Regular Board Meeting, Tuesday, March 10, 2026, 6:00pm
V. CAC Meeting, Tuesday, March 24, 2026, 6:00pm
VI. Regular Board Meeting, Tuesday, April 14, 2026 6:00pm

Previous Action:		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	SWWD Attorney/Date
Financial Implications: **$**		**Comments:**
Fund	**Explanation:**	**Fund Balance:**
Decision Needed/Date	**Administrative Recommendation** **Approval** Informational Denial No Recommendation	**Comments**

SOUTH WASHINGTON WATERSHED DISTRICT

Date: January 9, 2026	**South Washington Watershed District** **Request for Board Action**	**Agenda Item # 11**
Title: Closed Session: District Administrator Performance Review	**Board Action Requested:** Conduct the 2025 Administrator Review	**Required Signatures** None
Reviewed by: JHL		**Presented by:** Loomis

Background/Justification:
Closed session to conduct the 2025 performance review for the District Administrator.

Previous Action:		**Contact:** **JHL**
Date Received: January 9, 2026	**SWWD Administrator/Date:** January 9, 2026	**SWWD Attorney/Date**
Financial Implications: **$**		**Comments:**
Fund	**Explanation:**	**Fund Balance:**
Decision Needed/Date	**Administrative Recommendation** Approval **Informational** Denial No Recommendation	**Comments**