



LOWER
MINNESOTA RIVER
WATERSHED DISTRICT

MONTHLY MEETING MINUTES
April 17, 2013, 7:00 p.m.
City Council Chambers, Chaska, Minnesota

1. CALL TO ORDER

President Francis called the regular meeting of the Board of Managers of the Lower Minnesota River Watershed District to order at 7:00 p.m. on Wednesday April 17, 2013 in the Council Chambers at Chaska City Hall, Chaska, Minnesota.

2. ROLL CALL

- a. Managers present: Kent Francis, Yvonne Shirk, Carla Shutrop Len Kremer
- b. Managers absent: None
- c. Also present: Terry Schwalbe, Administrator; Bill Monk, Chaska City Engineer; Paul Nelson, Scott County; Mary Kaye Wahl and Lynn, Carver County; Mark Nemath, MNDNR; Meghan Jackson, PLSLWD

3. APPROVAL OF MEETING AGENDA

Manager Shirk requested removal of the March 19, 2013 minutes. After discussion it was moved and seconded to approve the Meeting Agenda with the change. Vote: Ayes 4, Nays 0; motion carried.

4. OPEN FORUM

5. CONSENT AGENDA

After discussion it was moved and seconded to approve the Consent Agenda with the removal of the March, 19,2013 minutes. Vote: Ayes 4; Nays 0; motion carried.

6. TREASURER'S REPORT AND PAYMENT OF BILLS

Mary Kay Wahl introduced Lynn----- and stated they were present to answer any questions that the managers may have. President Francis suggested that since Mary Kaye hadn't had time to review the example report, which was provided to managers and staff via email, it would be best to table discussion at this time. the manager's after discussion agreed to have President Francis and Manager Shirk meet with Mary Kaye at her office at 3:30 P.M. on May 2, 2013. The managers then discussed the Treasure's Report from the March 17, 2013 meeting and directed the Administrator to meet with Della Young to resolve the questions

raised by Manager Kremer at the March meeting. After discussion it was moved and seconded to approve the list of bills. Vote: Ayes 4, Nays 0; motion carried.

7. PRESENTATIONS

None

8. PRESENTATIONS FOR BOARD ACTION

a. Eagle Creek Restoration Project, Mark Nemeth, MNDNR

Mr. Nemeth gave a PowerPoint presentation on the project. After discussion it was moved and seconded that the District contribute an amount of money not to exceed \$5,000.00. The distribution of the money shall not occur until a presentation to the board by the representative of the MNDNR (including photos and final costs) has been made. The Administrator shall have the District Attorney draft a cooperative agreement for the project including a clause stating maintenance of the project will be the responsibility of the MNDNR. Vote: Ayes 4, Nays 0; motion carried.

b. PLSLWD Education Partnership Proposal, Meghan Jackson, Outreach Specialist

Ms. Jackson gave a presentation of the proposal and answered questions from the board. After discussion it was moved and seconded to enter into an agreement with the Prior Lake Spring Lake Watershed District for Option A at a cost not to exceed \$7,975.00 without prior Board approval. The costs of the partnership shall come from the Education and Outreach budget. It was further moved to have the Administrator contact the Freshwater Society to consider the costs to have the Society develop the Districts Citizen Advisory Committee. Vote: Ayes 4, Nays 0; motion carried.

c. LMRWD Cost Share Incentive and Water Quality Restoration Program 2013, Terry Schwalbe

Administrator Schwalbe reviewed the material supplied in the board packet. Manager Shutrop requested the due date for applications be changed from May 15, 2013 to June 1, 2013. After discussion it was moved and seconded to approve the Cost Share and Water Quality Restoration Program for 2013 as presented with the change in the due date for proposal deadline being 1 June, 2013. Vote: Ayes 4, Nays 0; motion carried.

9. NEW BUSINESS

R.M. 14.2 Dredge Material Proposal, Turner Bros., Inc.

Schwalbe reviewed the proposal with the board and stated that this was an unsolicited proposal. After discussion it was moved and seconded to have Administrator Schwalbe and Attorney Malkerson work with Manager Kremer to draft a Request for Proposal for the management of the R.M. 14.2 Dredge Disposal Site. Vote: Ayes 4, Nays 0; motion carried.

10. OLD BUSINESS

a. \$4,000,000 Dredge Site Bonding Bill

President Francis began the discussion by stating that the Senate Hearing on the Bill scheduled for today had been canceled and tentatively rescheduled to be held on Monday (4/22/13). Francis also stated he was unavailable to attend the 4/22/13 meeting and suggested Manager Kremer do the presentation along with Manager Shutrop. Both managers agreed to attend and do the presentation. Manager Shirk supplied the board with a copy of a letter of support from Mayor Kautz of Burnsville to Senator Carlson, the

Bill Senate Sponsor. Manager Shirk also presented the board with a copy of a memo she received from Mark Zabel , Surface Water Unit Supervisor for Dakota County, stating the legislative Committee for the county would not be drafting a support letter for the Bill this year.

b . 2013 Administrator Goals

President Francis opened the discussion by handing Schwalbe a weekly planner for 2013 and stated Schwalbe was to have with him at all times and note everything he does during the day and to have this planner available to the managers at all board meetings. The managers then discussed the list of 2013 goals for the administrator, which are attached below. They also discussed the importance of having the Citizens Advisory Board established per state statute. The board would also like to have all deadlines in writing.

- 1) Provide the managers with a quarterly report of daily activities listing time spent on primary activities, events and meetings.
- 2) On a monthly basis provide the Managers with a list of scheduled meetings that the Administrator plans to attend.
- 3) On a monthly basis provide the managers with a brief summary of the meetings that the Administrator attended during the last month, including the meeting purpose, key contacts and meeting results.
- 4) On at least a quarterly basis review with the Managers the status of the District's ongoing Implementation Activities proposed for subsequent years.
- 5) Annually prepare a draft proposed operating and capital budget along with a comparison of past budgets and expenditures. Explain any significant differences between budgeted items and actual expenditures.
- 6) Prepare an annual report summarizing activities of the District for distribution to BWSR and to watershed stakeholders.
- 7) Develop a proposed outreach program to familiarize LGUs and the public with the Activities of the District for approval by the Managers.

11. ADMINISTRATOR REPORT

a. Seminary Fen Grant updates

Administrator Schwalbe and Chaska City Engineer Bill Monk discussed the need for a Preliminary Design and Cost Estimate for the project. The work will more accurately define the project and costs associated with the proposed project. The original cost request for the project was higher than the BWSR Grant. Therefore we would need a more accurate estimate to insure we can provide the proposed quality of the project as originally presented. We have until the end of 2015 to complete the Grant and if the estimate says we need more funding we could look for additional partners to contribute to the project before moving forward. After discussion it was moved and seconded for the District to partner with the City of Chaska for a Preliminary Design and Cost Estimate (Phase 1). The District's contribution shall not exceed \$20,000.00 without prior Board approval and the City paying the remainder of the costs for Phase 1.

b. Dean Lake CWP Grant (MPCA)

Nothing to report.

12. UPCOMING MEETINGS/TOURS/EVENTS

a. UMWA 4/18/13

- b. Seminary Fen Work Group 4/18/13
- c. Highways 101 / 61 Southwest Reconnection Project 4/18/13
- d. Minimal Design Standards 4/19/13
- e. River Resources Forum 4/23/13
- f. Mississippi River Forum 4/26/13

13. ADJOURNMENT

- . It was moved and seconded to adjourn at 9:25 p.m. Vote: Ayes 4, Nays 0; motion carried.