

**MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF MANAGERS
OF THE
NINE MILE CREEK WATERSHED DISTRICT**

WEDNESDAY, DECEMBER 17, 2014

Call to Order

Chair Lynch called the meeting of the Board of Managers of the Nine Mile Creek Watershed District to order at 7:00 p.m., Wednesday, December 17, 2014, at the Nine Mile Creek Watershed District Office, 12800 Gerard Drive, Eden Prairie, MN 55346.

Managers Present: Twele, Lynch, Kloiber, Segreto and Peterson

Managers Absent: None.

Advisors Present: Kevin Bigalke, Louis Smith, Robert Obermeyer, and Erica Sneigowski

Agenda

Administrator Bigalke requested the addition of two items under the Administrator's Report titled Staffing and 2015 Work Plan. Manager Kloiber moved, seconded by Manager Peterson, to approve the agenda as amended. Upon a vote, the motion carried.

Reading and Approval of Minutes

The Chair called for review of the minutes of the Regular Meeting of November 19, 2014. Manager Peterson noted on page four, under Item A, it should state, "...once complete Veit will install..." On page six, under Item A, it should state, "...Administrator Bigalke felt feel..." Engineer Obermeyer noted on page three, under Item A, the last sentence of the first paragraph, it should state, "...upon completion of construction the ~~drainage~~ drain tile has been capped."

Manager Twele moved, seconded by Manager Segreto, to approve the minutes with the noted corrections. Upon a vote, the motion carried.

Correspondence

There was none.

Citizens Advisory Committee/Education & Outreach Report

The Chair called for the report of the Citizens Advisory Committee.

A. Building Name and Logo Update

Education and Outreach Coordinator Sneigowski reported that there were logos presented for voting at the holiday gathering and noted that it was definitive on which logo the public liked. She noted that one option received 34 votes while the next highest logo received seven votes. She advised that variations were presented as well and displayed the variation, which received the highest votes.

Chair Lynch stated that the consultant also chose that logo, and noted that she also preferred that logo option.

Manager Twele moved, seconded by Manager Kloiber, to approve option three for the logo choice. Upon a vote, the motion carried.

Education and Outreach Coordinator Sneigowski advised that the possible building names were also displayed for voting at the holiday gathering. She provided input from the consultant to assist in the discussion and to clarify when the title would be used compared to when the tagline would be used.

Administrator Bigalke provided additional input and clarification.

Managers Segreto and Peterson disliked the use of discovery center, as they believed that implied activities for children.

Managers Segreto, Peterson and Kloiber expressed their like of the tagline involving the language urban watershed.

Education and Outreach Coordinator Sneigowski explained that discovery implies self-guided and noted that once the center is up and fully running there will be self-guided interactive elements.

Administrator Bigalke noted that the term discovery also incorporates some of the elements that Barbara desired.

Education and Outreach Coordinator Sneigowski stated that the name should also draw people in and welcome visitors.

Manager Kloiber stated that it appears there is consensus on the tagline but believed that further work would need to be done on the building name.

Administrator Bigalke explained the process that has been completed thus far and was unsure what further work the Board would like to see.

Education and Outreach Coordinator Sneigowski explained that marketing and communications would focus on the target audiences. She stated that even if a communication

was sent out to everyone on a District mailing list, there most likely would not be a huge group coming into the building.

Manager Kloiber preferred the third option on the list, stating that he would not include Nine Mile Creek in the building title as that would be redundant.

Chair Lynch stated that she would be satisfied with the first option presented. She stated that there is not a hard deadline and noted that the choice could be delayed for another month.

Manager Segreto stated that perhaps it would assist the Managers to see the list of alternate words that were reviewed.

Manager Segreto moved, seconded by Manager Kloiber, to table the decision on the naming of the building until the next meeting. Upon a vote, the motion carried.

Education and Outreach Coordinator Sneigowski confirmed that she would send the desired information to the Managers and would also have the consultant attend the next meeting to provide assistance.

Chair Lynch questioned if any other Watersheds have registered or trademarked their logos or names.

Attorney Smith stated that the only example he could think of was that Rice Creek Watershed District has trademarked Blue Thumb, which is the name of their education program.

B. Calendar Update

Education and Outreach Coordinator Sneigowski reported that the calendars are complete and are being distributed to City Halls and other locations.

Public Comment Forum on District's 2015 Budget and Levy

Administrator Bigalke stated that it is his understanding that the Truth in Taxation Law had been amended the previous year requiring a public meeting to be held in November or December to allow for public comment on the proposed budget for the following year. He advised that the levy cannot be increased at this time but could be decreased if desired.

No public comments were made.

Hearing and Discussion of Requests for District Action or Matters of General Public Interest

There were none.

Consent Agenda

There were none.

Administrator Bigalke noted that the next meeting would include the annual business items, which will be included under the Consent Agenda.

Hearing of Permit Applications

A. Permit #2014-116: Parking Lot Expansion, Building Addition, and Site Improvements for Ziegler – 1201 96th Street; Grading and land alteration permit: Bloomington

Engineer Obermeyer presented the permit request and proposed plans. He stated that the project has been approved by the Bloomington City Council on Monday night. He recommended approval subject to the following conditions including financial assurance in the amount of \$46,100, recording of a maintenance declaration for the stormwater infrastructure, and soils information to be submitted to ensure that there is not contamination.

Manager Peterson moved, seconded by Manager Segreto, to approve the permit. Upon a vote, the motion carried.

B. Wetland Boundary Determination – Three Rivers Regional Trail: Edina

- Ohms Lane Addendum
- Fred Richards Golf Course

Engineer Obermeyer stated that both of the above listed boundary determinations are in conjunction with the Three River Regional Trail. He stated that Three Rivers does not believe that there will be encroachment in these areas but still wanted to provide boundary determinations. He advised that the information has been sent to the TEP and reviewed by staff.

Manager Kloiber moved, seconded by Manager Segreto, to accept the wetland boundary determinations for the Three Rivers Regional Trail: Ohms Lane Addendum and Fred Richards Golf Course. Upon a vote, the motion carried.

Treasurer's Report

The Treasurer submitted the report. Engineer Obermeyer noted that they have requested the lien wavers from Sunram but have not yet received that item. He recommended that the check be held until that waver is received.

Administrator Bigalke noted that there was an additional amount of \$292, which will be added into the Treasurer's Report, as there was a problem with the District credit card at the MAWD Annual Meeting.

Manager Kloiber moved, seconded by Manager Twele, to approve a pay request to Sunram in the amount of \$12,730, a pay request to Veit in the amount of \$200,177.28, the Treasurer's Report, amended to include an additional \$292.00, and pay the bills. Upon a vote, the motion carried.

Unfinished Business

A. Performance Review and Assistance Program Report - BWSR

Administrator Bigalke introduced two members of BWSR, Don Buckhout and Steve Christopher, who are present tonight.

Don Buckhout congratulated the District on their new facility. He provided background information on the performance and assistance program, noting that it began in 2008 and since that time BWSR has been moving around the State in order to conduct these reviews. He stated that the goal of this program is to assist the local systems to be the best they can be. He presented the report drafted through the review process and noted that the District is doing a great job of implementing the action items included in their Plan. He highlighted the areas of Plan accomplishments, performance standards, input from collaborating partners, and the conclusion summary. He reviewed the recommendations including updating of the website. He stated that the Annual Report includes such great data but noted that information is not easily accessible on the District's website. He advised that the goals should also be prioritized, targeted and measurable. He explained that this is a challenge to the District, noting that he only recommends that item to the District that he believes can handle the task. He explained that the District can be an example for other similar organizations. He noted that he would be accepting comments but advised that the deadline for comments would be one week ahead on December 24th. He requested that staff also provide the number of hours spent on this process as well as what will be done with the review once finalized. He stated that this information will assist BWSR in the review of this program. He advised that the summary page of the Report will be published, noting that this would be included in the 2015 Report and will go through the Legislature in February as a part of the program review. He commended and tasked the District to keep up the good work.

Manager Kloiber noted that the District is in the process of updating the website as well.

Administrator Bigalke agreed that the additional information will be more easily found on the website once the full update is complete. He acknowledged that the report for the previous year was submitted late but advised that the reports for the last nine years have been submit on time.

Manager Kloiber thanked staff for the high quality of their work, noting that the high quality of the review directly reflects the high performance of staff.

Don Buckhout advised that the information included in the review can be used by the District in publicity efforts.

Steve Christopher stated that he feels fortunate that he has such a high quality District in his region. He stated that there is a lot being accomplished with limited staffing and resources. He stated that a neighboring organization (Richfield/Bloomington) was recently reviewed and BWSR recommended that they disband and join with this District. He stated that organization has declined that opportunity at this time.

Administrator Bigalke noted that there are some policies that require updating, which will come before the Board in January. He advised that a Rules amendment may be necessary but stated that staff believes that it would be beneficial to obtain input from member cities prior to any amendment.

B. Water Resource Center Planning Update

Administrator Bigalke advised that the gates for the top windows had been installed, noting that he does not believe the process is yet complete, as screens will need to be installed as well. He advised that the contractor will be coming back out to ensure that the windows are installed correctly. He advised that additional gravel had been added to the parking lot.

i. Furniture Update

Administrator Bigalke stated that all of the furniture has been delivered with the exception of the tabletops, noting that there was a delivery incident. He advised that the tabletops should be in the office within the week.

ii. Technology Update

Administrator Bigalke asked that the Board authorize staff to bring in a contractor to complete the technology installation, which would include wiring, mounting, connectivity, and setup. He advised that the item is included in the 2015 budget and noted that the work would not be completed until 2015. He confirmed that the Board previously authorized up to \$9,000 for the purchase of the screens, noting that his pricing has provided an estimate of \$5,000 to \$7,000. He requested authorization for an additional \$30,000.

Manager Kloiber moved, seconded by Manager Segreto, to authorize up to \$30,000 for technology services. Upon a vote, the motion carried.

New Business

There was none.

Engineer's Report

- A. Bush Lake Outlet Project: Status Report**
- B. Eden Prairie Lakes Water Quality Improvement Project: Status Report**
- C. Hopkins Creek Stabilization Project: Status Report**

- D. Southeast Anderson Lake Water Quality Improvement Project: Status Report**
- E. Normandale Lake Water Quality Improvement Project: Status Report**
- F. Atlas 14: Status Report**
- G. Lower Valley – Bloomington: Status Report**
- H. Status of Construction Projects**

Engineer Obermeyer updated the Board on the above listed projects and the recent storm activity. He stated that staff estimates presenting the Atlas 14 information at the January or February meetings, dependent on the installation of equipment and agenda items.

Attorney's Report

Attorney Smith had nothing further to report.

Administrator's Report

A. MAWD Annual Meeting Report

Administrator Bigalke reported that the meeting was held in Alexandria on December 4th through December 6th. He noted that there are a few amendments that will need to be made to the program/process for the meeting in the future. He stated that the summer tour is proposed for Duluth.

B. Holiday Gathering Report

Administrator Bigalke advised that the holiday gathering was a huge success with over 70 people in attendance. He stated that he received positive input from Barbara as well as the neighboring property owners. He noted that people are excited for the grand opening in the spring.

C. Staffing

Administrator Bigalke stated that the District is limited to three FTE's by the City and advised that there may be an option to hire a full-time position and to contract the position for the front desk. He stated that staff will also attempt to obtain volunteer services in order to maximize program efforts. He stated that he will present a proposal in January or February.

Manager Kloiber stated that the position should include high-level position descriptions, noting that may interact/interfere with the descriptions of Administrator Bigalke and Education and Outreach Coordinator Snejowski.

D. 2015 Work Plan

Administrator Bigalke stated that this item will also be on the January agenda for the consideration and approval of the Board.

Managers' Report

The Chair called for reports. Administrator Bigalke provided additional information regarding the processing of per diems and expenses.

Task Summary Report & Manager's Calendar

The Managers reviewed and updated the task report.

Adjournment

It was moved by Manager Segreto, seconded by Manager Kloiber, to adjourn the meeting at 8:55 p.m. Upon a vote, the motion carried.

Respectfully submitted,



Jodi Peterson, Secretary

ATTACHMENTS:
Treasurer's Report