

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

**WEDNESDAY, DECEMBER 18, 2024**

[Board Meeting Agenda](#)  
[Board Meeting Recording](#)

**1. Call to Order of the Regular Board Meeting**

President Larry Olson called the Nine Mile Creek Watershed District Board of Managers regular meeting to order at 6:30 p.m. The meeting was held at the NMCWD office, Discovery Point, 12800 Gerard Drive, Eden Prairie, MN.

Managers Present: Bob Cutshall, Brian Kirk, Chris-Ann Lauria, Peggy Kvam, and Larry Olson

Advisors Present: Janna Kieffer (Barr Engineering Company) and Michael Welch (Smith Partners)

Staff Present: Elizabeth Boor (Watershed Specialist), Brett Eidem (Natural Resources Project and Planning Manager), Cynthia Rubio (Administrative Specialist), Erica Sniegowski (District Administrator), Zach Stafslie (Regulatory Program Manager), Claire Volk (GreenCorps member), Jordan Wein (Water Resources Project Manager), and Gael Zembal (Education and Outreach Coordinator).

**2. Approval of Regular Meeting Agenda**

Administrator Erica Sniegowski pulled item 8d – 2025 Work Planning – off the agenda.

**Manager Peggy Kvam moved, seconded by Manager Chris-Ann Lauria to approve the meeting agenda as revised. Upon vote, the motion was carried.**

3. **Public Open Forum**

a. **District's 2025 Budget and Levy – Public Comment**

b. **General Interest**

There were no members of the public in attendance and no public comments were raised on the District's 2025 budget and levy or other general interest matters.

4. **Presentation: Fisheries Management Program**

Jordan Wein reviewed the District's 2024 fisheries management program.

5. **Action Items**

a. **Fisheries Monitoring Equipment Purchase**

Manager Brian Kirk moved, seconded by Manager Bob Cutshall to authorize the Administrator to contract with OregonRFID with advice of Legal Counsel for two PIT readers and two autotuners at a cost not to exceed \$7,200. Upon vote, the motion was carried.

b. **Board Meeting Minutes**

Manager Cutshall moved, seconded by Manager Kirk to approve a change in Board meeting minutes format to a condensed topics and motions format and maintain a recording of the Board meetings and to reassess the format in six months. Upon vote, the motion was carried.

c. **Salary Survey Proposals**

Manager Kirk moved, seconded by Manager Kvam to authorize the Administrator to enter into an agreement with ABDO for a salary survey at a cost not to exceed \$10,800. Upon vote, the motion was carried.

d. **Water Management Plan Resolution 2024-05**

Brett Eidem explained that the Board's adoption of this resolution is needed for the District to formally begin the Watershed Management Plan update process.

**Manager Kvam moved, seconded by Manager Lauria to initiate the 10-Year Watershed Management Plan update by adopting Resolution 2024-05 Initiate the Watershed-Plan Update Process and directing the Administrator to perform the actions as detailed in Resolution 2024-05. On a roll call vote, the motion was carried.**

e. **Communications and Public Engagement Manager Position**

**Manager Kirk moved, seconded by Manager Cutshall to approve the Communications and Public Engagement position description and authorize the creation of the position. Upon vote, the motion was carried.**

6. **Treasurer's Report**

**Manager Cutshall moved, seconded by Manager Kirk to accept the Treasurer's Report and pay the District's bills including the Sunram Payment Application #3 for South Fork in the amount of 4,227.50. Upon vote, the motion was carried.**

7. **Consent Agenda**

- a. **Draft Minutes November 7, 2024, Board Meeting**
- b. **Draft Minutes November 20, 2024, Board Meeting**
- c. **Cost Share Liaison**
- d. **Contract with MN Solar**

**Manager Lauria moved, seconded by Manager Kvam to approve the Consent Agenda. Upon vote, the motion was carried.**

8. **Discussion Items**

a. **Cost Share Policies**

Manager Lauria moved, seconded by Manager Kvam to delegate authority to the District Administrator for approval for all Cost Share grants \$5,000 and under for consistency. Upon vote, the motion was carried.

Manager Kirk moved, seconded by Manager Lauria to approve staff recommendations of releasing 50% of grant funding to priority zones at this time, with 25% additional percent released on May 1, and the next 25% released on August 1 and to direct staff to pursue grant program changes as presented. Upon vote, the motion was carried.

b. **Watershed Management Plan Amendments**

Discussion item; no action taken. Staff will draft edits to bring to the Board in January.

c. **Proposed Governance Manual Updates**

Discussion item; no action taken.

9. **Updates**

a. **Administrator's Report**

b. **Staff Reports**

c. **Administratively Approved Permits and Inspection Report**

d. **Engineer's Report**

e. **Attorney's Report**

f. **Manager Reports**

**10. Adjournment**

**It was moved by Manager Lauria, seconded by Manager Kirk to adjourn the meeting at 8:44 p.m. Upon vote, the motion was carried.**

Respectfully Submitted,

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Chris-Ann Lauria, Secretary

**Signature:**

**Email:**