Minutes

CALL TO ORDER
2nd Vice-Pres. John Waller called the meeting to order at 9:00 a.m.

ROLL CALL
Present: 2nd Vice-Pres. John Waller, Secretary Harley Ogata, and Treasurer Steve Wagamon.
Absent: President Preiner, 1st Vice-Pres. Barbara Haake (with prior notices).
Staff Present: Administrator Phil Belfiori, Permit Coordinator/Wetland Specialist Nick Tomczik, Water Resource Specialist Kyle Axtell, Office Manager Theresa Stasica.
Consultants: District Engineers Mark Deutschman, Houston Engineering, Inc. (HEI); District Attorney Louis Smith from Smith Partners.
Visitors: Emily Tavens, Lee Rosen.

SETTING OF THE AGENDA
District Administrator Belfiori added a new number 6, Resolution on Comprehensive Stormwater Guidance. A new number 7, Consider Changing Board Workshop Time to 2:00 p.m. A new number 8, Anoka County Ditch 10-22-32 West of Fourth, Pay Request 3, and Change Order 3. In addition under Board Action there has been some actions passed out before the meeting including for item number 4, there is a Resolution 2014-01. Also, under number 3, one of the subcommittee members will be making an additional Motion related to the Administrator’s salary.

Motion by Manager Waller, seconded by Manager Ogata, to adopt the agenda as amended. Motion carried 3-0.

OPEN MIKE – LIMIT 12 MINUTES. Any RCWD resident may address the Board in his or her individual capacity, for up to three minutes, on any matter not on the agenda. Speakers are requested to come to the podium, state their name and address for the record. Additional comments may be solicited and accepted in writing. Generally, the Board of Managers will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

There were no comments made at Open Mike.
READING OF THE MINUTES AND THEIR APPROVAL

Minutes of the December 9, 2013, Board of Managers Meeting Workshop Meeting. Motion by Manager Wagamon, seconded by Acting Chair Waller, to approve the minutes as presented. Motion carried 2-0-1 (Manager Ogata Abstained).

Minutes of the December 11, 2013, Board of Managers Regular Meeting. Motion by Manager Waller, seconded by Manager Ogata, to approve the minutes as presented. Motion carried 3-0.

ITEMS REQUIRING BOARD ACTION

1. Consider Findings and Order Related to Petition of the MNDNR to Impound Water on Washington County Judicial Ditch 2. (Phil Belfiori)

Acting Chair Waller stated the following: I am going to recess the regular meeting of the Board and reopen the continued hearing on the DNR's JD 2 Impoundment Petition. Because I have recused myself from this matter and because Managers Preiner and Haake are absent, we do not have a quorum to take action on this matter today. The next date that a quorum will be available to consider and take action in the petition is at the regular meeting on February 12, 2014. Therefore, the hearing on the DNR's JD 2 Impoundment Petition is further continued to the Board's Regular Meeting on Wednesday, February 12, 2014, here at the Shoreview City Council chambers at 9:00 am or at a time therefore as indicated on the Board's Agenda. I will now reconvene the Board's Regular Meeting.

2. Consider Revised Salary Structure Table. (Phil Belfiori)

District Belfiori stated that per the consensus at the January 6, 2014 Board workshop, this item would approved the Personnel Subcommittee's recommended Revised Salary Structure Table. He stated this was the result of several months of work with a Personnel subcommittee and a private human resources consultant. He stated this would be taking the place of the previous salary structure table survey currently in the RCWD Employee Handbook.

Motion by Manager Ogata, seconded by Manager Wagamon, to approve the 2013/2014 RCWD Salary Structure and incorporate the table into the District's Employee Manual. Motion carried 2-1 (Acting Chair Waller).

Motion by Manager Ogata, seconded by Manager Wagamon, to assign Mr. Belfiori to the minimum salary within zone 2 in Grade Level 12. Motion carried 2-1 (Acting Chair Waller).

3. Consider Citizen Advisory Committee Reappointments and Solicitation for New Members. (Kyle Axtell)

Water Resource Specialist Axtell stated the Board is required to annually appoint a Citizens Advisory Committee (CAC). He indicated on February 27, 2013 the Board adopted a revised “Citizen Advisory Committee Operating Procedure”. He stated there were 10 members on the CAC over the past year with six of the seven citizen members expressing an interest in being reappointed. He noted Doug Hall resigned and Bridget Osborn was appointed in December. He recommended staff solicit applications for membership on the RCWD Citizen Advisory Committee.

Motion by Manager Wagamon, seconded by Manager Ogata, to appoint the following individuals to serve on the District's Citizen Advisory Committee for 2014: Mary Jo Truchon, Jeff Severseike, Wayne LeBlanc, Bob Rosenquist, Doug Ramseth, Mary Sue Simmons, Janelle Anderson, Kari Oquist, Bridget Osborn, and Kris Wenner. Motion carried 3-0.
Acting Chair Waller stated Bob Rosenquist was the Washington County Member from the Soil & Water Conservation District, so wasn’t he an automatic approval. Water Resource Specialist Axtell noted Mary Jo Truchon and Janelle Anderson were also on the Soil & Water Conservation District, but traditionally the Board always appointed them.

**Motion by Manager Wagamon, seconded by Manager Ogata, to authorize staff to solicit applications for membership on the RCWD Citizen Advisory Committee in accordance with MN Statute 103D.331 and the RCWD CAC Operating Procedure. Motion carried 3-0.**

4. **Consider Accepting Receipt of Final Plans/Specs and Authorizing Solicitation of bids for the Bald Eagle Lake Alum Projects. (Phil Belfiori)**

District Administrator Belfiori stated this Resolution would accept the plans and specifications for the Bald Eagle Lake Alum Treatment Project. He stated the project was where aluminum sulphate would be applied to Bald Eagle Lake with a total estimate cost of $862,000. The application was anticipated in spring of 2014 and then again in spring of 2016. He noted the specifications had been completed. He stated they anticipated the bids to go out within the next week with an anticipated February 18 bid opening and anticipated Board consideration on February 26, 2014.

Manager Ogata asked if they knew how long the application took. District Administrator Belfiori stated it had to be completed once started within 15 days.

Manager Ogata asked how long would it take to do the entire application. District Administrator Belfiori it was his understanding it would take roughly 10-15 days. He noted there were also wind speed issues, opening of fishing, and there were a lot of other factors that would come into play where they might start and stop the application. He stated if those factors did not come into play, the application would be shorter.

Manager Waller asked what they hoped to achieve with the application, goal, and results. District Belfiori responded he did not have the specific pounds of phosphorus reduction, but his understanding was that it was very efficient.

**Motion by Manager Ogata, seconded by Manager Wagamon, to approve Resolution 2014-01, Accepting Plans and Specifications for The Bald Eagle Lake Alum Treatment Project.**

**ROLL CALL:**

Manager Waller – Aye
Manager Haake– Absent
Manager Ogata - Aye
Manager Wagamon – Aye
President Preiner - Absent

**Motion carried 3-0.**

5. **Consider Check Register dated 01/08/14, in the amount of $28,635.96, prepared by HLB Tautges Redpath.**

**Motion by Manager Wagamon, seconded by Manager Ogata, to approve check register dated 01/08/14, in the amount of $28,635.96, prepared by HLB Tautges Redpath. Motion carried 3-0.**
District Administrator Belfiori stated this item would adopt guidance under Rule C.5(f).

Permit Specialist Nick Tomczik stated staff would like the Board to adopt the Guidance, which clarified the language they wanted the road authorities to meet when they came with a Comprehensive Stormwater Management Plan.

Motion by Manager Wagamon, seconded by Manager Ogata, to approve Resolution 2014-02, Adopting Guidance Under Rule C.5(1)

ROLL CALL:
Manager Waller— Aye
Manager Haake— Absent
Manager Ogata - Aye
Manager Wagamon — Aye
President Preiner - Absent

Motion carried 3-0.

7. Consider Changing Board Workshop Time to 2:00 p.m.
Motion by Manager Ogata, seconded by Manager Wagamon, to change the Board workshop time to 2:00 p.m. Staff will revise the approved Board calendar to reflect the time change and post the revised calendar on the District’s website. Motion carried 3-0.

District Administrator Belfiori stated Peterson Companies Inc. had finished all excavation and clearing operations identified in the contract. The culvert replacements and water control structures for Branch 3 and the Air-Park culvert along the Main Trunk have been installed. Peterson Companies, Inc. have also completed work associated with additional work detailed in Change Order 3# with the costs associated with Change Order #3 being included in this pay request. Change Order 3# resolves the construction contract to the actual work performed. Staff was recommending authorization of Change Order #3 concurrent with the authorization of $37,788.34 as partial payment to Peterson Companies, Inc. for work completed to date under this contract.

Motion by Manager Ogata, seconded by Manager Wagamon, to authorize payment of Change Order #3 and authorize payment of $37,788.34 as partial payment to Peterson Companies, Inc. for work completed to date under the contract. Motion carried 3-0.

District Engineer Deutschman noted there was still roughly $6,600 of retainage that would be the final payment.

ITEMS FOR DISCUSSION AND INFORMATION
1. Update on filing of Satisfaction of Judgment on Lee Stevens property. (Phil Belfiori)
District Attorney Smith noted all documents had been filed.

2. Engineer Reports and Timeline.
District Engineer Deutschman noted there were some items in red on their report where they exceeded the contract amount, but in most cases, the District was not incurring any additional costs.
3. Manager's Update.
There were no comments.

ADJOURNMENT
Motion by Manager Ogata, seconded by Manager Wagamon, to adjourn the meeting at 9:32 a.m. Motion carried 3-0.