

CARNELIAN-MARINE-ST. CROIX WATERSHED DISTRICT
Special Meeting Minutes September 23, 2015

Managers Present: Wade Johnson, Andy Weaver, Joel Stedman, Eric Lindberg and Tom Polasik

Managers Absent: Dave De Vault and Kristin Tuenge

Others Present: Jim Shaver (administrator), Susannah Torseth (Lawson Law), Carl Almer (EOR), Todd Shoemaker (Wenck).

Manager Johnson called the meeting to order at 6:31 p.m.

1) Approve Agenda

Manager Polasik moved to approve the agenda as amended. Seconded by Manager Weaver. Motion carried 5-0.

2) Public Comments

There were no public comments.

3) Old Business

a) Review and Authorize Bid for 197th St Ravine Project

Mr. Shoemaker reported that Wenck issued a request for quotes and received three. Blackstone Construction was the low bidder and Wenck recommended moving forward with them. Wenck, from its experience, finds Blackstone reliable and good to work with. Administrator Shaver, in response to a question, stated that dollars do exist to cover the project. The project was approved by resolution and is in the status report and budget. Manager Weaver suggested that in the future the District might find a way to be creative with the budget and levy, possibly by breaking projects into phases. Mr. Shoemaker responded to several questions. The most critical time is at the beginning of the project and Wenck will be out there daily to make sure the project is set correctly. At the end of the project, Wenck will be there to make sure all is back to serviceable conditions. Setting the outlet at the pipe is critical to make sure flow is dispersed correctly and Blackstone is more than qualified to complete this. Recently Wenck and Blackstone completed a similarly sloped ravine in Fridley. In a construction project like this, budget overruns tend to be with excavation quantity. It will be a balance between volume of earth removed and sediment needed. Past work with Blackstone found them to be good at looking at the bottom line. They are also good at communicating and adjusting other costs to keep within the budget. The 18-inch fused pipe is the highest priced item. This is an easy quantity to measure and should not vary much from the design estimate. The project should be substantially completed by November 25, with seeding/planting completion in the spring. Seed mixes throughout the project area were discussed. It was noted that the Minnesota Department of Transportation (MnDOT) has simplified titles for mixes and now has state mixes. The specifications do not mention weed content, but state that the mixes must be approved by the project engineer.

Manager Polasik moved to accept Resolution 09-23-15-01 for the low bid, sign the contract and start the project. Seconded by Manager Lindberg. Motion carried 5-0.

b) Sand Lake Iron Enhanced Sand Filter

Mr. Almer reported that based on the projected project cost of \$158,000, a sealed bid process was required. Nine bids were received with a range from \$169,000 to over \$300,000. The lowest qualified bidder was Peterson Company. Although EOR has not worked with Peterson directly, the company has been working in the metro area more and just finished a large iron-sand filter project in Columbia Heights. Peterson's bid was realistic. Other bidders over-estimated the unit cost of iron.

Manager Polasik moved to accept Resolution 9-23-15-02 to award the Peterson Company the bid and move forward with the contract. Seconded by Manager Stedman. Motion carried 5-0.

c) Shared Staff with CLFL

Administrator Shaver reported that Administrator Kinney of the Comfort Lake-Forest Lake Watershed District would like to explore sharing an administrative staff person. Duties for the CMSCWD would include preparing board packets, filing, drafting pre-permit comments and providing general correspondence. It would be a half-time position for each district. The cost estimate is \$25,000 per district to include salary and benefits. Administrator Shaver recommended a 60-90 day trial period and/or a year-to-year contract. Hopefully this will free the Administrator's time to work on more projects. For accounting purposes, the assistant's compensation would be recorded as administrative expenses. Sixty to sixty-five percent of the administrator's compensation could be recorded as implementation. This is the way other districts and the state are recording staff expenses.

Manager input included:

- Manager Johnson stated that he supports an administrative position and also finding a way to increase staffing in other areas of work, possibly with the WCD. The most highly functioning watershed districts have staff to make projects happen. Staff takes money, but it can pay dividends with getting work done. It is also often the most cost effective approach. Someday Administrator Shaver won't be here, so hiring within the context for succession makes sense.
- Manager Weaver stated that he is not quite ready to endorse a \$25,000-\$35,000 position just now and is not convinced the job description is commensurate with this salary. Yes, for moving projects forward, but the investment is significant. Is it possible to find quality staff for less?
- Manager Lindberg stated that the Board has discussed this at length some time ago and he is OK with the position, the market and succession.
- Manager Polasik stated that this is an entry-level position and salary.

d) Permit No. 15-016: Hoganson New Construction

Mr. Almer reported that this expansion on Big Marine Lake will add 7,500 square feet of impervious surface. The permit triggers the District stormwater and erosion control rules, but not the buffer rule because a county variance is not required.

Manager Weaver moved to approve Permit No. 15-016 with the stipulation that a stormwater management plan be provided within 60 days. Seconded by Manager Polasik. Motion carried 4-0.

4) New Business

Administrator Shaver reported that homeowners on Big Marine Lake requested the District do channel maintenance. He suggested a tour of the whole outlet channel from the Kelly Farm to the Cole property on Saturday, October 11 starting at 9 a.m. A sign-up sheet will be circulated.

5) Next Meeting October 9

6) Adjourn

Manager Weaver moved to adjourn at 7:22 p.m. Seconded by Manager Lindberg. Motion carried 4-0.

Submitted by
Debbie Meister, MMC Associates