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**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

MEETING MINUTES

Date: 10 January 2017

Attachment 3

Time: 3:00-5:00 PM

Location: 2522 Marshall Street NE, Minneapolis, MN 55418

Commissioners in Attendance

Donna Schmitt, Columbia Heights; Jim Saefke, Fridley; Mary Gaasch, Lauderdale; Kevin Reich, Minneapolis; Jerry Faust, St. Anthony; and Scott Vreeland, Minneapolis Park & Recreation Board (MPRB).

Staff and Guests: Marcy Bean, Nick Busse, Max Dalton, Brett Eidem, Brittany Faust, Stephanie Johnson, Dan Kalmon, Abby Moore, Michaela Neu, Tammy Schmitz, Udai Singh, Doug Snyder, and Charlie Yunker MWMO; and Amy Juntunen, JASS.

The meeting was called to order at 3:03 p.m. by Commissioner Reich.

Approval of Agenda and Minutes

On the agenda, the Salary Study and Executive Director Review items were separated into items 6.d. and 6.e. Item 6.c., BWSR Grant Acceptance, will be moved to follow the consent agenda. Motion by Vreeland, second by Saefke to approve the Agenda as amended. Motion carried unanimously.

Motion by Vreeland, second by Saefke, to approve the Minutes of the November 9, 2016 meeting as presented. Motion carried unanimously.

Consent Agenda

Motion by Reich, second by Vreeland to approve the Consent Agenda. Motion carried unanimously.

Reports from Staff

New staff member Abby Moore was introduced.

Staff drafted a Cooperative Agreement with the City of Minneapolis and MPRB and a draft RFP for a **planning study in the 1NE Watershed**. The goal of the study is to identify opportunities to improve stormwater management, increase flood resiliency, reduce pollutant loading to the Mississippi River, and improve ecological functions within the watershed. The final Agreement will be submitted for Board approval at the March meeting.

Staff drafted an RFP in partnership with Minneapolis Public Works for the assessment and cleaning of the **Old Bassett Creek Tunnel**. A recommendations regarding this project will be made at the March meeting.

The Board requested the amount of unassigned Stewardship Funds that could be used to pilot the **Master Water Steward Grant project**. The total amount of unassigned Stewardship Funds is \$106,561.45. The Board voted to fund the grant project at a level of \$30,000 at the November meeting.

Singh noted that all **monitoring work** scheduled for 2016 was completed. All historical monitoring data has been organized into a single database. The MWMO Principal Planner requested monitoring at Nicollet Island to study erosion. An impervious surface runoff study has recently begun. Slides of all monitoring sites will be available at a future meeting.

Staff will investigate opportunities with the **Minnesota Stormwater Research Council** and may recommend supporting the program at the March meeting. The proposed Council governance will consist of 10-15 representatives from cities, watersheds, research institutions, consultants, and others to make a diverse group.

MWMO is a sponsor of the **Road Salt Symposium** on February 2, 2017.

MWMO will not be responsible for enforcement of the new **buffer laws** which go into effect November 1, 2017. An update with maps of affected waters should be available at the March meeting.

The **Minnesota Legislature** is focused on health insurance this session. No new water laws are expected until late in the session, if at all.

A new set of **Critical Area Rules** are now in effect on the Mississippi from Rogers to Hastings. Staff is exploring marketing the tool MWMO created to practice creation of good riparian corridors.

General Business

Busse recommended creating a professional **video of the Towerside District Stormwater System** featuring 3D animation. The 3-4 minute video would be targeted to planners, developers, policymakers, engineers and public officials, as well as citizens of the watershed. The goal of the video is to promote the district approach in managing stormwater runoff and promote MWMO as a thought leader in urban stormwater management. The cost of the video would not exceed \$40,000. Motion by Vreeland, second by Faust to adopt Resolution 17-006, Approving Funding for the Development of a 3D Animation Video for the Towerside District Stormwater System. Motion carried unanimously.

Staff recommends a **Stewardship Fund Language Change**. Staff observed a trend in past applications where a non-profit uses the funding to market to community-based clients for a project, serving as both the applicant as well as providing consulting services for the project. This process may bypass community investment in projects. The language changes suggested will separate the roles of Applicant and Service Provider. Motion by Faust, second by Saefke to adopt Resolution 17-007, Approving a Stewardship Fund Language Change. Motion carried unanimously.

In September 2016, MWMO and Rice Creek Watershed District conducted a **joint salary structure review** by Noah & Associates. In addition to the study, Staff collected salary information from federal, state, and local sources. Staff adjusted the salary structure to account for experience levels and consistency with the economic and competitive conditions of the market area. The proposed new structure does not result in market adjustments to any current employee salaries in addition to regular performance pay increases. Motion by Vreeland, second by Saefke to adopt Resolution 2017-004, Amending the Salary Administration Policy with Updates to 2017 and 2018 Salary Structure. Motion carried unanimously.

In accordance with the **Executive Director annual performance evaluation process**, Commissioners completed a survey regarding Mr. Snyder's performance in November/December 2016. Each board member was asked to fill out a review of Mr. Snyder's performance by Charlie Yunker, HR Coordinator. Mr. Yunker collated and summarized the surveys and presented them to Chair Reich in mid-December. Motion by Vreeland, second by Gaasch to adopt Resolution 2017-

10, To Accept and File Mr. Snyder's 2016 Performance Review and Approve a 4% Increase in Mr. Snyder's Salary. Motion carried unanimously.

Election of Officers and 2017 Meeting Dates Confirmation

Motion by Faust, second by Schmitt to retain the **current officers** as follows: Riech, Chair; Saefke, Vice Chair; Gaasch, Treasurer. Motion carried unanimously.

Meeting **dates** are March 14, May 9, July 11, September 12, and November 14, 2017. Adjustments to meeting dates can be made at the Board's discretion. Motion by Saefke, second by Schmitt to approve the proposed 2017 meeting dates. Motion carried unanimously.

Open Public Input

There were no public comments.

Board Updates and Announcements

Faust attended the first class hosted by the Government Alliance for Race & Equity (GARE). It is a good opportunity to work with the League of Minnesota Cities, who will host the Minnesota GARE cohort, as well as a full-day event once per month with GARE trainers. The program should be beneficial to all levels of government.

St. Anthony entered into the COPS program, where consultants will review the local police department, including 6-10 months of ride-alongs and individual interviews. St. Anthony is the 16th city in the U.S.A. to get this analysis of policies and procedures to address any systemic issues. This is the first police department undertaken. There is no cost for this program. A bodycam work group will begin next week and the League has a two-day seminar at the end of January on bias training that will be attended by all St. Anthony council members.

The St. Anthony Water Research Center received an award from the American Council of Civil Engineers (ACCE). The City received a second award from ACCE for water reuse.

Commissioner Schmitt was elected to serve as the Mayor of Columbia Heights. Gaasch and Faust are also Mayors of their respective cities.

Vreeland noted that he has been appointed to the Minneapolis Planning Commission and docks in the past have not had permits. The DNR has a process for permitting docks on the river. The

Army Corps of Engineers (ACOE) should also be consulted since the Rivers and Harbors Act of 1899 is still law for river structures. Snyder will provide Vreeland with a spreadsheet detailing the jurisdictions with control over the river.

Adjourn

There being no further business, motion by Vreeland, second by Schmitt to adjourn. Motion carried unanimously. The meeting was adjourned at 3:49 p.m.

Respectfully submitted,

Amy Juntunen

Recording Secretary

Record of Motions

On the agenda, the Salary Study and Executive Director Review items were separated into items 6.d. and 6.e. Item 6.c., BWSR Grant Acceptance, will be moved to follow the consent agenda. Motion by Vreeland, second by Saefke to approve the Agenda as amended. Motion carried unanimously.

Motion by Vreeland, second by Saefke, to approve the Minutes of the November 9, 2016 meeting as presented. Motion carried unanimously.

Motion by Reich, second by Vreeland to approve the Consent Agenda. Motion carried unanimously.

Motion by Vreeland, second by Faust to adopt Resolution 2017-008, Approving the Acceptance of BWSR Community Partners and Hennepin County Opportunity Grant Funds. Motion carried unanimously.

Motion by Vreeland, second by Faust to adopt Resolution 17-006, Approving Funding for the Development of a 3D Animation Video for the Towerside District Stormwater System. Motion carried unanimously.

Motion by Faust, second by Saefke to adopt Resolution 17-007, Approving a Stewardship Fund Language Change. Motion carried unanimously.

Motion by Vreeland, second by Saefke to adopt Resolution 2017-004, Amending the Salary Administration Policy with Updates to 2017 and 2018 Salary Structure. Motion carried unanimously.

Motion by Vreeland, second by Gaasch to adopt Resolution 2017-10, To Accept and File Mr. Snyder's 2016 Performance Review and Approve a 4% Increase in Mr. Snyder's Salary. Motion carried unanimously.

Motion by Faust, second by Schmitt to retain the current officers as follows: Riech, Chair; Saefke, Vice Chair; Gaasch, Treasurer. Motion carried unanimously.

Motion by Saefke, second by Schmitt to approve the proposed 2017 meeting dates. Motion carried unanimously.

There being no further business, motion by Vreeland, second by Schmitt to adjourn. Motion carried unanimously.