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**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

MEETING MINUTES

Date: 11 January 2022

Time: 3:00-5:00 PM

Location: 2522 Marshall Street NE, Minneapolis, MN 55418

Commissioners in Attendance

Steve Eggert, Fridley; Jeffrey Dains, Lauderdale; Randy Stille, St. Anthony; and Billy Menz, MPRB.

Staff and Guests: Alicia Beattie, Nick Busse, Jennifer Doyle, Brian Jastram, Dan Kalmon, Michaela Neu, Isabel Seibert, Udai Singh, Nancy Stowe, and Doug Snyder, MWMO; Glenda Meixelle, Anoka Conservation District; Kevin Reich, Minneapolis; and Amy Juntunen, JASS.

The meeting was called to order at 3:40 p.m. by Vice Chair Eggert.

Menz was introduced as a newly elected MPRB Board member and appointed Alternate to the MWMO.

Approval of Agenda and Minutes

Motion by Dains, second by Stille to approve the agenda as presented. Motion carried unanimously.

Motion by Dains, second by Stille to approve the November 9, 2021 minutes as presented. Motion carried unanimously.

Consent Agenda

Motion by Dains, second by Menz to approve the Consent Agenda as presented. Motion carried unanimously.

Reports from Staff

A broad overview of the MWMO mission, goals, staff members, programs and finance process was provided for new members.

Snyder is creating a **new budget format** for use going forward which should be available at the March meeting. The new format will break funds into the four types of funds – Restricted, Committed, Assigned and Unassigned and provide annual beginning balances, forecast annual revenue and expenditures, and have an ending balance. This will forecast the next one to three years for three main funds: Capital Projects & Programs (70-85% of budget), Capital Asset Fund and General Fund (administration). Each main fund will have subsets- i.e., Salaries and Benefits, IT, Commissioner Expenses under the General Fund. The accounting system had been tracking the main categories, but not individual project expenses, such as designating what was spent on Towerside vs other projects. The idea is to show project fund balances based on approvals made. Leftover project funds may be reallocated by the Board to be used to fund future projects, but those funds would not be moved to administration. Going forward, all board expense approvals over \$20,000 will have a line item to track expense and balance of funds remaining. This will allow better forecasting for future project needs to ensure a steadier level of levy.

General Business

Resolution 2022-004: Electronic Documents & Signatures. This resolution gives the Executive Director authorization to create procedures for the use of electronic documents and signatures by Board members and Staff. The preference will still be to use real/wet signatures. However, when that is not possible due to timing or other circumstances, electronic signatures can be used.

Motion by Menz, second by Dains to approve Resolution 2022-004 as presented. Motion carried unanimously.

Resolution 2022-005: Mississippi River Green Team. The Green Team is a joint initiative between MWMO and MPRB to engage youth in environmental work, educational opportunities, professional development, and connections with career opportunities over a two-year employment program. There is also an alumni network. Goals include building a diverse and skilled environmental workforce, developing stewards and advocates of environmental topics, and maintaining environmental areas/infrastructure. Participants have all expressed a deeper care for the environment with 75% stating that they learned a lot about environmental careers with many moving into seasonal and full-time environmental jobs after school. 2022 will be the 15th season for this program. Staff is requesting \$200,000 to continue funding this partnership program for the next three years.

Motion by Menz, second by Dains to approve Resolution 2022-005 as presented. Motion carried unanimously.

Resolution 2022-006: 3030 Nicollet Project. This is a Capital Project Grant Request in the amount of \$289,000 for a stormwater reuse system and habitat features at the site that go above and beyond regulatory requirements. The application was received in October 2021 from the non-profit Project for Pride in Living (PPL) for development of the site into a six-story mixed-use building with 110 units of affordable family housing and commercial space, including affordable commercial condos. The stormwater reuse system will be used for toilet flushing and irrigation. The development includes a small park that will also incorporate stormwater features. Construction is anticipated in fall 2022-winter 2024.

Motion by Dains, second by Menz to approve Resolution 2022-006 as presented. Motion carried unanimously.

Resolution 2022-007: 10-Year Plan Approval. The Plan was approved by BWSR in September 2021. This plan will serve the MWMO from 2021-2031. The Plan process began in July 2010 and the Plan was sent to 35 agencies and municipalities for review and comment.

Motion by Menz, second by Dains to approve Resolution 2022-007 as presented. Motion carried unanimously.

Resolution 2022-008: Executive Director Search. This is a request to engage a search firm because Snyder is retiring in February and a new Executive Director will be needed. MWMO sent RFPs to five search firms and received three responses, one proposal and two declining. The firm that submitted a proposal has worked with the City of St. Anthony to hire a City Planner and does offer a two-year minimum guarantee. The firm will provide three to five candidates to be interviewed by the Board. Doyle will manage the process. This resolution is a three-part approval: 1) Selection of the search firm, 2) Delegation of authority of the Executive Committee, and 3) Approval of hiring timeline.

Because the Board only meets every other month, the Executive Committee may need to take actions in this process between meetings to reach the desired timeline.

Motion by Dains, second by Menz to approve Resolution 2022-008 selecting David Drown and Associates to conduct the recruitment for the next Executive Director and authorizes MWMO staff and the Executive Committee to take necessary administrative actions to implement this resolution. Motion carried unanimously.

Resolution 2022-009: Interim Executive Director. With the timeline for hiring a new Executive Director, there will be a gap between the time Snyder retires and his replacement is hired. This resolution requests Kevin Reich be appointed as Interim Executive Director. As the former Chair of this Board for the past ten years, Reich is familiar with MWMO. Reich can begin on February 1 with Snyder's last day on February 25.

This resolution will be amended to state ...authorize staff to take necessary administrative actions and present an employment agreement for Executive Committee signature.

Motion by Dains, second by Menz to approve Resolution 2022-009 with the amendment described above. Motion carried unanimously.

Resolution 2022-010: Election of MWMO Officers. This item was tabled. Proposed meeting dates for 2022 continue on the second Tuesday of odd months and will be formally adopted at the March meeting.

Open Public Input

None.

Board Updates and Announcements

The Board wished Snyder well in retirement and thanked him for his service to the MWMO over the past 20 years.

The next meeting is scheduled for March 8, 2022. The meeting will be held in-person at MWMO.

Adjourn

There being no further business, motion by Dains, second by Stille to adjourn. The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Amy Juntunen, Recording Secretary

Record of Motions

Motion by Menz, second by Dains to approve Resolution 2022-004 as presented. Motion carried unanimously.

Motion by Menz, second by Dains to approve Resolution 2022-005 as presented. Motion carried unanimously.

Motion by Dains, second by Menz to approve Resolution 2022-006 as presented. Motion carried unanimously.

Motion by Menz, second by Dains to approve Resolution 2022-007 as presented. Motion carried unanimously.

Motion by Dains, second by Menz to approve Resolution 2022-008 selecting David Drown and Associates to conduct the recruitment for the next Executive Director and authorizes MWMO staff and the Executive Committee to take necessary administrative actions to implement this resolution. Motion carried unanimously.

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