



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, September 15, 2021

Agenda Item

Item 5. D. Modification to LMRWD Board of Managers meeting Schedule

Prepared By

Linda Loomis, Administrator

Summary

At the December 2020 meeting of the Board of Managers, the Board adopted a 2021 meeting schedule. At the April 2021 meeting, the Board made a motion to modify the meeting and add an additional meeting of the Board on the first Wednesday of the month beginning in May 2021 and continuing until September 2021. The purpose of the additional meeting was to manager the flow of permit applications the District has received.

The Board should affirm that the additional meetings are no longer necessary and make a motion to go back to the 2021 meeting schedule adopted by the Board in December 2020.

Attachments

Page 7 of April 2021 meeting minutes

LMRWD 2021 meeting schedule

Recommended Action

Motion to affirm additional meeting on the first Monday of the month is no longer necessary

Lower Minnesota River Watershed District 2021 Schedule of Regular Meetings

<p>January 2021</p>	<p>February 2021</p>	<p>March 2021</p>	<p>April 2021</p>
<p>Meeting January 20</p> <ul style="list-style-type: none"> • Designate official newspaper • Authorize preparation of Annual Report • Designate official Depository • Annual Conflict of Interest reporting • Report of Outstanding Indebtedness to Counties 	<p>Meeting – February 17</p> <ul style="list-style-type: none"> • February 1 - Update CWF Grant in e-link deadline • Begin annual audit of LMRWD finances 	<p>Meeting – March 17</p> <ul style="list-style-type: none"> • Beginning of term of office for Managers 	<p>Meeting – April 21</p> <ul style="list-style-type: none"> • April 30 - Annual report due to BWSR and DNR
<p>May 2021</p>	<p>June 2021</p>	<p>July 2021</p>	<p>August 2021</p>
<p>Meeting – May 5 Meeting – May 19</p> <ul style="list-style-type: none"> • May 15 - Cost Share Program application deadline • Audit Report Presentation 	<p>Meeting - June 2 Meeting - June 16</p> <ul style="list-style-type: none"> • Financial Audit due to BWSR and OSA • Announce Cost Share Program Grants • Begin 2021 Budget process • Manager Per Diem reimbursement due (first half 2021) 	<p>Meeting – July 7 Meeting – July 21</p> <ul style="list-style-type: none"> • Receive first half of ad valorem tax • 2021 Budget review • Update written data access policy MS 13.025 (August 1 due date) 	<p>Meeting – August 4 Meeting – August 18</p> <ul style="list-style-type: none"> • Public hearing for budget adoption and preliminary certification of levy • Certification of Preliminary Levy (due to Counties September 15) • Adopt Budget before September 15 (MN Statute 103D.911) • Update data practices policy
<p>September 2021</p>	<p>October 2021</p>	<p>November 2021</p>	<p>December 2021</p>
<p>Meeting - September 1 Meeting – September 15</p> <ul style="list-style-type: none"> • Election of Watershed Officers • Review By-Laws • Notify Counties of Expiring terms for Managers 	<p>Watershed Tour – October 2 Meeting – October 20</p> <ul style="list-style-type: none"> • Update Cost Share Incentive and Water Quality Restoration Program • Authorize agreement for Annual Financial Audit 	<p>Meeting – November 17</p> <ul style="list-style-type: none"> • Public hearing (if necessary) for budget adoption and final certification of levy 	<p>Meeting – December 15</p> <ul style="list-style-type: none"> • Receive second half of ad valorem tax for taxes payable 2021 • Certification of final Levy • Manager Per Diem reimbursement due(second half) • Prepare dredge site activity report for city of Savage • December 31 – End of Fiscal Year • December 31 - Annual WOMP report due to MCES

District's inspection and maintenance requirements. The motion was seconded by Manager Raby.

Manager Salvato questioned whether or not a steep slope will be impacted by the project and was there a site visit to confirm. Ms. Thompson said she was concerned with the proximity of the project to the steep slope and consulted the City to compare maps. The construction limit is just outside the District's steep slope overlay district. She said the permit will stipulate that no work is authorized within the steep slope overlay zone.

Upon a vote being taken the following voted in favor of the motion: Hartmann, Mraz, Raby and Salvato; the following voted against: None.

iv. Summerland Place

Administrator Loomis said this is a residential development in the City of Shakopee. She noted the applicant would like to start construction before the District's review is complete. She asked Ms. Thompson to provide the Board with more information. Ms. Thompson explained that this applicant has asked to begin construction before the Board's May meeting. This is a 117 acre development of single family residential homes. The applicant was not aware they needed to get a LMRWD permit. Attorney Kolb asked if the applicant will need to get an NPDES Permit. Ms. Thompson confirmed that is correct. Attorney Kolb point out that the NPDES permit requirement affords the District with a certain level of security the LMRWD rules will be followed should the Board decide to allow construction to move forward before the LMRWD review is complete.

Manager Raby made a motion for conditional approval subject to receipt of financial assurance in accordance with the District's rules. The motion was seconded by Manager Salvato. Upon a vote being taken the following voted in favor of the motion: Hartmann, Mraz, Raby and Salvato; the following voted against: None.

Administrator Loomis said that she and Della Young have talked about the need for an additional monthly meeting. Because Burnsville and Shakopee are seeing a lot of development and neither city has an LGU municipal permit issued by the LMRWD. Both cities are working toward getting a permit, but that is not likely to happen until later this year. In the meantime, LMRWD staff is seeing a lot of permit applications and believes an additional meeting solely for the purpose of the approving permits would help with the work flow.

Manager Salvato asked if this would reduce the time spent on the third Wednesday. Administrator Loomis said it should, but she cannot guarantee that it would. Manager Raby thinks it would have to reduce the meetings on the third Wednesday. Manager Mraz asked how long the need for these meetings would exist and if it was necessary for the full board to attend. Administrator Loomis felt the need for the meetings is temporary. She said it is better to say the Board has decided to hold regular meetings rather than call for special meetings when needed, because of the meeting notice rules in Minnesota Statute.

Manager Mraz asked if the Board could adopt a schedule of Managers to attend. Manager Raby asked if a motion was needed. Attorney Kolb said it was.

Manager Raby made a motion that the LMRWD Board of Managers meet on the first Wednesday of the month from May until September at 7:00pm for the purpose of considering permits application.