



1
2 FINAL Minutes of the Annual & Regular Meeting of the Brown's Creek Watershed District
3 Board of Managers, Wednesday, January 8, 2020 at 6:30 PM
4

5 Family Means, 1875 Northwestern Avenue south
6 Stillwater, MN 55082
7

8 **ROLL CALL**

Managers Present:	Others Present:
Sharon Schwarze, Vice President	Karen Kill, Administrator
Gerald Johnson, Treasurer	Carmen Simonet, Recorder
Anne Maule Miller, Secretary	Michael Welch, Smith Partners, BCWD counsel
Klayton Eckles, 2 nd Vice President	Camilla Correll, EOR, BCWD engineer
	Cameron Blake, BCWD staff
Managers Absent:	Ryan Fleming, EOR, BCWD engineer
Craig Leiser, President	Amanda Johnson, Summit Management

- 9
- 10 **1) Call Annual Meeting to order**
11 Manager Schwarze called the Annual Meeting to order at 6:32pm.
- 12 **a) Approve Annual Meeting Agenda**
13 **Manager Maule Miller moved, seconded by Manager Johnson, to approve the**
14 **Annual Meeting agenda as presented. Motion carried, vote 4/0.**
15
- 16 **b) Review 2019 Activities**
17 Administrator Kill reviewed Brown's Creek Watershed District 2019
18 accomplishments. The list will serve as the starting point of the 2019 Annual Report
19 that will be shared with the other state and local stakeholders. The managers
20 discussed the accomplishments.
21
- 22 **c) Board Subcommittee Appointments**
23 The managers reviewed and filled the committee appointments:
24
 - Citizen Advisory Committee Liaisons – Anne Maule Miller & Sharon Schwarze
 - Technical Advisory Committee Liaison – Anne Maule Miller, alternate Klayton Eckles
 - East Metro Water Resources Education Program Liaison – Anne Maule Miller
 - Best Management Practices Program Subcommittee – Gerald Johnson
 - Bylaws and Policies – Sharon Schwarze
25
26
27
28
29
30

- 1 • MAWD Board Liaison – Craig Leiser
- 2 • Metro MAWD Liaison – Craig Leiser; alternate Anne Maule Miller
- 3 • Lower St Croix One Watershed One Plan - Craig Leiser; alternate Klayton
- 4 Eckles

5 **Manager Johnson moved, seconded by Manager Eckles, to approve the**
6 **subcommittee appointments and per diems for subcommittee attendance.**
7 **Motion carried, vote 4/0.**
8

9 d) **Annual Selection of Bank for depository and permit security depository for cash**
10 **escrows**

11 **Manager Maule Miller moved, seconded by Manager Johnson, to retain US**
12 **Bank as the District's official bank. Permit deposit fees and cash escrows will be**
13 **held in a separate savings account at US Bank. Certificates of deposit will be**
14 **held at Lake Area Bank. Other financial assurance instruments will be held in a**
15 **fireproof safe in the BCWD office. Motion carried, vote 4/0.**
16

17 e) **Annual Selection of Official Newspapers**

18 **Manager Eckles moved, seconded by Manager Johnson, to retain White Bear**
19 **Lake Press and the Stillwater Gazette as the District's official newspapers for**
20 **2020 and the Minnesota State Register for postings for requests for**
21 **qualifications. Motion carried, vote 4/0.**
22

23 f) **Schedule of Regular 2020 meetings**

24 Administrator Kill noted all meetings are scheduled for the second Wednesday of the
25 month at 6:30pm at Family Means, 1875 Northwest Ave. S. Stillwater, in the large
26 meeting room (except as noted below):

27 January 8, 2020

28 February 12, 2020

29 March 11, 2020

30 April 8, 2020

31 May 13, 2020

32 June 10, 2020

33 July 8, 2020 – *(Administrator absent)*

34 July 29, 2020 – Special meeting: 2021 Budget Workshop 5-6:30pm and Regular
35 Meeting

36 August 12, 2020 - Special meeting: 2021 Budget Workshop 5-6:30pm and Regular
37 Meeting

38 September 9, 2020

39 September 12, 2020 – Special meeting: BCWD Community Event at Brown's Creek
40 Park in Stillwater

41 October 14, 2020

42 November 11, 2020

43 December 9, 2020

44 **Manager Johnson moved, seconded by Manager Maule Miller, to approve the**
45 **schedule of the regular meetings and workshops as presented. Motion carried,**
46 **vote 4/0.**

1
2 **g) Citizen Advisory Committee Membership**

3 Karen Richtman – Chair

4 Paul Richtman

5 Laurie Mainquist

6 Jyneen Thatcher

7 George Vania

8 Rick Vanzwol

9 Yihong Fao

10 Max Vogel- Stillwater High School

11 Matthew Crain- Stillwater High School

12 Theodor Robinson- Stillwater High School

13 **Manager Eckles moved, seconded by Manager Johnson, to approve the residents**
14 **that have agreed to 2020 membership in the Citizen Advisory Committee.**

15 **Motion carried, vote 4/0.**

16
17 **h) Board Training Plan**

18 The managers reviewed a list of topics for education and added additional items:

- 19 • Washington County Water Consortium monthly meetings
- 20 • Legislative Subcommittee on Minnesota Water Policy monthly meetings
- 21 • Minnesota Association of Watershed Districts Day at the Capitol (Feb),
22 Summer Tour (June), and Annual Meeting (Dec)
- 23 • Metro MAWD quarterly meetings
- 24 • Water Resources Conference (Oct)
- 25 • Presentations on salt-related issues: impacts on groundwater/lakes, smart
26 water softeners, smart salting, legislative issues

27
28 **i) Bylaws and Policies Review**

29 Administrator Kill reported the bylaws and policies were updated at the December
30 11, 2019 regular meeting.

31
32 **j) Adjourn annual Meeting**

33 **Manager Maule Miller moved, seconded by Manager Eckles, to adjourn the**
34 **annual meeting at 7:01pm. Motion carried, vote 4/0.**

35
36 **2) Call Regular Meeting to Order @ 6:30PM**

37 Manager Schwarze called the Regular Meeting to order at 7:01PM.

38
39 **3) Approve Regular Meeting Agenda and Discussion Agenda**

40 **Manager Johnson moved, seconded by Manager Maule Miller to approve the**
41 **Regular Meeting agenda and discussion agenda as presented. Motion carried, vote**
42 **4/0.**

43
44 **4) Public Comments**

45 There were no public comments.

46

1
2 **5) Consent Agenda**

3 Michael Welch, Smith Partners noted he does not recommend executing the Family
4 Means waiver as presented because it remains overly broad. He said the managers may
5 decide, however, that the risk low enough that execution of the waiver is acceptable.

6 **Manager Maule Miller moved, seconded by Manager Johnson, to approve the**
7 **consent agenda:**

- 8 • **Approve minutes from November 18, 2019 Special Meeting as presented.**
- 9 • **Approve minutes from November 18, 2019 Special Meeting as presented.**
- 10 • **Accept the permit fee statement as presented.**
- 11 • **Approve the Family Means Waiver for meeting room use in 2020.**

12 **Motion carried, vote 4/0.**

13
14 **6) Treasurer’s Report**

15 **a) Review Authorized Funds Spreadsheet**

16 Administrator Kill presented the authorized funds spreadsheet.

17 **Manager Maule Miller moved, seconded by Manager Schwarze, to approve the**
18 **authorized funds spreadsheet as presented. Motion carried, vote 4/0.**

19
20 **b) Current Items Payable – Board Action**

21 **Manager Johnson moved, seconded by Manager Eckles, to approve payment of**
22 **bills as presented in the amount of \$ 87,780.97.**

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<u>Manager Eckles</u>	<u>X</u>			
<u>Manager Johnson</u>	<u>X</u>			
<u>Manager Leiser</u>				<u>X</u>
<u>Manager Maule Miller</u>	<u>X</u>			
<u>Manager Schwarze</u>	<u>X</u>			

30 **Motion carried 4/0.**

31
32 Treasurer Johnson reported a total balance of \$1,311,803.17 after payables.

33
34 **7) Projects**

35 **a) Rule Revision – initiate 45-day review, schedule public hearing – Board**
36 **Action**

37 Administrator Kill reported she met with the cities of Oak Park Heights and
38 Stillwater and went through the draft rule revisions and the comments from the
39 last stakeholder meeting. In general, both cities are comfortable with the intent of
40 the revised rules, though some additional word refinement is needed before Oak
41 Park Heights is completely satisfied.

42
43 Ms. Kill summarized the review documents and the schedule. A memo is included
44 with the draft rule amendment to provide a summary and explanation of the
45 proposed changes, as well as dates for written comments and public hearing. If
46 the Board moves forward tonight, the review period would begin Friday, January

1 10, 2020 and the public hearing would be February 12, 2020 during the regular
2 meeting.

3 **Manager Eckles moved, seconded by Manager Maule Miller, to approve the**
4 **memo with any non-substantive revisions by the administrator in**
5 **consultation with legal and engineering counsel, and to authorize release of**
6 **the draft rules for the 45-day review, and schedule a public hearing for the**
7 **rule revision on February 12, 2020. Motion carried, vote 4/0.**
8

9 **b) Regional Project Ideas - Update**

10 Administrator Kill reported she met with Shawn Sanders at the City of Stillwater
11 to review the District engineer's regional rate control evaluation and potential
12 reuse projects in the commercial areas that drain into Long Lake. Ryan Fleming,
13 EOR gave an overview of the rate control evaluation. Both the Menard's pond
14 watershed area and the Market Place area flow into Long Lake. The initial
15 evaluation determined the best place for water reuse projects to reduce flooding
16 risks on Long Lake would be the Market Place area. The evaluation included
17 looking at flow, flooding, the hydraulics of Long Lake, and rate evaluation of
18 Long Lake. Different scenarios were evaluated including removing the weir on
19 Long Lake to increase lake storage and address future flooding concerns.
20

21 Manager Eckles recommended that BCWD investigate options for flood-proofing
22 individual properties. Regarding whether downstream erosion will increase if the
23 weir is removed, Mr. Fleming stated that Long Lake and the Jackson Wildlife
24 Management area would work in concert to provide additional storage. Manager
25 Maule Miller asked whether reuse concepts would be worth exploring. Ms.
26 Correll stated that the engineer has some ideas on that front, but while Stillwater
27 has indicated interest in the possibility of using stormwater for park irrigation,
28 Oak Park Heights is not.
29

30 **8) Discussion Agenda – No Action Required**

31 **a) Administrator Updates: BMP Maintenance, CAC Planned Events**

32 Administrator Kill reported on a meeting with City of Stillwater staff to learn about
33 the Neal Avenue reconstruction project. The project includes a trail and the city is
34 looking into various stormwater management techniques at Browns Creek, including
35 the use of alternative filtration media and tree boxes.
36

37 **b) Communications & Manager Reports**

38 Manager Maule Miller reported on a climatology presentation she attended.
39

40 Manager Eckles is planning to attend the City Engineers Association of MN
41 conference later this month.
42

43 **c) February 2020 BCWD Board Agenda – Election of Officers**

44 No items were suggested.
45
46

1 9) **Adjournment**
2 **Manager Johnson moved, seconded by Manager Maule Miller, to adjourn the**
3 **Regular Meeting at 8:21PM. Motion carried, vote 4/0.**

4
5 Respectfully Submitted by
6 Carmen Simonet, Recorder