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2 APPROVED Minutes of the Regular Meeting of the Brown's Creek Watershed District Board of
3 Managers, Wednesday, March 8, 2017 at 6:30 PM

4
5 Family Means, 1875 Northwestern Avenue south
6 Stillwater, MN 55082

7
8 **ROLL CALL**

Managers Present:	Others Present:
Craig Leiser, President	Karen Kill, Administrator
Sharon Schwarze, Vice President	Carmen Simonet, Recorder
Connie Taillon, Treasurer	Michael Welch, Smith Partners, BCWD counsel
Gerald Johnson, Secretary	Camilla Correll, EOR, BCWD engineer
Anne Maule Miller, Vice President	Rebecca Franke, Stillwater High School Student
	Aaron DeRusha, Washington Conservation District
	Bob Appert, Red Stone Builders

9
10 **1. Call Regular Meeting to Order**
11 President Leiser called the Regular Meeting to order at 6:32 PM.

12
13 **2. Approve Regular Meeting Agenda and Discussion Agenda**
14 Consent agenda items 5ai February 8, 2017 regular meeting minutes, 5diii Biological
15 Survey 2017 scope, 5div Groundwater Appropriations Coordination scope, 5v North &
16 East Metro GWMA TAC Meetings scope, and 5vi Vegetation Maintenance were all
17 removed from the consent agenda and added to the regular agenda beginning 6f for
18 further discussion.
19 **Manager Johnson moved, seconded by Manager Schwarze, to approve the Regular**
20 **Meeting agenda and discussion agenda as amended. Motion carried, vote 5/0.**

21
22 **3. Public Comments**
23 There were no public comments.

24
25 **4. Treasurer's Report**
26 a) **Review Authorized Funds Spreadsheet**
27 Administrator Kill presented the funds spreadsheet.
28 **Manager Taillon moved, seconded by Manager Johnson, to accept the February**
29 **8, 2017 authorized fund spreadsheet as presented. Motion carried, vote 5/0.**
30

1 **b) Permit Fee Statements Review**

2 Administrator Kill reported on the permit fee statement.

3 Manager Maule Miller moved, seconded by Manager Schwarze, to accept the
4 permit fee statement as presented. Motion carried, vote 5/0.

5
6 **c) Current Items Payable – Board Action**

7 Manager Taillon moved, seconded by Manager Schwarze, to approve payment
8 of bills as presented in the amount of \$61,277.58.

	Yea	Nay	Abstain	Absent
<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>			
<u>Manager Taillon</u>	<u>X</u>			

15 Motion carried.

16
17
18 Treasurer Taillon reported a total balance of \$488,421.62 after payables.

19
20 **5. Consent Agenda**

21 Manager Maule Miller moved, seconded by Manager Taillon, to adopt the
22 consent agenda.

- 23 • Approve to request a special meeting of the MAWD membership at the
24 MAWD Summer Tour to amend the association bylaws.
- 25 • Authorize president to execute letter to BWSR declining Enforcement
26 Jurisdiction of the MN buffers program.
- 27 • Approve the monitoring equipment purchase of two flow loggers, five
28 temperature loggers, and two rain gauges for \$6,280 plus tax/shipping
29 from account 300-4640
- 30 • Approve EOR scope of services for 2017 bacteria source tracking in the
31 amount of \$4,982 from account number 947-0017 (Brown's Creek
32 Implementation – E. coli investigation).
- 33 • Approve EOR scope of services to complete a visual inspection of the
34 Brown's Creek State Trail corridor to evaluate culvert installations,
35 identify erosion and sediment control issues related to the project and
36 evaluate known areas of concern not to exceed \$6,900 from account
37 number 947-0009 (Browns Creek Trail Improvements).
- 38 • Approve EOR scope of services for Brown's Creek Park Rock Crib
39 signage not to exceed \$3,424 from 910-0000 (Education and Outreach).
- 40 • Approve moving forward with the May 2017 newsletter not to exceed
41 \$4,000 from account 910-0000 (Education and Outreach).

42 Motion carried, vote 5/0.

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46

1 **6. Projects**

2 **a) Stillwater Area High School Macroinvertebrate Monitoring Presentation**

3 Administrator Kill introduced Rebecca Franke, a student from the Stillwater
4 Senior High School and Aaron DeRusha, Washington Conservation District. She
5 noted BCWD supports a bi-annual field trip for students at the Stillwater Senior
6 High School in Andy Weaver's science class, to do water quality monitoring in
7 Brown's Creek.

8
9 Ms. Franke participated in the fall 2016 field trip along with her AP
10 Environmental Science class. She presented the data that were collected,
11 compared it to previous years, and analysis results. Ms. Franke also mentioned
12 her science class is participating in the raising of brown trout to be stocked in
13 Brown's Creek. Ms. Kill noted a presentation to BCWD is planned for the May
14 meeting. The managers thanked Ms. Franke for the excellent presentation and
15 monitoring work.

16
17 **b) Diversion Drainage Headcut Repair – Board Action**

18 Camilla Correll, EOR presented an assessment of options to stabilize the headcut
19 in the Long Lake tributary north of Boutwell Road along with a corresponding
20 cost-benefit assessment.

21
22 The managers discussed the options and costs. President Leiser asked if proposed
23 tree removal included any significant trees. Administrator Kill reviewed the draft
24 concept plan with the Board. The trees to be preserved are mainly large caliper
25 floodplain species such as red maple and silver maple. Box elder are the primary
26 trees to be removed and some of these are large.

27
28 Ms. Kill noted all the stabilization options would occur within the City of
29 Stillwater drainage and utility easement. The project has been discussed with the
30 City but no formal approvals have been made.

31
32 **Manager Maule Miller moved, seconded by Manager Taillon, to direct the**
33 **Administrator and Engineer to continue with options 3 Headcut Stabilization**
34 **via Rock Grade Control Structures and 5 Canopy Thinning with the**
35 **landowners. Motion carried, vote 5/0.**

36
37 **c) South School Section Curly Leaf Pondweed Management scope – Board**
38 **Action**

39 Further presentation of the scope will occur at the May meeting, but due to the
40 timing necessary to treat the curly leaf pondweed, Camilla Correll requested
41 authorization for Task 1 to work with the MN DNR to obtain an aquatic plant
42 management permit as soon as possible.

43
44 **Manager Taillon moved, seconded by Manager Schwarze, to authorize**
45 **expenditure of \$1,020 for EORs scope of services task one: Minnesota DNR**
46 **aquatic plant management permit for South School Section Lake from**

1 **account 950-0001 (South School Curly Leaf Treatment). Motion carried, vote**
2 **5/0**

3
4 **d) Lynch Lake Fish Stocking Presentation – Joe Pallardy, EOR**
5 Tabled until next month.

6
7 **e) Benz Lake- West Pasture Ponds and Internal Loading Feasibility Study**
8 **Results – Presentation Meghan Funke, EOR**
9 Tabled until next month.

10
11 **f) Projects pulled from Consent Agenda**

12 **(iii) Biological Survey 2017**

13 **Manager Schwarze moved, seconded by manager Maule Miller, to**
14 **approve EOR scope of services to conduct the 2017 Biological Survey**
15 **work not to exceed \$14,043 from account 947-0018 (Brown's Creek -**
16 **Biological Survey (Fish/Macroinvert). Motion carried, vote 5/0.**

17
18 **(iv) Groundwater Appropriations Coordination**

19 Camilla Correll, EOR summarized the relationship between groundwater,
20 pumping, and wells and its potential impact on Brown's Creek.

21 **Manager Maule Miller moved, seconded by Manager Taillon, to**
22 **approve EOR scope of services not to exceed \$6,914 to coordinate**
23 **groundwater pumping with the City of Stillwater and the Oak Glen**
24 **Golf Course from account 942-0011 (Groundwater - Coordination**
25 **with users). Motion carried, vote 5/0.**

26
27 **(v) North & East Metro GWMA Technical Advisory Committee**
28 **Meetings Scope of Services**

29 **Manager Schwarze moved, seconded by manager Maule Miller to**
30 **approve EOR scope of services for attendance and reporting at the**
31 **N&E GWMA Technical Advisory Committee meetings not to exceed**
32 **\$1,932 from account 942-0004 (Measuring Trends in GW Elevations**
33 **& Flow). Motion carried, vote 5/0.**

34
35 **(vi) Vegetation Maintenance: Fen, Long Lake Native Buffer, DNR Trails**
36 **Projects**

37 Manager Maule Miller asked if there was a way to supplement this work
38 with volunteers. Administrator Kill said it's a possibility but at this time
39 BCWD does not have a group of experienced volunteers in place.
40 Great River Greening and Master Water Stewards were suggested as
41 potential groups with a volunteer base that BCWD could consider
42 partnering with in the future.

43 **Manager Maule Miller moved, seconded by Manager Johnson to**
44 **approve EOR scope of services for vegetation maintenance not to**
45 **exceed \$2,500 for Fen maintenance from account 953-0000 (Fen**
46 **Management Plan Implementation), \$3,500 for Long Lake buffer**

maintenance from account 948-0000 (CIP Maintenance) and \$2,000 for Brown's Creek State Trail project maintenance from account 948-0000 (CIP Maintenance). Motion carried, vote 5/0.

Recess 7:55pm – 8:06pm

- g) **Approve Board Meeting Minutes - February 8, 2017 Regular Meeting**
Administrator Kill reviewed the revisions to the draft minutes.
Manager Schwarze moved, seconded by manager Johnson to approve minutes from February 8, 2017 Regular Meeting as amended. Motion carried, vote 5/0.

7. **Discussion Agenda – No Action Required**

a) **Administrator Updates –**

- The administrator will be on leave March 17-27, 2017.
- The BCWD received a permit application for the Farms of Grant subdivision. The District Engineer reviewed the submittals and determined the application to be incomplete. The applicant has received notification and has met with staff twice for further feedback.

b) **Upcoming Events**

- (i) **Realtor Shoreland Training March 9th**
The training is at 8am and is sold out.
- (ii) **Annual Community/Partner Meeting – March 15th at 1-3pm**
Manager Taillon is the liaison and is planning on attending. Manager Maule Miller also plans on attending.
- (iii) **BCWD CAC Tour of 110th Street Property – April 3rd 10am**
Managers Schwarze, Leiser and Maule Miller are planning on attending and requested that the administrator officially publish a meeting.
- (iv) **Diversion Drainage Headcut Neighborhood Meeting – TBD**
- (v) **BCWD Special Board Rule Revision Workshop – April 6th at 5:30pm**
The workshop will be held at the Washington Conservation District office.
- (vi) **BCWD CAC Meeting – Topic 110th Street Management Plan Input and BCWD Overview – April 10th 6-8pm**
- (vii) **110th Street Public Input Meeting – April 18th 6-8pm**
Administrator Kill is looking for a space to have this meeting.
- (viii) **Sustainable Stillwater MN Earth Day Event -April 22nd 10am-2pm**
The administrator is planning on participating in the Earth Day event that will be held in downtown Stillwater.

1 **(ix) Millbrook HOA Buckthorn Removal Event – TBD**

2 This will be a volunteer opportunity.

3
4 **(x) Open Yard Series – 3rd Wednesdays 6:30-8pm May-September 2017**

5 The open yard series will cover prairie, woodland and shoreline natives and
6 weeds. The events are being developed by the BCWD CAC with the support of
7 the East Metro Water Resources Education Program (EMMWRP) and will be
8 hosted by the landowners.

9
10 **(xi) BCWD 20th Anniversary Community Event – likely Saturday, September**
11 **16th 10am-1pm**

12 The administrator and BCWD CAC are planning a large community event for
13 the 20th anniversary of BCWD.

14
15 **c) Communications & Manager Reports**

16 Manager Taillon asked the other managers and staff if they would be interested in
17 touring each other's gardens this summer.

18
19 Manager Leiser gave an update on the Minnesota Association Watershed Districts
20 (MAWD).

21
22 **d) April 2017 BCWD Board Agenda**

23 No items were suggested.

24
25 **8. Adjournment**

26 **Manager Maule Miller moved, seconded by Manager Johnson, to adjourn the**
27 **Regular Meeting at 8:51PM. Motion carried, vote 5/0.**

28
29 Respectfully Submitted by

30 Carmen Simonet, Recorder and Gerald Johnson, Recording Secretary

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35 _____
 Gerald Johnson