



1
2 Minutes of the Regular Meeting of the Brown's Creek Watershed District Board of Managers,
3 Wednesday, April 12, 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	Joe Pallardy, EOR, BCWD engineer
	Stu Grubb, EOR, BCWD engineer
	Pat Conrad, EOR, BCWD engineer
	Aaron DeRusha, Washington Conservation District
	Kevin Knopik, Abdo, Eick & Meyers

- 9
10 **1. Call Regular Meeting to Order**
11 President Leiser called the Regular Meeting to order at 6:31 PM.
12
13 **2. Approve Regular Meeting Agenda and Discussion Agenda**
14 The managers added 7b) managerial per diem policy under new business and moved
15 approving March minutes from the consent agenda to 7c) new business.
16 **Manager Taillon moved, seconded by Manager Schwarze, to approve the Regular**
17 **Meeting agenda and discussion agenda as amended. Motion carried, vote 5/0.**
18
19 **3. Public Comments**
20 There were no public comments.
21
22 **4. Treasurer's Report**
23 **a) Current Items Payable – Board Action**
24 **Manager Taillon moved, seconded by Manager Johnson, to approve payment of**
25 **bills as presented in the amount of \$63,864.77.**
26
27
28

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

Motion carried.

Treasurer Taillon reported a total balance of \$591,930.59 after payables.

5. **Consent Agenda – Board Action**

Manager Johnson moved, seconded by Manager Schwarze, to adopt the consent agenda.

- Accept the authorized fund spreadsheet as presented.
- Accept the permit fee statement as presented
- Authorize expenses and per diem for Managers for the St. Croix Summit April 21-22, 2017 and the MAWD Summer Tour June 21-23, 2017 from account 200-4000.
- Authorize expenses for the Administrator for the St. Croix Summit April 21-22, 2017 and the MAWD Summer Tour June 21-23, 2017 from account 200-4265.

Motion carried, vote 5/0.

6. **Projects**

a) **2016 Audit Presentation – Kevin Knopik, Abdo, Eick & Meyers – Board Action**

Kevin Knopik of Abdo, Eick & Meyers LLP gave an overview of the 2016 BCWD annual financial report and management letter prepared by his firm.

Manager Taillon moved, seconded by Manager Maule Miller, to accept the audit as presented. Motion carried, vote 5/0.

b) **WCD Monitoring Presentation**

Aaron DeRusha of the Washington Conservation District (WCD) reported on the BCWD 2016 water monitoring report. The report focuses on the summary of lake and stream water quality data collected by the WCD in 2016. Conditions observed in the Twin Cities area in 2016 were the wettest on record according to the National Weather Service. Fifteen lakes were monitored on a bi-weekly basis. Most lakes experienced a minor shift in lake grade, with a near-even distribution of grade improvements and declines. However, both Long Lake and Jackson WMA Pond declined from a C+ and C, respectively, to an F+ grade. A number of recommendations are included in the report including investigating the source of nutrients and causes of water quality declines in Long Lake and Jackson WMA Pond.

Manager Johnson moved, seconded by Manager Maule Miller, to approve the report and approve distribution. Motion carried, vote 5/0.

1 c) **South School Section Curly Leaf Pondweed Management scope – Board**
2 **Action**

3 Joe Pallardy, EOR presented a scope of services for a proposed three-year lake
4 assessment of curly-leaf pondweed density and distribution, native aquatic plant
5 density and distribution, herbicide treatment, and water quality impacts before and
6 after chemical treatment of curly-leaf pondweed on South School Section Lake.

7 **Manager Schwarze moved, seconded by Manager Maule Miller, to approve**
8 **the scope of services tasks 1-4 to conduct and evaluate herbicide treatment on**
9 **South School Section Lake and to authorize expenditure not to exceed**
10 **\$10,000 from account 950-0001 (South School Curly Leaf Treatment).**
11 **Motion carried, vote 5/0.**
12

13 d) **Lynch Lake Fish Stocking Presentation**

14 Joe Pallardy, EOR gave an overview on the timeline for stocking walleye in
15 Lynch Lake. The MN DNR will stock 210,000 walleye fry in the spring, sample a
16 subset of walleye for diseases, and harvest the fingerlings in the fall. The MN
17 DNR estimates that approximately 5-10% will be harvested for stocking in
18 regional lakes.

19
20 Recess 8:07pm – 8:13pm
21

22 e) **Benz Lake- West Pasture Ponds and Internal Loading Feasibility Study**
23 **Results – Presentation**

24 Pat Conrad, EOR presented the results of a feasibility study investigating the
25 western pasture pond subwatershed of Benz Lake and recommendations to reduce
26 nutrient loading from the subwatershed and from internal loading.

27
28 Management recommendations include: addressing the internal load in Pond 2
29 with alum treatment, consider various watershed best management practices,
30 continue monitoring, and eventually consider alum treatment on Benz Lake.

31
32 No action was requested, but the recommendations will be considered for future
33 grants and budgets.
34

35 f) **Groundwater Model – Board Action**

36 Stu Grubb, EOR reported on the groundwater model developed by the U.S.
37 Geological Survey (USGS) for the North and East Metro Area, which includes
38 BCWD. The model is commonly referred to as the North and East Metro Lakes
39 (NEML) model. The NEML model has two parts, a groundwater flow model and
40 a groundwater recharge model and is useful for evaluating the effect of various
41 changes on surface water and groundwater resources. BCWD provided
42 groundwater data to the USGS to incorporate into the model. The next step is to
43 review the model for accuracy and propose revisions to refine the model.

44 **Manager Taillon moved, seconded by Manager Johnson, to approve Task 1:**
45 **Groundwater Model Review and authorize expenditure of total of \$10,000 of**
46 **which \$,6,932 is being reallocated from the remaining January 2016**

1 **approved scope for working with the USGS on the model and \$3,068 from**
2 **account 942-0009 (Groundwater model – review USGS and revise) . Motion**
3 **carried, vote 5/0.**
4

5 **g) 2016 Annual Report and 2017 Annual Plan - Board Action**

6 Administrator Kill presented the 2016 annual report and 2017 annual plan.

7 **Manager Johnson moved, seconded by Manager Maule Miller, to approve**
8 **distribution. Motion carried, vote 5/0.**
9

10 **h) McKusick Road Stormwater Retrofit – Authorize Special meeting to Review**
11 **bid Wed, April 26th 5:30pm at the Stillwater Library - Board Action**

12 Administrator Kill reported the final plan has been submitted to Washington
13 County and incorporated into their bid documents.

14 **Manager Taillon moved, seconded by Manager Schwarze, to direct the**
15 **administrator to schedule and notice a special meeting at 5:30pm, April 26,**
16 **2017 at the Stillwater Public Library, for the McKusick Road Stormwater**
17 **Retrofit project bid review. Motion carried, vote 5/0.**
18

19 **i) 110th Street property**

20 Administrator Kill gave an update on recent activity on the 110th Street property.
21 Members of the Citizen Advisory Committee (CAC) walked the property together
22 on April 6th and provided feedback at the April 10th CAC meeting. BCWD
23 received good input from a meeting with neighbors April 11th. Overall, the
24 neighborhood is supportive of the project. There is concern over safety about
25 parking on 110th Street because of the speed of the road and limiting the view
26 when coming out of driveways. They support the land conservation goal, though
27 there are mixed feelings about introducing trails and who would be allowed to use
28 them.
29

30 **(i) Trail cameras and mounting – Board Action**

31 Administrator Kill presented information on installing remote cameras
32 to capture wildlife images to generate public interest and for property
33 monitoring purposes. She presented two options for consideration.

34 **Manager Maule Miller moved, seconded by Manager Schwarze, to**
35 **transfer \$1450 from account 300-4950 (Projects with potential**
36 **alternate funding) to account 935-0001 (110th Street Property) and**
37 **to approve three remotely downloaded cameras and accessories not**
38 **to exceed \$900 (option A) from account 935-0001, and authorize**
39 **EOR to, setup and instruct staff on use not to exceed \$500 from**
40 **account 935-0001. Motion carried, vote 5/0.**
41

42 **(ii) Survey – Board Action**

43 Administrator Kill reported the 110th Street site has a Certificate of
44 Survey but there are no physical survey markers at the property corners.
45 Although monumentation is not required, physically marking the

1 property line will facilitate locating property signs and lessen trespass
2 issues.

3 **Manager Schwarze moved, seconded by Manager Taillon, to**
4 **approve the contract with Landmark Surveying, Inc. and to**
5 **authorize expenditure of \$3,050 for base scope and five additional**
6 **monumentations along the west property, and \$900 for EOR to**
7 **administer the survey, from account 935-0001 (110th Street**
8 **Property), and for the Administrator to execute the contract with**
9 **Landmark Surveying on advice of counsel. Motion carried, vote 5/0.**

10
11 (iii) **Barb Wire Removal – Update**

12 Washington County staff and Sentence to Serve will be on site April 16th
13 to remove the barbed wire fence and posts that runs north to south
14 internally on the property.

15
16 (iv) **Public Input Meeting – April 18th 6:30-8:30 Rutherford Elementary**
17 **Cafeteria – Board Action**

18 Managers Maule Miller and Schwarze and the BCWD CAC will be
19 facilitating the upcoming community meeting at Rutherford Elementary
20 School. Manager Leiser and staff from BCWD and EOR will also be
21 there to help with small group discussion. The meeting will start at
22 6:30pm.

23
24 **Manager Taillon moved, seconded by Manager Schwarze, to**
25 **authorize a special Board meeting on April 18th at 6:30-8:30pm at**
26 **the Rutherford Elementary Cafeteria for the purpose of a public**
27 **input meeting on the 110 Street property. Motion carried, vote 5/0.**
28

29 **7. New Business**

30 **a) BCWD CAC training opportunity – Board Action**

31 Administrator Kill presented information on a natural resources conference to be held
32 May 19-21 at the University of Minnesota, St. Paul campus.

33 **Manager Maule Miller moved, seconded by Manager Taillon, to authorize**
34 **expenditure not to exceed \$800 to send up to four attendees (managers and**
35 **members of the Citizen Advisory Committee) to the Gathering Partners**
36 **conference from account 910-0000 (Education & Outreach). Motion carried,**
37 **vote 5/0.**

38
39 **b) Managerial Per Diem Policy**

40 President Leiser requested the per diem policy be discussed so the managers
41 understand how it works. Administrator Kill reviewed the BCWD policy that is in
42 place on compensation. Preauthorization of attendance is necessary to make it a per
43 diem event. Managers can waive their right for per diem. The administrator and legal
44 counsel will discuss and bring back to the board suggestions to the policy if needed.
45
46

1 **a) Approve March 8, 2017 Regular Board Meeting Minutes**

2 A grammar error was corrected on line 10, page 3, the word “was” was changed to
3 “were”.

4 **Manager Schwarze moved, seconded by Manager Johnson, to approve the**
5 **minutes from March 8, 2017 Regular Meeting as amended. Motion carried, vote**
6 **5/0.**

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

9 **a) Administrator Updates**

10 Administrator Kill noted the permit review and the East-Metro Water Resource
11 Education Program 2016 annual report and spring 2017 education updates are
12 available in the Board packet for the managers to review.

13
14 The BCWD 20th Anniversary Community Event will be Saturday September 16, 2017
15 from 10-1pm in Brown’s Creek Park.

16
17 Ms. Kill will be hosting a BCWD table at the Stillwater Earth Day Celebration
18 organized by Sustainable Stillwater on Saturday, April 22, 2017 from 10-2pm.

19
20 **b) Communications & Manager Reports**

21 President Leiser reported the Minnesota Association of Watershed Districts (MAWD)
22 summer tour will be held in Bemidji this year June 21-23. BCWD needs to send two
23 delegates to vote on a number of items. President Leiser will be attending but since he
24 is a MAWD board member he would like two other BCWD managers to serve as
25 delegates. Manager Maule Miller is interested but may have a family conflict and
26 Manager Johnson needs to check his schedule before accepting.

27 **Manager Leiser moved, seconded by Manager Schwarze, to send Managers**
28 **Maule Miller and Johnson as the two official BCWD delegates to the MAWD**
29 **annual meeting and if they are unable to attend, Manager Leiser will vote proxy**
30 **on their behalf. Motion carried. Vote 5/0.**

31
32 Manager Schwarze reported Administrator Kill did a great job giving the big picture
33 of BCWD at the April Citizen Advisory Committee meeting.

34
35 Manager Maule Miller reported she attended a recent Legislative Water Commission
36 (LWC) meeting and found it very informative. The LWC meets the third Monday of
37 the month in the State Office Building.

38
39 **c) May 2017 BCWD Board Agenda**

40 No items were suggested.

41
42 **9. Adjournment**

43 **Manager Johnson moved, seconded by Manager Maule Miller, to adjourn the**
44 **Regular Meeting at 10:11PM. Motion carried, vote 5/0.**

45
46 Respectfully Submitted by

1 Carmen Simonet, Recorder and Gerald Johnson, Recording Secretary

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5 _____
Gerald Johnson

6