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2 Minutes of the Regular Meeting of the Brown's Creek Watershed District Board of Managers,
3 Wednesday, May 10, 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
Anne Maule Miller, Vice President	Camilla Correll, EOR, BCWD engineer
Gerald Johnson, Secretary (arrived 7:18pm)	Aaron DeRusha, Washington Conservation District
	Kate Schmiechen, Stillwater Area High School

- 9
10 **1. Call Regular Meeting to Order**
11 President Leiser called the Regular Meeting to order at 6:32PM.
12
13 **2. Approve Regular Meeting Agenda and Discussion Agenda**
14 The administrator added 6.5 new business schedule budget workshops to the agenda.
15 **Manager Schwarze moved, seconded by Manager Taillon, to approve the Regular**
16 **Meeting agenda and discussion agenda as amended. Motion carried, vote 4/0.**
17
18 **3. Public Comments**
19 There were no public comments.
20
21 **4. Treasurer's Report**
22 **a) Review Authorized Funds Spreadsheet**
23 Administrator Kill presented the authorized funds spreadsheet.
24 **Manager Taillon moved, seconded by Manager Maule Miller, to approve the**
25 **authorized funds spreadsheet as presented. Motion carried, vote 4/0.**
26
27 **b) Current Items Payable – Board Action**
28 **Manager Taillon moved, seconded by Manager Schwarze, to approve payment**
29 **of bills as presented in the amount of \$61,789.00.**
30

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

Motion carried 4/0.

Treasurer Taillon reported a total balance of \$530,802.31 after payables.

5. Consent Agenda

Administrator Kill noted that the permit fee statements should be removed from the consent agenda. The managers concurred, and the statements were removed.

Manager Schwarze moved, seconded by Manager Maule Miller, to adopt the consent agenda as amended.

- **Approve minutes from April 6, 2017 Special Meeting as presented.**
- **Approve minutes from April 12, 2017 Regular Meeting as presented.**
- **Approve minutes from April 26, 2017 Special Meeting as presented.**

Motion carried, vote 4/0.

6. Projects

a) 110th Street Survey – Board Action

Administrator Kill reported on the April 18th public meeting for the 110th Street property. There was good turnout of residents and various interest groups. Also representatives of Stillwater Township and a DNR hydrologist attended. In general, people are supportive of the BCWD purchasing the property. Information gathered from the meeting will be summarized and a report will be produced for presentation to the managers.

Administrator Kill reported the managers approved a contract to do survey work to mark the property line but the contractor’s insurance does not meet BCWD requirements and the contractor withdrew their quote. New quotes were solicited.

Manager Maule Miller moved, seconded by Manager Taillon, to revoke authorization to execute a contract for \$3,050 with Landmark. Motion carried, vote 4/0.

Manager Taillon moved, seconded by Manager Schwarze, to authorize Administrator Kill to execute a contract with E.G. Rud and Sons, Inc. on advice of counsel and authorize expenditure not to exceed \$3,650.00 from account 935-0001 (110th Street Property) for base scope and five additional monumentations. Motion carried, vote 4/0.

Manager Maule Miller moved, seconded by Manager Taillon, to transfer \$600 from account 300-4950 (Projects with potential alternate funding) to account 935-0001(110th Street Property) 4/0.

1 **b) South School Section Curly Leaf Pondweed Treatment – Board Action**

2 Administrator Kill reported quotes were solicited from contractors to conduct
3 early season herbicide treatment on South School Section Lake. EOR has
4 reviewed the two quotes received and determined both contractors are capable of
5 doing the work and recommend proceeding with the low quote. This work was
6 included with the previously approved scope and no further funds are required to
7 be allocated.

8 **Manager Schwarze moved, seconded by Manager Maule Miller, to authorize**
9 **the administrator to contract with Lake Management, Inc. not to exceed**
10 **\$5,945.00 on advice from counsel. Motion carried, vote 4/0.**

11
12 **6.5 New Business**

13 **a) Schedule Budget Workshops**

14 Administrator Kill asked the managers to review their calendars for available dates
15 for a budget workshop. July 18th or the 20th were available for the managers in
16 attendance.

17
18 Manager Johnson arrived at 7:18pm

19
20 **7. Discussion Agenda – No Action Required**

21 **a) Administrator Updates**

22 Administrator Kill reported on the status of current BCWD activities.

23
24 Recess 7:40pm – 7:44pm

25
26 **6. Projects (continued)**

27 **a) Stillwater Area High School Trout Rearing Presentation**

28 Kate Schmiechen, a Stillwater Area High School student gave a presentation on
29 her classroom experience of raising brown trout which are planned to be released
30 in Brown's Creek this spring. About 500 eggs arrived in November of 2016.
31 Along with her classmates, she has been monitoring temperature, nitrogen, and
32 pH, to maintain the health of the fish. About 150 fish have survived. Ms.
33 Schmiechen's presentation will be made available to BCWD.

34
35 **6.5 New Business (continued)**

36 **a) Schedule Budget Workshops**

37 The managers directed that 2018 budget and rule revision workshop be scheduled for
38 July 18, 2017 at 5:30pm.

39
40 Ms. Kill reminded the managers that a second rules workshop will be held at 5:30-
41 6:30pm prior to the September 13, 2017 regular board meeting.

42
43 Manager Leiser noted he may be late to the June regular meeting.

44
45
46

1 **7. Discussion Agenda – No Action Required - continued**

2 **a) Administrator Updates**

3 Administrator Kill continued with updates on current district activities as described in
4 the memo to the Board.

5
6 **b) Communications & Manager Reports**

7 President Leiser attended the Water Consortium meeting and gave an update on
8 Minnesota Association of Watershed Districts business.

9
10 Administrator Kill met with legal counsel on per diem policy and BCWD does not
11 need to make changes to policy but a slight change in protocol is needed. Each
12 manager must submit requested per diems prior to quarterly payments in writing
13 (email is sufficient) to the administrator. If a manager does not wish to receive a per
14 diem for attending an event or meeting on behalf of BCWD even though the board
15 has approved attendance, the manager may simply decline to submit a reimbursement
16 request; no statement need be made to this effect at a meeting.

17
18 Manager Maule Miller reported she plans on attending the next Saint Anthony Falls
19 Lab public tour.

20
21 **b) June 2017 BCWD Board Agenda**

22 No items were suggested.

23
24 **8. Adjournment**

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

27
28 Respectfully Submitted by
29 Carmen Simonet, Recorder and Gerald Johnson, Recording Secretary

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32
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34 _____
Gerald Johnson