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2 Minutes of the Regular Meeting of the Brown's Creek Watershed District Board of Managers,  
3 Wednesday June 12, 2019 at 6:30 PM

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

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8 **ROLL CALL**

<b>Managers Present:</b>	<b>Others Present:</b>
Craig Leiser, President	Karen Kill, Administrator
Sharon Schwarze, Vice President	Carmen Simonet, Recorder
Gerald Johnson, Treasurer	Michael Welch, Smith Partners, BCWD counsel
Anne Maule Miller, Secretary	Camilla Correll, EOR, BCWD engineer
	Cameron Blake, BCWD staff
<b>Managers Absent:</b>	Christopher Knopik, CliftonLarsonAllen
Klayton Eckles, 2 <sup>nd</sup> Vice President	Lucas Chase, CliftonLarsonAllen
	Nathan Arnold, Washington County Public Works
	Amanda Johnson, Summit Management
	Celia Wirth, Resident

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- 1) **Call Regular Meeting to Order @ 6:30 PM**  
President Leiser called the Regular Meeting to order at 6:30PM.
  - 2) **Approve Regular Meeting Agenda and Discussion Agenda**  
President Leiser added the following items to the discussion agenda: manager per diem rates; Star Tribune article - nitrate levels and protecting groundwater; water management – Bad Kreuznach Stadtwerke, Germany.  
**Manager Maule Miller moved, seconded by Manager Johnson, to approve the Regular Meeting agenda and discussion agenda as amended. Motion carried, vote 3/0. Manager Schwarze was absent for the vote.**
  - 3) **Public Comments**  
Nathan Arnold, Washington County Public Works gave an update on the Manning Avenue / Highway 36 interchange project. No funding was received from the MN Legislature in 2019. Washington County will be moving forward with project design and funding options for 2020.

1 4) **Consent Agenda**

2 **Manager Johnson moved, seconded by Manager Schwarze, to remove item d)**  
3 **Approve Minnesota Native Landscapes Pay Request #2 for Headcut Repair Project**  
4 **for discussion, and to add it under 5) Treasurer's Report. Motion carried, vote 4/0.**  
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6 **Manager Johnson moved, seconded by Manager Schwarze, to approve the consent**  
7 **agenda as amended:**

- 8 • **Approve minutes from May 8, 2019 Regular Meeting as presented.**
- 9 • **Accept the permit fee statement as presented.**
- 10 • **Approve South School Section Lake budget reduction and reallocate \$7,690**  
11 **from account 950-0001 (South School Section Curly Leaf Treatment) to**  
12 **account 300-4950 (Management Plan Implementation Miscellaneous).**
- 13 • **Approve Manager expenses and per diems from account 200-4000 (Manager**  
14 **Per Diem and Expense) to attend the MAWD Summer Tour June 26-28.**  
15 **2019.**

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

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18 5) **Treasurer's Report**

19 a) **2018 Audit Presentation**

20 Christopher Knopik, CliftonLarsonAllen, reported on the 2018 BCWD annual  
21 financial report and noted his firm will have the audit ready by the June 30 deadline.  
22 Lucas Chase, CLA, gave an update on the findings of the audit, issuing an  
23 unmodified opinion. The BCWD had one instance of an invoice that was not date  
24 stamped at receipt that was paid later than 35 days past the invoice date. He noted  
25 that the McKusick Road Stormwater Improvement Project was not recorded as  
26 construction in progress in the 2017 financial statements and was corrected by CLA  
27 in the 2018 financial statements as a prior period adjustment, and there is not a clear  
28 segregation of duties for the approval of journal entry changes and capital assets  
29 additions.

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31 Manager Maule Miller asked about the segregation of duties. The auditor explained  
32 this means an additional person, either staff or manager should review journal entries  
33 and add their initials and date to verify that it was done. Administrator Kill will work  
34 with CLA and legal to develop capital asset threshold and journal entries separation  
35 of duties policies for Board approval during the next annual policy update.  
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37 a-2) **Approve Minnesota Native Landscapes Pay Request #2 for Headcut Repair**  
38 **Project – Board Action**

39 Michael Welch, Smith Partners reported work is substantially complete on the  
40 headcut repair, so the engineer is recommending payment of retainage held from the  
41 first invoice. He further explained that \$4,705 remains in the contract to cover three  
42 years of vegetation establishment.

43 **Manager Johnson moved, Manager Schwarze seconded to authorize payment of**  
44 **\$5,151.75 from account (959-0002) (Resource Assessment – Diversion Tribs –**  
45 **Head cut Repair) to Minnesota Native Landscapes for payment request #2 for**  
46 **the Headcut Repair project. Motion carried, vote 4/0.**

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**b) Review Authorized Funds Spreadsheet**

Administrator Kill presented the authorized funds spreadsheet.

**Manager Schwarz moved, seconded by Manager Johnson, to approve the authorized funds spreadsheet as presented. Motion carried, vote 4/0.**

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

**Manager Johnson moved, seconded by Manager Schwarze, to approve payment of bills as presented in the amount of \$77,804.75.**

	Yea	Nay	Abstain	Absent
<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>			

**Motion carried 4/0.**

Treasurer Johnson reported a total balance of \$1,250,814.97 after payables.

**6) New Business**

**a) Reschedule Joint BCWD Board and Stillwater City Council Meeting**

Administrator Kill reported the Stillwater City Council has a conflict with the joint meeting date and has proposed July 2<sup>nd</sup> as an alternative. The managers verified that at least three managers are able to attend and agreed to the date. Manager Maule Miller, with the concurrence of the board, directed the administrator to add a discussion on city maintenance related to water management projects, to the joint meeting agenda.

President Leiser asked if any managers were planning to attend the MAWD summer tour. Manager Maule Miller and president Leiser are planning to attend.

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

**a) Administrator Updates**

**(1) Drone Flight Memo**

Administrator Kill reported on the review of the drone flight footage. Two areas were observed that need attention including an obstruction along Long Lake Tributary and head cut erosion along the South Central Tributary. The engineer is preparing a scope of work. Most of the work is on city owned property. Manager Johnson, with the concurrence of the board, directed the administrator to add a discussion on the proposed work to the agenda of the July 2<sup>nd</sup> joint meeting.

**(2) Permit Inspection Memo**

Administrator Kill reported on the permit inspections.

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**b) Communications & Manager Reports**

**1) Manager per diem rates**

President Leiser reported the Minnesota Legislature approved an increase in per diem from \$75 to \$125. Currently the BCWD has a per diem of \$30 for meetings less than 90 minutes and \$75 for 90 minutes or more. The managers agreed an increase to the per diem is warranted and discussed the possible amount. They agreed the two tier structure BCWD has in place should be maintained and that no increase should occur until the new budget year. Michael Welch, Smith Partners recommended having a governance review in December in order to have the new per diem rate in place by the first of the year.

**2) Star Tribune article - nitrate levels and protecting groundwater**

President Leiser called attention to an article focused on the issues of nitrogen fertilizer and water pollution. The managers and staff listed current efforts by various groups to educate and build awareness on clean water issues.

**3) Water management – Bad Kreuznach Stadtwerke, Germany**

President Leiser reported on a tour of a filtration and water treatment plant that he attended with his Rotary group, in the town of Bad Kreuznach, Germany. The title Stadtwerke implies a government owned and operated facility.

**c) July 2019 Regular BCWD Board Agenda**

No additional items were suggested.

**8) Adjournment**

**Manager Maule Miller moved, seconded by Manager Johnson, to adjourn the Regular Meeting at 7:31 PM. Motion carried, vote 4/0.**

Respectfully Submitted by  
Carmen Simonet, Recorder and Anne Maule Miller, Recording Secretary