



**BROWN'S
CREEK
WATERSHED
DISTRICT**

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MEMORANDUM

TO: BCWD Board of Managers
FROM: Karen Kill
RE: 2023 Annual Business Meeting
DATE: January 4, 2023

Annual Meeting. The regular meeting of the Board in January each year will be the annual business meeting. In addition to any other business which may come before this meeting, the Board will designate the depository or depositories for District funds and financial assurance instruments submitted to the District, adopt a schedule of regular meetings for the year, and select officers. The schedule of regular meetings will be filed in the records of the District.

b) Election of Officers

The Board will, at the District's annual meeting, elect from among its members the following officers: President, Vice President, Treasurer and Secretary. An officer will serve until replaced by the election of a successor. No board member may hold more than one office at a time, but the Board may, at its discretion, name a Second Vice President.

Existing slate of Officers:

Klay Eckles – President
Celia Wirth – Vice President
Gerald Johnson – Treasurer
Chuck LeRoux – Secretary
Rob McKim – Manager

c) Board Subcommittee Appointments (Per Diems Approved for Attendance)

- Citizen Advisory Committee Liaisons – Celia Wirth (Charles LeRoux as alternate)
- Technical Advisory Committee Liaison – Klayton Eckles
- East Metro Water Resources Education Program Liaison – Administrator primary, Board Manager Gerald Johnson as necessary
- Best Management Practices Program Subcommittee – Gerald Johnson
- Bylaws and Policies – Celia Wirth
- MAWD Board Liaison – Vacant
- Metro MAWD Liaison – Celia Wirth; alternate Charles LeRoux
- Lower St Croix One Watershed One Plan – Klayton Eckles; alternate Gerald Johnson

d) Annual Selection of Bank and Location of Financial Assurance Instruments

Current bank is US Bank for savings and checking and selected as official bank in 2022. Have held CD's in Royal Credit Union in 2022.

Managers:

Klay Eckles, President • Celia Wirth, Vice-President • Gerald Johnson, Treasurer • Chuck LeRoux, Secretary



Permit Deposit Fees and Cash Escrows were held in a separate savings account at US Bank. Other financial assurance instruments (such as letters of credit or performance bonds) were held at the BCWD office in a fireproof safe.

e) Annual Selection of Official Newspaper

In 2022, White Bear Lake Press and the Stillwater Gazette were selected as the official newspapers and postings for requests for qualifications were listed in the Minnesota State Register. The St. Croix Valley Press is no longer an option for District notices.

f) Regular Meeting Dates

Second Wednesday of the Month at 6:30 PM

Based on the Brown's Creek Watershed District president's determination pursuant to Minnesota Statutes section 13D.021, subdivision 1, that it was not prudent to meet in person because of health concerns raised by the COVID-19 pandemic, the meeting was held electronically, via webcast. When in person meetings can resume, they will be planned for Family Means, 1875 Northwest Ave S, Stillwater in the large conference room:

Dates:

- January 11, 2023
- February 8, 2023
- March 8, 2023
- April 12, 2023
- May 10, 2023
- June 14, 2023

- July 12, 2023 - Special meeting: 2023 Budget Workshop 5-6:30pm *and Regular Meeting*
- August 9, 2023 - Special meeting: 2023 Budget Workshop 5-6:30pm *and Regular Meeting*
- September 13, 2023 – Special meeting: 202 Community Event at Brown's Creek Park in Stillwater 10am-1pm
- September 16, 2023
- October 11, 2023
- November 8, 2023
- December 13, 2023

g) Citizen Advisory Committee

The Board may appoint committees and subcommittees for the purpose of assisting the Board in the performance of its duties. Except for a Board member appointed to a committee, no other member of a committee may make motions for consideration or vote on matters put before the Board.

- *Citizens Advisory Committee. There is established, in accordance with Minnesota Statutes section 103D.331, a citizens advisory committee to the Board of Managers. The committee will be known as the Citizens Advisory Committee (CAC). The CAC will advise the Board of Managers on water-related community concerns and issues, and assist with the development and implementation of the education and*

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outreach activities of the District. The CAC will meet according to a schedule set annually by the members of the CAC, and at such other times as may be determined by a majority of the members. All meetings of the CAC are open to the public.

Residents that have actively engaged in 2022:

Anne Maule-Miller – Co-Chair
George Vania – Co-Chair
Jyneen Thatcher
Yihong Gao

Tentative 2023 CAC meeting dates (2nd Monday of even months 6:30-8PM via webcast)

Feb 13, 2023
Apr 10, 2023
June 12, 2023
Aug 14, 2023
Oct 9, 2023
Dec 11, 2023

h) BCWD Board Training – discuss possible training topics & and whether eligible for per diem/expenses

- Washington County Water Consortium monthly meetings
- Legislative Water Commission monthly Meetings
- MAWD Day at the Capitol (Feb), Summer Tour (June), and Annual Meeting (Dec)
- Metro MAWD quarterly meetings
- Water Resources Conference (Oct)
- Internal Trainings
 - The new proposed federal Waters of the United States rule – effects in/on BCWD
 - Managers’ FAQs – what questions do you have about your role?
 - Review of the Reasonable Use Doctrine
 - Diversity, Equity, and Inclusion
 - Board Communication

i) Annual Review of BCWD Bylaws and Policies - No proposed changes in 2023

Managers:

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