



MEMORANDUM

TO: BCWD Board of Managers
 FROM: Karen Kill
 RE: 2025 Annual Business Meeting
 DATE: January 8, 2025

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 & Acting Treasurer
- Chuck LeRoux – 2nd Vice-President
- Debra Sahulka – Secretary
- Larry Odebrecht – 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 VACANT
- Best Management Practices Program Subcommittee – VACANT
- Bylaws and Policies – Celia Wirth
- Minnesota Watersheds Board Liaison – Celia Wirth
- Metro Minnesota Watersheds Liaison – Debra Sahulka; alternate Charles LeRoux
- Lower St Croix One Watershed One Plan – Klayton Eckles; alternate VACANT

Managers:

Klay Eckles, President • Celia Wirth, Vice-President & Treasurer • Debra Sahulka, Secretary • Chuck LeRoux, 2nd Vice-President • Larry Odebrecht

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

Current bank is US Bank for checking and selected as official bank in 2024. Have held investment funds in 4M fund in 2024. Recommend designating US Bank and 4M Fund as depositories in 2025. Permit Deposit Fees and Cash Escrows were held in a separate account in 4M Fund. 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 2024, White Bear Lake Press and the Stillwater Gazette were selected as the official newspapers.

f) **Regular & Special Meeting Dates**

Second Wednesday of the Month at 6:30 PM

Meetings will take place, unless noticed otherwise, at Family Means, 1875 Northwest Ave S, Stillwater in the large conference room:

Dates:

January 8, 2025

February 12, 2025 – Management Plan Update Workshop 5-6:30pm and Regular Meeting

March 6, 2025 – Art & Water Opening Reception 4-7pm, House Unbuilt 321 South Main St, Suite 204, Stillwater, MN

March 12, 2025 – Management Plan Update Workshop 5-6:30pm and Regular Meeting

April 9, 2025 – Management Plan Update Workshop 5-6:30pm and Regular Meeting

May 14, 2025 – Management Plan Update Workshop 5-6:30pm and Regular Meeting

June 17, 2025 – **NOTE – Third Tuesday of Month**

July 9, 2025 - 2026 Budget Workshop 5-6:30pm and Regular Meeting

August 13, 2025 - 2026 Budget Workshop 5-6:30pm and Regular Meeting

September 10, 2025

September 13, 2025 –2025 Community Event at Brown’s Creek Park in Stillwater 10am-1pm

October 8, 2025

November 12, 2025

December 10, 2025

g) **Citizens Advisory Committee**

- *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 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 seeking re-appointment in 2025:

Anne Maule-Miller – Co-Chair

George Vania – Co-Chair

Jyneen Thatcher

Yihong Gao

Hallie Chasensky

Dory Herman

Sandy Noreen-Ruben

Managers:

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Commented [KK1]: Either two 5-6:30pm workshops or one extra date workshop meeting to be scheduled

Commented [KK2]: Administrator unavailable June 11. Request to consider alternative date if possible.

Tentative 2025 CAC meeting dates (2nd Monday of even months 6:30-8PM)

Feb 10, 2025
Apr 14, 2025
June 9, 2025
Aug 11, 2025
Oct 13, 2025
Dec 8, 2025

- h) **BCWD Board Training – discuss possible training topics & and whether eligible for per diem/expenses**
- Washington County Water Consortium monthly meetings – first Wednesdays 2-3:30 virtual
 - MN Watersheds Events
 - Day at the Capitol Feb 19, 2025 at 3-7pm– Capitol Ridge Hotel in St. Paul, MN
 - Summer Tour June 24-26, 2025 in Roseau River Watershed District
 - Annual Meeting (Dec TBD)
 - Metro Minnesota Watersheds quarterly meetings – 7-9pm Third Tuesdays January, April, July, October alternating in person at Capitol Region Watershed District or virtually
 - Water Resources Conference (Oct)
 - Internal Trainings
 - Diversity, Equity, Inclusion, Accessibility in watershed management
 - Smart Salting Certification program & Chloride Legislation
 - Others?
- i) **Annual Review of BCWD Bylaws and Policies** – Will discuss with board at meeting

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