BROWN'S CREEK
WATERSHED DISTRICT
Preserving the integrity of the watershed for future generations
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FINAL Minutes of the regular meeting of the Brown's Creek Watershed District Board of Managers, Wednesday July 9, 2025

ROLL CALL

Managers Present:	**Others Present:**
Chuck LeRoux, Vice President	Karen Kill, BCWD administrator
Celia Wirth, Treasurer	Hannah Peterson, BCWD communications and project assistant
Griffin Brod, Manager	Michael Welch, Smith Partners, BCWD counsel
	Camilla Correll, EOR, BCWD engineer
Managers Absent:	Anne Wilkinson, EOR, BCWD engineer
Klayton Eckles, President	Erin Lambert, Central Commons/Summit Management
Debra Sahulka, Secretary	Randy Gutzmann, resident
	Tina Nelson, resident
	David Graetzer, resident

1) Call regular meeting to order

Vice President Chuck LeRoux called the regular meeting to order at 6:32 p.m.

2) Approve agenda

Manager Wirth moved, seconded by Manager Brod, to approve the agenda. Motion carried 3/0.

3) Public comments

There were no public comments.

4) Consent agenda

Michael Welch requested removing from the consent agenda item 4h, Smartsheet contract, for discussion.

a) Approve minutes of the June 25, 2025, regular meeting
b) Accept Permit Fee Statement
c) Accept Authorized Funds Spreadsheet correction of June 25, 2025, flood vulnerability assessment to account 923-0000 rather than account 909-0000
d) Authorize the payment of bills totaling $161,110.88
e) Authorize administrator to purchase t-shirts from Heritage Embroidery not to exceed $650
f) Authorize purchase of wildlife camera at Brown's Creek Conservation Easement Area not to exceed $500
g) Authorize watershed management plan engagement scope

Manager Wirth moved, seconded by Manager Brod, to approve the consent agenda as amended. Motion carried 3/0.

h) Smartsheet electronic permit applications and management

Mr. Welch confirmed with the administrator that the contract included a license for use of the Smartsheet permit-management software. He recommended authorization of a two-year contract.

Manager Wirth moved, seconded by Manager Brod, to authorize the administrator to contract with Smartsheet, on the advice of counsel, for two years, not to exceed $8,838 total from account 909-0000. Motion carried 3/0.

5) Old business

a) East Bass Lake lead sampling

Administrator Karen Kill indicated that after undertaking efforts to reach out to state and local governmental partners, she determined that no assistance with the potential lead contamination in East Bass Lake would be forthcoming until samples confirmed the presence of the metal in the lake. She stated that sediment sampling for lead in East Bass would be consistent with BCWD's water-quality testing program for lakes and streams in the watershed. She recommended moving forward with in-lake lead sampling after securing agreements with the necessary landowners. The residents in attendance shared their concerns about lead in the lake as well as their appreciation to BCWD for helping.

Manager Wirth moved, seconded by Manager Brod, to authorize the administrator to enter an agreement with landowners with advice of legal counsel and to approve the scope of work for in-lake lead sampling from EOR not to exceed $3,560, of which $690 is to be subcontracted for lab analysis, from account 956-0000 after transferring funds from the contingency fund. Motion carried 3/0.

6) 2026 Budget discussion

Ms. Kill shared the budget process and walked the managers through the proposed budget changes that she developed with Camilla Correll. She noted that she also received comments from President Klayton Eckles. The managers directed the administrator to bring the proposed budget with no further changes to the August meeting for further discussion, along with President Eckles' comments and data on historical budget increases.

7) Discussion agenda

a) Updates

(1) Administrator

Ms. Kill shared that a report had been submitted for the Minnesota Pollution Control Agency 319 grant for the Brown's Creek restoration project and shared project photos. She noted the upcoming restoration project tour on August 12 that managers can attend.

(2) Legal

Mr. Welch said that a group had met to brainstorm how to move forward with chloride-reduction initiatives in partnership with the Minnesota Pollution Control Agency and Minnesota Watersheds.

(3) Engineer

Ms. Correll shared that EOR has begun the Flood Vulnerability Assessment process. The board requested that an update be provided at the August meeting.

(4) Managers

No updates

b) August 2025 Regular Meeting

The managers agreed that they wanted to continue the budget discussion during the August regular meeting at 6:30 p.m. rather than scheduling a workshop from 5 to 6:30 p.m., prior to the meeting.

8) Adjournment

Manager Wirth moved, seconded by Manager Brod, to adjourn the regular meeting at 8:11 p.m. Motion carried 3/0.

Respectfully Submitted by
Hannah Peterson, BCWD staff and Debra Sahulka, Recording Secretary