



BROWN'S CREEK WATERSHED DISTRICT

Preserving the integrity of the watershed for future generations

www.bcwd.org | 455 Hayward Ave N, Oakdale, MN 55128 | 651-330-8220

REGULAR MEETING OF THE BOARD OF MANAGERS
Wednesday, August 12, 2026
Budget Workshop 5 PM & Regular Meeting at 6:30 PM

MEETING LOCATION
Stillwater Township Hall
13636 90th Street North, Stillwater, MN 55082

- 1) 2027 Budget Workshop 5:00 PM
- 2) Call Regular Meeting to order 6:30 PM
- 3) Approve Agenda -**Board Action**
- 4) Public Comments
- 5) Consent Agenda – **Board Action** *(all items listed under the consent agenda are considered to be routine by the Board of Managers and will be enacted by one motion. There will be no separate discussion on these items unless a Manager removes an item from the consent agenda for discussion or there is a request to remove the item from the consent agenda, in which event the board will consider whether to remove the item from the consent agenda and consider it separately.)*
 - a) Approve minutes of the July 8, 2026 regular meeting
 - b) Accept Permit Fee Statement
 - c) Accept Authorized Funds Spreadsheet
 - d) Authorize the payment of bills as presented
 - e) Authorize education event expenses not to exceed \$800 from 910-0000 for Jennifer Awes Freeman services and materials for an interactive art activity at the September 19, 2026 community event
 - f) Authorize purchase of water monitoring equipment from Tech Sales Co. for not to exceed \$3,000 from account 300-4640
- 6) Permits
 - a) Resolution 2026-04 – Board Action
 - b) Consider scheduling special meeting for violation hearing
- 7) Planning
 - a) Minnesota Department of Health Accelerated Groundwater Protection Initiative Accelerated Implementation Grant
 - i) Grant Agreement– **Board Action**
 - ii) Work plan scope – **Board Action**
- 8) Discussion Agenda - No Action Required

- a) Updates
 - i) Administration
 - (1) Watershed Management Plan approval process status
 - (2) Brown's Creek restoration phase 2 project status
 - (3) Subcommittee appointment for selection of 2027-2028 services & County fall meeting
 - (4) Oak Glen wetland reuse pump maintenance
 - (5) Upcoming Events
 - ii) Legal
 - iii) Engineer
 - (1) Iron Enhanced Sand Filters – private systems update
 - (2) Permit Inspection Update
 - iv) Managers
 - b) September 2026 Meeting BCWD Board Agenda
- 9) Adjournment

Managers:

Kay Eckles, President • Chuck LeRoux, Vice-President • Celia Wirth, Treasurer • Luke Mattson, Secretary • Griffin Brod
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MEMORANDUM

TO: Brown's Creek Watershed District Board
FROM: Karen Kill and Hannah Peterson
RE: DRAFT 2027 Budget
DATE: August 12, 2026

Background

The Draft 2027 budget reflects the projects and programs in the new 2027-2036 watershed management plan. The total draft budget proposes a 1.7% increase; however, due to less projected carry forward from 2026 to 2027, the resulting draft levy increase is approximately \$139K or 11.1%.

The following are either in addition or changes from the budget memo from EOR in your packet:

Increases to internal services:

- 200-4000 Managers Per Diem & Expense: Increase \$9,250
 - Assumes 13 meetings following 2026 adopted policy of \$125 per diem for both meeting preparation and meeting attendance and an additional \$3,000 for other meeting attendance and expenses (such as MN Watersheds annual conference)
- 200-4330 Accounting – Increase \$2,400
 - \$420 per month for accounting services (no change), but also assumes upgrade of accounting software (\$75/month subscription fee and \$1500 labor to migrate accounting data to new platform)
- 200-4320 & 300-4320 Administrative services: Increase \$28,500
 - New service contract for 2027 and matching anticipated increases, 2028 will include additional 4% increase
- 200-4500 & 300-4703 Engineering Retainer: Increase \$5,500
 - New service contract for 2027 assumed at least 4% increase
- 200-4410 Legal Fees General: Increase \$1,400
 - New service contract for 2027 assumed at least 4% increase

Changes from EOR memo:

- 300-4710-1 Baseline Monitoring – Shoreline Management/Restoration score-your-shore program, reduced cost by \$10K by partnering with Washington Conservation District during regular lake monitoring
- 300-4704 Permitting Inspection Database - also includes Smartsheet annual subscription

Managers:

- 923-0004 Stormwater Structure Inventory – removed for 2027, continue conversation with Washington County about taking the lead with support from BCWD and other watershed districts in county
- 942-0005 Groundwater Brown’s Creek pump records assessment – removed for 2027, flow meters at golf course are now functional and continue to collect data, determine in 2028 if sufficient data and high priority
- 942-0011 Groundwater Coordinate with Users – also added Integrated Water Management Framework Grant \$50K, it is possible this work will begin in 2026 but carry forward into 2027
- 947-0004 Brown’s Creek buffer restorations at Oak Glen – Reduced total cost by \$20K by partnering with Washington Conservation District for tree survey and implementation. Good potential for grant funding.
- 947-0026 Brown’s Creek Cove Reach Restoration – this work will continue in 2027
- 947-0027 Brown’s Creek- Stillwater Country Club reuse – this work is being carried forward, no additional work has been done in 2026 awaiting total costs for BC Cove restoration so remaining grant amount is known
- 959-0002 Resource Assessment & Improvement – Diversion Tribs – Lower Priority – Heavy metals sampling in diversion tributaries - not added at this time, efforts instead toward designing project to reduce erosion

Requested Action

- Review and consider the draft 2027 budget.
- Determine if additional budget workshop time is needed before September 9, 2026.
- Schedule public hearing for September 9, 2026 regular board meeting

memo



Project Name | BCWD Annual Budget

Date | 7/15/2026

To / Contact info | BCWD Board of Managers

Cc / Contact info | Karen Kill, District Administrator

From / Contact info | Camilla Correll, PE and BCWD Team

Regarding | 2027 Budget Recommendations

Objectives

District staff have developed a list of potential activities for the BCWD Board of Managers to consider during its 2027 budget discussions. These activities reflect what the BCWD could undertake in 2027 and include projects identified in the BCWD 2026-2035 Watershed Management Plan.

This list is intended to serve as a starting point for Board discussion, recognizing that the BCWD Board of Managers will make the final determination on priorities for implementation in 2027.

Proposed 2027 Budget Recommendations

Potential activities are organized under the categories included in the BCWD 2026-2035 Watershed Management Plan as identified below. Only those categories with recommendations for implementation activities are included in this memorandum.

- Stormwater Runoff Management (see page 22 of the 2026-2035 WMP)
- Erosion, Prevention and Sediment Control (see page 30 of the 2026-2035 WMP)
- Stream Management (see page 34 of the 2026-2035 WMP)
- Lake Management (see page 40 of the 2026-2035 WMP)
- Wetland Management (see page 44 of the 2026-2035 WMP)
- Floodplain and Flood Management (see page 48 of the 2026-2035 WMP)
- Groundwater Management (see page 54 of the 2026-2035 WMP)
- Ecological Health (see page 60 of the 2026-2035 WMP)
- Monitoring and Data Collection (see page 67 of the 2026-2035 WMP)
- Regulations (see page 72 of the 2026-2035 WMP)
- Recreation (see page 78 of the 2026-2035 WMP)
- Education, Outreach and Stewardship (see page 81 of the 2026-2035 WMP)
- Land Conservation (see page 92 of the 2026-2035 WMP)
- Pollutants of Emerging Concern (see page 97 of the 2026-2035 WMP)

ENGINEERING FEES

- Engineering Rate Increase – EOR recommends that the District plan for a 4% rate increase in 2027. Our rates are reviewed annually to account for inflation, rising operational costs, and investments in our team and technical capabilities. These adjustments ensure we can continue to deliver high-quality, responsive service while keeping pace with evolving industry standards and economic conditions.

Estimated Cost: 4% increase.

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STORMWATER RUNOFF MANAGEMENT

Includes *Monitoring and Maintenance of Stormwater Management Facilities*.

Operation & Maintenance Costs from CIP Standard Operating Procedures Manual (SOPM) – The costs in the following table reflect the anticipated annual cost from the CIP SOPM unless otherwise noted. Some of the District's projects are approaching an age that requires more substantial restoration or replacement than budgeted for annually, e.g., THPP and IESF. The District may wish to begin planning for these additional costs in its annual budget.

Table 1. Projects that the BCWD has obligated maintenance activities through agreements

Project (Year Complete)	Anticipated Annual Cost
CIP SOPM Annual Report and Updates <i>Updates to annual cost estimates or changes to the maintenance or monitoring program for a BMP.</i>	\$2,000
THPP (Flood Mitigation - 2000) <i>Annual inspection of structures (culverts and drop structures) and infiltration basins (when dry), inspection reporting, vegetation maintenance (spot treatments, weed whipping). Estimated cost for these activities is \$6,000.</i>	\$5,800
Kismet Basin (Flood Mitigation - 2001) <i>Annual inspection of structures (culverts & drop structures) & reporting, vegetation maintenance (spot treatments, weed whipping).</i>	\$3,500
State Highway 95 & 96 Fish Baffles (Habitat Improvement - 2011) <i>Annual inspection & reporting.</i>	\$700
Oak Glen Golf Course Buffer (Habitat Improvement - 2011) <i>Annual inspection & reporting.</i>	\$350
Iron-Enhanced Sand Filter at Settlers Glen (Water Quality - 2013) <i>2026 approval - Coordination with the City and Feasibility Report. 2027 recommendation – (1) RFQ development, coordination, and plan design for replacement of the filter (\$15K); (2) Replacement of the filter (\$125K); (3) Construction oversight, contractor coordination, testing coordination, inspection of the construction process, administrative tasks (\$15K); (4) 2027 system status, maintenance, inspections including bi-annual pump inspection (\$14K).</i>	\$169,000
Countryside Auto Repair BMP (Water Quality - 2011) <i>Inspections and clearing of debris (conducted by WCD), and coordination with RLWE. Costs include system vacuum cleaning of one underground tank and cleaning of the riprap channel (Tank - Biennial, last conducted 2024, anticipated 2026-2027).</i>	\$6,000
Brown's Creek Floodplain Restoration Project (2014) <i>Inspection, vegetation maintenance (mowing, invasive removal, re-plant/seed as needed).</i>	\$4,800
Brown's Creek Park Rock Crib (Water Quality – 2017) <i>Inspections and clearing of debris (conducted by WCD), and coordination with RLWE. Contract costs for RLWE system vacuum cleaning of one underground tank (Tank - Biennial, last conducted 2024, anticipated 2026-2027).</i>	\$2,500
Long Lake Tributary Headcut Stabilization (Water Quality – 2018) <i>Inspection & Reporting; vegetation maintenance and managing invasive species.</i>	\$250
McKusick Road Water Quality Improvement Project	\$26,000

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Inspections and clearing of debris (conducted by WCD), and coordination with RLWE. Contract costs for RLWE system vacuum cleaning of three underground tanks and 8 sump manholes (Tanks -Biennial, last conducted 2024, anticipated 2026).	
Applewood Golf Course Reuse (Water Quality – 2022) Finalize O&M manual, coordinate Operation and Maintenance activities with Applewood Hills golf course. Costs include spring start-up and fall shut-down costs.	\$NA Costs already budgeted
Brown's Creek Restoration Project (2024) Compile O&M manual, Operation and Maintenance activities. Inspection, vegetation maintenance (spot-mowing, invasive management/ treatments, reseed as needed) after Fall 2026. Note the Contractor is required to complete vegetation maintenance for 2 years after substantial completion which is anticipated to occur by August 30, 2024.	\$4,700
TOTAL	\$225,600

Commented [KK1]: 948-0000 CIP Maintenance
Estimate \$150k in carry forward from 2026

Table 2. Projects that the District has an interest in providing maintenance/oversight assistance

Project	Anticipated Annual Cost
Norell Avenue Pond Water Quality Retrofit (2016) Per the cooperative agreement, BCWD was responsible for inspections the first year following the retrofit and the City of Oak Park Heights will do inspections thereafter. The City's MS4 permit is to cover maintenance needs for this pond. The District may wish to assist the City with inspecting the sediment depth to see that the pond sediment removal efficiency is maintained.	\$500
Indian Hills Golf Course Fen Vegetation Maintenance BCWD is not responsible for the fen but has conducted this annually in the interest of maintaining the vegetation quality of this unique natural resource. Costs include NST vegetation maintenance, and a prescribed burn.	\$9,000
Oak Glen Golf Course Reuse Water Quality Project (2022) The golf course is responsible for ongoing operation and maintenance (O&M). This costs reflects support to verify O&M activities are being conducted. These may include system startup and winterization guidance and coordination, monthly volume accounting and end of year pump monitored volume summary (runoff reuse vs. well pumped) and updates to the O&M Manual.	\$1,680
Tributary Floodplain Restoration Project (2022) The City of Stillwater is now responsible for ongoing vegetation management activities following the original project completed by Minnesota Native Landscapes in 2024. BCWD contracted Natural Shores Technology to perform vegetation maintenance activities in 2026. EOR, BCWD, and City staff to develop a long-term vegetation management plan to guide management activities by City staff and to inform the District's role in on-going management to ensure project success and longevity. The District may consider keeping budget to see that O&M activities are being conducted.	\$2,000
Kittentail / Bluff Prairie Restoration Work In 2024, MNDOT transferred the project parcel to Washington County, so the bluff restoration work is no longer	\$4,700

Commented [KK2]: 948-0000 CIP Maintenance

Commented [KK3]: 953-0000 Fen Management Plan Implementation

Commented [KK4]: 948-0000 CIP Maintenance

Commented [KK5]: 959-0002 Resource Assessment and Improvement – Diversion Tributaries

Commented [KK6]: 959-0003 Resource Improvement – Gorge Bluff

<i>applicable for the MNDOT Highway Sponsorship Program. Initial vegetation management activities were completed in 2022-2024, including cut stump treatments of buckthorn and honeysuckle and girdling of aspen. EOR will continue to coordinate with Washington County (Jennifer Oehler), BCWD, and WCD to continue bluff restoration activities through 2027. After 2027, the goal is to transfer long-term vegetation management of the parcel to Washington County Parks staff.</i>	
Brown's Creek Trail Vegetation Maintenance	\$3,200
Long Lake Shoreline Vegetation Maintenance	\$3,700
TOTAL	\$24,780

Commented [KK7]: 947-0009 Brown's Creek Trail Improvements - Habitat

Commented [KK8]: 929-0000 Long Lake Implementation Plan

- BCWD Cost-Share Program - Utilize the district's stewardship and cost-share programs to assist residents in installing water quality improvement projects (including thermal best management practices) and water quantity (e.g., volume control) practices.

Estimated Cost: \$50,000

Commented [KK9]: 914-0000 Homeowner BMP Program

- Targeted Outreach to Landowners - Continue identifying cooperative opportunities with landowners to implement stream shading projects through site assessments, landowner outreach, and preparing project development materials.

Estimated cost: \$1,000

Commented [KK10]: Part of overall 910-0000 Education and Outreach

- Targeted Outreach to Landowners - Improve the quality of buffers in priority wetlands as identified in the district's wetland functions and values assessment through preservation, restoration, and enhancement projects. Specifically, meetings with landowners to talk about the quality of the wetlands and technical assistance for making improvements. **SEE IMPLEMENTATION ACTIVITIES IDENTIFIED UNDER LAKE, POND, AND WETLAND MANAGEMENT PLAN (Error! Reference source not found.).**

Estimated cost: \$7,500

Commented [KK11]: Part of overall 910-0000 Education and Outreach

- Tributary Phosphorus Sampling - Revisit sampling at the Long Lake inlet, and three locations within the Zephyr tributary for six to eight rain events to evaluate possible sources of phosphorous and recent data trends.

Estimated Cost: \$6,000

Commented [KK12]: 959-0002 Resource Assessment and Improvement - Diversion Tributary

- BCWD Cost-Share Program - Establish a cost-share program that will allow BCWD to partner with its member communities to implement water quality improvement/retrofit projects. In 2027, this will likely involve partnering with the City of Oak Park Heights in the design and implementation of a road reconstruction project in the Kern Center Commercial Area.

Estimated Cost: \$25,000

Commented [KK13]: 940-0000 BMP Program - Community/Business Cost-share

EROSION, PREVENTION AND SEDIMENT CONTROL

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- Shoreline Management/Restoration - Identify shoreline restoration opportunities. For example, using the Minnesota Department of Natural Resources' "Score Your Shore" tool. Preliminarily, WCD to conduct shoreline assessments in late July/early August on the lakes they are monitoring to establish baseline conditions. Deliverable will be a map identifying shoreline conditions. In future years, BCWD will share the tool for all residents to complete on waterbodies.

Estimated Cost: \$15,000

Commented [KK14]: 300-4710-1 Baseline Monitoring – reduced this item to \$5K by partnering with Washington Conservation District during regular lake monitoring

STREAM MANAGEMENT

- Fish and Macroinvertebrate Sampling - Reassess the fish and macroinvertebrate community health at representative sites at three historical sites along Brown's Creek (Headwaters, Middle Reach and Gorge).

Estimated cost: \$10,000 (includes lab analysis of samples estimated at \$1,800)

Commented [KK15]: 947-0018 Brown's Creek Biological Survey

- Implement TSS reduction projects based on the findings of the BCWD's sediment evaluations (e.g., PTMapp Analysis and McKusick Stormwater Feasibility Analysis) - **SEE IMPLEMENTATION ACTIVITIES IDENTIFIED UNDER BROWN'S CREEK MANAGEMENT PLAN (Table 81).**

Estimated cost: \$89,250 (Note: WMP includes \$68,400)

Commented [KK16]: This number is not specifically added to the budget – the activities below were added

- Table 81 Activities

- Buffer Improvements - Improve buffer on 1,800 feet on Oak Glen LLC and Minnesota Department of Natural Resources. Observations from a site visit on 7/14/2026 indicate that the development of a dense canopy (approximately 25 years post DNR restoration) has led to poor (habitat) stream width to depth ratio. This shaded overgrowth has resulted in reduced bank stability and is causing the channel to widen and fill with sediment. The channel in this section is 3 to 4 times wider than the restored upstream reach. Recommended improvements to improve instream habitat within this reach include:
 - A. Identify viable BCWD tree/shrub plantings; address any constraining browsing protection; and clear undesirable woody growth/limbs within 5' radius [≤ 5k if completed by District staff and conservation corps type contractor; cost is negligible if rolled into B/C]
 - B. Inventory canopy and selectively remove ~50% of (early successional) trees to spur undergrowth and narrow stream width to depth [≤ 50k construction & engineering cost]
 - C. Accelerate width to depth narrowing and create instream habitat via utilization of woody removal and installation of brush bundles [≤ 15k construction & engineering cost]

Note: If executing all three, it is recommended that the BCWD implement all three concurrently. Action A can be completed without B/C. Activity B may warrant

community engagement to acknowledge the tree removal. Assuming Activity C can be completed under the District's/SWCD's general permit.

Estimated Cost: \$20,000 (From the WMP) - \$70,000 for all 3 items noted above.

- Evaluate options to treat stormwater contributions to Brown's Creek and/or Lake McKusick from gate valve in the storm sewer along Neal Avenue (e.g., pre-treatment, split flows between Brown's Creek, Oak Glen Golf Course, and Lake McKusick).

Estimated Cost: \$30,000 (2027-Project Development) / \$50,000 (From implementation plan 2028 Implementation – grant opportunity?)

- Long Lake tributary from 400 feet upstream of south central tributary to Boutwell Road: ~ 1,110 LF; canopy thinning and removal of woody invasives; grade control to address remaining incision and reconnect floodplain; restore hydrology in wetland below Boutwell Road.

Estimated Cost: \$217,000 (2027-2028) - \$54,250 (2027 Project Development)

- Hold annual meetings with member communities to discuss progress toward local surface water management plan implementation, TMDL Implementation Plan goals, other mutual goals, and opportunities for partnerships.

Estimated cost: \$2,750

- Support beaver activity in the watershed and utilize pond levelers in beaver dams to maintain habitat and flow to prevent flooding of infrastructure and property. *Cost for this work at IESF already included in CIP SOPM. Cost for new beaver management initiatives included here.*

Estimated cost: \$2,000 per leveler

Commented [KK17]: 947-0004 Brown's Creek Buffer Restoration – Oak Glen – Reduced \$20K by partnering with the Washington Conservation District for tree survey and implementation, eligible for Lower St. Croix Partnership grant consideration

Commented [KK18]: 947-0013 Brown's Creek Neal Ave Stormwater Feasibility Assessment

Commented [KK19]: 959-0002 Resource Assessment and Improvement – Diversion Tributaries

Commented [KK20]: Part of overall 910-0000 Education and Outreach

Commented [KK21]: Contingency Reserve as needed

LAKE MANAGEMENT

- Table 82 Activities

- No activities for 2027 and 2028 – *Noticed the following error in Table 82. The implementation activity to conduct a "subwatershed assessment/evaluate pollutant loading to the waterbodies" – has Heifort identified in 2027 and South School Section identified in 2028 but no budget for these years. This error will be addressed when meeting with the BWSR sub-committee and will be corrected prior to the Board adopting the 2027-2036 Watershed Management Plan.*

- Conduct a Subwatershed Assessment for Heifort Pond to evaluate pollutant loading and additional management needs.

Estimated cost: \$15,000

- Long Lake Flood Elevations - Evaluate options to address high water levels on Long Lake for the existing and projected 100-year rainfall event to provide additional protection for residences with less than adequate freeboard and for the protection of roads (Mid Oaks, 62nd

Commented [KK22]: 968-0000 Heifort Pond Subwatershed Plan – received letter from Ponds of Heifort Hills HOA and two phone calls/site visit with eastern landowners requesting Board move forward with developing an implementation plan for improving water quality in 2027

St, & 72nd St inundated for current 100-year event) [2021 Long Lake Flood Reduction Risk Evaluation].

Estimated cost: \$15,000 (this will be a limited analysis)

Commented [KK23]: 923-0003 Long Lake Flood Risk Assessment

- Unique Species Inventory – Maintain the BCWD's iNaturalist inventory of surface and groundwater resources for unique and notable features, protection strategies, and integrated findings with community conversations.

Estimated cost: \$1,000

Commented [KK24]: Part of overall 910-0000 Education and Outreach

WETLAND MANAGEMENT

- Fen Management - Maintain the high-level functions and values of the watershed's fen by managing the vegetation to control the encroachment of invasive vegetation on the wetland and protecting the fen groundwater recharge area.

Estimated cost: NA – Included in CIP SOPM

- Wetland Buffers - Conduct routine evaluations of wetland buffers recorded via the district's regulatory program to ensure the quantity and quality of recorded buffers are being maintained.

Estimated cost: \$2,500 (WCD to include in 2027/2028 contract)

Commented [KK25]: 300-4704 Permitting Inspection Database (item also includes Smartsheet annual subscription)

FLOODPLAIN AND FLOOD MANAGEMENT

- Promote natural asset management by supporting member communities in identifying, valuing, and protecting natural features that provide flood storage and contribute to stormwater management and watershed resilience. Natural Asset Management is the practice of identifying, valuing, and managing natural features such as wetlands, forests, floodplains, urban tree canopy, riparian buffers, and prairie areas, with the same intentionality that municipalities apply to built infrastructure like pipes, roads, and buildings. The core premise is that natural features provide measurable services to communities including flood storage, filtration, groundwater recharge, and temperature regulation, and that protecting and restoring these features is often more cost-effective than building engineered alternatives.

The goal of this project is not to deliver a full natural asset management program but to help city staff and elected officials understand what natural assets are, why they matter, and how to protect them via their comprehensive plan. Project tasks would include:

1. Baseline Natural Asset Mapping – Develop a community-specific natural asset map and summary fact sheet showing what natural assets exist, where they are located, and what functions they provide.
2. Natural Asset Valuation Snapshot – For a select natural asset (i.e., wetland complex or a riparian corridor), conduct a simplified valuation exercise quantifying the flood storage, stormwater retention, and water quality services provided and estimate what it would cost to replace those services with

engineered infrastructure. Develop a one-page summary per community showing the estimated dollar value of key natural assets and the cost of losing them.

3. Educational Workshop for City Staff and Elected Officials – Introduce the concept of natural asset management, walk communities through their community's natural asset map and valuation snapshot, and discuss how other communities have incorporated natural asset protection into their comprehensive plans.
4. Community Case Studies – Develop a brief document profiling two to three peer communities that have successfully incorporated natural asset management into their comprehensive plans.
5. Comprehensive Plan Language – Develop a customizable menu of draft comprehensive plan language organized by plan element for member communities to consider as they go through the comprehensive planning process.

Estimated Cost: \$50,000

- H/H Model Updates - Conduct updates to BCWD's hydrologic and hydraulic model to complete the following:
 1. Reflect new development activity annually.
 2. Incorporate any new information collected by BCWD and/or member communities (e.g., structure inventories) before the next plan update. This task includes incorporating recommendations for model revisions from the series of meetings with the communities conducted for the preliminary flood vulnerability assessment and using the updated H/H model to run Atlas-15.
 3. Sharing results with member communities for their Comprehensive Planning process.

Estimated cost: \$20,000

Commented [KK26]: Not included in budget - options to include some of these activities as part of EMWREP education to city staff and elected officials

Commented [KK27]: 923-0000 H&H Model Maintenance

GROUNDWATER MANAGEMENT

- Annual Groundwater Level Measurements – Collect groundwater elevation data from residential wells, monitoring wells, high capacity wells, and near landlocked basins at least annually. Install data recorders to collect more frequent measurements where possible. Share information with Washington County and the Metropolitan Council.

Estimated cost: \$5,000

Commented [KK28]: 942-0004 Measuring Trends in Groundwater elevations

- Groundwater Coordination – Here are the things we typically do under this budget.
 1. Collaborate with the Minnesota Department of Health to review and resolve differences related to BCWD-identified areas of contamination concern and recharge protection in the Drinking Water Supply Management Areas (DWSMA) and aquifer vulnerability assessments delineated by Stillwater and Oak Park Heights.
 2. Continue to participate in the North and East Metro Groundwater Management Area Plan Project Advisory Team by attending meetings.

3. Work with the Minnesota Department of Natural Resources' Observation Well program and others to install deep observation wells near Brown's Creek to monitor bedrock aquifers.

Estimated Cost: \$4,000

Commented [KK29]: 942-0011 Groundwater Coordinate with users

- Evaluate Effect of High Volume Pumping Wells on Brown's Creek. Review pumping records from Oak Glen golf course wells (and the new stormwater reuse system) and the City of Stillwater wells. Pumping records would be compared to changes in groundwater levels recorded in DNR observation wells in Brown's Creek Park. The results will provide information about aquifer properties and whether the wells are having an influence on the base flow of Brown's Creek. Findings from this analysis will be used to develop groundwater management recommendations, such as coordinated pumping schedules, that protect coldwater fisheries and ecosystems while supporting the operational needs of the golf course and the City.

Estimated Cost - \$25,000

Commented [KK30]: Not included in budget (942-0005)

ECOLOGICAL HEALTH

- Implement native plant community preservation and restoration projects (e.g., Kittentail restoration work with Washington County, Mendel Wetland restoration). Specifically, it is recommended that the BCWD address the large landowners on the western side of the wetland that need help with buckthorn removal or manage cattail invasion in the small peatland basins at the Grant 14 MBS site.

Estimated cost: \$7,000

Commented [KK31]: 961-0001 Habitat Restoration Vegetation management

- Work with the City of Stillwater and area residents to develop a plan and conduct ongoing monitoring and maintenance of the oak forest found on the west side of Long Lake (identified as a Rare Feature) to evaluate its quality, and if any management activities are needed to ensure its sustainability. This task will include facilitating a workshop to discuss the needs and what this management plan should include.

Estimated cost: \$1,500

Commented [KK32]: 961-0001 Habitat Restoration Vegetation management

- Coordinate with the Minnesota Department of Natural Resources on future Minnesota Biological Survey (MBS) assessments to share unique systems for data gathering and sharing. For example, addressing the under ranked MBS site in Grant.

Estimated cost: \$1,500

Commented [KK33]: 961-0001 Habitat Restoration Vegetation management

MONITORING AND DATA COLLECTION

- Weather Station - Continue collecting climatology data in 2025. This information is being collected to support a variety of District programs such as hydrologic and hydraulic model upgrades and calibration (which require 15-minute precipitation data), thermal modeling efforts, and other projects including the Settlers Glen iron-enhanced sand filter,

THPP, and the Biological Monitoring Program. Recommend calibrating precipitation logger and making any replacements to sensors as needed.

Estimated cost: \$4,200

Commented [KK34]: 957-0000 Weather Station

- **THPP Monitoring** – The BCWD has committed to monitoring the THPP on a 3-year cycle and the last monitoring effort was completed in 2021. As a result, it is recommended that the District budget for the installation of 3 level loggers to monitor infiltration rates at the Basin 1-3 complex, as well as a temperature logger at the THPP outlet to record temperatures during discharge events. This budget includes infiltration data analysis and preparation of a memorandum.

Estimated cost: \$6,500

Commented [KK35]: 903-0001 THPP Monitoring – carry forward from 2026

- **Comprehensive Stormwater Structure Inventory** – Washington County has been actively inventorying roadway culverts, and both Oak Park Heights and Stillwater are required under their MS4 Stormwater Pollution Prevention Programs (SWPPPs) to maintain storm sewer and waterbody inventories. In 2024, the District explored a partnership with the County to maintain a centralized structure inventory; however, the County declined to lead this effort. This effort will compile and organize these existing datasets and the District's own 25-year archive of survey data. This step will improve the District's ability to manage stormwater infrastructure, support regulatory compliance, and inform future modeling and planning efforts. Benefits to the District include improved data access and consistency, supporting regulatory and planning needs, maximizing use of existing investments, and laying the groundwork for future enhancements and improved interagency coordination. This step will also benefit smaller municipalities like May Township by sharing BCWD data that the township may not have been aware of or had the capacity to collect on its own.

Estimated cost: \$25,000

Commented [KK36]: 923-0004 Stormwater Structure Inventory – not included in budget, continue conversations with Washington County and Water Consortium on partner effort

REGULATIONS

- **Comprehensive Planning Process** - Utilize local water management plan review and approval process to ensure implementation of water resource protection standards consistent with or more protective than district standards. *In 2027, this will likely involve meeting with member communities to clarify expectations for Local Surface Water Management Plan updates and share information (i.e., community-specific handouts) as available.*

Estimated cost: \$2,000

Commented [KK37]: 922-0000 Plan Reviews – LGU/LWMP

- **Permit Management Program** - Implement the online application portal and electronic payment process.

Estimated cost: \$5,000

Commented [KK38]: 300-4704 Permitting Inspection Database – reduced to \$2500 to reflect Smartsheet subscription

- **Permit Management Program** – Conduct a review and revision of BCWD's rules (adopted in 2020) in accordance with Minnesota Statutes section 103D.341. Further evaluate the need to develop and adopt rule language regulating to a simplified performance goal like the Minimal Impact Design Standard.

Emmons & Olivier Resources, Inc.

1919 University Avenue West, Suite 300 St. Paul, MN 55104 T/ 651.770.8448 F/ 651.770.2552 www.eorinc.com

Estimated cost: \$30,000

Commented [KK39]: 909-0000 Rules review/Evaluation

EDUCATION, OUTREACH AND STEWARDSHIP

General Education and Outreach Activities:

- EMWREP - Coordinate BCWD education and outreach efforts with those of municipalities and other local watershed organizations by continuing to support the East Metro Water Resource Education Program.

Estimated cost: \$32,000

Commented [KK40]: 300-4810 Shared Educator – reduced to \$25,500 to reflect agreement

- Annually promote BCWD's events and accomplishments through multiple communication channels (e.g., mailings, newsletters, social media) to reach audiences, and share information about topics such as groundwater recharge, wetland and lake aesthetics and natural condition, home and yard care practices, and shoreline and wetland stewardship.

Estimated cost: \$10,000

Commented [KK41]: Part of overall 910-0000 Education and Outreach

- Host information sessions on education topics of interest (e.g., estate planning)

Estimated cost: \$1,500

Commented [KK42]: Part of overall 910-0000 Education and Outreach

- Artist-in-Residence - Pilot an artist in residency program to creatively engage the public in conversations about their watershed.

Estimated cost: \$15,000

Commented [KK43]: Part of overall 910-0000 Education and Outreach

- Annual Event - Host an annual event celebrating a watershed resource (e.g., BCWD on the Lake could provide an opportunity for small watercraft to explore a lake and learn about improvements and challenges facing the resource).

Estimated cost: \$4,000

Commented [KK44]: Part of overall 910-0000 Education and Outreach

- Recognize community member efforts in water and natural resource protection every two years.

Estimated cost: \$500

Commented [KK45]: Part of overall 910-0000 Education and Outreach

- Host annual community watershed event and smaller events to highlight local projects and to engage residents in scientific and recreational activities.

Estimated cost: \$3,000

Commented [KK46]: Part of overall 910-0000 Education and Outreach

- Youth Education

- Partner with Belwin Conservancy to provide educational content for grade school lessons in the classroom in Stillwater area schools.

Estimated cost: \$5,000

Commented [KK47]: Part of overall 910-0000 Education and Outreach

- Partner with Trout Unlimited to provide education content for grade school Trout in the Classroom sessions.

Estimated cost: \$1,000

Commented [KK48]: Part of overall 910-0000 Education and Outreach

- Participate in school community education events (e.g., DaVinci Fest).

Estimated cost: \$1,000

Commented [KK49]: Part of overall 910-0000 Education and Outreach

- **Board Training**

- Develop a board training plan annually, identifying training opportunities and ongoing learning.

Estimated cost: \$500

Commented [KK50]: Part of overall 910-0000 Education and Outreach

- Support manager attendance at external trainings (e.g., Water Consortium, Minnesota Watersheds, EMWREP, Lower St. Croix Partnership).

Estimated cost: \$1,000

Commented [KK51]: 200-4000 Manager Per Diem and Expense

LAND CONSERVATION

- **Comprehensive Planning** - Work with member communities during the Comprehensive Planning process to evaluate protection strategies near and within priority land conservation areas.

Estimated cost: \$2,500

Commented [KK52]: 935-0003 Land Conservation Priorities –carry forward

- **Acquisition of Easements** – The BCWD has been setting aside funds for the potential acquisition of property as the opportunity arises (e.g., acquisition of the property at 110th street in partnership with Washington County). The District currently has \$200K in its budget for a future acquisition and should plan to grow this by \$50K annually.

Estimated cost: \$50,000

Commented [KK53]: 935-0000 Land Conservation

- **Easement Restoration** – The BCWD has an easement over the property at 110th Street which is called the Brown's Creek Conservation Easement. In 2017 the District developed the Brown's Creek Conservation Area Management plan which identifies restoration activities for this easement. The following budget amount builds the funds available for larger restoration efforts slated for the future.

Estimated cost: \$25,000

Commented [KK54]: 935-0002 110th Street Property Maintenance – carry forward

Lower Priority Activities (Table 84)

STORMWATER RUNOFF MANAGEMENT

- Develop communication materials to convey the benefits of routine maintenance and operation of facilities and the consequences if these are not met.

Estimated cost: \$9,000

Commented [KK55]: Potentially part of overall 910-0000 Education and Outreach

- Further investigate heavy metals at the Long Lake inlet and opportunities for erosion control within the wetland adjacent to it.

Estimated cost: \$10,000

Commented [KK56]: 959-0002 Resource Assessment & Improvement – Diversion Tribs – not added at this time, efforts instead toward designing project to reduce erosion

WETLAND MANAGEMENT

- Select two to five sentinel wetlands to conduct five-year monitoring for land use and climate change implications and assess ten different wetlands on a bi-annual basis to expand the function and value assessment.

Estimated cost: \$10,000

Commented [KK57]: 963-0000 District wide Vegetation Surveys - wetland

GROUNDWATER MANAGEMENT

- Review water appropriation permits for potential impacts to groundwater levels in other wells, and groundwater flow to groundwater dependent natural resources to provide input on the DNR's review process.

Estimated cost: \$10,000

Commented [KK58]: Part of 300-4703 Permitting as needed

ECOLOGICAL HEALTH

- Lead a tour of high-quality rural wetland, pond, and lake ecological resources with the Minnesota Department of Natural Resources, Washington County, Washington Conservation District, communities (including staff and city councilors and officials), and other stakeholders to increase support for these features in regional planning and conservation activities.

Estimated cost: \$10,000

Commented [KK59]: Part of overall 910-0000 Education and Outreach

Brown's Creek Watershed District
2027 Budget -Draft
8-12-2026

		Revised Carry Forward	2026 Grants	2026 Levy	Revised 2026 Total Budget	Estimated 2026 Carry Forward	2027 Grants	2027 Levy	DRAFT 2027 Total Budget	Change from 2026 to 2027	Change from 2026 to 2028
100-2910	Designated Funds - Management Plan Projects	\$ 816,057			\$ 816,057	\$ 757,300			\$ 757,300	\$ (58,757)	
					\$ -				\$ -	\$ -	
Revenue					\$ -				\$ -	\$ -	
100-3700	Interest Income				\$ -				\$ -	\$ -	
100-3601	Metropolitan Council Outlet Monitoring Grant		\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000	\$ 5,000	
100-3630	Washington County Cost-share Applewood Reuse		\$ 60,000		\$ 60,000				\$ -	\$ -	
100-3631	MPCA Small Watershed Grant 2023-2025				\$ -				\$ -	\$ -	
100-3400	Permits				\$ -				\$ -	\$ -	
100-3632	MPCA Small Watershed Grant 2025-2029		\$ 310,191		\$ 310,191		\$ 260,000		\$ 260,000	\$ (50,191)	
100-3633	WCD HELP Grant 2025-2026				\$ -				\$ -	\$ -	
100-3635	Lower St Croix Partnership grant		\$ 34,100		\$ 34,100		\$ 59,100		\$ 59,100	\$ 25,000	
100-3634	Washington County AIS control grant		\$ 4,000		\$ 4,000				\$ -	\$ (4,000)	
100-3636	MN Department of Health - GW Planning				\$ -		\$ 50,000		\$ 50,000	\$ 50,000	
100-3100	Tax Levy			\$ 1,247,745	\$ 1,247,745			\$ 1,386,740	\$ 1,386,740	\$ 138,995	11.1%
TOTAL, ESTIMATED Sources of Funding		\$ 816,057	\$ 413,291	\$ 1,247,745	\$ 2,477,094	\$ 757,300	\$ 374,100	\$ 1,386,740	\$ 2,518,140	\$ 106,046	1.7%

ACCT. #	General Expenses	Revised Carry Forward	2026 Grants	2026 Levy	Revised 2026 Total Budget	Estimated 2026 Carry Forward	2027 Grants	2027 Levy	DRAFT 2027 Total Budget	Change from 2026 to 2027	Change from 2026 to 2028
200-4000	Manager Per Diem and Expense			\$ 10,000	\$ 10,000			\$ 19,250	\$ 19,250	\$ 9,250	
200-4210	Meeting Space	\$ 880		\$ 1,440	\$ 2,320			\$ 2,400	\$ 2,400	\$ 80	
200-4250	Dues & Subscriptions (MN Watersheds 7200 and LMCIT 2800)			\$ 10,000	\$ 10,000			\$ 10,000	\$ 10,000	\$ -	
200-4270	Bonding & Insurance			\$ 6,500	\$ 6,500	\$ 1,200		\$ 5,300	\$ 6,500	\$ -	
200-4280	Postage & Delivery			\$ 1,000	\$ 1,000	\$ 1,000		\$ -	\$ 1,000	\$ -	
200-4290	Printing & Notices			\$ 1,000	\$ 1,000			\$ 1,000	\$ 1,000	\$ -	
200-4330	Accounting			\$ 5,040	\$ 5,040			\$ 7,440	\$ 7,440	\$ 2,400	
200-4331	Audit			\$ 11,500	\$ 11,500	\$ 3,000		\$ 9,000	\$ 12,000	\$ 500	
200-4949	Misc., Other Expense			\$ 2,000	\$ 2,000	\$ 1,000		\$ 1,000	\$ 2,000	\$ -	
200-4320	Wash. Conservation District--Admin			\$ 70,000	\$ 70,000			\$ 75,000	\$ 75,000	\$ 5,000	
200-4265	Admin Conference Registrations			\$ 3,500	\$ 3,500			\$ 3,500	\$ 3,500	\$ -	
200-4410	Legal Fees - General			\$ 29,100	\$ 29,100			\$ 30,500	\$ 30,500	\$ 1,400	
200-4500	Staff Engineer			\$ 33,000	\$ 33,000			\$ 34,500	\$ 34,500	\$ 1,500	
	Contingency Reserve	\$ 5,939		\$ 40,000	\$ 45,939	\$ 40,000			\$ 40,000	\$ (5,939)	
TOTAL GENERAL FUND EXPENSES:		\$ 11,819	\$ -	\$ 219,080	\$ 230,899	\$ 46,200	\$ -	\$ 198,890	\$ 245,090	\$ 14,191	6.1%

ACCT. #	MANAGEMENT PLAN EXPENSES	Revised Carry Forward	2026 Grants	2026 Levy	Revised 2026 Total Budget	Estimated 2026 Carry Forward	2027 Grants	2027 Levy	DRAFT 2027 Total Budget	Change from 2026 to 2027	Change from 2026 to 2028
300-4320	Wash. Conservation District--Administrator			\$ 256,500	\$ 256,500			\$ 280,000	\$ 280,000	\$ 23,500	
300-4410	Legal Fees - Mgmt Plan			\$ 60,000	\$ 60,000			\$ 60,000	\$ 60,000	\$ -	
300-4501	Staff Engineer	\$ 3,042		\$ 99,000	\$ 102,042			\$ 106,000	\$ 106,000	\$ 3,958	
300-4702	Permitting, Legal Review			\$ 17,500	\$ 17,500			\$ 17,500	\$ 17,500	\$ -	
300-4703	Permitting, Engineering Review	\$ 0		\$ 78,000	\$ 78,000			\$ 85,000	\$ 85,000	\$ 7,000	
300-4704	Permitting, Inspection Database	\$ 4,000		\$ -	\$ 4,000	\$ 2,000		\$ 3,000	\$ 5,000	\$ 1,000	
300-4710-1	Baseline Monitoring		\$ 5,000	\$ 162,500	\$ 167,500		\$ 5,000	\$ 183,500	\$ 188,500	\$ 21,000	
300-4640	Equip. Maint. and Upgrades	\$ 10,000		\$ 15,000	\$ 25,000	\$ 15,000		\$ 10,000	\$ 25,000	\$ -	
300-4810	Shared Educator Position			\$ 25,500	\$ 25,500			\$ 25,500	\$ 25,500	\$ -	
903-0001	Trout Habitat Preservation Project: Monitoring,	\$ 6,592		\$ 340	\$ 6,932	\$ 6,500		\$ -	\$ 6,500	\$ (432)	
909-0000	Rules Review/Evaluation	\$ 22,150		\$ (20,000)	\$ 2,150			\$ 30,000	\$ 30,000	\$ 27,850	
909-0001	Groundwater Dep Nat Resource Inventory update			\$ 8,400	\$ 8,400	\$ -		\$ -	\$ -	\$ (8,400)	
909-0002	Permitting Program Internal Procedure updates	\$ 25,000		\$ (25,000)	\$ -			\$ -	\$ -	\$ -	
910-0000	Education & Outreach	\$ 35,500		\$ 64,500	\$ 100,000	\$ 50,000		\$ 25,000	\$ 75,000	\$ (25,000)	
911-0000	Volunteer Stream Monitoring			\$ 5,000	\$ 5,000			\$ 6,250	\$ 6,250	\$ 1,250	
914-0000	Homeowner BMP Program			\$ 50,000	\$ 50,000	\$ 10,000		\$ 40,000	\$ 50,000	\$ -	
922-0000	Plan Reviews - LGU/LWMP			\$ -	\$ -			\$ 2,000	\$ 2,000	\$ 2,000	
923-0000	H & H Model Maintenance	\$ 48,863		\$ (8,000)	\$ 40,863			\$ 20,000	\$ 20,000	\$ (20,863)	
923-0003	Long Lake - Flood Risk - Weir Modification Assessment	\$ 30,000			\$ 30,000	\$ 30,000		\$ (15,000)	\$ 15,000	\$ (15,000)	
923-0004	Stormwater Structure Inventory			\$ -	\$ -			\$ -	\$ -	\$ -	
927-0000	Management Plan Update	\$ 45,778			\$ 45,778			\$ -	\$ -	\$ (45,778)	
929-0000	Long Lake Plan Implementation	\$ 103,700		\$ (100,000)	\$ 3,700	\$ 3,700		\$ -	\$ 3,700	\$ -	
929-0013	Long Lake - Chloride Impairment Assessment	\$ 10,000		\$ -	\$ 10,000	\$ 10,000		\$ (10,000)	\$ -	\$ (10,000)	
929-0014	Long Lake - Brewer's Pond BMP/LGU cost-share	\$ 25,000			\$ 25,000			\$ -	\$ -	\$ (25,000)	
935-0000	Land Conservation Program	\$ 200,000		\$ 50,000	\$ 250,000	\$ 250,000		\$ 50,000	\$ 300,000	\$ 50,000	
935-0002	110th Street Property Implementation	\$ 50,000			\$ 50,000	\$ 35,000			\$ 35,000	\$ (15,000)	
935-0003	Develop Land Conservation Priorities	\$ 20,000			\$ 20,000	\$ 20,000			\$ 20,000	\$ -	
940-0000	BMP Program - LGU/Community Demonstration Projects			\$ -	\$ -			\$ 25,000	\$ 25,000	\$ 25,000	
942-0004	Measuring Trends in GW Elevations & Flow			\$ 5,000	\$ 5,000			\$ 5,000	\$ 5,000	\$ -	
942-0005	Groundwater - Browns Creek Pump record assessment				\$ -				\$ -	\$ -	
942-0006	GW Flow in Diversion Area				\$ -				\$ -	\$ -	
942-0007	Groundwater - Browns Creek piezometers			\$ 10,000	\$ 10,000	\$ 10,000		\$ (10,000)	\$ -	\$ (10,000)	
942-0011	Groundwater- Coordination with users/Integrated Water Management Framework			\$ 8,500	\$ 8,500		\$ 50,000	\$ 4,000	\$ 54,000	\$ 45,500	
947-0002	Fish Baffles - Hwy 95 & 96 Culverts			\$ 7,500	\$ 7,500	\$ 7,500		\$ (7,500)		\$ (7,500)	
947-0004	Brown's Creek - Buffer Restoration @ Oak Glen				\$ -		\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	
947-0009	Browns Creek Trail Improvements- habitat			\$ -	\$ -			\$ 3,200	\$ 3,200	\$ 3,200	
947-0013	Brown's Creek - Neal Ave Stormwater Feas Analysis				\$ -			\$ 30,000	\$ 30,000	\$ 30,000	
947-0017	Brown's Creek Implementation - Ecoli	\$ 10,000		\$ (10,000)	\$ -				\$ -	\$ -	
947-0018	Brown's Creek - Biological Survey (Fish & Macroinvert)			\$ 4,160	\$ 4,160			\$ 10,000	\$ 10,000	\$ 5,840	
947-0020	Brown's Creek - Stream Channel Survey			\$ 7,500	\$ 7,500				\$ -	\$ (7,500)	
947-0025	Brown's Creek - Golf Course Reuse - SCC		\$ 88,191	\$ 12,000	\$ 100,191	\$ 12,000	\$ 88,000		\$ 100,000	\$ (191)	
947-0026	Brown's Creek - Brown's Creek Cove Reach	\$ 58,000	\$ 256,100	\$ 124,800	\$ 438,900	\$ 93,900	\$ 206,100		\$ 300,000	\$ (138,900)	
947-0027	Brown's Creek - McKusick Road rock crib feasibility	\$ 26,000		\$ (26,000)	\$ -				\$ -	\$ -	
947-0028	Brown's Creek - Millbrook Phase II			\$ -	\$ -			\$ -	\$ -	\$ -	
948-0000	CIP Maintenance	\$ 48,964	\$ 60,000	\$ 115,300	\$ 224,264	\$ 150,000		\$ 75,000	\$ 225,000	\$ 736	
950-0001	South School Curly Leaf Treatment		\$ 4,000	\$ 6,000	\$ 10,000					\$ (10,000)	
950-0003	Aquatic Vegetation Surveys			\$ 12,000	\$ 12,000					\$ (12,000)	
953-0000	Fen Management Plan Implementation	\$ 435		\$ 4,200	\$ 4,635			\$ 9,000	\$ 9,000	\$ 4,365	
957-0000	Weather Station	\$ 1,180		\$ 3,000	\$ 4,180			\$ 4,200	\$ 4,200	\$ 20	
959-0002	Resource Assessment & Improvement - Diversion Tribs				\$ -			\$ 62,000	\$ 62,000	\$ 62,000	
959-0003	Resource Improvement - Gorge Bluff				\$ -			\$ 4,700	\$ 4,700	\$ 4,700	
960-0000	St Croix Phosphorus Reduction	\$ 10,000		\$ (10,000)	\$ -				\$ -	\$ -	
961-0000	Mendel Wetland Restoration Feasiblity	\$ 7,535		\$ (7,535)	\$ -				\$ -	\$ -	
961-0001	Habitat Restoration -Vegetation Management			\$ 5,500	\$ 5,500	\$ 5,500		\$ 4,500	\$ 10,000	\$ 4,500	
963-0000	District-Wide Vegetation Surveys- wetlands				\$ -			\$ 10,000	\$ 10,000	\$ 10,000	
964-0000	District-Wide Chloride Source Assessment	\$ 2,500		\$ (2,500)	\$ -					\$ -	
967-0000	Brewers Pond Subwatershed Plan	\$ 4,939		\$ 20,000	\$ 24,939				\$ -	\$ (24,939)	
968-0000	Heifort Pond Subwatershed Plan			\$ -	\$ -			\$ 15,000	\$ 15,000	\$ 15,000	
TOTAL MANAGEMENT PLAN PROJECT EXPENSES:		\$ 804,238	\$ 413,291	\$ 1,028,665	\$ 2,251,134	\$ 711,100	\$ 374,100	\$ 1,187,850	\$ 2,273,050	\$ 21,916	1.0%
TOTAL, OPERATING EXP. & MGMT. PLAN PROJECTS:		\$ 816,057	\$ 413,291	\$ 1,247,745	\$ 2,477,094	\$ 757,300	\$ 374,100	\$ 1,386,740	\$ 2,518,140	\$ 36,107	1.7%



BROWN'S CREEK WATERSHED DISTRICT

Preserving the integrity of the watershed for future generations

www.bcwd.org | 455 Hayward Ave N, Oakdale, MN 55128 | 651-330-8220

DRAFT Minutes of the regular meeting of the Brown's Creek Watershed District Board of Managers, Wednesday July 8, 2026

Roll call

Managers Present:	Others Present:
Klayton Eckles, President	Karen Kill, BCWD administrator
Chuck LeRoux, Vice President	Hannah Peterson, BCWD communications and project assistant
Celia Wirth, Treasurer	Michael Welch, Smith Partners, BCWD counsel
Luke Mattson, Secretary	Paul Nation, EOR, BCWD engineer
Griffin Brod, 2 nd Vice President*	

*Attended virtually

1) Call to order

President Klayton Eckles called the regular meeting to order at 6:32 p.m. Manager Griffin Brod noted that he was attending virtually because he was feeling under the weather.

2) Approve agenda

Manager Mattson moved, seconded by Manager LeRoux, to approve the agenda as presented.

	Yea	Nay	Abstain	Absent
Manager Eckles	X			
Manager LeRoux	X			
Manager Wirth	X			
Manager Mattson	X			
Manager Brod	X			

Motion carried on a roll call vote 5/0.

3) Public comments

There were no public comments.

4) Consent agenda

Luke Mattson requested removing item 4e, authorize interactive unique species inventory scope of work with Emmons and Olivier Resources, from the consent agenda for discussion.

a) Approve minutes of the June 10, 2026, regular meeting as presented

b) Accept Permit Fee Statement as presented

c) Accept Authorized Funds Spreadsheet as presented

d) Authorize the payment of bills as presented, totaling \$67,781.8

f) Authorize education event expenses not to exceed \$3,650 from account 910-0000

Manager Mattson moved, seconded by Manager LeRoux, to approve the consent agenda as amended.

	Yea	Nay	Abstain	Absent
Manager Eckles	X			
Manager LeRoux	X			

Manager Wirth	X			
Manager Mattson	X			
Manager Brod	X			

Motion carried on a roll call vote 5/0.

e) Authorize interactive unique species inventory scope of work with Emmons and Olivier Resources

Manager Mattson asked about the process for generating scopes of work for presentation to the board. Karen Kill explained that the scope for the unique species inventory is in the current plan as well as the plan update beginning in 2027. Manager Eckles asked about the use of iNaturalist and historical data, and the managers discussed keeping the exact locations of rare species private. Ms. Kill said that Hannah Peterson will work with EOR on how to share this information on the BCWD website.

Manager Mattson moved, seconded by Manager Wirth, to authorize the interactive unique species inventory scope of work with Emmons and Olivier Resources not to exceed \$2,856 from account 910-0000.

	Yea	Nay	Abstain	Absent
Manager Eckles	X			
Manager LeRoux	X			
Manager Wirth	X			
Manager Mattson	X			
Manager Brod	X			

Motion carried on a roll call vote 5/0.

5) Policy

a) Capital improvement project engineering approach

Ms. Kill reviewed options for contracting with firms other than the district engineer for project design and management. She noted the projects in the memo in the packet that are in the new plan that would be good opportunities to explore requesting proposals from others. The identified projects present opportunities to develop solutions to problems to be explored, rather than those that EOR had the background on and had already identified possible solutions. The managers discussed seeking information on firms' capabilities and strong suits during the biennial solicitation process. They acknowledged that the project-specific process would take additional time to develop and review request for proposals. There was general concurrence on the projects in the updated plan that would be a good fit for requesting proposals from different engineers.

6) Discussion agenda

a) Updates

i) Administration

Ms. Kill said staff will be presenting on the updated plan to the Board of Water and Soil Resource's central region committee in early August. She said that the grant-funding agreements for phase two of the Brown's Creek restoration project require 10-year agreements with the private landowners, and that the landowners were agreeable as long as no encumbrance is recorded on their properties. She said that she was planning to meet again with the landowners to go over project details and that progress is being made with project permitting. Ms. Kill also updated the managers on the Applewood Hills Golf Course

reuse project, and said that the pump is still not running and there are concerning chloride levels in the ponds to be used for reuse. She said she would bring more information to the August regular meeting. Ms. Peterson shared an update on upcoming events, noting the Long Lake event at the end of July in partnership with artists.

ii) Legal

Michael Welch said Minnesota Plumbing Board terminated its effort to adopt new rules prohibiting use of stormwater for irrigation after a hearing in June, but that a committee of the board will still discuss the issue.

iii) Engineer

Paul Nation said that he investigated the use of iron-sand infiltration in nearby watersheds for commercial projects. He said that it is being used for water-quality treatment, and watersheds have had to help developers with understanding maintenance needs.

iv) Managers

Manager Mattson asked about the grades in the permit inspection update, and Ms. Kill explained that the grading system describes how well each permitted project is doing at meeting the rules based on inspections.

b) August 2026 Regular Meeting Agenda

7) Adjournment

Manager Wirth moved, seconded by Manager Mattson, to adjourn the regular meeting at 7:34 p.m.

	Yea	Nay	Abstain	Absent
Manager Eckles	X			
Manager LeRoux	X			
Manager Wirth	X			
Manager Mattson	X			
Manager Brod	X			

Motion carried on a roll call vote 5/0.

Respectfully submitted by Hannah Peterson, BCWD staff and Luke Mattson, Secretary



BROWN'S CREEK WATERSHED DISTRICT

Preserving the integrity of the watershed for future generations

Permit Fee Statement

Financial Summary

Balance Due to BCWD	\$84,827.12
Permittee Deposit Balance	-\$164,269.15
Total Exempt Fees (Gov Projects)	\$136,378.70

Balance By Permit													
Permit Number	Project Name	Permit Status	Permit Status Date	Rule 2.0	Rule 3.0	Rule 4.0	Rule 5.0	Rule 6.0	Rule 7.0	Rule 10.0	Project Type	Balance Exempt	Balance Due
05-12	Bergmann Development/Sanctuary	Permitted	10/14/05	✓	✓	✓			✓	✓	RES DEV		\$0.00
15-07	Brown's Creek Cove	Permitted	05/05/16	✓	✓	✓			✓	✓	RES DEV		\$8,238.52
16-03	The Ponds at Heifort Hills	Permitted	09/27/16	✓	✓	✓	✓		✓	✓	RES DEV		\$0.00
17-01	Farms of Grant/White Oaks Savanna	Permitted	10/08/18	✓	✓	✓			✓	✓	RES DEV		\$16,985.34
17-04	The Lakes at Stillwater	Permitted	11/22/17	✓	✓	✓			✓		COM		\$5,026.45
17-17	West Ridge	Permitted	08/17/18	✓	✓	✓			✓		RES DEV		-\$0.00
18-04A	Boutwell Farms	Permitted	09/28/18	✓	✓	✓			✓		RES DEV		\$0.00
18-05	Hazel Place/Heritage Ridge	Permitted	11/14/18	✓	✓	✓			✓		RES DEV		-\$684.69
18-06	Nottingham Village	Permitted	03/05/26	✓	✓	✓			✓		RES DEV		\$1,412.90
18-14	St Croix Valley Recreation Center Expansion	Permitted			✓				✓		GOV DEV	\$7,406.28	
19-05	Central Commons	Permitted	09/24/25	✓	✓	✓			✓		COM		-\$1,962.59
20-05	Neal Ave Road Reconstruction	Permitted	06/01/20	✓	✓						ROAD	\$19,088.31	
20-08	CSAH 15-36 Interchange	Permitted	03/24/21		✓			✓	✓		ROAD	\$24,166.21	
20-12	White Pine Ridge	Permitted	06/07/21		✓						RES DEV		\$2,904.47
21-13	Marylane Gateway Addition	Permitted	09/29/21	✓	✓				✓		RES DEV		-\$611.00
21-34	Fahey Residence	Permitted	11/04/21		✓						SF RES		-\$743.78
21-45	Norell Ave N Improvements	Permitted	06/15/22	✓	✓				✓		ROAD	\$10,458.63	
22-11	7125 Lone Oak Trail (WOS L106)- Wiechman	Permitted	09/25/22		✓						SF RES		\$8,607.88
22-18	Stillwater Oaks	Permitted	10/11/25	✓	✓	✓			✓		RES DEV		-\$4,515.02
22-20	Popeyes OPH	Permitted	11/09/22		✓						COM		-\$189.62
22-31	Wash Co. CSAH 57 culverts	Permitted	02/02/23		✓						ROAD	\$1,053.00	
23-01	Cty Rd 61 Re-alignment	Permitted	04/12/23	✓	✓						ROAD	\$8,470.40	
23-02	WOS L114 - Cates (7211 Lone Oak Trail Tweden)	Permitted	05/04/23		✓	✓			✓		SF RES		\$0.00
23-11	7273 Lone Oak Trail- WOS Lot 122 - Freiroys Residence	Permitted	04/04/24		✓						SF RES		\$1,958.42
23-19	Liberty Classical Academy Expansion	Permitted	09/10/25	✓	✓	✓			✓		COM		-\$10.57
24-01	Take 5 Oil Change	Permitted	08/23/24	✓	✓				✓		COM		\$1,234.45
24-06	Rutherford Elementary	Permitted	08/29/24	✓	✓				✓		GOV DEV	\$8,580.06	
24-07	Elliott Crossing	Permitted	04/29/25	✓	✓	✓			✓		RES DEV		-\$5,046.87
24-08	Altendorfer Residence - 13075 Lynch Rd	Permitted	05/08/24		✓						SF RES		\$1,452.63
24-09	Washington County CSAH 5 - Trails and Bridge	Permitted	01/28/25	✓	✓		✓		✓		ROAD	\$23,204.40	
24-11	WOS Lot 127 Karr Residence (Cates)	Permitted	08/29/24		✓						SF RES		\$2,765.19
24-15	Lomston Residence	Permitted			✓	✓					SF RES		\$93.05
24-16	Goodsell Residence	Permitted	12/10/24		✓	✓					SF RES		\$0.00
24-17	WOS Lot 129 - Weatherby	Permitted	12/03/24		✓						SF RES		\$2,065.26
24-18	Washington County CSAH 15B/South Frontage Rd	Permitted	04/09/25	✓	✓		✓	✓	✓	✓	ROAD	\$27,304.54	
25-01	Curve Crest Boulevard Utility Extension	Permitted	02/19/25		✓						UTILITY	\$2,924.87	
25-02	Anderson Holdings Mass Grading	Ready to Close	06/04/26		✓						COM		\$6,243.36
25-03	HealthPartners Lakeview Campus	Permitted	07/02/25	✓	✓	✓	✓		✓		COM		\$10,288.78
25-07	WOS Lot 121 - Castillo Residence	Permitted	04/24/25		✓						SF RES		\$3,458.78
25-13	Xcel Energy Steel Pole Replacement	Ready to Close	07/10/26		✓						COM		\$2,692.09
25-14	119th St. N - Husnik Residence	Permitted	08/22/25	✓	✓						SF RES		-\$130.63
25-15	Elliott Crossing Lot 1 - Belin Residence	Permitted	07/07/25		✓						SF RES		\$2,015.17
25-17	WOS Lot 128 - Morud Residence	Permitted	08/22/25		✓						SF RES		\$2,222.99
25-18	Marylane Gateway Lot 3 - Deininger Residence	Permitted	07/24/25		✓						SF RES		\$1,592.54
25-22	WOS Lot #117- Upadhyaya	Permitted	10/02/25		✓						SF RES		\$1,618.66
25-27	Elliott Crossing Lot 5 - Style & Structure	Permitted	12/01/25		✓						SF RES		-\$107.08
25-28	Chick-fil-A Stillwater	Permitted	04/17/26	✓	✓				✓	✓	COM		-\$1,246.76
25-29	Sunrise Park Trail	Conditionally Approver	03/11/26	✓	✓				✓		GOV DEV	\$3,394.50	
25-30	Brixton Townhomes	Conditionally Approver	02/11/26	✓	✓	✓			✓		RES DEV		-\$2,109.93
26-01	Elliott Crossing Lot 2 - Anderson	Permitted	01/14/26		✓						SF RES		\$547.94
26-02	Sanctuary Wastewater Treatment Facility	Permitted	02/20/26		✓						RES DEV		-\$323.55
26-03	7 Brew Coffee	Permitted	07/23/26	✓	✓						COM		-\$2,675.15
26-04	Bergmann Residence Addition	Permitted	06/18/26	✓							SF RES		\$1,402.25
26-06	Stillwater Fire Station Pavement Rehab Project	Permitted	06/08/26		✓						GOV DEV	\$327.50	
26-07	WOS Lot 101 - Milbrath Residence	Permitted	07/10/26		✓	✓					SF RES		-\$620.50

Brown's Creek Watershed District
2026 Budget -Approved 7-8-2026
8-12-2026

		Revised Carry Forward	2026 Grants	2026 Levy	Revised 2026 Total Budget	Allocated	Available
100-2910	Designated Funds - Management Plan Projects	\$ 816,057			\$ 816,057		\$ 816,057
					\$ -		\$ -
Revenue					\$ -		\$ -
100-3700	Interest Income				\$ -		\$ -
100-3601	Metropolitan Council Outlet Monitoring Grant		\$ 5,000		\$ 5,000		\$ 5,000
100-3630	Washington County Cost-share Applewood Reuse		\$ 60,000		\$ 60,000		\$ 60,000
100-3631	MPCA Small Watershed Grant 2023-2025				\$ -		\$ -
100-3400	Permits				\$ -		\$ -
100-3632	MPCA Small Watershed Grant 2025-2029		\$ 310,191		\$ 310,191		\$ 310,191
100-3633	WCD HELP Grant 2025-2026				\$ -		\$ -
100-3635	Lower St Croix Parntership grant		\$ 34,100		\$ 34,100		\$ 34,100
100-3634	Washington County AIS control grant		\$ 4,000		\$ 4,000		\$ 4,000
100-3100	Tax Levy			\$ 1,247,745	\$ 1,247,745		\$ 1,247,745
TOTAL, ESTIMATED Sources of Funding		\$ 816,057	\$ 413,291	\$ 1,247,745	\$ 2,477,094	\$ -	\$ 2,477,094

ACCT. #	General Expenses	Revised Carry Forward	2026 Grants	2026 Levy	Revised 2026 Total Budget	Allocated	Available
200-4000	Manager Per Diem and Expense			\$ 10,000	\$ 10,000	\$ 10,200	\$ (200)
200-4210	Meeting Space	\$ 880		\$ 1,440	\$ 2,320	\$ 2,320	\$ -
200-4250	Dues & Subscriptions (MN Watersheds 7200 and LMCIT 2800)			\$ 10,000	\$ 10,000	\$ 10,000	\$ -
200-4270	Bonding & Insurance			\$ 6,500	\$ 6,500	\$ 6,500	\$ -
200-4280	Postage & Delivery			\$ 1,000	\$ 1,000		\$ 1,000
200-4290	Printing & Notices			\$ 1,000	\$ 1,000		\$ 1,000
200-4330	Accounting			\$ 5,040	\$ 5,040	\$ 5,040	\$ -
200-4331	Audit			\$ 11,500	\$ 11,500	\$ 11,500	\$ -
200-4949	Misc., Other Expense			\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,000
200-4320	Wash. Conservation District--Admin			\$ 70,000	\$ 70,000	\$ 70,000	\$ -
200-4265	Admin Conference Registrations			\$ 3,500	\$ 3,500	\$ 850	\$ 2,650
200-4410	Legal Fees - General			\$ 29,100	\$ 29,100	\$ 29,100	\$ -
200-4500	Staff Engineer			\$ 33,000	\$ 33,000	\$ 33,000	\$ -
	Equity Training	\$ 5,000		\$ (5,000)	\$ -		\$ -
	Contingency Reserve	\$ 5,939		\$ 40,000	\$ 45,939		\$ 45,939
TOTAL GENERAL FUND EXPENSES:		\$ 11,819	\$ -	\$ 219,080	\$ 230,899	\$ 179,510	\$ 51,389

ACCT. #	MANAGEMENT PLAN EXPENSES	Revised Carry Forward	2026 Grants	2026 Levy	Revised 2026 Total Budget	Allocated	Available
300-4320	Wash. Conservation District--Administrator			\$ 256,500	\$ 256,500	\$ 256,500	\$ -
300-4410	Legal Fees - Mgmt Plan			\$ 60,000	\$ 60,000		\$ 60,000
300-4501	Staff Engineer	\$ 3,042		\$ 99,000	\$ 102,042	\$ 102,042	\$ -
300-4702	Permitting, Legal Review			\$ 17,500	\$ 17,500		\$ 17,500
300-4703	Permitting, Engineering Review	\$ 0		\$ 78,000	\$ 78,000		\$ 78,000
300-4704	Permitting, Inspection Database	\$ 4,000		\$ -	\$ 4,000	\$ 4,000	\$ -
300-4710-1	Baseline Monitoring		\$ 5,000	\$ 162,500	\$ 167,500	\$ 167,500	\$ -
300-4640	Equip. Maint. and Upgrades	\$ 10,000		\$ 15,000	\$ 25,000	\$ 4,015	\$ 20,985
300-4810	Shared Educator Position			\$ 25,500	\$ 25,500	\$ 25,480	\$ 20
300-4950	Management Plan Implementation -future projects				\$ -		\$ -
903-0001	Trout Habitat Preservation Project: Monitoring,	\$ 6,592		\$ 340	\$ 6,932	\$ 6,932	\$ -
909-0000	Rules Review/Evaluation	\$ 22,150		\$ (20,000)	\$ 2,150	\$ 2,150	\$ -
909-0001	Groundwater Dep Nat Resource Inventory update			\$ 8,400	\$ 8,400		\$ 8,400
909-0002	Permitting Program Internal Procedure updates	\$ 25,000		\$ (25,000)	\$ -		\$ -
910-0000	Education & Outreach	\$ 35,500		\$ 64,500	\$ 100,000	\$ 27,806	\$ 72,194
911-0000	Volunteer Stream Monitoring			\$ 5,000	\$ 5,000		\$ 5,000
914-0000	Homeowner BMP Program			\$ 50,000	\$ 50,000	\$ 1,500	\$ 48,500
923-0000	H & H Model Maintenance	\$ 48,863		\$ (8,000)	\$ 40,863	\$ 40,863	\$ -
923-0002	Flood Risk Assessment			\$ -	\$ -		\$ -
923-0003	Long Lake - Flood Risk - Weir Modification Assessment	\$ 30,000			\$ 30,000		\$ 30,000
923-0004	Stormwater Structure Inventory			\$ -	\$ -		\$ -
927-0000	Management Plan Update	\$ 45,778			\$ 45,778	\$ 30,308	\$ 15,470
929-0000	Long Lake Plan Implementation	\$ 103,700		\$ (100,000)	\$ 3,700		\$ 3,700
929-0012	Long Lake - Marketplace Reuse Feasibility			\$ -	\$ -		\$ -
929-0013	Long Lake - Chloride Impairment Assessment	\$ 10,000		\$ -	\$ 10,000		\$ 10,000
929-0014	Long Lake - Brewer's Pond BMP/LGU cost-share	\$ 25,000			\$ 25,000	\$ 25,000	\$ -
935-0000	Land Conservation Program	\$ 200,000		\$ 50,000	\$ 250,000		\$ 250,000
935-0002	110th Street Property Implementation	\$ 50,000			\$ 50,000	\$ 9,300	\$ 40,700
935-0003	Develop Land Conservation Priorities	\$ 20,000			\$ 20,000		\$ 20,000
940-0000	BMP Program – LGU/Community Demonstration Projects				\$ -		\$ -
942-0004	Measuring Trends in GW Elevations & Flow			\$ 5,000	\$ 5,000	\$ 4,160	\$ 840
942-0007	Groundwater - Browns Creek piezometers			\$ 10,000	\$ 10,000		\$ 10,000
942-0008	Groundwater -recharge mapping			\$ -	\$ -		\$ -
942-0011	Groundwater - Coordination with users			\$ 8,500	\$ 8,500		\$ 8,500
947-0002	Fish Baffles - Hwy 95 & 96 Culverts			\$ 7,500	\$ 7,500		\$ 7,500
947-0009	Browns Creek Trail Improvements			\$ -	\$ -		\$ -
947-0017	Brown's Creek Implementation - Ecoli	\$ 10,000		\$ (10,000)	\$ -		\$ -
947-0018	Brown's Creek - Biological Survey (Macroinvert)			\$ 4,160	\$ 4,160	\$ 4,160	\$ -
947-0020	Brown's Creek - Stream Channel Survey			\$ 7,500	\$ 7,500		\$ 7,500
947-0022	Brown's Creek - Buffer and Stream Restoration-BC Park				\$ -	\$ -	\$ -
947-0025	Brown's Creek - Golf Course Reuse - SCC		\$ 88,191	\$ 12,000	\$ 100,191		\$ 100,191
947-0026	Brown's Creek - Brown's Creek Cove Reach	\$ 58,000	\$ 256,100	\$ 124,800	\$ 438,900	\$ 112,550	\$ 326,350
947-0027	Brown's Creek - McKusick Road rock crib feasibility	\$ 26,000		\$ (26,000)	\$ -		\$ -
947-0028	Brown's Creek - Millbrook Phase II			\$ -	\$ -		\$ -
948-0000	CIP Maintenance	\$ 48,964	\$ 60,000	\$ 115,300	\$ 224,264	\$ 116,048	\$ 108,216
950-0001	South School Curly Leaf Treatment		\$ 4,000	\$ 6,000	\$ 10,000	\$ 7,640	\$ 2,360
950-0003	Aquatic Vegetation Surveys			\$ 12,000	\$ 12,000		\$ 12,000
953-0000	Fen Management Plan Implementation	\$ 435		\$ 4,200	\$ 4,635	\$ 4,635	\$ -
957-0000	Weather Station	\$ 1,180		\$ 3,000	\$ 4,180	\$ 4,180	\$ -
959-0004	Resource Assessment - AIS				\$ -		\$ -
960-0000	St Croix Phosphorus Reduction	\$ 10,000		\$ (10,000)	\$ -		\$ -
960-0001	DNR Gully Stabilization			\$ -	\$ -		\$ -
961-0000	Mendel Wetland Restoration Feasiblity	\$ 7,535		\$ (7,535)	\$ -		\$ -
961-0001	Mendel Wetland Restoration -Vegetation Management			\$ 5,500	\$ 5,500		\$ 5,500
964-0000	District-Wide Chloride Source Assessment	\$ 2,500		\$ (2,500)	\$ -		\$ -
967-0000	Brewers Pond Subwatershed Plan	\$ 4,939		\$ 20,000	\$ 24,939	\$ 24,939	\$ -
TOTAL MANAGEMENT PLAN PROJECT EXPENSES:		\$ 804,238	\$ 413,291	\$ 1,028,665	\$ 2,251,134	\$ 981,707	\$ 1,269,426
TOTAL, OPERATING EXP. & MGMT. PLAN PROJECTS:		\$ 816,057	\$ 413,291	\$ 1,247,745	\$ 2,482,033	\$ 1,161,217	\$ 1,320,815

BROWN'S CREEK WATERSHED DISTRICT
8/12/2026
CURRENT ITEMS PAYABLE-PAGE 1 of 2

VENDOR

Emmons & Olivier Resources, Inc.

Inv. 41-0000-248 Retainer
Inv. 41-0000-248 Retainer
Inv. 41-0001-251 General Permitting
Inv. 41-0307-110 Permits 2017
 Permit #17-01 Grant Holdings Subd
 Permit #17-04 Stillwater Senior Living
Inv. 41-0330-85 Permits 2018
 Permit #18-05 Hazel Place
Inv. 41-0402-51 Permits 2022
 Permit #22-18 Stillwater Oaks
Inv. 41-0420-42 Permits 2023
 Permit #23-01 CR 61
 Permit #23-15 WOS Lot 102
 Permit #23-19 Liberty Classical Academy Expansion
Inv. 41-0438-31 Permits 2024
 Permit #24-01 Take 5 Oil Change
 Permit #24-03 WOS Lot 120 Hilgert Residence
 Permit #24-07 Elliott Crossing
 Permit #24-08 Altendorfer Residence
 Permit #24-09 CSAH 5 Phase 3
 Permit #24-11 WOS Lot 127 Karr Residence
 Permit #24-12 WOS Lot 130 Carlson
 Permit #24-17 WOS Lot 129 Weatherby
 Permit #24-18 CSAH 15 Frontage
Inv. 41-0461-19 Permits 2025
 Permit #25-01 Curve Crest Utility Extension
 Permit #25-03 Lakeview Hospital
 Permit #25-04 Kranz Residence
 Permit #25-05 St. Croix Rec Center
 Permit #25-06 CSAH 15 Pavement Preserv.
 Permit #25-07 WOS Lot 121 Castille
 Permit #25-11 Stillwater PFAS Treatment
 Permit #25-12 Doede Residence
 Permit #25-13 Xcel Energy Steel Pole Replacement
 Permit #25-15 Elliott Crossing Lot 1B
 Permit #25-17 WOS Lot 128 Morud
 Permit #25-18 Deininger Residence

	YES	NO	ABSTAIN	ABSENT
ECKLES	_____	_____	_____	_____
BROD	_____	_____	_____	_____
LEROUX	_____	_____	_____	_____
WIRTH	_____	_____	_____	_____
MATTSON	_____	_____	_____	_____

ACCOUNT #	ITEMS	TOTAL	CK NO
300-4500	\$ 8,249.25		
200-4500	\$ 2,749.75		
300-4703	\$ 8,090.49		
300-4703	\$ 743.81		
300-4703	\$ 182.50		
300-4703	\$ 994.51		
300-4703	\$ 244.84		
300-4703	\$ 323.00		
300-4703	\$ 184.91		
300-4703	\$ 4,165.22		
300-4703	\$ 850.67		
300-4703	\$ 341.49		
300-4703	\$ 98.50		
300-4703	\$ 216.32		
300-4703	\$ 252.00		
300-4703	\$ 290.99		
300-4703	\$ 316.24		
300-4703	\$ 316.24		
300-4703	\$ 424.85		
300-4703	\$ 58.63		
300-4703	\$ 288.78		
300-4703	\$ 246.25		
300-4703	\$ 180.56		
300-4703	\$ 25.25		
300-4703	\$ 316.24		
300-4703	\$ 130.06		
300-4703	\$ 391.82		
300-4703	\$ 141.13		
300-4703	\$ 265.92		
300-4703	\$ 312.43		
300-4703	\$ 216.32		

EOR Continued

Permit #25-19 Elliott Crossing Lot 3	300-4703	\$	141.13	
Permit #25-21 Bass Lake West	300-4703	\$	241.57	
Permit #25-22 WOS Lot 117 Upadhyaya	300-4703	\$	316.24	
Permit #25-23 Kismet Basin Septic	300-4703	\$	209.07	
Permit #25-24 Ziegler Pole Shed	300-4703	\$	216.32	
Permit #25-26 Elliott Crossing Lot 4	300-4703	\$	147.66	
Permit #25-27 Elliott Crossing Lot 5	300-4703	\$	181.92	
Permit #25-28 Chick-fil-A	300-4703	\$	753.24	
Permit #25-29 Sunrise Park Trail	300-4703	\$	49.25	
Permit #25-30 80th & Manning Townhomes	300-4703	\$	3,136.07	
Inv. 41-0475-7 Permits 2026				
Permit #26-01 Elliott Crossing Lot 2	300-4703	\$	181.92	
Permit #26-02 Sanctuary WWTF	300-4703	\$	216.32	
Permit #26-03 7Brew Coffee	300-4703	\$	624.35	
Permit #26-06 Stillwater Fire Station Pavement	300-4703	\$	33.50	
Permit #26-07 Milbrath Residence	300-4703	\$	132.00	
Inv. 41-0084-56 BMP Cost Share Program	929-0000	\$	394.00	
Inv. 41-0205-102 CIP Operation and Maintenance	948-0000	\$	1,567.43	
Inv. 41-0284-43 BCWD Education & Outreach	910-0000	\$	75.50	
Inv. 41-0399-7 2022 Rule Guidance	909-0000	\$	197.00	
Inv. 41-0447-26 BCWD 2024 WMP Update	927-0000	\$	1,049.00	
Inv. 41-0449-9 Browns Creek Cove	947-0026	\$	13,923.40	
Inv. 41-0463-13 AHGC O&M	948-0000	\$	1,644.98	
Inv. 41-0482-2 Oak Glen GC Bank Repair	947-0022	\$	454.00	
Inv. 41-0484-4 IESF O&M 2026	948-0000	\$	507.63	
Inv. 41-04846-2 Brewer's Pond Water Quality Improvement	967-0000	\$	788.00	\$ 58,790.47

Xcel Energy

Inv. 987451419 - Iron Enhanced Sand Filter Pump Operation	948-4500	\$	57.08	\$ 57.08
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Washington Conservation District

Inv. 7541 Q2 2026 EMWREP Shared Educator	300-4810	\$	6,370.00	
Inv. 7548 June 2026 Water Monitoring				
Baseline Water Monitoring - Labor	300-4710	\$	11,529.66	
Baseline Water Monitoring - Equipment	300-4640	\$	16.67	
Baseline Water Monitoring - Expenses	300-4640	\$	118.46	
Inv. 7571 June 2026 BMP Program				
BMP Maintenance - Brown's Creek Cove Planting	947-0026	\$	2,624.50	
BMP Technical Assistance - Brown's Creek Conservation Area Tree Removal	935-0002	\$	202.50	
BMP Technical Assistance - Stewardship Program	914-0000	\$	911.25	
BMP Technical Assistance - Education Event	910-0000	\$	243.00	
GIS Assistance	948-0000	\$	102.00	
Expenses: Brown's Creek Cove Planting Materials	947-0026	\$	687.53	
Expenses: BCCA HELP Grant Materials	935-0002	\$	546.94	
Inv. 7577 Q2 2026 Administration				
Administration (1/5)	200-4320	\$	16,324.00	
Administration (4/5)	300-4320	\$	65,296.00	

WCD Continued	2026 Newsletter - Printing and Mail Processing (Bayport Printing)	910-0000	\$ 1,765.00		
	2026 Newsletter - Postage (Bayport Printing)	910-0000	\$ 1,442.58		
	BCWD Landowner Guide - Printing and Mailing (Bayport Printing)	910-0000	\$ 762.88		
	CAC Brochure - Printing (Bayport Printing)	910-0000	\$ 115.00		
	Beaver Signs - Printing (Bayport Printing)	910-0000	\$ 150.00		
	MN Watersheds Tour - Registration and Hotel (Karen)	200-4625	\$ 834.89		
	MN Watersheds Tour - Registration (Luke Mattson)	200-4000	\$ 132.54		
	Miscellaneous Expenses	200-4949	\$ 448.46		
	Inv. 7578 Q2 2026 Volunteer Stream Monitoring Program	911-0000	\$ 1,142.32	\$ 111,766.18	
Smith Partners	Inv. 46794 Retainer - Meetings, Preparation	200-4410	\$ 2,464.48		
	Inv. 46795 General Legal Services	300-4410	\$ 393.90		
	Inv. 46796 Planning	300-4410	\$ 456.84		
	Inv. 46797 Permits	300-4702	\$ 363.60		
	Inv. 46798 Policy Issues	300-4410	\$ 818.64		
	Inv. 46799 Sureties	300-4410	\$ 90.90		
	Inv. 46800 Oak Glen Golf Club Project	300-4410	\$ 181.80		
	Inv. 46801 Capital Project Development	300-4410	\$ 363.60		
	Inv. 46802 Highway 36/Manning Reuse	300-4410	\$ 363.60		
	Inv. 46803 BC Cove	300-4410	\$ 1,637.10		
	Inv. 46804 Land Conservation	300-4410	\$ 484.80	\$ 7,619.26	
Dave S. McCord, LTD	Inv. 4747 June 2026 Accounting Services	200-4330	\$ 420.00	\$ 420.00	
OnSite Companies	Inv. 0002103672 Portable Restroom for Still Water, Living Lake Event	910-0000	\$ 187.00		
	Inv. 0002103673 Portable Restroom for Still Water, Living Lake Event	910-0000	\$ 187.00	\$ 374.00	
PLM Lake and Land Management Corp.	Inv. S16688 South School Section Lake CLP Treatment	950-0001	\$ 3,472.08	\$ 3,472.08	
Woodchuck Tree Care	Inv. 6737 Tree Removal at Brown's Creek Conservation Area	935-0002	\$ 6,000.00	\$ 6,000.00	
Denise Lau	Summer Painting Workshop Materials	910-0000	\$ 90.00	\$ 90.00	
Joshua Schwartz	Permit 21-15 Schwartz Residence - Closeout	300-4703	\$ 319.38	\$ 319.38	
Bayport Printing House Inc	Inv. 3444-26 Yard Sign Printing for Still Water, Living Lake Event	910-0000	\$ 293.00	\$ 293.00	
City of Stillwater	Inv. 65813 9/19 Community Event Permit Application	910-0000	\$ 25.00	\$ 25.00	
A House Unbuilt	Inv. 211 Still Water, Living Lake: Artists, Photographer, and Materials	910-0000	\$ 2,337.43		
	Inv. 212 Still Water, Living Lake: Curatorial and Project Management	910-0000	\$ 1,200.00	\$ 3,537.43	
Xcel Energy	Permit 25-13 Xcel Steel Pole Replacement - Closeout	300-4703	\$ 307.91	\$ 307.91	
Smartsheet	Inv. 2901036 Smartsheet Subscription	300-4704	\$ 2,544.00	\$ 2,544.00	

Total Amount Disbursed

\$ 195,615.79

BROWN'S CREEK WATERSHED DISTRICT
8/12/2026
MONTHLY ITEMS DEPOSITED - Page 1 of 1

VENDOR	INVOICE/DESCRIPTION	ACCOUNT #	CK NO	DEPOSIT DATE	TOTAL
4M Fund	Dividend (Interest)	100-3700	Direct Deposit	7/31/2026	\$ 2,980.70
HR Green Development LLC	#25-28 Permit Fee Payment/Replenish	300-4703	43149	7/14/2026	\$ 3,017.62
CNL, LLC	#18-06 Cash Escrow	300-4703	2419	7/14/2026	\$ 12,665.00
Magellan Land Development LLC	#25-30 Permit Fee Payment/Replenish	300-4703	1095	7/24/2026	\$ 746.00
Pulte Homes of Minnesota, LLC	#25-30 Permit Fee Payment/Replenish	300-4703	50951123	7/24/2026	\$ 6,179.25
Streetcar Holdings, Inc.	#17-01 Permit Fee Payment/Replenish	300-4703	10869	7/29/2026	\$ 10,000.00
Eventbrite	Summer Painting Event Registration - Part 1	910-0000	Direct Deposit	7/16/2026	\$ 36.63
	Summer Painting Event Registration - Part 2	910-0000	Direct Deposit	8/7/2026	\$ 24.42
TOTAL AMOUNT DEPOSITED:					\$ 35,649.62

Art Proposal for the Community Watershed Celebration and Bird Festival

Submitted to Brown's Creek Watershed District

Aug. 7, 2026

Jennifer Awes Freeman, PhD
88 Clarence Ave SE
Minneapolis, MN 55414
jcawes@gmail.com
cell: 516-238-4908

Summary:

I propose to facilitate a linocut printmaking activity that will feature images of four local macroinvertebrates at the Community Watershed Celebration and Bird Festival on Sept. 19th, 2026. Participants of all ages will be able to create their own prints on cards with information about the respective macroinvertebrate on the reverse. This will support the event's goals of offering educational and accessible programming and will offer participants a memento of the event to take home.

Qualifications:

I have more than twenty years of experience teaching hands-on visual art workshops and classes in a variety of media and contexts. My undergraduate degree was in technical theatre and art history; my masters and doctoral studies focused on premodern art history and religion. I am currently the gallery director at Westminster Presbyterian Church in Minneapolis and teach in the art history department at the University of Minnesota. I am also a practicing artist, working primarily in egg tempera painting and mixed-media sculpture.

Scope in:

- Creation of linocut blocks of four macroinvertebrates (e.g., stonefly, caddisfly, dragonfly, mayfly)
 - Includes acquiring and preparing supplies (lino blocks, paper, ink), researching, and developing texts and images (sketches and cutting the blocks)
- Facilitation of art activity at the Community Watershed Celebration and Bird Festival on Sept. 19th, 2026
 - Includes set up beforehand, facilitation from 10am-1pm, clean up afterwards

Scope out:

- At this time, the lino blocks themselves are not included in this proposal; the Brown's Creek Watershed District may request to purchase them.

Fee proposal:

Time/Labor:

Research and drawing: 2 hrs

Composing and printing information texts; cutting paper: 2 hrs

Carving blocks and creating test prints: 5 hrs

Event (travel, set up, facilitation, clean up): 6 hrs

15 hours total at \$50/hr = \$750

Estimated material cost

A 8x10 in. sheet of lino: \$10

Cardstock in 2-3 colors: \$20

Water-based printing ink: \$20

\$50

TOTAL: \$800



MEMORANDUM

TO: BCWD Board of Managers and Karen Kill, District Administrator

FROM: Aaron DeRusha, Washington Conservation District (WCD)

DATE: 7/15/2026

RE: Stage Sensor Replacement Request

A water level and velocity sensor at the Stonebridge water monitoring station has failed and needs to be replaced. The sensor began showing extreme fluctuations in water level beginning in early July, rendering any future recorded level data unreliable. The level and velocity sensor is integral to the function and performance of the monitoring station, and the pollutant load calculation method. I am requesting the BCWD board approve the replacement cost, including extended warranty, of one level and velocity sensor for \$2,668 plus applicable shipping. Attached is a quote detailing these costs. Note the quote includes cost for a second sensor, which is being purchased by South Washington Watershed District (SWWD) for their monitoring program under the same order. The equipment will be purchased and installed by WCD, to be reimbursed by BCWD. BCWD will retain ownership of the equipment.

Requested board action: Approve equipment replacement expenditures as described above, and payment not to exceed \$2,668 plus shipping to Washington Conservation District for reimbursement.

QUOTATION

Page: 1

Quotation For:

Washington Conservation District
455 Hayward Ave N
Oakdale MN 55128
Ph: (651) 796-2231 Fx: (651) 330-7747

Quotation#: 2260803
Revision#:
Date: 07/15/26

Attn: Aaron DeRusha E-Mail: ADeRusha@mnwcd.org
Ref: Isco 750 AV Sensors w/ Additional Warranty

Please Address Order To:

TECH SALES CO.
311 W. 44TH STREET
MINNEAPOLIS MN 55409

FOB: Factory
Shipment: 3-4 Weeks ARO
Salesman: Travis DeGroot
Validity: 30 Days
Terms: NET 30 DAYS

Item	Qty	Part#/Description	Unit Price	Total Price
1	2	603254021 Low Profile Area Velocity Sensor with 10' range and 25' cable.	2,401.20	4,802.40
2	2	Warranty Additional 1 year Warranty	266.80	533.60

Quote Total: 5,336.00

Prices shown do not include freight or sales tax. MasterCard/Visa payments are accepted but may be subject to a 4% surcharge. Please review this quotation and let us know if you have any questions.

By: Travis DeGroot

Cost Division:
Brown's Creek Watershed District- \$2,668
South Washington Watershed District- \$2,668

Resolution no. 26-04

**Brown's Creek Watershed District
Board of Managers**

Concurring in the City of Stillwater's sole exercise of regulatory authority for erosion and sediment control for single-family home development and redevelopment

Manager _____ offered the following resolution and moved its adoption, seconded by Manager _____:

Whereas Brown's Creek Watershed District, a governmental subdivision with powers set forth in Minnesota Statutes chapters 103B and 103D, is authorized to act to achieve the purposes set forth in those chapters for the protection, conservation and beneficial use of the water resources of the Brown's Creek watershed;

Whereas Brown's Creek Watershed District has an approved and adopted watershed management plan in fulfillment of Minnesota Statutes section 103B.231, and has submitted a complete final updated plan to the state Board of Water and Soil Resources for approval;

Whereas in accordance with its adopted watershed plan and Minnesota Statutes section 103D.341 and 103D.345, BCWD has adopted rules and implements a permitting program to protect water resources and mitigate risk of and damage from flooding in the watershed;

Whereas the City of Stillwater has developed and adopted (as part of its comprehensive land-use plan) a local water-management plan in accordance with Minnesota Statutes section 103B.235, after BCWD conditionally approved Stillwater's local water plan on January 10, 2018, by adoption of Resolution 18-04, premised on Stillwater's concurrence in BCWD's continued exercise of regulatory authority over the use of development of land within the territorial limits of the City of Stillwater within BCWD's jurisdiction pursuant to Minnesota Statutes section 103B.211, subdivision 1(a)(3)(iii), and by action of its city council on [DATE], Stillwater so acted, and BCWD has accordingly exercised regulatory authority to the full extent of the applicability of its rules within Stillwater;

Whereas Stillwater and BCWD have closely collaborated on implementation of their respective regulatory programs to protect water resources and mitigate risk of and damage from flooding in the portion of the city within BCWD jurisdiction;

Whereas sections 5.4.5 and 5.7.2 of BCWD's 2027-2036 watershed management plan recognizes that Minnesota Statutes 103B.211, subdivision 1(a)(3) provides that where a municipality has adopted and is implementing an ordinance or ordinances that achieve the relevant standards in the BCWD rules, the city and watershed may choose

to enter into a memorandum of understanding providing for the exercise sole regulatory authority with regard to water-resources protection or flood-risk mitigation;

Whereas the BCWD engineer has reviewed the City of Stillwater's regulatory program and, as detailed in the memo attached to an incorporated into this resolution as a term hereof, and found that with regard to erosion and sediment-control practices for single-family home construction and reconstruction projects, Stillwater's regulatory program provides resource protection as effective as BCWD's;

Whereas Stillwater agrees that BCWD should continue to exercise its regulatory authority with respect to all land-disturbing activities that trigger BCWD regulatory requirements; and

Whereas the parties wish to memorialize their understanding in a memorandum of understand as provided subsection 5.7.2 of the 2027-2036.

Now, therefore, be it resolved that the BCWD Board of Managers authorizes the president, with advice of counsel, to enter into a memorandum of understanding acknowledging that Stillwater will exercise sole regulatory authority over single-family home projects triggering only the BCWD Erosion and Sediment Control Rule within the portion of Stillwater within the Brown's Creek Watershed District's jurisdiction, substantially in the form attached hereto and incorporated herein as Exhibit B.

	Yea	Nay	Abstain	Absent
Brod	☐	☐	☐	☐
Eckles	☐	☐	☐	☐
LeRoux	☐	☐	☐	☐
Mattson	☐	☐	☐	☐
Wirth	☐	☐	☐	☐

Upon vote, the president declared the resolution adopted.

Dated: August 12, 2026.

* * * * *

I, Luke Mattson, secretary of Brown's Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with BCWD and find the same to be a true and correct transcription thereof.

IN TESTIMONY WHEREOF, I set my hand on _____, 2026.

Luke Mattson, Secretary

Exhibit A
Staff/Engineer Memo

DRAFT

Project Name	BCWD Permit Program	Date	8/6/2026
To / Contact info	BCWD Board of Managers		
Cc / Contact info	Karen Kill, BCWD Administrator		
From / Contact info	Paul Nation, PE EOR		
Regarding	MOU for Stillwater to take over erosion control permitting of single-family homes		

BCWD Rule 3.0 requires landowners to secure a permit from BCWD when undertaking grading, filling, or other land-altering activities which involve movement of more than 50 cubic yards of earth or removal of vegetative cover on 5,000 square feet or more of land. Applicants for an erosion control permit must submit an erosion control plan prepared by a qualified individual that demonstrates how sediment will be retained on site during construction and how the site will be restored after construction. The BCWD engineer typically inspects these sites 1-2 times per month and after rainfall events of 0.5" or more to confirm erosion control practices are maintained in good condition. Inspections occur more often on sites that are not well maintained.

Karen Kill, BCWD Administrator, discussed Stillwater's permitting program and inspection routine with Dillon McClung, the city's engineering technician and primary erosion control inspector. Dillon confirmed the following elements of their regulatory program.

- Erosion control permits are required for sites that disturb 50 or more cubic yards of earth and for all new single-family homes.
- An erosion control plan must be provided for city review outlining the practices that will be used to prevent movement of sediment off the site.
- Staff conduct weekly inspections.
- Stillwater requires a cash escrow that is returned after as-builts are submitted and final stabilization has been verified.

Based on these findings, the BCWD engineer agrees that, with regard to erosion control permitting for single-family home construction, Stillwater's regulatory program provides resource protection as effective as BCWD's.

Exhibit B
Draft Memorandum of Understanding

Minnesota Department of Health

Grant Agreement Cover Sheet

You have received a Grant Agreement from the Minnesota Department of Health (MDH). Information about the Grant Agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this cover sheet.

Attachment: Grant Agreement

Contact for MDH: Carrie Raber, Planning Director, 651-201-4695, carrie.raber@state.mn.us

Grantee SWIFT Information	Grant Agreement Information	Program & Funding Information
Name of MDH Grantee (as it appears in SWIFT): Brown's Creek Watershed District	SWIFT Contract Number: 291987	MDH Program Name: DWP-Source Water Protection
SWIFT Vendor Number: 0000227053 SWIFT Vendor Location Code: 001	Effective Date: July 1, 2026, OR the date all signatures are collected, and the agreement is fully executed, whichever is later. Expiration Date: January 31, 2028	Total State Grant Funds: \$50,000.00 Total Federal Grant Funds: \$0 Total Grant Funds (<i>all funds</i>): \$50,000.00

Minnesota Department of Health

Grant Agreement

This Grant Agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health (“MDH”) and Brown’s Creek Watershed District (“Grantee”). Grantee’s address is 455 Hayward Ave. N, Oakdale, MN 55128.

Recitals

1. MDH is empowered to enter into this Grant Agreement under Minn. Stat. §§ [144.05](#) and [144.0742](#).
2. MDH is in need of to build capacity to accelerate implementation of groundwater projects across the state.
3. The vision of MDH is for health equity in Minnesota, where all communities are thriving and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.
4. Grantee represents that it is duly qualified and will perform all the activities according to the terms of this Grant Agreement.

Grant Agreement

1. Term of Agreement

1.1. **Effective Date**

July 1, 2026, or the date MDH obtains all required signatures under [Minn. Stat. § 16B.98](#), subd. 5, whichever is later. Per [Minn. Stat. § 16B.98](#), subd 7, no payments will be made to the Grantee until this Grant Agreement is fully executed. Grantee must not begin work until this Grant Agreement is fully executed and MDH’s Authorized Representative has notified Grantee that work may commence. No costs may be incurred prior to the Grant Agreement being fully executed.

1.2. **Expiration Date**

January 31, 2028, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

1.3. **Survival of Terms**

The following clauses survive the expiration or cancellation of this Grant Agreement: Liability; Financial Examinations; Government Data Practices; Tax Compliance Verification;

Ownership of Equipment and Supplies; Intellectual Property; Publicity and Endorsement; and Governing Law, Jurisdiction, and Venue.

2. Activities

2.1. MDH's Activities

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

2.2. Grantee's Activities

Grantee, who is not a state employee, shall conduct the activities specified in Exhibit A, which is attached and incorporated into this Grant Agreement.

3. Time

Grantee is required to perform all of the activities stated in this Grant Agreement, and any incorporated exhibits, within the Grant Agreement period. MDH is not obligated to extend the Grant Agreement period. Failure to meet a deadline may be a basis for a determination by MDH's Authorized Representative that Grantee has not complied with the terms of the Grant Agreement.

4. Award and Payment

MDH will award funds to Grantee for all activities performed in accordance with this Grant Agreement.

4.1. Grant Award

Reimbursement will be in accordance with the agreed upon budget contained in Exhibit B, which is attached and incorporated into this Grant Agreement.

4.2. Administrative Costs.

Grantee agrees that administrative costs must be necessary and reasonable as a condition of this Grant Agreement pursuant to [Minn. Stat. § 16B.98](#), subd 1. Administrative costs will be reimbursed in accordance with the agreed upon budget.

4.3. Travel Expenses

Grantee will be reimbursed for mileage at the current IRS rate in effect at the time the travel occurred; meals and lodging expenses will be reimbursed in the same manner and in no greater amount than provided in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Minnesota Management and Budget ("MMB"); or, at the Grantee's established rate (for all travel related costs), whichever is lower, at the time travel occurred. Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless Grantee has received MDH's prior written approval for out-of-state travel. Minnesota will be considered the home state for determining whether travel is out-of-state.

4.4. Budget Modifications

Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation listed under "Total Obligation."

4.5. Total Obligation

The total obligation of MDH for all compensation and reimbursements to Grantee under this Grant Agreement will not exceed \$50,000.00.

4.6. Terms of Payment

4.6.1. Invoices

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the Grant Agreement.

4.7. Contracting and Bidding Requirements

4.7.1. Municipalities

A grantee that is a municipality, as defined in [Minn. Stat. § 471.345](#), subd. 1, is subject to the contracting requirements set forth under [Minn. Stat. § 471.345](#). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41](#), et. seq.

4.7.2. Non-municipalities

Grantees that are not municipalities must adhere to the following standards in the event that activities assigned to Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or awarded to a targeted vendor.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
- iv. Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:

- 1) Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>);
 - 2) Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>); or
 - 3) Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://cert.smbwbe.com/>).
- v. Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, awarding and administration of contracts.
 - vi. Grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
 - vii. Notwithstanding parts (i) through (iv) above, MDH may waive the formal bidding process requirements when:
 - Vendors included in response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the Grant Agreement or
 - There is only one legitimate or practical source for such materials or services and Grantee has established that the vendor is charging a fair and reasonable price.
 - viii. Projects that involve construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under [Minn. Stat. §§ 177.41 through 177.50](#).
 - ix. Grantee must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. The list of debarred vendors in Minnesota is available at: [Suspended/Debarred Vendors](#) (<https://mn.gov/admin/osp/government/suspended-debarred/>). The list of suspended and debarred entities by the federal government is available at www.sam.gov.

5. Conditions of Payment

All activities performed by Grantee pursuant to this Grant Agreement must be performed in accordance with the terms of this Grant Agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Applicable state laws include, but are not limited to, the Minnesota Human Rights Act ([Minn. Stat. ch. 363A](#)) which prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, gender, identity, sexual orientation, age, marital status, public assistance status, familial status, and disability. MDH will not pay Grantee for work that MDH determines is noncompliant with the

terms and conditions of this Grant Agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

6. Requirements for Other Legal Agreements

- 6.1. Grantee must utilize a formal legal agreement if it engages with another party to carry out a portion of the activities listed in this Grant Agreement. Grantee must provide timely notice to MDH of any such agreement prior to the other party/ies performing work under this Grant Agreement. Such notice must include the name of the other party; description of the activities to be performed; dates activities will be performed; and the total budget.
- 6.2. Grantee must monitor the activities of the other party/ies to ensure funds are used for authorized purposes; is in compliance with the terms and conditions of the legal agreement, [Minn. Stat. § 16B.97](#), subd. 4(a)(1), and other relevant statutes and regulations; and that performance goals are achieved.
- 6.3. If MDH becomes aware of unsatisfactory performance and or noncompliance, MDH reserves the right to require Grantee to terminate the legal agreement with the other party.
- 6.4. No legal agreement with any other party shall terminate or in any way affect the legal responsibility of the Grantee to MDH for timely and satisfactory performance of the Grant Agreement.
- 6.5. Grantee and the other party must not enter into a legal agreement with vendors who are suspended or debarred by the State of Minnesota or the federal government. The list of debarred vendors in Minnesota is available at: [Suspended/Debarred Vendors \(https://mn.gov/admin/osp/government/suspended-debarred/\)](https://mn.gov/admin/osp/government/suspended-debarred/). The list of suspended and debarred entities by the federal government is available at www.sam.gov.

7. Authorized Representatives

7.1. ***MDH's Authorized Representative***

MDH's Authorized Representative for purposes of administering this Grant Agreement is Carrie Raber, Planning Director, PO Box 64975, St. Paul, MN 55164-0975, 651-201-4695, or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this Grant Agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2. ***Grantee's Authorized Representative***

Grantee's Authorized Representative is Karen Kill, Administrator, 455 Hayward Ave. N. Oakdale, MN 55158, 651-330-8220, karen.kill@mnwcd.org, or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this Grant Agreement. If Grantee selects a new Authorized Representative at any time during this Grant Agreement, Grantee must immediately notify MDH's Authorized Representative in writing, via e-mail or letter.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

8.1. Assignment

Grantee shall neither assign nor transfer any rights or obligations under this Grant Agreement.

8.2. Amendments

If there are any amendments to this Grant Agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by MDH and Grantee.

8.3. Waiver

If MDH fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or MDH's right to enforce it.

8.4. Grant Agreement Complete

This Grant Agreement, and any incorporated exhibits, contains all the negotiations and agreements between MDH and Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability

Grantee must indemnify and hold harmless MDH, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by MDH, arising from the performance of this Grant Agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for MDH's failure to fulfill its obligations under this Grant Agreement. Nothing in this clause may be construed as a waiver by Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to [Minn. Stat. ch. 466](#), or any other statute or law.

10. Financial Examinations

The relevant books, records, documents, and accounting procedures and practices of Grantee and any entity with which Grantee has engaged in carrying out the purpose of this Grant Agreement are subject to examination under [Minn. Stat. § 16B.98](#), subd. 8. Examinations may be conducted by MDH, the Minnesota Commissioner of Administration, the Minnesota State Auditor, Attorney General, or and the Minnesota Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

11. Government Data Practices

MDH, Grantee, and any other entity that the Grantee has contracted with to fulfill the purpose of this Grant Agreement, must comply with the Minnesota Government Data Practices Act, [Minn. Stat. ch. 13](#), as it applies to all data provided by MDH under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Grant Agreement pursuant to [Minn. Stat. § 13.05](#), subd. 11(a). The civil remedies of

[Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either Grantee or MDH.

If Grantee receives a request to release the data referred to in this clause, Grantee must immediately notify MDH. MDH will give Grantee instructions concerning the release of the data to the requesting party before any data is released. Grantee's response to the request must comply with the applicable law.

12. Tax Compliance Verification

Pursuant to [Minn. Stat. § 270C.65](#), subd. 3, and all other applicable laws, Grantee consents to disclosure of its Social Security Number (SSN), Individual Tax Identification Number (ITIN), Employer Identification Number (EIN), and Minnesota Tax Identification Number (TIN), all of which have already been provided to MDH, federal and state tax agencies, and state personnel involved in the payment of state obligations. As may be applicable, these identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file tax returns and pay delinquent tax liabilities, if any, or pay other state liabilities.

13. Ownership of Equipment and Supplies

13.1. Equipment

"Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this Grant Agreement, grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.

13.2. Supplies

"Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of \$10,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

14. Ownership of Materials and Intellectual Property Rights

14.1. Ownership of Materials

"Materials" is defined as any inventions, reports, studies, designs, drawings, specifications, notes, documents, software, computer-based training modules, and other recorded materials in whatever form. Grantee shall own all rights, title, and interest in all of the materials conceived, created, or otherwise arising out of the performance of this Grant Agreement by it, its employees, or subgrantees, either individually or jointly with others.

Grantee hereby grants to MDH a perpetual, irrevocable, no-fee license and right to reproduce, modify, distribute, perform, make, have made, and otherwise use the Materials

for any and all purposes, in all forms and manners that MDH, in its sole discretion, deems appropriate. Grantee shall, upon the request of MDH, execute all papers and perform all other acts necessary to document and secure this right and license to the Materials by MDH. At the request of MDH, Grantee shall permit MDH to inspect the original Materials and provide a copy of any of the Materials to MDH, without cost, for use by MDH in any manner MDH, in its sole discretion, deems appropriate.

14.2. *Intellectual Property Rights*

Grantee represents and warrants that Materials produced or used under this Grant Agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend MDH, at Grantee's expense, from any action or claim brought against MDH to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this Grant Agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee's or MDH's opinion is likely to arise, Grantee shall at MDH's discretion either procure for MDH the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

15. Workers' Compensation

Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, which pertains to workers' compensation insurance coverage. Grantee's employees and agents, and any contractor hired by Grantee to perform the work required by this Grant Agreement and its employees, will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees, and any claims made by any third party as a consequence of any act or omission on the part of these employees, are in no way MDH's obligation or responsibility.

16. Publicity and Endorsement

16.1. *Publicity*

Any publicity given to the program, publications, or activities performed resulting from this Grant Agreement, including but not limited to, websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as the sponsoring agency. If publicity is not specifically authorized under this Grant Agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. If federal funding is being used for this Grant Agreement, the federal program must also be recognized.

16.2. Endorsement

Grantee must not claim that MDH endorses its products, services, or activities.

17. Governing Law, Jurisdiction, and Venue

This Grant Agreement, amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Grant Agreement, or for breach thereof, must be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

18. Clerical Error

Notwithstanding Clause “Assignment, Amendments, Waiver, and Grant Agreement Complete” of this Grant Agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

19. Lobbying

- 19.1. Grantee must ensure that grant funds are not used for lobbying, which includes paying or compensating any person for influencing or attempting to influence legislators or other public officials on behalf or against proposed legislation, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- 19.2. In accordance with the provisions of [31 USC § 1352](#), if Grantee uses any funds other than federal funds from MDH to conduct any of the aforementioned activities, Grantee must complete and submit to MDH the disclosure form specified by MDH. Further, Grantee must include the language of this section in all contracts and subcontracts, and all contractors and subcontractors must comply accordingly.
- 19.3. Providing education about the importance of policies as a public health strategy, however, is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.
- 19.4. By signing this Grant Agreement, Grantee certifies that it will not use any funds received from MDH to employ, contract with, or otherwise coordinate the efforts of a lobbyist, as defined in [Minn. Stat. § 10A.01](#), subd. 21. This requirement also applies to any subcontractors or subgrantees that Grantee may engage for any activities pertinent to this Grant Agreement.

20. Voter Registration Requirement

Grantee will comply with [Minn. Stat. § 201.162](#), by providing voter registration services for its employees and for the public served by Grantee.

21. Debarment, Suspension and Responsibility Certification

Federal regulation [2 CFR § 200.214](#) prohibits MDH from purchasing goods or services with federal money from any party that has been suspended or debarred by the federal government. Similarly, [Minn. Stat. §§ 16C.03](#), subd. 2, and [16B.97](#), subd. 3, provides the Commissioner of Administration with the authority to debar and suspend any party that seeks to contract with MDH.

Anyone may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. In particular, the federal government expects MDH to have a process in place for determining whether a vendor has been suspended or debarred, and to prevent such vendors from receiving federal funds.

By signing this Grant Agreement, Grantee certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency;
- b) Have not within a three-year period preceding this Grant Agreement: a) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; b) violated any federal or state antitrust statutes; or c) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state of local) transaction; b) violating any federal or state antitrust statutes; or c) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property; and
- d) Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Grant Agreement are in violation of any of the certifications set forth above.

22. Incentives

When included in the approved Work Plan or Budget, the following language applies.

22.1. *Handling of Incentives*

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives.

Those policies and procedures must, at a minimum, include the provisions outlined in this section.

22.2. *Separation of duties*

More than one Grantee staff person must be involved in the management and handling of the incentives. The Grantee staff who authorizes the purchase of incentives must not have sole physical access to the incentives. The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records. Handoff of incentive from one person to another must be documented.

22.3. *Distribution of Incentives*

Incentives may only be used for approved purposes by MDH.

- a) Only one incentive can be given to an individual per occurrence/event.
- b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee's business space.
- c) Grantee will purchase and have on hand no more than three months' worth of incentives at any given time. The three months' worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.
- d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the Grant Agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with the MDH's Authorized Representative within 30 calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.
- f) The tracking log must be returned separately from the physical cards. Electronic return is the preferred method for the tracking log.

22.4. *Incentive tracking documentation*

The tracking documentation the Grantee is required to maintain must not contain any private data. The tracking system must record the following:

- a) Number of incentives on hand, including starting balance and any additional incentives purchased;
- b) description of the incentives;
- c) quantity of incentive(s) distributed to each participant;
- d) the last four digits of any pre-paid card number;
- e) value/amount;
- f) a unique non-identifiable data point for each participant (e.g. case number, file number);
- g) date participant received incentive(s); and

h) signature of Grantee staff member providing incentive(s) to participant(s).

22.5. *Reconciliation*

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the reconciliation. Grantee must submit the reconciliation documentation to MDH's Authorized Representative no less than two weeks after each reconciliation.

22.6. *Subcontracting/Subgranting*

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

22.7. *Lost or stolen incentives*

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

22.8. *Invoicing*

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

22.9. *Failure to Comply*

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a Grant Agreement for failure to comply with these requirements.

23. Conflict of Interest

Grantee will notify MDH's Authorized Representative when they become aware of any potential, perceived, or actual conflict of interests as it relates to this Grant Agreement.

24. Mandatory Disclosures

An applicant, recipient, or subrecipient of funding under this Grant Agreement must promptly disclose whenever, in connection with this Grant Agreement (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or [Minn. Stat., ch. 609](#), or a violation of the civil False Claims Act ([31 U.S.C. 329–3733](#)) or [Minn. Stat. § 609.465](#) (prohibiting the presentation of false claims to a public officer or body). The disclosure

must be made in writing to the Federal agency (if applicable), the Federal agency's Office of Inspector General (if applicable), and MDH. Applicants, recipients, and subrecipients are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of [2 CFR § 200](#). Failure to make required disclosures can result in any of the remedies described in [2 CFR § 200.339](#). (See also [2 CFR § 180](#), [31 U.S.C. 3321](#), and [41 U.S.C. 2313](#).)

25. Whistleblower Protections

An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a representative of MDH or a person or body described in [paragraph \(a\)\(2\) of 41 U.S.C. 4712](#) information that the employee reasonably believes is evidence of gross mismanagement of a Federal or state contract or grant, a gross waste of Federal or state funds, an abuse of authority relating to a Federal or state contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal or state contract (including the competition for or negotiation of a contract) or grant. The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under [41 U.S.C. 4712](#) and Minn. Stat. §§ [15C.145](#) and [181.932](#) - .935. See statutory requirements for whistleblower protections at [10 U.S.C. 4701](#), [41 U.S.C. 4712](#), [41 U.S.C. 4304](#), and [10 U.S.C. 4310](#).

26. Suspension for Insufficient Funding

In the event of temporary lack of funding or appropriation, MDH may suspend its obligations under this Grant Agreement without terminating it. This suspension will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Agreement. MDH will not be assessed any penalty if the Grant Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

- 26.1. Grantee will be notified in writing of the temporary suspension, and Grantee's ability to perform under the Grant Agreement will be suspended during this period. MDH will provide reasonable notice to Grantee of the lack of funding or appropriation and shall notify Grantee once funding is restored or appropriated, and at MDH's discretion, performance under the Grant Agreement may resume.
- 26.2. MDH may convert the suspension for insufficient funding to termination under clause 27.3. upon written notice to Grantee.
- 26.3. Grantee may reject MDH's suspension for insufficient funding by written response to the notice of suspension. If Grantee rejects suspension, the notice of suspension shall be effective as a notice of termination under clause 27.3 with the same effective date as was provided for the suspension.

27. Termination

27.1. *Termination by MDH or Grantee*

MDH or Grantee may terminate this Grant Agreement without cause, with at least 21 calendar days' written notice (i.e., by mail, email, or both) to the other party. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed.

27.2. Termination for Cause

MDH may immediately terminate this Grant Agreement if MDH finds there has been a failure to comply with the provisions of this Grant Agreement, that timely progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. MDH may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

27.3. Termination for Insufficient Funding

MDH may immediately terminate this Grant Agreement if it does not obtain funding from the Minnesota Legislature or other funding sources; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this Grant Agreement. Termination must be by written notice to Grantee; i.e., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available.

MDH will not be assessed any penalty if this Grant Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

27.4. Termination by Commissioner of Administration

The Commissioner of Administration may immediately and unilaterally terminate this Grant Agreement if further performance under the Grant Agreement would not serve MDH's purposes or performance under the Grant Agreement is not in the best interests of the State of Minnesota.

Exhibits

The following Exhibits are attached and incorporated into this Grant Agreement. In the event of a conflict between the terms of this Grant Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Agreement, and then in the following order:

1. Exhibit A – Grantee's Activities / Scope of Work
2. Exhibit B – Grantee's Budget

[Signatures on following page]

APPROVED:

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ [16A.15](#) and [16C.05](#).

Signature:

Rachel LeBlanc

Digitally signed by Rachel LeBlanc

Date: 2026.07.09 10:00:25 -05'00'

SWIFT Contract & Initial PO:

291987/3000132860/REQ 4677

2. Grantee

Grantee certifies that the appropriate persons(s) have executed the Grant Agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signature:		Signature:	
Title:	BCWD Administrator	Title:	
Date:		Date:	
Signature:		Signature:	
Title:		Title:	
Date:		Date:	

3. Minnesota Department of Health

Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ [16A.15](#) and [16C.05](#).

Signature:

(with delegated authority)

Title:

Date:

Distribution:
All parties on the DocuSign envelope will receive a copy of the fully executed Grant Agreement.

Exhibit A – Grantee’s Activities / Scope of Work

Grantee is expected to perform the following activities. Modifications to Exhibit A must be discussed with MDH. MDH will communicate, in writing, with Grantee as to whether modifications are approved or require a formal grant amendment.

Activity/Work Plan	Responsible Position	Completion Date
Task 1: Vendor Selection Grantee will follow their procurement policies to identify and select a contractor to perform this work	Grantee	July 2026
Task 2: Project Kick-Off Meeting Grantee will convene a project kickoff meeting with district staff, community representatives, county metropolitan council, selected vendor contractor, and relevant state agencies to introduce the One Water (Integrated Water Management) concept, highlight the benefits of developing an Integrated Water Utility Roadmap, and establish a shared understanding of the process ahead. This initial convening will also focus on building alignment and support among the communities of Stillwater and Oak Park Heights, recognizing that implementation of the framework will be a long-term and voluntary process.	Grantee	August 2026
Task 3: Establish a Technical Advisory Group Grantee will establish a technical advisory group composed of Stillwater and Oak Park Heights' public works directors, utility managers, planners, and finance staff. Including all municipal departments in the development of a One Water (Integrated Water Management) framework is essential as water challenges, solutions, and opportunities cut across departmental silos. Each department has a role in water management: from public works which manage pipes, drainage and streets, to planning and zoning which shapes land use change and development patterns, to the utilities that handle the supply and treatment of drinking water and wastewater. One Water approaches also create additional capacity in various community's systems, providing benefits to better serve a growing community more efficiently and more resiliently.	Grantee	September 2026
Task 4: Develop Baseline Understanding Grantee will facilitate development of a baseline understanding of how water utilities are currently structured and managed. This task will involve coordination with staff (i.e., interviews and/or	Grantee	December 2026

Activity/Work Plan	Responsible Position	Completion Date
facilitated workshops) to document existing organizational frameworks, physical infrastructure systems, operational practices, and institutional relationships to support the development of the One Water (Integrated Water Management) framework. Key activities involved in development of the baseline understanding include: • Introducing the concept of One Water (Integrated Water Management) by sharing integrated water management programs and initiatives from other municipalities. • Documenting roles and responsibilities across municipal departments. • Identification of decision-making structure regulatory drivers, and funding responsibilities. Compiling and synthesizing available GISdata and system information to map drinking water, wastewater, and stormwater infrastructure, along with key natural systems (i.e., lakes, streams, wetlands, recharge areas). • Evaluate how water moves through the system (from source to discharge) including points of interaction between drinking water, wastewater, stormwater, natural systems, and groundwater/surface water connections. This activity will identify opportunities for improved integration, reuse, and efficiency. • Assess current operational practices, level of service goals, asset management approaches, and capital planning processes. • Review utility rate structures, funding mechanisms, and Capital Improvement Plans (CIPs) to understand financial constraints and opportunities.		
Task 5: Identify Challenges, Risks, and Opportunities Grantee will work with the Technical Advisory Group to identify the challenges, risks and opportunities of taking a One Water approach. Key activities involved in this task include: • Evaluating infrastructure conditions and capital investment needs. • Identifying climate-related risks such as flooding, drought, or changing precipitation patterns.	Grantee	March 2027

Activity/Work Plan	Responsible Position	Completion Date
- Assessing operational challenges such as aging infrastructure, regulatory pressures, or limited staffing capacity. - Identifying opportunities where coordinated planning could improve outcomes, such as stormwater reuse, infiltration, or watershed-scale I district-scale projects.		
Task 6: Explore Integration Opportunities Grantee will explore and identify integration opportunities, the final step in developing a One Water (Integrated Water Management) framework. Again, the BCWD will work with the Technical Advisory Committee to identify opportunities for integrated planning and project delivery. Key activities involved in this task include: - Exploring opportunities for joint infrastructure projects or shared services, both at neighborhood/district scale and city scale. - Identification of policy or program changes that support cross-departmental coordination. Development of the Integrated Water Utility Roadmap that translates findings into a clear, implementable framework for communities.	Grantee	June 2027
Task 7: Draft Report Grantee will work with contractor to draft a final report to be reviewed by the Technical Advisory Group. The final report will document the process undertaken to develop the One Water (Integrated Water Management) framework and present a clear, actionable roadmap for implementation. The report will summarize existing conditions, including governance structures, infrastructure systems, and system interconnections, and synthesize key findings related to challenges, risks, and opportunities identified through discussions with the Technical Advisory Group. Integrated system maps and supporting graphics will be used to illustrate how water moves through the communities and where opportunities for improved coordination and efficiency exist. The report will outline a set of prioritized, implementable strategies aligned with municipal operations, including infrastructure planning, policy updates, and interdepartmental coordination. The report will also identify next steps, potential funding considerations, and metrics to support	Grantee	June 2027

Activity/Work Plan	Responsible Position	Completion Date
ongoing evaluation, ensuring the framework serves as a practical, adaptable guide for advancing One Water implementation over time.		
Task 8: Final Report Grantee will approve final report and disseminate to relevant stakeholders.	Grantee	December 2027
In accordance with <u>Minn. Stat. § 16B.98</u> , subd. 5(d), Grantee must clearly post on Grantee’s website the names of, and contact information for, the Grantee’s leadership and the employee or other person who directly manages and oversees this Grant Agreement on behalf of the Grantee.		
Any digital materials created, and shared outside of the grantee’s organization, Grantee is required to comply with State of Minnesota’s Digital Accessibility Standard. This requirement flows down to any subcontractors and or any third-party entity the Grantee may utilize and compensate with MDH grant funds. The statewide Standard can be viewed online at <u>Accessibility Policies & Standards / Minnesota IT Services</u>		

Grantee is subject to a variety of compliance activities, as outlined below.

Report Type	Reporting Period / Frequency	Due to MDH
Progress Report(s)	July 1 through September 30 October 1 through December 31 January 1 through March 31 April 1 through June 30	30 calendar days after the end of the reporting period
Invoice(s)	July 1 through September 30 October 1 through December 31 January 1 through March 31 April 1 through June 30	30 calendar days after the end of the reporting period
Monitoring/On-Site Visit(s)	It is the policy of the State of Minnesota to conduct at least one monitoring visit before final payment is made on all state grants over \$50,000.	MDH will contact Grantee with additional information.

Report Type	Reporting Period / Frequency	Due to MDH
Financial Reconciliation(s)	It is the policy of the State of Minnesota to conduct at least one monitoring visit before final payment is made on all state grants over \$50,000.	MDH will contact Grantee with additional information

Exhibit B – Grantee's Budget

The budget shown below is for reference only and is non-binding.

Task	Budget
Salary	\$50,000.00
Equipment	\$0.00
Supplies	\$0.00
Travel	\$0.00
Contractual	\$0.00
Other	\$0.00
Total	\$50,000.00

Grantee's Indirect Cost Rate for this Grant Agreement is as follows. MDH will notify Grantee, in writing, if the rate allowed changes and the effective date of such change.

☒ Indirect costs are not allowed by Funder

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erin.harris@state.mn.us

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Karen Kill

karen.kill@mnwcd.org

BCWD Administrator

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(None)

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Electronic Record and Signature Disclosure:

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Delegated Signer

health.delegated_signature@state.mn.us

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

MDH Encumbrance Office

health.encumbrance@state.mn.us

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Carrie Raber

carrie.raber@state.mn.us

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/13/2026 12:43:16 PM
Payment Events	Status	Timestamps

Project Name | One Water / Integrated Water Management Framework
To / Contact info | BCWD Board of Managers
Cc / Contact info | Karen Kill, District Administrator
From / Contact info | Camilla Correll, PE; Brett Emmons, PE

Date | 7/30/2026

Background

At its April 2026 Board Meeting, the Brown's Creek Watershed District Board of Managers approved the submittal of a grant application to the Minnesota Department of Health Groundwater Protection Initiative Accelerated Implementation Grant Program. The proposed project — developing a One Water/Integrated Water Management Plan in partnership with the cities of Stillwater and Oak Park Heights — is identified in the BCWD's 2027-2036 Watershed Management Plan.

The grant application was subsequently approved by MDH, and the BCWD has been awarded \$50,000 to complete the project by January 2028.

Scope of Services

The work plan submitted with the grant application is attached to this memorandum.

Fee Summary and Schedule

Table 1 summarizes the labor, lab fees, and associated costs for the tasks described in the attached document. Note that this scope of work also includes \$4,160 of in-kind services provided by Karen Kill and Hannah Peterson.

Table 1. Scope of Services for Long Lake Chloride Source Assessment

Task / Deliverables	EOR Estimated Hours	Estimated Cost
Task 1. Project Initiation	0	\$0
Task 2. Project Kick-Off Meeting <i>Shared set of expectations for project, list of who is involved, and timelines</i>	34	\$7,410
Task 3. Establish Technical Advisory Group <i>List of involved parties that have agreed to participate</i>	22	\$4,735
Task 4. Develop Baseline Understanding <i>Systems map (conceptual) of community water systems and relation to surface or groundwaters</i>	48	\$10,070
Task 5. Identify Challenges, Risks, and Opportunities <i>List and conceptual systems map of key factors to consider in One Water implementation</i>	44	\$9,486

Task 6. Explore Integration Opportunities <i>Matrix providing key elements and benefits to be gained, along with responsible entities</i>	50	\$10,896
Task 7. Draft Report <i>Report with findings and recommendations</i>	38	\$7,403
Task 8. Final Report <i>Final report</i>	0	\$0
TOTALS	236	\$50,000

Requested Action

1. Approve this scope of services not to exceed \$50,000 from account 942-0011.

Organizational Capacity

This project is being led by the Brown's Creek Watershed District and its engineering consultants, Emmons & Olivier Resources, Inc. (EOR). The individuals selected for this project are identified in the table below. EOR provides a multidisciplinary team of water resources engineers, civil engineers, and planners who are available to provide additional support, data collection, integration, and application of results to real-world planning and implementation as needed. Bios for individuals working on this project can be found in Appendix A.

Individuals	Roles
Karen Kill, BCWD District Administrator	Grant Administration and Partner Liaison
Hannah Peterson, BCWD Communications and Project Assistant	Communications and Outreach Support
Brett Emmons, PE, EOR	Senior Advisor
Camilla Correll, PE, EOR	Project Manager
Alexander Furneaux, EOR	Systems Analyst and Facilitation
Erik Megow, PE, EOR	Infrastructure Engineer
Julia Lau, EIT, EOR	Technical Support
Sara Voje, EOR	GIS and Systems Mapping

This project includes the following collaborators:

Member Communities: BCWD presented this project to member communities as part of the watershed management plan update. In reviewing this proposed project, which is included in the plan, the City of Stillwater indicated interest in learning more about a One Water / Integrated Water Management approach. Development of a One Water / Integrated Water Management framework is the first step in ensuring that long-term planning efforts reflect a more integrated and sustainable approach to water management and the BCWD hopes to include as many communities as possible in this planning process.

Technical Advisory Group: In addition, the BCWD has discussed this project with Washington County and the Metropolitan Council, both of which has provided a letter of support (see the appendices). BCWD intends to invite relevant state agencies (i.e., MPCA, MDH, etc.) to participate in the Technical Advisory Group.

Project Narrative and Work Plan

Project Goals and Objectives

The goal of this project is to identify opportunities to make the use of surface water and groundwater more sustainable by evaluating the water-related operational systems of the largest member communities in the watershed district. Depending upon how quickly the One Water (Integrated Water Management) framework is developed, it is the BCWD's hope that components of the framework can be incorporated into upcoming Comprehensive Plan updates, ensuring that long-term planning efforts reflect a more integrated and sustainable approach to water management.

For this effort, information and understanding of community water systems will be gathered through meetings with key stakeholders. The focus will be at a high, systems-level perspective, mapping the major water pathways within each community. Detailed quantification of flows and more operational or logistical aspects would be addressed in a subsequent project, once stakeholder engagement is established and the systems are better understood.

Project Outcomes

- Greater awareness of how water utilities can manage water resources sustainably to help protect water quality and conserve drinking water supplies for future generations.
- Better understanding of infrastructure planning drivers, infrastructure condition, operational challenges and capital investment needs.
- Adapting to climate change and improving resilience by redefining planning for water infrastructure replacement and upgrades.

List of state approved plan(s) identifying the need for groundwater protection and restoration

The following plans identify the need for a One Water/ Integrated Water Management framework. The specific policies, goals and/or actions that identify the groundwater protection and restoration aspects related to this proposed project can be found in Appendix B.

- Brown's Creek Watershed Districts 2027-2036 DRAFT Watershed Management Plan.
- Washington County's Groundwater Plan
- Metropolitan Council 2050 Water Policy Plan
- North and East Metro Groundwater Management Area Plan
- 2025 Groundwater Policy Report

Task 1. Project Kick-Off Meeting

Convene a project kickoff meeting with District staff, community representatives, the County, Metropolitan Council and relevant state agencies. The purpose of this meeting will be to introduce the One Water (Integrated Water Management) concept, highlight the benefits of developing an Integrated Water Utility Roadmap, and establish a shared understanding of the process ahead. This initial convening will also focus on building alignment and support among the communities of Stillwater and Oak Park Heights, recognizing that implementation of the framework will be a long-term and voluntary process.

Task 2. Establish a Technical Advisory Group

Establish a technical advisory group composed of Stillwater and Oak Park Heights' public works directors, utility managers, planners, and finance staff. Including all municipal departments in the development of a One Water (Integrated Water Management) framework is essential as water challenges, solutions, and opportunities cut across departmental silos. Each department has a role in water management: from public works which manages pipes, drainage and streets, to planning and zoning which shapes land use change and development patterns, to the utilities that handle the supply and treatment of drinking water and wastewater. One Water approaches also create

additional capacity in various community's systems, providing benefits to better serve a growing community more efficiently and more resiliently. A One Water approach only works if the whole system is considered together. In addition, Washington County (groundwater planning), the Metropolitan Council, and relevant agencies will be included to share technical expertise and lend support and guidance as needed.

Task 3. Develop Baseline Understanding

This task involves the development of a baseline understanding of how water utilities are currently structured and managed. This task will involve coordination with staff (i.e., interviews and/or facilitated workshops) to document existing organizational frameworks, physical infrastructure systems, operational practices, and institutional relationships to support the development of the One Water (Integrated Water Management) framework. Key activities involved in development of the baseline understanding include:

- Introducing the concept of One Water (Integrated Water Management) by sharing integrated water management programs and initiatives from other municipalities.
- Documenting roles and responsibilities across municipal departments.
- Identification of decision-making structure regulatory drivers, and funding responsibilities.
- Compiling and synthesizing available GIS data and system information to map drinking water, wastewater, and stormwater infrastructure, along with key natural systems (i.e., lakes, streams, wetlands, recharge areas).
- Evaluate how water moves through the system (from source to discharge) including points of interaction between drinking water, wastewater, stormwater, natural systems, and groundwater/surface water connections. This activity will identify opportunities for improved integration, reuse, and efficiency.
- Assess current operational practices, level of service goals, asset management approaches, and capital planning processes.
- Review utility rate structures, funding mechanisms, and Capital Improvement Plans (CIPs) to understand financial constraints and opportunities.

At the end of this task, each community will have an integrated system map illustrating infrastructure, flows, and connections as well as a summary of key findings, including gaps, redundancies, and opportunities to support a One Water integration.

Task 4. Identify Challenges, Risks, and Opportunities

Once the integrated system map is developed, we will work with the Technical Advisory Group to identify the challenges, risks and opportunities of taking a One Water approach. Key activities involved in this task include:

- Evaluating infrastructure condition and capital investment needs.
- Identifying climate-related risks such as flooding, drought, or changing precipitation patterns.

- Assessing operational challenges such as aging infrastructure, regulatory pressures, or limited staffing capacity.
- Identifying opportunities where coordinated planning could improve outcomes, such as stormwater reuse, infiltration, or watershed-scale / district-scale projects.

At the end of this task, each community will have a clear understanding of its key challenges, risks, and opportunities within an integrated water management framework, along with identified priorities to inform the development of implementable One Water strategies.

Task 5. Explore Integration Opportunities

The final step in developing a One Water (Integrated Water Management) framework will be to explore and identify integration opportunities. Again, the BCWD will work with the Technical Advisory Committee to identify opportunities for integrated planning and project delivery. Key activities involved in this task include:

- Exploring opportunities for joint infrastructure projects or shared services, both at neighborhood/district scale and city scale.
- Identification of policy or program changes that support cross-departmental coordination.
- Development of the Integrated Water Utility Roadmap that translates findings into a clear, implementable framework for communities.

Task 6. Draft Report

At the end of this project, EOR will draft a final report to be reviewed by the Technical Advisory Group. The final report will document the process undertaken to develop the One Water (Integrated Water Management) framework and present a clear, actionable roadmap for implementation. The report will summarize existing conditions, including governance structures, infrastructure systems, and system interconnections, and synthesize key findings related to challenges, risks, and opportunities identified through discussions with the Technical Advisory Group. Integrated system maps and supporting graphics will be used to illustrate how water moves through the communities and where opportunities for improved coordination and efficiency exist. The report will outline a set of prioritized, implementable strategies aligned with municipal operations, including infrastructure planning, policy updates, and interdepartmental coordination. The report will also identify next steps, potential funding considerations, and metrics to support ongoing evaluation, ensuring the framework serves as a practical, adaptable guide for advancing One Water implementation over time.



BROWN'S CREEK WATERSHED DISTRICT

Preserving the integrity of the watershed for future generations

www.bcwd.org | 455 Hayward Ave N, Oakdale, MN 55128 | 651-330-8220

MEMORANDUM

TO: Brown's Creek Watershed District Board
FROM: Karen Kill
RE: Rock Leaf Water Environmental agreement amendment
DATE: August 12, 2026

Background

Maintenance is needed to remove sediment from the reuse pump well at Oak Glen Golf Course. The pump has been turned off until the necessary maintenance can be completed.

Although the Board has delegated spending authority to the Administrator for maintenance of this nature within the cost of an individual agreement, it was determined to be more cost-effective to amend the existing agreement with Rock Leaf Water Environmental rather than enter into a separate agreement. Because the delegated authority is not clear in this particular situation, the matter is being brought before the Board for ratification.

Requested Action

Ratify the administrator's execution of an amendment of the agreement with Rock Leaf Water Environmental for maintenance of the Oak Glen Golf Course pond pump for not to exceed \$3,190.

Managers:

Project Name	Iron-Enhanced Sand Basins for Private Developments	Date	8/6/2026
To / Contact info	BCWD Board of Managers		
Cc / Contact info	Karen Kill, District Administrator		
From / Contact info	Paul Nation, PE; Steve Lawton EOR		
Regarding	Follow up from previous discussions		

Background

Iron-enhanced sand filters (IESFs) are emerging stormwater best management practice (BMPs) which use sand-based filtration media amended with iron to remove pollutants, particularly dissolved phosphorus, from runoff through filtration and chemical binding (Minnesota Stormwater Manual). IESFs require underdrains to convey filtered stormwater and aerate the filter bed and therefore do not directly achieve volume reduction the way that other BMPs like infiltration basins do.

EOR briefly investigated the prevalence of iron-enhanced sand filters being designed as BMPs for stormwater treatment in private development by consulting our partners and colleagues familiar with nearby watershed districts (WDs). We contacted personnel at Capital Region Watershed District (CRWD) and Ramsey-Washington Metro Watershed District (RWMWD) and spoke with colleagues familiar with Elm Creek Watershed Management Commission (ECWMC), Prior Lake-Spring Lake Watershed District (PLSLWD), Comfort Lake-Forest Lake Watershed District (CLFLWD), and Carnelian-Marine-St. Croix Watershed District (CMSCWD). Our findings and pertinent information from the Minnesota Stormwater Manual (MSM) are reported herein.

Number of BMPs Permitted

- BCWD: 2 projects (Central Commons and 7Brew Coffee)
- CRWD: About 15 projects since 2015, including the Ford redevelopment (Highland Bridge) in St. Paul; about 9 of these were private development projects
- RWMWD: 3-4 projects in the last few years; seemingly becoming more common
- ECWMC: 5-10 projects in the last decade
- CLFLWD: No IESF projects permitted

Volume Crediting and Water Quality

Several WDs offer volume credit for IESF practices which incentivizes their use over traditional filtration basins.

- CRWD and RWMWD offer 80% volume control credit for IESF filtration, with full infiltration being 100%.
- CLFLWD and PLSLWD offer 70% volume control credit for IESF filtration.
- BCWD, CMSCWD, and ECWMC do not offer IESF volume control credit.

Note: Other watersheds may prioritize nutrient removal for water quality concerns, while one of BCWD's leading priorities is preserving infiltration and limiting warm, surface runoff to protect groundwater-dependent resources (including the trout stream and its tributaries).

Maintenance & Testing Considerations

BCWD's stormwater maintenance declaration template includes language requiring inspections twice a year along with testing of the phosphorus to iron ratio in sand media every 5 years. The 7Brew Coffee permit used this language, while Central Commons used a stricter requirement of testing after the first 5 years, and yearly testing after that until replacement of the basin media. While local geotechnical firms have the capabilities to do this testing, it is not yet common practice and the testing is only approximate due to the ability of iron to bind with other ions and organic matter present in stormwater. State experts like the Saint Anthony Falls Laboratory and the MSM have not provided further guidance on this matter.

Note: While both 7Brew Coffee and Central Commons have been permitted, construction is not complete and the IESFs are not yet online.

Other WDs have noted the following concerns regarding maintenance.

- CRWD has reported struggling with staff time to enforce maintenance of IESFs and has not required testing of media or effluent from the practices. In recent years, they have used confirmation of appropriate drawdown time as a proxy for monitoring performance of the media (IESF media can become clogged without maintenance and lead to stagnant water and reduced pollutant removal capacity).
 - Staff at CRWD also noted that they have established more intensive requirements for systems with more costly maintenance like manufactured filtration systems (although they haven't applied these requirements to IESF practices). They require a signed 5-year maintenance contract and release financial assurance each year that the systems are maintained. This engages property owners in understanding the maintenance costs of their systems and incentivizes them to complete routine maintenance.
- RWMWD reported that staff inspect public/private aboveground BMPs approximately every 5 years. Staff have found that IESFs often lack the necessary maintenance for desired performance and noted that, while most BMP types lack necessary maintenance, failure to maintain IESFs can be more detrimental than would be the case for other BMPs.
 - RWMWD has developed guidance for permittees outlining best practices for design of IESFs including no vegetation in the bottom of the basin, specifics for media composition, and underdrain design.
 - Staff at RWMWD also provided one example O&M plan that required testing of sand media every 5 years, along with testing of water quality grab samples at the basin outlet to determine effluent phosphorus concentrations.

MN Stormwater Manual Recommendations

The MSM identifies IESFs as effective BMPs for dissolved nutrient removal, suitable for urban areas and improving nutrient-impaired waters. The technology is relatively new with limited performance history. Clogging of the media by sediment or decomposing plant material can reduce the performance and the lifespan of the practice. Per the MSM, recommended inspection and maintenance practices for IESFs include:

- *IESFs should be inspected at least annually, though monthly or quarterly inspections are recommended for the first two years to establish necessary maintenance frequencies.*
- *Remove accumulated sediment, as needed*

- *Remove vegetation, as needed*
- *Rake surface with a steel rake to break up oxidized iron clumps or crust*
- *For Pond-Perimeter IESF Trenches, remove duckweed, algae, and other organic material weekly, or as buildup occurs*

Conclusion

Our inquiry into IESF implementation and maintenance in local watersheds has brought us to the following conclusions:

- IESFs for stormwater treatment have become more common over approximately the last decade on projects permitted in local WDs, including private development projects.
- Maintenance of all stormwater BMPs is important for achieving proper function but is not consistently enforced. Maintenance of IESFs can be more involved than for other BMPs, making assessment more important. WDs report not having enough resources or time allocated to inspection or enforcement of maintenance practices.
- Identifying feasible assessment methods and allocating time/resources following up on maintenance requirements for IESF maintenance projects can improve the upkeep of IESFs in the watershed. Enforced annual reporting could be used to keep track of maintenance.

References

[Overview for iron enhanced sand filter | Minnesota Stormwater Manual](#)

[Operation and maintenance of iron enhanced sand filter | Minnesota Stormwater Manual](#)

Project Name	BCWD Permit Program	Date	08/06/2026
To / Contact info	BCWD Board of Managers		
Cc / Contact info	Karen Kill, District Administrator		
From / Contact info	John Sarafolean; Julia Lau EIT, EOR		
Regarding	July Permit Inspection Update		

Background

BCWD has an on-going permit review process in support of the District Rules. Developments within the District Jurisdictional Boundary are reviewed for compliance with the Rules and conditions of the permit. This memo documents inspections from 07/02/2026 to 08/06/2026.

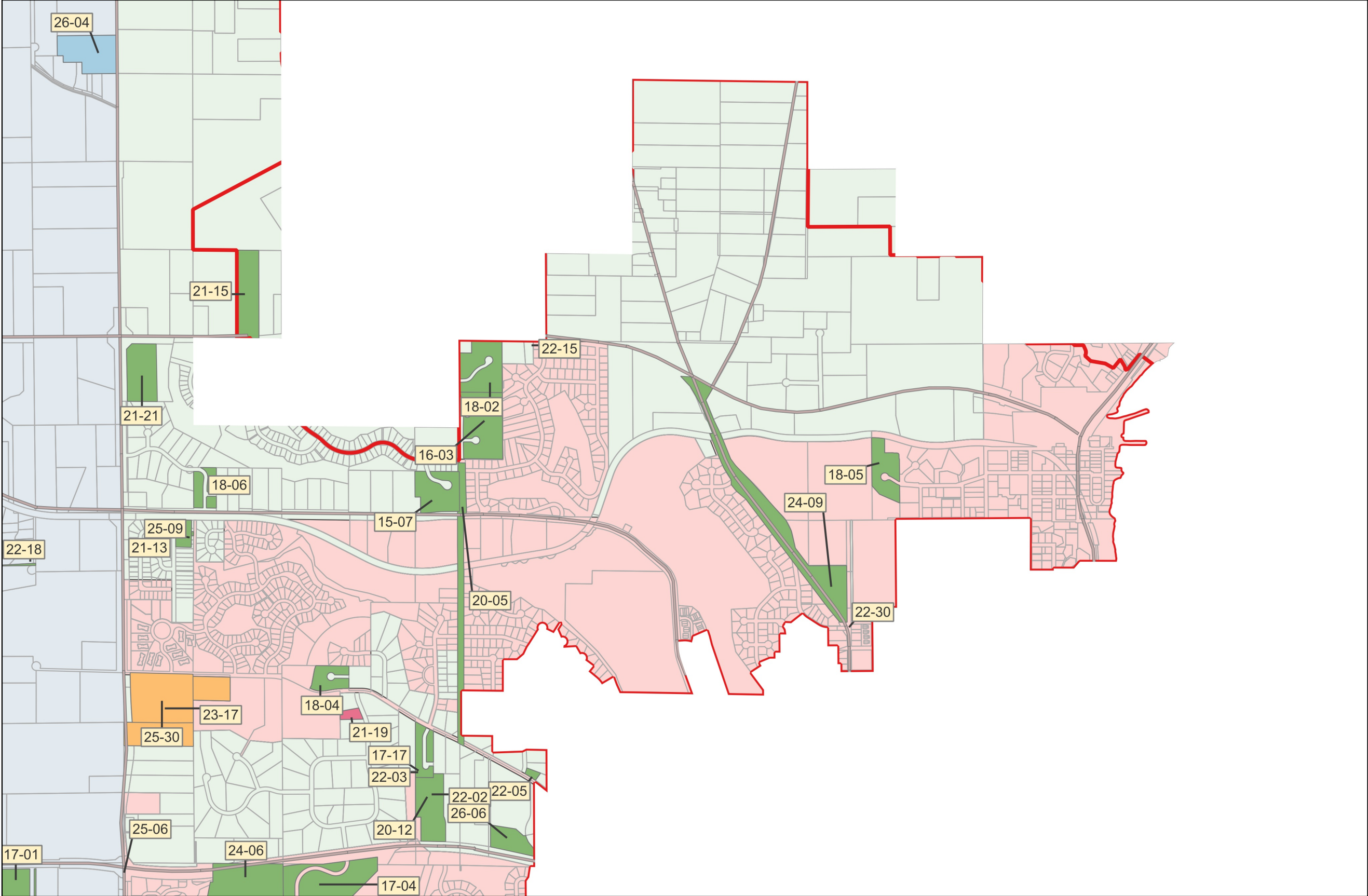
Inspection of Existing Permits

Project Name	Permit ID	Date	Grade
Stillwater Oaks	22-18	7/8/2026	B
		7/22/2026	C
		8/5/2026	C
WOS Lot 102 Mensah	23-15	7/2/2026	A
		7/29/2026	A
Liberty Classical Academy Expansion	23-19	7/2/2026	B
		7/9/2026	B
		7/15/2026	B
		7/22/2026	B
		7/29/2026	B
		8/3/2026	B
WOS Lot 120 Hilgert Residence	24-03	7/2/2026	A
		7/15/2026	A
		7/29/2026	A
Altendorfer Residence	24-08	7/9/2026	A
		7/22/2026	A
		8/3/2026	A
WOS Karr Residence	24-11	7/2/2026	A
		7/15/2026	A
		7/29/2026	A
WOS Carlson Residence	24-12	7/2/2026	A
		7/15/2026	A
		7/29/2026	A

WOS Weatherby Residence	24-17	7/2/2026	A
		7/15/2026	A
		7/29/2026	A
Curve Crest Utility	25-01	7/8/2026	A
HealthPartners Lakeview Hospital	25-03	7/8/2026	B
		7/22/2026	A
		8/5/2026	A
St. Croix Valley Rec Center Parking Lot	25-05	7/2/2026	A
WOS Lot 121 Castillo	25-07	7/2/2026	C
		7/15/2026	B
		7/29/2026	C
Stillwater PFAS	25-11	7/2/2026	A
Doede Residence	25-12	7/9/2026	A
		7/22/2026	A
Xcel Steel Pole Replacement	25-13	7/8/2026	A
Elliot Crossing Lot 1 Block 1	25-15	7/8/2026	C
		7/23/2026	A
WOS Lot 128 Morud	25-17	7/2/2026	B
		7/15/2026	B
		7/29/2026	A
Deiningner Residence	25-18	7/9/2026	A
		7/22/2026	A
Elliot Crossing Lot 3 Block 1	25-19	7/8/2026	B
		7/23/2026	A
		8/5/2026	A
Bryant Tree Clearing	25-21	7/9/2026	A
		7/22/2026	A
Upadhyaya Residence	25-22	7/2/2026	B
		7/15/2026	A
		7/29/2026	A
Kismet Septic System Replacement	25-23	7/9/2026	A
Ziegler Residence	25-24	7/9/2026	A
		7/22/2026	A
		8/3/2026	A
Elliot Crossing Block 1 Lot 4	25-26	7/8/2026	C

		7/23/2026	A
		8/5/2026	A
Elliot Crossing Block 1 Lot 5	25-27	7/8/2026	C
		7/23/2026	A
		8/5/2026	A
Chick-Fil-A	25-28	7/2/2026	A
		7/15/2026	A
		7/29/2026	A
Elliot Crossing Block 1 Lot 2	26-01	7/8/2026	C
		7/23/2026	B
		8/5/2026	C
Sanctuary WWTF	26-02	7/9/2026	A
		7/22/2026	A
		8/3/2026	A
7 Brew Coffee	26-03	7/29/2026	C
Nagle Residence Soil Remediation	26-06	6/30/2026	A

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Sarafolean
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Permit No.	Applicant/Permit Name	Status
15-07	Brown's Creek Cove	Active
16-03	The Ponds at Helfort Hills	Active
17-01	White Oaks Savanna	Active
17-04	The Lakes of Stillwater	Active
17-17	Westridge	Active
18-02	Helfort Hills Estates	Active
18-04	Boutwell Farm	Active
18-05	Heritage Ridge	Active
18-06	Nottingham Village	Active
20-05	Neal Avenue Reconstruction	Active
20-12	White Pine Ridge	Active
21-13	Marylane Gateway	Active
21-15	Schwartz Residence	Active
21-21	Millbrook West Park	Active
22-02	White Pine Ridge, remaining lots	Active
22-03	Westridge, remaining lots	Active
22-05	13290 Boutwell Rd N	Active
22-18	Stillwater Oaks	Active
23-17	Sundance Stillwater	Pending
24-06	Rutherford Elementary	Active
24-09	CSAH 5 Phase 3	Active
25-06	CSAH 15 Pavement Preservation	Active
25-09	Dockter Residence	Active
25-18	Deininger Residence	Active
25-30	Brixton Townhomes	Pending
26-04	Bergmann Residence	Review
26-06	Stillwater Firehouse Pavement	Active

EOR

water

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community

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Active Permit

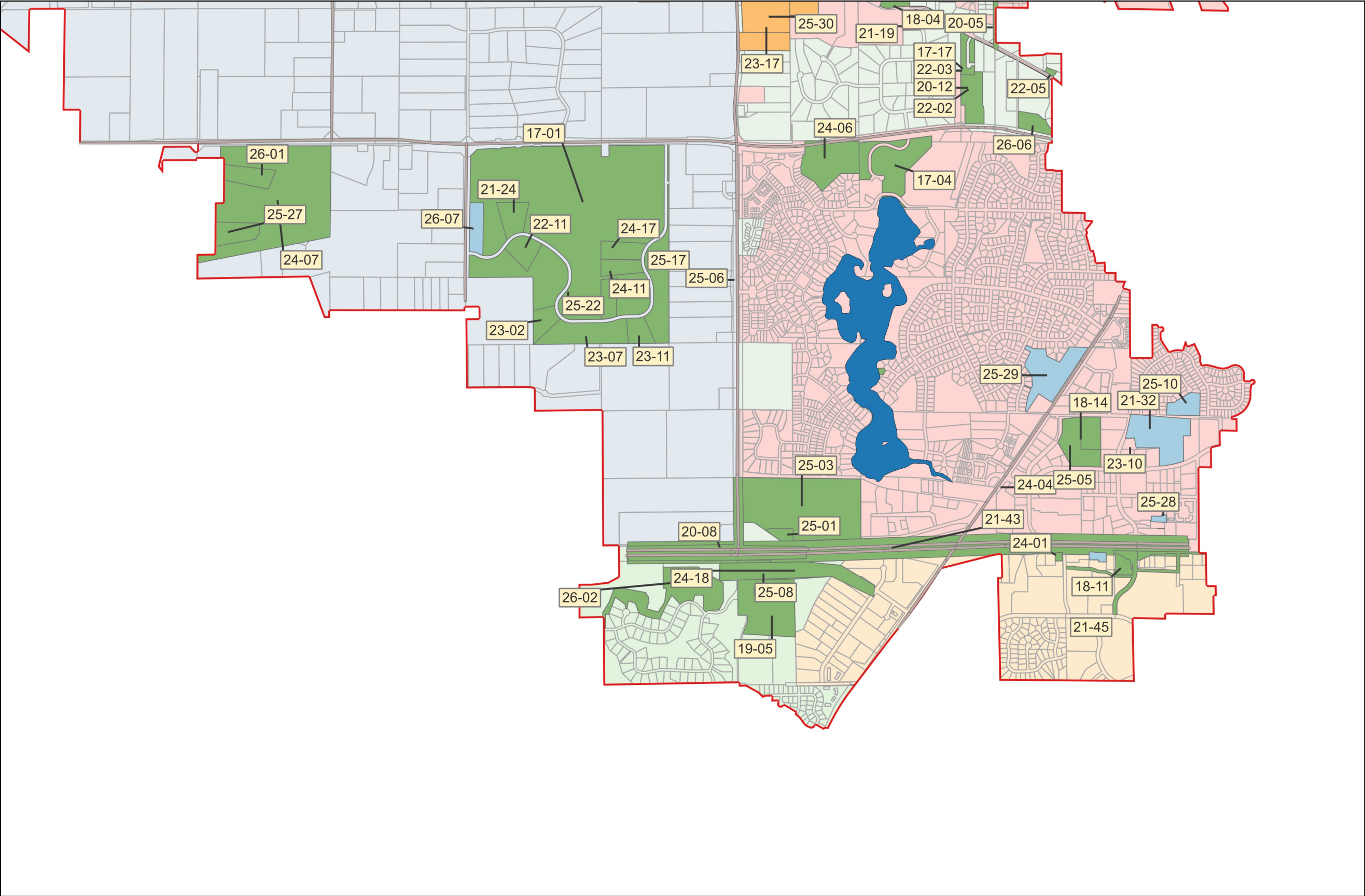
Conditional Approval

Under Review

BCWD Political Boundary

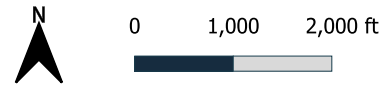
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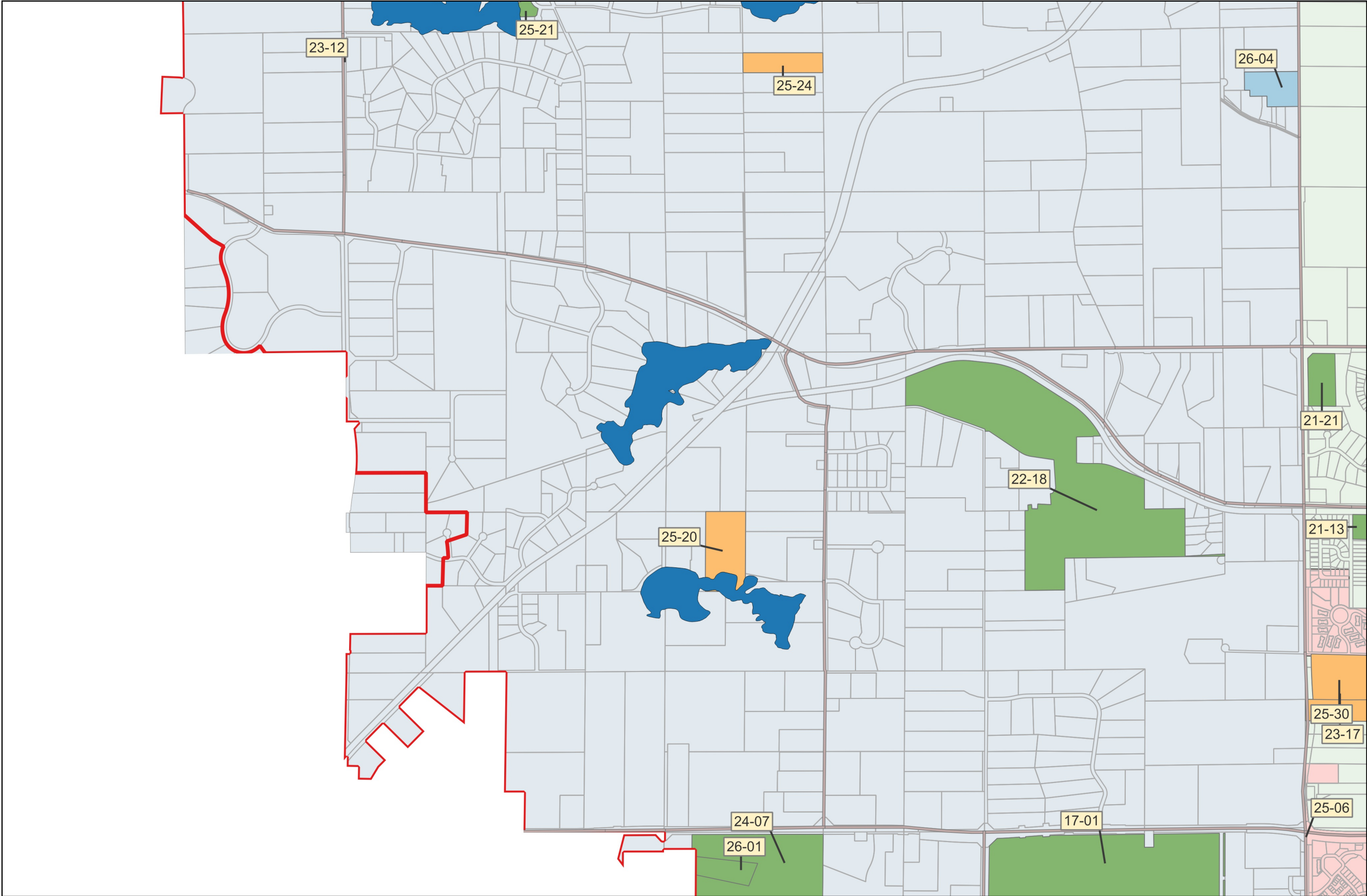


Permit No.	Applicant/Permit Name	Status
17-01	White Oaks Savanna	Active
17-04	The Lakes of Stillwater	Active
17-17	Westridge	Active
18-04	Boutwell Farm	Active
18-11	Ridgecrest	Active
18-14	St. Croix Valley Recreation Center Expansion	Active
19-05	Central Commons	Active
20-05	Neal Avenue Reconstruction	Active
20-08	TH36 CSAH 15 Interchange	Active
20-12	White Pine Ridge	Active
21-24	Nepal Residence - WOS B1L3	Active
21-32	Lakeview EMS	Review
21-43	MnDOT TH-36	Active
21-45	Norell Avenue Improvements	Active
22-02	White Pine Ridge, remaining lots	Active
22-03	Westridge, remaining lots	Active
22-05	13290 Boutwell Rd N	Active
22-11	Wiechmann Residence	Active
22-19	Miller Flood Protection	Active
23-02	Tweden Residence	Active
23-10	Curio Dance Studio	Active
23-11	Freiroy Residence	Active
23-17	Sundance Stillwater	Pending
24-01	Take 5 Oil Change	Active
24-06	Rutherford Elementary	Active
24-07	Elliot Crossing/ Indian Hills	Active
24-11	WOS Lot 127 Karr Residence	Active
24-17	WOS Lot 129 Weatherby	Active
24-18	CSAH 15 Frontage Road	Active
25-01	Curve Crest Utility	Active
25-03	Lakeview Hospital	Active
25-05	St. Croix Recreation Center	Active
25-06	CSAH 15 Pavement Preservation	Active
25-07	Castillo Residence	Active
25-08	CSAH 15B Construction	Active
25-10	Stillwater Wellhead 10 PFAS Treatment	Review
25-17	WOS Lot 128 Morud	Active
25-22	WOS Lot 117 Upadhyaya	Active
25-27	Elliot Crossing Block 1 Lot 5	Active
25-28	Chick-fil-A	Review
25-29	Sunrise Park Trail	Review
25-30	Brixton Townhomes	Pending
26-01	Elliott Crossing Lot 2 Block 1	Active
26-02	Sanctuary WWTF	Active
26-03	7Brew Coffee	Review
26-06	Stillwater Firehouse Pavement	Active
26-07	Milbrath	Review

BCWD Permit Sites
August 6th, 2026

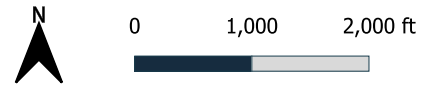


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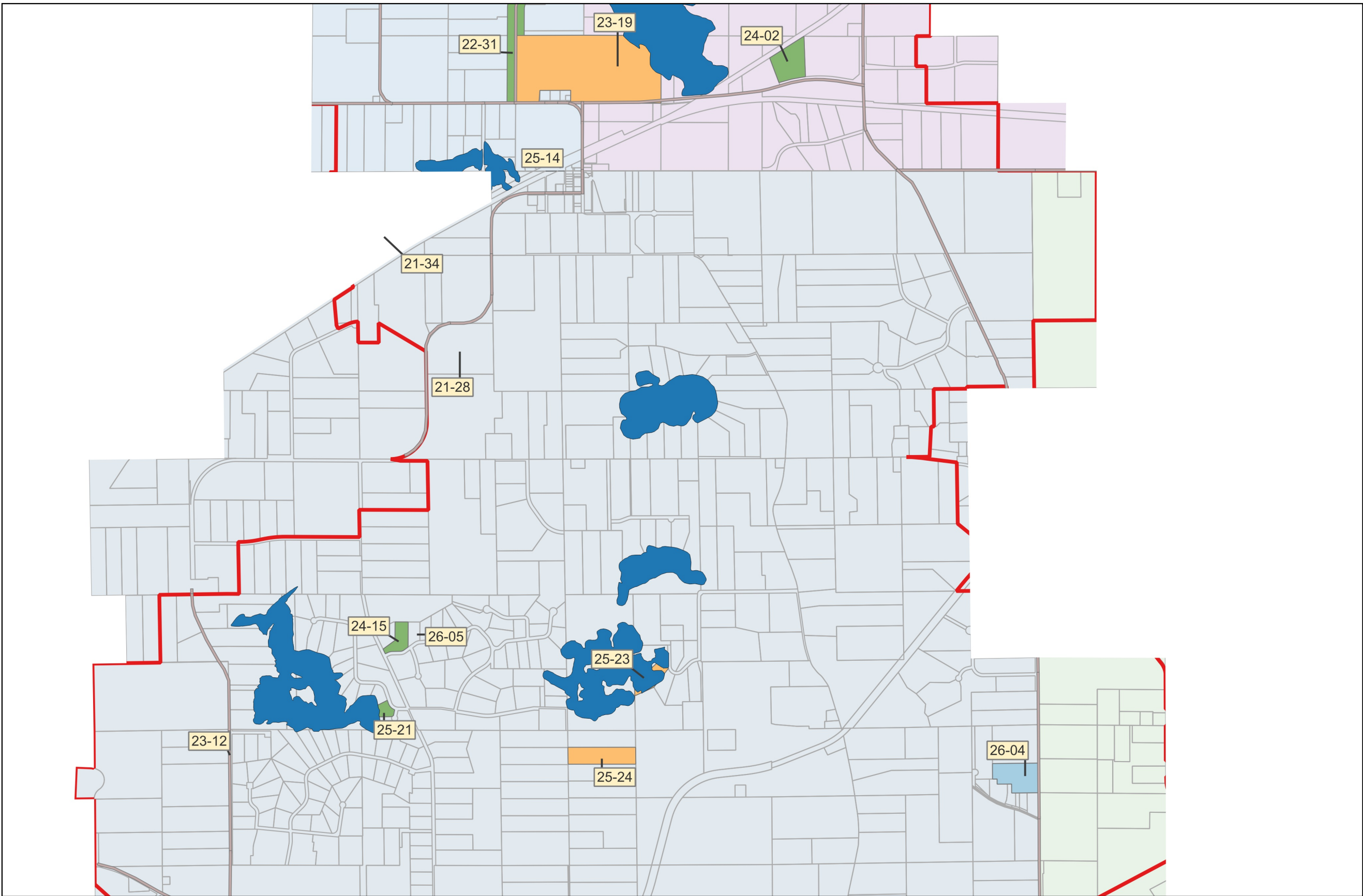


Permit No.	Applicant/Permit Name	Status
17-01	White Oaks Savanna	Active
21-13	Marylane Gateway	Active
21-21	Millbrook West Park	Active
22-18	Stillwater Oaks	Active
23-17	Sundance Stillwater	Pending
24-07	Elliott Crossing/ Indian Hills	Active
25-06	CSAH 15 Pavement Preservation	Active
25-20	Nike Henry Pool	Pending
25-21	Bryant Tree Removal	Active
25-24	Ziegler Pole Shed	Pending
25-30	Brixton Townhomes	Pending
26-01	Elliott Crossing Lot 2 Block 1	Active
26-04	Bergmann Residence	Review

BCWD Permit Sites
August 6th, 2026



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Permit No.	Applicant/Permit Name	Status
21-28	Guerrino Residence	Active
21-34	Fahey Residence	Active
22-31	County Road 57 Culverts	Active
23-19	Liberty Academy Expansion	Pending
24-02	Schuster Residence	Active
24-15	Lorntson Property	Active
25-14	Husnik Residence	Active
25-21	Bryant Tree Removal	Active
25-23	Kismet Basin Septic System	Pending
25-24	Ziegler Pole Shed	Pending
26-04	Bergmann Residence	Review
26-05	Nagle Soil Remediation	Active



Active Permit

Conditional Approval

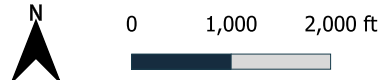
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BCWD Political Boundary

BCWD Board Packet 8-12-2026

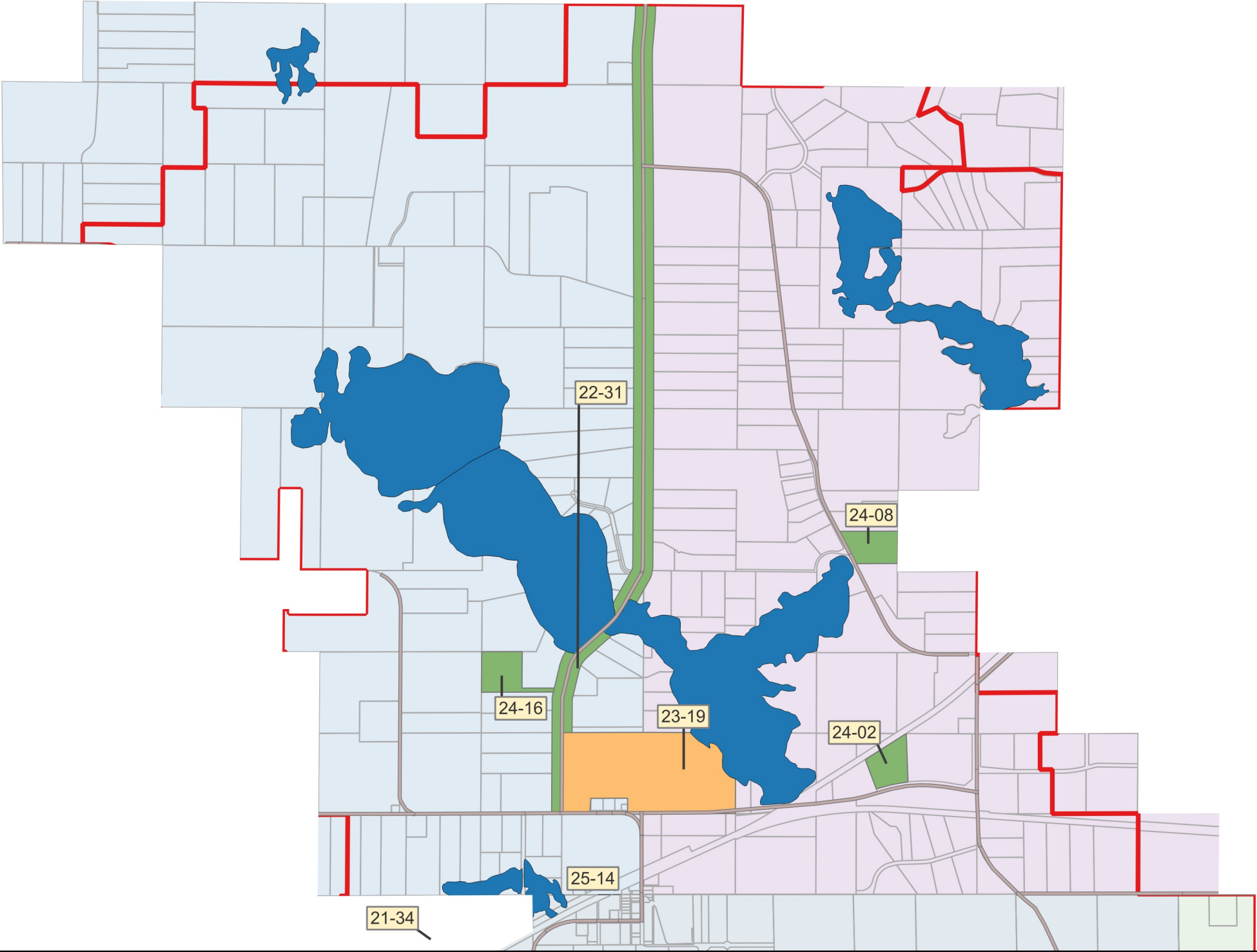
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Permit No.	Applicant/Permit Name	Status
21-34	Fahey Residence	Active
22-31	County Road 57 Culverts	Active
23-19	Liberty Academy Expansion	Pending
24-02	Schuster Residence	Active
24-08	Altendorfer Residence	Active
24-16	Goodsell Residence	Active
25-14	Husnik Residence	Active



BCWD Permit Sites August 6th, 2026

