



BROWN'S CREEK WATERSHED DISTRICT

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1 **Minutes of the Special Meeting of the Brown's Creek Watershed District Board of**
2 **Managers, February 23, 2006.**

3
4 **WCD Offices, 1380 W. Frontage Road, Hwy. 36**
5 **Stillwater, MN**

APPROVED

6
7 **ROLL CALL**

8 Present: Craig Leiser, President Others Present: Karen Kill, WCD, Administrator
9 Gail Pundsack, Vice President Louis Smith, Smith Partners
10 Connie Taillon, Treasurer Camilla Correll, EOR
11 Gerald Johnson, Secretary Lisa Tilman, EOR
12 Rick Vanzwol Kim Grosenheider, Recording
13 Secretary
14
15

16 **1) Call to Order**

17 President Leiser called the Special Meeting to order at 6:35 p.m.
18

19 **2) Approve Agenda and Discussion Agenda**

20 President Leiser requested the addition of a verbal update on the stormwater issue to the
21 agenda as item 4c.
22

23 **Manager Johnson, seconded by Manager Vanzwol moved to approve the amended**
24 **agenda. Vote 5/0.**
25

26 **3) Permit/Rules**

27 **a) Rule Revision- Administrative Rules & Review of Passed Resolutions**

28 **Manager Vanzwol, seconded by Manager Taillon moved to table Rule Revision until**
29 **March Special Meeting. Vote 5/0.**
30

31 **4) Project Review and Updates**

32 **a) Third Generation Management Plan**

33 **▪ Review of 2006 Budget**

34 Administrator Kill presented a series of spreadsheets including the 2005/2006 Budget,
35 Balance Sheet through December 31st 2005, Statement of Activities for the Twelve
36 Months ending December 31st 2005, Example of "working budget" Spreadsheet as well
37 as a Memorandum summarizing the documents/activities. Administrator Kill explained
38 these documents were a result of an extensive comprehensive review of the 2005
39 budget and 2006 budgeting process. Administrator Kill reviewed the two budget issues

1 with the Board. Administrator Kill explained that the first issue was the erroneous use
2 of “fund balance” and “contingency reserve”, which led to a calculated discrepancy of
3 approximately \$120,000. The 2005 fund balance was \$300,224, but the contingency
4 reserve was really only \$182,032. The 2006 fund balance is \$252,116. The 2006
5 contingency reserve is \$81,674. The 2006 contingency reserve is approximately 19%
6 of the 2006 levy. However, the 2006 fund balance is 54% of the levy, so the District
7 should have sufficient cash flow between tax levy installments. After getting some
8 clarification from the District Auditor, the recommendation is to have “an ending fund
9 balance of 50% of the next year’s levy and the contingency reserve of 15% of next
10 year’s levy.” Under the current financial situation, the Auditor’s recommendation is
11 met. The second issue was to bring a number of unbudgeted 2005 expenditures and
12 overspent projects to the Board’s attention.
13

14 Administrator Kill explained a new framework, which was set up with the help of
15 Manager Pundsack, to track all authorized allocations of funds. Administrator Kill
16 described that more categories would be created and the budget framework would
17 include: proposed total project budget, the current authorized expenditures, and the total
18 available to expend/reallocate/carry forward. Administrator Kill suggested that this
19 budget document be updated monthly and be included in the board packets.
20 Administrator Kill also suggested several procedural adjustments such as: Board
21 provides a clear motion that includes the fund to be used for the project (or which fund
22 is being reallocated) and a dollar amount, Administrator assigns project code and
23 updates budget, Administrator provides Accountant with new code and updated budget,
24 Administrator provides Board with updated budget for each Board meeting.
25

26 Manager Johnson suggested Administrator Kill add a summary paragraph before the
27 budget if anything needs to be brought to the Boards attention.
28

29 **Manager Johnson, seconded by Manager Vanzwol moved to include a brief**
30 **summary of items of concern included in the expense funds summary spreadsheet**
31 **before the treasures report of accounts payable. Vote 5/0.**
32

33 **▪ Review Revised Scope for Third Generation Watershed Management Plan -**
34 **Board Action**

35 Camilla Correll revised the scope for engineering services to complete the third
36 generation management plan for a total of \$56,777. The 2006 budget included \$40,000
37 for the plan. Administrator Kill reviewed previous suggestion from the Board to
38 increase the number of workshops, CAC and TAC meetings. Administrator Kill then
39 explained that staff felt that extra board meetings were necessary; however additional
40 CAC and TAC meetings did not seem plausible with the current demands already
41 placed on these groups. The revised scope includes the two additional Board meetings.
42 Legal counsel review is not included in the scope and will be provided to the Board at
43 the regular March meeting.

1
2 Administrator Kill suggested several areas where funds could be reallocated to pay for
3 the addition costs of the third generation management plan.
4

5 **President Leiser, seconded by Manager Pundsack moved to reallocate funds of**
6 **\$5,000 from the fen management plan (account number 918), \$10,000 from the**
7 **groundwater program (account number 919), \$8,000 from the invasive species**
8 **control program (account number 928), and \$3,000 from the H & H plan (account**
9 **number 923). Of the \$26,000 being reallocated, \$20,000 will go to the third**
10 **generation management plan (account number 927) and \$6,000 will go towards**
11 **the rule revision process (account number 909). Motion passed, Roll Call 5/0.**
12

13 **▪ Second Generation Plan Extension Amendment/2007 Levy Options- Discussion**

14 Louis Smith, from Smith Partners, reviewed what fundamentally is expected from the
15 District in a Watershed Management Plan. Mr. Smith explained that a long-term plan
16 is to be developed because in the past, districts were focusing primarily on reactive
17 actions and if prevention/solutions were planned instead, many reactive processes could
18 be avoided. The District's Second Generation Watershed Management Plan does not
19 contain any capital improvement projects and the Third Generation Watershed
20 Management Plan will not be approved until early Spring 2007; therefore, the District
21 would need to look at some alternatives for levying for capital improvement projects
22 should any such projects rise in urgency for more immediate attention. Levy amounts
23 may be directed toward capital improvement project feasibility studies and design . Mr.
24 Smith gave several levy options. Options included a major plan amendment to the
25 Second Generation Watershed Management Plan, wait to order capital improvement
26 projects until included in approved Third Generation Plan, certify a conditional levy in
27 September 2006 in hopes of approval of the plan by final levy certification in
28 December 2006, over levy in the management planning fund for 2007 and then
29 reallocate to the capital improvement project when Third Generation Plan is approved,
30 rely on a municipal petition process, or certify to Washington County for the costs of
31 capital projects. Legal Counsel suggested the biggest issue is timing and the urgency of
32 the capital improvement project is the driver.
33

34 The Board suggested that Administrator Kill find out if BWSR Challenge Grant can be
35 extended for a year and ask the City of Stillwater if they would be willing to wait on the
36 Herberger's pond or if they are willing to help with a municipality petition.
37

38 **▪ Vision Statement & Issue Statements- Board Action**

39 Lisa Tilman and Camilla Correll from EOR presented the BCWD vision statement and
40 issue statements with the Board using a slide show and handout. Ms. Tilman explained
41 to the Board that a new format was created including: Goals/Policies subject area and
42 Implementation Plan. The Board agreed with the new format.
43

1 The following proposed vision statement was presented:
2

3 *The Brown's Creek Watershed District works with the community to:*

- 4 • *Preserve and improve the quality of the District's water and natural resources,*
 - 5 • *Educate residents about the value of this ecosystem and their potential impacts to*
6 *its functions and values,*
 - 7 • *Find and implement acceptable solutions to water-related issues, and*
 - 8 • *Assure that the integrity of the watershed is preserved for future generations.*
- 9

10 The Board commented that the statement was more of a mission statement rather than a
11 vision statement. President Leiser suggested taking the last bullet point and turning it
12 into the vision statement and changing the previous points into mission statement.
13

14 The Board requested that the CAC change the provided vision statement and make it
15 into a mission statement and for EOR to email out revised statement to the Board as
16 soon as possible.
17

18 Lisa Tilman read through the eight general issue areas and sub-issues and asked the
19 Board for suggested changes/additions. The Board suggested the following comments
20 for each of the eight issues:
21

- 22 1) Stormwater Runoff Management- suggested removing "Agricultural Practices" sub-
23 issue as it is a main function of the Washington Conservation District, but putting it in
24 Erosion Prevention and Sediment Control section seems appropriate.
 - 25 2) Erosion Prevention and Sediment Control- consider adding shoreline erosion
 - 26 3) Wetland Management- Local Government Unit for Administration of the Wetland
27 Conservation Act – would Brown's Creek like to be the LGU. EOR will present at
28 the special March Board meeting about what taking over would require.
 - 29 4) Lake Management- the Board suggested adding Recreation Use and Aquatic
30 Invasive Species Control as sub-issue areas.
 - 31 5) Stream Management- the Board suggested adding Invasive Species, Riparian
32 Restoration, and Recreation Use as a sub-issue areas.
 - 33 6) Floodplain Management- Addition of Maintains Outlet Structures.
 - 34 7) Groundwater Management- the Board suggested replacing 'protection' with some
35 other word that would imply restoration if negatively impacted.
 - 36 8) Education, Outreach, and Stewardship- the Board suggested adding demonstration
37 projects/sites, capital improvement, and adding the Agricultural Community as a sub-
38 issue area.
 - 39 9) An additional issue of "Land Conservation" was also recommended.
- 40

41 The Board also suggested that ditches should be mentioned somewhere since they
42 directly effect water quality.
43

1 **b) BMP Program- Fact Sheet- Board Action**

2 Board members suggested changing some pictures used on the fact sheet.

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4 **Manager Vanzwol, seconded by Manager Johnson moved to approve the fact sheet**
5 **with a couple of picture changes and minor wording change in the rainwater garden**
6 **section. Vote 5/0.**

7
8 **c) Stormwater Facilities Maintenance Agreement - Discussion**

9 Administrator Kill informed the Board that they will be reviewing an agreement for
10 stormwater facility maintenance at the regular March meeting. The City of Stillwater
11 will have a representative present for the meeting. Administrator Kill highlighted several
12 issues that were addressed in a recent meeting with the City of Stillwater regarding the
13 frequency of inspections and maintenance of stormwater facilities, including infiltration
14 basins.

15
16 **Manager Vanzwol, seconded by Manager Taillon moved to schedule a Special Meeting for**
17 **Wednesday, March 29, 2006 at 6:30 pm in the Washington Conservation District office.**
18 **Vote 5/0.**

19
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21 **5) Adjournment**

22 **Manager Johnson, seconded by Manager Vanzwol moved to adjourn at 10:45 pm. Vote**
23 **5/0.**

24
25 **Minutes prepared by Kim Grosenheider, Recording Secretary.**

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