



BROWN'S CREEK WATERSHED DISTRICT

2 **Minutes of the Special Meeting of the Brown's Creek Watershed District Board of**
3 **Managers, July 26, 2006.**

4
5 **1380 W. Frontage Road, Hwy 36**
6 **Stillwater, MN 55082**

APPROVED

7
8
9 **ROLL CALL**

10 Present: Craig Leiser, President Others Present: Karen Kill, WCD, Administrator
11 Gerald Johnson, Secretary Louis Smith, Smith Partners
12 Connie Taillon, Treasurer Camilla Correll, EOR
13 Rick Vanzwol Paul Wickman, EOR
14 Gail Pundsack, Vice-President (arrived 6:40 pm)

15
16 **1) Call to Order**

17 President Leiser called the meeting to order at 6:35 p.m.

18
19 **2) Approve Agenda**

20 Staff requested a web-mapping presentation be added to the agenda after the agenda is
21 approved and that an additional EPA grant be added in the potential grant discussion.
22 President Leiser requested an additional item before the 2007 Proposed Budget
23 discussion to hear the Board's general comments on the 2007 budget development
24 procedure. **Manager Johnson, seconded by Manager Vanzwol, moved to approve the**
25 **Agenda as amended. Vote: 4/0 Manager Pundsack was absent.**

26
27 *Manager Pundsack arrived 6:40 pm*

28
29 **3) Web-mapping Presentation – Paul Wickman, EOR**

30 Paul Wickman, EOR, presented their Internet map service that can be used with any
31 standard web browser. The advantages to web-mapping would be that the District's
32 spatial information data would be accessible without special mapping software. Various
33 types of data could have different levels of access with password protection. The data is
34 read-only, but if the District chooses to have downloadable data, it could be password
35 protected. The web-mapping is a hosted service at EOR for a monthly subscription fee;
36 therefore, no additional equipment would be needed to be purchased by the District and

1 EOR would be responsible for technical support. The fees are based on the number of
2 base layers used on the website and whether any customized features are requested.
3

4 **4) 2006 Budget – Actual vs. Budget**

5 Board reviewed revenues and expenditures for the year to date. The income and
6 expenditures to date are generally on budget. There were two unbudgeted expenditures:
7 \$7,738.01 for revisions to the Marketplace Analysis and \$1,475.64 listed under
8 Miscellaneous staff engineer expenditures to complete the revisions and presentations of
9 the County Road 15 drainage analysis and proposed solutions to Washington County.
10

11 **5) 2007 Proposed Budget**

12 **a) General Levy Policy**

13 The Board decided they would look at all the proposed 2007 activities to judge the merits
14 of any potential levy increases rather than determining a policy on acceptable levy
15 increases.
16

17 **b) Contingency Reserve**

18 The Board discussed having an additional contingency reserve fund for long-term
19 maintenance of capital improvements (such as THPP & Kismet Basin) with a 2007 fund
20 amount of \$10,000.
21

22 **c) General Fund**

23 The General Fund proposed budget was reviewed line by line. Legal Counsel will
24 provide the Administrator with the 2007 increase in legal fees.
25

26 **d) Management Plan**

27 The Management Plan Fund proposed budget was reviewed line by line. Legal Counsel
28 will provide the Administrator with the 2007 increase in legal fees. Administrator Kill
29 stated that one of the Brown's Creek stream monitoring station might need a new
30 dissolved oxygen probe in 2007. The equipment maintenance and upgrade budget was
31 recommended to be increased to \$7,000 for a total available in 2007 of \$9,000.
32 Engineering will provide the Administrator a more accurate accounting of the THPP
33 costs for operation and maintenance of the system. The Board suggested increasing the
34 grant preparation account to \$5,000. The GIS management tool updates would be
35 approximately \$1,500 and the web-mapping tool should be corrected to \$4,200. The
36 Board recommended that these two items be combined in one account. The Board felt
37 that the Benz Lake Management Plan might need to be postponed until 2008 in order to
38 participate with the City of Stillwater and MSCWMO on a Lake McKusick Management
39 Plan in 2007. The Board recommended to remove the community planning assistance
40 account and replace it with the development of a land conservation program and
41 presentation to the communities of priority conservation areas, which will still assist the

1 communities in their comprehensive and open space planning. The Board suggested
2 including the structure inventory budget in the H&H model upgrades.
3

4 **6) Comparison of Previous Budgets**

5 The existing proposed 2007 total levy is \$949,695. This would be a 103% increase from the
6 2006 total levy. The 2007 tax burden is \$63.98 per \$100,000 of assessed valuation, which is less
7 than the long-term average (1999-2006) of \$64.65 per \$100,000 of assessed valuation. The two
8 major reasons for the increase in levy is: 1) all projects budgeted for completion in 2006 will be
9 completed in 2006, leaving essentially no funds carried forward from 2006 and 2) the implementation
10 of the Long Lake water quality improvements. Without the implementation projects in 2007, the total
11 budget would be less in 2007 than it was in 2006.
12

13 **7) Next Steps**

14 The Board will review the proposed third generation management plan implementation plan
15 and the proposed 2007 budget in preparation for the second budget workshop on Wednesday,
16 August 16, 2006 at 6:30 pm.
17

18 **8) Adjournment**

19 **Manager Johnson, seconded by Manager Vanzwol, moved to adjourn at 8:50 p.m.**

20 **Vote: 5/0.**
21

22 Respectfully Submitted,
23 Karen Kill, Administrator