



**Minutes of the Special Board Meeting for a Budget Workshop of the Brown's Creek Watershed District Board of Managers, July 23, 2007.**

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

**APPROVED**

**ROLL CALL**

Present:	Others Present:
Craig Leiser, President	Karen Kill, Administrator
Rick Vanzwol	Paula Guetter, Recording Secretary
Gail Pundsack	Camilla Correll, EOR
Gerald Johnson	Amanda Goebel
Connie Taillon <i>absent</i>	

1. **Call Special Meeting – Budget Workshop to order @ 6:45 PM**  
President Leiser called the Special Meeting – Budget Workshop to order at 6:45 PM.
2. **Approve Regular Meeting Agenda and Discussion Agenda**  
**Manager Vanzwol, seconded by Manager Pundsack, moved to approved the meeting agenda as presented. Vote 4/0.**
3. **2007 Budget-to-date**  
Administrator Kill noted she assumed a forwarding balance of \$120,000 from the Long Lake Management Plan from 2007 for 2008.
4. **Review Third Generation Management Plan Implementation Plan**  
Administrator Kill began by reviewing the High Priority Items from the Third Generation Watershed Management Plan with the Board. These items included work on the Brown's Creek corridor, which can be accomplished with the MPCA funds for the TMDL study, and a Benz Lake Management Plan.  
Administrator Kill also reviewed the lower priority items from the Third Generation Management Plan to determine if any of these items should be raised in priority.  
Camilla Correll, EOR, brought up working with individual municipalities to establish a process for early involvement in development review. Administrator Kill said the watershed should/could work with local management plans.  
Ms. Correll questioned identifying areas of excessive erosion along the stream channel and nearby ravines and implementation priority restoration. Ms. Correll noted it would

1 be important to be involved in the management plan if a trail is going to go through along  
2 the Zephyr railroad. The Board discussed opportunities to become involved in the  
3 planning process of the trail to gain better protection for Brown's Creek. Best  
4 management practices mentioned included previous trail and erosion stabilization  
5 projects. Ms. Correll noted evaluating and/or inventorying the erosion control problems  
6 that exist presently could be a good place to start. Manager Leiser asked Amanda Goebel  
7 who the contact would be at the County regarding the potential for a pathway. Ms.  
8 Goebel said she would find out for the Board.

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10 **5. 2008 Proposed Budget**

11 **a.) General Fund**

12 Administrator Kill presented the draft General Fund Expenses. Manager Per Diem was  
13 raised \$1000 to cover the costs of special meetings, such as Joint Meetings with the City  
14 of Stillwater. Manager Leiser suggested offering joint meetings with other cities.  
15 Administrator Kill suggested Oak Park Heights might be a good choice. Secretarial  
16 Services was raised to cover long meetings. Bonding & Insurance went up \$1500 due to  
17 a cost increase and to cover the 2007 deficient. Accounting went up \$500 to cover the  
18 cost of the audit. Administrator Kill said it would go up by at least 10% because of the  
19 addition of 7 new auditing standards. Manager Leiser requested \$9000 be allotted for  
20 2008 for accounting. Miscellaneous went up \$100 per parcel update needed in 2007,  
21 which totaled an additional \$500. Administrator salary went up as discussed with Jay  
22 Riggs. Staff Engineer stated that they would be proposing a 6% increase in 2008.

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24 **b.) Management Plan**

25 Administrator Kill noted increase or decreases under Management Plan Expenses. The  
26 Washington Conservation District – Administrator expenses increased due to the  
27 Administrator becoming full time. Staff Engineer stated that they would be proposing a  
28 6% increase in 2008. Permit Processing & Inspection went up to \$10,000 per Manager  
29 Leiser's request due to potential increase in LGU projects needing review. Permitting,  
30 Legal Review went up to \$7,500 per Manager Leiser's request due to LGU projects.  
31 Permitting, Engineering Review went up to \$90,000 per Manager Leiser's request due to  
32 potential increase in LGU projects needing review. Administrator Kill estimated  
33 Baseline Monitoring would go up to approximately \$80,000. Equipment Maintenance  
34 and Upgrades went down because 2007 required two new dissolved oxygen probes.  
35 Miscellaneous, Other Expenses was increased to \$2,500 from \$1000 in 2007. Trout  
36 Habitat Preservation Project: Monitoring, O&M increased by 6% to \$6,360. Manager  
37 Leiser requested Education & Outreach be raised to \$22,000 to cover additional costs that  
38 could come up such as food/mailings/etc. Manager Leiser suggested adding to the  
39 Volunteer Stream Monitoring to pay for a second computer for the Stillwater High  
40 School Advanced Placement (AP) Biology class that does Stream Monitoring. The  
41 Volunteer Stream Monitoring was increased to \$6,000. Homeowner BMP Program was  
42 raised \$10,000 in anticipation of a more neighborhood approach to BMP education.  
43 BMP Monitoring Program – Bradshaw was raised to \$6,500 due to a 6% increase in rates  
44 for the District Engineer and an increase in the monitoring period for the Washington  
45 Conservation District. Plan Review was doubled with the projected increase in workload  
46 as the municipalities complete their Comprehensive Plans and Local Water Management  
47 Plans. H&H Model Upgrade, including structure inventory was decreased to \$5,000.  
48 Kern Center Infiltration Monitoring, O&M was increased to \$6,500 due to a 6% increase

1 in rates for the District Engineer and an increase in the monitoring period for the  
2 Washington Conservation District. Long Lake Plan Implementation: Next feasibility  
3 study & implementation – Menard’s Drainage & BMP was raised to \$220,000.  
4 Administrator Kill added 62<sup>nd</sup> Street Culvert Replacement – 50% cost-share with the City  
5 of Stillwater at \$7,500. Manager Leiser suggested the Board pays for the culvert and the  
6 City does the installation. Manager Leiser said the District should request a concrete  
7 culvert. Administrator Kill noted there is a potential flooding problem in this area.  
8 Administrator Kill added Highway 36 Century Power Ravine rate control project at  
9 \$15,000. Administrator Kill noted when Pat Conrad, EOR, presented in June he  
10 mentioned the Century Power Ravine could be a good site for rate control. Manager  
11 Leiser requested Administrator Kill look into if an easement would be necessary for the  
12 project. McKusick Lake Management Plan – Implementation was added at \$50,000 for  
13 2008 and \$25,000 was not reallocated for the McKusick Lake Management Plan. Land  
14 Conservation Program – Open Space Plan/LGU Assistance was decreased to \$5,000.  
15 Administrator Kill noted Brown’s Creek Biological TMDL would be an MPCA pass-  
16 through fund. Buffer Mapping was decreased to \$10,000 because the District may be  
17 able to fit it in this year. Benz Lake Management Plan was added at \$10,000. BMP  
18 Program – LGU Demonstration Projects was added in the amount of \$10,000 of which  
19 \$5,000 has been allocated for the Munklewicz Pervious Path. Brown’s Creek Erosion  
20 Inventory was added at \$10,000.

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22 Manager Pundsack noted a sign noting land for sale had been put in near Herberger’s.  
23 Manager Pundsack questioned if Herberger’s was considering adding onto their parking  
24 lot. Manager Leiser asked if the City has an easement on the pond. Administrator Kill  
25 said she would look into which property is for sale.  
26 Ms. Correll noted it would be a good idea to start collecting baseline groundwater  
27 information because data will be needed in the future. Groundwater Monitoring Program  
28 was added at \$5,000. Ms. Correll also suggested beginning work on a Groundwater  
29 Dependent Natural Resources Management Plan (GDNRMP) for the fen. Manager  
30 Vanzwol said he believes developing a plan is a good idea and questioned if money  
31 should be allocated for implementation. Manager Pundsack asked if the City would be  
32 doing any similar project and expressed concern about ensuring consistency with the City  
33 and watersheds. Manager Leiser suggested a Joint Meeting to discuss objectives specific  
34 to groundwater plan development. Manager Vanzwol noted that with the exception of  
35 very shallow groundwater areas, the deeper groundwater probably does not follow  
36 watershed boundaries. Ms. Correll noted to the Board that no other agency is currently  
37 working on GDNRMPs. Groundwater Monitoring Program was added at the amount of  
38 \$10,000. Ms. Correll also suggested inspections for BMP Cost-Share Program to  
39 determine how the practices are performing. Administrator Kill explained that  
40 inspections are already part of the program; however, more detailed analysis of the  
41 overall water quality benefits would be useful in the implementation of the lake  
42 management plans. Manager Leiser suggested asking CAC if they would like to visit  
43 rain gardens. The Board discussed a joint inspection and education opportunity. Ms.  
44 Correll’s final suggestion was for additional BMP Monitoring. Manager Vanzwol  
45 suggested Millbrook, Fairway Villas, or Munklewicz Park. Manager Vanzwol noted an  
46 earlier conversation regarding Pervious Pavement needing vacuuming approximately  
47 every year. Administrator Kill noted the University of Minnesota expressed interested in  
48 monitoring BCWD projects. Additional BMP Monitoring was added at \$6,500.

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2 **c.) Potential Funding Sources, including Existing/Potential Grants**

3 Administrator Kill noted the received Taxable Market Value went up for 2008. The  
4 District will be assessed \$48.86 per \$100,000 of Assessed Valuation, based on the current  
5 proposed draft budget. The Total Budget increased, but revenues also increased; this was  
6 primarily due to the MPCA funding for the Brown's Creek TMDL study. Administrator  
7 Kill said without capital improvement the Budget would be around \$800,000 and the real  
8 budget would be approximately \$1,118,197. The Total Levy would be \$799,497.  
9 Manager Pundsack asked if operations were getting higher. Administrator Kill said there  
10 was increase in planning efforts.  
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12 **6. Next Steps – Second Budget Workshop on Wednesday, August 15<sup>th</sup>, 2007 at 6:30 pm**

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15 **7. Adjournment**

16 **Manager Vanzwol, seconded by Manager Johnson, moved to adjourn the meeting at**  
17 **8:50 P.M. Vote 4/0.**  
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19 Respectfully Submitted by  
20 Paula Guetter, Recording Secretary  
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