



1  
2 **Minutes of the Special Meeting of the Brown's Creek Watershed District Board of**  
3 **Managers, July 21, 2010**

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

**APPROVED**

7  
8 **ROLL CALL**

Managers Present:	Others Present:
Craig Leiser, President	Karen Kill, Administrator
Rick Vanzwol, Vice-President	Camilla Correll, EOR
Connie Taillon, Treasurer	
Gerald Johnson, Secretary	
Gail Pundsack, Vice-President	

- 9  
10 **1. Call Special Meeting to order**  
11 President Leiser called the Special Meeting to order at 6:37 PM.  
12  
13 **2. Approve Regular Meeting Agenda and Discussion Agenda**  
14 **Manager Taillon, seconded by Manager Vanzwol, moved to approve the meeting**  
15 **agenda as presented. Motion carried, Vote: 5/0.**  
16  
17 **3. 2011 Proposed Budget**  
18 The managers discussed their expectations for the 2011 budget. Generally, the managers  
19 indicated interest in maintaining or reducing the current levy.  
20  
21 Administrator Kill presented the 2011 budget. The Board made the following  
22 recommendations during discussion.  
23  
24
  - 200-4200 Electronic File Retention – Use \$3,000 in 2010 to scan documents.  
Remove \$2,000 from fund in 2011.
  - 922-0000 Plan Reviews – LGU/LWMP – Removed from budget \$2,500. No plan  
reviews are expected in 2011.
  - 923-0000 H&H Upgrades – Combined budget with stormwater inventory (933-  
0000)
  - 924-0005 Kern Center Area Volume Analysis – This work will likely occur in  
early 2012. \$5,000 will be included in the draft 2012 budget.
  - 926-0000 GIS Tool – Increased by \$1,000 for administrator training for current  
GIS software  
25  
26  
27  
28  
29  
30  
31  
32  
33

- 1           ○ 927-0000 Management Plan Update - To adequately plan for the Fourth  
2           Generation District-wide Management Plan development, the Board would like to  
3           have \$20,000 added to the budget annually to build the fund for the planning  
4           process, which will begin in 2015. An additional \$15,000 will be necessary in  
5           2012 for a plan amendment when the Brown's Creek TMDL and Implementation  
6           Plans are completed and approved.
- 7           ○ 940-0000 BMP Program – LGU/Community Demonstration Projects – Reduced  
8           \$20,000. Limited LGU road reconstruction projects in 2011.
- 9           ○ 947-0000– Brown's Creek Implementation – This budget item was split into  
10          specific project areas. Three new funds were created: 947-0000 for the Brown's  
11          Creek buffer at the Oak Glen Golf Course, 947-0002 for the installation and  
12          construction of the Hwy 96 & Hwy 95 MN DOT Culvert Fish Baffles, and 947-  
13          0003 for other thermal reductions to the creek – such as pond retrofits in the Oak  
14          Glen Neighborhood or Oak Glen Golf Course.

15  
16          The changes to the 2011 draft budget resulted in a total draft 2011 budget of \$1,418,150,  
17          assuming a \$356,650 carry over and \$341,500 in grants. The resulting \$720,000 draft  
18          2011 levy would be a 1.1% reduction from 2010.

19  
20          The proposed general fund is \$140,150. This consists of \$25,000 for Contingency  
21          Reserve, allowing the Board flexibility to use these funds in either the general fund or  
22          management plan activities in 2011. The proposed administrative costs for the District  
23          are \$115,150 or 8.1% of the overall budget. Therefore, 91.8% of the overall budget is  
24          used directly for management plan activities.

25  
26          The Board determined that they would have a joint Citizen Advisory Committee and  
27          BCWD Board meeting to discuss the proposed 2011 budget on Monday, August 16,  
28          2010.

29  
30          **4. Adjournment**

31          **Manager Johnson, seconded by Manager Taillon, moved to adjourn at 8:55 PM.**  
32          **Motion Carried, Vote 5/0.**

33  
34          Respectfully submitted by  
35          Karen Kill, Administrator