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2 **Minutes of the Regular Meeting of the Brown's Creek Watershed District Board of**
3 **Managers, August 8, 2011**

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	Debbie Meister, Recorder
Gail Pundsack, Vice-President	Michael Welch, Legal Counsel
Gerald Johnson, Secretary	Camilla Correll, EOR
	Ryan Fleming, EOR
Manager Absent:	Richard Schubert, resident
Connie Taillon, Treasurer	Robert Singleton, Crosswinds Church
	Dennis Batty, Crosswinds Church

- 9
10 **1. Call Regular Meeting to order @ 6:30 PM.**
11 President Leiser called the Regular Meeting to order at 6:35 PM.
12
13 **2. Approve Regular Meeting Agenda and Discussion Agenda**
14 **Manager Vanzwol, seconded by Manager Johnson, moved to approve the Regular**
15 **Meeting agenda and discussion agenda as amended. Motion carried, vote 4/0.**
16
17 **3. Public Comments**
18 There were no public comments.
19
20 **4. Approve Board July 11, 2011 Regular Meeting Minutes—Board Action**
21 **Manager Vanzwol, seconded by Manager Pundsack, moved to approve the Regular**
22 **Meeting minutes as amended. Motion carried, vote 3/0/1.**
23
24 **5. Treasurer's Report**
25 a) **Review Authorized Funds Spreadsheet**
26 Administrator Kill reviewed the changes in the spreadsheet.
27
28 **Manager Vanzwol moved, seconded by Manager Johnson, to accept the August**
29 **8, 2011 spreadsheet report as presented. Motion carried, vote 4/0.**
30

1 **b) Permit Fee Statements Review**

2 Administrator Kill stated that there is nothing significant to report.

3
4 **Manager Vanzwol moved, seconded by Manager Johnson, to approve the**
5 **August 11, 2011 permit fee statement. Motion carried, vote 4/0.**
6

7 **c) Current Items Payable -- Board Action**

8 Administrator Kill reported that the Pine Hollow Homeowner Association BMP cost
9 share, which was paid last month, had actual expenses to contractor Paradise &
10 Associates that were higher than expected. The additional cost share reimbursement
11 request is \$460. Administrator Kill also reported that the City of Stillwater is unable
12 to find a \$15,500 cost share reimbursement check and a reissued check is in the
13 current payables. Discussion included putting a hold on the old check, the cost for the
14 hold and the time limit on the hold. Legal Counsel recommended that, if a check is
15 reissued, to attach a letter stating this is a reissued check.

16
17 **President Leiser moved, seconded by Manager Johnson, to authorize the**
18 **Administrator to put a six-month stop payment on check #2391 and reissue a**
19 **\$15,500 check to the City of Stillwater, accompanied by a letter to the City**
20 **stating this is a reissue of the BMP cost share check. Motion carried, vote 4/0.**
21

22 **Manager Vanzwol moved, seconded by Manager Pundsack, to approve the**
23 **current items payable in the amount of \$129,779.48, pending a \$460 BMP**
24 **approval under item 7e. Motion carried, roll call vote 4/0.**
25

26 **d) CD's—Board Action**

27 Administrator Kill reported that the CD in American Bank matured last Thursday.
28 She provided a cash flow projection for the next few months, a summary of the
29 District's current CDs and a comparison of bank terms for new CDs.

30
31 **President Leiser moved, seconded by Manager Vanzwol, to cash out the**
32 **American Bank CD in the amount of \$75,821.98 and place those funds in the**
33 **District cash account. Motion carried 4/0.**
34

35 **6. Permits—BCWD Permit #11-04 Crosswinds Community Church— Amendment—**
36 **Board Action**

37 Ryan Fleming reported that since the Board's June 22 Special Meeting the porous
38 pavement section was removed from the church plans because of the high cost of this
39 feature. To meet the District Rules, the size of the holding pond and infiltration basin has
40 expanded slightly. Mr. Fleming recommended approval of the permit with four
41 conditions. Mr. Batty stated that, based on these conditions, the church plans have been
42 revised and resubmitted and, for enhancement purposes, the church will plant the bottom
43 of the pond instead of seeding it.

44
45 Mr. Shubert asked for and received a summary of the permit and clarification that the
46 church has provided additional infiltration capacity to meet the District rules without the
47 previously proposed permeable parking lot. In response to Mr. Shubert's question about

1 public notification, Administrator Kill stated that the District policy is to send notices 10
2 days prior to the meeting. In response to Mr. Shubert's question about placement of the
3 septic system, Mr. Fleming stated that EOR requested a change in the proposed grading
4 to further separate the septic from the infiltration area.

5
6 Mr. Fleming noted the proposed revisions to the recommended conditions of approval in
7 the engineer's memo to account for the changes in the project design, as well as a change
8 to condition 3 to correct a typographical error.

9
10 **Manager Vanzwol moved, seconded by Manager Pundsack, to approve the**
11 **Crosswinds Community Church's amended application with the amended**
12 **conditions as outlined in the engineer's memo. Motion carried 4/0.**

13
14 **7. Projects/Programs**

15 **a) Oak Glen**

16 **i. Revised Timeline**

17 Based on the timeline for work to begin on October 17, Administrator Kill
18 recommended adding the review of the final plans and bid specifications to the
19 August 22 Special Meeting. The bid advertisement could state that the bid is
20 contingent on Board approval of the project. Oak Glen staff has been apprised
21 of the proposed bidding schedule and agreed to a two-week instead of four-
22 week review of the final plans. Information including the final plans, easements
23 and contract documents and the signed agreement with the golf course will be
24 provided before the Special Meeting. Administrator Kill will post the Special
25 Meeting notice.

26
27 **ii. August 22nd Special Meeting –Final Plans and Approve Bid Letting –Board**
28 **Action**

29 It was agreed that the Special Meeting will be held on August 22 from 6:30-
30 7:30 p.m., with the joint Board and CAC budget meeting to follow from 7:30-9
31 p.m.

32
33 **iii. Irrigation Pond Retrofits**

34 Ms. Correll summarized the pros and cons of installing a float switch to the
35 groundwater pump supplementing Oak Glen's southeastern irrigation pond and
36 recommended the addition. She stated that the outlet structure on the second
37 irrigation pond will be impacted by the Oak Glen buffer project and will
38 probably need to be rebuilt, which may increase the project costs.

39
40 **President Leiser moved, seconded by Manager Vanzwol, to authorize**
41 **installing a float switch on the groundwater pump not to exceed \$5,750**
42 **from budget line item 947-0000. Motion carried 4/0.**

43
44 **b) H&H Model 2011 Updates Scope—Board Action**

45 Ms. Correll reviewed the opportunity to participate in the EPA 319 grant, which
46 will provide information about how the hydrologic system will operate under
47 different climate conditions. She outlined the scope of work to complete the model

1 upgrades and convert the hydrologic platform. Mr. Fleming stated that it is most
2 efficient to do the upgrades and then convert to the platform. Administrator Kill
3 asked if surveys are needed for the Stonebridge and some other culverts and if it
4 will be more time consuming for permit applications with the new system? Mr.
5 Fleming responded that there would be an additional step to convert permit project
6 related models from SCS to Green-Ampt but that our conversion and calibration of
7 the entire District model will provide us the tool to do so. The Board asked Ms.
8 Correll and Administrator Kill to come back with more information on the
9 conversions, additional areas that need updating and line-item suggestions for the
10 2012 budget.

11
12 **Manager Vanzwol moved, seconded by Manager Pundsack, to table the**
13 **discussion until further information is provided next month. Motion carried**
14 **4/0.**
15

16 **c) Settler's Glen 5th Addition Iron Enhanced Sand Filter**

17 Mr. Fleming presented the preliminary design to retrofit an iron enhanced sand
18 filter into the swale and second cell of the stormwater pond. President Leiser and
19 Manager Vanzwol stated that this is still an experimental procedure to reduce
20 phosphorous, for which the District is willing to invest. They requested cost
21 estimates for construction, maintenance, monitoring, design updates, iron
22 replacement, pump operations and repair due to vandalism. Mr. Fleming stated that
23 the price of iron is the biggest variable and he is seeking local sources. The project
24 is within the City of Stillwater easement with a trail for access. Administrator Kill
25 reported that she is planning to submit a grant application to BWSR for this project.
26

27 **Recess from 8:15 to 8:25 PM**
28

29 **d) Fish Baffles Hwy 95 & 96—August 22nd Special Meeting –Approve**
30 **Contractor**

31 Administrator Kill reported that the Department of Transportation permits were
32 received, but approval is still needed from the Department of Natural Resources.
33 The baffles need to be installed before September 15. Contractor quotes will be
34 brought to the Board at the August 22 special project meeting.
35

36 **e) BMP Projects—Board Action**

37 **Manager Vanzwol moved, seconded by Manager Johnson, to amend the Pine**
38 **Hollow HOA BMP cost share not to exceed \$460 from budget item 914-0000.**
39 **Motion carried 4/0.**
40

41 **Manager Johnson moved, seconded by Manager Vanzwol, to approve the**
42 **Richardson cost share not to exceed \$2,500 from budget item 914-0000.**
43 **Motion carried 4/0.**
44

45 **Manager Johnson moved, seconded by Manager Vanzwol, to approve the**
46 **Nord cost share not to exceed \$1,250 for the installation and \$200 for the**
47 **design for a total of \$1,450 from budget item 914-0000. Motion carried 4/0.**

1 **f) Monitoring Equipment Replacement—Board Action**
2 **Manager Vanzwol moved, seconded by Manager Johnson, to approve the**
3 **purchase of a velocity sensor for \$1,053.25 from budget item 300-4640.**
4 **Motion carried 4/0.**

5
6 **g) Brown’s Creek Implementation Plan—Update**
7 Administrator Kill reported that a stakeholder meeting will be scheduled.

8
9 **h) Herberger’s Pond Filter Performance--Update**
10 Ms. Correll reported that the filter was brought back on-line in early May. EOR
11 recommends more regularity with back-flushing by the City of Stillwater and
12 continued monitoring this and next year.

13
14 **8. New Business**

15 **a) BCWD 2010 Audit—Board Action**

16 Administrator Kill reported that overall the finances look good. She highlighted
17 an internal controls finding—to have an auditor check the District audit—that is
18 flagged every year and an accounting error on grant revenue that was received in
19 2009.

20
21 **Manager Johnson moved, seconded by Manager Vanzwol, to accept the audit**
22 **with the revised response to the findings and authorize the distribution of the**
23 **revised audit. Motion carried 4/0.**

24
25 **b) Brown’s Creek Trail**

26 President Leiser stated that \$3 million in the State’s bonding bill was matched by \$1
27 million of Washington County funds to complete the purchase of the Zephyr tracks
28 and convert them into the Brown’s Creek Trail. President Leiser raised concern about
29 trail construction adding sediments to an already impaired water body and the ability
30 to be involved with the project to improve Brown's Creek. He drafted a letter to the
31 Pollution Control Agency, the Department of Natural Resources (DNR) and the
32 County asking them to work cooperatively with the District to protect Brown’s Creek.
33 President Leiser noted that reporter Mary Divine wrote an article in the Pioneer Press
34 about this project.

35
36 **Manager Vanzwol moved, seconded by Manager Johnson, to authorize the**
37 **Administrator to distribute the letter to the Pollution Control Agency, the**
38 **Department of Natural Resources , Washington County and the City of**
39 **Stillwater, pending receipt of Legal Counsel comments and changes. Motion**
40 **carried, vote 4/0.**

41
42 **9. Discussion Agenda – No Action Required**

43 **a) Administrator Updates**

44 Administrator Kill reported the following:

45
46 **a. Permit Updates**

47 EOR intern Sam Westland met with two permit holders about some difficulties

1 with erosion control. At Site 2011-09, although a silt fence is now in place, one
2 request still needs to be addressed. At Site 2011-12, all requests have been
3 satisfied.
4

5 **b. BWSR Grants**

6 Plans are to submit an application for the iron enhanced sand project and the
7 North Marketplace raingardens. A county-wide watershed district joint
8 application is being discussed for school and church parking lot restorations. A
9 joint marina improvement watershed project is being discussed with Middle St.
10 Croix and Valley Branch. President Leiser suggested talking to Evans and Wolf
11 marinas about reducing sediments.
12

13 **c. Long Lake Shoreline**

14 Minnesota Conservation Corps (MCC) completed seeding and installing about
15 30,000 plants along the shoreline. The plants were funded through a BWSR native
16 plant grant. There will be some more bills for fencing and herbicide might be
17 applied this fall.
18

19 **d. MCC 2012**

20 MCC provided state-funded maintenance and installation on some District
21 projects this year. MCC has the same level of funding in 2012 and there are many
22 projects for which help is needed. Overseeing the MCC crews took a lot of time.
23 On August 18, a meeting is scheduled with watershed districts and cities to
24 discuss better coordination with MCC and explore jointly hiring an intern to
25 oversee all the projects. President Leiser stated that the District should budget for
26 a seasonal assistant as well as for coordination of MCC crews and signage for the
27 Brown's Creek Trail. Administrator Kill and Ms. Correll will present budget
28 numbers at the August 22 workshop.
29

30 **b) Communications & Manager Reports**

31 Manager Vanzwol reported that he monitors precipitation and in the last 12 months
32 has recorded more rain than has been recorded at the airport. President Leiser
33 reported very focused rain events. For example, he noted that in less than one hour in
34 one instance it rained 1.35 inches at his home, about 4 inches in some areas of Hugo,
35 but did not rain at the Washington County fair.
36

37 **c) September 2011 BCWD Board Agenda**
38

39 **10. Adjournment**

40 **Manager Johnson moved, seconded by Manager Vanzwol, to adjourn the Regular**
41 **Meeting at 9:25 PM. Motion carried, vote 4/0.**
42

43 Respectfully Submitted by
44 Debbie Meister, Recorder
45