Regular Meeting of the Middle St. Croix Watershed Management Organization
Washington Conservation District, 455 Hayward Ave N
Thursday, August 13th, 2026
6:00PM
Present: Brian Zeller, Lakeland Shores; Tom McCarthy, Lake St. Croix Beach; Dave Millard, Lakeland; Avis Peters, Baytown; Orin Kipp, Bayport; Carly Johnson, Oak Park Heights; Rachel Dana, West Lakeland; Administrator Matt Oldenburg-Downing; Amanda Herbrand, WCD; Aaron DeRusha, WCD
Audience: Tom Grahek (remote), Maddie Humphrey (remote)

Call to Order
Manager Zeller called the meeting to order at 6:00PM.

Approval of Agenda
Manager Johnson motioned to approve the agenda. Manager Kipp seconded the motion. The motion carried with all in favor.

Approval of Minutes
Manager McCarthy motioned to approve the draft June 11th, 2026 board meeting minutes, Manager Millard seconded the motion. The motion carried with all in favor.

Treasurer's Report
Manager Johnson presented the treasurer's report. The remaining checking account balance at the end of July was $256,611.90. First Bank CD's were valued at $228,736.60. The ending value on the RBC savings account from July was $103,065.80. Manager McCarthy motioned to approve the report of the savings account and assets for August 13th, 2026. Manager Millard seconded the motion. The motion carried with all in favor.

Bills to approve this month are two bills to the Washington Conservation District for admin and tech services for $7,932.75, and one bill to Town Law Center for $931.00. The total for August bills is $8,863.75. Manager Zeller motioned to approve payment of bills for June totaling $8,863.75. Manager McCarthy seconded the motion. The motion carried with all in favor.

Public Comment
None

Old Business
2027 Draft Budget
Administrator Oldenburg-Downing suggested tabling the item and returning to it after 6a. 2025 Audit and Future Audit Policy. Item was tabled.

Impervious Surface Analysis

This item was tabled the previous meeting. Aaron DeRusha from the Washington Conservation District presented to the board and provided more details about the Impervious Surface Analysis.

Manager Johnson motioned to approve the scope of service as described in the attached memo for an amount not-to-exceed $1,720.00. Manager Kipp seconded the motion. The motion carried with all in favor.

New Business

2025 Audit and Future Audit Policy

On December 23rd of 2025, the WMO administrator received guidance from Peterson Company Ltd. that unless the annual revenue of the WMO exceeds $1,000,000 an audit would not be required. The Board discussed this and directed the following actions:

1. Declined conducting a voluntary 2025 Audit
2. Requested guidance from our legal counsel on developing a future audit policy

The Board reviewed the guidance from our legal to perform an audit once every 5 years, and adopted a policy stating the WMO would perform an audit once every three years.

Administrator Oldenburg-Downing received correspondence from Peterson Company indicating that an alleged statute change would mean that an annual audit would need to be completed. If this was the case, an extension would need to be filed to complete at 2025 audit. Administrator Oldenburg-Downing re-engaged with legal counsel as this would conflict with the adopted audit policy. Administrator Oldenburg-Downing is seeking board direction for how to proceed.

Manager Zeller suggested sharing MSCWMO legal counsel's opinion with BWSR and seeking guidance from BWSR staff. Manager Johnson agreed and recommended a subcommittee be made to work with Administrator Oldenburg-Downing in-between regular board meetings as needed.

Manager McCarthy motioned to have Administrator Oldenburg-Downing send a letter to BWSR staff sharing MSCWMO legal counsel's advice regarding the audit, and authorize a subcommittee consisting of Managers Zeller and Johnson to work with Administrator Oldenburg-Downing regarding any further decisions that need to be made in-between regular board meetings. Manager Peters seconded the motion. The motion carried with all in favor.

2027 Draft Budget (Revisited)

At the previous meeting the board approved a 2027 draft budget showing $500.00 for 2027 audit, this line was budgeted to allow the administrator to perform internal audit activities as needed. Due to the confusion regarding the audit requirements, Administrator Oldenburg-Downing has altered the draft budget to show $6,000.00 for the 2027 audit in the event that it is determined to be required.

Manager Johnson suggested changing the 2027 legal fees – general to $2,500.00 in the budget and return the audit to $500.00.

Manager Zeller motioned to approve the changes to the legal fees and audit lines and adopt the 2027 budget. Manager Johnson seconded the motion. The motion carried with all in favor.

3M PFAS Grant Award Notice
Administrator Oldenburg-Downing notifies the board that he has received a pre-award notification for the 3M PFAS Grant. This is an information item.

Grant and Cost Share Applications
Goepferd Stewardship Grant Request
Bayport resident Camden Goepferd is applying for a 2026 MSCWMO Stewardship to convert approximately 1,000 square feet of turf to native perennial vegetation at 190 6th St S. Stewardship Grant funds will be used to reimburse for the cost of native seed and plant material. Total project estimate is $1,500.00, cost share requested is $500.00.

Manager McCarthy motioned to approve encumbrance of $500.00 cost share for the Geopferd Stewardship Grant project at 190 6th St S, Bayport, MN 55003. Manager Millard seconded the motion. The motion carried with all in favor.

Rapacz Stewardship Grant Request
Stillwater resident Allen Rapacz is applying for a 2026 MSCWMO Stewardship to stabilize 90 linear feet of shoreline on Lake McKusick at 1624 McKusick Ln using bioengineering techniques. Stewardship Grant funds will be used to reimburse for the cost of biodegradable erosion prevention materials (coir log), native seed, and native plans. Total project estimate is $1,519.10, cost share requested is $500.00.

Manager McCarthy motioned to approve encumbrance of $500.00 cost share for the Rapacz Stewardship Grant project at 1624 McKusick Ln, Stillwater, MN 55082. Manager Kipp seconded the motion. The motion carried with all in favor.

Ballweg Stewardship Grant Reimbursement
On May 14th, 2026 the MSCWMO board approved cost-share encumbrance of up to $500 from the MSCWMO Stewardship Grant program for the installation of a 350 sf raingarden at the Ballweg residence, 16620 Upper 12th St S, Lake St Croix Beach, MN 55043. The landowner completed installation of the raingarden in July with a total project cost of $1,899.43 ($1,029.52 in materials). The practice is expected to reduce phosphorus loading to Lake St. Croix by approximately 0.125 lbs and TSS by approximately 22.6 lbs annually. The landowner is requesting reimbursement in the amount of $500.00 for native plant material purchases.

Manager Zeller motioned to approve reimbursement of $500.00 cost share for the installation of the Ballweg Stewardship Grant Project at 16620 Upper 12th St S, Lake St Croix Beach, MN 55043. Manager Millard seconded the motion. The motion carried with all in favor.

Stichter Stewardship Grant Reimbursement
On May 14th, 2026 the MSCWMO board approved cost-share encumbrance of up to $500 from the MSCWMO Stewardship Grant program for the installation a native demonstration garden under the West Lakeland Town Hall sign on the corner of 10th St N and Stagecoach Trl N.

Project manager Kelly Stichter and volunteers completed installation of the garden in July of 2026 with a total project cost of $483.26. The landowner requests reimbursement in the amount of $483.26 for eligible material purchases.

Manager McCarthy motioned to approve reimbursement of $483.26 cost share for the installation of the West Lakeland Town Hall native demonstration garden at 959 Paris Ave Circle N, West Lakeland, MN 55082. Manager Peters seconded the motion. The motion carried with all in favor.

LSC Grant Application Authorization
WMO staff are requesting authorization to apply for up to $13,500 in funding through the Lower St. Croix Partnership (LSCP) to allocate toward the Lower St. Croix Valley Fire Department Retrofit project at 1560 St Croix Trail S, Lake St. Croix Beach, MN 55043. The project will include installation of three boinfiltration basins and up to 7,500 square feet of turf conversion to collect and treat runoff from roof, parking and sidewalk areas at the Lower St. Croix Valley Fire Department, reducing total phosphorus (TP) loading to Lake St. Croix by approximately 1.04 lbs/yr and TSS export by 177.6 lbs/yr.

On May 14th, 2026 the MSCWMO Board approved cost-share encumbrance of up to $2,500 from the Water Quality Improvement Grant program for the proposed project. LSCP funds will be used to reimburse the fire department for remaining construction costs, including materials and payments to contractors. The total estimated cost of the project is $16,084.

Manager Zeller motioned to authorize Administrator Oldenburg-Downing to apply for Lower St. Croix Partnership funding up to $13,500.00.

Plan Reviews/Submittals
175 Lakeland Shores Rd – ACTION
Initial submittal materials on March 29th, 2026 for an in ground swimming pool at 175 Lakeland Shores Rd in Lakeland Shores. Upon initial review, multiple recent unpermitted improvements and vegetative cutting were found to be in violation of MSCWMO standards and City of Lakeland Shores ordinances. The landowner has provided plans to bring the site into conformance with bluffline setbacks and has developed a restoration plan for re-vegetation of the bluff to obtain an after-the-fact City permits. The stormwater management plan proposes infiltration swales around the pool deck to provide treatment for the new impervious surface. MSCWMO staff recommends board approval.

Manager Zeller motioned to approve the project. Manager McCarthy seconded the motion. The motion carried with all in favor.

Reserve at Bayhaven – ACTION
Submittal items were received on May 7th, 2026 for the Reserve at Bayhaven 70-unit apartment complex at 1205 Baytown Lane in Bayport. The proposed project qualifies for full review under the MSCWMO 2025 Watershed Management Plan (WMP) since it involves more than 6,000 square feet of new impervious. Stormwater management is provided by the regional best

management practices constructed as part of the Bayhaven Development project. MSCWMO staff recommends board approval with three (3) conditions:

1. All roof drains shall be routed to the west as routed in the approved development plan. Any inconsistencies between the proposed drainage and the approved development plan will require an updated submittal of the H&H model to demonstrate adequate stormwater management capacity.
2. Maintained turf notes shall be modified from 6" of topsoil to a minimum of 8".
3. A chloride management plan shall be provided.

Manager McCarthy motioned to approve the project with the three conditions. Manager Zeller seconded the motion. The motion carried with all in favor.

501 Lakeside Dr – INFORM

A submittal application was received on July 20th, 2026 for the a shoreline riprap project at 501 Lakeside Drive S in Bayport. Necessary review materials did not accompany the application and additional materials were requested from the applicant.

Northern Natural Gas – ACTION

Submittal materials were received on July 21st, 2026 for the Northern Natural Gas project at 5250 Novak Ave N in Baytown Township. The proposed project qualifies for full review under the MSCWMO 2025 Watershed Management Plan (WMP) since it involves more than 10,000 square feet of land disturbance. Permanent stormwater treatment is not applicable to the project since it does not involve new/reconstructed impervious surface. MSCWMO staff recommends board approval.

Manager Zeller motioned to approve the project. Manager Johnson seconded the motion. The motion carried with all in favor.

Andersen Corp – ACTION

Submittal items were received on July 22nd, 2026 for the Andersen Corporation Bayport Facility Stormwater Improvements project at 100 4th Ave N. The proposed project qualifies for full review under the MSCWMO 2025 Watershed Management Plan ((WMP) with more than 500 square feet of new/reconstructed impervious in the Lower St. Croix Riverway. The proposed project fully meets MSCWMO volume retention for linear projects through the reduction of impervious surfaces. MSCWMO staff recommends board approval with seven (7) conditions:

1. The erosion control notes must included 24 hour time frames for stabilizing pipe outlets and exposed soils (including stockpiles) within 200 feet of the water's edge.
2. The erosion control notes must refer to MNDNR guidelines for decontaminating flotation silt curtains to mitigate transport of aquatic invasive species.
3. The sediment control estimated quantities shall include a quantity for inlet protection to be utilized for catch basins down gradient of disturbed areas and stockpiles.
4. The erosion control notes shall include the required timeframe for providing/replacing any damaged, non-functional or missing ESC practices found during inspections by the end of the next business day.
5. The erosion control notes shall include requirements to report spills and discharged materials to the state duty officer as required by state law.

6. The site plan notes for impervious removal areas must have a minimum of 8” of placed topsoil, not 6”.
7. A post-construction chloride management plan for chloride use on the site shall be provided.

Manager Zeller motioned to approve the project with the seven conditions. Manager McCarthy seconded the motion. The motion carried with all in favor.

Erosion and Sediment Control Inspection Reports
Administrator Oldenburg-Downing presented the erosion and sediment control reports. One report shows a grade of “D”, meaning the site was not in compliance. The other reports show grades of “A” or “B”.

Staff Report
Water monitoring and maintenance activities continue as normal.

1W1P Updates
None

Other
Administrator Oldenburg-Downing presented a WCD memo to the group showing that Manager McCarthy has been nominated for the MASWCD/MPCA Community Conservationist Award. This award honors an individual, business, company, municipality, or organization for their concern, cooperation, and/or implementation of conservation practices in a community environment. Manager McCarthy was nominated due to his work implementing projects in Lake St. Croix Beach such as the South Beach Shoreline Restoration, Riviera Treatment Train, Prairie Restoration at Veteran’s Memorial, and many others, as well as his tireless promotion of WCD and MSCWMO cost share programs.

Adjourn
Manager Zeller motioned to adjourn the meeting, Manager McCarthy seconded the motion. The motion carried with all in favor. The meeting adjourned at 7:18PM.