

MIDDLE FORK CROW RIVER WATERSHED DISTRICT
BOARD OF MANAGERS MEETING

December 7, 2010
174 Lake Avenue North
Spicer, MN 56288

Present: J. Flanders, G. Behm, R. Hodapp, B. Wing, and R. Schaefer of the Board; C. Anderson-Administrator; S. Jacobson, V. Glieden Hejum-Technicians; A. Ripple – Legal Council

1. The meeting was called to order by Chairman R. Hodapp.
2. District Mission statement “We exist for the protection and preservation of water quality in the Middle Fork Crow River Watershed” was read by Chairman Hodapp.
3. A motion was made by J. Flanders and seconded by G. Behm to approve the agenda. The motion passed.

CONSENT AGENDA

4. Approve the minutes of the November 1 meeting
5. Treasurer’s Report
6. December bills to pay
7. Permit #10-23: Freiborg home construction (Green Lake)

A motion was made by G. Behm and seconded by J. Flanders to approve the Consent Agenda. The motion passed.

REGULAR AGENDA

8. Nest Lake Curly Leaf Pondweed Petition Appraisal proposals: The District received two proposals, one from Ron’s Appraisal Service, and the other from J.B. Associates Limited, Inc. Both proposals were received prior to the deadline of December 1st and both met the minimum requirements of the RFP. Upon review of both proposals, R. Schaefer made a motion to appoint Ron’s Appraisal Service based on a combination of factors: experience with similar projects, references, and estimated cost. The motion was seconded by B. Wing. The Board directed C. Anderson to inform both candidates of the Board’s decision and continue with the process as outlined in 103D.

9. Administrator’s Report:

9.a. Review Calendar

9.b. Review of Project Status

1. Belgrade Stormwater project update: The second iteration of engineering plans was reviewed by Staff with J. Michels and L. Tillman (EOR). Several concerns with the plans were identified and sent to P. Hudalla (WSB Engineering) in a memo; a separate memo outlining concerns of the Stearns SWCD was also sent to P. Hudalla. The Board authorized C. Anderson to proceed with the project and sign off on engineering plans provided EOR and Stearns SWCD concerns are addressed. C. Anderson and B. Wing discussed the need to attend a

Belgrade city council meeting to ensure that the City is abreast on all developments.

2. Contract K-7-10 Holstad wetland buffer/grazing management update: Staff informed the Board that C. Holstad decided to not pursue cost-share money through the District because the District is unable to pay for project elements that were implemented prior to the contract being signed. Contract K-7-10 was cancelled; no cost-share funds were allocated.
3. Middle Fork Education Program update: The District reinitiated its water quality education program in November to work in local schools. Staff met with the ACGC 4th graders for a two-part lesson plan that taught students about watersheds and point/non-point source pollution. The lesson was well received and further education activities are planned in December.
4. Diamond Lake TMDL update: A complete draft of the TMDL has been submitted to the MPCA; the MPCA has established a team to review the document in January. Upon receipt of MPCA comments, Staff will work with Houston Engineering to incorporate comments and clarify questions. Ultimately, the document will be submitted to the EPA for approval.

9.c. Administrative matters

1. Future office needs – update: The Board decided to hold off on making any offers on existing buildings, at least until spring, 2011.
2. Contract for 2010, 2011 Audit: The Board discussed the potential value in changing companies to conduct the District’s annual audit but determined that for the 2010 and 2011 annual audits, Westberg Eischens will conduct the audit. The possibility of using a different firm will be revisited in the future. A motion was made by G. Behm and seconded by B. Wing to sign the two year contract for the 2010 and 2011 audits. The cost of the audit is estimated at \$5,750 per year, comparable with the cost of the 2008 and 2009 audits.
3. MAWD 2010 Annual Meeting Discussion: Staff and Board discussed the sessions of the MAWD Annual Meeting. Staff received good information and ideas to strengthen and broaden the District’s educational efforts and include more adult and family outreach. Based on the Annual Meeting, it was concluded that more work should be done to market the programs and projects of the District. As several new legislators are representing the watershed area, the Board feels it would be prudent to contact the Senators and Representatives to ensure that they are aware of the District’s goals, progress, programs, and successes.
4. Employee Performance Evaluation-V. Glieden Henjum: V. Glieden Henjum’s evaluation was conducted in a closed meeting prior to the regular Board meeting.
5. Health insurance options-2011: The Board directed C. Anderson to examine different options for the health insurance benefit the District offers its employees.

10. Legal Counsel Report - none

11. Public Access Forum – S. Jacobson reported that she is now a registered Notary Public. This will be beneficial to the District as the new cost-share contract requires signatures to be notarized.

12. A motion was made by J. Flanders and seconded by B. Wing to adjourn the meeting. The meeting was adjourned at 9:00pm

Submitted by
Ruth Schaefer
Secretary