

Middle Fork Crow River Watershed District

Board of Managers Meeting

February 1<sup>st</sup>, 2011

174 Lake Avenue North

Spicer, MN 56288

Present: J. Flanders, R. Hodapp, and B. Wing of the Board; C. Anderson-Administrator; S. Jacobson, V. Glieden-Henjum-Technicians; J. Kolb-Legal Counsel; T. Schaefer-Kandiyohi SWCD and D. Dietz- Spicer resident.

1. The meeting was called to order by Chairman R. Hodapp at 7:00 p.m.
2. District Mission Statement “We exist for the protection and preservation of water quality in the Middle Fork Crow River Watershed” was read by the Chairman.
3. C. Anderson requested the addition of 9.c.10 Annual Audit update be added to the February agenda. A motion was made by J. Flanders and seconded by B. Wing to approve the revised agenda. The motion passed 3-0.
- 4-6. Consent Agenda: Approve the January 4<sup>th</sup> minutes, Treasurers Report, and February Bills to Pay was reviewed. A motion was made by J. Flanders and seconded by B. Wing to approve the consent agenda. The motion passed 3-0.
7. Future office needs – update: Doug Dietz

D. Dietz and his brother own land along County Road 8 across from the DNR office. He approached C. Anderson last month about the availability of this land as a possible location for a new Watershed District office. The City of Spicer has looked into buying the property for development but is concerned about the cost of installing city water and sewer. There are 51 acres of land and it has been appraised at \$430,000. D. Dietz stated that he and his brother would be willing to negotiate with the Watershed District to sell a portion of the land. B. Wing asked how small of lots would be developed. D. Dietz stated that if the City of Spicer bought and developed the land, they would likely put in regular residential lots.

While discussing the availability of this property for development with Mr. Dietz, C. Anderson learned that Dietz and his brother are in the process of restoring 7 acres of wetland and 7 acres of upland area on the property for wetland bank credits. Water from the property and some surrounding land drains to Alvig Slough and then into Green Lake. The plans have been approved by BWSR and construction will begin this spring. C. Anderson inquired with BWSR about the ongoing wetland restoration and why the Watershed District had not been informed and was assured that it was an oversight that wouldn't happen again. He also looked into the possibility of the District being able to contribute cost-share funds for the wetland restoration. Because the restored wetland and upland acres are being enrolled into the wetland banking program, the project is not eligible for public funds. C. Anderson stated that if the City of Spicer develops the land, the District should work with the City to design ordinances to promote infiltration of stormwater from the new impervious areas to protect water quality in Green Lake. The Board directed C. Anderson to check with the City

to determine their plans for purchasing the land and if the Watershed District could then purchase a lot from the City.

#### 8. Schultz/Hubbard/Wheeler Chain of Lakes Feasibility Study

C. Anderson met with J. Kavanagh of Ducks Unlimited about the Chain of Lakes feasibility study. The cost of the study has increased from the original estimate to \$35,000. This amount is higher than Ducks Unlimited expected; however, working with DU to complete the study still offers a very good price. J. Kavanagh said DU needs a minimum local contribution of \$16,000 to go ahead with the study. This study would determine the feasibility of conducting a drawdown of water levels in the Chain of Lakes to winter kill rough fish and establish native vegetation which would reduce the amount of phosphorus suspended in the water column and flowing into Diamond Lake; the study will also examine the potential impact of water levels on Diamond Lake. This project is part of the implementation plan of the Diamond Lake TMDL and would reduce some of the phosphorus loading into Diamond Lake. Part of the study would also be comments from DU on the proposed fish barrier at the inlet the Diamond Lake to reduce the migration of rough fish into the Chain for spawning. Landowners around the Chain have voiced support for this project. 75% of property owners would need to consent to the drawdown for the project to happen. The Watershed District had previously discussed funding \$5,000 of the \$10,000 local contribution, with the Diamond Lake Association funding the other \$5,000. A motion was made by B. Wing and seconded by J. Flanders to contribute \$8,000 to Ducks Unlimited for the Schultz/Hubbard/Wheeler the Chain of Lakes Feasibility Study. The motion passed 3-0.

#### 9. Administrator's Report:

- a. Review of Calendar-February and March events were reviewed.
- b. Review of Project Status
  1. Belgrade Stormwater project update-C. Anderson stated that MnDOT does not support the most recent project design of constructing a second ditch parallel to the existing ditch that would hold water and reduce sediment. WSB engineering is now proposing to increase the capacity of the existing ditch. Modeling of this design shows that 6-10 pounds of phosphorus would be removed annually from the stormwater before it enters the Middle Fork Crow River. C. Anderson spoke with M. Leach from the MPCA about this design and she understands the constraints involved and supports cost-share funds being spent on this design. If MnDOT will not sign off on this design, it is likely that the Watershed District will be able to use cost-share funds to help pay for engineering costs to date but would not be able to fund any more of the project with Clean Water Partnership funds. C. Anderson and B. Wing attended a City Council meeting last month to discuss the project status. Without cost-share funds from the Watershed District, Belgrade may not be able to pay for the project.
  2. Diamond Lake TMDL update-The Diamond Lake Total Maximum Daily Load Study was sent to the MPCA. Their comments were received and incorporated into the report, which has now been sent to the Environmental Protection Agency for their preliminary review and comments. The report will be put on notice for public comment and then sent back to EPA for final approval.
  3. Middle Fork Education Program update- V. Glieden Henjum and S. Jacobson met with the elementary teachers at NL-S to continue planning on the STREAM education program and discuss how the Watershed District can assist them in meeting state education standards in their classrooms with water quality

lessons. The technicians worked with the 5<sup>th</sup> grade classes at NL-S to teach them about watersheds, nonpoint source pollution, and how soil erosion affects water quality.

c. Administrative matters

1. Update on District reports- Semi-annual reports have been completed and submitted for the Green Lake EWM/Stormwater study, Major Watershed Restoration and Protection Plan, Clean Water Partnership Continuation, Diamond Lake TMDL, and Conservation Drainage grants. All the reports (excluding the BWSR Conservation Drainage grant) have been approved by the MPCA.
2. MFCRWD Marketing/Outreach efforts- C. Anderson was a guest on the Conservation Conversations radio program hosted by L. Dalke (MN DNR) this morning. He talked about the current programs and cost-share funds available from the Watershed District in addition to major projects the District is working on. C. Anderson stated that the next steps in the outreach efforts will be to reach out to local legislators to update them on the activities as well as needs of the Watershed District.
3. District Annual Report- Staff has been working on the District 2010 Annual Report. It will be completed soon, with the exception of the financial report that will be completed after the annual audit report is received and accepted by the Board. The annual report will be emailed to the Board members for their comments prior to the next Board meeting on March 1, with the goal of Board approval of the report at that meeting. Upon completion, the annual report will be shared with legislators, partners, and citizens of the District.
4. Agreement for Custody of Pledged Securities- Home State Bank sent a Custody of Pledged Securities for \$15,000. A motion was made by J. Flanders and seconded by B. Wing to authorize the co-Treasurer to sign the Agreement for Custody of Pledged Securities. The motion passed 3-0.
5. Open House- C. Anderson requested that the Watershed District Open House be held this year before the June 7<sup>th</sup> Board meeting. It has been held before the April meeting in the past. This would give residents of the District who go south for the winter a chance to attend. The Board agreed to hold the Open House before the June meeting.
6. Earth Day celebration funding request- The Earth Day planning committee is requesting \$400 to support the annual Earth Day celebration that is held at Prairie Woods Environmental Learning Center. S. Jacobson stated that more than 1,000 people attended the free event last year and this year activities and programs are being planned to encourage more families and children to attend. A motion was made by J. Flanders and seconded by B. Wing to contribute \$400 to the Earth Day celebration. The motion passed 3-0.
7. Informational Booth at Willmar Ag Show- The Willmar Ag Show will be held on March 8<sup>th</sup> and 9<sup>th</sup>. CAC co-chair Troy Block suggested that the District have a booth set up at the Ag Show and market the programs and funding available to the agricultural community, as well as the benefits of the Watershed District to the community. A motion was made by B. Wing and seconded by J. Flanders to fund and set up a booth on behalf of the District at the Ag Show. The motion passed 3-0.

8. CAC Update- The CAC held their first quarterly meeting last month. 8 members attended and received an update on the activities completed over the past 3 months and the planned upcoming activities. Staff received good feedback from the members. The quarterly meeting format seems to work better than the monthly meetings that had been tried last year.  
There was not a representative of the Kandiyohi SWCD on the CAC and Rick Reimer has agreed to serve. A motion was made by J. Flanders and seconded by B. Wing to appoint R. Reimer to the CAC. The motion passed 3-0.
  9. Personnel evaluation: C. Anderson- The Board of Managers will hold a closed meeting at 6:30pm prior to the regular March Board meeting for the purpose of conducting an employee review.
  10. Annual Audit update- The Watershed District annual audit took place last week by Westberg and Eischens. The completed report will be presented by WE to the Board at a future Board meeting.
- d. Follow up on December administrative matters
1. Health Insurance options update-Staff met again with a representative from Conway, Deuth & Schmiesing Administrative services to further determine specific options for an employee determined medical benefit package.  
Employees will be able to designate pretax dollars to meet their personal needs and contribute to a FLEX or HSA account. Costs involved would be \$675 to setup the account and \$50 per month to administer the account funds. A motion was made by J. Flanders and seconded by B. Wing to allow staff to apply current benefit amounts (no increase) to the medical benefits program administered by CDSA that is compliant with regulations and allows employees to meet their personal needs. The motion passed 3-0.
  2. BWSR CWLA grant review results- T. Fisher, BWSR, completed a review of files and projects implemented under the Clean Water Legacy Act grant. For the most part, he said everything looked great but had some suggestions. One suggested was to have the designer of the BMP or installing contractor sign off as the technical representative on the voucher instead of District staff. T. Fisher also suggested the Board make a separate motion to approve individual payments for completed BMP projects rather than only approving all expenses with the Bills to Pay/Treasurer's Reports. J. Kolb agreed that such a motion is a good practice and will help cover the District's liability in spending grant funds.
  3. Grass Lake modeling partnership with Kandiyohi County update- At the direction of the Board, S. Jacobson contacted R. Peterson, Reinvest in Minnesota coordinator for the Kandiyohi SWCD, to inform him that the Watershed District would be completing FLUX modeling for the Grass Lake restoration project. R. Peterson said that he does not have experience with water quality analysis and feels the partnership will result in a better project. Staff also informed L. Engelby of the Board's approval of the partnership with the condition that the modeling results would be reviewed by Houston Engineering. J. Kolb will work with C. Anderson to draft a memorandum of understanding with the County for this partnership.
10. Legal Counsel Report- J. Kolb will be assisting A. Ripple in providing counsel to the Watershed District and will be attending some future meetings. He stated that upcoming legislature changes are likely to affect agency partners and their budgets. Agencies may have to look at any overlap

of duties and programs and eliminate some of them and they may be looking to local partners such as Watershed Districts to help continue to provide services and funding to citizens.

11. Public Access Forum- T. Schaefer stated that the Kandiyohi County Board meeting was held earlier in the day and L. Engelby had requested funding from the County for the Grass Lake restoration project. He stated that the project continues to move forward.
12. A motion to adjourn the meeting was made by J. Flanders and seconded by B. Wing. The motion passed 3-0 and the meeting ended at 8:25 p.m.

Submitted by,

Sara Jacobson

Technician