

MIDDLE FORK CROW RIVER WATERSHED DISTRICT
BOARD OF MANAGERS MEETING

March 4th, 2008
MFCRWD Office
Spicer, MN 56288

Present: J. Flanders, G. Behm, R. Hodapp, R. Zenner, and R. Schaefer of the Board; C. Anderson-Administrator, V. Glieden Henjum-Staff, J. Kolb & A. Ripple-Rinke-Noonan, C. Meehan & A. Denz-Wenck Associates; M. Leach & P. Votruba-MPCA; S. Van Buren-Westberg Eischens; D. Hanson-Kandiyohi SWCD and S. & H. Meints-Diamond Lake,

1. Chairman R. Hodapp called the meeting to order at 6:55 pm.
2. The January 28 and 29th 2008 Administrator Interview minutes were added to the agenda. A motion was made by J. Flanders and seconded by G. Behm to approve the revision and the motion passed.
3. A motion was made by R. Zenner to approve the February 4th minutes, seconded by G. Behm and the motion passed.
 3. A. A motion was made by R. Zenner to approve the January 28-29th minutes; seconded by R. Schaefer and the motion passed.
4. Treasurers Report-Presented by C. Anderson and G. Behm. After review, a motion was made by G. Behm and seconded by J. Flanders to approve the Treasurers Report, subject to audit. The motion passed.
5. The February-March bills to pay was presented by the Administrator and reviewed by the Board. A motion to approve was presented by J. Flanders and seconded by R. Zenner; the motion passed.
6. 2007 MFCRWD Audit was presented by S. Van Buren. See audit report. A motion was made by R. Zenner and seconded by G. Behm to approve the audit. The motion passed.
7. Best Management Practice Projects-C. Meehan presenting information on the Laursen property on the south side of Green Lake. The property owner has agreed to removal of the unstable patio in an effort to stabilize the boat house. A contractor has been hired for this project. \$20,000 has been committed by the WD for this project. Owner has agreed to all other costs.
8. Rules Development Update: J. Kolb and C. Meehan presented the draft for the Boards review and comments. Managers must adopt rules in accordance with the 103D law and purposes for which the WD was formed. The Rules will address stormwater, erosion control, drainage, and watershed review. The Board will review and comment on the draft version of the Rules. After revision, a Public Comment and Public Hearing will be scheduled. A first publication will take place after final revisions. The WD will eventually be responsible for supervision and inspection

of Best Management Practice permit issued. The Board is asked to provide comments at the April meeting.

9. Administrator's Report: C. Anderson

A. calendar for March and April

b. Project status of:

1. Diamond Lake Community Process: The committee met on February 23rd to discuss the issues facing the property owners. A letter informing all property owners of the goals/mission and the grant funds for mandatory inspections of septic systems is being drafted.

2. Diamond Lake TMDL: C. Johnson-MPCA, G. Behm, and V. Henjum obtained the first winter sample on February 5th. More samples will be obtained in March. Monitoring equipment (3 rain gages, 3 acoustic Doppler and data loggers, and 4 pressure transducers) has been ordered. Installation of equipment is planned before ice out.

3. Shoreland Restoration Class-26 attended the 2 session class. Topic covered erosion control, native plants, and review of restoration projects, site preparation, and type's projects. Each participant is responsible for preparing a drawing of a shoreline restoration project. The majority of the class was from within the MFCRWD area.

c. Administrative matters:

1. Office sanitation services: In the past, the WD has been using Vegdahls sanitation receptacles and needs to pay Vegdahls or purchase their own. After a review of options available and the request to add recycling capabilities, a contract with a sanitation service was chosen. A motion was made by R. Schaefer and seconded by J. Flanders to contract with West Central Sanitation for regular service and 2 recycling containers for a cost of \$12.50 + tax/month. The motion passed.

2. Request for Board approval to issue checks for incoming bills. The office is in need of writing approximately 2-5 checks this month to address expenses not covered at the Board meeting. As of March 20th, the bills to pay will cross over to Conway, Deuth & Schmiesing Accounting firm. A motion was made by R. Schaefer and seconded by J. Flanders to allow for up to 5 checks to be written out by the WD office this month and reviewed at the next Board meeting. The motion passed.

3. Request for Board approval to hire a summer intern and possibly a computer for the intern. The summer intern position, which started last year, was a great success and will be in greater need this summer; the Diamond Lake TMDL study and monitoring will be labor intensive projects. The Board discussed hiring an intern for 15 weeks at 40 hours/week for a total of 600 hours. Salary range of \$10-12.00/hour depending on experience was discussed. Funding the salary commitment of \$6,000-7,200.00 could be divided equally and covered by the general fund, TMDL funds, and the grant funds. A motion was made by R. Zenner and seconded by J. Flanders to advertise the intern position as stated in the 2007 posting for the summer of 2008. The motion passed. The Board deferred the computer purchase decision for now.

4. Request for Board approval/assistance:

a. District vehicle: Staff feels that 3-4 days per week a vehicle is required for District business and possibly more during the summer monitoring season. R. Zenner offered to assist the Administrator in researching vehicle options.

b. Phone system: Currently only a single line is available for 2 fulltime staff. The need for a conference line and a second line are noted. Estimates are requested prior to further discussion at the April meeting.

c. Paper shredder: C. Anderson purchased a shredder and requested clarification on reimbursement for necessary purchases. A motion was made by R. Schaefer and seconded by J. Flanders to allow up to \$500.00 from petty cash to be used for office/monitoring supplies purchased by the WD staff. The motion passed.

d. Credit card: Currently staff are using personal credit cards for purchases of WD business and submitting receipts for reimbursement. A motion was made by R. Zenner and seconded by G. Behm to authorize C. Anderson to obtain estimates of cost and to ensure the card would be within MN Statutes for the April meeting. The motion passed.

e. Sign for District office: Two bids were reviewed and Rheaume's House of Lettering for \$400-500.00 was chosen for further consideration. The other bid was provided by ASI Modulex for \$1200. A motion was made by R. Zenner and seconded by J. Flanders to approve the purchase of a District sign from Rheaume's for up to \$500.00. The motion passed.

10. Legal Counsel Report: J. Kolb reintroduced A. Ripple as the designated alternate to attend to MFCRWD business if J. Kolb is not available.

11. Public Comments: No comments.

12. Adjourn: As no further business was presented, a motion was made by J. Flanders and seconded by R. Zenner to adjourn the meeting. The motion passed and the meeting ended at 8:42 pm.

Submitted by,

Ruth Schaefer
Secretary

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