

**Middle Fork Crow River Watershed District Meeting Minutes
January 10th, 2023 at 6:30 pm at the MFCRWD Office**

Board of Managers Present: Ruth Schaefer, Jay Hedtke, Jeff Gertgen, Shane Braegelman, Amanda Toutges (departed at 7:30 p.m.)

Staff & Guests Present: Dan Coughlin, District Administrator; Andy Johnson, Project Manager; Jon Morales, Program Manager; Leah Melges, Office & Finance Manager; and John Kolb, District Attorney

1. President Schaefer called the meeting to order at 6:31 pm.
2. President Schaefer recited the District's mission statement: "We exist for the protection and preservation of water quality in the Middle Fork Crow River Watershed District
3. Approval of Agenda: A motion to approve the updated distributed agenda made by Gertgen, seconded by Toutges. Motion passed unanimously.
4. Consent Agenda
 - a. Financial Report / Expenditure Report / Approval of Payables
 - b. Regular Board Meeting Minutes – December 13th, 2023.Motion by Gertgen, seconded by Toutges to approve the Consent Agenda. The motion passed unanimously.
5. Discussion / Business Items
 - a. Resolution 2024-01 - Annual Resolution Appointments & Designations- President Schaefer turned the meeting over to Secretary Gertgen at 6:34 pm for the election of officers. Secretary Gertgen nominated Schaefer for the role of President. The nomination was seconded by Manager Hedtke and was approved. Secretary Gertgen turned the meeting back over to President Schaefer. Manager Toutges nominated Manager Hedtke for Vice President, seconded by Manager Gertgen. The nomination was approved. Manager Braegelman nominated Manager Gertgen for Secretary, seconded by Manager Toutges. The nomination was approved. Manager Toutges nominated Braegelman for Treasurer, seconded by Gertgen. The nomination was approved. Manager Braegelman nominated Manager Toutges for Co-Treasurer, seconded by Manager Gertgen The nomination was approved.

Manager Gertgen offered the suggestion that Finance Manager Leah Melges could take over the keeping of meeting minutes instead of President Schaefer continuing to perform that task. Melges indicated that she was open to the idea. John Kolb indicated that the Board was in their rights to delegate duties such as the keeping of meeting minutes to a paid staff member if they so chose. After a brief discussion, there was unanimous consent of the Board to name Leah Melges as the recording secretary for board of managers meetings.

Committee Assignments for 2024 were noted as follows:

Personnel & Policy: Manager Schaefer and Manager Hedtke

Finance & Budget: Manager Braegelman and Manager Toutges

Technology & Communications: Manager Hedtke and Manager Braegelman

Projects & Programs: Manager Hedtke and Manager Toutges.

After the board reviewed the remaining designations, meeting dates and recognized holidays listed in the annual resolution document, a motion to adopt Resolution 2024-01 was made by Manager Gertgen, seconded by Manager Braegelman. The motion passed unanimously.

- b. 2024 Project Planning Discussion:
 - i. Administrator Coughlin and Attorney Kolb met to discuss the process of looking at the big picture for the possible expansion of the Diamond Lake Area Recreation Association (DLARA) project as it relates to funding and potential project authority. Discussion included a process for the District Engineer to develop a plan. The Hubbard Schultz Wheeler Project is in year 9 and amendments could occur in year 10. The second item is the Nanobubble Project. Funds could be allocated for this project. The WD could assign specific accounts for each of the projects. It is likely that we will need to amend the 1W1P.
- c. Overview of January 4th New London Nanobubble Discussion w/ State Representative Dave Baker
 - i. Manager Gertgen mentioned that he sat in on the discussion and provided the Board with a summary of the meeting. He said it was a well-attended, positive meeting with lots of engagement by all that were in attendance. The Board discussed providing a letter of support for a state bonding fund request for a nanobubble system in the mill pond area of Lake Monongalia. There was unanimous consent by the managers to authorize the Administrator to craft such a letter and for President Schaefer to sign it on behalf of the whole board.
- d. Donation Requests
 - i. Prairie Woods Environmental Learning Center: \$500 for Earth Day Event. A motion made by Manager Gertgen, seconded by Manager Toutges, motion passed.
 - ii. NLS High School: \$500 for the Gary and Cindy Westby Internship Program. A motion made by Manager Toutges, seconded by Manager Hedtke, motion passed.
- e. Report on Moleaer Inc. Investigation Visit by Jon Morales: Morales shared photos, videos and information from his trip to visit Moleaer Inc. headquarters and the deployment of a large nanobubble unit on Lake Elsinore in California to

address the blue green algae issue. Moleaer is offering help from their marketing team to work on developing a 1-page informational handout for state legislator lobbying efforts related to the request for state bonding bill money for New London.

f. Agenda Additions / Other Matters: none.

6. Reports & Updates

- a. District Administrator – Dan Coughlin: A plumber was brought in to help identify the cause of a sewer gas issue which was identified as coming from the wash basin in the back lab area. Coughlin also shared that a temporary software license on the interim file server had expired which created a network outage for a few hours but he was able to get the issue identified and fixed with the help of Marco, Inc. Lastly, he mentioned that the summer internship and public outreach seasonal position job descriptions and draft postings will be worked on in the next month.
- b. Program Manager - Jon Morales: The monitoring data for this past season has been entered and is complete. The graphs are being developed. The Watershed Based Implementation Funds (WBIF) from the 1W1P will cover some of the equipment cost for the sediment cores needed for the nanobubble project. Todd Miller of Kandiyohi County Highway Department has identified an existing 3 phase power source that could be a better location for a second nanobubble unit. The location is by the American Legion.
- c. Project Manager - Andy Johnson: Part of the feasibility study for the Mill Pond Nanobubble project has been recommended for WBIF funding through 1W1P fiscal year 2024 plan. This budget item was approved at the technical advisory committee level but it needs to be approved by Wright County and BWSR. Once approved, we can access the money and start using it and begin sampling once the ice is safe. A request for \$690,000 of FY22-23 supplemental funding request from the 1W1P partnership has been submitted to BWSR but it is expected that the organization would probably receive allocations around \$200-250k.

Andy also shared that he helped Atwater submit a stormwater grant based on the successful submittal that Dan had done with the city of Belgrade. He mentioned that with local funds, WBIF allocations and the city receiving funding from the previously mentioned MPCA grant, he believes some of our local dollars in the Belgrade allocation could potentially be leveraged for an Atwater grant if they are successful with their MPCA grant submittal. Andy wrapped up by noting that the CD-47 permit process has hit a snag with the Army Corps of Engineers. The original start date for the project was mid-December but the Corps has introduced other requirements and requests into the process which has caused the start date to continue to slip. He continues to work with the Stantec permit specialist to try to navigate through this latest situation. The MPCA has provided a permit waiver for their part of the CD-47 project so that is one point of good news in the mix.

- d. Finance Manager - Leah Melges: Property tax settlement payments were received from the counties and they have been entered into Banyon. Bank reconciliations are completed through October 2023 and current work includes making final 2023 payroll entries and bank reconciliations to close out the 2023 books. We are on track to start processing payroll in-house starting Quarter 2 of 2024; and notice of cancellation of payroll services has been issued to CDS in accordance with the guidelines in our retainer agreement.
 - e. District Engineer – Chris Meehan: Written report provided.
 - f. District Attorney - John Kolb: No report.
 - g. Other Reports from Managers / Staff: No additional comments offered.
7. Public Access Forum- No public input was received.
8. Motion by Manager Braegelman, seconded by Manager Hedtke to adjourn the meeting was made. The motion was approved 4-0 (Manager Toutges had departed the meeting at 7:30 with permission from the board due to a scheduling conflict she had that evening).

The meeting declared adjourned by President Schaefer at 7:46 pm.

Submitted by,

Ruth Schaefer