

MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
BOARD OF MANAGERS MEETING

December 4<sup>th</sup>, 2007

174 Lake Ave.

Spicer, MN 56288

Present: Joe Flanders, Gordy Behm, Robert Hodapp, Robert Zenner and Ruth Schaefer of the Board; Julie Klocker-Administrator; Vanessa Glieden Henjum-staff and John Kolb-Attorney.

1. The meeting was called to order at 7:00 pm by Chairman R. Hodapp.
2. A motion was made by R. Zenner and seconded by G. Behm to approve the agenda. The motion passed.
3. A motion was made by G.Behm and seconded by R. Zenner to approve the minutes. The motion passed.
4. Treasurers Report was provided by J. Klocker. All counties have made their tax portion. A motion was made by R.Schaefer and seconded R.Zenner to approve the Treasurers Report (subject to audit). The motion passed. See attached Treasurers Report.
5. The December bills to pay were reviewed. A motion was made by R. Zenner and seconded by R. Schaefer to approve the December bills to pay. See attached list. The motion passed. In order to avoid late fees/finance charges the Board discussed changing the method of paying certain bills.
  5. a. A motion was made by R. Zenner and seconded by G. Behm to pay the telephone (TDS) and the internet (Charter) monthly bills electronically. The motion passed.
  5. b. A motion to establish a policy to allow for emergency signatures in order to authorize payment to pay bills in the event of a cancelled meeting was made by R. Zenner. The motion was seconded by G.Behm and passed.
6. Best Management Practice Projects: If approved, projects will be funded through CWLA and CWP grants:
  6. a Nelson Shoreline Project: K-11-07 is located on Green Lake. The Board discussed the Nelson project cost of \$4, 684.00 with a WD cost share of \$3,513.00, or 75% of the total eligible amount; (whichever amount is less). A motion was made by R. Schaefer and seconded by G. Behm to approve the Nelson Shoreline Project #K-11-07 as stated. The motion passed.
  6. b. Stott's Channel Stabilization Project: K-2-07 located on Nest Lake, has been approved, completed, and inspected by the WD. The invoices for the project have been submitted to the Board for payment. The Board must approve payment for disbursement of funds. The cost share will be \$15,000; 50% or \$8,450 will come from the CWL grant. 25% or \$2, 800 of the cost would come from the CWP grant. The cost of the project was higher than the original estimate due to the owner's choice in materials used. However, the WD cost stays the same. A motion was made by R. Zenner and seconded by R. Schaefer to approve the Stott's Channel Stabilization Project #K-2-07. The motion passed.
  6. c. Johnson Sediment Block Project-K-7-07 may need a contract amendment due to increase in cost. The original cost estimate was \$7,460. Now estimates of the cost

for the overall project are expected to be \$9,501.50. 75% of this cost would be \$7,126. A motion was made to amend the approved amount of the Johnson Sediment Block Project by G. Behm and seconded by J. Flanders. The motion passed.

7. Diamond Lake Wastewater Committee Update: J. Klocker and V. Henjum have been attending the meetings. The group consists of all volunteers who may need some assistance from the WD staff. J. Klocker stated that she will draft a work plan in order for the group to stay on task.

8. Diamond Lake TMDL Project Update: J. Klocker is working with Houston Engineering in developing the work plan for the TMDL project. The work plan was sent to the MPCA on November 27th. The study is expected to cost approximately \$175,000 and take 2-3 years to complete. The Board will review information as it becomes available.

9. Rules Development Update: J. Klocker reported that a meeting will be held tomorrow 12/5 that will include the DOT, Cities of New London and Spicer and MPCA. J. Kolb will facilitate the meeting; he will focus on priority issues stated in Chapter 3 of the WD Comprehension Plan.

10. Overview of Ditch Law-J. Kolb presented information on Public Drainage Systems: Drainage Authority Responsibilities. See power point handout.

11. Administrator's Report-J. Klocker

11. a. Calendar-see calendar

11. b. Monitoring Report/Data Report-Amy Trisko is completing the report to STORET.

11. c. Gary Westby Internship Program-A request for a \$500 donation was received this week. J. Klocker will send an application form to the agency requesting the funds to complete. The request will be addressed at a later meeting.

11. d. Network Server Quote-The Board previously discussed the need to network office computers and software. The quotes received were \$5,270 for hardware, installation, virus protection and a one year service contract. A motion was made by G. Behm and seconded by J. Flanders to approve the Network Server quote of \$5270. The motion passed.

11. e. Watershed Technician Conservation Position- V. Glieden Henjum introduced herself, to the group and gave a brief description of her duties. She coordinated the Open House and will coordinate the Lakeshore Restoration Classes, which will be held next spring and late summer. Vanessa has contacted all volunteers to survey their opinion of the water monitoring program. Another project involves the compilation of projects/activities completed by the WD and comparing that list to the Comprehensive Plan. .

11. f. Overtime/Compensatory Time Policy Recommendation-The WD staff would like some flexibility in how they use their overtime hours. Guidelines will need to be established; the matter will be addressed at the next meeting.

12. Legal Counsel Report: J. Kolb-No report.

13. Public Access-No comments from the public.

14. As no further information was presented to the Board, a motion was made by J. Flanders and seconded by R. Zenner to adjourn the meeting. The motion passed and the meeting was adjourned at 8:57 p.m.

Submitted by:

Ruth Schaefer  
Secretary

Draft 1-3-07