

MIDDLE FORK CROW RIVER WATERSHED DISTRICT
BOARD OF MANAGERS MEETING

February 4th, 2008
174 Lake Ave N.
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; John Kolb-Attorney; Maggie Leach-MPCA and Amy Denz-Wenck Associates.

1. Chairman R. Hodapp called the meeting to order at 7:00 pm.
2. The Board of Elections for 2008 was reviewed; a motion was made by R. Zenner and seconded by G. Behm to approve the Board in their current positions. No opposition/concern was noted and the motion passed.
3. A motion was made by J. Flanders and seconded by R. Zenner to approve the agenda as stated. The motion passed.
4. The Board reviewed the January 8th, 2008 minutes. A motion was made by J. Flanders to approve the minutes as stated; the motion was seconded by G. Behm and passed.
5. Approval of the January 29th, 2008 meeting was tabled till the March 2008 meeting.
6. Treasurer's report was provided by J. Klocker. The networking of the office computers involved changing of the routers. Latest charges bring the total to \$2,900; the additional \$500 was for a VPN (virtual private network) which will allow the staff to log in from home or on the road. See Treasurers Report A motion was made by R. Zenner and seconded by R. Schaefer to approve the Treasurers Report, subject to audit. The motion passed.
 - a. J. Klocker provided an audit update; the 2007 audit was complex this year due to the additional grant money and projects. Auditors spent 2 days in the office reviewing records with staff members. Conway, Deuth & Schmiesing recommended that the "low interest loan" information be tabulated on an Excel spread sheet and not in Quickbooks. The audit will be completed and ready for Board review at the March meeting.
 - b. Conway, Deuth, & Schmiesing were asked to an estimate for providing payroll services, bill payment, and payroll liabilities. An estimate of \$3000 was given to the Watershed District. J. Klocker stated the estimate was appropriate considering the number of hours she currently spends on these tasks. Outsourcing these tasks would allow the new Administrator more time for grant management and project management. G. Behm would still manage the money market funds and the money transfers. The Board agreed that the above noted tasks would be delegated to the CPA firm. Once the new Administrator arrives, a meeting will be scheduled to organize the transition.
7. February bills to pay were reviewed by the Board and a motion was made by G. Behm to approve the bills as stated. The motion was seconded by R. Schaefer and passed.
8. New Administrator transition has been organized by J. Klocker. All emails have been categorized by subject and saved to a disc. Emails will continue to be checked daily until the new Administrator has arrived. Payroll will be done for the 15th check done by J.

Klocker and the last payroll of February will be turned over to Conway, Deuth & Sschmeising. Hopefully, C. Anderson's first day will be the 20th or 21st of this month. A meeting with the CPA firm has been set for the 26th for C. Anderson and J. Klocker for review of the organization. Business cards have been printed.

- a. A meeting for the Diamond Lake TMDL Project with C. Anderson and V. Glieden Henjum of the Watershed, Chuck Johnson-MPCA, and M. Deutschman-Houston Engineering will be scheduled in late February or early March.

9. Best Management Practice Projects: Update on pending projects:

- a. J. Flanders Ditch project-The contractor has done a physical review of the site and scope of the project. The Watershed District will wait for further information/direction from Meeker County.
- b. Clean Water Legacy- See MFCRWD CWLA Cost-Share Program Log. The list is a summary of all projects approved by the Board. The highlighted ones are currently underway and funds need to be spent by 6-30-09 to avoid forfeit of said funds. Three of the 13 approved projects have been completed.
- c. J. Klocker stated that J. Richardson of Prairie Restorations sent her (email) a proposal for the Schaefer-Thompson Shoreline restoration project. R. Schaefer asked that the information be forwarded to her, for follow up.
- d. J. Klocker also created a summary for the Boards review; see "Review of 2007 Accomplishments and Goals for 2008". Initiatives in yellow highlight are designated as "urgent" and those in green highlight are designated as "important" the remaining ones in white are not classified. Yellow highlighted initiatives have been approved by the Board and are currently underway.

10. Diamond Lake TMDL Project update- J. Klocker created a contract with similar language as the MPCA contract for Houston Engineering. The Board must approve the contract. The Watershed District will pay for pre-approved expenses only; \$119,000 has been approved thus far for this Project. All parties need to understand that the Watershed District is not responsible for expenses that are not Board approved. If Clean Water Legacy were to expand the grant money, amendments could be made to the original contract, per M. Leach-MPCA. Houston Engineering will be paid on a monthly basis. J. Klocker urged staff and Board to watch those expenses closely in such a large Project. A motion was made by J. Flanders and seconded by G. Behm to contract with Houston Engineering for the TMDL study of Diamond Lake for a set amount of \$119,000 (see contract). The motion passed.

- a. V. Glieden Henjum will start winter monitoring on February 5th. C. Johnson-MPCA, G. Behm, and H. Meints-Diamond Lake will be taking chemistry samples for lake profiling, as part of the TMDL study. There are two Sample sites are Diamond; the Watershed District will obtain 3 sampling events, for a total of 6 samples. Speedy Delivery will ship the samples to R& B Labs will analyze the samples with results to be sent to the Watershed District. Rain gauge sites will also be established.

11. Rules Development Update-J. Kolb provided a summary of the results of the Rules Development meetings in the "Office Memorandum 12-17-07" to J. Klocker. See attached memorandum. After review of this document, J. Kolb stated that at the. The Board would be asked to comment on the Rules at that time. R. Hodapp asked if the Board could have more time to review the information. After further discussion, it was decided to table the comment portion until the April meeting.

12. Administrators Report:

a. Review of the calendar- Typo noted on Harmful Algal Bloom Workshop dates, the workshop is in March not February. Board members can register if interested. Also in March is the Volunteer Monitoring Training in Glencoe. Our training is scheduled in April at Peace Lutheran Church in New London.

b. no comments

c. County Road 10 project-The Project Engineer is R.Sabert who will be presenting information to the City of Spicer; City of Spicer is the Project Coordinator. As the Project Coordinator, the City of Spicer will need to take the lead. J. Michaels-EOR Engineering has called property owners to discuss easements options. J. Michaels and J. Klocker will be meeting in St. Paul to further review available options. The March agenda will need to include a County Road 10 project update, J. Michaels hopes to be able to attend the meeting.

319 Grant money is suppose to go to the Cities of New London and Spicer, hopefully on a 50%- 50% basis. It takes about one year to apply and receive the grant funds. Application forms were completed in October 2007. Grant money would be available in December 2008. A work plan is then submitted to the EPA; the EPA will provide comments and send the work plan back to the Watershed District for revisions. The work plan is revised and sent back to the EPA for the final comments.

d. Diamond Lake Community Process-J. Klocker reported that three separate contractors will divide the lake into equal portions for the septic survey. Each contractor will be responsible for his or her own portion of the lake community. All septic systems will be checked to determine who is in compliance and who is out of compliance. Results will be tabulated and presented back at an open community meeting. The BWSR were pleased with community process and may incorporate it into a state wide program. The goal is for the results of the survey to guide the group into formulating a solution. G. Behm stated the County Commissioners will then be able to take the results and make some type of a decision for county action. J. Klocker stated that she/Watershed District set up a conference call line so that property owners who are south for the winter can maintain communication during the meetings. The point was made by J. Kolb and J. Klocker that the TMDL study and the septic system problem are two different entities. The Watershed District is only helping to facilitate the septic system meetings; whereas, the Watershed District will be the Project Manager of the TMDL study. Maps are being created to determine how well each septic system is working. If the majority of septic systems are functional, maybe the county pipeline system would not be necessary. Septic system inspections will begin early this spring. Kandiyohi County will need to require that all inspections be mandatory. Stearns County ordinances require mandatory inspections.

e. Review of 2007 Accomplishments and Goals for 2008. See form. Board reviewed yellow highlighted initiatives, which are urgent, and the green initiatives, which are important. This format will be updated on an annual basis to chart progress made in the Comprehensive Plan goals.

f. News Articles-V. Glieden Henjum has collected and filed all correspondence, which appears in the Watershed District newspapers for record keeping.

13. Legal Counsel Report: J. Kolb presented a letter, which was sent to the Division of Waters on behalf of the Watershed District. See letter dated 1-21-08 to Mr. Kent Lokkesmoe. The letter is

in support of the restoration order for property in Harrison Township. The property owners could appeal the court order, which would be reviewed within 30 days by a Law Judge.

Rinke Noonan Law Firm will be hosting an educational conference on March 26th on “Agricultural Drainage” and the Watershed district is invited to attend the St. cloud conference.

As no public comments were offered, a motion was made by J. Flanders to adjourn the meeting. The motion was seconded by R. Zenner and the motion passed. The meeting was adjourned at 8:20 pm.

Ruth Schaefer
Secretary