

MIDDLE FORK CROW RIVER WATERSHED DISTRICT
BOARD OF MANAGERS MEETING

March 8th, 2007
Bell Tower Plaza
Spicer, MN 56288

Present: Joe Flanders, Gordy Behm, Robert Hodapp, Robert Zenner and Ruth Schaefer of the Board; Julie Klocker-Administrator; Tom Bonde-Technical Advisor; Kurt Deter-Attorney; Maggie Leach-MPCA; Tom Fischer-BSWR; Doug Hanson-SWCD; Ann Latham-Spicer and Scott Van Buren- Westberg & Eischens Accounting Firm.

1. The meeting was called to order by Chairman R. Hodapp at 6:30 pm.
2. A motion was made by J. Flanders and seconded by R. Zenner to allow S. Van Buren's # 6 on the agenda to be moved to agenda # 4. The motion passed.
3. A motion was made by R. Zenner and seconded by G. Behm to approve the February 8th, 2007 minutes. The motion passed.
6. Presentation of the 2006 accounting audit was presented by S. Van Buren. See 2006 Audit booklet. Discussion:
 - a. State department doesn't require a "Management Discussion Analysis"; the WD could eliminate this portion if they choose. J. Klocker stated that this section is helpful once a WD develops multiple projects. This portion of the audit can function as summary of the year's projects. See page 6 of the Audit.
 - b. Next year the budget will include "restricted funds"-Board decides on how funds are spent vs. Grant Restrictions- the Board abides by the financial restriction in each grant. See page 8 of the Audit.
 - c. Expenditures will become more specific in future budgets.
 - d. Custodial Coverage- All money within the 2 accounts of WD needs to be covered by insurance. Money will need to be transferred from the money market account to the checking account or inquire within the bank for a pledge of coverage. See page 15 of the Audit. See letter from Westberg & Eischens on 2-23-07 to the WD.
 - e. J. Klocker will send out the RFP in June.
 - f. G. Behm will discuss the "pledge of coverage" and determine the limits of our existing accounts at Home State Bank.

A motion was made by G. Behm and seconded by J. Flanders to approve the audit as presented. The motion was passed.

T. Fischer took 2 copies of the Audit Report, one copy for his office and the other for the BSWR Central Office. Copies are also available for the public to view at the MFCRWD office.

4. Treasurers Report was presented by G. Behm. See attached report. A motion was made by R. Zenner and R. Schaefer to approve the Treasurers Report subject to audit. The motion passed.
5. March bills to pay were presented and reviewed. A motion was made by G. Behm and seconded by R. Zenner to approve the attached list as noted. The motion passed. See March bills to pay list.

7. Office Space Discussion: A. Latham presented options available to the Board for review. Bell Tower Plaza has a restaurant opening in April 2007, which will impact the availability of the WD to use this space. The current lease requires a 90 day notice. Sites in review are: downtown Spicer, downtown New London and Prairie Meadows; all were thought to be a central location.
8. County Road 10 project update: J. Klocker stated that the Spicer City Council has not declared the County Road 10 an official city project and until that time the WD is unable to assist. See Administrator's letter to the Spicer City Council. The Spicer City Council tabled the issue, till their March 14th, meeting for further discussion and a Public Hearing will be held at a later date.
9. Overview of the Grants and Funding-J. Klocker reviewed the following with the Board:
 - a. CLWA Surfacing Monitoring Grant-see gold paper detailing the requirements and deadline dates of the grant.
 - b. CWP Grant-(CWP + loan)-see gold paper detailing the requirements and the deadline dates of the grant.
 - c. See "Project Budget and Expenditure Report" spreadsheet for each grant.
 - d. Lake associations will be contacted to determine all monitoring sites within the WD.
 - e. Monitoring workshops through Crow River JPB dates in March and April for Citizens Monitoring were reviewed; see brochure.
 - f. A motion was made by J. Flanders and seconded by R. Zenner to approve the Resolution for Project Manager Appointment, for the Clean Water Partnership Grant. The motion passed. See attached resolution.
 - g. The CWP grant does allow the WD to reapply for up to \$300,000 to continue success projects.
 - h. The loan program will require Board approval with J. Klocker Administrator having signing authority.
10. Request for posting intern position-J. Klocker would like to create a job posting for a summer "Water Resources Intern". The posting will occur in March with potential job interviews on April 6th. A motion was made by R. Zenner and seconded by G. Behm to approve the Water Resources Intern position as stated in the attached posting. The motion passed.
11. MFCRWD Application for Program Funds-J. Klocker created a form which was presented to Board. The number of requests for funds has and will increase with time. This form allows for all applicants to be reviewed equally. See attached form. A motion was made by G. Behm and seconded by R. Schaefer to approve the MFCRWD Application for Programs Funds form and policy as stated. The motion passed.
12. Website update provided by J. Klocker. Several meetings were held to review general information on how the website could be created. Annual cost estimates, domain name charges and maintenance time options were reviewed. A motion was made by J. Flanders and seconded by R. Zenner for J. Klocker to proceed with the website development and present an update at the next meeting. The motion passed.
13. Administrator's Report: J. Klocker updated the Board on the following:

- a. Calendar-Kandiyohi Water Plan meeting is March 20th and R. Schaefer will attend the meeting for R. Hodapp.
 - b. Printer request-A motion was made by G. Behm and seconded by R. Schaefer for J. Klocker to proceed with a 60 month lease on a new printer through Marco. The motion passed.
 - c. Spicer Commercial Club invitation (\$120.00 annual dues) was reviewed, discussed and declined.
 - d. Accounting and Bookkeeping process was reviewed, quotes for bids will be requested.
 - e. Plan for addressing rulemaking process will need to start soon. Separate meetings will be scheduled in May or June for the Board to begin learning the process, function and implementation from others involved in rulemaking. Several workshops will be scheduled on days that the Board does not meet.
 - f. Volunteer Monitoring Equipment-R. Schaefer will pick up and assemble the lake;/stream monitoring device (using the golf ball retriever) and R. Hodapp will assemble the inverted stream monitoring tubes (pvc pipe).J. Klocker requested approximately 12 monitoring devices and 10 of the inverted stream monitors. When completed the devices will be dropped off at the WD office and are needed prior to the April CVMP training program.
14. Attorney Report-K. Deter stated that the Legislature is creating Amendments to the Drainage Law, Buffers Strips and Drainage Law funds. He will update the Board as developments occur.
 15. Open Discussion-Tom Bonde provided J. Klocker with the following article for Board review “The Effectiveness of Walleye Stocking in Minnesota”.

As no further business was brought before the Board, a motion was made by J. Flanders and seconded by R. Zenner to adjourn the meeting at 9:12 pm. The motion passed.

Submitted by,

Ruth Schaefer
Secretary
Draft 4-10-07