

MIDDLE FORK CROW RIVER WATERSHED DISTRICT
BOARD OF MANAGERS MEETING

April 1st, 2008
174 Lake Ave.
Spicer, MN 56288

Present: Joe Flanders, Gordy Behm, Robert Hodapp, Robert Zenner, and Ruth Schaefer of the Board; Chad Anderson-Administrator; Vanessa G. Henjum-Technician; Adam Ripple-Attorney; Maggie Leach-MPCA; Tom Fischer-BWSR; Chris Meehan-Wenck Engineering, Jay Michels-EOR Engineering, Perry Wohnoutka-Spicer Mayor, Ron Schneider-Spicer City Council, Greg Kimman SEH Engineering, Harlan Meintz-Diamond Lake.

1. The meeting was called to order at 7:00 pm by Chairman R. Hodapp.
2. A motion was made by J. Flanders and seconded by R. Zenner to approve the agenda. The motion passed.
3. A motion was made by J. Flanders and seconded by R. Zenner to approve the March 4th minutes. The motion passed.
4. Treasurers Report was provided by C. Anderson and reviewed by the Board. A motion was made by G. Behm and seconded by J. Flanders to approve the Treasurers Report subject to audit. The motion passed.
5. March and April bills to pay was presented by C. Anderson and reviewed by the Board. A motion was made by R. Schaefer and seconded by J. Flanders to approve the March-April bills. The motion passed.
6. NEMO presentation request-J. Michels, received a request by R. Riemer-Kandiyohi SWCD, to present a training session on "Nonpoint Education for Municipal Officials" for the Willmar area. John Bolata of the University of MN-Extension is resurrecting the NEMO project and asked J. Michels to be the presenter, for the May 14th training session. J. Michels, offered to present a shorter/more specific presentation to the WD in the evening. A target audience could include City Councils, local government, environmental officers, and concerned citizens. The Board felt this would be beneficial and a motion was made by R. Zenner and seconded by R. Schaefer for the WD to sponsor a NEMO training session on May 14th; C. Anderson will work with J. Michels on this event. The motion passed.
7. Rules Development-C. Meehan requested comments from the Board on the previously presented information on the Rules Development. By adopting the Stearns County Ordinances, unprotected areas will receive greater attention and more protection. Smaller development sites and ditches would be monitored. Stearns County rules are more protective than any other county in the WD. C. Meehan will schedule a stakeholders meeting later in Aril to further discuss this matter.

8. City of Spicer request-See letter dated February 28, 2008 and received at the WD office on March 24, 2008, by Lanae Osmond-City Clerk, requesting the WD to purchase easements for the County Road 10 project.

C. Anderson solicited opinions from other WD administrators as it relates to easements. The WD has never purchased easements in the past and a policy would need to be created if the WD were to become involved. Information was presented to the Board:

a. Some WD pay 25% of land acquisition cost for fee title/easement. The City pays the remaining 75% of cost. The WD pays their share up front and is reimbursed after the project is completed. The land is then transferred back to the City for maintenance.

b. Other WD's show the benefit of the project to the property owner and do not pay for an easement. The property owner is assessed all costs.

c. Some Watershed Districts are not involved with easements for any cities within their district.

J. Michels estimated that approximately 6-8 easements would be needed by the City of Spicer. No easements have been purchased for this project. There are at least 34 culverts that drain directly into Green Lake. The Alvig Slough area will require the largest culvert (48"); most culverts will be 18" size. Concerns were raised on the condition of existing culverts and specifically those that are not being replaced during this project. The Board discussed the quality of water flowing through Alvig Slough and the Nelson Resort property.

Legal counsel was provided by A. Ripple. See 4-1-08 Memorandum titled "Options for County Road 10 Project. The Board is concerned about the amount of erosion, sediment, and pounds of phosphorus that could be eliminated from entering Green Lake during this project. More information is needed and all parties need to be present during these discussions. R. Hodapp asked C. Anderson if he could coordinate this meeting and C. Anderson agreed to facilitate the meeting. The attendance of the Spicer City Council, G. Kimman SEH Project Engineer, Kandiyohi County Commissioner-D. Peterson and Engineer-G. Danielson will be requested. No other decisions were made on the matter.

9. Proposed cooperative carp control measure in Diamond Lake- H. Meints informed the Board that the existing 50 year old carp trap is deteriorating. The Diamond Lake Association has consulted with the DNR (LeRoy Dalhke, John Hanson) concerning replacement. H. Meints stated that the DNR is willing to share in the cost of the project. The Diamond Lake Association is hoping that the WD would also contribute funds. The project is tentatively scheduled for 2009. The Board asked that a funding request form be completed and the request will be reviewed at a later time.

10. BMP cost-share assistance contract amendment-R. Schaefer's initial request was withdrawn.

11. Administrator's Report: C. Anderson.

a. Review of April and May events and meetings. May 14th NEMO presentation added.

b. Review of Project status;

b.1. BWSR site visit of 4 completed projects. Three representatives from BWSR, led by Matt Drewitz viewed the following projects : Stotts stream stabilization project, Pickle feedlot project and the Flanders ditch stabilization project. M. Pickle and J. Flanders were able to provide tours to the group.

b.2. 319 Grant- A \$100,000 loan from MPCA for “Improving Stormwater Management in Ecologically Sensitive Areas” is available for BMP projects. The funds would be divided into three areas of concern (assessing the WD, education, implementing stormwater management). The loan would need to be paid off in 10 years at 2% interest. M Leach stated that the WD would need to sign the loan papers, however; the grant form does not need to be signed. Money loaned to individuals would need to agree with the WD Comprehensive Plan. A motion was made by R. Zenner and seconded by G. Behm to pass Resolution 2008-02 “Clean Water Partnership Loan Agreement”. The motion passed.

A motion was made by J. Flanders and seconded by R. Zenner to pass Resolution 2008-03 “Identifying Project Representative”, designating C. Anderson as the Project Representative for the loan. The motion passed.

A motion was made by J. Flanders and seconded by G. Behm for authorization of Resolution 2008-04 “Identifying Project Representative”, designating R. Hodapp as the Project Signatory for the grant.

A motion was made by R. Zenner and seconded by R. Schaefer for the passage of Resolution 2008-05 “Identifying Project Representative”, designating R. Hodapp as the signatory for execution of loan disbursement requests.

A motion was made by R. Zenner and seconded by R. Schaefer authorizing R. Hodapp to sign the Individual Sewage Treatment system (ISTS) Checklist for Categorical Exclusion from Environmental Review. The checklist is to comply with the State Environmental Review Process (SERP). MPCA requirements will be posted in the newspaper. The loan requires the WD to provide proof of compliance with workers compensation insurance coverage. Three copies of the loan were signed by R. Hodapp; all copies will be sent to MPCA and then re-sent to the WD once finalized. The Work Plan and contract from MPCA will be mailed to the WD when it is fully executed.

b.3. Diamond Lake Community Process-The Wastewater Committee met on March 24th and discussed the options of lake property owners. The next meeting is planned for May 2nd; all residents were notified of the Public Hearing.

b.4. Diamond Lake TMDL Project Update-The 2nd winter sampling was conducted on March 18th and a meeting was held with Houston Engineering on March 19th. April sampling sites and activities were planned. Equipment problems are being resolved and equipment installation is scheduled for mid April. The Technical Committee continues to provide input for the project.

b.5. Shoreline Restoration Class-part 2 was completed on March 10th. Another class will be offered in June at the home of one of the students. This practical session will allow participants to implement design and planting techniques.

b.6. Volunteer Monitoring-part 1- The first Volunteer Monitoring training session took place on March 29 in Glencoe. The training was conducted in cooperation with the CROW (Crow River Organization of Water) and Minnesota Waters. 20 volunteers (0 from Middle Fork) were taught about data collection and entry using the website that is currently under development. Topics covered were: data sheets, water chemistry, t-tubes, secchi disks and bridge down/stream gauging. The next Volunteer Monitoring training will take place on April 12 in New London – 20 people are currently enrolled.

The Volunteer Monitoring training was put on using funds from the CWLA grant. A request to amend this grant for \$6,841 was submitted on March 26 to additional costs associated with the 2008 volunteer monitoring workshops, the development of a data entry

capable website to assist volunteers and staff with data sharing and organization, as well as a data management workshop designed to improve data accuracy and understanding on the part of the volunteers.

b. 7. Belgrade raingarden- The mayor of Belgrade had contacted us about the possibility of implementing a raingarden on a property that he is developing. After a visit by MFCRWD staff and independent engineer, we determined that the site was not an appropriate site for funding at this time. This determination was based on the short timeline that the mayor was working on and the level of on-site soil compaction that had occurred, rendering the property less favorable for raingardens. Staff expressed hope in working with the mayor in the near future.

11. c. Administrative Matters

1. Green Lake-The DNR announced a plan to expand the public access parking lot in Spicer; the idea was met with opposition from some property owners. Their concerns were a decrease in the tax base for the City of Spicer, increased run off into the lake and additional impervious surface around the lake.

2. District Accounting System-Conway, Deuth & Schmiesing informed the WD that additional Quick Books software would need to be purchased in order for the office and the accounting firm to access files at the same time. This was not part of the original quote and after discussion by the Board; C. Anderson stated he would inquire further on the matter.

3. Follow up on audit-collateral for the Districts finances has been obtained.

4. Total Phosphorus/orthophosphate inversion issue-see letter of explanation from RMB Laboratories, which states that other Districts have noted this problem, and the Laboratory is working on a correction. To be on the safe side the WD will obtain duplicate samples for a second lab to analyze. This error in lab values will need to be noted in the TMDL study.

5. Contribution to Earth Day celebration-A motion was made by R. Schaefer and seconded by G. Behm to approve a \$500.00 donation to Earth Day. The motion passed.

6. Contribution to Westby Internship-A motion was made by R. Schaefer and seconded by J. Flanders to approve a donation of \$500.00 to the Westby Internship program. The motion passed.

11. d. Follow-up on March administrative matters

1. Office sanitation services secured.

2. Computer for intern-The matter will be tabled for now.

3. District vehicle-R. Zenner reported on estimates obtained from 4 area dealerships. The Board reviewed and discussed the estimates. A motion was made by R. Zenner and seconded by R. Schaefer to purchase a truck from Atwater Ford (Ford XL series) for the estimated cost of \$19,199.95, excluding the additional cost for a block heater and cruise control. The motion passed. C. Anderson will call our local insurance provider and obtain coverage quotes.

4. Credit card-A. Ripple suggested that C. Anderson create a policy for the use of a credit card by WD staff. C. Anderson agreed and this will be presented at later time.

5. Phone system- 2 very different estimates were received for the additional line and conference call capabilities. The lower of the two was selected and C. Anderson will contact the company for installation and set up.

6. A paper shredder has been obtained and staff will destroy all personal/private material prior to disposal.

7. The WD sign is up and functioning.

8. Summer intern position will be posted in April and interviews will be scheduled as soon as possible. C. Anderson asked for a Board member to assist with the interviewing process. R. Schaefer volunteered to assist. Results of the interviews will be presented at the next Board meeting.

12. Legal Counsel Report: J. Kolb, A. Ripple-Rinke-Noonan. No other information presented.

13. Public Access Forum-no comments from the Public

14. Adjourn-A motion was made by J. Flanders and seconded by R. Zenner to adjourn the meeting at 9:50 pm. The motion passed and the meeting was adjourned.

Submitted by,

Ruth Schaefer
Secretary

Draft revised 5-01-08