

Middle Fork Crow River Watershed District
Board of Managers Meeting
May 11, 2010
174 Lake Ave
Spicer, MN 56288

Present: J. Flanders, B. Wing, G. Behm, R. Hodapp and R. Schaefer of the Board; C. Anderson-Administrator, V. Glieden Henjum, S. Jacobson-Staff; A. Ripple-Attorney; E. Jenzen-DNR Hydrologist and H. Meints of Diamond Lake.

1. The meeting was called to order by R. Hodapp at 7:00 pm.
2. The District mission statement was read by Chairman Hodapp.
3. A motion was made by J. Flanders and seconded by G. Behm to approve the agenda. The motion passed.

Consent Agenda

4. Approve the minutes of the April 6 meeting
5. Treasurer's Report
6. May bills to pay
7. Permit #10-04: Packer home construction New London
8. Permit #10-06: Malecek home construction Diamond Lake

Consent Agenda contained #4 - #8 and were passed in a motion made by G. Behm and seconded by J. Flanders. The motion passed.

9. Permit #10-05 pertained to the New London DNR dam. An overview of the project was presented by E. Jenzen, DNR Area Hydrologist. The project involves the removal of the old structure and installation of a new larger dam. The NL dam was noted by the DNR to be one of the 3 worst dams within MN. The new dam will not require the manual operation as did the old structure. The new dam will be approximately 50 feet wide, over 2 times as wide as the old one. Safety is the primary goal and the new step down concrete areas will decrease erosion. B. Gilbertson of DNR Fisheries advised no construction prior to June 1st to protect the fish migration areas. The warmer than usual weather has allowed construction crews to start early. Next week the 1st step will be to install sheet piling and remove the old structure, dewater and put up protective barriers. A September 2010 end date is the current goal. Operations will be conducted by Lunda Construction under close supervision provided by the DNR. S. Jacobson prepared draft Permit #10-05 for erosion control, road clean up within 48 hours in order to protect stormwater. S. Jacobson will form part of the team that will attend weekly meetings to inspect progress and erosion control measures. Permits were obtained from DNR, MPCA and requests a WD permit. The scope of the project is such that Administrator approval does not qualify, thereby requiring Board approval. A motion was made by J. Flanders and seconded by B. Wing to approve the project.

10. Permit #10-07 City of Kandiyohi sewer trunk line project. The WD will need to refund the permit fee of \$10 as we can not charge a public entity for a permit. A motion to approve Permit #10-07 was made by R. Schaefer and seconded by B. Wing. The motion passed. A motion to approve the refund of \$10 was made by G. Behm and seconded by J. Flanders. The motion passed.

11. Engan Associates Architects – R. Engan and A. Bjur presented the Board and staff with information on "green ideas" for a new building. See "Green and Office Designs" booklet.

12. Administrative Report:

12.a. Review of Calendar

12.b. Review of Project Status

12.b.1. BWSR Conservation Grant agreement of \$33,000 will be used to fund a conservation drainage pilot project in two farm fields to study the effects of water control structures on nitrate and dissolved phosphorus export, as well as water volumes and potential impacts on crop production. Implementation of the project will be on two fields owned by one owner.

12.b.2. Clean Water Partnership Continuation Grant – the work plan was submitted and approved, and funds have been deposited into the WD account. This is a 3 year grant.

12.b.2.a. Hudson Shoreline/ Stormwater BMP project located on Long Lake in Hawick was reviewed by the Board. The cost share of the total project cost of \$10,600 will be divided between: the property owner for 25%, CROW River Organization of Water for 25% and the WD at 50%. A motion was made by J. Flanders and seconded by R. Schaefer to allow up to \$5,300 for approved items of the Hudson Shoreline project. The motion passed.

12.b.2.b. Filley Shoreline BMP project on Nest Lake was reviewed by the Board. This will be the second Filley project; the previous raingarden project is doing well. Total project cost is \$3500 and a motion was made by B. Wing and seconded by R. Schaefer to allow up to \$1,750 for approved costs on the Filley Shoreline project. The motion passed.

12.b.2.c. Belgrade Stormwater BMP's were reviewed by the Board. The work plan was approved by the Board at a previous meeting. A previous study conducted by J. Michels of EOR was reviewed by MNDOT, who suggested decreasing the number and size of the raingardens in the interest of cost reduction and maintenance concerns. The WD does support the original Engineers Study by EOR, but has taken the position that if the volumes of water treated will be the same without the raingardens, the District will support this plan. The City of Belgrade has chosen WSB Engineering for this project. The WD and EOR have the right to view and comment on the project plan and process. A motion was made by J. Flanders and seconded by G. Behm to approve up to 75% of the cost for engineering of the Belgrade Stormwater and BMP project cost. The motion passed. This motion will be altered to incorporate a cost share agreement with the City of Belgrade at a future meeting.

12.b.3. Clean Water Partnership EWM/Stormwater Study update. The work plan was submitted and approved, and funds have been deposited. The WD will identify the sites, check the relationship between monitoring data over the summer and winter. Final analysis of data will occur in 2011.

12.c. Administrative matters

12.c.1. Personnel Review of S. Jacobson occurred following the last meeting. A motion was made by R. Schaefer and seconded by G. Behm to approve a pay increase per the closed meeting on 4/6/10 for S. Jacobson retroactive to March 22, 2010. The motion passed.

12.c.2. USGS gauging station cost share request for annual contribution to the overall cost of maintaining the County Road #2 gauge was received at the WD office. Previously the WD has contributed up to 50% of the total cost of \$15,270. The value of the data collected at this site was reviewed by the Board. A motion was made by G. Behm and seconded by J. Flanders to approve up to \$7,635 to USGS for the gauge site equipment. The motion passed.

12.c.3. Citizens Advisory Committee meeting on April 22nd, was cancelled due to a lack of responses. A new date has not been scheduled at this time.

12.c.4. MAWD Summer Tour is June 24-26 and will feature the Nine Mile Creek WD. Registration materials were handed out.

12.c.5. League of MN Cities insurance renewal is due. Truck replacement insurance was added and up to \$6,000 in deployable equipment purchased in 2009 was included as well. A motion was made by R. Schaefer and seconded by J. Flanders to approve the annual insurance premium as stated by the League of MN Cities Insurance. The motion passed.

12.c.6. MPCA/MFCRWD equipment sharing proposal was presented by C. Anderson and reviewed by the Board. As proposed, the WD would allow the MPCA staff to use and later train WD staff on some of our new monitoring equipment. MPCA would also provide the WD monitoring equipment to use at the

Manannah site. A motion was made by J. Flanders and seconded by B. Wing to approve a temporary equipment exchange with the MPCA for one year, with the stipulation that the MPCA provide training of the equipment. The motion passed.

12.c.7. Truck maintenance has been done in the past at Atwater Ford. C. Anderson requested permission to pick a local provider to save staff time and support local businesses. The Board agreed.

12.d. Follow up on April administrative matters

12.d.1. Board expiration date update- B. Wing has decided to continue on as the Stearns County representative. The Board expressed their support and appreciation for his continuation of service.

12.d.2. Draft Employee Manual- C. Anderson stated he spoke with Sharon Hobbs of Rinke Noonan after receiving a 5 page letter from her on ways in which the Employee Manual may be improved. Examples of proposed changes were:

page 6 - remove pay schedule steps

page 14 - work policies-reword work time as earned time

page 22 - health benefits, taxable or not - C. Anderson was asked by the Board to determine a clarification.

Page 32 - Disciplinary Action Policy- S. Hobbs suggested taking the area out of the Employee Handbook and placing the Policy in a Management Handbook so it can be used as a management tool.

S. Hobbs also suggested that the WD add a "Use of technology and communication policy".

These suggestions and changes were reviewed by the Board and A. Ripple. It was determined that the Employee Manual will be revised and presented back to the Board at the next meeting.

12.d.3. Association of District Administrators meeting was canceled.

13. Legal Counsel Report- A. Ripple stated that he and C. Anderson are working on a uniform contract template for the Board to review at a later meeting.

14. Public Access- H. Meints stated the fish barrier is to be installed this fall by the DNR and maintained by the lake association. He thanked the WD for the previously requested and approved grant funds.

C. Anderson stated that the shoreline problems at T. Frazee's property have not been fully addressed. Because of some initial interest by the Frazees in a potential shoreland restoration last summer, District staff was under the impression that they would be cost sharing on a project this year. As such, physical stabilization was provided to the bank last fall, but seeding was not conducted. The Frazees decided this spring that they would not be entering into a cost share agreement with the District. C. Anderson stated that the District should then pay to have turf grass seeded to return the bank to its prior condition. A. Ripple recommended that the Board request that the Frazees sign a release to release the District from any future activities. The Board directed C. Anderson to move forward with the seeding and the release.

C. Anderson stated that he and S. Jacobson will be attending the St Paul Regional TMDL study meetings. He also stated that the staff has again requested WD shirts identifying them as District staff for work purposes. A motion was made by R. Schaefer and seconded by J. Flanders for C. Anderson to obtain pricing estimates for shirts for staff. The motion passed.

15. As no other business was brought to the Board a motion was made by J. Flanders and seconded by B. Wing to adjourn the meeting. The meeting ended at 9; 50 pm.

Submitted by,

Ruth Schaefer
Secretary