

Middle Fork Crow River Watershed District
Board of Managers Meeting
June 3rd, 2008
174 Lake Ave
Spicer, MN 56288

Present: J. Flanders, G. Behm, R. Hodapp, R. Zenner, R. Schaefer of the Board; C. Anderson-Administrator; V. Glieden-Henjum-Technician; T. Bonde-Technical Advisor; M. Leach & P. Votruba-MPCA; A. Ripple-Attorney; K. Louwagie-Bolton & Menk Engineering; T. Guptill-New London and Sherri & Harlan Meints & B. Ricklefs-Diamond Lake.

1. The meeting was called to order by Chairman R. Hodapp at 7:00 p.m.
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 G. Behm and seconded by R. Schaefer to approve the May minutes. The motion passed.
4. The Treasurers Report was presented by C. Anderson. See the attached Treasurers Report, which was reviewed by the Board. A motion was made by J. Flanders and seconded by G. Behm to approve the Treasurers Report, subject to audit. The motion passed.
5. The June bills to pay was presented by C. Anderson and reviewed by the Board. A motion was made by J. Flanders and seconded by R. Schaefer to approve the June bills to pay. The motion passed.
6. The city of New London is considering a raingarden for stormwater management in a new development. T. Guptill of the City of New London and K. Louwagie of Bolton & Menck Engineering presented information on London Hills 3rd Addition raingarden. This project involves the development of a raingarden in the cul-de-sac of 6 homes. In large rain events, when overflow occurs beyond the capacity of the raingarden, water would be piped to an infiltration basin. This basin would also capture water from approximately 13 other lots. This would eliminate any additional flow into the Middle Fork Crow River. The City of New London is asking the WD to contribute to the project, which does agree with the developing Rules of the WD (The runoff rate for the property after development or redevelopment must not exceed the runoff rate in existence prior to the proposed development or redevelopment.). The cost of the project for the City would exceed \$236,000. Eligible costs for WD funds could be \$59,140.39, of which 75% reimbursement would be \$44,355.29. The project received a ranking score (see criteria on file) of 90, which would require that the project request be sent to the Technical Advisory Committee for further review. If approved, funding would be taken from the CWLA and the CWP grants. A motion was made by R. Zenner and seconded by G. Behm to approve the funding request of London Hills 3rd addition on Acorn Ave. and the City of New

London for the raingarden project, contingent upon approval from the Technical Advisory Committee for \$44,355.29 (75% of \$59,140.39) of eligible expenses. The motion passed.

7. Rule Development update: A. Ripple presented revisions to the original draft to the Board. The following Sections were reviewed and revised:

Section 1: Introduction, Purposes, and General Policy Goals

Section 2. Adoption and Amendment of Rules

Section 3. Definitions

Section 4. Permit Process

Section 5. Stormwater

Section 6. Erosion Control

Section 7. Agricultural Drainage

Section 8. Watershed Review

Section 9. Enforcement

Section 10. Exemption for Existing Regulation

The revised Rules will be sent to the Technical Committee for comments and will return to the Board for review.

8. Administrator's Report

8. a Review of Calendar

8. b.Review of Project Status

8. b.1. 319 Grant- P. Votruba stated that new information may be arriving in July.

8.b.2. County Road 10-The City of Spicer will need to obtain Federal permits and the project bids are on hold at time. J. Michels and C. Anderson met with property owners to assess possible BMP projects. They concluded that incentives would need to be offered to property owners. Ways in which the Lake Association, WD, and the City of Spicer can work together to ease the financial impact on property owners were discussed. C. Anderson and A. Ripple will review the WD law and update the Board at a future meeting.

8.b.3. Diamond Lake Wastewater Committee-The last meeting was held on May 19th, with P. Miller-Wenck to discuss additional work that would extend beyond the duties of the inspection work conducted for Kandiyohi County. This may include potential cluster groups and cost estimates for all possible options. Small informational meetings about the inspection process will begin on June 7th.

8.b.4. Diamond Lake TMDL Project update-Stream and lake sampling along with discharge measurements of the inlets and outlet have been completed. Sampling of the Hubbard chain will be scheduled after the WD receives the truck.

8.b.5. Shoreline Restoration Class-part III is scheduled on June 28 at Diamond Lake. More volunteers are needed. R. Schaefer stated she would contact potential volunteers.

8.b.6. Volunteer Monitoring-All volunteers have collected 2 or more samples.

8.b.7. Best Management Practices

1. Michaelis property on Diamond Lake is progressing with rock placement and planting scheduled on the 28th.

2. Delmore Johnson buffer strip project was approved and completed in November, 2007 and buffer strips and CRP land is added.

3. O'Leary stormwater and raingarden project is complete. Reimbursement of 25% of approved project cost was paid, the attached photos were provided to the WD. Reimbursement from the SWCD has also been requested.

4. Hoffman septic system upgrade needs signature by Chairman R. Hodapp for previously approved loan agreement. Kandiyohi County will certify her septic system with overall cost projected at \$3000.00. Project start date is this month.

5. J. Moser, of Meeker County submitted a septic system upgrade loan application request for \$8000.00. Cost would cover septic system and 2 holding tanks. A motion was made by R. Zenner and seconded by G. Behm to approve the Moser \$8000.00 loan request for a septic upgrade. The motion passed.

8.c. Administrative matters:

8.c.1. "Adopt a Crow" project information presented by V. G. Henjum. See form. Educational project directed towards two levels of specific watershed curriculum. Teachers would be allowed to determine the degree of involvement for their class. Level 1 includes the study of: land use, water sampling, watersheds, and water quality projects. Level 2 would include the study of: service projects or the Macro Invertebrate Training Courses. Completion of the Level 2 allows the students to receive an "Eco-Voyageur" canoe experience from Prairie Woods Environmental Learning Center. Funding is being requested for a "tool kit supply box" for each teacher. The Board discussed the value of the educational component for the schools within the WD. V.G. Henjum will look into partnering with BBE and R. Schaefer will check into NLS. No further action taken.

8.c.2. Low interest loan for septic system upgrade for Hoffman family done.

8.c.3. Payroll quarterlies were overpaid and the WD will receive a refund check for \$54.99 from the federal government.

8.c.4. Insurance renewals are due for building, equipment, and vehicle. Forms will be completed and payment will be processed.

8.c.5. MN Department of Administration Eligibility Identification card was renewed which allows the WD to obtain free surplus state equipment/furniture.

8.c.6. Completion of probationary period for V.G. Henjum. The quality of work provided was presented by C. Anderson and the Board agreed with ending the probationary status. V. G. Henjum was thanked by all for a smooth transition of Administrators. A motion was made by R. Schaefer and seconded by J. Flanders to end the probationary status and report a favorable 6 month review, which allows for a raise as stated in her contract to occur. The motion passed. Future employee reviews will be held at closed meetings prior to the monthly Board meetings.

8.c.7. Probationary status of C. Anderson will occur on 6-30-08. The Board requested a closed meeting for all future employee reviews and this will be scheduled on Tuesday July 1st at 6:30 pm at the WD office. C. Anderson will post the notice. A. Ripple suggested that the Board develop a Human Resources policy and this will developed.

8.c.8. Sara Jacobson, our summer intern will be starting June 9th.

8.d. Follow up on May Administrative matters;

8.d.1. WD vehicle has been obtained and is now licensed.

8.d.2. Summer intern, S. Jacobson will need a laptop and bids were obtained by the Administrator. \$1409 for the laptop and \$500 for the software would allow S. Jacobson to coordinate the Volunteer Monitoring program using MS Access program. Pricing would include a 3 year warranty and the HP 6715b Notebook. The notebook would also need to network into the office system at an estimated cost of \$500. A motion was made by G. Behm and seconded by R. Zenner to approve the computer, software, and networking request, not to exceed \$2000. The motion passed.

8.d.3. Phone system expansion which was previously approved will be installed the 2nd week of June along with the additional phone line.

9. Legal Counsel Report-A. Ripple- No new information.

10. Public Access Forum- No public comments.

11. 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 9:50 pm.

Submitted by,

Ruth Schaefer
Secretary