

MIDDLE FORK CROW RIVER WATERSHED DISTRICT

189 County Road 8 NE, Spicer, MN 56288

April 1st, 2014 Board of Managers Meeting

Present: J. Flanders, B. Wing, R. Schaefer of the Board (absent G. Behm, R. Hodapp); M. Johnson-Administrator; M. Behan-Technician; J. Kolb-Attorney; R. Imdieke-County Commissioner; T. Steffensen-Westberg-Eischens; D. Sander-CROW; D. Hanson-SWCD and A. Bielke-BWSR.

1. The meeting was called to order by B. Wing at 7:00 pm.
2. The mission statement "We exist for the preservation of water quality in the Middle Fork Crow River Watershed" was read by B. Wing.
3. A motion was made by J. Flanders; seconded by R. Schaefer to approve the agenda. The motion passed 3-0.

Consent Agenda

4. Approve the minutes of the March 4th meeting.

5. Treasurer's Report

A motion was made by J. Flanders; seconded by R. Schaefer to approve the Consent Agenda. The motion passed 3-0.

Regular Agenda

6. Westberg Eischens 2013 Audit was presented by T. Steffensen. See 2013 Audit. The Board and staff discussed the audit results along with the suggestion by T. Steffensen of a more "accounting friendly" software. M. Johnson will review software options and update the Board at the May meeting. A motion was made by J. Flanders and seconded by R. Schaefer to accept the Annual Financial Report for 2013 prepared by Westberg-Eischens as the annual audit of the District books and accounts as required by MN Statute 103D.35. The motion passed 3-0.

7. Administrator's Report

7.a. Review of Calendar-See calendar. It was noted that M. Behan will receive AIS training by the DNR and then train the WD AIS interns. Summer events were reviewed noting our Shoreland Project Tour (George Lake=Fortney project, Nest Lake=Peterson and Green Lake= Loon Creek Project) coincides with the first day of the MAWD Summer Tour.

7.b. Review of Project Status-See Current MFCRWD Grants list and additional funding report. It was noted that the AIS Level I Watercraft Inspection (DNR Grant) of \$4000 can only be used for inspections.

7.c. Administrative Matters

7.c.1. Treasurer Resolution- A motion was made by R. Schaefer and seconded by J. Flanders to approve the Treasurer's Resolution granting B. Wing/Vice President the ability to countersign checks/vouchers signed by the Co-Treasurer in the absence of the Treasurer and President. The motion passed 3-0.

7.c.2. DNR AIS Level 1 Grant-Grant funds allow for the hiring of one intern in May. Eleven applicants have applied so far and interviews will be scheduled April 18, and 25 and if needed on April 26th Earth Day.

7.c.3. District Watershed Resources Internship-The WD will hire 2 interns to assist M. Behan with summer activities; three applications have been received so far.

7.c.4. Project K-1-14 Loon Creek-This project is located on the Jeremy Duinnick property located on the north side of Green Lake. There is a 28' fall over 120' of land creating significant erosion to the creek banks. This is a restoration/stabilization project not an infiltration project. Wenck Engineering estimates of project cost would be \$52,520; the project has not been put out for bids yet. A motion was made by R. Schaefer and seconded by J. Flanders to approve project K-1-14 for up to \$39,390. The motion passed 3-0.

7.c.5. District AIS Intern Program-The hourly rate for an AIS intern will increase this summer to \$12. An electronic tablet will be purchased for each intern. This will allow the WD to monitor location and time spent for each intern. Collected survey data will be entered directly into the tablet by each intern. Estimated cost of each tablet is \$150 and 4 will be needed.

7.c.6. GLPOA AIS Intern Program Request-M. Johnson met with J. Duinnick (GLPOA President), L. Valiant (City of Spicer, Administrator), and D. Baker (City of Spicer, Mayor), and T. Frazee (GLPOA Executive Secretary-on conference call), to discuss the current AIS Program. No decisions were made.

7.c.7. 2014 AIS MOU Kandiyohi County- See Memorandum of Understanding for Kandiyohi County and the WD. This MOU allows the WD to hire, supervise, and monitor interns for a Level 1 boat inspection program. This AIS program will include lakes outside of the WD. The MOU is similar to the 2013 agreement and notes that Kandiyohi

county will provide \$8,008.96 to the WD to cover costs of the hiring, supervising, monitoring and payroll of the interns. Persons doing Level 1 inspections will be employees of the WD. The motion to accept the 2014 MOU with Kandiyohi county was made by J. Flanders and seconded by R. Schaefer. The motion passed 3-0.

7.c.8. 2014 AIS MOU City of Spicer- See the Memorandum of Understanding which grants permission to the WD for the hiring, supervising and monitoring of one Level 1 and one Level 2 boat inspector interns. The MOU would be in effect from May 1st to November 30th 2014 and the City of Spicer will run payroll and all payments of the interns. Persons doing Level 1 and 2 inspections and decontaminations will be employees of the City of Spicer. This program will be funded by the DNR Grant of \$12,000 received by the WD and the City of Spicer pay for their own intern. A motion was made J. Flanders and seconded by R. Schaefer to approve the 2014 AIS MOU with the City of Spicer. The motion passed 3-0.

7.c.9. Mike Behan Watershed Specialist Training- M. Behan reported that he is enrolled in the University of MN Watershed Specialist Training program through the U of MN Extension Program. The focus of the online program is: watersheds and hydrology, water agencies, funding, grant writing, civic engagement and water impairments. The program runs January to May and has been a worthwhile program.

7.c.10. Project K-2-14 Green Lake Bible Camp-This project involves the parking lot on Lake Avenue which currently is a gravel lot. The WD partnered with G. Danielson of Kandiyohi county and Houston Engineering. Total estimated cost is \$130,000 and approved cost share would be \$97,500. A motion was made by R. Schaefer and seconded by J. Flanders to approve up to \$97,500 for project K-2-14. The motion passed 3-0.

7.c.11. Project K-2-14 Gossman Contracted Maintenance Voucher- The voucher was omitted at the last meeting and is introduced today for review. Three year maintenance costs are estimated at \$1800. A motion was made by J. Flanders and seconded by R. Schaefer to approve up to 75% of approved costs for the 3 year maintenance on the project.

7.c.12. Earth Day West Central Tribune Advertisement Correction-Last month's approval the advertisement was for \$120 and actual cost was \$128. A motion was made by J. Flanders and seconded by R. Schaefer to approve the additional \$8 for a total of \$128. The motion passed 3-0.

7.c. 13. Property seeding- The WD is waiting for bids on this project. A motion was made by R. Schaefer and seconded by J. Flanders to accept the lowest and most appropriate bid once received for the seeding and maintenance of the District property. The motion passed 3-0.

7.d. Follow up on March administrative matters

7.d.1. LCCMR-RFP-The WD is still waiting on news on the Environmental and Natural Resources Trust Fund Legislative-Citizen Commission on a Minnesota Resources grant request of \$308,000.

7.d.2. Hubbard, Schultz and Wheeler TMDL Project #2013-02-Project papers were sent to the DNR and BWSR for their review. The WD is required by law to hold a Public Meeting at least 35 days after Project approval. The Board selected Thursday May 22nd at 7:00 pm at the WD office. M. Johnson will advertise the Public Hearing according to current law. She will also obtain a recording device for the hearing.

8. Legal Counsel Report-none

9. Public Access Forum-M. Johnson stated that G. Behm was reappointed by the Kandiyohi County Commissioners. D. Sander reported on North Fork WD WRAP and Middle Fork WRAP project as it relates to One Watershed One Plan. The CROW is hoping to be accepted as a pilot project site for the One Watershed One Plan project. As the Crow currently works well with two watershed districts and several SWCD she is requesting letters of support for this pilot study granted by BWSR. BWSR will rank applicants and 2-3 pilot projects will be established with the state. M. Johnson had prepared a letter of support for the Boards review (see letter). A motion was made by R. Schaefer and seconded by J. Flanders to approve the letter and send before the April 21st deadline. The motion passed 3-0. A. Bielke stated that BWSR did not receive any additional funds from the Legislature so only 2-3 pilot projects will be implemented. BWSR will review the applications in May and announce their selections in June. He also stated that BWSR is looking into insurance options for the organization hosting the pilot project.

10. A motion was made by J. Flanders and seconded by R. Schaefer to adjourn the meeting. The motion passed and the meeting ended at 8:27 pm.

Submitted by,
Ruth Schaefer, Secretary