

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT**  
**BOARD OF MANAGERS MEETING**  
**Tuesday, January 8, 2019, 6:30 p.m.**  
**MFCRWD Office, 189 County Road NE, Spicer, MN**  
**Regular Meeting Minutes**

Present: B. Wing, J. Hedtke, R. Schaefer of the Board (absent G. Behm, R. Hodapp); M. Johnson, J. Morales, J. Kolb.

1. The meeting was called to order at 6:30 pm by Vice President Wing.
2. The District Mission Statement- “We exist for the protection and preservation of water quality in the Middle Fork Crow River Watershed” was read by B. Wing.
3. A motion was made by J. Hedtke, second by R. Schaefer to approve the agenda. Motion passed 3-0.
4. Board Elections were held. B. Wing turned the meeting over to secretary R. Schaefer. A motion was made by B. Wing, seconded by J. Hedtke to nominate R. Hodapp for President. Motion passed 3-0. The meeting was turned back to B. Wing. A motion was made by R. Schaefer, seconded by J. Hedtke to nominate B. Wing as Vice President. Motion passed 3-0. A motion was made by B. Wing, second by J. Hedtke to nominate R. Schaefer as secretary. Motion passed 3-0. A motion was made by R. Schaefer, second by J. Hedtke to nominate G. Behm for Treasurer. Motion passed 3-0. A motion was made by R. Schaefer, second by B. Wing to nominate J. Hedtke for Co-Treasurer. Motion passed 3-0.
5. Consent Agenda:
  - a. 2018-12-04 regular meeting
  - b. 2019-01-08 Treasurer’s Report
  - c. 2019-01-08 Income and Expense

Motion made by R. Schaefer, second by J. Hedtke to approve the Consent Agenda. Motion passed 3-0.

6. Review of Project / Permit Status:
  - a. Diamond Lake TMDL Implementation, Hubbard, Schultz, and Wheeler Implementation Activity CIP #13-02 M. Johnson presented information on the December 26, 2018 flow readings. The lake is now frozen, and flow has stopped. The Hubbard basin has not drained as much as desired due to the cattails. The maximum depth is 18” for Schultz and 24” for North Wheeler.
  - b. North Fork One Watershed One Plan- M. Johnson presented the letter from Charles Borrell, which was discussed by the Board (see letter). The Policy Committee (County Commissioners, SWCD Supervisors, and WD Managers) meeting outcomes were discussed. There will be a policy position description on the grant expectations and fiscal responsibility. The position description will include a performance expectation which will be monitored. A motion was made by J. Hedtke, seconded by R. Schaefer to declare that the MFCRWD has elected to not serve as the fiscal agent. Motion passed 3-0.
  - c. Fiscal Year 2019 - Clean Water Fund
    1. Grant Agreement -The WD received a FY 2019 CW Fund Grant of \$65,000. Plus, the project and practices for structural BMP’s funds, the WD received \$160,250. The WD submitted three applications. The application that was denied was for CD 47. Current funds are for 3 years. Once the grant agreement is signed, the funds will be available.
  - d. Surface Water Assessment Grant – MN Pollution Control Agency -The WD had a 2-year grant, which paid for our staff, the CROW and the NFWD to build a data base, this data base will be used for our assessments. The health of the watershed is like a report card, the grant allowed us to sample more areas for more chemistry data points.

7. District Matters

- a. Official Newspaper Designation- A motion made by R. Schaefer, second by J. Hedtke to declare the West Central Tribune as the official newspaper. Motion passed 3-0.
  - b. Official Depository- A motion was made by J. Hedtke, seconded by R. Schaefer to declare Home State Bank as the official depository. Motion passed 3-0.
  - c. BMP Policy Approval - In-kind Labor Rates M. Johnson presented the current in-kind labor rates used by the WD for their BMP projects. The labor rate statistical average is labor at \$23.00 per hour and up to \$24.50 if equipment is used. See document. A motion to approve the 2019 In-Kind Labor rates was made by J. Hedtke, second by R. Schaefer. Motion passed 3-0.
  - d. Board Quarterly workshops, dates and topics-2019 February, May, August, and November months were designated. The workshops will start 45 minutes prior to the meeting. The February topic will be the Legislative Process and MAWD Resolutions. Start time will be 5:45 pm.
  - e. Internal Revenue Service Mileage Rate-The current rate is now 0.58. A motion to accept the current was made by R. Schaefer, second by J. Hedtke. Motion passed 3-0.
  - f. Employee Salary Memo-Recommended salary increases of 4% for M. Johnson and J. Morales was discussed. Also discussed an increase for K. Kaehler as she is the Office and Finance Manager payroll range. A motion made by R. Schaefer, second by J. Hedtke to accept the subcommittee recommendations on salary revisions as described for all three staff members. Motion passed 3-0.
  - g. Citizen Advisory Committee Members-Board discussed alternative options for the CAC membership. The CAC will meet in August, to approve the draft budget of the WD. Board discussed alternative activities.
8. Previous District Matters -none
  9. Board Manager Matters
    - a. Manager Appointment Expiration April 2019: B. Wing, R. Schaefer-Discussed the process of reappointment or new managers.
    - b. MN Association of Watershed Districts Legislative Reception & Day at the Capitol – February 20-21. Dates and attendance were discussed. M. Johnson and R. Schaefer will be attending this year.
  10. Legal Counsel Report-J. Kolb offered clarification on the electronic remote attendance, the State of MN has issued a ruling. See document. Meetings were held with MAWD and the State of MN to address the omission of “Watershed Districts” in the original ruling. In summary, Managers can attend from any public place if those in attendance can be seen and heard by everyone in both directions. This would require equipment that would meet this standard to be in use by both parties. Some of the metro watershed districts are testing out equipment currently. Each watershed district will need to update their handbook prior to use of the electronic attendance. A second issue of concern is the discussion of whether watershed districts should be issuing a 1099 or aW-4 to their managers. Currently the Minnesota Association of Watershed District’s Handbook states the 1099 is correct document. Rinke Noonan will further explore how various reimbursements should be handled.
  11. Public Access Forum - none
  12. A motion was made by J. Hedtke, seconded by R. Schaefer to adjourn. Motion passed 3-0.
  13. Meeting ended at 8:24 pm.

Submitted by,

Ruth Schaefer  
Secretary