North Fork Crow River Watershed District
Regular Meeting Minutes
February 8th, 2016

Managers Present: Berndt, Wuertz, Barchenger, Hanson, (via Teleconference)
Managers Absent: Brauchler
Staff Present: Tara Ostendorf, Christine Knutson, Christopher Lundeen
Others Present: Larry Ladwig (JD1 BR12), Kurt Deter (Rinke-Noonan), Harold Marthaler

Call to Order:
Chairperson Wuertz called the meeting to order at 1:00 pm.

Chairperson Wuertz asked for motion to appoint acting secretary. Motion to appoint Manager Berndt as acting secretary made by Manager Hanson, seconded by Manager Barchenger. Motion carried with all in favor.

Review and Approve Agenda
Chairperson Wuertz asked for additions or correction to the agenda. Motion to approve the agenda made by Manager Barchenger, seconded by Manager Hanson. Motion carried with all in favor.

Consent Agenda Items
Chairperson Wuertz called for a motion to approve consent agenda. Motion to approve consent agenda items made by Manager Brauchler, seconded by Manager Barchenger. Motion carried with all in favor.

1. Treasurer’s Report and Bills to February 8th, 2016
   a. Check Register - 106 Bonanza Checking Acct
   b. P & L Detail – All Accounts
   c. Balance Sheet – All Accounts

2. Minutes
   a. January 11th 2016 Regular Meeting Minutes

Open Discussion from the Public
Chairperson Wuertz called for public comment. Ladwig requested to hold his comments until discussion of JD1 BR12.

Regular Agenda

Public Hearings
None

Staff Reports
Administrator’s Report:
LMCIT Insurance Update
Ostendorf presented memorandum stating the current insurance policies and coverages with the League of MN Cities Insurance Trust (LMCIT) and current agent representation, as requested at previous Board meeting. Board discussed current representation by Fenstra Insurance and their location outside of the watershed. Staff recommendation to authorize Administrator to apply for renewal of LMCIT annual policies, waive statutory limits and draft a letter of request to LMCIT to change agents. Motion to approve staff recommendation as written made by Manager Hanson, seconded by Manager Barchenger. Motion carried with all in favor.

Internship Update
Ostendorf gave an update to the Board regarding the internship. Interns will be interviewed within the week. As per Board policy, Ostendorf will work with Chairperson Wuertz to hire a seasonal intern.
Review Prairie Storm Project and consider requirements for Impoundment Hearing (103E.227)
Ostendorf summarized the project to date and stated that the Board will likely need to go through impoundment proceedings to complete the project. After discussion, Deter advised the Board that USFWS, as the landowner, should be the party responsible to submit the petition. Manager Berndt stated that he was concerned about impacts to upstream properties. Deter stated that the proceedings would require a public hearing and the affected landowners to be noticed and provide comment. Board directed staff to request a petition under MN 103E.227 from the USFWS.

Review Stearns County Cooperative Weed Management Program and draft Memorandum of Understanding
Ostendorf summarized the MOU as a cooperative funding program with Stearns County. Stearns County SWCD received a grant for $15,000 for vegetative maintenance on Common Tansy and Wild Parsnip. Manager Berndt asked for clarification on the funding benefit for the District. Ostendorf stated that funds would now be available for control of these noxious weeds throughout the District. Board discussed inclusion of weed management into the District drainage policy. Ostendorf clarified that the MOU was only concerning the acceptance of these grant funds and the cooperation of the agencies for 2016. Board discussed additional policy revisions that should be clarified in relation to buffer maintenance. Motion to enter into MOU with Stearns County made by Manager Barchenger, seconded by Manager Hanson. Motion carried with all in favor.

Approve DNR Delegation agreement for 2016 AIS Inspection Program with Level 1 Inspectors
Motion to approve the delegation agreement and submit to MN DNR made by Manager Hanson, seconded by Manager Barchenger. Motion carried with all in favor.

Review and approve Resolution 2016-06 to Amend Loan Agreement (SRF0268) for an extension to 2/21/17
Ostendorf reviewed the current available funding and agreement. Motion to approve Resolution 2016-06 made by Manager Hanson, seconded by Manager Berndt. Motion carried with all in favor.

Review and approve Watershed Pollutant Load Monitoring Network (WPLMN) Memorandum of Understanding: MFCRWD, NFCRWD, CROW
Ostendorf summarized the MOU. This MOU was drafted to help define the expectations, roles and responsibilities for each partner listed in the FY2016 WPLMN grant agreement. Motion to enter into the MOU made by Manager Barchenger, seconded by Manager Hanson. Motion carried with all in favor.

2016 AIS Program update
Ostendorf stated that the 2016 AIS program was underway. Changes include hiring Lamb Labor Services to conduct project management and inspection services. The District received $35,000 in Stearns County AIS funding in addition to the other local contributions. Staff will draft a Memorandum of Understanding (MOU) between the lake associations, the District, and Lamb to define the project workload and partner responsibilities. Ostendorf also stated that she had been contacted by Kevin Farnum, a KLA representative, in regards to the Board’s willingness to pursue a funding option for purchasing a decontamination unit to be used within the watershed. Ostendorf asked the Board if they wanted to look into purchasing a unit with County AIS money. Manager Berndt stated that he felt it was a good idea, provided that anyone can use it, and that it was permanent, preferably placed at a location away from the Koronis access. Manager Hanson stated that there had been previous discussion [in the community] with regards to having decontamination units and checkpoints throughout the County. Manager Hanson stated that he believes there is merit in having a unit off of the access [at Koronis]. Board consensus for staff to research purchasing a unit.

MAWD Legislative Days: Board / Staff attendance and registration for March 30th – 31st and scheduling with MFCRWD / SRWD
Ostendorf presented legislative agendas promoted by the Stearns COLA and MAWD suggestions. Ostendorf stated that she would be researching current legislative bills from representatives that are relevant to the District. Ostendorf asked for a motion to approve Board and staff attendance at the MAWD Legislative Days event. Motion to approve attendance for Ostendorf, Manager Barchenger and Manager Brauchler made by Manager Hanson, seconded by Manager Berndt. Motion carried with all in favor.

PRAP Grant Discussion
Ostendorf reviewed the purpose of the $3,000 BWSR PRAP grant. There was an issue with expense eligibility for grant funding due to a conflict in the contract approval date. Ostendorf asked that the Board approve the reclassification of those expenses from the grant fund to the administrative fund. Motion to approve the reclassification from grant to administrative fund made by Manager Hanson, seconded by Manager Barchenger. Motion carried with all in favor. Manager Barchenger asked for clarification on what other expenses the money could be used for. Ostendorf stated that with BWSR approval, the grant could be used for other projects to improve the capacity of the organization.

**Additional Business**
None

**Technician’s Report:**  
**2016 & Long-term Monitoring Plan**
Lundeen gave presentation on a five year monitoring plan and proposed budget from 2016-2020. The presented budget and plan was for five long-term sites (one currently funded through the WPLMN grant) along the river for base line information. An additional five sites will be monitored specific to the ditches and intensively monitored in conjunction with the planned repairs. The proposed budget as presented was estimated at $54,687 including a 15% contingency for unknowns. Motion to approve the plan as presented and proposed budget to be funded through the Survey & Data Acquisition Fund made by Manager Hanson, seconded by Manager Berndt. Motion carried with all in favor.

**Earth Day Sponsorship**
Lundeen presented request for Earth Day contribution. The Board has historically sponsored the event. Motion to approve $400 contribution to the Earth Day event from the Admin-Education fund paid to Prairie Woods Environmental Learning Center made by Manager Barchenger, seconded by Manager Berndt. Motion carried with all in favor.

**Bookkeeper / Administrative Assistant Report:**
As reported in Financial Statements.

**Program Reports**

**Permit Report:**
None

**Drainage Report:**

**CD 32 Repair: Status Update** – *Update on permitting, bid modifications*
Mandatory pre-bid meeting scheduled for March 16th at 2:00 pm at the District office. There is a substantial increase in planholders for this bid round. Bid opening will be March 1st at 2:00 pm. Ostendorf stated that she had received the Phase II letter of permission from DNR, which concludes the permitting through the MN DNR. Ostendorf stated that she was made aware that a Raymond Township permit would still be needed, which she will apply for as soon as possible.

**CD 4 Repair: Status Update** – *Update on status of construction*
A preconstruction meeting was held on February 4th. Construction to begin within the week baring weather delays. Contractor assumed one week for excavation. HEI will be staking the project before excavation.

**JD 1 BR 12 Repair: Status Update** – *Update on status of permitting*
Ostendorf stated that she had noticed Stearns County and ACOE with a notice of exemption. She received a letter from Greg Bechtold, WCA Coordinator with Stearns County Environmental Services. The letter stated that the District may not be exempt from the wetland conservation act due to potential wetland impacts. Ostendorf stated that she had reviewed all the comments with Joe Lewis, the Project engineer, and a response letter had been submitted to all entities in receipt of the County letter [Raymond Twp Board, Stearns Highway Engineer, and Commissioner Notch]. Ostendorf summarized the concerns from Stearns Environmental Services. Board discussed potential...
impacts to the wetlands from the project. The comments have been addressed and the project will move forward under exemption. Ostendorf presented the proposed schedule for construction, barring any additional permitting concerns.

**JD 1 Main and Branches: Status Update - Update on status and schedule for proceedings**
Ostendorf informed the Board that Houston Engineering is currently working on preparing the plan and profile. Joe Lewis, Houston Engineering, is hoping to have the profile completed for review at the March meeting.

**CD7 Repair: Status Update - Update on proposal status.**
Ostendorf stated that the request for proposals for engineering services has been advertised and proposals will be available for review at the March meeting.

**CD 43: Status Update: Update on status of bidding and construction**
Ostendorf presented revised plan and profile for CD 43. Ostendorf requested that the Board authorize the engineer to include the repair of the 555th Avenue culvert as an option in the bid form and negotiate with the township to split the cost. Motion to proceed with project bidding including the repair of the 555th Avenue culvert made by Manager Barchenger, seconded by Manager Berndt. Motion carried with all in favor.

**Stearns CD 8: Accept Petition for Consolidation: Review and accept petition for consolidation.**
Ostendorf presented the petition for consolidation. Motion to accept the petition and authorize Chairperson Wuertz to sign the petition on behalf of the Board made by Manager Barchenger, seconded by Manager Hanson. Motion carried with all in favor. Manger Berndt abstained due to conflict of interest as a landowner on the system.

**NFCRWD Drainage Policy: Review and Updates: Discussion of possible policy revisions and additions.**
Board discussed various elements of the current policy that should be updated. Upon advice of counsel, the Board agreed to discuss the matter in depth at a special meeting, tentatively set for Wednesday April 6th at 7:00 pm.

**Other Ditch Business:**
None

**Board Member Meeting Reports:**
Manager Hanson inquired whether or not the rest of the Managers had completed their manager recertification. The Managers present stated that they had completed and submitted the report.

**Items for Next Meeting Agenda:**
None

**Calendar Review:**
No Discussion

**FYI Items**
None

**Adjournment:**
Motion to adjourn made by Manager Berndt, seconded by Manager Hanson. Meeting Adjourned.

Gary Berndt – Acting Secretary