North Fork Crow River Watershed District
Approved Minutes – November 13, 2017

North Fork Crow River Watershed District
Approved Regular Meeting Minutes
November 13th, 2017

Managers Present: Jim Barchenger, Gary Berndt, Bob Brauchler, John Hanson, Jim Wuertz
Managers Absent: None
Staff Present: Cris Skonard, Christine Knutson, Christopher Lundeen
Others Present: Kurt Deter (Rinke-Noonan), Julie Blackburn (RESPEC), Joe Lewis (HEI), Jim Weller, Roger Lyon, Ralph Klasson, Art Marthaler, Russel Gruber, Ryan Gruber, Roger Walz, Troy Walz, Boyd Fischer, Gary Hanson, others

1. Call to Order
President Wuertz called the meeting to order at 7:00 pm.

2. Review and Approve Agenda
Motion to approve the revised agenda to include feedlot article and pre-pay data made by Manager Hanson, seconded by Manager Barchenger. Motion carried.

3. Consent Agenda Items
President Wuertz called for a motion to approve the consent agenda.
   1. Treasurer’s Report and Bills to November 13th, 2017
      a. Check Register - 106 Bonanza Checking Acct
      b. P & L Detail – All Accounts
      c. Balance Sheet – All Accounts

Motion to approve consent agenda made by Brauchler, seconded by Hanson. Motion carried.
Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz
Opposed: None

4. Minutes
October 9th, 2017 Regular Meeting Minutes

Motion to approve the minutes made by Barchenger, seconded by Brauchler. Motion carried.

5. Open Discussion from the Public
President Wuertz asked for comment from the public.

Ryan Gruber suggested cleanout of JD2 with an option install pipe and close the ditch. Suggested a culvert is holding water back on Merlin Krupke property. Also identified an area for water retention

Boyd Fischer wanted clarification on CD7 items.

Roger Walz questioned ditch maintenance costs.

Agenda

6. Partial Abandonment Hearing CD32
A. Procedure
President closed the regular meeting and opened the hearing at 8:00 pm.
Attorney Deter stated the procedure and reviewed the public notice.
B. Public Comment
Troy Walz asked who would be responsible for the culvert under the road. Deter responded that will remain with the road authority.
Boyd Fischer asked about ditch benefits. All remaining benefits to remain the same.
Motion to close public comments made by Hanson, seconded by Barchenger. Motion carried.

C. Acceptance
Motion to abandon the described portion of CD32 and that it meets state statutes made by Brauchler, seconded by Barchenger. Motion carried.
Motion to resume the regular meeting made by Hanson, seconded by Barchenger. Motion carried.

7. Staff Reports
A. Administrator’s Report:
1. Activities
Skonard updated the Board on various activities within the District.

2. Thanksgiving Friday
Skonard requested that the office be closed the Friday after Thanksgiving as all employees expressed their desire to use earned time off. Brauchler noted that it had been closed in the past.
Motion to close the office the day after 2017 Thanksgiving made by Berndt, seconded by Barchenger. Motion carried.

3. TASC-Resolution 2017-09
Skonard presented resolution to amend and adopt the District employee 2018 Flex Plan.
Motion to approve Resolution 2017-09 made by Barchenger, seconded by Brauchler. Motion carried.
Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz
Opposed: None

4. Bergan/KDV Engagement Letter
Skonard presented an engagement letter from our District auditor to authorize services.
Motion to approve and retain Bergan/KDV services made by Barchenger, seconded by Hanson. Motion carried.
Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz
Opposed: None

5. Buffer Rule
Skonard presented BWSR comments on the proposed District Buffer Enforcement Rule. Next step is to set a hearing date.
Motion to set the District Buffer Enforcement Rule hearing for January 8, 2018 at 2:00 pm made by Hanson, seconded by Barchenger. Motion carried.

6. MAWD
Motion to appoint Brauchler and Hanson as MAWD delegates with Barchenger as the as the alternate made by Berndt, seconded by Barchenger. Motion carried.
Motion to authorize MAWD and MAWA conference registrations for six individuals made by Hanson, seconded by Barchenger. Motion carried.
Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz
Opposed: None
7. Legal Firm Review
Berndt has requested that the District contact attorneys Louis Smith and Jeff Bragelman to see if they are interested to become our district attorney. Consensus to have Skonard contact them to gauge interest.

8. December Personnel Review
Consensus to perform annual employee evaluations in a closed session at 12:00 pm on December 11, 2017.

9. Additional Business
Hanson presented a newspaper article describing how Stearns SWCD will be targeting the top 5 nutrient contributors to the Sauk River WD.

Skonard updated the Board on the response from assessment pre-pay notices.

B. Technician’s Report:
1. Activity Report:
Lunden gave report of his activities. Noted the end of year data uploads and AIS reporting. WRAPS II is in the civic engagement phase. Provided an update on BWSR Academy. Provided a list of CAC members.

2. Grant Update
Lunden will submit the AIS grant applications for Stearns and Pope. Provided and update on the JD1 Subwatershed grant and the CD5, CD37 and CD29 Watershed Analysis grant. DrainageDB grant will be ending this year and we still have money to use.

Motion to work with HEI to fully utilize the DrainageDB grant made by Hanson, seconded by Berndt. Motion carried.
Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz
Opposed: None

3. Additional Business
None

C. Funds Manager / Administrative Assistant Report:
As reported in Financial Statements.

8. Program Reports
A. Permit Report:
Motion to approve Permit 2017-02 for Andrew Vait request to move a field crossing at his expense made by Hanson, seconded by Berndt. Motion carried.

B. Drainage Report:
1. CD21: Status Update-HEI:
Joe Lewis updated the Board on the CD21 repair. HEI has as-builds and noted that seeding will occur in the Spring.

2. CD 32 Repair: Status Update:
RESPEC Invoice
Motion to remove item from the table made by Brauchler, seconded by Hanson. Motion Carried.

Board discussed invoice with Julie Blackburn. Board noted disagreement on several invoice line items.

Motion to pay RESPEC $33,500 and meet soon to discuss unresolved invoice line items made by Barchenger, seconded by Berndt. Motion carried.
Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz
Opposed: None
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Change Order 4
Motion to approve Change Order 4 to have MME repair remaining tile outlets in the amount of $750 made by Hanson, seconded by Brauchler. Motion carried.
Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz
Opposed: None

3. CD7: Update:
Attorney Deter provided a legal opinion that the one rod grass strip had been acquired by Stearns County prior to the ditch being turned over to the watershed. Virgil Fuchs provided history on the construction of the ditch.

4. JD1 Main and Branches
Joe Lewis, HEI, provided an update potential repair work north of Grove Lake.

5. CD29, CD36, CD37: ROB Update
Skonard informed the Board H2over Viewers have been making progress. They have reviewed the ditch history and are performing a desk review which will be followed by actual field verification.

6. CD3: Update
Skonard informed the Board that CD 3 has no active roster of benefits nor money for repairs and that expenses have accrued. Skonard requested that other watershed dollars be used to zero out the CD 3 account.

Motion to cover the $283.97 CD 3 recorded debt with funds from the NFCR Watershed Wide Project account made by Berndt, seconded by Barchenger. Motion carried.

Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz
Opposed: None

7. Other Ditch Business:
None

C. Board Member Meeting Reports:
None

9. Items for Next Meeting Agenda:
December 11, 2017 closed session for personnel review
RESPEC Report
CAC Members

10. Calendar Review:
Three month outlook calendar provided.

11. FYI Items:
None

12. Adjournment:
Motion to adjourn made by Brauchler, seconded by Hanson. Motion carried. Meeting Adjourned.

John Hanson – Secretary
11 Dec 2017