NORTH FORK CROW RIVER WATERSHED DISTRICT
BOARD OF MANAGERS
Approved Regular Meeting Minutes
April 8, 2019

Managers Present:	Gary Berndt, James Barchenger, Bob Brauchler, John Hanson and James Wuertz
Staff Present:	Cris Skonard, Christine Knutson and Christopher Lundeen
Others Present:	Kurt Deter (Rinke Noonan), Boyd Fischer, Virgil Fuchs, Paul Gjerde (Pope County Commissioner), Roger Imdieke (Kandiyohi County Commissioner), David Johnson, Ralph Klassen, Larry Ladwig, Joe Lewis (Houston Engineering, Inc. [HEI]), Steve Notch, (Stearns County Commissioner), Ken Radermacher and Tom Weber
Recording Secretary:	Diane Beck, Legal & Administrative Assistants, Inc.

1. CALL TO ORDER—President James Wuertz called the meeting to order at approximately 7:00 p.m.

2. AGENDA—President Wuertz presented the Agenda. Cris Skonard requested to add the following items:

Under Administrator's Report: Repair quotes
Under Drainage Report: CD5 update
Under Watershed Project Coordinator's Report: AIS Contract and MOU

IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to approve the Agenda with the above additions. MOTION CARRIED.

3. CONSENT AGENDA—

IT WAS MOVED BY James Barchenger, SECONDED BY John Hanson, to approve the following Consent Agenda:

1. Treasurer's Report and bills to April 9, 2019
   a. Check register—106 Bonanza checking account
   b. Profit & Loss Detail—all accounts
   c. Balance Sheet—all accounts

Roll call vote was taken.
Affirmative: Barchenger, Brauchler, Berndt, Hanson and Wuertz
Opposed: None
MOTION CARRIED.

4. MINUTES—President Wuertz presented the March 11, 2019 minutes. Skonard noted the following changes:

- Under Open Discussion from Public, fourth sentence, Sauk River Watershed District is not too concerned with any *adjacent boundary* corrections.
- First bullet under Activities: Replace Manager Brauchler with *Manager Barchenger*.

IT WAS MOVED BY Bob Brauchler, SECONDED BY James Barchenger, to approve the March 11, 2019 Minutes with corrections noted above. MOTION CARRIED.

5. Open Discussion from the Public. Ralph Klassen shared discussion from the Citizens Advisory Committee (CAC) meeting last week regarding erosion of manure into public water and commented funding is needed for cover crops.

6. STAFF REPORTS—

a. Administrator's Report.

1. Activities. Skonard updated the Board on various activities within the District:

- **March 19:** Met with Koronis Lake Association and Middle Fork Watershed District to discuss project establishment.
- **March 20:** Met with Pirz and Lake Koronis Lake Associations and Clearwater Lake Association, to provide project process review, reported the meeting was informative.
- **March 25:** Attended the Minnesota Association of Drainage Inspectors (MADI) meeting. Minnesota Board of Water and Soil Resources (BWSR) updates were shared, including buffer strip information. An interesting discussion was held on drones.
- **March 26:** Attended the One Watershed, One Plan (1W1P) meeting. Diane Sanders from Crow River Organization of Water (CROW) submitted her resignation.
- **March 27:** Met with Stearns County regarding financing options and interest rates. Received additional files on CD7; scanned CD32 plan from Roger Walz, some files may be duplicates. Met with Stearns Highway Department regarding CR27 culvert on CD32.
- **April 4:** Attended the Minnesota Drainage Viewers Association meeting and shared it was a good meeting.
- Interviewed an intern candidate, who was well qualified. Skonard offered the candidate the internship. More information will be shared at the May meeting.
- Met with Ernest Martin regarding streambank erosion on the main river.

2. 1W1P Update. Skonard reported the Policy Committee met last week. Roger Imdieke shared the Committee accepted the resignation of Diane Sanders, CROW Coordinator. Planning will begin for continuation of services.

3. Watershed Boundary Change. Skonard has been working with Houston Engineering regarding hydrologic boundaries. North Fork Crow River Watershed (NFCRWD) will host an informational meeting with the Middle Fork Watershed District and affected landowners. Meeting notices will be published in local newspapers and Skonard will send postcards to affected landowners. The Board may act on the final boundary change petition at the May meeting and send a signed petition to BWSR. Discussion was held regarding the meeting date/time.

> IT WAS MOVED BY James Barchenger, SECONDED BY Gary Berndt, to schedule the informational boundary change meeting for 7:00 p.m., Tuesday, April 23, 2019 at the North Fork Crow River Watershed District office. MOTION CARRIED.

The attorney and Skonard will work on an agenda.

4. CAC Meeting. Tom Weber reported the meeting went well and reiterated the discussion regarding manure application and runoff manure into waters. The next CAC meeting will be held in August. New officers: Jim Weller-President; Tom Weber-Vice President; Sheri Heitke-Secretary.

5. Lake Projects Update. Working with Koronis Lake and Pirz Lake Associations. Weber shared Pirz Lake Association is close to submitting its petition. Skonard inquired if he should attend the Koronis Lake Association meeting with Wenck as Manager Hanson will be attending the CROW meeting. The Board instructed Skonard to attend the Lake Koronis meeting. Boyd Fischer inquired about assessments. Attorney Deter shared the assessments will follow a similar process as for a ditch (i.e. affected property landowners to be assessed)

6. Additional Business

Repair Quotes. Skonard discussed the frozen sewer line issues at NFCRWD office this winter. He received repair estimate to expose the sewer line, insulate it and increase the pipe size from Steve Merten of Tom's Backhoe Service in the amount of $2,600. Skonard shared the repair will not exceed $2,600.

> IT WAS MOVED BY James Barchenger, SECONDED BY Bob Brauchler, to approve the repair not to exceed bid of $2,600 from Tom's Backhoe Service to repair the sewer.
> Roll call vote was taken.
> Affirmative: Barchenger, Brauchler, Berndt, Hanson and Wuertz
> Opposed: None
> MOTION CARRIED.

Skonard shared the quote by Mark Lee Asphalt & Paving, Inc. approved at the September 10, 2018 meeting for the NFCRWD driveway paving project will remain the same.

> IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to have Mark Lee Asphalt & Paving, Inc. move forward with paving the parking lot according to the bid submitted last fall in the amount of $6,485.
> Roll call vote was taken.
> Affirmative: Barchenger, Brauchler, Berndt, Hanson and Wuertz
> Opposed: None
> MOTION CARRIED.

b. Watershed Project Coordinator's Report.

1. Activity Report.

- Monitoring/Data collection has begun. As of now, E. coli is low.
- Working on grants and on WRAPS.
- Earth Day will be held April 13th at Prairie Woods Environmental Learning Center.

2. 2018 Annual Report. Christopher Lundeen reported he made some minor rearranging/ranking of the Plans and Goals for 2019 and added a section for 2019 Programs. The Board concurred with the changes.

> IT WAS MOVED BY James Barchenger, SECONDED BY John Hanson, to approve the final draft of the 2019 Annual Report. MOTION CARRIED.

3. AIS Contract. Lundeen reviewed the Independent Contractor Agreement with LAMB and shared it mirrors last year's contract.

IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to approve the 2019 Independent Contractor Agreement between North Fork Crow River Watershed District and Lamb Labor Services, Inc. for inspections related to Aquatic Invasive Species (AIS).
Roll call vote was taken.
Affirmative: Barchenger, Brauchler, Berndt, Hanson and Wuertz
Opposed: None
MOTION CARRIED.

AIS Memorandum of Understanding. Lundeen showed the AIS Memorandum of Understanding (MOU) and shared it is basically the same as last year's MOU with minor revisions.

IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to approve the 2019 AIS Memorandum of Understanding (MOU).
Roll call vote was taken.
Affirmative: Barchenger, Brauchler, Berndt, Hanson and Wuertz
Opposed: None
MOTION CARRIED.

Klassen thanked the NFCRWD for taking care of this. Lundeen reported NFCRWD staff has provided in-kind hours for AIS projects in the past and inquired if the Board wishes staff to continue providing services this year. Manager Berndt expressed concerns by others regarding in-kind hours coming out of the general budget. Discussion was held. Attorney Deter feels AIS in-kind hours coming out of the general budget is authorized.

IT WAS MOVED BY John Hanson, SECONDED BY Bob Brauchler, to allocate North Fork Crow River Watershed District staff in-kind hours for AIS efforts.
Roll call vote was taken.
Affirmative: Barchenger, Brauchler, Hanson and Wuertz
Opposed: Berndt
MOTION CARRIED.

c. Funds Manager/Administrative Assistant's Report. As reported in the financial statements.

7. PROGRAM REPORTS

a. Permit Report. Skonard received a call from MBC Drainage as to closing the ditch on CD32 near the Art Marthaler property. Boyd inquired if the control structure would be removed. Skonard stated the control structure will not be removed but moved further upstream.

b. DRAINAGE REPORT

CD 32 Repair: Status Update. Skonard contacted RESPEC and received a response. Its recommendation is to replace the tile on the Weller property due to sags along with installation verification. Skonard will follow up.

1. Mitchell Control Structure. MBC sent a quote of $12,950 to install the control structure. Skonard recommended the Board approve the bid and move forward with getting the project finished.

IT WAS MOVED BY James Barchenger, SECONDED BY John Hanson, to accept the MBC bid of $12,950 to install the control structure.
Roll call vote was taken.
Affirmative: Barchenger, Brauchler, Berndt, Hanson and Wuertz
Opposed: None
MOTION CARRIED.

Boyd Fischer. Boyd Fischer stated he spoke with an engineer regarding the easement agreement and was informed the way it was left is unacceptable. He inquired how the Board wants to handle the issue. Skonard showed photographs of the Fischer site. Skonard, Fisher, Managers Wuertz and Berndt will visit the site and report their findings at the May meeting. Boyd also discussed the CD32 tile project on his property. This will be visited at the same time. Skonard will coordinate a date and time.

HEI Soil Boring Estimate. Joe Lewis reported the cost for approximately six soil borings on CD32 near County Road 27 is estimated at $3,000-$3,500. He expects the borings will indicate the culvert is too low or too high. Skonard mentioned there was a change order approved from RESPEC that soil borings were to be done. Skonard will contact RESPEC and report his findings at the NFCRWD meeting in May. Skonard reported he stopped by the Stearns County Highway Department and did not find too much additional information regarding CD32.

2. CD38: Repair. A call was received call from Brian Felling, who indicated a blowout in the tile. The cost to repair it is approximately $150. The NFCRWD Board gave Skonard the authority to arrange the repairs.

3. JD1: Update. Skonard attempted to contact Nate Bettis. Skonard displayed a photo of sloughing south of Pope CR22 and suggested riprapping the area. Skonard will obtain an estimate from MBC. Manager Berndt inquired if work will be done on the other side of the road this summer. Skonard stated work will be done on the opposite side of the road; however, Lewis suggested the riprap project be done now.

4. <u>Other Ditch Business</u>.
CD5. Skonard reported he contacted the Minnesota Department of Transportation (MnDOT) regarding the culvert under State Highway 4 as the highway is scheduled for repair this summer. MnDOT plans to send out a survey crew.

- Lewis mentioned two issues near JD1, Branch 5.
- Skonard talked with Scott Cartstens regarding abandonment of JD1 BR4.
- Lewis shared he has not received any updates regarding the U.S. Fish and Wildlife Service grant application for JD1, Branch 6 through the FWS wetland.
- Larry Ladwig showed photos of ditch sloughing and obstructions on JD1 BR12 FK6. Skonard to follow up.

c. Board Member Reports. None.

8. Items for Next Meeting Agenda.

- Intern hire resolution
- Boyd Fischer issues
- RESPEC CD32 soil borings/update

9. Calendar Review.

- **April 9:** Stearns Work Group
- **April 10:** KLS/Wenck
- **April 10:** CROW JPB
- **April 10:** 1W1P-PC
- **April 10:** NOAA Skywarn
- **April 11:** Roseville Township/Demcon Landfill
- **April 13:** Earth Day
- **April 16:** Pope Work Group
- **April 17:** 1W1P-TAC
- **April 18:** WRAPS
- **May 3:** Paynesville 5th Grade Water Festival

10. FYI Items

- Manager Brauchler and Hanson will attend Earth Day on April 13th.
- Manager Brauchler will attend the Paynesville Water Festival on May 3rd and the Roseville Township meeting.

ADJOURNMENT

IT WAS MOVED BY James Barchenger, SECONDED BY Bob Brauchler, to adjourn the meeting. MOTION CARRIED.

The meeting was adjourned at approximately 8:19 p.m.

NEXT MEETING—The next board meeting is Monday, May 13, 2018 at 7:00 p.m.

John T Hanson

John Hanson, Secretary
13 May 2019