

NORTH FORK CROW RIVER WATERSHED DISTRICT
BOARD OF MANAGERS
Approved Regular Meeting Minutes
May 13, 2019

Managers Present: Gary Berndt, James Barchenger, Bob Brauchler, John Hanson and James Wuertz
Staff Present: Cris Skonard, Christine Knutson and Tim Struwve (NFCRWD Intern)
Staff Absent: Christopher Lundeen
Others Present: Kurt Deter (Rinke Noonan), Boyd Fischer, Jeff Erdman, Virgil Fuchs, Roger Imdieke (Kandiyohi County Commissioner), David Johnson, Donovan McKigney, Joe Lewis (Houston Engineering, Inc.), Bonita Radermacher, Karen Weber, Tom Weber and Jim Weller
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. **OATHS OF OFFICE**—Managers Wuertz and Bob Brauchler were appointed to another three-year term on the North Fork Crow River Watershed District (NFCRWD) Board. They recited their Oath of Office and signed the document.
3. **AGENDA**—Chair James Wuertz presented the Agenda. Cris Skonard requested to add the following agenda topics:
 - Under Drainage Report. Other
 - CD37. Field crossing road
 - JD1, Branch 9. Request from Don Grussing

IT WAS MOVED BY James Barchenger, SECONDED BY Bob Brauchler, to approve the Agenda with the additions noted above. MOTION CARRIED.

4. CONSENT AGENDA—

IT WAS MOVED BY Bob Brauchler, SECONDED BY James Barchenger to approve the following Consent Agenda:

1. Treasurer’s Report and bills to May 13, 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.

5. Minutes—President Wuertz presented the April 8, 2019 minutes. Skonard noted the following changes:

- Under 5. Lake Projects Update, change the fourth sentence to read: “The Board instructed Skonard to attend the Koronis Lake meeting.”
- Under Watershed Project Coordinator’s Report, 3. AIS Contract, reword the first sentence to read “Lundeen reviewed the Independent Contractor Agreement with LAMB and shared it mirrors last year’s contract.”

- Under Repair Quotes, reword the second sentence to read “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.”

IT WAS MOVED BY Bob Brauchler, SECONDED BY James Barchenger, to approve the April 8, 2019 Minutes with the corrections stated above. MOTION CARRIED.

6. Open Discussion from the Public. No comments.

7. Staff Reports—

a. Administrator’s Report.

1. **Activities.** Skonard introduced and welcomed the new intern, Tim Struwve. Struve shared he is from Anoka and went to college in Duluth. He is currently working on his certification for GIS skills.

Skonard reported he:

- Attended the One Watershed, One Plan (1W1P) Policy Committee meeting and CROW Joint Powers Board meeting where it was voted to dissolve CROW. Roger Imdieke shared someone will be working part time to complete the necessary dissolution paperwork. During the transition Middle Fork will act as the 1W1P Watershed Grant Coordinator and Wright County will serve as interim fiscal agent.
 - Attended the Pope County work group meeting.
 - Met with Koronis Lake Association and Wenck to review the KLA AIS project.
 - Skonard and Manager Brauchler attended the Roseville Township meeting regarding the Demcon landfill.
 - Has been invited by the Stearns County Land Management Department to speak at the Stearns County township officials meeting.
 - Completed the audit field work with Bergen KDV in cooperation with office staff and reported it went well. There will be a conference call Thursday with the auditors to review preliminary findings. A presentation will be given at the next NFCRWD meeting.
2. **Watershed Boundary Change Petition.** Skonard reviewed the Watershed Boundary Change Petition and requested action by the Board. A parcel map will be submitted to BWSR including the parcel numbers. A letter of support has been approved from the Middle Fork Crow River WD. The signed Petition will be sent to the Minnesota Board of Water & Soil Resources (BWSR) and they will set up hearing dates, etc to complete the process.

IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to approve the Watershed Boundary Change Petition and submit it to BWSR.

Roll call vote was taken.

Affirmative: Barchenger, Brauchler, Berndt, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

Attorney Deter will notify BWSR that the Petition will be coming and request urgency for prompt action.

3. **Pirz Lake Association Petition.** Skonard gave a brief overview of the Petition and shared that he and Attorney Deter discussed the project. The petitioners provided an excess of the required minimum number of signatures from landowners. Tom Weber provided background of the Pirz Lake Association (PLA) and reviewed highlights of the project and asked the NFCRWD to approve and accept the Petition in order to move forward. Weber

inquired if PLA has a say who the engineering firm will be and recommended Houston Engineering. Attorney Deter reported they have met the statutory requirements and stated an irrevocable letter of credit is acceptable in lieu of a bond. Attorney Deter shared all that is needed at tonight's meeting is to accept the Petition and approve an engineering firm. Other questions will be addressed later.

Manager Berndt expressed the following concerns with the project:

- If the petition is allowed, does it open another future project for other lakes?
- Inquired of Christine Knutson if the tax revenue will come through the NFCRWD? Skonard shared the project is similar to a ditch project.
- Asked Knutson if her workload would increase as four lakes could potentially involve a project. Knutson responded it will not be difficult as long as things are done properly.
- Raised concerns on petition No. 8 regarding the need for a trailer to transport the equipment and on No. 9, he raised concerns about the verbiage "surround area" and suggested a word change.
- Inquired about the silt and phosphate levels. Weber provided an explanation.

IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to accept the Pirz Lake Association Petition and appoint Houston Engineering as the engineering firm.

Roll call vote was taken.

Affirmative: Barchenger, Brauchler, Hanson and Wuertz

Opposed: Berndt

MOTION CARRIED.

Skonard will supply the project number to move the petition forward.

4. **Resolution 2019-05 Intern Billing Rate.** Skonard presented the resolution for the 2019 Intern at \$28.05 per hour according to the BWSR approved process for calculating billable rates.

IT WAS MOVED BY James Barchenger, SECONDED BY John Hanson, to approve NFCRWD Resolution # 2019-05.

Roll call vote was taken.

Affirmative: Barchenger, Berndt, Brauchler, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

5. **MAWD Summer Tour.** Skonard reported the Minnesota Association of Watershed Districts (MAWD) Summer Tour is scheduled for June 26-28 at the Courtyard by Marriott in Moorhead and shared highlights of the agenda. A block of rooms has been set aside for registered attendees. Costs of the MAWD Summer Tour are \$125 for the bus tour only and \$175 for the full conference. Skonard inquired if any Board members are interested in attending. Skonard plans to attend; Manager Hanson is also interested in attending the full conference. Managers Barchenger and Wuertz will let Skonard know. Skonard will reserve four hotel rooms.

6. **Stearns AIS Committee Representative.** Skonard shared a NFCRWD representative is needed on the Stearns County Aquatic Invasive Species (AIS) Committee and recommended that Christopher Lundeen appointed.

IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to appoint Christopher Lundeen, or a substitute in his absence, as the North Fork Crow River Watershed District representative on the Stearns County Aquatic Invasive Species Committee. MOTION CARRIED.

7. **Additional Business.** None

b. **Watershed Project Coordinator's Report.** Skonard gave the report as Lundeen was unable to attend the meeting.

1. **Activity Report.**

- Lundeen attended Earth Day on April 13th at Prairie Woods Environmental Learning Center.
- Attended the Paynesville Waterfest on May 3rd in Paynesville.
- Lundeen is working on water monitoring and on grant applications.

2. **WRAPS Budget Update.** CROW has been removed from the WPLMN contract. Middle Fork has picked up additional water quality monitoring sites and NFCRWD will serve as backup to complete the required monitoring. Lundeen will pick up approximately 20-plus additional hours over a period of time to assist with WPLMN data analysis.

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

8. **Program Reports**

a. **Permit Report.** No report.

Skonard reported Don Grussing stopped by the office with a request to close a section of JD1 BR9 and replace with tile in Bangor Section 1, Pope County. He plans to apply for a permit. Attorney Deter suggested to abandon the ditch and then proceed with the tile project. Grussing would need approval and sign off from the affected landowners. A permit would not be needed in this case. Skonard will contact Grussing and instruct him to prepare a petition for affected landowner signatures. Skonard will also check on the benefited area.

b. **Drainage Report**

1. **CD 32 Update: Boyd Fischer Inspection.** Skonard reviewed the tile request from Boyd Fischer and the inspection conducted with Managers Wuertz and Berndt. Skonard recommended private tiling to the east or west. Skonard feels there is no need for a side inlet. The Board concurred with Skonard's recommendations for the project. Board also tabled the leveling of the ground issue on the Fischer property.

Jim Weller had questions regarding the control structure near the Art Marthaler property. Discussion was held. Skonard will research if there is a court order setting structure elevations prior to removing the structure. Jim Weller felt there is no reason for the control structure to remain.

SBC Update. Skonard heard from States Borders Construction and reported a meeting will be scheduled with Skonard, two NCFRWD Board members, Roger Justin (Rinke-Noonan) and States Borders representatives.

2. **JD 2: Spoil bank leveling.** Skonard reviewed the unauthorized excavation. The spoils need to be leveled and seeded. Skonard will visit with the landowner.

IT WAS MOVED BY Gary Berndt, SECONDED BY James Barchenger, to direct Cris Skonard to notify the person responsible (John Mueller) for the excavation and inform him of the need to level and seed at his expense or bill him for contracting the work.
MOTION CARRIED.

3. **JD 1: Update**

Pope CR 22 Stabilization Quote. Joe Lewis provided an update on the erosion on JD 1 at CR 22 and discussed the quote by MBC Drainage LLC of \$7,670 to place class 3 granite, field rock and heavy duty fabric at the site. Lewis felt the project is warranted and recommended going ahead with the project (south side for now).

IT WAS MOVED BY Gary Berndt, SECONDED BY John Hanson, to accept the quote from MBC Drainage LLC of \$7,670 to place class 3, field rock and heavy-duty fabric for JD 1, CR 22 erosion control.

Roll call vote was taken.

Affirmative: Brauchler, Berndt, Hanson and Wuertz

Opposed: None

Abstained: Barchenger

MOTION CARRIED.

BR 12 Sloughing. Skonard called MBC Drainage and it took care of the issue. Manager Berndt inquired if the area could be leveled off and seeded. Skonard will coordinate.

BR12, FK4. Skonard reported a site visit was made of the area and displayed photos. He suggested Lewis and he visit the site. The NFCRWD Board concurred.

BF12, FK4, Tree Removal-Martin Property. Skonard suggested if the property owner removes the trees and stumps, NFCRWD will pay for the seeding.

IT WAS MOVED BY John Hanson, SECONDED BY Bob Brauchler, that the North Fork Crow River Watershed District pay for seeding on the Martin property once the trees and stumps are removed at BR12, FK4.

Roll call vote was taken.

Affirmative: Barchenger, Brauchler, Hanson and Wuertz

Opposed: None

Abstained: Berndt

MOTION CARRIED.

Lewis gave updates on the project and inquired about the DNR letter. Skonard will take care of this.

JD1 CR22. Skonard reported he has not heard from Nate Bettis regarding tree removal.

JD1, BR12, FK 6. Skonard reported the Fish and Wildlife Service (FWS) applied for an engineering assistance grant but were unsuccessful; other avenues will be explored.

Donavon McKigney inquired about a branch issue on JD1, FK5 discussed at a past meeting. Lewis provided the information.

4. **CD5: Highway 4 Culvert.** Skonard reported the meeting with the Minnesota Department of Transportation (MnDOT) did not take place. Skonard and two managers visited the site and found unknown surface inlet and a blowout. Skonard suggested ordering dye to see where the water comes out. Skonard stated MnDOT has not committed or declined the project to

lower the culvert under Highway 4. Attorney Deter shared this is a state issue. Lewis shared a review of the design profile is needed. The Board concurred to have Lewis work on the issue.

5. **Other Ditch Business.** Bonita Radermacher provided information on the washout of a field crossing on CD37. Skonard will make a site visit.
H2Over Viewers. Skonard received and reviewed an invoice for \$44,895.69 and stated the invoice is for the entire project which is not complete. Attorney Deter suggested contacting the company for an invoice of what has been completed to date and only pay that amount. Clarification is needed before paying the entire invoice. Skonard will contact the company.

c. **Board Member Reports.**

- Manager Berndt inquired on the installation of a control structure on the Mitchell property. Skonard reported MBC Drainage was approved to move forward with the project.
- Manager Hanson attended the 1W1PC meeting, the CROW meeting and Earth Day at Prairie Woods Environmental Learning Center.
- Manager Brauchler was called in for the field audit as a Manager and reported no concerns were expressed.
Manager Brauchler attended Earth Day at Prairie Woods Environmental Learning Center.

9. **Items for Next Meeting Agenda.**

- Organizational meeting
- 2018 Audit Presentation
- H2Over Viewers bill
- CD 32 update

10. **Calendar Review.**

- May 14: WD Admin meeting (SRWD, MFCRWD, CWD, NFCRWD), Eden Valley
- May 15: 1W1P-TAC, Litchfield
- May 16: WRAPS, St. Cloud
- May 28: TMDL meeting, Brooten
- June 5: 1W1P-PC, Litchfield.

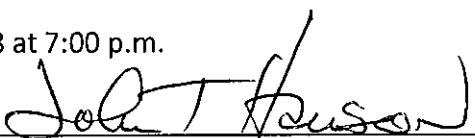
11. **FYI Items.** Dave Johnson inquired about the beaver dam issue at JD 1 near the Grove Lake dam. Attorney Deter stated DNR approval is needed before anything can be done and suggested the Grove Lake Association have the area hydrologist make a site visit to the area.

12. **ADJOURNMENT—**

IT WAS MOVED BY John Hanson, SECONDED BY Gary Berndt, to adjourn the meeting. MOTION CARRIED.

The meeting was adjourned at approximately 8:28 p.m.

NEXT MEETING—The next board meeting is Monday, June 10, 2018 at 7:00 p.m.



John Hanson, Secretary

10 June 2019