

NORTH FORK CROW RIVER WATERSHED DISTRICT
BOARD OF MANAGERS
Approved Regular Meeting Minutes
January 13, 2020

Managers Present: James Barchenger, Gary Berndt, Bob Brauchler, John Hanson (via phone, non-voting) and James Wuertz
Staff Present: Cris Skonard, Christine Knutson and Christopher Lundeen
Others Present: Kurt Deter (Rinke Noonan), Boyce Fischer, Boyd Fischer, Steve Fuchs, David Johnson, Margaret Johnson (Middle Fork Crow River Watershed District), Joe Lewis (Houston Engineering, Inc.) and Steve Notch (Stearns County Commissioner)
Recording Secretary: Diane Beck, Legal & Administrative Assistants, Inc.

1. **CALL TO ORDER**—President Bob Brauchler called the meeting to order at approximately 1:02 p.m.

2. **APPOINT ACTING SECRETARY**—President Brauchler asked for volunteers to serve as Acting Secretary.

IT WAS MOVED BY James Barchenger, SECONDED BY Gary Berndt, to approve James Wuertz as Acting Secretary replacing John Hanson until he returns. MOTION CARRIED.

3. **REVIEW & APPROVE AGENDA**—Cris Skonard requested to add Boundary change under the Administrator report and WPLMN Grant under the Watershed Project Coordinator's Report.

IT WAS MOVED BY James Barchenger, SECONDED BY Gary Berndt, to approve the Agenda with additions listed above. MOTION CARRIED.

4. **CONSENT AGENDA**—Skonard reported an invoice was received from Nate Bettis, who is requesting payment of 90% of the estimated amount, which Skonard feels is fair. Manager Berndt inquired of the amount to the Credit Union. Skonard stated the expenses were from the Minnesota Association of Watershed Districts (MAWD) Conference. Manager Berndt inquired about the \$550 for beaver removal. Skonard stated there were 11 beavers removed at a cost of \$50 each.

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

1. Treasurer's Report and bills to January 13, 2020
 - 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 and Wuertz

Opposed: None

MOTION CARRIED.

5. **MINUTES**—President Brauchler presented the December 9, 2019 Regular Meeting Minutes. Manager Berndt inquired why the minutes did not include a motion regarding the beaver removal. Skonard stated removal of beaver is in the drainage policy. John Hanson reported he reviewed the December 9, 2019 Regular Meeting Minutes, the December 27, 2019 Special Meeting Minutes and the August 29, 2019 Project 2019-1 Hearing Minutes and they looked good. As there are no major corrections, Attorney Kurt Deter suggested all of the minutes can be approved in one motion.

IT WAS MOVED BY James Barchenger, SECONDED BY Gary Berndt, to approve the December 9, 2019 Regular Meeting Minutes, the December 27, 2019 Special Meeting Minutes and the August 29, 2019 Project 2019-1 Hearing Minutes. MOTION CARRIED.

6. **Open Discussion from the Public.** Steve Fuchs inquired about the agenda for the January 29th ROB Landowner meeting. Skonard reported the agenda was included in the landowner meeting notice. Fuchs inquired next steps regarding a permit for lowering a culvert and realigning CD37. Skonard commented he believes this may be an improvement project. Attorney Deter suggested tabling the issue until the redetermination is complete. Manager Berndt stated the engineering firm will prepare a report. David Johnson commented once tree removal is complete, spraying should occur to prevent regrowth. Skonard indicated the North Fork Crow River Watershed District (NFCRWD) has chemical available. Johnson also inquired if protocol is in place to remove sediment in the ditch. Joe Lewis shared when the ditch was cleaned.

7. **STAFF REPORTS—**

a. **Administrator’s Report.**

1. **Activities.** The Drainage Work Group was cancelled for January. He attended the Viewers meeting; ISG presented information regarding incorporating water qualities into a ditch project.
2. **Resolution 2020-01 Annual Info..** Resolution Authorizing Managers’ per diems, Mileage Rate, Meeting Times and Dates, Newspapers for Publications, Legal Firm, Engineers, Business Address, Testing Lab, Auditor, Bank and Credit Cards. Skonard stated at the December meeting the board concurred with \$100 per diem for regular meetings, \$100 for meeting preparation and \$30/hour billing rate for additional Board approved meeting attendance and duties. The Board President will receive \$50 per month extra compensation for extra duties performed as president.

IT WAS MOVED BY James Barchenger, SECONDED BY James Wuertz, to approve Resolution 2020-01.

Roll call vote was taken.

Affirmative: Barchenger, Brauchler, Berndt and Wuertz

Opposed: None

MOTION CARRIED.

3. **Resolution 2020-02 Interest Rate for Insufficient Funds.** Resolution Setting the 2020 Annual Percentage Interest Rate for Money Borrowed to Drainage Ditch Systems. Skonard noted the 4% interest rate is set by Minnesota Statute § 549.09 has not changed.

IT WAS MOVED BY James Barchenger, SECONDED BY Gary Berndt, to approve Resolution 2020-02.

Roll call vote was taken.

Affirmative: Barchenger, Brauchler, Berndt and Wuertz

Opposed: None

MOTION CARRIED.

4. **Resolution 2020-03 Regular Monthly Bills Approved.** Resolution Authorizing the Payment of Regular Monthly Expenditures. Skonard reported there is no change from last year.

IT WAS MOVED BY James Barchenger, SECONDED BY James Wuertz, to approve Resolution 2020-03.

Roll call vote was taken.

Affirmative: Barchenger, Brauchler, Berndt and Wuertz

Opposed: None

MOTION CARRIED.

5. **Resolution 2020-04 Staff Billing Rates.** Resolution to set staff Billable Rates for 2020. Skonard shared the rate increased from last year.

IT WAS MOVED BY James Wuertz, SECONDED BY James Barchenger, to approve Resolution 2020-04.

Roll call vote was taken.

Affirmative: Barchenger, Brauchler, Berndt and Wuertz

Opposed: None

MOTION CARRIED.

6. **MN Viewers Association.** Skonard reported NFCRWD will be receiving a bill for dues from the MN Viewers Association, which is typically \$200/year. He inquired if the board prefers prior approval to pay or pay when the bill is received. The Board concurred with paying the bill when it is received.

7. **Manure Application Workshop.** Skonard shared the Manure Application Workshop will be held on February 5, 2020 at Padua Pub. Postcards will be mailed to registered feedlot owners tomorrow. Skonard noted the Board approved expenses not to exceed \$1,000 for advertising, mailings and food. He shared meals will cost \$5.25/each; Padua Pub will not charge for the hall. It was decided to post this as a public meeting in case three or more Board members attend. A news release will be sent, including notices in local newspapers. The backup date is February 11, 2020.

IT WAS MOVED BY James Barchenger, SECONDED BY James Wuertz, to approve the attendance of NFCRWD Managers and staff at the Manure Application Workshop on February 5, 2020.

Roll call vote was taken.

Affirmative: Barchenger, Brauchler, Berndt and Wuertz

Opposed: None

MOTION CARRIED.

8. **LMC Insurance Renewal.** Skonard referred to the League of Minnesota Cities (LMC) invoice noting the premium increased from 2019.

IT WAS MOVED BY James Barchenger, SECONDED BY Gary Berndt, to approve renewal of the property/casualty coverage with the League of Minnesota Cities and to pay the premium in the amount of \$7,104.

Roll Call vote was taken.

Affirmative: Barchenger, Brauchler, Berndt and Wuertz

Opposed: None

MOTION CARRIED.

9. **MAWD Legislative Day.** Skonard shared the MAWD Legislative Day is March 18, 2020 and inquired if managers plan to attend. Managers Barchenger and Brauchler plan to attend; Manager Wuertz will not attend and Manager Berndt was unsure.
10. **1W1P Update.** Skonard attended the One Watershed, One Plan (1W1P) Policy Committee meeting on January 8th. Discussion was held regarding the hiring of a contracted project coordinator. The Policy Committee approved a Memorandum of Cooperative Agreement which Skonard will send to Attorney Deter for comments once he receives it.

11. **Summer Intern.** Skonard reported he has not heard from the Koronis Lake Association as to whether or not funding will be available to hire an intern for 2020. If funds become available, NFCRWD will advertise for the position.
12. **CAC Meeting.** Skonard reported emails were sent seeking interested parties to serve on the Citizens Advisory Committee (CAC) noting the Board must approve members each year. Discussion was held. Boyd Fischer stated he is interested in serving on the CAC. The Board concurred to appoint individuals who expressed interest to ensure the statute has been met. Members can always be added. The next CAC meeting will be held in March 2020.

IT WAS MOVED BY Gary Berndt, SECONDED BY James Barchenger, to approve and appoint the list of Citizens Advisory Committee members. MOTION CARRIED.

13. **ESRI Maintenance Quote.** Skonard recommended holding off on the Esri, Inc. Renewal Quotation for software maintenance in the amount of \$1,212 as NFCRWD may be able to acquire a full system at a significantly lower cost. Further discussions will be held at the February meeting.
14. **Boundary Change.** Attorney Deter shared the statute and noted he does not know if landowners receive notice of the boundary change. He suggested contacting the Minnesota Board of Water, Soil Resources (BWSR) to obtain a copy of the boundary change decision and possibly send a post card to affected land owners. Skonard will contact Kevin Bigalke at BWSR.
15. **Additional Business.** No additional business was presented.

b. **Watershed Project Coordinator's Report.** Christopher Lundeen shared his report.

1. **Activity Report.**

- Attended the Civic Engagement Workshop and learned what agencies are doing in the area of civic engagement.
- Working on 2019 grant reporting due the end of January.
- Discussed mailings and posting process for the upcoming Manure Application Workshop.

2. **AIS Delegation.** Lundeen shared the Minnesota Department of Natural Resources (DNR) Aquatic Invasive Species (AIS) Delegation Agreement regarding the hiring of trained AIS inspectors at lake accesses.

IT WAS MOVED BY James Wuertz, SECONDED BY James Barchenger, to approve the Minnesota Department of Natural Resources Delegation Agreement. MOTION CARRIED.

Lundeen will move forward to get the agreement in place.

3. **Earth Day Support.** Lundeen stated the Earth Day event committee is looking for support from each sponsoring organization to contribute \$400 to Earth Day 2020. Lundeen commented there has been very good attendance at past events.

IT WAS MOVED BY James Barchenger, SECONDED BY James Wuertz, to approve contributing \$400 to support Earth Day 2020.

Roll call vote was taken:

Affirmative: Barchenger, Brauchler, Berndt and Wuertz

Opposed: None

MOTION CARRIED.

4. **WPLMN (Watershed Pollutant Loan Monitoring Network).** Through the WPLMN, the Minnesota Pollution Control Agency (MPCA) provides funding to local partners to assist with intensive water quality monitoring at approximately 130 long-term river and stream monitoring sites. Data is collected at 199 sites around the state. Lundeen explained the WPLMN monitoring grant was for old Highway 23 in Paynesville and was handled by the Crow River Organization of Water (CROW), which subcontracted with NFCRWD to take water samples. NFCRWD now has the option to partner with the Middle Fork Watershed District to complete the project with NFCRWD taking the lead. McLeod County is interested in being included. Middle Fork has one site, NFCRWD has one site and McLeod County has three sites.

Christine Knutson voiced concern with taking on more financial duties. Lundeen did not feel there would be much time involved for Knutson. Margaret Johnson of Middle Fork stated it would be a two-year agreement. Manager Barchenger suggested having two sites; Lundeen stated the MPCA will allow two separate contracts, one for NFCRWD/MFCRWD and one for McLeod County. Knutson asked for clarification of the additional duties, i.e., cut checks or additional Quick Book duties. Johnson explained the cash flow needed by NFCRWD (10% of the total grant). Manager Berndt inquired if 1W1P could take over the WPLMN; Johnson suggested it could but has no staff to complete the work.

IT WAS MOVED BY James Barchenger, SECONDED BY James Wuertz, to apply for the Watershed Pollutant Loan Monitoring Network (WPLMN) and look into having assistance available to the bookkeeper if needed and that McLeod County go on their own.

Roll call vote was taken:

Affirmative: Barchenger, Brauchler, Berndt and Wuertz

Opposed: None

MOTION CARRIED.

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

8. PROGRAM REPORTS

- a. **Permit Report.** Skonard shared he received a phone call that tiling was in progress on CD 32. He contacted the contractor, Ag Tech Drainage, and informed them that a permit from the District is required if they were tiling through the berm. The landowner, Chris Herickoff did fill out an application. The Board had several questions raised regarding the project location. Attorney Deter suggested tabling the issue and to contact the property owners. Attorney Deter stated NFCRWD should have documentation on previous projects in the area.

IT WAS MOVED BY Gary Berndt, SECONDED BY James Barchenger, to table the tiling issue until the February board meeting. MOTION CARRIED.

- b. **Drainage Report.**

1. **JD 1 Main and Branches: Status Update.** Skonard gave an update on the tree removal by Nate Bettis. Skonard inquired what it would take to have Branch 6 cleaned. Joe Lewis of Houston Engineering will put a cost estimate together.

Skonard suggested having Lewis begin to look at what it would take to get the repair done this summer on Branch 8, and Branch 8, Fork 1. Lewis stated Branch 12 was inspected last year and he noticed a few areas that may need attention.

IT WAS MOVED BY James Barchenger, SECONDED BY James Wuertz, to have Joe Lewis of Houston Engineering put together a quote to complete the engineering for the JD1 repair. MOTION CARRIED.

2. **CD 7: Update: Boyce Fischer Benefits.** Skonard explained how Stearns County determines assessment payments and explained that benefits overlapped on Parcel 11.06780.000, which is in the names of Boyce Fischer and Boyd Fischer. Boyce Fischer inquired about a letter from him that was discussed at a past meeting and stated he paid the assessments and that he was over-assessed in the amount of \$566.32 due to the overlapping benefits.

IT WAS MOVED BY James Barchenger, SECONDED BY James Wuertz, to issue a check to Boyce Fischer and Boyd Fischer for \$566.82 pending confirmation of the assessments being paid.

Roll call vote was taken:

Affirmative: Barchenger, Brauchler, Berndt and Wuertz

Opposed: None

MOTION CARRIED.

3. **CD 29, 36 and 37 ROB Update:** Skonard reported all notices have gone out for the Redetermination of Benefits informational landowner meeting at 6:00 p.m., January 29, 2020, at the District Office. Skonard noted board members are not required to attend. A public meeting will be held at 1:00 p.m., February 19, 2020 at NFCRWD. Boyce Fischer asked about obtaining a field crossing for landlocked property on CD37. Attorney Deter explained the process.
4. **Assessment Update.** Skonard reported there has been a huge response to the assessments, both in number and amount received to date. Skonard noted that Stearns County is changing its fee schedule.

5. **Other Ditch Business**

- c. **Board Member Reports.** Manager John Hanson discussed the public disclosure conflict of interest form that the managers should complete and send.

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

10. **Calendar Review.**

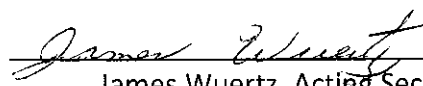
- January 29, ROB Landowner Meeting
- February 5: Manure Management Workshop

ADJOURNMENT—

IT WAS MOVED BY James Barchenger, SECONDED BY Gary Berndt, to adjourn the meeting. MOTION CARRIED.

The meeting was adjourned at approximately 2:40 p.m.

NEXT MEETING—The next board meeting is **Monday, February 10, 2020, 1:00 p.m.**


James Wuertz, Acting Secretary