

**NORTH FORK CROW RIVER WATERSHED DISTRICT
BOARD OF MANAGERS
Approved Regular Meeting Minutes
August 13, 2018**

Managers Present: James Barchenger, Gary Berndt, Bob Brauchler, John Hanson and James Wuertz
Managers Absent: None
Staff Present: Cris Skonard, Christine Knutson, Christopher Lundeen and Andy Johnson (Intern)
Others Present: Kurt Deter (Rinke Noonan), Boyd Fischer, Virgil Fuchs, Ralph Klassen, Larry Ladwig, Donovan McKigney, Chris Otterness (Houston Engineering, Inc.), Tom Weber and others
Guest: Jody Teich, Stearns County Engineer
Recording Secretary: Nancy Birkeland, Legal & Administrative Assistants, Inc. (LAA)

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

AGENDA—The following items were added to the agenda under the Administrator’s Report: registration for the BWSR Academy and changing the November meeting date due to a holiday.

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

CONSENT AGENDA—

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

1. Treasurer’s Report and bills to August 13, 2018
 - a. Check register—106 Bonanza checking account
 - b. Profit & Loss Detail—all accounts
 - c. Balance Sheet—all accountsRoll call vote was taken.
Affirmative: Barchenger, Berndt, Brauchler, Hanson and Wuertz
Opposed: None

MOTION CARRIED.

MINUTES—Corrections to the July 9, 2018 minutes were noted.

IT WAS MOVED BY Bob Brauchler, SECONDED BY James Barchenger, to approve the July 9, 2018 Regular Meeting Minutes with the following corrections:

- on page 2 of the minutes where it notes corrections to page 12 of the June 11, 2018 minutes, CAD should be changed to CAC;

- on page 3 of the minutes, under the Watershed Project Coordinator’s Activity Report, first sentence, the word “checks” should be replaced with “field verifications for CD5, CD29, CD37 Subwatershed Grant;”
- on page 4 of the minutes under Drainage Reports: CD32 Repair:
- RESPEC/SBC meeting, the second bullet under Next Steps, MBC should be changed to SBC; and
- Mitchell Control Structure, second paragraph, a period should be inserted after the first “abandoned” and the next sentence should read, “Berndt also shared the 1980 court order concerning that the control structure be maintained by the Drainage Authority.
- on page 5 of the minutes under Hanson Drainage Request, second paragraph, third sentence, the word “only” should be deleted.
- on page 5 of the minutes under CD7: Status Update, first sentence, the word “buffer” should be added before the word “payments.”

MOTION CARRIED.

Open Discussion from the Public. None.

STAFF REPORTS—

Administrator’s Report. Skonard reported Tom Weber will give the CAC update and will arrive later in the meeting.

Activity Report. Skonard reported on JD1 repairs and noted the governance structure of the One Watershed, One Plan (1W1P) is being reviewed by county and watershed district legal staff.

Intern Report. Skonard stated Andy Johnson’s last day is Thursday and thanked him for the work he has done this summer. Johnson gave a report on his summer internship and recommended the North Fork Crow River Watershed District (NFCRWD) try to improve the public’s awareness of the positive work being done and the results of its work. The board also thanked Johnson for his work.

CROW Donation. Skonard presented a request from CROW (Crow River Organization of Water) for a donation toward its 15th Annual Crow River Clean-Up Day, which has been approved in the past.

IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to approve payment of \$200 to the Crow River Organization of Water for its 15th Annual Crow River Clean-Up Day.

Roll call vote was taken.

Affirmative: Barchenger, Berndt, Brauchler, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

MADI/MVI Meeting. Skonard asked to attend the Minnesota Association of Drainage Inspectors (MADI) joint meeting with MVA Thursday, August 16, 2018 in Alexandria.

IT WAS MOVED BY James Barchenger, SECONDED BY Bob Brauchler, to approve Cris Skonard attending the Minnesota Association of Drainage Inspectors and MVI meeting on August 16, 2018 in Alexandria and that the \$25 registration fee be paid.

Roll call vote was taken.

Affirmative: Barchenger, Berndt, Brauchler, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

1W1P Adoption. Skonard reported the Minnesota Board of Water and Soil Resources (BWSR) approved NFCRWD's 1W1P plan. Attorneys are finalizing the Memorandum of Cooperative Understanding. John Hanson reported the 1W1P Policy Committee met and noted the concerns voiced by Manager Berndt at the July 9 NFCRWD meeting and those raised at a public hearing. The committee did not make any changes to the plan and it was unanimously approved and forwarded to BWSR. BWSR then sent it to each participant for adoption. Although participants are not locked into the 1W1P and can withdraw, BWSR block grant funds would not be available if participation is withdrawn.

IT WAS MOVED BY John Hanson, SECONDED BY Bob Brauchler, to adopt the One Watershed, One Plan (1W1P).

Roll call vote was taken.

Affirmative: Barchenger, Brauchler, Hanson and Wuertz

Opposed: Berndt

MOTION CARRIED.

Driveway Paving. Skonard obtained bids to pave the driveway from Riley Bros. Construction, Inc. of \$6,200, Mark Lee Asphalt & Paving, Inc. of \$5,450 and Caldwell Asphalt Co., Inc. of \$8,565. Skonard attempted to confirm that the bid from Mark Lee Asphalt & Paving is still valid as the form states it is good for 21 days from 4/20/2018, but he did not hear back. The bid from Riley Bros. Construction does not include the entire area in the front and it does not guarantee it can get the work done in 2018. Funds for the paving would come from the general fund. The company that currently does snow removal does not want to continue because of the rock composition of our driveway.

IT WAS MOVED BY James Barchenger, SECONDED BY Bob Brauchler, to approve having the driveway paved by Mark Lee Asphalt & Paving, Inc. allowing a 10% increase in its bid of \$5,450 as long as the final cost remains less than the bid of \$6,200 received from Riley Bros. Construction, Inc.

Roll call vote was taken.

Affirmative: Barchenger, Berndt, Brauchler, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

Skonard and President Wuertz will work with the contractor to get the work done this fall.

BWSR Academy. Skonard received notice that the BWSR Academy will be open for registration at the end of August. Skonard and Christopher Lundeen would like to attend. Registration is \$45 per day per person and would include two nights stay at Breezy Point Resort. Lundeen stated the Academy consists of technical training for staff introducing new practices and use of equipment and is the best training available.

IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to approve two staff attending the three-day Minnesota Board of Water and Soil Resources (BWSR) Academy and paying their registration fees and hotel stay.

Roll call vote was taken.

Affirmative: Barchenger, Berndt, Brauchler, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

November Board Meeting. Skonard reported the NFCRWD office will be closed on November 12 in recognition of Veterans Day. Thus, the November 12 NFCRWD board meeting should be changed. Skonard stated meetings have generally been moved to the following Tuesday evening.

IT WAS MOVED BY Gary Berndt, SECONDED BY John Hanson, that due to Veterans Day, the November 12, 2018 board meeting will be changed to November 13, 2018 at 7:00 p.m. MOTION CARRIED.

Attorney Deter recommended two weeks' public notice be given as to the change in meeting date.

Watershed Project Coordinator's Report.

Activity Report. Lundeen reported he has done a lot of monitoring this month, which is going well and he is also finishing up some grant reporting. Lake reports are available on the NFCRWD website and have been distributed to lake associations. He will be attending some education events in September and continues to work on BWSR grants for 2019. They are looking at two grant applications, one for additional subwatershed analysis and the other for installation of BMPs along ditches. Intern Johnson has entered Lundeen's monitoring reports into the computer, but he has not had time to generate reports. Manager Berndt presented a report he had done by Stearns County DHIA Labs at a cost of \$57 for three tests, including for E.coli and phosphorous. Manager Berndt and another individual took the tests on July 24th at Branch 12 and CD32. Samples currently taken by NFCRWD are sent to RMB Environmental Laboratories in Detroit Lakes. The report obtained by Berndt was for comparison purposes. Lundeen reported NFCRWD did not receive the 319 Grant for small watershed districts, which was for 16 years to do pre-analysis, install BMPs and post analysis. NFCRWD is on record for the grant for next year. 319 Grant funds would be used to match BWSR grants. Lundeen is speaking with landowners as to their interest in grant projects and asking them to complete applications, which would be kept on file and used when NFCRWD applies for grants. Lundeen reported AIS (Aquatic Invasive Species) inspection hours are being cut as summer workers return to school. AIS inspection data is being analyzed to assess hours needed at each monitored access.

Grants Update. Lundeen reported they are waiting for the JD1 subwatershed report. Skonard reported Houston Engineering submitted a draft map of JD1, which will be available at the next board meeting.

MN AIS Research Showcase. Lundeen asked that he be allowed to attend the AIS Research and Management Showcase in September.

IT WAS MOVED BY John Hanson, SECONDED BY James Barchenger, to approve Christopher Lundeen attending the 2018 Minnesota Aquatic Invasive Species Research and Management Showcase on September 12, 2018 in St. Paul and that his registration fee be paid.

Roll call vote was taken.

Affirmative: Barchenger, Berndt, Brauchler, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

Funds Manager/Administrative Assistant's Report. As reported.

County Road Crossings on JD1. Skonard introduced Jody Teich, Stearns County Highway Engineer, and Chris Otterness of Houston Engineering. Skonard reported the April 5, 2018 Technical Memorandum from Houston Engineering as to culvert sizing and elevations on JD1 was sent to Teich. Teich stated the Memorandum was received after the Stearns County Highway Department's 2018 budget was final so it is trying to find the funds and would like to address the culvert issues as it is planning road work in the area in the next few weeks.

Following discussion and input from Otterness, Teich and the board agreed to the following:

- CR 18 main trunk culvert will be left as is;
- CR 18 Branch 10, Branch 11 and Branch 12, Fork 6, will be lowered, but the existing pipe will be used as they are in great condition and extensions will be added;
- CR 18 Branch 12, Fork 6, Spur 2, is a box culvert that has a section in the middle that is cast-in-place concrete will be addressed at a later date.
- CR 25 and CR 26 are not being resurfaced next year by either Stearns or Pope County and will be left as is for now;
- CR 192 Branch 12, Fork 6, will be left as is;
- CR 192 Branch 12, Fork 6, Spur 1, if the pipe is found to be in good shape, it will be left, but if issues are found, the pipe will be replaced with 36" pipe and lowered;
- CR 192 Branch 12, Fork 6, Spur 2 will be lowered and 24" pipe used.

Teich will send a confirmation memo.

[Teich was excused from the meeting.]

President Wuertz suspended the regular board meeting at 8:25 p.m. and opened the Budget Hearing.

Budget Hearing. Skonard presented the proposed 2019 budget with total revenues and expenses of \$259,000, which is \$1,000 less than 2018 and 2017. Skonard noted the legislature has not increased the statutory amount and a significant portion of the budget is for salaries and statutory benefits. A portion of staffs' salaries is billed to grants, as well as the GIS software when used for projects.

IT WAS MOVED BY Bob Brauchler, SECONDED BY James Barchenger, to approve Resolution #2018-06 approving the 2019 budget.

Roll call vote was taken.

Affirmative: Barchenger, Berndt, Brauchler, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

IT WAS MOVED BY JOHN HANSON, SECONDED BY BOB BRAUCHLER AND CARRIED to close the budget hearing. Motion carried.

President Wuertz reconvened the regular board meeting at approximately 8:38 p.m.

CAC Update. Tom Weber reported on this morning's CAC (Citizens Advisory Committee) meeting. The CAC feels the NFCRWD needs to market itself better and be more positive when speaking about its work. The CAC extended encouragement and accolades for the work being done. The CAC passed a motion recommending the NFCRWD look into a township culvert on 244th Avenue that is surrounded by private property and undertake efforts to gain access to both ends of the culvert to clear it. Attorney Deter requested the facts be sent to him and he will give his opinion on what can be done with the culvert.

PROGRAM REPORTS—

Permit Report. None.

Drainage Reports.

1. **JD1 Status Update.** Skonard reported JD1 from Grove Lake to CR 22 has been cleaned out. Tree stumps have been covered and they will wait for the spoil to dry out before leveling and seeding. If spoil does dry out, Skonard stated there will be some crop damage to Seibel if leveled before harvest. Skonard received a draft of a drainage policy that is being worked on by the attorneys. The goal is to avoid sediment getting into the ditches in the first place. Skonard reviewed with Scott Glup the information he presented last month as to restoring a wetland on USFWS property. The recommendation is to reroute BR12, FK6 along the west property line and to the road ditch. U.S. Fish and Wildlife may have funds to restore the wetlands. Otterness recommended an easement or agreement be entered into to have the ditch situated along the property line. Otterness presented a repair memo from Pope CR22 to Mud Lake and stated Houston Engineering looked at various alternatives and to begin communication with the Minnesota Department of Natural Resources (DNR). It was noted the culvert on Pope CR 22 is not in the county's five-year plan. It was the board's consensus to table this matter until next month.

2. **CD32 Repair Update.** Skonard reported Gary Hanson requested the culvert on CD 32 be upsized and lowered at his ditch crossing. Skonard reported he inspected the culvert and it is in fairly good shape and does not need repair.

IT WAS MOVED BY James Barchenger, SECONDED BY Bob Brauchler, to not do anything with the Hanson culvert on CD 32. MOTION CARRIED.

As to the repair project, Skonard reported States Borders Construction requested additional information regarding payments to date. The repair work has been completed on Tile Replacement 2 and the work was certified by RESPEC. The contractor has requested payment for the work less the retainage. The contractor did receive \$500 for the plug, fill and abandon on Tile Replacement 1. Skonard recommends payment be made.

IT WAS MOVED BY John Hanson, SECONDED BY Bob Brauchler, to approve payment of \$24,982.58 to contractor States Borders Construction conditioned upon the contractor signing the pay request as required under the contract.

Roll call vote was taken.

Affirmative: Barchenger, Berndt, Brauchler, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

RESPEC has identified potential areas for inspection and deflection measurement. Skonard will ask the contractor when he will be back to finish the work. Skonard stated he has not gone out with landowners to view the ditches, but he still intends to do so. Boyd Fischer asked if the wild cucumber and weeds will be sprayed? Skonard believes the wild cucumber was mowed last year. He will check on potential chemical treatment for the noxious weeds.

3. **CD4 Buffers Update.** Skonard reported he visited with Barb Loch and there are four landowners who have not yet picked up their checks.
4. **CD29: Osmundson Drainage Request.** Skonard presented a drainage request submitted by Paul and Dottie Osmundson for a cleanout. They are still in the process of redetermining benefits; it will be a fair distribution of costs, which Skonard has informed Osmundson.
5. **CD29, CD36, CD37, ROB.** Skonard has received a report for CD29, CD36 and CD37; there are areas that lie outside the watershed boundaries. Attorney Deter stated NFCRWD does not have jurisdiction to assess benefits outside the watershed boundaries and recommended a watershed boundary change be done before doing anything else. Skonard stated there is a substantial area that is not part of any watershed district, but would work well with the redetermination effort. Attorney Deter will determine the best way this should be done and make a recommendation to the board. Skonard will look at how many acres are benefited outside the district and the total benefits. Skonard will contact the viewers as to potential meeting dates and inform Managers Brauchler and Barchenger and Attorney Deter.
6. **Other Ditch Business.** As reported earlier, Skonard received a draft working copy of the drainage policy, which he will be working on. Skonard reported Stearns County released its

records as to JD7. Attorney Deter reviewed the records and does not see any clear evidence that the grass strip was paid for. Skonard will put together numbers for approval at the next meeting.

Board Member Reports. Brauchler reported he went to the Koronis Lake Association meeting and heard a presentation by Greg Berg on wildflowers. Virgil Fuchs also attended and feels there are locations that would be beneficial for planting wildflowers. It is questionable as to the benefit for individual owners.

Items for Next Meeting Agenda. Mitchell control structure.

Calendar Review. Skonard announced the DNR will be at the North Fork Wildlife Management Area near Big Grove Church demonstrating water data collection techniques at 10:00 a.m., August 23rd, 2018.

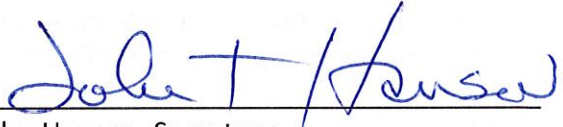
FYI Items. None.

ADJOURNMENT—

IT WAS MOVED BY Bob Brauchler, SECONDED BY Gary Berndt, to adjourn the meeting.
MOTION CARRIED.

The meeting was adjourned at approximately 9:38 p.m.

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



John Hanson, Secretary
Sept 10, 2018