

**Regular Meeting – Agenda**

**August 12, 2019**

Located at: 1030 Front Street at 7:00 p.m.

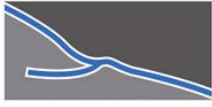
Agenda Codes: BA-Board Action Required, D-Discussion Item

<u>Time</u>		<u>Packet Page</u>	<u>BA / D</u>
<b>7:00</b>	<b>1. Call to Order – President Brauchler</b>		
	<b>2. Review &amp; Approve Agenda - President Brauchler</b> <i>Additional items or correction to be added to the agenda for action or information.</i>		<b>BA</b>
	<b>3. Consent Agenda Items (All items approved by one motion)</b> <b><u>Treasurer’s Report and Bills to August 12, 2019.</u></b>		<b>BA</b>
	a. Check Register - 106 Bonanza Checking Acct	Page 1	
	b. P & L Detail – All Accounts	Page 3	
	c. Balance Sheet – All Accounts	Page 7	
	<b>4. <u>Minutes</u></b>		
	a. July 8, 2019 Regular Meeting Minutes	Page 9	<b>BA</b>
	<b>5. Open Discussion from the Public</b> <i>Opportunity for the public to address the NFCRWD Board of Managers.</i>		

**REGULAR AGENDA ITEMS**

**6. Staff Reports**

<b>a. Administrator’s Report – Cris Skonard</b>			
1. Activities			<b>D</b>
2. Budget Update – Set Budget Hearing	Page 13		<b>D/BA</b>
3. Watershed Boundary Change			<b>D</b>
4. 2019 New Laws Impacting Watersheds	Page 15		<b>D/BA</b>
5. Stearns SWCD Buffer MOA	Page 27		<b>D/BA</b>
6. MAWD Update	Page 31		<b>D</b>
7. MAWD/SWCD Governance Conference	Page 39		<b>D/BA</b>
8. CAC Meeting			<b>D</b>
9. Intern Fund			<b>D/BA</b>
10. MPCA 319 Grant-Interview			<b>D</b>
11. MADi Conference	Page 45		<b>D/BA</b>
12. <u>Additional Business</u>			
<b>b. Watershed Project Coordinator’s Report – Christopher Lundeen</b>			
1. Activity Report			<b>D</b>
2. Additional			<b>D/BA</b>
<b>c. Funds Manager / Administrative Assistant’s Report – Christine Knutson</b>			
1. As reported in Financial Statements			



<u>Time</u>	<u>Packet Page</u>	<u>BA / D</u>	
<b>7. Program Reports</b>			
<b>a. Permit Report - None</b>		<b>D/BA</b>	
<b>b. Drainage Report – Cris Skonard</b>			
1. <u>CD 32: Update:</u>		<b>D/BA</b>	
2. <u>CD 38: Update:</u>	Page 46	<b>D/BA</b>	
3. <u>JD 1:Update:</u>	Page 47	<b>D/BA</b>	
4. <u>CD 5:Update:</u>			
5. <u>Boyce Fischer: CD32/CD7 Benefits</u>	Handout	<b>D/BA</b>	
6. <u>Other Ditch Business -</u>			
<b>c. Board Member Reports</b>			
<b>8. Items for Next Meeting Agenda</b>			
<b>9. Calendar Review</b>			
<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
Tue, Aug 13	Regional WD Admin Mtg	TBD	12:00 am
Thu, Aug 15	MADI Mtg	Alexandria	9:30 am
Wed, Aug 21	1W1P-TAC	Litchfield	9:00 am
Tue, Aug 27	CAC Mtg	Brooten	10:00 am
Tue, Sept 3	AIS	St. Cloud	1:00 pm
<b>10. FYI Items</b>			
• Rosholt Field Day		Page 48	
• Heron Lake Watershed District/Jackson County-Drainage Authority		Page 49	
<b>11. Administrative Policy Review (Time Permitting)</b>		<b>D</b>	
<b>12. Adjournment</b>			
<b>*** Next meeting: Monday, September 09, 2019 at 7:00 pm ***</b>			

## NORTH FORK CROW RIVER WATERSHED DISTRICT

8/7/2019 10:32 AM

Register: 106 · Bonanza Checking

From 07/09/2019 through 08/12/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/09/20...	15343	MN Computer Syste...	-split-	inv. #270430	40.25	X		-17,627.43
07/09/20...			108 · Data Acquisition...	cover 7/8 appr...		X	1,123.50	-16,503.93
07/09/20...			116 · CD-5	cover 7/8 mtg ...		X	563.92	-15,940.01
07/09/20...			113 · CD-7	cover 7/8 mtg ...		X	947.06	-14,992.95
07/09/20...			121 · CD-36	partially cover ...		X	172.23	-14,820.72
07/09/20...			107 · Bonanza Adm. ...	cover 7/8 mtg ...		X	39,408.06	24,587.34
07/09/20...			2006 · Line of Credit:...	advance to cov...		X	2,872.41	27,459.75
07/15/20...	15344	Cristopher Skonard -...	-split-	claim	150.20	X		27,309.55
07/15/20...	15345	USAbLe Life	635 · Health Plan:635...	grp# 50022721...	48.75	X		27,260.80
07/15/20...	15346	TDS Telecom	625 · Phone/Internet/...	acct #320-346-...	237.98	X		27,022.82
07/15/20...	15347	Xcel Energy	645 · Utilities	acct # 51-5599...	90.69	X		26,932.13
07/15/20...	15348	Berndt, Gary C	-split-		111.64	X		26,820.49
07/15/20...	15349	Brauchler, Robert H	-split-		390.62			26,429.87
07/15/20...	15350	Hanson, John T	-split-		564.72			25,865.15
07/15/20...	15351	Wuertz, James E	-split-		180.15	X		25,685.00
07/15/20...	15352	Knutson, Christine	-split-		1,725.47	X		23,959.53
07/15/20...	15353	Lundeen, Christophe...	-split-		1,822.72	X		22,136.81
07/15/20...	15354	Skonard, Cristopher J	-split-		2,388.27	X		19,748.54
07/15/20...	15355	Christine Knutson H...	2102 · Employee 125 ...	BVSB HSA ac...	333.33	X		19,415.21
07/15/20...	15356	PERA	-split-	9361-00 Paid ...	1,074.45	X		18,340.76
07/15/20...	15357	Struwve, Timothy A	-split-		815.61	X		17,525.15
07/18/20...			418 · Add'l Intergov'tl ...	Stearns Fed W...		X	115.69	17,640.84
07/19/20...			408 · State of MN Wa...	State MN PER...		X	120.00	17,760.84
07/25/20...			418 · Add'l Intergov'tl ...	2019 Riparian ...		X	10,528.50	28,289.34
07/29/20...			107 · Bonanza Adm. ...	transfer Stearn...	115.69	X		28,173.65
07/29/20...			107 · Bonanza Adm. ...	transfer State o...	120.00	X		28,053.65
07/29/20...			107 · Bonanza Adm. ...	transfer Stearn...	10,528.50	X		17,525.15
07/30/20...			403 · Interest Income	Interest		X	6.16	17,531.31
07/31/20...	15358	Bonanza Valley Stat...	-split-	Loan #24958 7...	27,701.53			-10,170.22
07/31/20...	15359	Knutson, Christine	-split-		1,870.34			-12,040.56
07/31/20...	15360	Lundeen, Christophe...	-split-		1,947.13			-13,987.69
07/31/20...	15361	Skonard, Cristopher J	-split-		2,388.28			-16,375.97
07/31/20...	15362	Struwve, Timothy A	-split-		942.07			-17,318.04
07/31/20...	15363	Christine Knutson H...	2102 · Employee 125 ...	BVSB HSA ac...	333.33			-17,651.37
07/31/20...	15364	PERA	-split-	9361-00 Paid ...	1,062.45			-18,713.82
07/31/20...	15365	Mn Department of R...	2100 · Payroll Liabilit...	1150230	769.00			-19,482.82
08/01/20...	15366	Verizon Wireless	625 · Phone/Internet/...	acct# 4420960...	35.01			-19,517.83
08/01/20...	15367	Cristopher Skonard -...	-split-	claim	161.24			-19,679.07
08/01/20...	BankBox...	Bonanza Valley Stat...	619 · Office Expense ...	Safe Deposit B...	16.00			-19,695.07
08/01/20...			113 · CD-7	transfer to cov...			27,701.53	8,006.46
08/08/20...	ACH105	United States Treasury	-split-	41-1529282	4,261.80			3,744.66
08/12/20...	To Print	Thomas Feldman	-split-	June/July mow...	200.00			3,544.66

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From 07/09/2019 through 08/12/2019

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
08/12/20...	To Print	Houston Engineerin...	-split-	Inv 43908, 442...	5,187.50			-1,642.84
08/12/20...	To Print	AmeriPride Services...	614 · Maintenance/Re...	cust#:2200010...	131.01			-1,773.85
08/12/20...	To Print	Legal & Administrat...	639 · Contract Labor	inv 12838	128.00			-1,901.85
08/12/20...	To Print	RMB Environmental...	-split-	inv# 457944, 4...	1,202.50			-3,104.35
08/12/20...	To Print	RMB Environmental...	-split-	inv# 458242, 4...	424.50			-3,528.85
08/12/20...	To Print	LAMB Labor Servic...	-split-	inv #3766	14,048.00			-17,576.85
08/12/20...	To Print	Premium Waters, Inc.	619 · Office Expense ...	acct # 508255 ...	26.50			-17,603.35
08/12/20...	To Print	RJ, Inc.	-split-	inv 0414 / stmt...	154.57			-17,757.92
08/12/20...	To Print	MBC Drainage, LL...	609 · Ditch Repair Ex...	inv 5682	12,950.00			-30,707.92
08/12/20...	To Print	Rinke Noonan	-split-	inv# 301192, 3...	2,015.00			-32,722.92
08/12/20...	To Print	Bonanza Valley Stat...	703 · Interest Expense...	Loan #24961 ...	175.48			-32,898.40

08/07/19

## Profit &amp; Loss Detail

Accrual Basis

July 9 through August 12, 2019

Type	Date	Num	Name	Memo	Class	Split	Amount
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
401 - Grants							
General...	07/09/2019	mtgDefRev		CD5,29,37 Subwtr Grant 7/8/19 board mtg aprvd expenses	Administrative	2675.09 - CD...	40.04
General...	07/09/2019	mtgDefRev		AIS Stearns Grant 7/8/19 board mtg aprvd expenses	Administrative	2675.09 - CD...	3,746.00
Total 401 - Grants							3,786.04
402 - Contributions							
Deposit	07/31/2019	1524	Rice Lake Assoc.	RLA 2019 AIS project contribution	Administrative:AIS project	107 - Bonanz...	7,250.00
Total 402 - Contributions							7,250.00
403 - Interest Income							
Deposit	07/30/2019			Interest	Administrative	106 - Bonanz...	6.16
Total 403 - Interest Income							6.16
408 - State of MN Warrants							
Deposit	07/19/2019	5453492	State of MN	State of MN 1st half 2019 PERA aid	Administrative	106 - Bonanz...	120.00
Total 408 - State of MN Warrants							120.00
418 - Add'l Intergov't Income							
Deposit	07/18/2019	190718 1931	Stearns Co. Auditor...	2019 Federal Wetlands e-deposit from Stearns County	Administrative	106 - Bonanz...	115.69
Deposit	07/25/2019	190725 1931	Stearns Co. Auditor...	2019 BWSR Riparian Aid from Stearns County	Administrative:Riparian Aid...	106 - Bonanz...	10,528.50
Deposit	07/29/2019	099482	City of Paynesville	City of Paynesville 2019 AIS project contribution	Administrative:AIS project	107 - Bonanz...	4,300.00
Total 418 - Add'l Intergov't Income							14,944.19
Total Income							26,106.39
<b>Gross Profit</b>							
							26,106.39
<b>Expense</b>							
600 - Administrator Mi. reimb non-tax							
Check	07/15/2019	15344	Christopher Skonard ...	32m@.58/mi Admin - Tour District w/Brauchler 7/1	Administrative	106 - Bonanz...	18.56
Check	07/15/2019	15344	Cristopher Skonard ...	25m@.58/mi CD5 site visit - Jimenez 7/10 (commute adjusted)	5-CD	106 - Bonanz...	14.50
Check	07/15/2019	15344	Cristopher Skonard ...	279m@.58/mi DWG mtg St. Paul 7/11 (commute adjusted)	Administrative	106 - Bonanz...	106.14
Check	08/01/2019	15367	Cristopher Skonard ...	62m@.58/mi Admin - 1WIP-Litchfield 7/17 (commute adjusted)	Administrative	106 - Bonanz...	35.96
Check	08/01/2019	15367	Cristopher Skonard ...	48m@.58/mi CD32- inspect Mitchell struc. prior concrete pour (Sauk Centre) 7/18	32-CD:Redetermined CD32	106 - Bonanz...	27.84
Check	08/01/2019	15367	Cristopher Skonard ...	19m@.58/mi CD38 on-site during tile scoping (2 trips) 7/18	38-CD	106 - Bonanz...	11.02
Check	08/01/2019	15367	Cristopher Skonard ...	26m@.58/mi CD32- on-site during Mitchell struc. install 7/19	32-CD:Redetermined CD32	106 - Bonanz...	15.08
Check	08/01/2019	15367	Cristopher Skonard ...	68m@.58/mi PLA- meet viewers (obtain sigs) for PLA proj 7/29	Pirz Lake AIS Project 2019-1	106 - Bonanz...	39.44
Check	08/01/2019	15367	Cristopher Skonard ...	21m@.58/mi CD32 -meet Pat Mitchell @ control struc (commute adjusted) 7/29	32-CD:Redetermined CD32	106 - Bonanz...	12.18
Check	08/01/2019	15367	Cristopher Skonard ...	34m@.58/mi JD1- help TS start spraying, ck channel slpe stabil. on CR22 (7/30)	1-JD	106 - Bonanz...	19.72
Total 600 - Administrator Mi. reimb non-tax							300.44
601 - Administrator Salary							
Paycheck	07/15/2019	15354	Skonard, Christopher J		Administrative	106 - Bonanz...	2,916.66
Paycheck	07/31/2019	15361	Skonard, Christopher J		Administrative	106 - Bonanz...	2,916.67
General...	08/01/2019	JulyDitchBi		2 hrs@42.75/hr Payroll July Admin JD1 inspection	1-JD	6221 - Admin...	85.50
General...	08/01/2019	JulyDitchBi		8 hrs@42.75/hr Payroll July Admin CD32 landowner followup, inspection	32-CD:Redetermined CD32	6221 - Admin...	342.00
General...	08/01/2019	JulyDitchBi		14.5 hrs@42.75/hr Payroll July Admin CD38 inspections	38-CD	6221 - Admin...	619.88
General...	08/01/2019	JulyDitchBi		July total Admin billable payroll exp to ditches	Administrative	6221 - Admin...	-1,047.38
General...	08/01/2019	JulyPirzBi		2 hrs@42.75/hr Payroll July Admin Pirz Lake Project mtg	Pirz Lake AIS Project 2019-1	6221 - Admin...	85.50
General...	08/01/2019	JulyPirzBi		July total Admin billable payroll exp to Pirz Lake Project	Administrative	6221 - Admin...	-85.50
Total 601 - Administrator Salary							5,833.33
601.2 - Admin. Cell Phone Stipend							
Paycheck	07/15/2019	15354	Skonard, Christopher J		Administrative	106 - Bonanz...	25.00
Paycheck	07/31/2019	15361	Skonard, Christopher J		Administrative	106 - Bonanz...	25.00
Total 601.2 - Admin. Cell Phone Stipend							50.00
601A - WD FlexPlan Contribution/Admin							
Paycheck	07/15/2019	15354	Skonard, Christopher J		Administrative	106 - Bonanz...	350.00
Paycheck	07/31/2019	15361	Skonard, Christopher J		Administrative	106 - Bonanz...	350.00
Total 601A - WD FlexPlan Contribution/Admin							700.00
606 - Data Collection Expense							
Check	08/12/2019		Grove Lake	Inv 457944: 7/10 collect: GLO	Survey & Data Acquisition	106 - Bonanz...	23.00
Check	08/12/2019		JD1Br12	Inv 457944: 7/10 collect: JD1Br12	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		CD32	Inv 457944: 7/10 collect: CD32N	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		CD7	Inv 457944: 7/10 collect: CD7 (S-site&FD, LatA-site&FD)	Survey & Data Acquisition	106 - Bonanz...	254.00
Check	08/12/2019		Hwy 27	Inv 457944: 7/10 collect: Hwy 27	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		Hwy 19	Inv 457944: 7/10 collect: Hwy19	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		RMB Environmental ...	Inv 457944: 7/10 collect: shipping to RMB cost	Survey & Data Acquisition	106 - Bonanz...	25.00
Check	08/12/2019		WC Bio	Inv 447397: 6/3 collect: WC BIO (out/in)	Survey & Data Acquisition	106 - Bonanz...	149.00
Check	08/12/2019		RMB Environmental ...	Inv 447397: 6/3 collect: shipping WC BIO sample to RMB cost	Survey & Data Acquisition	106 - Bonanz...	15.00
Check	08/12/2019		Grove Lake	Inv 460177: 7/22 collect: GLO	Survey & Data Acquisition	106 - Bonanz...	23.00
Check	08/12/2019		JD1Br12	Inv 460177: 7/22 collect: JD1Br12	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		CD32	Inv 460177: 7/22 collect: CD32N (S site & FD)	Survey & Data Acquisition	106 - Bonanz...	127.00
Check	08/12/2019		CD7	Inv 460177: 7/22 collect: CD7S	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		Hwy 27	Inv 460177: 7/22 collect: Hwy 27	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		Hwy 19	Inv 460177: 7/22 collect: Hwy 19 (site & FD)	Survey & Data Acquisition	106 - Bonanz...	127.00
Check	08/12/2019		RMB Environmental ...	Inv 460177: 7/22 collect: shipping to RMB cost	Survey & Data Acquisition	106 - Bonanz...	15.00
Check	08/12/2019		CD-4	Inv 458242: 7/11 collect: CD-4 - E coli	Survey & Data Acquisition	106 - Bonanz...	15.00
Check	08/12/2019		CD5	Inv 458242: 7/11 collect: CD5 - E coli	Survey & Data Acquisition	106 - Bonanz...	15.00
Check	08/12/2019		365th St	Inv 458242: 7/11 collect: NFCR 365th	Survey & Data Acquisition	106 - Bonanz...	38.00
Check	08/12/2019		RMB Environmental ...	Inv 458242: 7/11 collect: shipping to RMB cost	Survey & Data Acquisition	106 - Bonanz...	15.00
Check	08/12/2019		CD-4	Inv 460488: 7/23 collect: CD-4 - E coli	Survey & Data Acquisition	106 - Bonanz...	15.00
Check	08/12/2019		CD5	Inv 460488: 7/23 collect: CD5 - E coli (site & FR)	Survey & Data Acquisition	106 - Bonanz...	30.00
Check	08/12/2019		365th St	Inv 460488: 7/23 collect: NF365th (site & FR)	Survey & Data Acquisition	106 - Bonanz...	76.00
Check	08/12/2019		RMB Environmental ...	Inv 460488: 7/23 collect: WPLMN courier cost samples to RMB Labs	Administrative:WPLMN Proj...	106 - Bonanz...	15.00
Check	08/12/2019		JD1Br12	Inv 461320: 7/29 collect: JD1Br12	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		CD32	Inv 461320: 7/29 collect: CD32N	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		Hwy 19	Inv 461320: 7/29 collect: NF Hwy19	Survey & Data Acquisition	106 - Bonanz...	63.50
Check	08/12/2019		RMB Environmental ...	Inv 461320: 7/29 collect: WPLMN courier cost samples to RMB Labs	Administrative:WPLMN Proj...	106 - Bonanz...	15.00
Total 606 - Data Collection Expense							1,627.00
609 - Ditch Repair Expense							
Check	08/12/2019		MBC Drainage, LLC ...	CD32 - Mitchel Outlet Control Structure Repair: remove culvert, furnish/install structure,et...	32-CD:Redetermined CD32	106 - Bonanz...	12,950.00
Total 609 - Ditch Repair Expense							12,950.00
611 - Legal							
611 A - Legal - Adm. Retainer							
Check	08/12/2019		Rinke Noonan	Inv 301192: July monthly retainer	Administrative	105 - Bonanz...	200.00
Total 611 A - Legal - Adm. Retainer							200.00
611 - Legal - Other							
Check	08/12/2019		Rinke Noonan	Inv 301193: Admin portion attend 7/8 mtg	Administrative	106 - Bonanz...	290.00
Check	08/12/2019		Rinke Noonan	Inv 301193: Pirz Lake AIS Proj portion attend 7/8 mtg	Pirz Lake AIS Project 2019-1	106 - Bonanz...	100.00
Check	08/12/2019		Rinke Noonan	Inv 301193: CD7 portion attend 7/8 mtg	7-CD	106 - Bonanz...	200.00
Check	08/12/2019		Rinke Noonan	Inv 301193: CD32 portion attend 7/8 mtg	32-CD:Redetermined CD32	106 - Bonanz...	400.00
Check	08/12/2019		Rinke Noonan	Inv 301194: Adm-Boundary Change:calls, research, file work, draft petition/redeterm	Administrative	105 - Bonanz...	825.00
Total 611 - Legal - Other							1,815.00

NORTH FORK CROW RIVER WATERSHED DISTRICT

Profit & Loss Detail

July 9 through August 12, 2019

Type	Date	Num	Name	Memo	Class	Split	Amount
<b>Total 611 - Legal</b>							<b>2,015.00</b>
<b>612 - Manager Mileage</b>							
<b>612A - Taxable Manager Mileage</b>							
General...	07/15/2019	mgrBilRecla		CD32 -151m total @.58/m attend 6/18 spec mtg re: States Border (GB,BB,JH,JW)	32-CD:Redetermined CD32	613 - Manage...	87.58
General...	07/15/2019	mgrBilRecla		CD32 -151m total @.58/m attend 6/18 spec mtg re: States Border (GB,BB,JH,JW)	Administrative	613 - Manage...	-87.58
General...	07/15/2019	mgrBilRecla		MAWD Summer Tour 6/26, 27, 28 60 taxable miles @.58/m (JH)	Administrative	613 - Manage...	-34.80
Paycheck	07/15/2019	15348	Berndt, Gary C		Administrative	106 - Bonanz...	20.88
Paycheck	07/15/2019	15349	Brauchler, Robert H		Administrative	106 - Bonanz...	57.42
Paycheck	07/15/2019	15350	Hanson, John T		Administrative	106 - Bonanz...	88.16
Paycheck	07/15/2019	15351	Wuertz, James E		Administrative	106 - Bonanz...	78.88
<b>Total 612A - Taxable Manager Mileage</b>							<b>210.54</b>
<b>612B - Non-Taxable Manager Miles</b>							
General...	07/15/2019	mgrBilRecla		MAWD Summer Tour 6/26, 27, 28 276 non-taxable miles @.58/m (JH)	Administrative	613 - Manage...	-160.08
Paycheck	07/15/2019	15349	Brauchler, Robert H		Administrative	106 - Bonanz...	37.12
Paycheck	07/15/2019	15350	Hanson, John T		Administrative	106 - Bonanz...	160.08
<b>Total 612B - Non-Taxable Manager Miles</b>							<b>37.12</b>
<b>Total 612 - Manager Mileage</b>							<b>247.66</b>
<b>613 - Manager Pay</b>							
General...	07/15/2019	mgrBilRecla		CD32 -7hr total attend 6/18 spec mtg re: States Border (GB,BB,JH,JW)	32-CD:Redetermined CD32	-SPLIT-	175.00
General...	07/15/2019	mgrBilRecla		CD32 -7hr total attend 6/18 spec mtg re: States Border (GB,BB,JH,JW)	Administrative	613 - Manage...	-175.00
General...	07/15/2019	mgrBilRecla		MAWD Summer Tour 6/26, 27, 28 9+hrs (JH)	Administrative	613 - Manage...	-225.00
Paycheck	07/15/2019	15348	Berndt, Gary C		Administrative	106 - Bonanz...	75.00
Paycheck	07/15/2019	15348	Berndt, Gary C		Administrative	106 - Bonanz...	25.00
Paycheck	07/15/2019	15349	Brauchler, Robert H		Administrative	106 - Bonanz...	75.00
Paycheck	07/15/2019	15349	Brauchler, Robert H		Administrative	106 - Bonanz...	75.00
Paycheck	07/15/2019	15349	Brauchler, Robert H		Administrative	106 - Bonanz...	150.00
Paycheck	07/15/2019	15349	Brauchler, Robert H		Administrative	106 - Bonanz...	50.00
Paycheck	07/15/2019	15350	Hanson, John T		Administrative	106 - Bonanz...	75.00
Paycheck	07/15/2019	15350	Hanson, John T		Administrative	106 - Bonanz...	225.00
Paycheck	07/15/2019	15350	Hanson, John T		Administrative	106 - Bonanz...	50.00
Paycheck	07/15/2019	15351	Wuertz, James E		Administrative	106 - Bonanz...	75.00
Paycheck	07/15/2019	15351	Wuertz, James E		Administrative	106 - Bonanz...	50.00
<b>Total 613 - Manager Pay</b>							<b>700.00</b>
<b>614 - Maintenance/Repair</b>							
Check	08/12/2019		Thomas Feldman	4 June mowings -6/2,9,16,29 (inv recvd after July mtg, notified Aug mtg pymt)	Administrative	106 - Bonanz...	100.00
Check	08/12/2019		AmerPride Services...	4wk rug rental / restroom supplies/towels	Administrative	106 - Bonanz...	131.01
Check	08/12/2019		Thomas Feldman	4 July mowings - 7/4,10,21,29	Administrative	106 - Bonanz...	100.00
<b>Total 614 - Maintenance/Repair</b>							<b>331.01</b>
<b>6172 - Project Equipment/Materials</b>							
General...	08/07/2019	ChemicalBil		JD1 -Opsignit 6/8oz @\$48.48/oz -weed spraying on ditch 7/30	1-JD	-SPLIT-	3.43
General...	08/07/2019	ChemicalBil		JD1 -Escort 1/4oz @\$8.95/oz -weed spraying on ditch 7/30	1-JD	6172 - Projec...	2.24
General...	08/07/2019	ChemicalBil		JD1 -Liberate 8oz @\$0.17/oz -weed spraying on ditch 7/30	1-JD	6172 - Projec...	1.36
General...	08/07/2019	ChemicalBil		WD chemicals used on JD1 for weed spraying on ditch 7/30/19	Administrative	6172 - Projec...	-7.03
<b>Total 6172 - Project Equipment/Materials</b>							<b>0.00</b>
<b>618 - Project Billable Exp. Reimbrsmnt</b>							
General...	08/01/2019	JulyDitchBil		.25 hrs@18.41/hr add'l billable exp July FdsMgr JD1 financial stnt	1-JD	6221 - Admin...	4.60
General...	08/01/2019	JulyDitchBil		1.5 hrs@18.18/hr add'l billable exp. July ProjCoord JD1 - site visits	1-JD	6221 - Admin...	27.27
General...	08/01/2019	JulyDitchBil		2 hrs@17.13/hr add'l billable exp. July Admin JD1 inspection	1-JD	6221 - Admin...	34.26
General...	08/01/2019	JulyDitchBil		6.5 hr @14.06/hr add'l billable exp. July Intern JD1 site visit/ spraying	1-JD	6221 - Admin...	91.39
General...	08/01/2019	JulyDitchBil		.25 hrs@18.41/hr add'l billable exp July FdsMgr CD21 financial	21-CD	6221 - Admin...	4.60
General...	08/01/2019	JulyDitchBil		6.5 hr @14.06/hr add'l billable exp July Intern CD29 - data mgmt-Drng Mod. inkind	29-CD	6221 - Admin...	91.39
General...	08/01/2019	JulyDitchBil		.25 hrs@18.41/hr add'l billable exp July FdsMgr CD32 financial stnt	32-CD:Redetermined CD32	6221 - Admin...	4.60
General...	08/01/2019	JulyDitchBil		.75 hrs@18.18/hr add'l billable exp. July ProjCoord CD32 -site visit	32-CD:Redetermined CD32	6221 - Admin...	13.64
General...	08/01/2019	JulyDitchBil		8 hrs@17.13/hr add'l billable exp July Admin CD32 landowner followup, inspect	32-CD:Redetermined CD32	6221 - Admin...	137.04
General...	08/01/2019	JulyDitchBil		3.75 hr @14.06/hr add'l billable exp. July Intern CD32 site visit/data mgmt-Drng Mod. inkind	32-CD:Redetermined CD32	6221 - Admin...	52.73
General...	08/01/2019	JulyDitchBil		3 hr @14.06/hr add'l billable exp. July Intern CD38 data mgmt-Drng Mod. inkind	36-CD	6221 - Admin...	42.18
General...	08/01/2019	JulyDitchBil		11.25 hr @14.06/hr add'l billable exp. July Intern CD37 data mgmt-Drng Mod. inkind	37-CD	6221 - Admin...	158.17
General...	08/01/2019	JulyDitchBil		14.5 hrs@17.13/hr add'l billable exp. July Admin CD38 inspections	38-CD	6221 - Admin...	248.38
General...	08/01/2019	JulyDitchBil		9 hr @14.06/hr add'l billable exp. July Intern CD38 site visit	38-CD	6221 - Admin...	126.54
General...	08/01/2019	JulyDitchBil		8 hr @14.06/hr add'l billable exp. July Intern CD5 data mgmt-Drng Mod. inkind	5-CD	6221 - Admin...	112.48
General...	08/01/2019	JulyDitchBil		.25 hrs@18.41/hr add'l billable exp July FdsMgr CD7 financial stnt	7-CD	6221 - Admin...	4.60
General...	08/01/2019	JulyDitchBil		.25 hrs@18.41/hr add'l billable exp July FdsMgr CD4 financial stnt	4-CD Meeker:Redetermined ...	6221 - Admin...	4.60
General...	08/01/2019	JulyDitchBil		July total staff billable add'l expense exp to ditches	Administrative	6221 - Admin...	-1,158.47
General...	08/01/2019	JulyPirzBil		.25 hrs@18.41/hr add'l billable exp July FdsMgr Pirz Lake Proj financial	Pirz Lake AIS Project 2019-1	6221 - Admin...	4.60
General...	08/01/2019	JulyPirzBil		2 hrs@17.13/hr add'l billable exp. July Admin Pirz Lake Project mtg	Pirz Lake AIS Project 2019-1	6221 - Admin...	34.26
General...	08/01/2019	JulyPirzBil		July total staff billable add'l expense exp to Pirz Lake Project	Administrative	6221 - Admin...	-38.86
General...	08/01/2019	JuWPLMN...		.5 hrs@18.95/hr add'l billable exp July FdsMgr WPLMN reimbursable work	Administrative:WPLMN Proj...	6221 - Admin...	9.48
General...	08/01/2019	JuWPLMN...		12 hrs@18.18/hr add'l billable exp July ProjCoord WPLMN reimbursable work	Administrative:WPLMN Proj...	6221 - Admin...	217.80
General...	08/01/2019	JuWPLMN...		July total staff billable add'l expense exp to WPLMN	Administrative	6221 - Admin...	-227.28
General...	08/01/2019	JuGrantBil		.75 hrs@18.41/hr add'l billable exp July FdsMgr CD5,29,37 Subwtrshd Grant financial stnt	Administrative:CD5,29,37 S...	6221 - Admin...	13.81
General...	08/01/2019	JuGrantBil		.5 hrs@18.18/hr add'l billable exp. July ProjCoord CD5, 29,37 Subwtr grant Proj Report/Ex...	Administrative:CD5,29,37 S...	6221 - Admin...	9.09
General...	08/01/2019	JuGrantBil		.75 hrs@18.41/hr add'l billable exp July FdsMgr JD1 Subwtrshd Grant financial stnt prep...	Administrative:JD1 Subwtr ...	6221 - Admin...	13.81
General...	08/01/2019	JuGrantBil		.5 hrs@18.18/hr add'l billable exp. July ProjCoord --- JD1 Subwtrshd Grant Proj Report/Ex...	Administrative:JD1 Subwtr ...	6221 - Admin...	9.09
General...	08/01/2019	JuGrantBil		July total staff billable add'l expense exp to grants	Administrative	6221 - Admin...	-45.80
<b>Total 618 - Project Billable Exp. Reimbrsmnt</b>							<b>0.00</b>
<b>619 - Office Expense &amp; Supplies</b>							
Check	07/09/2019	15343	MN Computer Syste...	base rate 6/12/19-7/11/19 (pymt apprvd 2019-03 res)	Administrative	106 - Bonanz...	20.00
Check	07/09/2019	15343	MN Computer Syste...	overage charge & IT contract support (tax exempt)	Administrative	106 - Bonanz...	20.25
General...	08/01/2019	BankBox fee	Bonanza Valley Stat...	Safe Deposit Box #321 annual fee	Administrative	106 - Bonanz...	16.00
Check	08/12/2019		Premium Waters, Inc.	4 5gal jugs office drinking water plus \$2.50 service chrg	Administrative	106 - Bonanz...	26.50
<b>Total 619 - Office Expense &amp; Supplies</b>							<b>82.75</b>
<b>6221 - Admin.Assistant wages</b>							
Paycheck	07/15/2019	15352	Knutson, Christine		Administrative	106 - Bonanz...	2,355.76
Paycheck	07/15/2019	15359	Knutson, Christine		Administrative	106 - Bonanz...	2,589.92
General...	08/01/2019	JulyDitchBil		.25 hrs@34.98/hr payroll July FdsMgr JD1 financial stnt	1-JD	-SPLIT-	8.75
General...	08/01/2019	JulyDitchBil		.25 hrs@34.98/hr payroll July FdsMgr CD21 financial	21-CD	6221 - Admin...	8.75
General...	08/01/2019	JulyDitchBil		.25 hrs@34.98/hr payroll July FdsMgr CD32 financial stnt	32-CD:Redetermined CD32	6221 - Admin...	8.75
General...	08/01/2019	JulyDitchBil		.25 hrs@34.98/hr payroll July FdsMgr CD7 financial stnt	7-CD	6221 - Admin...	8.75
General...	08/01/2019	JulyDitchBil		.25 hrs@34.98/hr payroll July FdsMgr CD4 financial stnt	4-CD Meeker:Redetermined ...	6221 - Admin...	8.75
General...	08/01/2019	JulyDitchBil		July total FdsMgr billable payroll exp to ditches	Administrative	6221 - Admin...	-43.75
General...	08/01/2019	JulyPirzBil		.25 hrs@34.98/hr payroll July FdsMgr Pirz Lake Proj financial	Pirz Lake AIS Project 2019-1	-SPLIT-	8.75
General...	08/01/2019	JulyPirzBil		July total FdsMgr billable payroll exp to Pirz Lake Project	Administrative	6221 - Admin...	-8.75
General...	08/01/2019	JuWPLMN...		.5 hrs@34.98/hr payroll July FdsMgr WPLMN reimbursable work	Administrative:WPLMN Proj...	-SPLIT-	17.49
General...	08/01/2019	JuWPLMN...		July total FdsMgr billable payroll exp to WPLMN	Administrative	6221 - Admin...	-17.49
General...	08/01/2019	JuGrantBil		.75 hrs@34.98/hr Payroll July FdsMgr CD5,29,37 Subwtrshd Grant financial stnt prep (A...	Administrative:CD5,29,37 S...	-SPLIT-	26.23
General...	08/01/2019	JuGrantBil		.75 hrs@34.98/hr Payroll July FdsMgr JD1 Subwtrshd Grant financial stnt prep (Admin)	Administrative:JD1 Subwtr ...	6221 - Admin...	26.23
General...	08/01/2019	JuGrantBil		July total FdsMgr billable payroll exp to grants	Administrative	6221 - Admin...	-52.46
General...	08/01/2019	JuGrantBil		.5 hrs@53.39/hr July FdsMgr DngRecords INKIND fin Stnt prep (Admin)	Administrative:Inkind - Drg...	6221 - Admin...	26.70
General...	08/01/2019	JuGrantBil		.5 hrs@53.39/hr July FdsMgr DngRecords INKIND fin Stnt prep (Admin)	Administrative	6221 - Admin...	-26.70
<b>Total 6221 - Admin.Assistant wages</b>							<b>4,925.68</b>
<b>6221A - WD Flex Plan Contr.Bookkeeper</b>							
Paycheck	07/15/2019	15352	Knutson, Christine		Administrative	106 - Bonanz...	350.00

Profit & Loss Detail

July 9 through August 12, 2019

Accrual Basis

Type	Date	Num	Name	Memo	Class	Split	Amount	
Paycheck	07/31/2019	15359	Knutson, Christine		Administrative	106 - Bonanz...	350.00	
Total 6221A - WD Flex Plan Contr.Bookkeeper							700.00	
623 - Seminar & Workshop/Fees/Mi								
General...	07/15/2019	mgrBillRecla		MAWD Summer Tour 6/26, 27, 28 9+hrs (JH)	Administrative	613 - Manage...	225.00	
General...	07/15/2019	mgrBillRecla		MAWD Summer Tour 6/26, 27, 28 60 taxable miles @.58/m (JH)	Administrative	613 - Manage...	34.80	
General...	07/15/2019	mgrBillRecla		MAWD Summer Tour 6/26, 27, 28 276 non-taxable miles @.58/m (JH)	Administrative	613 - Manage...	160.08	
Check	07/15/2019	15344	Cristopher Skonard ...	MAWD Summer Tour meal 6/27	Administrative	106 - Bonanz...	11.00	
Total 623 - Seminar & Workshop/Fees/Mi							430.88	
625 - Phone/Internet/Website Expense								
Check	07/15/2019	15345	TDS Telecom	7/13/19-8/12/19 service (phone/internet)	Administrative	106 - Bonanz...	237.98	
Check	08/01/2019	15366	Verizon Wireless	mobile broadband charge for drng tablet (7/24-8/23)	Administrative:Riparian Aid...	106 - Bonanz...	35.01	
Total 625 - Phone/Internet/Website Expense							272.99	
626 - Engineering								
Check	08/12/2019		Houston Engineerin...	inv 43908: Pirz Lk Eng Report - proj R005021-0033 (rcvcd after mtg - informed Aug mtg py...	Pirz Lake AIS Project 2019-1	106 - Bonanz...	4,331.50	
Check	08/12/2019		Houston Engineerin...	inv 44260: Pirz Lk Eng Report (edits/final report)-proj R005021-0033	Pirz Lake AIS Project 2019-1	106 - Bonanz...	865.00	
Total 626 - Engineering							5,196.50	
629E - PERA - staff								
Paycheck	07/15/2019	15352	Knutson, Christine		Administrative	106 - Bonanz...	176.68	
Paycheck	07/15/2019	15353	Lundeen, Christoph...		Administrative	106 - Bonanz...	144.54	
Paycheck	07/15/2019	15354	Skonard, Cristopher J		Administrative	106 - Bonanz...	218.75	
Paycheck	07/31/2019	15359	Knutson, Christine		Administrative	106 - Bonanz...	192.74	
Paycheck	07/31/2019	15360	Lundeen, Christoph...		Administrative	106 - Bonanz...	157.68	
Paycheck	07/31/2019	15361	Skonard, Cristopher J		Administrative	106 - Bonanz...	218.75	
Total 629E - PERA - staff							1,109.14	
629M - PERA - managers								
Paycheck	07/15/2019	15349	Brauchler, Robert H		Administrative	106 - Bonanz...	26.25	
Paycheck	07/15/2019	15351	Wuertz, James E		Administrative	106 - Bonanz...	9.38	
Total 629M - PERA - managers							35.63	
635 - Health Plan								
635A - Life & AD&D ins. premiums								
Check	07/15/2019	15345	USAbile Life	AO&D & Life Aug Staff Premiums; Skonard, Knutson, Lundeen	Administrative	106 - Bonanz...	48.75	
Total 635A - Life & AD&D ins. premiums							48.75	
Total 635 - Health Plan								48.75
639 - Contract Labor								
Check	08/12/2019		Legal & Administrat...	attend 7/8 board mtg, take minutes,prep draft, proof/edit	Administrative	106 - Bonanz...	128.00	
Check	08/12/2019		LAMB Labor Service...	1hr of 196 July AIS inspect hours Lake Koronis Hwy 65 -reimb by Paynes Twp \$	Administrative: AIS project	106 - Bonanz...	16.00	
Check	08/12/2019		LAMB Labor Service...	remaining 195 or 196 July AIS inspect hrs Lk Koronis Hwy 65 - Stearns Grant	Administrative: AIS Stearns ...	106 - Bonanz...	3,120.00	
Check	08/12/2019		LAMB Labor Service...	186 July AIS inspect hrs Lk Koronis Veterans Park - Stearns Grant	Administrative: AIS Stearns ...	106 - Bonanz...	2,976.00	
Check	08/12/2019		LAMB Labor Service...	142 July AIS inspect hrs Lk Koronis County Park - Stearns Grant	Administrative: AIS Stearns ...	106 - Bonanz...	2,272.00	
Check	08/12/2019		LAMB Labor Service...	142 July AIS inspect hrs Rice Lk N #1 Shaugmans - Stearns Grant	Administrative: AIS Stearns ...	106 - Bonanz...	2,272.00	
Check	08/12/2019		LAMB Labor Service...	140 July AIS inspect hrs Rice Lk S #2 Co Rd 34 - Stearns Grant	Administrative: AIS Stearns ...	106 - Bonanz...	2,240.00	
Check	08/12/2019		LAMB Labor Service...	72 July AIS inspect hrs Grove Lk - Project (GL)	Administrative: AIS project	106 - Bonanz...	1,152.00	
Total 639 - Contract Labor							14,176.00	
645 - Utilities								
Check	07/15/2019	15347	Xcel Energy	electric 1030 Front St 6/5/19-7/6/19	Administrative	106 - Bonanz...	90.69	
Total 645 - Utilities							90.69	
646A - Water Technician's wages								
Paycheck	07/15/2019	15353	Lundeen, Christoph...		Administrative	106 - Bonanz...	1,927.20	
Paycheck	07/31/2019	15360	Lundeen, Christoph...		Administrative	106 - Bonanz...	2,102.40	
General...	08/01/2019	JulyDitchBi		1.5 hrs@29.27/hr payroll July ProjCoord JD1 - site visits	1-JD	6221 - Admin...	43.91	
General...	08/01/2019	JulyDitchBi		.75 hrs@29.27/hr payroll July ProjCoord CD32 -site visit	32-CD:Redetermined CD32	6221 - Admin...	21.95	
General...	08/01/2019	JulyDitchBi		July total ProjCoord billable payroll exp to ditches	Administrative	6221 - Admin...	-65.86	
General...	08/01/2019	JulWPLMN...		12 hrs@29.27/hr payroll July ProjCoord WPLMN reimbursable work	Administrative:WPLMN Proj...	6221 - Admin...	351.24	
General...	08/01/2019	JulWPLMN...		July total ProjCoord billable payroll exp to WPLMN	Administrative	6221 - Admin...	-351.24	
General...	08/01/2019	JuIGrantBiI		.6 hrs@29.27/hr Payroll July ProjCoord CD5, 29,37 Subwtr grant Proj Report/Expense Rep...	Administrative:CD5,29,37 S...	6221 - Admin...	14.64	
General...	08/01/2019	JuIGrantBiI		.5 hrs@29.27/hr Payroll July ProjCoord --- JD1 Subwtrshd Grant Proj Report/Expense Re...	Administrative:JD1 Subwtr ...	6221 - Admin...	14.64	
General...	08/01/2019	JuIGrantBiI		July total ProjCoord billable payroll exp to grants	Administrative	6221 - Admin...	-29.28	
General...	08/01/2019	JuIGrantBiI		1.6 hrs@47.45/hr July ProjCoord CD5,29,37 Subwtrshd INKIND mapping/data analysis (...	Administrative:inkind -CD5, ...	6221 - Admin...	71.18	
General...	08/01/2019	JuIGrantBiI		1.5 hrs@47.45/hr July ProjCoord CD5,29,37 Subwtrshd INKIND mapping/data analysis (...	Administrative	6221 - Admin...	-71.18	
General...	08/01/2019	JuIGrantBiI		1 hrs@47.45/hr July ProjCoord DrngRecords INKIND proj design/planning (PD)	Administrative:Inkind - Drn...	6221 - Admin...	47.45	
General...	08/01/2019	JuIGrantBiI		1 hrs@47.45/hr July ProjCoord DrngRecords INKIND proj design/planning (PD)	Administrative	6221 - Admin...	-47.45	
General...	08/01/2019	JuIGrantBiI		13 hrs@47.45/hr July ProjCoord JD1 Subwtrshd INKIND mapping/data, site visits (PD)	Administrative:Inkind-JD1 s...	6221 - Admin...	616.85	
General...	08/01/2019	JuIGrantBiI		13 hrs@47.45/hr July ProjCoord JD1 Subwtrshd INKIND mapping/data, site visits (PD)	Administrative	6221 - Admin...	-616.85	
Total 646A - Water Technician's wages							4,029.60	
646B - Seasonal Employee								
Paycheck	07/15/2019	15357	Struwve, Timothy A		Administrative: Intern Fund	106 - Bonanz...	963.30	
Paycheck	07/31/2019	15362	Struwve, Timothy A		Administrative: Intern Fund	106 - Bonanz...	1,129.48	
General...	08/01/2019	JulyDitchBi		6.5 hr @13.99/hr Payroll July Intern JD1 site visit/spraying	1-JD	6221 - Admin...	90.94	
General...	08/01/2019	JulyDitchBi		6.5 hr @13.99/hr Payroll July Intern CD29 - data mgmt -Drng Mod. inkind	29-CD	6221 - Admin...	90.94	
General...	08/01/2019	JulyDitchBi		3.75 hr @13.99/hr Payroll July Intern CD32 site visit/data mgmt-Drng Mod. inkind	32-CD:Redetermined CD32	6221 - Admin...	52.46	
General...	08/01/2019	JulyDitchBi		3 hr @13.99/hr Payroll July Intern CD36 data mgmt-Drng Mod. Inkind	36-CD	6221 - Admin...	41.97	
General...	08/01/2019	JulyDitchBi		11.25 hr @13.99/hr Payroll July Intern CD37 data mgmt-Drng Mod. inkind	37-CD	6221 - Admin...	167.39	
General...	08/01/2019	JulyDitchBi		9 hr @13.99/hr Payroll July Intern CD38 site visit	38-CD	6221 - Admin...	125.91	
General...	08/01/2019	JulyDitchBi		8 hr @13.99/hr Payroll July Intern CD5 data mgmt-Drng Mod. inkind	5-CD	6221 - Admin...	111.92	
General...	08/01/2019	JulyDitchBi		July total Intern billable payroll exp to ditches	Administrative: Intern Fund	6221 - Admin...	-671.53	
General...	08/01/2019	JuIGrantBiI		\$224.40 July Intern inkind Drng Modern. Grant 8 hrs on CD5 records	Administrative: Inkind - Drn...	6221 - Admin...	0.00	
General...	08/01/2019	JuIGrantBiI		\$182.33 July Intern inkind Drng Modern. Grant 5 hrs on CD29 records	Administrative: Inkind - Drn...	6221 - Admin...	0.00	
General...	08/01/2019	JuIGrantBiI		\$84.15 July Intern inkind Drng Modern. Grant 3 hrs on CD32 records	Administrative: Inkind - Drn...	6221 - Admin...	0.00	
General...	08/01/2019	JuIGrantBiI		\$84.15 July Intern Inkind Drng Modern. Grant 3 hrs on CD36 records	Administrative: Inkind - Drn...	6221 - Admin...	0.00	
General...	08/01/2019	JuIGrantBiI		\$315.56 July Intern inkind Drng Modern. Grant 8 hrs on CD37 records	Administrative: Inkind - Drn...	6221 - Admin...	0.00	
Total 646B - Seasonal Employee							2,092.78	
646C - WD FlexPlanContribution/Lundeen								
Paycheck	07/15/2019	15353	Lundeen, Christoph...		Administrative	106 - Bonanz...	350.00	
Paycheck	07/31/2019	15360	Lundeen, Christoph...		Administrative	106 - Bonanz...	350.00	
Total 646C - WD FlexPlanContribution/Lundeen							700.00	
6500 - Payroll Expenses-SS&Medicare								
Paycheck	07/15/2019	15348	Berndt, Gary C		Administrative	106 - Bonanz...	7.49	
Paycheck	07/15/2019	15348	Berndt, Gary C		Administrative	106 - Bonanz...	1.75	
Paycheck	07/15/2019	15349	Brauchler, Robert H		Administrative	106 - Bonanz...	26.26	
Paycheck	07/15/2019	15349	Brauchler, Robert H		Administrative	106 - Bonanz...	5.91	
Paycheck	07/15/2019	15350	Hanson, John T		Administrative	106 - Bonanz...	27.17	
Paycheck	07/15/2019	15350	Hanson, John T		Administrative	106 - Bonanz...	6.36	
Paycheck	07/15/2019	15351	Wuertz, James E		Administrative	106 - Bonanz...	12.64	
Paycheck	07/15/2019	15351	Wuertz, James E		Administrative	106 - Bonanz...	2.96	
Paycheck	07/15/2019	15352	Knutson, Christine		Administrative	106 - Bonanz...	145.46	
Paycheck	07/15/2019	15352	Knutson, Christine		Administrative	106 - Bonanz...	34.02	
Paycheck	07/15/2019	15353	Lundeen, Christoph...		Administrative	106 - Bonanz...	141.19	
Paycheck	07/15/2019	15353	Lundeen, Christoph...		Administrative	106 - Bonanz...	33.02	
Paycheck	07/15/2019	15354	Skonard, Cristopher J		Administrative	106 - Bonanz...	204.08	

Profit & Loss Detail

July 9 through August 12, 2019

Type	Date	Num	Name	Memo	Class	Split	Amount
Paycheck	07/15/2019	15354	Skonard, Christopher J		Administrative	106 - Bonanz...	47.73
Paycheck	07/15/2019	15357	Struwve, Timothy A		Administrative:Intern Fund	106 - Bonanz...	59.72
Paycheck	07/15/2019	15357	Struwve, Timothy A		Administrative:Intern Fund	106 - Bonanz...	13.97
Paycheck	07/31/2019	15359	Knutson, Christine		Administrative	106 - Bonanz...	158.73
Paycheck	07/31/2019	15359	Knutson, Christine		Administrative	106 - Bonanz...	37.12
Paycheck	07/31/2019	15360	Lundeen, Christoph...		Administrative	106 - Bonanz...	152.05
Paycheck	07/31/2019	15361	Lundeen, Christoph...		Administrative	106 - Bonanz...	35.56
Paycheck	07/31/2019	15361	Skonard, Christopher J		Administrative	106 - Bonanz...	204.08
Paycheck	07/31/2019	15361	Skonard, Christopher J		Administrative	106 - Bonanz...	47.73
Paycheck	07/31/2019	15362	Struwve, Timothy A		Administrative:Intern Fund	106 - Bonanz...	70.03
Paycheck	07/31/2019	15362	Struwve, Timothy A		Administrative:Intern Fund	106 - Bonanz...	16.38
Total 6560 - Payroll Expenses-SS&Medicare							1,490.40
703 - Interest Expense							
703A - Line of Credit Interest Expense							
Check	08/12/2019		Bonanza Valley Stat...	JD1 - BVSB LOC loan #24961 8/13 interest payment	1-JD	106 - Bonanz...	175.48
Total 703A - Line of Credit Interest Expense							175.48
703B - Bank Loan Interest Expense							
Check	07/31/2019	15358	Bonanza Valley Stat...	CD7 loan #24958 for ditch repairs scheduled 7-31 int pymt (apprvd 7/8 mtg)	7-CD	106 - Bonanz...	6,875.74
Total 703B - Bank Loan Interest Expense							6,875.74
Total 703 - Interest Expense							7,051.22
710 - Truck/ATV Expenses							
General...	08/01/2019		JulWPLMN...	143m @.58/mi WD truck mileage for WPLMN sampling July	Administrative:WPLMN Proj...	6221 - Admin...	82.94
General...	08/01/2019		JulWPLMN...	143m @.58/mi WD truck mileage for WPLMN sampling July	Administrative	6221 - Admin...	-82.94
General...	08/01/2019		JulGrantBill	151m@.58/m WD truck JD1 Subwtresd grant INKIND field verifications (PD)	Administrative:Inkind-JD1 s...	6221 - Admin...	87.58
General...	08/01/2019		JulGrantBill	151m@.58/m WD truck JD1 Subwtresd grant INKIND field verifications (PD)	Administrative	6221 - Admin...	-87.58
General...	08/01/2019		DitchMiBill	15mi @.58/mi WD truck CD38 - tile scoping (7/16)	38-CD	-SPLIT-	8.70
General...	08/01/2019		DitchMiBill	15mi @.58/mi WD truck CD38 - tile scoping (7/16)	Administrative	710 - Truck/A...	-8.70
General...	08/01/2019		DitchMiBill	44mi @.58/mi WD truck JD1 - site visit & ditch spraying (7/22&30)	1-JD	710 - Truck/A...	25.52
General...	08/01/2019		DitchMiBill	44mi @.58/mi WD truck JD1 - site visit & ditch spraying (7/22&30)	Administrative	710 - Truck/A...	-25.52
General...	08/01/2019		DitchMiBill	15mi @.58/mi WD truck CD32 site visit (7/22)	32-CD:Redetermined CD32	710 - Truck/A...	8.70
General...	08/01/2019		DitchMiBill	15mi @.58/mi WD truck CD32 site visit (7/22)	Administrative	710 - Truck/A...	-8.70
General...	08/01/2019		JulyUTVhrs	CD38 tile scoping UTV usage 7/16&18 1.9hr@14.30/hr	38-CD	-SPLIT-	27.17
General...	08/01/2019		JulyUTVhrs	CD38 tile scoping UTV usage 7/16&18 1.9hr@14.30/hr	Administrative	710 - Truck/A...	-27.17
General...	08/01/2019		JulyUTVhrs	JD1 ditch spraying UTV usage 7/30 2.9hr@14.30/hr	1-JD	710 - Truck/A...	41.47
General...	08/01/2019		JulyUTVhrs	JD1 ditch spraying UTV usage 7/30 2.9hr@14.30/hr	Administrative	710 - Truck/A...	-41.47
Check	08/12/2019		RJ, Inc.	7/2 gas 15.248g@2.699/gal	Administrative	106 - Bonanz...	41.15
Check	08/12/2019		RJ, Inc.	7/13 gas 13.488g@2.699/gal	Administrative	106 - Bonanz...	36.43
Check	08/12/2019		RJ, Inc.	7/18 gas 0.75g@2.699/gal	Administrative	106 - Bonanz...	2.02
Check	08/12/2019		RJ, Inc.	7/22 gas 15.097g@2.599/gal	Administrative	106 - Bonanz...	39.24
Check	08/12/2019		RJ, Inc.	7/29 gas 13.746g@2.599/gal	Administrative	106 - Bonanz...	35.73
Total 710 - Truck/ATV Expenses							154.57
731.02 - Bank Loan Principal pymt							
Check	07/31/2019	15358	Bonanza Valley Stat...	CD7 loan #24958 for ditch repairs scheduled 7-31 prin pymt (apprvd 7/8 mtg)	7-CD	106 - Bonanz...	20,825.79
Total 731.02 - Bank Loan Principal pymt							20,825.79
Total Expense							88,158.81
Net Ordinary Income							-62,052.42
Net Income							-62,052.42



**NORTH FORK CROW RIVER WATERSHED DISTRICT**  
**Balance Sheet**  
 As of August 12, 2019

Aug 12, 19

**ASSETS**

**Current Assets**

**Checking/Savings**

106 · Bonanza Checking	-32,898.40
107 · Bonanza Adm. Svg.	398,719.26
108 · Data Acquisition Svg	14,776.29
110 · Rice /Koronis Proj. Svg	1,946.50
112 · JD-1	100.00
113 · CD-7	10,711.74
114 · CD-32	100.57
115 · SRF / Co. Assessments	61,969.51
116 · CD-5	4,369.65
117 · CD-38	100.24
119 · CD-37	100.00
120 · CD-21	100.00
121 · CD-36	100.00
122 · JD-2	100.00
123 · SRF Interest	32,531.31
126 · CD-29/ 9019883	100.57
128 · Meeker CD4 NEW(prev. 4,40,& 43)	100.87
128B · Meeker Co. 40	160.98
128C · Meeker Cty 43	2,378.83
130 · SRF Watershed Wide	8,169.48
131 · SRF0218/2010-1	122,468.68
132 · NFCR Watershed Wide Projects	43,641.68
133 · SRF0268	32,072.14

Total Checking/Savings 701,919.90

**Accounts Receivable**

1201 · Due From Other Governments	3,978.37
1211 · Delinq Property Taxes Recvble	
1211A · Delinq Prop. Taxes Recvble.-ADM	5,163.05
1211B · Delinq Prop. Taxes Recvble-DATA	73.70
1211C · Delinq Prop. Taxes Recvble-PROJ	47.09

Total 1211 · Delinq Property Taxes Recvble 5,283.84

1215 · Deferred Assessment Receivable 614,553.60  
 1216 · Delinquent Assessment Receivabl 11,657.20

Total Accounts Receivable 635,473.01

**Other Current Assets**

1100 · Prepaid Liab Insurance/expenses	2,191.75
1120 · Inventory Asset	12,786.20
1300 · Projects -Receivable (Due T/F)	531,506.21

Total Other Current Assets 546,484.16

Total Current Assets 1,883,877.07

**TOTAL ASSETS** 1,883,877.07

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2005 · Accts Payable+retainag-Projects	
2005.09 · AcctsPayable (+retain)-CD32 Red	24,784.82
2005.10 · Accounts Payable +retainage-CD7	5,608.00

Total 2005 · Accts Payable+retainag-Projects 30,392.82

**2006 · Line of Credit**

2006.01 · JD1 - Line of Credit 22,373.01

Total 2006 · Line of Credit 22,373.01

**2010 · Proj. Pay. to Adm (DueT/F)**

2015 · CD-37	22,305.69
2016 · JD-1	294,878.80
2018 · CD21	7,519.10
2020 · JD2	18,742.32
2023 · CD-7	14,796.41

NORTH FORK CROW RIVER WATERSHED DISTRICT

Balance Sheet

As of August 12, 2019

	<u>Aug 12, 19</u>
2024 · CD-32	16,292.83
2025 · CD-36	17,693.78
2028 · CD-29	56,464.07
2030 · Meeker CD4	58,237.16
2034 · Meeker CD43	24,576.05
<b>Total 2010 · Proj. Pay. to Adm (DueT/F)</b>	<b>531,506.21</b>
2013 · Deferred Revenue-tax/assmt	
2013.01 · Deferred Revenue-taxes-Admin	5,163.05
2013.02 · Deferred Revenue-taxes-Septic	43.12
2013.03 · Deferred Revenue-taxes-R&KLevy	3.97
2013.06 · Deferred Revenue-tax -Data	73.70
2013 · Deferred Revenue-tax/assmt - Other	626,210.80
<b>Total 2013 · Deferred Revenue-tax/assmt</b>	<b>631,494.64</b>
2102 · Employee 125 Flex Benefit Plan	
2102E · Limited ME FLEX -Chris	369.04
<b>Total 2102 · Employee 125 Flex Benefit Plan</b>	<b>369.04</b>
2675 · Deferred Revenue	
2675.05 · Stearns AIS grant DefRev	28,246.00
2675.09 · CD5,29,37 Subwtr Grant C17-3891	4,468.10
2675.12 · Drng Records Grant FY18 DefRev	2,997.75
<b>Total 2675 · Deferred Revenue</b>	<b>35,711.85</b>
<b>Total Other Current Liabilities</b>	<b>1,251,847.57</b>
<b>Total Current Liabilities</b>	<b>1,251,847.57</b>
<b>Total Liabilities</b>	<b>1,251,847.57</b>
<b>Equity</b>	
3000 · Fund Balance	834,976.00
3002 · Fund Bal. CD-5	-666.00
3003 · Fund Bal. CD-37	-32,573.00
3004 · Fund Bal. JD-1	-271,341.00
3006 · Fund Bal. R & K	95,361.00
3010 · SRF WW/Mid	44,938.00
3011 · Fund Bal-CD 21	-10,933.00
3012 · Fund Bal-CD 38	531.00
3014 · Fund Bal-JD 2	-15,765.00
3015 · Fund Bal-CD-7	-183,026.00
3016 · Fund Bal-CD-32	-14,158.00
3017 · Fund Bal-CD-36	-11,512.00
3018 · Fund Bal. - CD4	-98,009.00
3019 · Fund Bal. - CD40	159.00
3020 · fund Bal. - CD43	-31,995.00
3021 · Fund Bal. SRF0218	139,268.00
3022 · Fund Bal.- SRF0268	28,598.00
3100.06 · Fund Bal. Reserved-CD29	-28,713.00
3100.14 · Fund Bal. Resvd-NFCRW Wide Proj	44,947.00
3100.20 · Fund Bal Reserved-Data Acq	21,510.00
32000 · Retained Earnings	-144,917.63
Net Income	265,350.13
<b>Total Equity</b>	<b>632,029.50</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,883,877.07</b>

**NORTH FORK CROW RIVER WATERSHED DISTRICT**  
**BOARD OF MANAGERS**  
**Proposed Regular Meeting Minutes**  
**July 8, 2019**

Managers Present: Gary Berndt, Bob Brauchler, John Hanson and James Wuertz  
Manager Absent: James Barchenger  
Staff Present: Cris Skonard, Christine Knutson, Christopher Lundeen, and Tim Struwve (Intern)  
Others Present: Maury Noonan (Rinke Noonan), Boyce Fischer, Boyd Fischer, Virgil Fuchs, Roger Imdieke (Kandiyohi County Commissioner), David Johnson, Ralph Klassen, Larry Ladwig, Donovan McKigney, Joe Lewis (Houston Engineering, Inc.), Jim Weller and others.  
Recording Secretary: Diane Beck, Legal & Administrative Assistants, Inc.

1. **CALL TO ORDER**—President Bob Brauchler called the meeting to order at approximately 7:00 p.m.
2. **REVIEW & APPROVE AGENDA**—President Brauchler presented the Agenda. Cris Skonard asked to add under Administrator’s Report: Pirz Lake update and under Watershed Report: Grant Funding Opportunities. Manager Berndt asked to add an agenda item for discussion to appoint a temporary manager due to James Barchenger’s absence. Skonard asked to place this issue under the Administrator’s Report.

IT WAS MOVED BY John Hanson, SECONDED BY James Wuertz, to approve the Agenda with the additions to the Administrator’s Report and Watershed Report as listed above. MOTION CARRIED.

3. **CONSENT AGENDA**—

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

1. Treasurer’s Report and bills to July 8, 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: Brauchler, Berndt, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

4. **MINUTES**—President Brauchler presented the June 10, 2019 Minutes. Skonard noted a wording change under Administrator’s Report, Item 5: 1W1P, second paragraph first sentence. Replace Middle Fork Watershed was appointed as “coordinator” for the 1W1P with “fiscal agent”.

IT WAS MOVED BY James Wuertz, SECONDED BY John Hanson, to approve the June 10, 2019 Regular Meeting Minutes with a correction to the Administrator’s Report, Item 5: 1W1P by changing the second paragraph to read:

Skonard reported the Middle Fork Watershed District was appointed as fiscal agent for 1W1P and reviewed the newly-adopted Watershed-based Funding Grant Subcontract Policy and Procedure from Middle Fork. MOTION CARRIED.

IT WAS MOVED BY John Hanson, SECONDED BY Gary Berndt, to approve the June 18, 2019 Special Meeting Minutes. MOTION CARRIED.

5. **Open Discussion from the Public.** Ralph Klassen inquired about a cover crop demonstration, etc. Skonard reported an event was held in Renville and sponsored by the Hawk Creek Watershed Project.

6. **STAFF REPORTS—**

a. **Administrator's Report.**

1. **Activities.** Skonard provided a brief overview of the MAWD (Minnesota Association of Watershed Districts) Summer Tour and reported the tour of projects was very interesting. Manager Hanson also provided highlights of the MAWD Summer Tour and felt it was a well planned event and very informative.
2. **Budget Committee.** Skonard asked for two Managers to meet with him to begin working on the budget for next year. He suggested meeting prior to the August 12<sup>th</sup> North Fork Crow River Watershed District (NFCRWD) board meeting so a draft budget can be presented at the meeting. The budget is due to the counties by September 15, 2019. Managers Wuertz and Berndt volunteered to serve on the Budget Committee along with Skonard.
3. **Watershed Boundary Change.** Skonard reported he met with Kevin Bigalke of the Minnesota Board of Water & Soil Resources (BWSR) and they are in the process of putting things together. The BWSR Central Committee will hear the Watershed boundary change first and if it is non-controversial, it will go to the full BWSR Board. Skonard will send out information.
4. **Policy Updates.** Skonard reported updates are needed on some NFCRWD policies, i.e., Administrative, Drainage and Personnel. Discussion was held regarding when to schedule meetings as public notices are required. Skonard will place this issue on the next agenda and suggested the Administrative policy be reviewed before the next meeting.
5. **Approve CD7 BVSB Loan Payment.** Skonard reported a check is needed to Bonanza Valley State Bank (BVSB) for the CD7 loan payment of \$27,701.53 (principal and interest) by the due date of July 31, 2019.

IT WAS MOVED BY John Hanson, SECONDED BY James Wuertz, to authorize a check for \$27,701.53 (principal and interest) to Bonanza Valley State Bank for the CD7 loan payment.

Roll call vote was taken.

Affirmative: Brauchler, Berndt, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

6. **MAWD Resolutions.** Skonard referred to the 2019 Request for Resolutions Memo and information in the meeting packet regarding the next steps and timeline to submit policy recommendations and inquired if anything needs to be worked on.
7. **Pirz Lake Update.** Skonard reported the engineer's report was received and will be submitted to BWSR and DNR this week. Once BWSR receives the engineer's report, it will have 30 days to respond. Skonard suggested scheduling a tentative hearing date and asked for a motion to use unassigned administrative funds to temporarily cover administrative time, engineering fees, etc., which is similar to a ditch project until the costs are assessed.

IT WAS MOVED BY James Wuertz, SECONDED BY John Hanson, to authorize using North Fork Crow River Watershed District unassigned administrative funds to temporarily cover administrative time, engineering fees, etc. for the Pirz Lake project.

Roll call vote was taken.

Affirmative: Brauchler, Berndt, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

Skonard suggested a potential hearing date of August 29, 2019 at 7:00 p.m. in Roscoe.

IT WAS MOVED BY John Hanson, SECONDED BY James Wuertz, to set the hearing in regard to the Pirz Lake project for 7:00 p.m., August 29, 2019, at Roscoe. MOTION CARRIED.

8. **Additional Business.** Skonard briefly addressed Manager Berndt's inquiry as to whether a temporary manager should be appointed to cover Manager Barchenger's duties during his absence and felt no temporary appointment is needed for a short-term absence. Legal concurred.

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

1. **Activity Report.**

- Monitoring continues; high phosphorus and E Coli being influenced by excessive rainfall
- Working on subwatershed grants
- Completing work on lake reports for lake association meetings
- Continuing work on a Watershed Restoration and Protection Strategies (WRAPS)
- Described the MPCA (Minnesota Pollution Control Agency) 319 grant. In person interviews will be held. It will be a long-range grant of up to 16 years.

2. **Additional/BWSR Grants.** Lundeen reported the BWSR grants were announced to the public and asked for direction on outreach. The deadline to apply for the grants is September 9, 2019. Lundeen inquired if letters should be sent to landowners or ads placed in newspapers. A suggestion was made to contact the former applicants and schedule an informal meeting at NFCRWD for 6:00 p.m., August 12<sup>th</sup>, prior to the board meeting.

Jim Weller inquired if there was a field day held and suggested including a rock inlet demonstration, etc. Skonard suggested holding a field day next year and include various demonstrations.

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

## 7. PROGRAM REPORTS

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

b. **Drainage Report.**

1. **CD 32 Update:** Skonard reported at the June board meeting, a decision was made to have States Borders Construction replace 377 feet of pipe and NFCRWD agreed to pay \$10,000 on the work already completed. Joe Lewis shared two survey points were done and the elevation is slightly higher (2-3 inches) from the original survey shots. He felt this is acceptable normal tolerances.

Weller inquired if additional dollars would be paid to the engineer and Skonard responded that was for the Board to determine. Weller suggested MBC Drainage LLC do the project instead. After a lengthy discussion, it was decided to have States Border Construction do the project and fix the end pipe. Skonard felt engineering observation time is needed; Lewis estimated the cost at approximately \$1,000/day. Skonard also stated there would be an upcharge for the grey pipe. Lewis will review the soil borings. It was questioned if NFCRWD can obtain the CD32 as-built records and other data. Skonard shared RESPEC had Westwood perform the soil borings and surveying; he will contact Westwood.

IT WAS MOVED BY Gary Berndt, SECONDED BY John Hanson, to move forward with the decision to take the negotiated settlement with States Borders Construction to upgrade the polyethylene pipe to polypropylene "grey pipe", have Houston Engineering, Inc. onsite for surveying during the tile

replacement and to cease all payments to RESPEC due to negligent work.

Roll call vote was taken.

Affirmative: Brauchler, Berndt, Hanson and Wuertz

Opposed: None

MOTION CARRIED.

2. **CD 38: Update.** Skonard updated the Board regarding scoping CD38. Water is flowing out of the outlet at the Felling property but drainage issues continue on the Kirckof property. Consensus to proceed with scoping.
3. **JD 1: Update.** Skonard reported there is rock still sitting in the ditch and no work has been performed on the stabilization project. David Johnson inquired about leveling work; Skonard shared he has not had a chance to talk with Nate or MBC Drainage.
4. **CD 5 Update.** Skonard shared he attended a pre-construction meeting with the Minnesota Department of Transportation (MnDOT) in St. Cloud on June 20<sup>th</sup>. MnDOT will lower the JD 5 culvert along Highway 4. Discussion was held regarding an additional culvert issue; Skonard will work with MnDOT.
5. **Other Ditch Business.**
  - Skonard referred to a letter from Boyce Fischer regarding benefit issues on CD7 and CD32. Skonard will research the matters and this issue will be discussed at the August 12<sup>th</sup> board meeting.
  - Lewis provided a brief update on JD1 Branch 12. Skonard to coordinate with MBC.
  - Manager Berndt shared he made a site visit to CD7 on the Kasper property and reported one side of the ditch looks good and the other side of the ditch has parts of sloughing and cave-ins.

c. **Board Member Reports.** None.

8. **Items for Next Meeting Agenda.**

- Policy Updates
- CD7/CD32 benefit issues

9. **Calendar Review.**

- July 11: Drainage Work Group, St. Paul
- July 13: Koronis Lake Association Annual Meeting, Paynesville
- July 17: 1W1P-TAC, Litchfield
- July 18: Viewers Meeting, Lamberton
- July 18: MPCA 319 grant interview, Brooten
- August 7: 1W1P-PC

**FYI Items.** Skonard mentioned the ISG Agricultural Drainage & Future of Water Quality Workshop will be held July 10-11, 2019 at Southwest Minnesota State University in Marshall.

**ADJOURNMENT—**

IT WAS MOVED BY Gary Berndt, SECONDED BY James Wuertz, to adjourn the meeting.

MOTION CARRIED.

The meeting was adjourned at approximately 8:20 p.m.

**NEXT MEETING—**The next board meeting is Monday, August 12, 2019 at 7:00 p.m.

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John Hanson, Secretary

ADMINISTRATIVE REVENUES

		2020			2019			2018			
		2020 Budget	\$ Difference	% Increase /	2019 Budget	Mid-Year	% Received from	2018 Budget	Actual	(+/-)	% Received from
		Amount	Previous Year	Decrease	Amount	(Jan 1 - June 30)	Projected	Amount			Projected
Property Taxes											
General Levy (Includes Delinquents)	\$ 250,000.00	\$ 250,000.00		\$ 250,000.00	\$ 138,761.20	56%	\$ 250,000.00	\$ 244,317.47	\$ (5,682.53)	98%	
Insurance & Bonding Levy (Includes Delinquents)	\$ 9,000.00	\$ 9,000.00		\$ 9,000.00	\$ 4,979.80	55%	\$ 10,000.00	\$ 9,800.01	\$ (199.99)	98%	
<b>Levy Total</b>		<b>\$ 259,000.00</b>		<b>\$ 259,000.00</b>	<b>\$ 143,741.00</b>	<b>55%</b>	<b>\$ 260,000.00</b>	<b>\$ 254,117.48</b>	<b>\$ (5,882.52)</b>	<b>98%</b>	

ADMINISTRATIVE EXPENDITURES

Current		2020 Budget			2019 Budget			2018 Budget				
		Amount	\$ Difference	% Change from	Amount	Mid-Year	% Spent of	Amount	Actual	(+/-)	% Spent of	
				Prior Year		(Jan 1 - June 30)	Budget				Budget	
<b>General Watershed District</b>												
Employee Expenses												
	Administrator Salary	601	\$ 72,700.00	\$ 2,700.00	4%	\$ 70,000.00	\$ 35,000.00	50%	\$ 65,432.00	\$ 42,610.37	\$ (22,821.63)	65%
	Admin. Cell Phone Stipend	601.2	\$ 600.00	\$ -	0%	\$ 600.00	\$ 300.00	50%	\$ 600.00	\$ 600.00	\$ -	100%
	Water Project Coordinator Wages	646A	\$ 47,500.00	\$ 2,900.00	6%	\$ 44,600.00	\$ 22,600.80	51%	\$ 42,882.00	\$ 36,104.45	\$ (6,777.55)	84%
	Admin. Assistant Wages	6221	\$ 58,000.00	\$ 3,600.00	6%	\$ 54,400.00	\$ 27,626.64	51%	\$ 52,289.00	\$ 47,925.52	\$ (4,363.48)	92%
	Project Reimbursements		\$ (31,480.00)	\$ (12,614.00)	40%	\$ (18,866.00)	\$ (12,142.31)	64%	\$ -	\$ (38,265.98)		
	MNUI	602	\$ -	\$ -		\$ -			\$ -			
	FLEX Plan Contribution	635	\$ -	\$ -		\$ -			\$ -			
	FLEX Plan Expenses	656	\$ -	\$ -		\$ -			\$ -			
	WD FlexPlan Contribution/Admin	601A	\$ 8,400.00	\$ -	0%	\$ 8,400.00	\$ 4,200.00	50%	\$ 8,400.00	\$ 8,400.00	\$ -	100%
	WD FlexPlan Contribution/Lundeen	646C	\$ 8,400.00	\$ -	0%	\$ 8,400.00	\$ 4,200.00	50%	\$ 8,400.00	\$ 8,400.00	\$ -	100%
	WD FlexPlan Contr.Bookkeeper	6221A	\$ 8,400.00	\$ -	0%	\$ 8,400.00	\$ 4,200.00	50%	\$ 8,400.00	\$ 8,400.00	\$ -	100%
	FLEX Plan Documentation & Testing		\$ 600.00	\$ 125.00	21%	\$ 475.00	\$ -	0%	\$ 475.00	\$ 542.76	\$ 67.76	114%
	LIFE & ADD	635A	\$ 600.00	\$ 100.00	17%	\$ 500.00	\$ 292.50	59%	\$ 500.00	\$ 585.00	\$ 85.00	117%
	PERA	629	\$ -	\$ -		\$ -			\$ -			
	PERA Staff	629E	\$ 13,365.00	\$ 690.00	5%	\$ 12,675.00	\$ 6,392.03	50%	\$ 12,270.00	\$ 12,368.18	\$ 98.18	101%
	Payroll Expenses: SS & Medicare	6560	\$ 13,650.00	\$ 720.00	5%	\$ 12,930.00	\$ 7,197.70	56%	\$ 12,100.00	\$ 13,935.77	\$ 1,835.77	115%
<b>Employee Expenses Total</b>			<b>\$ 200,735.00</b>	<b>\$ (1,779.00)</b>	<b>-1%</b>	<b>\$ 202,514.00</b>	<b>\$ 99,867.36</b>	<b>49%</b>	<b>\$ 211,748.00</b>	<b>\$ 141,606.07</b>	<b>\$ (70,141.93)</b>	<b>67%</b>
Managers and Administrative												
	Manager Pay	613	\$ 8,000.00	\$ -	0%	\$ 8,000.00	\$ 3,325.00	42%	\$ 8,000.00	\$ 7,462.50	\$ (537.50)	93%
	Manager Mileage	612	\$ 2,200.00	\$ (800.00)	-36%	\$ 3,000.00	\$ 880.73	29%	\$ 3,000.00	\$ 2,083.56	\$ (916.44)	69%
	Manager's Expense	643	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	\$ (100.00)	0%
	PERA - Managers	629M	\$ 552.00	\$ -	0%	\$ 552.00	\$ 236.31	43%	\$ 552.00	\$ 554.17	\$ 2.17	100%
	Payroll Expenses: SS & Medicare	6560M	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ 367.11	37%	\$ 1,000.00	\$ 935.89	\$ (64.11)	94%
<b>Managers and Administrative Total</b>			<b>\$ 11,852.00</b>	<b>\$ (800.00)</b>		<b>\$ 12,652.00</b>	<b>\$ 4,809.15</b>	<b>38%</b>	<b>\$ 12,652.00</b>	<b>\$ 11,036.12</b>	<b>\$ (1,615.88)</b>	<b>87%</b>
Mileage and Expenses												
	Administrator Mileage	600	\$ 1,500.00	\$ 500.00	33%	\$ 1,000.00	\$ 938.44	94%	\$ 1,000.00	\$ 1,081.89	\$ 81.89	108%
	Technician Mileage	650	\$ 300.00	\$ -	0%	\$ 300.00	\$ 109.04	36%	\$ 300.00	\$ 297.04	\$ (2.96)	99%
	Funds Manager Mileage	647	\$ 50.00	\$ -	0%	\$ 50.00	\$ -	0%	\$ 50.00	\$ -	\$ (50.00)	0%
	Other Employees		\$ -	\$ -		\$ -			\$ -			
	Truck & ATV Expenses	710	\$ 250.00	\$ (250.00)	-100%	\$ 500.00	\$ 110.29	22%	\$ 500.00	\$ (1.10)	\$ (501.10)	0%
<b>Mileage and Expenses Total</b>			<b>\$ 2,100.00</b>	<b>\$ 250.00</b>		<b>\$ 1,850.00</b>	<b>\$ 1,157.77</b>	<b>63%</b>	<b>\$ 1,850.00</b>	<b>\$ 1,377.83</b>	<b>\$ (472.17)</b>	<b>74%</b>
Professional Fees												
	Misc. Dues	640	\$ 3,700.00	\$ 200.00	5%	\$ 3,500.00	\$ 3,337.00	95%	\$ 3,000.00	\$ 3,299.00	\$ 299.00	110%

Accounting (Audit)	648	\$ 12,500.00	\$ (500.00)	-4%	\$ 13,000.00	\$ 11,850.00	91%	\$ 13,000.00	\$ 11,850.00	(1,150.00)	91%
Bookkeeping Expense	603	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	(500.00)	0%
Legal - Monthly Retainer - Levy	611A	\$ 2,400.00	\$ -	0%	\$ 2,400.00	\$ 1,200.00	50%	\$ 2,400.00	\$ 2,400.00	-	100%
Legal	611	\$ 8,000.00	\$ 5,000.00	63%	\$ 3,000.00	\$ 7,279.50	243%	\$ 2,400.00	\$ 7,163.50	4,763.50	298%
Consulting Fees	605	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	
Engineering	626	\$ -	\$ -		\$ -	\$ 4,897.75		\$ -	\$ -	-	
<b>Professional Fees Total</b>		<b>\$ 27,100.00</b>	<b>\$ 4,700.00</b>	<b>0.64</b>	<b>\$ 22,400.00</b>	<b>\$ 28,564.25</b>	<b>128%</b>	<b>\$ 21,300.00</b>	<b>\$ 24,712.50</b>	<b>3,412.50</b>	<b>116%</b>
<b>Office Expenses</b>											
Utilities	645	\$ 4,500.00	\$ (100.00)	-2%	\$ 4,600.00	\$ 2,089.49	45%	\$ 4,600.00	\$ 3,777.95	\$ (822.05)	82%
Maintenance / Repair	614	\$ 2,500.00	\$ 500.00	20%	\$ 2,000.00	\$ 2,893.92	145%	\$ 1,500.00	\$ 2,720.16	\$ 1,220.16	181%
Office Equipment	617	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%	\$ 500.00	\$ 326.57	\$ (173.43)	65%
Office Expense and Supplies	619	\$ 1,500.00	\$ -	0%	\$ 1,500.00	\$ 821.84	55%	\$ 1,500.00	\$ 1,023.56	\$ (476.44)	68%
Computer Expense	604	\$ 2,000.00	\$ -	0%	\$ 2,000.00	\$ 1,371.99	69%	\$ 1,500.00	\$ 1,164.98	\$ (335.02)	78%
Equipment Expense	6171	\$ -	\$ -		\$ -	\$ -		\$ -	\$ 358.09	\$ 358.09	
Phone / Internet / Website Expense	625	\$ 4,500.00	\$ -	0%	\$ 4,500.00	\$ 2,078.95	46%	\$ 4,000.00	\$ 3,379.20	\$ (620.80)	84%
Postage Expense	620	\$ 600.00	\$ -	0%	\$ 600.00	\$ 394.78	66%	\$ 600.00	\$ 454.39	\$ (145.61)	76%
Miscellaneous Expense	615	\$ 250.00	\$ -	0%	\$ 250.00	\$ -	0%	\$ 250.00	\$ -	\$ (250.00)	0%
Insurance & Bonding	610	\$ 9,000.00	\$ -	0%	\$ 9,000.00	\$ 8,067.00	90%	\$ 10,000.00	\$ 9,231.63	\$ (768.37)	92%
Bank Service Charge	644	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
Grant / Project Billable Office Expenses (B.R. Overage)	618	\$ (20,987.00)	\$ (2,121.00)	10%	\$ (18,866.00)	\$ (6,238.86)	33%	\$ (22,900.00)	\$ (20,675.04)	\$ 2,224.96	90%
<b>Office Expenses Total</b>		<b>\$ 4,363.00</b>	<b>\$ (1,721.00)</b>	<b>28%</b>	<b>\$ 6,084.00</b>	<b>\$ 11,479.11</b>	<b>189%</b>	<b>\$ 1,550.00</b>	<b>\$ 1,761.49</b>	<b>\$ 211.49</b>	<b>114%</b>
<b>Public and Professional Education (Meal &amp; Incidental Reimburse for Training/Mtgs )</b>											
Administrator Expense	636	\$ 150.00	\$ 50.00	33%	\$ 100.00	\$ -	0%	\$ 100.00	\$ 122.83	\$ 22.83	123%
Technician Expense	651	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	0%	\$ 100.00	\$ 10.33	\$ (89.67)	10%
Funds Manager Expense	647A	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	\$ (100.00)	0%
Printing Expense	621	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
Education (Public Education)	641	\$ 1,500.00	\$ -	0%	\$ 1,500.00	\$ 1,175.55	78%	\$ 1,500.00	\$ 1,061.79	\$ (438.21)	71%
Seminar and Workshop Fees w/Mileage	623	\$ 5,500.00	\$ -	0%	\$ 5,500.00	\$ 2,416.50	44%	\$ 5,000.00	\$ 5,484.58	\$ 484.58	110%
Lodging	637	\$ 2,500.00	\$ (500.00)	-20%	\$ 3,000.00	\$ 1,137.89	38%	\$ 3,500.00	\$ 1,974.02	\$ (1,525.98)	56%
<b>Public and Professional Education Total</b>		<b>\$ 9,850.00</b>	<b>\$ (450.00)</b>	<b>0.13</b>	<b>\$ 10,300.00</b>	<b>\$ 4,729.94</b>	<b>46%</b>	<b>\$ 10,300.00</b>	<b>\$ 8,653.55</b>	<b>\$ (1,646.45)</b>	<b>84%</b>
<b>Other</b>											
Newspaper Notices	616	\$ 300.00	\$ (200.00)	-67%	\$ 500.00	\$ 79.46	16%	\$ 100.00	\$ 918.06	\$ 818.06	918%
District Projects & Goals	607	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
Contract Labor	639	\$ 2,200.00	\$ -		\$ 2,200.00	\$ 592.08	27%	\$ -	\$ 2,061.34	\$ 2,061.34	
Project Equipment and Materials	6172	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
Data Collection Expense	606	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	
<b>Other Total</b>		<b>\$ 2,500.00</b>	<b>\$ (200.00)</b>	<b>(0.67)</b>	<b>\$ 2,700.00</b>	<b>\$ 671.54</b>	<b>25%</b>	<b>\$ 100.00</b>	<b>\$ 2,979.40</b>	<b>\$ 2,879.40</b>	<b>1338%</b>
<b>Capital Outlay</b>											
<b>General Government</b>											
Office Expenses - Capital Expenditures	627 (642)	\$ 500.00	\$ -		\$ 500.00	\$ -	0%	\$ 500.00	\$ -	\$ (500.00)	0%
<b>Office Expenses Total</b>		<b>\$ 500.00</b>	<b>\$ -</b>		<b>\$ 500.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ (500.00)</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>\$ 259,000.00</b>	<b>\$ -</b>		<b>\$ 259,000.00</b>	<b>\$ 151,279.12</b>	<b>58%</b>	<b>\$ 260,000.00</b>	<b>\$ 192,126.96</b>	<b>\$ (67,873.04)</b>	<b>74%</b>



**From:** [Emily Javens](#)  
**To:** [nfcrwsd@tds.net](mailto:nfcrwsd@tds.net)  
**Subject:** new laws impacting watersheds - August 1st  
**Date:** Wednesday, July 31, 2019 4:22:20 PM

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Members,

I wanted to bring to your attention a few law changes that impact our watershed offices. To view other laws that have been changed, you can visit <https://www.house.mn/newlaws/#/search/2019>.

1. **Minnesota's New Wage Theft Law**

A few changes include:

Employers are required to provide employees with additional information when they start work.

Employers are required to provide new information on earnings statements.

Employers are required to maintain additional records.

Please review this [guidance document](#) written by the Department of Labor and Industry for full details.

2. Amendments to the **Open Meeting Law when using Interactive Television** to conduct meetings.

Two changes were made:

- Board members away on military service can participate in meetings via interactive TV from non-public spaces up to three times per year.
- Meeting minutes must include the names of board members who are participating remotely and must explain why.

To read the bill in its entirety, click [here](#).

3. **Watershed District Per Diem Increase** – went into effect July 1st

- Watershed districts may elect to pay managers up to \$125 per day (up from \$75).
- Note: You may need to update your bylaws before implementing this change.
- You may also want to consider adopting policies that allow a per diem payment for meeting prep. See [BWSR's per diem policy](#) as a reference.
- As always, check with your legal counsel when adopting changes such as this.

Please don't hesitate to give me a call if you have any questions. I'll do my best to try to find the answers!

Emily

bcc: WD/WMO Board Members, Administrators, Ray

**Emily Javens, PE | Executive Director**  
MN Association of Watershed Districts (MAWD)  
595 Aldine Street | St. Paul, MN 55104  
(651) 440-9407 office | (320) 979-0084 mobile  
[www.mnwatershed.org](http://www.mnwatershed.org) | [emily@mnwatershed.org](mailto:emily@mnwatershed.org)  
*Note: new address, new phone, new email!*

## Guidance for employers on Minnesota's new Wage Theft Law

The Minnesota Legislature passed and the governor has signed a new Minnesota Wage Theft Law. The new law amends existing state labor laws and provides for new wage and hour requirements, protections and sanctions. This guidance highlights provisions of the new law that will require employers to review their current policies and practices and take necessary steps to bring those policies and practices into compliance with the requirements of the new law's provisions.

All provisions of the new law go into effect **July 1, 2019**, except for the provisions of the new law that amend Minnesota Statutes § 609.52 (criminal wage theft and sanctions). The provisions of the new law providing for criminal wage theft and sanctions go into effect **Aug. 1, 2019**.

A full summary of the new Wage Theft Law is online at [www.dli.mn.gov/sites/default/files/pdf/wage\\_theft\\_law\\_summary.pdf](http://www.dli.mn.gov/sites/default/files/pdf/wage_theft_law_summary.pdf).

Questions and answers about the new Wage Theft Law are online at [www.dli.mn.gov/business/employment-practices/wage-theft-qa](http://www.dli.mn.gov/business/employment-practices/wage-theft-qa).

The complete text of the new law is online at [www.revisor.mn.gov/laws/2019/1/Session+Law/Chapter/7/](http://www.revisor.mn.gov/laws/2019/1/Session+Law/Chapter/7/).

### New responsibilities for employers

#### Additional information employers are required to provide to employees when they start work (amendments to Minn. Stat. § 181.032)

Providing written notice to employees about their employment status and terms of employment, including wages, hours and benefits, is not only a good business practice, it is also required by Minnesota law.

**The new Wage Theft Law requires all employers to provide each employee with a written notice at the start of their employment. The notice must contain the following specific information about an employee's employment status and terms of employment (New).**

Below is the specific information employers must provide in the notice to employees when they start employment.<sup>1, 2, 3</sup>

- **Employee’s employment status and whether an employee is exempt from minimum wage, overtime and other state wage and hour laws, and on what basis (New).**
- **Number of days in the employee’s pay period and the regularly scheduled payday (New).**
- **Date the employee will receive the first payment of wages earned (New).**
- **Employee’s rate or rates of pay and the basis thereof, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission or other method and the specific application of any additional rates (New).**
- **Allowances, if any, that may be claimed for permitted meals and lodging (New).**
- **Provision of paid vacation, sick time or other paid time off (PTO), how the paid time off will accrue and terms for its use (New).**
- **A list of deductions that may be made from the employee’s pay (New).**
- **Employer’s legal name and the operating name, if different (New).**
- **Physical address of employer’s main office or principal place of business and a mailing address, if different (New).**
- **Employer’s telephone number (New).**

**Employers are required to keep a copy of the notice signed by each employee (New). All employers must provide the notice to employees in English. The notice must include a statement, in multiple languages, that informs employees they may request the notice be provided to them in another language (New). The employer must provide the notice in another language if requested by the employee (New).** The Department of Labor and Industry (DLI) is preparing and will make available to employers the statement in multiple languages that must be included with the notice. **Employers are also required to provide employees in writing any changes to the information in the notice before the date the changes take effect (New).**

An employee notice example is online at [www.dli.mn.gov/sites/default/files/doc/employee\\_notice\\_form.docx](http://www.dli.mn.gov/sites/default/files/doc/employee_notice_form.docx). Employers may use the example notice or create their own.

## **Additional information employers are required to provide employees on earnings statements (amendments to Minn. Stat. § 181.032)**

Earnings statements (or paystubs) are important payroll records for employers and employees that document information about wages paid, hours worked, deductions made and benefits accrued by an employee. Existing state law requires earning statements be provided to employees in writing or by electronic means at the end of

<sup>1</sup>When recruiting migrant workers, employers must also comply with the notice, recordkeeping, and wage and hour requirements of Minn. Stat. §§ 181.85-181.91.

<sup>2</sup>Employers in the meatpacking industry must also comply with the notice requirements of Minn. Stat. § 179.86.

<sup>3</sup>Employers employing 10 or more employees, who are not farm laborers or casual employees employed temporarily, must also comply with the written agreement requirements of Minn. Stat. § 181.55-181.57.

each pay period and specific information be included on the earnings statement. The new law requires the following additional information be included on the earnings statements provided to employees each pay period:

- Name of the employee.
- Total hours worked by the employee in the pay period.
- **Employee's rate or rates of pay and basis thereof, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission or other method (New).**
- **Allowances claimed for permitted meals and lodging (New).**
- Total amount of gross pay earned by employee in the pay period.
- Net amount of pay after all deductions are made.
- List of deductions made from the employee's pay.
- Date pay period ended.
- Employer's legal and operating name.
- **Employer's telephone contact (New).**
- **Physical address of employer's main office or principal place of business and a mailing address, if different (New).**

### **Additional records employers are required to maintain (amendments to Minn. Stat. § 177.30)**

Under existing law, employers are required to keep various records for three years. It is in the employer's interest to maintain complete and accurate records that can be used to demonstrate an employer's compliance with state wage and hour laws. The new law requires the following additional records be kept by an employer:

- Each employee's name, address and occupation.
- Each employee's rate of pay and the amount paid each pay period.
- Each employee's hours worked each day and each workweek, **including, for all employees paid at piece rate, the number of pieces completed at each piece rate (New).**
- **A list of personnel policies with brief descriptions of each policy that were provided to each employee, including the date the policies were given to the employee (New).**
- **A copy of the new notice that is required to be provided to and signed by each employee at the start of employment and a copy of any written changes to the notice that were provided to each employee (New).**
- For each employer subject to Minn. Stat. §§ 177.41 to 177.44 (Minnesota Prevailing Wage Act), and while performing work on public works projects funded in whole or in part with state funds, the employer shall furnish under oath signed by an owner or officer of an employer to the contracting authority and the project owner every two weeks, a certified payroll report with respect to the wages and benefits paid each employee during the preceding weeks specifying for each employee: name; identifying number; prevailing-wage master job classification; hours worked each day; total hours; rate of pay; gross amount earned; each deduction for taxes; total deductions; net pay for week; dollars contributed per hour for each benefit, including name and address of administrator; benefit account number; and telephone number for health and welfare, vacation or holiday, apprenticeship training, pension and other benefit programs.
- Other information the commissioner finds necessary and appropriate to enforce Minn. Stat. §§ 177.21 to 177.435.

These and other records that are required to be kept by an employer must be available for inspection by the commissioner upon demand. **The records must be either kept at the place where employees are working or kept in a manner that allows the employer to comply with the commissioner’s demand within 72 hours (New).**

If records maintained by the employer do not provide sufficient information to determine the exact amount of back wages due, the commissioner may make a determination of wages due based on available evidence **(New).**

### **Clarifications and requirements for what wages and commissions an employer must pay and when employers must pay wages and commissions to employees (amendments to Minn. Stat. § 181.101)**

Employers must pay all wages, **including salary, earnings and gratuities (New)** earned by an employee at least once every 31 days and **all commissions earned by an employee at least once every three months (New)** on a regular payday.

The new Wage Theft Law further clarifies that Minn. Stat. § 181.101 **provides a substantive right to the payment of commissions and wages, at the employee’s rate or rates of pay or the rate or rates required by law, whichever is greater, as well as the right to be paid wages and commissions earned on a regular payday (New).**

### **New: Employers must not retaliate against employees for asserting rights or remedies under Minnesota’s wage and hour laws (amendments to Minn. Stat. § 181.03)**

An employer is prohibited from retaliating against an employee for asserting rights or remedies under the Minnesota Fair Labor Standards Act, the Minnesota Prevailing Wage Act and certain provisions of Minn. Stat., Chapter 181, Payment of Wages Act, including filing a complaint with DLI or telling the employer of the employee’s intention to file a complaint. In addition to any other remedies provided by law, an employer that violates this subdivision is liable for a civil penalty of \$700 to \$3,000 for each violation.

### **Requirements for employers under the Responsible Contractor Law (amendments to Minn. Stat. § 16C.285)**

The “responsible contractor” requirements have been amended to include **Minn. Stat. §§ 181.03 (prohibited wage practices and retaliation), 181.101 (payment of wages) and 609.52, subd. 2 (19) (criminal wage theft) (New)**, in the list of laws that contractors must verify they are in compliance with and have not violated during the past three years, to be considered eligible to bid on public contracts.

## New enforcement authority and penalties

### **New: DLI has additional enforcement and penalty authority for violations of the law (amendments to Minn. Stat. §§ 175.20, 177.27, 177.30 and 181.101)**

The application of remedies under existing law was clarified and penalty amounts were increased for repeated violations of the recordkeeping laws. The commissioner's enforcement authority was also clarified and expanded.

#### **Commissioner enforcement authority**

- Enter and inspect places of employment without unreasonable delay to carry out purposes of Minn. Stat., Chapters 177, 181, 181A and 184.
- Apply for an inspection order in district court in the county where the place of employment is located to require employer to permit entry of the commissioner or an authorized representative if the entry has been denied.
- Interview non-management employees in private regarding an investigation.

#### **Clarification of application of remedies and increase in penalties for repeated violations**

- For the failure to pay wages or commissions as required under Minn. Stat. § 181.101, the new law clarifies the commissioner may order the employer to:
  1. Pay wages or commissions owed to an employee.
  2. Pay an amount equal to the wages or commissions owed as liquidated damages.
  3. Pay compensatory damages incurred by an employee.
  4. Cease and desist in the violative practice.
  5. Pay a civil penalty for repeated or willful violations.

The commissioner may also now order an employer to pay a penalty equal to either the employee's average daily wages earned or an amount equal to 1/15 of the commissions earned for each day payment is not made in accordance with the commissioner's order.

- Penalize an employer up to \$5,000 for each repeated failure to submit or deliver records to the commissioner as required by law.
- Penalize an employer up to \$5,000 for each repeated failure to keep and maintain records as required by law.

### **New: Commissioner required to share enforcement action information (amendments to Minn. Stat. § 177.27)**

DLI, its commissioner or its authorized representative shall provide a copy of an order to comply issued to an employer and the disposition of the order or the data set out in the order to comply and its disposition to the following entities:

- A licensing or regulatory authority of one or more state agencies or agencies of political subdivision to which the employer is subject.

- A public contracting authority with which the employer is party to a public contract.
- The employees whose interests are affected by the order.

**New: Attorney General enforcement authority (new Minn. Stat. §§ 177.45 and 181.1721)**

The Minnesota Attorney General’s Office, in addition to the Department of Labor and Industry, has the authority to enforce Minn. Stat., Chapters 177 (Minnesota Fair Labor Standards Act and Prevailing Wage Act) and 181 (Payment of Wages) under Minn. Stat. § 8.31.

**Misdemeanor violations (amendments to Minn. Stat. § 177.32)**

Under existing law, an employer found to have hindered or delayed the commissioner in the performance of duties required under the Minnesota Fair Labor Standards Act or the Prevailing Wage Act was guilty of a misdemeanor. **The new Wage Theft Law adds that any employer hindering or delaying the commissioner in the performance of duties required under Minn. Stat. §§ 181.01 to 181.723 or 181.79 is also guilty of a misdemeanor (New).**

**New: Crime of “wage theft” and criminal sanctions for committing “wage theft” (amendments to Minn. Stat. § 609.52)**

The crime of “wage theft” occurs when an employer, with intent to defraud:

- Fails to pay an employee all wages, salary, gratuities, earnings or commissions at the employee’s rate or rates of pay or at the rate or rates required by law, whichever is greater.
- Directly or indirectly causes any employee to give a receipt for wages for a greater amount than that actually paid to the employee for services rendered.
- Directly or indirectly demands or receives from any employee any rebate or refund from the wages owed the employee under contract of employment with the employer.
- Makes or attempts to make it appear in any manner the wages paid to any employee were greater than the amount actually paid to the employee.

“Employer” is defined as “any individual, partnership, association, corporation, business trust, or any person or group of persons acting directly or indirectly in the interest of an employer in relation to an employee.”

“Employee” is defined as “any individual employed by an employer.”

“Wage theft” has been added to the criminal definition of theft under Minn. Stat. § 609.52, subd. 2(19), and sanctions for committing wage theft are as follows:

- Imprisonment for not more than 20 years, payment of a fine of not more than \$100,000 or both if the value of the wages stolen is more than \$35,000.
- Imprisonment for not more than 10 years, payment of a fine of not more than \$20,000 or both if the value of the wages stolen exceeds \$5,000.

- Imprisonment for not more than five years, payment of a fine of not more than \$10,000 or both if the value of wages stolen is more than \$1,000 but not more than \$5,000.
- Imprisonment for not more than one year, payment of a fine of not more than \$3,000 or both if the value of the property or services stolen is more than \$500 but not more than \$1,000.

When determining the value of the wages stolen, the law allows for the amount of employee wages that were stolen through wage theft to be aggregated within any six-month period.



This Document can be made available  
in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

NINETY-FIRST SESSION

H. F. No. **281**

- 01/22/2019 Authored by Koegel, Her, Nash and Bernardy  
The bill was read for the first time and referred to the Committee on Government Operations
- 02/14/2019 Adoption of Report: Placed on the General Register as Amended  
Read for the Second Time
- 03/07/2019 Calendar for the Day  
Read for the Third Time  
Passed by the House and transmitted to the Senate
- 05/16/2019 Returned to the House as Amended by the Senate  
The House concurred in the Senate Amendments and repassed the bill as Amended by the Senate
- 05/17/2019 Presented to Governor  
Governor Approval

1.1 A bill for an act

1.2 relating to Open Meeting Law; modifying requirements for attendance by interactive

1.3 television; amending Minnesota Statutes 2018, section 13D.02, subdivisions 1, 2,

1.4 by adding a subdivision.

1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.6 Section 1. Minnesota Statutes 2018, section 13D.02, subdivision 1, is amended to read:

1.7 Subdivision 1. **Conditions.** (a) A meeting governed by section 13D.01, subdivisions 1,

1.8 2, 4, and 5, and this section may be conducted by interactive television so long as:

1.9 (1) all members of the body participating in the meeting, wherever their physical location,

1.10 can hear and see one another and can hear and see all discussion and testimony presented

1.11 at any location at which at least one member is present;

1.12 (2) members of the public present at the regular meeting location of the body can hear

1.13 and see all discussion and testimony and all votes of members of the body;

1.14 (3) at least one member of the body is physically present at the regular meeting location;

1.15 and

1.16 (4) each location at which a member of the body is present is open and accessible to the

1.17 public.

1.18 (b) A meeting satisfies the requirements of paragraph (a), although a member of the

1.19 public body participates from a location that is not open or accessible to the public if:

1.20 (1) the member is serving in the military and is at a required drill, deployed, or on active

1.21 duty; and

2.1 (2) the member has not participated more than three times in a calendar year from a  
2.2 location that is not open or accessible to the public.

2.3 Sec. 2. Minnesota Statutes 2018, section 13D.02, subdivision 2, is amended to read:

2.4 Subd. 2. **Members are present for quorum, participation.** Each member of a body  
2.5 participating in a meeting by ~~electronic means~~ interactive television is considered present  
2.6 at the meeting for purposes of determining a quorum and participating in all proceedings.

2.7 Sec. 3. Minnesota Statutes 2018, section 13D.02, is amended by adding a subdivision to  
2.8 read:

2.9 Subd. 6. **Record.** The minutes for a meeting conducted under this section must reflect  
2.10 the names of any members appearing by interactive television and state the reason or reasons  
2.11 for the appearance by interactive television.

**BOARD OF WATER AND SOIL RESOURCES (BWSR)  
BOARD MEMBER PER DIEM AND EXPENSES POLICY  
(effective November 1, 2018)**

- A. PER DIEM (The per diem rate is set in statute per Minn. Stat. §15.0575, Subd. 3. Per diem is \$55/day or what statute allows): Per diem is authorized for Board members for the following:
1. One per diem for regular monthly Board meetings, meetings of committees to which members are assigned, and special meetings called by the Board Chair or approved by the Executive Director. This does not apply to meetings of organizations, groups and local governments that are the primary responsibility of BWSR staff.
  2. One per diem for time spent in preparation time for each Board meeting, each committee meeting or each special meeting of the Board.
  3. One per diem is authorized for the day prior and the day after by Board members in travel status for board business when Board members travel more than 200 miles each way using vehicular transportation.
  4. One per diem is authorized for the day prior or the day after by Board members in travel status for board business when Board members travel more than 100 miles each way using vehicular transportation.
  5. Per diem incurred at other functions such as those sponsored or coordinated by the Association of Minnesota Counties (AMC), the Minnesota Association of Soil and Water Conservation Districts (MASWCD), the Minnesota Association of Watershed Districts (MAWD), the League of Minnesota Cities (LMC), or the Minnesota Association of Townships (MAT) under the conditions defined in items 1 through 4 if authorized by the Board, the Chair of the Board, or the Executive Director.
  6. Full-time employees of the State or one of its political subdivisions are not eligible to receive a per diem payment per Minn. Stat. § 15.0575, subd. 3.
  7. In no instances will more than one BWSR or other state agency issued per diem payment per day be permitted under this policy.
  8. Participation via conference call, videoconference, internet technology or other similar means in regular monthly Board meetings, meetings of committees to which members are assigned, and special meetings called by the Board Chair or the Executive Director, is considered the same as participation in-person for per diem or expense purposes.

B. EXPENSES: Expenses are authorized for Board members according to the following criteria:


1. Expenses incurred by Board members for attendance at meetings and events as described in items A1 – A5 will be reimbursed consistent with those authorized under the commissioner’s plan adopted under Minn. Stat. § 43A.18, subd. 2.

Reimbursable expenses may include, but are not limited to, the following: Commercial transportation (air, taxi, rental car, etc.); Meals including tax and a reasonable gratuity; Hotel and motel accommodations; Parking fees and toll charges.

Board members who use their personal office equipment, supplies and services in part for the purpose of receiving and generating telephone, fax, e-mail or other electronic messages related to Board activities, are eligible for a reimbursement for such equipment, supplies and services up to an amount not to exceed \$50 per month.

2. Child care expenses incurred as a result of monthly Board meetings, special or committee meetings of the Board shall be compensated as defined in Minn. Stat. § 15.0575, subd. 3.
3. Vehicle travel will be reimbursed at the standard Federal IRS mileage rate in effect at the time of travel.
4. Board members who are employees of the State or one of its political subdivisions may receive payment for their expenses incurred in performing their board member activities, unless those expenses are reimbursed by another source.
5. The Internal Revenue Service (IRS) requires business expenses to be submitted for reimbursement within 60 days after the expense is incurred or the trip ends. If not submitted within 60 days, the reimbursement becomes taxable for federal, state, FICA and Medicare; and withholding tax must be taken.

C. MEETING COORDINATION: Committee chairs and staff shall schedule committee meetings to efficiently use board members’ time and manage travel expenses.

  
Gerald Van Amburg, Chair  
Minnesota Board of Water and Soil Resources

October 24, 2018  
Date

**Memorandum of Agreement**  
**Between Stearns County SWCD and North Fork Crow River Watershed District**  
**for Administration of the MN State Buffer Law**

This Memorandum of Agreement (MOA) is made between Stearns County SWCD (SWCD) and North Fork Crow River Watershed District (NFCRWD) for administration of the Minnesota Buffer Rule, pursuant to authorizing resolutions of the boards of the SWCD and NFCRWD.

NFCRWD Resolution 2017-07 dated June 12, 2017 provides the NFCRWD's election of jurisdiction to enforce the provisions of Minn. Stat. Chapter 103F.48 (Buffer Law) on all public drainage ditches within the District's boundary for which it is the drainage authority; all public drainage ditches within the District's boundary that are not under the jurisdiction of County enforcement; and all public drainage ditches for which enforcement has been delegated to the District by a County.

The NFCRWD buffer enforcement rule "NORTH FORK CROW RIVER WATERSHED DISTRICT BUFFER ENFORCEMENT RULE PURSUANT TO STATUTES SECTION 103F.48" provides adequate procedures for enforcement of the buffer law.

The Drainage Law and Buffer Law have overlapping responsibilities for drainage authorities and SWCDs in instances where a system has acquired permanent strips of perennial vegetation under section 103E.021. This duplication specifically exists relative to efforts for inspection and notification of noncompliance of buffers once acquired by the system.

This agreement is intended to clarify and streamline responsibilities between the SWCD and NFCRWD for these systems. This clarification is needed to ensure both parties are fulfilling their statutory obligations as well as provide cost efficiencies to the public. In general, the NFCRWD is responsible for determining compliance and completing enforcement actions on all noncompliant parcels along public ditches.

Therefore, the SWCD and NFCRWD agree as follows:

**A. The NFCRWD Agrees to:**

1. Provide a map to the SWCD identifying all 103E drainage systems administered by NFCRWD which are within the SWCD and have a permanent strip of perennial vegetation established under section 103E.021. This map will be updated in the event new systems are acquired by the NFCRWD.
2. Carry out the provisions of 103E related to the inspections, corrective actions and enforcement of these perennially vegetated strips as needed on these systems consistent with the Rule adopted by NFCRWD and 103E. As a result, the NFCRWD is carrying out the compliance monitoring on these systems which would otherwise be completed by the SWCD under 103F.48.
3. Complete buffer compliance inspections under 103F.48 for other public drainage ditches within the NFCRWD.
4. Adhere to the requirements of 103F.48.

5. Notify the SWCD upon any determination that changes the compliance status of a parcel and provide the SWCD with a copy of that determination for review.
6. Send a copy of Corrective Action Notices sent to landowners to Stearns SWCD.
7. In the event the NFCRWD identifies potential noncompliance on a public water, it will provide notification to SWCD.
8. Provide opportunity to the SWCD to comment on any proposed changes to buffer enforcement plan developed by NFCRWD pursuant to 103F.48.

**B. The SWCD agrees to:**

1. Assist landowners and NFCRWD as requested by the NFCRWD in the implementation and review of water resource riparian protection requirements. This includes planning, technical assistance, implementation of approved alternative practices, and tracking progress toward compliance with these requirements.
2. Review compliance determinations as received from NFCRWD.
3. In the event the SWCD identifies potential noncompliance on public ditch systems it will provide notification to NFCRWD.
4. Provide information needed to the NFCRWD Ditch Inspector for writing the Corrective Action Notices as requested by NFCRWD.
5. At the request of NFCRWD, review documentation submitted from a parcel owner on the correction of a violation set forth in a Corrective Action Notice and document compliance.
6. Maintain current parcel compliance status in the MN BuffCAT tracking system for public ditches.
7. Notify NFCRWD of any changes to the SWCD's buffer compliance plan.

This MOA may be amended by mutual agreement of Stearns SWCD and North Fork Crow River Watershed District by resolutions of their respective boards.

This MOA shall become effective upon signature of all duly authorized signatures and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party to the order.

This MOA may be executed in two or more counterparts, each of which is considered an original, but all of which constitute one and the same MOA.

**Stearns County Soil and Water Conservation District**

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Signature

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Name and Title

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Date

**North Fork Crow River Watershed District**

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Signature

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Name and Title

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Date



## 2020 MAWD Membership Dues

WATERSHED DISTRICT NAME	Estimated Market Values	2020 MAWD Dues
BEAR VALLEY	221,457,700	531
BELLE CREEK	415,815,100	998
BOIS DE SIOUX	4,559,626,000	7,500
BROWN'S CREEK	1,938,920,100	4,653
BUFFALO CREEK	2,322,046,700	5,573
BUFFALO-RED RIVER	8,958,175,200	7,500
CAPITOL REGION	22,568,389,100	7,500
CARNELIAN MARINE ST. CROIX	1,706,562,200	4,096
CEDAR RIVER	2,907,759,700	6,979
CLEARWATER RIVER	1,633,188,700	3,920
COMFORT LAKE - FOREST LAKE	2,068,377,700	4,964
COON CREEK	16,123,925,700	7,500
CORMORANT LAKES	578,953,800	1,389
CROOKED CREEK	379,939,000	912
HERON LAKE	2,502,098,000	6,005
HIGH ISLAND	1,152,024,400	2,765
JOE RIVER	233,271,200	560
KANARANZI-LITTLE ROCK	1,703,696,000	4,089
LAC QUI PARLE-YELLOW BANK	3,041,400,900	7,299
LOWER MINNESOTA RIVER	10,234,630,000	7,500
MIDDLE FORK CROW RIVER	1,816,448,800	4,359
MIDDLE SNAKE TAMARAC RIVERS	2,590,548,300	6,217
MINNEHAHA CREEK	54,724,737,200	7,500
NINE MILE CREEK	20,812,262,300	7,500
NORTH FORK CROW RIVER	1,438,556,400	3,453
OKABENA-OCHEDEA	999,289,500	2,398
PELICAN RIVER	2,199,426,700	5,279
PRIOR LAKE-SPRING LAKE	4,169,842,200	7,500
RAMSEY-WASHINGTON METRO	16,827,737,100	7,500
RED LAKE	8,335,247,800	7,500
RICE CREEK	22,885,493,500	7,500
RILEY-PURGATORY-BLUFF CREEK	14,968,773,000	7,500
ROSEAU RIVER	769,910,800	1,848
SAND HILL RIVER	1,130,955,600	2,714
SAUK RIVER	8,693,633,700	7,500
SHELL ROCK RIVER	2,095,326,400	5,029
SOUTH WASHINGTON	12,751,609,300	7,500
STOCKTON-ROLLINGSTONE WS	512,233,500	1,229
TURTLE CREEK	1,564,576,100	3,755
TWO RIVERS	1,235,002,900	2,964
UPPER MINNESOTA RIVER	1,391,288,200	3,339
VALLEY BRANCH	4,778,103,200	7,500
WARROAD	374,141,600	898
WILD RICE	3,644,267,200	7,500
YELLOW MEDICINE RIVER	2,510,395,200	6,025
<b>TOTALS</b>	<b>278,470,063,700</b>	<b>224,241</b>
WATERSHED MANAGEMENT ORGANIZATIONS		500

### Notes:

Dues Calculation = Estimated Market Values x 0.00048 x 0.005, capped at \$7,500  
 2019 Estimated Market Values Source: BWSR Memorandum, June 21, 2019

# Memo

Date: June 21, 2019

To: Watershed District Administrators and Managers

From: Annie Felix-Gerth, Water Programs Coordinator

Cc: Emily Javens, MAWD

Rob Sip, RRWMB

BWSR: John Jaschke, Angie Becker Kudelka, Kevin Bigalke, Dave Weirens, Jeremy Olson,  
Regional Managers and Board Conservationists

## RE: 2019 Estimated Market Values

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Please find attached a table containing the recently released total estimate market values (EMV) for 2019 from the Minnesota Department of Revenue. The 2019 abstract of tax list was used as the basis for calculating the table.

In order to determine the annual maximum General Fund levy for a watershed district, the EMV listed in the table must be multiplied by 0.048 percent (0.00048) and then compared to the maximum General Fund levy limit of \$250,000. Use whichever value is less. See Minn. Stat. § 103D.905, Subd. 3 for reference.

Please contact me if you have any questions,

Annie Felix-Gerth

[Annie.Felix-gerth@state.mn.us](mailto:Annie.Felix-gerth@state.mn.us) | 651-238-0677

Attachment: Taxes Payable 2019 Estimated Market Values For Watershed Districts in Minnesota

<b>Watershed Name</b>	<b>Total EMV (\$)</b>	<b>Watershed Code</b>
Bear Valley Watershed District	221,457,700	001
Belle Creek Watershed District	415,815,100	003
Bois De Sioux Watershed District	4,559,626,000	031
Browns Creek Watershed District	1,938,920,100	069
Buffalo Creek Watershed District	2,322,046,700	005
Buffalo-Red River Watershed District	8,958,175,200	007
Capitol Region Watershed District	22,568,389,100	070
Carnelian-Marine-St. Croix Watershed District	1,706,562,200	010
Cedar River Watershed District	2,907,759,700	002
Clearwater River Watershed District	1,633,188,700	009
Comfort Lake-Forest Lake Watershed District	2,068,377,700	071
Coon Creek Watershed District	16,123,925,700	013
Cormorant Lakes Watershed District	578,953,800	015
Crooked Creek Watershed District	379,939,000	016
Heron Lake Watershed District	2,502,098,000	024
High Island Watershed District	1,152,024,400	018
Joe River Watershed District	233,271,200	020
Kanaranzi-Little Rock Watershed District	1,703,696,000	021
Lac qui Parle-Yellow Bank Watershed District	3,041,400,900	022
Lower Minnesota River Watershed District	10,234,630,000	060
Middle Fork-Crow River Watershed District	1,816,448,800	074
Middle-Snake-Tamarac Rivers Watershed District	2,590,548,300	026
Minnehaha Creek Watershed District	54,724,737,200	062
Nine Mile Creek Watershed District	20,812,262,300	058
North Fork Crow River Watershed District	1,438,556,400	008
Okabena-Ocheda Watershed District	999,289,500	028
Pelican River Watershed District	2,199,426,700	030
Prior Lake-Spring Lake Watershed District	4,169,842,200	032
Ramsey-Washington Metropolitan Watershed District	16,827,737,100	034
Red Lake Watershed District	8,335,247,800	036
Rice Creek Watershed District	22,885,493,500	038
Riley-Purgatory-Bluff Creek Watershed District	14,968,773,000	064
Roseau River Watershed District	769,910,800	040
Sand Hill Watershed District	1,130,955,600	042
Sauk River Watershed District	8,693,633,700	043
Shell Rock River Watershed District	2,095,326,400	073
South Washington Watershed District	12,751,609,300	014
Stockton-Rollingstone-Minnesota City Watershed District	512,233,500	044
The Two Rivers Watershed District	1,564,576,100	050
Turtle Creek Watershed District	1,235,002,900	048
Upper Minnesota River Watershed District	1,391,288,200	052
Valley Branch Watershed District	4,778,103,200	054
Warroad Watershed District	374,141,600	056
Wild Rice Watershed District	3,644,267,200	066
Yellow Medicine River Watershed District	2,510,395,200	068

## Memo

DATE: July 15, 2019

TO: MAWD Members

FROM: Mary Texer, Strategic Plan Committee Chair

**RE: 2019 Request for Comment on the 2020-2022 MAWD Strategic Plan**

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Please review the enclosed Strategic Plan and send your comments and/or suggestions to either Executive Director Emily Javens at [emily@mnwatershed.org](mailto:emily@mnwatershed.org) or to me at [metexer@gmail.com](mailto:metexer@gmail.com) no later than September 1<sup>st</sup>. Your input will be incorporated into the plan and presented to the MAWD Board in September. The board will review and make any final revisions to the plan that will be presented at the annual meeting in December for a vote by MAWD members.

### Background

The MAWD Strategic Planning Committee met March 13, March 28 and April 15 at the offices of the Capitol Region Watershed District. Committee Members were:

- Craig Leiser, Manager, Browns Creek
- Daniel Money, Administrator, Two Rivers
- Dennis Kral, Manager, Pelican River
- Dick Ward, Manager, Riley Purgatory Bluff Creek
- Emily Javens, Executive Director, MAWD
- Mary Texer, Manager, Capitol Region
- Michelle Overholser, Administrator, Yellow Medicine
- Phil Belfiori, Former Administrator, Rice Creek
- Jackie Anderson, Manager, Comfort Lake Forest Lake

The committee reviewed the 2016-2019 Strategic Plan and determined that MAWD has accomplished all of the items in the current plan including:

- Split MAWD leadership duties into two positions – an Executive Director and a Lobbyist
  - Executive Director started full time on 1/1/2018
  - Lobbying Contract with Media and Government Affairs was secured through the 2017-18 biennium
- Provided more training opportunities for staff and managers
- Provided a regular presence at the Capitol and with state agencies, both in and out of session
- Provided regular communications on session activities
- Provided members with regular communications on legislative and state agencies' activities
- Developed a new MAWD website and social media presence
- Contracted for services to run the following events: Annual Meeting and Summer Tour
- Communicated training opportunities throughout the year
- Established a formal (permanent) MAWD office and contacted for administrative services at Capitol Region Watershed District
- Contracted for lobbying services for 2019-2020 Biennium

The 2018 Strategic Planning Committee decided that prior to developing the 2020-2022 Strategic Plan a new membership survey was needed. This survey was announced at the 2018 Annual Meeting and administered in December 2018/January 2019. The results of the survey were presented to and accepted by the MAWD Board at the February 2019 Board Meeting. The 2019 Strategic Planning Committee took the results of this survey and developed a Strategic Plan for 2020-2022.

Before crafting the Strategic Plan, the committee identified what they saw as MAWD’s values. These are the guiding principles for MAWD’s operations in all areas and are reflected in the Values Table below. This table was approved by the MAWD Board at its June meeting.

Category	Words	Consolidated Statement
How we treat each other and our membership	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Communication</li> <li>• Respect</li> <li>• In it together</li> <li>• Be fair</li> <li>• Shared knowledge/meetings</li> </ul>	We will treat all with integrity, respect and fairness.
How we conduct our business	<ul style="list-style-type: none"> <li>• Relevance</li> <li>• Government Awareness</li> <li>• Protect good governance</li> <li>• Gather Stakeholder Input</li> <li>• Fiscally responsible</li> <li>• Independence</li> <li>• Present, discuss, agree on priorities</li> <li>• Collaboration</li> </ul>	We will conduct our business in a fiscally responsible, collaborative and open manner.
What we want	<ul style="list-style-type: none"> <li>• Fishable Swimmable Drinkable</li> <li>• Quality</li> <li>• Protect</li> <li>• Enhance water quality in Minnesota</li> <li>• Advance land management practices that protect water quality and conserve soil resources</li> <li>• Promote water and land practices that enhance biodiversity</li> <li>• Seek government policies that enhance sound water management</li> </ul>	<p>We will promote and advocate for legislation and policies that</p> <ul style="list-style-type: none"> <li>• Enhance water quality in Minnesota</li> <li>• Advance land management practices that protect water quality and conserve soil resources</li> <li>• Promote water and land practices that enhance biodiversity</li> <li>• Enhance sound watershed management</li> <li>• Provide adequate and equitable drainage and flood damage reduction</li> <li>• Result in fishable, swimmable and drinkable water for all</li> </ul>
How we approach problems	<ul style="list-style-type: none"> <li>• Science-based</li> <li>• Consider alternatives</li> <li>• Forward thinking</li> <li>• Problem solving</li> <li>• Analyze</li> <li>• Creative</li> <li>• Know priorities</li> <li>• Expertise</li> <li>• History of issues</li> <li>• Technical knowledge</li> </ul>	We approach water-based problems and issues using science-based analysis and available expertise.
How we share our knowledge	<ul style="list-style-type: none"> <li>• Educate citizens about water quality</li> <li>• Educate</li> <li>• Promote water stewardship</li> <li>• Community response</li> <li>• Community acceptance and endorsing</li> <li>• Respond to Issues</li> </ul>	<p>MAWD promotes and provides education for members and citizens that</p> <ul style="list-style-type: none"> <li>• Promotes good water stewardship</li> <li>• Educates about water quality</li> </ul>

Based on the above, the following is the Strategic Plan proposed for 2020-2022.

**PROPOSED MAWD Strategic Plan - DRAFT  
2020-2022**

**I. History & Purpose:** Watershed Districts were established with the Watershed Act, M.S., Chapter 103 D in 1955. From inception it was felt that Watershed Districts should be run by people somewhat removed from the political process, so they would be able to make tough and possibly unpopular decisions without a complete focus on political consequences. To facilitate this, it was agreed that the position of Watershed District Manager would be appointed, rather than elected. Land use and zoning powers remained with elected city and county officials.

While the boundaries of watershed districts are determined by hydrologic lines of demarcation, rather than political boundaries, water does not follow political boundaries. The organizations are established by local petition to the Board of Water & Soil Resources (BWSR, a state agency). After filing of an establishment petition, the Board has the authority to establish a watershed district, define the boundaries of the watershed district and appoint the first board of managers of a watershed district as defined under Minnesota Statutes 103D.101. All subsequent Board of Managers are appointed by the associated County Boards of Commissioners as defined under Minnesota Statutes 103D.311.

Watershed District responsibilities have changed from their original objectives of focusing solely upon water quantity. Watershed Districts have now assumed responsibility for a wide variety of water related concerns besides water quantity, especially those related to water quality, including wetlands, their restoration and groundwater management. The science associated with water quality and quantity issues continues to grow and as a result, awareness and application of these technologies is a significant consideration for Watershed District Boards and staff.

Another important component of watershed work is engaging the public in its efforts through education, outreach and cost-sharing grants.

Watershed Districts work with multiple state agencies, such as Board of Water & Soil Resources, Minnesota Department of Natural Resources, Minnesota Department of Health, Minnesota Department of Agriculture, and Minnesota Pollution Control Agency. They work with federal agencies, such as Natural Resources Conservation Service, United States Army Corps of Engineers, United States Department of Agriculture, United States Environmental Protection Agency and United States Fish and Wildlife Service. They also work with cities, counties, and such organizations as Soil & Water Conservation Districts and regional governments, such as the Metropolitan Council. At all times a Watershed District must be responsive to the community or communities they serve as well as citizen groups, which may from time to time seek assistance from the District. This includes organizations, such as Lake Associations or Community Development organizations of many types.

To capitalize on watershed districts combined knowledge and to share information, the Minnesota Association of Watershed Districts (MAWD) was incorporated August 26, 1971.

**II. Core Values:**

- Integrity
- Communication
- Collaboration
- Relevance
- Science-based

**III. State Mandate:** Per Minnesota State Statute 103D.201 subdivision 1, watershed districts are “to conserve the natural resources of the state by land use planning, flood control, and other conservation projects by using sound scientific principles for the protection of the public health and welfare and the provident use of the natural resources.”

**IV. Mission:** MAWD provides relevant educational opportunities, information, training and advocacy for watershed districts and water management organizations.

**V. Vision:** Establish MAWD as the leading resource and advocate regarding water and watershed management.

**VI. Strategic Planning Committee Membership and Intent:** The purpose of the Strategic Plan is to establish goals to move MAWD to achieving its Mission and Vision.

The MAWD Board of Directors (BOD) determined that the effective membership of this committee should consist of a

- A Chair from the MAWD Board of Directors,
- Three (3) Watershed District or Watershed Management Organization Managers representing the three MAWD Regions of the State
- Three (3) Current District or Watershed Management Organization Administrators (MAWA) also representing the three MAWD Regions of the State

The Strategic Planning Committee is charged to develop a Strategic Plan every three (3) years with annual reviews and updates in the intervening years. The first Strategic Plan covered 2016 through 2019; the second Strategic Plan covers from 2020 through 2022. Each Strategic Plan will be presented to the MAWD Board of Directors for comment and to the membership for approval at the annual meeting.

## **VII. Strategic Goals**

Based on input from the MAWD membership via a membership survey taken in December 2018, goals need to focus in three (3) areas:

- Education and Training
- Communication and Collaboration
- Lobbying and Advocacy

MAWD activities will be done in support of these focus areas.

### **Education and Training**

Activities in this area address the education and training needs of Board Managers, Administrators and staff. MAWD will partner with such agencies and organizations as BWSR, SWCDs, and the University of Minnesota to offer timely and affordable educational opportunities. This includes new incumbent training in the three target groups.

Ongoing activities include:

- Continue to partner with other agencies and organizations to offer timely and affordable educational opportunities.
- Continue to expand training to MAWD members to engage with their elected officials. This includes State and Federal Representatives and Senators as well as local officials.

New initiatives include:

- Identify and advertise online/eLearning courses and training opportunities.

### **Communication and Collaboration**

Activities in this area focus on keeping MAWD membership informed of developments with water issues and collaboration between MAWD and other agencies and groups.

Ongoing activities include:

- Continue to expand MAWD’s social media presence to increase visibility and impact.
- Continue to improve communications to MAWD members regarding MAWD’s legislative efforts and general advocacy. This would be done prior to, during and after the legislative session.
- Continue weekly video and written updates during the session and periodically off session.

New initiatives include:

- Expand MAWD’s presence in the press with the goal of educating the public about water organizations and their activities.
- Post official MAWD documents in such a way as to increase accessibility by MAWD members.
- Post the Watershed District Handbook on line in a more searchable format that is easier to update and reference.
- Post reports from individuals representing MAWD on various state boards after each meeting on the MAWD website. This includes but is not limited to:
  - BWSR Board
  - Clean Water Council
  - Water Roundtable
  - Drainage Workgroup
- Publish quarterly financial reports to promote financial transparency between MAWD and its membership.
- Develop brochures and handouts in the following areas:
  - Annual legislative agenda
  - Benefits of watershed management
  - How to form a watershed district

### **Lobbying and Advocacy**

Activities in this area focus on lobbying on issues the membership identifies in their legislative agenda and advocating for MAWD and water organizations. These activities take place year-round and not just during the legislative session.

Ongoing activities include:

- Continue work to establish MAWD as a leadership organization – the experts with regard to water management.
- Continue to improve and increase the effectiveness of the MAWD legislative agenda preparation and lobbying activities.
- Continue to actively collaborate with State Agencies and other organizations as appropriate on legislative issues.
- Continue to actively support watershed management and the formation of new watershed organizations.

New initiatives include

- Establish regional chapters in Regions I and II to promote more local information sharing and education.
- Implement MAWD’s Sunset Policy for resolutions.
- Ensure that legislative positions are in alignment with the MAWD mission, vision and core values.
- Develop State and Federal Policy statements that reflect MAWD’s legislative positions and post these on the MAWD website.



# Governance 101 Conference

September 12 & 13, 2019, Bloomington, MN

*A conference for Soil and Water Conservation Districts and Watershed District board members and staff to expand the basics of governance and leadership instruction to enhance your district's mission.*

The Minnesota Association of Soil and Water Conservation Districts (SWCD) is partnering with the Minnesota Association of Watershed Districts to provide governance training for our members.

If you are a new board member or district employee looking for information and guidance, or a veteran board member or employee looking to brush up on your skills, you won't want to miss this event - register today!

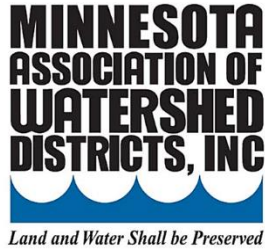
The **Governance 101 Conference for SWCDs and WDs** will take place September 12 & 13 at the Airport Marriott – 2020 American Blvd. East, Bloomington, Minnesota.

**EVENT REGISTRATION:** To register for the event, visit: [Governance 101 Registration](#). The registration deadline is August 30, 2019. The registration fee is \$250.

**LODGING RESERVATIONS:** Use the following link to make reservations for September 12 with **Minneapolis Airport Marriott** at the rate of \$151 plus tax through August 23. [Book your group rate for Governance 101 Conference](#)



Attached is the preliminary agenda for your review.



## Governance 101 Conference

Sponsored by the  
**Minnesota Association of Soil & Water Conservation Districts &  
Minnesota Association of Watershed Districts**

**September 12-13 2019**

**Minneapolis/Bloomington Airport Marriott, 2020 American Blvd. East, Bloomington, Minnesota**  
Telephone: 952-854-7441

### **Preliminary Agenda – Day One**

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#### **THURSDAY, SEPTEMBER 12, 2019**

9:00 am **Pre – Registration**

9:25 am **Welcome & Setting – *Roland Cleveland MASWCD President***

9:35 am **This is MASWCD and MAWD; an overview of Minnesota’s Soil and Water Conservation Districts and Watershed Districts – *LeAnn Buck, MASWCD Executive Director and Emily Javens, MAWD Executive Director*** This session will provide you with a general overview of the history of SWCDs and WDs, how we have evolved over time, and the roles of MASWCD and MAWD.

10:00 am Break

#### ***Breakout Sessions (MASWCD and MAWD Representatives attend their designated sessions)***

10:30 am **SWCD Statutes & Operations 101 – *Sheila Vanney, MASWCD Assistant Director and Melissa Lewis, Assistant Section Manager, MN Board of Water & Soil Resources***  
This session will focus on SWCD governance and authorities outlined in Minnesota State Statutes including: SWCD powers and authorities, supervisor compensation, elections, reporting requirements, and campaign finance reporting. The session will also provide an overview of role of the Minnesota Board of Water and Soil Resources.

#### **SWCD Fiscal Information & Management –*Linda Donnay, Grants Compliance Specialist, MN Board of Water and Soil Resources***

In order to be successful, a SWCD must have a process for determining financial priorities and allocating resources to meet those priorities. During this session, we will provide an overview of SWCD funding sources, annual financial statements,

budgeting process, and fiduciary duties of district board members. We will also explore the role of the treasurer to increase internal control measures for the district.

10:30 am

**WD Statutes & Operations 101**

This session will focus on WD governance and authorities outlined in Minnesota State Statutes including: WD powers and authorities, manager compensation, appointment process, and reporting requirements. Attendees will learn that statutes *can be fun!*

**WD Finance Basics**

In order to be successful, a WD must have a process for determining financial priorities and allocating resources to meet those priorities. During this session, we will provide an overview of WD funding sources and fiduciary duties of district board members. We will also explore the role of the treasurer and the presentation of information during the District's monthly board meetings.

12:15 pm

**Lunch & Presentation: An Overview of Minnesota's Natural Resources – John Linc Stine, Executive Director, Freshwater Foundation**

Minnesota has a diverse geography and is home to a of variety natural resources. Having a greater understanding of our State's diverse environment will provide district officials with insights related to developing and implementing local SWCD and WD policies and programs. This session will highlight ecosystems, wetlands, watersheds and more.

1:30 pm

**Break-Out Sessions (please select one)**

**The Board-Staff Relationship (repeated)**

**Kim Boyce, U of M Extension Educator, Leadership and Civic Engagement (retired)**

Good board-staff relationships don't just happen – they get created and sustained through effort. In this session, we'll explore public board-staff roles and share tools to sustain good relationships for a more effective organization.

OR

**Locally Led: the Importance of Leadership and Priority Setting for Your SWCD & WD (repeated) – Lisa Hinz, U of M Extension Educator, Leadership and Civic Engagement**

In the words of Peter Drucker, *"Management is doing things right; leadership is doing the right things."* Effective policy development in local government requires that members of the governing body simply must take the time to formulate, articulate, and agree upon their fundamental goals and priorities. In this session you will get practical tools to set priorities and revisit your district mission and vision so that you can lead more effectively.

OR

**Group Strategic Thinking (repeated) - Donna Rae Scheffert, President Leadership Tools**

Good governance includes group conversations. Many meetings are so routinized that there is little to no time to discuss big issues or the future. Create more value by having forward-looking crucial conversations. Talking together, individuals gain other people's perspectives on critical and complex opportunities and challenges. *The Wisdom of Crowds: Why the Many Are Smarter than the Few* author argues for the power of group deliberation. Realistically, routine agenda items will continue; however, consider carving out more dedicated time for group strategic thinking to increase satisfaction and organizational success. The workshop will share examples of tools to guide you including how and what (assessments, strategic questions, and more).

3:00 pm Break

**3:15 pm Break-Out Sessions (please select one)**

**The Board-Staff Relationship (repeated)**

**Kim Boyce, U of M Extension Educator, Leadership and Civic Engagement (retired)**

Good board-staff relationships don't just happen – they get created and sustained through effort. In this session, we'll explore public board-staff roles and share tools to sustain good relationships for a more effective organization.

OR

**Locally Led: the Importance of Leadership and Priority Setting for Your SWCD (repeated) – Lisa Hinz, U of M Extension Educator, Leadership and Civic Engagement**

In the words of Peter Drucker, *“Management is doing things right; leadership is doing the right things.”* Effective policy development in local government requires that members of the governing body simply must take the time to formulate, articulate, and agree upon their fundamental goals and priorities. In this session you will get practical tools to set priorities and revisit your district mission and vision so that you can lead conservation work and local working groups more effectively.

OR

**Group Strategic Thinking (repeated) - Donna Rae Scheffert, President Leadership Tools**

Good governance includes group conversations. Many meetings are so routinized that there is little to no time to discuss big issues or the future. Create more value by having forward-looking crucial conversations. Talking together, individuals gain other people's perspectives on critical and complex opportunities and challenges. *The Wisdom of Crowds: Why the Many Are Smarter than the Few* author argues for the power of group deliberation. Realistically, routine agenda items will continue; however, consider carving out more dedicated time for group strategic thinking to increase satisfaction and organizational success. The workshop will share examples of tools to guide you including how and what (assessments, strategic questions, and more).

4:45 pm **Reception with Cash Bar – an opportunity to network with your peers**

5:45 pm ***Dinner on your own***

## ***Preliminary Agenda – Day Two***

**FRIDAY, SEPTEMBER 13, 2019**

7:15 – 7:55 am ***Breakfast***

8:00 am **Discussion of the Minnesota Government Data Practices Act– *Jen Wolf & Sonya Guggemos, Minnesota Counties Intergovernmental Trust (MCIT) Staff Counsel***  
Believe it or not, most of the letters, reports and e-mails public employees collect, create, receive, maintain or disseminate related to the government entity’s operations are data subject to the Minnesota Government Data Practices Act. This session provides an overview of what SWCD and WD board members and staff need to understand about the law to facilitate compliance.

### ***Open Meeting Law – Jen Wolf & Sonya Guggemos, Minnesota Counties Intergovernmental Trust (MCIT) Staff Counsel***

This session will also discuss Minnesota’s Open Meeting Law. Elected supervisors are legally required to conduct business in a public forum. A violation of the Open Meeting Law can affect the credibility of the organization and its leaders, as well as expose them to litigation, fines and penalties. We will discuss:

- what constitutes a meeting;
- when the governing body can legally close a meeting;
- how to properly notice, close and record meetings; and
- penalties that can accompany violations of the Open Meeting Law;

9:45 am ***Break***

10:00 am **Building Trust**  
***Lisa Hinz, U of M Extension Educator, Leadership and Civic Engagement***  
Research shows that trust is closely correlated to positive benefits including increased efficiency and effectiveness while lack of trust results in redundancy, disengagement, and less creativity (Horsager 2012, Reina 2007, Covey 2012). This begs the question – what can leaders do to build trust? This workshop demystifies trust through an examination of three kinds of trust (Reina 2007) and the three most common places where trust is built or lost (Gottman 2011). In addition, it considers the component of caring or authenticity. This framework provides insights into ways that trust can be built, rebuilt, and assessed. Participants will add their experiences and insights to the learning so that as leaders they are able to implement strategies to build trust as part of modeling good group relationship behaviors.

12:30 pm **Wrap Up and Adjourn – *Ruth Schaefer, MAWD President***

***A conference for local SWCD & WD board members and staff to expand the basics of governance and leadership instruction to enhance your district's mission.***

***The MASWCD is a nonprofit organization which exists to provide leadership, educational opportunities and a common voice for Minnesota's soil and water conservation districts.***

***[www.maswcd.org](http://www.maswcd.org)***

***The MAWD provides educational opportunities, information and training for watershed district managers and staff through yearly tours, meetings and regular communication. MAWD represents 45 watershed districts in the state. The watershed districts are partners in water protection and management.***

***[www.mnwatershed.org](http://www.mnwatershed.org)***

Minnesota Association of Drainage Inspectors  
Fall Meeting, August 15, 2019  
Holiday Inn, 5637 Highway 29 South, Alexandria

**AGENDA**

- 9:30 Registration
- 10:00 Welcome and Introductions
- 10:05 Business meeting
  - a. Review and approve minutes from March 25<sup>th</sup> meeting
  - b. Old Business-website plans
  - c. New Business
- 10:30 Tom Gile-BWSR update on MN Drainage Work Group
- 11:00 Rinke Noonan update on legal issues in the drainage world-Maury Noonan
- 12:00 Lunch
- 1:00 Joint meeting with the MN Viewers Association: address the impacts on Ditch system condition, impacts on system capacities, and considerations for repair or separable maintenance as a part of improvement projects.
- 3:00 Adjourn

Registration: \$25 (includes lunch)  
Make Checks Payable to: Minnesota Association of Drainage Inspectors (MADI)  
Bring with or mail to: Nancy Uhlenkamp – Treasurer  
Todd County Ditch Inspector  
44 Riverside Drive  
Long Prairie, MN 56347



# Ag Water Management

10251 120th Ave SW  
Raymond, MN 56282



# Ag Water Management

Giving You High Performance, Healthy, and NON Saturated Soil Since 1978.

Billing Statement:

**Christopher Skonard**  
c/o North Fork Crow River Watershed  
PO Box 40, 1030 Front St  
Brooten, MN 56316

**NEW SERVICES OFFERED !!!!**  
Ag Water Management now offers Pipe Camera televising services, as well as Drone mapping and Aerial Photography services using a variety of Drones (UAVs). We can also take thermal images which is a great way to see how well the drainage systems are working. New tools to help you manage your drainage systems.  
Thank You for your patronage!

## Invoice

### Description of Services :

Ag Water Management services provided in :  
NE1/4 and SE1/4 of North Fork Section 20

**Date :** 7/26/2019

**Terms :** Net 30

**Invoice No :** 19-286

Description	Qty	Rate	Amount
PROJECTION DESCRIPTION			
Inspection of county main drainage tile. 12" concrete and plastic between the NE1/4 and SE 1/4 of North Fork Section 20			
Mobilization	1	50.00	50.00
Commute Time	2	70.00	140.00
1 Man Pipe Camera Televising Crew	16	135.00	2,160.00
Surveyor With ATV Mounted GPS Equipment Mapping Drainage Lines	2	115.00	230.00
Backhoe or Excavator with Operator	22	125.00	2,750.00
Preparation of Report showing Pipe Camera Results	4	90.00	360.00
Clerical and Permanent Archiving of Project Records	1	60.00	60.00

Thank You!

**Due Date :** 8/25/2019

**Project Total :** \$5,750.00

Thank You for Allowing Us to be of Service to You!  
Questions? Call .....  
Darren at 320-212-9661 or Duane at 320-212-9660

**Balance Due :** \$5,750.00



MBC Drainage LLC

PO Box 72  
 Sauk Centre, MN 56378

# Invoice

Date	Invoice #
8/6/2019	5681

Bill To

N F C R Watershed Dist.  
 P. O. Box 40  
 100 Prairie Ave. N.  
 Brooten, Minn. 56316

P.O. No.		Terms	Due Date	Account #	Project
		Net 30	9/5/2019		Co Rd 22 Erosion...
Qty	Item	Description		Rate	Amount
		County Road 22 Erosion Control Project JD 1			
48	4-0027	Class 3 Granite		110.00	5,280.00
40	4-0027	12" to 24" Size Field Rock		55.00	2,200.00
	4-0060	Heavy Duty Fabric Under Rock installed		500.00	500.00
2	4-2000	Excavation		185.00	370.00
	4-2000	Straw Mat & Seed		350.00	350.00
	4-2000	Mobilization		200.00	200.00

Accounts not paid in full in 30 days are subject to a finance charge of 1.5% per month

<b>Total</b>	<b>\$8,900.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$8,900.00</b>

Phone #	Fax #	E-mail
320-351-3908	320-351-3909	mbcdrainage@yahoo.com

YOU'RE INVITED TO THE  
**ROSHOLT FIELD DAY**



TUESDAY, AUGUST 27TH, 2019 9 A.M. TO 1:00 P.M.

Physical Address: 610 Old Highway 28, Villard Minnesota, 56385 Location: Westport, Minnesota

**\*\*\*RSVP to Pope Soil and Water Conservation District by August 16th by\*\*\***

Phone: 320-634-5327 or E-mail: [holly.kovarik@mn.nacdnet.net](mailto:holly.kovarik@mn.nacdnet.net)

9:00 a.m.

Registration and Welcome

9:30 a.m.

70 Years Providing Conservation Services in Pope County

Holly Kovarik, District Manager, Pope SWCD

10:00 a.m.

Cover Crops and Nitrogen Management in Irrigated Corn and Soybeans Where

Nitrate Leaching is a Concern

Fabián G. Fernández, Nutrient Management Specialist, University of Minnesota

10:30 a.m.

Advanced Irrigation Management Strategies in Coarse-textured Soils

Vasudha Sharma, Ph.D., Irrigation Specialist, University of Minnesota

11:00 a.m.

Kernza: A New Perennial Grain Crop to Improve Drinking Water Quality

Jacob M. Jungers, PhD, Assistant Professor Dept. of Agronomy and Plant Genetics,  
 University of Minnesota

11:30 a.m.

The Importance of Soil Health

Noon

Meal prepared by the Glacial Ridge Cattleman's Association

*There will also be booths by partner agencies.*



**From:** [Jan Voit](#)  
**To:** [Scott Henderson](#); [Mark Doneux](#); [Karen Kill](#); [Andy Henschel](#); [Bob Scanlan](#); [Bois De Sioux Watershed District](#); [Bruce Albright](#); [C. Thomas Wilson](#); [Claire Bleser](#); [Cristopher Skonard](#); [Dan Livdahl](#); [Daniel Money](#); [Diane Lynch](#); [Doug Snyder](#); [James Wisker](#); [Jay Riggs](#); [Jim Shaver](#); [Joel Praska](#); [John Finney](#); [John Hanson](#); [John Shea](#); [Justin Hanson](#); [Kevin Rudd](#); [Larry Phillips](#); [Laura Jester](#); [Linda Loomis](#); [Liz Larson](#); [Margaret Johnson](#); [Matt Moore](#); [Melissa Bokman](#); [Melissa Imse](#); [Michael Kinney](#); [Michelle Overholser](#); [Mike Isensee](#); [Myron Jesme](#); [Paul Nelson](#); [Randy Anhorn](#); [Rob Sip](#); [Stephanie McNamara](#); [Tera Guetter](#); [Tim Kelly](#); [Tina Carstens](#); [Tracy Halstensgard](#); [Trudy Hastad](#); [April Swenby](#); [amber.doschadis@midconetwork.com](#)  
**Cc:** [Emily Javens](#); [Ruth Schaefer](#); [Ray Bohn \(raybohnmg@gmail.com\)](#); [John Jaschke \(john.jaschke@state.mn.us\)](#); [Bruce Leinen \(brl120467@hotmail.com\)](#)  
**Subject:** Jackson County Resolution regarding Drainage Authority  
**Date:** Tuesday, August 06, 2019 3:55:45 PM  
**Attachments:** [Resolution 19-028.pdf](#)

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Dear Watershed Colleagues,

The Heron Lake Watershed District (HLWD) is being asked by Jackson County to turn over drainage authority to them. Agreeing to that is the only way they will bond for drainage projects within the HLWD.

The HLWD has been working as a drainage authority off and on throughout our existence. In every case where an improvement project has been ordered within the HLWD, the county has assisted with the financing and done the bonding.

The HLWD met in joint session with Jackson County on March 12, 2019. At that meeting, John Kolb, Rinke Noon told the county that they were required to bond for projects that we brought to them. However, the HLWD did agree to look into the cost of bonding. And it was agreed that whatever was the most cost-effective for the landowners is the path that would be pursued.

The HLWD met with Northland Securities on July 9. The HLWD was informed that the cost for us to bond would be approximately 10 percent more than the cost for the county. This is because watershed districts in greater Minnesota do not have general obligation bonding authority.

The HLWD is currently working on an improvement project for CD 3. The project was petitioned to the HLWD in 2014. The project has gone through the entire improvement process and has been bid. On July 16, the HLWD asked Jackson County to bond for this \$8.8 million improvement project. That request was denied.

The HLWD is working with Northland Securities on short-term, three-year financing. At a special meeting on August 1, the HLWD approved the bids and authorized Northland Securities to send RFPs to banks to obtain short-term financing. My board also approved a motion on August 1 to continue further discussion with Jackson County in pursuit of effective collaboration in drainage management, avoidance of duplication of roles, and cost-effective financing of drainage management.

Two of my board members and I attended the Jackson County board meeting on August 6. Their response to working together was to approve the attached resolution, that was reviewed by Rinke Noonan, which directs the auditor-treasurer to work with the HLWD to issue drainage bonds once the HLWD relinquishes drainage authority - turning over jurisdiction of all ditches for

which we currently have petitions for improvement or any other drainage process.

Their main reasons for making this demand:

- If Jackson County were in control of drainage, the timing for bonding would be done more intentionally and not affect their \$10 million bank qualified borrowing. (I do not believe there is any way that the county or the HLWD can control the timing of when a project makes it to the point of bids and bonding, other than to specifically delay it.)
- The HLWD bonding would unnecessarily cause the landowners to have extra costs.
- The HLWD charges the costs for administration and legal fees to the ditch systems. The county does not. (It is my understanding from speaking with BWSR that what the county is doing is not in line with what M.S. 103E requires.)

Our legal counsel, Louis Smith, has advised that there is nothing in statute that supports the demands made by Jackson County, that giving up drainage authority would be surrendering an integral part of our mission, and that doing so would not absolve the HLWD of liability issues related to the systems for which we have been drainage authority.

I want other watershed districts working as drainage authorities to be aware of this because we all need good working relationships with counties and effective finance tools in order to do this work successfully.

Please let me know if you have any questions.

*Jax Voit*

Heron Lake Watershed District

PO Box 345

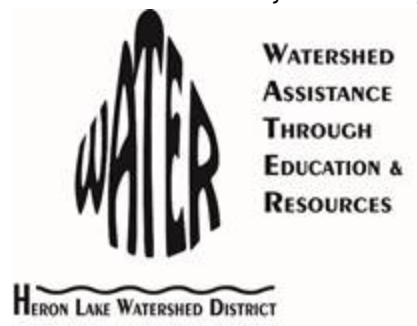
Heron Lake, MN 56137

Phone: 507-793-2462

Email: [jvoit@hlwdonline.org](mailto:jvoit@hlwdonline.org)

Website: [www.hlwdonline.org](http://www.hlwdonline.org)

Office hours: Monday – Thursday



**STATE OF MINNESOTA**  
**JACKSON COUNTY BOARD OF COMMISSIONERS**

At its regular meeting on Tuesday, August 6, 2019, the Jackson County, Minnesota Board of Commissioners, upon request from the Board of Managers of the Heron Lake Watershed District (HLWD), considered the issuance of Drainage Bonds pursuant to Minnesota Statutes Section 103E.635. Upon consideration of the request, Commissioner McClure, seconded by Commissioner Waechal, moved adoption of the following:

**RESOLUTION 19-028**

**WHEREAS**, HLWD and Jackson County have partially overlapping geography within their jurisdictional boundaries; and

**WHEREAS**, Minnesota Statutes Section 103D.625, subdivision 1, provides a process by which a drainage systems under the jurisdiction of a County or Joint County Drainage Authority may be transferred to a Watershed District to act as Drainage Authority for all future actions related to the drainage systems; and

**WHEREAS**, transfer of drainage authority under the statutory process is prohibited if “takeover would not serve the purpose of chapter 103D and would not be for the public welfare or be in the public interest;” and

**WHEREAS**, Minnesota Statutes Section 103D.625, subdivision 4, provides that “[c]onstruction of new drainage systems or improvements of existing drainage systems in the watershed district must be initiated by filing a petition with the managers;” and

**WHEREAS**, Minnesota Statutes Section 103D.625, subdivision 4, is not clear that a petition filed with the Board of Managers for construction of a new drainage system or improvement of an existing drainage system in the watershed district automatically transfers jurisdiction over the drainage system to the Board of Managers as Drainage Authority – especially in instances where such a transfer is involuntary, in conflict with the priorities of the Watershed District as set forth in its Watershed Management Plan, or where such a transfer of authority would not

serve the purpose of chapter 103D and would not be for the public welfare or be in the public interest; and

**WHEREAS**, HLWD, during its existence, has received and acted upon several petitions under Statutes Section 103D.625, subdivision 4, and assumed Drainage Authority jurisdiction over the projects without objection from Jackson County, and

**WHEREAS**, HLWD currently exercises jurisdiction as Drainage Authority over 9 drainage systems and there are 15 additional drainage systems with the boundary of the HLWD over which Jackson County exercises jurisdiction as Drainage Authority; and

**WHEREAS**, recently, HLWD has received and acted on a petition for the improvement of Jackson County Ditch (CD) 3 – carrying the proceedings through a final hearing, an order establishing the improvement and an order awarding a contract for the improvement contingent on the securing of long term financing, by the placement of Drainage Bonds, through the County; and

**WHEREAS**, HLWD has discovered that due to its bond rating, limited statutory authority and limited financial capacity, it is unable to finance the cost of the CD 3 improvement without significant, increased cost to landowners benefitting from the improvement; and

**WHEREAS**, Jackson County is able to obtain more favorable bonding terms than HLWD and Minnesota Statutes Section 103E.635 permits the County to issue Drainage Bonds to pay the cost of establishing and constructing the drainage project after the contract for the construction of a drainage project is awarded; and

**WHEREAS**, the Jackson County Board of Commissioners finds it in the best interest of affected landowners to have the County issue Drainage Bonds for the CD 3 project; and

**WHEREAS**, in making the above finding, Board also finds that HLWD is limited in its ability to serve effectively as a Drainage Authority and, specifically:

1. Because of its limited staff, facilities and expertise, the HLWD is unable to effectively fulfill all of the obligations of a Drainage Authority as specified in Minnesota Statutes Chapter 103E;
2. Because of statutory limitations on the ability of HLWD to raise revenue, incur debt and issue bonds, along with a less favorable bond rating, the HLWD faces significant challenges in managing and funding Drainage Systems for which it is currently the Drainage Authority, in managing and funding major drainage projects (like the current CD 3 improvement) and in securing favorable bonding terms for such Drainage Systems and projects without significant assistance and duplication of effort from Jackson County;
3. HLWD's current challenges will only be exacerbated as the demand for Drainage System improvements and maintenance increase and if it assumes jurisdiction over additional systems within its jurisdictional boundary; and

**WHEREAS**, when a Drainage System is administered by one entity for improvements, inspections and repairs/ maintenance, duplicative costs for administering the Drainage System are avoided. Additionally, drainage systems administered by Jackson County incur less administrative costs billed to the drainage system. Finally, when a Drainage System is administered by one entity unintended additional costs (such as the increased cost for bonding more than \$10,000,000 in a year) can be avoided through strategic planning and timing of that one entity. Therefore, given the limited capacity of the HLWD, it would be in the public's interest for Jackson County to be the sole Drainage Authority for the Drainage Systems within HLWD – including those over which the HLWD is currently exercising jurisdiction; and

**WHEREAS**, HLWD has expertise in watershed management and is a valuable partner to Jackson County to help with managing actions on the public drainage system to be consistent with the water management objectives of the HLWD. HLWD should continue to be a resource partner with Jackson County for all actions related to Drainage Systems within the HLWD; and

**WHEREAS**, it is the opinion and preference of the Jackson County Board of Commissioners that the HLWD best serve the citizens of Jackson County by limiting its efforts to watershed management activities other than public drainage administration and that both Jackson County and the HLWD continue to work cooperatively in the future on water management issues related to public drainage systems.

**NOW, THEREFORE**, the Jackson County Board of Commissioners resolves as follows:

1. As to the CD 3 improvement project, the Jackson County Auditor-Treasurer is directed to work with HLWD and bond counsel to facilitate the issuance of Drainage Bonds, consistent with Minnesota Statutes Section 103E.635, only upon receipt of a resolution of the HLWD Board of Managers acknowledging that its management of public drainage systems, as a drainage authority within Jackson County, is in conflict with the priorities of the Watershed District as set forth in its Watershed Management Plan, or is not beneficial to the public welfare or interests; requesting voluntary return of all drainage systems jurisdiction to Jackson County, as Drainage Authority, for the Jackson County drainage systems currently administered by the HLWD; and directing that future petitions for construction of new drainage systems or improvements of existing drainage systems in the watershed district be forwarded to the Jackson County Board for action after filing with the HLWD Board of Managers.
2. As to the improvement of Judicial Ditch (JD) 19 and CD 3, currently pending before the HLWD, the HLWD may continue proceedings through conclusion of the project.

After discussion, the Board Chair called the question on adoption of the resolution. Upon a vote, the Chair declared the resolution PASSED with voting as follows: 4 Yes; 1 No; 0 Absent; 0 Abstaining (voting as reflected in the minutes of the regular meeting of the Board of Commissioners).

Passed and adopted by the Board of Commissioners of the County of Jackson, Minnesota this 6th day of August 2019.



*Catherine Hohenstein*

Catherine Hohenstein, Chair  
Jackson County Board of Commissioners

ATTEST:

*Steven J. Duncan* (SEAL)

Steven J. Duncan  
County Coordinator of Jackson County, Minnesota

