

North Fork Crow River Watershed District
Proposed Regular Meeting Minutes
February 8th, 2021

Managers Present: Jim Barchenger, Bob Brauchler, John Hanson, Jim Weller, Jim Wuertz

Staff Present: Cris Skonard, Christopher Lundeen (Virtual)

Others Present: Kurt Deter (Rinke-Noonan), **Virtual:** Gary Berndt, Roger Imdieke (Kandiyohi County Commissioner), Steve Notch (Stearns County Commissioner), others.

1. Call to Order

President Brauchler called the meeting to order at 1:00 pm. The meeting was held via teleconference due to the Governor's Emergency Stay Safe Minnesota order. The public was able to access the teleconference by requesting an access code.

2. Review and Approve Agenda

Motion to approve the revised agenda made by Barchenger, seconded by Hanson. Roll call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None

Motion carried.

3. Consent Agenda Items

Manager Weller requested clarification on the balance sheet concerning the current asset and equity fund balances. Board consensus requesting clarification by staff at the next meeting.

1. Treasurer's Report and Bills to February 8th, 2021
 - a. Check Register - 106 Bonanza Checking Acct
 - b. P & L Detail – All Accounts
 - c. Balance Sheet – All Accounts

Motion to approve consent agenda made by Hanson, seconded by Wuertz. Roll call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None

Motion carried.

4. Minutes

January 11, 2021 Regular Meeting Minutes

Motion to approve the minutes made by Weller, seconded by Barchenger. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None

Motion carried.

5. CD3 Hearing

President Brauchler called the CD3 Public Hearing to order at 2:00 pm. Attorney Deter reviewed the purpose of the meeting noting MN Statute 161.28 under which the hearing is held. Administrator Skonard noted the hearing was published in the Paynesville Press for three weeks prior to the hearing. Allen Schmitz, MNDOT, explained that the culvert on CD3 under State Highway 23 needed minor alterations to accommodate the highway construction. He noted that the culvert will be replaced and lengthened with a gasketed and tied concrete culvert of the same size as currently in-place. He noted there will be no impacts to surrounding properties with this minor alteration. There was no public comment. Attorney Deter requested construction as-builts and noted all hearing costs will be reimbursed by MNDOT.

Motion to approve the minor modification of the culvert on CD3 under State Highway 23 as it will not adversely impact the system made by Wuertz, seconded by Barchenger. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None

Motion carried.

Attorney Deter to draft the final order.

6. Staff Reports

A. Administrator's Report:

1. Activities

Skonard updated the Board on various activities within the District. Noted the DWG will not meet again until the end of the legislative session. Also attended the IWIP-Technical Advisory Committee meeting. All staff are working remotely from home when possible due to the stay at home order.

2. Amended Resolution 2021-03 Monthly Bills Approved

Skonard presented Amended Resolution 2021-03 authorizing recurring bills to be paid prior to the next Board meeting noting the amendment included authorizing loan payments. Motion to adopt Amended Resolution 2021-03 Monthly Bills Approved made by Barchenger, seconded by Wuertz. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None
Motion carried.

3. MAWD Dues

Skonard presented the MAWD 2021 dues memo showing District dues. Motion to pay MAWD dues in the amount of \$3,518 made by Wuertz, seconded by Hanson. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None
Motion carried.

4. Workman's Comp

Skonard presented the workman's compensation quote and the renewal coverage options. Motion to select Option 1, Regular Premium Option made by Hanson, seconded by Weller. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None
Motion carried.

5. Aramark Services Quote

Skonard presented the Aramark rental agreement for office rugs and towels. Board discussion and consensus to not renew rental agreement. Motion to not renew Aramark rental agreement made by Weller, seconded by Hanson. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None
Motion carried.

Board consensus included purchasing rugs and cleaning supplies and to check availability of a local cleaning service.

6. Revised Drainage Policy

Skonard noted the revised drainage policy was sent to board members for review. Discussion followed on relationship between district rules regarding permitting and policy. Skonard to send rules to Attorney Deter for review. Consensus to place revised drainage policy on the website for public comments.

7. Lake Koronis Appeal-Status Report

Attorney Deter updated the Board on Virgil Fuchs' appeal noting he has made contact with plaintiff's attorney and is awaiting to receive more details.

8. Rice Lake AIS Petition

Skonard noted a meeting held with Rice Lake Association and Wenck to review the draft engineering report. Also discussed estimated project costs and assessment process.

9. Pirz Lake AIS Project (Project 2019-1)

Skonard presented a quote and invoice from the Pirz Lake Association.

Motion to approve the following

1. pay invoice in the amount of \$7.75
2. authorize transfer of \$4,000.00 from the Pirz Lake account to the Administration fund to reduce project debt to the District,
3. pay \$7,000.00 from the Pirz Lake account to Bonanza Valley State Bank to reduce the loan
4. approve the quote of \$1,650.00 from Clarke Aquatic Services to perform a lake survey

made by Hanson, seconded by Wuertz. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None

Motion carried.

9. Additional Business

None

B. Watershed Project Coordinator's Report:

1. Activity Report:

Lundeen gave a report of his activities including submitting the WPLMN report to the MN PCA, working on the end of year monitoring report and attend a meeting with other watershed districts staff to share common ideas and practices.

2. Monitoring Plan 2021-2025

Lundeen provided a budget for the 2021-2025 water monitoring plan which utilizes Survey and Data Acquisition funds. Motion to budget for up to \$50,000 with any overage covered with administrative funds made by Barchenger, seconded by Weller. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None

Motion carried.

3. DNR AIS Delegation Agreement

Lundeen presented the DNR AIS Delegation Agreement noting the District has done this annually but the agreement could be signed for three years. Motion to authorize the DNR AIS Delegation Agreement for three (2021-2023) years made by Weller, seconded by Hanson. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None

Motion carried.

4. Additional Business

Lundeen requested the Board to provide direction for the CAC at the March meeting. Consensus to focus on reviewing the Districts permitting process and other topics.

C. Funds Manager / Administrative Assistant Report: As reported in financial statements

7. Program Reports

A. Permit Report: None

B. Drainage Report:

1. JD1: Update

Skonard noted Joe Lewis (HEI) was not able to attend the meeting although he had spoken with Lewis who indicated a repair plan to finish JD1 will be presented at the March meeting. Lewis to review Johnson water retention request.

2. CD37: Update

Attorney Deter noted no new activity at this time.

3. Ditch Spraying Quote

Skonard presented a quote for ditch spraying from AIP Management. Board requested more a detailed quote on quantities and areas to be sprayed. Motion to retain AIP Management for the 2021 spraying program pending quote clarification made by Barchenger, seconded by Hanson. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None

Motion carried.

4. Other Ditch Business

Skonard presented an e-mail from States Borders Construction requesting additional funds above the negotiated settlement for the repair of Tile Replacements 1 and 2 on CD32. Consensus to involve Rinke-Noonan for further clarification.

Skonard noted he spoke with Mel Odens, Kandiyohi Public Works Director regarding culvert under County Line Road on JD2. Motion to authorize replacement of culvert under County Line Road on JD2 to the ACSIC line and same culvert size made by Wuertz, seconded by Hanson. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None
Motion carried.

C. Board Member Meeting Reports:

Hanson presented two articles one on Farm Stewardship and the other regarding MN buffer law compliance. Hanson noted District may consider use drone imagery to confirm buffer compliance. Weller noted attending an online drainage/irrigation field demonstration conducted in Indiana.

8. Items for Next Meeting Agenda:

Report from the CAC, CD32 and updated spraying quote

9. Open Discussion from the Public:

Kandiyohi County Commissioner Imdieke noted future detour on Kandiyohi County Road 2 when the bridge replacement begins.

Landowner Gary Berndt had policy questions regarding spraying noxious weeds in the ditch and requested the CAC review the drainage policy. Also requested spraying on JD1 BR12 FK6 SP2. Brauchler noted current drainage policy requires land owners to control noxious weeds.

Stearns County Commissioner Steve Notch noted Stearns County is currently reviewing and updating all ordinances noting the RV Ordinance.

10. Calendar Review:

Manager Hanson to attend the CAC

11. FYI Items:

Skonard noted the Nitrogen and Nutrient Workshop on February 9, 2021.

12. Adjournment

Motion to adjourn made by Weller, seconded by Barchenger. Roll Call.

Affirmative: Barchenger, Brauchler, Hanson, Weller, Wuertz Opposed: None
Motion carried.

Meeting adjourned at approximately 2:50

John Hanson –Secretary



Banyon Data Systems, Inc.

350 West Burnsville Parkway
Burnsville, Minnesota 55337
(952) 882-7730 / (800) 229-1130 / FAX (952) 882-7734

WHY OFF THE SHELF ACCOUNTING PACKAGES LIKE QUICKBOOKS ARE NOT IDEAL FOR LOCAL GOVERNMENT USE

1. Not Fund Accounting based like local governments need

- QuickBooks must setup different “companies” to handle each “Fund”, which is complicated and cumbersome to switch back and forth between companies to write checks, enter receipts, and other daily processing.
- A true Fund Accounting software like Banyon Data provides a customized Chart of Accounts for separation of accounting records by funds, departments/functions, sources of revenue, & expense objects.
- Since QuickBooks is not designed for local governments, often times more money is spent to have accounting firms create the needed reports from the QuickBooks data. That can become expensive over the years and that money could have been used to invest in a true Fund Accounting solution like Banyon Data that prints the needed reports.
- Most QuickBooks users need to use separate spreadsheets to track grants or projects where a Fund Accounting based solution has this ability and can eliminate unnecessary use of spreadsheets.

2. Does not make use of an audit trail

- QuickBooks uses single-entry bookkeeping and is based on your income statement. Local Governments need detailed audit controls to track every transaction entered to demonstrate accountability to funding sources. Therefore, a double entry system like Banyon Fund Accounting is needed to show income, expenses, liabilities, and more.

Ex.) When an item is purchased, cash is reduced and the expense account is increased in the background of the software. Budget and cash reports updated automatically.

Every transaction entered into Banyon provides a complete audit trail with a user id and date/time stamp of entry. Audit reports can be printed based off of any chart of accounts code.

- QuickBooks allows users to quickly make corrections to posted entries that go unrecorded and undetectable. Security, control, and audit trail should be a top priority for any local government!

3. Budgeting Limitations

- When using QuickBooks the budgeting usually needs to be tracked separately on spreadsheets where information is manually entered, causing duplicate entry of data. This can cause a big issue as there is a high risk of human error and wasted use of valuable time.
- With Banyon Data, budgets are setup in the Chart of Accounts to see how each fund and department is doing on a monthly and year to date basis. Budgets can also be setup for revenue codes. Full reporting is then available by the respective Chart of Accounts codes (Fund, Departments/Functions, etc.)

Sample Budget Reports include but not limited to: Budget Worksheets, Budget Analysis, Expenditure Guideline, Revenue Guideline, and Profit Loss

- Banyon Data also has budget tools to copy the same budget to the following year, use actual dollars spent for next year budget, or use the amount or percent tool to work with a Fund/Department to increase by line item.

4. Report Writing

- QuickBooks has very limited number of reports and creating user defined reports is difficult.
- One of the most sought after features of Banyon Data Software is the reporting capability. Each Banyon application has a user friendly report writer with standard reports already created for easy printing. However, if you want to modify or create a new report simply choose from the options. Your reporting options are virtually unlimited.

Each report can also be filtered to a specific fund, department/function or any chart of accounts dimension. Furthermore, any report can be sorted and printed many different ways.

5. Utility Billing

- QuickBooks is also not ideal for sending out utility bills because it does not have a meter reading entry spot to calculate a new usage from previous meter readings. This has to be done on a spreadsheet and then enter in a dollar amount to charge in QuickBooks, which is very time consuming.
- QuickBooks only allows statement type billing, not postcards. Postcards cost less to mail vs statements.



PROPOSAL

Date: 02/24/21
Expires: 05/24/21



For: NORTH FORK CROW RIVER WATERSHED
DISTRICT
CHRIS SKONARD
PO BOX 40
BROOTEN MN 56316

Phone: 320-346-2869
Fax:
Email: nfcrwsd@tds.net

Banyon Contact	Title	Email/Phone	Comment	Invoice #
Chris Olson	Sales Manager	Chriso@banyon.com		

Description	Amount
Fund Accounting Software	\$3,495.00
Payroll Software	\$2,095.00
Training 2 days online	\$800.00
Fund Accounting Annual Support	\$795.00
Payroll Annual Support	\$795.00

Sub-total	\$7,980.00
Tax	\$0.00
Total	\$7,980.00

*If having on-site training, please include travel expenses if your site is over 400 miles round trip from home office training center.

Banyon Data Systems, Inc. hereby proposes to provide the above stated product and service in accordance with the above specifications. All Product and service are guaranteed as specified. No returns will be accepted after 90 days from signed proposal date. If returned before 90 days then a restocking fee of 20% will be charged on software only. Training will not be refunded if already completed and annual support will be prorated from date on proposal.

I accept this proposal from Banyon Data Systems: _____

Acceptance Date: _____ Title/Position: _____

Banyon Authorized Signature: Chris Olson



Esri Inc
380 New York St
Redlands CA 92373-8118

Subject: Renewal Quotation

Date: 03/01/2021
To: Christopher Skonard
Organization: North Fork Crow River Watershed
District
Fax #: **Phone #:** 320-346-2869

From: Pete Bennett
Fax #: 909-307-3083 **Phone #:** 888-377-4575 Ext. 2063
Email: pbennett@esri.com

Number of pages transmitted
(including this cover sheet): 4

Quotation #25998142
Document Date: 12/31/2020

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.



esri[®] 380 New York St
 Redlands, CA 92373-8118
 Phone: 888-377-4575/2063
 Fax #: 909-307-3083

Quotation

Date: 12/31/2020

Quotation Number: 25998142

Contract Number: 31574.0

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
 380 New York Street
 Redlands, CA 92373-8100
 Attn: Pete Bennett

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
 P.O. Box 741076
 Los Angeles, CA 90074-1076

North Fork Crow River Watershed
 District
 PO Box 40
 Brooten MN 56316-0040
Attn: Christopher Skonard

Customer Number: 195129

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
10	1	122187 ArcGIS Spatial Analyst for Desktop Single Use Primary Maintenance Start Date: 04/01/2021 End Date: 03/31/2022	505.00	505.00
1010	1	87192 ArcGIS Desktop Basic Single Use Primary Maintenance Start Date: 04/01/2021 End Date: 03/31/2022	404.00	404.00
2010	1	87193 ArcGIS Desktop Basic Single Use Secondary Maintenance Start Date: 04/01/2021 End Date: 03/31/2022	303.00	303.00
			Item Subtotal	1,212.00
			Estimated Tax	0.00
			Total	USD 1,212.00

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Pete Bennett **Ext:** 2063

[CSBATCHDOM]

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380 New York St
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Phone: 888-377-45752063
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Quotation

Page 2

Date: 12/31/2020

Quotation Number: 25998142

Contract Number: 31574.0

Item	Qty	Material#	Unit Price	Extended Price
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 - Credit Card
 - Purchase Order
 - Email Authorization
- Email or Fax: Email Authorization, Purchase Order or signed quote to:
 - Fax: 909-307-3083
 - Email: service@esri.com

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If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at [http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full .pdf](http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf) apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

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Quotation

Page 3

Date: 12/31/2020

Quotation No: 25998142

Customer No: 195129

Contract No: 31574.0

Item Qty Material#

Unit Price

Extended Price

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Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

Signature of Authorized Representative

Date

Name (Please Print)

Title