

Regular Meeting – Agenda

May 11, 2020

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

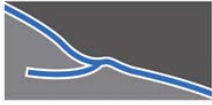
Please Contact the Administrator, nfcrwd@tds.net, by 5:00 pm May 8, 2020 for an Access Code.

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

<u>Time</u>		<u>Packet</u>	<u>BA / D</u>
<u>7:00</u>		<u>Page</u>	
	1. Call to Order – President Brauchler		
	2. Oath of Office – Jim Weller		
	3. Review & Approve Agenda – President Brauchler <i>Additional items or correction to be added to the agenda for action or information.</i>		BA
	4. Consent Agenda Items (All items approved by one motion) <u>Treasurer’s Report and Bills to May 11, 2020.</u>		BA
	a. Check Register - 106 Bonanza Checking Acct	Page 1	
	b. P & L Detail – All Accounts	Page 2	
	c. Balance Sheet – All Accounts	Page 5	
	5. <u>Minutes</u>		
	a. April 13, 2020 Regular Meeting Minutes	Page 7	BA

REGULAR AGENDA ITEMS

6. Staff Reports			
a. Administrator’s Report – Cris Skonard			
1. Activity Report			D
2. KLA Appraiser’s Map	Page 10		D/BA
3. RLA Letter	Page 11		D
4. Resolution 2020-06 Authorized Signatures	Page 12		D/BA
5. Audit Update			D
6. Official District Apparel			D
7. <u>Additional Business</u>			D/BA
b. Watershed Project Coordinator’s Report – Christopher Lundeen			
1. Activity Report			D
2. Work Safety Guidelines	Page 13		D
3. <u>Additional Business</u>			D/BA
c. Funds Manager / Administrative Assistant’s Report – Christine Knutson			
1. As reported in Financial Statements			



<u>Time</u>	<u>Packet</u>	<u>BA / D</u>																
7. Program Reports																		
a. Permit Report - None																		
b. Drainage Report – Cris Skonard																		
1. <u>JD 1 Main and Branches: Status Update:</u> Joe Lewis		D/BA																
Prairie Storm Update	Page 16	D/BA																
BVSB Line of Credit		D/BA																
2. <u>CD 5:Update:</u> CR 130 Culvert		D																
3. <u>CD 37:Update:</u> Kurt Deter		D																
4. <u>CD 32:Update:</u> Fischer Trench Settling		D																
5. <u>Other Ditch Business -</u>		D/BA																
c. Board Member Reports																		
8. Items for Next Meeting Agenda																		
9. Open Discussion from the Public																		
<i>Please send comments/questions to the District Administrator at nfcrwsd@tds.net as the public will only be able to listen due to the meeting format.</i>																		
10. Calendar Review																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Meeting Date</u></th> <th style="text-align: center;"><u>Meeting Description</u></th> <th style="text-align: center;"><u>Meeting Location</u></th> <th style="text-align: center;"><u>Meeting Time</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Wed, May 13</td> <td style="text-align: center;">1W1P-PC</td> <td style="text-align: center;">Teleconference</td> <td style="text-align: center;">9:00 am</td> </tr> <tr> <td style="text-align: center;">Tue. May 19</td> <td style="text-align: center;">Audit Conference</td> <td style="text-align: center;">Teleconference</td> <td style="text-align: center;">10:00 am</td> </tr> <tr> <td style="text-align: center;">Thu, May 21</td> <td style="text-align: center;">1W1P-TAC</td> <td style="text-align: center;">Teleconference</td> <td style="text-align: center;">2:30 pm</td> </tr> </tbody> </table>			<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>	Wed, May 13	1W1P-PC	Teleconference	9:00 am	Tue. May 19	Audit Conference	Teleconference	10:00 am	Thu, May 21	1W1P-TAC	Teleconference	2:30 pm
<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>															
Wed, May 13	1W1P-PC	Teleconference	9:00 am															
Tue. May 19	Audit Conference	Teleconference	10:00 am															
Thu, May 21	1W1P-TAC	Teleconference	2:30 pm															
11. FYI Items																		
• None																		
12. Adjournment																		
*** Next meeting: Monday, June 08, 2020 at 7:00 pm ***																		

NORTH FORK CROW RIVER WATERSHED DISTRICT

5/6/2020 5:01 PM

Register: 106 · Bonanza Checking

From 04/14/2020 through 05/11/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/14/20...			2006 · Line of Credit...	transfer to cov...		X	2,210.63	-4,453.75
04/14/20...			108 · Data Acquisition...	transfer to cov...		X	39.68	-4,414.07
04/14/20...			116 · CD-5	transfer to cov...		X	67.26	-4,346.81
04/14/20...			113 · CD-7	transfer to cov...		X	60.40	-4,286.41
04/14/20...			120 · CD-21	transfer to cov...		X	27.50	-4,258.91
04/14/20...			128C · Meeker Cty 43	transfer to cov...		X	15.00	-4,243.91
04/14/20...			133 · SRF0268	transfer to cov...		X	2.40	-4,241.51
04/14/20...			131 · SRF0218/2010-1	transfer to cov...		X	0.80	-4,240.71
04/14/20...			135 · Pirz Lake AIS Pr...	transfer to cov...		X	134.59	-4,106.12
04/14/20...			107 · Bonanza Adm. ...	transfer to cov...		X	32,106.12	28,000.00
04/15/20...	15724	Barchenger, James R	-split-		258.26	X		27,741.74
04/15/20...	15725	Berndt, Gary C	-split-		184.70	X		27,557.04
04/15/20...	15726	Brauchler, Robert H	-split-		266.13	X		27,290.91
04/15/20...	15727	Hanson, John T	-split-		184.70	X		27,106.21
04/15/20...	15728	Wuertz, James E	-split-		259.32	X		26,846.89
04/15/20...	15729	Knutson, Christine	-split-		1,801.11	X		25,045.78
04/15/20...	15730	Lundeen, Christophe...	-split-		1,919.59	X		23,126.19
04/15/20...	15731	Skonard, Cristopher J	-split-		2,484.58	X		20,641.61
04/15/20...	15732	Christine Knutson H...	2102 · Employee 125 ...	BVSB HSA ac...	337.50	X		20,304.11
04/15/20...	15733	PERA	-split-	9361-00 Pay d...	1,164.56	X		19,139.55
04/15/20...	15734	Cristopher Skonard -...	-split-	claim	78.21	X		19,061.34
04/30/20...			403 · Interest Income	Interest		X	4.50	19,065.84
04/30/20...	15735	Knutson, Christine	-split-		1,801.11			17,264.73
04/30/20...	15736	Lundeen, Christophe...	-split-		1,919.59			15,345.14
04/30/20...	15737	Skonard, Cristopher J	-split-		2,484.59			12,860.55
04/30/20...	15738	Christine Knutson H...	2102 · Employee 125 ...	BVSB HSA ac...	337.50			12,523.05
04/30/20...	15739	PERA	-split-	9361-00 Paid ...	1,048.36			11,474.69
04/30/20...	15740	Mn Department of R...	2100 · Payroll Liabilit...	1150230	644.00			10,830.69
04/30/20...	15741	Cristopher Skonard -...	-split-	claim	79.35			10,751.34
04/30/20...	15742	Verizon Wireless	625 · Phone/Internet/...	acct# 4420960...	35.01			10,716.33
05/07/20...	ACH114	United States Treasury	-split-	41-1529282	3,813.30			6,903.03
05/11/20...	To Print	BerganKDV, Ltd. C ...	648 · Accounting	Client No. 064...	6,750.00			153.03
05/11/20...	To Print	MBC Drainage, LL...	609 · Ditch Repair Ex...	inv 6030	573.50			-420.47
05/11/20...	To Print	Donald Roelike - Bl...	614 · Maintenance/Re...	inv #2360	10,500.06			-10,920.53
05/11/20...	To Print	MN Computer Syste...	-split-	inv. #290802	27.74			-10,948.27

Type	Date	Num	Name	Memo	Class	Split	Amount
Ordinary Income/Expense							
Income							
401 - Grants							
General...	04/14/2020	grantDefRev		Drng Records Grant approved expenses 4/13 mtg	Administrative	2675.12 · Drn...	2,332.50
General...	04/14/2020	grantDefRev		CD5,29,37 Subwtr Grant approved expenses 4/13 mtg	Administrative	2675.12 · Drn...	30.00
Total 401 - Grants							2,362.50
403 - Interest Income							
Deposit	04/30/2020			Interest	Administrative	106 · Bonanz...	4.50
Total 403 - Interest Income							4.50
Total Income							2,367.00
Gross Profit							
Expense							
600 - Administrator Mi. reimb non-tax							
Check	04/15/2020	15734	Cristopher Skonard ...	53mi @.575/mi pick up computer at GRC/Recycling 3/19 (commute adjusted)	Administrative	106 · Bonanz...	30.48
Check	04/15/2020	15734	Cristopher Skonard ...	8mi @.575/mi JD1 check JD1 burn piles 3/19	1-JD	106 · Bonanz...	4.60
Check	04/15/2020	15734	Cristopher Skonard ...	36mi @.575/mi drop backup storage off at GRC 4/2	Administrative	106 · Bonanz...	20.70
Check	04/15/2020	15734	Cristopher Skonard ...	21mi @.575/mi CD32 respond to Boyd Fischer request 4/10 (commute adjusted)	32-CD:Redetermined CD32	106 · Bonanz...	12.08
Check	04/15/2020	15734	Cristopher Skonard ...	18mi @.575/mi meet trapper & contractor at Prairie Storm 4/15	Administrative	106 · Bonanz...	10.35
Check	04/30/2020	15741	Cristopher Skonard ...	24mi @.575/mi Adm Meet JB to sign payroll 4/16	Administrative	106 · Bonanz...	13.80
Check	04/30/2020	15741	Cristopher Skonard ...	18mi @.575/mi JD1 check on Prairie Storm -part of 46mi 4/21 (commute adjusted)	1-JD	106 · Bonanz...	10.35
Check	04/30/2020	15741	Cristopher Skonard ...	28mi @.575/mi JD2 check blockage report by Gruber -part of 46mi 4/21 (commute adjusted)	2-JD:Redetermined JD2	106 · Bonanz...	16.10
Check	04/30/2020	15741	Cristopher Skonard ...	16mi @.575/mi JD1 meet w/trapper on JD1 4/24 (commute adjusted)	1-JD	106 · Bonanz...	9.20
Check	04/30/2020	15741	Cristopher Skonard ...	26mi @.575/mi CD32 check Boyd Fischer property conditions 4/28 (commute adjusted)	32-CD:Redetermined CD32	106 · Bonanz...	14.95
Check	04/30/2020	15741	Cristopher Skonard ...	26mi @.575/mi CD32 observe leveling Boyd Fischer property 4/29	32-CD:Redetermined CD32	106 · Bonanz...	14.95
Total 600 - Administrator Mi. reimb non-tax							157.56
601 - Administrator Salary							
General...	04/30/2020	GrantBillhr		1.5 hrs@68.85/hr April Admin JD1 Subwtrshd INKINO meeting (PD)	Administrative:Inkind - Drn...	6221 · Admin...	103.28
General...	04/30/2020	GrantBillhr		1.5 hrs@68.85/hr April Admin JD1 Subwtrshd INKINO meeting (PD)	Administrative	6221 · Admin...	-103.28
General...	05/05/2020	DitchBillhr		3 hrs@48.73/hr Payroll April Admin JD2 landowner followup	2-JD:Redetermined JD2	6221 · Admin...	146.19
General...	05/05/2020	DitchBillhr		13.5 hrs@48.73/hr Payroll April Admin CD32 landowner followup, general work	32-CD:Redetermined CD32	6221 · Admin...	657.86
General...	05/05/2020	DitchBillhr		3 hrs@48.73/hr Payroll April Admin CD7 general work	7-CD	6221 · Admin...	146.19
General...	05/05/2020	DitchBillhr		April total Admin billable payroll exp to ditches	Administrative	6221 · Admin...	-950.24
Total 601 - Administrator Salary							0.00
601.2 - Admin. Cell Phone Stipend							
Paycheck	04/15/2020	15731	Skonard, Cristopher J		Administrative	106 · Bonanz...	25.00
Paycheck	04/30/2020	15737	Skonard, Cristopher J		Administrative	106 · Bonanz...	25.00
Total 601.2 - Admin. Cell Phone Stipend							50.00
6011 - Past Administrator Salary							
Paycheck	04/15/2020	15731	Skonard, Cristopher J		Administrative	106 · Bonanz...	3,041.66
Paycheck	04/30/2020	15737	Skonard, Cristopher J		Administrative	106 · Bonanz...	3,041.67
Total 6011 - Past Administrator Salary							6,083.33
601A - WD FlexPlan Contribution/Admin							
Paycheck	04/15/2020	15731	Skonard, Cristopher J		Administrative	106 · Bonanz...	350.00
Paycheck	04/30/2020	15737	Skonard, Cristopher J		Administrative	106 · Bonanz...	350.00
Total 601A - WD FlexPlan Contribution/Admin							700.00
609 - Ditch Repair Expense							
Check	05/11/2020		MBC Drainage, LLC ...	JD1 - T Kaminsky-D6-NW level ditch spoil	1-JD	106 · Bonanz...	573.50
Total 609 - Ditch Repair Expense							573.50
612 - Manager Mileage							
612A - Taxable Manager Mileage							
Paycheck	04/15/2020	15724	Barchenger, James R		Administrative	106 · Bonanz...	37.95
Paycheck	04/15/2020	15725	Berndt, Gary C		Administrative	106 · Bonanz...	0.00
Paycheck	04/15/2020	15726	Brauchler, Robert H		Administrative	106 · Bonanz...	0.00
Paycheck	04/15/2020	15727	Hanson, John T		Administrative	106 · Bonanz...	0.00
Paycheck	04/15/2020	15728	Wuertz, James E		Administrative	106 · Bonanz...	39.10
Total 612A - Taxable Manager Mileage							77.05
Total 612 - Manager Mileage							77.05
613 - Manager Pay							
Paycheck	04/15/2020	15724	Barchenger, James R		Administrative	106 · Bonanz...	100.00
Paycheck	04/15/2020	15724	Barchenger, James R		Administrative	105 · Bonanz...	60.00
Paycheck	04/15/2020	15724	Barchenger, James R		Administrative	106 · Bonanz...	100.00
Paycheck	04/15/2020	15725	Berndt, Gary C		Administrative	106 · Bonanz...	100.00
Paycheck	04/15/2020	15725	Berndt, Gary C		Administrative	106 · Bonanz...	100.00
Paycheck	04/15/2020	15726	Brauchler, Robert H		Administrative	106 · Bonanz...	100.00
Paycheck	04/15/2020	15726	Brauchler, Robert H		Administrative	105 · Bonanz...	60.00
Paycheck	04/15/2020	15726	Brauchler, Robert H		Administrative	106 · Bonanz...	100.00
Paycheck	04/15/2020	15726	Brauchler, Robert H		Administrative	106 · Bonanz...	50.00
Paycheck	04/15/2020	15727	Hanson, John T		Administrative	106 · Bonanz...	100.00
Paycheck	04/15/2020	15727	Hanson, John T		Administrative	106 · Bonanz...	100.00
Paycheck	04/15/2020	15728	Wuertz, James E		Administrative	106 · Bonanz...	100.00
Paycheck	04/15/2020	15728	Wuertz, James E		Administrative	106 · Bonanz...	60.00
Paycheck	04/15/2020	15728	Wuertz, James E		Administrative	106 · Bonanz...	100.00
Total 613 - Manager Pay							1,230.00
614 - Maintenance/Repair							
Check	05/11/2020		Donald Roelike - Blu...	re-roofing cost for office building not garage after fall hail storm	Administrative	106 · Bonanz...	10,500.06
Total 614 - Maintenance/Repair							10,500.06
618 - Project Billable Exp. Reimbrsmnt							
General...	04/30/2020	GrantBillhr		.25 hrs@20.12/hr add'l billable exp. April FdsMgr CD5,29,37 Subwtrshd Grant financial st...	Administrative:CD5,29,37 S...	6221 · Admin...	5.03
General...	04/30/2020	GrantBillhr		.25 hrs@20.12/hr add'l billable exp. April FdsMgr CD5,29,37 Subwtrshd Grant financial st...	Administrative	6221 · Admin...	-5.03
General...	05/05/2020	DitchBillhr		1.5 hrs@20.12/hr add'l billable exp April FdsMgr JD1 financial stnt/audit prep	1-JD	6221 · Admin...	30.18
General...	05/05/2020	DitchBillhr		.5 hrs@20.12/hr add'l billable exp April FdsMgr CD21 financial stnt/audit prep	21-CD	6221 · Admin...	10.06
General...	05/05/2020	DitchBillhr		1 hrs@20.12/hr add'l billable exp April FdsMgr CD29R financial stnt/audit prep	29-CD:Redetermined CD29	6221 · Admin...	20.12
General...	05/05/2020	DitchBillhr		1.5 hrs@20.12/hr add'l billable exp April FdsMgr CD29R project design/planning-DrngM...	29-CD:Redetermined CD29	6221 · Admin...	30.16
General...	05/05/2020	DitchBillhr		.5 hrs@20.12/hr add'l billable exp April FdsMgr JD2 financial stnt/audit prep	2-JD:Redetermined JD2	6221 · Admin...	10.06
General...	05/05/2020	DitchBillhr		3 hrs@20.12/hr add'l billable exp. April Admin JD2 landowner followup	2-JD:Redetermined JD2	6221 · Admin...	60.36
General...	05/05/2020	DitchBillhr		.25 hrs@20.12/hr add'l billable exp April FdsMgr CD32 financial stnt/audit prep	32-CD:Redetermined CD32	6221 · Admin...	5.03
General...	05/05/2020	DitchBillhr		13.5 hrs@20.12/hr add'l billable exp April Admin CD32 financial stnt/audit prep, general work	32-CD:Redetermined CD32	6221 · Admin...	271.62
General...	05/05/2020	DitchBillhr		1 hrs@20.12/hr add'l billable exp April FdsMgr CD36 Redef financial stnt/audit prep	36-CD:Redetermined CD36	6221 · Admin...	20.12
General...	05/05/2020	DitchBillhr		1 hrs@20.12/hr add'l billable exp April FdsMgr CD37R financial stnt/audit prep	37-CD:Redetermined CD37	6221 · Admin...	20.12
General...	05/05/2020	DitchBillhr		1.25 hrs@20.12/hr add'l billable exp April FdsMgr CD39 financial stnt/audit prep	38-CD	6221 · Admin...	25.15
General...	05/05/2020	DitchBillhr		.5 hrs@20.12/hr add'l billable exp April FdsMgr CD5 financial stnt/audit prep	5-CD	6221 · Admin...	10.06
General...	05/05/2020	DitchBillhr		.5 hrs@20.12/hr add'l billable exp April FdsMgr CD7 financial stnt/audit prep	7-CD	6221 · Admin...	10.06

NORTH FORK CROW RIVER WATERSHED DISTRICT

05/06/20

Profit & Loss Detail

April 14 through May 11, 2020

Accrual Basis

Type	Date	Num	Name	Memo	Class	Split	Amount
General...	05/05/2020	DitchBillhr		3 hrs@20.12/hr add'l billable exp. April Admin CD7 general work	7-CD	6221 · Admin...	60.36
General...	05/06/2020	DitchBillhr		25 hrs@20.12/hr add'l billable exp April FdsMgr CD4 financial stmt-audit prep	4-CD Meeker:Redetermined ...	6221 · Admin...	5.03
General...	05/05/2020	DitchBillhr		25 hrs@20.12/hr add'l billable exp April FdsMgr CD43 financial stmt/audit prep	43-CD Meeker:Redetermine...	6221 · Admin...	5.03
General...	05/06/2020	DitchBillhr		April total staff billable add'l expense exp to ditches	Administrative	6221 · Admin...	-593.52
General...	05/05/2020	KL AIS Bill		5 hrs@20.12/hr add'l billable exp April FdsMgrKoronis Lake Proj financial/audit prep	Koronis Lake AIS Project 20...	6221 · Admin...	10.06
General...	05/05/2020	KL AIS Bill		5 hrs@20.12/hr add'l billable exp April FdsMgrKoronis Lake Proj financial/audit prep	Administrative	6221 · Admin...	-10.06
General...	05/05/2020	PL AIS Bill		5 hrs@20.12/hr add'l billable exp April FdsMgrPirz Lake Proj financial/audit prep	Pirz Lake AIS Project 2019-1	6221 · Admin...	10.06
General...	05/05/2020	PL AIS Bill		5 hrs@20.12/hr add'l billable exp April FdsMgrPirz Lake Proj financial/audit prep	Administrative	6221 · Admin...	-10.06
Total 618 · Project Billable Exp. Reimbrsmnt							0.00
619 · Office Expense & Supplies							
Check	05/11/2020		MN Computer Syste...	base rate 4/12/20-5/11/2020 & IT contract support (tax exempt)	Administrative	106 · Bonanz...	24.00
Check	05/11/2020		MN Computer Syste...	overage charge	Administrative	106 · Bonanz...	3.74
Total 619 · Office Expense & Supplies							27.74
6221 · Admin.Assistant wages							
Paycheck	04/15/2020	15729	Knutson, Christine		Administrative	106 · Bonanz...	2,461.36
Paycheck	04/30/2020	15735	Knutson, Christine		Administrative	106 · Bonanz...	2,461.36
General...	04/30/2020	GrantBillhr		.25 hrs@39.88/hr Payroll April FdsMgr CD5,29,37 Subwtrshed Grant financial stmt prep (A...	Administrative:CD5,29,37 S...	-SPLIT-	9.97
General...	04/30/2020	GrantBillhr		.25 hrs@39.88/hr Payroll April FdsMgr CD5,29,37 Subwtrshed Grant financial stmt prep (A...	Administrative	6221 · Admin...	-9.97
General...	04/30/2020	GrantBillhr		1.25 hrs@60.00/hr April FdsMgr DrngRecords INKIND fin Stmt prep (Admin)	Administrative:Inkind - Drn...	6221 · Admin...	76.00
General...	04/30/2020	GrantBillhr		1.25 hrs@60.00/hr April FdsMgr DrngRecords INKIND fin Stmt prep (Admin)	Administrative	6221 · Admin...	-76.00
General...	05/05/2020	DitchBillhr		1.5 hrs@39.88/hr payroll April FdsMgr JD1 financial stmt/ audit prep	1-JD	-SPLIT-	59.82
General...	05/05/2020	DitchBillhr		1.5 hrs@39.88/hr payroll April FdsMgr JD1 financial stmt/ audit prep	21-CD	6221 · Admin...	19.94
General...	05/05/2020	DitchBillhr		1 hrs@39.88/hr payroll April FdsMgr CD29R financial stmt/audit prep	29-CD:Redetermined CD29	6221 · Admin...	39.88
General...	05/05/2020	DitchBillhr		5 hrs@39.88/hr payroll April FdsMgr JD2 financial stmt/audit prep	2-JD:Redetermined JD2	6221 · Admin...	19.94
General...	05/05/2020	DitchBillhr		.25 hrs@39.88/hr payroll April FdsMgr CD32 financial stmt/audit prep	32-CD:Redetermined CD32	6221 · Admin...	9.97
General...	05/05/2020	DitchBillhr		1 hrs@39.88/hr payroll April FdsMgr CD35 Redet financial stmt/audit prep	36-CD:Redetermined CD36	6221 · Admin...	39.88
General...	05/05/2020	DitchBillhr		1 hrs@39.88/hr payroll April FdsMgr CD37R financial stmt/audit prep	37-CD:Redetermined CD37	6221 · Admin...	39.88
General...	05/05/2020	DitchBillhr		1.25 hrs@39.88/hr payroll April FdsMgr CD38 financial stmt/audit prep	38-CD	6221 · Admin...	49.85
General...	05/05/2020	DitchBillhr		5 hrs@39.88/hr payroll April FdsMgr CD5 financial stmt/audit prep	5-CD	6221 · Admin...	19.94
General...	05/05/2020	DitchBillhr		5 hrs@39.88/hr payroll April FdsMgr CD5 financial stmt/audit prep	7-CD	6221 · Admin...	19.94
General...	05/05/2020	DitchBillhr		.25 hrs@39.88/hr payroll April FdsMgr CD4 financial stmt-audit prep	4-CD Meeker:Redetermined ...	6221 · Admin...	9.97
General...	05/05/2020	DitchBillhr		.25 hrs@39.88/hr payroll April FdsMgr CD43 financial stmt-audit prep	43-CD Meeker:Redetermine...	6221 · Admin...	9.97
General...	05/05/2020	DitchBillhr		April total FdsMgr billable payroll exp to ditches	Administrative	6221 · Admin...	-338.98
General...	05/05/2020	KL AIS Bill		5 hrs@39.88/hr payroll April FdsMgr Koronis Lake Proj financial/Audit Prep	Koronis Lake AIS Project 20...	-SPLIT-	19.94
General...	05/05/2020	KL AIS Bill		5 hrs@39.88/hr payroll April FdsMgr Koronis Lake Proj financial/Audit Prep	Administrative	6221 · Admin...	-19.94
General...	05/05/2020	PL AIS Bill		5 hrs@39.88/hr payroll April FdsMgr Pirz Lake Proj financial/audit prep	Pirz Lake AIS Project 2019-1	-SPLIT-	19.94
General...	05/05/2020	PL AIS Bill		5 hrs@39.88/hr payroll April FdsMgr Pirz Lake Proj financial/audit prep	Administrative	6221 · Admin...	-19.94
Total 6221 · Admin.Assistant wages							4,922.72
6221A · WD Flex Plan Contr.Bookkeeper							
Paycheck	04/15/2020	15729	Knutson, Christine		Administrative	106 · Bonanz...	350.00
Paycheck	04/30/2020	15735	Knutson, Christine		Administrative	106 · Bonanz...	350.00
Total 6221A · WD Flex Plan Contr.Bookkeeper							700.00
625 · Phone/Internet/Website Expense							
Check	04/30/2020	15742	Vertzon Wireless	mobile broadband charge for drng tablet (3/24-4/23)	Administrative:Riparian Aid...	106 · Bonanz...	35.01
Total 625 · Phone/Internet/Website Expense							35.01
629E · PERA - staff							
Paycheck	04/15/2020	15729	Knutson, Christine		Administrative	106 · Bonanz...	184.60
Paycheck	04/15/2020	15730	Lundeen, Christoph...		Administrative	106 · Bonanz...	148.90
Paycheck	04/15/2020	15731	Skonard, Cristopher J		Administrative	106 · Bonanz...	228.12
Paycheck	04/30/2020	15735	Knutson, Christine		Administrative	106 · Bonanz...	184.60
Paycheck	04/30/2020	15736	Lundeen, Christoph...		Administrative	106 · Bonanz...	148.90
Paycheck	04/30/2020	15737	Skonard, Cristopher J		Administrative	106 · Bonanz...	228.12
Total 629E · PERA - staff							1,123.24
629M · PERA - managers							
Paycheck	04/15/2020	15724	Barchenger, James R		Administrative	106 · Bonanz...	19.50
Paycheck	04/15/2020	15726	Brauchler, Robert H		Administrative	106 · Bonanz...	23.25
Paycheck	04/15/2020	15728	Wuertz, James E		Administrative	106 · Bonanz...	19.50
Total 629M · PERA - managers							62.25
646A · Water Technician's wages							
Paycheck	04/15/2020	15730	Lundeen, Christoph...		Administrative	106 · Bonanz...	1,965.28
Paycheck	04/30/2020	15736	Lundeen, Christoph...		Administrative	106 · Bonanz...	1,965.28
General...	04/30/2020	GrantBillhr		4.6 hrs@53.10/hr April ProjCoord Dmg Records INKIND Proj Report/Expense Report (Ad...	Administrative:Inkind - Drn...	6221 · Admin...	238.95
General...	04/30/2020	GrantBillhr		4.6 hrs@53.10/hr April ProjCoord Dmg Records INKIND Proj Report/Expense Report (Ad...	Administrative	6221 · Admin...	-238.95
General...	04/30/2020	GrantBillhr		18.5 hrs@53.10/hr April ProjCoord Dmg Records INKIND Proj design/plan/map/data anal ...	Administrative:Inkind - Drn...	6221 · Admin...	982.35
General...	04/30/2020	GrantBillhr		18.5 hrs@53.10/hr April ProjCoord Dmg Records INKIND Proj design/plan/map/data anal ...	Administrative	6221 · Admin...	-982.35
General...	04/30/2020	GrantBillhr		\$79.65 1.5 hrs April Inkind for Dmg Mod Grant - charged to CD29Red	Administrative:Inkind - Drn...	6221 · Admin...	0.00
General...	05/06/2020	DitchBillhr		1.5 hrs@32.99/hr payroll April ProjCoord CD29R project design/planning-DmgModGrant in...	29-CD:Redetermined CD29	6221 · Admin...	49.49
General...	05/06/2020	DitchBillhr		April total ProjCoord billable payroll exp to ditches	Administrative	6221 · Admin...	-49.49
Total 646A · Water Technician's wages							3,970.56
646C · WD FlexPlanContribution/Lundeen							
Paycheck	04/15/2020	15730	Lundeen, Christoph...		Administrative	106 · Bonanz...	350.00
Paycheck	04/30/2020	15736	Lundeen, Christoph...		Administrative	106 · Bonanz...	350.00
Total 646C · WD FlexPlanContribution/Lundeen							700.00
648 · Accounting							
Check	05/11/2020		BerganKDV, Ltd. C c...	Interim Billing - audit of 2019 financial statements	Administrative	106 · Bonanz...	6,760.00
Total 648 · Accounting							6,760.00
6560 · Payroll Expenses-SS&Medicare							
Paycheck	04/15/2020	15724	Barchenger, James R		Administrative	106 · Bonanz...	18.47
Paycheck	04/15/2020	15724	Barchenger, James R		Administrative	106 · Bonanz...	4.32
Paycheck	04/15/2020	15725	Berndt, Gary C		Administrative	106 · Bonanz...	12.40
Paycheck	04/15/2020	15725	Berndt, Gary C		Administrative	106 · Bonanz...	2.90
Paycheck	04/15/2020	15726	Brauchler, Robert H		Administrative	106 · Bonanz...	19.22
Paycheck	04/15/2020	15726	Brauchler, Robert H		Administrative	106 · Bonanz...	4.50
Paycheck	04/15/2020	15727	Hanson, John T		Administrative	106 · Bonanz...	12.40
Paycheck	04/15/2020	15727	Hanson, John T		Administrative	106 · Bonanz...	2.90
Paycheck	04/15/2020	15728	Wuertz, James E		Administrative	106 · Bonanz...	18.54
Paycheck	04/15/2020	15728	Wuertz, James E		Administrative	106 · Bonanz...	4.34
Paycheck	04/15/2020	15729	Knutson, Christine		Administrative	106 · Bonanz...	151.40
Paycheck	04/15/2020	15729	Knutson, Christine		Administrative	106 · Bonanz...	35.41
Paycheck	04/15/2020	15730	Lundeen, Christoph...		Administrative	106 · Bonanz...	144.79
Paycheck	04/15/2020	15730	Lundeen, Christoph...		Administrative	106 · Bonanz...	33.86
Paycheck	04/15/2020	15731	Skonard, Cristopher J		Administrative	106 · Bonanz...	211.83
Paycheck	04/15/2020	15731	Skonard, Cristopher J		Administrative	106 · Bonanz...	49.54
Paycheck	04/30/2020	15735	Knutson, Christine		Administrative	106 · Bonanz...	151.40
Paycheck	04/30/2020	15735	Knutson, Christine		Administrative	106 · Bonanz...	35.41
Paycheck	04/30/2020	15736	Lundeen, Christoph...		Administrative	106 · Bonanz...	144.79

Profit & Loss Detail

Type	Date	Num	Name	Memo	Class	Split	Amount
Paycheck	04/30/2020	15736	Lundeen, Christoph...		Administrative	106 - Bonanz...	33.86
Paycheck	04/30/2020	15737	Skonard, Cristopher J		Administrative	106 - Bonanz...	211.83
Paycheck	04/30/2020	15737	Skonard, Cristopher J		Administrative	106 - Bonanz...	49.54
Total 6560 - Payroll Expenses-SS&Medicare							1,353.65
706 - Billing Fees							
General...	04/14/2020	JD1correct		correct billing mistake from 4/13 mtg financials for Stearns Asmt fees	1-JD	706 - Billing ...	-24.00
General...	04/14/2020	JD1correct		correct billing mistake from 4/13 mtg financials for Stearns Asmt fees	7-CD	706 - Billing ...	24.00
Total 706 - Billing Fees							0.00
Total Expense							39,016.67
Net Ordinary Income							-36,649.67
Net Income							-36,649.67

NORTH FORK CROW RIVER WATERSHED DISTRICT
Balance Sheet
 As of May 11, 2020

	May 11, 20
ASSETS	
Current Assets	
Checking/Savings	
106 · Bonanza Checking	-10,948.27
107 · Bonanza Adm. Svg.	342,997.55
108 · Data Acquisition Svg	10,715.05
110 · Rice /Koronis Proj. Svg	1,957.52
112 · JD-1	103.03
113 · CD-7	6,471.98
114 · CD-32	100.38
115 · SRF / Co. Assessments	62,324.27
116 · CD-5	3,619.28
117 · CD-38	100.87
119 · CD-37	100.19
120 · CD-21	9,224.77
121 · CD-36	100.41
122 · JD-2	100.87
123 · SRF Interest	32,715.48
126 · CD-29/ 9019883	100.38
128 · Meeker CD4 NEW(prev. 4,40,& 43)	100.72
128B · Meeker Co. 40	161.88
128C · Meeker Cty 43	4,244.18
130 · SRF Watershed Wide	12,387.94
131 · SRF0218/2010-1	2,619.75
132 · NFCR Watershed Wide Projects	42,696.96
133 · SRF0268	34,087.14
134 · Koronis Lake AIS Project	20,065.48
135 · Pirz Lake AIS Project	32,169.71
Total Checking/Savings	608,317.52
Accounts Receivable	
1211 · Delinq Property Taxes Recvble	
1211A · Delinq Prop. Taxes Recvble.-ADM	4,756.95
1211B · Delinq Prop. Taxes Recvble-DATA	46.38
1211C · Delinq Prop. Taxes Recvble-PROJ	36.08
Total 1211 · Delinq Property Taxes Recvble	4,839.41
1215 · Deferred Assessment Receivable	593,268.95
1216 · Delinquent Assessment Receivabl	16,346.40
Total Accounts Receivable	614,454.76
Other Current Assets	
1100 · Prepaid Liab Insurance/expenses	2,311.04
1120 · Inventory Asset	12,786.20
1300 · Projects -Receiveable (Due T/F)	548,151.01
Total Other Current Assets	563,248.25
Total Current Assets	1,786,020.53
TOTAL ASSETS	1,786,020.53
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	187,553.44
Total 2006 · Line of Credit	187,553.44
2010 · Proj. Pay. to Adm (DueT/F)	
2015 · CD-37	51,554.50
2016 · JD-1	272,866.78
2019 · CD38	2,249.92
2020 · JD2	12,145.89
2024 · CD-32	52,808.02
2025 · CD-36	16,423.45

NORTH FORK CROW RIVER WATERSHED DISTRICT
Balance Sheet
As of May 11, 2020

	<u>May 11, 20</u>
2028 · CD-29	86,890.72
2030 · Meeker CD4	27,646.03
2036 · Pirz Lake AIS Project	24,649.64
2037 · Koronis Lake AIS Project	916.06
Total 2010 · Proj. Pay. to Adm (DueT/F)	548,151.01
2013 · Deferred Revenue-tax/assmt	
2013.01 · Deferred Revenue-taxes-Admin	4,756.95
2013.02 · Deferred Revenue-taxes-Septic	35.56
2013.03 · Deferred Revenue-taxes-R&KLevy	0.52
2013.06 · Deferred Revenue-tax -Data	46.38
2013 · Deferred Revenue-tax/assmt - Other	609,615.35
Total 2013 · Deferred Revenue-tax/assmt	614,454.76
2102 · Employee 125 Flex Benefit Plan	
2102E · Limited ME FLEX -Chris	255.60
Total 2102 · Employee 125 Flex Benefit Plan	255.60
2674 · Unavailable Revenue	20,000.00
2675 · Deferred Revenue	
2675.05 · Stearns AIS grant DefRev	36,300.00
2675.09 · CD5,29,37 Subwtr Grant C17-3891	3,467.50
2675.12 · Drng Records Grant FY18 DefRev	2,845.75
Total 2675 · Deferred Revenue	42,613.25
Total Other Current Liabilities	1,443,420.88
Total Current Liabilities	1,443,420.88
Total Liabilities	1,443,420.88
Equity	
3000 · Fund Balance	925,563.00
3002 · Fund Bal. CD-5	6,687.00
3003 · Fund Bal. CD-37	-25,882.00
3004 · Fund Bal. JD-1	-300,302.00
3006 · Fund Bal. R & K	96,086.00
3010 · SRF WW/Mid	5,367.00
3011 · Fund Bal-CD 21	-7,419.00
3012 · Fund Bal-CD 38	311.00
3014 · Fund Bal-JD 2	-18,642.00
3015 · Fund Bal-CD-7	-334,718.00
3016 · Fund Bal-CD-32	-41,228.00
3017 · Fund Bal-CD-36	-20,080.00
3018 · Fund Bal. - CD4	-57,583.00
3019 · Fund Bal. - CD40	160.00
3020 · fund Bal. - CD43	-24,222.00
3021 · Fund Bal. SRF0218	132,319.00
3022 · Fund Bal.- SRF0268	31,305.00
3100.06 · Fund Bal. -CD29	-62,079.00
3100.14 · Fund Bal. Resvrd-NFCRW Wide Proj	43,489.00
3100.20 · Fund Bal Reserved-Data Acq	17,566.00
32000 · Retained Earnings	131,975.70
Net Income	-156,054.05
Total Equity	342,599.65
TOTAL LIABILITIES & EQUITY	1,786,020.53

North Fork Crow River Watershed District
Proposed Regular Meeting Minutes
April 13th, 2020

Managers Present: Jim Barchenger, Gary Berndt, Bob Brauchler, John Hanson, Jim Wuertz

Staff Present: Cris Skonard, Christopher Lundeen

Others Present: Kurt Deter (Rinke-Noonan), Joe Lewis (HEI), Roger Lyon, Donovan McKigney, Samantha Ewald, others.

1. Call to Order

President Brauchler called the meeting to order at 7:00 pm. The meeting was held via teleconference due to the Governor's Emergency Stay at Home order. HEI assisted with the teleconference. The public was able to access the conference by requesting an access code.

2. Review and Approve Agenda

Motion to approve the revised agenda to include the intern update, lab update and WPLMN made by Wuertz, seconded by Hanson. Motion carried.

3. Consent Agenda Items

1. Treasurer's Report and Bills to April 13th, 2020
 - 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 Wuertz, seconded by Barchenger. Roll call.

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

Motion carried.

4. Minutes

March 9th, 2020 Regular Meeting Minutes

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

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

Motion carried.

5. Staff Reports

A. Administrator's Report:

1. Activities

Skonard updated the Board on various activities within the District. Noted resources were spent on computer operating equipment to allow employees to work from home due to COVID-19 pandemic.

2. Resolution 2020-05 Alternative Meeting Schedule and Format

Skonard introduced Resolution 2020-05 based on the Governor's emergency order restricting public gatherings due to the COVID-19 pandemic. Motion to approve the Resolution 2020-05 made by Barchenger, seconded by Hanson. Roll Call.

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

Motion carried.

3. Additional Business

Skonard noted that the District will not be hiring an intern this summer due to the COVID-19 pandemic. Personnel logistics factored heavily into the decision. Skonard also presented an update on the lab/garage improvement including cost estimates. Hanson inquired if more than one quote would be necessary. Skonard responded that at least two quotes would be solicited.

B. Watershed Project Coordinator's Report:

1. Activity Report:

Lundeen gave a report of his activities. Noted work on analyzing monitoring trends and updating the annual lake reports. He is also updating the GIS boundary maps. Barchenger inquired of AIS activities due to COVID-19. Volunteer lake samplers are in place and the DNR is preparing inspection protocol for AIS inspections.

2. Additional Business

Lundeen noted that due to budgetary concerns related to the COVID-19 pandemic, all MPCA grants have been placed on hold which includes the WPLMN grant the District applied for earlier this year.

C. Funds Manager / Administrative Assistant Report: As reported in Financial Statements.

6. Program Reports

A. Permit Report:

Stearns Highway Department-CD5.

Skonard presented the Stearns Highway Department permit application. The county will be replacing the culvert under Stearns CR130 and CD5. Recommended approval. Motion to approve the Stearns County Highway Department permit made Wuertz, seconded by Barchenger. Roll Call.

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

Motion carried.

Aric Bowen –JD1

Skonard presented the Aric Bowen permit to re-establish the cross section of a private drainage into JD1. Berndt questioned whether the landowner (Dave Johnson) also needs to sign the permit. Motion to approve the permit with the landowner signature made by Hanson, seconded by Barchenger. Roll Call.

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

Motion carried.

B. Drainage Report:

1. JD1 Main and Branches: Status Update

Joe Lewis updated the Board on the status of JD1.

Roger Lyon addressed the Board regarding Prairie Storm and the backup of water on his property. Attorney Deter suggested contacting Scott Glup with USFWS to address the flooding issues. Skonard directed to work with USFWS.

2. CD7: Update

Skonard informed the Board that he was still in the process of verifying if the assessments had been paid based on Stearns County special assessment reports.

3. CD37 Update

Skonard informed the Board that he had received a letter from the Attorney for Virgil Fuchs. Attorney Deter highlighted the issues in the letter and said his office was handling the correspondence.

4. Other Ditch Business

Skonard informed the Board that he had received the engineer's report for the Koronis Lake Association (KLA) petition. Attorney Deter requested a copy for his review.

C. Board Member Meeting Reports:

Brauchler reported connecting via teleconference with the Middle Fork Crow River Watershed District (MFCRWD) April Board meeting.

7. Items for Next Meeting Agenda:

Herickhoff's to appear at May meeting regarding January permit application, pending Governor's stay at home order. Prairie Storm update.

8. Open Discussion from the Public:

President Brauchler asked for comment from the public. None.

9. Calendar Review:

Contact the Administrator for future events.

10. FYI Items:

Skonard requested managers to submit their claim forms electronically or via picture followed up with a mailed copy to expedite the financial process.

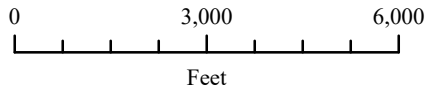
11. Adjournment:

President Brauchler thanked Manager Berndt for his service and wished him well. Regards from fellow Managers. Motion to adjourn made by Berndt, seconded by Hanson. Motion carried. Meeting Adjourned.

John Hanson –Secretary

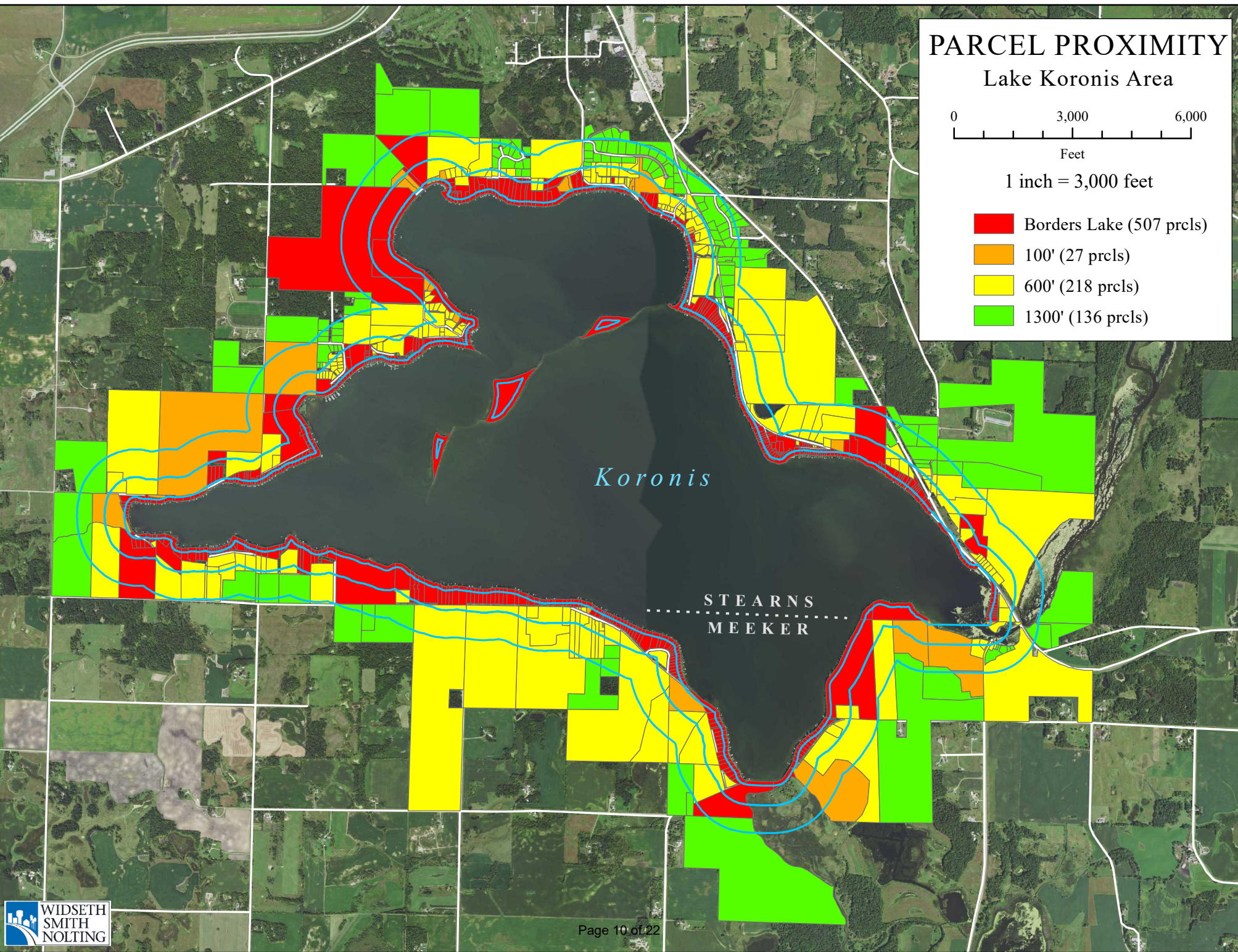
PARCEL PROXIMITY

Lake Koronis Area



1 inch = 3,000 feet

- Borders Lake (507 prcls)
- 100' (27 prcls)
- 600' (218 prcls)
- 1300' (136 prcls)



RECEIVED
MAY 05 2020
BY: CJS

April 30, 2020

North Fork Crow River Watershed District
Board of Managers
1030 Front St,
Brooten, MN 56316

Gentlemen:

The Rice Lake Association Board of Directors has unanimously approved the implementation of a Rice Lake Water Improvement Project to be funded through Minnesota State Statute 103D.

Our petition for a 15 year project has been drafted and a spread sheet of the projected costs has been created.

We are actively strategizing on a means to obtain the required lakeshore owner signatures during this difficult time of social distancing. We will submit our petition for your consideration as soon as this step is complete.

I am the primary contact for this initiative on behalf of the Rice Lake Association. If you have any feedback or require additional information in this regard, please contact me at your earliest convenience.

Thank you,



Mike Fish
mike@fishgraphics.net
(320) 291-2551

Cc: Rice Lake Association Board of Directors

**North Fork Crow River Watershed District
Resolution # 2020-06**

Resolution Authorizing Check Signatories and Designating Approval Authorities.

BE IT RESOLVED by the North Fork Crow River Watershed District Board of Managers that Checks issued by the North Fork Crow River Watershed will require two signatures by only persons authorized to do so by resolution of the Board of Managers.

BE IT RESOLVED by the North Fork Crow River Watershed District Board of Managers that grant and District project approvals conducted through the authorities of the North Fork Crow River Watershed will require an authorized signature of either the current Chairman of the Board, the Administrator or other designee as approved by Board motion.

BE IT FURTHER RESOLVED by the North Fork Crow River Watershed District Board of Managers that the Administrator or designee by approved Board motion is authorized as the main signer of the co-signature checks as authorized to be paid by the Board of Managers on behalf of the North Fork Crow River Watershed District.

BE IT FURTHER RESOLVED by the North Fork Crow River Watershed District Board of Managers that Managers James Wuertz, Robert Brauchler, James Barchenger, John Hanson and James Weller be authorized to sign co-signature checks as authorized to be paid by the Board of Managers on behalf of the North Fork Crow River Watershed District.

BE IT FURTHER RESOLVED that this Resolution remains in effect until by action of the Board of Managers this resolution is modified or rescinded.

WHEREUPON the above resolution was adopted by the Board of Managers of the North Fork Crow River Watershed District on May 11, 2020, to be effective May 15, 2020.

Bob Brauchler, President NFCRWD

Dated

John Hanson, Secretary NFCRWD

Dated

The information provided in these guidelines is valid as of 5/4/2020. New and revised guidelines may become available.

Returning to the workplace - field work safety guidelines

During the Stay at Home Order, staff are not allowed to conduct field work (field monitoring, onsite visits, onsite inspections) unless they have received an exemption from the Stay at Home order.. After the Order concludes and under social distancing and cloth facial mask requirements, staff are expected to fulfill their normal fieldwork assignments. Cloth masks will be provided by the agency. Supervisors can consider and approve employee requests to continue to telework when not in the field. Human Resources determines eligibility for COVID **leave**. Staff should not report to work in the field or office when feeling ill.

Listed below are guidelines that staff must follow while conducting field work with social distancing and the use of cloth facial masks, including when stopping at the office, storage, FOC, etc. for picking up supplies at the beginning or end of the day. Individual locations may have additional guidelines unique to the location (e.g. procedures for loading/unloading equipment into designated locations to minimize contact) that must be followed.

- 1) Wash your hands with soap and water, or use hand sanitizer if soap and water are unavailable
- 2) Vehicles (handles, doors, steering wheel, dash etc.) should be wiped down with disinfectant spray at the beginning and end of each day. Wipe down car keys and any commonly touched surfaces.
- 3) Wipe down equipment (clipboard, phone, GPS, computer etc.) and any surfaces touched while loading or unloading equipment.
- 4) If traveling in teams, staff must always travel in separate vehicles.
- 5) While working together, staff must maintain a minimum of 6 ft. distance between each other.
- 6) As per CDC guidelines, staff should wear cloth face masks in situations where they will be working in proximity to other people or may encounter members of the public. The mask does not substitute for social distancing.
- 7) Hand sanitizer, sanitizing wipes, and disposable gloves will be supplied in each field vehicle (additional supplies can be found by vehicle keys; check with Facilities staff or vehicle coordinator for additional materials).
- 8) Gloves should be worn when pumping fuel and disposed of before re-entering the vehicle.
- 9) It is recommended that staff “pay at the pump” to avoid going inside gas stations.
- 10) After leaving the vehicle for gas, food, field work etc., staff should use hand sanitizer and wipe down door handles and steering wheel with disinfectant spray, as needed.
- 11) It is recommended (but not required) that staff bring their own lunch and water to prevent making unnecessary stops at local businesses.
- 12) If possible, each field staff person should have a dedicated vehicle for field work in order to minimize the risk of exposure.

- 13) Talk to your supervisor regarding if the trip distance is appropriate to complete (costs of travel, increased time at the wheel with two drivers going separately). Overnight travel may be delayed until later when the viability of overnight hotel stays will be reevaluated.
- 14) Schedule/stagger the time you will be in the warehouse with other staff; if two staff are traveling to the same sampling location, they should load their vehicles at separate times to maintain proper distancing.
- 15) Call hotels as applicable on availability and willingness to accept out-of-town guests.
- 16) Boats do not allow for sufficient social distancing; no field work requiring boat use can be completed until social distancing is lifted.
- 17) Kayaks, if they can be loaded safely by a single person, are the only watercraft allowable at this time for field work.

Disinfecting Equipment

Disinfect equipment between operators or at the end of the week, whichever comes first.

- Start unloading field gear, wiping down hard surfaces as items are removed and before they are returned to their storage places. Leave equipment out to air dry overnight or over the weekend.
 - a) Open any equipment cases and wipe down with disinfectant solution (if equipment won't be damaged by solution – may need to check user manuals). Close the case and wipe down the exterior, paying special attention to the handles of the case.
 - b) Remove flow trackers and wipe down following the same procedure.
 - c) Follow a similar procedure with any other gear removed from the vehicle.
 - d) Set aside all field gear you will need for data entry in a clean area in the warehouse, cleaning as you do so. Remember to wipe down the laptop!
- Begin wiping down the equipment handled by staff that stays in the vehicle.
 - a) Remove all the gear you used during the trip and disinfect as you go.
 - b) Once everything that has been used is outside the vehicle, do a quick wipe down of the surfaces inside the truck you may have touched (drawer handle, tape down handles, lubricant bottle, etc.)
 - c) Return the equipment to the vehicle.

Working with the Public - Inspections

- 1) Call the facility before travel to inquire if the facility has a protocol for visitors and if it is feasible to conduct an inspection and maintain social distancing (If they know ahead of time because of the nature or layout of the facility social distancing cannot be maintained, consult your supervisor on the need for inspection during this time.
- 2) Follow whichever safety protocol (these guidelines or the facility protocol) is the most restrictive.
- 3) Wash your hands with soap and water, or use hand sanitizer if soap and water are unavailable prior to and after inspection.
- 4) Do not conduct the inspection if you are ill or if the facility's representation is visibility ill.
- 5) Limit the number of people involved in the inspection. Preferably only one other person.
- 6) As per CDC and PCA guidelines, staff should wear cloth face masks in situations where they will be working in proximity to other people, which includes performing inspections. The mask does not substitute for social distancing.
- 7) Do not greet with a hand shake.

- 8) Maintain social distance of 6' or more during inspection.
- 9) Take extra photographs to capture information that can be evaluated at an off-site location.
- 10) If other parts of the inspection (records review) can be performed off-site complete those inspection elsewhere.

Vehicle Cleaning Procedure

This procedure needs to be put into action between vehicle operators or at the end of the week, whichever comes first.

- 1) Remove all your personal gear and store in designated areas. Try to minimize touching any high touch areas as you do so.
- 2) Wash your hands with soap and water, or use hand sanitizer if soap and water are not available.
- 3) Make sure to wipe down the follow areas of the vehicle with disinfectant solution:
 - a) Steering wheel;
 - b) Shifters;
 - c) Armrests and headrests;
 - d) Seats;
 - e) Dash;
 - f) Center console;
 - g) Door and door handle;
 - h) Seatbelt, buckle, and seatbelt fastener;
 - i) Windows.
- 4) Wipe down keys. Be sure to wipe down credit card inside key chain if used.
- 5) Close front doors and wipe down the exterior handle.
- 6) Wipe down rear door handle interior and rear doors.
- 7) Close doors and wipe down door handles and gas cap/ gas cover.
- 8) Wipe down black portfolio designated with each vehicle (field and pool).
- 9) Wash your hands with soap and water again, or use hand sanitizer if soap and water are not available.
- 10) You're done!

Document History

Version	Description	Date
4/30	This is the first version of these guidelines	4/30/2020
5/4	This version incorporates updated information regarding cloth face masks.	5/4/2020



May 5, 2020

Kdeter@RinkeNoonan.com

Cris Skonard
Administrator / Drainage Inspector
North Fork Crow River Watershed District
P.O. Box 40
1030 Front Street
Brooten, MN 56316

SENT VIA EMAIL: nfcrowd@tds.net & U.S. MAIL

**Re: Prairie Storm Project
Our File No. 03421-0094**

Dear Cris:

I had an opportunity to review the MOU between the North Fork Crow River Watershed District and the Fish & Wildlife Services. Now that I have reviewed the MOU, it was between the Watershed District and Fish & Wildlife and the landowners were not parties. If I recall, the landowners were in agreement with this MOU, but did not want to sign any document. Basically, it sets forth the process for doing maintenance and repair and unless the District wanted to expend some money, the repairs would not get done unless the landowners agreed to pay for them. That may lead to the discussion about including the structure in the ditch system, as the landowners above this structure are assessed into the ditch system and have some rights to have their drainage maintained.

It appears Fish & Wildlife simply wants to put in the structure and then walk away from any ongoing operation of the structure and, therefore, it may make sense to come up with a procedure on how expenditures are going to be made. We need to give some notice requirements to Fish & Wildlife and there are some dates they don't want us to do the work, but otherwise it seems to give us the right to maintain the drainage. Many times I say lets get the work done and we will figure out how it is paid for later, but that may not be the best situation here. Since we have a meeting next week, it may be an item we should discuss so that we don't get caught in the middle of trying to do the right thing and then have an argument about how it is going to be paid for. I would be happy to talk to you about it further.

Very Truly Yours,

Kurt A. Deter
KAD/cmt

**MEMORANDUM OF UNDERSTANDING FOR THE MAINTENANCE OF THE DITCH
ASSOCIATED WITH THE PRAIRIE STORM
WETLAND RESTORATION PROJECT**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this 6th day of September, 2016, by and between the **U.S. FISH AND WILDLIFE SERVICE** (“Service”) and the **NORTH FORK CROW RIVER WATERSHED DISTRICT** (“District”) (collectively the “Parties”).

A. The Service is the fee owner of the following described real property located in Stearns County, Minnesota:

The Southeast Quarter (SE1/4) of Section 19; and the Southwest Quarter (SW1/4) of Section 20; all in T. 125 N., R. 35 W., 5th P.M. ; Less and Except that part of the SW1/4 of Section 20 T. 125 N., R. 35 W., 5th P.M. described as follows:
Commencing at the Southeast corner of the said SW1/4 of Section 20; thence westerly along the South line of said SW1/4 a distance of 900 feet to the point of beginning; thence northerly and parallel with East line of the SW1/4 a distance of 425 feet; thence westerly and parallel with the South line of the SW1/4 a distance of 175 feet; thence South to the South line of the SW1/4; thence easterly to the point of beginning of the excepted tract.

AND

That part of the Southwest Quarter (SW1/4) of Section 20, T. 125 N., R. 35 W., described as follows: Commencing at the Southeast corner of the said SW1/4 of Section 20; thence West along the South line of said SW1/4 a distance of 900 feet, which is the point of beginning; thence North and parallel with the East line of the SW1/4 a distance of 425 feet; thence West and parallel with the South line of the SW1/4 a distance of 175 feet; thence South and parallel with the East line of the said SW1/4 to the South line of the SW1/4; thence East to the point of beginning.

B. The Service Property described above contains a degraded, poorly functioning wetland proposed for restoration to improve wildlife habitat and water quality while providing flood water storage for the downstream ditch system (Wetland Restoration). The Wetland Restoration has been petitioned and approved for construction through the District under Minnesota statues Section 103E.227 and has been engineered by Wenck Associates, Incorporated. A project description and drawing is attached as Exhibit A. As part of the Wetland Restoration, a private drainage ditch (the “Ditch”) is located within the project area and fully within the Service fee title ownership. Upstream of the Ditch and directly neighboring Service lands are the private landowners, which rely on the ditch for agricultural drainage.

C. The purpose of this MOU is to establish an understanding for the future maintenance of the Ditch and to provide specific terms as to when and how the Ditch will be maintained in the future for agricultural drainage. Through this MOU, the District agrees to provide technical assistance as requested by the Service and private landowners regarding the As Built As Constructed specifications and standard construction practices for future maintenance of the

Ditch.

D. The Parties acknowledge the following conditions required for the future maintenance of the Ditch associated with the Wetland Restoration and as identified on the map in Exhibit A:

1. All maintenance and repairs will be completed at the sole expense of private landowners. Neither the Service nor the District is under any financial obligations to maintain the Ditch.
2. A written request must be submitted to the Service at least 30 days prior to any maintenance showing the need for ditch maintenance to remedy a negative impact to upstream private landowners.
3. The maintenance of the Ditch will not exceed the Mean Sea Level (MSL) readings as identified in the engineering plans attached in Exhibit A and on the As Built As Constructed plans. As dictated through this MOU, when maintenance occurs it is to be maintained at the MSLs indicated and under no circumstances increased or improved in depth or width. The average annual water level manipulated through the structure will be held at 1341.25 MSL.
4. Should maintenance and repair take place within the Ditch, the Service will designate an approved route of entry and exit to allow for the least possible impact with motorized equipment.
5. Maintenance of the Ditch will not take place from April 1st to August 1st due to nesting birds.
6. Should an emergency situation require immediate attention, private landowners can provide a verbal request to the Service for a Special Use Permit to conduct emergency work in a timely manner.

This right of entry for maintenance and repair of the existing private drainage shall be subject to the following terms and conditions:

- a. Condition of Property: Within 10 days of maintenance of the ditch all spoil will be removed from Service property, disturbed areas will be reseeded with a Service approved mix, and future weed control of the disturbed areas as a result of the maintenance activity will be the responsibility of private landowners per Service Policy.
- b. Use of the Ditch: Nothing in this agreement shall affect or alter the existing drainage rights of property owners. No one shall obstruct the Ditch. It is understood that no additional drainage beyond that of the private property currently draining to the Ditch shall be given any maintenance or repair rights to the Ditch.
- c. Maintenance Costs: Private property owners shall be jointly and severably responsible for the cost of any future requested maintenance and repair of the Ditch.
- d. Tort Liability of the Parties: Each party hereto agrees that, to the extent allowed under law, it will be responsible only for its own acts or omissions and the results thereof, whether based in negligence, recklessness or willfulness, and neither party shall be responsible for the negligent, reckless or willful acts or omissions of the

other party and the results thereof. Each party will therefore assume all risks and liability to itself, its agents and employees, for any injury to persons or property resulting from actions or operations of itself, its agents or employees and for any loss, cost, damage or expense resulting at any time from any and all causes due to any acts, or negligence, or the failure to exercise proper precautions of or by itself or its own employees or agents to this Agreement. The torts liability of the Federal Government will be determined under the Federal Tort Claims Act (28 U.S.C. 2761 et seq.) while the liability of the Recipient will be determined by applicable federal and state laws. It is understood and agreed that nothing in this Agreement shall affect or otherwise constitute a waiver of the limits on the liability of the District provided by Minnesota Statutes Chapter 466 or other applicable law.

7. The term of this MOU is from the date of the last signature below. This MOU may be terminated for any reasons by either Party with 60 days written notice to the other Party.

[Signature pages to follow]

NORTH FORK CROW RIVER WATERSHED DISTRICT

By James Wuertz
James Wuertz
Its President

ATTEST:

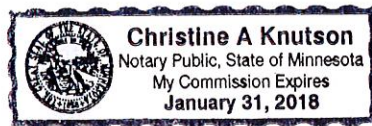
By John Hanson
John Hanson
Its Secretary

STATE OF MINNESOTA)
) SS
COUNTY OF STEARNS)

On this 6th day of September, 2016, before me, a Notary Public for this County, personally appeared James Wuertz, who, being by me duly sworn, did say that he is the President of North Fork Crow River Watershed District Board of Managers, and that this instrument was signed on behalf of the North Fork Crow River Watershed District by authority of its Board of Managers and acknowledged said instrument to be the free act and deed of the North Fork Crow River Watershed District.

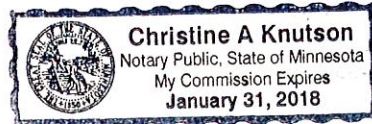
Christine A. Knutson
Notary Public

STATE OF MINNESOTA)
) SS
COUNTY OF STEARNS)



On this 6th day of September, 2016, before me, a Notary Public for this County, personally appeared John Hanson, who, being by me duly sworn, did say that he is the Secretary of North Fork Crow River Watershed District Board of Managers, and that this instrument was signed on behalf of the North Fork Crow River Watershed District by authority of its Board of Managers and acknowledged said instrument to be the free act and deed of the North Fork Crow River Watershed District.

Christine A. Knutson
Notary Public



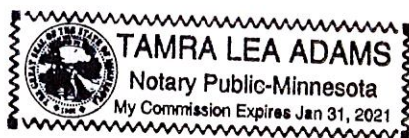
UNITED STATES OF AMERICA
THE SECRETARY OF THE INTERIOR

By Scott S. Glop
Its Agent
Fish and Wildlife Service

STATE OF MINNESOTA)
) SS
COUNTY OF STEARNS)

On this 16th day of August, 2016, before me, a Notary Public for this County, personally appeared Scott Glop, to me known to be the person who executed the foregoing instrument, and to me known to be the Agent for the State of Minnesota, Fish and Wildlife Service, and acknowledged that this person executed the foregoing instrument as the free act and deed of the United States of America by virtue and in pursuance of authority duly conferred upon that person.

Tamra L. Adams
Notary Block



THIS INSTRUMENT DRAFTED BY:
Rinke Noonan (AAR) 300 US Bank Plaza,
1015 West St. Germain Street
P.O. Box 1497
St. Cloud, MN 56302-1497
(320) 251-6700
Our File No. 03421-0094

Exhibit A
(Engineering plans including map)