

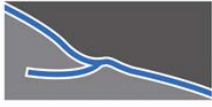


**Regular Meeting – Agenda
September 11, 2017**

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>
7:00	1. Call to Order – Chairperson Wuertz		
	2. Review & Approve Agenda - President Wuertz <i>Additional items or correction to be added to the agenda for action or information.</i>		BA
	3. Consent Agenda Items (All items approved by one motion) <u>Treasurer’s Report and Bills to September 11, 2017.</u>		BA
	a. Check Register - 106 Bonanza Checking Acct	Page 1	
	b. P & L Detail – All Accounts	Page 3	
	c. Balance Sheet – All Accounts	Page 8	
	4. Minutes August 14, 2017 Regular Meeting Minutes	Page 10	BA
	5. Open Discussion from the Public <i>Opportunity for the public to address the NFCRWD Board of Managers.</i>		
8:00	6. Acceptance Hearing JD1 BR12		
	a. Presentation		
	b. Public Comment		
	c. Acceptance		D/BA
REGULAR AGENDA ITEMS			
	7. Staff Reports		
	a. Administrator’s Report – Cris Skonard		
	1. Activity Report		D
	2. Record Retention Policy	Page 15	D/BA
	3. BWSR Petition to Increase Managers		D
	4. Paynesville Township Stream Bank Stabilization	Page 22	D/BA
	5. Buffer Violation Policy		D
	6. Drainage Policy		D
	7. BWSR Academy		D/BA
	8. Copying Expense		D
	9. <u>Additional Business</u>		



<u>Time</u>	<u>Packet</u>	<u>BA / D</u>
	<u>Page</u>	
b. Technician’s Report – Christopher Lundeen		
1. Activity Report		D
2. AIS Inspection Update		D
3. Stearns County Wetland Restoration	Page 26	D/BA
4. Grove Lake Weed Survey-Wenck Bill	Page 27	D/BA
c. Funds Manager / Administrative Assistant’s Report – Christine Knutson		
1. As reported in Financial Statements		

8. Program Reports

a. Permit Report - None

b. Drainage Report – Cris Skonard

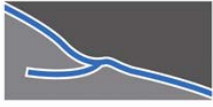
1. <u>CD 21: Status Update</u>		D
2. <u>CD 32 Repair: Update</u> – RESPEC MBC Pay App #3	Page 30	D/BA
3. <u>CD7 Repair: Update</u> – ISG		D/BA
4. <u>JD 1 Main and Branches: - HEI</u>		D/BA
5. <u>CD37: Update</u>		D
6. <u>CD3: Update</u>		D
7. <u>Other Ditch Business</u> - Assessment Committee		D

c. Board Member Reports

9. Items for Next Meeting Agenda

10. Calendar Review

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
Tue, Sept 12 th	Stearns Weed Mgmt	Waite Park	9:30 am
Wed, Sept 13 th	1W1P	Litchfield	9:00 am
Fri, Sept 15 th	Pope Waterfest	Glenwood	8:00 am
Wed, Sept 20 th	1W1P	Litchfield	9:00 am



**NORTH FORK
CROW RIVER**
WATERSHED DISTRICT

**1030 Front Street, P.O. Box 40
Brooten, MN 56316**

Office: 320-346-2869

Fax: 320-346-2410

www.nfcrwd.org nfcrcwd@tds.net

<u>Time</u>			<u>Packet</u> <u>Page</u>	<u>BA / D</u>
Thur, Sept 21 st	WRAPS	Brooten	9:00 am	
Wed, Sept 27 th	WD Admin Meeting	Fergus Falls	10:00 am	
Thur, Sept 28 th	Stevens/Pope Cons Day	SWELL	8:00 am	

11. FYI Items

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12. Closed Session-Attorney Letter from States Borders Construction

13. Adjournment

***** Next meeting: Monday, October 09, 2017 at 7:00 pm *****

NORTHFORK CROW RIVER WATERSHED DISTRICT

9/6/2017 3:37 PM

Register: 106 · Bonanza Checking

From 08/15/2017 through 09/11/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/15/2017			905 · BVSB Line of Cr...	2nd loan draw		X	10,965.60	-12,317.97
08/15/2017	14363	Barchenger, James R	-split-		231.12	X		-12,549.09
08/15/2017	14364	Berndt, Gary C	-split-		125.40	X		-12,674.49
08/15/2017	14365	Brauchler, Robert H	-split-		171.01	X		-12,845.50
08/15/2017	14366	Hanson, John T	-split-		374.47	X		-13,219.97
08/15/2017	14367	Wuertz, James E	-split-		245.31	X		-13,465.28
08/15/2017	14368	Budde, Nicholas R	-split-		734.77	X		-14,200.05
08/15/2017	14369	Knutson, Christine	-split-		1,541.37	X		-15,741.42
08/15/2017	14370	Lundeen, Christophe...	-split-		1,627.11	X		-17,368.53
08/15/2017	14371	Skonard, Cristopher J	-split-		2,185.66	X		-19,554.19
08/15/2017	14372	Christine Knutson H...	2102 · Employee 125 F...	BVSB HSA ac...	322.91	X		-19,877.10
08/15/2017	14373	PERA	-split-	9361-00 Paid ...	1,008.37	X		-20,885.47
08/15/2017			108 · Data Acquisition ...	transfer to cove...		X	776.73	-20,108.74
08/15/2017			114 · CD-32	transfer to cove...		X	16,640.77	-3,467.97
08/15/2017			107 · Bonanza Adm. S...	transfer to cove...		X	37,523.71	34,055.74
08/16/2017	14374	Cristopher Skonard - ...	-split-	claim	37.46	X		34,018.28
08/16/2017	14375	CROW Joint Powers	641 · Education	2017 River Cle...	400.00	X		33,618.28
08/16/2017	14376	Minnesota Assoc. of ...	623 · Seminar & Work...	Registration fe...	25.00	X		33,593.28
08/16/2017	14377	MBC Drainage, LLC...	609 · Ditch Repair Exp...	inv #4929	1,500.00	X		32,093.28
08/16/2017	14378	MBC Drainage, LLC...	609 · Ditch Repair Exp...	apprvd paymen...	9,226.40	X		22,866.88
08/16/2017	14379	States Borders Const...	609 · Ditch Repair Exp...	CD32 repair -P...	4,471.84	X		18,395.04
08/22/2017	14380	DVS Renewal	710 · Truck/ATV Expe...	Plate# 453 HD...	130.00	X		18,265.04
08/30/2017			403 · Interest Income	Interest		X	14.15	18,279.19
08/31/2017			404 · Other Income	Stearns Fed We...			128.78	18,407.97
08/31/2017	14381	Knutson, Christine	-split-		1,670.87			16,737.10
08/31/2017	14382	Lundeen, Christophe...	-split-		1,737.75			14,999.35
08/31/2017	14383	Skonard, Cristopher J	-split-		2,185.65			12,813.70
08/31/2017	14384	Budde, Nicholas R	-split-	Final check	85.50			12,728.20
08/31/2017	14385	Christine Knutson H...	2102 · Employee 125 F...	BVSB HSA ac...	322.91			12,405.29
08/31/2017	14386	PERA	-split-	9361-00 Paid ...	978.26			11,427.03
08/31/2017	14387	Mn Department of R...	2100 · Payroll Liabiliti...	1150230	655.00			10,772.03
08/31/2017			107 · Bonanza Adm. S...	transfer elec de...	128.78			10,643.25
09/01/2017	14388	Cristopher Skonard - ...	-split-	claim	146.08			10,497.17
09/07/2017	ACH82	United States Treasury	-split-	41-1529282	4,131.36			6,365.81
09/11/2017	To Print	RMB Environmental ...	-split-	inv#366836, 3...	524.00			5,841.81
09/11/2017	To Print	Paynesville Press, Inc.	-split-	subscription re...	128.85			5,712.96
09/11/2017	To Print	AmeriPride Services ...	614 · Maintenance/Rep...	cust#:2200010...	125.43			5,587.53
09/11/2017	To Print	H2Over Viewers LLC	-split-	Aug viewer fee...	7,414.66			-1,827.13
09/11/2017	To Print	Thomas Feldman	614 · Maintenance/Rep...	August - 4 mo...	100.00			-1,927.13
09/11/2017	To Print	MN Computer Syste...	-split-	inv. #224456	38.47			-1,965.60
09/11/2017	To Print	LAMB Labor Servic...	-split-	inv 2454	15,108.19			-17,073.79
09/11/2017	To Print	Verizon Wireless	625 · Phone/Internet/...	acct# 4420960...	35.01			-17,108.80
09/11/2017	To Print	City of Brooten	645 · Utilities	acct# 24-00001...	60.51			-17,169.31

Has not been mailed - waiting for contractor signature

NORTHFORK CROW RIVER WATERSHED DISTRICT

9/6/2017 3:37 PM

Register: 106 · Bonanza Checking

From 08/15/2017 through 09/11/2017

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>
09/11/2017	To Print	RJ, Inc.	-split-	Aug stmt	102.59			-17,271.90
09/11/2017	To Print	League Of MN Cities...	610 · Insurance & Bon...	inv #258560 2...	1,860.00			-19,131.90
09/11/2017	To Print	Wenck Associates, Inc.	626 · Engineering	August 2017 ...	2,681.70			-21,813.60

NORTHFORK CROW RIVER WATERSHED DISTRICT

Profit & Loss Detail

August 15 through September 11, 2017

Type	Date	Num	Name	Memo	Class	Split	Amount
Ordinary Income/Expense							
Income							
401 - Grants							
Gener...	08/15/2017	mtgDefRev		CD5,29,37 Subwtr Grant 8/14/17 board mtg approved expenses	Administrative	2675.09 · C...	2,265.89
Gener...	08/15/2017	mtgDefRev		GLLA Vegetation Survey remaining grant toward 8/14/17 board mtg apprvd exp	Administrative	2675.09 · C...	1,930.41
Gener...	08/15/2017	mtgDefRev		DrngDB Grant 8/14/17 board mtg approved expenses	Administrative	2675.09 · C...	35.01
Gener...	08/15/2017	mtgDefRev		Stearns AIS Grant 8/14/17 board mtg approved expenses	Administrative	2675.09 · C...	12,474.76
Gener...	08/22/2017	AugDefRe...		JD1 Subwtr Anal Grant -8/14 board mtg apprvd exp- orig incorrectly classed JD1M...	Administrative	2675.11 · J...	959.75
Total 401 · Grants							17,665.82
402 · Contributions							
Gener...	08/15/2017	mtgDefRev		GLLA AIS Pope grant portion of AIS Project 8/14/17 board mtg approved expenses	Administrative	2675.09 · C...	1,716.75
Deposit	08/21/2017	095449	City of Paynesville	2017 AIS inspections contribution	Administrative:AIS p...	107 · Bonan...	4,300.00
Deposit	08/31/2017	1091	Grove Lake Lakes...	GL Lakeshore Assoc. contribution to 2017 GLLA Vegetation Survey project	Administrative:GLLA...	107 · Bonan...	500.00
Total 402 · Contributions							6,516.75
403 · Interest Income							
Deposit	08/30/2017			Interest	Administrative	106 · Bonan...	14.15
Total 403 · Interest Income							14.15
404 · Other Income							
Gener...	08/15/2017	mtgDefRev		Intern Fund 8/14/17 board mtg approved expenses	Administrative	2675.09 · C...	505.08
Deposit	08/31/2017	170831 19...	Stearns Co. Audito...	2017 Federal Wetlands e-deposit from Stearns County	Administrative	106 · Bonan...	128.78
Total 404 · Other Income							633.86
Total Income							24,830.58
Gross Profit							
							24,830.58
Expense							
600 · Administrator Mi. reimb non-tax							
Check	08/16/2017	14374	Cristopher Skonar...	22m@.535/mi JD1 info meeting in Padua 8/7 (commute adjusted)	1-JD	106 · Bonan...	11.77
Check	08/16/2017	14374	Cristopher Skonar...	7m@.535/mi CD37 Oxcart Inspection 8/9 (commute adjusted)	37-CD	106 · Bonan...	3.75
Check	08/16/2017	14374	Cristopher Skonar...	14m@.535/mi Rice Lake Assoc Meeting (commute adjusted)	Administrative	106 · Bonan...	7.49
Check	08/16/2017	14374	Cristopher Skonar...	13m@.535/mi inspect CD7	7-CD	106 · Bonan...	6.96
Check	08/16/2017	14374	Cristopher Skonar...	14m@.535/mi inspect CD32	32-CD:Redetermined...	106 · Bonan...	7.49
Check	09/01/2017	14388	Cristopher Skonar...	21m@.535/mi CD32 site inspection 8/21 (commute adjusted)	32-CD:Redetermined...	106 · Bonan...	11.24
Check	09/01/2017	14388	Cristopher Skonar...	23m@.535/mi CD32 Site insp. w/Boyd Fischer 8/22	32-CD:Redetermined...	106 · Bonan...	12.31
Check	09/01/2017	14388	Cristopher Skonar...	46m@.535/mi BWSR Board Meeting -Paynesville 8/22	Administrative	106 · Bonan...	24.61
Check	09/01/2017	14388	Cristopher Skonar...	73m@.535/mi MADI Meeting Alexandria 8/23	Administrative	106 · Bonan...	39.06
Check	09/01/2017	14388	Cristopher Skonar...	9m@.535/mi Kandi Pub. Works meeting 8/24 (commute adjusted)	Administrative	106 · Bonan...	4.82
Check	09/01/2017	14388	Cristopher Skonar...	20m@.535/mi CD32 site inspection 8/24 (commute adjusted)	32-CD:Redetermined...	106 · Bonan...	10.70
Check	09/01/2017	14388	Cristopher Skonar...	8m@.535/mi CD7 site inspection 8/24	7-CD	106 · Bonan...	4.28
Check	09/01/2017	14388	Cristopher Skonar...	20m@.535/mi JD1 Br8 check beaver dam 8/29	1-JD	106 · Bonan...	10.70
Check	09/01/2017	14388	Cristopher Skonar...	53m@.535/mi 1W1P meeting Litchfield 8/30 (commute adjusted)	Administrative	106 · Bonan...	28.36
Total 600 · Administrator Mi. reimb non-tax							183.54
601 · Administrator Salary							
Paych...	08/15/2017	14371	Skonard, Cristoph...		Administrative	106 · Bonan...	2,666.67
Paych...	08/31/2017	14383	Skonard, Cristoph...		Administrative	106 · Bonan...	2,666.66
Gener...	09/01/2017	AugDitchBil		13.25 hrs@39.32/hr Payroll Aug Admin JD1 Landowner, mtg, general	1-JD	6221 · Admi...	520.99
Gener...	09/01/2017	AugDitchBil		1 hrs@39.32/hr Payroll Aug Admin CD21 landowner followup	21-CD	6221 · Admi...	39.32
Gener...	09/01/2017	AugDitchBil		1.5 hrs@39.32/hr Payroll Aug Admin CD29 landowner followup, inspection	29-CD	6221 · Admi...	58.98
Gener...	09/01/2017	AugDitchBil		22 hrs@39.32/hr Payroll Aug Admin CD32 inspect, landowner followup	32-CD:Redetermined...	6221 · Admi...	865.04
Gener...	09/01/2017	AugDitchBil		3 hrs@39.32/hr Payroll Aug Admin CD7 inspections	7-CD	6221 · Admi...	117.96
Gener...	09/01/2017	AugDitchBil		Aug total Admin billable payroll exp to ditches	Administrative	6221 · Admi...	-1,602.29
Total 601 · Administrator Salary							5,333.33
601.2 · Admin. Cell Phone Stipend							
Paych...	08/15/2017	14371	Skonard, Cristoph...		Administrative	106 · Bonan...	25.00
Paych...	08/31/2017	14383	Skonard, Cristoph...		Administrative	106 · Bonan...	25.00
Total 601.2 · Admin. Cell Phone Stipend							50.00
601A · WD FlexPlan Contribution/Admin							
Paych...	08/15/2017	14371	Skonard, Cristoph...		Administrative	106 · Bonan...	350.00
Paych...	08/31/2017	14383	Skonard, Cristoph...		Administrative	106 · Bonan...	350.00
Total 601A · WD FlexPlan Contribution/Admin							700.00
606 · Data Collection Expense							
Check	09/11/2017		Grove Lake	inv-36: 8/7 collect: GLO	Survey & Data Acqui...	106 · Bonan...	23.00
Check	09/11/2017		JD1Br12	inv-36: 8/7 collect: JD1Br12 (3 sites)	Survey & Data Acqui...	106 · Bonan...	190.50
Check	09/11/2017		CD32	inv-36: 8/7 collect: CD32N (site & FD)	Survey & Data Acqui...	106 · Bonan...	127.00
Check	09/11/2017		CD7	inv-36: 8/7 collect: CD7S	Survey & Data Acqui...	106 · Bonan...	63.50
Check	09/11/2017		CD-4	inv-36: 8/7 collect: CD4 (E coli)	Survey & Data Acqui...	106 · Bonan...	15.00
Check	09/11/2017		RMB Environment...	inv-36: 8/7 collect: RMB courier samples to lab	Survey & Data Acqui...	106 · Bonan...	15.00
Check	09/11/2017		JD1Br12	inv-86: 8/14 collect: JD1Br12 - 2 sites Ecoli	Survey & Data Acqui...	106 · Bonan...	30.00
Check	09/11/2017		Hwy 23	inv-86: 8/14 collect: Hwy 23 Ecoli	Survey & Data Acqui...	106 · Bonan...	15.00
Check	09/11/2017		RMB Environment...	inv-86: 8/14 collect: RMB courier samples to lab	Administrative:WPL...	106 · Bonan...	15.00
Check	09/11/2017		Hwy 23	inv-76: 8/21 collect: Hwy 23 E coli	Survey & Data Acqui...	106 · Bonan...	15.00
Check	09/11/2017		RMB Environment...	inv-76: 8/21 collect: RMB courier sample to lab	Administrative:WPL...	106 · Bonan...	15.00
Total 606 · Data Collection Expense							524.00
609 · Ditch Repair Expense							
Check	08/16/2017	14378	MBC Drainage, LL...	CD32 repair - pymt request 2 apprvd 8-14-17 board mtg -retainage held	32-CD:Redetermined...	106 · Bonan...	9,226.40
Check	08/16/2017	14379	States Borders Co...	CD32 Repair - Pay request #3 -apprvd 8/14 mtg (retainage held)	32-CD:Redetermined...	106 · Bonan...	4,471.84
Check	08/16/2017	14377	MBC Drainage, LL...	CD37 - Oxcart Crossing - take out beaver dam -board apprvd 8/14/17	37-CD	106 · Bonan...	1,500.00
Total 609 · Ditch Repair Expense							15,198.24
610 · Insurance & Bonding							
Check	09/11/2017		League Of MN Citi...	inv #258560 2017-2018 Membership Dues	Administrative	106 · Bonan...	1,860.00

not marked yet - waiting for SAC signature on pay request

NORTHFORK CROW RIVER WATERSHED DISTRICT

Profit & Loss Detail

August 15 through September 11, 2017

Type	Date	Num	Name	Memo	Class	Split	Amount
Total 610 · Insurance & Bonding							1,860.00
612 · Manager Mileage							
612A · Taxable Manager Mileage							
Paych...	08/15/2017	14363	Barchenger, Jame...		Administrative	106 · Bonan...	35.31
Paych...	08/15/2017	14364	Berndt, Gary C		Administrative	106 · Bonan...	9.63
Paych...	08/15/2017	14365	Brauchler, Robert H		Administrative	106 · Bonan...	35.31
Paych...	08/15/2017	14366	Hanson, John T		Administrative	106 · Bonan...	96.30
Paych...	08/15/2017	14367	Wuertz, James E		Administrative	106 · Bonan...	72.76
Gener...	08/15/2017	mgrBillable		JD1 8/7 Info Mtg Padua 161m@.535/mi combined mgr taxed miles	1-JD	613 · Manag...	86.14
Gener...	08/15/2017	mgrBillable		JD1 8/7 Info Mtg Padua 161m@.535/mi combined mgr taxed miles	Administrative	613 · Manag...	-86.14
Total 612A · Taxable Manager Mileage							249.31
612B · Non-Taxable Manager Miles							
Paych...	08/15/2017	14363	Barchenger, Jame...		Administrative	106 · Bonan...	5.35
Paych...	08/15/2017	14364	Berndt, Gary C		Administrative	106 · Bonan...	1.07
Paych...	08/15/2017	14365	Brauchler, Robert H		Administrative	106 · Bonan...	9.63
Paych...	08/15/2017	14366	Hanson, John T		Administrative	106 · Bonan...	31.57
Paych...	08/15/2017	14367	Wuertz, James E		Administrative	106 · Bonan...	6.42
Gener...	08/15/2017	mgrBillable		JD1 8/7 Info Mtg Padua 61m@.535/mi combined mgr non taxed miles	1-JD	613 · Manag...	32.64
Gener...	08/15/2017	mgrBillable		JD1 8/7 Info Mtg Padua 61m@.535/mi combined mgr non taxed miles	Administrative	613 · Manag...	-32.64
Total 612B · Non-Taxable Manager Miles							54.04
Total 612 · Manager Mileage							303.35
613 · Manager Pay							
Paych...	08/15/2017	14363	Barchenger, Jame...		Administrative	106 · Bonan...	75.00
Paych...	08/15/2017	14363	Barchenger, Jame...		Administrative	106 · Bonan...	150.00
Paych...	08/15/2017	14364	Berndt, Gary C		Administrative	106 · Bonan...	75.00
Paych...	08/15/2017	14364	Berndt, Gary C		Administrative	106 · Bonan...	50.00
Paych...	08/15/2017	14365	Brauchler, Robert H		Administrative	106 · Bonan...	75.00
Paych...	08/15/2017	14365	Brauchler, Robert H		Administrative	106 · Bonan...	75.00
Paych...	08/15/2017	14366	Hanson, John T		Administrative	106 · Bonan...	75.00
Paych...	08/15/2017	14366	Hanson, John T		Administrative	106 · Bonan...	200.00
Paych...	08/15/2017	14367	Wuertz, James E		Administrative	106 · Bonan...	75.00
Paych...	08/15/2017	14367	Wuertz, James E		Administrative	106 · Bonan...	75.00
Paych...	08/15/2017	14367	Wuertz, James E		Administrative	106 · Bonan...	50.00
Gener...	08/15/2017	mgrBillable		JD1 8/7 Info Mtg Padua (JB 2.5h, GB 2h, BB 3h, JH 3h, JW 3h)	1-JD	-SPLIT-	337.50
Gener...	08/15/2017	mgrBillable		JD1 8/7 Info Mtg Padua (JB 2.5h, GB 2h, BB 3h, JH 3h, JW 3h)	Administrative	613 · Manag...	-337.50
Total 613 · Manager Pay							975.00
614 · Maintenance/Repair							
Check	09/11/2017		AmeriPride Servic...	4wk rug rental & bathroom supplies (toilet paper)	Administrative	106 · Bonan...	125.43
Check	09/11/2017		Thomas Feldman	August - 4 mowings	Administrative	106 · Bonan...	100.00
Total 614 · Maintenance/Repair							225.43
616 · Newspaper Notices							
Check	09/11/2017		Paynesville Press, ...	subscription renewal notice/official notice paper - Stearns Co.	Administrative	106 · Bonan...	39.00
Check	09/11/2017		Paynesville Press, ...	Budget Hearing Notice 2 wks 8/2&8/9 minus .91 early pymt discount	Administrative	106 · Bonan...	89.85
Total 616 · Newspaper Notices							128.85
6172 · Project Equipment/Materials							
Gener...	08/16/2017	BufferStake		CD21 - 30 buffer stakes installed @9.16683333 ea	21-CD	-SPLIT-	275.00
Gener...	08/16/2017	BufferStake		JD2 - 2 buffer stakes installed @9.16683333 ea	2-JD:Redetermined J...	6172 · Proje...	18.33
Gener...	08/16/2017	BufferStake		JD1 - 21 buffer stakes installed @9.16683333 ea	1-JD	6172 · Proje...	192.50
Gener...	08/16/2017	BufferStake		CD4 - 8 buffer stakes installed @9.16683333 ea	4-CD Meeker:Redete...	6172 · Proje...	73.33
Gener...	08/16/2017	BufferStake		CD5 - 36 buffer stakes installed @9.16683333 ea	5-CD	6172 · Proje...	330.01
Gener...	08/16/2017	BufferStake		CD32 - 63 buffer stakes installed @9.16683333 ea	32-CD:Redetermined...	6172 · Proje...	577.51
Total 6172 · Project Equipment/Materials							1,466.68
618 · Project Billable Exp. Reimbrsmnt							
Gener...	08/22/2017	chgSWAG...		.5hr@14.60/hr of May Tech time tracker add'l billable exp mistakenly not invoiced ...	Administrative	646A · Wate...	7.30
Gener...	08/22/2017	chgSWAG...		.5hr@14.60/hr of May Tech time tracker add'l billable exp mistakenly not invoiced ...	Administrative:SWA...	646A · Wate...	-7.30
Gener...	09/01/2017	AugDitchBil		5 hrs@16.31/hr add'l billable exp Aug FdsMgr JD1 financial stmt, postcard notice	1-JD	6221 · Admi...	81.55
Gener...	09/01/2017	AugDitchBil		3.5 hrs@15.98/hr add'l billable exp. Aug Tech JD1 - followup, mapping-data anal, p...	1-JD	6221 · Admi...	55.93
Gener...	09/01/2017	AugDitchBil		13.25 hrs@16.50/hr add'l billable exp. Aug Admin JD1 Landowner, mtg, general	1-JD	6221 · Admi...	218.63
Gener...	09/01/2017	AugDitchBil		1.5 hrs@16.31/hr add'l billable exp Aug FdsMgr CD21 financial stmt	21-CD	6221 · Admi...	24.47
Gener...	09/01/2017	AugDitchBil		4 hrs@15.98/hr add'l billable exp. Aug Tech CD21 - field work/Buffer Implementation	21-CD	6221 · Admi...	63.92
Gener...	09/01/2017	AugDitchBil		1 hrs@16.50/hr add'l billable exp. Aug Admin CD21 landowner followup	21-CD	6221 · Admi...	16.50
Gener...	09/01/2017	AugDitchBil		7.75hr @14.52/hr add'l billable exp. Aug Intern CD21 data mgmt, buffer implementa...	21-CD	6221 · Admi...	112.53
Gener...	09/01/2017	AugDitchBil		.5 hrs@16.31/hr add'l billable exp aug FdsMgr CD29 financial stmt	29-CD	6221 · Admi...	8.16
Gener...	09/01/2017	AugDitchBil		1.5 hrs@16.50/hr add'l billable exp. Aug Admin CD29 landowner followup, inspecti...	29-CD	6221 · Admi...	24.75
Gener...	09/01/2017	AugDitchBil		.5 hrs@16.31/hr add'l billable exp Aug FdsMgr JD2 financial stmt	2-JD:Redetermined J...	6221 · Admi...	8.16
Gener...	09/01/2017	AugDitchBil		1 hrs@16.31/hr add'l billable exp aug FdsMgr CD32 financial stmt prep	32-CD:Redetermined...	6221 · Admi...	16.31
Gener...	09/01/2017	AugDitchBil		7.75 hrs@15.98/hr add'l billable exp. Aug Tech CD32 Buffer implement, landowner...	32-CD:Redetermined...	6221 · Admi...	123.85
Gener...	09/01/2017	AugDitchBil		22 hrs@16.50/hr add'l billable exp. Aug Admin CD32 inspect, landowner followup	32-CD:Redetermined...	6221 · Admi...	363.00
Gener...	09/01/2017	AugDitchBil		11.75hr @14.52/hr add'l billable exp. Aug Intern CD32 buffer implem.-data mgmt, l...	32-CD:Redetermined...	6221 · Admi...	170.61
Gener...	09/01/2017	AugDitchBil		.5 hrs@16.31/hr add'l billable exp Aug FdsMgr CD36 financial stmt	36-CD	6221 · Admi...	8.16
Gener...	09/01/2017	AugDitchBil		.5 hrs@16.31/hr add'l billable exp Aug FdsMgr CD37 financial stmt	37-CD	6221 · Admi...	8.16
Gener...	09/01/2017	AugDitchBil		1.5 hrs@15.98/hr add'l billable exp. Aug Tech CD37 site visit/beaver mgmt	37-CD	6221 · Admi...	23.97
Gener...	09/01/2017	AugDitchBil		1.5 hr @14.52/hr add'l billable exp. Aug Intern CD37 beaver mgmt/inspection	37-CD	6221 · Admi...	21.78
Gener...	09/01/2017	AugDitchBil		.25 hrs@16.31/hr add'l billable exp Aug FdsMgr CD38 financial stmt	38-CD	6221 · Admi...	4.08
Gener...	09/01/2017	AugDitchBil		3.75hr @14.52/hr add'l billable exp. Aug Intern CD3 data mgmt	3-CD	6221 · Admi...	54.45
Gener...	09/01/2017	AugDitchBil		.75 hrs@16.31/hr add'l billable exp Aug FdsMgr CD5 financial stmt	5-CD	6221 · Admi...	12.23
Gener...	09/01/2017	AugDitchBil		1 hrs@16.31/hr add'l billable exp Aug FdsMgr CD7 Financial stmt	7-CD	6221 · Admi...	16.31
Gener...	09/01/2017	AugDitchBil		3 hrs@16.50/hr add'l billable exp. Aug Admin CD7 inspections	7-CD	6221 · Admi...	49.50
Gener...	09/01/2017	AugDitchBil		.5 hrs@16.31/hr add'l billable exp Aug FdsMgr CD4 financial stmt	4-CD Meeker:Redete...	6221 · Admi...	8.16
Gener...	09/01/2017	AugDitchBil		5 hrs@15.98/hr add'l billable exp. Aug Tech CD4 data mgmt/buffer implem	4-CD Meeker:Redete...	6221 · Admi...	79.90
Gener...	09/01/2017	AugDitchBil		7.5hr @14.52/hr add'l billable exp.Aug Intern CD4 data mgmt/buffer implem-field,la...	4-CD Meeker:Redete...	6221 · Admi...	108.90
Gener...	09/01/2017	AugDitchBil		.5hrs@16.31/hr add'l billable exp Aug FdsMgr CD43 financial stmt	43-CD Meeker:Redet...	6221 · Admi...	8.16
Gener...	09/01/2017	AugDitchBil		Aug total staff billable add'l expense exp to ditches	Administrative	6221 · Admi...	-1,692.13

NORTHFORK CROW RIVER WATERSHED DISTRICT

Profit & Loss Detail

August 15 through September 11, 2017

Type	Date	Num	Name	Memo	Class	Split	Amount
Gener...	09/05/2017	AugWRA...		14hrs@14.60/hr Tech Aug WRAPS add'l billable exp - meeting, mapping-Data Anal...	Administrative:WRA...	646A · Wate...	204.40
Gener...	09/05/2017	AugWRA...		14hrs@14.60/hr Tech Aug WRAPS add'l billable exp - meeting, mapping-Data Anal...	Administrative	646A · Wate...	-204.40
Gener...	09/05/2017	AugSWA...		16hrs@14.60/hr Tech Aug SWAG add'l billable exp -mtg, data mgmt, sampling	Administrative:SWA...	646A · Wate...	233.60
Gener...	09/05/2017	AugSWA...		16hrs@14.60/hr Tech Aug SWAG add'l billable exp -mtg, data mgmt, sampling	Administrative	646A · Wate...	-233.60
Gener...	09/05/2017	AugSWA...		4hrs@13.62/hr Intern Aug SWAG add'l billable exp - sampling	Administrative:SWA...	646A · Wate...	54.48
Gener...	09/05/2017	AugSWA...		4hrs@13.62/hr Intern Aug SWAG add'l billable exp - sampling	Administrative	646A · Wate...	-54.48
Gener...	09/05/2017	AugWPL...		.5 hrs@7.56/hr add'l billable exp Aug FdsMgr WPLMN reimbursable work	Administrative:WPL...	6221 · Admi...	3.78
Gener...	09/05/2017	AugWPL...		12.5 hrs@12.57/hr add'l billable exp. Aug Tech WPLMN reimbursable work	Administrative:WPL...	6221 · Admi...	157.12
Gener...	09/05/2017	AugWPL...		Aug total staff billable add'l expense exp to WPLMN	Administrative	6221 · Admi...	-160.90
Gener...	09/05/2017	AugGrant...		.25 hrs@16.31/hr add'l billable exp. Aug FdsMgr CD5,29,37 Subwtrshed Grant finan...	Administrative:CD5,2...	6221 · Admi...	4.08
Gener...	09/05/2017	AugGrant...		.25 hrs@16.31/hr add'l billable exp. Aug FdsMgr JD1 Subwtrshed Grant financial st...	Administrative:JD1 S...	6221 · Admi...	4.08
Gener...	09/05/2017	AugGrant...		Aug total staff billable add'l expense exp to grants	Administrative	6221 · Admi...	-8.16
Total 618 · Project Billable Exp. Reimbrsmt							0.00
619 · Office Expense & Supplies							
Gener...	09/06/2017	ditchExpBil		JD1Br12-330 Accept Hearing Notice postcards 8/29 mailed 9/1 (83 cardstock/166 B...	1-JD	620 · Posta...	4.60
Gener...	09/06/2017	ditchExpBil		JD1Br12-330 Accept Hearing Notice postcards 8/29 mailed 9/1 (83 cardstock/166 B...	Administrative	620 · Posta...	-4.60
Check	09/11/2017		MN Computer Syst...	base rate 7/12/17-8/11/17	Administrative	106 · Bonan...	20.00
Check	09/11/2017		MN Computer Syst...	overage charge-14.47, IT contract support-\$4 (tax exempt)	Administrative	106 · Bonan...	18.47
Total 619 · Office Expense & Supplies							38.47
620 · Postage Expense							
Gener...	09/06/2017	ditchExpBil		CD32 -12 buffer violation ltrs stamps 8/15/17	32-CD:Redetermined...	-SPLIT-	5.88
Gener...	09/06/2017	ditchExpBil		CD32 -12 buffer violation ltrs stamps 8/15/17	Administrative	620 · Posta...	-5.88
Total 620 · Postage Expense							0.00
6221 · Admin.Assistant wages							
Paych...	08/15/2017	14369	Knutson, Christine		Administrative	106 · Bonan...	2,171.84
Paych...	08/31/2017	14381	Knutson, Christine		Administrative	106 · Bonan...	2,369.28
Gener...	09/01/2017	AugDitchBil		5 hrs@32.44/hr payroll Aug FdsMgr JD1 financial stmt, postcard notice	1-JD	-SPLIT-	162.20
Gener...	09/01/2017	AugDitchBil		1.5 hrs@32.44/hr payroll Aug FdsMgr CD21 financial stmt	21-CD	6221 · Admi...	48.66
Gener...	09/01/2017	AugDitchBil		.5 hrs@32.44/hr payroll Aug FdsMgr CD29 financial stmt	29-CD	6221 · Admi...	16.22
Gener...	09/01/2017	AugDitchBil		.5 hrs@32.44/hr payroll Aug FdsMgr JD2 financial stmt	2-JD:Redetermined J...	6221 · Admi...	16.22
Gener...	09/01/2017	AugDitchBil		1 hrs@32.44/hr payroll AugFdsMgr CD32 financial stmt prep	32-CD:Redetermined...	6221 · Admi...	32.44
Gener...	09/01/2017	AugDitchBil		.5 hrs@32.44/hr payroll Aug FdsMgr CD36 financial stmt	36-CD	6221 · Admi...	16.22
Gener...	09/01/2017	AugDitchBil		.5 hrs@32.44/hr payroll Aug FdsMgr CD37 financial stmt	37-CD	6221 · Admi...	16.22
Gener...	09/01/2017	AugDitchBil		.25 hrs@32.44/hr payroll Aug FdsMgr CD38 financial stmt	38-CD	6221 · Admi...	8.11
Gener...	09/01/2017	AugDitchBil		.75 hrs@32.44/hr payroll Aug FdsMgr CD5 financial stmt	5-CD	6221 · Admi...	24.33
Gener...	09/01/2017	AugDitchBil		1 hrs@32.44/hr payroll Aug FdsMgr CD7 Financial stmt	7-CD	6221 · Admi...	32.44
Gener...	09/01/2017	AugDitchBil		.5 hrs@32.44/hr payroll Aug FdsMgr CD4 financial stmt	4-CD Meeker:Redete...	6221 · Admi...	16.22
Gener...	09/01/2017	AugDitchBil		.5 hrs@32.44/hr payroll Aug FdsMgr CD43 financial stmt	43-CD Meeker:Redet...	6221 · Admi...	16.22
Gener...	09/01/2017	AugDitchBil		Aug total FdsMgr billable payroll exp to ditches	Administrative	6221 · Admi...	-405.50
Gener...	09/05/2017	AugWPL...		.5 hrs@32.44/hr payroll Aug FdsMgr WPLMN reimbursable work	Administrative:WPL...	-SPLIT-	16.22
Gener...	09/05/2017	AugWPL...		Aug total FdsMgr billable payroll exp to WPLMN	Administrative	6221 · Admi...	-16.22
Gener...	09/05/2017	AugGrant...		.25 hrs@32.44/hr Payroll Aug FdsMgr CD5,29,37 Subwtrshed Grant financial stmt ...	Administrative:CD5,2...	-SPLIT-	8.11
Gener...	09/05/2017	AugGrant...		.25 hrs@32.44/hr Payroll Aug FdsMgr JD1 Subwtrshed Grant financial stmt prep (A...	Administrative:JD1 S...	6221 · Admi...	8.11
Gener...	09/05/2017	AugGrant...		Aug total FdsMgr billable payroll exp to grants	Administrative	6221 · Admi...	-16.22
Gener...	09/05/2017	AugGrant...		.25 hrs@48.75/hr Aug FdsMgr DrngDB INKIND fin Stmt prep (Admin)	Administrative:Inkin...	6221 · Admi...	12.19
Gener...	09/05/2017	AugGrant...		.25 hrs@48.75/hr Aug FdsMgr DrngDB INKIND fin Stmt prep (Admin)	Administrative	6221 · Admi...	-12.19
Total 6221 · Admin.Assistant wages							4,541.12
6221A · WD Flex Plan Contr.Bookkeeper							
Paych...	08/15/2017	14369	Knutson, Christine		Administrative	106 · Bonan...	350.00
Paych...	08/31/2017	14381	Knutson, Christine		Administrative	106 · Bonan...	350.00
Total 6221A · WD Flex Plan Contr.Bookkeeper							700.00
623 · Seminar & Workshop/Fees/Mi							
Check	08/16/2017	14376	Minnesota Assoc. ...	Registration Fee for August 23rd Drainage Inspectors mtg-Skonard -appvd 8/14	Administrative	106 · Bonan...	25.00
Total 623 · Seminar & Workshop/Fees/Mi							25.00
624 · Surveyors, Viewers, Etc.							
Check	09/11/2017		H2Over Viewers LLC	CD29 redeterm Viewer's Aug fees	29-CD:Redetermined...	106 · Bonan...	4,371.33
Check	09/11/2017		H2Over Viewers LLC	CD36 redeterm Viewer's Aug fees	36-CD:Redetermined...	106 · Bonan...	1,383.33
Check	09/11/2017		H2Over Viewers LLC	CD37 redeterm Viewer's Aug fees	37-CD:Redetermined...	106 · Bonan...	1,660.00
Total 624 · Surveyors, Viewers, Etc.							7,414.66
625 · Phone/Internet/Website Expense							
Check	09/11/2017		Verizon Wireless	monthly broadband charge for DrngDB tablet 8/24-9/23	Administrative:Drng ...	106 · Bonan...	35.01
Total 625 · Phone/Internet/Website Expense							35.01
626 · Engineering							
Check	09/11/2017		Wenck Associates...	Aug services - NFCRWD Subwater Assessment	Administrative:CD5,2...	106 · Bonan...	2,681.70
Total 626 · Engineering							2,681.70
629E · PERA - staff							
Paych...	08/15/2017	14369	Knutson, Christine		Administrative	106 · Bonan...	162.89
Paych...	08/15/2017	14370	Lundeen, Christop...		Administrative	106 · Bonan...	134.18
Paych...	08/15/2017	14371	Skonard, Cristoph...		Administrative	106 · Bonan...	200.00
Paych...	08/31/2017	14381	Knutson, Christine		Administrative	106 · Bonan...	177.69
Paych...	08/31/2017	14382	Lundeen, Christop...		Administrative	106 · Bonan...	146.38
Paych...	08/31/2017	14383	Skonard, Cristoph...		Administrative	106 · Bonan...	200.00
Total 629E · PERA - staff							1,021.14
629M · PERA - managers							
Paych...	08/15/2017	14363	Barchenger, Jame...		Administrative	106 · Bonan...	16.88
Paych...	08/15/2017	14365	Brauchler, Robert H		Administrative	106 · Bonan...	11.25
Paych...	08/15/2017	14367	Wuertz, James E		Administrative	106 · Bonan...	15.00
Total 629M · PERA - managers							43.13
639 · Contract Labor							
Check	09/11/2017		LAMB Labor Servi...	225.75 hrs Lake Koronis Hwy 55 landing	Administrative:AIS S...	106 · Bonan...	3,555.56

NORTHFORK CROW RIVER WATERSHED DISTRICT

Profit & Loss Detail

August 15 through September 11, 2017

Type	Date	Num	Name	Memo	Class	Split	Amount
Check	09/11/2017		LAMB Labor Servi...	169 hrs Lake Koronis Veterans landing	Administrative:AIS S...	106 · Bonan...	2,861.75
Check	09/11/2017		LAMB Labor Servi...	159.5 hrs Lake Koronis County Park landing	Administrative:AIS S...	106 · Bonan...	2,512.13
Check	09/11/2017		LAMB Labor Servi...	100 hrs Rice N #1 Shauman landing	Administrative:AIS S...	106 · Bonan...	1,575.00
Check	09/11/2017		LAMB Labor Servi...	225 hrs Rice S #2 Co. Rd. 34 landing	Administrative:AIS S...	106 · Bonan...	3,543.75
Check	09/11/2017		LAMB Labor Servi...	part of 80 hrs Grove Lake (GLLA Pope's 2016 def rev grant contribution depleted)	Administrative:AIS p...	106 · Bonan...	715.16
Check	09/11/2017		LAMB Labor Servi...	part of 80 hrs Grove Lake (bill to KLA pot)	Administrative:AIS p...	106 · Bonan...	544.84
Total 639 · Contract Labor							15,108.19
641 · Education							
Check	08/16/2017	14375	CROW Joint Powers	2017 River Clean Up donation (8/14 board mtg approved)	Administrative	106 · Bonan...	400.00
Total 641 · Education							400.00
645 · Utilities							
Check	09/11/2017		City of Brooten	Aug water/sewer/garbage -1030 Front Street-acct# 24-00001235-00-7	Administrative	106 · Bonan...	60.51
Total 645 · Utilities							60.51
646A · Water Technician's wages							
Paych...	08/15/2017	14370	Lundeen, Christop...		Administrative	106 · Bonan...	1,789.04
Gener...	08/22/2017		chgSWAG...	.5hr@27.43/hr of May Tech time tracker payroll billable mistakenly not invoiced by ...	Administrative	-SPLIT-	13.72
Gener...	08/22/2017		chgSWAG...	.5hr@27.43/hr of May Tech time tracker payroll billable mistakenly not invoiced by ...	Administrative:SWA...	646A · Wate...	-13.72
Paych...	08/31/2017	14382	Lundeen, Christop...		Administrative	106 · Bonan...	1,951.68
Gener...	09/01/2017		AugDitchBil	3.5 hrs@27.43/hr payroll Aug Tech JD1 - followup,mapping-data anal, postcard/la...	1-JD	6221 · Admi...	98.01
Gener...	09/01/2017		AugDitchBil	4 hrs@27.43/hr payroll Aug Tech CD21 - field work/Buffer Implementation	21-CD	6221 · Admi...	109.72
Gener...	09/01/2017		AugDitchBil	7.75 hrs@27.43/hr payroll Aug Tech CD32 Buffer implement, landowner, mtg	32-CD:Redetermined...	6221 · Admi...	212.58
Gener...	09/01/2017		AugDitchBil	1.5 hrs@27.43/hr payroll Aug Tech CD37 site visit/beaver mgmt	37-CD	6221 · Admi...	41.15
Gener...	09/01/2017		AugDitchBil	5 hrs@27.43/hr payroll Aug Tech CD4 data mgmt, buffer Implem	4-CD Meeker:Redete...	6221 · Admi...	137.15
Gener...	09/01/2017		AugDitchBil	Aug total Tech billable payroll exp to ditches	Administrative	6221 · Admi...	-596.61
Gener...	09/05/2017		AugWRA...	14hrs@27.43/hr Tech Aug WRAPS payroll billable - meeting, mapping-Data Analysis	Administrative:WRA...	-SPLIT-	384.02
Gener...	09/05/2017		AugWRA...	14hrs@27.43/hr Tech Aug WRAPS payroll billable - meeting, mapping-Data Analysis	Administrative	646A · Wate...	-384.02
Gener...	09/05/2017		AugSWA...	16hrs@27.43/hr Tech Aug SWAG payroll billable -mtg, data mgmt, sampling	Administrative:SWA...	-SPLIT-	438.88
Gener...	09/05/2017		AugSWA...	16hrs@27.43/hr Tech Aug SWAG payroll billable -mtg, data mgmt, sampling	Administrative	646A · Wate...	-438.88
Gener...	09/05/2017		AugWPL...	12.5 hrs@27.43/hr payroll Aug Tech WPLMN reimbursable work	Administrative:WPL...	6221 · Admi...	342.88
Gener...	09/05/2017		AugWPL...	Aug total Tech billable payroll exp to WPLMN	Administrative	6221 · Admi...	-342.88
Total 646A · Water Technician's wages							3,740.72
646B · Seasonal Employee							
Paych...	08/15/2017	14368	Budde, Nicholas R		Administrative:Intern...	106 · Bonan...	921.25
Paych...	08/31/2017	14384	Budde, Nicholas R	Final check	Administrative:Intern...	106 · Bonan...	92.58
Gener...	09/01/2017		AugDitchBil	7.75 hr @11.84/hr Payroll Aug Intern CD21 data mgmt, buffer implementation	21-CD	6221 · Admi...	91.76
Gener...	09/01/2017		AugDitchBil	11.75hr @11.84/hr Payroll Aug Intern CD32 buffer implem.-data mgmt, landowner, ...	32-CD:Redetermined...	6221 · Admi...	139.12
Gener...	09/01/2017		AugDitchBil	1.5 hr @11.84/hr Payroll Aug Intern CD37 beaver mgmt/inspection	37-CD	6221 · Admi...	17.76
Gener...	09/01/2017		AugDitchBil	3.75hr @11.84/hr Payroll Aug Intern CD3 data mgmt	3-CD	6221 · Admi...	44.40
Gener...	09/01/2017		AugDitchBil	7.5hr @11.84/hr Payroll Aug Intern CD4 data mgmt/buffer implem-field,landowner	4-CD Meeker:Redete...	6221 · Admi...	88.80
Gener...	09/01/2017		AugDitchBil	Aug total Intern billable payroll exp to ditches	Administrative:Intern...	6221 · Admi...	-381.84
Gener...	09/05/2017		AugSWA...	4hrs@11.84/hr Intern Aug SWAG payroll billable - sampling	Administrative:SWA...	646A · Wate...	47.36
Gener...	09/05/2017		AugSWA...	4hrs@11.84/hr Intern Aug SWAG payroll billable - sampling	Administrative:Intern...	646A · Wate...	-47.36
Total 646B · Seasonal Employee							1,013.83
646C · WD FlexPlanContribution/Lundeen							
Paych...	08/15/2017	14370	Lundeen, Christop...		Administrative	106 · Bonan...	350.00
Paych...	08/31/2017	14382	Lundeen, Christop...		Administrative	106 · Bonan...	350.00
Total 646C · WD FlexPlanContribution/Lundeen							700.00
6560 · Payroll Expenses-SS&Medicare							
Paych...	08/15/2017	14363	Barchenger, Jame...		Administrative	106 · Bonan...	16.14
Paych...	08/15/2017	14363	Barchenger, Jame...		Administrative	106 · Bonan...	3.77
Paych...	08/15/2017	14364	Berndt, Gary C		Administrative	106 · Bonan...	8.35
Paych...	08/15/2017	14364	Berndt, Gary C		Administrative	106 · Bonan...	1.95
Paych...	08/15/2017	14365	Brauchler, Robert H		Administrative	106 · Bonan...	11.49
Paych...	08/15/2017	14365	Brauchler, Robert H		Administrative	106 · Bonan...	2.69
Paych...	08/15/2017	14366	Hanson, John T		Administrative	106 · Bonan...	23.02
Paych...	08/15/2017	14366	Hanson, John T		Administrative	106 · Bonan...	5.38
Paych...	08/15/2017	14367	Wuertz, James E		Administrative	106 · Bonan...	16.91
Paych...	08/15/2017	14367	Wuertz, James E		Administrative	106 · Bonan...	3.96
Paych...	08/15/2017	14369	Knutson, Christine		Administrative	106 · Bonan...	133.03
Paych...	08/15/2017	14369	Knutson, Christine		Administrative	106 · Bonan...	31.11
Paych...	08/15/2017	14370	Lundeen, Christop...		Administrative	106 · Bonan...	132.62
Paych...	08/15/2017	14370	Lundeen, Christop...		Administrative	106 · Bonan...	31.02
Paych...	08/15/2017	14371	Skonard, Cristoph...		Administrative	106 · Bonan...	188.58
Paych...	08/15/2017	14371	Skonard, Cristoph...		Administrative	106 · Bonan...	44.10
Paych...	08/15/2017	14368	Budde, Nicholas R		Administrative:Intern...	106 · Bonan...	57.12
Paych...	08/15/2017	14368	Budde, Nicholas R		Administrative:Intern...	106 · Bonan...	13.36
Paych...	08/31/2017	14381	Knutson, Christine		Administrative	106 · Bonan...	145.27
Paych...	08/31/2017	14381	Knutson, Christine		Administrative	106 · Bonan...	33.98
Paych...	08/31/2017	14382	Lundeen, Christop...		Administrative	106 · Bonan...	142.70
Paych...	08/31/2017	14382	Lundeen, Christop...		Administrative	106 · Bonan...	33.37
Paych...	08/31/2017	14383	Skonard, Cristoph...		Administrative	106 · Bonan...	188.58
Paych...	08/31/2017	14383	Skonard, Cristoph...		Administrative	106 · Bonan...	44.10
Paych...	08/31/2017	14384	Budde, Nicholas R	Final check	Administrative:Intern...	106 · Bonan...	5.74
Paych...	08/31/2017	14384	Budde, Nicholas R	Final check	Administrative:Intern...	106 · Bonan...	1.34
Total 6560 · Payroll Expenses-SS&Medicare							1,319.88
710 · Truck/ATV Expenses							
Check	08/22/2017	14380	DVS Renewal	'11 Ford license plate #453 HDX exp. Sept 2017 - paid pre-mtg per Res 2017-03	Administrative	106 · Bonan...	130.00
Gener...	08/22/2017		SWAGtrk...	38m@.535/mi WD truck for 3/21/17 SWAG grant mtg-MFCRWD office	Administrative:SWA...	710 · Truck/...	20.33
Gener...	08/22/2017		SWAGtrk...	38m@.535/mi WD truck for 3/21/17 SWAG grant mtg-MFCRWD office	Administrative	710 · Truck/...	-20.33
Gener...	09/05/2017		AugWRA...	144m@.535/mi WD truck Aug WRAPS II 8/17 mtg in Buffalo, MN	Administrative:WRA...	646A · Wate...	77.04
Gener...	09/05/2017		AugWRA...	144m@.535/mi WD truck Aug WRAPS II 8/17 mtg in Buffalo, MN	Administrative	646A · Wate...	-77.04
Gener...	09/05/2017		AugSWA...	282m@.535/mi WD truck Aug SWAG sampling 8/9, 21, 24, 30	Administrative:SWA...	646A · Wate...	150.87
Gener...	09/05/2017		AugSWA...	282m@.535/mi WD truck Aug SWAG sampling 8/9, 21, 24, 30	Administrative	646A · Wate...	-150.87
Gener...	09/05/2017		AugWPL...	96m@.535/mi WD truck mileage for WPLMN sampling 8/14 & 21	Administrative:WPL...	6221 · Admi...	51.36

NORTHFORK CROW RIVER WATERSHED DISTRICT

Profit & Loss Detail

August 15 through September 11, 2017

Type	Date	Num	Name	Memo	Class	Split	Amount
Gener...	09/05/2017	AugWPL...		96m@.535/mi WD truck mileage for WPLMN sampling 8/14 & 21	Administrative	6221 · Admi...	-51.36
Gener...	09/05/2017	AugDitchMi		48m@.535/mi WD truck CD4 buffer violation inspection 8/1	4-CD Meeker:Redete...	-SPLIT-	25.68
Gener...	09/05/2017	AugDitchMi		48m@.535/mi WD truck CD4 buffer violation inspection 8/1	Administrative	710 · Truck/...	-25.68
Gener...	09/05/2017	AugDitchMi		25m@.535/mi WD truck CD21 buffer marking 8/1	21-CD	710 · Truck/...	13.38
Gener...	09/05/2017	AugDitchMi		25m@.535/mi WD truck CD21 buffer marking 8/1	Administrative	710 · Truck/...	-13.38
Gener...	09/05/2017	AugDitchMi		40m@.535/mi WD truck CD32 inspection 8/8 & buffer marking 8/10	32-CD:Redetermined...	710 · Truck/...	21.40
Gener...	09/05/2017	AugDitchMi		40m@.535/mi WD truck CD32 inspection 8/8 & buffer marking 8/10	Administrative	710 · Truck/...	-21.40
Gener...	09/06/2017	UTVhrsBill		3.2hrs@14.30/hr JD1 UTV usage buffer marking/violations 5/23/17	1-JD	-SPLIT-	45.76
Gener...	09/06/2017	UTVhrsBill		4.7hrs@14.30/hr JD1 UTV usage ditch repair check 6/5/17	1-JD	710 · Truck/...	67.21
Gener...	09/06/2017	UTVhrsBill		7.9hrs @14.30/hr JD1 UTV usage buffer 5/23/repair check 6/5	Administrative	710 · Truck/...	-112.97
Gener...	09/06/2017	UTVhrsBill		3.7hrs@14.30/hr CD5 UTV usage buffer marking/violations 6/19/17	5-CD	710 · Truck/...	52.91
Gener...	09/06/2017	UTVhrsBill		3.7hrs@14.30/hr CD5 UTV usage buffer marking/violations 6/19/17	Administrative	710 · Truck/...	-52.91
Gener...	09/06/2017	UTVhrsBill		.8hrs@14.30/hr CD4 UTV usage buffer violation check 8/1/17	4-CD Meeker:Redete...	710 · Truck/...	11.44
Gener...	09/06/2017	UTVhrsBill		.8hrs@14.30/hr CD4 UTV usage buffer violation check 8/1/17	Administrative	710 · Truck/...	-11.44
Gener...	09/06/2017	UTVhrsBill		2.3hrs@14.30/hr CD21 UTV usage buffer marking 8/1/17	21-CD	710 · Truck/...	32.89
Gener...	09/06/2017	UTVhrsBill		2.3hrs@14.30/hr CD21 UTV usage buffer marking 8/1/17	Administrative	710 · Truck/...	-32.89
Gener...	09/06/2017	UTVhrsBill		3.5hrs@14.30/hr CD32 UTV usage inspection 8/8/17	32-CD:Redetermined...	710 · Truck/...	50.05
Gener...	09/06/2017	UTVhrsBill		5.4hrs@14.30/hr CD32 UTV usage buffer marking 8/10/17	32-CD:Redetermined...	710 · Truck/...	77.22
Gener...	09/06/2017	UTVhrsBill		8.9hrs@14.30/hr CD32 UTV usage inspection 8/8 & buffer marking 8/10	Administrative	710 · Truck/...	-127.27
Check	09/11/2017		RJ, Inc.	#1017740 8/1 gas 3.298g @2.249/gal	Administrative	106 · Bonan...	7.42
Check	09/11/2017		RJ, Inc.	#1011170 8/8 gas 17.837g @2.299/gal pickup & UTV	Administrative	106 · Bonan...	41.01
Check	09/11/2017		RJ, Inc.	#1012176 gas 1.235g @2.299/gal	Administrative	106 · Bonan...	2.84
Check	09/11/2017		RJ, Inc.	#1015492 8/17 gas 11.871g@2.299/gal	Administrative	106 · Bonan...	27.29
Check	09/11/2017		RJ, Inc.	#1017650 8/21 gas 10.451g@2.299/gal	Administrative	106 · Bonan...	24.03
Total 710 · Truck/ATV Expenses							232.59
Total Expense							66,024.17
Net Ordinary Income							-41,193.59
Other Income/Expense							
Other Income							
905 · BVSB Line of Credit/Loan							
Deposit	08/15/2017		Bonanza Valley St...	2nd draw on \$500,000 line of credit/loan set up for JD1,CD7, CD29R,36R,37R pay 8...	Administrative	106 · Bonan...	10,965.60
Gener...	08/15/2017	reclassLo...		original deposit of 8/15 BVSB loan draw into checking	Administrative	-SPLIT-	-10,965.60
Gener...	08/15/2017	reclassLo...		CD7 portion of 8/15 BVSB loan draw to cover 8/14 mtg bills	7-CD	905 · BVSB ...	819.75
Gener...	08/15/2017	reclassLo...		CD29Redeterm portion of 8/15 BVSB loan draw to cover 8/14 mtg bills	29-CD:Redetermined...	905 · BVSB ...	4,393.33
Gener...	08/15/2017	reclassLo...		CD36Redeterm portion of 8/15 BVSB loan draw to cover 8/14 mtg bills	36-CD:Redetermined...	905 · BVSB ...	1,405.33
Gener...	08/15/2017	reclassLo...		CD37Redeterm portion of 8/15 BVSB loan draw to cover 8/14 mtg bills	37-CD:Redetermined...	905 · BVSB ...	1,682.00
Gener...	08/15/2017	reclassLo...		JD1 portion of 8/15 BVSB loan draw to cover 8/14 mtg bills	1-JD	905 · BVSB ...	2,665.19
Total 905 · BVSB Line of Credit/Loan							10,965.60
Total Other Income							10,965.60
Net Other Income							10,965.60
Net Income							-30,227.99

NORTHFORK CROW RIVER WATERSHED DISTRICT

Balance Sheet

As of September 11, 2017

Sep 11, 17

ASSETS

Current Assets

Checking/Savings

106 · Bonanza Checking	-21,813.60
107 · Bonanza Adm. Svg.	255,833.22
108 · Data Acquisition Svg	23,646.66
110 · Rice /Koronis Proj. Svg	11,788.31
112 · JD-1	100.00
113 · CD-7	100.38
114 · CD-32	110,417.26
115 · SRF / Co. Assessments	61,036.90
116 · CD-5	100.00
117 · CD-38	634.03
119 · CD-37	100.00
120 · CD-21	100.00
121 · CD-36	100.45
122 · JD-2	100.00
123 · SRF Interest	32,048.09
126 · CD-29/ 9019883	100.00
128 · Meeker CD4 NEW(prev. 4,40,& 43)	100.19
128B · Meeker Co. 40	158.59
128C · Meeker Cty 43	100.00
130 · SRF Watershed Wide	64,588.99
131 · SRF0218/2010-1	135,890.25
132 · NFCR Watershed Wide Projects	45,256.19
133 · SRF0268	27,237.74

Total Checking/Savings	747,723.65
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Accounts Receivable

1211 · Delinq Property Taxes Recvble	
1211A · Delinq Prop. Taxes Recvble.-ADM	6,044.84
1211B · Delinq Prop. Taxes Recvble-DATA	598.59
1211C · Delinq Prop. Taxes Recvble-PROJ	128.14

Total 1211 · Delinq Property Taxes Recvble	6,771.57
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1215 · Deferred Assessment Receivable	367,362.30
1216 · Delinquent Assessment Receivabl	9,679.72

Total Accounts Receivable	383,813.59
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Other Current Assets

1100 · Prepaid Liab Insurance/expenses	2,021.63
1120 · Inventory Asset	12,786.20
1300 · Projects -Receiveable (Due T/F)	452,484.48

Total Other Current Assets	467,292.31
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Total Current Assets	1,598,829.55
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TOTAL ASSETS

1,598,829.55

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2005 · Accts Payable-Projects	
2005.05 · Accts Payable (+retainage) -JD1	7,106.48
2005.09 · Accts Payable (+retain)-CD32 Red	15,904.90
Total 2005 · Accts Payable-Projects	23,011.38

2010 · Proj. Pay. to Adm (DueT/F)	
2014 · CD-5	23,845.42
2015 · CD-37	32,595.03
2016 · JD-1	221,214.71
2018 · CD21	5,579.19
2020 · JD2	25,762.10
2023 · CD-7	12,175.71
2030 · Meeker CD4	93,266.10
2034 · Meeker CD43	38,046.22

NORTHFORK CROW RIVER WATERSHED DISTRICT
Balance Sheet
 As of September 11, 2017

	Sep 11, 17
Total 2010 · Proj. Pay. to Adm (DueT/F)	452,484.48
2013 · Deferred Revenue-tax/assmt	
2013.01 · Deferred Revenue-taxes-Admin	6,044.84
2013.02 · Deferred Revenue-taxes-Septic	113.60
2013.03 · Deferred Revenue-taxes-R&KLevy	14.54
2013.06 · Deferred Revenue-tax -Data	598.59
2013 · Deferred Revenue-tax/assmt - Other	377,042.02
Total 2013 · Deferred Revenue-tax/assmt	383,813.59
2102 · Employee 125 Flex Benefit Plan	
2102E · Limited ME FLEX -Chris	84.50
Total 2102 · Employee 125 Flex Benefit Plan	84.50
2675 · Deferred Revenue	
2675.04 · DB grant DefRev	5,137.83
2675.05 · Stearns AIS grant DefRev	17,815.18
2675.06 · Intern Fund(KLA OtherInc)DefRev	7,115.77
2675.08 · GLLA AIS contributions DefRev	715.16
2675.09 · CD5,29,37 Subwtr Grant C17-3891	15,135.96
2675.11 · JD1 Subwtr Grant -C17-4810	23,241.49
Total 2675 · Deferred Revenue	69,161.39
Total Other Current Liabilities	928,555.34
Total Current Liabilities	928,555.34
Total Liabilities	928,555.34
Equity	
3000 · Fund Balance	696,312.00
3002 · Fund Bal. CD-5	-24,953.00
3003 · Fund Bal. CD-37	-45,818.00
3004 · Fund Bal. JD-1	-139,286.00
3006 · Fund Bal. R & K	100,542.00
3010 · SRF WW/Mid	121,996.00
3011 · Fund Bal-CD 21	2,033.00
3012 · Fund Bal-CD 38	1,427.00
3014 · Fund Bal-JD 2	-25,839.00
3015 · Fund Bal-CD-7	54,879.00
3016 · Fund Bal-CD-32	-143,922.00
3017 · Fund Bal-CD-36	1,889.00
3018 · Fund Bal. - CD4	-40,913.00
3019 · Fund Bal. - CD40	160.00
3020 · fund Bal. - CD43	20,585.00
3021 · Fund Bal. SRF0218	116,358.00
3022 · Fund Bal.- SRF0268	14,407.00
3100.06 · Fund Bal. Reserved-CD29	8,300.00
3100.14 · Fund Bal. Resvd-NFCRW Wide Proj	44,815.00
3100.20 · Fund Bal Reserved-Data Acq	103.00
32000 · Retained Earnings	30,535.87
Net Income	-123,336.66
Total Equity	670,274.21
TOTAL LIABILITIES & EQUITY	1,598,829.55

North Fork Crow River Watershed District
Proposed Regular Meeting Minutes
August 14th, 2017

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

Managers Absent: None

Staff Present: Cris Skonard, Christine Knutson, Christopher Lundeen, Nick Budde

Others Present: Kurt Deter (Rinke-Noonan), Roger Lyon, Earl Kasper, Geoff Kramer (RESPEC), Jason Marthaler (MBC), Howard Marthaler (MBC), Boyd Fischer, Jim Weller, Ralph Klassen, Norbert Vait, Harold Marthaler, others

1. Call to Order

President Wuertz called the meeting to order at 7:00 pm.

2. Review and Approve Agenda

Motion to approve the revised agenda made by Manager Brauchler, seconded by Manager Barchenger. Motion carried.

3. Consent Agenda Items

President Wuertz called for a motion to approve the consent agenda.

1. Treasurer's Report and Bills to August 14th, 2107
 - 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 Barchenger, seconded by Brauchler. Motion carried.

Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz

Opposed: None

4. Minutes

July 17th, 2017 Regular Meeting Minutes

Motion to approve the corrected minutes made by Berndt, seconded by Brauchler. Motion carried.

5. Open Discussion from the Public

President Wuertz asked for comment from the public.

Boyd Fischer questioned why his crossing has not been installed and that water is backing up in CD32. Skonard to do a site visit to determine issues.

Jim Weller asked how the buffer stakes are placed. Barchenger said they can be moved if in the way.

Skonard to review buffer staking policy, place on website, and update Board at September meeting.

6. 2018 Budget Hearing

President Wuertz open the public hearing at 8:00 pm. The purpose of the hearing was to meet state statutes by requiring the Board to adopt an annual budget and hold a public meeting to take public comment.

Skonard presented the proposed 2018 budget. Wuertz opened the hearing for public comment. Roger Lyon

wants tighter numbers on some budget issues. Skonard stated that budget item numbers are based on general levy money and don't include grants and ditch expenses. Ralph Klassen commented on AIS money. Wuertz asked for additional comment and heard none. Motion to approve resolution 2017-08 to adopt the 2018 budget as noticed made by Brauchler, seconded by Hanson. Motion carried.

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

Motion to close the public hearing and resume the regular meeting made by Barchenger, seconded by Hanson. Motion carried.

Agenda

7. Staff Reports

A. Administrator's Report:

1. Activities

Skonard updated the Board on various activities within the District.

2. Record Retention Policy

Skonard informed the Board of the current record retention policy. Attorney Deter to investigate and update the Board.

3. BWSR Petition to increase Managers

Skonard informed the Board that BWSR had set a hearing for August 22nd, 2017 at 6:30 pm in the Paynesville Area Center.

4. Paynesville Township Streambank Stabilization

Manager Hanson informed the Board of corrective taken by Paynesville Township to repair a streambank that was threatening a township road. Thielen Construction made the repairs. Hanson showed pictures of the completed project. Paynesville Township has requested cost share. Total project was approximately \$17,000. No action taken until all bills are received.

5. Buffer Violation

Skonard advised the Board on the number and type of buffer violations and asked for Board direction. Board advised staff to review any buffer violation policy and discuss with affected land owners.

6. Nick Budde-Intern Report

Nick Budde presented a report of activities as the District Intern. This is his last week prior to returning to school. Board thanked Nick for his time in the District and wished him well.

7. MADI/MVA Meeting

Skonard requested attendance at the joint meeting of the Minnesota Association of Drainage Inspectors and the Minnesota Viewers Association on August 23rd in Alexandria to authorize a \$25 registration fee.

Motion to authorize \$25 registration fee for the Administrator to attend the MADI/MVA meeting made by Hanson, seconded by Brauchler. Motion carried.

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

8. BWSR Listening Session

Skonard advised the Board that BWSR was holding several listening sessions throughout the state. Board consensus to have Skonard attend one of the listening sessions.

8. Crow Request

Skonard introduced a request from the CROW Joint Powers for a \$400 donation to help with river cleanup activities.

Motion to authorize \$400 donation to the CROW Joint Powers made by Barchenger, seconded by Hanson. Motion carried.

Affirmative: Barchenger, Brauchler, Berndt, Hanson, Wuertz

Opposed: None

B. Technician's Report:

1. Activity Report:

Lundeen gave report of his activities. Three ditches had buffers staked. Lundeen noted 16 violations on CD21, nineteen violations on CD32 and five violations on CD4. Noted wild cucumber was prevalent on CD32. Board directed that the county ditch inspector be consulted on an appropriate pesticide.

2. AIS Inspection Update

Attended a meeting with Lamb Labor Services to determine final inspection schedule. Inspections will occur through Labor Day and taper off afterwards.

C. Funds Manager / Administrative Assistant Report:

As reported in Financial Statements.

8. Program Reports

A. Permit Report:

Boyd Fischer requested a new tile outlet to repair a washout on CD32, Section 36, Raymond Twn.

Motion to approve the permit request made by Hanson, seconded by Brauchler. Motion carried.

B. Drainage Report:

1. CD 21: Status Update:

Skonard informed the Board that a contract with Land Pride Construction was executed. Repair activities to commence in September.

2. CD 32: Status Update

Howard Marthaler and Jason Marthaler (MBC) addressed the Board regarding supplies purchased to seed the buffers. MBC have paid for all supplies for 60 acres. Indicated that actual buffer seeding acreage may be less than estimates.

Geoff Kramer (RESPEC) provided an update on buffer seeding to date and presented two pay requests for work satisfactorily completed to date. Currently waiting for States Borders Construction to provide a formal response to engineer report of tile installation.

Motion to approve the pay request to MBC in the amount of \$9,226.40 made by Hanson, seconded by Brauchler.

Motion carried.

Affirmative: Barchenger, Brauchler, Hanson, Wuertz

Opposed: None

Abstained: Berndt (benefited land owner)

Motion to approve the pay request to SBC in the amount of \$4,471.84 made by Hanson, seconded by Barchenger.

Motion carried.

Affirmative: Barchenger, Brauchler, Hanson, Wuertz

Opposed: None

Abstained: Berndt (benefited land owner)

3. CD7: Update:

Mark Origer (ISG) gave a presentation on the status of the repair. Origer presented a change order to repair a failing tile section and install a drop intake in the amount of \$1,918.50.

Motion to approve the change order in the amount of \$1,918.50 made by Barchenger, seconded by Berndt. Motion carried. Motion carried.

Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz

Opposed: None

Origer presented quotes from MBC for four other repair items at an estimated price of \$40,668.

Motion to approve the repair items utilizing Option 3 on Repair Item 4 (2 rows-60” triple wall plastic pipe) for a total estimated cost of \$40,668 made by Barchenger, seconded by Hanson. Motion carried.

4. JD 1 Main and Branches: Status Update:

Joe Lewis updated the Board on the BR12 repair. Noted the substantial completion of the project and recommended a final acceptance hearing be scheduled. Discussion on the need to re-establish the record for JD1. Lewis presented a change order for work performed for the information hearing and to re-establish the record.

Motion to approve the change order for HEI on JD1 BR12 made by Hanson, seconded by Brauchler. Motion carried.

Affirmative: Brauchler, Hanson, Wuertz

Opposed: None

Abstained: Barchenger, Berndt (benefited land owners)

Motion to set the JD1 BR12 Acceptance Hearing for September 11, 2017 at 8:00 pm made by Hanson, seconded by Brauchler. Motion carried. Berndt abstained as a benefitted landowner.

5. CD 37: Update

MBC has removed the beaver dams at the Oxcart WMA. Skonard presented a bill from MBC Drainage in the amount of \$1,500.00.

Motion to pay MBC in the amount of \$1,500.00 made by Hanson, seconded by Berndt. Motion carried.

Affirmative: Barchenger, Berndt, Brauchler, Hanson, Wuertz

Opposed: None

6. CD3: Update

Skonard informed the Board that there is no current benefit roster for CD3 other than the original benefits of \$1,900.00. Have requested a quote from Land Pride Construction for repair.

7. Other Ditch Business:

None.

C. Board Member Meeting Reports:

Manger Hanson updated the Board on the Rice Lake Association meeting.

9. Items for Next Meeting Agenda:

Buffer Staking Policy

Paynesville Township streambank stabilization project

Drainage Policy

10. Calendar Review:

Three month outlook calendar provided.

11. FYI Items:

Skonard provided the BWSR memo regarding the Manager Oath of Office.

12. Adjournment:

Motion to adjourn made by Hanson, seconded by Berndt. Motion carried. Meeting Adjourned.

John Hanson – Secretary



RINKE NOONAN
attorneys at law

1015 W. St. Germain St., Ste. 300, P.O. Box 1497
St. Cloud, Minnesota 56302-1497
Telephone 320-251-6700, Fax 320-656-3500

Office Memorandum

To: File
From: Maury J. Noonan
Direct Dial: 320-656-3516
Re: Record Retention
Our File: 03421-0113
Date: August 21, 2017

A. What are the record retention requirements for Minnesota Watershed Districts?

Record keeping responsibilities of state and local government officials are defined in Minn. Stat. §§ 15.17, 138.17, and 138.19. Watershed Districts are a government entity and are, therefore, subject to Minnesota records management statutes. *See* Minn. Stat. § 138.17.

By law, the chief administrative officer of a government entity has the responsibility to protect records and deliver them to a successor to assure smooth transition and continuity. *See Preserving and Disposing of Government Records*, Minnesota Historical Society Publication, December 2016. Although entities must keep records, this does not mean all records must be retained permanently. *Id.* In fact, the Minnesota Government Data Practices Act and accompanying rules state that government employees have a responsibility to dispose of data when it is determined to be unnecessary. *See* Minn. Stat. § 13.07 and Minn. R. 1205.1500.

B. What is a “Record”?

The term “Government Records” means:

state and local records, including all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency;

Minn. Stat. § 138.17, subd. 1.

Minn. Stat. § 15.17 states that government entities “shall make and preserve all records necessary to a full and accurate knowledge of their official activities.” In other words, information that you create or receive in fulfillment of your government work is considered a record, and is subject to records management statutes. There is no difference between paper and electronic records; it does not matter in which form the correspondence was received. The retention period is the same for each type of correspondence. *See Preserving and Disposing of Government Records*, Minnesota Historical Society Publication, December 2016, Section III, page 4.

According to Minn. Stat. § 138.17, subd. 4, government records **are not**:

- Data and information that does not become part of an official transaction;
- Library and museum material made or acquired and kept solely for reference or exhibit purposes;
- Extra copies of documents kept only for convenience of reference;
- Stock of publications and processed documents;
- Bonds, coupons, or other obligations or evidence of indebtedness, the destruction or other disposition of which is governed by other laws.

C. Records Management:

The head of each governing body must establish a process for maintaining government records.

It shall be the duty of the head of each state agency and the governing body of each county, municipality, and other subdivision of government to establish and maintain an active, continuing program for the economical and efficient management of the records of each agency, county, municipality, or other subdivision of government. Public officials shall prepare an inclusive inventory of records in their custody, to which shall be attached a schedule, approved by the head of the governmental unit or agency having custody of the records, establishing a time period for the retention or disposal of each series of records. When the schedule is unanimously approved by the records disposition panel, the head of the governmental unit or agency having custody of the records may dispose of the type of records listed in the schedule at a time and in a manner prescribed in the schedule for particular records which were created after the approval. A list of records disposed of pursuant to this subdivision shall be maintained by the governmental unit or agency. When records containing not public data as defined in section 13.02, subdivision 8a, are being disposed of under this subdivision, the records must be destroyed in a way that prevents their contents from being determined.

Minn. Stat. § 138.17.

D. Taking an Inventory:

See Section IV (page 5) of *Preserving and Disposing of Government Records*, Minnesota Historical Society Publication, December 2016 discussing implementing an effective records management inventory process. Section IV provides an in-depth discussion on evaluating records and creating a record inventory.

E. Disposing of Records

Minn. Stat. § 138.17 outlines the procedure that must be followed to dispose of records that no longer have value to an entity. The statute creates the Records Disposition Panel, which consists of the Attorney General, Legislative Auditor (for state records), State Auditor (for local records), and Director of the Minnesota Historical Society. The members of the Panel have the power to determine retention periods for records, to approve their destruction, or to direct that records of long-term legal, fiscal, administrative, or historical value be preserved by the governmental entity or at the State Archives. Because they are local government units, watershed districts should only destroy government records pursuant to:

1. An “An application for Authority to Dispose of Records” submitted to and approved by the State Records Disposition Panel; or
2. A records retention schedule adopted by the governing board and approved by the State Records Disposition Panel.

If the government entity adopts one of these general records retention schedules and that schedule is subsequently updated by the State Records Disposition Panel, the governmental entity does not have to adopt the new version of the general schedule. Instead, the State Records Disposition Panel will assume the government entity will use the most recent version of the general schedule. See the MN Auditor’s website regarding Record’s Retention:

<https://www.auditor.state.mn.us/default.aspx?page=20090724.021>

Links to the general records retention schedules for Minnesota governmental entities are found on the Minnesota Historical Society’s website. An approved general records retention schedule, entity, records retention schedule, or approved application to dispose of records is your authority to dispose of records when they have reached their retention period. Some historical records may have permanent archival value and may be transferred to the State Archives of the Minnesota Historical Society pursuant to Minn. Stat. § 138.17. Other historical records may have permanent value and should be retained in the entity. Contact that State Archives for advice. See *Preserving and Disposing of Government Records*, Minnesota Historical Society Publication, December 2016, Section VI, page 9.

F. Meeting Minutes are Generally Considered Historical Value Records and should be retained permanently.

The following is an excerpt from *Managing Your Government Records: Guidelines for Minnesota Archives and Agencies* from The Minnesota State Historical Society:

Historical Value Records with historical value are important as they provide information about our past and help guide us into the future. They document the development of government and

its policies, provide unique evidence of the lives and activities of people, describe social and economic conditions, and record the development of community and business. They are important to students, researchers, historians, citizens, and local governments. Some historical records must be retained permanently. Examples of records that have historical value include:

- **Meeting Minutes**

As a records custodian, it is important for you to remember that the definition of a historically valuable record can change dramatically over time, and you therefore need to appraise records continually. For instance, interest in women's, ethnic, and labor history has grown tremendously, making records that pertain to these subjects far more valuable today than they were perceived half a century ago.

G. Links to helpful resources for more information on managing records and guidelines:

<http://www.mnhs.org/preserve/records/recordsguidelines/guidelinestoc.php>

<http://www.mnhs.org/preserve/records/retentionsched.html>

<http://www.mnhs.org/preserve/records/recser.html>

http://www.mnhs.org/preserve/records/docs_pdfs/recordservices/infoleaf10.pdf

<https://www.auditor.state.mn.us/default.aspx?page=20090724.021>



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
stateauditor@osa.state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

Statement of Position Meeting Minutes

Minnesota law requires all public authorities and political entities to “make and preserve all records necessary to a full and accurate knowledge of their official activities.”¹ That is, the law requires that meeting minutes be created and maintained. Auditors review the minutes of a governing body when performing financial and compliance audits. Minutes are reviewed to determine if actions taken at the meeting meet statutory requirements. Consequently, the Office of the State Auditor receives questions concerning what items must or should be included in meeting minutes.

Minutes may be defined as a record of the “proceedings” of a governing body.² Minnesota law defines the term “proceedings” (and, therefore, the contents of the record or minutes of the “proceedings”) to include at minimum:

- the subject matter of a motion;
- the persons making and seconding a motion;
- the roll call vote on a motion;
- the character of resolutions or ordinances offered, including a brief description of their subject matter; and
- whether the motion to approve a resolution or ordinance was defeated or adopted.³

Similarly, Minnesota’s “Open Meeting” law requires that minutes include the individual votes of each member of the governing body on any action, including each appropriation of money other than “payments of judgments, claims, and amounts fixed by statute.”⁴

¹ Minn. Stat. § 15.17.

² Various statutes that refer to taking or publishing minutes use the term “proceedings” or “official proceedings.” *See, e.g.*, Minn. Stat. §§ 384.09 (counties); 412.151, subd. 1 (statutory cities); 367.11(1) (towns); and 123B.09, subd. 10 (school districts).

³ *See* Minn. Stat. § 331A.01, subd. 6. The League of Minnesota Cities has also compiled a list of items required in meeting minutes in their information memo titled “Meetings of City Councils,” at http://www.lmc.org/media/document/1/meetings_of_city_councils.pdf?inline=true.

⁴ Minn. Stat. § 13D.01, subd. 4.

Reviewed: January 2014
Revised: July 2012

2007-1024

This Statement of Position is not legal advice and is subject to revision.

An Equal Opportunity Employer

Beyond these statutory requirements, the decision regarding how elaborate or extensive the minutes should be is within a governing body's discretion.⁵ The amount of detail which is appropriate for inclusion in the minutes is likely to vary, depending on the nature of the proceedings and the subject matter involved. The minutes need not record the discussions of the members and others, or information relating to the process by which a decision is made. Moreover, the minutes should not be cluttered with unnecessary detail that could hamper efforts to review or otherwise use the minutes at a later date. In addition, the minutes should never reflect the clerk's or secretary's opinion on anything said or done.

Nevertheless, there will be instances where it would be wise for the governing body to include in the minutes information in addition to what is required to satisfy the minimum statutory requirements. For example, a governing body's reasons for reaching a particular decision may be important for defending a challenge to the action taken. In that circumstance, the minutes should include all findings of fact, conclusions, and reasons for conclusions so that an entity may defend its actions. Including this additional detail should protect the board against claims that it acted arbitrarily or capriciously in making its decision.

The Office of the State Auditor often reviews meeting minutes and recommends that meeting minutes include the following information in addition to the statutory requirements:

- type of meeting (regular, special, adjourned regular, adjourned special, recessed, or emergency);
- type of group that is meeting (*i.e.*, the governing body or a committee);
- date and place the meeting was held;
- the time the meeting was called to order;
- approval of minutes of the previous meeting, with any corrections noted;
- identity of parties to whom contracts were awarded;
- abstentions from voting due to a conflict and the member's name and reason for abstention;
- reasons the governing body awarded a particular contract to a bidder other than the lowest bidder;
- granting of variances and special use permits;
- approval of hourly rates paid for services provided, mileage rates, meal reimbursement amounts, and per diem amounts;
- a listing of all bills (including per diems) allowed or approved for payment, noting the recipient, purpose and amount;
- a list of all transfers of funds;
- appointments of representatives to committees or outside organizations;
- reports of the officers;

⁵ Charter cities may have adopted additional meeting minute requirements in their charters.

- authorizations and directions to invest excess funds, and information on investment redemptions and maturities; and
- the time the meeting concluded.

The Office of the State Auditor recommends that the minutes be signed by the clerk or secretary.

Meeting minutes also should be approved by the governing body, usually at the next meeting. The minutes should be signed and dated by a designated member of the governing body to indicate that they are the official meeting minutes.⁶ The approved minutes are the official record of the proceeding.

Audio or video recordings of meetings are not meeting minutes and are not a substitute for meeting minutes.⁷

⁶ For some entities, Minnesota law specifies who must sign meeting minutes. *See, e.g.*, Minn. Stat. § 365.55 (requiring the minutes of town meetings to be signed by “the clerk of the meeting and the moderator”).

⁷ With certain exceptions, however, a governing body must electronically record all closed meetings at its own expense. *See* Minn. Stat. § 13D.05, subd. 1(d).

RECEIVED
SEP 07 2017
BY: CJS

PAYNESVILLE RIP RAP PROJECT

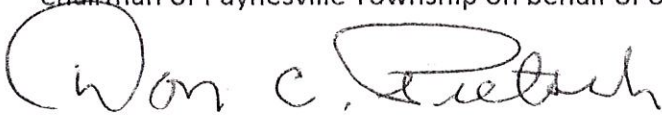
Crow River and Cross Creek Road west of the Cross Creek bridge.

- A. 150' of eroded river bank getting into Cross Creek roadbed.
 - B. Cost of the project attached:
 - Warren Nehring \$ 1,950.00
 - Sonny Thielen \$17,560.00
 - Brock and White \$ 327.80
- TOTAL----- \$19,837.80

Paynesville Township worked with Greg Berg from Soil and Waters and was unable to get any funding. Like all projects they have a way to getting larger and more expensive. However, the fear of losing the road bed forced us to be proactive. Any help from the Crow River Watershed District would be much appreciated.

Thank you for your consideration.

Chairman of Paynesville Township on behalf of our Board



THIELEN EXCAVATING LLC
 81557 MEEKER STEARNS ST. BOX 541
 EDEN VALLEY, MN 55329
 PH. (320) 453-6335 FAX (320) 453-2527

INVOICE

NO. 2636

PAGE 1

B
 I PAYNESVILLE TWSP
 L
 I PAYNESVILLE MN 56362
 C
 O

J 2017SITE
 O 2017 SITEWORK
 B
 N
 O

INVOICE DATE	INVOICE NO.	CUSTOMER NO.	PAYMENT TERMS	CONTRACT NO.
--------------	-------------	--------------	---------------	--------------

08/01/17 2636 600700 NET 30 DAYS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
	PLACE RIP RAP ON CROSS CREEK ROAD.		
200.00 YDS	8/1/17: RIP RAP	40.0000	8,000.00
239.00 YDS	8/2/17: RIP RAP	40.0000	9,560.00

GROSS 17,560.00 RETAINAGE 00 TAX 00 NET AMOUNT 17,560.00

BROCKWHITE

CONSTRUCTION MATERIALS

Brock White Company, LLC
 580 41st Avenue North
 St Cloud, MN 56303

INVOICE

PHONE: (320) 251-5060
 FAX: (320) 251-2763
 TOLL FREE: (800) 892-8589

INVOICE NUMBER
12808113-00
INVOICE DATE
07/19/17
PO NUMBER

BILL TO:

SHIP TO:

AYNESVILLE TOWNSHIP
 28780 KORONIS ROAD
 PAYNESVILLE, MN 56362

PAYNESVILLE TOWNSHIP
 28780 KORONIS ROAD
 DON PIETSCH
 PAYNESVILLE, MN 56362

CUSTOMER NO		ORDER NO		SHIP VIA		DUE DATE		TERMS	
18527		12808113-00		WC-WAITING		08/10/17		10THPROXIMO	
ORDER DATE		SHIP DATE		ORDER BY		JOB NAME			
07/18/17		07/19/17							
ORDER QTY	SHIP QTY	BKORD	UNIT	ITEM # / DESCRIPTION			PRICE	NET PRICE	
1	1		ROLL	0229005 GEOTEX 401 15 X 360 600SY/RL			\$327.8000	\$327.80	
Qty Shipped							Total	\$327.80	
							Invoice Total	\$327.80	



SAVE TIME AND MONEY WITH OUR FREE E-BILLING INVOICING SERVICE!
 You can now receive invoices much faster with our email or fax bill delivery! With email delivery, your invoices are sent once per day in one, easy to open file. You can even download our invoice data directly into your accounting package (such as QuickBooks®). With fax delivery you get all your invoices once per day.
 To sign up, contact us at 1-800-880-3210.

* 5% per month interest charged on all overdue accounts.

U.S. FUNDS

REMIT TO
Brock White Company LLC 2575 Kasota Avenue Saint Paul, MN 55108

WARREN NEHRING

Design ♦ Natural Rock ♦ Grading ♦ Sod ♦ Edging
Boulders For Sale



1015 100th St SE
Murdock, MN 56271
Cell: 320-309-1424

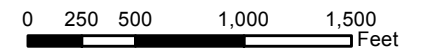
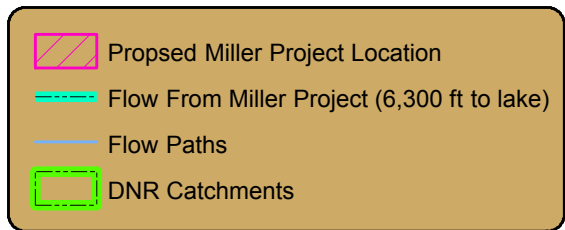
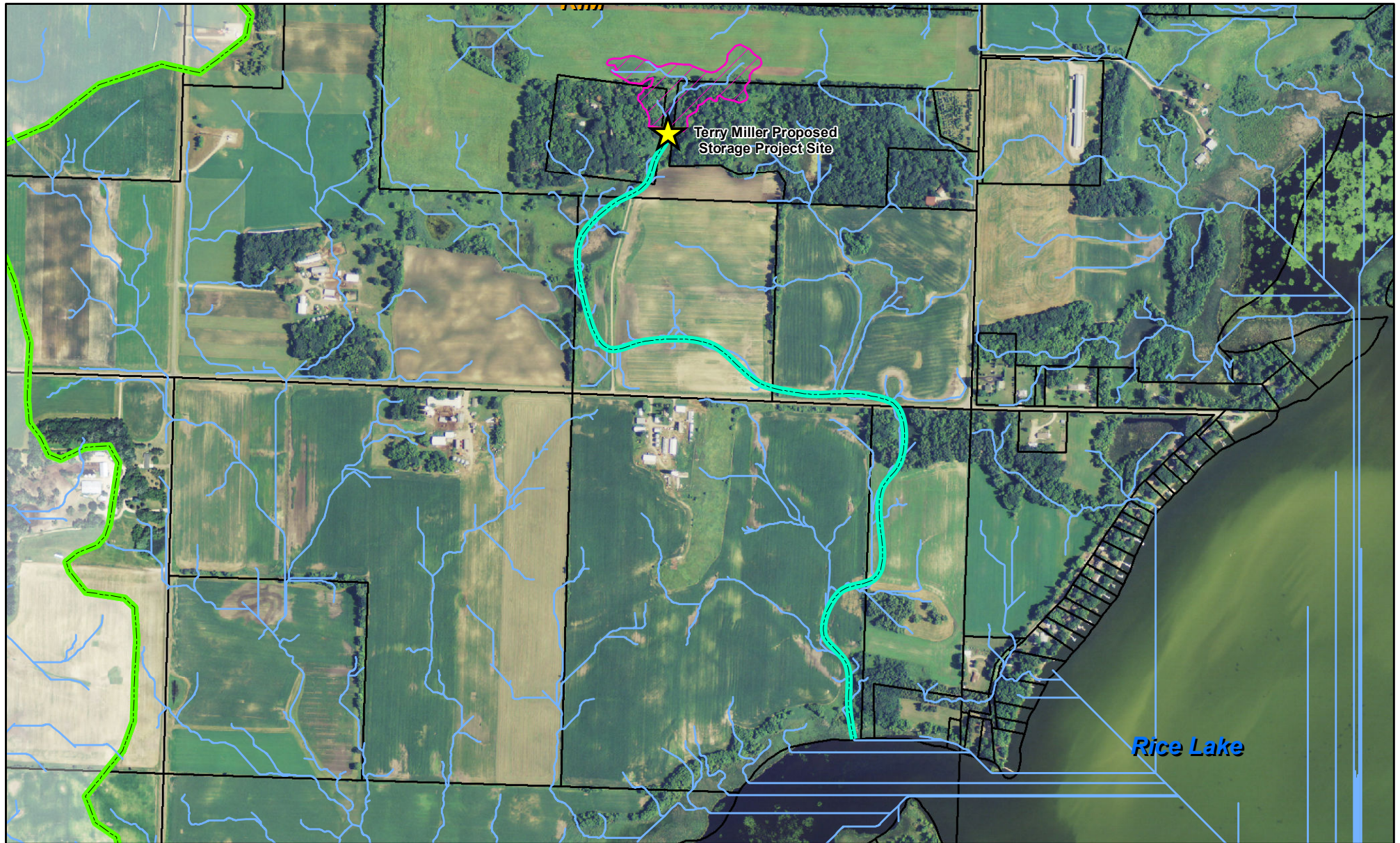


Name:	<u>Paynesville Twp.</u>
Address:	<u>28780 Koronis Dr.</u>
City, State, Zip:	<u>Paynesville, MN</u>

Date	Description	Price	Amount
7/1	7 loads Rock	#50 @	#350.00
7/25	11 Hrs Trackhoe w/man	#100 @	#1100.00
7/25	5 Hrs Skid loader w/man	#100 @	#500.00
		Total	# 1950 ⁰⁰

Payment due in full 10 days from date of billing.
A 1.5% finance charge will be added thereafter.

Terry Miller Proposed Storage Project





Responsive partner.
Exceptional outcomes.

September 6, 2017

Cristopher Skonard

North Fork Crow River Watershed District
1030 Front St – PO Box 40
Brooten, MN 56316

RE: August 2017 Invoice
Grove Lake 2017 Vegetation Surveys
Wenck File #B1878-0010

Dear Mr. Skonard:

Attached is our August invoice for the above-referenced project in the amount of \$454.94.

Work completed this month:

- Develop final survey memo
- Submit memo to NFCRWD staff

Anticipated work next month:

- None

If you have any questions or comments, please call me at (763) 252-6833. Thank you for the opportunity to be of assistance.

Sincerely,

Wenck Associates, Inc.

A handwritten signature in black ink, appearing to read 'Jeff Strom', is written over a light gray rectangular background.

Jeff Strom
Project Manager

Enclosure



Responsive partner.
Exceptional outcomes.

August 2017 Invoice Summary

Original Budget	Current Invoice	Remaining Budget	% expended
\$6,295.00	\$454.94	\$0.58	100%

Current Invoice Payment Requested	\$454.94
--	-----------------

Invoice

September 5, 2017
Invoice No: 11705610



Responsive partner.
Exceptional outcomes.

Mr. Cris Skonard
North Fork Crow River Watershed District
1030 Front St-PO Box 40
Brooten, MN 56316

Project Manager Jeffrey Strom

Project B1878-0010 Grove Lake 2017 Vegetation Surveys

Professional Services Through August 31, 2017

Professional Personnel

	Hours	Rate	Amount	
Langer, Thomas	3.52	102.00	359.04	
Strom, Jeffrey	.70	137.00	95.90	
Totals	4.22		454.94	
Total Labor				454.94
				Total Invoice Amount
				\$454.94

	Current	Prior	Total
Billing Summary	454.94	5,839.48	6,294.42

SECTION 00090

PAYMENT REQUEST FORM

Stearns County Ditch 32 Repair Project
Owner: North Fork Crow River Watershed District
Class of Work: Drainage Ditch Excavation and Repair
Project Location: Stearns County, Minnesota

PAY ESTIMATE NO. 3

Original Contract Amount.....	\$ <u>79,053.00</u>
Contract Changes approved to Date (List Change Order Numbers).....	\$ <u>-</u>
Revised Contract Price	\$ <u>79,053.00</u>
Work Completed to Date (see attached) *	\$ <u>50,609.50</u>
Retainage to Date, 5%.....	\$ <u>2,530.48</u>
Work Completed to Date Less Retainage to Date	\$ <u>48,079.03</u>
Total Amount Previously Certified	\$ <u>44,500.38</u>
Payment Request This Estimate	\$ <u>3,578.65</u>

*** All payment requests must include an attached summarization of work completed to-date that separates the work and associated costs.**

CERTIFICATE OF CONTRACTOR

I hereby certify that the work and the materials supplied to date, as shown on the attached Request for Payment, represents the actual value of accomplishment under the terms of the contract dated May 9th, 2016 between N. Fork Crow River WD (OWNER) and MBC Drainage, LLC (CONTRACTOR) and all authorized changes thereto.

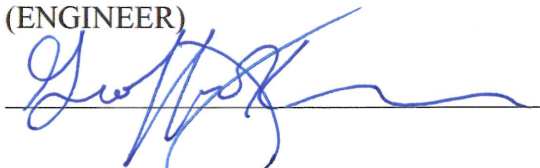
By _____
Howard Marthaler
Title _____
Owner

Approval:

(CONTRACTOR)

_____ Date _____

(ENGINEER)

 _____ Date September 6th, 2017

(NORTH FORK CROW RIVER WATERSHED DISTRICT)

_____ Date _____

****END OF SECTION****

9/6/2017

CONTRACTOR PAY APP # 3

STEARNS COUNTY DITCH 32 REPAIR PROJECT

B - Buffer Seeding and Maintenance - MBC

Contract Item Number	Contract Item	Unit Price	Unit	Bid Quantity	Bid Amount	Current Quantity Completed	Current Amount Completed	Previous Quantity Completed	Previous Amount Completed	Total Quantity Completed	Total Amount Completed
B-1	Mobilization and Demobilization	\$2,000.00	LS	1	\$2,000.00	0	\$0.00	0.7	\$1,400.00	0.7	\$1,400.00
B-2	Seeding	\$150.00	AC	61.8	\$9,270.00	2.2	\$330.00	40.5	\$6,075.00	42.7	\$6,405.00
B-3	Seed Mixture 25-142	\$8.00	LB	2781	\$22,248.00	99	\$792.00	1822.5	\$14,580.00	1921.5	\$15,372.00
B-4	Mulching, Type 3	\$250.00	TON	123.6	\$30,900.00	9.2	\$2,300.00	81	\$20,250.00	90.2	\$22,550.00
B-5	Disk Anchoring	\$75.00	AC	61.8	\$4,635.00	4.6	\$345.00	40.5	\$3,037.50	45.1	\$3,382.50
B-6	Extended Vegetation Maintenance - Year 1	\$10,000.00	LS	1	\$10,000.00	0	\$0.00	0.15	\$1,500.00	0.15	\$1,500.00
TOTAL					\$79,053.00		\$3,767.00		\$46,842.50		\$50,609.50