

RCRCA

AREA II & RCRCA Boards of Directors Meeting

July 7, 2016 – 9:00 AM – Lyon Street Service Center – Marshall, MN

AREA II Members Present: Dennis Potter, Norman Holmen, Roy Marihart, Joe Drietz, Rodney Stensrud, Bob Moline, Luke Johnson, Lon Walling and Louis Sherlin.

RCRCA Members Present: Dennis Potter, Jack Vogel, Norman Holmen, Clark Lingbeek, Joe Drietz, Rodney Stensrud, Mark Meulebroeck, Bob Moline, Paul Posthuma, Luke Johnson, Lon Walling, Ed Carter, Louis Sherlin and Burton Kuehn.

Others Present: Kerry Netzke – Executive Director, Joy Bruns – RCRCA Office Manager, John Boulton – YMRWD, Darrel Ellefson – LQP-YB WD, and Kaitlin Culver – SMBSC Environmental Department.

The meeting was called to order at 9:00 AM by Area II Chairman Johnson and RCRCA Chairman Holmen.

ADOPT AGENDA. RCRCA Chairman Holmen asked for any additions to the agenda. Netzke noted an addition – Area II FY2016 Audit Engagement Letter. Motion by Moline, seconded by Potter, to approve the agenda with the addition. Motion carried unanimously.

AGENCY AND MEETING REPORTS:

MASWCD – Supervisor Lingbeek reported on the Area V meeting in June. Cathee Pullman, NRCS State Conservationist, was present to discuss the training needs of new SWCD technicians and lease agreement issues.

AMC – Commissioner Moline reported on the District 8 meeting held on June 17 in St. Paul. A dues increase of 3% was voted on and approved. There is a conference call later today with the Governance Committee to discuss job descriptions and bylaws. In mid-August, a Strategic Planning Meeting is scheduled at Bemidji. The Annual AMC Conference will be held December 5-6 at the Hyatt Regency in Minneapolis.

MN River Congress (MRC) – Supervisor Lingbeek reported the November Congress meeting will be in New Ulm.

LQP-YB – Ellefson reported the District processing 21 drainage permits. They have concerns with USFWS purchasing land and easements. Recently, USFWS required a 693' setback from USFWS property to install a 5" private tile line. The USFWS are not maintaining their outlets, causing water to back up onto other property. As of 2013, 17,000 acres in LQP County have been acquired by USFWS, which is only 2% of their goal. Several of the board members question the legality of USFWS regulating beyond their property line.

YMRWD – Boulton had nothing new to report.

SOUTHERN MINNESOTA BEET SUGAR COOPERATIVE (SMBSC) – Kaitlin Culver reported that harvest will begin the second week of August. Stormwater is still being held on four pile sites until BOD/COD requirements are met. The co-op continues to seek cooperators for winter cover crops.

APPROVE AREA II MINUTES of June 9, 2016 Monthly Board Meeting. Motion by Moline, seconded by Walling, to approve the June 2016 minutes as corrected. Motion carried unanimously.

APPROVE RCRCA MINUTES of June 9, 2016 Monthly Board Meeting. Motion by Johnson, seconded by Vogel, to approve the June 2016 minutes as corrected. Motion carried unanimously.

APPROVE AREA II TREASURER'S REPORT. Netzke reviewed the financials with the Board for the fiscal year ending June 30th. Motion by Sherlin, seconded by Stensrud, to approve the financial report and the bills for payment with the RESPEC payment to be held until the work is satisfactorily completed. Motion carried unanimously.

APPROVE RCRCA TREASURER'S REPORT. Netzke reviewed the financials with the Board for the month ending June 30th, six months through the fiscal year. The Redwood River Canoe Trip expenses were \$1,400.86. The Cottonwood River Canoe Trip was canceled due to the river being too high and fast for inexperienced canoers. Without the expenses of the second trip, staff inventoried and assessed the condition of the life jackets and replaced 10 at a cost of \$220.00 (2 youth, 8 adult) at end-of-season closeout prices. Staff decided to use QuickBooks Pro versus QuickBooks Premier after being denied non-profit pricing for \$50 (versus \$300). A data transfer program was purchased for \$50 to migrate the CenterPoint data into QuickBooks, from 2004 to present. Some tweaking of the data is necessary to have transaction description details and addresses; however the financial data has successfully been transferred. Promotion/Education expenses included \$1,985.89 in advertising costs related to the Septic Loan Admin Grant which ended June 25, 2016. Motion by Moline, seconded by Potter, to approve the financial report and for payment of the bills. Motion carried unanimously.

Revenue from the following sources was recorded:

Canoe Rental	\$ -0-	Contract Services Income	\$ 657.58
Interest-Cash Sweep Acct/CD	\$ 34.97	Interest-Checking Acct	\$ 32.82
Grant Funds	\$ 2,700.00	Miscellaneous Income	\$ 68.58
Appropriations	\$ -0-	Dividend – MCIT	\$ 205.00

Paid bills are summarized below:

Operations/Occupancy	\$ 1,192.85	Capital Outlay	\$ -0-
Promotion/Education	\$ 3,729.76	Contract Services-Moldestad	\$ 983.61
Monitoring/Evaluation	\$ 3,184.71	Personnel	\$ 11,434.75
Other Services & Charges	\$ 886.71	Travel Expenses	\$ 43.20
Project Costs	\$ -0-	Contract Services-Area II	\$ 4,170.88

Approved bills for payment summarized below:

Contract Services – Area II	\$ -0-	Operations/Occupancy	\$ -0-
Monitoring/Evaluation	\$ -0-	Capital Outlay (Grant Related)	\$ -0-
Project Costs	\$ 6,599.90	Office Supplies	\$ -0-
Personnel	\$ -0-	Other Services & Charges	\$ -0-
Contract Services – BM	\$ -0-	Promotional Items-New Grant	\$ -0-

RCRCA - APPROVE NEW COST SHARE APPLICATIONS/AMENDMENTS/CANCELLATIONS

NEW COST SHARE CONTRACTS: None

CONTRACT AMENDMENT: None

CONTRACTS FOR PAYMENT:

CWF DWM 01-32

Greg Boushek	Redwood – Vesta 13/14	Alternative Intakes (4)
EST Cost: \$1,600.00		EST Cost Share: \$1,200.00 (75%)
ACT Cost: \$1,800.00		REQ Cost Share: \$1,200.00 (67%)

CWA 54-01/CP319 36-06

Raymond Seifert	Brown – Milford 33	Water & Sediment Control Basins
EST Cost: \$17,075.00		EST Cost Share: \$5,806.25 (34%)
ACT Cost: \$16,533.20		REQ Cost Share: \$5,399.90 (33%)

Other Funds: \$7,000.00 Brown SWCD

Netzke presented two cost share application for approval, Redwood – Vesta 13/14 – Alternative Intakes, and Brown – Milford 33 – Water & Sediment Control Basins. Motion by Vogel, seconded by Lingbeek, to approve the payments as presented. Motion carried unanimously.

AREA II – APPROVE COST SHARE APPLICATIONS/AMENDMENTS/CANCELLATIONS

FY2016 Bonding

NEW CONTRACTS: None

CONTRACT AMENDMENT:

Netzke presented two amendments for approval, Lyon – Island Lake 2 and Lyon – Nordland 34, both projects are for sediment removal on a current project at a cost of \$5,000 each. The landowner has agreed to pay the 25% share of the additional costs; the remaining 75% will come from bonding funds. Motion made by Sherlin, seconded by Drietz. Motion carried unanimously.

CONTRACTS FOR PAYMENT:

Netzke presented five cost share project payments for approval: 1) Lyon – Island Lake 2 Grade Stabilization Repair; 2) Lyon – Nordland 34 Grade Stabilization Repair; 3) Lincoln – Lake Stay 3 Grade Stabilization; 4) Redwood – Gales 15 Irrigation Pond/Grade Stabilization; 5) Redwood – Upper Delhi 30_1 Grade Stabilization Repair. Motion by Moline, seconded by Potter, to approve the cost share contract payments as presented contingent upon landowner signatures. Motion carried unanimously.

EXECUTIVE DIRECTOR’S REPORT:

- Netzke will be taking vacation July 5, 12, 14 & 15.
- Netzke will attend the Brown County Commissioners meeting on August 2nd for annual updates to the Board.

AREA II

- Yellow Medicine **One Watershed, One Plan** is out for 60-day public comment until July 15, 2016. To date, no comments have been received. The Draft Plan document is available on the Area II website. The Policy Committee will meet on Wednesday, July 27 where responses to the comments will be planned. The Public Hearing has been scheduled for August 1, 2016 at 7:00 pm at the Southwest Sportsmen’s Club in Minneota.
- The Biennial Plan will be addressed by the BWSR Southern Region Water Plan Committee on July 27 and by the BWSR Board on August 24. A grant agreement should be ready for signature by early September.
- A busy construction season continues: Thompson Excavating is currently at Island Lake 2 (Lyon) after completing Upper Delhi 30_1 (Redwood) and Nordland 34 (Lyon); Schmidt Construction is finishing at Gales 15 (Redwood); Brey Tiling has finished at North Hero 4 (Redwood); A&C Excavating is finishing Lake Stay 3 (Lincoln) and will begin Lake Benton 5 (Lincoln) next; and Ryan West Excavating has completed the reinstallation of Honner 32 (Redwood) and will be starting Upper Delhi 30–Sampson (Redwood) soon. L&S Construction will tentatively begin construction on Lamberton 26 and 27 (Redwood) on July 11 once DNR permits are received, and Blomeke Construction is beginning the Sherman 22 (Redwood) on July 5.
- Jeff Nielsen Retirement – Jeff is retiring as of July 8, 2016 after 38 years of service. His replacement has not been announced. A card will be passed for the Boards’ signatures.

RCRCA

- Wohnoutka and Netzke met with MPCA and DNR staff to begin discussions of the Redwood River assessment to begin in 2017. At this time, sites for the biological and geomorphology monitoring are being investigated. Sites for water quality sampling have been tentatively determined. RCRCA will submit a Stormwater Assessment Grant (SWAG) this fall for water sampling work in both the Cottonwood and Redwood Rivers starting in 2017.
- BWSR Regional Meeting – BWSR Executive Director, John Jaschke will be in Marshall on July 13 for a meeting to get counties, SWCDs, and watersheds together for dialogue to generate ideas and gather input to shape water management work. Topics will likely include: 1W1P, CWF, buffer policy/program, CREP, WCA changes, capacity funding, and training needs.
- Canoe Trips – The Cottonwood River canoe trip had to be cancelled due to high/flood flows with 60 registered to attend. The Redwood River canoe trip went as planned with 45 in canoes and kayaks. Several attendees were first-timers who cannot wait to do the Cottonwood River next year. Additionally, the two older kayaks have been sold; \$175 total revenue.
 - The RFP for FY2017 Clean Water Fund Competitive Grants is now open until August 8. Netzke will work on several applications in July and will report at the August 4th Board meeting on specific grants/amounts for

submittal. Netzke has arranged for assistance from Pat Dingels, Redwood Area Development Corporation for grant review prior to the submittal deadline.

AUTHORIZATION FOR A RCRCA FACEBOOK PAGE.

Netzke sought authorization to develop a Facebook page for RCRCA. The primary purpose is to use the site as an advertising source for the 2017 Canoe Trips. Staff are looking at alternative, more cost-effective ways to advertise the events as most attendees did not learn of the trip via newspapers. Past canoe trip participants are mailed a postcard reminder about the trips and many of them bring new adventurers with them. Flyers were posted in the office building and were emailed to our county and SWCD partners for posting. A neighboring office asked for flyers as they were handing them out to the public. Lingbeek mentioned the possibility of Area II and RCRCA jointly purchasing a drone to take pictures/videos of projects or events for posting on Facebook and the website, or for the Annual Meeting presentations. Netzke was asked to investigate the costs and piloting requirements. Motion by Sherlin, seconded by Lingbeek, to approve development of the RCRCA Facebook page. Motion carried unanimously.

AREA II ENGINEER’S REPORT:

Netzke reviewed the Engineer’s Report with the board of directors.

DISSOLUTION OF AREA II’S CORPORATE STATUS UPDATE.

The dissolution process has been completed. The Articles of Dissolution were filed and recorded at the Secretary of State’s office on June 20, 2016. Area II will solely operate as joint powers entity. The Board asked for the total of the legal fees associated with this process. Bruns tabulated \$16,800 of legal fees paid to date. One additional invoice is anticipated for the filing costs.

RENVILLE SWCD REQUEST FOR ENGINEERING ASSISTANCE UPDATE.

Netzke contacted the SWCD and provided an estimate of the engineering fees that would be required for the design of this dam repair including plans and specifications. Payment for services would be made upon completion of the work. The SWCD has accepted this estimated cost, payment arrangement, and has requested that we proceed with the design for this repair. Survey work will be completed in July.

OTHER BUSINESS/ANNOUNCEMENTS.

Area II FY2016 Audit Engagement Letter. Area II is in receipt of an Audit Engagement Letter from Richard Holmberg, Ltd to audit the fiscal 2016 books for a fee of \$3,500.00. This is an increase of \$250 from the prior fiscal year. Netzke also informed the board that Holmberg is working on a retirement plan and that it may be necessary to find another accountant for audits in the next year or two. Motion by Walling, seconded by Moline, to accept the FY2016 Audit Engagement Letter. Motion carried unanimously. Audit information will be prepared for Holmberg.

ADJOURNMENT. With no other business to address, Chairman Holmen and Chairman Johnson adjourned the meeting at 10:40 AM.

UPCOMING MEETINGS:

August Board Meeting	Thursday, August 4, 2016	Redwood Government Center, Redwood Falls, MN – 9:00 AM
September Board Meeting	Thursday, Sept. 1, 2016	BWSR Conference Room – Marshall, MN – 9:00 AM
October Board Meeting	Friday, October 7, 2016	Redwood Government Center, Redwood Falls, MN – 9:00 AM