



**Regular Meeting Agenda**  
**January 21, 2014**

Located at: SRWD Office at 6:00 p.m.

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

<u>Time</u>		<u>Packet</u> <u>Page</u>	<u>BA/</u> <u>D</u>										
6:00	<b>1. Call to Order &amp; Pledge of Allegiance – President Kuseske</b> <i>6:00 PM meeting called to order by President Kuseske on 1/21/2014 at the SRWD Office .</i>												
6:05	<b>2. Oath/Bond for Newly Appointed Stearns County Manager- Lee Bautch</b>												
6:10	<b>3. Additions or Corrections to the Agenda Items - President Kuseske</b> <i>Additional items or correction to be added to the agenda for action or information.</i>		BA										
6:15	<b>3. Consent Agenda (Approved by One Motion)</b>		BA										
	<b>a. <u>Financial Report / Meeting Minutes</u></b>												
	1. Check Register for General Fund 101	49-50											
	2. Revenue Guideline	9-15											
	3. Grant & Cost Share Logs	51-61											
	4. Expenditure Report	16-48											
	5. December 17 <sup>th</sup> Meeting Minutes	1-5											
	6. January 7 <sup>th</sup> Meeting Minutes	6-8											
	<b>b. <u>Contracts for Approval</u></b>												
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**g. Loan Project Approvals**

<u>Landowner / Project Name</u>	<u>Type</u>	<u>\$ Amount</u>	<u>Fund Code</u>	<u>Pay To</u>

**h. Loan Payment Approvals**

<u>Landowner / Project</u>	<u>Type</u>	<u>\$ Amount</u>	<u>Fund Code</u>	<u>Pay To</u>
Wally & Yvonne Spanier	Septic	\$12,000	224	B&S Excavating

**i. Appropriations**

<u>Payee</u>	<u>Description of Payment</u>	<u>\$ Amount</u>	<u>Payment Code</u>
Wenck	Supplementary Regulatory CD 15& 26	\$735.26	560
Wenck	2013 Inspection Assistance	\$38.00	101
Wenck	General Engineering	\$715.71	101
Wenck	CD 51 Bidding Documents	\$1965.64	555
Wenck	Voss Lawsuit	\$1221.50	550
Wenck	CD 15 & 26 Construction Services	\$2819.04	560
RESPEC	Runoff Rates & HSPF Management Scenerios	\$3063.00	333
Rinke Noonan	Retainer	\$600.00	101
Rinke Noonan	State Revolving Fund	\$113.40	101
Rinke Noonan	County Ditch 15 & 26	\$200.60	560
Rinke Noonan	Clean Water Partnership	\$188.70	332
Rinke Noonan	CD 51 Repair	\$1630.10	555
Rinke Noonan	Litigation Advice	\$25.00	101
Rinke Noonan	Voss Bid Litigation	\$3166.20	550

**6:20 4. Open Discussion from the Public**  
*Opportunity for the public to address the SRWD Board of Managers.*

**6:30 5. OLD BUSINESS**

- a. **Overall Plan Update – Jason Weinerman** 63-67 D  
*SRWD has received DNR comments on plan. BWSR will give status update of overall plan and next steps for action.*
- b. **Springstead Updates – Sharon Klumpp** BA
- c. **Ditch & Permit Coordinator Position** 68-72 D/B  
*Discussion of current project vacancy and Board intentions for filling position* A

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- d. Discussion of Job Description Revisions and Evaluation of Comp Plan Recommendations** **D**  
*Staff recommends Board direct discussion to Personnel Committee to begin discussion of Comp Plan recommendations for current positions.*
- e. Update on meeting with Stearns County Environmental Services** **D**  
*A meeting was facilitated by BWSR on January 14<sup>th</sup>, to discuss recommendation of the 2012 PRAP report.*
- f. Big Sauk Lake Aquatic Plant Management Project** **D**  
*Updates on project agreement since December meeting.*
- g. CD51 Buffer strip acquisition – John Kolb** 73-84 **BA**  
*Historical review of CD 51 grass strip acquisition as directed by Board.*
- 7:15 6. NEW BUSINESS**
- a. Ditch Project Bonding** **D**
- b. Grant Application Status** **D**  
*Update on the status of the Targeted Watershed Demonstration Project, Soil Erosion and Drainage Law Compliance Program, and PRAP Assistance Grant*
- c. 2015 LCCMR RFP** 85-90 **D/B**  
*Request for Proposals for the 2015 Legislative-Citizen Commission on MN Resources open; deadline for submittal March 28, 2014* **A**
- d. Award of CD 26 Phase II Bid – Rebecca Kluckhohn** **BA**  
*Recommendation for contract award.*
- e. Interns** **BA**  
*Discussion of proposal for 2014 internship program and funding mechanism.*
- 7:45 7. Reports**
- a. Administrator’s Report – Interim Administrator Melissa Roelike**  
 1. No report.
- b. Attorney’s Report – John Kolb**  
 1. City of Osakis Attorney Letter – JD2 Sediment Pond Assessment 91-92
- c. Engineer’s Report - Rebecca Kluckhohn**  
 1. CD26 Construction Update  
 2. ACOE Letter regarding CD26 Construction 93-96
- d. Permit Program Report – Tara Ostendorf**  
 1. No permits for approval.
- e. Calendar Items – No items to report for 2014**
- f. Board Member Meeting Reports**
- 8:15 8. Items for Next Meeting Agenda**

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**8:20 9. Upcoming Meetings to be Announced**

<i>Meeting</i>			
<i>Meeting Date</i>	<i>Description</i>	<i>Meeting Location</i>	<i>Meeting Time</i>
Tuesday, February 18, 2014	SRWD Regular Meeting	SRWD Office	6:00

**8:25 10. FYI ITEMS**

- *Postcards were mailed out to residents on County Ditches 15 and 26 to inform them of the repairs being done. Staff has been fielding phone calls regarding repair process related to that postcard.*
- *Staff is working on finalizing a draft of the 2014 Goals and Objectives and 2014 Calendar of Events. This will be presented at the February Meeting.*
- *RESPEC is tentatively scheduled for the February meeting to present examples of the management unit charge fee structure.*
- *Staff is actively working on revisions to the District's Grant Administration Policy and anticipates a draft to be presented at the February Meeting. Revisions include grant repayments, streamlining the in-house expense approval policy, including standard protocols for information filing, inclusion of information regarding District information sources and policies regarding expenditure tracking and staff time tracking/billing.*
- *In the packet is an article headlining the "Science Rocks" event organized by Resource Training & Solutions. This is an annual event that the District participates in as presenters.*

**8:30 11. Adjournment**

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