



Minutes October 16, 2012 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, October 16, 2012**

6:00 PM – Regular Meeting – Sauk River Watershed District Office

Managers Present:	Todd Foster, Jim Kral, Larry Kuseske, Virgil Rettig, Bob Mostad, Vern Vangsness, John Harren, Jason Scherping, Tim Lunsford
Staff Present:	Holly Kovarik, Administrator; Sarah Jo Schmitz, Intern, John Kolb, Attorney (Rinke Noonan); Rebecca Kluckhohn, Engineer (Wenck)
Guests Present:	Greg Ostrowski, Bev Bales, Mike Hayman, Mitch Bender, Don Otte, Jason Weinerman, D. Gary Reents, Linda Kneip, Nick Kneip, Arnie Schmitt, LeRoy Schmitz, Marv Schneck, Ron Hoppe, Donald Gaebel, Duane Pung
Manager’s Absent:	

1. **The meeting was called to order by President Harren at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Additions or corrections to the agenda-** President Harren asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik. **Manager Rettig made a motion to approve the agenda and additional items. The motion was seconded by Manager Foster. The motion passed with all in favor.**
3. **Consent Agenda (*approved by one motion*)**
 - a. September 1-30th, 2012 Financial Report
 1. Cost Share Funds Log Report
 2. Loan Funds Log Report
 3. Check Register for General Fund 101
 4. September Revenue Guideline
 5. September Expenditure Report
 - b. September 18, 2012 Board Meeting Minutes
 - c. August 28, 2012 Board Staff Planning Meeting Minutes
 - d. DNR Conservation Partners Legacy Grant Application
 - e. Contracts for Approval – None
 - f. Permits recommended for approval –

SRWD- GEN-27	2012 Osakis Capital Improvement Project
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- g. Grant Applications for Approval – None
- h. Resolutions for Approval- None
- i. Board Action Items for Approval- None
- j. Loans, Grants, Appropriation
 - Grants - None
 - Grant Payment Approvals –

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Doug Rutton	Manure Pit Closure	\$4,000	315	Dwayne Waldorf Excavating
Doug Rutton	Manure Pit Closure	\$500	323	Dwayne Waldorf Excavating

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Creek View Townhomes	Raingardens	\$1,243.25	325	Glacial Ridge Growers
City of St. Cloud	Raingarden	\$528.58	325	Glacial Ridge Growers
Mike	Dockendorf	\$862.42	331	Glacial Ridge Growers
City of St. Cloud	Rain garden	\$1050.00	325	Hydromethods
Cold Spring Initiative Phase II	Rain Garden	\$2,677.50	325	Hydromethods
Creekview Townhomes	Rain Gardens	\$15,431.25	325	Anything Outdoors
Stoney Creek Study UofM	Technical Assistance	\$10,722.05	327	Reagents of the U of M

• Loan Project Approvals-

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Dean Hultgren	Septic System	\$9,500	221	

• Loan Payment Approvals-

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Paul & Jackie Ertle	Septic System	\$9,100	223	B&S Excavating Inc.
John Niewind	Septic System	\$5,355.05	224	Ozzys Excavating

• Appropriations

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code</u>
1.	Wenck	County Ditch 11	\$3,092.79	Stearns CD11
2.	Wenck	County Ditch 51	\$2,613..28	CD51
3.	Wenck	CD 15/26 Red.	\$4,568.90	CD15/26 Red.
4.	Wenck	Overall Plan	\$6,790.95	Overall Plan
5.	Wenck	JD2 Sediment Pond	\$2,065.00	JD2 Ponds
6.	Wenck	General engineering	\$2,787.66	GF

Manager Kral made a motion to approve the consent agenda. The motion was seconded by Manager Vangness. The motion passed with all in favor.
 Administrator Kovarik stated that in regards to general permit SRWD-GEN-27 to the

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City of Osakis, there is a condition on that permit that states that they must maintain their storm water ponds which are still under contract. The City has responded that they will do the maintenance, however, the board needs to set a deadline for the City to determine their maintenance needs and then complete it. **Manager Rettig made a motion to authorize the Administrator to respond to the City of Osakis that it is an acceptable course of action, and that the board desires that the plan be completed and the work be done, if necessary, simultaneous with the completion of the King Street project. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

4. **Old Business**

- a. Performance Review and Assistance Program- Administrator Kovarik discussed the self assessment document with the board. The document takes everything that was in the last generation plan and shows what has been accomplished. This document will be an addendum to the new plan and will be put in a report format to be shared later that will detail the accomplishments over the last ten years. Once the remainder of the report is compiled the information will be shared with the board.
- b. 2013 Budget Hearing - President Harren opened the public hearing of the 2013 proposed budget. Manager Lunsford gave an overview of the budget process and a presentation of proposed levy for 2013. There was time allotted for public comment. Douglas County Commissioner Bev Bales stated that Douglas County is very pleased with the Sauk River Watershed District and that the money levied from Douglas County is worth it and every dollar put in, is doubled back. Greg Ostrowski, SRWD CAC Member, commented that having worked for the Todd County Soil and Water Conservation District for 30 years and doing numerous projects with the Sauk River Watershed District the District is well worth the time and money. Stearns County Commissioner Don Otte stated he felt that Stearns County was getting shortchanged and challenged the board to follow Stearns County's lead of a -1% levy. A citizen expressed concern that maybe the increase could be done a different year. After no more public comment, President Harren asked for a motion to close the public hearing and thanked everyone for their comments. Manager Harren also thanked the budget committee for their work on the budget. **Manager Lunsford made a motion to close the public hearing. The motion was seconded by Manager Foster. The motion passed with all in favor.** Manager Foster agreed with Commissioner Otte that District should follow Stearns County's lead as their budget for their SWCD has increased. It's worth it as a citizen and the District should follow Stearns County and approve the increase. Manager Mostad stated the budget committee should be commended for all of the hard work they put into the budget. Manager Kral stated that he is a farmer in favor of the increase due to watching Lake Osakis degrade over the last 56 years. Manager Rettig commented that as part of the Budget Committee, they met many times and tried to cut an already tight budget. He said that there isn't anything left to cut. Manager Vangness said

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that the District needs to start putting money aside in a building fund and that if the ditches had proper buffers to keep sediment out, the District may be able to eliminate some funding for monitoring. Manager Harren asked several questions on various line items in the budget. There were questions and discussion from other board members on miscellaneous line items. **Manager Lunsford made a motion to approve the 2013 Budget and Levy as presented at \$605,891 Levy and Total Budget of \$697,659 . The motion was seconded by Manager Rettig. The motion passed with majority in favor, Manager Scherping opposed.**

- c. Lower Sauk Project Discussion- Attorney Kolb gave a brief summary of the Lower Sauk Project. He stated that the project was a municipal petitioned project from several of the cities in the Lower Sauk area along with Stearns County for the board to initiate a basic water management project in that Lower Sauk Management Unit. The focus of that project was to be looking at some urban and non-urban runoff issues in that part of the Sauk River focused on water quality in that lower stretch. One of the driving components of that was looking at the influence of the Sauk River discharge on the source water for the City of St. Cloud. The initial analysis of the area has been done and the work plan and an initial budget has been created and sent to BWSR and the DNR for comments. Attorney Kolb gave the board options and asked for guidance. **Manager Foster made a motion to authorize staff to update the scope of work and set a date for the public hearing. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- d. JD2 Sediment Pond Project Update- Administrator Kovarik updated the board that staff has met with the contractor to discuss land applying the spoil that is removed from the sediment ponds. The contractor was asked to revise their cost estimate to do that. A site close to the ponds is needed for the land application. Managers Kral and Vangsness will speak with landowners adjacent to the ponds to see if there is any interest in applying the spoil to their fields.
- e. Ditch Assessment Project Update- Administrator Kovarik informed the board that she, John Kolb, and Rebecca Kluckhohn would be meeting with Houston Engineering to go through what has been done on the assessment roles. The intent is to have the spreadsheet templates ready to go so that the District can certify those ditch assessments to the county by November. Stearns County has been made aware that all of the public ditches will have an assessment.
- f. Position Discussion – Administrator Kovarik informed the board that she has worked with Kathleen Murphy to create a 2nd year intern job description at the board's authorization. A comparable worth study was also done on this position, now titled Trainee. **Manager Lunsford made a motion to approve the Trainee Job Description, Resolution 13-12. The motion was seconded by Manager Kuseske. The motion passed with all in favor.** Administrator Kovarik presented Resolution 14-12 recommending that the Trainee Job Description be put at group 5, step 3 retroactive to the pay period including

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August 20th. **Manager Kuseske made a motion to approve the Trainee be put at group 5, step 3 retroactive to the pay period including August 20, 2012 for the position extended through May 2013. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

- g. National Fish and Wildlife Foundation Final Programmatic Report - Administrator Kovarik spoke to the board about the Conservation Marketplace of Minnesota National Fish and Wildlife Foundation report. This has been a 4 year project that the District has been working on with other partners. The grant is done and the final report is finished. Ultimately, templates were developed and a “how to” guidebook was created to develop a trading program for credits. The full report is available for review at the office. **Manager Kuseske made a motion to approve the Conservation Marketplace of Minnesota National Fish and Wildlife Foundation final report. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

5. **New Business**

- a. State of Minnesota Special Assessment Abatement – Administrator Kovarik spoke with the County about the yearly request from the DNR to abate interest on the JD 2 Sediment Pond assessment. The County is requesting that the District abate the interest for the remaining years of the assessment. **Manager Foster made a motion to abate the interest on the DNR land for the JD 2 Sediment Pond assessment for the remaining years of the assessment. The motion was seconded by Kral. The motion passed with all in favor.**
- b. Update on Address Sheets- Administrator Kovarik asked that if anyone found discrepancies on the new contact list to please let her know after the meeting.
- c. Sewer Line/Water Line Update - Administrator Kovarik told the board that Ilgen Excavating has brought the new water and sewer lines into the building and from there, Central Heating and Air Conditioning will be connecting it to the existing plumbing in the basement, as well as, putting in a pump and lift station for the downstairs bathroom to make it functional. Administrator Kovarik also updated the board that the new bottom front steps will be poured and the railing will be installed in the next few weeks. Administrator Kovarik informed the board that the District has received the reimbursement checks from the League of Minnesota Cities for the hail damage received on the trucks, trailer and AC unit. The only project outstanding is the awning, which staff is having a hard time getting estimates on.
- d. Cleaning Services Award Contract – Administrator Kovarik stated that the District had three businesses submit quotes for cleaning services. Staff recommends awarding the contract to the lowest bid, WACOSA. **Manager Rettig made a motion to award the contract for cleaning services to WACOSA. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- e. MPCA TMDL Contract for additional impairments- Administrator Kovarik told the board that she is still waiting for the amendment to the Watershed

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Wide TMDL project for \$50,000. She is asking that when the document comes, the chairman can approve and sign it to get the project moving, put out RFP's and have them ready for the next meeting. **Manager Kral made a motion to authorize the Chairman to approve and sign the amendment for the Watershed Wide TMDL project when it is received, and to authorize staff to put RFP's to have ready for the next meeting. The motion was seconded by Manager Vangness. The motion passed with all in favor.**

- f. Pope County Letter in Regards to Ashley Creek and Sauk Lake Impairments and TMDL Study – Administrator Kovarik informed the board that she submitted a letter to Pope County in regards to the Ashley Creek and Sauk Lake impairments that would apply to activities happening in those sub-watersheds. Administrator Kovarik stated she thinks it would be beneficial to also send a similar letter to Todd County in relation to the Gourly Brothers Facility. **Manager Rettig made a motion to send a letter signed by the President of the Board to Pope County regarding the Ashley Creek and Sauk Lake Impairments. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- g. Drainage Assessments – Administrator Kovarik told the board that it is intended that there will be something ready at the next meeting for approval.
- h. SRF Assessments – Administrator Kovarik presented the SRF assessments to be certified to the various counties. **Manager Mostad made a motion to approve certifying the assessments to the various counties. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

6. Reports

- a. **Administrator's Report-Administrator Kovarik**
 1. Overall Plan – Administrator Kovarik informed the board that she will be meeting with Wenck at their office to go over where they are at in the plan. There is one more public session that will be held possibly around April.
 2. Assessment Project Update – Administrator Kovarik stated that she will be meeting with Houston Engineering next week and hopes to find out the items that will need to be addressed.
 3. MAWD Annual Conference- Administrator Kovarik asked the managers who would like to attend the MAWD Annual Conference. Managers Kuseske, Foster, and Mostad would like to attend. Administrator Kovarik asked the board to consider if they would like the District to host a booth. **Manager Lunsford made a motion to approve the SRWD hosting a booth at the Annual MAWD Conference. The motion was seconded by Manager Kral. The motion passed with all in favor.** Administrator Kovarik asked the board to consider a allowing a couple of staff to attend the preconference session on dealing with difficult situations. **Manager Kuseske made a motion to allow as many staff as the**

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Administrator sees fit to attend the preconference session regarding dealing with difficult situations at the MAWD Annual Conference. The motion was seconded by Manager Lunsford. The motion passed with all in favor.

4. Todd County Conservation Reserve Program Discussion – Administrator Kovarik spoke with Todd County and they are looking at getting a Pheasants Forever position in their county. They are asking for the District’s support. **Manager Foster made a motion to send a letter in support of a Pheasants Forever position in Todd County. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

5. Grant Project Approvals

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>
John & Darlene Niewind	Septic System	Contract Amendment	

Grant Payment Approvals

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Walter J. Backus	Tile and Waterway	\$6,000		

Manager Lunsford made a motion to approve the Contract Amendment for John Niewind and the Payment Approval for Walter Backus. The motion was seconded by Manager Rettig. The motion passed with all in favor.

6. Resolution 15-12- **Manager Foster made a motion to formerly accept the resignation of Dan Coughlin from the Citizen Advisory Committee. The motion was seconded by Manager Scherping. The motion passed with all in favor.**

b. **Attorney’s Report-** None

c. **Engineer’s Report**

1. **Ditches**

1. **Stearns County Ditches 15 & 26-** Rebecca Kluckhohn, from Wenck Engineering, spoke of the requirements that need to be met for the Army Corp of Engineers to prepare an as-built profile for County Ditches 15 and 26. An agreement was made with the Army Corp of Engineers on a process Wenck would go through to revise the proposed as-built line on the ditches. Based on that agreement, Wenck is still working through the hydraulic calculations in order to revise the line so that the Army Corp of Engineers can review it and offer their final approval. Once a final approval is received, Wenck will revise the final plan set to reflect the required changes and prepare the bid package with the intent of letting bids at the November meeting. Attorney Kolb told the board the District has many

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ditches without as-builts. The District will need to go through this process of creating them every time it wants to repair a drainage system. Attorney Kolb would like the board to consider how they would like to get this done, either systematically or on an as needed basis when a ditch repair comes up, which can cause delays. There was discussion amongst the board and landowners about the timing of the construction and the ability to pre-pay assessments, as well as activity around Getchell Lake.

2. **CD 11/51/9-** Attorney Kolb updated the board about the informational meeting on CD 11 and 51. Landowners on both ditches stated that there were more repairs needed than were proposed. On CD 11, the landowners said that the benefit role is not current and a redetermination needs to be done. Attorney Kolb stated that staff recommends that the District do the complete investigation of both ditches and determine a full scope of repairs, then go the lowest bidders on both of those projects and ask if they will stick to the same unit prices that they bid if there is more work to be done and hold the bid open until spring. **Manager Scherping made a motion to do a complete investigation of both CD 11 and CD 51, determine a full scope of repairs, and notify all bidders that the project will be rebid with the new scope. The motion was seconded by Manager Lunsford. The motion passed with the majority in favor, Manager Kuseske opposing.**

Administrator Kovarik asked the board how they would like to proceed with the CD 9 spoil pile issue. **Manager Kuseske made a motion to contact the contractor who did the initial work to spread the spoil pile of concern. The motion was seconded by Manager Foster. The motion passed with all in favor.**

3. **210th Street Ravine** – Rebecca Kluckhohn gave the board an update of the 210th Street Ravine Project. Staff from Wenck visited the site with Tara Ostendorf with the intent of identifying a potential project to stabilize the ravine and evaluate load reduction and volume reduction options in the watershed. A portion of that work is done and a draft is expected soon and will be shared with staff. If the district chooses to move forward in stabilizing the ravine, the engineer's estimate of probable cost is \$320,000 with a potential phosphorus load reduction of 30 pounds per year to Lake Osakis, which is impaired for nutrients.
4. **Schrivier/Haust Scope** – Rebecca Kluckhohn informed the board that Tara Ostendorf asked Wenck to prepare a scope and

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a cost estimate to evaluate design options for the Haust property. A cost estimate was included in the Board’s packet. Administrator Kovarik gave a brief history of the Schriver/Haust channel stabilization project. **Manager Kral made a motion to approve the scope for the Schriver/Haust project as provided. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

d. **Ditch/Permit Inspector Report – Nothing to report**

1. **Permits - None**

e. **Calendar Items-** Monitoring ends, Melissa Roelike 15 year Anniversary with District, MAWD, MAWD Booth, BWSR Academy, NALMS Conference, Quarterly reports, SRF Certification of Assessments to Counties Due.

f. **Board Member Meeting Reports-**

g. **Open Discussion for the Public-** Mitch Bender and Mike Hayman, both Stearns County residents and members of Friends of the Sauk River, asked for the resignation of Todd Foster. Manager Foster verbally resigned effective immediately. **Manager Rettig made a motion to accept the resignation of Todd Foster, effective immediately. The motion was seconded by Manager Kral.** Manager Lunsford expressed his concern over the request and resignation of Manager Foster. **The motion failed for lack of votes.** President Harren thanked Manager Foster for his years of service on the Board and the time he put into the District and wished him well.

7. **Items for Next Meeting Agenda-** President Harren questioned the last time Engineering fees were looked into and would like to discuss this at the next meeting. President Harren also would like to discuss policy in regards to ditches at a future meeting so staff is aware of what’s expected of them and what the District’s role is.

8. **Upcoming Meetings to be Announced**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
November 1 st , 2012	PRAP Meeting	Sauk Centre City Hall	9:30 a.m. till 11:30 p.m.
November 20, 2012	SRWD Regular Meeting	SRWD Office	6:00 p.m.

9. **Adjourn-** **Manager Kral made a motion to adjourn the meeting at 8:53 p.m. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

NEXT MEETING: Regular Meeting– November 20th (Tuesday) at 6:00 p.m. –Sauk River Watershed District Office, Sauk Centre MN

John Harren, President

Date

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Jim Kral, Vice President

Date

Jason Scherping, Secretary

_____ Date

Tim Lunsford, Treasurer

_____ Date

Virgil Rettig

_____ Date

Vern Vangness

_____ Date

Larry Kuseske

_____ Date

Robert Mostad

_____ Date

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