



Minutes October 18, 2011 Meeting

**MINUTES**  
**Sauk River Watershed District Regular Meeting**  
**Tuesday, October 18, 2011**

**7:00 PM – Regular Meeting – Sauk Centre City Hall, Sauk Centre, MN**

|                          |  |
|--------------------------|--|
| <b>Managers Present:</b> | Jim Kral, John Harren, Larry Kuseske, Tim Lunsford, Virgil Rettig, Vern Vangness, Todd Foster, Jason Scherping, and Bob Mostad |
| <b>Staff Present:</b>    | Holly Kovarik, Administrator and John Kolb, Attorney (Rinke-Noonan)  |
| <b>Guests Present:</b>   | Don Otte, Arnie Schmitt, Earl Schmitt, Marietta Schneider, Marvin Schneider, Joe Och, Dennis Reitmeier                         |
| <b>Manager's Absent:</b> | None   |

1. **The meeting was called to order by Vice President Kral at 7:00 p.m. and the Pledge of Allegiance was recited.**
2. Vice President Kral asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik and Manager Scherping. **The agenda was approved by general consent of the board.**
3. **Consent Agenda (approved by one motion)**
  - a. **September 1-30, 2011 Financial Report**
    1. Cost Share Funds Log
    2. Loan Funds Log
    3. Check Register for General Fund 101
  - b. **September 20, 2011 Board Meeting Minutes**
  - c. **Permits recommended for approval-None**
  - d. **Contracts for Approval-**
    - (1) MPCA Loan Agreement # SRF0197 extension for 203 days (Contract new end date: August 31, 2012)
  - e. **Resolutions for Approval –None**
  - f. **Board Action Items for Approval-None**
  - g. **Loans, Grants, Appropriations**

• **Loans-**

| <u>Landowner:</u>   | <u>Project Installed:</u> | <u>Action Required</u> | <u>Amount Encumbered/ Paid:</u> | <u>Fund Code:</u> |
|---------------------|---------------------------|------------------------|---------------------------------|-------------------|
| Patrick Henry       | Septic System Upgrade     | Contract Approval      | \$5,000                         | 224               |
| Robert Guggenberger | Septic System Upgrade     | Payment Request        | \$11,000                        | 224               |

• **Grants-**

| <u>Landowner:</u> | <u>Project Installed:</u> | <u>Action Required:</u> | <u>Amount Encumbe</u> | <u>Fund Code:</u> | <u>Pay To:</u> |
|-------------------|---------------------------|-------------------------|-----------------------|-------------------|----------------|
|                   |                           |                         |                       |                   |                |

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|                            |  |                 | <u>red/Paid:</u> |     |                             |
|----------------------------|--|-----------------|------------------|-----|-----------------------------|
| Ronald Traulich            | Manure Pit Closure   | Payment Request | \$3,618.00       | 315 | Tad Berg Excavating         |
| Doug Bice (Blacks Channel) | Shoreline Restoration  | Payment Request | \$2,161.50       | 315 | Heartland Landscaping Inc.  |
| Doug Bice (Blacks Channel) | Shoreline Restoration  | Payment Request | \$4,323.00       | 308 | Heartland Landscaping Inc.  |
| Dean Meyer                 | Engineering Services for stacking slab, earthen diversion, concrete curb, and milk house drain | Payment request | \$1,235          | 323 | Michael M. Mayer P.E.       |
| Charles Schroers           | Shoreline Restoration  | Payment request | \$1,465.50       | 323 | Eleven Landscaping          |
| Charles Schroers           | Shoreline Restoration  | Payment request | \$4,384.50       | 315 | Eleven Landscaping          |
| William Schroers           | Shoreline Restoration  | Payment request | \$2,067.50       | 323 | Eleven Landscaping          |
| William Schroers           | Shoreline Restoration  | Payment request | \$4,135.00       | 315 | Eleven Landscaping          |
| Robert Peterson            | Shoreline Restoration  | Payment Request | \$2,478.75       | 323 | Eleven Landscaping          |
| Robert Peterson            | Shoreline Restoration  | Payment Request | \$2,550.00       | 315 | Eleven Landscaping          |
| David Messner              | Shoreline Restoration  | Payment Request | \$4,091.25       | 323 | Eleven Landscaping          |
| David Messner              | Shoreline Restoration  | Payment Request | \$3,112.50       | 315 | Eleven Landscaping          |
| Mike Vadine                | Shoreline Restoration  | Payment Request | \$5,392.00       | 322 | Minnesota Native Landscapes |
| Mike Vadine                | Shoreline Restoration  | Payment Request | \$2,696.00       | 326 | Minnesota Native Landscapes |
| Bonnie Maloney             | Shoreline Restoration & Rain garden  | Payment Request | \$7,500          | 310 | Anything Outdoors           |
| Bonnie Maloney             | Shoreline Rest. & Rain garden  | Payment Request | \$1,595.25       | 323 | Anything Outdoors           |
| Pete Ruegemer              | Manure Pit Closure   | Payment Request | \$3,019.88       | 323 | MBC Drainage LLC            |

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|  |   |                   |                                |                   |                                     |
|--|---|-------------------|--------------------------------|-------------------|-------------------------------------|
| Todd Foster  | Shoreline Restoration                             | Payment Request   | \$555.00                       | 322               | Prairie Restoration Inc             |
| Todd Foster  | Shoreline Restoration                             | Payment Request   | \$3,436.03                     | 322               | Prairie Restoration Inc             |
| Cold Spring Rain Garden Project @ Blue Heron Kathy Stang | Rain Garden                                       | Payment Request   | \$2,767.25                     | 326               | Anything Outdoors                   |
| Leroy & RoseAnn Hemmesch                                 | Underground stormwater storage system             | Contract Approval | \$3,200                        | 325               | NA                                  |
| City of Richmond   | 16 french drains and storm drain inlet protection | Contract Approval | \$37,500                       | 325               | NA                                  |
| Tim Lunsford   | Shoreline   | Contract Approval | \$4,000                        | 310               | NA                                  |
| Tim Lunsford   | Rain garden                                       | Contract Approval | \$3,500                        | 310               | NA                                  |
| Kelly & Misti Charles                                    | Rain garden                                       | Contract Approval | \$2,500                        | 322               | NA                                  |
| Creekview Townhomes -additional                          | Rain gardens and stormwater project               | Contract Approval | \$10,500                       | 322               | NA                                  |
| Jeff Johnson   | Shoreline Restoration                             | Contract Approval | \$7,500<br>\$7,500             | 310,<br>325       | NA                                  |
| Gwen and Al Seitz  | Shoreline Restoration                             | Contract Approval | \$6,000<br>\$3,000             | 323<br>325        | NA                                  |
| Greg Haider  | Shoreline Restoration Project                     | Payment Request   | \$2,411<br>\$589.66<br>\$3,500 | 315<br>308<br>322 | Greg Haider-contractor already paid |

• **Appropriations**

|    |                 |   |            |                   |
|----|-----------------|---|------------|-------------------|
| 1. | Health Partners | Premium Payment   | \$2,008.30 | General Fund (GF) |
| 2. | Rinke-Noonan    | General ditch expense-for work on construction contract | \$2,312.50 | All ditches       |
| 3. | Rinke-Noonan    | Retainer-Legal  | \$600.00   | 101-GF            |
| 4. | Rinke-Noonan    | SRF Contract  | \$345.50   | 101-GF            |

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|     |                      | Matter                        |            |           |
|-----|----------------------|-------------------------------|------------|-----------|
| 5.  | Rinke-Noonan         | Big Fish                      | \$248.00   | 101-GF    |
| 6.  | Rinke-Noonan         | CD15 & 26                     | \$483.50   | CD15&26   |
| 7.  | Rinke-Noonan         | Ecosystem Services            | \$2,590.00 | 314-Grant |
| 8.  | Rinke-Noonan         | CWP project                   | \$166.50   | 101-GF    |
| 9.  | Graphic Edge         | WF T-Shirts                   | \$4,204.57 | 161       |
| 10. | Wenck                | Overall Plan                  | \$9,580.40 | 172       |
| 11. | Marco                | Alchemy                       | \$1,720.00 | 101-GF    |
| 12. | Star Publications    | Annual Report                 | \$3,963.81 | 101-GF    |
| 13. | Prairie Moon Nursery | Battle point Park Maintenance | \$855.00   | 315-Grant |

**Manager Rettig made a motion to approve the consent agenda as presented. The motion was seconded by Manager Lunsford. The motion passed with all in favor.** President Foster was absent for the consent agenda approval.

**4. Old Business**

- (a) **2012 Calendar Year Budget Hearing**- President Foster opened the public hearing of the 2012 proposed budget. Manager Lunsford gave a brief presentation of the 2012 Calendar Year Budget. There was time allotted for public comment. A few citizens expressed concern about the levy increase of 2.05% in tough economic times. One resident referenced a sheet of information and indicated it was shared with him by Commissioner Mergen and the commissioner requested he attend this hearing. He indicated his concern over the increase in the levy and that at the time of the District's creation it was only going to be a dollar and now it was \$50 on his tax statement. President Foster closed the public hearing and opened the floor for board discussion. Manager Mostad shared his thoughts on the budget and that in relation to the over 80,000 residents in the watershed that this was a smaller group of concerned citizens. They were not representative of the entire population in the watershed and that he felt the District is doing a good job. Manager Harren expressed concern about additional areas where he thought reductions could be made. **President Foster made a motion to accept the budget with the slight modification of taking out the line item for salary increases totaling \$8,486.40. The motion was seconded by Manager Lunsford. The motion passed with majority in favor, Manager Harren and Manager Scherping opposed.**
- (b) **Ditch Assessments**. Administrator Kovarik provided notice of the ditch assessments to be certified in 2012 for work done in 2011 or prior deficits in the ditch accounts that have been covered by the general fund. The public was given an opportunity to speak but there were no comments. Manager Scherping asked that the assessments be spread over a longer period of time.

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**President Foster made a motion to certify the assessments for Pope County Ditch #11, Stearns County Ditch #9, Stearns County Ditch #11, Stearns County Ditch #17, Stearns County Ditch #19, Stearns County Ditch #24, and Stearns Zion-Munson with Stearns County Ditch #9 and Stearns County Ditch #24 spread over 5 years. The motion was seconded by Manager Kral. The motion passed with majority in favor, Manager Scherping abstaining. President Foster made a motion to certify the assessments on Stearns County Ditches #15 and #26 for one year. The motion was seconded by Manager Lunsford. The motion passed with majority in favor, Manager Scherping and Manager Harren abstaining.**

- (c) **Project Assessments (Additional Agenda Item Resolution 34-11)**-Manager Rettig moved to approve the additional assessments as presented in the additional items agenda/packet. Manager Lunsford seconded the motion. **The motion passed with all in favor.**
- (d) **Jesse Haggemeier Project (Additional Agenda Item #8)**- Administrator Kovarik provided an update on the response from the Minnesota Pollution Control Agency on whether the project was eligible for additional funds. MPCA has stated officially the project is ineligible. **Manager Rettig moved to deny Jesse Haggemeier's request for additional loan funds and direct Administrator Kovarik to send a letter. Manager Mostad seconded the motion. The motion passed with all in favor.**
- (e) **Big Fish**-Administrator Kovarik gave an update on the status of the Big Fish Alleyway issue. **Manager Lunsford moved to approve the memorandum as prepared as the official opinion of the organization and to cease any staff or board involvement in any activity related to this project and to further to bind this board and future boards of this organization from acting on the Big Fish Alleyway issue. The motion was seconded by Manager Harren. The motion passed with most in favor and Manager Mostad abstaining.**
- (f) **Steffenson/Shriver/Haust's Project**- Administrator Kovarik updated the board on the progress of the project. In the future, additional work will need to be done upstream on the Haust property. Haust is receptive to this and discussions will take place at a later date. This was one part of the larger area that needs to be stabilized.

**5. New Business**

- (a) **Bids for Chemical Analysis**. Manager Scherping asked when the bids need to be received for the chemical analysis done for the monitoring program. Administrator Kovarik informed the board that the process begins in November or December.
- (b) **MAWD Annual Convention**. Administrator Kovarik notified the board of the MAWD Annual Convention and asked for permission to register the board and 4 staff, not to exceed \$8,000 for expenses. **Manager Kral made a motion to approved managers and staff to attend the MAWD Annual Convention.**

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**The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

- (c) **Resolutions 31-11.** Administrator Kovarik presented the board with the resolution to approve a MAWD resolution on emerging contaminants in Minnesota watersheds. **Manager Rettig made a motion to approve Resolution 31-11. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- (d) **Resolution 32-11.** Administrator Kovarik informed the board of Resolution 32-11 regarding staff completing nomination forms for the Osakis Lake Shoreland Restoration Demonstration site as project of the year and the Sauk River Backyard BMP Program as program of the year at the MAWD Annual Convention. **President Foster made a motion to approve Resolution 32-11. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- (e) **Resolution 33-11.** Administrator Kovarik read Resolution 33-11 MPCA Loan Contract Extension Agreement #SRF0197 and asked for approval. **Manager Lunsford made a motion to approve Resolution 33-11. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- (f) **Stearns County Assessment Fees.** Administrator Kovarik explained the fees associated with certifying assessments to the Counties. **Manager Foster made a motion to direct the District Attorney to contact all the county attorneys to ask about the legality of charging for the District's assessments. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

6.

**Reports**

**a. Administrator's Report-Administrator Kovarik**

- 1. **Leer Communication and Consultants.** Administrator Kovarik told the board that the final version of the video was received. A letter will be sent to Leer Communications asking for a 20% reduction on the price of the video due to how the project was handled.
- 2. **SHRM Certification Courses for 2012.** Administrator Kovarik informed the board that she completed the human resources courses in September in the area of human resource law and regulations that the District needs to follow. There will be more courses to follow in 2012.
- 3. **Hydrology Course Work.** Administrator Kovarik notified the board of a hydrology course being offered in 2012 that staff should attend in regards to stream work. The course is only offered once every two years. More information will come at a later date.
- 4. **Stearns County Emergency Management Meeting.** Administrator Kovarik updated the board on a meeting with the Stearns County Emergency Management Meeting regarding flooding on the Sauk River. They have requested more monitoring stations on the Sauk River. Administrator Kovarik asked for board support to make the 3

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sites in the Lower Sauk region live via modem for real time data. Stearns county Emergency Management would use that data to make decisions during high water. **Manager Lunsford made a motion to go forth with assisting the Stearns County Emergency Management by installing and maintaining live equipment, but to authorize staff to negotiate with the county for possible help with the funding. The motion was seconded by President Foster. The motion passed with all in favor.**

5. **Overall Plan.** Administrator Kovarik presented the information and public notices that went out to promote attendance at the overall plan public input meetings.
6. **Weed Harvester Public Input Meeting.** Administrator Kovarik informed the board of a meeting set up to allow public comment on the weed harvester project on October 25<sup>th</sup> at the Sauk Centre City Hall at 7 p.m.
7. **Commissioner/SWCD Meeting Updates.** Administrator Kovarik reminded the board of the dates scheduled to present the annual report at the county commissioner meetings.
8. **Manager Workshop Schedule for November.** Administrator Kovarik asked if there was any interest in having a manager workshop to discuss the roles and responsibilities of being a board of manager, as well as, the unique abilities of Watershed Districts and District law. These workshops have been held in the past but since that time, over half of the board has changed. Manager Lunsford suggested that any board member interested in this training should attend the preconference session offered by MAWD.
9. **Annual Performance Review for Administrator set for November Board Meeting.** Administrator Kovarik reminded the board that all staff reviews are set to be done in November.
10. **Financial Reporting.** Administrator Kovarik and Manager Lunsford are working together to generate a new format for a treasurer's report.
11. **Project Inspection Compliance update.** Administrator Kovarik told the board that staff will be doing final project inspections and suspects that there will be some issues that will need to be taken care of. In that case, letters will be sent to the contractors stating there are things that need to be addressed.
12. **Additional Appropriations.** Administrator Kovarik presented additional appropriations to the board from the District's Engineering Firm and asked for approval. **Manager Foster made a motion to approve the additional appropriations. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
13. **USGS Grant.** Administrator Kovarik informed the board that Dr. Schoenfuss will be working to get a USGS grant and to also submit a

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proposal with his colleague from the University of St. Thomas to propose studying the effects of contaminants of emerging concern in agricultural and stormwater runoff. The data and research from this project will help with any future LCCMR grants.

- b. Attorney’s Report** - John Kolb had nothing to report.
- c. Ditch/Permit Inspector Report** – Administrator Kovarik stated there nothing new to report for permits or ditches.
- d. Calendar Items:** Melissa Roelike Anniversary Date of Employment (14 years), Monitoring ends, MAWD Conference Discussion, BWSR Academy, NALMS Conference Discussion, Open House Discussion
- e. Board Member Meeting Reports.** Manager Harren gave an update of a Clean Water Council meeting he attended.
- f. Open Discussion for the Public.** There were a few comments from the public.

7. **Items for Next Meeting Agenda** - None

8. **Adjourn.** Manager Lunsford made a motion to adjourn at 8:30 p.m. The motion was seconded by Manager Foster. The motion passed with all in favor.

**NEXT MEETING: Regular Meeting– November 15, 2011 (Tuesday) - Sauk River Watershed District Office Sauk Centre MN**

|                            |       |
|----------------------------|-------|
| _____                      | _____ |
| Todd Foster, President     | Date  |
| _____                      | _____ |
| Jim Kral, Vice President   | Date  |
| _____                      | _____ |
| Jason Scherping, Secretary | Date  |
| _____                      | _____ |
| Tim Lunsford, Treasurer    | Date  |
| _____                      | _____ |
| Virgil Rettig              | Date  |
| _____                      | _____ |
| Vern Vangsness             | Date  |

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\_\_\_\_\_  
Larry Kuseske

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Mostad

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Harren

\_\_\_\_\_  
Date

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