



Regular Meeting MINUTES
Tuesday, November 20, 2012
Located at: SRWD Office at 6:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, Virgil Rettig, Bob Mostad, Vern Vangsness, John Harren, Jason Scherping, Tim Lunsford
Staff Present:	Holly Kovarik, Administrator; Adam Hjelm, Education Coordinator; Tara Ostendorf, Environmental Project Technician; John Kolb, Attorney (Rinke Noonan)
Guests Present:	Rebecca Kluckhohn, Engineer (Wenck), Diane Spector, Engineer (Wenck), April Ryan, Engineer (SEH)
Manager's Absent:	None

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 items**-President Harren asked for additions or corrections to the agenda. The proposed agenda was reviewed and additional items were added by Administrator Kovarik. Manager Rettig made a motion to approve the agenda with the additional items as presented by Administrator Kovarik and Manager Kral seconded the motion. The motion passed with all in favor.
3. **Consent Agenda (*approved by one motion*)-President Harren**
 - a. **October 1-31, 2012 Financial Report**
 1. Check Register for General Fund 101
 2. October Revenue Guideline
 3. October Expenditure Report
 - b. **October 16, 2012 Board Meeting Minutes**
 - c. **Restoring Water Resources of the Sauk River Chain of Lakes Cont. Phase III Project Final Report 2008-2012**
 - d. **Osakis Lake Shoreland Enhancement Project 2008-2012**
 - e. **Contracts for Approval-NONE**

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 - f. **Permits recommended for approval**

12-24	TH28 to HWY 71
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 - g. **Grant Applications for Approval-NONE**

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h. Resolutions for Approval-NONE

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i. Board Action Items for Approval-NONE

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j. Loans, Grants, Appropriations-

• Grants Project Approvals-NONE

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>

• Grant Payment Approvals-

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>
St. Cloud Raingardens	Rain Gardens	\$9,600	325	Gertken Bros. Excav.
St. Cloud Raingardens	Rain Gardens	\$8,470 .61	331	Gertken Bros Excav.
Karl Meyer	Feedlot Ag Waste	\$14,000	323	Gerads Const.
Francis Olmscheid	Feedlot Ag Waste	\$15,000	323	Thull Excav.
Douglas SWCD	Crooked Lake Basin	\$4,833 .95	327	Douglas SWCD
Cold Spring Raingarden	Rain Gardens	\$5,529 .50	325	Anything Outdoors
Cold Spring Raingardens	Rain Gardens	\$523.00	322	Anything Outdoors
City of Rockville	Raingarden Stormwater	\$924.00	322	Knife River Corp.
Dave Stefaniak	Shoreline	\$5,357 .35	323	Alex Irrigation and landscaping
Tom Brouns	Manure Pit Closure	\$1,500	315	Dwayne Waldorf Exc.
Tom Brouns	Manure Pit Closure	\$640	323	Dwayne Waldorf Exc.
Stearns County SWCD	MRBI Technical Assist.	\$28,283.00	327	Stearns SWCD
Rose Park	Engineering	\$1,518 .75	325	MN Engineering and Const.

• Loan Project Approvals-NONE

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>	<u>Pay to:</u>



• Loan 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	\$960.00	221	Dwayne Waldorf Exc.

• Appropriations

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code</u>
1.	Rinke Noonan	Gen. Matters/Retainer	\$1,034.70	101
2.	Rinke Noonan	Watershed Plan	\$1,606.50	172
3.	Rinke Noonan	Drainage Assessment Proj.	\$661.50	501
4.	Rinke Noonan	CD 15-26	\$1,125.30	560
5.	Rinke Noonan	CD9	\$75.60	520
6.	Rinke Noonan	CD 51	\$541.20	555
7.	Rinke Noonan	CD 11	\$541.20	525

Manager Lunsford made a motion to approve the consent agenda items as presented. The motion was seconded by Manager Vangsness. The motion passed with all in favor.

4. Old Business

a) Performance Review and Assistance Program Update

Administrator Kovarik gave a brief update about the Performance Review and Assistance Program and that the biggest part of the work on this project is done. Don Buckhout from BWSR will be at our meeting in December to give a report on the findings and provide some recommendations. In addition, Administrator Kovarik shared that she is working on compiling this information into a 10 year report document that will hopefully be ready to share with the board at the December board meeting.

b) Drainage Assessments Presentation

Administrator Kovarik presented proposed drainage system and capital improvement project assessments to be certified for payment. Drainage systems presented were Stearns County Ditches (SCD) 9, 11, 15, 17, 19, 24, 26, and Zion-Munson. Capital improvement projects presented were JD2 Sediment Ponds. As of the date of the meeting each of the above ditches holds a negative balance which is being carried by the watershed district general fund. In some cases the negative balance is related to old work on the systems and has been held for several years. Other assessments are for current work, including major system repairs on SCD 9 and 24 and maintenance of the JD2 Sediment Reduction Pond. The delay in certifying drainage system assessments is due to Stearns County Auditor's failure to maintain assessment rolls for the system. This has caused the watershed district, as drainage authority, to undertake a project



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to update all parcel data and benefits rolls – creating interactive mapping and spreadsheets to allow both for the certification of assessments and for the identification and updating of benefitted parcels. Proposed assessment totals for the drainage systems and the capital improvement project include a \$5,000 general administration and maintenance assessment to cover the costs of minor maintenance, inspection and administration of the drainage systems. Also presented as a recommended interest rate for the past balances as required by statutes section 103E.655, subdivision 2 was .5%. Recommended assessment totals, before applying interest, were as follows:

SCD 9: \$63,555.39
SCD 11: \$9,415.10
SCD 15: \$10,479.34
SCD 17: \$19,553.12
SCD 19: \$6,743.49
SCD 24: \$59,811.37
SCD 26: \$15,076.12
SCD Zion-Munson: \$7,935.89
JD2 Sed. Pond: :24,197.82

The decisions before the board were as follows:

Whether to certify the assessments as presented or modified; whether to carry the assessments for a number of years in order to reduce the payment burden in any single year; and what interest rate to set for past debt and future assessment installments.

The Board decided to separate motions and discussions regarding the assessment amounts and duration, and the interest rate to be established for both the past debt on the drainage systems funds and for assessments to be carried for more than one year.

Based on the information presented, **Manager Kuseske moved, seconded by Manager Lunsford, to approve certification of the drainage system assessments and the capital improvement project assessments, subject to an interest rate to be determined under separate motion; and to extend the duration of the assessments, for each so that a single year payment falls in a range not to exceed \$25-\$30/acre/year. The Board President and Treasurer were directed to work with the Administrator to validate the duration of assessments meets the single year payment range and to get the assessments certified. Following discussion, the motion passed unanimously.**

Following the above action, **Manager Lunsford moved, seconded by Manager Rettig to set an interest rate of 2.5% on past debt and 2.5% for assessments to be carried for more than one year. Following discussion, the motion passed unanimously.**

Following the above action, **Manager Kuseske moved, seconded by Manager Lunsford, to**



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amend the JD 2 Sed. Pond assessments to include an additional \$5,000 dollars to cover the costs of minor maintenance, inspection, and administration of the project. Following discussion, the motion passed unanimously.

Manager Harren asked that the District's Drainage Policy be added to a future agenda for discussion.

c) **Osakis, Faille, Smith Lake TMDL Public Comment**

Administrator Kovarik shared that the Osakis, Faille, Smith Lake TMDL is out on public comment till December 5th, 2012.

d) **JD2 Sediment Pond Project Update**

Administrator Kovarik and Tara Ostendorf shared that the cleanout is scheduled to be conducted the week of November 12th. Once the work is finished a report will be shared with the board. There was discussion by the board about concern about the length of time it has taken to get the work done. Administrator Kovarik will share this with the contractor. The intent is to get the work done yet this fall and the weather have been good to allow this. Some of the reason for the hold up was due to changing methods for the cleanout and the location. All of this took time to revise the work plan and get the necessary location to spread the spoil.

e) **Discussion on Public Informational Meetings/Education**

Administrator Kovarik brought up the need to discuss the District's approach for education for benefitted landowners on drainage systems and for contractors on an annualized basis. There is additional need for informational meetings on CD15/26 prior to the Redetermination of Benefits and Repair assessment being placed on the tax roll. It was agreed that additional informational meetings should be held as well as newsletters or information mailed to landowners on the drainage systems. In addition, an annual meeting or drainage conference could be scheduled each year to give basic drainage law details to landowners.

f) **December Meeting/Holiday gathering**

There was discussion about Holiday party. The board and staff are encouraged to bring a food shelf item that can be donated. We will have appetizers that everyone should plan to bring an item to share. The gathering will be after the regular scheduled Citizen Advisory (CAC) meeting and the SRWD Board meeting. The December CAC meeting will be at noon with the SRWD Board meeting at 1 p.m.

5. **New Business**

a) **Engineering Discussion**

There was preliminary discussion on engineers rates and fee schedules as suggested at the October



16, 2012 Board Meeting. Managers clarified that the rates were the most concern. Administrator Kovarik thanked the board for the clarification and a presentation will be done in early 2013 on this topic.

b) **Trainee/Intern Job Description Revisions/Policy Handbook Revision**

There was discussion about questions raised at October 16, 2012 meeting on compliance with benefits and making sure Trainee job description meets all state and federal laws. Administrator Kovarik shared that after review by legal council the job description does meet all state and federal laws but needs a sentence included about the temporary status of the position. In addition, a couple of refinements to the Employee Handbook will be necessary. These updates will be brought forth at the December meeting for approval by the board.

c) **Office updates**

Most of the office maintenance updates are done except for the awning which was damaged by hail. Staff has had a hard time securing quotes for the insurance company because contractors are not wanting to come and put in a quote on such a small project. Administrator Kovarik also shared that everything is done except for the awning and finishing the sewer line project.

d) **Ergonomics Report**

The League of Minnesota Cities recently did a visit to our organization to address ergonomics. Administrator Kovarik shared that the report from LMCIT shows that most staff will need different chairs and adjustments made to their workstations. Manager Lunsford asked legal council if now that this had been brought to the attention of the board, the board needs to address the deficiencies in a reasonable time frame. John Kolb (attorney) concurred with this statement. Administrator Kovarik shared that she will put together some cost estimates of the equipment needed and provide a full report back to the board at a later date.

h) **Manager Appointment Status**

There was discussion about the appointment status of Stearns County vacancy. Commissioners have accepted resignation and the position is open. Applicants may apply with the county.

6. Reports

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

1. **Overall Plan-Diane Spector, Rebecca Kluckhohn, and Kovarik**

An update was given on the upcoming steps in the Comprehensive Plan update. Wenck was at the meeting to present the information to the board. The plan will have management districts functioning, prioritization based on the science known in the studies, and all of this detail included in a matrix document that will highlight efforts conducted by partners and measurable goals. The intent would be to change our annual reporting format to coincide with this document and to be able to share with the board and public progress toward those goals each year made by the SRWD and partners collectively. The intent will be to have a finalized draft plan to be presented to the



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public in April sometime. The plan will also include the formation of Technical Advisory Committee and biennial meetings with the TAC to quantify achievements toward the goals.

Feedback from the board included making sure that only 10% approximately of the goals in each management district are high priority. The board emphasized we cannot be everything to everyone. To include a timeline of what we feel is reasonable on each initiative suggested. The final comment from Manager Harren was to make sure that drainage systems are a priority.

Diane Spector and Rebecca Kluckhohn from Wenck thanked the Managers for their feedback. It was the understanding from them that the board concurred with the general outline of the plan and with the comments and recommendations made, they will proceed with a draft to be reviewed in early 2013 by staff and board.

2. **MPCA Loan Repayments**

A resolution and information on loan repayments needs to be approved by the board. This will be handed out at the meeting. Administrator Kovarik read the repayments amounts as follows:

<i>Project</i>	<i>Principal</i>	<i>Interest</i>
Horseshoe Chain of Lakes Cont. Project SRF 0046	\$42,122.14	\$421.21
Big Birch SRF 0063	\$4,635.84	\$189.45
Big Sauk Lake SRF 0064	\$8,945.32	\$550.32
Sauk River Chain of Lakes SRF 0065	\$16,427.66	\$330.20
Middle Sauk River Rehabilitation Project SRF 0080	\$26,361.71	\$2,184.24
Osakis Lake Watershed Management Project SRF 0081	\$18,848.98	\$1,159.59
Restoring Water Resources- SRCL SRF 0123	\$25,320.27	\$2,965.00
Middle Sauk River Cont. SRF 0133	\$20,751.37	\$2,865.62
Osakis Lake Watershed Mgmt Cont SRF 0134	\$10,749.61	\$1,484.44
Big Sauk Lake Cont. SRF 0135	\$11,126.74	\$1,264.50
SRCL Cont. SRF 0136	\$6,872.21	\$447.54
Middle Sauk River WQ Rest. SRF 0170	\$23,742.32	\$4,375.81
Restoring Water Res. Of the SRCL SRF 0198	\$9,597.98	\$1,882.61
Middle Sauk River WQ Rest	\$16,394.88	\$3,215.81



Cont. Project SRF 0203		
Rest. Water Resources of the SRCL Cont. SRF 0204	\$7,011.81	\$1,375.35

Manager Mostad made motion to approve the loan repayments as presented contingent upon that there are enough funds in the account. Manager Kuseske seconded the motion. The motion passed with all in favor. There was discussion about the timing of the payments due to the fact that second half of the assessments had not yet been received from the counties.

3. **MAWD Annual Conference**

The board discussed the MAWD Conference. Managers Scherping, Mostad, Kuseske, Vangness, and Kral will be attending the entire conference. Manager Harren will be attending the pre-conference. Three staff will attend the pre-conference seminar and all is within the budget. Booth topic this year will be on our interactive mapping tool, website, and database work. Selection of delegates was done. Resolutions were discussed by Manager Kuseske. These were included in the board packet for the boards review. **Manager Lunsford made a motion to select Jim Kral and Larry Kuseske as delegates at the conference and Bob Mostad as the alternate. Manager Vangness seconded the motion. The motion passed with all in favor.**

4. **Boundary Issues**

The SRWD is working on several boundary issues. A report will be shared with the board when the information is fully compiled.

There was discussion by the board and direction from them to put on the Administrator's calendar to bring up a resolution for statewide Lidar as a resolution for the 2013 MAWD Conference.

5. **Cost Share & Loan Logs**

Cost Share & Loan Logs will be provided at the December meeting for approval. It will be added to that agenda.

6. **Additional Agenda Items Under Administrators report**

1. Stearns SWCD Payment \$33,419.86 Fund 327 MRBI Technical Assistance
2. Rose Park in Melrose Payment \$26,262.75 Fund 325 Rain garden
3. Al and Gwen Seitz Payment \$5,307.50 Fund 323 and \$970 Fund 325
4. Additions/or corrections to the agenda items-
5. Wenck-
 - CD 51 \$6,140
 - CD11 \$8,900.82



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- 210th St \$4,633.16 (grant 325)
 - Cold Spring Micro Catchment \$1,452.10 (grant 325)
 - Steffanson Shriver Haust \$1,963.00 (grant 325)
 - CD15-26 \$21,494.49
 - General Engineering \$3,390.42 Fund 101
 - SRWD Overall Plan \$4,064.60 Fund 101
 - JD2 Sediment Ponds Fund \$230.60
 - Houston Bill not to exceed \$5,737.25 (waiting for breakdown by ditch)
 - City of St. Cloud Fund 325 \$980 Raingarden Pay to Hydromethods
 - Cold Spring Rain garden Fund 325 \$520.00 Raingarden Pay to Hydromethods
6. **Transfer Funds from insurance payments on truck and trailer to Capital Replacement Fund**
- Transfer from 101-9000-47200 to 170-39200
7. **Educational Program Funding/Discussion**
8. **Biolife Plasma Services Development Permit 12-25**
9. **Joan Hemkers SRF Loan Extension till June 15, 2013 (7 month extension**
- Manager Kral made a motion to approve items 6. (1-6, and 9) under the Additional Agenda Items under the Administrator's report as presented. Manager Kuseske seconded the motion. The motion passed with all in favor.**

Administrator Kovarik discussed with the board item 6. (7) under the additional agenda items explaining that water fest events are not bringing in enough donations in the last year to cover all expenses. When we know more about our year end projections we may need to discuss some transferring of funds but longer term we need to think about the educational programming and what efforts might need to be prioritized or adjusted based on funding. There was no action required from the board at this time on this topic.

Rebecca Kluckhohn shared the details on Permit 12-25 for Biolife Plasma Services (Item 6. (8) Under the Additional items). **Manager Rettig made a motion to approve Permit 12-25 with conditions as indicated and included in the memo to the board in the Additional Agenda Items packet. Manager Lunsford seconded the motion. The motion passed with all in favor.**

b. Attorney's Report—*John Kolb, Rinke Noonan*

Attorney Kolb had nothing to report under this part of the agenda.

c. Engineer's Report—*Rebecca Kluckhohn, Wenck/Tara Ostendorf, Staff*

(1) Ditches

-Stearns County Ditches 15 & 26- Attorney Kolb gave a report on county ditch 15 and 26



work related to the Army Corps of Engineers and the wetland conservation act. The work to be conducted by the Drainage Authority on these two systems is considered exempt under both jurisdictions. He will keep the board informed of any other details as they come available.

-CD11/51/9

Rebecca Kluckhohn gave an update on the status of these ditch repairs. A final report will be available at the January meeting on the survey work conducted on CD11 and CD51.

County Ditch 9 minor repair is scheduled to be conducted yet this year. There has been some difficulty getting a consultant to quote the project since it is so small. Staff is working to have this resolved by the next meeting.

-210th Street Ravine Update-Rebecca Kluckhohn gave a report on this project. This preliminary cost benefit information will be presented to the landowners affected by the project. This will be the next steps in the project. Once this meeting has been held, a more formal presentation will be provided to the board on the project. No action was necessary at this meeting on this project.

-Shriver/Haust Update-Staff will be meeting on site to gather information on this project.

-Rose Park Update-was discussed under the administrator's report.

d. Ditch/Permit Inspector Report- Tara Ostendorf

(2) Permits-

- a) Biolife Plasma Services permit was discussed with the board under the administrator's report.

e. Calendar Items: STORET Due to MPCA, Calendar of Events, Field Equipment prepared for winter, MAWD Resolutions & Delegates selected, Tara Ostendorf 3 years with District, Performance reviews of all staff, Performance Review of Administrator

f. Board Member Meeting Reports

- Bob Mostad shared that he highly recommends managers to attend the Viewers Association meetings given that we have had and will have some additional drainage redetermination of benefits projects coming up.
- John Harren shared that the Clean Water Council has been discussing the one watershed approach and how to progress with that.
- Manager Harren asked the Open Discussion for the public be moved to right after the consent agenda. In addition, he asked that informational items be added in a separate area on the agenda and that might reduce the meeting time by 15-20 minutes. Administrator Kovarik will make the changes as suggested for the next meeting.



g. Open Discussion for the Public-None

h. Closed Session for Annual Review of Administrator-

The regular meeting of the Board recessed for the closed session for the annual review of the Administrator. Upon completion of the closed session the meeting was reopened. **Manager Lunsford made a motion to mark the Personnel Evaluation form in all categories (1-12) as exceeds expectations accordingly. Manager Kral seconded the motion. The motion passed with all in favor.**

Manager Lunsford made a motion to reference Administrator Kovarik’s self evaluation and that nothing else would be listed on the evaluation form for the remaining sections. He also made a recommendation to give Kovarik a step increase to Group XVI Step 6 and extend the contract for an additional two years. Manager Kral seconded the motion. The motion passed with all in favor. Manager Harren was by general consensus of the board directed to coordinate with legal council the revisions as suggested by the board.

7. Items for Next Meeting Agenda

Managers and staff can suggest items for discussion for the next board meeting.

8. Upcoming Meetings to Be Announced

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
12-18-12	Citizen Advisory Meeting	SRWD Office	Noon
12-18-12	SRWD Board Meeting	SRWD Office	1:00 p.m.

9. Adjourn –The meeting was adjourned by general consensus of the board.

All Sauk River Watershed District meetings are handicap accessible.

An attempt will be made in advance to accommodate any other individual need for special services. Call the above number if any special arrangements need to be made.