



**Regular Meeting Minutes
Tuesday, December 18, 2012
Located at: SRWD Office at 1:00 p.m.**

Managers Present:	Jim Kral, John Harren, Vern Vangsness, Virgil Rettig, Jason Scherping, Bob Mostad, and Larry Kuseske
Staff Present:	Adam Hjelm, Holly Kovarik, Lynn Nelson, Melissa Roelike, Sarah Schmitz, Tara Ostendorf, Heather Lehmkuhl,
Guests Present:	Eric Altena, D. Gary Reents, Don Buckhout, Greg Ostrowski, Richard Nelson, Bob Bjork, John Kolb (Rinke Noonan), Rebecca Kluckhohn (Wenck Engineer), Mike Blenkush, Jason Wienerman (BWSR)
Manager's Absent:	Tim Lunsford

1. The meeting was called to order by President Harren at 1:00 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 with the revised agenda citing the additional agenda items added.
3. **Consent Agenda (*approved by one motion*)-President Harren**

a. **November 1-30, 2012 Financial Report**

1. Check Register for General Fund 101
2. November Revenue Guideline
3. November Expenditure Report
4. October-November Cost Share & Loan Logs

b. **Contracts for Approval-NONE**

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c. **Permits recommended for approval**

12-24	TH 28 to Hwy 71
12-11	Melrose Athletic Field Time Extension

d. **Grant Applications for Approval-NONE**

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e. **Resolutions for Approval-**

16-12	To Approve Annual Meeting Items
17-12	Remove Doug Rutten from CAC



18-12	Trainee and Intern job description revision
19-12	Policy Handbook Updates
20-12	Certification of SRF Assessments
22-12	2013 Calendar of Events & Goals and Objectives

f. **Board Action Items for Approval-NONE**

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g. **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>
Eden Valley Elem.	Riparian Restoration	\$249.75	326	Glacial Ridge Growers
Eden Valley Elem.	Riparian Restoration.	\$270.39	326	MN DNR Forestry
Matt Hesse	Rain garden	\$1,490.00	325	Anything Outdoors.
Cold Spring Raingarden Phase II	Rain Gardens	\$1,131.25	325	Glacial Ridge Growers
City of Richmond	Storm water	\$37,500	325	City of Richmond
Uof M	TA for Stony Creek project	\$4,660.00	327	Regents of U of M
City of St. Cloud	Raingarden three parks	\$140.00	325	Hydro methods
City of Cold Spring	Stormwater	\$13,263.71	325	Anything Outdoors
City of Cold Spring	Stormwater	\$3,663.46	326	Anything Outdoors
City of Cold Spring	Stormwater	\$5,725.00	322	Anything Outdoors
City of Cold	Stormwater	\$3,082.83	323	Anything Outdoors



Spring				
Cold Spring Rain Garden Initiative Phase II	Rain Garden	\$1,700.00	325	Anything Outdoors
Dave Sutherland	Shoreline Restoration	\$2,749.50	322	Anything Outdoors
Thelen	Public Outreach plan	\$1,750.00	329	Thelen
Stearns SWCD	MRBI EQIP Project technical work	\$12,828.14	327	Stearns SWCD

• 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>
Jay and Emily Backowski	Septic	\$9,624.00	224	Ilgen Excavating
Dean Hultgren	Septic	\$600.08	221	CentraSota Electric
Dean Hultgren	Septic	\$8,795.00	221	PAZ Excavating

• Appropriations

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code</u>
1.	Rinke Noonan	General Legal	\$776.70	101
2.	Rinke Noonan	CD11 Repair	\$75.60	CD11 Stearns
3.	Rinke Noonan	CD15/26 Red.	\$75.60	CD15/26 Red.
4.	Houston Engineering	Assessment project	\$806.44	CD6
5.	Houston Engineering	Assessment project	\$652.44	CD11 Pope



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6.	Houston Eng.	Assessment project	\$1,537.94	CD26
7.	Houston Eng.	Assessment project	\$1,287.10	CD24
8.	Houston Eng.	Assessment project	\$498.44	CD15
9.	Houston Eng.	Assessment project	\$1,877.44	CD 51
10.	Houston Eng	Assessment project	\$1,104.24	CD17
11.	Houston Eng	Assessment Project	\$1,328.82	Zion Munson
12.	Houston Eng	Assessment Project	\$1,319.19	JD1
13.	Wenck	CD15/26 Wetland permitting	\$12,433.62	CD15/26 Red.
14.	Wenck	Project engineering	\$2,738.71	325
15.	Wenck	General Engineering	\$2,594.84	101
16.	Wenck	CD 11 Stearns	\$12,131.13	CD11 Stearns
17.	Wenck	JD2 Pond clean out	\$1,059.05	JD2 Pond cleanout
18.	Wenck	CD 51 Public meeting	\$9,235.63	CD51
19.	Houston	Assessment project	\$5,479.25	CD9
20.	Houston	Assessment project	\$769.42	CD19
21.	Wenck	Crooked Lake Project	\$1,456.40	327
22.	Wenck	210 th St Project	\$1,240.76	325

Manager Kral made a motion to approve the Consent Agenda items as presented and Manager Rettig seconded the motion. The motion passed with all in favor.

4. **Open Discussion from the Public-**President Harren asked if there were any comments from the public. He shared that this portion of the agenda has been moved up from the end of the meeting to the beginning to allow citizens the opportunity to speak earlier on and to not have to wait through the duration of the meeting. There were no comments from the public present.



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4. Old Business

- a) **Performance Review and Assistance Program Update**-Don Buckhout gave a presentation regarding the findings and recommendations of the PRAP process. Mr. Buckhout shared the draft report explaining that this has been a culmination of several meetings with all local government entities under the Board of Water and Soil Resources purview. This review looked at collaboration between agencies as well as how well they implemented activities cited in their plans. Overall the SRWD fared well in the report citing that the SRWD had implemented activities well in the 2003 approved plan which was an ambitious plan with multiple initiatives with meeting 90% of the elements within it. This PRAP process looked at 10 local units of government of which the SRWD was one of them. The report cites finding additional areas of collaboration between agencies and conducting a review of the SRWD's potential coordination role. Mr. Buckhout suggested the SRWD has a month to review and provide written comments to the draft report. He indicated finances are available to assist with some of the elements suggested in the report and requested that the SRWD provide written comment by the next meeting. In addition the amount of time spent on PRAP should be compiled and sent to him as soon as possible. The final report will be submitted to the legislature upon completion.

- b) **Sauk Lake Vegetation Survey Results**-*Tara Ostendorf/DNR Representatives*

A presentation was made on the results of the vegetation survey conducted this summer. This presentation was given for information purposes at this meeting and supplemented discussion on the Weed Harvester project and Sauk Lake Vegetation Management Plan that will be discussed in early 2013. The vegetation survey results indicate that a lack of vegetation does exist and specie diversity and density is low. The invasive species found are isolated. After discussion by the board it was requested to present again the information compiled on nutrient content of the harvested vegetation from previous years. Staff will present this information at the January board meeting. It was also requested to discuss the views of the Big Sauk Lake Association members. Administrator Kovarik shared that BSLA is discussing the issue and are present at this meeting and will be asked to attend the meeting in January.

- c) **JD2 Sediment Pond Project Update**-*Tara Ostendorf*

The cleanout of the ponds was conducted. Staff shared that the cleanout was successful and that the contractor was able to do an adequate job to get the majority of the sediment removed. There were a few concerns during the clean out as the unit doing the suction dredging could not get within 9 feet of the edge of the pond. The staff explained that based on the previous survey conducted the majority of the sediment was located in the center of the pond. Wenck was asked to do a final check on the elevation to ensure that the contractor, Becker Excavating, met the required elevation levels indicated in their contract. Upon the completion of the project, Wenck was able to verify that the contractor had successfully met the required excavation elevation to clean out the ponds. Staff asked the board if it was the wishes of the board to conduct a full survey of the primary pond once the ice returned. After considerable discussion the board and staff suggested that survey along the center line conducted by Wenck to verify the elevation was sufficient. Manager Rettig made a motion to make the final payment of \$16,200 to Becker



Excavating after discussion and verification by the engineer that the contract terms were met for the final excavation level. Manager Kral seconded the motion. The motion passed with all in favor.

d) **MAWD Conference Update-**

Managers and staff shared updates about the Minnesota Association of Watershed District conference. Manager Kuseske shared details about comments made by an individual from Redwood county and all the tiled land that is happening and an effort being made by individuals and agencies to implement conservation drainage type projects across the county.

f) **County Assessment Fees**

Attorney Kolb gave an update on the county assessment fees and that at this time the District is subject to paying the fee but can ask for a meeting with the County Commissioners to discuss if the fee is reasonable. The SRWD has put a considerable amount of effort in bringing the assessment roles current and putting the information in the template provided by Stearns County. This work was above and beyond the SRWD's responsibility and resulted in less work for Stearns County. At this time the SRWD will end up paying the fee to the county.

The SRWD has been discussing this with Stearns County since early 2012. The SRWD board will need to decide and direct the Administrator to meet with the county about the fee if they believe it is excessive. The total additional cost the fee charged by the county will add \$6 to each parcel assessment the first year. There are additional fees for subsequent year assessments as well. This adds an additional \$8,000 for the drainage assessments certified for collection in 2013 and will be part of the total assessment cost shared by the landowner.

Administrator Kovarik shared that the assessments will all be certified except for JD2 sediment pond which will require a review of the assessment rolls and will not be able to be certified until 2013. Otherwise all drainage assessments are certified with the addition of a \$5 minimum and the county fee charged. It was the understanding of staff that in coordination with the Treasurer and President that these assessments be certified as approved by the board at the November 2012 meeting. This will all be finalized by year end (2012) with Stearns County.

The SRWD staff will be working on a long term policy for this program area.

5. New Business

a) **2013 Meeting Schedule**

The SRWD Board discussed the meeting schedule for 2013 and determined for the January meeting the meeting time will be at 6:00 p.m. The board decided by general consensus to wait to discuss this further until the new manager is in attendance and can participate in the discussion.

b) **BWSR Clean Water Fund Update**

The SRWD staff reported that all three Clean Water Fund Grants were received by Board of Water and Soil Resources (BWSR). Lynn Nelson passed out a summary page of the three grants



awarded.

-SRWD Municipal Stormwater Management Retrofit Project \$538,575 Awarded

-SRWD Advance Watershed-wide BMP Implementation Strategy \$72,950 Awarded

-SRWD Upland Drainage Conservation and Ravine Stabilization Project \$228,587 Awarded

Staff will be working with BWSR on final contracts that will be presented sometime to the board for approval in early 2013.

c) **KDV Accounting Letter**

Manager Rettig moved to approve the KDV Accounting letter of engagement for the audit for year ended December 31, 2012. Manager Mostad seconded the motion. The motion passed with all in favor.

6. Reports

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

1. **Assessment Project**

Ditches 9, Stearns 11, 17, 19, 24, 15, 26, and Zion Munson were all certified to Stearns County. We will need to do some additional work on JD2 Sediment Pond Assessment. This was discussed in greater detail earlier on the agenda.

2. **Staff Reviews**

21-12	Staff Reviews and Recommendations
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-**Manager Kuseske made a motion to approve Resolution 21-12 as presented for step increases for eligible staff. Manager Rettig seconded the motion. The motion passed with all in favor.**

3. **November 20, 2012 Meeting Minutes**

The minutes were approved as presented in the board packet under the consent agenda.

4. **Zimmerman Partial Abandonment Closeout**

Administrator Kovarik shared that this was the final piece to close out the partial abandonment proceeding for JD1 Branch 1 Lateral 1 for Ken Zimmerman.

b. **Attorney's Report**—*John Kolb, Rinke Noonan*—Nothing additional to report.

c. **Engineer's Report**—*Rebecca Kluckhohn, Wenck*—Nothing additional to report.

d. **Calendar Items:** Holly Kovarik Anniversary date 4 years, Review of Personnel Policy Handbook, Approve Calendar of Events and Goals and Objectives for 2013, MAWD Conference, Discuss Program Outcomes on Grants Received, Discuss Seasonal Staffing, reports, Holiday Party, 2012 Monitoring Report

e. **Board Member Meeting Reports**



- Manager Kuseske shared that the Minnesota Association of Watershed District's approved the resolution at the conference that authorizes watershed district's to have a requirement for landowners to develop a conservation plan on legal ditches.

7. Items for Next Meeting Agenda

Manager Harren asked that engineering fees be discussed at the next board meeting.
Manager Vangsness asked that an update be provided on the Crooked Lake Restoration project at the next meeting.

8. Upcoming Meetings to Be Announced

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
1-15-12	SRWD Regular Meeting	SRWD Office	6:00 p.m.

9. INFORMATIONAL ITEMS ONLY:

(THESE ITEMS WILL NOT BE DISCUSSED UNLESS SPECIFICALLY ASKED. THEY ARE CONSIDERED INFORMATIONAL ONLY AND NO ACTION IS REQUIRED BY THE BOARD.)

- **County Ditch 15/26:** Preliminary discussion from the Army Corps of Engineers is that the revised profile satisfies their questions raised at the last meeting between the SRWD and the ACOE. The District will be proceeding soon towards the finalized repair report and bidding for the work to be done in 2013.
- **County Ditch 51:** Survey work has been completed and a report will be presented on the repair in early 2013 to the board.
- **County Ditch 11:** Survey work has been completed and a report will be presented on the repair in early 2013 to the board.
- **County Ditch 9:** MBC Drainage conducted the work on CD9 for the minor repair. The work was completed and the area stabilized. This should satisfy the request for the work needed on CD9.
- **MPCA WRAP (Watershed Wide Project):** The amendment contract was received and signed by the chairman as directed by the board. The total contract amount is \$111,540.00. The amendment increased the project by \$50,000 and extended the length of the contract until June 30, 2014 (1 year longer). A copy is available if Managers have questions.
- **Pearl Lake, Mill Creek TMDL Approved by EPA**
The TMDL has been approved by EPA.
- **Staff Reviews:** As of the meeting on December 18, 2012 all reviews have been conducted on staff. Recommendations will be included via a Resolution in this packet.
- **Environmental Quality Board Forum-**Lynn Nelson attended this meeting and has provided a brief memo on the details.

10. Adjourn –Manager Kral made a motion to adjourn the meeting at 3:00 p.m. and Manager Rettig seconded the motion. The motion passed with all in favor.



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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.

Respectfully Submitted:

John Harren/Jim Kral

Signature

Jason Scherping

Signature