



Regular Meeting MINUTES
Tuesday, March 19, 2013
Located at: SRWD Office at 6:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, Virgil Rettig, Bob Mostad, John Harren, Jason Scherping, Tim Lunsford
Staff Present:	Holly Kovarik, Administrator; Heather Lehmkuhl, Monitoring Coordinator; Sarah Jo Schmitz, Trainee; John Kolb, District Attorney; Rebecca Kluckhohn, District Engineer
Guests Present:	
Manager's Absent:	Steve Sellnow, Vern Vangsness

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 additional items were added by Administrator Kovarik. **Manager Kuseske made a motion to approve the agenda with additional items added. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
3. **Consent Agenda**
 - a. **February 1-28, 2013 Financial Report**
 1. Check Register for General Fund 101
 2. Revenue Guideline
 3. Expenditure Report
 4. Cost Share & Loan Log
 - b. **Contracts for Approval – None**
 - c. **Permits recommended for approval – None**
 - d. **Grand Applications for approval**

1.	MPCA CWP Sauk River Sediment Reduction Protection Project
2.	MPCA CWP Grand Lake Water Quality Protection Project
3.	MPCA CWP Crooked Lake Basin Restoration Project
4.	MPCA CWP Stony Creek Water Quality Enhancement Project

e. Resolutions for approval

05-13	Approval of LMCIT Insurance Coverage
06-13	Approval of Health Insurance Renewal
07-13	MNDNR Amendment to Grant 35338



08-13	Comprehensive Plan Outline Approval and submission to BWSR
-------	--

f. Board Action Items for approval

04-13	To approve purchase of Septic System Owner's Guidebooks
05-13	Monitoring Safety Jackets Purchase
06-13	Monitoring Equipment Replacements
07-13	Rain barrel Purchase Approval
08-13	CMWEA Waterfest Reimbursement

g. Loans, Grants, Appropriations - None

President Harren pulled Resolution 07-13 and Board Action Items 04-13 and 07-13 from the Consent Agenda. Administrator Kovarik pulled Resolution 08-13 for more discussion.

Manager Rettig made a motion to approve the consent agenda not including Resolution 07-13, Resolution 08-13, Board Action Items 04-13 and 07-13. The motion was seconded by Manager Kral. The motion passed with all in favor.

President Harren questioned why the District was turning back \$25,000 in Resolution 07-13 and keeping the remaining \$10,000 for projects within the District. Administrator Kovarik stated that part of the money was being turned back because these particular grant funds need to be done on public property and the project being planned fell through. The remaining \$10,000 can be used on Osakis Lake, Sauk Lake, or Grand Lake but it is not limited to public property. Administrator Kovarik pulled Resolution 08-13 to point out changes made that weren't included in the board packet. In question to Board Action Item 07-13, President Harren asked if the District had sold all of the rain barrels purchased last year.

Administrator Kovarik stated that the District is nearly sold out at this time. President Harren questioned Board Action Item 04-13 in regards to purchasing Septic System Guidebooks for our Agency partners to hand out. Administrator Kovarik stated that the District has grant funding for the Guidebooks. **Manager Kral made a motion to approve the outstanding items (Resolution 07-13, Resolution 08-13, Board Action Items 04-13 and 07-13) on the consent agenda. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

4. **Open Discussion from the Public** – There were no comments from the public.

5. **Old Business**

a. **County Ditch 15 and 26 Repair Proceeding Update** – District Engineer Rebecca Kluckhohn provided a timeline of events for the County Ditch 15 and 26 Repair Project. She then explained the process used to collect field data on the ditches to be used in conjunction with air photos, the profile data and any existing plan sets. There was extensive discussion on elevations and land use. The board requested a copy of the most current plan set for County Ditch 15 and 26 repairs when it is available.

b. **Overall Plan Update** – Administrator Kovarik gave a brief update on the Overall Plan process. Meetings were set up with the counties to go over the projects and programs that partnering agencies are embarking on to determine how that fits into the goals and objectives in the District's next Overall Plan.



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

Once that information is gathered, that will be the implementation strategy. It is anticipated that there will be a presentation to the board at the May meeting. Statute requires that the draft outline be submitted to the Board of Water & Soil Resources (SWCD) for approval. The SWCD then has 60 days to review and provide comments. By the June meeting, hopefully the board will be approving the completed Plan which then again requires a 60 review and comment period with BWSR and some possible revisions. By statute, BWSR is responsible for holding the final hearing on the Plan.

- c. **Minutes – Manager Rettig made a motion to approve the minutes of the February 19th, 2013 Minutes. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- d. **Year End Adjusting Entries/Grant Closeouts/Reports - Administrator Kovarik discussed the year end adjusting entries which include operating transfers and fund closing transfers. Manager Lunsford approved the 2012 Year End Adjusting Entries. The motion was seconded by Manager Rettig. The motion passed with all in favor.** There was discussion that dependant on the results of the audit, there will be funds that can be transferred if the board chooses. **Manager Lunsford made a motion to transfer \$100,000 to the Building Fund and \$30,000 to the Capital Replacement Fund. The motion was seconded by Manager Kral. The motion passed with all in favor.**

6. **New Business**

- a. **Staffing Discussion – Administrator Kovarik discussed workload and upcoming projects and did calculations in regards to funding of those staff positions. There is adequate funding to extend Sarah Jo Schmitz’s position and to make it benefit eligible. It was recommended to extend the position contingent upon grant and general funding and to make the position eligible for benefits. President Harren discussed the structure of staff positions. Administrator Kovarik stated that once the new Plan is finished, it will determine the needs of the District and at that point, positions can be re-evaluated and re-structured to reflect the new plan. Manager Lunsford made a motion to convert the Trainee position to a temporary full-time position with benefits funded partially by grant and general funds that would be re-evaluated annually. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

7. **Reports**

a. **Administrator’s Report**

- 1. **Legislative Reception Updates – Administrator Kovarik shared a handout from the Minnesota Association of Watershed Districts (MAWD) with legislative talking points from the Legislative Reception. Administrator Kovarik and Managers Kral and Kuseske attended and gave a brief recap to the board. Administrator Kovarik provided the board a list of all of the new legislators. With the changes in districting,**



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

the number of legislators increased from 11 to 15. The legislators were provided a 10 Year Update and an Annual Report.

- 2. Annual Report** – Administrator Kovarik stated that the Annual Report is nearly complete and it is anticipated that it will be presented with the financial statement at the April meeting for full approval. Administrator Kovarik presented the board with the condensed version that was handed out at the Legislative Reception at the Capitol. Administrator Kovarik also shared with the board the 10 Year Progress Report which was created by condensing what was discussed while doing the PRAP process. Meetings will be scheduled with the County Commissioners to present the 10 Year Progress Report. Administrator Kovarik stated that if the Annual Report is approved at the April meeting, it can be presented to the County Commissioners in May or June.
- 3. PRAP Update** – Administrator Kovarik met with Don Buckhout and Jason Weinerman from BWSR. They would like to mediate discussions with Stearns County Environmental Services in regards to permitting and about where and if there is a possibility to streamline or qualify for an exemption agreement. Manager Lunsford questioned workload and staff availability. **Manager Lunsford made a motion to put the meeting with BWRS and Stearns County Environmental Services on hold until at least September 2013, after the District's Overall Plan is finished. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- 4. Wenck Invoices for approval** – Administrator Kovarik presented Invoices from Wenck Engineering for payment in the amount of \$10,542.70 from funds 560, 525, and 555 and asked for board approval. **Manager Lunsford made a motion to pay the Wenck Invoices presented for \$10,542.70. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- 5. Houston Web Hosting agreement** – Administrator Kovarik presented the annual web hosting agreement from Houston Engineering. **Manager Rettig made a motion to approve the annual web hosting agreement and expenses with Houston Engineering. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- 6. Revised MPCA Workplan and Budget on WRPP** - Administrator Kovarik reminded the board that at the last meeting, they approved the scope of services for the WRPP. The District will need to do an amendment with MPCA to incorporate that scope. It is anticipated that the District will end up with an amendment agreement that will need to be signed. Administrator Kovarik asked that when that agreement comes, that the chairman have authorization to sign the agreement to keep the process moving. **Manager Lunsford made a motion that the board delegates its approval authority for the amendment**



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

agreement to the Board President. The motion was seconded by Manager Kral. The motion passed with all in favor.

7. Eden Lake Dam Update – Administrator Kovarik updated the board on an issue raised at the last meeting in regards to a dam on Eden Lake. The dam has been inspected by the DNR and appears to be maintaining water levels. It was noted that it is deteriorating but is low priority at this time.

8. 2013 Lab Contracts – Administrator Kovarik presented the Document of Understanding from RMB Environmental Lab for the 2013 monitoring season. **Manager Kuseske made a motion to approve the Document of Understanding with RMB Environmental Lab for the 2013 monitoring season. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

b. Attorney's Report – Attorney Kolb asked for the board's authorization to set public hearings for the 3 new BWSR Clean Water Fund grants received for the April meeting. **Manager Lunsford made a motion to authorize Attorney Kolb and staff to set the public hearings for the 3 new BWSR Clean Water Fund grants. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

c. Engineer's Report – None

d. Permits –

1. Rockville County Park Phase 1 Improvements – Sarah Jo Schmitz informed the board that she has reviewed the Rockville County Park Phase I Improvement project with District Engineer Rebecca Kluckhohn and it was determined that it falls under the District's general permit.

2. Jon Roeschlein and Jeff Schrupp – Sarah Jo Schmitz worked closely with Rebecca Kluckhohn on the permit for Jon Roeschlein and Jeff Schrupp. It is recommended to approve the permit with the conditions listed in the special provisions portion of the permit. **Manager Kuseske made a motion to approve the permit with the conditions listed in the special provisions portion of the permit. The motion was seconded by Manager Kral. The motion passed with all in favor.**

3. Reconstruction on Main Street in Richmond – Sarah Jo Schmitz worked with Rebecca Kluckhohn on the permit for the reconstruction on Main Street in Richmond. It was determined that this permit falls under the District's general permit.

4. Osakis Skate Park – Sarah Jo Schmitz reported to the board that she is still waiting on more information in regards to the Osakis Skate Park permit.

5. St. Cloud VA – Sarah Jo Schmitz stated that she was waiting for more information to be submitted for the St. Cloud VA permit. She asked for approval of the permit contingent upon receiving the requested information. **Manager Kuseske made a motion to approve the permit pending the information with the understanding that**



construction will move forward and the information will be gathered during construction. The motion was seconded by Manager Mostad. The motion passed with all in favor. The motion passed with all in favor.

6. Fichtinger Farm Project/CD26 Petition – Sarah Jo Schmitz informed the board that the District is waiting for a permit application for the Fichtinger Farm project, as well as, a petition asking to drain into CD26, and a \$2,000 bond. The landowner had indicated that he would like to install drain tile that would outlet into CD 26.

e. Calendar Items – Review District Insurance Policy, 2012 Grant/Loan Program presentation, attend township annual meetings and legislative meetings.

f. Board Member Meeting Reports – None

8. Items for Next Meeting Agenda – President Harren asked when the board would see an RFQ for Engineering Firms. There was discussion on the process of creating the document and that it should be done as time permits.

9. Upcoming Meetings to be Announced

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
4-16-13	SRWD Regular Meeting	SRWD Office	6:00 p.m.

10. Adjourn – Manager Kral made a motion to adjourn the meeting at 8:25 p.m. The motion was seconded by Manager Lunsford. The motion passed with all in favor.

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.