



Minutes March 20, 2012 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, March 20, 2012**

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

Managers Present:	Todd Foster, Jim Kral, John Harren, Larry Kuseske, Bob Mostad, Tim Lunsford, Virgil Rettig, Vern Vangness, Jason Scherping
Staff Present:	Holly Kovarik, Administrator; John Kolb, Attorney (Rinke-Noonan); Adam Hjelm, Public Outreach Coordinator; Tara Ostendorf, Environmental Project Technician; Sarah Jo Schmitz, Intern.
Guests Present:	Laurel Mezner, Greg VanEeckhout, Michael Nelson, Harlan Lindback, Dennis Fuchs, Chuck Uphoff, Larry Salzer
Manager's Absent:	

1. **The meeting was called to order by President Foster at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. President Foster asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik. The agenda was approved by general consent of the board.
3. **Consent Agenda (*approved by one motion*)**
 - a. February 1-29, 2012 Financial Report
 1. Cost Share Funds Log Report
 2. Loan Funds Log Report
 3. Check Register for General Fund 101
 - b. December 31, 2011 Fixed Asset Schedule
 - c. February 21, 2012 Board Meeting Minutes
 - d. Contracts for Approval
 1. 2012 RMB Contract
 - e. Permits recommended for approval-NONE
 - f. Grant Applications for Approval
 1. Stearns SWCD Accelerated Protection and Restoration of Grand Pearl Minor in the SRWD support of the project and \$1,500 cash contribution and \$5,000 in-kind contribution over the five years of the project if the project is selected to be funded.
 - g. Resolutions for Approval-NONE
 - h. Board Action Items for Approval

05-12	Scholarship Award Approval
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i. Loans, Grants, Appropriation

• Grants-

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Action Required</u>	<u>Amount Encumbered/Paid:</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Leroy Hemmesch	Stormwater BMP	Payment Approval	\$1,774.06	325	Leroy Hemmesch

• Loans-

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<u>Landowner:</u>	<u>Project Installed:</u>	<u>Action Required:</u>	<u>Amount Encumbe red/Paid:</u>	<u>Fund Code:</u>	<u>Pay To:</u>
Roger and Kim Weber	Feedlot Abatement	Project Approval	\$11,000	223	
Roger and Kim Weber	Feedlot Abatement	Payment Approval	\$5,900	223	Kraemer Builders Inc
Roger and Kim Weber	Feedlot Abatement	Payment Approval	\$5,034.97	223	Kraemer Lumber Co. Inc.

• Appropriations

1.	Health Partners	Premium Payment	\$1,472.70	General Fund (GF)
2.	KDV	Year End Accounting	\$6,175.00	GF
3.	Rinke Noonan	St Cloud Raingarden RFP	396.90	322
4.	Rinke Noonan	CD 15 & 26 Redetermination project	\$1,228.50	CD 15/26
5.	Rinke Noonan	Recording work, Budget, employee matters	1,084.50	GF
6.	Rinke Noonan	Weed Harvester Aquatic plant survey RFP	\$945.00	Weed Harvester Fund

Manager Harren made a motion to approve the consent agenda. The motion was seconded by Manager Scherping. The motion passed with all in favor.

4. **Old Business**

- a. **Weed Harvester Project Vegetation Survey RFP** – Administrator Kovarik informed the board that the RFP for quotes to do the vegetation survey on Big Sauk Lake have been sent out. Staff is expecting them back by April 2nd. The information will be compiled and ready for the next board meeting.
- b. **MPCA Update** – Administrator Kovarik introduced Laurel Mezner and Greg VanEckhout from the MPCA. They gave a presentation on the 2012 impairments that affect the District.
- c. **Interactive Mapping Application Demonstration**- Brian Fischer from Houston Engineering presented the new Interactive Mapping Application via conference call. He demonstrated many of the features available to the public and exclusively for staff use.
- d. **CMWEA Request**- Public Outreach Coordinator Adam Hjelm explained the dues distribution and the members of CMWEA. There was discussion on what would be a fair amount for the District to contribute. **Manager Harren made a motion to contribute \$500 to CMWEA for an annual membership. The motion was seconded by Manager Rettig. Manager**

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Foster asks that CMWEA find a more equitable way to calculate what members should pay and the budget can be adjusted accordingly. **The motion passed with all in favor.** The board asks that CMWEA attend and present at a future board meeting.

- e. **St. Cloud Rain Garden Initiative RFP Results- Environmental Project**
Technician Tara Ostendorf reviewed the proposals submitted for the St. Cloud Rain Garden Initiative and the ranking criteria used by staff, the Stearns Co. SWCD, and the City of St. Cloud to score the proposals. The recommendation based off of the scores was to go with Hydromethods. **Manager Lunsford made a motion to accept the staff recommendation to use Hydromethods for the St. Cloud Rain Garden Initiative Project. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

5. New Business

- a. **Insurance Renewal**- Administrator Kovarik reminded the board that she is working with our insurance agent and will be bringing more information to the next meeting.
- b. **Grand Lake Improvement District Project**- Administrator Kovarik stated that the Grand Lake Improvement District would like the SRWD to do some water quality monitoring for them in 2012. The Improvement District would cover the expenses incurred. **Manager Harren made a motion to approve the contract with the Grand Lake Improvement District to do water quality monitoring in 2012. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- c. **RIVER Award**- Administrator Kovarik urged the board to fill out their RIVER award voting packet.
- d. **2011 Year End Adjusting Journal Entries and Transfers/Audit Update**- Administrator Kovarik presented the 2011 adjusting Journal Entries for approval. **Manager Lunsford made a motion to approve the 2011 Adjusting Entries. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- e. **Stearns County Water Plan**- Administrator Kovarik notified the board that the Stearns County Water Plan has been disbanded.
- f. **Stearns SWCD Annual Update**- Dennis Fuchs gave an update presentation to the board on the overall functions and programs that the Stearns SWCD offers. The board thanked them for presenting their information.

6. Reports

- a. **Administrator's Report-Administrator Kovarik**
 1. **Weed Harvester Permit**- Administrator Kovarik notified the board that the District will apply for a permit to harvest on Big Sauk Lake. In the event that the district receives a call from a landowner, staff will be in contact with the DNR. **Manager Mostad made a motion to submit a permit application to the DNR for the harvest of aquatic**

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- vegetation on Big Sauk Lake. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
2. **Harlan Lindback Funding request-** Administrator Kovarik gave a brief background on a phone call received from Harlan Lindback in regards to the municipal sewer line from his home to the street that is failing. Currently he has wastewater backing up in his home and is in need of financial assistance to have the line fixed. Staff has been in contact with the City of Sauk Centre, Stearns County Environmental Services, and Sauk Centre Public Utilities Commission to try to find financial assistance for Mr. Lindback. At this time, no funding is available. The SRWD cannot fund a project like this as it is not allowed within our contract with the state. Manager Harren suggested Mr. Lindback ask the City if they can assist and put it on his tax rolls.
 3. **Lower Sauk Contract-** Administrator Kovarik informed the board that the District received \$298,000 in Clean Water Funds from the MPCA to be used in the Lower Sauk area. Staff recommends the board approve and sign the contract under the condition that legal counsel and staff get a chance to read through the contract before it's sent back to MPCA. **Manager Lunsford made a motion to approve the contract contingent upon review by the Administrator, legal counsel, and either President or Vice-President with either President or Vice-President authorized to sign. The motion was seconded by Manager Foster. The motion passed with all in favor.**
 4. **Biannual Budget Request-** Administrator Kovarik notified the board staff will be putting together information for the BWSR Biannual Budget Request.
 5. **Overall Plan-** Administrator Kovarik is working with Wenck to compile a draft list of questions for each management district. Plans are being finalized to have a meeting with MPCA in the next few weeks and to have a civic engagement meeting on May 2nd.
 6. **2012 Legislative Breakfast updates-** Administrator Kovarik told the board that the 2012 Legislative Breakfast went well. Manager Mostad said that they didn't get to speak with as many legislators as they would have liked because of busy schedules but he may go down another day to meet with them on his own.
 7. **Position Discussion-** Manager Lunsford is researching and compiling information on this for a later date. In the interim, Wenck will be helping Tara out with permit review and Administrator Kovarik will step in on any ditch issues.
 8. **Intern Discussion/File Cabinets-** Administrator Kovarik gave the board background information on a grant that was scheduled for a close out at year end and has residual money, belonging to the District. Administrator Kovarik asked that some of these funds be set aside to continue the scanning and disposal of old District documents as per the

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- records retention schedule. **President Foster made a motion to authorize \$10,000 to be allocated for Sarah Jo Schmitz to remain on staff part-time until school is out and full time over the summer to do document scanning. The motion was seconded by Manager Vangsness. The motion passed with all in favor.** Manager Foster would like to make a decision on file cabinets when the scanning is complete.
9. **Website/Logo-** Administrator Kovarik is still working on website and logo details. She will keep the board updated.
 10. **Activity Report-** The board was given the activity report. There were no questions.
 11. **Assessment Project-** Administrator Kovarik spoke with Todd County about possibly contracting with them to do the ditch assessments. She has a meeting with them in the coming week to discuss the project.
 12. **Engineer work status-** Administrator Kovarik informed the board that the District will begin working with a new Engineer at Wenck, Rebecca Kluckhohn.
 13. **Health Insurance-** Administrator Kovarik informed the board that the District needs to renew its current health insurance policy. **President Foster made a motion to approve the current Health Insurance Policy. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
 14. **Annual Report Publication in Newspaper-** Administrator Kovarik and the board discussed the distribution of the Annual Report. **Manager Lunsford made a motion to publish the Annual Report on the District's website, place notices in major newspapers watershed wide, including the St. Cloud Times, provide the link to partner agencies that require the report, and print out necessary copies as needed. The motion was seconded by President Foster. The motion passed with majority in favor, Manager Kuseske opposed.** There was discussion on the functions of the District's website and whether it can track the number of hits and the dwell time of the people viewing it. President Foster asked the staff to determine with Houston Engineering what they can or cannot provide service.
 15. **Grant and Loan Projects-** Administrator Kovarik presented additional project to the board for approval. They were: Craig Wright, Raingarden \$2000 (Fund 323); Craig Wright, Shoreline Restoration, \$4500 (Fund 310); Jim Jungels, Shoreline Restoration, \$3000 (Fund 326); Jim Jungels, Stormwater, \$3000 (Fund 310); and ROCORI School, Raingarden Outdoor Classroom, \$5500 (Fund 325). **President Foster made a motion to approve the additional Grant Projects as listed. The motion was seconded by Manager Kral. The motion passed with all in favor.**

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16. **MWRAP-** Administrator Kovarik was assigned to a committee facilitated by the DNR designed to look at the one Watershed approach. There will be a series of meetings on the state level.
- b. **Attorney's Report-** Attorney Kolb commented on the CMWEA dues and stated the District is doing the right thing by supporting water education.
- c. **Ditch/Permit Inspector Report**
 1. **Permits**
 1. **Eden Valley/Watkins Project-** Tara Ostendorf presented a permit to the board for approval from the Eden Valley/Watkins High School for a gymnasium expansion. She explained that they cannot meet the District's reduction requirements without adding a significant cost to the project. They don't have the space required but are doing the best they can with the green space they have. They are, however, doing more BMPs at the Elementary school. **Manager Lunsford made a motion that the permit be issued with the findings specific to the variance. The motion was seconded by Manager Kral. The motion passed with all in favor.**
 2. **Other-** Tara Ostendorf notified the board that there were more permits that came in but they fell under the general permit.
 2. **Ditches**
 1. **County Ditch 24 Additional Work-** Administrator Kovarik informed the board that she heard back from Mackareth Excavating. The original project was bid at \$14,680 but the extra excavation done came to \$5,640 for a total \$20,320. Most of the work is done with the exception of spreading the spoil and seeding this spring. **President Foster made a motion to approve the change order and to pay 75% of the total cost of the project. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
 2. **County Ditch 15 & 26 Wetland Impacts-** Attorney Kolb informed the board that Wenck's analysis of the potential impacts is complete. It was determined that any impacts that do occur as a result of the proposed repairs of 15 and 26 are exempt under the Wetland Conservation Act and the Clean Water Act. The District is proposing a coordination meeting with Stearns County, the DNR, and the Corp of Engineers to validate the analysis and make a preliminary determination as to the exemption before the District puts an actual application in for that determination. That will clear the way for the final contracting documents and should set the District up for a timeline as anticipated for the repairs in the fall of 2012.
 3. **Assessments Progress-** Administrator Kovarik informed the board that as of right now, the assessment project is on hold. Kovarik

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suggests that the district ask Todd County if they would be interested in doing this project. **Manager Mostad made a motion to ask Todd County if they would be interested in setting up the ditch assessments. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

- d. **Calendar Items-** Review Insurance, Overall Plan, 2011 Grant and Loan Program
 - e. **Board Member Meeting Reports-** None
 - f. **Open Discussion for the Public-** None
7. **Items for Next Meeting Agenda.**
8. **Adjourn. President Foster made a motion to adjourn the meeting. There was no second to the motion. The motion died with a lack of a second. The meeting was adjourned by the general consent of the board. The time was 9:00 p.m.**

NEXT MEETING: Regular Meeting– April 17th (Tuesday) at 6:00 p.m. –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

Larry Kuseske

Date

Robert Mostad

Date

John Harren

Date

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