



**Regular Meeting_Draft Agenda
Tuesday, May 21, 2013
Located at: SRWD Office at 6:00 p.m.
Agenda Codes: **BA-Board Action I-Information****

		<u>Packet Page</u>	<u>BA/I</u>																
6:00	1. Call To Order & Pledge of Allegiance-<i>President Harren</i> 6:00 PM meeting called to order by President John Harren, on May 21, 2013 at the SRWD Office, Sauk Centre, MN.																		
6:02	2. Additions/or corrections to the agenda items- <i>President Harren</i> Additional items or corrections to be added to the agenda for action or information.		BA																
6:10	3. Consent Agenda (<i>approved by one motion</i>)-<i>President Harren</i>		BA																
	a. <u>April 1-30 2013 Financial Report/Meeting Minutes</u>																		
	1. Check Register for General Fund 101	1-2	BA																
	2. Revenue Guideline	3-9	BA																
	3. Expenditure Report	10-39	BA																
	4. Cost Share & Loan Logs	40-49	BA																
	5. April 16, 2013 Meeting Minutes	50-56	BA																
	b. <u>Contracts for Approval--NONE</u>																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; height: 20px;"></td> <td style="width: 70%;"></td> </tr> </table>																		
	c. <u>Permits recommended for approval</u>																		
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	Restoration Project		
14-13	Approve the 2012 R.I.V.E.R. Award	85	BA

f. Board Action Items for Approval-NONE

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g. Loans, Grants, Appropriations-

• Grants Project Approvals-

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>
1 st National Bank	Raingarden	\$10,000	322
Stearns County Ag Society	Raingarden	\$3,500	323
Houston Engineering	Permit & Incentive Program Database Updates	\$5,080	333

BA

• Grant Payment Approvals

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>	<u>Partnered with:</u>
Douglas Co Waterfestival	Education event	\$660.00	324	Douglas SWCD	Douglas SWCD

BA

• Loan Project Approvals

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Walter Spanier	Septic System	\$12,500	223	
Joan Hemker	Septic System	\$12,918	224	

• Loan Payment Approvals-None

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

BA

• Appropriations

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code</u>
1.	KDV	Audit of Financial Statements	\$13,000	101
2.	Rinke Noonan	Retainer/general	\$789.00	101
3.	Rinke Noonan	CD15 Blenker	\$94.50	CD15
4.	Rinke Noonan	CD15-26 Getchell	\$4,163.80	CD15-



		lake		26
5.	Wenck	CD15-26	\$11,726.50	CD15-26
6.	Wenck	CD15-26 Getchell	\$576.00	CD15-26
7.	Wenck	CD11 Stearns	\$3,320.70	Stearns CD11
8.	Wenck	CD51	\$554.50	CD51
9.	Wenck	CD51 Zimmerman	\$288.00	CD51
10.	Wenck	Permitting	\$3,791.12	101
11.	Wenck	Grant projects	\$590.40	332
12.	Wenck	Grant project	\$14.40	323

- 6:15 6. **Open Discussion from the Public**
Opportunity for the public to address the SRWD Board of Managers.
- 6:30 7. **Old Business**
- a) **County Ditch 51** 86-88 BA
Discussion about the repair plans and proposed project to repair CD51 will be discussed with the board.
- b) **Comprehensive Plan Update** I
An update on the overall plan status and next steps and special meeting for June. A draft of the plan will be handed out at the board meeting. A full presentation will be done at the special meeting that will be scheduled.
- 6:45 c) **County Ditch 15 and 26 Repair Proceeding Update** I/BA
The County Ditch 15 and 26 RFP documents were tabled at the April 16, 2013 board meeting and will need to be discussed. Wenck was also asked to provide a scope for additional work for consideration by the board regarding the two ditch systems. There was also discussion about Getchell Lake and more information will be available at the meeting regarding the DNR and the potential repairs suggested through Getchell Lake. Albany Twp has contacted staff regarding culvert replacements on CD15 on Road 350 and 360. This information will be shared as well with the board.
- 7:15 d) **Crooked Lake Project** 89 I/BA
An update will be given on the Crooked Lake Project. MPCA CWP contract will need to be approved including a bond counsel opinion and obligatory note. A letter of support was received from Todd County Commissioners.
- 7:25 e) **Weed Harvester Meeting with Lake Association Update** I/BA
A meeting was held with the work group including the Big Sauk Lake



Association members to discuss the next steps and process for modification to the existing project. A report on the outcome of this meeting will be discussed.

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|------|-----------|---|-----------|
| 7:40 | f) | <p><u>RFPs Closed for Watershed Wide Modeling and Runoff Rates and Fees for Management Districts</u></p> <p><i>A report will be provided to the Board regarding the Proposals received for the two RFP's that closed on May 17, 2013. A selection will likely be made directing the staff to work with the selected consultant to complete a contract for the proposed work.</i></p> | BA |
| 7:45 | g) | <p><u>Engineering RFP Project Update</u></p> <p><i>A draft Engineering RFP document will be handed out for discussion a presentation on the materials will be given.</i></p> | I |
| | h) | <p><u>Drainage Assessment Updates</u></p> <p><i>A landowner concern was tabled from the last meeting and needs to be addressed. An update will also be provided on the County Ditch 24 assessment.</i></p> | I/BA |
| 8:00 | i) | <p><u>CSAH 11 County Road Project</u></p> <p><i>A report will be provided on this road project that was completed by the County and crosses the CD15-26 project.</i></p> | 90-91 I |
| 8:10 | 8. | New Business | |
| | a) | <p><u>Roofing Quotes</u></p> <p><i>We had a leak on our roof and damage to the building from a contractor doing work on an adjacent building. The board asked for quotes to replace the roof. Quotes were received and will be presented for review and consideration. The claim through LMCIT has been addressed we received \$95.21.</i></p> | 92-101 BA |
| | b) | <p><u>Thelen Project Updates</u></p> <p><i>Discussion on Thelen advertising campaign.</i></p> | I/BA |
| | c) | <p><u>2014 Budget</u></p> <p><i>Appointment of the budget committee will need to be addressed and setting of the first budget committee meeting.</i></p> | BA |
| | d) | <p><u>Property</u></p> <p><i>A lot within the Industrial Park in Sauk Centre is for sale and may be suited to the needs for a facility in the future for the SRWD. Staff will share details regarding the lot.</i></p> | I |



8:30 **9. Reports**

a. Administrator’s Report-Administrator Kovarik

1. North Browns Lake Association Invasive Species Concern **I/BA**

A brief summary of this project concern will be shared with the board for further direction.

2. Fall Event/Pontoon Tour Discussion **BA**

Staff will present an alternative to our adult educational events.

3. Little Birch Lake Resource Issue Concern **I/BA**

A brief summary of this concern will be shared with the board for further direction.

8:10 **b. Attorney’s Report**

8:15 **c. Engineer’s Report**

8:20 **d. Permit Program Report** **I/BA**

- 1. JD2 Assessment Update**
- 2. Presentation of Fee Schedule**

e. Calendar Items: *Lynn Nelson anniversary date 19 years, Waterfest events held, Discuss summer educational events, conduct board/staff planning meeting for 2014*

8:40 **e. Board Member Meeting Reports:**

10. Items for Next Meeting Agenda

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

11. Upcoming Meetings to Be Announced **I**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
5-7-13	Meeker Co Commissioners	Litchfield (Holly & Virgil)	9:10 a.m.
5-14-13	Douglas Co Commissioners	Alexandria (Bob & Holly)	9:55 a.m.
5-21-13	Todd County Commissioners	Long Prairie (Holly, Jim, and Vern)	TBD
6-11-13	Pope County Commissioners	Glenwood (Holly & Larry)	9:00 a.m.



6-18-13	SRWD Regular Meeting	SRWD Office	6:00 p.m.
6-25-13	Stearns County Commissioners	St. Cloud (Holly, John, Steve, Jason, and Tim)	9:05 a.m.

12. **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.)

- **League of Minnesota Cities Insurance Trust:** The LMCIT Dividend payment for the year ended December 31, 2012 was in the amount of \$754 which is significantly less than historically. Last year our dividend payment was \$3,262. A full report is available for review upon request by the board.
- **Clean Water Fund Legislative changes:** We submitted formal comments regarding Legacy Bill H.F. 1183. Those comments as directed by the board are attached in the board packet.
- **MPCA Staff Changes:** Greg Vaneekhout will no longer be our account representative from MPCA we will be in a transition for about six months on several of our current projects with the agency. Scott Lucas has been identified as our new representative on some of our MPCA projects.
- **Manager Reimbursement Submittals:** In October of 2012 there were legislation changes under the Minnesota New Hire reporting that require all Managers to be reported under the system and that if there is a gap in payroll for sixty days then we must re-report the Manager as a New Hire. This means that if Managers submit their reimbursement requests once every six months or quarterly that staff may have to complete a New Hire report every time. In order to avoid this extra reporting it is suggested that Managers submit their requests for reimbursement monthly. Typically this report is completed only when we have a new hire.
- **Managers Positions:** There are three positions up for reappointment including: Steve Sellnow, Virgil Rettig, and Larry Kuseske. Notification was provided to each county to allow them to initiate proceedings for the appointment process. Counties will post notice, receive applications, and make an appointment sometime in June. July 1st begins the new terms.
- **County Meeting Update:** Administrator Kovarik and applicable Managers have been meeting with the Counties. All

102-
103



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**
524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

Managers should have received a copy of the schedule. The meetings are going well and if you would like a report on the meetings that can be accommodated under Board Member meeting reports.

- **Fiedler Livestock Truck Wash Facility:** Comments were provided to the Stearns County Planning Commission regarding the facility a copy of the letter submitted is included for your information in the packet. **104-106**
- **Houston Engineering Database:** Houston Engineering under the newly approved grant will continue some of the database updates for the Incentive and Permit programs. These were efforts underway already and the grant will assist in paying for some of the project. A project approval for these additions is listed above for approval under the consent agenda.

8:45 **13. Adjourn**

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.