



## REVISED

**Regular Meeting\_Draft Agenda**  
**Tuesday, June 18, 2013**  
**Located at: SRWD Office at 6:00 p.m.**  
**Agenda Codes: BA-Board Action I-Information**

|       |  | <u>Packet<br/>Page</u> | <u>BA/I</u>                      |       |    |
|-------|--|------------------------|----------------------------------|-------|----|
| 6:00  | <b>1. Call To Order &amp; Pledge of Allegiance-<i>President Harren</i></b><br>6:00 PM meeting called to order by President John Harren, on May 21, 2013 at the SRWD Office, Sauk Centre, MN.                     |                        |                                  |       |    |
| 6:02  | <b>2. Additions/or corrections to the agenda items- <i>President Harren</i></b><br>Additional items or corrections to be added to the agenda for action or information.  |                        | BA                               |       |    |
| 6:10  | <b>3. Consent Agenda (<i>approved by one motion</i>)-<i>President Harren</i></b>   |                        | BA                               |       |    |
|       | <b>a. <u>April 1-30 2013 Financial Report/Meeting Minutes</u></b>  |                        |                                  |       |    |
|       | 1. Check Register for General Fund 101   | 1-2                    | BA                               |       |    |
|       | 2. Revenue Guideline   | 3-9                    | BA                               |       |    |
|       | 3. Expenditure Report  | 10-40                  | BA                               |       |    |
|       | 4. May 21, 2013 Meeting Minutes  | 41-50                  | BA                               |       |    |
|       | 5. June 4, 2013 Special Meeting Minutes  | 51-52                  | BA                               |       |    |
|       | <b>b. <u>Contracts for Approval-NONE</u></b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td></td> </tr> </table>                                   |                        |                                  |       |    |
|       |  |                        |                                  |       |    |
|       | <b>c. <u>Permits recommended for approval-NONE</u></b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td></td> </tr> </table>                         |                        |                                  |       |    |
|       |  |                        |                                  |       |    |
|       | <b>d. <u>Grant Applications for Approval-NONE</u></b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td></td> </tr> </table>                          |                        |                                  |       |    |
|       |  |                        |                                  |       |    |
|       | <b>e. <u>Resolutions for Approval</u></b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">15-13</td> <td>Angler Drive</td> </tr> </table> | 15-13                  | Angler Drive                     | 53-55 | BA |
| 15-13 | Angler Drive   |                        |                                  |       |    |
|       | <b>f. <u>Board Action Items for Approval</u></b>   |                        |                                  |       |    |
|       | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">16-13</td> <td>Septic Mailing</td> </tr> </table>  | 16-13                  | Septic Mailing                   | 56-57 | BA |
| 16-13 | Septic Mailing   |                        |                                  |       |    |
|       | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">17-13</td> <td>Groundwater Education Kit</td> </tr> </table>                                 | 17-13                  | Groundwater Education Kit        | 58-59 | BA |
| 17-13 | Groundwater Education Kit  |                        |                                  |       |    |
|       | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">18-13</td> <td>Chemical Kit Restock</td> </tr> </table>                                      | 18-13                  | Chemical Kit Restock             | 60-61 | BA |
| 18-13 | Chemical Kit Restock   |                        |                                  |       |    |
|       | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">19-13</td> <td>Hach Spectrophotometer</td> </tr> </table>                                    | 19-13                  | Hach Spectrophotometer           | 62-63 | BA |
| 19-13 | Hach Spectrophotometer   |                        |                                  |       |    |
|       | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">20-13</td> <td>Summer Teacher Trainings</td> </tr> </table>                                  | 20-13                  | Summer Teacher Trainings         | 64-65 | BA |
| 20-13 | Summer Teacher Trainings   |                        |                                  |       |    |
|       | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">21-13</td> <td>Osakis Science Dept Fund Request</td> </tr> </table>                          | 21-13                  | Osakis Science Dept Fund Request |       |    |
| 21-13 | Osakis Science Dept Fund Request   |                        |                                  |       |    |



|       |  |       |    |
|-------|--|-------|----|
| 22-13 | Melrose School Request                 | 66-67 | BA |
| 23-13 | ROCORRI Enviro Program Request         | 68-69 | BA |
| 24-13 | Infiltrometer purchase                 | 70-71 | BA |
| 25-13 | Penetrometer purchase                  | 72-73 | BA |
| 26-13 | Family Fun Night Approval              | 74-75 | BA |
| 27-13 | Pontoon Tour Approval                  | 76-78 | BA |
| 28-13 | Erosion Control Materials-REVISED      | 79-80 | BA |
| 29-13 | Osakis HS Fencing Purchase             | 81-82 | BA |
| 30-13 | Blue Heron Replacement Plant Materials | 83-84 | BA |
| 31-13 | Plant Material Osakis HS               | 85-86 | BA |
| 32-13 | SRWD BMP Tools Purchase                | 87-88 | BA |
|       |  | 89-90 | BA |

g. **Loans, Grants, Appropriations-**

• **Grants Project Approvals-**

| <u>Landowner:</u>             | <u>Project Installed:</u> | <u>Amount to Encumber</u> | <u>Fund Code:</u> |
|-------------------------------|---------------------------|---------------------------|-------------------|
| William & Caroline Eisenreich | Slope stabilization       | \$5,000                   | 323               |
| Darwin Siebell                | Shoreline                 | \$17,000                  | 315               |
| Chad & Trista Buening         | Shoreline                 | \$4,000                   | 330               |

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> |
|-------------------------------|---------------------------|----------------------|-------------------|---------------------------------|------------------------|
| Stearns County Fair board     | Rain garden               | 67.00                | 323               | Morning Sky Greenery            | Fairboard              |
| Stearns County Fairboard      | Rain Garden               | 693.00               | 323               | RS Gutters                      | Fairboard              |
| Darwin Siebell                | Shoreline Rest.           | \$15,525             | 315               | Ultimate Landscapes             |                        |
| 1 <sup>st</sup> National Bank | 3 raingardens             | \$10,000             | 322               | First National Bank             |                        |
| Bill Eisenrich                | Stormwater                | \$5,000              | 323               | Anything Outdoors               |                        |
| City of Rockville Lions Park  | Rain Garden               | \$2,946.93           | 322               | City of Rockville Reimb.        |                        |
| Dave Stefaniak                | Shoreline                 | \$1,569.30           | 323               | Alex Irrigation and Landscaping |                        |
| Stearns Co                    | Rain                      | \$22.20              | 323               | Morning                         |                        |

BA

BA

BA

BA



|                          |            |          |     |                    |  |
|--------------------------|------------|----------|-----|--------------------|--|
| Fairboard                | garden     |          |     | Sky Greenery       |  |
| Stearns County Fairboard | Raingarden | \$4,266  | 323 | Anything Outdoors  |  |
| Osakis HS                | Raingarden | \$550.00 | 315 | Osakis High School |  |

**• Loan Project Approvals**

| <u>Landowner:</u> | <u>Project Installed:</u> | <u>Amount to Encumber</u> | <u>Fund Code:</u> | <u>Pay to:</u> |
|-------------------|---------------------------|---------------------------|-------------------|----------------|
| Scott Edenloff    | Diversio n Berm           | \$6,000                   | 223               |                |

**• Loan 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> |
|------------------------|---------------------------|----------------------|-------------------|----------------|------------------------|
| Karla & Scott Edenloff | Stormw ater               | \$4,250              | 223               | Winter Inc.    |                        |

**• Appropriations**

|    | <u>Payee</u> | <u>Description of Payment</u> | <u>Amount</u> | <u>Payment Code</u> |
|----|--------------|-------------------------------|---------------|---------------------|
| 1. | Todd County  | Special Assessment Fee        | \$864.00      |                     |
| 2. | UW Superior  | Macro invertebrate analysis   | \$6,900.00    | 101                 |
| 3. | Wenck        | CD11 Stearns                  | \$79.30       | CD11                |
| 4. | Wenck        | General                       | \$3,062.40    | 101                 |
| 5. | Wenck        | CD15/26 Borgerding            | \$746.35      | CD26                |
| 6. | Wenck        | CD15/26                       | \$7,242.40    | CD15/26             |
| 7. | Wenck        | CD51-Zimmerman                | \$312.60      | CD 51               |
| 8. | Wenck        | Comp Plan                     | \$1,291.50    | 101                 |
| 9. | Wenck        | CD51 Plans and Spec           | \$565.00      | CD 51               |

- 6:15    6. **Open Discussion from the Public**  
*Opportunity for the public to address the SRWD Board of Managers.*



|      |    |  |                |
|------|----|--|----------------|
| 6:30 | 7. | <b>Old Business</b>  |                |
|      |    | <b>a) <u>County Ditch 51</u></b>   | <b>BA/I</b>    |
|      |    | <ul style="list-style-type: none"> <li>a) Discussion about the repair plans and proposed project to repair CD51.</li> <li>b) Zimmerman request for improvement proceeding</li> <li>c) Berndt request for improvement proceeding</li> <li>d) Bid specifications</li> <li>e) Grass buffer strip acquisition memo prepared by legal</li> </ul>  | 91-92          |
|      |    |  | <b>I/BA</b>    |
|      |    | <b>b) <u>Comprehensive Plan Update</u></b>   |                |
| 6:45 |    | <ul style="list-style-type: none"> <li>a) An update on the overall plan status will be shared. The draft will be available for final review before sending it to required agencies for review. When this will be available will be discussed.</li> <li>b) Discussion about partner meetings on the draft plan as suggested.</li> </ul>   |                |
|      |    | <b>c) <u>County Ditch 15 and 26 Repair Proceeding Update</u></b>   | <b>I/BA</b>    |
|      |    | <ul style="list-style-type: none"> <li>a) Bid Documents</li> <li>b) Getchell Discussion</li> <li>c) Road Authorities Letter</li> <li>d) Drainage System Repairs Memo</li> <li>e) DNR and the potential repairs suggested through Getchell Lake</li> <li>f) Albany Twp has contacted staff regarding culvert replacements on CD15 on Road 350 and 360</li> <li>g) CSAH 1/ US Army Corps of Engineer Issue</li> <li>h) Borgerding/US Army Corps of Engineer Issue</li> </ul> | 93-105         |
| 7:15 |    |  | <b>I/BA</b>    |
|      |    | <b>d) <u>Office Location Memo</u></b>  | <b>I</b>       |
| 7:25 |    | <p>Legal has provided a memo on how the SRWD could address funding of a building or purchase of property.</p>  | <b>106-111</b> |
|      |    | <b>e) <u>Weed Harvester Memo</u></b>   | <b>BA/I</b>    |
| 7:40 |    | <p>A finding of fact memo will be provided to the board regarding the Weed Harvester Project.</p>  |                |
|      |    | <b>f) <u>RESPEC Contract for Watershed Wide Modeling and Runoff Rates and Fees for Management Districts</u></b>  | <b>I/BA</b>    |
|      |    | <p>A draft contract will be provided to the board at the meeting for discussion and review. <i>We are finalizing some of the details in the contract. Approve authorization to sign when completed.</i></p>  |                |
| 7:45 |    | <b>g) <u>Engineering RFP Project Update</u></b>  | <b>I</b>       |
|      |    | <p>A RFP draft has been provided in your board packet for discussion. I have not received feedback as of the mailing of this packet from our attorney. There may be some minor changes needed but the draft is ready for review and discussion by the board.</p>   | <b>112-133</b> |



|      |  |                    |      |
|------|--|--------------------|------|
| 8:00 | h) <b><u>Fee Schedule</u></b><br><i>Legal has provided a memo regarding the presentation given by staff at the last meeting and our abilities and authorities to collect fees and fines on projects under our regulatory authorities.</i>  | 134-<br><b>135</b> | I    |
|      | i) <b><u>2014 Draft Budget Discussion</u></b><br><i>The budget committee met and discussed the draft budget. A draft budget will be discussed and a presentation will be shared with feedback from the Budget Committee.</i>   |                    | I/BA |
| 8:10 | <b>8. New Business</b>   |                    |      |
|      | a) <b><u>Resignation</u></b><br><i>To accept resignation of Monitoring Coordinator received on June 4, 2013</i>  |                    | BA   |
|      | b) <b><u>Job Descriptions and Pay Scale/Range Review</u></b><br><i>To discuss the changes to the job descriptions and adjusting of functions within each position as well as review of the pay scale and ranges that will accompany the Comprehensive Plan. A proposal will be presented with recommendations from staff on how to proceed with the current vacancies.</i> |                    | I/BA |
|      | c) <b><u>MPCA Clean Water Partnership Grant Applications</u></b><br><i>To approve the recently submitted applications for grants to the MPCA and the resolution and conflict of interest forms as prepared by staff. The resolution will be shared with the board at the meeting.</i>  | 136-<br><b>149</b> | BA   |
|      | d) <b><u>Grants ending discussion</u></b><br><i>To approve expenditures that may arise at the end of the grant period of June 30, 2013. The cost share and loan logs will be discussed under this report and in the future utilizing a different format and sharing this detail with the board on a quarterly basis.</i>   |                    | BA   |
| 8:30 | <b>9. Reports</b>  |                    |      |
|      | a. <b>Administrator's Report-Administrator Kovarik</b>   |                    |      |
|      | 1. <b><u>Ramsey-Washington Metro Watershed</u></b>   |                    | I/BA |



*AIS discussion to convey interest at MAWD meeting.*

**2. Bank Account Signatures**

**BA**

*To approve via a resolution to change from three signatures on checks to two. A resolution will be provided to the board at the meeting for discussion and approval.*

**3. DNR Grant Contract**

**I/BA**

*To discuss and approve DNR Habitat Grant.*

**4. Scholarship Recipient Approval**

**BA**

*To select the 2014 Scholarship recipient*

**5. Drainage System Site Visits**

**BA**

- *Alvord*
- *Stommes*
- *Blonigen*
- *Zimmerman-Berndt*

8:10

**b. Attorney's Report**

8:15

**c. Engineer's Report**

8:20

**d. Permit Program Report**

- 1. Todd County East Lake Bridge Replacement**
- 2. Todd County Boss Creek Bridge Replacement**
- 3. Alexander Point/Big Fish Development**
- 4. JD2 Assessment Update-***(The information is ready but will be shared at the July meeting due to the number of items on the agenda.)*
- 5. Wenner Gas Company Escrow Agreement**
- 6. Trident Development LLC**
- 7. City of Eden Valley**

**e. Calendar Items:**

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> |
|---------------------|------------------------------|---------------------------------------|---------------------|
| 6-25-13             | Stearns County Commissioners | St. Cloud (Holly, John, Steve, Jason, | 9:05 a.m.           |



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

|         |                    |             |  |
|---------|--------------------|-------------|--|
|         |                    | and Tim)    |  |
| 7-16-13 | SRWD Board Meeting | SRWD office |  |

**12. FYI ITEMS**

- FEMA Project completion on Pope County drainage systems has been completed with the receipt of the final payment of \$1,692.50.
- City of Osakis, MDA representative, and Osakis Creamery have been notified regarding the concern raised at the May 2013 board meeting. A copy of the letters can be provided at the Manager's request.
- We received a thank you from the Lehmkuhl family.
- We received a thank you from the Bechtold family.

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.