



Minutes June 19, 2012 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, June 19, 2012**

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

Managers Present:	Jim Kral, John Harren, Larry Kuseske, Bob Mostad, Tim Lunsford, Virgil Rettig, Vern Vangsness, Jason Scherping
Staff Present:	Holly Kovarik, Administrator; Tara Ostendorf, Environmental Project Technician.
Guests Present:	Noah Czech, City of St. Cloud; Don Buckhout, BWSR; Raymond & Mary Prasch
Manager’s Absent:	Todd Foster

1. **The meeting was called to order by Vice-President Kral at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. Vice-President Kral asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik. **Manager Rettig made a motion to approve the agenda and additional items. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
3. **Consent Agenda (*approved by one motion*)**
 - a. **May 1-31, 2012 Financial Report**
 1. Cost Share Funds Log Report
 2. Loan Funds Log Report
 3. Check Register for General Fund 101
 4. May Revenue Guideline
 5. May Expenditure Report
 - b. **May 15, 2012 Board Meeting Minutes**
 - c. **Contracts for Approval –**
 1. MPCA Clean Water Partnership Loan Bond Counsel Opinion
 2. Lower Sauk-Metro Area Water Quality Protection Project resolution relating to the MPCA, authorizing the District to borrow money from the MPCA and to lend money to eligible participants and eligible lenders to fund projects for the control and abatement of water pollution
 3. General Obligation Note for Lower Sauk-Metro Area Water Quality Protection Project
 4. Order Establishing Project Lower Sauk-Metro Area Water Quality Protection Clean Water Partnership Act Implementation Grant
 - d. **Permits recommended for approval**
 1. 12-15 Road Improvement of TH22 to TH23
 2. Sauk Centre Stormwater Improvement Project-Time Extension (*Still waiting on information*)
 - e. **Grant Applications for Approval - None**
 - f. **Resolutions for Approval-**

11-12	To Approve the Judicial Ditch #2 Sediment Pond Clean-out RFP
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g. Board Action Items for Approval

11-12	Lower Sauk Metro Sampling Equipment
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h. Loans, Grants, Appropriation

• **Grants-**

<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>
Kevin & Donna Blanchette	Rain Garden project	Payment Request	\$818.25	310	Trees & Trail and Land LLC
Myrna Gammons	Shoreline Restoration	Payment Request	\$937.50	315	Ultimate Landscapes and Design, LLC
City of St Cloud Madison Park	Rain garden	Project approval	\$3,500	322	
City of St. Cloud Central Park	Rain garden	Project approval	\$3,500	322	
City of St. Cloud Aurora Park	Rain garden	Project approval	\$3,500	322	
Mike Dockendorf	Rain garden	Project approval	\$5,000	322	
Phillip Nelson	Rain garden	Project approval	\$3,500	322	
Donald & Ramon Rapaway	Rain garden	Project approval	\$3,500	322	

• **Loans –**

<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>
Doug Rutten	Manure Pit Closure	Project Approval	\$5,000	221	
Adam Christenson	Septic System Upgrade	Payment Approval	\$7,402.00	224	Braun Excavating, LLC
Allen Hendricks	Septic System Upgrade	Payment Request	\$7,375	207	Marcy's Excavating

• **Appropriations**

1.	Health Partners	Premium Payment	\$1,460.30	General Fund (GF)
2.	Wenck	CD15/26 Wetland Approval	\$1,905.08	CD 15/26

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3.	Wenck	General Permitting	\$1,333.29	101
4.	Wenck	CD11 Inspection	\$333.32	CD11 Stearns
5.	Wenck	CD51 Inspection	\$333.32	CD51
6.	Wenck	General Engineering	\$4,077.41	101
7.	Wenck	JD1 Culvert USFWS	\$583.32	JD1
8.	Wenck	CD24	\$125.00	CD24
9.	Wenck	CD11 Bob Middendorf Request	\$208.33	CD11 Stearns
10.	KDV	Joe Rigdon	2,368.68	101
11.	Rinke Noonan	Retainer, general legal	\$1,356	101
12.	Rinke Noonan	Watershed Mgmt Plan	\$812.70	Comp Plan
13.	Rinke Noonan	CD15/26	\$567.00	CD15/26
14.	Rinke Noonan	JD1 Partial Abandonment	\$945.00	JD1 Partial Abandonment
15.	Rinke Noonan	JD1 USFWS Culvert	\$56.70	JD1

Administrator Kovarik asked the board to disregard C 4, as it will be discussed under New Business. **Manager Lunsford made a motion to approve the consent agenda disregarding number 4 under item C. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

4. **Old Business**

- a. 210th Street Ravine Discussion- Tara Ostendorf gave a chronology of the past work done and plans proposed for the ravine property, as well as, the current options and prices discussed with Todd County. There were questions as to ongoing maintenance cost and possible assistance programs.
- b. Interim position Discussion- Administrator Kovarik consulted with Kathleen Murphy from Murphy Management Consultants to review the additional duties assigned to Tara Ostendorf in the time since the resignation of Michael Hayman. There are no pay equity concerns or concerns from Murphy for giving Ostendorf a temporary pay increase for the additional duties. **Manager Lunsford made a motion to approve Resolution 12-12 that authorizes a temporary increase to the Environmental Project Technician retroactive to the pay period including February 1, 2012. The motion was seconded by Manager Vangness. The motion passed with all in favor.**
- c. Database presentation- Administrator Kovarik presented a database that Houston Engineering has designed for the permit program that would work in

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conjunction with the new mapping tool. The cost to get the database set up is \$9840. **Manager Lunsford made a motion to approve the scope from Houston Engineering for the permit database as provided. The motion was seconded by Vice-President Kral. The motion passed with all in favor.** Administrator Kovarik asked approval for Houston Engineering to create an incentive program database. Houston Engineering would like to work with staff to get an idea of what the database should consist of before giving an estimate of what the database will cost. This preliminary planning session would cost \$1,840. Manager Lunsford asked that Administrator Kovarik clarify that the work product from this would belong to the District. **Manager Harren made a motion to approve staff to go work with Houston Engineering on the design of an incentive program database. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

- d. Reappointments- Administrator Kovarik informed the board that Manager Scherping was reappointed to the board for another 3 year term and Managers Vangness and Mostad were both running unopposed.
- e. Hearing on Lower Sauk-Metro Area Water Quality Protection Project #SRF 0258 and the Lower Sauk-Metro Area Water Quality Protection Clean Water Partnership Grant #PJ07850- At 6:45, President Kral recessed the regular meeting and opened the Public Hearing on the Lower Sauk-Metro Area Water Quality Protection Project #SRF 0258 and the Lower Sauk-Metro Area Water Quality Protection Clean Water Partnership Grant #PJ07850. Vice-President Kral asked for public comment. Vice-President Kral closed the public comment portion of the hearing after no comments were heard. Administrator Kovarik gave a brief overview of the grant and loan and the project area it encompasses. **Manager Harren made a motion to approve the Lower Sauk-Metro Area Water Quality Protection Clean Water Partnership Grand #PJ07850. The motion was seconded by Manager Lunsford. The motion passed with all in favor. Manager Kuseske made a motion to approve the Lower Sauk-Metro Area Water Quality Protection Project #SRF0258. The motion was seconded by Manager Mostad. The motion passed with all in favor.** At 6:54, the public hearing was closed and the regular meeting was reopened.
- f. Projects in Violation- Administrator Kovarik presented a list of District projects that are in violation of contract and read a written response contesting the violation from Dan and Nancy Walters and Tom and Judy Dehmer. There was considerable discussion on these projects amongst the board and staff. **Manager Mostad made a motion to send a letter signed by the President or Vice-President giving the landowners a choice of doing the project according to the contract or repaying the District within 30 days. The motion passed with all in favor.** The board discussed the Schriver/Haust project and decided to send the letter of violation and if there is no response, it will be brought to the July meeting.

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- g. Performance Review and Assessment of the Sauk River Watershed District and others – Don Buckhout with the Board of Water and Soil Resources gave an overview of the Performance Review and Assessment program. The focus is on awareness, communication, plan execution and accountability. The SRWD has been chosen as part of this pilot program. There will be a meeting on July 12th at the Sauk Centre City Hall and Don will give a presentation to other agency staff, as well as board and staff of the SRWD. Manager's Mostad, Kuseske and Lunsford will be in attendance.
- h. 2011 R.I.V.E.R. Award presentation- Vice-President Kral presented the 2011 R.I.V.E.R. award to Raymond and Mary Prasch. Administrator Kovarik thanked the Prasch's and the board gave them a round of applause.
- i. PERA Discussion- Administrator Kovarik informed the board that since Sarah Jo Schmitz's internship has been extended numerous times, she has qualified for enrollment in PERA and the proper steps have been taken. It is expected to cost around \$500 to get her deductions current.
- j. Biennial Budget Request- Administrator Kovarik presented the Biennial Budget Request spreadsheet the staff has compiled for submission to BWSR.
- k. Lessard-Sams Grant- Administrator Kovarik spoke with Lynn Nelson in regards to applying for the Lessard-Sams Grant for the 210th Street project. There were questions as to whether or not the project would qualify and it was determined that it would not be worthwhile to apply at this time.
- l. LCCMR- Heiko Schoenfuss Application- Administrator Kovarik heard from Heiko Schoenfuss that the LCCMR grant application did not make the first cut.

5. New Business

- a. District Membership fees (NALMS, MN Waters) - Administrator Kovarik wanted feedback from the board on the membership fees paid by the District and whether or not to continue to paying them. It was the board's decision not to renew the District's membership to NALMS or MN Waters new organization.
- b. LMCIT Dues 3.5% increase from 2011 (\$1,488 were the dues for 2011) - FYI item.
- c. Hail Damage- Administrator Kovarik told the board that the District did have hail damage from the hail storm in May. The vehicles, trailer, trucks and building had damage and staff is working through the process.
- d. Weed Harvester Discussion/position- Administrator Kovarik updated the board on the weed harvesting project. Some harvesting has been done with permission from the DNR and with staff from the DNR riding along. The weed crew did have to bring on extra help due to another crewmember being unable to help. Administrator Kovarik discussed with the Board of Managers concerns regarding the intent of the motion by the Board of Managers made at a previous meeting to put the Harvester Project in a holding pattern. President Foster directed since the last meeting in May to issue a memo regarding the project to the board. After consideration by legal council, the chairman, and

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the Administrator it was determined that the harvesting was not limited to be conducted for this season. Manager Lunsford raised question to Administrator Kovarik that his understanding was that the project was in a holding pattern. Administrator Kovarik explained that unfortunately that language was not in the motion as part of the official record. Administrator Kovarik shared her frustration between the dialogue that transpired during that meeting and the actual language that ended up in the official motion and minutes. Administrator Kovarik also shared that in the event issues arise that there is protocol and a policy in place that Managers and staff should direct issues to her or the chairman to be resolved. Manager Kral concurred with Administrator Kovarik and shared that since Kovarik had been with the organization things were working smoothly. **Manager Rettig made a motion to approve the hire of Jude Herbes to the weed harvest crew at \$20.00 per hour. The motion was seconded by Manager Harren.**

- e. Order Establishing Project Lower Sauk-Metro Area Water Quality Protection Loan- Already discussed.
- f. City of St. Cloud application for cost share- Administrator Kovarik presented an application from the City of St. Cloud for cost share to purchase a regenerative air vacuum street sweeper for removal of sediments within the city limits at a cost of \$240,000. The City is requesting 50% cost share. Noah Czech, from the City of St. Cloud, presented a targeted street sweeping program for the entire SRWD area within St. Cloud city limits. The cost share funds will be issued from the new Lower Sauk-Metro Area Water Quality Protection Clean Water Partnership Grant. **Manager Rettig made a motion to approve 50% cost share application from the City of St. Cloud to purchase the regenerative air street sweeper. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- g. City of St. Cloud Raingarden RFP- Tara Ostendorf presented the plan set for the St. Cloud Raingarden Initiative and asked for permission to go out for quotes on the project. **Manager Kuseske made a motion to authorize staff to go out for quotes on the St. Cloud Raingarden Initiative. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

6. Reports

- a. **Administrator's Report-Administrator Kovarik**
 - 1. MAWD Summer Tour- Administrator Kovarik asked the board of managers who were attending the summer tour about driving accommodations. Nothing was decided.
 - 2. Overall Plan- Administrator Kovarik informed the board that they are still compiling data and are waiting to hear from RESPEC on the modeling efforts before going any further with the Plan.
 - 3. Website/Logo- Administrator Kovarik presented a couple options for logos developed for the District. **Manager Lunsford made a motion to approve the use of Logo 1, options 1 and 3 for the official Sauk River Watershed District logo. The motion was seconded by**

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Manager Vangsness. The motion passed with all in favor.

Administrator Kovarik showed the board what the new website will look like and highlighted the special features.

4. Assessment Project- Administrator Kovarik notified the board that Todd County is not fully staffed and so the District will not be counting on their help to update the assessment roles for the ditches. Administrator Kovarik recommends asking Houston Engineering for a price to do that work. **Manager Harren made a motion to authorize staff to request a scope of work from Houston Engineering to update the ditch assessment roles. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
5. Project Policy Discussion- Tabled
6. Todd County Assessment Fee Payable for 2012 \$879.00- Administrator Kovarik asked the board's opinion on paying the assessment fee of \$879 to Todd County for 2012. Previously, legal council's opinion was that the District did not have to pay this fee to Stearns County. Administrator Kovarik got authorization to work with legal council to draft a letter to Todd County similar to what was done in Stearns County.
7. Staff Cell Phone Expenses- Administrator Kovarik told the board that 3 staff are using their personal cell phones for business use and would like a reimbursement for that. **Manager Rettig made a motion to allow Tara Ostendorf, Adam Hjelm, and Heather Lehmkuhl reimbursement of \$20 per month for 6 months for use of their personal cell phone. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
8. Battle Point Park- Administrator Kovarik told the board that Todd County passed a resolution to look into moving the beach, as well as additional work that they are planning to do at the park. Manager Vangsness provided Administrator Kovarik with the permit application at the beginning of this meeting so there has been no review of the application yet. Revisions will need to be made by legal counsel to the contract for the beach to be moved. **Manager Kral made a motion to table the Battle Point Park issue until the July meeting. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
9. Todd County SWAG Final Report- Tabled
10. Teleconference Equipment- Tabled
11. Stearns MRBI Request- Administrator Kovarik informed the board that Stearns County SWCD is requesting the District pay for postage to mail information on MRBI funding to the Pearl Lake and Mill Creek area. **Manager Kuseske made a motion to purchase 3 rolls of stamps for the MRBI mailing. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

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12. CMWEA Advertising FYI- Administrator Kovarik presented an ad from CMWEA for the board to see.
 13. Steve and Linda Groetsch Grant Feedlot Project Time Extension- Manager Rettig made a motion to approve the time extension request from Steve and Linda Groetsch. The motion was seconded by Manager Lunsford. The motion passed with all in favor.
 14. Hydromethods 2012 St. Cloud Raingarden Initiative Engineering work \$3200 invoice for payment- Manager Rettig made a motion to approve payment to Hydromethods in the amount of \$3200 for the St. Cloud Raingarden Initiative. The motion was seconded by Manager Lunsford. The motion passed with all in favor.
 15. David Messner Payment Request for Shoreline Restoration project Fund 326 \$2,000 pay to Creative Touch Landscaping- Manager Rettig made a motion to approve payment to Creative Touch Landscaping for \$2,000 for the David Messner shoreline restoration project. The motion was seconded by Manager Lunsford. The motion passed with all in favor.
 16. Craig Wright Payment Request for a Raingarden Project Fund 310 \$4500 and 323 \$1098.75 pay to Anything Outdoors - Manager Rettig made a motion to approve payment to Anything Outdoors for \$5,598.75 for the Craig Wright raingarden project. The motion was seconded by Manager Lunsford. The motion passed with all in favor
 17. Scanner- Administrator Kovarik told the board that the District is not able to borrow a scanner from Marco any longer. They will now be charging the District a monthly fee in which it would be more cost effective to purchase a scanner especially considering the amount of scanning needed to be done. **Manager Mostad made a motion to authorize the staff to purchase a scanner from Marco at a cost of \$1294. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- b. **Attorney's Report**- None
 - c. **Ditch/Permit Inspector Report**
 1. **Permits**
 1. City of Sauk Centre Stormwater- Tara Ostendorf got the information requested by the District from the City of Sauk Centre. Currently they are not meeting the infiltration goals. Tara Ostendorf gave the board options that can be taken to deal with this. **Manager Lunsford made a motion to grant a variance to the permit requirements and exclude the City from meeting the infiltration requirements with the condition that the City implement enough BMP's within a 2 year timeframe to achieve 50% of the amount calculated to**

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meet infiltration requirements as calculated by the city engineer and approved by the SRWD. The motion was seconded by Manager Mostad. The motion passed with all in favor.

2. Permit After the Fact Discussion- No Discussion

2. Ditches

1. CD 51 and CD11 Stearns Bob Middendorf repair request- Administrator Kovarik provided scopes of work for CD 51 and CD 11. The cost of the repairs will be \$4230 for each ditch.

Manager Mostad made a motion to approve the scopes for CD 51 and CD 11. The motion was seconded by Manager Lunsford. The motion passed with all in favor.

2. CD 9- Administrator Kovarik mentioned to the board that she received a complaint from Dean Meyer on CD 9. He stated that there is an area on his land where the spoil was not leveled out and is holding water back. Administrator Kovarik will have staff do an inspection of the site.

d. **Calendar Items**- MAWD Annual Tour, Manager Appointments by Counties, Storet information due to MPCA for the monitoring program

e. **Board Member Meeting Reports**- None

f. **Open Discussion for the Public**- None

7. **Items for Next Meeting Agenda**- None

8. **Adjourn.** Manager Lunsford made a motion to adjourn the meeting at 9:20 p.m. The motion as seconded by Manager Harren. The motion passed with all in favor.

NEXT MEETING: Regular Meeting– July 24th (Tuesday) at 4:00 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

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Vern Vangness

Date

Larry Kuseske

Date

Robert Mostad

Date

John Harren

Date

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