



REVISED

Regular Meeting_Draft Agenda
Tuesday, July 16, 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 July 16, 2013 at the SRWD Office, Sauk Centre, MN. | | |
| | 2. Oath of Office for Manager Rettig and Kuseske | | BA |
| | 3. Annual Election of Officers | | BA |
| 6:02 | 4. Additions/or corrections to the agenda items- <i>President</i> Additional items or corrections to be added to the agenda for action or information. | | BA |
| 6:10 | 5. Consent Agenda (<i>approved by one motion</i>)-<i>President</i> | | BA |
| | a. <u>June 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 | 10-41 | BA |
| | 4. Grant & Cost Share Logs | 42-53 | |
| | b. <u>Contracts for Approval-NONE</u> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> | | |
| | c. <u>Permits recommended for approval-NONE</u> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> | | |
| | d. <u>Grant Applications for Approval-NONE</u> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> | | |
| | e. <u>Resolutions for Approval-None</u> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> | | |
| | f. <u>Board Action Items for Approval-None</u> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> | | |
| | g. <u>Loans, Grants, Appropriations-</u> | | |



• Grants Project Approvals-None

| <u>Landowner:</u> | <u>Project Installed:</u> | <u>Amount to Encumber</u> | <u>Fund Code:</u> |
|-------------------|---------------------------|---------------------------|-------------------|
| | | | |

• Grant 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> |
|-------------------|---------------------------|----------------------|-------------------|----------------|------------------------|
| | | | | | |

• Loan Project Approvals-None

| <u>Landowner:</u> | <u>Project Installed:</u> | <u>Amount to Encumber</u> | <u>Fund Code:</u> | <u>Pay to:</u> |
|-------------------|---------------------------|---------------------------|-------------------|----------------|
| | | | | |

• 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. | Houston Engineering | GIS Work | \$4,475.25 | JD2 Ponds |
| 2. | Rinke Noonan | General | \$2,124.20 | 101 |
| 3. | Rinke Noonan | Comp Plan | \$283.50 | 172 |
| 4. | Rinke Noonan | Weed Harvester | \$567.00 | Weed Harvester |
| 5. | Rinke Noonan | CD15-26 | \$1,723.00 | CD15-26 |
| 6. | Rinke Noonan | CD51 | \$132.30 | CD 51 |
| 7. | Wenck | CD15-26 | \$9,518.40 | CD15-26 |
| 8. | Wenck | Bordgerding CD26 | \$475.50 | CD26 |
| 9. | Wenck | CD 51 Zimmerman | \$158.40 | CD 51 |
| 10. | Wenck | WRPP | \$1,651.00 | WRPP |
| 11. | Wenck | CD 51 | \$4,875.40 | CD 51 |
| 12. | Wenck | General Engineering | \$2,483.40 | 101 |
| 13. | Wenck | CD24 | \$403.20 | CD 24 |
| 14. | Wenck | CD19 | \$432.00 | CD 19 |
| 15. | Wenck | CD 17 | \$432.00 | CD 17 |



Opportunity for the public to address the SRWD Board of Managers.

- | | | | | | |
|------|----|---------------------|---|--------------|-------------|
| 6:30 | 7. | Old Business | | | |
| | | a) | <u>2014 Budget Hearing</u> <i>The SRWD has noticed a hearing on the proposed 2014 Budget. A hearing has been scheduled for this board meeting.</i> | BA | |
| | | b) | <u>Monitoring Program Update</u> -Sarah Schmitz <i>A report will be given on the transition effort in the monitoring program. We have received tremendous support from MPCA during this staffing change and the staff would like to update the board on the status of this transition.</i> | I | |
| 6:45 | | | | | I/BA |
| | | c) | <u>Steffenson/Shriver Haust Project Update and Inspection Presentation</u> <i>A presentation will be given on the status of this project with the most recent site inspection after the major storm event on Friday June 21st that filled the plunge pools and required maintenance. The board will need to discuss our next steps as the SRWD has not been able to this point to get the remaining ravine stabilized and in the upper watershed areas to our knowledge projects have not been implemented.</i> | | |
| 7:15 | | | | | |
| | | d) | <u>County Ditch 51</u> | | |
| | | a) | <i>Zimmerman request for improvement proceeding</i> | 54-55 | I/BA |
| 7:20 | | b) | <i>Berndt request for improvement proceeding</i> | 56-57 | |
| | | c) | <i>Grass buffer strip acquisition discussion</i> | | |
| | | e) | <u>Comprehensive Plan Update</u> | | I/BA |
| 7:30 | | a) | <i>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. A copy will be provided at the meeting.</i> | | |
| 7:45 | | | | | |
| | | f) | <u>County Ditch 15 and 26 Repair Proceeding Update</u> | | BA/I |
| | | a) | <i>Getchell Discussion</i> | | |
| | | b) | <i>Road Authorities Letter/ meetings updates</i> | | |
| 8:00 | | | | | |
| | | e) | <u>Weed Harvester Memo</u> <i>A finding of fact memo will be provided to the board regarding the Weed Harvester Project.</i> | 58-60 | BA |
| | | | | | I/BA |
| | | h) | <u>Stearns County Commissioner Meeting Update</u> <i>To provide a report on the meeting on June 24th with the Stearns County Commissioners.</i> | | BA |
| | | i) | <u>Staffing Discussion</u> | | |



A discussion with the board regarding assistance with inspections as we have at other times when there have been vacancies.

8:15 **8. New Business**

- a) **June 18, 2013 Board Meeting Minutes** **BA**
The minutes will be handed out at the meeting and can be reviewed and approved at a later date.

- b) **Aquatic Macroinvertebrate Report-Adam Hjelm** **I/BA**
A presentation will be given on the 2012 Macroinvertebrate sampling conducted in the watershed.

- c) **City of Osakis WWTP** **I**
A report will be provided to the board on the recent bypass conducted by the City of Osakis regarding the WWTP. The SRWD assisted and collected samples for the City and a report of the meeting will be shared with the board.
BA

- d) **Grants ending discussion** **BA**
To provide a report of expenditures from the end of the grant period of June 30, 2013.
BA

- e) **Discussion about County TEP committees** **BA**
To discuss a staff recommendation to make a request to be included in and receive notification of upcoming TEP meetings.
BA

- f) **Extension of CWP Loan Projects** **BA**
To discuss a one year extension on four Loan Projects SRF0240 Lower Sauk Enhancement Project, SRF0241 Osakis Lake Enhancement Cont., SRF0242 Sauk River Water Quality Protection Phase III, SRF0243 SRWD Watershed-Wide Groundwater Protection project.

8:30 **9. Reports**

- a. **Administrator's Report-Administrator Kovarik**
 - 1. **Phone Reimbursement/Credit Card** **I/BA**
To approve phone reimbursement privileges to Sarah Schmitz and access to a company credit card.

- b. **Attorney's Report**



c. Engineer's Report

d. Permit Program Report

1. Jim Hoppe 330th Street Culvert Crossing

61

BA

e. Calendar Items:

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> |
|---------------------|----------------------------|-------------------------|---------------------|
| 7-16-13 | SRWD Board Meeting | SRWD office | |

12. FYI ITEMS

- **Job Descriptions and Pay Scale/Range Review**

Staff has been working on revisions to job descriptions and the a pay scale range review with consultant Kathleen Murphy. The intent is to have these ready for review and a recommendation by the August board meeting.

- **MPCA Clean Water Partnership Grant Applications**

The recently submitted applications for grants to the MPCA were not funded.

- **Engineering RFP Project Update**

A RFP has been advertised and is due in August. The board will make a selection or determination at the August 20th board meeting. Proposals are due by August 9th.

- **CD15/26 Bid package**

The bid package has been posted. In order for firms to be notified of changes to the schedule they need to have requested a bid package. Pre-Bid meeting to answer questions on the bid package are on August 9th. Proposals are due by August 16th with the board awarding a contractor at the August 20th meeting.

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.