



Regular Meeting MINUTES
Tuesday, July 16, 2013
Located at: SRWD Office at 6:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, Virgil Rettig, Bob Mostad, John Harren, Jason Scherping, Vern Vangsness, Tim Lunsford
Staff Present:	Holly Kovarik, Administrator; Tara Ostendorf, Environmental Project Technician; Sarah Jo Schmitz, Monitoring Coordinator; John Kolb, District Attorney; Chris Meehan, District Engineer
Guests Present:	Dennis Fuchs, Ken Zimmermann, Bob Bjork, Ross Reiffenberger, Diane Noll, Bruce Wilson, Donn Steffenson, Duane Pung
Manager's Absent:	Steve Sellnow

1. **The meeting was called to order by President Harren at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Oath of Office for Manager Rettig and Kuseske** - Re-appointed Managers Rettig and Kuseske read and signed their oaths of office.
3. **Annual Election of Officers** - President Harren opened the floor for elections and requested nominations for President. Manager Rettig nominated Manager Kuseske for President. President Harren called a second time for nominations for President. Manager Lunsford nominated Manager Vangsness for President. President Harren called a third time for nominations for President. Manager Scherping nominated President Harren to resume as President. **Manager Kral made a motion that nominations cease. The motion was seconded by Manager Lunsford. The motion passed with all in favor.** Ballots were cast by all of the board of managers for title of President. The majority of votes were cast for Manager Kuseske. President Harren turned the meeting over to newly elected President Larry Kuseske. President Kuseske requested nominations for Vice-President. Manager Rettig nominated Manager Kral for Vice-President. Manager Scherping nominated Manager Harren. President Kuseske called three times and there were no other nominations for Vice-President. **Manager Harren made a motion to cease nominations for Vice-President. The motion was seconded by Manager Kral. The motion passed with all in favor.** Ballots were cast by all of the board of managers for the title of Vice-President which resulted in a tie. The candidates agreed on a coin toss, resulting in Manager Kral resuming his position at Vice-president. President Kuseske requested nominations for Secretary. Manager Rettig nominated Manager Scherping. Manager Harren nominated Manager Vangsness. President Kuseske called three times and there were no other nominations for Secretary. **Manager Lunsford made a motion that nominations cease. The motion was seconded by Manager Harren. The motion passed with all in favor.** Ballots were cast by all of the board of managers for the title of Secretary. Manager Vangsness won with a majority of the votes. President Kuseske asked for nominations for Treasurer. Manager Lunsford nominated himself for Treasurer.



Manager Scherping nominated Manager Harren. President Kuseske called three times and there were no other nominations for Treasurer. **Manager Lunsford made a motion to cease nominations. The motion was seconded by Manager Harren. The motion passed with all in favor.** Ballots were cast by all of the board of managers for the title of Treasurer. Manager Harren won with a majority of the votes.

4. **Additions/or Corrections to the Agenda** – Administrator Kovarik provided a revised agenda to the board. After no addition changes or corrections, **Manager Kral made a motion to approve the revised agenda. The motion was seconded by Manager Harren. The motion passed with all in favor.**
5. **Consent Agenda**

- **June 1-30, 2013 Financial Report/Meeting Minutes**
 1. Check Register for General Fund 101
 2. Revenue Guideline
 3. Expenditure Report
 4. Cost Share & Loan Log
- **Contracts for Approval – None**
- **Permits recommended for approval – None**
- **Grant Applications for approval – None**
- **Resolutions for approval**

17-13	Approval Credit Card authorization for Sarah Schmitz
18-13	Phone Reimbursement approval for Sarah Schmitz
19-13	Clean Water Partnership Loan Contracts One Year Extension

- **Board Action Items for approval - None**
- **Loans, Grants, Appropriations –**
 - **Grant Project Approvals – None**
 - **Grant Payment Approvals – None**
 - **Loan Project Approvals**

<i>Landowner:</i>	<i>Project Installed:</i>	<i>Amount to Encumber</i>	<i>Fund Code:</i>	<i>Pay to:</i>
Jason Speidel	Stormwater Diversion Project	\$5,500	223	

- **Loan Payment Approvals – None**
- **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	Borgerding 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

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

6. Open Discussion from the Public – None

7. Old Business

- a) **2014 Budget Hearing** – President Kuseske recessed the regular meeting at 6:30 p.m. and opened the public hearing of the 2014 proposed budget. Administrator Kovarik gave an overview of the budget process and a presentation of proposed levy for 2014. President Kuseske asked for public comment. After no public comment, President Kuseske asked for a motion to close the public hearing. **Manager Harren made a motion to close the public hearing. The motion was seconded by Manager Lunsford. The motion passed with all in favor. Manager Mostad made a motion to approve the 2014 budget as proposed and to submit this as our final budget. The motion was seconded by Manager Harren. The motion passed with all in favor.**
- b) **Monitoring Program Update** – Sarah Jo Schmitz, Monitoring Coordinator, gave an update on the progress of the monitoring program. She informed the board that the Minnesota Pollution Control Agency (MPCA) has been extremely helpful and asked that the board and staff sign and send a card to thank them.
- c) **Steffenson/Shriver/Haust Project Update and Inspection Presentation** – Tara Ostendorf, Environmental Project Technician, gave a history of the Steffenson/Shriver/Haust ravine and stabilization project. Due to a lack of BMP's, the project requires yearly maintenance and repairs. Based on 2012 information, Wenck put together cost estimates for additional ravine stabilization. There was discussion on upstream landowner's liability, possible grant opportunities, cooperation with partnering agencies and priority areas. **Manager Harren made a motion to partner with the SWCD to the extent**



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the District is able, and to move this project up in the Comprehensive Plan. The motion was seconded by Manager Kral. The motion passed with all in favor.

- d) **County Ditch 51**– Attorney Kolb updated the board on the County Ditch 51 project to turn portions of the open ditch into drain tile per the request of 2 landowners, at their own expense less what was to be spent on repairing the open ditch as it was. The petition and bond have been submitted and Wenck has been approved to review and provide a report. **Manager Lunsford made a motion to accept the petitions, designate Wenck as the project engineer to review the petitions for improvement and provide a report, and proceed according to statute. The motion was seconded by Manager Rettig. The motion passed with all in favor.** Attorney Kolb spoke about buffer strip acquisition on County Ditch 51. After researching public records from the county, the strips have already been established on the open ditch and are just in need of repair, which will initially be part of the repair process and a cost to the entire ditch system. After that, the cost of further repair would go to the landowner responsible for the damage.
- e) **Comprehensive Plan Update** – Administrator Kovarik explained some of the changes that were highlight in the Comprehensive Plan Update. The Plan needs to be mailed to the Board of Water and Soil Resources (BWSR) within the week for the 60 day review to begin. Staff recommends the document be submitted to BWSR and other agencies. **Manager Lunsford made a motion to direct staff to submit the draft plan to the appropriate agencies for review. The motion was seconded by Manager Vangness. The motion passed with all in favor.** President Kuseske asked if items, such as groundwater issues, could be added to the Plan at a later date if they become major concerns.
- f) **County Ditch 15 and 26 Repair Proceeding Update** – Attorney Kolb informed the board that the District is waiting for the plan revision that includes Getchell Lake to forward on to the Department of Natural Resources (DNR) along with the request. He also noted that a letter was sent to the road authorities to notify them of culverts identified at the wrong grade or as the wrong size. Administrator Kovarik has met with several of the townships in need of culvert repairs. Albany Township has a road project scheduled for August and will replace the culvert at that time. Oak and Millwood Townships voiced concerns about the costs of replacing the culverts. Once that information is provided to them, they will decide whether they will replace culverts on their own or if will be part of the repair project. There were comments from Albany Township that they were not pleased on the notification process.
- g) **Weed Harvester Memo** – Attorney Kolb presented a resolution and intent to modify the project implementation for the Big Sauk Lake Aquatic Plant Management Project. The purpose of the resolution is to change the implementation method of the project from the District having crew and equipment to the District being the fiscal agent working in collaboration with the Big Sauk Lake Association, DNR, and the City of Sauk Centre. Attorney Kolb



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stated that after this resolution is passed, the detailed coordination between the DNR, Big Sauk Lake Association, and the City of Sauk Centre to develop a project implementation plan or agreement whereby the responsibilities of the various parties would be laid out. **Manager Harren made a motion to approve the resolution and intent to modify the project implementation for the Big Sauk Lake Aquatic Plant Management Project. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

- h) Stearns County Commissioner Meeting Update**– Administrator Kovarik stated that she attended the Stearns County Commissioner meeting with Managers Scherping and Harren and relayed comments to the full board.
- i) Staffing Discussion** - Administrator Kovarik explained the effects of the staffing shortages to the board. Staff has stepped up to help where needed but there is still a need for assistance with site inspections. Administrator Kovarik and Environmental Project Technician Tara Ostendorf discussed the inspections needed and possible solutions. **Manager Harren made a motion to move forward with the necessary site inspections with the help of Wenck Engineering not to exceed \$23,000. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

8. New Business

- a) June 18, 2013 Board Meeting Minutes** – The minutes were tabled till the next meeting.
- b) Aquatic Macro-Invertebrate Report** – Environmental Project Technician Tara Ostendorf gave a brief synopsis of the aquatic macro-invertebrate report. The most current report of the 20 sites shows an overall positive trend.
- c) City of Osakis** – Administrator Kovarik reported on a recent wastewater bypass into Lake Osakis conducted by the City of Osakis due to severe rainfall. Administrator Kovarik and Manager Vangsness attended a meeting with the Osakis City Council members, Public Works staff, City Engineer, and the WWTP representative from the MPCA. The City of Osakis met all requirements; however, staff feels that a notice and additional testing would be appropriate. Administrator Kovarik feels the biggest concern is E. Coli because of the human health impact. Staff collected grab samples and three of the sample results were elevated and exceed the state standard. Administrator Kovarik stated she is waiting for a response back from the City and asked for an official letter from the board about the matter, voicing our concern over the elevated levels and asking that warnings continue to be posted and follow up testing is done. Administrator Kovarik asked for authorization to send a letter to the State to find out who is responsible for following up with these situations. **Manager Harren made a motion to authorize staff to send a letter to the Commissioner of the MPCA, State Congress and Representatives, and Department of Health explaining what happened, what testing revealed, and the need for clarity in regulations, along with the SRWD requested**



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requirements of the operator. The motion was seconded by Manager Lunsford. The motion passed with all in favor.

- d) **Grants Ending Discussion** – Administrator Kovarik informed the board on additional checks that had to be cut before June 30th due to grant projects ending.
- e) **Discussion about County TEP Committees** – Administrator Kovarik asked for authorization to send a letter requesting the District either be notified of the TEP meetings or have a staff be a part of the County TEP committees. **Manager Lunsford made a motion for a letter to be written and signed by the President of the board asking the Counties for notification of TEP meetings or if an SRWD staff person could be a part of the TEP Committees. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- f) **Conservation Drainage Grant Discussion** – Tara Ostendorf informed the board of a Conservation Drainage Grant project South of Richmond near Long and N. Browns Lake to fix a ravine and the damage it has caused. Ostendorf asked for direction from the board to have a scope approved, not to exceed \$8,000 for the first budget of the entire grant and to start work on the preliminary review and assessment of the project. **Manager Rettig made a motion to authorize staff to get scopes of service and approval to choose a scope before the August 2013 meeting, not to exceed \$10,000. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

9. Reports

- a) **Administrator's Report** – Administrator Kovarik notified the board that there were 9 applicants to Stearns County for appointment to the SRWD board. Interviews and selection will be in August.
- b) **Attorney's Report** – Attorney Kolb thanked the board of managers for the flowers for his father's funeral.
- c) **Engineer's Report** – None
- d) **Permits** –
 - 1. **Jim Hoppe 330th Street Culvert Crossing** – Tara Ostendorf informed the board of a project proposed on 330th Street, Oak Township for Jim Hoppe. There is currently a culvert that is used as a cattle crossing and for ditch flow. Due to the misalignment of the culvert with the ditch, the water has caused issues on both sides of the cattle crossing and the cattle have to pass through a wetland to access the crossing. The landowner would like to create a separate cattle crossing 30 feet adjacent to the current culvert and utilize the existing culvert solely for water. The landowner would also like to increase the size of a culvert on a field access road from 2 feet to 3 feet. Ostendorf asked that the condition be set that an as-built plan is provided with elevations as to where the culverts were set. For the replacement of the undersized culvert to an increased size, the condition set would be that the landowner provide an as-built plan to the SRWD and the Township board. **Manager Rettig**



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made a motion to approve the permit for Jim Hoppe with the staff recommended conditions. The motion was seconded by Manager Kral. The motion passed with all in favor.

2. City of Rockville – Tara Ostendorf asked the board for approval of a permit from the City of Rockville for a street reconstruction project which falls under the District’s erosion control provisions. **Manager Lunsford made a motion to approve the permit for the City of Rockville for road reconstruction as designed. The motion was passed by Manager Vangness. The motion passed with all in favor.**

3. City of Osakis Permit Violation – Tara Ostendorf informed the board that after the considerable rains in Osakis, staff from the MPCA was in the Osakis area and witnessed the violations of the general permit and NPDES permit and reported them to the District office. Ostendorf sent a letter to the City explaining that they were in violation of their permit through the District and NPDES and asked them to notify the District what the City’s plan was to mediate the problem. Ostendorf also added that since it was a general permit through the District, it was deferred to MPCA. Correspondence was received from the City of Osakis stating they are working with MPCA and that some of the concerns were addressed.

- e) **Calendar Items** – Election and Oath of Office, Appointments to special committees, Fairs, SRWD summer event, Expenditure reports due to MPCA, Weed Harvester permit expires, Adam Hjelm Anniversary date 6 years, Board Educational Tour, Discuss Clean Water Legacy grant applications, quarterly reports
- f) **Board Member Meeting Reports** – Manager Mostad informed the board that the Viewer’s meeting will be held on Thursday, July 18th at Jackpot Junction and he encourages other board members to go. President Kuseske informed the board of the upcoming planning meeting for the MAWD Annual meeting and asked if the board had any subjects they would like discussed.

10. **Items for Next Meeting Agenda** – None

11. **Upcoming Meetings to be Announced**

<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. **Informational Items** –

- **Job Descriptions and Pay Scale/Range Review** - Staff has been working on revisions to job descriptions and 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.



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- **MPCA Clean Water Partnership Grant Applications** - The recently submitted applications for grants to the MPCA were not funded.
 - **Engineering RFP Project Update** - An 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.
 - **CD 15/26 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 is on August 9th. Proposals are due by August 16th with the board awarding a contractor at the August 20th meeting.
13. **Adjourn – Manager Lunsford made a motion to adjourn the meeting at 8:50 p.m. The motion was seconded by President Kuseske. The motion passed with all in favor.**

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.