



MINUTES

Sauk River Watershed District Regular Meeting

Tuesday, July 24, 2012

4:00 PM – Regular Meeting – Sauk Centre City Hall moved due to inclement weather, Sauk Centre

Managers Present:	Todd Foster, Jim Kral, John Harren, Larry Kuseske, Bob Mostad, Tim Lunsford, Virgil Rettig, Jason Scherping
Staff Present:	Holly Kovarik, Administrator; Tara Ostendorf, Environmental Project Technician; Adam Hjelm, Public Outreach Coordinator; Heather Lehmkuhl, Monitoring Coordinator; Sarah Jo Schmitz, Intern; John Kolb, Attorney (Rinke Noonan)
Guests Present:	Gene Waldorf, Bob Bjork, Greg Ostrowski, Gary Reents, Don Otte, Jim Rothstein, Dan Coughlin
Manager’s Absent:	Vern Vangness

- The meeting was called to order by President Foster at 4:00 p.m. and the Pledge of Allegiance was recited.**
- Reorganization of the Board/Election of Officers.** President Foster opened the floor for elections and requested nominations for President. Manager Rettig nominated Manager Harren for President. President Foster called three times and there were no other nominations for president. **Manager Kuseske made a motion that nominations cease and that a unanimous ballot be cast for John Harren for President. The motion was seconded by Bob Mostad. The motion passed with all in favor.** President Foster turned the meeting over to newly elected President John Harren. President Harren requested nominations for Vice-President. Manager Lunsford nominated Manager Kral for Vice-President. President Harren called three times and there were no other nominations for Vice-President. **Manager Rettig made a motion to cease nominations and cast a unanimous ballot for Jim Kral for Vice-President. The motion was seconded by Manager Lunsford. The motion passed with all in favor.** President Harren requested nominations for Secretary. Manager Lunsford nominated Manager Scherping. President Harren called three times and there were no other nominations for Secretary. **Manager Foster made a motion that nominations cease and that a unanimous ballot be cast for Jason Scherping as Secretary. The motion was seconded by Manager Kral. The motion passed with all in favor.** President Harren asked for nominations for Treasurer. Vice-President Kral nominated Manager Lunsford for Treasurer. President Foster called three times and there were no other nominations for Treasurer. **Manager Kral made a motion to cease nominations and cast a unanimous ballot for Tim Lunsford as Treasurer. The motion was seconded by Manager Foster. The motion passed with all in favor.**
- Oath of Office for Re-Appointed Managers.** Re-appointed Managers Scherping and Mostad read and signed their oaths of office. Manager Vangness was not in attendance at the meeting and his oath will be done at the next regular meeting.
- President Harren asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Manager Lunsford and Administrator Kovarik. Manager

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Kuseske asked to have the June minutes pulled from the consent agenda. **Manager Kral made a motion to approve the agenda and additional items. The motion was seconded by Manager Foster. The motion passed with all in favor.**

5. **Consent Agenda (approved by one motion)**

- a. June 1-31, 2012 Financial Report
 - 1. Cost Share Funds Log Report
 - 2. Loan Funds Log Report
 - 3. Check Register for General Fund 101
 - 4. June Revenue Guideline
 - 5. May Expenditure Report
- b. June 19, 2012 Board Meeting Minutes
- c. To Approve the Todd County Surface Water Assessment Project final report submitted to board for review June 19, 2012
- d. Contracts for Approval –
 - 1. County Battle Point Park Maintenance Contract
 - 2. Amy Trisko Contract August 1, 2012 through September 30, 2012
- e. Permits recommended for approval
 - 1. Battle Point Park Permit 12-18
- f. Grant Applications for Approval - None
- g. Resolutions for Approval- None
- h. Board Action Items for Approval- None
- i. Loans, Grants, Appropriation

• Grants-

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Action Required</u>	<u>Amount Encumbered/Paid:</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Karl Meyer	Feedlot Project	Project Approval	\$14,000	323	
David & Patricia Sutherland	Riparian Restoration	Project Amendment	\$5,000	322	
Terry Zimmer	Well Sealing	Payment Request	\$350	324	Weisel Well Inc.
Myrna Gammons	Shoreland Restoration	Payment Request	\$274.75	315	Glacial Ridge Growers
Mark and Shirley Roberg	Rain Garden	Payment Request	\$330.25	326	Glacial Ridge Growers
Tim Scheck	Riparian Restoration	Payment Request	\$400	326	Ilgen Excavating
Tim Scheck	Riparian Restoration	Payment Request	\$420	325	Ilgen Excavating
Pat Bjernebo	Shoreland Restoration	Payment Request	\$219.25	326	Glacial Ridge Growers
Cold Spring	Rain	Payment	\$1,435.00	310	Hydromethods

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Rain Garden Initiative Phase II	gardens	Request			Engineering
Kelly Charles	Shoreline Restoration	Payment Request	\$1,819.50	322	Anything Outdoors
City of Rockville	Rain Garden	Payment Request	\$8,886.00	322	Anything Outdoors
St. Cloud Stormwater Retrofit Project	Rain gardens	Payment Request	\$2,660.00	322	Hydromethods Engineering
John & Jan Murch	Prairie Restoration	Project Approval	\$13,000	325	
Stewart & Tildy Ellis	Rain Garden	Project Approval	\$3,500	325	
Eric and Cindy Walberg	Rain Garden	Project Approval	\$3,500	325	
Dean Demarais	Rain Garden	Project Approval	\$3,500	325	
Steve and Kathy Kollman	Rain Garden	Project Approval	\$3,500	325	
Steve & Kathy Goebel	Rain Garden	Project Approval	\$3,500	325	
Joan Hagstrom	Rain Garden	Project Approval	\$3,500	325	
Amy Hiltner	Rain Garden	Project Approval	\$3,500	325	
Millie Vito	Rain Garden	Project Approval	\$3,500	325	
Mike and Geri Tweltdt	Rain Garden	Project Approval	\$3,500	325	
City of St. Cloud-Madison Park	Rain Garden	Project Approval	\$2,891.67	331	
City of St. Cloud-Central Park	Rain Garden	Project Approval	\$2,891.67	331	
City of St. Cloud-Aurora Park	Rain Garden	Project Approval	\$2,891.67	331	
Mike Dockendorf	Rain Garden	Project Approval	\$3,641.67	331	
Phillip Nelson	Rain Garden	Project Approval	\$2,891.67	331	
Donald and	Rain	Project	\$2,891.67	331	

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Ramon Rapaway	Garden	Approval			
City of St Cloud-Madison Park	Rain Garden	Project Approval	\$2891.67	322	
City of St Cloud-Central park	Rain Garden	Project Approval	\$2,891.67	322	
City of St. Cloud-Aurora Park	Rain Garden	Project Approval	\$2,891.67	322	
Mike Dockendorf	Rain Garden	Project Approval	\$3,641.67	322	
Phillip Nelson	Rain Garden	Project Approval	\$2,891.67	322	
Donald and Ramon Rapaway	Rain Garden	Project Approval	\$2,891.67	322	

• Loans –

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Action Required</u>	<u>Amount Encumbered/Paid:</u>	<u>Fund Code:</u>	<u>Pay to:</u>
John Niewind	Septic System	Project Approval	6,000	224	

• Appropriations

1.	Health Partners	Premium Payment	\$1,460.30	General Fund (GF)
2.	Rinke Noonan	General Legal	\$1,719.90	GF
3.	Rinke Noonan	JD2 Sediment Ponds	\$75.60	JD 2 Ponds
4.	Rinke Noonan	Weed Harvester Project	\$75.60	Weed Harvester
5.	Wenck	Plan	\$11,467.63	Overall Plan
6.	Wenck	CD15/26	\$402.00	CD15/26
7.	Wenck	General Engineering	\$1,666.62	GF
8.	Wenck	Cold Spring Municipal Imp.	\$333.32	310

Manager Mostad made a motion to approve the consent agenda disregarding the June meeting minutes, which were pulled for further discussion. The motion was seconded by Manager Kuseske. The motion passed with all in favor. Manager Kuseske pulled the meeting minutes to question who has authority to change the meeting dates and times. Administrator Kovarik stated that the board approved the change as part of the Annual Report and Plan previously this year. It was

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discussed by the board at that time, to change the meeting times of the July and December meetings to 4 p.m. **Manager Lunsford made a motion to approve the minutes of the June 19, 2012 board meeting. The motion was seconded by Manager Kral. The motion passed with all in favor.**

6. **Old Business**

- a. MAWD Summer Tour Feedback- The board members who attended the MAWD Summer Tour provided feedback and their opinions of the tour.
- b. City of Rockville Exemption Project- Administrator Kovarik informed the board that the City of Rockville filed for an exemption from our permit. At this time, none of their ordinances are more stringent than our rules; therefore, they do not qualify for an exemption. They are planning on reviewing their ordinances and at that time, they will resubmit the request for consideration for an exemption.
- c. Lower Sauk Project Discussion- Administrator Kovarik informed the board that there is an outstanding petition for the Lower Sauk Project from 2005 that needs to be addressed. This petition will be discussed at a subsequent meeting.
- d. JD2 Sediment Pond RFP Discussion- Tara Ostendorf informed the board that the District received four different proposals for cleaning the JD2 Sediment Ponds. There was lengthy discussion on the proposals received and what action to take. **Manager Lunsford made a motion to proceed with the cleanout and based on experience, to select Becker Excavating LLC to do the clean out. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- e. St. Cloud Raingarden RFP Discussion- Tara Ostendorf informed the board that the District received three different proposals for the St. Cloud Raingarden Project. After the review with the City of St. Cloud and the Stearns SWCD, it was the consensus based on the point value and the bid to recommend Gertkin Brothers Excavating. **Manager Foster made a motion to select Gertkin Brothers Excavating for the St. Cloud Raingarden project. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- f. Violations- Administrator Kovarik reminded the board of the projects that were in violation status. Staff has been working with the landowners to get their projects up to standard. There were two landowners that are choosing to opt out and have repaid the funds spent on their projects. The District will have to submit a certificate of satisfaction to the county to get the project off of the property records as it was already formally recorded.
- g. Incentive Program Database- Tara Ostendorf presented the proposal from Houston Engineering to create the Incentive Program database. She then explained the tasks involved, as well as the desired outcome. The cost to create this database is \$17,760 and will be paid for using the excess reserves. **Manager Foster made a motion to approve the scope of services from Houston Engineering to do the Incentive Program Database after staff**

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confirms the status of the excess reserves. The motion was seconded by Manager Lunsford. The motion passed with all in favor.

7. New Business

- a. Pontoon tour meals - Manager Lunsford defined the public purpose of the pontoon tour and asked that the meals be paid from general fund. **Manager Lunsford made a motion to define the public purpose of the Pontoon Tour as an opportunity for the District to facilitate communication between the members of the SRWD Advisory Committee and the board and to share information to the general public as they see fit to attend. The motion was seconded by Manager Foster. The motion passed with all in favor.**
- b. Hunting Permission- The board reviewed a memo from Adam Hjelm asking permission to hunt the JD2 Sediment Pond land. **Manager Rettig made a motion to allow Adam Hjelm to hunt on the JD2 Sediment Pond for one year, along with allowing an acquaintance of Vern Vangness to trap Muskrats. The motion was seconded by Manager Lunsford. The motion passed with most in favor, Manager Foster against.**
- c. Pope County USDA 150th Anniversary Celebration- Administrator Kovarik asked the board's permission to have a booth and to attend the 150th Anniversary Celebration of the Pope County USDA at a cost of \$100. **Manager Lunsford made a motion to authorize staff to have a booth and to attend the Pope county USDA 150th Anniversary Celebration along with Manager Kuseske. The motion was seconded by Manager Foster. The motion passed with all in favor.**
- d. Volunteer Waiver Discussion- Administrator Kovarik brought up the occasional need for Volunteers to assist in monitoring efforts. This has been discussed with legal counsel and was determined that a Volunteer Waiver should be signed. Administrator Kovarik also wanted to discuss allowing minors to volunteer. Manager Foster recommended staff not be one-on-one with minors. **Manager Foster made a motion to authorize Administrator Kovarik to work with legal council to come up with a waiver for adult volunteers. The motion was seconded by Manager Kral. The motion passed with all in favor.** Manager Foster asked that if there becomes a need for minor volunteers, that it is brought back to the board.
- e. Creekview Townhome Maintenance Contract- Tara Ostendorf presented a potential project in the City of Cold Spring that would put a buffer strip along Brewery Creek. The landowners are all Senior Citizens and would like to enter into a maintenance contract with the District for the life of the project (10 years). There is interest from the ROCORI School District to use this project as an education demonstration project. Students would be doing the yearly maintenance on the project; however, if the School District wasn't able to provide students, the District would be responsible for the maintenance, which would be paid for by the Creekview Townhome owners. President Harren would like the contract to state variations in the billable rates and

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mileage are a possibility. Manager Lunsford is concerned with setting a precedent for future projects. **Manager Lunsford made a motion to reject the contract. The motion was seconded by Manager Foster. The motion passed with all in favor.**

- f. Residential Stormwater Improvement Project Retrofit for Richmond, Cold Spring, and St. Joseph MN- Tara Ostendorf updated the board that due to the poor landowner response in the St. Cloud area, Hydromethods was asked to move the project area back to Cold Spring due to the large number of landowners on the waiting list. Staff asked for authorization to put the project out for bids. **Manager Lunsford made a motion to authorize staff to go out for bids on the Residential Stormwater Improvement Project in the Cold Spring area. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
- g. Grand Lake Assessment- Tara Ostendorf updated the board on the Grand Lake assessment. The purpose of the project is to assess the shoreline property around Grand Lake using the DNR's Score your Shore worksheet. The District's assessment is done to correlate with other DNR assessments done in that area, to target individual properties for possible shoreline restorations. Staff plans to be out doing the assessment the last week of July.
- h. By-Laws Updates- Administrator Kovarik has been working on By-Law updates. Legal council is reviewing them at the present time.
- i. Board Action form items- Administrator Kovarik presented Board Action form 12-13 requesting the District purchase Waders for ROCORI High School for a total of \$1000, out of grant fund 310. **Manager Lunsford made a motion to purchase waders for \$1,000 for ROCORI High School out of fund 310. The motion was seconded by Manager Kral. The motion passed with all in favor.** Administrator Kovarik presented Board Action form 12-12 to donate \$200 to the Pope and Steven's County Conservation Day. **Manager Lunsford made a motion to donate \$200 to the Pope and Steven's County Conservation Day. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- j. Budget Committee update- Manager Lunsford updated the board of the Budget Committee's progress thus far on the 2013 budget. The preliminary budget will be presented at the next meeting, however, the committee would like direction from the full board on where to proceed, if they are on the right track, or if there are some areas they would like looked at. Manager Foster asked that more information be put together to clarify where the money is or isn't coming from so that increases or decreases can be better explained. **Manager Scherping made a motion to hold a special meeting to discuss the budget on August 14th, prior to the bus tour. The motion was seconded by Manager Kral. The motion passed with all in favor.**

8. Reports

- a. Administrator's Report-*Administrator Kovarik*

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1. Overall Plan- Administrator Kovarik asked for board approval to host a board and staff retreat on August 28th from 1-4 p.m. to review the priorities that were discussed at the May 2nd meeting and review scenarios from the RESPEC modeling. Administrator Kovarik also asked for board approval to host the next meeting with agencies on September 12th from 10-2 p.m. **Manager Foster made a motion to approve staff to host a board and staff retreat on August 28th from 1-4 p.m. and to host the next meeting with the agencies on September 12th from 10 a.m.-2 p.m. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
 2. Assessment Project- Administrator Kovarik reported that she is working on the scopes for the ditch assessment project and hopes to have them available for the next meeting.
 3. Mackareth Payment- Administrator Kovarik requested the board authorize the last payment to Mackareth Excavating in the amount of \$3,955 for the cleanout on CD 24. **Manager Kuseske made a motion to authorize the last payment to Mackareth Excavating of \$3,955 for the cleanout of CD 24. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
 4. Mark & Shirley Roberg Raingarden- Administrator Kovarik requested the board authorize the payment of \$344.19 for the Mark and Shirley Roberg raingarden project out of grant fund 326. **Manager Kral made a motion to authorize the payment of \$344.19 out of fund 326 for the Roberg raingarden project. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
 5. DNR Audit update on Clean Water Funds – Administrator Kovarik informed the board that the DNR, on behalf of the Board of Water and Soil Resources, is looking at riparian projects. Staff is working on sending in the requested information
 6. John Niewind Loan Contract- Administrator Kovarik asked the board to approve the loan contract for John Niewind for a septic upgrade at a cost of \$6,000. **Manager Kuseske made a motion to approve the loan contract for John Niewind to upgrade his septic system at a cost of \$6,000. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- b. Attorney's Report- Attorney Kolb informed the board that the District is on the agenda for the TEP panel for Stearns County on August 8th and should get a final decision on the District's application for the repairs of CD15 & 26. That is the final hurdle before the District can go out for bids on that project.

Attorney Kolb also informed the board about a notice of a regional general permit from the Corps of Engineers for linear and farmed wetlands. This will be done to regulate certain activities in wetlands and to streamline. **Manager Kuseske made a motion to authorize legal council to draft a letter stating**

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the District is not in favor of the general permit. The motion was seconded by Manager Scherping. The motion passed with all in favor.

- c. **Ditch/Permit Inspector Report – Nothing to report**
 - 1. **Permits**
 - 2. **Ditches**
- d. **Calendar Items-** All items addressed.
- e. **Board Member Meeting Reports-** Manager Kuseske spoke with Ray Bohn, who said the level of competition for grants has gone up. Organizations are looking at the winning grants and using those as examples to meet the bar. After speaking with other MAWD board members, it seems that raingardens are no longer cost effective and legislature has said they want the most bang for their buck.

Manager Harren asked for a report on the meeting with Don Buckhout. Administrator Kovarik informed him that the meeting went really well and that the District has a list of work items to put together before the end of August.

- f. **Open Discussion for the Public-** Don Otte commented on the possible levy increase for 2013 and suggests the board seriously think about a zero budget increase.

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

10. **Adjourn. Manager Lunsford made a motion to adjourn the meeting at 5:45 p.m. The motion as seconded by Manager Scherping. The motion passed with all in favor.**

11. **Following the meeting the Board, Citizen Advisory Committee, and staff participated in an educational event highlighting issues on Sauk Lake. A pontoon tour was previously scheduled but due to the weather the tour was held at the Sauk Centre City Hall.**

NEXT MEETING: Regular Meeting– August 21st (Tuesday) at 6:00 p.m. –Sauk River Watershed District Office, Sauk Centre MN

John Harren, President

Date

Jim Kral, Vice President

Date

Jason Scherping, Secretary

Date

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Tim Lunsford, Treasurer

Date

Virgil Rettig

Date

Vern Vangness

Date

Larry Kuseske

Date

Robert Mostad

Date

Todd Foster

Date

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