



Minutes September 18, 2012 Meeting

**MINUTES**

**Sauk River Watershed District Regular Meeting  
 Tuesday, September 18, 2012**

**6:00 PM – Regular Meeting – Sauk River Watershed District Office**

<b>Managers Present:</b>	Todd Foster, Jim Kral, Larry Kuseske, Virgil Rettig, Bob Mostad, Vern Vangsness
<b>Staff Present:</b>	Holly Kovarik, Administrator; Sarah Jo Schmitz, Intern, Tara Ostendorf, Environmental Project Technician; John Kolb, Attorney (Rinke Noonan)
<b>Guests Present:</b>	
<b>Manager’s Absent:</b>	John Harren, Jason Scherping, Tim Lunsford

1. **The meeting was called to order by Vice President Kral at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Additions or corrections to the agenda-** 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 Foster. The motion passed with all in favor.**
3. **Consent Agenda (*approved by one motion*)**
  - a. August 1-31, 2012 Financial Report
    1. Cost Share Funds Log Report
    2. Loan Funds Log Report
    3. Check Register for General Fund 101
    4. August Revenue Guideline
    5. August Expenditure Report
  - b. July 24, 2012 Board Meeting Minutes
  - c. August 14, 2012 Committee of the Whole Special Meeting on Budget Minutes
  - d. August 21, 2012 Board Meeting Minutes
  - e. SRWD By-laws Update
  - f. Contracts for Approval – None
  - g. Permits recommended for approval - None
  - h. Grant Applications for Approval –

1.	BWSR CWF Storm water Management and Retrofit Project
2.	BWSR CWF SRWD Advanced BMP Implementation Strategy

- i. Resolutions for Approval- None
- j. Board Action Items for Approval- None
- k. Loans, Grants, Appropriation

• Grants-

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>
David & Ellen Stafaniak	Shoreland restoration	\$5,850	323
City of Rockville	Raingarden and Native Planting	\$22,500	325

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Minutes September 18, 2012 Meeting

Francis and Norine Olmscheid	Feedlot project	Time extension of six months	323
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• Grant Payment Approvals –

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Osakis Creamery	Treatment swale and Sediment Basin	\$23,969.65	325	Osakis Creamery
Osakis Creamery	Treatment swale and Sediment basin	\$2,500	326	Osakis Creamery
Dave Sutherland	Shoreline Restoration	\$9,003.75	322	Anything Outdoors Co.
Steve Groetsch	Ag Waste Engineering	\$16,000	323	Steve Groetsch
Osakis High School	Stormwater retention	\$540.00	325	MN Native Landscape

- Loan Project Approvals- None
- Loan Payment Approvals- None
- Appropriations

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code</u>
1.	Health Partners	Premium Payment	\$1,460.30	General Fund (GF)
2.	KDV	J Rigdon Consulting Services	\$1,785.00	GF
3.	RMB	Aquatic Vegetation Survey	\$6,000	Weed Harvester Fund
4.	Rinke Noonan	Comp Plan/Retainer	\$1,167	101 GF
5.	Rinke Noonan	Ditches minor maintenance discussion	\$75.60	501
6.	Wenck	SRWD Plan	\$8,270.20	101-GF
7.	Wenck	County Ditch 11 Stearns	\$1,012.33	Stearns CD11
8.	Wenck	County Ditch 51	\$1,023.33	CD51
9.	Wenck	General Engineering	\$321.00	101-GF

Manager Rettig wanted to pull item E from the consent agenda for further discussion.  
**Manager Foster made a motion to approve the consent agenda, with the**

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**exception of item E. The motion was seconded by Manager Vangsness. The motion passed with all in favor.** Manager Rettig questioned the section of the by-laws that state that meals can be reimbursed but it wasn't specified that it is only for outside of the District. It was explained that the by-laws are more generic than the policies and that there is a policy further explaining meal reimbursements. There was also discussion on compensation for extra board activities. **Manager Rettig made a motion to approve item E, the SRWD By-Laws update. The motion was seconded by Manager Foster. The motion passed with all in favor.**

4. **Old Business**

- a. Performance Review and Assistance Program- Administrator Kovarik informed the board that she is still compiling information for the Performance Review and Assistance Program. There is a meeting coming up on September 20<sup>th</sup> with the group to go over the results of the survey done last month.
- b. Staff Team Building Activities at Prairie Woods August 22<sup>nd</sup> – Administrator Kovarik gave a brief report about the Team Building activities that staff completed at the Prairie Woods Environmental Learning Center.
- c. Lower Sauk Project Discussion- Tabled until the October meeting.
- d. JD2 Sediment Pond Project Update- Tara Ostendorf updated the board on the results of the preconstruction meeting. A contract has not been signed yet with the excavating company. There is another upcoming meeting to negotiate a contract based on performance. **Manager Foster made a motion to approve an increase in expenditures up to 10% if the need arises, working with the President. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
- e. Crooked/Hanford MRBI Project- Administrator Kovarik updated the board on the Crooked/Hanford Lake Project. Some of the landowners have signed on to the project, but some of the landowners in the main basin are not cooperative at this point. There was discussion on potential solutions. More information was requested, as well as, a cost benefit analysis and timeline of the federal funds.
- f. 2013 Budget Discussion- Administrator Kovarik and budget committee members Rettig and Vangsness explained to the board how the budget was formulated, where cuts were made and what cuts could not be made. **Manager Mostad made a motion to accept the recommended total budget and levy of \$605,891, to hold the budget hearing at the regularly scheduled meeting on October 16<sup>th</sup>, and to direct staff to work with the treasurer to publish the legal notice. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- g. Weed Harvester Project- Tabled until the October meeting
- h. Ditch Assessment Project Update- Attorney Kolb gave a brief history on the ditch assessment project and stated that Houston Engineering can update the benefit roles on each ditch using existing data for approximately \$1500 per ditch so they are ready for certification with the County. Administrator Kovarik told the board that the ditches have been prioritized with those

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Minutes September 18, 2012 Meeting

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carrying the highest debts being top priority. **Manager Foster made a motion to approve the scope of services as outlined from Houston Engineering for the Benefit Assessment Mapping for Task 1 and Task 2 for \$17,052 that will be spread appropriately to the respective systems. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

- i. 210<sup>th</sup> Street Ravine Discussion- Administrator Kovarik reported that Tara Ostendorf had a good meeting with the landowners and they are receptive to moving forward and see the options and cost proposals. Wenck Engineering provided a scope of work and cost estimate to provide assistance in developing design options to address the sediment resulting from the ravine. Lynn Nelson, the Environmental Project Coordinator, stated that there was grant money available to do the engineering work. This is a necessary first step. **Manager Rettig made a motion to move forward and approve the scope of work from Wenck Engineering for the 210<sup>th</sup> Street Ravine project. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- j. Cold Spring Scope of Services- Administrator Kovarik presented a scope of work for the Cold Spring Micro-Catchment Stormwater Management, which will be grant funded. **Manager Kuseske made a motion to approve the scope of work for the Cold spring Micro-Catchment Stormwater Management project. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- k. Battlepoint Park Maintenance Discussion- Administrator Kovarik updated the board on some issues and concerns raised. A large tree has died and needs to be removed, as well as, the irrigation system being damaged when the dock was put in and now when the beach was put it, was buried. The system is no longer functional. Staff is recommending that the irrigation is pulled out, a burn is done in year 3, and that the tree removal is done by a professional to make sure damage isn't done to the site and that the roots remain for stabilization. **Manager Rettig made a motion to authorize staff to advise Todd County of the maintenance requirements needed at Battlepoint Park. The motion was seconded by Manager Vangness. The motion passed with all in favor.**
- l. Position Discussion –Administrator Kovarik asked the board if they wanted to discuss the wages of the intern. Due to the lack of board members present, it was tabled to the next meeting.

5. **New Business**

- a. State of Minnesota Special Assessment Abatement – Administrator Kovarik informed the Board that the DNR is again this year, asking the District to abate the interest on the JD 2 Sediment Pond assessment. **Manager Foster made a motion to approve the interest abatement request on the JD 2 Sediment Pond assessment for the DNR property. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

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- b. Update on Address Sheets- Administrator Kovarik passed out the most current contact list of the board of managers and asked for corrections, if any errors were found.
- c. Office Maintenance- Administrator Kovarik updated the board on the current status of the District's sewer pipes. There have been a couple instances of blockage in the past few months and it was revealed by having the pipe scoped, that there are tree roots perforating the clay pipe. The pipe goes out the back of the building, takes a 90 degree turn and goes through neighboring property to hook up to city services on Oak Street. Staff feels that now would be a good time, being the road and sidewalks are already torn out for the road construction, to reroute the sewer out the front of the building. **Manager Foster made a motion to authorize staff to work with the President and move forward with the sewer project. The motion was seconded by Manager Vangness. The motion passed with all in favor.** Administrator Kovarik mentioned the rusted railing on the front steps is going to be fixed and the bottom two front steps are beginning to crumble. Manager Mostad questioned whether the steps are ADA compliant and if now would be the time to bring them up to code if they weren't. **Manager Foster made a motion to authorize the Administrator to work with the President to redo the front steps, up to \$5,000. The motion was seconded by Manager Vangness. The motion passed with all in favor.** Administrator Kovarik notified the board that staff has been doing office cleaning but would now like to outsource. **Manager Rettig made a motion to authorize staff to advertise for quotes for cleaning services. The motion was seconded by Manager Foster. The motion passed with all in favor.** Administrator Kovarik informed the board that staff is looking to update the sign in front of the office with the new logo. **Manager Foster made a motion to authorize the Administrator to work with the President to get a new District sign in front of the building for up to \$5,000. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- d. Board Meeting Conflicts- Administrator Kovarik has a conflict with the date and time of the December meeting. **Manager Mostad made a motion to move the time of the December 18<sup>th</sup> board meeting to 1:00 p.m. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- e. Thelen Advertising Proposal- Administrator Kovarik presented a proposal from Thelen Advertising that will give the District a marketing plan and media campaign, potentially meet our requirements for the District's Watershed Wide Grant, as well as, the District's Comprehensive Plan. **Manager Rettig made a motion to approve the Thelen Advertising proposal contingent upon the MPCA's approval to use grant funding. The motion was seconded by Manager Foster. The motion passed with all in favor.**

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Minutes September 18, 2012 Meeting

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- f. MPCA TMDL Contract for additional impairments- Administrator Kovarik updated the board that the District is still waiting for a \$50,000 contract amendment for the additional TMDL's. As soon as it comes, it will be brought to the board's attention and will need to be put out for cost estimates from contractors to do the TMDL work.
- g. Gourley Bros. Swine Facility- Administrator Kovarik informed the board of a large swine operation coming into Todd County. There will be manure application done on land in the SRWD. The district will issue a letter pertaining to the manure application in regards to the Osakis Lake TMDL. **Manager Foster made a motion that the Administrator work with legal council to draft a letter to Todd County in regards to the Gourley Bros. Swine Facility. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- h. Erosion and Stormwater Certification and BWSR Academy- Administrator Kovarik stated that staff wasn't interested in attending BWSR Academy this year but both herself and Tara Ostendorf needed to go to Erosion and Stormwater Certification training to be recertified. Administrator Kovarik asked to be able to shift the money allocated to training at BWSR Academy to Erosion and Stormwater Certification. **Manager Rettig made a motion to use the money budgeted for BWSR Academy for Erosion and Stormwater Certification for Tara Ostendorf and Holly Kovarik. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- i. Theresa Palmer Raingarden Payment- **Manager Kuseske made a motion to approve a Raingarden payment of \$400 to Anything Outdoors. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- j. Marco Phone System Conference Component- Administrator Kovarik informed the board of the need for conference call equipment. The cost of the new equipment would not exceed \$900. Notification was sent to the President and Treasurer and the equipment was ordered as it was within the approval authority of the Administrator.
- k. Jay Backowski Septic System Project Approval \$10,000- **Manager Kuseske made a motion to approve a septic system project for Jay Backowski for \$10,000 from fund 224. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- l. League of MN Cities Insurance Trust Dues- **Manager Foster made a motion to approve the League of Minnesota Cities dues in the amount of \$1,550. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
- m. Creek View Townhomes Payment- Administrator Kovarik asked for pre-approval of a payment request not to exceed \$21,125. The final bill will be negotiated as after changes were made by the landowners, not as much work was done and the bill needs to be negotiated. Preapproval is needed to meet

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Minutes September 18, 2012 Meeting

grant deadlines. **Manager Mostad made a motion to approve payment for Creekview Townhomes, not to exceed \$21,125. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

- n. Lower Sauk Metro Technical Assistance from Hydromethods LLC payment- **Manager Foster made a motion to approve payment to Hydromethods LLC for \$4,480 out of funds 325 and 331. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

6. **Reports**

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

1. Overall Plan/August 28, 2012 Board and Staff Retreat Meeting Minutes- Administrator Kovarik stated that all of the information from the Board and Staff Retreat and the meeting with partners is being compiled. It is hoped that a meeting can be scheduled with the engineers in early October to continue to move things forward.
2. Assessment Project- Working on Scope with Houston- Already discussed.
3. Clean Water Fund Project Application Status- Administrator Kovarik presented to the board the final Clean Water Fund Application that was submitted called Upland Drainage Conservation and Ravine Stabilization. This grant was written to fund water storage and alternative intakes to capture phosphorus before it can enter Long Lake on the Sauk River Chain of Lakes, as well as, stabilize the ravine. **Manager Foster made a motion to approve the Upland Drainage Conservation and Ravine Stabilization application that was submitted for Clean Water Funding. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
4. Watershed Wide Project Update – Administrator Kovarik stated that the District is still waiting for the amendment on this Project.
5. Watershed Modeling Effort by RESPEC- Nothing new to report.
6. MAWD Resolutions/Award Nominations- Administrator Kovarik asked if the board had any resolutions they would like submit or if there were any award nominations that the District would like to make for MAWD Project or Program of the Year. There were no resolutions to be submitted and the board agreed to allow staff to submit any award nominations they saw fit.
7. Osakis TMDL- Administrator Kovarik sent the press release to the board in regards to what happened at the Osakis TMDL meeting. It was found that JD 2 is not the primary issue in relation to the impairment on Osakis Lake. It's more of a sediment issue. Osakis Lake's biggest issue is phosphorus which is coming from South and West of Osakis Lake.

b. **Attorney's Report-** None

c. **Ditch/Permit Inspector Report – Nothing to report**

1. **Permits**

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Minutes September 18, 2012 Meeting

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1. **CentraCare-** Tara Ostendorf stated she just received information for the CentraCare permit before the meeting. She asked for pre-approval if certain conditions are met by CentraCare. **Manager Mostad made a motion to do a conditional approval of the CentraCare permit pending receipt of satisfactory changes. The motion was seconded by Manager Vangness. The motion passed with all in favor.**
2. **Ditches**
  1. **Stearns County Ditches 15 & 26-** Attorney Kolb informed the board of the Scope that Wenck put together for construction services on CD 15 and 26 for a total of \$33,406, which is required if the District is going to repair the ditches. **Manager Mostad made a motion to approve the Scope from Wenck Engineering for Construction Services on CD 15 & 26 in the amount of \$33,406. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
  2. **Stearns County Ditches 9, 51 and 11-** Attorney Kolb notified the board of the scopes for Ditches 11 and 51. Administrator Kovarik also notified them of a spoil pile on CD 9 that needs to be knocked down and re-graded. The documents provided, are the Engineer's opinion of probable cost to provide engineering services through the construction of the repairs on CD 51 and 11 that were directed by the board. Staff is recommending the board to approve going forward with the projects so the District can go out for quotes and repairs can be done yet this fall. **Manager Foster made a motion to approve the scopes for County Ditches 11 and 51 and to approve going out for quotes for the repairs on County Ditches 11, 51, and 9. The motion was seconded by Manager Mostad.** Managers discussed holding a public meeting for the proposed repairs on County Ditches 11 and 51. Administrator Kovarik was instructed to schedule the informational meetings and provide notice. **The motion passed with all in favor.**
- d. **Calendar Items-** Water Festivals, discuss resolutions.
- e. **Board Member Meeting Reports-** Manager Kuseske asked if the District can require landowners to develop a conservation plan in the benefitted areas of a ditch. Attorney Kolb stated that there is nothing specifically in the drainage code that provides for that level of landuse regulation but in Watershed law, there is the ability to designate greenbelt or drainway areas in the District. Once that is done, then the District can put restrictions on the use or the management of land to support those greenbelt or waterway areas. The other way to do that was to incorporate it into the District's Plan and then create it as a project.

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Minutes September 18, 2012 Meeting

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

- 7. **Items for Next Meeting Agenda- None**
- 8. **Upcoming Meetings to be Announced**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
October 16, 2012	Regular Board Meeting	SRWD Office	6:00 p.m.

- 9. **Adjourn- Manager Foster made a motion to adjourn the meeting at 8:12 p.m. There motion was seconded by Manager Rettig. The motion passed with all in favor.**

**NEXT MEETING: Regular Meeting– October 16<sup>th</sup> (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
_____ Tim Lunsford, Treasurer	_____ Date
_____ Virgil Rettig	_____ Date
_____ Vern Vangness	_____ Date
_____ Larry Kuseske	_____ Date
_____ Robert Mostad	_____ Date
_____ Todd Foster	_____ Date

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