

524 4th St South, Sauk Centre, MN 56378
 Phone: (320) 352-2231 Fax: (320) 352-6455
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Minutes May 15, 2012 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, May 15, 2012**

5:00 PM – Regular Meeting – Osakis Public School Library, Osakis

Managers Present:	Jim Kral, John Harren, Larry Kuseske, Bob Mostad, Tim Lunsford, Virgil Rettig, Vern Vangsness, Jason Scherping
Staff Present:	Holly Kovarik, Administrator; John Kolb, Attorney (Rinke-Noonan); Tara Ostendorf, Environmental Project Technician.
Guests Present:	Jason Weinerman, BWSR, Tim Stieber, Todd SWCD, Glen Christen, Don Christen, Ken Zimmerman
Manager's Absent:	Todd Foster

1. **The meeting was called to order by Vice-President Kral at 5:00 p.m. and the Pledge of Allegiance was recited. Vice-President Kral recessed the meeting for a site tour in Leslie and Gordon Townships, along 210th Street (ravine).**
2. Vice-President Kral re-opened the meeting and 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. **April 1-31, 2012 Financial Report**
 1. Cost Share Funds Log Report
 2. Loan Funds Log Report
 3. Check Register for General Fund 101
 4. April Revenue Guideline
 5. April Expenditure Report
 - b. **April 17, 2012 Board Meeting Minutes**
 - c. **Contracts for Approval –**
 1. MPCA Clean Water Partnership Loan Agreement SRF0258 \$150,000
 2. LMCIT Insurance renewal (property, liability, workers compensation, accident plan for volunteers) \$14,961
 - d. **Permits recommended for approval -None**
 - e. **Grant Applications for Approval - None**
 - f. **Resolutions for Approval-**

09-12	May 2012 SRF Loan Payments to the MPCA
10-12	Lower Sauk-Metro Area Water Quality Protection CWP Project SRF0258

g. **Board Action Items for Approval**

09-12	Alexandria Summer Education supplies
10-12	Pull-up Educational Banners purchase

h. **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>
City of	Raingarden	Project	\$10,500	322	

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Rockville		Approval			
Pat Bjernebo	Lakeshore Restoration	Payment Approval	\$177.31	326	Prairie Moon Nursery
Stearns SWCD	MRBI Technical Assistance	Payment Approval	\$4,178.14	327	Stearns Co. SWCD
Gregg Anderson	Shoreland/Riparian Restoration	Payment Approval	\$1,912.50	323	Minnesota Native Landscapes
Eden Valley Elementary	Prairie Restoration	Project Approval	\$4,000	310	
Eden Valley Elementary	Prairie Restoration	Project Approval	\$2,000	326	
Eden Valley Elementary	Prairie Restoration	Project Approval	\$2,000	323	
Micah & Jamie Juelfs	Shoreland Restoration	Payment Request	\$3,000	323	Anything Outdoors
Micah & Jamie Juelfs	Shoreland Restoration	Payment Request	\$4,500	325	Anything Outdoors

• **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>
Darrell and Mercedes Fuecker	New Septic System	Project Payment Approval	\$550.00	224	Stearns County Enviro. Services- AFTER THE FACT PMT

• **Appropriations**

1.	Health Partners	Premium Payment	\$1,472.70	General Fund (GF)
2.	LMCIT Insurance renewal	(property, liability, workers compensation, accident plan for volunteers) Payment	\$14,961	GF
3.	KDV	Audit and prep of financial statements	\$3,950.00	GF
4.	Marco	Brochures, annual report printing, community education, regular printing expenses	\$1,788.39	GF

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5.	Wenck	CD15/26 Red. Of Benefits	\$1,571.10	CD15/26 Red. Of Benefits
6.	Rinke Noonan	Retainer, permitting, 210 th St Ravine, Contract work	\$1,337.10	GF
7.	Rinke Noonan	JD2 research on property tax discussion	\$283.50	JD2 Sediment Ponds Project
8.	Rinke Noonan	CD15/26 Redetermination of Benefits	\$175.20	CD15/26 Red of Benefits
9.	Rinke Noonan	CD24 Repair	\$170.10	CD24
10.	Rinke Noonan	JD1 Partial Abandonment Proceedings	\$302.40	JD1
11.	Rinke Noonan	JD1 USFWS	\$477.60	JD1

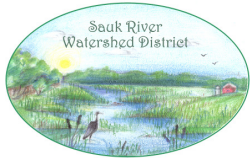
Manager Harren made a motion to approve the consent agenda. The motion was seconded by Manager Scherping. The motion passed with all in favor.

4. **Old Business**

- a. 210th Street Ravine Discussion- Administrator Kovarik asked the board if there were any questions or suggestions since the site visit. There was discussion from Attorney Kolb and the Board of Managers on possible next steps. **Manager Rettig made a motion to organize a meeting with the participating entities to devise a plan of action on the 210th Street Ravine Project. The motion was seconded by Manager Mostad. The motion passed with all in favor.** After additional discussion, **Manager Lunsford made a motion to authorize staff to apply for a grant to purchase the land. The motion was seconded by Manager Harren. The motion passed with all in favor.**
- b. Set Grant/Loan Public Hearing for June meeting- Administrator Kovarik requested the board set a hearing date for the new Lower Sauk-metro grant and loan that the District is receiving from the MPCA and direct staff to get a bond council opinion at a cost of \$2000. **Manager Lunsford made a motion to set a public hearing for the June meeting for the Lower Sauk-Metro grant and loan funds and to direct staff to get a bond council opinion at a cost of \$2000. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- c. 2013 Budget Process- Administrator Kovarik requested to set the first Budget Committee meeting date and asked the committee members their availability. Administrator Kovarik will get something scheduled within the next week.

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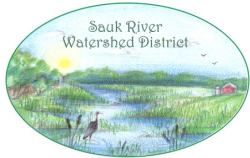


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- d. Quarterly Financial Report - Administrator Kovarik presented the board with a new Quarterly Financial Report.
- e. Position Discussion/Presentation- Administrator Kovarik discussed with the board the current funding concerns due to a significant portion of positions being covered by grants and the need at this time to keep the staff as is for the time being, including the contract staff and intern. The board recommended the Administrator re-access Tara Ostendorf's job description to determine if the additional responsibilities equate to additional pay. **Manager Rettig made a motion to authorize Administrator Kovarik to use her discretion in allowing the intern more flexibility in her position. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- f. Database presentation- Administrator Kovarik explained the need for a database for permitting and incentive program projects. **Manager Rettig made a motion to authorize staff to get quotes on a database for the permitting and incentive programs. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- g. Public Hearing on petition from Ken & Julie Zimmerman for partial abandonment for JD 1 Branch #1 Lateral #1- At 7:30, Vice-President Kral recessed the regular meeting and opened the Public Hearing of the Ditch Authority on the petition from Ken & Julie Zimmerman for the partial abandonment of JD 1 of Stearns and Pope Counties, Branch 1, Lateral 1. Attorney Kolb presented the petition. Vice-President Kral opened the hearing for public comments. After no comments from the public, **a motion was made by Manager Scherping to close the hearing for public comment. The motion was seconded by Manager Rettig. The motion passed with all in favor.** After discussion and questions from the board, **Manager Lunsford made a motion to approve the permit for abandonment, conditionally approve the permit pending receipt of additional information (specific location of the proposed tile), and that a condition be included in the permit that a surface intake be included to provide the continuation of surface drainage for properties to the east of the Zimmerman property. The motion was seconded by Manager Mostad. The motion passed with all in favor.** Vice-President Kral closed the public hearing and reopened the regular meeting.
- h. Reappointments- Administrator Kovarik reminded the board that notification was sent to the counties for board reappointments and any managers who would like to reapply, should get their applications in.
- i. Grant and Loan Funds- **Manager Kuseske made a motion to approve the payments of: \$650 from fund 324, Terry Zimmer well sealing; \$2000 from fund 326, Eric Leither shoreland restoration; \$1500 from fund 323, Eric Leither shoreland restoration; \$7006 from fund 310, Eric Leither shoreland restoration; \$13,696 from fund 325, ROCORI High School raingarden project; \$3700, Jon Dockter buffer project; \$10,000 from**

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fund 224, Adam Christianson septic system. The motion was seconded by Manager Rettig. The motion passed with all in favor.

- j. Sauk Centre Stormwater Improvement Project Permit Recommendation- Administrator Kovarik recommended the board table the permit for the Sauk Centre Stormwater Improvement Project until more information is provided. **Manager Lunsford made a motion to table the permit for the Sauk Centre Stormwater Improvement Project until the requested information is provided. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- k. Melrose Athletic Field- Tara Ostendorf informed the board that the Melrose School District is updating their athletic fields. They are planning on putting in a wet pond that will outlet all of their stormwater. The infiltration requirements cannot be met due to the Type D clay soils. It is staff recommendation to approve the permit as submitted. **Manager Rettig made a motion to approve the permit for the Melrose School District Athletic Field updates. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

5. **New Business**

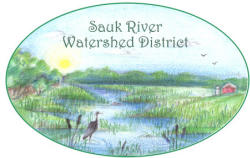
- a. Insurance Renewal- Administrator Kovarik asked the board if there were any questions on the Insurance Renewal that was approved in the consent agenda. Administrator Kovarik noted that the premium went down since last year.
- b. MPCA Clean Water Partnership Loan SRF0258 \$150,000 Categorical Exclusion and Bond Council Opinion and General Obligation Promissory Note- Discussed in a previous motion.

6. **Reports**

- a. **Administrator's Report**-*Administrator Kovarik*
1. MAWD Summer Tour- Administrator Kovarik stated that the board members who were interested in attending the summer tour have been signed up.
 2. Overall Plan- Administrator Kovarik updated the board on the status of the Overall Plan. The planning meeting was held and was a success and there was a lot of great feedback.
 3. Website/Logo- Administrator Kovarik informed the board that she and Manager Lunsford worked with Houston Engineering on the website updates. It appears to be more cost effective to hire Houston to do the updates using a new software program. **Manager Harren made a motion to move forward with the website updates as presented in the Houston Engineering Scope. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
 4. Assessment Project- Administrator Kovarik told the board that she would continue to work with Todd County to get the ditch assessment roles updated, however, if that doesn't work out, the District needs to think about contracting with a company to get the work done.

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5. Project Policy Discussion- Administrator Kovarik told the board that during staff inspections, situations have come up that aren't addressed in the District's rules. Administrator Kovarik asked the board to be open to discussion on adopting changes to the rules to reflect some of these issues. **Manager Lunsford made a motion to incorporate rule changes into the Overall Plan Revision. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
 6. Bulk purchases- Administrator Kovarik explained the need to occasionally purchase items in bulk and to expend it to the general account until it can be accounted for and expended back to the appropriate projects. **Manager Harren made a motion to allow bulk purchases to take advantage of the savings. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
 7. Storage Unit- Administrator Kovarik informed the board that shelving had been installed in the storage unit.
 8. Administrative Report- Administrator Kovarik told the board that the Administrative Report did not get finished in time for the meeting. It will be distributed when complete.
 9. PRAP Meeting request with board- Administrator Kovarik informed the board that the District was asked to be involved in BWSR's new PRAP process. Don Buckhout will be at the June meeting to further discuss the process.
- b. **Attorney's Report**- Attorney Kolb briefly told the board about a bill that affects drainage issues involving USDA determinations of wetlands. He will provide a summary at a later date.
- c. **Ditch/Permit Inspector Report**
1. **Permits**
 1. Sauk Centre Athletic Field- Tara Ostendorf informed the board that the Sauk Centre School District is updating their athletic fields. They are able to meet the infiltration requirements and staff recommends approving the permit. **Manager Kuseske made a motion to approve the permit for the Sauk Centre Athletic Field upgrades. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
 2. Melrose Athletic Field- Previously addressed.
 3. City of Sauk Centre Stormwater- Previously addressed.
 4. Permit After the Fact Discussion- Tabled
 5. 12-10 USFWS Culvert Placement on JD 1- Staff recommends to approve the permit with the special conditions listed. **Manager Kuseske made a motion to approve 12-10 Permit with special conditions. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
 6. CD24 After the Fact permit for Landwehr Site- Tabled

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- 7. JD 1 Lateral 1 Branch 1 Permit- Previously addressed.
- 8. CD9/CD15-26 and Pope County new ditch inspections/complaints- Previously addressed.
- 9. CAPX- Tabled

2. **Ditches**

- 1. County Ditch 24 – Administrator Kovarik is working with the contractor on fixing a few sites.
- 2. County Ditch 15 & 26 Wetland ImpactsTEP meeting report- Attorney Kolb reported that the meeting was held with Stearns County, BWSR, SWCD, DNR, and Environmental Services. The next step is to formally provide them with the exemption notification so that they can issue a certificate.
- 3. CD11 Stearns Bob Middendorf repair request- Administrator Kovarik stated that the engineer did site visits on CD 11 and CD 51. It is recommended that the board authorize staff to work with the engineer to provide a scope of work for the localized repairs on County Ditch 11 and County Ditch 51 and bring the scope back to the board at a later meeting. **Manager Lunsford made a motion to authorize staff to work with the engineer to provide a scope of work for the localized repairs on County Ditch 11 and County Ditch 51. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
- 4. CD 51 repair request- Previously addressed.
- d. **Calendar Items**- Lynn Nelson Anniversary Date of Hire 18 years, Water Fest Events, Discuss parades, fairs, and summer educational events, conduct board/staff planning meeting
- e. **Board Member Meeting Reports**- None
- f. **Open Discussion for the Public**- None
- 7. **Items for Next Meeting Agenda.**
- 8. **Adjourn.** **Manager Lunsford made a motion to adjourn the meeting at 8:45 p.m.. The motion as seconded by Manager Rettig. The motion passed with all in favor.**

NEXT MEETING: Regular Meeting– June 19th (Tuesday) at 6:00 p.m. –Sauk River Watershed District Office, Sauk Centre MN

Todd Foster, President

Date

Jim Kral, Vice President

Date

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Jason Scherping, Secretary

Date

Tim Lunsford, Treasurer

Virgil Rettig

Vern Vangness

Larry Kuseske

Robert Mostad

John Harren

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