

**WELLHEAD PROTECTION BOARD
PAYNESVILLE CITY HALL COUNCIL CHAMBERS
FEBRUARY 20, 2020
4:00 P. M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Election of Officers (page 4)
 - B. Meeting Schedule (page 5)
 - C. 2020 Paynesville Water Festival (page 6)
- IV. OLD BUSINESS
 - A. Grant Update:
 - 1. Newsletter
 - 2. Water Festival – Science Museum
 - 3. Well Depth Transducers
- V. INFORMATIONAL
- VI. ADJOURN

**Please contact Ron Mergen at ron@paynesvillemn.com or
320-243-3714 ext. 230 if you are unable to attend.**

Members: NFCRWSD Representative, Neil Herzberg, Bill Virant, Jay Thompson, Colin Wolf, Karen Langmo, KLA Representative; John Jr. Vanderbeek, and Bob Brauchler.
Advisory Members: Katie Breth, MNRWA; Wayne Cymbaluk, SWCD; Chuck DeWolf, Karen Voz, and Ron Mergen.

The agenda has been prepared to provide information regarding an upcoming meeting of the Wellhead Protection Board. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Wellhead Protection Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall at (320) 243-3714 early so that the necessary arrangements can be made.

REQUEST FOR BOARD/COUNCIL ACTION

BOARD/COUNCIL NAME: Wellhead Protection Board

Board/Council Meeting Date: February 20, 2020

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the attached minutes from the February 12, 2019 Wellhead Protection Committee meeting.

ADMINISTRATOR COMMENTS:

BOARD/COUNCIL ACTION:

A motion to approve the minutes from the February 12, 2019 Wellhead Protection Committee meeting.

**MINUTES
WELLHEAD PROTECTION COMMITTEE**

FEBRUARY 12, 2019

The meeting was called to order by Secretary Ron Mergen at 4:00 pm. Members present were, Bill Virant, Jay Thompson, Chris Lundeen (NFCRWD) and Jeff Sawatzky. John VanderBeek and Bob Brauchler were absent. Advisory members present were Ron Mergen, Public Works Director; Chuck DeWolf, City Engineer with Bolton & Menk, Inc.; Karen Voss, MN Department of Health; and Dave Neiman, MN Rural Water.

Motion made by Sawatzky to approve the Consent Agenda and minutes from the February 21, 2018 Wellhead Protection Committee meeting. Seconded by Thompson and unanimously carried.

ELECTION OF OFFICERS

Motion made by Sawatzky to elect the following officers:

Chairperson – Neil Herzberg

Vice Chair – Bob Brauchler

Secretary – Ron Mergen

Seconded by Virant and unanimously carried

MEETINGS

Motion was made by Virant to continue to meet on an as needed basis at 4:00 p.m. Seconded by Thompson and unanimously carried.

PAYNESVILLE WELLHEAD 2019 WATER FESTIVAL

The Water Festival will be held on Friday May 3, 2019. The Task List was reviewed and event date verified. Location and presenters have all been confirmed and the trees have been ordered. It was noted that the video from the event needs to be played and also given to the school. Koronis Lake Association will provide water bottles and will utilize the t-shirt logo on them. Sawatzky will work on providing the logo. The schedule will start at 8:30 a.m. with a tour of the Paynesville Wastewater Treatment Facility and the sessions are as follows:

SESSION A. *Fabulous Fish & Lake Management*

Fisheries/Lake Management Lake Predator & Prey

Instructor: Dave Coahran, MN DNR

SESSION B. *Water Cycle*

Incredible Journey

Instructors: National Honor Society

SESSION C. *Is Your Dihydrogen Monoxide Safe?*

Water Chemistry Activities

Instructor: Jay Thompson & Students

- SESSION D.** *Groovy Groundwater & Pollution/Flush It Down*
Groundwater Model – Enviroscope/Erosion Control
Instructors: NFCRSWD
- SESSION E.** *AQUATIC Vegetation and Invasive Species*
Aquatic Invader
Instructors: Koronis Lake Association
- SESSION F.** *Incredible Invertebrates*
Macro Invertebrate Identification
Instructor: Bill Virant
- SESSION G.** *Shoreland & Wetland Adventures*
Wetland Plant Identification/Bog Walk
Instructors: Stearns County SWCD

There was some discussion on the budget as donations from the sponsors will cover most of the costs.

Motion was made by Virant to set the Water Festival for May 3, 2019 with a budget of \$750.00 and recommend such to the City Council. Seconded by Thompson and unanimously carried.

WELLHEAD PLAN APPROVAL & IMPLEMENTATION

It was reported that the new plan has been approved and the DWSMA is considerably smaller than the original. It was questioned why. It was stated this it is due to better technology and Well No. 3 has been taken off line and sealed. Staff is also working on a grant application for:

1. Well depth transducers
2. Well sealing
3. A wellhead newsletter
4. Support for the Water Festival

There being no further business the meeting was adjourned at 5:00 p.m.

REQUEST FOR BOARD/COUNCIL ACTION

BOARD/COUNCIL NAME: Wellhead Protection Board

Board/Council Meeting Date: February 20, 2020

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Election of Officers

Prepared by: Staff

COMMENTS:

Nominations for Chairperson.

Nominations for Vice-Chair.

Nominations for Secretary.

ADMINISTRATOR COMMENTS:

The 2019 officers were:

Chair – Neil Herzberg

Vice Chair – Bob Brauchler

Secretary – Ron Mergen

BOARD/COUNCIL ACTION:

A motion to elect _____ as Chair.

A motion to elect _____ as Vice-Chair.

A motion to elect _____ as Secretary.

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REQUEST FOR BOARD/COUNCIL ACTION

BOARD/COUNCIL NAME: Wellhead Protection Board

Board/Council Meeting Date: February 20, 2020

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Meeting Schedule

Prepared by: Staff

COMMENTS:

Annually each Board sets their meeting schedule. Currently the Wellhead Protection Board meets on an as needed basis.

ADMINISTRATOR COMMENTS:

BOARD/COUNCIL ACTION:

Motion to set the Wellhead Protection Board meetings on _____.

**2019
PAYNESVILLE AREA WATER FESTIVAL
ESTIMATED BUDGET**

Expenses:

T – Shirts (85 @ \$7.00)	=	\$ 000.00	New style Custom's
Substitute Teacher Fees	=	\$ 140.00	
Bussing	=	\$ 125.00	
Miscellaneous	=	\$ 150.00	
Water Bottles	=	\$ 00.00	KLA
Lunch, Coffee	=	\$ 00.00	Cenex (\$300.00)
Facility Rent	=	\$ 00.00	Koronis Ministries
TOTAL		\$ 410.00	

Bolton & Menk, Inc.	\$ 250.00
Voss Plumbing & Heating	\$ 100.00
Nelson Electric	\$ 100.00
UC Laboratory	\$ 100.00

TOTAL **\$ 550.00**

2/10/2020

**2019 Paynesville Area Water Festival
Task List**

	TASK	RESPONSIBLE PARTY	CONFIRMED
1.	Confirm dates with school & teachers		
2.	Schedule Speakers		
3.	Confirm site location and reserve alternative site due to bad weather		
4.	Arrange busses		
5.	Green Bags		
6.	T-shirts – Contest at School		
7.	Information Packets – delivered to the school day before the event		
8.	Prepare a map with directions to Assembly Grounds		
9.	Contact Paynesville Press		
10.	Video Tape Event		
11.	Lunches for volunteers and speakers - pizzas, coffee, and rolls		
12.	Signs – Water Festival & Station Titles – Map		
13.	Adequate tables & chairs for students/speakers		
14.	Bring Supplies: markers, tape, stapler, paper, first aid kit, extension cords, etc.		
15.	Names tags for speakers/volunteers and staff		
16.	Find Volunteers (12) 2 – Co-op, 3 – teachers, 6 – adult parents & Committee members		
17.	Weather Watcher		
18.	Noon Activities: Fish Casting		
19.	Order Trees		
20.	Digital Camera – City camera		
21.	Water Bottles		
22.	Horn or noise maker to sound when groups are to switch stations		
23.	Event schedules for teachers, committee members, & volunteers (copies delivered to the school the day before the event)		
24.	Thank You's to financial supporter		
25.	Thank You's to support partners		

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02/10/20

**17TH ANNUAL PAYNESVILLE AREA WATER FESTIVAL
MAY 3TH, 2019**

WHERE: Koronis Ministries
WHO: Paynesville 5th Graders

Tour: Tour Wastewater Treatment Facility and Ponds prior to going to Koronis Ministries.

TOPICS:

- SESSION A.** *Fabulous Fish & Lake Management*
Fisheries/Lake Management Lake Predator and Prey
Instructor: Dave Coahran, MN DNR
- SESSION B.** *Water Cycle*
Incredible Journey
Instructors: National Honor Society
- SESSION C.** *Is Your Dihydrogen Monoxide Safe*
Water Chemistry Activities
Instructor: Jay Thompson & Students
- SESSION D.** *Groovy Groundwater & Pollution / Flush It Down*
Groundwater Model – Enviroscape / Erosion Control
Instructors: NFCRSWD
- SESSION E.** *Aquatic Vegetation & Invasive Species*
Aquatic Invader
Instructors: Koronis Lake Association
- SESSION F.** *Incredible Invertebrates*
Macro Invertebrate Identification
Instructor: Bill Virant
- SESSION G.** *Shore Land & Wetland Adventures*
Wetland Plant Identification/Bog Walk
Instructors: Stearns County SWCD

2019 PAYNESVILLE AREA WATER FESTIVAL

Kid Group	9:10	9:20	9:55	10:00	10:35	11:10	11:45	12:25	1:00	1:35	2:10	2:20
Red	Welcome	A	Break	B	C	D	Lunch	E	F	G	Close	Load Buses
Green	Welcome	B	Break	C	D	E	Lunch	F	G	A	Close	Load Buses
Blue	Welcome	C	Break	D	E	F	Lunch	G	A	B	Close	Load Buses
Orange	Welcome	D	Break	E	F	G	Lunch	A	B	C	Close	Load Buses
Yellow	Welcome	E	Break	F	G	A	Lunch	B	C	D	Close	Load Buses
Purple	Welcome	F	Break	G	A	B	Lunch	C	D	E	Close	Load Buses

Topics:

- SESSION A. Fabulous Fish & Lake Management
- SESSION B. Water Cycle
- SESSION C. Is Your Dihydrogen Monoxide Safe
- SESSION D. Groovy Groundwater & Pollution/Flush It Down
- SESSION E. Aquatic Vegetation & Invasive Species
- SESSION F. Incredible Invertebrates
- SESSION G. Shore Land & Wetland Adventures & Bog Walk

SCHEDULE

8:30 – 9:00	Tour
9:00 – 9:10	Buses Arrive
9:10 – 9:20	Welcome
9:20 – 9:55	Session A
9:55 – 10:00	Break
10:00 – 10:35	Session B
10:35 – 11:10	Session C
11:10 – 11:45	Session D
11:45 – 12:25	Lunch
12:25 – 1:00	Session E
1:00 – 1:35	Session F
1:35 – 2:10	Session G
2:10 – 2:20	Closing Remarks
2:20 – 2:30	Load Buses