



REVISED 1-15-13

Regular Meeting_Draft Agenda

Tuesday, January 15, 2013

Located at: SRWD Office at 6:00 p.m.

Agenda Codes: BA-Board Action I-Information

		<u>Packet</u>	<u>BA/I</u>		
		<u>Page</u>			
6:00	1. Call To Order & Pledge of Allegiance-<i>President Harren</i> 6:00 PM meeting called to order by President John Harren, on January 15, 2013 at the SRWD Office, Sauk Centre, MN.				
	2. Welcome to Newly Appointed Manager, Steve Sellnow SRWD Board and Staff will make introductions to the newly appointed manager.				
	3. Oath of Office/Bond for Steve Sellnow To address the oath of office and bond paperwork necessary for the duties of Manager.				
6:02	4. Additions/or corrections to the agenda items- <i>President Harren</i> Additional items or corrections to be added to the agenda for action or information.		BA		
6:10	5. Consent Agenda (<i>approved by one motion</i>)-<i>President Harren</i>		BA		
	a. <u>December 1-31, 2012 Financial Report</u>				
	1. Check Register for General Fund 101	1-2	BA		
	2. December Revenue Guideline	3-6	BA		
	3. December Expenditure Report	7-29	BA		
	4. December Cost Share & Loan Logs	30-63	BA		
	5. December 18, 2012 Board Meeting Minutes	64-72	BA		
	b. <u>Contracts for Approval-NONE</u>				
	1. <table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 5%;"></td><td></td></tr></table>				
	c. <u>Permits recommended for approval-NONE</u>				
	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 5%;"></td><td></td></tr></table>				
	d. <u>Grant Applications for Approval-NONE</u>				
	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 5%;"></td><td></td></tr></table>				
	e. <u>Resolutions for Approval-NONE</u>				
	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 5%;"></td><td></td></tr></table>				
	f. <u>Board Action Items for Approval-NONE</u>				
	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 5%;"></td><td></td></tr></table>				



g. Loans, Grants, Appropriations-

• **Grants Project Approvals-NONE**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>

• **Grant Payment Approvals-**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>	<u>Partnered with:</u>
Walter Backus	Water and Sediment Control Basin	\$4,000	322	Chuck Schmitz Excav.	Stearns SWCD

BA

• **Loan Project Approvals-NONE**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>	<u>Pay to:</u>

• **Loan Payment Approvals**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>	<u>Partnered with:</u>
Bob and Nancy Anderson	Septic upgrade	\$4,911	222	Kraemer Trucking and Exc.	Stearns Co.

BA

• **Appropriations-NONE**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code</u>
1.	Wenck	CD51	\$1,977.50	CD51
2.	Wenck	CD15 and 26	\$240.90	CD15/26
3.	Wenck	General Engineering	\$3,719.01	101
4.	Wenck	JD2	\$3,026.69	JD2 Ponds
5.	Wenck	CD11	\$10,316.35	CD11 Stearns

6:15

6. **Open Discussion from the Public**

Opportunity for the public to address the SRWD Board of Managers.



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|------|----|---|------|
| 6:30 | 7. | Old Business
a) <u>Performance Review and Assistance Program Comments-Holly Kovarik</u>
<i>Don Buckhout has asked the SRWD to submit formal comments regarding the draft PRAP report shared with the board in December. ATTACHMENT #1</i> | BA |
| 6:35 | | b) <u>Sauk Lake Vegetation Nutrients Presentation -Tara Ostendorf/Adam Hjelm</u>

<i>A presentation will be made on the data captured in the past on nutrient content of vegetation removed during the harvesting process. This presentation has been presented before but will be given again due to the request of the Managers and its relationship to the vegetation survey results. This presentation is being given for information purposes at this meeting and will supplement discussion on the Weed Harvester project and Sauk Lake Vegetation Management Plan that will be discussed in early 2013.</i> | I |
| 6:50 | | c) <u>Engineering-Administrator Kovarik</u>
<i>A presentation will be given to the board as requested regarding fee schedules. The information is being compiled for the meeting.</i> | I |
| | | d) <u>City of Osakis Response</u>
<i>The City of Osakis has provided written response regarding the maintenance activities on the wet sedimentation basins.</i> | 73 I |
| | | f) <u>2013 Meeting Schedule</u>
<i>To discuss the meeting time for 2013 for regular business meetings for the SRWD.</i> | BA |
| | | g) <u>Judicial Ditch #2 Cost Benefit Analysis</u> Administrator
<i>Kovarik/Rebecca Kluckhohn (Wenck)</i>

<i>To provide an update to the board on the status of the Judicial Ditch #2 Crooked Lake Basin project and the cost benefit analysis being completed (if finalized). ATTACHMENT #3</i> | I |
| 7:15 | 8. | New Business
a) <u>2012 Education program presentation</u>
<i>To provide annual report on educational program activities.</i> | BA |



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|----|---|-------|----|
| b) | <u>Ergonomics</u> | 74-78 | I |
| | <i>A presentation on the associated ergonomics review conducted and some of the progress being made. In addition, discussion about some of the modifications that will be necessary to fix some of the desks.</i> | | |
| c) | <u>MECA Award Nomination</u> | | BA |
| | <i>Staff is working on compiling information to make a nomination to the Minnesota Erosion Control Association for their Environmental Leadership award category. This will be presented to the board at the meeting.</i> | | |
| | <i>ATTACHMENT #2</i> | | BA |
| d) | <u>MN Dept of Ag Loan</u> | | |
| | <i>This is a revolving loan that has been inactive for a number of years. MN Dept of Ag has suggested closing it out and returning the funds. Board action required. Amount totals \$50,000.</i> | | |
| e) | <u>Stearns County ISTS</u> | | I |
| | <i>SRWD provided \$5,000 cash match to the inspection program conducted on the main stem of the Sauk River between Lake Maria and Two River Lake. The project came in lower so the county has returned some of the funds. They will be coded back into the active grant 324 where part of it came from.</i> | | |

7:30 9. **Reports**

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

- | | | | |
|----|--|-----------|---|
| 1. | <u>JD2 Assessment Project</u> | BA | |
| | <i>The JD2 Sediment Pond Assessment project will need to be done just like the other assessment rolls to verify splits and transfers in order to certify in 2013 the assessment for the work conducted on the cleanout in November 2012.</i> | | |
| 2. | <u>SRWD Grant/Loan Project Update at Year End</u> | | I |
| | <i>A worksheet is included in your packet providing an overview of projects that will be ending in 2012 and in 2013. The three new grants will make approximately 6 grants total that will be open the entire year in 2013.</i> | 53-
62 | |
| | <i>ATTACHMENT #4</i> | | |
| 3. | <u>Staffing-</u> | | I |
| | <i>Tara Ostendorf will be going on maternity leave (Short term Disability) sometime this month. Her workload will be managed during her leave by utilizing other staff. A report will be provided to the board regarding this matter.</i> | | |



4. **Zimmerman Tile Conversion Request-Administrator** **BA/**
Kovarik **I**
For the board's information the request by Ken Zimmerman to convert a section on CD51 from open channel to tile. A quick presentation will be given on the request.

- 7:45 b. **Attorney's Report**—*John Kolb, Rinke Noonan* **I**
- c. **Engineer's Report**—*Rebecca Kluckhohn, Wenck* **I**

Calendar Items: Staff Team Building Workshop, Review Year end and preliminary financial reports, Expenditure Reports due to MPCA, Equipment purchases for upcoming year. (if any), Review, draft annual report, Plan for Legislative Breakfast, Year End Reports/W-2's/1099's Due, Seasonal staffing position posting/discussion, Discuss Volunteer Training Program, 2012 Education Program Report, Final BWSR Clean Water Fund Reports Due

- 8:00 e. **Board Member Meeting Reports**

10. **Items for Next Meeting Agenda**
 Managers and staff can suggest items for discussion for the next board meeting.

11. **Upcoming Meetings to Be Announced** **I**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
2-19-13	SRWD Regular Meeting	SRWD Office	6:00 p.m. Tentative

12. **INFORMATIONAL ITEMS ONLY:**
(THESE ITEMS WILL NOT BE DISCUSSED UNLESS SPECIFICALLY ASKED. THEY ARE CONSIDERED INFORMATIONAL ONLY AND NO ACTION IS REQUIRED BY THE BOARD.)

- **IRS Mileage Rate:** The SRWD has a standing policy to follow the IRS mileage rate. As of Jan. 1st 2013 the standard mileage rate for vehicles will be 56.5 cents per mile for business miles driven.
- **SRWD Grant/Loan Project Update at Year End-** A worksheet is included in your packet providing an overview of projects that will be ending in 2012 and in 2013. The three new grants will make approximately 6 grants total that will be open the entire year in 2013.
- **Year End Update**
 Staff is working on compiling information for the annual report and audit. Our audit is scheduled for the first week in March.
- **MPCA Clean Water Partnership Grants Open-** MPCA CWP



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**
524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

grants are now open for application due in March. Staff will be working on applications for this grant funding opportunity for projects on the waiting list.

8:15 **13. Adjourn**

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.