



Regular Meeting Draft Minutes
Tuesday, January 15, 2013
Located at: SRWD Office at 6:00 p.m.

Managers Present:	John Harren, Vern Vangsness, Virgil Rettig, Tim Lunsford, Jason Scherping, Bob Mostad, Larry Kuseske, and Steve Sellnow
Staff Present:	Holly Kovarik, Adam Hjelm, Tara Ostendorf
Guests Present:	None
Manager's Absent:	Jim Kral

1. The meeting was called to order by President Harren at 6:00 p.m. and the Pledge of Allegiance was recited.
2. The Managers welcomed newly appointed Stearns County Manager Steve Sellnow to the board. They made introductions to the new Manager.
3. Manager Sellnow read his oath of office and signed his bond.
4. President Harren asked for additions or corrections to the agenda. Manager Harren indicated that all additional items were included on the revised agenda. **Manager Rettig made a motion to approve the agenda with additional comments. Manager Vangsness seconded the motion. The motion passed with all in favor.**
5. **Consent Agenda (*approved by one motion*)-President Harren**
 - a. **December 1-31, 2012 Financial Report**
 1. Check Register for General Fund 101
 2. December Revenue Guideline
 3. December Expenditure Report
 4. December Cost Share & Loan Logs
 5. December 18, 2012 Board Meeting Minutes

b. Contracts for Approval-NONE

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c. Permits recommended for approval-NONE

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d. Grant Applications for Approval-NONE

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e. **Resolutions for Approval-NONE**

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f. **Board Action Items for Approval-NONE**

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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

• **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.

• **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

Manager Sellnow made a motion to approve the consent agenda as presented. Manager Scherping seconded the motion. The motion passed with all in favor.



6. There were no public comments offered.

7. **Old Business**

a) **Performance Review and Assistance Program Comments**-*Holly Kovarik*

Don Buckhout with the Board of Water and Soil Resources gave a presentation on the final report for the Performance Review and Assistance Project at the last SRWD Board meeting. Administrator Kovarik provided a draft letter for discussion highlighting the District's comments regarding the final report. President Harren asked for any additional comments on the final report. **Manager Rettig made a motion to approve the PRAP letter with the SRWD's formal comments. Manager Kuseske seconded the motion. The motion passed with all in favor.**

b) **Sauk Lake Vegetation Nutrients Presentation** -*Tara Ostendorf and Adam Hjelm*

A presentation was made on the data captured in the past on nutrient content of vegetation removed during the harvesting process. This presentation was given for informational purposes and will supplement discussion on the Weed Harvester project and Sauk Lake Vegetation Management Plan. A handout was provided regarding options for the Weed Harvester project and recommendations/opinions from the MN DNR. Managers expressed that they would like to hear formally from the Big Sauk Lake Association and discuss the project at their next board meeting. Administrator Kovarik will extend an invitation to the meeting.

c) **Engineering**-*Administrator Kovarik*

A presentation was given to the board as requested regarding fee schedules. The information was compiled and provided some information for the board to review. However, it didn't provide enough information regarding the various types of work and doesn't allow for equal comparison. Administrator Kovarik explained that going out for a Request for Qualifications or Request for Proposal would be a way to compare similar types of work between different engineering firms. There was considerable discussion from the board about the purpose and type of process that was required in order to have the most competitive rates for engineering services. It was also noted that it had been a number years since the last time general engineering services had been advertised. **Manager Lunsford made a motion to have staff prepare a list of tasks for general engineering work and to begin preparing a Request for Qualifications for the next board meeting. Manager Scherping seconded the motion.**

d) **City of Osakis Response**

Administrator Kovarik explained that Land Team had sent a letter on behalf of the City of Osakis regarding the maintenance activities on the wet sedimentation basins. They weren't sure if the basins were in need of cleaning, but would check them and were looking for a formal response from the SRWD Board regarding their letter. **Lunsford made a motion to direct staff to send a letter with a due date that would be prior to the end date of their contract. Manager**



Vangness seconded the motion. The motion passed with all in favor.

f) **2013 Meeting Schedule**

The Managers discussed meeting time for 2013. **Manager Mostad made a motion to leave the meeting time at 6:00 p.m. the third Tuesday of every month. Manager Lunsford seconded the motion. The motion passed with all in favor.**

g) **Judicial Ditch #2 Cost Benefit Analysis** *Administrator Kovari and Rebecca Kluckhohn (Wenck)*

An update was given to the board on the status of the Judicial Ditch #2 Crooked Lake Basin project through the Mississippi River Basin Initiative. A completed cost benefit analysis fact sheet was handed out at the meeting. Attorney Kolb gave a brief list of possible funding options and the need to establish an official project in order to implement that funding option, should the Board choose to proceed with the project. There was considerable discussion about the current project status and details about the proposed SRWD involvement. **Manager Lunsford made a motion to apply for grants first that would help provide the additional funding for the project and also to direct staff to start contingency planning if additional grant funds are not received. Manager Vangness seconded the motion. The motion passed with Manager Sellnow abstaining.**

8. **New Business**

a) **2012 Education program presentation**

Adam Hjelm provided an educational program update to the board for 2012.

b) **Ergonomics**

Administrator Kovarik gave a presentation on the associated ergonomics review conducted and some of the progress that's being made. In addition, there was discussion about some of the modifications that will be necessary to fix some of the desks. **Manager Lunsford made a motion to set a budget of not to exceed \$5,300 for all of the work necessary, which includes a cheaper desk lift option. Manager Sellnow seconded the motion. The motion passed with all in favor.**

c) **MECA Award Nomination**

Administrator Kovarik shared the staff's recommended nomination to the Minnesota Erosion Control Association for the Environmental Leadership award. **Manager Lunsford made a motion to approve the nomination of the City of Cold Spring and Manager Scherping seconded the motion. The motion passed with all in favor.**

d) **MN Dept of Ag Loan**

Administrator Kovarik explained the status of the revolving loan and that it has been inactive for a number of years. MN Dept. of Ag. has suggested closing it out and returning the funds in the amount \$50,000 by the end of 2013. **Manager Vangness made a motion to close out the**



MN Dept. of Ag. revolving loan and return the funds. Manager Lunsford seconded the motion. The motion passed with all in favor.

e) **Stearns County ISTS**

Administrator Kovarik informed the Board that the SRWD provided \$5,000 cash match to the Stearns County Environmental Services Septic Inspection program conducted on a portion of Sauk River and around Lake Maria. The project was scaled back to look at immediate health threats only, so the county used less money; therefore, coming in under budget and now has to return the remaining funds. The funds were able to be returned back into the original grant 324.

9. **Reports**

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

1. **JD2 Assessment Project**

Administrator Kovarik presented a scope of work from Houston Engineering to conduct the JD2 Sediment Pond assessments, so that the pond cleanout conducted in November of 2012, as well as, the \$5,000 for the maintenance fund can be certified to the county. Tara Ostendorf stated that it should be done due to staff change over and to verify that assessment rolls are correct and up to date. There was some discussion about whether \$5,000 was adequate for the maintenance fund and how the assessment role will get updated in the future. **Manager Lunsford made a motion to approve the Scope of Work provided by Houston Engineering totaling \$5,290 for the JD2 Assessment Project. Manager Rettig seconded the motion. The motion passed with all in favor.**

2. **SRWD Grant/Loan Project Update at Year End**

Administrator Kovark provided an overview of projects that ended December, 31 2012. There are three new grants from BSWR that will make approximately 6 grants total that will be active in 2013, but several of them will be ending in June of 2013.

3. **Staffing**

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. Administrator Kovarik will be out of the office February 11th – 15th.

4. **Zimmerman Tile Conversion Request**

Administrator Kovarik informed the Board that Ken Zimmerman had made a request to convert a section on CD51 from open channel to tile. The alteration would affect multiple benefiting landowners downstream and that the District had received a letter of concern about possible ditch abandonment from a neighboring landowner. Mr. Zimmerman will need to provide a \$10,000 bond to initiate the proceedings. Administrator Kovarik will discuss this process with him and will report back to the board at the February meeting.



b. Attorney's Report—*John Kolb, Rinke Noonan*

Attorney Kolb had nothing to report and indicated that he will not be here for the February meeting.

c. Engineer's Report—*Rebecca Kluckhohn, Wenck*

There was no report.

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

Manager Mostad asked if other Managers wanted to attend the viewers meeting on Thursday January 17th and that it would be beneficial for Managers to attend a Viewers Association meeting annually.

Manager Kuseske made a motion to authorize Managers to attend Viewers Association meetings. Manager Scherping seconded the motion. The motion passed with all in favor. Administrator Kovarik will post the meeting.

Manager Kuseske shared dates of the Legislative Breakfast March 13-14th. Administrator Kovarik asked for those interested in attending, so they can be registered and hotel reservations can be made. President Harren recommend booking four rooms and make changes as necessary.

e. Board Member Meeting Reports

Manager Kuseske mentioned that at the MAWD board meeting, they discussed possibly not having a summer tour. The MAWD state conference will be held December 5-7th, 2013 at Arrowwood. President Harren reminded Managers that if they are registered for conferences and end up not being able to make it that they need to let the staff know early in order to submit cancellations and not incur charges. Manager Kuseske mentioned that several state agencies will be working together to figure out how to reduce the number of permits required for projects.

10. Items for Next Meeting Agenda

11. Upcoming Meetings to Be Announced

<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.)



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

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- **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 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.

Manager Sellnow asked a question about meeting attendance and how or if attendance at other organizations meetings requires an approval for reimbursement.

13. **Manager Lunsford made a motion to adjourn the meeting at 8:05 p.m. and Manager Sellnow seconded the motion. The motion passed with all in favor.**

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.