

524 4th St South
Sauk Centre, MN 56378
Phone: (320) 352-2231
Fax: (320) 352-6455
Visit us online at: www.srwdmn.org

MEETING MINUTES – 1/20/2010

Regular Meeting
7:00 p.m. Sauk River Watershed District Office
January 20, 2010

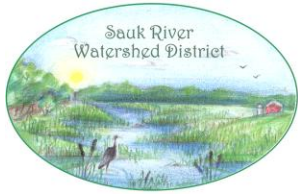
Managers Present: Jim Kral, Larry Kuseske, Robert Mostad, Virgil Rettig, Jim Rothstein, Jason Scherping and Vernon Vangness.

Staff Present: Holly Kovarik, Administrator
Starla Arceneau, Assistant Administrator, Mike Hayman, Ditch Inspector, and Heather Lehmkuhl, Monitoring Coordinator

Guests Present: Brian Fischer, Steve Klein, Matt Morreim, Duane Pung and John Harren

Manager's Absent: Richard Raeker, Dan Coughlin

1. **The meeting was called to order by President Jim Kral at 7:00 p.m. and the Pledge of Allegiance was recited.**
2. President Kral asked for additions to the agenda. There were several items added to the agenda. The proposed agenda was reviewed. **Manager Rettig moved to approve the agenda with the additions and Manager Rothstein seconded the motion.** The motion passed with all in favor.
3. The consent agenda was reviewed by President Kral. The following items were included on this consent agenda.
 - a. Approval of minutes of the December 15, 2009 meeting
 - b. Financial Report December 1-31, 2009
 - c. Resolutions –
 - 01-10 Public Outreach Coordinator Job Description Revision & Reappointing & Pay Increase
 - 02-10 Banyan 1 day training for staff
 - 03-10 Douglas County Kids Groundwater Festival Donation
 - 04-10 MN Erosion Control & Stormwater Training Request
 - 05-10 Albany High School SHORE Program
 - 06-10 Recommendation for pay increase for Monitoring Coordinator
 - 07-10 Middle Sauk River Clean Water Partnership Loan Contract Amendment
 - 08-10 Sick Leave Policy Revision
 - 09-10 CIG Grant Budget Revision
 - 10-10 Set Annual Regular Meeting Schedule
 - 11-10 River Assessment Equipment Purchases
 - d. Permits
 - (1) None
 - e. Loans, Grants, Appropriations
 - **Loans**
 - (1) Lawrence and Pamela Kreuger Septic System \$5,742
 - **Grants**
 - (1) None
 - **Appropriations**
 - (1) Pheasants Forever Farmland Biologist 2nd Pmt \$5,000
 - f. After reviewing the items on the consent agenda, three items (01-10 Public Outreach Coordinator Job Description Revision & Reappointing & Pay Increase; 06-10 Recommendation for pay increase for Monitoring Coordinator and 10-10 Set Annual Regular Meeting Schedule) were pulled for further discussion. After reviewing the items on the consent agenda, a **motion was made by**



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Manager Rothstein and seconded by Manager Rettig and carried unanimously to approve the following items on said consent agenda: Minutes of the December 15, 2009 meeting, Financial Report December 1-31, 2009; 02-10 Banyon 1 day training for staff; 03-10 Douglas County Kids Groundwater Festival Donation; 04-10 MN Erosion Control & Stormwater Training Request, 05-10 Albany High School SHORE Program, 07-10 Middle Sauk River Clean Water Partnership Loan Contract Amendment, 08-10 Sick Leave Policy Revision; 09-10 CIG Grant Budget Revision; 11-10 River Assessment Equipment Purchases; Loans, Grants, Appropriations Loans - Lawrence and Pamela Kreuger Septic System \$5,742; Appropriations Pheasants Forever Farmbill Biologist 2nd Pmt \$5,000.

Manager Kuseske pulled 01-10 and 06-10 to thank the two staff members for the work they have done and to keep up the hard work. **Manager Kuseske moved to approve 01-10 Public Outreach Coordinator Job Description Revision & Reappointing & Pay Increase and 06-10 Recommendation for pay increase for Monitoring Coordinator. Manager Rothstein seconded the motion. The motion passed with all in favor.**

Manager Mostad pulled 10-10 -Set Annual Regular Meeting Schedule to question the actual date. **Manager Mostad moved to approve 10-10 Set Annual Regular Meeting Schedule. Manager Kuseske seconded the motion. The motion passed with all in favor.**

Administrator Kovarik clarified that resolution 10-10 also sets other annual items such as bank of deposits, IRS mileage rate, Attorney, Insurance Policy, and Health Savings Account.

4. OLD BUSINESS

(a) Administrator Kovarik reviewed the 2010 Calendar of Events. **Manager Rettig moved to approve the 2010 Calendar of Events as presented. Manager Rothstein seconded the motion. The motion passed with all in favor.**

(b) Reviewed a letter from Stearns County requesting an agreement to complete a septic survey within the Sauk River Watershed District. Administrator Kovarik was directed to contact Stearns County to discuss the project and this will be reviewed further at a future meeting.

5. NEW BUSINESS:

(a) 2010 Lab Services for Monitoring Program. **Manager Rettig moved to approve the District to send out Request for Proposals for laboratory services every two to three years. Manager Vangness seconded the motion. The motion passed with all in favor.**

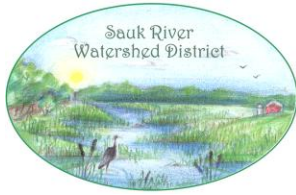
(b) Brian Fisher from Houston Engineering gave a presentation on a database management tool to organize and track the District's files.

6. REPORTS:

(a) Administrator's Report-*Administrator Kovarik*

(1) **Social Networking:** Administrator Kovarik reviewed several possible social networking items (Blog, Twitter and Facebook) that the District could use to get information out to the public.

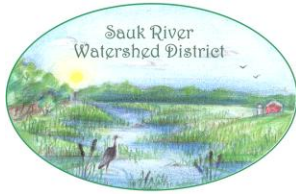
(2) **Uncleared Checks Issue:** Administrator Kovarik notified the board there are checks dated several years back that have not cleared. Administrator Kovarik explained that a separate



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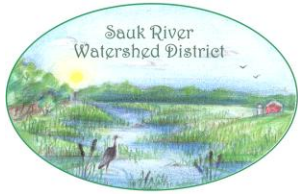
- report is required for claims considered unclaimed property that is older than three years. This adjustment and reports will be coordinated with the Auditor.
- (3) **Eden Valley:** Administrator Kovarik will schedule a meeting in February with the City of Eden Valley and in March or April to potentially hold the public hearing.
 - (4) **Ecosystem Services Conference:** Administrator Kovarik suggested sending herself and possibly two managers to this conference to be held July 18-21, 2010 in St. Louis Missouri. The conference would be covered under the CIG grant budget. **Manager Mostad moved to approve sending Administrator Kovarik and two Managers to the conference. Manager Rothstein seconded the motion. The motion passed with all in favor.** Administrator Kovarik will share more information on the conference as it becomes available including the registration and other costs.
 - (5) **Annual Report/Newsletter:** Administrator Kovarik reviewed the cost of compiling the 1st Newsletter for 2010 and that would be around \$2,000. **Manager Rothstein approved up-to \$2,000 to compile the 1st Newsletter for 2010. Manager Kuseske seconded the motion. The motion passed with all in favor.** Administrator Kovarik indicated that the Annual Report publication quote will be available at the February meeting for approval.
 - (6) **Boundary Issue:** Administrator Kovarik mentioned there was a discrepancy in the District boundary map regarding the City of Kimball and the Clear Water River Watershed District. The District is working to resolve the discrepancy. It appears that the SRWD may have an incorrect map. However, Administrator Kovarik is working with the attorney to confirm this and will report the findings to the board once resolved.
 - (7) **Range Adjustments:** Administrator Kovarik recommended there be no range adjustment at this time but this will be reviewed again in 2011. The previous range adjustment was made in July 2009. Administrator Kovarik commented on the issue with tight budgets and the Consumer Price Index indicating only a 1.7% increase. It was her recommendation that no increase be made at this time due to the downturn in the economy and due to the fact a range adjustment was made relatively recently within the past six months for all full-time staff. Furthermore, Administrator Kovarik indicated that staff was interested in seeing a budget adjustment being made to utilize the line item for range adjustments shifted to the line item for health insurance policy changes. Administrator Kovarik indicated that at the renewal time of the Health Insurance that different scenarios would be suggested to the board for final approval at that time.
 - (8) **Comprehensive Plan Update:** Administrator Kovarik sent out requests to other Administrators regarding their Request for Proposals process on their Overall Plan. Administrator Kovarik has received several documents to review. The information will be shared with the Board at a future meeting.
 - (9) **Old Equipment:** Administrator Kovarik reviewed old inventory for computers and misc office equipment. The board approved by general consensus for Administrator Kovarik to get rid of the old equipment.
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- (10) **Todd County Citizen Survey:** Administrator Kovarik handed out the Todd County Citizen survey for the Managers to fill out.
- (11) **WQT Invoice Submitted:** The August 1 through December 28, 2009 invoice was submitted with a balance due of \$8,048.17. A budget adjustment was presented to the board for approval on the consent agenda. This will need to be submitted before the approval of the payment will be made.
- (12) **Drainage Records Modernization:** There was nothing new to report at this time.
- (13) **Rules Hearing:** Is scheduled for February 2nd at 7:00 pm at the Melrose City Hall.
- (14) **Upcoming Workshops:** Administrator Kovarik mentioned two upcoming events the Melrose Home Show (\$75 registration fee) and the Prairie Lakes Co-op Annual Meeting. **Manager Rothstein moved to approve attending the Melrose Home Show and the Prairie Lakes Coop Annual Meeting including any applicable expenditures. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (15) **Phone Reimbursement:** Administrator Kovarik reviewed a \$240 (\$20 a month/a year) phone reimbursement to President Kral for 2009. Administrator Kovarik reviewed this with the account that suggested a motion within the minutes reflecting the reimbursement for 2009. **Manager Mostad moved to reimburse President Kral \$240 for 2009 phone reimbursement. Manager Rettig seconded the motion. The motion passed with all in favor.** Administrator Kovarik noted that in the future all reimbursements should be submitted with documentation on their reimbursement forms. This is per the accountants recommendations.
- (16) **Listening Session:** Lynn Nelson and Administrator Kovarik attended the listening session on January 19th. Kovarik handed out the information they received along with a survey the Board should fill out.
- (17) **Viewers Meeting:** Manager Mostad, Mike Hayman and Administrator Kovarik attended the MN Viewers meeting on January 14th.
- (18) **Loan Agreement:** **Manager Mostad moved to extend the Middle Sauk Clean Water Partnership Loan Agreement for one year. Manager Rothstein seconded the motion. The motion passed with all in favor.**
- (19) **GUS TMDL Extension:** **Manager Rothstein moved to approve the GUS TMDL Extension. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (20) **SRF Ag Waste Loan:** An amendment to increase Richard Beurmann's loan agreement. **Manager Kuseske moved to approve the amendment to Richard Beurmann's loan agreement. Manager Rothstein seconded the motion. The motion passed with all in favor**



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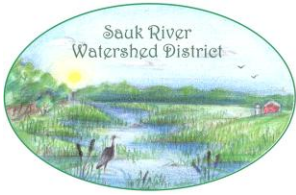
- (21) **Grant Payments:** Administrator Kovarik reviewed the payments and reimbursements for the District from the MPCA grants.
- (22) **Site:** Administrator Kovarik mentioned a realtor stopped in and told her of a possible new building to re-locate the District. Administrator Kovarik will set a time to look at the location with Manager Kral and Manager Kuseske.
- (23) **Notary Commission:** Starla Arceneau's notary will need to be renewed. The cost will be \$140. **Manager Rettig moved to approve \$140 for the renewal of Starla's Notary Commission. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (24) **February 4th meeting:** The Board and Staff will meet on February 4th at 5:00 p.m. to continue the brainstorming session.
- (25) John Kolb read the statute on Board reimbursements. Future reimbursements should be submitted on their claim sheets.

(b) **Ditch/Permit Inspector Report**-*Michael Hayman*

- (1) Reviewed the follow up memorandum for the repair order on County Ditch 9.
- (2) Reviewed the addendum to the benefited landowners on County Ditch 9. The board approved by general consensus that the staff set a hearing date and send out a letter to all the addendum landowners.
- (3) County Ditch 26 and 15. The Viewers have sent a draft of the benefiting area maps but they have not sent the cost associated per acre. They have it broken down by classes A-F which indicates whether it is a direct or indirect benefit. Pung and Harren reviewed the maps.
- (4): Gold n' Plump/Sauk Centre Wastewater Treatment Facility: Hayman reviewed the two permit applications but under the current rules a permit is not required however under the proposed rules a permit would be required. Hayman suggested that these applications be addressed under the current rules and no permit would be required.

(c) **Attorney's Report**-Reviewed the BWSR Findings on the Rules. Kolb also reviewed the process of the rules meeting on February 2nd.

- **Calendar Items** –Calendar items were discussed. They included: Approve Agreements as applicable; Approve Annual Dues as applicable; Equipment Purchases Discussion-4-wheeler/computers; Discuss RIVER Award-February; Discuss Seasonal Staffing-February; Discuss Vehicle Policies-these needs to be established; Review Draft Annual Report; Review Grants-This report will be ready in February; Year End Reports being completed now; Plan for Legislative Breakfast (March 10 & 11); County Ditch 9 Hearing-



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February potentially. There was discussion on the purchase of a 4-wheeler. **Manager Rothstein moved to approve up to \$4,000 to purchase a 4-wheeler. Manager Rettig seconded the motion. The motion passed with all in favor.**

(d) **Board Member Meeting Reports**- Manager Kuseske questioned the funding on the Mississippi River Basin. Administrator Kovarik mentioned there will be RFP process but as of today there is no new information.

- 7. **OPEN DISCUSSION FROM THE PUBLIC:** None
- 8. **ITEMS FOR NEXT MEETING AGENDA:** None
- 9. **ADJOURNMENT:** President Kral adjourned the meeting at 9:06 p.m.

Secretary, Virgil Rettig
 Recording Secretary, Starla Arceneau

_____	Date	_____
Jim Kral		
_____	Date	_____
James Rothstein		
_____	Date	_____
Dan Coughlin		
_____	Date	_____
Virgil Rettig		
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Bob Mostad		
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Larry Kuseske		
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Richard Raeker		
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Jason Scherping		
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Vernon Vangness		