

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 - 10-20-09

Regular Meeting
7:00 p.m. Sauk River Watershed District Office
October 20, 2009

Managers Present: Dan Coughlin, Jim Kral, Larry Kuseske, Robert Mostad, Virgil Rettig, Jason Scherping and Vernon Vangsness.

Staff Present: Holly Kovarik, Administrator
Starla Arceneau, Assistant Administrator, and Mike Hayman, Ditch Inspector

Guests Present: Linda Doerfler and Jason Weinerman

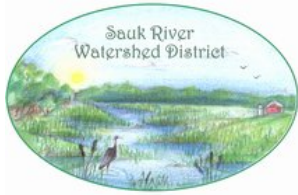
Manager's Absent: Richard Raeker and Jim Rothstein

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 Coughlin 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 September 15, 2009 meeting
 - b. Financial Report September 1-31, 2009
 - c. Loans & Cost Share Contracts
 - (1) Kimberly J Vogeler Septic System \$7,360.00
 - (2) Darrell & Bonnie Ward Septic System \$8,694
 - (3) Fred & Linda Arnzen Manure Storage \$28,757
 - John Nowicki Well Sealing Payment \$62.50
 - **Appropriations**
 - (1) JB Associates Limited \$4,179.88 Viewing Expenses
 - (2) Rodney Langaas \$685.81 Viewing Expenses
 - (3) CRP Promotion 2009-2010 \$5,000
 - d. After reviewing the items on the consent agenda, one item (Rodney Langaas \$685.81 Viewing Expenses) was pulled for further discussion. **A motion was made by Manager Coughlin and seconded by Manager Vangsness and carried unanimously to approve the following items on said consent agenda:** Approval of minutes of the September 15, 2009 meeting; Financial Report September 1-31, 2009; Loans & Cost Share Contracts: Kimberly J Vogeler Septic System \$7,360.00, Darrell & Bonnie Ward Septic System \$8,694, Fred & Linda Arnzen Manure Storage \$28,757, John Nowicki Well Sealing Payment \$62.50; JB Associates Limited \$4,179.88 Viewing Expenses and CRP Promotion 2009-2010 \$5,000

Manager Scherping pulled Rodney Langaas \$685.81 Viewing Expenses to see if this invoice was extra or within the scope of services. Administrator Kovarik said that it was included in the scope of services. **Manager Scherping made a motion to approve the payment to Rodney Langaas for \$685.81 for viewing expenses. Manager Rettig seconded the motion. The motion passed with all in favor.**

4. **OLD BUSINESS**

- (a) Administrator Kovarik discussed with the board the proposed draft budget and that the levy



amount will not change from the amount levied in the previous fiscal year. The Final Budget Hearing will be at the November 17th regular meeting at 7:15 p.m. A revised notice will be issued to the papers prior to this meeting date.

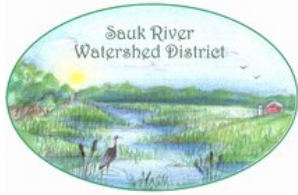
- (b) Mike Hayman gave a progress report on County Ditch 26 and 15. Hayman and Schultz from Wenck are in the process of surveying the two ditches. County Ditch 15 has been completely surveyed and work is continuing on County Ditch 26. Administrator Kovarik gave an update on the GUS TMDL meeting held on Monday, October 20th with the Minnesota Pollution Control Agency and Wenck Engineering. The indications right now are that Getchell has erosion contributions mainly from the land and Unnamed and Stoney are in channel erosion issues.
- (c) Steve Klein from Barr Engineering is finalizing the information needed before the public hearing can be set for the Eden Valley Project. As soon as this information is available it will be shared with the board and a hearing date will be set to address their petition.
- (d) The board discussed a replacement for Manager Coughlin on the Aggregator Committee. The board tabled this until the November 15th regular meeting.
- (e) Attorney Kolb handed out a draft copy of the rules for the Managers to review including the Statement of Needs and Reasonableness (SONAR) and Kolb requested that the Managers send comments prior to the November regular meeting. Attorney Kolb has incorporated the stakeholder comments into the documents and this final draft will be on the agenda for the November meeting for potential approval.

5. **NEW BUSINESS: None**

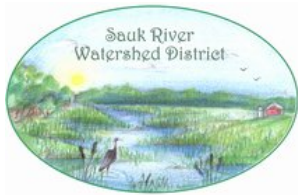
6. **REPORTS:**

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

- (1) **Advertising:** Administrator Kovarik asked for the Managers comments on continuing the advertisement in the Osakis Guide Book and other advertising opportunities. Managers Coughlin and Vangsness will meet with Administrator Kovarik to review all advertising and will give a report back to the full board in November based on these ad hoc committees' recommendations.
- (2) **Vehicle Purchase:** Administrator Kovarik and President Kral have been searching for a new truck for the District. Dan Welle Southtown will be receiving a one-owner trade within the next month. The truck is a 2006 ½ ton 4 wheel drive with an 8' box and it has a V-8 and is silver birch in color with a charcoal interior. Administrator Kovarik mentioned the shortage of trucks right now and that if the District was unable to find a truck that an alternative style vehicle may have to be pursued. **Manager Coughlin made a motion to allow the Administrator and President to purchase a truck up to \$18,000. Manager Mostad seconded the motion. The motion passed with all in favor.**
- (3) **Time Clock:** Administrator Kovarik read resolution 99-09 that will eliminate the time clock and utilize a time sheet method that that will eventually be able to track all billable and non billable per pay period. This resolution puts in place a temporary process and a final process and timesheet will be approved at the December meeting. **Manager Rettig made a motion to approve Resolution 99-09 to eliminate the time clock. Manager Coughlin seconded the motion. The motion passed with all in favor.**



- (4) **Leer Consultant Proposal Information:** This will be reviewed by Managers Coughlin and Vangsness and Administrator Kovarik and will they will bring a report back at the next regular meeting.
- (5) **MAWD Conference:** Scheduled for December 3-5, 2009. **Manager Coughlin made a motion to allow any staff to register for the conference and for the District to have a booth in the trade show at the conference. Manager Kuseske seconded the motion. The motion passed with all in favor.** All Managers were directed by Administrator Kovarik to let the Assistant Administrator know if they are planning to attend.
- (6) **4 wheeler:** Administrator Kovarik reviewed purchasing a Polaris 2000 sportsman 500 4-wheeler for around \$3,000. The Managers felt that the staff should look into a direct drive 4-wheeler that can handle the heavy terrain. Administrator Kovarik indicated that she would let Bruce Welle know that the District was not interested in this 4-wheeler and that the Administrator was to continue to look into another option to purchase.
- (7) **Resolution 98-09:** Administrator Kovarik reviewed Resolution 98-09 that will approve a sick leave donation policy. **Manager Rettig made a motion to approve Resolution 98-09. Manager Mostad seconded the motion. The motion passed with all in favor.**
- (8) **Memo GIS Student:** Administrator Kovarik reviewed a memo that will require a GIS student to assist the District in preparing the GIS mapping needed for the Upper Sauk Reports. **Manager Coughlin made a motion to authorize the GIS student to prepare the necessary maps and that the budgeted funding for this comes from the grants which have already been allocated to the project. Manager Rettig seconded the motion. The motion passed with all in favor.**
- (9) **Adam Hjelm and Heather Lehmkuhl Anniversary Date:** Administrator Kovarik asked for clarification on the anniversary date for Hjelm and Lehmkuhl. The board agreed by general consent that July 1, 2008 is their actual anniversary date.
- (10) **GIS Software:** Administrator Kovarik suggested that the GIS software be updated to get the maintenance up to date for upgrades on the one computer. This is a cost of \$2,000. **Manager Coughlin made a motion to give authorization to make the upgrade to the one computer that has the GIS software and that all further licenses and upgrades be approved with the annual budget. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (11) **Viewer's Meeting:** The Viewers meeting is scheduled for November 12th at Grand Casino in Morton. Managers attending should contact the office. Administrator Kovarik plans to attend this meeting.
- (12) **KDV Agreement:** An agreement for KDV to work with the staff on establishing a chart of accounts for the new bookkeeping program was presented to the board by Administrator



MEETING MINUTES - 10-20-09

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

- Kovarik. The agreement will not exceed \$1,000. **Manager Coughlin made a motion to have President Kral sign the agreement. Manager Rettig seconded the motion. The motion passed with all in favor.**
- (13) **Trunk Hwy 23:** Administrator Kovarik reviewed a permit application in which a majority of the project is in the North Fork Crow River Watershed District (NFCRWD). Attorney Kolb suggested a Joint Powers Agreement that will give NFCRWD authorization to observe the small section within the District on our behalf. **Manager Mostad made a motion to allow Attorney Kolb to draft a Joint Powers Agreement. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (14) **Christmas Party:** Administrator Kovarik suggested a Christmas Party after the December 15th Regular Meeting. All members attending would pay for their own meals. The board approved by general consent for the staff to arrange the event.
- (15) **FEMA Contracts:** Administrator Kovarik mentioned that the District just received the FEMA contracts today. Kovarik will copy them and include them in the next board meeting packet and the contracts will need approval at the November 15th regular meeting.
- (16) **Clean Water Funds:** Administrator Kovarik reported on the recent meeting attend about the Clean Water Funds and that Kovarik and Lynn Nelson are looking into pursuing the BWSR grants.
- (17) **Starla's Computer:** Administrator Kovarik mentioned that Starla's computer needs to be replaced. In recent weeks the computer has been not working properly. Administrator Kovarik also stated that this computer is slated to be replaced in 2010 anyway. This purchase would only be a couple of months earlier. **Manager Coughlin made a motion to purchase a new computer and suggested to purchase two monitors for a total purchase price up to \$1500. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (18) **Forms for Projects:** Administrator Kovarik reviewed the new forms that have been developed to determine future projects. This is a draft of the form and the staff is working on revising the form to be presented to the board for approval at a later date.
- (19) **Benchmarking Survey:** Administrator Kovarik handed out a Benchmarking Survey for the Managers to fill out and return to the office before the next regular meeting. The staff is also taking the survey and the results will be compiled and shared with the board and staff and an upcoming meeting.
- (20) **Grant Reports:** Administrator Kovarik mentioned that all the grant reports have been submitted to Minnesota Pollution Control Agency for their review. Kovarik also mentioned that the District was notified that the grants that were submitted recently were not approved due to a glitch in submitting the final reports.



MEETING MINUTES - 10-20-09

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

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

(1) Reviewed removal of beaver dams in County Ditch 9. **Manager Rettig moved to approve the removal of the beaver dams in County Ditch 9. Manager Mostad seconded the motion. The motion passed with all in favor.**

(2) Showed pictures and reviewed the invoice for the cleanout on Judicial Ditch 2 Primary Sediment Pond. Inspector Hayman explained to the managers the process of the clean out of the primary pond. **Manager Coughlin moved to pay Becker's \$13,786.76 bill. Manager Rettig seconded the motion. The motion passed with all in favor.**

(3) Stated a landowner (Larry Ladwig) is requesting the addition of tile to the current drainage system. **Manager Mostad moved to approve Ladwig add an addition of tile to the current drainage system as long as he gets approval from all government organizations involved. Manager Coughlin seconded the motion. The motion passed with all in favor.**

(4) Reviewed Inspector Hayman's recommendations and the Order directing Establishment and Maintenance of a Grass Buffer for Bernie Herickhoff. **Manager Coughlin moved to have President Kral sign the Order. Manager Rettig seconded the motion. The motion passed with all in favor.**

(5) Mentioned County Ditch 24 is in need of maintenance. Hayman will complete an inspection and give an update at the next regular meeting.

(c) **Attorney's Report**-*John Kolb had no report at this time.*

(d) **Calendar Items**

- Melissa Roelike anniversary date - 12 years of service.
- October 1st scheduled monitoring ends
- Quarterly Reports due.

(e) Board Member Meeting Reports-

(1) Manager Coughlin mentioned that Manager Rothstein is representing the District at the Municipal Meeting.

(2) Administrator Kovarik gave an update on Manager Raeker. The board gave their best wishes to Manager Raeker.

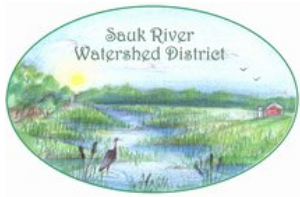
7. **OPEN DISCUSSION FROM THE PUBLIC:** There were none at this time.

8. **ITEMS FOR NEXT MEETING AGENDA:**

- Mike Hayman 6 month Anniversary
- Budget Finalization.

9. ADJOURNMENT: President Kral adjourned the meeting at 8:55 p.m.

Secretary, Virgil Rettig



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 - 10-20-09

Recording Secretary, Starla Arceneau

Jim Kral Date _____

James Rothstein Date _____

Dan Coughlin Date _____

Virgil Rettig Date _____

Bob Mostad Date _____

Larry Kuseske Date _____

Richard Raeker Date _____

Jason Scherping Date _____

Vernon Vangsness Date _____