



524 4<sup>th</sup> St South, Sauk Centre, MN 56378  
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Minutes November 15, 2011 Meeting

**MINUTES**

**Sauk River Watershed District Regular Meeting  
 Tuesday, November 15, 2011**

**7:00 PM – Regular Meeting – Sauk River Watershed District Office, Sauk Centre**

<b>Managers Present:</b>	Jim Kral, John Harren, Larry Kuseske, Bob Mostad, Tim Lunsford, Virgil Rettig, Vern Vangsness, Todd Foster, Jason Scherping
<b>Staff Present:</b>	Holly Kovarik, Administrator; John Kolb, Attorney (Rinke-Noonan)
<b>Guests Present:</b>	April Ryan
<b>Manager's Absent:</b>	

1. **The meeting was called to order by President Foster at 7:00 p.m. and the Pledge of Allegiance was recited.**
2. President Foster asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik and Manager Lunsford. By general consent of the board the agenda was approved.
3. **Consent Agenda (approved by one motion)**
  - a. **October 1-31, 2011 Financial Report**
    1. Cost Share Funds Log
    2. Loan Funds Log
    3. Check Register for General Fund 101
  - b. **October 18, 2011 Board Meeting Minutes**
  - c. **Permits recommended for approval-None**
  - d. **Contracts for Approval - None**
  - e. **Resolutions for Approval - None**
  - f. **Board Action Items for Approval- None**
  - g. **Loans, Grants, Appropriations**

1. **Loans**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Action Required</u>	<u>Amount Encumbered/ Paid:</u>	<u>Fund Code:</u>
Dianne and Bob Guggenberger	Septic	Payment Request	\$9,223.00	224
Diane and Bob Guggenberger	Septic	Payment Request	\$1,604.97	224
Tim Krueger	Septic	Contract Approval	\$15,500	223
Mary Herzog	Septic	Contract Approval	\$10,000	224
Dwayne Skuza	Septic	Payment Approval	\$9,737.00	243
Stacy Tamm	Septic	Payment Approval	\$15,000	207
Eric Leither	Shoreline Restoration	Contract Approval	\$3,500	223

2. **Grants-None**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Action Required:</u>	<u>Amount Encumbe</u>	<u>Fund Code:</u>	<u>Pay To:</u>

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			<u>red/Paid:</u>		
Jeff Johnson	Shoreline Project	Payment Request	\$9.875	310	Anything Outdoors
Jeff Johnson	Shoreline Project	Payment Request	\$10,702.50	325	Anything Outdoors
Lerton Zander	Shoreline Project	Payment Request	\$4,405.50	308	Lerton Zander
Pete & Pattie Rothfork	Shoreline Project	Payment Request	\$675.51	323	Tree Top Nursery
Pete & Pattie Rothfork	Shoreline Project	Payment Request	\$1,000	326	Tree Top Nursery
Tom & Judy Dehmer	Shoreline Project	Payment Request	\$400.00	323	Mid-Minnesota Excavating
Tom & Judy Dehmer	Shoreline Project	Payment Request	\$1,250	315	Mid Minnesota Excavating
Daniel & Nancy Walters	Shoreline Project	Payment Request	\$1,317.50	323	Mid Minnesota Excavating
Thomas and Margo O'Malley	Storm water project and rain garden	Contract amendment	\$6,500 Additional	310/326	
Thomas and Margo O'Malley	Rain Garden project	Payment request	\$6,500	326	Braun Excavating
Thomas and Margo O'Malley	Rain garden project	Payment Request	\$1,391.48	310	Braun Excavating
Osakis High School	Storm water project	Payment Request	\$1,134.34	315	Tree Top Nursery
Osakis High School	Storm water project	Payment Request	\$3,403.02	325	Tree Top Nursery
Stearns SWCD	MRBI Technical Assistance	Payment Request	\$17,219	327	
Raymond Prasch	Stormwater project	Payment Request	\$150.00	325	Raymond Prasch
Mike and Deborah Hofmann	Rain garden	Contract Amendment	\$300	310/326	
Gary Brown	Rain garden	Contract Amendment	\$1,300	310/326	
Theresa Palmer	Rain Garden	Contract Amendment	\$2,500	310/326	
Richard Bohannon	Rain Garden	Contract Amendment	\$10,750	310/326	
Kathy Stang	Rain Garden	Contract Amendment	\$9,500	310/326	

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Geraldine Winter	Shoreline Restoration	Contract Approval	8,700.00	322/326	
Eric Leither	Shoreline Restoration	Contract Approval	\$10,500	326, 323, 310	

3. **Appropriations**

1.	Health Partners	Premium Payment	\$2,008.30	General Fund (GF)
2.	Rinke Noonan	Retainer/General Advice	\$1,665.00	GF
3.	Rinke Noonan	Weed Harvester	\$832.50	Weed Harvester
4.	Wenck	Overall Plan	\$14,917.76	GF

Administrator Kovarik asked to pull item 1 from appropriations for clarification. **Manager Harren made a motion to approve the consent agenda. The motion was seconded by Manager Kral. The motion passed with all in favor.**

Administrator Kovarik notified the board that an employee removed a dependant from the health plan and so the actual payment to Health Partners is \$1,542.50.

**Manager Lunsford made a motion to approve the payment of \$1,542.50 to Health Partners. The motion was seconded by Manager Harren. The motion passed with all in favor.**

4. **Old Business**

- a. **Assessments/Ditch Assessments/Project Assessments** Administrator Kovarik presented a list of prepaid assessments from 2011 to be sent to the counties for removal from the 2012 tax roll. **Manager Rettig made a motion to authorize notification to the counties of the 2011 prepaid assessments. The motion was seconded by Manager Kral. The motion passed with all in favor.** Administrator Kovarik presented to the board a prepaid assessment dating back to 2009 that was not removed from the tax rolls. Administrator Kovarik asked for authorization to remove the assessment and to reimburse the property owner \$746.52 for taxes paid on a prepaid assessment. **Manager Mostad made a motion to authorize the removal of the special assessment and to repay the \$746.52 to the landowner. The motion was seconded by Manager Kuseske. The motion passed with all in favor.** Administrator Kovarik presented a list of prepaid assessments from 2010 and asked for authorization to have the counties remove the assessments from the tax roll and for permission to repay the landowners for taxes paid on a prepaid assessment. **Manager Foster made a motion to authorize the removal of the prepaid assessments from the tax roll and to repay the corresponding landowners. The motion was seconded by Manager Lunsford. The motion passed with all in favor.** Administrator Kovarik presented to the board a special assessment that was double certified in 2008. Administrator

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Kovarik asked that the extra assessment be removed and the property owner be reimbursed for the extra they have paid. **Manager Foster made a motion to authorize the removal of the extra assessment and to repay the landowners what they've overpaid. The motion was seconded by Manager Harren. The motion was passed with all in favor.**

- b. **Weed Harvest Project** Administrator Kovarik updated the board on the public input meeting and has had discussion with the DNR since. It is recommended not to harvest anything in 2012 but still apply for a permit being it doesn't cost the District anything, and to authorize a vegetation survey. The project will be revisited next year. The DNR indicated that the District could extend Sauk Lake Vegetation Management Plan another year. The weed harvest crew chief, Gene Harren, spoke a little on the history of the weed harvester and the board was able to ask questions on the condition of the equipment. **Manager Foster made a motion to apply for a harvesting permit, approve a one year extension on the Sauk Lake Vegetation Management Plan, to get more information on doing a vegetation survey and to authorize Rinke-Noonan to explore creative possibilities of how the District can use the existing funds and the funds generated if the equipment was sold. The motion was seconded by Manager Lunsford.** Manager Mostad discussed the history of the weed problems in the lake and possibilities for the harvester in the future. **The motion passed with all in favor.**
- c. **Steffenson/Shriver/Haust's Project** Administrator Kovarik told the board that the project will be finished in the spring when materials are more readily available and at a cheaper price.
- d. **Big Fish Lake** Administrator Kovarik presented formal resolution 35-11 in regards to the cessation of work on the Big Fish Alleyway. **Manager Lunsford made a motion to approve resolution 35-11. The motion was seconded by President Foster. The motion passed with all**
- e. **Stearns County Assessment Fees** Attorney Kolb reminded the board of the District questioning the County on the Assessment fees.
- f. **Stearns County Emergency Management Discussion** Administrator Kovarik updated the board on discussion had with Stearns County Emergency Management. They were receptive to help with funding if necessary. Monitoring Coordinator, Heather Lehmkuhl, compiled a list of costs associated with the project to get equipment installed and running and for monthly phone services for the modems. Some managers felt the county should pay a good portion of this cost as the District is providing equipment and staff time.
- g. **Hearing on Grants for Sauk River Major Watershed Project and Sauk River Watershed District Aquatic Habitat Grant Program** President Foster opened the public hearing for the Sauk River Major Watershed Project and the Sauk River Watershed District Aquatic Habitat Grant Program. The floor was opened for comments. After no comments, the hearing was closed.

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Administrator Kovarik told the board that staff and the attorney will draft an order establishing the projects and a fund number will be created. **President Foster made a motion to establish the projects and direct staff to create the orders for consideration and adoption at the next meeting. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

h. **Heiko Schoenfuss Minnesota Water Resources Grant Submitted**

Administrator Kovarik presented a map, letter of support, and the grant application for the demonstration project with Heiko Schoenfuss. **President Foster made a motion to approve the grant application. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

- i. **MAWD Annual Convention** Administrator Kovarik asked the board to appoint two voting delegates for the MAWD Annual Convention. Managers Lunsford and Kral volunteered to be voting delegates for the 2011 Annual Convention. Administrator Kovarik asked the board if they would like the District to have a booth at the Convention for a cost of \$75. **Manager Rettig made a motion to approve staff to host a booth at the MAWD Annual Convention at a cost of \$75. The motion was seconded by Manager Mostad. The motion passed with all in favor.** Administrator Kovarik and Manager Kuseske reviewed the resolutions being voted on at the Convention.

5. **New Business**

- a. **Mileage rate increase to 55.5 cents per mile** Administrator Kovarik informed the board of the increased IRS mileage rate. **Manager Harren made a motion to follow the IRS mileage rate changes as they occur. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- b. **Clean Water Partnership Semi-Annual Payments** Administrator Kovarik presented Resolution 36-11 in regards to the semi-annual payments due to MPCA. **Manager Lunsford make a motion to approve Resolution 36-11 to pay the semi-annual payments to MPCA. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
- c. **Policies** Tara Ostendorf gave a presentation on the policies previously approved in the Policies and Procedures Handbook for the incentive program. The procedures were used in the 2011 season and it was found that some revisions will need to be made. There was considerable discussion on the processes and issues Tara brought forth. Tara will have the changes and new forms prepared for approval at the December meeting.
- d. **Presentation on Sick/Vacation Time Policies** Manager Lunsford presented potential changes in the accrual and carryover rates for sick and vacation time, as well as, the possibility of creating a leave bank for staff to donate time to in the occasion that another staff person is in need. There was some discussion on the liability to the District and the opportunity to eliminate sick time all together. **Manager Lunsford made a motion to adopt the changes as presented and to authorize staff and legal council to update the current**

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**policy for final approval at the December meeting. The motion was seconded by Manager Kral. The motion passed with all in favor.**

- e. **Change in December Meeting Date** Manager Lunsford asked if it was possible to change the December meeting date to the 13<sup>th</sup>. There were no objections. **Manager Lunsford made a motion to move the next meeting date to December 13<sup>th</sup>. The motion was seconded by President Foster. The motion passed with all in favor.**

6. **Reports**

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

1. **Pay Equity reporting in 2012** Administrator Kovarik notified the board that in 2012, the District will have to report to the state on pay equity.
2. **Additional TMDLs** Administrator Kovarik informed the board that the District now has 9 additional impaired water bodies in need of a TMDL. MPCA is looking for a recommendation from the District on how to get these done and which entity would manage the projects. **Manager Harren made a motion to let MPCA manage the projects. After more discussion, Manager Harren rescinded his motion. Manager Lunsford made a motion to go back to MPCA and ask them to contract with the District on the TMDL projects. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
3. **Additional Contracts for approval as listed on the supplemental agenda.** Administrator Kovarik asked for approval on the new contracts submitted for Donna Blanchette, Bob Anderson, Allen Hendricks, and Vaughn Glasener. **Manager Foster made a motion to approve the contracts for Donna Blanchette, Bob Anderson, Allen Hendricks, and Vaughn Glasener. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
4. **Additional Contract Payments as listed on the supplemental agenda.** Administrator Kovarik presented additional contract payments to be made for the Kathy Wagner, Myrna Gammons, and Vaughn Glasener projects. **Manager Harren made a motion to approve contract payments for the Kathy Wagner, Myrna Gammons, and Vaughn Glasener projects. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
5. **County Ditch 9 Payment Request for Repairs** Administrator Kovarik presented the bill for payment to MBC Drainage for the repairs done on County Ditch 9 in the amount of \$49,482. **Manager Kral made a motion to approve the payment to MBC Drainage for \$49,482 for the repairs done on County Ditch 9. The motion was seconded by Manager Foster. The motion passed with all in favor.**

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6. **Mid Minnesota Excavating Repair on FEMA Project on CD6**  
Administrator Kovarik gave a brief history of the FEMA project on CD6. Two sites were damaged due to storms were repaired by Mid Minnesota Excavating at a cost of \$2,590 for site #1142 and \$2,790 for site #1133. **Manager Foster made a motion to approve payment to Mid Minnesota Excavating for both sites, totaling \$5,380. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
7. **Payment Clarification on Teals Supermarket/Blue Heron**  
Administrator Kovarik updated the board on the payment previously approved for the Teals Supermarket/Blue Heron raingardens. The projects actually came in costing less than approved.
8. **Overall Plan** Administrator Kovarik updated the board on the attendance at the Overall Plan Public Input Meetings. The District would like to see more of the public present. It was suggested that serving a light lunch would perhaps draw more people in. **Manager Foster made a motion to provide a light lunch at one meeting and a door prize at the other, with a budget of \$400 per meeting. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
9. **Commissioners/SWCD Meeting Updates** Administrator Kovarik updated the board on the meetings that she and the Managers have attended to present the Overall Plan.
10. **Education Kits** Administrator Kovarik informed the board that the Education Coordinator would like to purchase more items for the education kits. **Manager Harren made a motion to authorize the Administrator to work with the Education Coordinator to purchase supplies for the education kids, not to exceed what is left of the 2011 education budget. The motion was seconded by Manager Kral. The motion passed with all in favor.**
11. **Christmas Party Discussion** Administrator Kovarik invited the board to a supper that will be held after the December board meeting at JT's in Sauk Centre. The board meeting will be held at 5:00 with the supper immediately following at 7:00.
12. **Update on Property Tax Hearing** Administrator Kovarik informed the board that she was invited by the Property Tax and Finance Committee to testify on special taxing districts. The SRWD was one of 3 special taxing districts asked to testify and the only non-metro example. Manager Kral attended with Administrator Kovarik for the 10 minute presentation. It was a very successful trip to the state capital.
13. **Fund Policies** Administrator Kovarik presented a policy, letter, and a resolution for future approval by the board that was generated by Joe Rigdon. It still needs more specific information filled in by the

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District and is required to be done by the end of the year. Above and beyond that, Administrator Kovarik is working on other financial policies. The board should review the policy for discussion at the next meeting.

14. **Battlepoint Park** Administrator Kovarik updated the board on the actions taken on Battlepoint Park. The county handed down a stop work order from implementing any activities out at the park until they develop some ordinances in relation to specific powers of the Parks and Trails Board.
  - b. **Attorney's Report**- Attorney Kolb had nothing to report.
  - c. **Ditch/Permit Inspector Report** – Administrator Kovarik noted that everything was already addressed.
  - d. **Calendar Items** MAWD convention was already discussed.
  - e. **Board Member Meeting Reports** Manager Kuseske reported on a meeting with the Drainage Work Group and the Environmental Initiative Group of Ag Producers.
  - f. **Open Discussion for the Public** None
  - g. **Closed session for Annual Review of the Administrator**
    - (a) **Manager Lunsford made a motion to the formalize employee performance for 2011 appraisal for Administrator Kovarik as exceeds expectation and other comments and as provided on the appraisal form for signature at the next meeting. Manager Foster seconded the motion. The motion passed with all in favor.**
    - (b) **Manager Lunsford moved to direct our legal council to create a revision the Administrator Kovarik's contract that includes the following:**
      1. **Increase the vacation accrual from 120 hours to 160 hours per year starting the pay period including January 1, 2012.**
      2. **Carryover 160 hours of vacation**
      3. **Uncap sick leave accrual**
      4. **Change section J from blackberry to mobile communications device****Manager Foster seconded the motion. The motion passed with all in favor.**
7. **Items for Next Meeting Agenda.**
8. **Manager Harren moved to allow the individual to trap and work with Manager Vangsness to trap the water squirrels at the JD 2 Sediment Ponds. Manager Lunsford seconded the motion. The motion passed with all in favor.**
9. **Adjourn. Manager Lunsford made a motion to adjourn the meeting. There was no second to the motion. The motion died with a lack of a second. The meeting was adjourned by the general consent of the board. The time was 10:30 p.m.**

**NEXT MEETING: Regular Meeting– December 13<sup>th</sup> (Tuesday) at 5:00 p.m. –Sauk River Watershed District Office, Sauk Centre MN**

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\_\_\_\_\_  
Todd Foster, President

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Date

\_\_\_\_\_  
Jim Kral, Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Scherping, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tim Lunsford, Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Virgil Rettig

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vern Vangsness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Larry Kuseske

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Mostad

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Harren

\_\_\_\_\_  
Date

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