

524 4<sup>th</sup> St South  
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Visit us online at: [www.srwdmn.org](http://www.srwdmn.org)

MEETING MINUTES – 12-15-09

Regular Meeting  
5:30 p.m. Sauk River Watershed District Office  
December 15, 2009

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

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

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**Guests Present:** Bev Rettig and Kip Kovarik

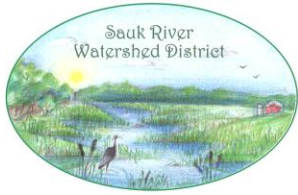
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**Manager's Absent:** Richard Raeker

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1. **The meeting was called to order by President Jim Kral at 5:30 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 November 17, 2009 meeting
  - b. Financial Report November 1-31, 2009
  - c. Resolution – 101-09  
Loans & Cost Share Contracts - None  
**Appropriations**
    - (1) Rodney Langaas
    - (2) JB Associates
  - d. After reviewing the items on the consent agenda a **motion was made by Manager Rothstein and seconded by Manager Mostad and carried unanimously to approve the following items on said consent agenda:** Minutes of the November 17, 2009 meeting, Financial Report November 1-31, 2009; Resolution 101-09 and the Appropriations for Rodney Langaas and JB Associates.
4. **OLD BUSINESS**
  - (a) Administrator Kovarik reviewed the January 2010 Calendar of Events. Manager Coughlin suggested changing the January 19<sup>th</sup> board meeting due to the Municipal League Annual Meeting being on the same night and several Managers will need to attend. **Manager Rettig moved to change the regular meeting to Wednesday, January 20 at 7:00pm. Manager Rothstein seconded the motion. The motion passed with all in favor.**
  - (b) Administrator Kovarik gave a re-cap of the District's Open House that was held on December 9-10. Everyone felt this went well and the plan is to hold the Open House in October in 2010.
  - (c) Administrator Kovarik also gave a re-cap on the MAWD Conference held December 3-5 at the Arrowwood Resort in Alexandria. Everyone felt the conference went well and the information was well presented.

5. **NEW BUSINESS:**



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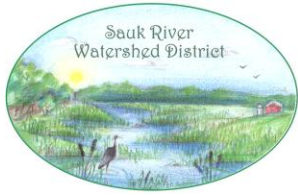
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- (a) The board reviewed the minutes of the November 20, 2009 Special Meeting. Manager Coughlin mentioned that Jim Kral was listed as present and absent on the Special Meeting Minutes. This was an error and Manager Kral was absent. This correction was noted and will be addressed. Manager Coughlin also noted the minutes lacked the purpose for the meeting. The purpose of the November 20<sup>th</sup> meeting was to address adding a new position and interview internal candidates for the position. This correction was noted and will be addressed. **Manager Coughlin moved to approve the November 20, 2009 Special Meeting Minutes with corrections. Manager Rothstein seconded the motion. The motion passed with Manager Kuseske Abstaining.**

**6. REPORTS:**

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

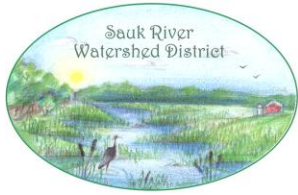
- (1) **Rules Hearing Date Set:** Scheduled for January 26<sup>th</sup> at the Melrose City Hall at 7:00 pm
- (2) **Interns:** Administrator Kovarik reviewed the internship position that was approved thru December 31, 2009 and after reviewing the upcoming workloads Kovarik can't justify an extension of the intern position at this time. Per this recommendation the current intern on staff Chris Lundeen will be done on December 31, 2009. The Administrator and Board wished Chris Lundeen well and thanked him for his services to the organization.
- (3) **Job Description Update/Adjustments:** Kovarik suggested tabling until the January 2010 regular meeting. **Manager Coughlin moved to table the Job Description Update/Adjustment with any pay adjustments be retroactive to January 1<sup>st</sup>. Manager Rothstein seconded the motion. The motion passed with all in favor.**
- (4) **Eden Valley Update/Hearing (February):** Administrator Kovarik reviewed Barr Engineering's recommendations and indicated that the date for the public hearing could possibly be in February 2010. Administrator Kovarik will review this proposal with the city. A meeting will be scheduled sometime in early 2010. The board will be kept informed of the progress.
- (5) **Workshop Meeting (Annual SWOT Analysis):** Administrator Kovarik completed the SWOT Analysis with the District staff and recommends setting up a special meeting for the Managers to complete the SWOT Analysis. The Managers will meet on January 13<sup>th</sup> at 7:00 pm and to review the mission, goals, and objectives as well. This meeting will be the annual planning meeting.
- (6) **North Fork Joint Powers Agreement:** **Manager Rettig moved to approve and sign the agreement. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (7) **Time Clock Policy:** **Administrator Kovarik** read Resolution #104-09 that permanently suspends the time clock, establishes an official time tracking method, creates a policy to address employee misrepresentation on them, and allows the Administrator to sell the time



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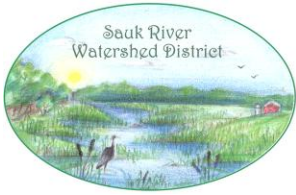
- clock. **Manager Rettig moved to approve Resolution #104-09. Manager Coughlin seconded the motion. The motion passed with all in favor.**
- (8) **Range Adjustments Discussion:** Administrator Kovarik informed the Managers that with the research she has compiled the average cost of living increase is approximately 1.7% but has asked to table further discussion on the Job Descriptions updates/adjustment until the January meeting. **Manager Coughlin moved to table the Job Descriptions updates/adjustments to include any pay adjustments be retroactive back to January 1 2010. Manager Mostad seconded the motion. The motion passed with all in favor.**
- (9) **January Organizational Discussion:** January will be the District's Re-organization meeting. There will be several items at the meeting.
- (10) **Rain barrels:** Purchasing ten rain barrels to be used for demonstration purposes and for giveaways to promote the District. **Manager Rothstein moved to purchase the ten rain barrels not to exceed \$500. Manager Coughlin seconded the motion. The motion passed with all in favor**
- (11) **Access Software:** Administrator Kovarik mentioned that the District is lacking a data base that will be able to manage the upcoming permits. Kovarik suggested having Ramsey Washington come to one of the Regular meetings to give a presentation on their new data base software. **Manager Coughlin moved to approve purchasing the needed Access software and to have Administrator Kovarik arrange a presentation with Ramsey Washington. Manager Rettig seconded the motion. The motion passed with all in favor.**
- (12) **Manager Raeker update:** Administrator Kovarik talked with Manager Raeker and he is hoping to be back at the January meeting. Administrator Kovarik and President Kral will be visiting Raeker on Thursday, December 17<sup>th</sup>.
- (13) **Healthy Watershed Update:** Administrator Kovarik gave a brief update on possible grant funding that may be available in January 2010 thru the Mississippi River Basin Healthy Watersheds Initiative. Kovarik will keep the Managers informed as more information becomes available.
- (14) **IRS 2010 Mileage Rate:** January 1, 2010 the new mileage rate will be .50¢ per mile.
- (15) **Appropriation for County Charges for each Special Assessment:** Stearns County charges a fee for all special assessments certified. The fee for 2009 is \$1,968. **Manager Rothstein moved to pay Stearns County the \$1,968 for special assessments. Manager Mostad seconded the motion. The motion passed with all in favor.**
- (16) **GUS TMDL Amendment:** To change the expiration date from December 2009 to June 2010. **Manager Coughlin made a motion to approve the GUS TMDL Amendment. Manager Rothstein seconded the motion. The motion passed with all in favor.**



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- (17) **Certification:** Administrator Kovarik brought forth certificates of appreciation and years of service to be presented by the Board for Kristin Willer, Tara Borgerding and Chris Lundeen for Internship, years of service: Starla Arceneau (19 Years), Lynn Nelson (15 years) Melissa Roelike (12 years) and appreciation to Amy Trisko for work completed on Battle Point Park and assistance with monitoring. Administrator Kovarik asked that the Managers approve the recognition to these individuals for their assistance in 2009. We cannot do the great work we do without great people. **Manager Rettig moved to approve the recognition and distribution of the certificates. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (18) **Septic Letter:** We received a letter from Stearns County requesting a Joint Powers Agreement to complete a septic survey within the Sauk River Watershed District. Administrator Kovarik will review further at a future meeting.
- (19) **Grants:** Three grant applications were submitted to the Board of Water Soil and Water Resources: They were the Sauk River Watershed Stormwater BMP and Habitat Restoration, Upper Sauk River Riparian Restoration and the Crooked Lake Wetland Restoration Project. We will know the status sometime in January.
- (b) **Ditch/Permit Inspector Report**-*Michael Hayman*
- (1) Reviewed the Repair Order on Branch 1 of County Ditch 9 which was completed by MBC Drainage on December 8<sup>th</sup>. Removal was estimated at roughly 200' per hour at a cost of \$1,225. Damaged tile lines will need to be repaired in the spring.
- (2) Future discussion on a possible Re-Determination of Benefits on County Ditch 9:
- (3) Finished Survey work for County Ditch 26 and 15. The Viewers drafts and benefiting area maps are also nearly completed. Chris Meehan will be working with the viewers to finalize the reports.
- (4): Judicial Ditch 1: The beavers have been trapped and the dam has been removed.
- (c) **Attorney's Report**-*No report*
- (c) **Calendar Items** –Calendar items were discussed. They included in December: Review Personnel Policy Handbook, Approve Calendar of Events, and MAWD Convention.
- (e) **Board Member Meeting Reports**- No Report
7. **OPEN DISCUSSION FROM THE PUBLIC:** None
8. **ITEMS FOR NEXT MEETING AGENDA:**
- Job Descriptions updates/adjustments
  - Range Adjustments



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9. ADJOURNMENT: President Kral adjourned the meeting at 6:37pm

Secretary, Virgil Rettig  
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