



524 4th St South, Sauk Centre, MN 56378
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Minutes December 21, 2010 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, December 21, 2010**

5:30 PM – Regular Meeting – Sauk River Watershed District Office, Sauk Centre

Managers Present:	Bob Mostad, Larry Kuseske, Jim Kral, Jim Rothstein, Dan Coughlin, Virgil Rettig, Vern Vangness, Todd Foster, Jason Scherping
Staff Present:	Holly Kovarik, Administrator; Mike Hayman, Ditch/Permit Coordinator, Lynn Nelson, Environmental Project Coordinator, Adam Hjelm, Educational Coordinator, John Kolb, Attorney (Rinke-Noonan)
Guests Present:	Neil & Kay Cook; Susan Kolb, Kip Kovarik
Manager’s Absent:	

1. **The meeting was called to order by President Jim Rothstein at 5:30 p.m. and the Pledge of Allegiance was recited.**
2. President Rothstein asked for additions to the agenda. The proposed agenda was reviewed and a few items were added by Administrator Kovarik. **Manager Rettig moved to approve the agenda with the items added by Administrator Kovarik. Manager Kuseske seconded the motion. The motion carried with all in favor.**
3. **Consent Agenda (approved by one motion)-President Jim Rothstein**
 - a. November 16, 2010 Regular Meeting Minutes
 - b. October 1-31, 2010 Financial Report
 - c. November 1-30 Financial Report
 - d. Wenck Scope for modeling Brown, Mud, Eden Lake, City of Eden Valley, and Kinzer Creek Watersheds \$25,580
 - e. Wenck Scope for St. Martin Rain Garden Project \$3,500
 - f. Wenck Scope for Middle Sauk Municipal Stormwater BMP Plan \$24,000
 - g. To approve the January meeting for the public hearings on the various New Loan Funds & Public Notice or as soon as possible after contracts are received
 - h. To approve removal of the Graves Assessment from the Todd County certification listing due to issues with the assessment being double certified and to eliminate any additional payments assessed in future years
 - i. Resolutions for Approval –

96-10	Budget Changes-elimination of Verizon plan
97-10	YSI Repair
98-10	2012 Calendar of Events
99-10	2011 Goals and Objectives
100-10	RFP for 2011 Lab Services
101-10	Native Grasses Book
102-10	2011 Interns

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103-10 Contractor Certification watershed wide partner with Shoreland Workshop offered by Stearns SWCD

104-10 Stream Table Equipment Purchase

105-10 Stearns County Shoreland, Erosion Control & Stormwater Training for Staff Attendance Request

106-10 Marco Total Solutions Service Renewal

107-10 Big Sauk Lake Vegetation Management Plan Request to be sent to DNR for One Year Extension

108-10 Approval for Accounting Services in 2011

109-10 Approve Account Reconciliation Process

f. Loans, Grants, Appropriations

- **Loans**

- (1) Myron Messelt septic system \$6,000 Payment Reimbursement Request
- (2) Jane & Sam Salzl Ag Waste System \$77,000 Payment Reimbursement Request

- **Grants-**

- (1) City of Eden Valley ditch bank restoration \$7,500 Contract Approval
- (2) City of Richmond BMP Raingarden \$12,000 Contract Approval
- (3) Sharon and Leon Smiens Shoreland Restoration Project \$5,100.75

- **Appropriations**

1. Health Partners \$3,129.50 Premium Payment
2. Banyon WinPay/WinFund Modules \$1,561.20
3. Minnesota Science Museum \$1,370 Water Fest
4. Rinke Noonan SRF, Employee matters, CD11 &24, rules
5. Wenck Engineering \$466.40

President Rothstein pulled Resolution 109-10 for further explanation by Administrator Kovarik of the bank reconciliation process. **Manager Kral made a motion to approve the consent agenda. Motion was seconded by Manager Rettig.** The board discussed who should be the second board member listed on Resolution 109-10. It was decided to have the Vice President listed as the second signature on the bank reconciliations. **The motion passed with all in favor.**

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4. Old Business

- (a) CD 15 & 26 Updates Discussion about final draft/owners report- The Managers have been given a copy of the CD15 & CD 26 Viewers Reports. As the project is moving forward, staff would like the Managers to view the documents and communicate any revisions or changes that they feel necessary. In the mean time, staff will continue to work on Owner's Reports in anticipation of a January acceptance of the Viewers Reports. Attorney Kolb added that the Managers should pay particular attention to the narrative, explaining the viewing process and how results were tabulated, and again reminded Managers that this document is still in draft form. Administrator Kovarik gave a quick update on the staff meeting with the Red Lake Watershed District.
- (b) Grants Awarded in 2010. Administrator Kovarik notified the board that both Clean Water Fund applications the District submitted were awarded. In total, through the applications submitted, the District received \$1.3 million in grant and \$800,000 in loan to use watershed wide. In addition, Todd County received their grant for the septic system inspection program. The District aided in Todd County's application completion.
- (c) Emerging Contaminants Discussion/MDH Grant Possibility. President Rothstein updated the board on a meeting he had with Dr. Heiko Schoenfuss. Schoenfuss indicated that they would be more than willing to work with the District and that there is money available. President Rothstein thinks it's absolutely necessary to find out what is in our drinking water. **Manager Coughlin moved to direct staff to pursue dialog with Dr. Schoenfuss to provide assistance and planning of future partnering efforts in his ongoing research in this area. Manager Foster seconded the motion. The motion passed with all in favor.**
- (d) MAWD Conference Updates. Manager Foster notified the board that he applied to be on the BWSR board.
- (e) Updates to job description for administrative personnel. Administrator Kovarik gave the Managers a revised position description for what was formerly the Monitoring/Administrative Assistant after changes in staffing and duties. Administrator Kovarik worked with Kathleen Murphy to meld a couple of the job descriptions with the job title to be determined. Administrator Kovarik reiterated to the board that this is not a new position for hire but a job description revision. Manager Coughlin commended Administrator Kovarik and Kathleen Murphy for summing up the position it has transitioned into and suggested the title of Office/Finance Manager. Manager Foster recommended the board support any educational opportunities for this new position. **Manager Coughlin moved to approve the Office/Finance Manager job description as provided. Manager Kral seconded the motion. The motion passed with all in favor.** Administrator Kovarik then informed the Managers where that position falls on the pay scale. Administrator Kovarik recommended within group 9, step 3 retro-

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active to the pay period including October 11th when the new duties began. **Manager Coughlin moved as recommended by Administrator Kovarik.** Manager Foster questioned the procedure behind the group and step designation. **Manager Coughlin renewed his previous motion to accept the new position's pay scale at group 9, step 3 retro-active to the pay period including October 11, 2010. Manager Rettig seconded the motion. The motion passed with the majority in favor, Manager Foster opposed.**

5. New Business

- (a) DNR Special Assessment. Administrator Kovarik told the board about an assessment on DNR property in Todd County in which the DNR wants abated. Attorney Kolb notified the board that the DNR has to have a basis to request the abatement and thus far, the District has only seen Todd County's request to us based on a DNR request to the County. Depending on the basis, the DNR might not have a choice to pay or not pay this assessment. Attorney Kolb recommends abating 2010 and will abate the rest pending review. **Manager Rettig made a motion to abate the 2010 assessment and to possibly abate the remainder pending review of the request. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**
- (b) New Appropriations for approval. No new appropriations.
- (c) Unemployment Claim. Attorney Kolb notified the board of a claim filed due to the elimination of the Assistant Administrator position. He stated that it would have no substantial effect on the budget.

6. Reports

a. Administrator's Report-Administrator Kovarik

1. PERA Clerical Issue. Administrator Kovarik reminded the board of a PERA issue from months back dealing with staff positions in 2008. Staff will be researching this issue further to make sure it was dealt with correctly.
2. Appointment to Financial position outlined in Resolution 109-10. This was addressed in the consent agenda.
3. Banyon Invoice Function Purchase. Administrator Kovarik asked the board for direction on whether or not to purchase the invoice function to add to the Banyon Accounting System. Manager Rothstein advised Administrator Kovarik to get an estimate to bring back to the board.
4. Ecosystem Services New CIG Grant Application Commitment. Administrator Kovarik updated the board on the application she is putting together with Lynn Nelson. This application would focus in on actually bringing the buyers to the table, the marketing piece and getting actual projects on the ground. The application needs to be submitted by the 29th of December. **Manager Kuseske made a motion to proceed with the CIG application. The motion was seconded by Manager Coughlin. The motion was passed with all in favor.**

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5. Signature Cards. Administrator Kovarik brought new bank signature cards for Managers to sign.
6. Building Site Visits. Administrator Kovarik advised the managers that the District should be open to viewing buildings that come up for sale. She indicated that she has had a few sites that were brought to her attention for viewing.
7. HP Notebook/Projector. Administrator Kovarik updated the board on the previously approved purchase of a notebook computer. Staff has since found a cheaper model with more options and includes a projector to go with it for an additional \$200. This would be a change from what was proposed. **Manager Coughlin approved the change and the additional cost of \$200 for the projector. Manager Foster seconded the motion. The motion passed with all in favor.**
8. Gaughan Shoreline Restoration Project. Administrator Kovarik notified the board that an addition bill came in for the Gaughan Shoreline Restoration Project for reimbursement. This is a grant project and the additional cost to be paid out is \$1,035.35. **Manager Coughlin made a motion to pay the bill totaling \$1,035.35 for the Gaughan Shoreline Restoration Project. Manager Kral seconded the motion. The motion passed with all in favor.**
9. Dorsey Whitney - MPCA CWP Engagement Contract. Administrator Kovarik informed the board that the District received the engagement letter and contract from Dorsey Whitney for the new loan projects the district has received. This is a requirement for these funds. Administrator Kovarik requested approval of the contract and approval of the notice for all 4 of the projects. **Manager Coughlin made a motion to approve the contract and the notice for the CWP projects. Manager Mostad seconded the motion. The motion passed with all in favor.**
10. League of Minnesota Cities Dividend. Administrator Kovarik informed the board of the dividends received from the League of Minnesota Cities in the amount of \$1,672. This amount will offset the premium.
11. St. Agnes Donation. Administrator Kovarik informed the board on a request for funding brought in by Manager Kral from St. Agnes School in Osakis to take a field trip to the Long Lake Environmental Camp. **Manager Mostad made a motion to donate \$200 to St. Agnes School in Osakis to help fund a field trip to the Long Lake Environmental Camp. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**
12. Cold Spring Snow. Manager Rettig asked Administrator Kovarik if a letter had been written to the City of Cold Spring regarding where the City dumps its snow after removal. Administrator Kovarik said a letter had not been written yet, but will be soon.

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13. **Melrose Junk Yard.** Administrator Kovarik updated the board on the junkyard in Melrose. There has been no new correspondence on the issue from the county. **Manager Rettig made a motion to have Attorney Kolb write a letter to the landowners of the junkyard along the Sauk River in Melrose. Manager Vangsness seconded the motion. The motion passed with all in favor.**

b. Ditch/Permit Inspector Report-Michael Hayman

1. **Permit:** Coborn's/Granite Landing. Mike Hayman notified the board that nothing has been received on this agenda item.
2. **CD 6 & 11.** Mike Hayman informed the board of a meeting he had with Bernie Herickhoff regarding possible repairs on the ditch system and a culvert that he and other landowners would like to be lower as they don't feel it's at the proper elevation. The board has acted on this culvert in the past. Mr. Herickhoff asked that the District contact the county and tell them to lower the culvert when they redo the road. Mike recommends the District waits until inspections are done and elevations are shot before we make a request to the county to lower the culvert. The board discussed this issue and decided to go with their past decision.

c. Attorney's Report- John Kolb

1. **Separation Agreement.** Attorney Kolb updated the board on the separation agreement with Starla Arceneau. Changes were made to the agreement but Starla still chose not to sign it. The position was then officially terminated as of November 24, 2010. A letter was sent to Mrs. Arceneau regarding Cobra coverage and she elected not to take that. Also, a letter was sent regarding personal items left at the office. No reply was received from her. Therefore the staff has inventoried the items and mailed them to her. Manager Coughlin recommended the District recognize Starla's years of service with a plaque. **Manager Coughlin made a motion to direct the Administrator to purchase a plaque or any other recognition item at reasonable costs within a budget of \$100. The motion was seconded by Manager Foster. The motion passed with all in favor.**

d. **Calendar Items:** Holly Kovarik 2 year anniversary date of hire, review of personnel policy handbook, approve calendar for 2011, MAWD State Convention. Administrator Kovarik notified the board that she has been keeping track of changes as they have occurred to update in the Personnel Handbook.

e. **Board Member Meeting Reports.** Manager Coughlin made it know that he had

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accepted an Administrator’s position for the City of Forest Lake and will be ending his service with the City of Richmond. He will not be selling his primary residence until sometime in the summer and will be staying on our board until June at the very least.

Manager Rothstein commended Heather Lehmkühl on a good presentation at the Stearns County Water Plan Meeting.

Manager Mostad attended the Minnesota Viewers Association meeting. He asked the viewers to plan for future TMDL’s.

f. Open Discussion for the Public-None

7. Items for Next Meeting Agenda-None suggested

8. Adjourn-Manager Coughlin made a motion to adjourn the meeting at 7 p.m. and Manager Kral seconded the motion. Motion approved. The managers, staff, and citizen advisory board then attended a gathering at JT’s in Sauk Centre.

NEXT MEETING: Regular Meeting– January 19, 2011- Sauk River Watershed District Office Sauk Centre MN

Jim Rothstein, President

Date

Jim Kral, Vice President

Date

Jason Scherping, Secretary

Date

Dan Coughlin, Treasurer

Date

Virgil Rettig

Date

Vern Vangsness

Date

Larry Kuseske

Date

Robert Mostad

Date

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Todd Foster

Date

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