



Regular Meeting MINUTES
Tuesday, February 19, 2013
Located at: SRWD Office at 6:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, Virgil Rettig, Bob Mostad, Vern Vangsness, John Harren, Jason Scherping, Tim Lunsford, Steve Sellnow
Staff Present:	Holly Kovarik, Administrator; Heather Lehmkuhl, Monitoring Coordinator; Sarah Jo Schmitz, Trainee
Guests Present:	Bev Bales, Jim Stratton, Bob Bjork, Randy Neumann, Jerry Haggemiller, Brad Jenson, Bill Rood
Manager's Absent:	None

1. **The meeting was called to order by President Harren at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Additions/or Corrections to the Agenda** - President Harren asked for additions or corrections to the agenda. The proposed agenda was reviewed and additional items were added by Administrator Kovarik and Managers Vangsness and Rettig. **Manager Vangsness made a motion to approve the agenda with additional items added. The motion was seconded by Manager Kral. The motion passed with all in favor.**
3. **Consent Agenda**
 - a. **January 1-31, 2013 Financial Report**
 - i. **Check Register for General Fund 101**
 - ii. **January Revenue Guideline**
 - iii. **January Expenditure Report**
 - iv. **January Cost Share & Loan Log**
 - v. **January 15, 2013 Board Meeting Minutes**
 - b. **Contracts for Approval – None**
 - c. **Permits recommended for approval – None**
 - d. **Grand Applications for approval – None**
 - e. **Resolutions for approval – None**
 - f. **Board Action Items for approval**

01-13	Approval for Training in SCUBA Adam Hjelm to monitoring macro invertebrates and invasives
02-13	MAWD Dues for 2013 \$3,500
03-13	Minnesota Viewers Association Dues \$125

g. Loans, Grants, Appropriations

	Payee	Description of Payment	Amount	Payment Code
1.	Houston Engineering	Permit DB	\$8,840.00	101



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2.	Houston Engineering	Incentive DB	\$4,993.25	101
3.	Houston Engineering	SRWD Ditch Mapping	\$4,710.50	CD9, CD17, and CD11
4.	Rinke Noonan	General Legal	\$1,196.50	101
5.	Rinke Noonan	JD2 Sediment Ponds	\$132.30	JD2 Ponds
6.	Rinke Noonan	CD51	\$56.70	CD51
7.	Rinke Noonan	Stearns CD11	\$207.90	Stearns CD11
8.	Wenck	General Engineering	\$3,544.70	101
9.	Wenck	CD15-26	\$2,878.70	Redet.
10.	Wenck	CD11	\$8,755.50	Stearns CD11
11.	Wenck	CD51	\$3,549.50	CD51

Manager Mostad made a motion to approve the consent agenda. The motion was seconded by Manager Rettig. The motion passed with all in favor.

4. **Open Discussion from the Public** – There were no comments from the public.
5. **Old Business**
 - a. **Crooked Lake MRBI WREP Project Update** – Administrator Kovarik gave a brief introduction of the Crooked Lake MRBI WREP Project. Jerry Haggemiller was at the meeting and gave an update and background on the project. Bev Bales read a letter from the Douglas County Commissioners in support of the Crooked Lake Project. Subsequently, Randy Neumann stated that Todd County is supportive as well and will be providing a letter of support for the project at the March meeting.
 - b. **Sauk Lake Vegetation/Weed Harvester Discussion** – Administrator Kovarik reminded the board that they had asked for the Big Sauk Lake Association’s (BSLA) perspective on the Weed Harvest Project. Bob Bjork, BSLA President, presented two motions approved by the BSLA board that suggests the District discontinue the use of the Weed Harvester on Big Sauk Lake and recommends that the remaining funds be retained by the SRWD for possible control of invasive species in the future. There was discussion on how that process would work and if the BSLA would be the point of contact for landowners wishing to control invasive species. Bob Bjork will discuss this with the board at the next BSLA meeting. **Manager Rettig made a motion to discontinue the use of the weed harvester on Big Sauk Lake and to chemically treat invasive species if needed. The motion was seconded by Manager Kral. The motion passed with all in favor. Manager Lunsford made a motion that the SRWD retain the project funds for future reimbursement of costs to**



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control invasive vegetation in Big Sauk Lake. The motion was seconded by Manager Kuseske. The motion passed with all in favor. Manager Lunsford suggested that a working group be created comprised of the SRWD Administrator and one staff person, a board member, and Lake Association members to plan how to administer the money. **Manager Lunsford made a motion to create a working group to plan how to administer the money that has been retained in the Weed Harvest Funds for future invasive species control. The motion was seconded by Manager Kral. The motion passed with all in favor.** By consensus of the board, Manager Mostad will be in the working group, along with Administrator Kovarik. **Manager Rettig made a motion to extend storage of the weed harvesting equipment at Manager Mostad's farm for another year at a cost of \$350. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

- c. **Engineering** – Administrator Kovarik stated she has been working with staff to put together a list of duties that would be considered general engineering that would be used when request for proposals or statements of qualifications are sent out. Administrator Kovarik also put out a request to several Watershed Districts for their information, statements of qualifications materials and templates. That information needs to be analyzed and put in a format that will be presented to the board at a later date.
- d. **Minnesota Pollution Control Agency WRAP grant project scope** - Administrator Kovarik informed the board that this is part of the civic engagement project that has been going on for some time. The District is working with Thelen Advertising and as per the contract, Wenck Engineering. Wenck came forth with a scope for the project which was included in the board packet. **Manager Sellnow made a motion to approve the WRAP scope. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

6. **New Business**

- a. **Colonial Life presentation** – Administrator Kovarik explained to the board that staff is interested in adding Colonial Life to the District's Benefits. There was a presentation for the board by a Colonial Life Representative. **Manager Lunsford made a motion to authorize the Administrator to set up the Colonial Life plan up so that it can be payroll deducted for staff to participate at their own expense and update the Personnel Handbook to reflect the change. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- b. **2012 Monitoring program presentation** – Monitoring Coordinator Heather Lehmkuhl gave a presentation on the 2012 Monitoring Season and a brief overview of the projected 2013 season.
- c. **League of Minnesota Cities Insurance Trust Renewal** – Administrator Kovarik told the Board that staff is waiting for quotes on the yearly League of Minnesota Cities Insurance Trust renewal. It is anticipated that it will be available for the March meeting.



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- d. **BWSR Clean Water Fund Grants** – Administrator Kovarik told the board that the District’s 3 new grants were bundled together into one contract. The contract needs to be approved, as well as set a date for the public hearing and advertise and then draft official orders starting the projects. **Manager Lunsford made a motion to approve the contract for the BWSR Clean Water Fund Grants. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
 - e. **Timesheets** - Manager Vangsness asked that the board reimbursements be held until the regular meeting in order to save money on postage.
 - f. **Eden Lake Dam** – Manager Rettig was made aware of a dam on the Northwest corner of Eden Lake that was built in 1938 that is deteriorating and falling apart. The lake association is looking for help to fix it. Administrator Kovarik stated that she would do some checking but thought it would be within the DNR’s jurisdiction.
7. **Reports**
- a. **Administrator’s Report**
 - i. **Professional in Human Resources Certification Reimbursement** – President Harren congratulated Administrator Kovarik for passing the Professional in Human Resources Certification and that since the board authorized Administrator Kovarik to take the course and exam, the cost of the test should be reimbursed. **Manager Kral made a motion to reimburse the Administrator \$375 for the Human Resources Certification exam. The motion was seconded by Manager Rettig. The motion passed with all in favor.** Manager Lunsford questioned Administrator Kovarik about any additional expenses incurred. Administrator Kovarik stated she took the exam twice. **Manager Lunsford made a motion that in consideration of Administrator Kovarik’s excellent service, to authorize her to be reimbursed for the first exam taken at a cost of \$300. The motion was seconded by Manager Kral. The motion passed with all in favor.**
 - ii. **Clean Water Partnership Crooked Lake Basin Restoration Project** – Administrator Kovarik had a draft proposal for the Crooked Lake Basin Restoration Project CWP. She asked for approval of Resolution 4-13 and the conflict of interest disclosure. **Manager Lunsford made a motion to approve Resolution 4-13 and approve the Conflict of Interest Disclosure. The motion was seconded by Manager Sellnow. The motion passed with all in favor.**
 - iii. **Conflict of Interest Disclosure Approval – Addressed in ii.**
 - iv. **Letter of Support** – Administrator Kovarik notified the board that the Stearns County SWCD has requested a letter of support for the Minnesota Ag Water Quality Certification Program. Administrator Kovarik handed out a map that shows the area that is suggested to be targeted for the pilot program. It is unclear at this time what the requirements are going to be for the program. **Manager Sellnow made**



a motion to authorize Administrator to work with the President to draft a letter of support for the Minnesota Ag Water Quality Certification Program. The motion was seconded by Manager Lunsford. The motion passed with all in favor.

- b. **Attorney's Report** - None
 - c. **Engineer's Report** - None
 - d. **Calendar Items** – Expenditure reports due to MPCA, Monitoring Summit held. Approval of attendance to interested board and staff to Legislative Breakfast, 2012 Incentive/BMP Program reports, 2012 Monitoring Report, Discuss and select the R.I.V.E.R. Award, conduct Frozen Fest.
 - e. **Board Member Meeting Reports** – Manager Kuseske updated the board on possible legislation to add sales tax on engineering and legal services that would potentially cost the District a substantial amount of money. President Harren asked Administrator Kovarik to look back at 2012 and calculate what this would have cost the District and bring that information down to the legislature.
8. **Items for Next Meeting Agenda -**
9. **Upcoming Meetings to be Announced**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
March 13-14	Legislative Reception & Day @ the Capitol	St. Paul	TBD
3-19-13	SRWD Regular Meeting	SRWD Office	6:00 p.m.

10. **Information Items Only**

- **Minnesota Association of Watershed Districts Legislative Day at the Capitol**
The event will be held March 13-14th, 2013. Those registered are Holly Kovarik, Bob Mostad, and Larry Kuseske. Administrator Kovarik is working on the schedule and will send that information to those who will be attending.
- **Annual Ditch Buffer Strip Report Submitted**
In 2012 there was one full system repair and 11 drainage inspections conducted by the drainage authority. This report was submitted to BWSR as part of our year end reporting requirements. The official report is available upon request.
- **Food Shelf**
There was a donation made of 41 pounds of food to the local food shelf in December as a result of the food each of you brought in individually. A thank you was received from them.
- **Irrigator's Association Meeting**
The SRWD will have a booth at the Irrigators meeting in Sauk Centre on February 21st. There is no cost to the organization other than staff time.



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- **Prairie Lakes Coop Annual Meeting**

The SRWD will have a booth at the annual meeting on February 19th. There is no cost to the organization other than staff time.

- **Office Related Stuff**

The sewer work in the building is completed. The lift station was placed in a closet adjacent to the bathroom in the basement. The sewer and water lines are now functional out the front of the building. The city will cap off the old lines in the back of the building in the spring. We needed to have an electrician to put in a new outlet for the lift station and the floor needed to be replaced. We selected a piece of remnant linoleum and with it installed the cost was under \$300 for the small area. We also painted the bathroom after the sewer lines were replaced

11. **Adjourn – Manager Lunsford made a motion to adjourn the meeting at 8:15 p.m. The motion was seconded by Manager Sellnow. The motion passed with all in favor.**

All Sauk River Watershed District meetings are handicap accessible.

An attempt will be made in advance to accommodate any other individual need for special services. Call the above number if any special arrangements need to be made.