



Minutes March 15, 2011 Meeting

DRAFT
MINUTES

Sauk River Watershed District Regular Meeting
Tuesday, March 15, 2011

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

Managers Present:	Bob Mostad, Jim Kral, Larry Kuseske, 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; Tara Ostendorf, Environmental Project Technician; John Kolb, Attorney (Rinke-Noonan)
Guests Present:	April Ryan, Jason Weirnerman, Ryan Ludwig, Lavern Ludwig, Tom Landwehr, Keith Landwehr, Jack Kaschmitter, Jim Rutten, Carol Inderrieden, Herb Inderrieden
Manager's Absent:	None

1. **The meeting was called to order by President Jim Rothstein at 7:00 p.m. and the Pledge of Allegiance was recited.**
2. President Rothstein asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik and Manager Foster. **Manager Coughlin moved to approve the agenda with the additional items. The motion was seconded by Manager Rettig. The motion carried with all in favor.**
3. **Consent Agenda (*approved by one motion*)**
 - a. February 15, 2011 Regular Meeting Minutes
 - b. February 1-28, 2011 Financial Report
 - c. **Contracts for Approval**
 - 1) **Lower Sauk River Enhancement Project (SRF#0240)** General Obligatory Note and Resolution Authorizing the District to borrow money from MPCA and lend money to eligible participants
 - 2) **Sauk River Phase III CWP Project (#SRF0242)** General Obligatory Note and Resolution Authorizing the District to borrow money from MPCA and lend money to eligible participants
 - 3) **Osakis Lake Enhancement Continuation Project (SRF0241)** General Obligatory Note and Resolution Authorizing the District to borrow money from MPCA and lend money to eligible participants.

d. **Resolutions for Approval –**

#16-11	CPR Training Approval for Staff and Weed Crew
17-11	Pesticide Applicator License Training Approval for Staff
18-11	MN SWCS Annual Meeting Registration for Holly Kovarik
19-11	Approval of Mailing Costs for MRBI Project Partners
20-11	Minnesota Waters Lakes and Rivers Conference Staff Attendance
21-11	Multi-state MRBI Meeting March 29 and 30 th

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.



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

Minutes March 15, 2011 Meeting

	Attendance
22-11	SRWD Scholarship Program

e. Loans, Grants, Appropriations

- **Loans -None**

- 1) Cynthia Kohmen 09-20 Septic System Installation payment request \$6,000 to Tom Alexander
- 2) Robert and Charles/Mary Wehseler feedlot project loan payment request \$8,153

- **Grants – None**

- **Appropriations**

1. Health Partners \$1,771.00 Premium Payment
2. CD17 Beaver Removal \$200.00 payable to Jeff Curtis
3. Pheasants Forever Agreement \$2,500
4. Leer Consulting Public Relations \$1,625.00
5. Rodney Langaas CD15 &26 Redetermination of Benefits \$375.00
6. KDV consulting accountant continued audit \$8,392.00
7. Wenck Engineering CD24, Middle Sauk Stormwater Grant, Gen Engineering, Lower Sauk Grant \$9,965.40
8. Times Media noticing requirements for grants/loans \$744.48
9. SCSU Sports Center Frozen Waterfest Event rental of space \$500.00
10. Rinke Noonan Legal Fees General, Loan Agreements, Retainer, CD15 & 26, CD24, Audit, Clean Water Partnership projects \$3,473

- f. To approve sponsoring an educational event to share Dr. Heiko Schoenfuss's work on emerging contaminants of concern.
- g. To approve the Stearns County Master Gardener Brochure expenditure as presented in the memo enclosed, not to exceed \$250.
- h. To approve purchasing up to four pull-up banners for displays and educational events, not to exceed \$920, to be reimbursed under existing grants.
- i. To approve allocating \$2,300 out of the current Middle Sauk Grant to cover the development and implementation of the "On the Water" program at the Melrose Junior High School.
- j. To approve the expenditure of \$750 out of the current SRCL grants to pay for materials and bussing for Cold Spring Elementary and ROCORI High School students to tour the treatment plant.
- k. To approve allocating up to \$750 for the ROCORI 6th grade River Rally from the MPCA 319 SRCL Grant.
- l. To approve \$200 for the ROCORI 4th Grade Waterfest, paid out of the MPCA 319 SRCL Continuation Grant.

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.



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

Minutes March 15, 2011 Meeting

- m. To designate the Administrator as the authorized representative to sign all Quality Assurance Project Plans required for each grant, outlining the monitoring protocol
- n. To approve the staff attendance and participation at the Cold Spring Area Chamber Event on March 26th from 9:00 to 2:00 with a booth cost of \$95.

Manager Coughlin moved to approve the consent agenda, with the exception of Resolution 20-11. The motion was seconded by Manager Kral. The motion passed with all in favor. Manager Foster made a motion that Resolution 20-11 includes Board Members who would like to attend. The motion was seconded by Manager Coughlin. The motion passed with all in favor. Manager Foster stated he would like to attend the Minnesota Waters Lakes and Rivers Conference.

4. Old Business

- a. **CD 15 & 26 informational meeting** will be held March 16, 2011 at the Albany High School Auditorium at 7:30 p.m. (short update & hearing date set for April 13th Albany High School Auditorium): All of the questions from previous drainage meetings and landowner concerns have been addressed, with those answers being provided online and in paper format. Staff has continued work on identifying splits, transfers, and other parcel issues from data changes in the previous 2 years. The public hearing date has been changed to April 13th, 2011 at the Albany High School Auditorium at 7:00pm.
- b. **Continuation of Hearing for CD24** to consider the correcting of the drainage system record: Attorney Kolb gave a brief update on the current hearing progress. Attorney Kolb reminded the Board that we must separate the repair process from the current process and order identifying the functional alignment of the drainage system. Multiple components of the drainage system identify areas that were either not constructed, or have been substantially modified from the drainage system design. Attorney Kolb reviewed the order including changes based on comment from the public at the previous meeting, additional investigation completed by staff, and engineering recommendation based on findings. From the public: Ryan Ludwig requested clarification of the changes that had been made. Keith Landwehr said he is acceptable to the changes. Tom Landwehr questioned culvert sizing and requested that they be resized. Inspector Hayman indicated that culvert sizing and channel configuration is based on design standards and these are issues that can be addressed throughout the repair process. Keith Landwehr questioned why the original drainage system cannot be restored. Hayman identified issues, such as Ludwig property and WCA rules that would make restoration of the original system extremely difficult. Attorney Kolb gave a final briefing on the proceedings and the history of the ditch system. **A motion was made by Manager Coughlin to close the hearing and to adopt the order correcting the drainage system records of Stearns County Ditch 24. The motion was seconded by Manager Foster. 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.



Minutes March 15, 2011 Meeting

c. Hearing on Grants and Establishment of Projects:

1) ***Sauk River Stormwater Runoff Reduction and Riparian Restoration Clean Water Fund Project.*** Cost: \$544,111, with \$435,289 in grant money and \$108,822 in matching money and in-kind contributions from state and local agencies, organizations and landowners.

2) ***Technical Assistance Clean Water Fund Project for the Mississippi River Basin Initiative.*** Cost: \$210,526, with \$168,421 being in grant money and \$42,105 in matching money and in-kind contributions from state and local agencies and organizations.

A motion was made by Manager Coughlin to close the hearing. The motion was seconded by Manager Rettig. The motion passed with all in favor. A motion was made by Manager Mostad to approve the official orders establishing the projects. The motion was seconded by Manager Coughlin. The motion passed with all in favor.

d. **Building site visit.** Administrator Kovarik discussed the possibility of a larger building for the District Office that has become available and that some of the managers had the opportunity to see prior to this meeting. It was the consensus of the board and staff that the price was too high and it would need too much remodeling and extra money to make it work. The managers voiced their opinions and made suggestions for future actions. **Manager Coughlin made a motion not to make an offer on this building, to get an appraisal of the District's current building, and to research what it costs other Watershed District's to build new buildings.**

5. New Business

a. **MAWD Legislative Days.** Administrator Kovarik passed out the schedule for the Legislative Days. Brochures and hand-outs will be available to hand out to the legislators.

b. **2010 R.I.V.E.R. Award Results.** Administrator Kovarik told the board members that after tallying the results, Bob and Mary Wehseler were the winners of the 2010 R.I.V.E.R. award. **Manager Rettig made a motion to approve Bob and Mary Wehseler as the 2010 R.I.V.E.R. award winners. The motion was seconded by Manager Coughlin. The motion passed with all in favor.** They will be invited to a future meeting to present them with their award.

c. **Intern Hiring Recommendation and Discussion.** Administrator Kovarik informed the board that the district had 28 applicants for the internship positions and interviews were offered to 9. Administrator Kovarik recommends offering the internship positions to Sarah Jo Schmitz and Grant Bullemer. **Manager Coughlin made a motion to approve hiring Sarah Jo Schmitz and Grant Bullemer for the internship positions and the budget allocation. The motion was seconded by Manager Foster.** The interns will be paid at \$10 per hour and will be

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.



Minutes March 15, 2011 Meeting

billed at the rate of \$15.00 per hour to the grants. Administrator Kovarik explained that all the activities conducted by the interns will be covered by a billable project (grant or other billable project). There were no funds billed for interns under the general levy budget for 2011.

- d. **Trimble Unit Discussion.** Administrator Kovarik discussed the need to have elevations on all of the new projects being funded by the grants. The District staff has been assisting engineering firms in doing this but to be more efficient and keep engineering costs down, it would be beneficial for the district to have its own unit. Administrator Kovarik will put a proposal together for the April meeting.
- e. **25th Anniversary Event Discussion.** Administrator Kovarik told the board of various ideas staff has come up with to celebrate the District's 25th Anniversary such as pontoon tours, canoeing, volunteer recognition and various education events. The board of managers was agreeable to the idea of celebrating the District's 25th Anniversary. A proposal from staff will be presented to the board for approval at the April meeting.
- f. **New Logo Discussion.** Administrator Kovarik asked the board if in celebrating the District's 25th anniversary, staff could seek a new logo. The board asked Administrator Kovarik to research this, as well as a tag line, to bring back to another meeting.
- g. **Volunteer Monitoring Workshop.** Administrator Kovarik notified the board of the upcoming Volunteer Monitoring Workshop to be held Saturday, April 30, 2011 from 10 a.m. until 2 p.m. at the Melrose City Center. Administrator Kovarik asked for approval to spend up to \$700 allocated from the grants to cover the cost of the training and meals for participants. **Manager Coughlin made a motion to approve up to \$700 of grant funds to be used to host the 2011 Volunteer Monitoring Workshop. The motion was seconded by Manager Foster. The motion passed with all in favor.**

6. Reports

- a. **Administrator's Report-Administrator Kovarik**
 - 1) **Overall Plan.** Administrator Kovarik notified the board that after tallying the votes on the Requests for Proposals, the top 4 firms were Barr Engineering, EOR, Houston Engineering, and Wenck. Administrator Kovarik asked for approval of the top 4 firms based on the ranking done by staff and board and then to direct the Administrator to set a date for interviewing the finalists. **Manager Foster made a motion to approve Barr Engineering, EOR, Houston engineering, and Wenck as the 4 top rated firms and to offer them an interview based on the selection process developed and approved. The motion was seconded by Manager Kral. The motion passed with Managers Coughlin and Rettig voting against.**
 - 2) **Health Insurance Renewal/Life AD&D/Short Term Disability Quotes for staff.** Administrator Kovarik informed the board of the 16.2% increase in the cost of the health insurance premiums if the

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.



Minutes March 15, 2011 Meeting

District were to decide to stay with the same plan. Administrator Kovarik also explained the possibility of adding life insurance and short term disability policies for an additional \$125 per month. Administrator Kovarik discussed a possible contribution to the staff's HSA's and an increase in health care stipend. There was considerable discussion on the possible ramifications of having a stipend situation. The board asked that Administrator Kovarik get a letter from the auditors clarifying whether or not a stipend is still acceptable practice. **Manager Coughlin made a motion to approve the renewal of the existing health insurance policy with the addition of the life insurance and short term disability, as well as in increase in stipend of \$50. The motion was seconded by Manager Mostad.** Manager Foster was not comfortable with this motion until a letter is received from the auditor. **Manager Coughlin amended his motion to direct Administrator Kovarik to work with President Rothstein and the auditor to get a letter. If an acceptable letter is received, the motion carries as presented. The motion passed with all in favor.** Manager Coughlin asked if there was insurance available to protect the organization when an employee is on leave. Administrator Kovarik will check in the District's plan.

- 3) **Drainage Records Modernization Progress-Demo of Interactive Map.** Administrator Kovarik gave a demonstration of the web based mapping that will be available on the District's website. This is part of the database and drainage records modernization project that Houston Engineering is working on for the District. Kovarik notified the board that the District was also working on the monitoring database that will be available on the website.
- 4) **Discussion about Youtube video on Clean Water Funds within Metro.** Administrator Kovarik played a video for the Board on the Clean Water Funds within the metro area.
- 5) **Citizen Advisory Committee Meeting March 22, 2011 7:00 p.m.**-topic SRWD Administrative Rules. Administrator Kovarik notified the board that there will be a Citizen Advisory Committee Meeting at the District office on March 22nd.
- 6) **Silver Creek Manure Application Issue Follow up.** Administrator Kovarik updated the board on the Silver Creek manure issue. The MPCA has required the operation to remove the manure to meet the set back requirements and it has since been scraped out.
- 7) **Monitoring Workload.** Administrator Kovarik updated the board that additional things will need to be done in areas not covered by grant. All of those should fall under the budget for those staff positions.
- 8) **Septic System Updates Discussion.** Administrator Kovarik updated the board on the application the District partnered with for

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.



Minutes March 15, 2011 Meeting

septic inspections in Stearns County. BWSR is looking at the application. They will likely receive some money and should know by the end of March. Stearns County is now asking the Watershed District if they would be able to provide additional match to do the inspections. The District's grants would only be able to fund a small portion and Administrator Kovarik asked the board if they would be willing to budget for the inspections next year. No action was taken by the board on this request at this time. Administrator Kovarik indicated that she will put this on an upcoming agenda.

- 9) **Rain barrel Discussion.** Administrator Kovarik explained the demand for rain barrels especially when staff is at education events and asked if the board would be in favor of selling them. **Manager Coughlin made a motion to sell rain barrels. The motion was seconded by Manager Foster. The motion passed with all in favor.**
- 10) **Budget Discussion.** Administrator Kovarik asked the board if they would be agreeable to 4-day work weeks with the looming gas price. Administrator Kovarik also mentioned that nothing was budgeted for overtime and so staff has been flexing their time. The board was in favor of allowing staff a 4-day work week as long as the office is covered. There were no objections to allowing staff to flex their time with no overtime currently budgeted.

b. **Ditch/Permit Inspector Report-Michael Hayman**

- 1) **Permit:** None- The majority of projects have been general permitting thus far, although the building season is gearing up with multiple projects in the works.
- 2) **Drainage System Repairs-**CD9, CD17, and CD6: The Board has acted on all of these drainage projects in the past. The memo provided is to keep Managers posted on the progress as staff begins to gather proposals and bids for repairs.
- 3) **Outstanding Ditch money received from Stearns County CD9** \$3,252.91, CD51 \$24,070.72: President Rothstein notified the Board that the District has received additional drainage funds from Stearns County. The County has indicated that these funds are near the remainder in their possession but that an assessment on CD51 continues with those funds being turned over as they are received.
- 4) **Rules Review:** There were mainly four items that had been brought up over the previous year as possibly needing revision. Manager Foster noted that Section 11, General Permitting, should require the third party permit to be as stringent as or more stringent than the SRWD rules and would like to see that change as soon as possible. Staff will make revision recommendations and bring those to the Board.

c. **Environmental Project Coordinator-Lynn Nelson**

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.



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

Minutes March 15, 2011 Meeting

- 1) **2010 Incentive Program Summary.** Lynn Nelson gave a history of the Incentive Program. She presented a breakdown of incentive money spent per county. Also presented, were the challenges encountered when applying for grants now and in the future. Lynn asked the board to think about how the District should move forward when funding becomes more of a challenge.

Administrator Kovarik told that board that the Environmental Project Technician, Tara Ostendorf, will present at the next meeting.

Administrator Kovarik asked that the board approve the cost share and loan agreements as presented in the memo. **Manager Coughlin made a motion to approve the cost share and loan agreements as presented. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

- d. **Attorney's Report:** Attorney Kolb had nothing to report.
- e. **Calendar Items:** Administrator Kovarik notified the board of the upcoming audit, lake association meetings are being scheduled, and the District has been invited to the Todd County Township meeting.
- f. **Board Member Meeting Reports.** Manager Foster asked the board if there was a records and email retention policy in place. Administrator Kovarik said that there is a records retention policy in effect. Attorney Kolb stated there were already documents prepared for the office and that he would send them to Administrator Kovarik to distribute to the board. Manager Foster also questioned the per diem amount for preparation for board meetings. By general consent, Administrator Kovarik will research this issue for the next board meeting. Manager Coughlin suggested Administrator Kovarik also research that in regards to the budget.
- g. **Open Discussion for the Public.**

Jack Kaschmitter thanked the District for attending the Irrigators Association Meeting held at Gerard's and asked that we continue to do so.

Jason Weirnerman informed the board about items related to the Board of Soil and Water Resources.

Administrator Kovarik informed the board that the Crooked Lake project kicked off with their informational meeting and they have about 300 acres signed up.

Jack Kaschmitter commended Administrator Kovarik on her radio show appearance.

7. **Items for Next Meeting Agenda.** Environmental Project Technician, Tara Ostendorf will give a presentation.

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.



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

Minutes March 15, 2011 Meeting

- 8. Adjourn. Manager Coughlin made a motion to adjourn the meeting at 9:40 p.m. The motion was seconded by Manager Kral. The motion passed with all in favor.**

NEXT MEETING: Regular Meeting– April 19th (Tuesday) - 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

Todd Foster

Date

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.