

524 4th St South
Sauk Centre, MN 56378
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Visit us online at: www.srwdmn.org

MEETING MINUTES – 3/16/2010

Regular Meeting
7:00 p.m. Sauk River Watershed District Office
March 16, 2010

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

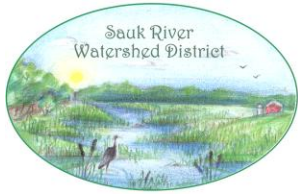
Staff Present: Holly Kovarik, Administrator
Starla Arceneau, Assistant Administrator, Heather Lehmkuhl, Monitoring Coordinator

Guests Present: Amy Skaalerud, Dave Blommel, Jason Selvog and Loren Niehoff

Manager's Absent: Richard Raeker

1. **The meeting was called to order by President Jim Kral at 7:00 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 February 16, 2010 regular meeting
 - b. Financial Report February 1-28, 2010
 - c. Resolutions –
 - 27-10 RMB Contract for Lab Services
 - 28-10 Todd County Farm, Home, Recreation Show
 - 29-10 Middle Sauk River Assessment Materials
 - 30-10 January Journal Entries
 - 31-10 February Journal Entries
 - d. Loans, Grants, Appropriations
 - **Loans**
 - (1) Linda Arnzen Ag Waste Abatement Project Loan Amendment new \$39,000 total (Original Loan \$28,757)
 - **Grants**
 - (1) None
 - **Appropriations**
 1. Rinke Noonan \$5,052.00 Legal Fees
 2. Tech Check \$685.00 Computer Maintenance
 3. Roger Beiswenger \$558.78 County Ditch 15 & 26
 4. JB Associates \$3,726.40 County Ditch 15 & 26

After reviewing the items on the consent agenda, a **motion was made by Manager Rothstein and seconded by Manager Kuseske and carried unanimously to approve the following items on said consent agenda:** Approval of minutes of the February 16, 2010 regular meeting; Financial Report February 1-28, 2010; Resolutions 27-10 - RMB Contract for Lab Services; 28-10- Todd County Farm, Home, Recreation Show; 29-10- Middle Sauk River Assessment Materials; 30-10- January Journal Entries; 31-10-February Journal Entries; Loans, Grants, Appropriations **Loans** Linda Arnzen Ag Waste Abatement Project Loan Amendment new \$39,000 total (Original Loan \$28,757) **Grants-None; Appropriations** Rinke Noonan \$5,052.00 Legal Fees; Tech Check \$685.00 Computer Maintenance; Roger Beiswenger \$558.78 County Ditch 15 & 26; JB Associates \$3,726.40 County Ditch 15 & 26



4. **OLD BUSINESS**

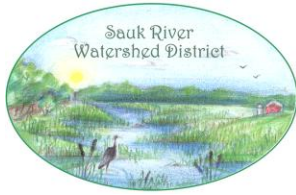
- (a) President Kral recessed the regular meeting for the continuation of the County Ditch 9 Public Hearing. Attorney Kolb reviewed a map showing preliminary benefited landowners from the 1985 Redetermination of Benefits. Kolb recommended that the District continues the hearing to the April 20th meeting and to allow the staff to consult with the Engineers and Viewers to determine the actual benefits. **Manager Coughlin moved to continue the hearing to the April 20th regular meeting and to authorize staff to work with the Engineers and Viewers. Manager Rettig seconded the motion. The motion passed with all in favor.** The regular meeting was reconvened.
- (b) **The 2010 Annual Plan of Operations and 2009 Annual Report** was reviewed by Administrator Kovarik. **Manager Coughlin moved to approve the 2010 Annual Plan of Operations and 2009 Annual Report as presented. Manager Mostad seconded the motion. The motion passed with all in favor.**
- (c) **Investment Policy Discussion** was tabled until after the audit presentation.
- (d) **Boundary Issue Update:** Kovarik mentioned that Clearwater Watershed District sent their legal description boundary map. Kovarik will keep the board informed when more information becomes available.
- (e) **Monitoring Program/Budget Staffing:** Kovarik reviewed the upcoming 2010 monitoring season schedule and workload requirements. The existing staff will be able to coordinate schedules to manage the workload for monitoring this season.

5. **NEW BUSINESS:**

- (a) Amy Skaalerud from KDV Accounting Firm gave the July 1 2008 through December 31, 2009 Audit Report. **Manager Coughlin moved to direct the Administrator to work on internal control issues and to use Rinke Noonan expertise if need be and furthermore ask KDV to provide a quote on the project fund and the reimbursement findings for the federal programs and to authorize the President to sign off on the quote before the next meeting and to also include the Administrator to review all staff procedures and performance issues and report these findings by the next regular meeting. Manager Rothstein seconded the motion. The motion passed with all in favor. Manager Coughlin then moved to accept the audit report as presented. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (b) Jason Selvog from Pheasants Forever gave the Farm Bill Biologist Report. Administrator Kovarik will review the upcoming July 1, 2010 contract and bring it to a future meeting for further discussion.

6. **REPORTS:**

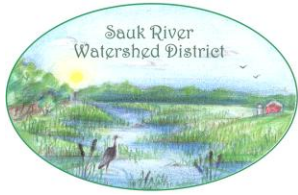
- (a) Administrator's Report-*Administrator Kovarik*



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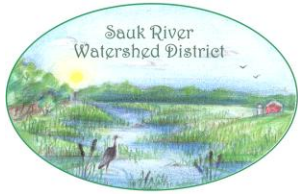
- (1) **Unemployment Audit Findings:** A letter of compliance was received from the Field Auditor.
- (2) **Health Insurance Renewal:** Administrator Kovarik met with Rich Bullard in regards to the May 1st renewal date. They reviewed several options. Kovarik requested the board allow her to look into different plans and bring the information back to the next regular meeting. **Manager Coughlin moved to allow Administrator Kovarik to look into different Health plans. Manager Vangness seconded the motion. The motion passed with all in favor.**
- (3) **Contracts County Recorders Issues:** Administrator Kovarik mentioned that there are several grant agreements that have not been recorded since 2008. The staff is working with the Recorders Office to prepare the documents to be recorded and will bring the documents for approval.
- (4) **SRWD Outstanding Partner/Outstanding Volunteer:** Administrator Kovarik reviewed a memo to develop the SRWD Outstanding Partner/Outstanding Volunteer. The board approved by general consensus to continue with developing the SRWD Outstanding Partner/Outstanding Volunteer Programs. A formal process will be presented to the board for approval at an upcoming meeting.
- (5) **Tara Borgerding 90 day Employment Review:** Administrator Kovarik met with Tara and recommends her wage be increased from Group VIII step I to Group VIII step II. **Manager Coughlin moved to approve Resolution 32-10 for the pay increase based on a satisfactory performance review. Manager Rettig seconded the motion. The motion passed with all in favor.**
- (6) **Journal Entries New Report:** Administrator Kovarik reviewed the new report for the monthly Journal Entries.
- (7) **Get Outdoors! Sports and Garden Show:** The board reviewed the memo presented and agreed by general consensus to have the staff move forward.
- (8) **Peach:** Administrator Kovarik recommended to hold off on all advertising until a long term plan is determined.
- (9) **Middle Sauk River Water Quality Report:** The report has been finalized and submitted. Administrator Kovarik suggested having a presentation on the monitoring results from 2009. The board agreed to have Administrator Kovarik schedule a presentation on this for the April or May regular meeting.
- (10) **Todd County SWAG Grant:** The grant had a five day turn around so President Kral signed it on Friday, March 12 but will need to be approved. **Manager Rettig moved to approve the Todd County SWAG Grant. Manager Coughlin seconded it. The motion passed with all in favor.**



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- (11) **MN DOT MEETING:** Administrator Kovarik and Mike Hayman attended the meeting on March 9th where the MN DOT has a Memorandum of Understanding on any further projects within the District.
- (12) **Drainage Meeting:** Administrator Kovarik mentioned that Mike Hayman will be on vacation and suggested that she attend the March 26th Drainage Inspector Meeting in Willmar. The cost is \$20. **Manager Rothstein moved to allow Kovarik to attend the Drainage Meeting. Manager Vangsness seconded the motion. The motion passed with all in favor.**
- (13) **Stearns County Manager Appointment:** Kovarik mentioned that Stearns County Auditor's Office is in the process of appointing a replacement for Manager Raeker. Kovarik and President Kral will set up a time to present Manager Raeker with an appreciation plaque.
- (14) **DNR Aquatic Plant Management Permit Application:** The District received the 2010 permit.
- (15) **Scholarship:** **Manager Coughlin moved to present Joey Zimmerman with the 2010 Scholarship Award. Manager Mostad seconded the motion. The motion passed with all in favor.**
- (16) **Promo Items:** **Manager Rothstein moved to purchase promo items not to exceed \$1000. Manager Coughlin seconded the motion. The motion passed with all in favor.**
- (17) **Water Quality Trading Budget:** The new revised budget has been approved.
- (18) **DNR Issue:** Administrator Kovarik handed out pictures of dead carcasses that were found by the monitoring crew on Getchell Creek. The DNR has been informed. The Managers suggested that these pictures be put on the website for educational purposes.
- (19) **LCCMR:** Administrator Kovarik asked if the District should pursue funding for the Overall Plan Revision and Crooked and Hanford Land Acquisition Project. The Managers agreed by general consensus to continue with the application process for these two projects suggested.
- (20) **Legislative Materials:** A packet was handed out of materials distributed at the Legislative Breakfast.
- (21) **City of Sauk Centre Contract:** **Manager Coughlin moved to approve \$8,000 in cost share dollars for the Cities waste water treatment plant. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (22) **Mississippi River Basin Health Water Initiative:** A meeting is tentively set for March 24 for all the Agencies to meet and discuss possible proposals. Kovarik will keep the board informed as more information becomes available.



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(23) **Additional Appropriations:** Rinke-Noonan - \$6,860, Houston Engineering - \$1,698.30, Drainage Modernization; Wenck - \$26,121.30, January Engineering; Wenck-\$4,907.40, February Engineering; Bio Builder -\$12,334.00, Osakis Shoreland. Administrator Kovarik suggested they come back to approve the appropriations after her report giving the Managers enough time to review.

(24) **Budget vs. Actual:** Administrator Kovarik handed out a copy of the new budget vs. actual report using the new accounting software. This is a report that will start to show up on a regular basis once the accountant comes back in to aid in the beginning balances calculations.

(25) **MECA Award:** Administrator Kovarik showed the newest award for the Battle Point Project that was received at the MECA Conference. Kovarik will contact the project partners to take a picture for the press release. Kovarik also mentioned that the Battle Point Project is the 2010 R.I.V.E.R. Award Winner.

(b) **Monitoring Coordinator Report – Heather Lehmkuhl**

(1) **Cambell Scientific Credit Card Application:** Manager Coughlin moved to approve the credit application with a \$5000 credit limit. Manager Rothstein seconded the motion. The motion passed with all in favor.

(2) **Minnesota Waters Volunteer Program:** Lehmkuhl suggested nominating Bob and Jan Bjork for their dedication as Volunteers. The board approved by general consensus to proceed with the nominations.

(3) **YSI Quality Assurance/Quality Control Supplies:** Lehmkuhl reviewed \$957 in supplies needed for this year's monitoring season. Manager Rettig moved to approve purchasing the \$957 in supplies using the administrative equipment budget. Manager Coughlin seconded the motion. The motion passed with all in favor.

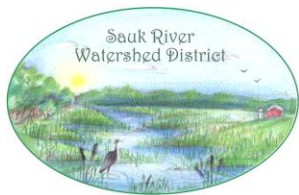
(c) **Ditch/Permit Inspector Report-Holly Kovarik**

(1) **County Ditch 15 & 26:** Viewers have all the information they need. The staff will keep the board informed when the information becomes available.

(2) **County Ditch 17:** The board reviewed pictures of the beaver dam removal on March 8th, 2010.

(3) **Permits:**

- 10-02 CSAH 4 County Road 134 Phase II: The board tabled until the next regular meeting for more information to be submitted
- 09-02 County Road 134 Bridge Phase I Extension Request: Kovarik Recommends approval of a two year permit with special conditions. **Manager Coughlin moved to approve Permit 09-02 with the recommended special conditions. Manager Rothstein seconded the motion. The motion passed with all in favor.**



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(c) **Attorney’s Report**-John Kolb reviewed the new permit application forms. **Manager Coughlin moved to approve the permit application forms. Manager Kuseske seconded the motion. The motion passed with all in favor.**

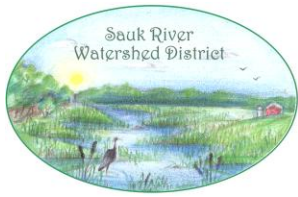
- **Calendar Items** –Already addressed above.

(d) **Board Member Meeting Reports**- Manager Rothstein suggested splitting the meeting with the District’s legislators into two days. Manager Kuseske mentioned that the 2010 MAWD Conference will remain at Arrowwood Resort and in Legislation there is a push to require the Department of Natural Resources and the Minnesota Pollution Control Agency to apply for District permits.

7. **OPEN DISCUSSION FROM THE PUBLIC:** None
8. **ITEMS FOR NEXT MEETING AGENDA:** Manager Coughlin requested Administrator Kovarik to work on the following items: Overall Plan, Advisory Committee and interpretation on the District’s monitoring data and to suggest to have reports at future meetings.
9. **ADJOURNMENT:** President Kral adjourned the meeting at 9:17 p.m.

Secretary, Virgil Rettig
 Recording Secretary, Starla Arceneau

_____	Date	_____
Jim Kral		
_____	Date	_____
James Rothstein		
_____	Date	_____
Dan Coughlin		
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Virgil Rettig		
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Bob Mostad		
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Larry Kuseske		
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Richard Raeker		
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Jason Scherping		



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Vernon Vangsness

Date