



Minutes April 17, 2012 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, April 17, 2012**

6:00 PM – Regular Meeting – Sauk River Watershed District Office, Sauk Centre

Managers Present:	Todd Foster, Jim Kral, John Harren, Larry Kuseske, Bob Mostad, Tim Lunsford, Virgil Rettig, Vern Vangness, Jason Scherping
Staff Present:	Holly Kovarik, Administrator; John Kolb, Attorney (Rinke-Noonan); Lynn Nelson, Environmental Project Coordinator.
Guests Present:	Steve Wischmann, KDV
Manager's Absent:	

1. **The meeting was called to order by President Foster at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. President Foster asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik. The agenda was approved by general consent of the board.
3. **Consent Agenda (approved by one motion)**
 - a. **March 1-31, 2012 Financial Report**
 1. Cost Share Funds Log Report
 2. Loan Funds Log Report
 3. Check Register for General Fund 101
 - b. **March 20, 2012 Board Meeting Minutes**
 - c. **Contracts for Approval - None**
 - d. **Permits recommended for approval -None**
 - e. **Grant Applications for Approval - None**
 - f. **Resolutions for Approval-NONE**
 - g. **Board Action Items for Approval**

06-12	Seeding guide Books re-order
07-12	SRWD Native Plant books re-order
08-12	Rainbarrels re-order for resale

h. Loans, Grants, Appropriation

• **Grants-**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Action Required</u>	<u>Amount Encumbe red/Paid:</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Geri Winter	Shoreland Restoration	Payment Request	\$700	326	Anything Outdoors
Geri Winter	Shoreland Restoration	Payment Request	\$3,428.75	322	Anything Outdoors
Jerry Wenner	Shoreland Restoration	Payment Request	\$3,318.75	323	Anything Outdoors
Jeff Johnson	Shoreland Restoration	Payment Request	\$1,000.00	325	Anything Outdoors
David and Carol Messner	Shoreline Restoration	Amendment	\$2,000	326	

• **Loans - None**

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• **Appropriations**

1.	Health Partners	Premium Payment	\$1,472.70	General Fund (GF)
2.	KDV	Year end and audit	\$7,772.50	GF
3.	Todd County	JD2 pond property taxes	\$778.00	JD2 ponds
4.	Wenck	Overall Plan	4,184.28	Comp Plan
5.	Wenck	CD 15/26 Wetland	\$997.60	CD 15/26
6.	Wenck	General Engineering	\$2,000	GF
7.	Rinke Noonan	General Legal	\$1,146.30	GF
8.	Rinke Noonan	JD1 Partial Abandonment	\$94.50	JD1

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

4. **Old Business**

- a. **Weed Harvester Project Vegetation Survey RFP** – Administrator Kovarik presented the staff recommendation to award the Vegetation Survey contract to RMB Environmental Lab. **Manager Mostad made a motion to approve the staff recommendation to award the Vegetation Survey contract to RMB Environmental Lab. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- b. **Set Grant Public Hearing for May** – Administrator Kovarik asked the board to set the Public Hearing for the new Lower Sauk grant for May 15th. **Manager Lunsford made a motion to set the Public Hearing for the Lower Sauk grant for the May 15th meeting. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- c. **210th Street Ravine Discussion**- Administrator Kovarik asked the board if there was interest in applying for a grant to purchase the ravine property. There was lengthy discussion on the problems and possible options that the board can take. **Manager Harren made a motion to tour the ravine site before the May 15th meeting, and to hold the regular meeting in Osakis. The motion was seconded by President Foster. The motion passed with all in favor.**
- d. **2013 Budget Process**- Manager Foster informed the board that the 2013 budgeting process would begin earlier this year. He appointed the treasurer, Manager Lunsford, Manager Rettig, and Manager Vangness to the Budget Committee.
- e. **Quarterly Financial Report** - Tabled

5. **New Business**

- a. **Insurance Renewal**- Tabled
- b. **KDV Annual Audit Report**- Steve Wischmann from KDV gave a presentation to the board on the Audited Financial Statements for the ended December 31, 2011. He congratulated the board on the improvements made in the past

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couple years. **Manager Kral made a motion to accept the Audited Financial Statements for the year ended December 31, 2011. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

- c. Impaired Waters/Implementation Update- Lynn Nelson gave an overview on the Incentive Program.
- d. R.I.V.E.R. Award Winner- Lynn Nelson informed the board that after all the voting results were compiled and tallied, the winner of the 2011 R.I.V.E.R. Award was the Raymond Prasch project. **President Foster made a motion to accept the Raymond Prasch project as the 2011 R.I.V.E.R. Award winner. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
- e. Stoney Creek MRBI Project proposal with the University of MN- Administrator Kovarik informed the board that the University of Minnesota is working on a project associated with the MRBI project. **Manager Mostad made a motion to approve the proposal for the Stoney Creek MRBI Project. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
- f. Billable Rates – Administrator Kovarik asked the board to consider revising the billable rates for staff to make sure they cover the actual cost to the District. **Manager Mostad made a motion to set the billable rate at \$40 per hour for regular staff and \$45 per hour for the Administrator. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
- g. Fee/Penalty Schedule – Administrator Kovarik asked the board to start thinking about penalties and a fee schedule. Kovarik has compiled some information on the topic. President Foster asked Administrator Kovarik to work with legal council on this.
- h. Pat Bjornebo Shoreline Restoration Project – Administrator Kovarik asked for approval for the Pat Bjornebo Shoreline Restoration Project at a cost of \$2500. **Manager Rettig made a motion to approve the Pat Bjornebo Project at a cost of \$2500. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- i. Rose Park Project – Administrator Kovarik asked for approval of payment for the Rose Park engineer and project design paid to Minnesota Engineering and construction at a cost of \$1125. **Manager Lunsford made a motion to pay Minnesota Engineering \$1125 for the Melrose Rose Park Project. The motion was seconded by President Foster. The motion passed with all in favor.**
- j. Cold Spring Raingarden Initiative – Administrator Kovarik asked for approval of a payment for the Cold Spring Raingarden Initiative to Anything Outdoors for \$18,700. **Manager Kral made a motion to approve the payment to Anything Outdoors of \$18,700 for the Cold Spring Raingarden Initiative.**

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The motion was seconded by Manager Rettig. The motion passed with all in favor.

- k. Workers Compensation Dividend – Administrator Kovarik notified the board that the District received the dividend payment from the League of Minnesota Cities in relation to the workers compensation in the amount of \$872.
- l. Richmond Raingarden Project – Administrator Kovarik informed the board that the project was completed and the funding sources needed to be reviewed.
- m. Richmond Safe Routes Project – Administrator Kovarik informed the board that the project was approved to be implemented and funding sources would need to be reviewed. This project has not yet been completed.
- n. Osakis Creamery Project - Administrator Kovarik informed the board that the project was approved to be implemented and funding sources would need to be reviewed. This project has not yet been completed.
- o. LCCMR Grant – Administrator Kovarik provided the board with a pre-proposal application that Dr. Heiko Schoenfuss put together in regards to the study of emerging contaminants. There is a standing motion to partner with Dr.Schoenfuss on this particular topic.
- p. Lower Sauk Project – Administrator Kovarik informed the board that Lynn Nelson is in the process of compiling information on the Lower Sauk Project that began in 2005 so that the project can move forward.
- q. WWTP Information – Administrator Kovarik received information on the wastewater treatment plants. The board directed Administrator Kovarik to get information on all of the wastewater treatment plants in the District, as well as, provide a cost estimate to sample on an emergency basis.

6. **Reports**

a. **Administrator's Report-Administrator Kovarik**

1. Annual Report and Plan- Administrator Kovarik presented the board with the 2011Annual Report and 2012 Plan of Operations. **Manager Harren made a motion to approve the 2011 Annual Report and 2012 Plan of Operations. The motion was seconded by Manager Scherping. The motion passed with all in favor.** Administrator Kovarik reminded the board of the scheduled meetings to present the annual report and plan to the County Commissioners. The meetings have been scheduled for May and June.
2. Overall Plan- Administrator Kovarik reminded the board of the planning meeting on May 2nd. Things seem to be progressing well. Attorney Kolb stated that as long as there is a public purpose, as in the May 2nd meeting, a meal can be provided and funded by the District. **Manager Harren made a motion to provide a meal at the May 2nd Overall Plan meeting. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
3. Position Discussion- Administrator Kovarik noted that there was nothing to report at this time but hopes to have a proposal at the next meeting.

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4. Amy Trisko Contract- Administrator Kovarik informed the board that Amy Trisko's initial 3 month contract has expired. Since the Ditch/Permit Inspector position hasn't been filled, she asked for a 3 month extension on Trisko's contract. **Manager Lunsford made a motion to extend Amy Trisko's contract for another 3 months. The motion was seconded by Manager Rettig. The motion passed with all in favor.** President Foster asked that Amy Trisko and Sarah Jo Schmitz also complete a section on the Administrator's Report each month.
 5. Website/Logo- Administrator Kovarik stated that she is still working with the consultant on the website. There is nothing to report on the logo.
 6. Assessment Project- Administrator Kovarik informed the board that Todd County is putting a proposal together to do some of the District's ditch assessment work.
 7. Engineer work status- Administrator Kovarik informed the board that the Engineer has been working in the office 2 to 3 days per month. The arrangement has been working very well.
 8. MNWRAP- Administrator Kovarik stated she was asked to sit in on this state committee looking at the watershed wide approach. The process has since been halted.
 9. MRBI Measuring Change Meeting held 4-15-12 update- Administrator Kovarik attended a statewide MRBI meeting in St. Paul. The point of the meeting was to talk about the projects, how they are working and how to measure change or water quality improvements.
 10. Todd SWCD Annual Meeting Update- Administrator Kovarik met with the Todd SWCD board to give our annual update. Also, she met with Mr. Williamson on the 210th Street Ravine project.
 11. PRAP Meeting request with Board- In June, someone from BWSR will attend to discuss the Performance Review and Assessment Program.
 12. Fairs Discussion- Administrator Kovarik asked the board's opinion on the District having a booth at the county fairs. **Manager Lunsford made a motion to approve up to \$600 for registration for all six fairs combined. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- b. **Attorney's Report**- None
- c. **Ditch/Permit Inspector Report**
1. **Permits**
 1. Eden Valley/Watkins Project- No report.
 2. Osakis Creamery- No report.
 3. Richmond Safe Routes – No report.
 4. Permit After the Fact Discussion – No report.
 5. Other

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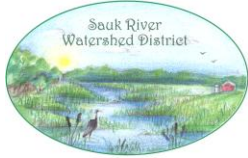
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2. Ditches

1. County Ditch 24 – Attorney Kolb updated the board that the work has been done on CD 24 and the seeding is starting to come up but during the inspection, it was found that a pumping station had been built in the right-of-way of the drainage system, which should have required a permit. Administrator Kovarik showed the board before and after pictures of the ditch cleanout. Some slumping has been found and the District will request the contractor fix it. The board directed Administrator Kovarik that after the slumping has been fixed, that final payment can be made. A letter has been sent to the landowner who owns the pumping station and an after-the-fact permit had been started. There was discussion on beginning research on a fee schedule for issues that arise, such as this. Penalties and fines will be discussed at a later date.
2. County Ditch 15 & 26 Wetland Impacts- Attorney Kolb indicated that the wetland analysis has been mailed out to Stearns County, the DNR, and the Army Corps of Engineers and the District is waiting to hear about the requested pre-application meeting.
3. JD 1 Lateral 1 Branch 1 Partial Abandonment Petition- Administrator Kovarik presented a petition from Ken and Julie Zimmerman requesting a partial abandonment of branch 1 of JD 1. According to Attorney Kolb, the abandonment meets the statutory criteria for partial abandonment. **President Foster made a motion to accept the petition from Ken and Julie Zimmerman for a partial abandonment on branch 1 of JD 1. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
4. 2011 Ditch/Permit Program Report- Administrator Kovarik directed the board to the Annual Report for a report of the 2011 Ditch/Permit activities. Kovarik told the board that if there were any questions, to please let her know.
5. JD 1 USFWS Culvert Placement – Administrator Kovarik informed the board of a request by the USFWS for a culvert to be placed on a branch of JD 1 to access property that is landlocked. They submitted a permit application and an inspection was done by the District engineer. The District is asking for more information from them at this time. This project falls under the general permit and the board directed staff to take care of it and keep the board informed.
6. After the Fact Permit for CD24 Site – Administrator Kovarik notified the board that the information did not come in time for the meeting.

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- d. **Calendar Items-** volunteer training workshop, DNR permit for Weed Harvester, Board Notice of appointments sent to counties, quarterly reports, quarterly financial report, Begin 2013 Budget Process, Appoint Budget Committee, Approve intern selections, 2011 Ditch/Permit Program Report
- e. **Board Member Meeting Reports-** Manager Mostad noted that he attended a Viewers Meeting. He recommended that new managers attend as they are very informative. Manager Lunsford and President Foster are interested in attending.

Manager Harren attended the Clean Water Council Meeting. There was a very good presentation by Mae Davenport suggesting that all the agencies should have a consistent message about water quality. Also at the meeting, it was stated that they are very pleased with the Discovery Farms. There was also discussion on how to streamline processes that are shared with other agencies to make things property owner friendly.

Manager Kuseske reminded the board of the upcoming MAWD Summer Tour. President Foster, Managers Kuseske, Scherping, Mostad, and Rettig are planning to attend.

- f. **Open Discussion for the Public-** None

7. **Items for Next Meeting Agenda.**

- 8. **Adjourn. President Foster made a motion to adjourn the meeting. There was no second to the motion. The motion died with a lack of a second. The meeting was adjourned by the general consent of the board. The time was 8:45 p.m.**

NEXT MEETING: Regular Meeting– May 15th (Tuesday) at 5:00 p.m. –Osakis Public School Library, Sauk Centre MN

_____	_____
Todd Foster, President	Date
_____	_____
Jim Kral, Vice President	Date
_____	_____
Jason Scherping, Secretary	Date
_____	_____
Tim Lunsford, Treasurer	Date
_____	_____
Virgil Rettig	Date
_____	_____
Vern Vangsness	Date

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Larry Kuseske

Date

Robert Mostad

Date

John Harren

Date

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