



524 4th St South, Sauk Centre, MN 56378
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Minutes April 19, 2011 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, April 19, 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; Sarah Jo Schmitz, Intern; Tara Ostendorf, Environmental Project Technician; Jerry Von Korff, Attorney (Rinke-Noonan)
Guests Present:	Joe Rigdon, KDV; April Ryan; Peter Klick
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. **Manager Coughlin moved to approve the agenda with additional items. The motion was seconded by Manager Foster. The motion passed with all in favor.**
3. **Consent Agenda (*approved by one motion*)-President Jim Rothstein**
 - a. March 15, 2011 Regular Meeting Minutes
 - b. March 24, 2011 Special Meeting @ Legislative Breakfast
 - c. March 1-31, 2011 Financial Report
 - d. Permits recommended for approval

10-03	St. Cloud VA Hospital two month extension request
11-01	Hamann Water and Sediment Basins
11-02	CSAH 51-Todd County Roadwork
11-03, 11-04, 11-05	CSAH 1, CSAH 4, CSAH 46—Todd County Roadwork
11-06	Pfleiger Garage
11-07	Northern Natural Gas
11-08	Waite Park 5 th Street Improvements

- e. Contracts for Approval-
 - Battle Point Park Maintenance Contract for 2011
 - Wenck Scope for reviewing City of Freeport Stormwater Project Proposal (This work covered entirely by grant funds.)

f. Resolutions for Approval –

23-11	To Approve Board Action Form/Define use for motions-resolutions-board action forms-April 2011
25-11	Alternative Work Schedule -4 day work weeks

g. Board Action Items for Approval-

01-11	To Approve Septic System Guide Booklets for Landowners
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02-11	Minnesota Association of Drainage Inspectors Dues
03-11	ATV Sprayer Purchase
04-11	Funding for bussing for Pope/Stevens Conservation Day
05-11	Education Materials purchase to replace bubbleology materials
06-11	Approve Lake Association Contracts through District and authorize Administrator to sign
07-11	Approve Anti-virus software updates

h. Loans, Grants, Appropriations

- **Loans-none**

- **Grants-none**

1. Arnold Hamann-Hamann Family Trust Cost Share Contract Approval for a water and sediment control basin \$7,400
2. Todd and Molly Ann Foster Cost Share Contract Approval for a native restoration of shoreline and installation of rain garden \$6,000

- **Appropriations**

1. Health Partners \$1,771.00 Premium Payment
2. Southwest Explosives \$565.00 Beaver dam removal on CD17
3. Rinke Noonan \$4,098.50 Retainer, CD15&26, Meeting with Stearns Co, CD24 Repair
4. Houston Engineering \$423.53 SRWD Drainage Records Modernization Process
5. Wenck Engineering \$17,288.07 Engineering for projects
6. Leer Consulting \$1,625.00 public relations
7. Roger Beiswenger \$586.44 CD15/26 Redetermination
8. JB Associates \$927.70 CD15/26 Redetermination
9. KDV \$10,000 Joe Rigdon Consulting Services

Manager Coughlin moved to approve the consent agenda. The motion was seconded by Manager Foster. The motion passed with all in favor. Administrator Kovarik pulled Resolution 25-11 for further explanation. Revisions were made to the policy to eliminate the compressed schedule and to state that comp time will be at time and a half on anything over 40 hours per work week. Administrator Kovarik pulled Board Action Item 07-11 regarding the quote for anti-virus software from Glacier Ridge Computing. There were no objections to purchasing the anti-virus software. Administrator Kovarik noted on Appropriation item 1, that a spouse was taken off of the District's Health Plan which reduced the premium to \$1488.70. **Manager Coughlin appealed his original motion and made a motion to approve the consent agenda encompassing the pulled items.** Manager Foster abstained from h. (2). Manager Kuseske pulled item e. (1). Manager Kuseske asked that there

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be a title on the contract clearly stating that it's the Battle Point Park Maintenance Contract. **Manager Coughlin made a motion to approve the consent agenda minus h. (2). Manager Foster seconded the motion. The motion passed with all in favor. Manager Coughlin made a motion to approve h. (2) of the consent agenda. The motion was seconded by Manager Kral. The motion passed with all in favor with Manager Foster abstaining.**

4. Old Business

- a. Accounting/Audit Updates. Joe Rigdon presented on general work done thus far, as well as issues found in the process. Rigdon estimates approximately 2 more weeks to finish up the remaining work. **Manager Coughlin made a motion to authorize the two weeks of work necessary to finish. The motion was seconded by Manager Kral.** Manager Foster asked if this included creating the new chart of accounts. **The motion passed with all in favor. Manager Coughlin made a motion to allow staff to lay the groundwork for switching over the chart of accounts. The motion was seconded by Manager Foster. The motion passed with all in favor.** Administrator Kovarik asked to board to approve moving the Annual Report into June to allow for the accounting issues to be cleared. Approval has already been granted by the Board of Water and Soil Resources. **Manager Coughlin moved to allow the Annual Report to be moved into June. The motion was seconded by Manager Foster. The motion passed with all in favor.** Administrator Kovarik asked the board how they wanted to handle the un-cleared transactions from the last 12 years. **Manager Foster made the motion to clear the outstanding checks and to work with the accountant. The motion was seconded by Manager Coughlin. The motion passed with all in favor.** Administrator Kovarik asked for clarification on the policy for the threshold for assets put on the depreciation schedule. Joe Rigdon noted that the Government Finance Officers Association recommends \$5,000. **Manager Coughlin made a motion to set the asset policy to a threshold of \$5,000 effective the 2010 audit year. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- b. **CD 15 & 26 Hearing Updates.** Administrator Kovarik informed the board of a possible conflict with the location of the meeting in the Albany School. Kovarik also mentioned that the viewers have been out looking at the additional properties that have been brought to their attention.
- c. **Trimble Unit Discussion.** Administrator Kovarik presented a quote for \$28,806.02 to purchase a Trimble unit. There was money budgeted for equipment with the possibility of some grant and ditch funds used as well. **Manager Coughlin made a motion to approve the purchase with the mentioned funding. The motion was seconded by Manager Mostad.** Manager Foster asked if there was training provided with the equipment. Administrator Kovarik noted that there will be training provided by the company, which is based out of St. Cloud. Manager Foster also

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mentioned the possibility of those staff that will use the equipment, to have their job descriptions modified. **The motion passed with all in favor.**

- d. **25th Anniversary Event Discussion.** Administrator Kovarik informed the board of possible locations for the Anniversary Event. Administrator Kovarik also mentioned the need to solicit for donations to pay for the meal and entertainment. **Manager Coughlin made a motion to direct staff to select the venue, set a date, and solicit donations. The motion was seconded by Manager Foster. The motion passed with all in favor.**
- e. **New Logo Discussion.** Administrator Kovarik tabled this discussion for the next meeting.
- f. **CD24.** **Manager Coughlin made a motion to set the hearing for CD 24 for May 17, 2011 at 7:15 p.m. at the Albany High School. The motion was seconded by Manager Kral. The motion passed with all in favor.**

5. **New Business**

- a. Maple Lake (Todd County) concern about cattle in riparian area of lake. Peter Klick presented his concerns to the board of cattle in riparian area of the lake, causing erosion and run off to Maple Lake. **Manager Foster made a motion to authorize staff to research this problem further and to find out if there is anything the District can do under our rules and bring an update to the next meeting. The motion was seconded by Manager Vangsness. The motion passed with all in favor.**
- b. Manager Appointments up in 2011-James Rothstein (Stearns County), Daniel Coughlin (Stearns County), and Jim Kral (Todd County). Administrator Kovarik notified the board that notification has been made to the appropriate counties of the 2011 board reappointments. Manager Coughlin will be moving and will not be filing for reappointment.
- c. League of Minnesota Cities Insurance Trust (insurance renewal). Administrator Kovarik updated the board on the progress of the League of Minnesota Cities Insurance Trust. The League is looking into the contractual services the District enters into to find out if additional coverage is necessary. Administrator Kovarik asked for approval of the renewal quote as provided. **Manager Coughlin made a motion to approve the renewal quote as provided in the board's packet. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- d. Sauk Lake Weed Harvester Project. Administrator Kovarik relayed concerns expressed by residents in regards to the lack of weeds and fish habitat currently in the lake. At this time, the weed harvest crew is ready to go and will be monitoring the conditions to determine if harvesting is needed. There was interest and discussion of the possibility of using the weed harvester on other lakes. It will be researched.

6. Reports

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a. Administrator's Report-*Administrator Kovarik*

1. Overall Plan Meeting Updates. Administrator Kovarik received a scope from Wenck for the Overall Plan with an estimated price of \$40,000 to \$70,000 based on the ability to utilize District staff. This may change once things are further defined.
2. Health Insurance Renewal/Life AD&D/Short Term Disability. Administrator Kovarik updated the board that a letter was received regarding the liability issue for stipends and tax implications for staff. There are no issues and the enrollment has been taking care of.
3. Septic System Updates Discussion (Stearns County). Administrator Kovarik notified the board that the Stearns County Commissioners reconsidered and passed the vote on the septic system inspections program. Administrator Kovarik passed out additional material provided by the Stearns County Environmental Services which states that there will be a change in how they go about the inspections. They will be focusing on groundwater and surface water imminent health threats only.
4. University of Minnesota Rapid Agriculture Response Fund Grant Application "Phosphorus and Water Quality: Analysis of P levels in a Stearns County Minnesota Watershed". Administrator Kovarik told the board about a special grant from the University of Minnesota regarding the phosphorus that goes in the feed ration versus what comes out. Administrator Kovarik asked for approval for the letter of support. **Manager Foster made a motion to approve the letter of the support for the University of Minnesota grant. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**
5. Ecosystem Services (turning back funds). Administrator Kovarik informed the board that staff has been finalizing the paperwork necessary to be passed on to the policy and technical committees. The District has completed its work and would like to transfer another \$10,000-\$15,000 of the remaining funds back to the Minnesota River Board for their use. **Manager Coughlin made a motion to transfer up to \$15,000 to the Minnesota River Board. The motion was seconded by Manager Kral. The motion passed with all in favor.**
6. Minnesota Waters Volunteer of the Year/Lake Association of the Year. Administrator Kovarik told the

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board that the staff would like to nominate Bob and Jan Bjork for the Volunteer of the Year award. **Manager Foster made a motion to nominate Bob and Jan Bjork for Volunteer of the Year. The motion passed with all in favor.** Administrator Kovarik asked the board if they had any nominations for Lake Association of the Year. **Manager Foster made a motion to nominate Maple Lake Association as Lake Association of the Year. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**

7. Todd County Property Taxes (Sediment Ponds). Administrator Kovarik asked the board for approval to pay the 2011 property taxes on the sediment pond parcel. **Manager Coughlin made a motion to pay the 2011 property taxes on the sediment pond parcel. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
8. Sauk River Major Watershed Project Workplan. Administrator Kovarik updated the board on the watershed wide TMDL project with MPCA.
9. LCCMR Project with Heiko Schoenfuss. Administrator Kovarik informed the board of a presentation by Dr. Heiko Schoenfuss on May 18, 2011 at the Albany High School auditorium at 7:00 p.m. Dr. Schoenfuss will be sharing his research where the public can participate. Administrator Kovarik noted that in the board's packet, there is a draft copy of the LCCMR proposal. That application process will be coming up shortly. Administrator Kovarik stated that Dr. Schoenfuss asked that the board recognize and approve entering into a partnership agreement for doing the LCCMR application and the work he has defined in the application. **Manager Coughlin made a motion to recognize and approve entering into a partnership agreement with Dr. Heiko Schoenfuss and St. Cloud State. The motion was seconded by Manager Kral. The motion passed with all in favor.**
10. City of Cold Spring Letter of Support for "*The Cold Spring Nature and Community Center Project.*" Administrator Kovarik asked for approval for the letter of support for the Cold Spring Nature and Community Center Project. **Manager Coughlin made a motion to approve the letter of support. The motion was**

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seconded by Manager Kral. The motion passed with all in favor.

11. Cell Phone Discussion for Monitoring Coordinator. Administrator Kovarik asked the board for additional compensation of \$20 per month to the Monitoring Coordinator for the use of a personal cell phone for Watershed District calls. **Manager Coughlin made a motion to approve the additional compensation of \$20 per month to the Monitoring Coordinator for use of a personal cell phone for work related calls. The motion was seconded by Manager Foster. The motion passed with all in favor.**
12. Marco Contract. Administrator Kovarik updated the board on the transfer of the phone contract. The district will be saving money by transferring the contract to Marco. **Manager Coughlin made a motion to approve the contract for phone system lease to Marco. The motion was seconded by Manager Foster. The motion passed with all in favor.**
13. Insty Prints. Administrator Kovarik informed the board of a mailing for the door-to-door campaign. There will be approximately 1,000 pieces being mailed for \$866.87, which would be covered by grants. **Manager Coughlin made a motion to approve the mailing and associated costs. The motion was seconded by Manager Foster. The motion passed with all in favor. Manager Coughlin made a motion to set a policy to authorize the administrator and staff to spend budgeted resources without board approval. The motion was seconded by Manager Kral.** Manager Foster asked for further explanation. Administrator Kovarik asked that for clarification, a resolution will be put together. **Manager Coughlin moved to table the motion.**
14. **Contracts.** Administrator Kovarik asked for approval of cost share contracts for Katherine Wagner, Gary and Anna Theisen, Dennis and Barb Gregory, and the City of Freeport. **Manager Coughlin made a motion to approve the contracts for cost share funds. The motion was seconded by Manager Kral. The motion passed with all in favor.**
15. **General Contractor.** Administrator Kovarik notified the board that the District will need to serve as general contractor for the stormwater contracts. Administrator Kovarik asked for authorization for the District to be

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general contractor and solicit bids for projects. **Manager Coughlin made a motion to allow the District to be the general contractor and solicit bids for stormwater projects. The motion was seconded by Manager Kral. The motion passed with all in favor.**

- 16. Permit Approval.** Administrator Kovarik presented permit 11-10 from Cold Spring Brewery to replace their brew house and asked for approval with the conditions as outlined and recommended by staff. **Manager Coughlin made a motion to approve the Cold Spring Brewery permit application with the conditions outlined and recommended by staff. The motion was seconded by Manager Foster. The motion passed with all in favor.**

Administrator Kovarik then presented permit 11-09 from Cold Spring Brewery for the parking lot. It was recommended for approval. **Manager Coughlin made a motion to approve permit the Cold Spring Brewery permit 11-09. The motion was seconded by Manager Vangsness. The motion passed with all in favor.**

- 17. BWSR Meeting.** Administrator Kovarik informed the board of a meeting attended by herself, President Rothstein, Lynn Nelson and a variety of other state agency partners. Many projects were discussed but primarily the Crooked Lake Project.

- 18. Intern.** Administrator Kovarik introduced one of the summer interns, Sarah Jo Schmitz. The board welcomed her.

b. Ditch/Permit Inspector Report-Administrator Kovarik

- 1.** CD9 Informational Meeting set for May 12th at Melrose City Center at 7:00 p.m. to discuss repairs. Administrator Kovarik reminded the board of this meeting and said that notices have been sent out.

- 2.** Permit:
-Cold Spring Brewery. Administrator Kovarik previously addressed this permit and it was approved by the board.

c. Environmental Project Technician-Tara Ostendorf

- 1.** Incentive Program Policy Changes (Resolution 24-11). Tara Ostendorf briefly went over the Incentive Program Policy Handbook. The handbook was created to eliminate disputes for approving or denying cost share funds for projects. **Manager Coughlin made a motion to approve the Incentive Program Policy Handbook. The motion was seconded by Manager Foster. The motion passed with all in favor.**

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- d. **Attorney's Report.** Jerry Von Korff had nothing to report but commended the board on progress made and a job well done.
- e. **Calendar Items**
- f. **Board Member Meeting Reports.** Manager Mostad shared some of his thoughts about selecting one engineering firm as the District's main engineer.
- g. **Open Discussion for the Public.** Administrator Kovarik noted that the next board meeting will be held at the Albany High School.
- 7. **Items for Next Meeting Agenda. Manager Foster made a motion to adjourn the meeting. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**
- 8. **Adjourn-**The meeting was adjourned at 9:40 p.m.

NEXT MEETING: Regular Meeting– May 17th (Tuesday) – Albany High School Theater, Albany 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

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