



MEETING MINUTES

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

Regular Meeting
7:00 p.m. Sauk River Watershed District Office
April 7, 2009

Managers Present:	Dan Coughlin, Jim Kral, Larry Kuseske, Sharen Kutter, Richard Raeker, Virgil Rettig and Jim Rothstein.
Staff Present:	Holly Kovarik, Administrator Starla Arceneau
Guests Present:	Jason Weinerman, BWSR; Don Otte, Stearns County Commissioner, Clarence Mielke, Dick Wildele and Jack Gibbons, Osakis Residents; Jeff Hoppe, John Wilwerding, John Harren, Jason Sileping, Duane Pung, Vern Scherping, Bernice Scherping and Loren Scherping. County Ditch 26 and 15 landowners.
Manager's Absent:	Bob Mostad and Chub Hensley

1. **The meeting was called to order by President Kral at 5:05 to interview a candidate for the Ditch/Permit Inspector position. The meeting was recessed at 5:59.**

President Kral called the meeting back to order at 8:01 and the Pledge of Allegiance was recited.

2. President Kral asked for additions to the agenda.
3. The proposed agenda was reviewed. **A motion was made by Manager Rothstein to approve the agenda with additions. Manager Coughlin seconded the motion.** The motion passed with all in favor.
4. Consent Agenda included:
 - a. Approval of minutes of the March 24, 2009 meeting
 - b. Contracts for Approval
 - c. Permits for Approval/Extension
 - a. #07-05 Minnesota Pipeline Company LLC
 - d. Resolutions
 - 31-09 RMB Contract for Approval
 - 32-09 Credit Card Policy
 - 33-09 Staff Approval for Utilization of a Company Credit Card
 - 34-09 Contract with Trisko for Services
 - 35-09 Sale of Zodiac Boat
 - 36-09 Friends of the Sauk River Clean-up
 - 37-09 Battle Point Park Restoration Project Expenditures
 - 38-09 Staff Attendance at 2009 Minnesota Waters Conference
 - 39-09 Establishment of "Wader Program"

After reviewing the items on the consent agenda, one item (resolution# 34-09) was pulled for further discussions. **A motion was made by Manager Coughlin and seconded by Manager Kuseske and carried unanimously to approve the following items on the said agenda:** Approval of minutes of the March 24, 2009 meeting; Resolutions 31-09-RMB Contract for Approval, 32-09 Credit Card Policy, 33-09- Staff Approval for Utilization of a company credit card, 35-09-Sale of Zodiac Boat, 36-09- Friends of Sauk River Clean-up, 37-09-Battle Point Restoration Project Expenditure, 38-09-Staff Attendance at 2009 Minnesota Waters Conference and 39-09- Establishment of "Wader Program".

Manager Rettig questioned Resolution #34-09 regarding Trisko's contract. Kovarik reviewed the contract that Trisko will assist with the installation and maintenance of the Battle Point Park project and also be on the District's on call list in the event there is assistance needed with monitoring. **Manager Rettig made a motion to approve Resolution # 34-09-Contract with Trisko for Services. Manager Raeker seconded the motion. The motion passed with all in favor.**



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5. **OLD BUSINESS:**

Administrator Kovarik informed the board on why the Viewers were not in attendance for the meeting and that the Viewers for County Ditch 26 and 15 Re-determination of Benefits have stated that they will not sign the contract. There was discussion on whether or not to counter offer. Attorney Kolb described that their task list was incorporated into the contract. Manager Rothstein said they said they said no and no means no and why waste more of the Districts time. **Manager Rothstein then made a motion to rescind the findings and order appointment of the viewers and directing additional solicitation and have Administrator Kovarik contact the other viewer. Manager Coughlin seconded the motion. The motion passed with Manager Kuseske opposing.** Administrator Kovarik will bring back the information from this discussion with the other viewer to the next board meeting.

Administrator Kovarik, Attorney Kolb and Manager Rettig met with the City of Eden Valley on March 5, 2009 and the City has since requested that Barr Engineering be appointed as the new Engineering Firm for the project. Administrator Kovarik discussed that either engineering firm will do a good job for the project. The City of Eden Valley brought this decision to their city council members for a decision on how the city would like the District to proceed. **Manager Kutter made a motion to hire Barr Engineering for the project and direct Administrator Kovarik to contact Barr Engineering and to address what projects should be implemented that will move this project forward. Manager Coughlin seconded the motion. The motion passed with all in favor.**

Administrator Kovarik reviewed quotes received to complete the JD2 Sediment Pond Cleanout. A total of 5 estimates were submitted for this project. **Manager Kutter made a motion to approve Becker Excavating. Manager Rothstein seconded the motion. The motion passed with all in favor.**

Administrator Kovarik discussed an oversight on the Battle Point Project contract. The District was asked to serve as the general contractor for the Battle Point Park Project and direct the Administrator to advertise and request estimates for the project. **Manager Coughlin made a motion to serve as the General Service Contractor and allow the staff to attain quotes for the installation of the Riprap. Manager Kuseske seconded the motion. The motion passed with all in favor.**

Administrator Kovarik reviewed Conrad Gruber's Loan Agreement requesting \$10,000 for an Ag-Waste Facility Project. **Manager Kuseske made a motion to approve Conrad Gruber's Loan for \$10,000. Manager Raeker seconded the motion. The motion passed with all in favor.**

6. **NEW BUSINESS:**

Interview for the Ditch/Permit Inspector position were held prior to the regular meeting. **Manager Rothstein made a motion to hire Michael Hayman as the new Ditch/Permit Inspector and allow Administrator Kovarik to work out the details with Hayman. Manager Coughlin seconded the motion. The motion passed with all in favor.** It was agreed by general consent to allow Administrator Kovarik to negotiate the hiring details with Michael Hayman.

Manager Rettig then made a motion to accept Andrew Dotseth's resignation with regret. Manager Coughlin seconded the motion. The motion passed with all in favor.

Administrator Kovarik recommended Christopher Lundeen for the monitoring internship due to the vacancy created by Michael Hayman filling the Ditch/Permit Inspector position. **Manager Kuseske made a motion to hire Christopher Lundeen. Manager Coughlin seconded the motion. The motion passed with all in favor.**

Administrator Kovarik handed out the Health Insurance renewal information for the board to review and this item will be put on the April 21st regular meeting agenda for further discussion and approval. Administrator Kovarik



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explained the information on the forms presented.

In light of the recent concerns raised, there was discussion that the District has a policy in the minutes for when particular board members have issues that staff does not have to spend many hours on the issue but rather the board member should turn these kinds of issues into the Chairman and voice their concerns to the Chairman. The Chairman then will address these issues with the Administrator. This is a good reminder to board members to set some boundaries. If board members have an issue they should go to the chairman. This policy however does not prevent board members on regular business items from contacting the Administrator directly for assistance or clarification.

Manager Coughlin discussed establishing a policy that if Board Members have an issue that needs to be addressed then they should address the Chair and then the Chair will contact the Administrator. **Manager Coughlin made a motion to establish a Board Member Policy (as described above) that if a Manager has an issue; which is not a regular business item, they shall contact the chairman. Manager Rothstein seconded the motion. The motion passed with all in favor.**

President Kral questioned if Board members have the right to go out to the Sediment Ponds without permission. Attorney Kolb stated that if the Board member has District business that requires them to be out there then yes, but if a board member just wants to go out there then they should refrain from going out there. Manager Rothstein suggested that Kolb and Kovarik establish a legal notification notice for the board to review at the next regular meeting.

7. **REPORTS:**

The Administrator's Report was reviewed. Kovarik reviewed the following information:

- a. Kovarik reviewed several ideas to help keep the meeting running smoothly. The board encouraged Kovarik to continue with organization of the board meetings.
- b. Kovarik's six month review is approaching. The board will start the review process at the April 21st regular meeting.
- c. The Insurance agent has been out to review the plotter damage. Administrator Kovarik will keep the board informed as more information becomes available.
- d. Administrator Kovarik informed the board that it has been a long time since the anti-virus program has been updated. **Manager Kutter made a motion to purchase the upgrades on a yearly basis. Manager Coughlin seconded the motion. The motion passed with all in favor.**
- e. Kovarik reviewed the memo requesting up to \$500 per event for the 2009 upcoming field events. **Manager Kutter made a motion to approve the funding for the 2009 field events and to approve the list attached on the memo of upcoming events. Manager Coughlin seconded the motion. The motion passed with all in favor.**
- f. Kovarik handed out the 2008 Annual Report and the 2009 Plan of Operations.
- g. Kovarik handed out the Final Fiscal Year Audit Report.
- h. Kovarik stated that both the Report & Plan and Audit Report are on the website for access by the general public.



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Attorney Kolb reviewed the Order for appointing Wenck as the Engineering firm for County Ditch 26 and 15. **Manager Kutter made a motion to approve and sign the Order. Manager Rothstein seconded the motion. The motion passed with all in favor.**

- 8. There was no discussion from the Public at this time.
- 9. The meeting was adjourned at 9:45 p.m.

Secretary, Virgil Rettig
Recording Secretary, Starla Arceneau

Jim Kral

Date

Chub Hensley

Date

Sharen Kutter

Date

Virgil Rettig

Date

Bob Mostad

Date

Larry Kuseske

Date

Richard Raeker

Date

Jim Rothstein

Date

Dan Coughlin

Date