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MEETING MINUTES – 5-19-2010

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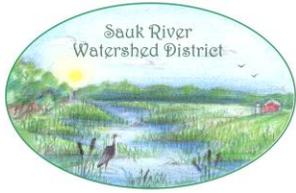
Regular Meeting  
7:00 p.m. Sauk River Watershed District Office  
May 19, 2010

<b>Managers Present:</b>	Dan Coughlin, Todd Foster, Jim Kral, Larry Kuseske, Robert Mostad, Virgil Rettig, Jim Rothstein, Jason Scherping and Vernon Vangsness.
<b>Staff Present:</b>	Holly Kovarik, Administrator Starla Arceneau, Assistant Administrator, Mike Hayman, Ditch/Permit Coordinator.
<b>Guests Present:</b>	Dave Blommel, Doug Ruhland, Mayor of Eden Valley Conrad Blomker, Steve Klein, Jeff Hoppe, Duane Pung
<b>Manager's Absent:</b>	

1. **The meeting was called to order by President Jim Kral at 7:00 p.m. and the Pledge of Allegiance was recited.**
2. Todd Foster read and signed the Oath of Office and the District Bond. The board welcomed Foster as the newest Manager.
3. President Kral asked for additions to the agenda. There were several items added to the agenda. The proposed agenda was reviewed. **Manager Coughlin moved to approve the agenda with the additions and Manager Rothstein seconded the motion.** The motion passed with all in favor.
4. The consent agenda was reviewed by President Kral. The following items were included on this consent agenda.

**Consent Agenda (approved by one motion)-President Jim Kral**

- a. Approval of minutes of the April 20, 2010 regular meeting
- b. Approval of minutes of the March 4, 2010 CD 9 hearing minutes
- c. Financial Report April 1-30, 2010
- d. FY 2010 CWF Grant Agreement \$5,000
- e. American Farmland Trust Grant Contract \$7,500
- f. MRBI Proposals (WREP/Sauk 2 applications)
- g. Resolutions –
  - 47-10 CMM Website
  - 48-10 MAWD Conference
  - 49-10 April Journal Entries
  - 50-10 Dave Erickson Advisory Board Appointment
  - 51-10 ROCORI River Rally 6<sup>th</sup> Grade Reimbursement
  - 52-10 MECA 319 Partnership
  - 53-10 SRF Transfers/Semi Annual Pmts to MPCA
- h. Loans, Grants, Appropriations
  - **Loans**
    - (1) Virgil & Peggy Plath Septic \$4,000
  - **Grants**
    - (1)
  - **Appropriations**
    1. Barr Engineering \$18,108.98 SRCL TMDL
    2. JB Associates \$1,201.57 CD9, CD26, 15
    3. Rodney Langas \$254.40 CD 26, 15



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4. Wenck \$534.20 Engineering
5. Rinke Noonan \$7,329.50 Legal fees

After reviewing the items on the consent agenda, three items (Approval of American Farmland Trust Grant Contract, MRBI Proposals, CMM Website and Barr Engineering invoice) were pulled for further discussion.

**A motion was made by Manager Rothstein and seconded by Manager Coughlin and carried unanimously to approve the following items on said consent agenda:** Approval of minutes of the April 20, 2010 regular meeting; Approval of minutes of the March 4, 2010 CD 9 hearing minutes; Financial Report April 1-30, 2010; FY 2010 CWF Grant Agreement \$5,000; Resolutions 48-10 MAWD Conference, 49-10- April Journal Entries, 50-10 Dave Erickson Advisory Board Appointment; 51-10 ROCORI River Rally 6<sup>th</sup> Grade Reimbursement; 52-10 MECA 319 Partnership; 53-10 SRF Transfers/Semi Annual Pmts to MPCA; Loans, Grants, Appropriations **Loans** Virgil & Peggy Plath Septic \$4,000 **Appropriations** JB Associates \$1,201.57 CD9, CD26, 15, Rodney Langas \$254.40 CD 26, 15; Wenck \$534.20 Engineering Rinke Noonan \$7,329.50 Legal fees.

Manager Rettig questioned if the \$7,500 contributed under the American Farmland Trust Grant Contract was a onetime contribution or on a yearly basis. Administrator Kovarik said this grant is a onetime contribution but if the District applies for another grant we could be allocated more dollars. Manager Rettig also questioned the amount being contributed to the CMM Website. Administrator Kovarik mentioned that the District would approve utilizing an amount not to exceed \$1,000.00. This would actually be a transfer from our allocation back to the Minnesota River Basin Organization that is currently maintaining the website.

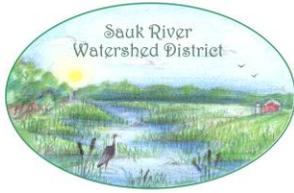
Manager Kuseske questioned if there is communication between the agencies and the SWCD about the MRBI Proposals for Crooked Lake. Administrator Kovarik said that Douglas SWCD has had communication with Ducks Unlimited and all other entities have been involved in the proposed grant process. **Manager Coughlin made a motion to approve the American Farmland Trust Grant Contract- \$7,500 and the MRBI Proposals (WREP/Sauk 2 applications) Manager Rettig seconded the motion. The motion passed with Manager Kuseske opposed.**

**Manager Coughlin made a motion to approve the CMM Website Resolution 47-10. Manager Rettig seconded the motion. The motion passed with all in favor.**

Administrator Kovarik pulled the Barr Engineering invoice for a clarification from a SRCL TMDL to Lower Sauk TMDL. **Manager Rothstein made a motion to approve the Barr Engineering invoice for \$18,108.98. Manager Coughlin seconded the motion. The motion passed with all in favor.**

**5. OLD BUSINESS**

- (a) Steve Klein from Barr Engineering reviewed the services performed for the Eden Valley Project totaling \$11,407.89. Mayor Blomker and Doug Ruhland also gave an update of their last City Council Meeting. The Managers tabled this item until the June regular meeting.
- (b) Administrator Kovarik reviewed a database proposal from Houston Engineering designed for the Monitoring program. Kovarik mentioned that Microsoft Access Software will need to be purchased and that there are funds currently remaining to be used from the Drainage Records Modernization grant (\$5,000 approximately) which could be used for designing web based mapping. This will provide more recent data for residents. **Manager Coughlin made a motion**



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to authorize the Administrator to proceed with the proposal as presented by Houston Engineering. Manager Rothstein seconded the motion. The motion passed with Manager Foster abstaining.

- (c) Administrator Kovarik reviewed hiring up to two assistants for the 2010 Weed Harvest season. **Manager Rettig made a motion to pay the two assistants \$20 per hour and the returning crew manager (Gene Harren) \$24 per hour. Manager Rothstein seconded the motion. The motion passed with all in favor.** Administrator Kovarik explained that two of the crew would be returning including Gene Harren the crew chief and Roger Hoffman. Administrator Kovarik explained that one additional person would need to be hired. Administrator Kovarik discussed a potential candidate that would be coming into the office for an interview the next day. **Manager Coughlin then made a motion to give the Administrator authority to hire a new person on the weed harvest crew. Manager Mostad seconded the motion. The motion passed with all in favor.**
- (d) The board tabled the Ecosystem Services Joint Powers Agreement until the next regular meeting.
- (e) **Jesse Hagemeyer Feedlot Project:** Administrator Kovarik relayed Lynn Nelson's concerns about the project and that it was potentially an expansion project. Manager Rothstein reported on the site inspection that he conducted with the landowner and stated that this project is a worth-while project. **Manager Rothstein made a motion to approve the \$177,228 additional loan dollars. Manager Coughlin seconded the motion. The motion passed with Manager Foster abstaining.**
- (f) Manager Rothstein brought forth discussion and asked about late fees on invoices. He asked if a resolution would prevent late charges this would include that all checks be processed within 16 hours from receiving. Administrator Kovarik stated that she has implemented a new tracking process that will tighten up the process and that the Auditor's are completing an internal control audit and will give their findings at the June meeting. If additional procedures are still needed that they could be addressed at that time.

6. New Business:

- (a) The Stearns SWCD Anniversary Social is scheduled for July 13, 2010 3-7:00p.m.
- (b) **DNR Tax Abatement: Manager Mostad moved to allow the abatement of interest from 2008 to the DNR in the amount of \$22.15. Manager Rettig seconded the motion. The motion passed with all in favor.**

7. Reports:

Administrator's Report-*Administrator Kovarik*

- (1) NALMS Conference- FYI
- (2) **Ditch Resolution for Farming Practices in Ditch: Manager Rothstein moved to have Administrator Kovarik write a letter to the County indicating the importance of maintaining the right of way of their public ditches. Manager Coughlin seconded the motion. The motion passed with all in favor.**
- (3) The Board was given a copy of a report drafted after an audit of the monitoring program was conducted in 2007. Administrator Kovarik brought this report to the

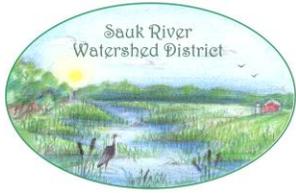


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attention of the board and indicated that they should review the 2007 Monitoring Audit Conducted by Wenck. This will be discussed at future meetings.

- (4) **CD (Finance Policy Discussion):** Manager Coughlin moved to have the staff deposit the CD's in the General Fund when CD's mature. There will be no new CD's until a finance Policy is created. Administrator Kovarik is working on a draft policy for the board to address at a later meeting. Manager Vangsness seconded the motion. The motion passed with all in favor.
- (5) **Health Insurance Renewal:** Administrator Kovarik asked for re-clarification on Manager Coughlin's motion from the April 2010 board meeting to contribute any savings between the old and new plans plus any unused cost of living budget allocations to employee Health Saving Accounts; resulting in no net impact on the budget while still providing a benefit to employees. Manager Coughlin clarified that his motion was to use all the available money that does not increase the 2010 budget. Administrator Kovarik will contact the Attorney and Auditor to determine how to allocate the funds to employees that have already met their yearly maximum contribution rates that they can contribute to their Health Savings Account.
- (6) **Todd County Septic Items–** The Board tabled until a later meeting
- (7) **Rose Schmidt Project:** Administrator Kovarik reviewed a memo from Tara Borgerding in regards to maintenance on the Rose Schmidt Project: There are two options available: 1) Charge the landowner to conduct maintenance at \$35 per hour plus mileage at 0.55 per mile. This would amount to approximately \$70 in labor and \$24.75 in mileage for total of \$94.75. 2) Begin the process of requesting partial payment for maintenance neglect as agreed in the financial assistance agreement. Manager Rettig moved to have staff conduct the maintenance and charge the landowner. Manager Scherping seconded the motion. The motion passed with all in favor.
- (8) **Melrose Project Replant:** Manager Rettig approved for the staff to coordinate efforts to address the areas within the restoration that failed. Staff will work with the city to determine the best scenario for replant. Administrator Kovarik suggested willows or dogwood shrubs which would be suitable. Manager Rettig moved to have the staff work with the City of Melrose to address the replanting of the project. Manager Coughlin seconded the motion. The motion passed with all in favor. The discussion also included the need for a policy so the staff can apply it uniformly to instances like the Melrose Site.
- (9) **Gymerk Project Replant:** The cost share will be to conduct a replant and to fix a failed rain garden area. Manager Coughlin moved to approve the amended cost share not to exceed \$1000.00. Manager Rettig seconded the motion. The motion passed with all in favor.
- (10) **Floating Silt Curtain:** Manager Rothstein moved to purchase the floating silt curtain for \$1,050 (3 sections 50' in length). Manager Coughlin seconded the motion. The motion passed with all in favor.



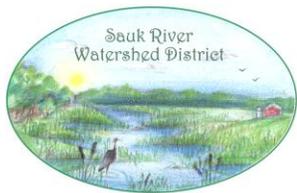
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- (11) **MAWD Summer Tour:** Manager Kuseske indicated he would like to attend the Summer Tour. Administrator Kovarik asked that the managers to let the office know as soon as possible so they can be registered.
- (12) **Todd County Pictometry:** Manager Rothstein moved to continue with the partnership toward the future pictometry imagery with Todd County. Manager Coughlin seconded the motion. The motion passed with all in favor.
- (13) **Education Funding Request Discussion:** Administrator Kovarik suggested developing future policies on determining future education proposals. This was in response to a request made to the SRWD for a community garden project that was asking for t-shirts and to pay for a meal. Administrator Kovarik will work with the staff to develop a policy to address education funding requests.
- (14) Citizen Monitoring Partnering with Sauk River Chain of Lakes, Big Birch, Little Birch, Big Lake, Pleasant Lake, and Grand Lake Associations: **Manager Kuseske approved the contracts for chemical sampling. Manager Mostad seconded the motion. The motion passed with all in the favor.** The Lake Associations will coordinate efforts with the SRWD staff and the sampling costs will be paid by the SRWD and then invoices to each respective Lake Association for reimbursement at the end of the season.
- (15) Employee reviews will be held before the next regular meeting.
- (16) The 92 Ford Ranger was sold for \$400.
- (17) The Zodiac boat was sold for \$589.10.
- (18) **Extra SRF Loans for approval** Aaron Hennen for a cattle shed \$68,000. **Manager Rettig moved to approve \$68,000 for Aaron Hennen. Manager Coughlin seconded the motion. The motion passed with all in favor.**
- (19) Appropriations: Health Partners- \$2,533.90, Creative Touch Landscaping \$1,435.00, Kraemer Trucking -\$29,193.25, Wenck \$534.20 and League of MN Cities - \$1,972.00. **Manager Coughlin moved to approve the appropriations. Manager Rettig seconded the motion. The motion passed with all in favor.**
- (20) A copy of the Drainage Work Group information was provided for the board to review. This included recent legislative language changes to the statutes.
- (21) The Stearns County Municipal meeting is scheduled for the same night as the October 19 regular meeting. **Manager Mostad moved to have the regular meeting on Wednesday October 20. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (22) Administrator Kovarik and Lynn Nelson met on May 28<sup>th</sup> with the MPCA on the 25 new impairments that will be put on the 2012 Minnesota's 303(d) Impaired Waters List.



- (23) Administrator Kovarik reviewed information about an Intern to be funded by the MPCA and houses at the SRWD offices. Administrator Kovarik will keep the Managers informed as they iron out the funding process and if MPCA decides to move forward with the position.
- (24) CIG Proposal: **Manager Coughlin moved to have Administrator Kovarik write a letter of support. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (25) DER 319-Water Analysis Volunteer Education: **Manager Coughlin moved to approve the DER 319 WAVE application and to submit the proposed. Manager Rothstein seconded the motion. The motion passed with all in favor.**
- (26) DER 319-Bio Rain Gardens Application: **Manager Kuseske moved to approve the Bio Rain Gardens application and to submit the proposed application. Manager Coughlin seconded the motion. The motion passed with all in favor.**
- (a) **Ditch/Permit Inspector Report-Mike Hayman**
- (1) **Richmond Project** Trig Hanson has asked if the District would write a letter of support for the Richmond Trail Project. **Manager Rothstein moved to have Administrator Kovarik write the letter of support for the Richmond Trail Project. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (2) Received a \$10,000 check from Stearns County for County Ditch 9.
- (3) John Kolb, Mike Hayman and Administrator Kovarik will be meeting with Stearns County on June 7<sup>th</sup> to review the CD 9 assessment and to discuss further ditch proceedings.
- (4) **County Ditch 15 & 26:** There was a concern with branch 1 on CD 15 (private ditch) after Mike talked with various landowners. Branch #1 seems to have always been part of the ditch, which was indicated by the various landowners. It was determined that it would need to be surveyed and this has now been completed. Administrator Kovarik and Inspector Hayman met with landowners who are questioning the size of the ditch easements. Since Attorney Kolb was not in attendance the Manager's tabled this item until the June regular meeting.
- (5) **County Ditch 24:** Inspector Hayman has surveyed the system and it is not near the designed function. There may be a collapsed culvert. Inspector Hayman will discuss Wenck's findings at the June Regular Meetings.
- (6) **County Ditch 6:** There was a landowner questioning his assessment on two of the three properties on CD6. Inspector Hayman sent a letter about the appeal process which indicates that after a re-determination of benefits the landowner must appeal within thirty days of the accepted viewers report if they feel there is a discrepancy. Inspector Hayman also mentioned in his letter to the landowner that a Redetermination of Benefits is the only way to address



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this landowners concerns. A copy of the letter that was sent to the landowner has also been provided to the Pope County Auditor’s Office.

(7) **JD1/CD 6 Maintenance:** A landowner had called and requested an inspection on CD6 to identify if issues are affecting JD1 function. Inspector Hayman will conduct an inspection.

(8) Hayman mentioned that permit 10-08 permit has been withdrawn until additional site plans can be submitted.

(9) **Permits:**

- 10-11 Sandy Shores Too
- 10-12 Freeport Water Main and Tower
- 10-13 Todd CSAH 50 Bridge

**Manager Mostad moved to approve the three permits as presented with the stipulations as provided. Manager Kuseske seconded the motion. The motion passed with all in favor.**

(c) **Attorney’s Report**-No Attorney Report

- **Calendar Items** –

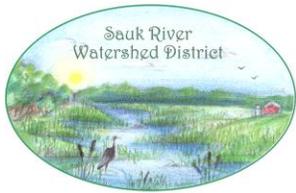
(d) **Board Member Meeting Reports**- None

8. **OPEN DISCUSSION FROM THE PUBLIC:** None
9. **ITEMS FOR NEXT MEETING AGENDA:** Manager Coughlin asked that the Citizen Advisory Board be included on the next meeting agenda. Administrator Kovarik explained that it would be included as requested.

10. **ADJOURNMENT:** President Kral adjourned the meeting at 9:45 p.m.

Secretary, Virgil Rettig  
 Recording Secretary, Starla Arceneau

_____	Date	_____
Jim Kral		
_____	Date	_____
James Rothstein		
_____	Date	_____
Dan Coughlin		
_____	Date	_____
Virgil Rettig		
_____	Date	_____
Bob Mostad		



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Larry Kuseske

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Date

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Jason Scherping

\_\_\_\_\_  
Date

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Vernon Vangsness

\_\_\_\_\_  
Date