



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

Minutes June 21, 2011 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, June 21, 2011**

7:00 PM – Regular Meeting – Sauk River Watershed District Office, Sauk Centre

Managers Present:	Bob Mostad, Jim Kral, Jim Rothstein, Larry Kuseske, Dan Coughlin, Virgil Rettig, Vern Vangness, Todd Foster, Jason Scherping
Staff Present:	Holly Kovarik, Administrator; Mike Hayman, Ditch/Permit Coordinator; Tara Ostendorf, Environmental Project Technician; John Kolb, Attorney (Rinke-Noonan), Chris Meehan & Vince Vander Top, Engineers (Wenck)
Guests Present:	Dennis Fuchs, Greg Berg, Eric Leitner, Melissa Kolbjornsen, Joe Rigdon, Steve Wischmann
Manager's Absent:	

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 and Manager Rettig. **Manager Coughlin moved to approve the agenda with additional items. The motion was seconded by Manager Kral. The motion passed with all in favor.**
3. **Consent Agenda (*approved by one motion*)**
 - a. May 1-31, 2011 Financial Report
 - b. April 19, 2011 Board Meeting Minutes
 - c. Permits recommended for approval - None
 - d. Contracts for Approval - None
 - e. Resolutions for Approval - None
 - f. Board Action Items for Approval

12-11	Purchase of Portable Generator
13-11	Alexandria Summer School Funding Request
14-11	Family Fun Nights Funding

- g. Loans, Grants, Appropriations
 1. **Loans**
 1. Stacey Tamm Septic System Upgrade Loan \$15,000
 2. **Grants**
 1. Steve Groetsch Feedlot Engineering Services \$16,000 Grant Contract
 2. 309-11-06 Lions Park \$1,000 payment request for Raingarden
 3. 323-11-10 Lions Park \$1,093.75 payment request for Raingarden
 4. Katherine Wagner \$1,275.00 payment request for shoreline maintenance
 5. 301-10-01 City of Sauk Centre \$8,000.00 stormwater treatment basin payment request
 6. 306-10-03 Aaron Lahr Manure Pit Closure \$10,000 payment request

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7. 310-10-01 City of Eden Valley slope stabilization project
\$7,500 payment request
 8. Cold Spring Projects Encumbered at May 17th, 2011 Meeting-
Release of funds because projects will not be addressed in
2011. (*Due to the inability for a rain garden to be established
at these sites or the landowners are not ready at this time.*)
 9. Contracts for Approval
3. **Appropriations**
1. Health Partners \$1,775.40 Premium Payment
 2. Todd County Assessment Fee 2011 \$917.00
 3. Dorsey & Whitney LLP Bond Counsel Opinion \$5,000
 4. Houston Engineering Database and Website Revisions
\$3,848.50
 5. JB Associates CD 15 & 26 Redetermination of Benefits
\$309.00
 6. Rinke Noonan Legal Fees (Cook/Ganon Project, Retainer,
CD15/26, CD9, CD24, Audit \$5,155.50
 7. Wenck Kinzer project, Middle Sauk Stormwater, St. Martin
Rain Garden, Lower Sauk, Backyard BMP, Cold Spring,
SRWD Plan, Cook/Ganon, Ted K Manure Facility, General
Engineering, CD15/26 Red., CD9 Repair \$35,914.89

Manager Vangsness pulled item 12-11 Purchase of a portable generator. **Manager Coughlin made a motion to approve the consent agenda minus 12-11. The motion was seconded by Manager Rettig. The motion passed with all in favor.** Manager Vangsness questioned the use of a portable generator. It was explained that it will be used for watering on planting projects. **Manager Coughlin made a motion to approve resolution 12-11. The motion was seconded by Manager Vangsness. The motion passed with all in favor.**

4. **Old Business**

- a. **Stearns SWCD policies presentation**- Dennis Fuchs gave a presentation on the processes and policies of the Stearns County Soil and Water Conservation District. Greg Berg, Shoreland Specialist, was also present and discussed some of their shoreland policies.
- b. **League of Minnesota Cities Insurance Trust (insurance renewal)**- Eric Beuning from First State Agency gave a presentation on the recent rate increase for the SRWD due to additional budgets being provided in regards to loans and grants spent on contractors and the liability of doing so. Attorney Kolb suggested that the District explore other insurance providers next year and compare because of the increase versus the actual exposure to claims that the District has. **Manager Rettig made a motion to approve payment of the League of Minnesota Cities Insurance Trust renewal for 2011. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**

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- c. **Accounting/Audit Updates-** Steve Wischmann and Joe Rigdon from KDV gave a brief overview on the final 2010 audit. Manager Coughlin thanked Joe for coming in, sorting through things and being the calm voice of reason. Manager Coughlin also thanked Melissa for stepping in and helping to find the shortfalls that the District had and work alongside Joe to get them straightened out. **Manager Coughlin made a motion to approve the 2010 Audit. The motion was seconded by Manager Foster. The motion passed with all in favor.**
- d. **Fixed Asset Schedule-** Administrator Kovarik presented the fixed asset schedule with the \$5,000 threshold for the board's review. **Manager Coughlin made a motion to approve the fixed asset schedule as presented. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
- e. **25th Anniversary Event-** Administrator Kovarik updated the board on the 25th Anniversary Event. Staff has decided that with the possible government shut-down that the event should be pushed back to September 13th. **The board approved by general consent to move the 25th Anniversary Event back to September 13, 2011.**
- f. **New Logo Discussion-table and release with the new Overall Plan-** Administrator Kovarik informed the board that the District will release a new logo with the newly revised Overall Plan.
- g. **Cook/ Ganon Project Updates-** Administrator Kovarik informed the board that soil borings were done on the Cook/Ganon project. The contracts are in place on the borings for all 5 landowners, but the District is still waiting for the design plan from the engineer before the remaining contracts can be finalized with the 2 landowners.
- h. **Leer Proposal-** Administrator Kovarik presented a proposal from Leer Communication for an educational video documentary to mark 25 years of the organization. This video would highlight activities and provide testimonials. **Manager Coughlin made a motion to approve the video documentary and copyrighting for the documentary. The motion was seconded by Manager Foster. The motion passed with all in favor.**
- i. **2010 Annual Report and 2011 Plan of Operations-** Administrator Kovarik presented the 2010 Annual Report and 2011 Plan of Operations. Besides for a few revisions, the draft is ready for approval. **Manager Coughlin made a motion to approve the 2010 Annual Report and 2011 Plan of Operations. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- j. **Judicial Ditch #2 Darwin Seibel Property for Sale-** Administrator Kovarik stated that based on the board's perspective, the District is not interested in purchasing the property. **A motion was made by Manager Vangness not to purchase the Seibel property. The motion was seconded by Manager Coughlin. The motion passed with all in favor.** Administrator Kovarik will send a letter in this regard.

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5. **New Business**

- a. **May 17, 2011 Board Meeting Minutes-** Manager Coughlin made a motion to approve the May 17, 2011 minutes. The motion was seconded by Manager Kral. The motion passed with all in favor.
- b. **Board meeting preparation-** Manager Rettig discussed being paid for time spent on board meeting preparation. **Manager Rettig made a motion not to allow preparation time for board meetings to be paid out. The motion was seconded by Manager Coughlin. The motion passed with Manager Foster opposed.**

6. **Reports**

- a. **Administrator's Report-Administrator Kovarik**
 1. **Overall Plan Meeting Updates-workshop set for June 23rd 6:00 p.m. SRWD** Administrator Kovarik notified the board of the Overall Plan workshop and asked that they turn in their questionnaires to Wenck.
 2. **Sauk River Major Watershed Project-** Administrator Kovarik updated the board that MPCA stated that we may have a contract before the end of June.
 3. **Conservation Marketplace of Minnesota National Advisory Tour-** Administrator Kovarik notified the board of the Conservation Marketplace of Minnesota National Advisory tour and asked who wanted to attend.
 4. **CD26 Culvert Analysis Proposal-** District Engineer Chris Meehan discussed the culvert lowering at the County Road 11 crossing. The Managers have been provided with information on activity and impact of lowering the culvert. The review that Wenck has provided clarifies the exemption for work within the drainage system with regard to lowering the culvert. Attorney Kolb discussed the need for taking measures such as this, ensuring compliance and setting the tone for repair process and potential wetland impacts moving forward.
 5. **Citizen Advisory Committee Meeting-** Administrator Kovarik notified the board of the Citizen Advisory Committee meeting that will be held June 28th. Mike Hayman will be doing a presentation on the SRWD rules.
 6. **Cold Spring Contractor Bids-** District Engineer Chris Meehan informed the board that 3 bids were received for the Cold Spring Rain Garden Initiative. After reviewing the experience and understanding of the project, Meehan would recommend awarding the project to Anything Outdoors. **Manager Coughlin made a motion to award the Cold Spring Rain Garden Initiative project contract to Anything Outdoors. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
 7. **NALMS Membership-** Administrator Kovarik asked for approval to pay the annual NALMS membership. **Manager Mostad made a**

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- motion to approve the payment of NALMS membership. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**
8. **June 14, 2011 Special Meeting Minutes-** Manager Foster made a motion to approve the June 14, 2011 Special Meeting Minutes. The motion was seconded by Manager Coughlin. The motion passed with all in favor.
 9. **Haust/Schrifer/Steffenson Contracts-** Administrator Kovarik asked for approval of the contracts for the Haust/Schrifer/Steffenson project on Little Cedar Lake. **Manager Coughlin made a motion to approve the Haust/Schrifer/Steffenson Contracts. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
 10. **Ruegemer Contract-** Administrator Kovarik asked for approval of the Ruegemer grant funded feedlot project for \$8,000. **Manager Coughlin made a motion to approve the Ruegemer grant contract for \$8,000. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
 11. **Anniversary Donation Resolution-** Attorney Kolb informed the board that in order to accept donations for the 25th Anniversary event, the District has to approve a resolution stating so. **Manager Coughlin made a motion to approve the donation resolution. The motion was seconded by Manager Kral. The motion passed with all in favor.** Administrator Kovarik stated on behalf of the staff, she would like to thank Wenck, KDV, and Rinke Noonan for their donations.
 12. **JD2 Pond Spraying-** Administrator Kovarik asked for approval to spray the noxious weeds at the JD2 Sediment Ponds. **Manager Rettig made a motion to spray the weeds at the JD2 Sediment Ponds. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**
 13. **Environmental Task Force Updates-** Administrator Kovarik informed the board that due to the zero based budgeting, there is uncertainty in the future authorities and possibly the status of the Stearns County Water Plan.
 14. **Dean and Karen Meyer Manure Stack slab grant-** **Manager Coughlin made a motion to approve \$2800 in grant funds to Dean and Karen Meyer for a manure stack slab. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**
 15. **Maternity Leave-** **Manager Rettig made a motion to authorize the chairman and the administrator to coordinate maternity leave with the employee using sick and vacation time or other arrangements. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**

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16. **Houston Engineering Monitoring Database-** Administrator Kovarik updated the board on the monitoring database that Houston Engineering is creating for the District. It is nearly finished and approval is needed for payment of \$8260. **Manager Coughlin made a motion to approve payment of \$8260 to Houston Engineering for the monitoring database. The motion was seconded by Manager Kral. The motion passed with all in favor.**
 17. **Diane and Greg Haider Raingarden and riprap-** Manager Coughlin made a motion to approve \$6500 in grant funds to Diane and Greg Haider for riprap and a raingarden. **The motion was seconded by Manager Kral. The motion passed with all in favor**
 18. **Wenck Payment-** In anticipation of a possible government shutdown, Administrator Kovarik brought the most current Wenck bill to the board for approval. **Manager Coughlin made a motion to approve payment to Wenck Engineering. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
 19. **Gymerk Site-** Administrator Kovarik updated the board on the status and condition of the site. **Manager Kral made a motion to have staff write a letter to Gymerks that states what their contract reads. The motion was seconded by Manager Coughlin. The motion passed with all in favor.**
 20. **Sinclair Lewis Site-** Tara Ostendorf informed the board that the Sinclair Lewis Park Shoreline restoration project contract has ended. Ostendorf is working with the city to get another contract with the city, as well as put more plants in. The Sauk Centre City Council has tabled this item but Ostendorf will try to get on their agenda to present the project to them.
- b. **Attorney's Report-** Attorney Kolb notified the board that Stearns County has found more ditch records. Mike Hayman should go to the County and catalog these new files so that the District knows what is there. Attorney Kolb has prepared an affidavit for the County to sign stating that the ditch records that the District has are copies of the official documents. Attorney Kolb also updated the board on research he and his colleagues are doing to determine what will be allowed during the possible government shutdown. **Manager Coughlin made a motion to authorize the president, legal council, and the administrator to negotiate and finalize contracts. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- c. **Ditch/Permit Inspector Report-Mike Hayman**
1. **JDI Request-** Mike Hayman informed the board of a landowner request to replace the open channel of Branch 1 of Judicial Ditch 1 with tile. Attorney Kolb went through the process required to make this improvement and requested the board table this request to allow Mike Hayman and himself to work with the landowner and follow the

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- process required under statute and in line with the US. Army Corp of Engineer requirements.
2. **CD11 Herickhoff-** Mike Hayman presented pictures taken during a site inspection on the Bernie Herickhoff property. He noted that the buffer area around the drain pipes is much narrower than originally planted. Mike Hayman contacted Mr. Herickhoff about replanting the area who then stated that he had no intention do so but wanted to know the board's opinion. Attorney Kolb will work with Mike to go through the proper processes in getting the area back into compliance.
 3. **County Ditches/Permits-** Mike Hayman informed the board of a permit for the County Road 11 road construction. The permit had previously been on hold until further clarification on a culvert replacement at the County Ditch 26 crossing. Mike Hayman recommends that the permit be approved with the condition that the culvert be placed at the ditch authorities requirements upon approval from the County wetland authority. **Manager Coughlin made a motion to approve the County Road 11 permit with listed conditions. The motion was seconded by Manager Foster. The motion passed with all in favor.**
 - d. **Calendar Items.** Administrator Kovarik reminded the board that it's soon time to begin the budget process, STORET information is due, no intention of doing any parades this year due to workload. Manager Mostad announced that he will be taking Collin Peterson in parades.
 - e. **Board Member Meeting Reports.** Manager Coughlin thanked the staff and board members for a good 4 ½ years and said that it was an honor to serve on the board. Manager Rothstein thanked Manager Coughlin for his years of service on the District board and presented him with a plaque.
 - f. **Open Discussion for the Public.** District Engineer Chris Meehan informed the board that he submitted his resignation. He introduced Vince Vander Top, who will succeed him. He thanked the District for the great experience and he enjoyed watching the District grow.
 7. **Items for Next Meeting Agenda.** There were no new agenda items for the next meeting.
 8. **Adjourn.** **Manager Coughlin made a motion to adjourn the meeting. The motion was seconded by Manager Kral. The motion passed with all in favor.**

NEXT MEETING: Regular Meeting– July 19th (Tuesday) –Sauk River Watershed District Office, Sauk Centre MN

Jim Rothstein, President

Date

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Jim Kral, Vice President

Date

Jason Scherping, Secretary

Dan Coughlin, Treasurer

Virgil Rettig

Vern Vangsness

Larry Kuseske

Robert Mostad

Todd Foster

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