

524 4th St South
Sauk Centre, MN 56378
Phone: (320) 352-2231
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MEETING MINUTES 7-14-09

Regular Meeting
7:30 p.m. Sauk River Watershed District Office
July 14, 2009

Managers Present:	Dan Coughlin, Jim Kral, Larry Kuseske, Robert Mostad, Richard Raeker, Virgil Rettig, Jim Rothstein, Jason Scherping and Vernon Vangness.
Staff Present:	Holly Kovarik, Administrator Starla Arceneau, Mike Hayman, Heather Lehmkuhl and Kristin Willer
Guests Present:	Don Leiser, Bob Bjork, Jason Weinerman and Bernie Herickhoff
Manager's Absent:	

1. **President Kral called the meeting to order at 7:30 p.m. and the Pledge of Allegiance was recited.**
2. Jason Scherping and Vernon Vangness read and signed their Oath of Office and Personal Bond. The Board welcomed them as new board members. Attorney Kolb explained the Public Official Original Statement of Economic Interest and the public official notice of appointment forms.
3. President Kral asked for additions to the agenda. There were a few items added to the agenda.
4. The proposed agenda was reviewed. **A motion was made by Manager Coughlin to approve the agenda with additions. Manager Rothstein seconded the motion.** The motion passed with all in favor.
5. President Kral turned the meeting over to the Secretary for the election of the President.

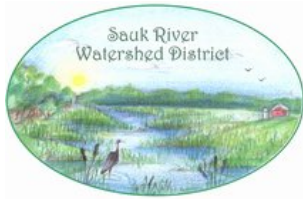
Secretary Rettig asked for nominations for President. Jim Kral was nominated. Secretary Rettig called 3 times for any other nominations for President. After there being no further nominations, Manager Rothstein made a motion and seconded by Manager Coughlin that nomination cease a unanimous ballot be cast for Jim Kral for President. The motion passed with all in favor.

President Kral asked for nominations for Vice-President. James Rothstein was nominated. President Kral called 3 times for any other nominations for Vice -President. After there being no further nominations, Manager Coughlin made a motion and seconded by Manager Rettig that nomination cease and a unanimous ballot be cast for James Rothstein for Vice. President. The motion passed with all in favor.

President Kral asked for nominations for Secretary. Virgil Retting was nominated. President Kral called 3 times for any other nominations for Secretary. After there being no further nominations, Manager Coughlin made a motion and seconded by Manager Rothstein that a unanimous ballot be cast for Virgil Rettig as Secretary. The motion passed with Rettig abstaining.

President Kral asked for nominations for Treasurer. Dan Coughlin was nominated. President Kral called 3 times for any other nominations for Treasurer. After there being no further nominations, Manager Rothstein made a motion and seconded by Manager Rettig that a unanimous ballot be cast for Dan Coughlin as Treasurer. The motion passed with Coughlin abstaining.

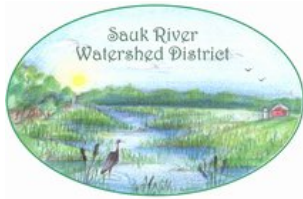
6. Consent Agenda included:
 - a. Approval of minutes of the June 16, 2009 meeting
 - b. Financial Report June 1-31, 2009
 - c. Loans & Cost Share Contracts
 - Contracts
- (1) City of Melrose Shoreline Restoration \$61,000



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- (2) Paul Barsness Shoreline Restoration \$7,500
- (3) Floyd & Judith Kruse Shoreline Restoration \$8,547
- Loans
 - (1) Carol Klehr Feedlot Abatement \$35,000
 - (2) Sheri Kealy Septic System Upgrade \$9,400
 - (3) Amendment to Norma Snelling Septic Updgrade \$5,000 additional
- d. Dr. Walker Final Invoice for the Horseshoe Chain of Lakes TMDL \$40,980.90
- e. Permits ó Getchell County Road 176
- f. Resolutions
 - 59-09 To approve Administrator Blackberry/Cell Phone
 - 60-09 To Approve July 07-June 08 General Journal Entries
 - 61-09 SRF Loan Payments
 - 62-09 Pheasants Forever CRP Promotion Program Contract Payment
 - 63-09 To appoint Dick Nelson (Osakis Lake Association) to the Citizen Advisory Board
 - 64-09 Approve the Resignation of Roger Hoffmann from the Weed Harvest Crew
 - 65-09 Approve the Hire of Lee Moritz for the Weed Harvest Crew
 - 66-09 Battlepoint Park Irrigation System Rental to Todd County
 - 67-09 Little Birch and Big Birch Agreement to Reimburse Monitoring Costs Incurred
 - 68-09 Rainbarrel Education Program
 - 69-09 Purchase of Totes for Waders Program
 - 70-09 Data Practices Policy
 - 71-09 Approval of Computer Purchases
 - 72-09 Lake Superior Research Institute Scope of Services (Revised)
 - 73-09 Adult Education At Community Events
 - 74-09 To Approve Rental of Special Scanner for Alchemy Data Input
 - 75-09 To Approve Staff to Pursue Grant Opportunities that Arise Between Board Meetings
- g. After reviewing the items on the consent agenda, five items (June 16 minutes, Floyd and Judith Kruse Shoreline Restoration Loan and Cost Share Contract, Rainbarrel Education Program, Purchase of Totes for Waders Program and Approval of Computer Purchases) were 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:** Financial Report June 1-31, 2009, Loans & Cost Share Contracts, City of Melrose Shoreline Restoration \$61,000, Paul Barsness Shoreline Restoration \$7,500 Loans: Carol Klehr Feedlot Abatement \$35,000, Sheri Kealy Septic System Upgrade \$9,400, Amendment to Norma Snelling Septic Updgrade \$5,000 additional, Dr. Walker Final Invoice for the Horseshoe Chain of Lakes TMDL \$40,980.90, Permits ó Getchell County Road 176, Resolutions: 59-09 To approve Administrator Blackberry/Cell Phone, 60-09. To Approve July 07-June 08 General Journal Entries, 61-09 SRF Loan Payments, 62-09 Pheasants Forever CRP Promotion Program Contract Payment, 63-09 To appoint Dick Nelson (Osakis Lake Association) to the Citizen Advisory Board, 64-09 Approve the



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Resignation of Roger Hoffmann from the Weed Harvest Crew 65-09 Approve the Hire of Lee Moritz for the Weed Harvest Crew, 66-09 Battlepoint Park Irrigation System Rental to Todd County, 67-09 Little Birch and Big Birch Agreement to Reimburse Monitoring Costs Incurred, 70-09 Data Practices Policy, 73-09 Adult Education at Community Events, 74-09 to approve rental of special scanner for Alchemy data input, 75-09 to approve staff to pursue grant opportunities that arise between board meetings.

Administrator Kovarik pulled the minutes to correct the meeting date. **Manager Coughlin made a motion to approve the June 16th regular meeting minutes with the corrected meeting date. Manager Rettig seconded the motion. The motion passed with all in favor.**

Administrator Kovarik pulled the Floyd and Judith Kruse Shoreline Restoration Loan for \$8,547 to add in the motion to be contingent upon getting a Department of Natural Resources Permit. **Manager Rothstein made a motion to approve the Floyd and Judith Kruse Shoreline Restoration loan of \$8,547 contingent upon getting a DNR permit. Manager Kuseske seconded the motion. The motion passed with all in favor.**

Manager Kuseske questioned the Rainbarrel Education Program, Purchase of Totes for Waders Program and the approval of computer purchases. Administrator Kovarik answered all of Manager Kuseske's questions. **Manager Kuseske then made a motion to approve the resolutions 68-09, 69-09 & 71-09. Manager Coughlin seconded the motion. The motion passed with all in favor.**

Manager Kuseske questioned why the revision in the Lake Superior Research Institute Scope of Services. **Manager Coughlin made a motion to have staff research and authorize President Kral to approve resolution 72-09. Manager Kuseske seconded the motion. The motion passed with all in favor.**

7. **OLD BUSINESS:**

(a) Bernie Herickhoff attended the meeting to discuss the letter Attorney Kolb sent in regards to the deadline of August 1 to establish the required one rod bufferstrip on County Ditch 11. Herickhoff asked the board to consider a later deadline until harvest is complete. The board tabled until Mike Hayman/Permit-Ditch Inspector has an opportunity to meet with Herickhoff to develop a plan on establishing the required buffer-strip.

(b) Administrator Kovarik reviewed the Fair Booth schedule and asked Managers to sign up to work at the fair.

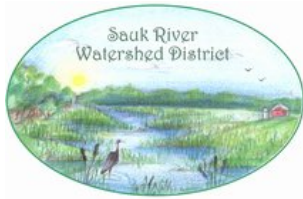
(c) Administrator Kovarik gave an update on FEMA for the Pope County Ditches. Allan Kuseske has completed the inspection on the Pope County Ditches and when his report becomes available, Kovarik will send a copy to the Managers.

8. **NEW BUSINESS:**

- Administrator Kovarik and the Managers brainstormed on what roles the Advisory Board should have. Items they came up with were: Prioritize project ideas and help with the revision of the Overall Plan. Manager Coughlin also recommends the staff develop a policy on the framework of the Advisory Board.
- Administrator Kovarik handed out revisions to the workplan and the agreement for the JPA Stormwater compliance shared position. **Manager Coughlin made a motion to sign the workplan and agreement. Manager Mostad seconded the motion. The motion passed with all in favor.**

9. Reports

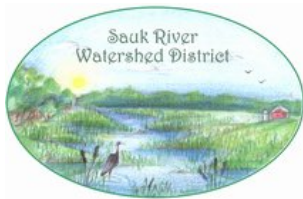
- Administrator Kovarik requested for time off from July 31-August 10th, 2009 for duties as Secretary of the Pope County Fair. **Manager Rettig made a motion to approve Kovarik's vacation. Manager Coughlin seconded the motion. The motion passed with all in favor.**



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- Administrator Kovarik reviewed Resolution #76-09 for the staff performance recommendations. **Manager Coughlin made a motion to approve Resolution #76-09 and to be retro active back to the first full pay period that includes July 1st. Manager Robinson seconded the motion. The motion passed with all in favor.**
 - The American Farmland Trust Contract (Bush Foundation Grant) **Manager Rettig made a motion to have President Kral sign the contract once the new additions to the contract. Manager Raeker seconded the motion. The motion passed with all in favor.**
 - Administrator Kovarik reviewed two MPCA -DER Grant applications (Sauk River Ecosystem Services: Innovative Reduction in Phosphorus and Sauk River Backyard BMPs Small Changes making big differences) that are due on July 15th. **Manager Rothstein made a motion to submit the two grant applications. Manager Coughlin seconded the motion. The motion passed with all in favor.**
 - Administrator Kovarik reviewed the 2008-2009 budget vs. actual fiscal year-end report.
 - Starting July 1, Kovarik's health insurance will be \$253.50 per month instead of \$173.90.
 - Leon and Sharon Kjen, \$11,500 Shoreland loan request was reviewed. **Manager Coughlin made a motion to approve Leon and Sharon Kjen's loan for \$11,500. Manager Rettig seconded the motion. The motion passed with all in favor.**
 - David and Sharon Gamradt Feedlot request for \$10,000-grant and \$20,000 loan was reviewed. **Manager Coughlin made a motion to approve David and Sharon Gamradt \$10,000 Grant and \$20,000 Loan. Manager Kuseske seconded the motion. The motion passed with all in favor.**
 - Larry Feldt \$8,500 loan request for a septic system was reviewed. **Manager Coughlin made a motion to approve Larry Feldt \$8,500 Septic System Loan. Manager Kuseske seconded the motion. The motion passed with all in favor.**
 - A corporate resolution and signature cards for the Districts Money Market Accounts were reviewed. **Manager Rothstein made a motion to sign the resolution and signature cards. Manager Coughlin seconded the motion. The motion passed with all in favor.**
 - Administrator Kovarik reviewed the Todd County three year contract for \$1000 per year for pictometry data. **Manager Rothstein made a motion to sign the contract and approve the payment for the 2008 and 2009 payments. Manager Mostad seconded the motion. The motion passed with all in favor.**
 - An invoice (\$1921.54) was reviewed from Tree Top Nursery for the Osakis Shoreland plant a tree project. **Manager Coughlin made a motion to approve the payment of \$1,921.54 to Tree Top Nursery. Manager Raeker seconded the motion. The motion passed with all in favor.**
 - Administrator Kovarik asked if Todd County could use the District's hand held sprayers. The board approved by general consensus to allow Todd County to use the sprayers as long as they are returned in the same condition.
10. Attorney Kolb reviewed the reimbursement process on the Water Quality Trading Program Grant Agreement and a memorandum to bring the board up to date on the issues that need to be addressed on the City of Eden Valley Stormwater Petition.
11. Mike Hayman gave the Ditch/Permit Inspector Report.
- The Viewers have started the Redetermination of Benefits on County Ditch 15 & 26. There will be an informational meeting on July 16 in Melrose at 7:00 pm.
 - JD2 Sediment Ponds repairs and modifications were reviewed. **Manager Rettig made a motion to complete the repairs and modifications to JD 2. Manager Kuseske seconded the motion. The motion passed with all in favor.**
 - Permit application and future inspection fees were reviewed. The board approved by general consensus to have Hayman and Kovarik develop a standard fee schedule to bring back for the board to review.
 - Permit review by outside Engineers (Wenck) was reviewed. The board approved by general consensus to have Hayman/Kovarik uses their professional judgment on when to use Wenck for outside engineering.



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- A memo on an allowance of some work to be completed under permit 08-07 on the Westside Service Center.
- Hayman gave a presentation on the History of County Ditch 9. **Manager Kuseske made a motion to set up an informational meeting and have a range of proposed assessment costs available at the meeting. Manager Coughlin seconded the motion. The motion passed with all in favor. Manager Kuseske then made a motion to move forward with the maintenance on County Ditch 9. Manager Coughlin seconded the motion. The motion passed with all in favor.**

12. Kristin Willer gave a PowerPoint presentation on her experience as a 2009 summer intern.

13. Calendar Items:

- Appointments to special committee
- Review Bank of deposits
- Expenditure reports due to MPCA
- Weed Harvester permit expires
- Adam and Heather Anniversary date
- Quarterly reports due

14. Board Member Meeting Report;

- Managers Kuseske and Raeker reported on the 2009 Summer Tour.
- Thanked the staff for a successful summer tour.
- Hayman gave a brief report on the Judicial Ditch 2 meeting on a possible Re-determination of Benefits. The MAWD Educational Committee is reviewing upcoming workshops for the 2009 MAWD Annual Conference.

15. Open Discussion to the Public. Bob Bjork questioned the status of the weed harvester. Administrator Kovarik said due to the lack of weeds in Sauk Lake the crew has not been out this year.

16. The meeting was adjourned at 10:00 p.m.

Secretary, Virgil Rettig
 Recording Secretary, Starla Arceneau

 Jim Kral

 Date

 James Rothstein

 Date

 Dan Coughlin

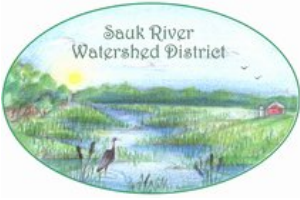
 Date

 Virgil Rettig

 Date

 Bob Mostad

 Date



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Larry Kuseske

Date

Richard Raeker

Date

Jason Scherping

Date

Vernon Vangness

Date
