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MEETING MINUTES 7-14-09

Regular Meeting
7:00 p.m. Sauk River Watershed District Office
August 18, 2009

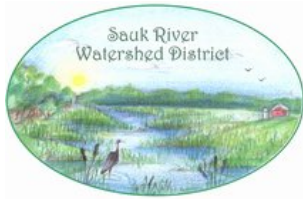
Managers Present: Dan Coughlin, Jim Kral, Larry Kuseske, Robert Mostad, Richard Raeker, Virgil Rettig, Jim Rothstein, Jason Scherping and Vernon Vangness.

Staff Present: Holly Kovarik, Administrator
Mike Hayman, Heather Lehmkuhl

Guests Present: Mitch Anderson, Kay Cook, Rod Ogreszovitch, Jennifer Burg, Don Adams, Don Otte, Mike Kealy, and Mike Lockhart

Manager's Absent:

1. **The meeting was called to order by President Jim Kral at 7:00 p.m. and the Pledge of Allegiance was recited.**
2. President Kral asked for additions to the agenda. There were a few 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.
3. The consent agenda was reviewed by President Kral. The following items were included on this consent agenda.
 - a. Approval of minutes of the July 14, 2009 meeting
 - b. Financial Report July 1-31, 2009
 - c. Loans & Cost Share Contracts
 - Contracts
 - (1) Michael & Ann Barten Manure Storage Facility & Filterstrip \$5,000
 - (2) Jim Sheppard Shoreline Restoration \$11,500
 - (3) Tim Schlichte and Glen Schlichte Shoreline Restoration \$1,700
 - Loans
 - (1) Paul & Denise Barsness Lakeshore Restoration \$3,000 & payment request
 - (2) Michael & Ann Barten Manure Storage Facility & Filterstrip \$9,500
 - (3) Richard Buermann Upgrading a feedlot and manure pit \$110,000
 - (4) Bruce & Supenns Harrison Septic System \$7,500
 - Permits
 - (1) Zimmerman # 09-10
 - (2) Saukinac Campground # 09-09
 - (3) Hunter Meadow # 09-08
 - Resolutions
 - 77-09 Pheasant Forever Biologist Agreement
 - 78-09 Easel Purchase
 - 79-09 Native Wildflowers Booklet purchase
 - 80-09 ROCORI Funding Request
 - 81-09 Shoreline Restoration Policy



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- d. After reviewing the items on the consent agenda, (b. Financial Report July 1-31, 2009) one item was pulled for further discussion. **A motion was made by Larry Kuseske and seconded by Jim Rothstein and carried unanimously to approve the following items on said consent agenda:** Minutes of the July 14, 2009 meeting, Cost Share Contracts (Micheal & Ann Barten Manure Storage Facility & Filterstrip \$5,000, Jim Sheppard Shoreline Restoration \$11,500, Tim Schlichte and Glen Schlichte Shoreline Restoration \$1,700), Loan Contracts (Paul & Denise Barsness Lakeshore Restoration \$3,000 & payment request, Michael & Ann Barten Manure Storage Facility and Filterstrip \$9,500, Richard Buermann Upgrading a feedlot and manure pit \$110,000, and Bruce & Suppenns Harrison Septic System \$7,500), and Resolutions (77-09 Pheasants Forever Biologist Agreement, 78-09 Easel Purchase, 79-0-9 Native Wildflower Booklet Purchase, 80-09 ROCORI Funding Request, and 81-09 Shoreline Stabilization Policy and permits Zimmerman #09-10, Saukinac Campground #09-09, and Hunter Meadow #09-08).
- e. Discussion about item b. Financial report July 1-31, 2009 was brought forth by Manager Raeker indicating that a more thorough explanation may be needed on certain financial transactions to clarify the expenses. Administrator Kovarik stated that they would work on a better way to explain the expenses on the financial report. Manager Raeker wanted the reason for the expenses. **Manager Raeker made a motion to approve the financial report and Larry Kuseske seconded the motion.** Motion approved.

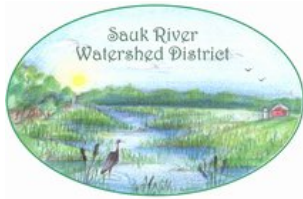
4. **OLD BUSINESS:**

(a) Cedar Island Bridge-Mike Kealy and Mike Lockhart representing the Little Cedar Island Lake Improvement District and Mitch Anderson from the Stearns County Highway Department were present to discuss this issue. An informal presentation was given in regards to an issue on a bridge located near Richmond. The residents are looking for this bridge to be repaired. They have brought the issue to the county and to the SRWD as they feel this is a hazard and that there is a navigation issue between Little Cedar Island Lake and the rest of the chain. The LCILID feels that this is not their responsibility to fix the bridge issue and would like to see some resolution to the problem. The SRWD heard the LCLID's concerns and Administrator Kovarik indicated that no resolution was going to happen at this meeting for this group. Kovarik also indicated that the only way the SRWD would be able to be involved in a project was if it would qualify for cost share. The District would need to know what the project would cost as well. The other option for the group would be the petitioning process.

Administrator Kovarik indicated that until the parameters of the project are determined and the landowner of the site is determined the watershed could not move forward on the project. Administrator Kovarik encouraged the LCILD to coordinate with the County to present this issue to the Stearns County Commissioners and when the exact details of the project is determined to approach the SRWD for potential funding for a cost share on the project. The SRWD would then readdress this project at that time if the SRWD would be able to fund the project or if it would fit into the petitioning process.

(b) Manager Mostad brought forth discussion about the Viewers Association and attendance at the Viewers meetings. A meeting is coming up on August 27, 2009. Manager Mostad indicated the importance of understanding the viewing process and encourages other Managers to attend this training opportunity. Manager Mostad also asked who should be allowed to attend and that a new motion or resolution should be established indicating the SRWD Board's intent. Manager Mostad indicated an interest in attending. If the Managers or Staff would want to be considered a certified viewer that they would pay for those expenses themselves being an individual member, but the SRWD become an associate member of the Viewers Association so that any SRWD Board or Staff may attend these meetings. **A motion was made by Manager Rothstein to approve any board member or staff based upon their availability to be able to attend the Viewers Meetings which would include renewing our associate membership and applicable expenses included in the membership for the meetings.** Manager Coughlin seconded the motion. The motion passed with all in favor.

5. **NEW BUSINESS:**



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(a) Septic Inspection Certification Proposal presentation was given by Jennifer Burg (Stearns County Environmental Services), also present were Don Adams (Stearns County Environmental Services), Jim Egan and Rod Ogresovitch (Sauk River Chain of Lakes Association). Jennifer Burg and Jim Egan presented a proposal for potentially having the SRWD assist in conducting Septic Inspections or implementing an inspection program for all systems located within the watershed and within Stearns County. This was an initial presentation to the SRWD Board of Managers at this time. Jennifer and Don shared the following statistics about septic systems within the watershed.

- A description of different septic systems and what the inspector looks at during the inspection process were explained.
- 1,400 systems in the NFCRWD where a project is currently underway.
- 6,680 systems within the SRWD within Stearns County only.

A petition was not brought forth at this time and this was just an initial informational presentation to discuss the possibility of a petition for such a project.

(b) Stearns/Richmond-Emergency Management Proposal-Administrator Kovarik described a meeting she attended about the spring flooding in the Richmond area in 2009. There was a meeting to discuss a potential project and this group has since withdrawn their request to be on the watershed's meeting agenda.

(c) MAWD Resolution Process was described by Administrator Kovarik and this information was passed out to the board of managers. Resolutions should be brought forth to Administrator Kovarik as soon as possible. The deadline for submission is prior to the September 15th meeting.

6. **REPORTS:**

(a) Administrator's Report-Administrator Kovarik

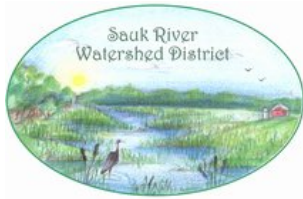
(1) 18 month audit- Administrator Kovarik described that the watershed will be able to do an 18 month audit which will save money and will get the transition to a calendar year on January 1, 2010. **Manager Coughlin moved to approve the transition to an 18 month audit and to begin the Fiscal Year to a Calendar year beginning January 1, 2010. Virgil Rettig seconded the motion.** The motion passed with all in favor.

(2) Banyon Accounting Software Proposal-Administrator Kovarik explained the Banyon Software and how it will better meet our needs and provide detailed reports that was recommended by our Accountant KDV. Arceneau and Kovarik received a demonstration of the software. This includes: the Banyon Software Site License, Fund Accounting, Training, and Payroll, Technical Support in the amount of \$6,682.50. The updates are in the amount of \$1,500 per year expense. **Manager Rothstein moved to purchase the Banyon Software as recommended. Manager Coughlin seconded the motion.** The motion passed with all in favor.

(3) Interns-Administrator Kovarik discussed the necessity to offer an extension to the internships for the two remaining interns. Tara Borgerding and Chris Lundeen would continue on until December 31st, 2009 and the necessity to continue their employment based upon workload would be determined at that time. **A motion was made by Manager Coughlin to authorize keeping the interns on staff till December 31st, 2009 as the Administrator recommended and Manager Mostad seconded the motion.** The motion passed with all in favor. The financing will come from grant funding and from the general fund.

Administrator Kovarik discussed with the board about providing additional compensation for interns that complete satisfactorily a year of service based upon their performance. Manager Coughlin stated that this was the understanding of the current policy that was previously adopted. **Manager Coughlin moved that interns shall have an opportunity for pay increases upon satisfactory completion of a year of service or returning for a second year of employment. Manager Rettig seconded the motion.** The motion passed with all in favor.

Administrator Kovarik indicated that a resolution would be presented to the board at the September meeting in regards to a pay increase for Tara Borgerding that would address her returning as an intern for a second season.



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(4) Starla MAWD Secretary Resolution #83-09: Administrator Kovarik presented a resolution that would authorize Starla Arceneau to act as the official MAWD Secretary at the Annual Convention in December. **Manager Kuseske moved to approve resolution #83-09 and Manager Rothstein seconded the motion.** The motion passed with all in favor.

(5) Mike Hayman 90-day performance review: Administrator Kovarik proposed to the Managers that a discussion should take place based on the satisfactory completion of Mike Hayman's 90-days on the job. Administrator Kovarik read resolution #82-09 that indicated that Mike Hayman has completed his 90-days satisfactorily. **Manager Rothstein moved to approve increasing Mike Hayman's compensation Group VIII Step 3 \$16.81 effective the first pay period included in July 1st based on the quality and merit of his work and this would direct the Administrator to review and make recommendations for any additional compensation that may be due to any other staff. Manager Coughlin seconded the motion.** The motion passed with all in favor.

(6) 2010 Budget-Administrator Kovarik explained the preliminary budget with the Managers. **Manager Rothstein moved to set the initial levy at the maximum levy amount at \$657,495.95 plus the additional \$4,500 for the insurance. Manager Mostad seconded the motion.** The motion passed with all in favor. There was additional information provided to the managers about capital purchases that would be needed in 2010.

It was the general consensus of the board to authorize the Administrator to pursue looking into finding a new location for the watershed office and to present that information to the board as it becomes available.

Administrator Kovarik mentioned that that we would want to plan for a capital expenditure like this a few years in the future.

The Managers also had additional discussion on equipment needed for the staff to adequately do their jobs. Administrator Kovarik will present these capital expenditures in the future.

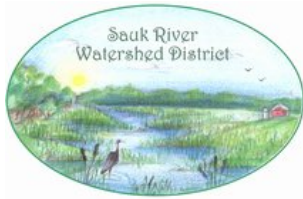
(7) Administrator Kovarik recommended that the Chevy have the transmission flushed. **Manager Coughlin moved to grant the Administrator or the designee the full authority to deal with routine maintenance issues to go ahead without board approval. Manager Mostad seconded the motion.** The motion passed with all in favor.

(8) Administrator Kovarik discussed how payments for the viewers should be handled with the Managers. Manager Coughlin suggested using a standard purchase authorization and put it in the packet for partial payment so that it is acknowledged in the packet. **Manager Coughlin moved to approve the payment as long as the Administrator concurred that it was in order. Manager Mostad seconded the motion.** The motion passed with all in favor.

(9) Administrator Kovarik shared the new MAWD dues structure which would be \$3,500 this next year which was up \$1,000 from the previous year.

(10) Administrator Kovarik suggested that the SRWD should submit the Battlepoint Park Project for the MAWD Awards. The Board of Managers by general consensus authorized the Administrator to pursue putting an application together for this nomination.

(11) Administrator Kovarik discussed the MAWD Leadership training in September at Arrowwood on September 11th and 12th. **Manager Coughlin moved to authorize staff or board members that would wish to attend and including expenses. Manager Rettig seconded the motion.** The motion passed with all in favor. Those indicated that they would like to attend are Manager Rothstein and Manager Kuseske.



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(12) Administrator Kovarik shared with the Managers the \$4,408.75 expense reimbursement for the Ecosystem Services project that will be submitted by Friday.

(13) Administrator Kovarik presented Richard Buermann's Ag Waste Storage Facility and Tiling for a grant in the amount of \$72,500. **Manager Coughlin moved to approve the project and Manager Kuseske seconded the motion.** The motion passed with all in favor.

(12) Grant Resolution- **Manager Rettig moved to apply to grants as applicable. Manager Kuseske seconded the motion.** The motion passed with all in favor.

(b) **Attorney's Report**-*John Kolb*

- Attorney Kolb gave a brief report on the legal perspectives on the Cedar Island Bridge project.
- Attorney Kolb gave a brief report on the Septic Inspection program and if this was a project the board would want to undertake and what priority we would give for where to begin. This is also the county's obligation to do this type of project and the county has the authority to do it.

(c) **Ditch/Permit Inspector Report**-*Michael Hayman*

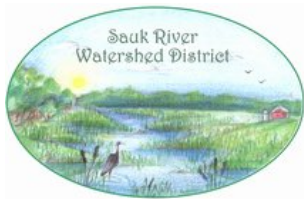
(1) *CD 15 & 26 Updates*-The viewing process is moving along well and the public informational meeting went well. There are a few one on one landowner meetings scheduled the first part of September with the viewers. The Phase II Engineering proposal was presented to the Managers which the total cost is \$69,027.00 **Manager Rothstein moved to approve the proposal as submitted by Wenck for Phase II for a total cost of \$69,027.00. Manager Coughlin seconded the motion.** The motion passed with all in favor.

(2) *CD 9 Engineering Proposal*-The board was presented a proposal from Wenck for surveying to do a clean out of the ditch system. The proposal is for \$11,589 to conduct the survey work. Inspector Hayman expressed that this supplement information would be advised to ensure the integrity of the ditch system. Manager Mostad and Manager Kuseske expressed that the old engineer report should be sufficient to conduct the clean out. The engineer work that was conducted was done in approximately 1988. There was discussion about the proposal as submitted. **Manager Coughlin moved to approve the recommendation of the Inspector to approve the proposal from Wenck in the amount of \$11,589. Manager Rettig seconded the motion.** Manager Mostad indicated that it is important to obtain reference points but a total survey of the ditch system would not be needed. The motion passed with all in favor.

(3) *CD 11 Update*-Inspector Hayman gave an update to the Managers on the Herickhoff property and that he had been to the site to assess the situation. Inspector Hayman indicated that the one side of the ditch the buffer should be established at 1 rod from the ditch. The other side of the ditch contains a road and tile inlets and that a BMP plan should be implemented around those tile inlets or a buffer established to protect the inlets. This was also indicated that Mr. Herickhoff must have this established by next year. The Managers indicated that it was important that the District have something in writing to indicate the recommendations for compliance. The board of managers by general consensus authorized the Administrator to work with the Attorney to develop this agreement for the next board meeting for review and approval.

(4) *Permit Fees*-Nothing was discussed at this time.

(5) *Beaver Removal*- Inspector Hayman discussed the history of the Beaver Removal policy that the SRWD had in place previously. It is the recommendation to use the form as indicated and that the six tails that were turned into the office by Isaiah Duchene for payment should be paid. This would be paid for from the ditch maintenance fund and the amount is \$300 total or \$50 per beaver. This individual did not have approval from the board of managers to trap the beaver. The tail must be turned in to receive the bounty. Manager Coughlin also indicated that an administrative action could address this item if this issue comes up again in the future and that the office could address these issues as they arise. The landowner must be the



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person to bring in the beaver for verification. It was discussed that the SRWD did not have an active policy for a number of years. **Manager Rothstein moved to approve the payment to Mr. Duchene in the amount of \$300 and that it is the policy that the Administrator could approve these items without board approval. Manager Kuseske seconded the motion.** The motion passed with all in favor.

(6) *Beaver Dam Issue*-Inspector Hayman explained the dam issue on one of the ditch systems and how that this should be handled to clean out the area on the ditch system. There was discussion that a private contractor should be hired because of liability issues and to charge it to the ditch system. The managers by general consensus directed the staff to figure out this issue and get it resolved.

(7) *Thistle Issue*-Inspector Hayman described the thistle issue on the Judicial Ditch #1. Inspector Hayman asked that the board authorize Inspector Hayman to start correspondence with US Fish and Wildlife in regards to the thistle issue. **Manager Coughlin moved to approve Inspector Hayman to contact the US Fish and Wildlife and to involve the County Weed Inspector and all other resources in order to work on the thistle issue until it is resolved. Larry Kuseske seconded the motion.** The motion passed with all in favor.

(d) Calendar Items shared included the Pope, Douglas, and Todd County fairs that were held in August. Administrator Kovarik gave an update on the fairs and that the booth has been received well.

(e) Board Member Meeting Reports-

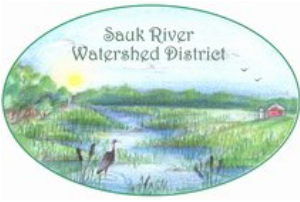
(1) Manager Rothstein indicated that there was an Ecosystem Services Meeting and gave an update. Manager Rothstein indicated that he had concerns about the money and how this was all going to work. It was indicated that right now there is no market at this time. Attorney Kolb indicated that there are very few examples of programs like this in place right now. Manager Coughlin indicated the budgetary issues that having a program like this may bring out because there will be a delay in time between the generation of the credit and the sale of the credit and that this will need to be financed in the interim. The financing agency is the SRWD in this program. Manager Kuseske gave a brief discussion on the implications due to the Lake Pepin TMDL and that some of this will not be resolved until the allocation is determined on Lake Pepin.

(2) Manager Coughlin mentioned that the SRWD should send out a letter to the interns thanking them for their service to the Sauk River Watershed District. Administrator Kovarik also mentioned that a summer picnic would be a good way for the managers and the staff to interact. Administrator Kovarik will work on setting up a summer picnic for late August or early September. Administrator Kovarik offered to pick up a card for the three interns. This will be made available at the next meeting so all the Managers and Staff may sign.

7. **OPEN DISCUSSION FROM THE PUBLIC:** There were none at this time.
8. **ITEMS FOR NEXT MEETING AGENDA:** None were mentioned at this time.
9. Administrator Kovarik gave a brief update that a report will be presented at the next meeting on the DHIA and RMB site visits.
10. Administrator Kovarik gave an update on the Citizen Advisory Board Meeting and shared their goals.
11. **ADJOURNMENT:** President Kral adjourned the meeting at 9:50 p.m.

Secretary, Virgil Rettig
 Recording Secretary, Holly Kovarik

_____	_____
Jim Kral	Date
_____	_____
James Rothstein	Date
_____	_____
Dan Coughlin	Date
_____	_____



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Virgil Rettig

Date

Bob Mostad

Date

Larry Kuseske

Date

Richard Raeker

Date

Jason Scherping

Date

Vernon Vangness

Date