



Minutes August 21, 2012 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, August 21, 2012**

6:00 PM – Regular Meeting – Sauk River Watershed District Office

Managers Present:	Jim Kral, Larry Kuseske, Virgil Rettig, Jason Scherping, Vern Vangness
Staff Present:	Holly Kovarik, Administrator; Sarah Jo Schmitz, Intern; John Kolb, Attorney (Rinke Noonan)
Guests Present:	Jeff Mergen, Don Otte, Jason Weinerman
Manager’s Absent:	Todd Foster, John Harren, Bob Mostad, Tim Lunsford

1. **The meeting was called to order by Vice President Kral at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Oath of Office for Re-Appointed Managers.** Re-appointed Manager Vangness read and signed his oath of office.
3. **Additions or corrections to the agenda-** Vice-President Kral asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik. **Manager Vangness made a motion to approve the agenda and additional items. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
4. **Consent Agenda (*approved by one motion*)**
 - a. July 1-31, 2012 Financial Report
 1. Cost Share Funds Log Report
 2. Loan Funds Log Report
 3. Check Register for General Fund 101
 4. July Revenue Guideline
 5. July Expenditure Report
 - b. July 24, 2012 Board Meeting Minutes
 - c. Contracts for Approval –
 1. Alchemy Support Renewal \$1,720
 - d. Permits recommended for approval - None
 - e. Grant Applications for Approval - None
 - f. Resolutions for Approval- None
 - g. Board Action Items for Approval-
 1. 14-12 Wader Library
 2. 15-12 Monitoring Equipment
 - h. Loans, Grants, Appropriation

• **Grants-**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Encumber</u>	<u>Fund Code:</u>
Dave Stafaniak	Shoreline	\$2,047.00	315
Dave Stafaniak	Shoreline	\$8,000.00	323
Vince and LaVonne Andres	Shoreline	TIME EXTENSION ONLY till June 1, 2013	

• **Grant Payment Approvals –**

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<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Leon and Diane Indieke	Shoreland Restoration	\$458.00	326	Tree Top Nursery & Landscaping
Pat Bjornebo	Shoreline	\$136.00	326	Glacial Ridge Growers
Stoney Creek Study UofM	Technical assistance for Stoney Creek Project	\$2,211.82	327	Regents of the U of M

- Loan Project Approvals- None
- Loan Payment Approvals-

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>
John Niewind	Septic	\$950.00	224	John Niewind
Darrell & Mercedes Fuecker	Septic	\$5,000	224	Tom Alexander Excavating

- Appropriations

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code</u>
1.	Health Partners	Premium Payment	\$1,460.30	General Fund (GF)
2.	Marco	Copier rental and usage	\$1,685.27	GF
3.	Wenck	Comp Plan	\$3,850.20	GF
4.	Wenck	Permits/project review	\$666.64	GF
5.	Rinke Noonan	SRF/Retainer/Employee Matters/Contract review	\$1,337.10	GF
6.	LMCIT	Statement of Premium Audit Adjustment	\$1,106.00	GF
7.	Wenck	CD15/26 Wetland Approval Process	\$953.86	CD15/26
8.	Houston Engineering	SRWD Incentives Database Wireframing	\$1,729.00	GF
9.	Houston Engineering	SRWD BWSR Drainage Records Updates	\$687.50	All Ditches
10.	Houston Engineering	SRWD Website Redesign	\$4,309.75	GF
11.	Hydromethods	St. Cloud Residential Raingarden project	\$5,635.00	331

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Administrator Kovarik pulled the July 24, 2012 minutes from the consent agenda being that it was not included in the packet. **Manager Scherping made a motion to approve the consent agenda excluding the July meeting minutes, which were not included in the board packet for review. The motion was seconded by Manager Kuseske. The motion passed with all in favor.** The minutes were tabled until the next meeting for board review.

5. **Old Business**

- a. Performance Review and Assistance Program- Administrator Kovarik updated the board on progress made on the Performance Review and Assistance Program. Administrator Kovarik asked if everyone had completed the survey, and if not, a paper copy would be handed out for them to complete after the meeting.
- b. Staff Team Building Activities at Prairie Woods August 22nd – Administrator Kovarik told the board that staff would be attending a team building session at the Prairie Woods Environmental Learning Center on August 22nd and a report will be given.
- c. Lower Sauk Project Discussion- Attorney Kolb stated there would be a presentation at the next meeting to go over the status of the Lower Sauk project and potential projects the board might want to pursue in order to move forward with that project.
- d. Satisfaction of Agreement- Administrator Kovarik updated the board on two of the projects that were in violation status. The landowners repaid the money and opted out of their contracts. Staff worked with legal council to create a Satisfaction of Agreement so that the District can remove the lien from those parcels. **Manager Kuseske made a motion to accept the Satisfaction of Agreement for the Dehmer and Walters properties. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
- e. CMM CIG Final Reporting- Administrator Kovarik updated the board on the final reporting requirements. A final report will be brought back to the board upon completion.
- f. 2013 Budget Discussion- Administrator Kovarik presented the options provided by the budget committee to the board for consideration in setting the preliminary levy. There was considerable discussion about the needs of the district, year-end projections and other methods of funding. **Manager Kral made a motion to set the preliminary levy with a 2.7% increase and to direct the budget committee to do some further deliberations. The motion was seconded by Manager Kuseske. Motion failed. Manager Vangness made a motion to set the preliminary levy with a 3% increase. The motion was seconded by Manager Rettig. The motion passed with Manager Scherping opposing.**
- g. Weed Harvester Project- Administrator Kovarik updated the board that the data has been compiled for the vegetation survey on Big Sauk Lake. There will be a presentation at the September board meeting. Members of the DNR will be present for the presentation and discussion.

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- h. Tours Discussion- Administrator Kovarik asked for board feedback of the pontoon tour and the bus tour. Manager Kuseske commented on how nice the projects looked but still questions the cost effectiveness.
 - i. Board Packets Discussion/Structure Changes- Administrator Kovarik showcased some changes to the agenda and the structure of the Board Packet. Managers were in favor of the new changes.
6. **New Business**
- a. By-laws Updates – Attorney Kolb handed out a draft of the updated By-Laws. The original By-Laws date back to the establishment of the District and are very outdated and no longer reflect some of the standard policy practices of the board of managers. Attorney Kolb and Administrator Kovarik worked at redrafting the By-Laws. The By-Laws will be on the agenda of the September meeting for discussion and possibly approval.
 - b. Alchemy scanning update and position discussion- Administrator Kovarik updated the board on the progress Sarah Jo Schmitz has made in scanning the Districts documents for archival in Alchemy. Administrator Kovarik provided a list of documents and files that still need to be scanned and the estimated time for each. **Manager Kuseske made a motion to approve extending Sarah Jo Schmitz employment through May 2013 and discussion of salary should take place at the September meeting. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
 - c. Updates on Address Sheets- Administrator Kovarik asked the board if there were any changes to their contact information and handed out the current information.
 - d. Bank Signature Cards/Resolution- Administrator Kovarik asked the board to approve the corporate authorization resolution and the new signature cards that reflect the latest changes to the executive board. **Manager Kuseske made a motion to approve the corporate authorization resolution and make the necessary changes to the signature cards. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
7. **Reports**
- a. **Administrator’s Report-Administrator Kovarik**
 - 1. Overall Plan- Administrator Kovarik gave the board a copy of an informational packet and a survey for the upcoming Comprehensive Plan retreat. The survey will be used to plot the priorities of staff and board.
 - 2. Survey to Prioritize Projects for Comprehensive Plan- Discussed under Overall Plan.
 - 3. Assessment Project- Working on Scope with Houston- Administrator Kovarik needs to get the assessment roles to Houston Engineering so they can develop a scope.
 - 4. Clean Water Fund Project Application Status- Administrator Kovarik noted that the District will be meeting with project partners to discuss Clean Water Funds and possible projects to partner on. Administrator

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Minutes August 21, 2012 Meeting

- Kovarik listed out the preliminary projects that are being discussed for applications.
5. Watershed Wide Project Update – Administrator Kovarik informed the board that the District has a contract amendment that is coming that will include the 8 new TMDL's that need to be finished. Hopefully the amendment will be ready for the September meeting.
 6. Watershed Modeling Effort by RESPEC- Administrator Kovarik updated the board that staff met with RESPEC. RESPEC met with MPCA and presented their results of their modeling efforts. Administrator Kovarik asked that as soon as MPCA accepts the report, that the District get a copy of it and maybe RESPEC can come and present it to the board.
 7. Osakis TMDL- Administrator Kovarik informed the board that the meeting on the Osakis TMDL is scheduled for August 28th at the Osakis High School auditorium. It will then go into public comment and after the comment and response period, will go back to EPA for final approval.
 8. Hail Damage Discussion- Administrator Kovarik asked the board's opinion on repairs of the hail damage to the district trucks. **Manager Vangsness made a motion to take the cash option instead of repairing the damage, with the money being put in an account for the future purchase of a new vehicle. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
 9. Authorization for Grant Projects ending in August 2012- Administrator Kovarik asked for approval for any checks needing to be cut after the board meeting for grant projects ending August 31, 2012. **Manager Kuseske made a motion to authorize staff to cut checks for expenditures that come in after the board meeting to meet the deadline and to coordinate that with the treasurer for approval. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
 10. Jon Dockter and Charlotte Dockter Cost Share Amendment- **Manager Kuseske made a motion to approve the Cost Share Amendment to increase funding by \$2500 for Jon Dockter and Charlotte Dockter. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
 11. Eden Valley Elementary School Shoreline Restoration Payment Request- **Manager Kuseske made a motion to approve the Shoreline Restoration Payment for the Eden Valley Elementary School Shoreline Restoration Project to Prairie Restoration Inc in the amount of \$4420. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
 12. Mark and Shirley Roberg Raingarden Payment Request- **Manager Kuseske made a motion to approve the Shoreline Restoration**

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Minutes August 21, 2012 Meeting

payment for the Mark and Shirley Roberg Project to Creative Touch Landscape Design in the amount of \$205.81. The motion was seconded by Manager Scherping. The motion passed with all in favor.

13. Pat Bjornebo Shoreland Project Payment Request- **Manager Kuseske made a motion to approve the Shoreline Restoration payment for the Pat Bjornebo Project in the amount of \$1072.36. The motion was seconded by Manager Scherping. The motion passed with all in favor.**

14. Cold Spring Phase II Contractor Selection- Administrator Kovarik informed the board that Anything Outdoors was the only contractor to submit a bid for the Cold Spring Phase II Project. The bid came in at \$19,681, which was under the engineer's estimate of \$30,000 to do the project. Staff recommends awarding the bid to Anything Outdoors. **Manager Scherping made a motion to award the bid for the Cold Spring Phase II Project to Anything Outdoors, at a cost of \$19,681. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

15. Manager Mostad in the Hospital- Administrator Kovarik informed the board that Manager Mostad was in the hospital and shared what she knew about his current status.

- b. **Attorney's Report**- Attorney Kolb reported to the board that they attended, on behalf of all of their Watershed and drainage authority clients, a meeting at the Farm Bureau that was attended by the Corps of Engineers to discuss their proposed regional general permit #2. Attorney Kolb informed the board that they are preparing a document on behalf of all of their clients commenting on the permit. He will bring the final draft to the District after it is signed by the Farm Bureau.

- c. **Ditch/Permit Inspector Report – Nothing to report**

1. **Permits - None**

2. **Ditches**

1. **Stearns County Ditches 15 & 26**- Administrator Kovarik informed the board that the Technical Evaluation Panel will meet on September 24th.
2. **Stearns County Ditches 51 and 11**- Administrator Kovarik stated that the survey work has been completed for the localized repairs on Stearns County Ditches 51 and 11. There should be a scope and request for the board at the September meeting to put them out for bids. In addition, the area on County Ditch 9 that a landowner reported water was pooling, would be included in the repair.

- d. **Calendar Items**- Benton County Fair, Pope County Fair, Douglas County Fair, Todd County Fair, Summer Picnic, and approve preliminary levy and certify to counties.

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- e. **Board Member Meeting Reports-** Manager Rettig asked if there was any progress on the 210th Street project. Administrator Kovarik stated that she received notification from Greg Ostrowski that they have two tentative dates picked out to meet with the landowners. She will let the board know when she hears more.
 - f. **Open Discussion for the Public-** Commissioner Mergen commented on the proposed budget.
8. **Items for Next Meeting Agenda- None**
9. **Upcoming Meetings to be Announced**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
Tuesday, August 28	Comprehensive Plan/Board Staff Retreat	Sauk Centre City Hall	1:00-4:00 p.m.
Tuesday, August 28	Osakis TMDL Public Informational Meeting	Osakis HS Auditorium	7:00 p.m.
Wednesday, September 12	Comprehensive Plan meeting with partners	Melrose City Center	10:00 till 2:00 p.m.
Tuesday, September 18	Regular Meeting	SRWD Office Sauk Centre	6:00 p.m.

10. **Adjourn-** Manager Kuseske made a motion to adjourn the meeting at 7:53 p.m. There was no second to the motion. The motion died with a lack of a second. The meeting was adjourned by the general consent of the board.

NEXT MEETING: Regular Meeting– September 18th (Tuesday) at 6:00 p.m. –Sauk River Watershed District Office, Sauk Centre MN

_____ John Harren, President	_____ Date
_____ Jim Kral, Vice President	_____ Date
_____ Jason Scherping, Secretary	_____ Date
_____ Tim Lunsford, Treasurer	_____ Date
_____ Virgil Rettig	_____ Date

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Vern Vangsness

Date

Larry Kuseske

Date

Robert Mostad

Date

Todd Foster

Date

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