



524 4th St South
Sauk Centre, MN 56378
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Visit us online at: www.srwdmn.org

MEETING MINUTES - 09-15-09

Regular Meeting
7:00 p.m. Sauk River Watershed District Office
September 15, 2009

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

Staff Present: Holly Kovarik, Administrator
Starla Arceneau, Mike Hayman, Tara Borgerding

Guests Present: Duane Pung, Jim Wehlege, Norm Wehlege, Don Otte and Bob Bjork

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 Rothstein moved to approve the agenda with the additions and Manager Rettig 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 August 18, 2009 meeting
 - b. Financial Report August 1-31, 2009
 - c. Loans & Cost Share Contracts
 - Contracts
- (1) Hunters Meadow Rock Lined Waterway & Re-vegetation for stormwater mgmt \$11,000
- Loans
- (1) Thomas & Sandra Brunner Septic System Upgrade \$4,200
- (2) Dean & Heather Kunstleben Septic System Upgrade \$10,300
- (3) John & Darlene Fuchs Ag Waste \$15,000
- Permits
 - Resolutions
- 85-09 BWSR Academy of the North
- 86-09 NALMS Conference
- 87-09 Purchase of Projector
- 88-09 Approval of Replacement of Carpet in Conference Room
- 89-09 Purchase of Pickup/Trade of 1991 Ford
- 90-09 To paint remaining conference room
- 91-09 LMCIT Membership Dues \$1,437.00
- 92-09 Storage Unit Continued Rental
- 93-09 Osakis Shoreline Demonstration Site Designation
- d. After reviewing the items on the consent agenda, two items (85-09 and 86-09) were pulled for further discussion. **A motion was made by Manager Coughlin and seconded by Manager Mostad and carried unanimously to approve the following items on said consent agenda:** Approval of minutes of the August 18, 2009 meeting, Financial Report August 1-31, 2009; Hunters Meadow Rock



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Lined Waterway & Re-vegetation for stormwater mgmt \$11,000; Thomas & Sandra Brunner Septic System Upgrade \$4,200; Dean & Heather Kunstleben Septic System Upgrade \$10,300; John & Darlene Fuchs Ag Waste \$15,000; 87-09 - Purchase of Projector; 88-09 Approval of Replacement of Carpet in Conference Room; 89-09 Purchase of Pickup/Trade of 1991 Ford, 90-09 To paint remaining conference room; 91-09 LMCIT Membership Dues \$1,437.00; 92-09 Storage Unit Continued Rental; 93-09 Osakis Shoreline Demonstration Site Designation.

Manager Kuseske pulled Resolutions 85-09 & 86-09 due to the Counties cutting back on all out of state traveling and whether it really pertains to the job descriptions of those wanting to attend.

Manager Kuseske made a motion to approve 85-09 – BWSR Academy of the North. Manager Mostad seconded the motion. The motion passed with all in favor.

Manager Kuseske questioned the need to send two people to the same conference. Administrator Kovarik said the topics that will be discussed at the NALMS Conference will be pertinent to issues that the monitoring program deals with and as the Monitoring Coordinator it is Heather's role to understand and be on top of all the current issues. Manager Coughlin made a motion to approve Resolution 86-09 – NALMS Conference. Manager Rothstein seconded the motion. The motion failed with 5 opposed and 3 in favor.

Mike Hayman gave an update on the viewing process on the Redetermination of Benefits on County Ditches 26 and 15. Letters were sent out to all benefited residents informing them of the upcoming ditch surveying.

4. OLD BUSINESS

- (a) The regular meeting was recessed for the 2010 Calendar Year Budget Preliminary Hearing. Administrator Kovarik reviewed the preliminary budget. Manager Rothstein made a motion to recess the Preliminary Hearing. Manager Coughlin seconded the motion. The motion passed with all in favor. The regular meeting was reconvened. Attorney Kolb read the following notice that was advertised in the local papers. *NOTICE IS HEREBY GIVEN: The Sauk River Watershed District Board of Managers will meet at the City of Sauk Centre Office in Sauk Centre, Minnesota on Tuesday, September 15, 2009 at 7:15 p.m. for the purpose of considering the foregoing proposed budget with a maximum administrative levy of \$652,995.95 and an additional \$4,500 for the cost of liability insurance for the Sauk River Watershed District. At such time any interested person may appear either in person or by a representative and will be given an opportunity for a full and complete discussion of proposed budget set forth and contained in the above.* Manager Rothstein and Coughlin withdrew their motion and the preliminary Hearing was reopened. President Kral asked for public comments. Bob Bjork questioned the budget vs. actual budget. Administrator Kovarik explained the board's decision to change the budget from a fiscal year budget to a calendar year budget and that the Managers will re-evaluate the budget before the next regular meeting and re-publish the actual budget. Manager Rothstein made a motion to continue the public hearing at the October 20th regular meeting. Manager Coughlin seconded the motion. The motion passed with all in favor.

The regular meeting was re-opened.

- (b) Discussion on County Ditch 26 and 15 were continued. Duane Pung questioned the purchase or lease of the one rod buffer strips. Attorney Kolb and Mike Hayman said it will be a one-time



payment that will reflect a value of an easement interest for the purpose of maintaining the buffer strip.

5. NEW BUSINESS:

(a) Tara Borgerding gave a PowerPoint Presentation on the work completed on the Battle Point Project. The Board thanked Borgerding for an informative presentation.

6. REPORTS:

(a) Administrator's Report-*Administrator Kovarik*

(1) Lessard Heritage: Administrator Kovarik asked the Managers for comments on pursuing funding that would require the District to have a perpetual easement on the upcoming projects. Manager Coughlin suggested continuing to researching funding that fits within the District's guidelines.

(2) Rules Timeline: Administrator Kovarik asked for a timeline on scheduling a public hearing of the proposed Rules. Kovarik was asked to reschedule the meeting and coordinate the new date with Manager Rothstein and Kuseske.

(3) Eden Valley Petition Hearing: Administrator Kovarik has tentatively scheduled the petition hearing for October 20th at the Eden Valley School. Manager Coughlin asked the staff to provide a chronological summary of the Eden Valley Project.

(4) Weed Harvest Annual Maintenance Fund: Administrator Kovarik reviewed the status of the Weed Harvest funds and asked if the annual maintenance of \$50,000 should be certified. **Manager Rothstein moved to certify the \$50,000 Annual Maintenance Levy and Manager Mostad seconded the motion. The motion passed with all in favor.**

(5) PERA issue: Administrator Kovarik informed the Board that the Public Employees Retirement Association has requested yearly wages for Adam Hjelm and Heather Lehmkuhl to determine when they qualified for PERA. Administrator Kovarik will keep the Board informed as more information becomes available.

(6) Cedar Island Erosion Issue-Administrator Kovarik asked for authorization to sign a letter along with the Stearns County SWCD and the Sauk River Chain of Lakes to be sent informing residents of the technical and financial assistance available to address erosion issues. **Manager Raeker moved to authorize Administrator Kovarik to sign the letter. Manager Rettig seconded the motion.** The motion passed with all in favor.

(7) Grant Applications –Administrator Kovarik recommended approval of the two grant application. **Manager Kuseske moved to approve submittal of the two grant agreements. Manager Mostad seconded the motion.** The motion passed with all in favor.

(8) Open House - Administrator Kovarik suggested having an annual open house. The board approved by General Consent to have Administrator Kovarik consults with the Chairman.



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(9) Approval of step increase for Tara Borgerding: Administrator Kovarik suggested adopting a new Job Description for a 2nd Year Intern. **Manager Rothstein moved to adopt Resolution #95-09 – To approve adding a Job Description for a 2nd Year Intern. Manager Coughlin seconded the motion.** The motion passed with all in favor. Administrator Kovarik then reviewed Resolution #96-09 to approve a pay increase for Tara Borgerding to Group 4 step 5, \$10.22 per hour as of the pay period that includes her anniversary date and additional increase to \$10.53 as of July 1, 2009 shall also be made accordingly for the range adjustments previously authorized by Managers. **Manager Coughlin moved to adopt Resolution #96-09. Manager Rettig seconded the motion.** The motion passed with all in favor.

(10) Arcview GIS - Administrator Kovarik reviewed quotes for upgrading the GIS software. Kovarik will address the upgrade at the October 20th Regular Meeting.

(11) Fall Newsletters: Administrator Kovarik reviewed a quote for the Fall Newsletter. **Manager Coughlin moved to approve the Fall Newsletters. Manager Mostad seconded the motion.** The motion passed with all in favor.

(12) Adult Education–Resolution 94-09 **Manager Rettig moved to approve Resolution 94-09 to approve the Adult Education for the Fall/Winter Schedule. Manager Kuseske seconded the motion.** The motion passed with all in favor.

(13) Work Schedule Policy: Administrator Kovarik reviewed Resolution #97-09 to approve a work schedule policy. **Manager Coughlin moved to approve Resolution #97-09. Manager Rettig seconded the motion.** The motion passed with all in favor.

(14) Lands End Owners Association Grant for a Shoreland Restoration for \$9,500. **Manager Kuseske moved to approve the \$9,500 Grant for Lands End Owners Association Manager Rettig seconded the motion.** The motion passed with all in favor.

(15) Administrator Kovarik informed the Board that she received the signed Record Retention Schedule from the Historical Society.

(16) Administrator Kovarik gave a quick update on Water Quality Trading. Attorney Kolb will review further under his report.

(17) Administrator Kovarik mentioned that she has cancelled one of the Verizon cell phones that was not currently being used and also mentioned that she just received a rebate for purchasing her Blackberry, unfortunately it was put in her name so for clarification Kovarik will write a check out to the District.

(18) The Water Quality Trading Expenditures have been reimbursed. Please note in the upcoming Financial Report.

(19) FYI Items:

- Leer Consultants
- Two Monitoring Lab visit updates



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(20) Minnesota Waters Conference: Administrator Kovarik asked for permission to send staff to the Minnesota Waters Conference. **Manager Coughlin moved to approve staff attending the Minnesota Waters Conference. Manager Rothstein seconded the motion.** The motion passed with all in favor.

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

(1) Reviewed estimates on spraying thistle on County Ditch 51.

(2) Reviewed Carl Larson Permit Application. **Manager Coughlin moved to approve Carl Larson Permit. Manager Rothstein seconded the motion.** The motion passed with all in favor.

(3) Gave an update on the removal of sediment from the Judicial Ditch 2 Sediment Pond.

Thursday, September 24th Administrator Kovarik and President Kral will be meeting with several State Representatives and Gary Johansson from Todd County Planning and Zoning regarding Judicial Ditch 2.

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

(1) Reviewed an email regarding an opinion of an Open Meeting Law violation. Kolb went thru several scenarios that would be considered an open meeting violation.

(2) Attorney Kolb gave an update on how the Lake Pepin TMDL may affect the District's Water Quality Trading. Jim Klang has asked Attorney Kolb to develop a strategy on how to navigate our WQT program until the Lake Pepin issues have been addressed.

(d) **Calendar Items** shared included the Lower Sauk and Three River Waterfests, Approve Preliminary Budget, Upper Sauk Project SWAMM, Mapping/Ditch Assessments Due and the SRF Due.

(e) Board Member Meeting Reports-

(1) Manager Coughlin withdrew from the Aggregator Committee. **Manager Rothstein moved to accept Coughlin's resignation from the Aggregator Committee. Manager Rothstein seconded the motion.** The motion passed with all in favor.

(2) Managers Rothstein and Kuseske gave an update on the MAWD Workshop.

(3) Manager Kuseske suggested that everyone check out the University of Minnesota review on the Glacial Review Formation at the Annual MAWD Conference.

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. ADJOURNMENT: President Kral adjourned the meeting at 9:15 p.m.

Secretary, Virgil Rettig



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Recording Secretary, Starla Arceneau

Jim Kral Date _____

James Rothstein Date _____

Dan Coughlin Date _____

Virgil Rettig Date _____

Bob Mostad Date _____

Larry Kuseske Date _____

Richard Raeker Date _____

Jason Scherping Date _____

Vernon Vangsness Date _____