



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

DRAFT AGENDA

**Sauk River Watershed District Regular Meeting
 Tuesday, December 13, 2011**

5:00 PM – Regular Meeting – Sauk River Watershed District Office, Sauk Centre, MN

FYI ITEM IN PACKET-NO REPORT

- 5:00 1. **Call To Order & Pledge of Allegiance-*President Todd Foster***
- 5:01 2. **Additions/or corrections to the agenda items-*President Todd Foster***
- 5:05 3. **Consent Agenda (*approved by one motion*)-*President Todd Foster***
- a. **November 1-30, 2011 Financial Report**
 - 1. Cost Share Funds Log Report
 - 2. Loan Funds Log Report
 - 3. Check Register for General Fund 101
 - b. **November 15, 2011 Board Meeting Minutes**
 - c. **Permits recommended for approval-None**
 - d. **Contracts for Approval-**
(1) None
 - e. **Resolutions for Approval-**

| | |
|-------|---|
| 37-11 | Update to the Declared Public and Office Holidays Policy |
| 38-11 | Update to the Sick, Vacation, and Personal Leave Policies |
| 39-11 | Adoption of the Committing of Revenues Related to GASB 54 Policy |
| 41-11 | Adoption of the Investment Policy |
| 42-11 | Adoption of the Capitalization Policy |
| 43-11 | Updates to the Incentive Program Policies and Procedures Handbook |
| 44-11 | Approval of the 2012 Calendar of Events |
| 45-11 | 2012 Goals and Objectives |

f. **Board Action Items for Approval-**

| | |
|-------|--|
| 21-11 | Fees for Document Recording with Respective Counties |
| 22-11 | Project Earth Bussing Fees |
| 23-11 | Lab Services for 2012 |

g. **Loans, Grants, Appropriations**

• **Loans-**

| <u>Landowner:</u> | <u>Project Installed:</u> | <u>Action Required</u> | <u>Amount Encumbered/ Paid:</u> | <u>Fund Code:</u> | <u>Pay to:</u> |
|--------------------------|---------------------------|------------------------|-------------------------------------|-------------------|----------------------|
| Ronald and Sherry Rolfes | Septic System | Payment | \$7,350.00 | 224 | Hagemeier Excavating |
| Tim and Rebecca | Septic System | Payment | \$6,875.00 | 224 | Kraemer Trucking |

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| | | | | | |
|-------------------------|---------------|---------|------------|-----|-----------------|
| Krueger | | | | | |
| Tim and Rebecca Krueger | Septic System | Payment | \$1,510.15 | 224 | Larson Plumbing |

• **Grants-**

| <u>Landowner:</u> | <u>Project Installed:</u> | <u>Action Required:</u> | <u>Amount Encumbered/Paid:</u> | <u>Fund Code:</u> | <u>Pay To:</u> |
|-------------------|--------------------------------------|-------------------------|--------------------------------|-------------------|------------------------|
| Stearns County | Permeable pavers | Payment | \$17,293.45 | 322 | Stearns County Auditor |
| Teals Supermarket | Raingardens and Stormwater Retention | Payment | \$4,000.00 | 325 | Anything Outdoors |
| Geri Winter | Shoreland/Riparian Restoration | Payment | \$3,000.00 | 322 | Anything Outdoors |
| Geri Winter | Shoreland/Riparian Restoration | Payment | \$1,500.00 | 326 | Anything Outdoors |

• **Appropriations**

| | | | | |
|-----|-----------------|---------------------------------------|------------|------------------------|
| 1. | Health Partners | Premium Payment | \$1,542.50 | General Fund (GF) |
| 2. | Banyon | Payment Request Module Annual Support | \$1,561.20 | GF |
| 3. | Wenck | CD15/26 | \$7276.81 | CD15/26 |
| 4. | Wenck | General Engineering | \$490.50 | GF |
| 5. | Wenck | Overall Plan | \$1,583.00 | Overall Plan |
| 6. | Wenck | Backyard BMP | \$3,309.67 | Backyard BMP Project |
| 7. | Wenck | Cold Spring Project | \$1,174.50 | Cold Spring Project |
| 8. | Wenck | Lower Sauk Project | \$8,058.80 | Lower Sauk Project |
| 9. | Rinke Noonan | Retainer/General | \$1,099.50 | GF |
| 10. | Rinke Noonan | CD15/26 | \$782.00 | CD15/26 |
| 11. | Rinke Noonan | Weed Harvester Project | \$2,257.00 | Weed Harvester Project |

5:10 4. **Old Business**

(a) MAWD Annual Convention

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- (b) Conservation Marketplace of Minnesota future participation
- (c) Policy Updates-*Manager Lunsford/Administrator Kovarik*
- (d) Official Orders establishing projects for Sauk River Major Watershed Project and Sauk River Watershed District Aquatic Habitat Grant Program ***Provided later***

5:20 **5. New Business**

- (a) 2011 Monitoring Program Report-Presentation by *Heather Lehmkuhl*
- (b) Resolution 40-11 Receipt and Deposit of Funds Policy****Policy has one paragraph that is being worked on****
- (c)

5:35 **6. (a) Reports**

a. Administrator's Report-Administrator Kovarik

1. Overall Plan
2. Battlepoint Park
3. **Judicial Ditch #2 Sediment Ponds Proposed Property Tax for 2012**
4. Training Plan/Budget
5. Grants Updates
6. Conflict of Interest Disclosure Forms
7. Seasonal Staffing

5:45 **b. Attorney's Report—John Kolb**

1. County Assessment Fees

5:55 **c. Ditch/Permit Inspector Report-Mike Hayman**

- (1) Permits
- (2) Ditches
 - County Ditch #9 Additional Work
- (3) Assessments progress

d. Calendar Items: Approve current bills, Approve minutes. Review fund balances and budget. Approve agreements. Holly Kovarik-Anniversary date & personnel review. 3 years. Review personnel policy handbook. Approve calendar of events for 2012. Approve Goals & Objectives for 2012. MAWD State Convention held. Discuss Program Outcomes on 2011 Grants received. Discuss seasonal staffing. Staff written reports Other reports. Review Calendar of Events

6:00 **e. Board Member Meeting Reports**

f. Open Discussion for the Public

6:15

7. Items for Next Meeting Agenda

6:30 **8. Adjourn**

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**NEXT MEETING: Regular Meeting– January 18, 2011 (Tuesday) - Sauk River
Watershed District Office Sauk Centre MN**

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