



524 4<sup>th</sup> St South, Sauk Centre, MN 56378  
 Phone: (320) 352-2231 Fax: (320) 352-6455  
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Minutes January 19, 2011 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting  
 Wednesday, January 19, 2011**

**7:00 PM – Regular Meeting – Sauk River Watershed District Office, Sauk Centre**

<b>Managers Present:</b>	Bob Mostad, Larry Kuseske, Jim Kral, Jim Rothstein, Dan Coughlin, Virgil Rettig, Vern Vangsness, Todd Foster, Jason Scherping
<b>Staff Present:</b>	Holly Kovarik, Administrator; Mike Hayman, Ditch/Permit Coordinator; Heather Lehmkuhl, Monitoring Coordinator; Chris Meehan, Engineer (Wenck); John Kolb, Attorney (Rinke-Noonan)
<b>Guests Present:</b>	Roger Beiswanger, Rod Langaas, Jerry Bennett, Joyce Thull, Butch Thull, Dave Blommel, Duane Pung, John Wilwerding, Eugene Hopfer, Jeff Hoppe, John Harren, Loren Scherping, Dennis Thull, Gary Theisen, Don Scheele, George Schrepf, Dan Schulzetenberg, Steve Nelson, Mike Wahlin, Paul Hoeschen
<b>Manager's Absent:</b>	

1. **The meeting was called to order by President Jim Rothstein at 7:00 p.m. and the Pledge of Allegiance was recited.**
2. President Rothstein asked for additions to the agenda. The proposed agenda was reviewed and a few items were added by Administrator Kovarik. **Manager Foster moved to approve the agenda with the items added by Administrator Kovarik. Manager Kral seconded the motion. The motion carried with all in favor.**
3. **Consent Agenda (*approved by one motion*)-President Jim Rothstein**
  - a. December 21, 2010 Regular Meeting Minutes
  - b. December 1-31 Financial Report
  - c. Contracts for Approval-
    1. #B52436 Watershed Wide Groundwater Protection Project CWP Grant \$40,000
    2. #B52403 Lower Sauk River Water Quality Protection Project CWP Grant \$300,000
    3. #B52406 Osakis Lake Enhancement Continuation Project CWP Grant \$114,839.17
    4. #B52433 Water Quality Protection Phase III CWP Financial Assistance Award Grant \$235,000
    5. Watershed Wide Groundwater Protection Project Dorsey & Whitney Resolution & General Obligation Note
    6. #0241 Osakis Continuation Project Loan Public Hearing Notice Approval SRF
    7. #0241 Osakis Continuation Project Loan Categorical Exclusion Notification for Public Comment Approval SRF
    8. #0241 Osakis Continuation Project SRF Loan Contract Agreement \$75,000
    9. #0242 SRF Sauk River Water Quality Protection Phase III CWP Loan Public Hearing Notice Approval
    10. #0242 SRF Sauk River Water Quality Protection Phase III CWP

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- Categorical Exclusion Notification for Public Comment Approval
11. #0242 SRF Sauk River Water Quality Protection Phase III CWP Loan Contract Agreement Approval
  12. #0240 SRF Lower Sauk River Water Quality Protection Clean Water Partnership Project Public Hearing Notice Approval
  13. #0240 SRF Lower Sauk River Water Quality Protection Clean Water Partnership Project Categorical Exclusion Notification for Public Comment Approval
  14. #0240 SRF Lower Sauk River Water Quality Protection Clean Water Partnership Project Loan Contract Agreement Approval \$300,000

a. Resolutions for Approval –

**01-11** Osakis Continuation Project Loan Agreement Approval #0241 SRF

**02-11** Sauk River Water Quality Protection Phase III Clean Water Partnership Project #SRF0242

**03-11** Lower Sauk River Water Quality Protection Clean Water Partnership Project #SRF0240

**04-11** Beginning of the Year Organizational Items

**05-11** Banyon Invoice Function Purchase

**06-11** Annual Drainage/Wetland Regulation Training

**07-11** 2011 Internship Notice/Job Description Revisions

**08-11** Prairie Lakes Coop Trade Show Event

**09-11** Geosynthetic & Erosion Control Products Seminar/Workshop J

**10-11** Minnesota Erosion Control Association Workshop

**11-11** Irrigation Association Annual Meeting and Booth

**12-11** Douglas Co Education Funding Request for Kids Groundwater Festival

**13-11** Viewers Association Annual Dues

**14-11** Melrose Aquarium project funding request

f. Loans, Grants, Appropriations

• **Loans-none**

• **Grants-none**

• **Appropriations**

1. Health Partners \$1,771.00 Premium Payment
2. Hewlett Packard Company purchase of

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3. JB Associates, Inc Viewers Final Report \$258.80
4. Todd County JD2 Assessment \$224.57
5. Rinke Noonan Legal Fees (Employee Matters, SRF, Permits, CD 15&26 \$1,395.00
6. Wenck General Engineering \$1,016.40
7. Houston Engineering \$1,926.75 BWSR Drainage Records Modernization Grant

Manager Foster had questions on Resolutions 07-11, 12-11, 14-11, and F 2. On Resolution 07-11, Manager Foster questioned the education requirements of the intern position. **Manager Foster made a motion to change the wording on the Intern Job Description from Education/Experience Required to Education/Experience Preferred. Manager Kuseske seconded the motion. The motion passed with all in favor.** Manager Foster then questioned the procedure of approving education requests. The board was under the consensus that all requests should come to the board. Manager Foster questioned F2 regarding the Hewlett Packard Laptop computer. The final price of the laptop was less than the amount originally approved by the board. **Manager Rettig made a motion to approve the revised consent agenda. Manager Foster seconded the motion. The motion passed with all in favor.**

### 4. Old Business

- (a) **Cold Spring Snow pile issue** – Administrator Kovarik updated the board on a meeting she attended with the City of Cold Spring. Paul Hoeschen, Public Works Director for the City of Cold Spring, stated that the site began through convenience. Hauling snow elsewhere becomes an expense for the City. City staff constructed a berm to direct runoff towards the adjacent stormwater pond. The berm needs to be completed on the west portion to keep runoff from reaching storm drains and containing the melt onsite. They are committed to trying to work out a resolution to the issue and complete the berm next summer. Manager Rettig requested that the site location be changed and that the City find an alternative for storage.
- (b) **Melrose Junk yard issue** – Administrator Kovarik received a response from the director of Environmental Services in regards to the Melrose Junkyard. The owners are gone until spring but Environmental Services will set up a meeting with the landowners when they are back.
- (c) **CD 15 & 26 Viewers Report Submission and presentation.** The viewers were at the meeting to present to the board the final report and provide a short presentation on the viewing process. It was discussed that the viewers were independently contracted to provide the Drainage Authority with their opinion of the benefited acreage within the CD15 and CD26 drainage areas. Any adjustments and/or revisions to the benefits and damages statement will be addressed through the public hearing process. Upon completion of the viewers' presentation, President Rothstein opened the floor for landowners to ask questions and voice concerns. These questions will be addressed by staff and discussed at future meetings as well as posted on our website. Statute

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requires Owners Reports to be mailed within 30 days of final viewers report submittal. Staff will be completing this process over the course of the next few weeks.

- (d) **Hearing for Loan Watershed Wide Groundwater Protection Project.** At 7:45, the public hearing was opened. There was no public comment. The hearing was recessed until the next meeting.

5. **New Business**

- (a) **Joint meetings with other WD.** Administrator Kovarik was approached by the Clearwater River Watershed District to see if there was any interest in a joint meeting with the area Watershed Districts. President Rothstein thought it would be good to have joint meetings and directed Administrator to proceed.
- (b) **Managers please fill out new W-4's for the District's files**

6. **Reports**

a. **Administrator's Report-Administrator Kovarik**

1. **Wetland Appeals Panel.** Administrator Kovarik was appointed as an alternate to the Wetlands Appeals Panel for 2011.
2. **Newsletter mailing.** The December 2010 Newsletter has been mailed out.
3. **Building Site Visits.** Administrator Kovarik updated the board on visits that she, Manager Kral and President Rothstein made at a property in Sauk Centre for potential new office space. President Rothstein noted that if anything progresses with this space, it would be brought to the board.
4. **Jesse Hagemeyer Project.** Administrator Kovarik notified the board that a request was made for additional funds, however at this time, there is no extra funding available. Administrator Kovarik then requested payment approval of previously approved loan funding in the amount of \$67,451.11 to Hagemeyer Construction. **Manager Coughlin moved to pay the bill in the amount of \$67,451.11. The motion was seconded by Manager Vangsness. The motion passed with all in favor.**
5. **Overall Plan.** Administrator Kovarik reminded the board that the District's Overall Plan is up for revisions and it expires in 2012. Administrator Kovarik requested approval to get a letter drafted with a statement of qualifications within it and to direct the staff to develop that template and form with consultation from legal counsel. Administrator Kovarik also asked the board for direction as to who it should be sent to. **Manager Kral made a motion to direct staff to draft a letter with a statement of qualifications for the Overall Plan revision. Motion was seconded by Manager Coughlin. The motion passed with all in favor.** Administrator Kovarik told the board that she would bring a resolution to the next meeting that would articulate where the staff recommends the letter be sent to.
6. **Robb Leer Proposal.** Administrator Kovarik pointed out a marketing proposal in the board packet from Robb Leer. The District needs to make sure that the information on the new grants is out in a way that will get the most enrollment and participation. Leer put together a 90 day proposal at a

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reduced rate of \$4,875. These expenditures would be able to be eligible to be funded by the current grants. **Manager Mostad made a motion to approve the 90 day proposal for marketing from Robb Leer. Motion was seconded by Manager Coughlin. The motion passed with all in favor.**

7. **Computer.** Administrator Kovarik reminded the board of resolution 71-01 regarding the computer replacement policy. A new computer was budgeted for the Administrator in 2010 but was pushed off. The old computer has started to act up so 2 quotes were requested for a new one. Administrator Kovarik recommends the quote that includes a 3-year warranty for \$881.72 from Glacier Ridge Computing. **Manager Coughlin made a motion to approve the purchase of the new computer for \$881.72. The motion was seconded by Manager Foster. The motion passed with all in favor.**
8. **Eco-Fair.** Administrator Kovarik informed the board about the Eco-Fair to be held in Alexandria. The event is for children in kindergarten through 12<sup>th</sup> grade. This is one of the events the District attended last year. The cost for the district to attend is \$60. **Manager Coughlin made a motion to approve staff to attend the Eco-Fair and the \$60 registration fee. Motion was seconded by Manager Kral. The motion passed with all in favor.**
9. **Gaughan Restoration Project.** Administrator Kovarik notified the board of an error that Morning Sky Greenery found on the account. The Greenery had accidentally credited the District account and so the District now owes an additional \$233.10. **Manager Coughlin made a motion to pay the remaining \$233.10 to Morning Sky Greenery. Motion was seconded by Manager Mostad. The motion passed with all in favor.**
10. **Melrose Home, Family, & Health Expo.** Administrator Kovarik informed the board of the Melrose Home, Family, & Health Expo. This is another event that has been attended in past years by the district. Cost to attend is \$75. **Manager Coughlin made a motion to approve staff to attend the Melrose Home, Family, & Health Expo for the District to pay the \$75 registration fee. Motion was seconded by Manager Scherping. The motion passed with all in favor.**

b. **Ditch/Permit Inspector Report-*Michael Hayman***

1. **Permit: Coborn's/Granite Landing.** Cold Spring Granite has requested the Board consider their project site exempt due to an NPDES permit pre-dating the adoption of new administrative rules, and duplication of permitting not being ideal. Inspector Hayman gave a brief update on the current status of the permit; the site has held NPDES since 2007, the District was not informed of this, the permit is not up to date with regard to project size and commercial subdivision, and the NPDES does not cover future development, only site demolition. Cold Spring Granite, Rice

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builders, and Coborn's representation discussed their intention with the site. It was stated that currently the site is pervious, although historically it was impervious. Their opinion is that a permit is not needed from the District, and all updates would be made to their NPDES and SWPPP to comply with State standards. Inspector Hayman gave recommendation that the Board could not give a final decision on permitting until all updated materials are submitted to the District for staff to review. MPCA has stated that all updates are necessary before any work can resume onsite.

Administrator Kovarik stated that the opportunity is available for the District to assist with grant funding in partnering with future projects to improve water quality. If all updates are made, and the project falls under general or administrative permitting, the project would not need to come before the Board.

2. **CD24.** Attorney Kolb gave an update to the Board and the memo provided within the board packet. **Manager Coughlin made a motion, as counsel recommended, to set public hearing date for February 15<sup>th</sup> at 7:15pm to correct the drainage system records and to give Wenck notice to proceed in completing technical services according to the Order adopted at the October 2010 meeting. Motion was seconded by Manager Kral. The motion passed with all in favor.**
3. **CD17.** An update was given to the Board with regard to an easement crossing needed on CD17. Staff was able to review the situation and provide resolve to the landowner request with no Board action required at this time.

### c. **Monitoring Coordinator-Heather Lehmkuhl**

1. **2011 Lab Services.** Heather Lehmkuhl informed the board that an RFP was sent out to 5 labs and after receiving all of the information back from the labs, recommends the District stay with RMB Environmental Lab. **Manager Coughlin made a motion to use RMB Environmental Lab for the 2011 monitoring season. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
2. **General 2010 Monitoring Review and 2011 Monitoring Plans.** Heather Lehmkuhl gave a summary of the 2010 monitoring season, as well as, updated the board on the proposed 2011 monitoring workload. President Rothstein thanked Heather for her presentation.

### d. **Attorney's Report:** Attorney Kolb had nothing new to report.

- e. **Calendar Items:** approve agreements, approve annual dues, review insurance policies, review bank of deposits, equipment purchases, approve IRS mileage rate, review draft annual plan, plan for legislative breakfast, yearend accounting, approval of seasonal staffing recommendations, discuss volunteer training program

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**f. Board Member Meeting Reports.** Manager Kuseske reported on a MAWD meeting he attended where they discussed invasive species and who can be found to do something about it.

**g. Open Discussion for the Public - None**

**7. Items for Next Meeting Agenda – None suggested**

**8. Adjourn - Manager Kral made a motion to adjourn at 9:30 p.m. The motion was seconded by Manager Coughlin. Motion passed with all in favor.**

**NEXT MEETING: Regular Meeting– February 15<sup>th</sup> (Tuesday)- Sauk River Watershed District Office Sauk Centre MN**

_____	_____
Jim Rothstein, President	Date
_____	_____
Jim Kral, Vice President	Date
_____	_____
Jason Scherping, Secretary	Date
_____	_____
Dan Coughlin, Treasurer	Date
_____	_____
Virgil Rettig	Date
_____	_____
Vern Vangsness	Date
_____	_____
Larry Kuseske	Date
_____	_____
Robert Mostad	Date
_____	_____
Todd Foster	Date

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