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Minutes July 19, 2011 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, July 19, 2011**

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

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|--------------------------|--|
| Managers Present: | Bob Mostad, Jim Kral, Larry Kuseske, Dan Coughlin, Virgil Rettig, Vern Vangsness, Todd Foster, Jason Scherping |
| Staff Present: | Holly Kovarik, Administrator; John Kolb, Attorney (Rinke-Noonan), Sarah Jo Schmitz, intern |
| Guests Present: | Bob Bjork, Dan Coughlin, Mary Peters Schramel, Greg Lilleman, Joe Montoya, David Weber, Tim Lunsford, John Harren. |
| Manager’s Absent: | Jim Rothstein |

- The meeting was called to order by Vice-President Jim Kral at 7:00 p.m. and the Pledge of Allegiance was recited.**
- President Kral asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik. **Manager Rettig moved to approve the agenda with additional items. The motion was seconded by Manager Vangsness. The motion passed with all in favor.**
- Recognition of Managers Finishing Terms-** Administrator Kovarik reminded the managers of the two new board appointments, as well as the two managers leaving the board. A plaque was presented to Manager Coughlin at the last meeting for his years of service, and another plaque will be presented to Manager Rothstein at another time.
- Oath of Office for Newly Appointed Managers.** Newly appointed Manager Timothy Lunsford and Manager John Harren read and signed their oath of office. Re-appointed Manager Jim Kral also read and signed his oath of office.
- Reorganization of the Board/Election of Officers.** Vice-President Kral opened the floor for elections and requested nominations for President. Manager Rettig nominated Manager Kral for President. Manager Kral declined the position. Manager Vangsness nominated Manager Todd Foster for President. Vice-President Kral called three times and there were no other nominations for president. **Manager Mostad made a motion that nominations cease and that a unanimous ballot be cast for Todd Foster for President. The motion was seconded by John Harren. The motion passed with all in favor.** Vice-President Kral turned the meeting over to newly elected President Todd Foster. President Foster requested nominations for Vice-President. Manager Mostad nominated Manager Kral for Vice-President. President Foster called three times and there were no other nominations for Vice-President. **Manager Vangsness made a motion to cease nominations and cast a unanimous ballot for Jim Kral for Vice-President. The motion was seconded by Manager Mostad. The motion passed with all in favor.** President Foster requested nominations for Secretary and nominated Manager Scherping. President Foster called three times and there were no other nominations for Secretary. **Manager Vangsness made a motion that nominations cease and that a unanimous ballot be cast for Jason Scherping as Secretary. The motion was seconded by Manager Kral. The motion passed with all in favor.** President Foster asked for nominations for Treasurer. Vice-President Kral nominated Manager Lunsford for Treasurer.

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President Foster called three times and there were no other nominations for Treasurer. **Manager Kral made a motion to cease nominations and that a unanimous ballot be cast for Tim Lunsford as Treasurer. The motion was seconded by Manager Scherping. The motion passed with all in favor.**

6. **Appointments to Special Committees.** President Foster appointed the Treasurer, Manager Harren, and himself to the Budget Committee. At this time, no other committees are needed.
7. **Consent Agenda (*approved by one motion*)**
 - a. June 1-30, 2011 Financial Report
 - b. Permits recommended for approval - None
 - c. Contracts for Approval – None
 1. Sauk River Major Watershed Project Joint Powers Agreement \$61,500
 - d. Resolutions for Approval - None
 - e. Board Action Items for Approval
 - f. Loans, Grants, Appropriations
 1. **Loans**
 1. Lisa and Mark Schmitz Septic System Contract Approval \$35,000
 2. Stacey Tamm Septic System Payment Request \$400.00
 2. **Grants**
 1. Gary Thiesen Shoreline Restoration payment request \$5,073.98
 2. Arnold Hamann Water and Sediment Control Basin payment request \$1,519.29
 3. Deborah Metz Soil Boring payment request \$608.30
 4. Neil and Kay Cook Soil Boring payment request \$608.30
 5. Laura M Kodytek Soil Boring payment request \$608.30
 6. Mr. & Mrs. Ronald Gannon Soil Boring payment request \$608.30
 7. Mr. Edmund Jonas Soil Boring payment request \$608.30
 8. Contract to be Approved...see attachment A
 3. **Appropriations**
 1. Health Partners \$1,775.40 Premium Payment
 2. Leer Communication & Consultants Documentary Project \$2,250.00 1st half payment request
 3. B& D Rollers (Paid out of Weed Harvester Fund) Repair on equipment \$838.97
 4. Wenck Overall Plan Update \$3,634.29
 5. Wenck General Engineering, CD15/26, City of Eden Valley Stormwater project, Lower Sauk, Backyard BMPs, Cold Spring Rain Garden, CSAH 11 Wetland Investigation \$18,823.59
 6. Rinke Noonan Drainage System Transfer, Retainer, CD15/26, Cook/Gannon Project \$1,923.50
 7. Glacial Ridge Growers plants for projects \$9,860.50

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8. Wenck General Engineering, CD15/26, CD24, VA Hospital Presentation, CSAH 11, SRWD Overall Plan, Backyard BMPs, Lower Sauk, Ted K Manure Facility, \$13,847.56

Manager Vangsness pulled Grant items 3, 4, 5, 6, and 7. **Manager Kral made a motion to approve the consent agenda minus grant items 3, 4, 5, 6, and 7. The motion was seconded by Manager Scherping. The motion passed with all in favor.** Manager Vangsness asked the progress of the projects associated with Grant items 3, 4, 5, 6, and 7. Administrator Kovarik stated the soils borings were only step one in the process. The information gained from the borings was provided to the engineering firm so that a design plan can be developed. A design plan has to be provided before anything further can be done. **A motion was made by Manager Kral to approve grant items 3, 4, 5, 6, and 7. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

8. **Old Business**

- a. **25th Anniversary Event.** Administrator Kovarik updated the board on the progress of the video for the 25th Anniversary Event. The event will be held on September 13, 2011 at the 400 Club on Pleasant Lake.
- b. **Cook/Gannon Project.** Administrator Kovarik had no additional updates.
- c. **Big Fish.** Due to a standing motion that states the District will not be spending additional staff time on the Big Fish alleyway issue, President Foster asked that the District get a firm answer from legal counsel if the District has any authority on the alleyway. Attorney Kolb stated that based on the information already known, the District does not have authority, however if there is new information, that information would need to be reviewed before a final decision would be made. **President Foster made a motion to direct the lawyer, the administrator, and a member of the executive board to meet with Mary Schramel for a maximum of an hour and to direct our lawyer to spend no more than 3 hours of compensated time to draft an opinion on this matter of whether the district has authority on the alleyway issue or not. Manager Lunsford seconded the motion. The motion passed with all in favor.**
- d. **Melrose Junk Yard Discussion.** Administrator Kovarik updated the board of a meeting she had with Angie Berg in regards to the Melrose Junk Yard. Administrator Kovarik asked if the board wanted it presented to the landowner that the complaint came from the District rather than an anonymous landowner. Manager Harren suggested the District partner with the county on this issue so that whatever letter the District sends, has the county's endorsement. **Manager Rettig made a motion to partner with the Stearns County Environmental Services on the Melrose Junkyard issue and support the county in remedying the situation. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
- e. **North Fork Crow River Watershed/Sauk River Watershed District Boundary Adjustment.** Administrator updated the board that the final boundary adjustment on CD 9 has been completed.

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- f. **June 21, 2011 Board Meeting Minutes.** Manager Mostad made a motion to approve the minutes from the June 21, 2011 board meeting. The motion was seconded by Manager Kral. The motion passed with all in favor.
- g. **Fencing across Sauk River Discussion.** Administrator Kovarik asked the board to table this until the next meeting.
9. **New Business**
- a. **David Weber Central Heating and Air Conditioning.** Administrator Kovarik presented an estimate for a new air conditioning unit and an opportunity for the board to ask David Weber any questions they had. **Manager Lunsford made a motion to purchase a new air conditioning unit with the backup heat option. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- b. **Sinclair Lewis Park Shoreline Restoration Discussion.** Administrator Kovarik informed the board that the Sauk Centre City Council has again tabled the discussion on the Sinclair Lewis shoreline due to a potential beach being put back in.
- c. **Sauk River (Melrose) Vegetation Concern.** Administrator Kovarik informed the board of a landowner complaint received about vegetation on the Sauk River. Adam Hjelm did a site visit and identified the vegetation and algae present. There was no blue - green alga present at that time. The City of Melrose is looking into having someone from the DNR come to answer questions at a public meeting.
- d. **Weed Harvester Disposal Agreements/Payment for Disposal Site.** Administrator Kovarik informed the board that the weed harvest equipment has been taken out and put in storage. Administrator Kovarik spoke with the Weed Harvest Crew Chief Gene Harren about the agreement to dispose of the weeds on private property and asked that the landowners be compensated this year in hopes to secure these locations for next year. **Manager Kral made a motion to compensate the two landowners \$300 each. The motion was seconded by Manager Kuseske. The motion passed with all in favor. The board approved by general consensus to allow Administrator Kovarik to work with legal council to update the Disposal Agreements with the landowners.** President Foster asked if research had been done on the ability to rent out the weed harvester. Administrator Kovarik stated that she is still trying to locate the original contract with the US Army Corp. of Engineers. That document should state what the District can and cannot do. However without the location of this agreement it has been difficult to define if this equipment can be utilized on other lakes.
10. **Reports**
- a. **Administrator's Report-Administrator Kovarik**
1. Comparing 2009/2010 Reports- Tabled
 2. **August Vacation-** Administrator Kovarik notified the board that she would be gone August 15-22 and she recommends that if something

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- were to arise when she is gone, that the board appoints Melissa Roelike to work with the chairman to be in charge in the Administrator's absence. **Manager Lunsford moved to appoint Melissa Roelike to work with the chairman when Administrator Kovarik is gone on vacation. Manager Harren seconded the motion. The motion passed with all in favor.**
3. **Interns Discussion-** Administrator Kovarik notified the board that the interns will be done soon and discussion will need to be had at the August meeting regarding work load and the necessity to keep an intern on staff for longer.
 4. **IRS Mileage Rate increases-** Administrator Kovarik got notification of a mileage rate increase that will need to be taken into account for the 2012 budget.
 5. **Light Fixtures in front office-** Administrator Kovarik pointed out the new light fixtures that were installed in the conference room. There are rebates available for them.
 6. **Payments made due to grants ending June 30, 2011 that were approved by general motion-** Administrator Kovarik presented bills that were paid June 30, 2011 to meet the deadlines of the grants.
 7. **Clean Water Fund Project Signs-** Administrator Kovarik stated it would be nice to have signage for projects that the district installs on private property that states that the project is done using Clean Water Fund Dollars and that it is a project that the Sauk River Watershed District is working in partnership with another entity. **President Foster made a motion to get quotes on signs for the District's project sites. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
 8. **Chart of Accounts Discussion-** Administrator Kovarik informed the board that Joe Rigdon has presented a preliminary draft of the chart of accounts. She also discussed the need to set budget committee meeting.
 9. **Citizen Advisory Board Appointments- Administrator** Kovarik told the board that previous managers Coughlin and Rothstein would be interested in being on the Advisory Board. **Manager Kral made a motion to appoint Dan Coughlin and Jim Rothstein to the SRWD Advisory Board. The motion was seconded by Manager Mostad. The motion passed with all in favor.**
 10. **Grant County Presentation-** Joe Montoya and Greg Lilleman presented teamwork approaches for watershed management and for the establishment of buffers.
 11. **Leaking roof, mortar and other building issues-** Administrator Kovarik presented a quote from Buttweiler's for \$1800 to fix the leak and do repairs when the air conditioning unit is replaced. **Manager Harren made a motion to approve the quote from Buttweiler's to**

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repair the roof. The motion was seconded by Manager Lunsford. The motion passed with all in favor. Administrator Kovarik mentioned the mortar falling off around the front windows. **Manager Lunsford made a motion to authorize Administrator Kovarik to hire out to fix the mortar around the windows, even if it costs more than \$1500. The motion was seconded by Manager Kral. The motion passed with all in favor.**

12. **Grant related bills-** Administrator Kovarik asked for approval for the following grant related bills: Central Lakes Landscaping (Cold Spring \$2567.93), Teledyne Isco (repairs to flowmeters, \$1147.93), Anything Outdoors (Cold Spring Raingarden Initiative, \$39,522.15) Vince & LaVonne Andrew (lakeshore Restoration, \$4600), Central Minnesota Federal Credit Union (raingarden, \$5000) Micah and Jamie Juelfs (Stormwater, \$7500), David and Carol Messner (shoreline, \$7300), and Glacial Ridge Growers (plants, \$650.23). **A motion was made by Manager Kuseske to approve the grant related bills as listed. The motion was seconded by Manager Kral. The motion passed with all in favor.**

b. **Attorney's Report-** Attorney Kolb gave the Ditch/Permit report.

c. **Ditch/Permit Inspector Report-***Mike Hayman*

1. **JD1 Request-** Attorney Kolb inform the board that an inspection was requested on JD1. Mike Hayman is putting an inspection report together for the board, however, it was not available for this meeting.
2. **CD15/26 Updates-** Attorney Kolb notified the board the appeal period has expired and the District has not received any appeals. The next step of the procedure is to go on and evaluate the scope of repairs and an evaluation of the exact areas and then go through the regulatory approval. **Manager Lunsford made a motion to have a special meeting dedicated to the CD15/26 ditch repair project. The motion was seconded by Manager Kral. The motion passed with all in favor.**
3. **CD24 Updates/Bids-** Attorney Kolb told the board that District solicited quotes for repairs of CD 24. Several contractors made inquiries and looked at the plansets, but only one submitted a bid. Mike Hayman recommends the District accept that bid for the repairs in the amount of \$14,680 from Mackereth Excavating, Inc.. **Manager Rettig made a motion to accept the bid on CD24 from Mackereth Excavating, Inc. Manager Kuseske seconded the motion. The motion passed with all in favor.**
4. **CD11 Herickhoff-** Attorney Kolb had no additional updates.
5. **County Ditches/Permits-** Attorney Kolb had no additional updates.

d. **Calendar Items.** Administrator Kovarik asked the board members to please sign up to assist with the county fair booths. She also reminded them of the 25th Anniversary Event that was moved to September 13th due to the

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government shutdown. The pontoon tour of Sauk Lake is scheduled for August 16th. The District should be hearing about grant application periods soon. Administrator Kovarik asked that the executive board sign the corporate resolution for the bank accounts. **Manager Kral made a motion to authorize the executive board to sign the corporate resolutions. The motion was seconded by Manager Harren. The motion passed with all in favor.** Administrator Kovarik updated the board on the status of the government shutdown and the special session called.

e. **Board Member Meeting Reports-** None

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

11. **Items for Next Meeting Agenda.** There were no new agenda items for the next meeting.

12. **Adjourn.** The meeting was adjourned at 9:25 p.m.

NEXT MEETING: Regular Meeting– August 16th (Tuesday) –Sauk River Watershed District Office, Sauk Centre MN

| | |
|-------------------------------------|---------------|
| _____ Todd Foster, President | _____ Date |
| _____ Jim Kral, Vice President | _____ Date |
| _____ Jason Scherping, Secretary | _____ Date |
| _____ Tim Lunsford, Treasurer | _____ Date |
| _____ Virgil Rettig | _____ Date |
| _____ Vern Vangsness | _____ Date |
| _____ Larry Kuseske | _____ Date |
| _____ Robert Mostad | _____ Date |
| _____ John Harren | _____ Date |

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