1. **Call To Order & Pledge of Allegiance** - *President Harren*
   6:00 PM meeting called to order by President John Harren, on January 15, 2013 at the SRWD Office, Sauk Centre, MN.

2. **Welcome to Newly Appointed Manager, Steve Sellnow**
   SRWD Board and Staff will make introductions to the newly appointed manager.

3. **Oath of Office/Bond for Steve Sellnow**
   To address the oath of office and bond paperwork necessary for the duties of Manager.

4. **Additions/or corrections to the agenda items** - *President Harren*
   Additional items or corrections to be added to the agenda for action or information.

5. **Consent Agenda (approved by one motion)** - *President Harren*
      1. Check Register for General Fund 101
      2. December Revenue Guideline
      3. December Expenditure Report
      4. December Cost Share & Loan Logs
      5. December 18, 2012 Board Meeting Minutes
   b. **Contracts for Approval** - NONE
      1. 
   c. **Permits recommended for approval** - NONE
   d. **Grant Applications for Approval** - NONE
   e. **Resolutions for Approval** - NONE
   f. **Board Action Items for Approval** - NONE
6. **Open Discussion from the Public**

*Opportunity for the public to address the SRWD Board of Managers.*
### 7:00  Old Business

#### a) Performance Review and Assistance Program Comments - Holly Kovarik

Don Buckboult has asked the SRWD to submit formal comments regarding the draft PRAP report shared with the board in December. **ATTACHMENT #1**

#### b) Sauk Lake Vegetation Nutrients Presentation - Tara Ostendorf/Adam Hjelm

A presentation will be made on the data captured in the past on nutrient content of vegetation removed during the harvesting process. This presentation has been presented before but will be given again due to the request of the Managers and its relationship to the vegetation survey results. This presentation is being given for information purposes at this meeting and will supplement discussion on the Weed Harvester project and Sauk Lake Vegetation Management Plan that will be discussed in early 2013.

#### c) Engineering - Administrator Kovarik

A presentation will be given to the board as requested regarding fee schedules. The information is being compiled for the meeting.

#### d) City of Osakis Response

The City of Osakis has provided written response regarding the maintenance activities on the wet sedimentation basins.

#### f) 2013 Meeting Schedule

To discuss the meeting time for 2013 for regular business meetings for the SRWD.

#### g) Judicial Ditch #2 Cost Benefit Analysis - Administrator Kovarik/Rebecca Kluckbohn (Wenck)

To provide an update to the board on the status of the Judicial Ditch #2 Crooked Lake Basin project and the cost benefit analysis being completed (if finalized). **ATTACHMENT #3**

### 7:15  New Business

#### a) 2012 Education program presentation

To provide annual report on educational program activities.
b) **Ergonomics**  
A presentation on the associated ergonomics review conducted and some of the progress being made. In addition, discussion about some of the modifications that will be necessary to fix some of the desks.

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c) **MECA Award Nomination**  
Staff is working on compiling information to make a nomination to the Minnesota Erosion Control Association for their Environmental Leadership award category. This will be presented to the board at the meeting.  

ATTACHMENT #2

BA

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7:30  9. Reports

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

1. **JD2 Assessment Project**  
The JD2 Sediment Pond Assessment project will need to be done just like the other assessment rolls to verify splits and transfers in order to certify in 2013 the assessment for the work conducted on the cleanout in November 2012.

2. **SRWD Grant/Loan Project Update at Year End**  
A worksheet is included in your packet providing an overview of projects that will be ending in 2012 and in 2013. The three new grants will make approximately 6 grants total that will be open the entire year in 2013.  

ATTACHMENT #4

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3. **Staffing**  
Tara Ostendorf will be going on maternity leave (Short term Disability) sometime this month. Her workload will be managed during her leave by utilizing other staff. A report will be provided to the board regarding this matter.
4. Zimmerman Tile Conversion Request—Administrator Kovarik
   For the board’s information the request by Ken Zimmerman to convert a section on CD51 from open channel to tile. A quick presentation will be given on the request.

7:45

b. Attorney’s Report—John Kolbi, Rinke Noonan

c. Engineer’s Report—Rebecca Kluckhohn, Wenck

Calendar Items: Staff Team Building Workshop, Review Year end and preliminary financial reports, Expenditure Reports due to MPCA, Equipment purchases for upcoming year. (if any), Review, draft annual report, Plan for Legislative Breakfast, Year End Reports/W-2’s/1099’s Due, Seasonal staffing position posting/discussion, Discuss Volunteer Training Program, 2012 Education Program Report, Final BWSR Clean Water Fund Reports Due

8:00

c. Board Member Meeting Reports

10. Items for Next Meeting Agenda
   Managers and staff can suggest items for discussion for the next board meeting.

11. Upcoming Meetings to Be Announced

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<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Description</th>
<th>Meeting Location</th>
<th>Meeting Time</th>
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<tbody>
<tr>
<td>2-19-13</td>
<td>SRWD Regular Meeting</td>
<td>SRWD Office</td>
<td>6:00 p.m.</td>
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12. INFORMATIONAL ITEMS ONLY:
   (These Items will not be discussed unless specifically asked. They are considered informational only and no action is required by the board.)
   
   - IRS Mileage Rate: The SRWD has a standing policy to follow the IRS mileage rate. As of Jan. 1st 2013 the standard mileage rate for vehicles will be 56.5 cents per mile for business miles driven.
   
   - SRWD Grant/Loan Project Update at Year End- A worksheet is included in your packet providing an overview of projects that will be ending in 2012 and in 2013. The three new grants will make approximately 6 grants total that will be open the entire year in 2013.
   
   - Year End Update
     Staff is working on compiling information for the annual report and audit. Our audit is scheduled for the first week in March.

   - MPCA Clean Water Partnership Grants Open- MPCA CWP
grants are now open for application due in March. Staff will be working on applications for this grant funding opportunity for projects on the waiting list.

8:15  13. Adjourn

All Sauk River Watershed District meetings are handicap accessible.
An attempt will be made in advance to accommodate any other individual need for special services. Call the above number if any special arrangements need to be made.