



**Regular Meeting MINUTES**  
**Tuesday, April 16, 2013**  
**Located at: SRWD Office at 6:00 p.m.**

<b>Managers Present:</b>	Jim Kral, Larry Kuseske, Virgil Rettig, Bob Mostad, John Harren, Jason Scherping, Vern Vangsness
<b>Staff Present:</b>	Holly Kovarik, Administrator; Tara Ostendorf, Environmental Project Technician; John Kolb, District Attorney; Rebecca Kluckhohn, District Engineer
<b>Guests Present:</b>	Vicki Willer, Sarah Morton, Dee Peters, Joe Peters, Duane Pung, Jeff Hoppe, Jason Weinerman, other CD15-26 landowners
<b>Manager's Absent:</b>	Steve Sellnow, Tim Lunsford

1. **The meeting was called to order by President Harren at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. **Additions/or Corrections to the Agenda** – Administrator Kovarik handed out an updated Agenda with additions. President Harren asked for further additions and approval of the agenda. The revised agenda was reviewed and no further items were added. **Manager Rettig made a motion to approve the revised agenda. The motion was seconded by Manager Kral. The motion passed with all in favor.**
3. **Consent Agenda**
  - a. **March 1-31, 2013 Financial Report/Meeting Minutes**
    1. Check Register for General Fund 101
    2. Revenue Guideline
    3. Expenditure Report
    4. Cost Share & Loan Log
    5. March 19, 2013 Meeting Minutes
  - b. **Contracts for Approval – None**
  - c. **Permits recommended for approval – None**
  - d. **Grant Applications for approval – None**
  - e. **Resolutions for approval**

09-13	Notary Reappointment for Holly Kovarik
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  - f. **Board Action Items for approval**

10-13	ROCORI River Rally
11-13	CMWEA Donation
12-13	Fishing Education Kit
13-13	EVW School Enviro Site
14-13	Demonstration Burns
15-13	Melrose River Rally
  - g. **Loans, Grants, Appropriations –**
    - **Grant Project Approvals – None**



• **Grant Payment Approvals**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Amount to Pay</u>	<u>Fund Code:</u>	<u>Pay to:</u>	<u>Partnered with:</u>
City of St Cloud	Street Sweeper	\$54,500	322	City of St Cloud	City of St Cloud
City of St Cloud	Street Sweeper	\$65,500	331	City of St. Cloud	City of St. Cloud

• **Loan Project Approvals – None**

• **Loan Payment Approvals – None**

• **Appropriations**

	<u>Payee</u>	<u>Description of Payment</u>	<u>Amount</u>	<u>Payment Code</u>
1.	Wenck	CD11	\$2,672.30	CD11 Stearns
2.	Wenck	CD51	\$3,660.90	CD51
3.	Wenck	CD51 Zimmerman	\$240.50	CD51
4.	Wenck	General Engineering	\$4,030.34	101
5.	Wenck	CD15-26	\$2,094.30	CD15-26
6.	KDV	Accounting	\$5,157.00	101
7.	Rinke Noonan	CD15-26	\$56.70	CD15-26
8.	Rinke Noonan	CD11 Stearns	\$680.40	CD11 Stearns
9.	Rinke Noonan	General Legal	\$2,849.10	101

Manager Mostad made a motion to approve the consent agenda. The motion was seconded by Manager Rettig. The motion passed with all in favor.

4. **Open Discussion from the Public** – There were no comments from the public.

5. **Old Business**

a. **December 31, 2012 Audit Presentation** – Steve Wischmann from KDV gave a presentation to the board on the Audited Financial Statements for the year ended December 31, 2012. He and President Harren congratulated staff on a job well done. **Manager Rettig made a motion to approve the Audited Financial Statements for the year ended December 31, 2012. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

b. **Overall Plan Update** – Administrator Kovarik gave a brief update on the progress of the Overall Plan. She and District Engineer Rebecca Kluckhohn met with each County’s lead department staff of the NRCS, SWCD, and Environmental Services to gain feedback from them on the plan and to fill in portions of the implementation plan. That information needs to be compiled and edits need to be made to the Plan. It is intended that there will be a draft of the Plan at the next meeting for the board to review.



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- c. **County Ditch 15 and 26 Repair Proceeding Update** – District Engineer Rebecca Kluckhohn presented the bid package directed by the board for County Ditches 15 and 26 and gave an estimated timeline. President Harren voiced his concerns about elevations and benefits. There were comments from the public regarding benefitting property and flooding concerns. It was requested that a cost estimate be brought to the next meeting for additional modeling and that the DNR be followed up with concerning Getchell Lake.
  - d. **Grant Updates** – Administrator Kovarik informed the board that staff put together several applications under the MPCA’s grant process. There were some problems encountered while attempting to submit some of the applications and, therefore, some of them weren’t received. Staff has been trying to resolve this with MPCA to no avail. The District should be finding out soon if any of the projects submitted were awarded funding.
  - e. **Year End Adjusting Entries** – Administrator Kovarik told the board that due to the debt the District is carrying for public drainage systems, the motion from the last meeting transferring money to various accounts needs to be rescinded. The District is required to have enough money in the general fund to cover any deficit balances. **Manager Rettig made a motion to rescind the motion from the March 19, 2013 meeting to transfer \$100,000 to the Building Fund and \$30,000 to the Capitol Replacement Fund. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
  - f. **Public Hearing on Grant Projects/Approval of Orders** - At 7:00, President Harren recessed the regular meeting and opened the Public Hearing of the Grant Projects and Approval Orders. Attorney Kolb presented the order to establish the #332 clean water assistance project and gave a brief overview. President Harren opened the hearing for public comments. After there were no comments from the public, **Manager Mostad made a motion to close the hearing for public comment. The motion was seconded by Manager Kral. The motion passed with all in favor. Manager Kral made a motion to approve the findings for the 2013 Clean Water Fund Clean Water Assistance Grant Project #332. The motion was seconded by Manager Kuseske. Roll call vote was taken: Harren, aye; Kral, aye; Kuseske, aye; Lunsford, absent; Mostad, aye; Rettig, aye; Scherping, aye; Sellnow, absent; Vangsness, aye. The motion passed.** Attorney Kolb presented the order to establish the #333 Clean Water Fund Accelerated Implementation Project and gave a brief overview. President Harren opened the hearing for public comment. After no comments from the public, **Manager Kral made a motion to close the hearing for public comment. The motion was seconded by Manager Mostad. The motion passed with all in favor. Manager Rettig made a motion to approve the findings for the 2013 Clean Water Fund Accelerated Implementation Project #333. The motion was seconded by Manager Vangsness. Roll call vote was taken: Harren, aye; Kral, aye; Kuseske, aye; Lunsford, absent; Mostad, aye; Rettig, aye;**



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**Scherping, aye; Sellnow, absent; Vangsness, aye. The motion passed.**

Attorney Kolb presented the order to establish the #334 Clean Water Fund Conservation Drainage Grant Project and gave a brief overview. President Harren opened the hearing for public comment. After some discussion in regards to the Eden Lake dam, **Manager Kral made a motion to close the hearing for public comment. The motion was seconded by Manager Rettig. The motion passed with all in favor. Manager Kuseske made a motion to approve the findings for the 2013 Clean Water Fund Conservation Drainage Project #333. The motion was seconded by Manager Kral. Roll call vote was taken: Harren, aye; Kral, aye; Kuseske, aye; Lunsford, absent; Mostad, aye; Rettig, nay; Scherping, nay; Sellnow, absent; Vangsness, aye. The motion passed.** President Harren closed the public hearing and reopened the regular meeting.

**g. Engineering RFP Project Update** – Administrator Kovarik informed the board that she is working on a draft engineering RFP and hopes to present that document at the next meeting.

**6. New Business**

**a. LMCIT Claim/Building Updates** – Administrator Kovarik informed the board of an issue that came up when a contractor was re-roofing the neighboring building. They were shoveling snow onto the District roof and were actually standing on our roof to do the work. The roof began to leak in that location and a screen was torn by debris. The adjuster from the League of Minnesota Cities and the contractor met at the District to discuss this. The contractor was willing to patch the District roof and also had the torn screen fixed. The adjuster asked for the ceiling to be opened where the leak was, there appears to be mold in the ceiling below the leak, however the claims adjuster from the League of Minnesota Cities will be here to assess the damage. **Manager Scherping made a motion to direct staff to get estimates to replace the roof. The motion was seconded by Manager Rettig. The motion passed with all in favor.** Administrator Kovarik also informed the board that staff spoke with the claims adjuster about the sewer system problems and upgrade. This particular claim is not eligible for submittal.

**b. Drainage Assessment Updates** – Administrator Kovarik told the board that since tax statements were sent out, she has spoken with a few landowners. Administrator Kovarik read a letter from a landowner on County Ditch 17 asking the District to look at his property because he feels that his land doesn't benefit from the ditch. The ditch has not had a redetermination of benefits done. There was discussion on doing an inspection of the entire ditch as a starting point. This was tabled until the next meeting. Administrator Kovarik stated that it was brought to her attention by the landowner that there may be an error on the assessment role County Ditch 24. Administrator Kovarik needs to discuss this with Houston Engineering first to make sure that in fact there is a potential error. The County will need a letter to get the assessment adjusted



accordingly, if there is an error. **Manager Rettig made a motion to authorize the Administrator to send an official notice to the County Auditor's Office to correct the assessment if it is needed. The motion was seconded by Manager Kral. The motion passed with all in favor.**

- c. **2012 R.I.V.E.R. Award Selection** – Administrator Kovarik asked the board to fill out the 2012 R.I.V.E.R. Award ranking sheet and turn them in after the meeting so results can be compiled and a winner can be announced at the May board meeting.
- d. **Thelen Project Updates** – Administrator Kovarik presented an advertising campaign idea from Thelen to promote landowners that have made water quality efforts across the watershed. Administrator Kovarik has met with agency partners to come up with a list of joint projects.
- e. **Clean Water Fund RFPs** – Administrator Kovarik presented the RFP's for the watershed-wide modeling and the runoff rates and fees for water management districts. **Manager Kral made a motion to approve the RFP 13-01 Watershed-Wide Modeling and RFP 13-02 Runoff Rates and Fees for Water Management Districts. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

## 7. Reports

### a. Administrator's Report

**1. Clarification on Personnel Item** – Administrator Kovarik asked for clarification on the years of service for the trainee position to determine benefit accrual. The personnel handbook states the years of service would begin calculating at the point the board changed the position to a temporary permanent based on funding. **Manager Kral made a motion to clarify that the years of service for the trainee position began as of the March 2013 board meeting. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

Administrator Kovarik stated that the billable rate for this position should be raised to what the other staff is billing at versus the intern rate to compensate for the raise in wages and benefits. **Manager Rettig made a motion to adjust to the billable rate for the trainee position to \$40 per hour. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

**2. Annual Report** – Administrator Kovarik asked the board if they had any questions about the contents of the Annual Report and, if not, to approve the document so staff can begin setting dates to meet with the counties and submit it to the state. Manager Kuseske asked for the trophic status to be provided on one of the monitoring graphs for better understanding. Administrator Kovarik stated that would be easily added. **Manager Mostad made a motion to approve the Annual Report with the change to the monitoring graph. The motion was seconded by Manager Kral. The motion passed with all in favor.**



**3. House Environmental and Finance Committee** – Administrator Kovarik shared with the board an update on recent legislation that was proposed by the House Environment and Finance Committee that is proposing an \$18 million dollar Clean Water Fund reduction to non-point source pollution projects. This would affect Clean Water Assistance and Clean Water Acceleration grants which are from the same grant funds that the District received funding in 2013. Kovarik asked the board for authorization to send a letter signed by the President to the Senate and House members on the committees regarding these proposed changes. **Manager Kuseske made a motion to authorize Administrator Kovarik to draft a letter regarding the organizations concerns about the proposed cuts to the Clean Water Fund. The letter will be signed by the President. Manager Mostad seconded the motion. The motion passed with all in favor.**

**4. Update on Staff** – Administrator Kovarik shared with the board that if they wanted to personally contribute towards flowers for one of the staff who recently had surgery. The Managers should coordinate this with her after the meeting.

- b. **Attorney's Report** – None
- c. **Engineer's Report** – None
- d. **Permits** –

**1.13-005 River Links Development** – Tara Ostendorf, Environmental Project Technician, asked the board to extend the review time another 60 days for the River Links Development due to the fact that staff met with the city and they have concerns with the development and have asked the District to hold off. It is still considered an incomplete permit. **Manager Rettig made a motion to extend the review period for the River Links Development permit another 60 days. The motion was seconded by Manager Kuseske. The motion passed with all in favor.**

**2.13-008 General Permit VA Psychiatric Unit Building** – Tara Ostendorf asked for approval of the general permit for the VA psychiatric building. **Manager Kral made a motion to approve the General Permit for the VA Psychiatric Unit Building. The motion was seconded by Manager Vangness. The motion passed with all in favor.**

- e. **Calendar Items** – volunteer training workshop for monitoring programs, DNR permit for harvester, Board notice for appointments sent to counties, quarterly reports due, Begin 2014 Budgeting and Planning, Appoint budget committee, publish Annual Report, Final Presentation of Audit, Final Presentation/Approval of Annual Report.
- f. **Board Member Meeting Reports** – None

8. **Items for Next Meeting Agenda** – President Harren asked when there would be additional discussion about the Sauk Lake Weed Harvest Project. Administrator



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Kovarik stated no meetings have been set up yet with the Lake Association, Manager Mostad and herself. Manager Scherping asked when the budget committee would be determined. Administrator Kovarik requested the board wait until the next meeting when the Treasurer is present to decide this.

9. **Upcoming Meetings to be Announced**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
5-21-13	SRWD Regular Meeting	SRWD Office	6:00 p.m.

10. **Adjourn – Manager Rettig made a motion to adjourn the meeting at 8:40 p.m. The motion was seconded by Manager Scherping. The motion passed with all in favor.**

**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.