



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

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, August 23, 2011**

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

FYI ITEM IN PACKET-NO REPORT

BOARD MEMBER ATTENDANCE: John Harren, Larry Kuseske, Bob Mostad, Jason Scherping, Jim Kral, Todd Foster, Tim Lunsford, Virgil Rettig, and Vern Vangsness

STAFF: Holly Kovarik, Administrator, Sarah Jo Schmitz, Intern, Grant Bullemer, Intern

GUESTS: None

- 7:00 1. **Call To Order & Pledge of Allegiance-*President Todd Foster***
 The meeting was called to order at 7:00 p.m. by President Foster.
- 7:01 2. **Additions/or corrections to the agenda items-*President Todd Foster***
 President Foster asked for additions and corrects to the agenda. Administrator Kovarik stated that she had several additional items that were passed out to the board that should be addressed under her report. Manager Lunsford also asked to add an item to the agenda under New Business.

7:05 3. **Consent Agenda (*approved by one motion*)-*President Todd Foster***

- a. July 1-31, 2011 Financial Report
- b. **Permits recommended for approval-None**
- c. **Contracts for Approval-None**
- d. **Resolutions for Approval –None**
- e. **Board Action Items for Approval-None**

16-11	Education Catalogs printing
17-11	Seedling Guides purchase
18-11	Rainbarrel Diverters purchase for education purposes

f. Loans, Grants, Appropriations

• **Loans-**

(1)	Robert and Diane Guggenburger Septic System Loan \$9,000 project approval
-----	---

• **Grants-**

(1)	Shirley Moberg Steven Traut Wells Well Sealing \$175.00 payment request
(2)	Douglas County SWCD MRBI Technical Assistance Funding \$17,911.25 payment request
(3)	Cost Share Contracts....Attachment A

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.



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

- **Appropriations**

1. Health Partners \$1,775.40 Premium Payment
2. Pheasants Forever \$2,500 CRP Promotion Final Invoice
3. Minnesota Native Landscapes \$1,340 payment JD #2 Sediment Ponds
4. Marco Bill \$2,767.45
5. Wenck \$1,160.00 for CD 24 Inspection
6. Central Heating and Air Conditioning \$6,348.00
7. Becker Environmental Services Rain Barrel Purchase \$1,727.40
8. Rinke Noonan \$3,097.00 Retainer, SRF, Big Fish, CD15/26, TMDL Implementation, CD24, 2011 CWP contract language review
9. Wenck General Engineering, Lower Sauk Grant, Backyard BMPs, Cold Spring Raingarden, Cook/Ganon, CSAH 11 Wetland, VA Hospital MS4 Presentation \$12,007.08

President Foster asked for a motion to approve the consent agenda. Manager Harren asked to pull Appropriations 3, 5, 7, 8, and 9 for further clarification.

Manager Vangsness made a motion to approve the consent agenda with the exception of Appropriations 3, 5, 7, 8, and 9. Manager Kral seconded the motion. The motion passed with all in favor.

Manager Harren asked for clarification on item 3, 5, 7, 8, and 9 in regards to the funds these bills will be paid out of. Administrator Kovarik explained the following Appropriations:

#3 Minnesota Native Landscapes would be paid for by the Judicial Ditch 2 Sediment Pond Fund.

#5 was approved previously for work on County Ditch.

#24 for Wenck Engineering Services on a repair project that is moving forward.

#7 Becker Environmental Services were paid for out of the general fund for the purchase of rain barrels that will be sold by the SRWD.

#8 Rinke-Noonan Bill that the \$600 was considered the retainer and paid by the general fund and most of the other special projects listed including ditches would be paid from those funds.

#9 Wenck Bill that most would be paid by the special projects (grants) and a couple of the items listed for the bill would be paid out of the general fund.

After hearing the explanation of the Appropriations pulled **Manager Harren made a motion to approve Appropriations 3, 5, 7, 8, and 9. Manager Kral seconded the**

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.



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

motion. The motion passed with all in favor.

7:10 4. **Old Business**

(a) Cook/Ganon Project Updates-Administrator Kovarik stated that the Board of Water and Soil Resources had made a final decision to not fund the Cook/Ganon project with all five landowners. Administrator Kovarik stated that she talked to Kay Cook prior to leaving on vacation and at that time stated that the landowners that currently have funding set aside through the SRWD will need to make a decision if they wish to proceed toward a project. Administrator Kovarik explained permitting concerns and timelines to keep the project moving. Administrator Kovarik stated that she had received an email from Steve Klein, the engineer, that indicated that he had not heard from the landowners to proceed on the creation of the design and that the landowners were still deciding if they were all going to proceed. Administrator Kovarik shared that at this time it is a potential that the Ganon's are considering not moving forward with the SRWD funding. Managers asked what their reasoning was. Administrator Kovarik was unsure and stated that she would get clarification why they wanted to back out and that if they were going to release the funding that this must be done in writing to the SRWD. The managers by general consent agreed that this was appropriate. It is difficult for the SRWD to make any decision on the project status until the landowners make a decision on how they all wish to proceed. It was discussed that the three landowners who do not have funding currently through the SRWD could ask for our assistance and a grant application could be made through the Clean Water Fund Application process through the Board of Water and Soil Resources. The application period will go from now till September 20, 2011. There was concern if these sites could make it to next year's construction season. **Manager Kral made a motion that the Cook's and Ganon's must indicate in writing by September 15, 2011 if they plan to move forward or if they will be releasing the funds. Manager Vangsness seconded the motion. The motion passed with all those in favor.**

(b) Big Fish-meeting will be set in September

(c) July 19, 2011 Regular Board Meeting Minutes-These will be handed out at the September board meeting. Administrator Kovarik apologized and explained that the minutes were not ready for this meeting for approval. Administrator Kovarik indicated that this past month's minutes were extremely hard to listen to and identify who was making motions. It was difficult to hear the conversations and put that into the minutes. Staff will be working to finalize the minutes for the September Board meeting.

(d) Steffenson/Shriver/Haust's Project-Administrator Kovarik read the special conditions on the Steffenson/Shriver/ Haust project as prepared by staff. **Manager Rettig made a motion to approve permit #11-20 with conditions. Manager Lunsford seconded the motion. Motion passed with all those 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.



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

- (e) 25th Anniversary Event Discussion-Administrator Kovarik gave an update on the event. The invitations were sent out and responses are being received. The event will be held September 13, 2011 on Pleasant Lake at the 400 Club. There was considerable discussion and by general consensus the board decided that this was a formal event and as such people should dress accordingly. The board and staff will wear their nametags. Administrator Kovarik indicated that a few awards should be presented at the event including the 2010 River Award Winner. **A motion was made by Jim Kral and seconded by Virgil Rettig to award Bob and Jan Bjork as Outstanding Volunteers. The motion passed with all in favor. Manager Lunsford made a motion to set a budget of not to exceed \$50 to purchase a plaque and Manager Kuseske seconded the motion. The motion passed with all those in favor.** There was more discussion about other annual awards and President Foster indicated that we should work to create some of those categories for the future.

7:15 5. **New Business**

7:15

- (a) **Sarah Jo Schmitz/Grant Bullemer Intern Presentation**-Sarah Jo and Grant gave a joint presentation on their internships. The board expressed their appreciation for their help through the summer. The interns expressed that they met most of their goals, learned a lot about all facets of the watershed district and would like to further pursue a career with a watershed in the future. We wish them well as they finish their internships.

7:30

- (b) **Sinclair Lewis Park Shoreline Restoration Discussion**-Manager Vangness made a motion to direct staff to work with the City of Sauk Centre on an Operation and Maintenance Contract that would extend beyond the current life of the project with the potential for a 5 year option. Staff will contact the City of Sauk Center and work on finalizing an agreement. **Manager Lunsford seconded the motion. The motion passed with all those in favor.**

7:45

- (c) **Weed Harvester Project Discussion**-Administrator Kovarik indicated that the District will need to discuss this project in the near future.
- (d) **Budget Committee Recommendations for Preliminary Levy**-Manager Lunsford gave an overview of the budget committee recommendations. The budget committee consisted of Managers Lunsford, Harren, and Foster. Manager Lunsford serves as Treasurer of the board and presented a summary of the budget committee's recommendation.

"Sauk River Watershed District Board of Managers,

The Budget Committee recommends a preliminary total levy of \$596,730 for Fiscal year 2012. This represents approximately a 2.05% increase from 2011.

In preparing this recommendation, the Budget Committee considered the historical priorities of the Board of Managers (education and water quality monitoring), the desire of the Board to reduce dependence on grant funding for core functions, and the

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.



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

current economic climate (a strong desire to limit levy increases and a reduction in the availability of grants for functions considered core to our priorities).

Following are key points leading to the recommendation.

- *Loss of \$30,000 in grant funding from MPCA for water quality monitoring*
- *3% Cost of Living Adjustment for staff (\$8,486.40 total for all staff)*
- *Partial shift of funding for interns from grant to levy funded*
**10% of funding shifted from grant to levy funding to allow flexibility in tasking*
**Additional \$2,400 shifted from grant to levy funding for document scanning activities*
- *Reduction of the contributions to the 10 year comprehensive plan from \$50,000 in 2011 to \$30,000 in 2012*
- *Elimination of the \$10,000 contribution to Stearns County SWCD*
- *Elimination of the \$1,000 contribution to the Pope County SWCD*

Manager Harren read a statement expressing that he would like to keep looking at the budget to decrease the levy amount.

President Foster asked each board member their opinion on the budget committee's recommendation prior to taking a vote to set the preliminary budget.

- Manager Rettig would like to include funding for a building.
- Manager Lunsford indicated that we need to pay attention to the economy and that building may not make sense right now.
- Manager Rettig would also like to buy a van that would get better gas mileage.
- Manager Vangsness stated that he thought the trucks should be kept and to drive them till they fall apart.
- Manager Mostad stated that it is not a wise time to spend more than you have to, we need to keep educating the public. We can defend a raise in the levy because of how little it affects each person. He expressed that there is a need to set up a budget for a new building.
- Manager Kuseske stated we need to do more long range budgeting and planning and that he is ok with the budget. In comparison per capita we are lower than many of the Watershed Districts around us.
- Manager Scherping expressed concerns that other towns are cutting back and we should look at ways to do that.
- Manager Kral indicated that this is not a good time to raise the levy and that the trucks are fine with around 100,000 miles on them currently.
- Manager Foster supports the 2.05% increase for levy to move funds from grant to levy funded

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.



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

Manager Kral moved to approve the budget committee recommendation to set the preliminary levy at 2.05% over 2011 or \$596,730. Manager Mostad seconded the motion. The motion passed with all in favor.

Manager Harren made a motion to continue to work on the levy and try to reduce the budget. Manager Rettig seconded the motion. The motion passed with Manager Foster opposed. Manager Foster stated that he doesn't see where the SRWD can cut without cutting staff and does not want to do that again.

Manager Lunsford asked for direction from the board. By general consent the board indicated that priorities are #1 Education and #2 Monitoring. This information will be used by the Budget Committee to determine the areas where cuts could possibly be made.

President Foster expressed his concern with the representation on the budget committee comprised of all Stearns County Appointees. President Foster appointed Manager Vangsness from Todd County to the Budget Committee. President Foster intends to sit in on the budget committee meetings to provide some details from the previous budgeting year and will have no vote on the committee.

- (e) **Ditch Assessments Discussion**-Administrator Kovarik explained the status of the ditch funds. **Manager Lunsford moved to approve the ditch assessments as staff prepared and recommended to recover current debt, establish a maintenance fund, and a general administration fund for each ditch. Manager Mostad seconded the motion. The motion passed with all in approval.**
- (f) **Weed Harvest Project**-Administrator Kovarik discussed the weed harvester project with the board and that the current balance would not necessitate the need to certify a levy for this project in 2012. **Manager Harren moved to approve that no levy would be certified for this project in 2012. Manager Kuseske seconded the motion. The motion passed with all in favor.**
- (g) **Osakis Channel Coop Time Extension Request**-Administrator Kovarik brought the board's attention to the memo regarding this time extension. **Manager Rettig moved to approve the time extension for Osakis Channel Coop and Manager Kral seconded the motion. The motion passed with all in favor.**
- (h) **Loren Williams Project Request**-Administrator Kovarik shared a memo from staff on this particular project. **Manager Kral made a motion to not deviate from our current policy and Manger Lunsford seconded the motion. The motion passed with all in favor.**
- (i) **Manager Lunsford Additional Item:** Manager Lunsford shared with the board that he received a call from a County Commissioner in regards to our budget. He indicated that a heads up would have been helpful. He also asked for direction on public data requests. A request has been made by a County

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.



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

Commissioner for 15 years worth of levy information. Attorney Kolb shared that the SRWD has a policy to address public data requests. The policy will be provided to our President and he will contact that County Commissioner with the details so that this information can be prepared for his inspection.

8:15 6. Reports

a. Administrator's Report-Administrator Kovarik

1. Interns Discussion-**Manager Kral made a motion to approve a budget of \$2,500 to continue one intern for 2 pay periods to scan documents into the Alchemy software. Manager Lunsford seconded the motion. The motion passed with all in favor.**
2. Clean Water Fund Project Signs-Administrator Kovarik shared an estimate for the signs and recommended an 18 by 24 sign two sided full color for \$26 each. These signs could be reused on projects. **Manager Scherping made a motion to approve a budget up to \$1,000 to purchase the signs and gave direction to the staff to get them purchased and designed. Manager Lunsford seconded the motion. The motion passed with all in favor.**
3. **Citizen Advisory Board Chairman Attendance Approval**-President Foster made a motion to have an executive board member at each Citizen Advisory Meeting. Manager Mostad seconded the motion. It was discussed that they could rotate this obligation and that there were four of these meetings each year.
4. **Executive Board Additional Responsibilities and Compensation**-Administrator Kovarik explained to the board that executive board members have additional responsibilities for the District and as such have items that need reimbursement. However our current policy is vague in regards to certain items such as phone calls and email correspondence when performing official executive board duties. Administrator Kovarik would like clarification and asked that the board direct her to develop a policy consistent with statute and to allow the attorney to review the policy. Manager Kral stated that it was important and prior to Administrator Kovarik he did not feel that he was informed on what was all going on. He appreciated and really felt that it is important to know what is going on at all times in this office. Therefore he would support a policy and agrees that the executive board should get some additional compensation. **Manager Kral made a motion to allow the Administrator and Attorney to develop a policy to clarify when executive board members should be compensated. Manager Lunsford seconded the motion. The motion passed with all in favor.**
5. **BWSR Clean Water Fund Applications**-Manager Mostad made a motion to complete an application for the BWSR Clean Water Grants. Manager Rettig seconded the motion. The motion passed

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.



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

with all in favor.

6. **Alchemy Annual Support Agreement and Payment \$1,720-Manager Foster made a motion to approve the agreement and payment for the Alchemy software. Manager Lunsford seconded the motion. The motion passed with all in favor.**
7. Stearns County Auditor Updates-Administrator Kovarik shared with the board that an affidavit has been received from the county on the records transfer for the ditches and that the county has prepared financial information that we are promised to receive soon. She also indicated that discussions are underway to update the benefit rosters for each ditch and to begin the process to set up the mechanism in the county system for the new benefit roster for the County Ditches 15 and 26.
8. **Contract Approvals: Manager Kral made a motion to approve the following contracts. Manager Scherping seconded the motion. The motion passed with all in favor.**
 - (1) **Ray Prasch Stormwater Retention Project \$7,500 in grant \$5,000 in loan**
 - (2) **Francis Olmscheid Feedlot Abatement project \$15,000 in grant**
 - (3) **Dwayne Skuza Septic System Loan \$12,000**
9. A motion was made by Manager Lunsford to authorize a payment to Anything Outdoors for construction on the Cold Spring Project \$22,792.46 (323-40000-285) and \$8,466.50 (310-40000-285). Manager Vangness seconded the motion. The motion passed with all in favor.
10. MPCA Middle Sauk Water Quality Restoration Project 2008-2011 Report was shared with the board. This has been submitted and approved by MPCA.
11. MPCA Restoring Water Resources SRCL 2008-2011 Report was shared with the board. This has been submitted and approved by MPCA.
12. **Manager Foster made a motion to approve training for Adam Hjelm to attend a Master Naturalist program not to exceed a \$500 total cost. Manager Lunsford seconded the motion. The motion passed with all in favor.** President Foster asked that the total cost be listed on the memo.
13. **Manager Lunsford made a motion to approve training for Administrator Kovarik through the Society of Human Resources at St Cloud State University.** The total cost will be \$379.00 plus mileage. Manager Lunsford stated that this type of training is invaluable and it is immeasurable how much time and money this can save an organization. **Manager Kral seconded the motion. The motion passed with all in favor.**
14. **Manager Mostad made a motion to approve a payment to the**

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.



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

Stearns SWCD for the Mississippi River Basin Healthy Watershed's Initiative in the amount of \$6,288.00. Manager Kral seconded the motion. The motion passed with all in favor.

15. Manager Foster made a motion to approve the attendance of both board or staff members and guests (4 individuals) to attend the Minnesota Waters Event on September 15. This would include their applicable expenses. Manager Harren seconded the motion. The motion passed with all in favor.

16. Grant contracts for approval: Manager Vangsness made a motion to approve the contracts and Manager Scherping seconded the motion. The motion passed with all in favor.

(1) Diane and Leon Imdieke Raingarden \$2,700

(2) Gold n Plump Retention Pond \$45,000

b. Attorney's Report—John Kolb

(1) CD15/26 Updates-CD15 and 26 Wetland Approval Scope of Work-

Attorney Kolb explained the memo provided for the scope of work from Wenck on CD15/26. There was considerable discussion from the Managers on the small proposals that seem to never end from Wenck on this project. Attorney Kolb stated that this work was directed by the board and landowners to clarify issues which have directed the work off on tangents. It was discussed that the board would like a full cost for the repair proceedings from Wenck. Manager Mostad stated that we shall fix this and it is the Ditch Authorities statutory responsibility to do the work, just fix it. **Manager Foster asked for a motion to authorize the Wenck Scope to conduct this work. Manger Kral made the motion to approve the Wenck Scope for this work and Manager Rettig seconded the motion. Managers Harren and Scherping abstain from the motion.**

Manager Lunsford moved and Manager Kral seconded a motion to authorize Wenck to provide a full scope of work on this repair for CD15/26. The motion passed with all those in favor.

c. Ditch/Permit Inspector Report-Mike Hayman/John Kolb

1. Permit 10-29 Ruhland Site-Eden ValleyJD1 Request-**Manager Mostad made a motion to approve permit 10-29 and this was seconded by Manager Lunsford. The motion passed with all those in favor.**
2. **FEMA Declaration** has been made in Stearns County due to the storms and staff is waiting for the high water to go down to conduct inspections on the structures in the County Ditches. As soon as the water levels due recede these inspections will be conducted and the information will be provided to FEMA.
3. County Ditches/Permits: **Manager Rettig moved to approve permit 11-17 for the ADM Shuttle Train Facility. Manager Vangsness seconded the**

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.



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

motion. The motion passed with all in favor.

- 4. Manager Harren made a motion to approve permit for the 11-18 College of St. Benedict with the special conditions listed and Manager Scherping seconded the motion. The motion passed with all in favor.**

- d. Calendar Items:** Pope County Fair Held, Douglas County Fair Held, Todd County Fair Held, Determine Preliminary Budget Recommendation for 212, Conduct Board/Staff Goal Setting Workshops (Part of Overall Plan Process).

e. Board Member Meeting Reports

- 1.** Manager Kuseske mentioned the Redetermination of Benefits Process and what the intention was for the certifying of those expenditures. It was the consensus of the board to carry the expenses on the 15 and 26 projects until the repair proceedings move forward and to bond at that time. Furthermore the board determined that the costs for repairs on County Ditch 24 and 9 could be certified since official bids have been received from contractors on these items.

f. Open Discussion for the Public-None

7. Items for Next Meeting Agenda

- 9:30 8. Adjourn-The meeting was adjourned by President Foster at 10:30 p.m.**

NEXT MEETING: Regular Meeting– September 20, 2011 (Tuesday)- Sauk River Watershed District Office Sauk Centre MN

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.